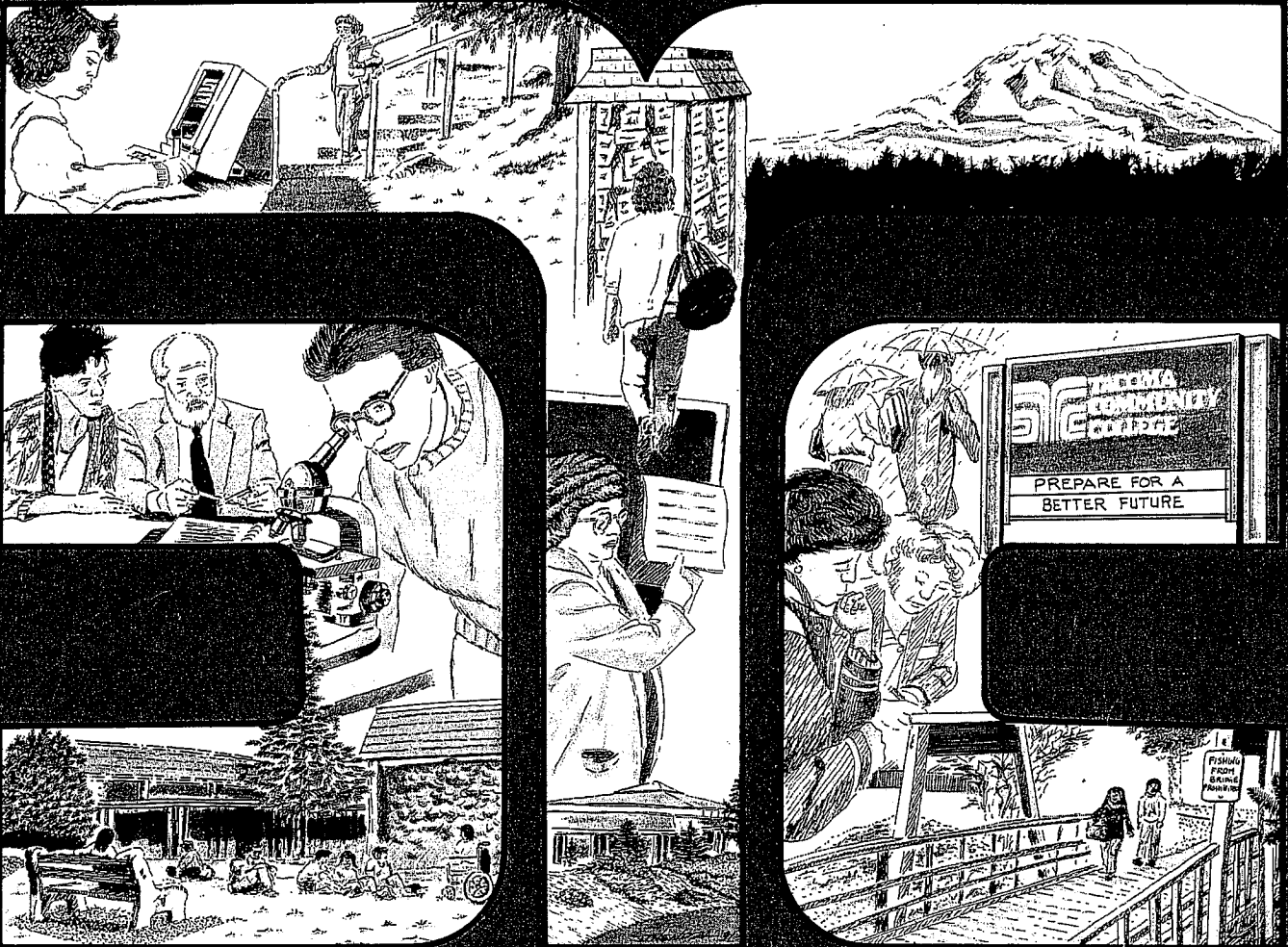


1991-93



C A T A L O G



TACOMA COMMUNITY COLLEGE

# Academic Calendar

<b>SUMMER</b>	<b>Official 1991-92</b> <b>(June 17-August 19, 1991)</b>	<b>Tentative 1992-93*</b> <b>(June 22-August 24, 1992)</b>
Day/evening classes begin	June 17	June 22
Independence Day recess	July 4	July 4
First half, final exams	July 16	July 20
Second half, classes begin	July 17	July 21
Summer quarter final exams	August 15	August 19
Grades due in Records office	August 19	August 24
<b>FALL</b>	<b>(September 23-December 2, 1991)</b>	<b>(September 21-December 14, 1992)</b>
Day/evening classes begin	September 23	September 21
Saturday classes begin	September 28	September 26
Veteran's Day recess	November 11	November 11
Mid-quarter Advising Day (no classes)	November 12	To be determined
Thanksgiving recess	November 27-30	November 25-28
Final exams and grading	December 9-12	December 7-10
Grades due in Records office	December 16	December 14
<b>WINTER</b>	<b>(January 2-March 19, 1992)</b>	<b>(January 4-March 22, 1993)</b>
New Year's Day recess	January 1	January 1
Day/evening classes begin	January 2	January 4
Saturday classes begin	January 4	January 9
M.L. King Jr.'s Birthday	January 20	January 18
President's Day recess	February 17	February 15
Mid-quarter Advising Day (no classes)	February 25	To be determined
Final exams and grading	March 16-19	March 15-18
Grades due in Records office	March 23	March 22
<b>SPRING</b>	<b>(March 30-June 11, 1992)</b>	<b>(March 29-June 15, 1993)</b>
Day/evening classes begin	March 30	March 29
Saturday classes begin	April 4	April 3
Mid-quarter Advising Day (no classes)	May 19	To be determined
Memorial Day recess	May 25	To be determined
Final exams and grading	June 8-11	To be determined
Commencement	June 11	To be determined
Grades due in Records office	June 15	To be determined

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

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June 1991. 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.

# Contents

<b>The College</b> .....	<b>2-4</b>	AIDS; Cheating; Radiologic Technology Program Pregnancy Policy	
<b>Instructional Programs</b> .....	<b>5-8</b>	<b>Degrees and Graduation</b> .....	<b>26-32</b>
University Level Preparation; Occupational Education (List of Programs); Adult High School Completion; Developmental Education; Adult Basic Education; Non-credit Lifelong Education Classes; Servicemembers Opportunity College; Continuing Professional Education; Bridge Program; Health Professional Continuing Education; Institute for Business and Industry.		General Degree Policies, Requirements for All Degrees; Credits Transferred to TCC; Credits Transferring from TCC; Changing TCC Degree Requirements; Multiple Degrees; Application for Degrees; Associate in Arts and Sciences, AAS Options A and B; Associate in Technical Arts; Associate in General Studies; Scholastic Honors and Awards; Graduation.	
<b>Admissions</b> .....	<b>9</b>	<b>Special Services for Students</b> .....	<b>33-35</b>
Application Procedures; Transfer Admissions; Readmission; Vocational Program Admissions; International Student Admission.		Instructional Services; Other Instructional Support Services; Student Services, Multicultural Student Services, Disabled Student Services, International Student Services, Child Care Center; Other Services.	
<b>College Tuition and Fees</b> .....	<b>10-12</b>	<b>Student Programs and Activities</b> .....	<b>36-37</b>
Residency Requirements; Concurrent Enrollment; Special Fees; Senior Citizen Tuition and Fee Waiver; Refund Policy; Tuition and Fee Schedule.		Student Government; Student Access to Growth and Earning; Clubs and Organizations; Student Newspaper; Athletics; Intramural Activities.	
<b>Financial Assistance</b> .....	<b>13-16</b>	<b>Occupational Programs</b> .....	<b>38-55</b>
Eligibility Requirements; Financial Aid Programs; Applying for Financial Aid, Deadlines, Academic Progress Policies, Financial Aid Probation, Financial Aid Suspension, Appeals, Repayment; State Need Grant Program; Veterans Services.		Automated Accounting Applications; Administration of Justice; Business Administration and Management; Certificate in Management; Computer Information Technology; Educational Paraprofessional; Emergency Medical Care; Fire Command Administration; Health Records Admitting Clerk; Human Services Program; Medical Records Technology; Medical Secretary; Medical Transcriptionist; Nursing, Associate Degree; Nursing Assistant; Nursing, Vocational; Office Occupations; Radiologic Technologist; Respiratory Therapy Technician/Therapist; Supervision and Management.	
<b>Education Planning</b> .....	<b>17-18</b>	<b>Course Descriptions</b> .....	<b>56-105</b>
Assessment; Advising; Educational Planning Services; Advising Center.		<b>Board, Administration, and Faculty</b> .....	<b>106</b>
<b>Registration Procedures and Policies</b> .....	<b>19-20</b>	<b>College Administrative Staff</b> .....	<b>107</b>
Definitions, Student Status, Credit Hours, Quarter; Policies, Credit Hours Per Quarter, Change of Program, Official Withdrawal, Course Repeats, Course Audits; Alternative Credit Options; CLEP Examination; Advanced Placement Credit; Challenging a Course.		<b>Faculty and Administrators</b> .....	<b>108-112</b>
<b>Grades and Academic Policies</b> .....	<b>21-23</b>	<b>Faculty Emeriti</b> .....	<b>113</b>
Grading Policies, Incomplete Grade, Change of Grade, Transcripts; Academic Review Policy; Academic Review Procedures, Academic Deficiency, Academic Probation, Removal of Academic Probation, Academic Suspension Appeal Procedures; Re-enrollment Procedures Following Academic Suspension.		<b>Definitions</b> .....	<b>114</b>
<b>Other College Policies</b> .....	<b>24-25</b>	<b>Index</b> .....	<b>115-118</b>
Buckley Amendment; Student Rights and Responsibilities; Affirmative Action; Substance Abuse; Sexual Harassment;		<b>Community College Application</b> .....	<b>119</b>
		<b>Information Directory</b> .....	<b>120</b>

---

# The College

---

## Welcome to Tacoma Community College!

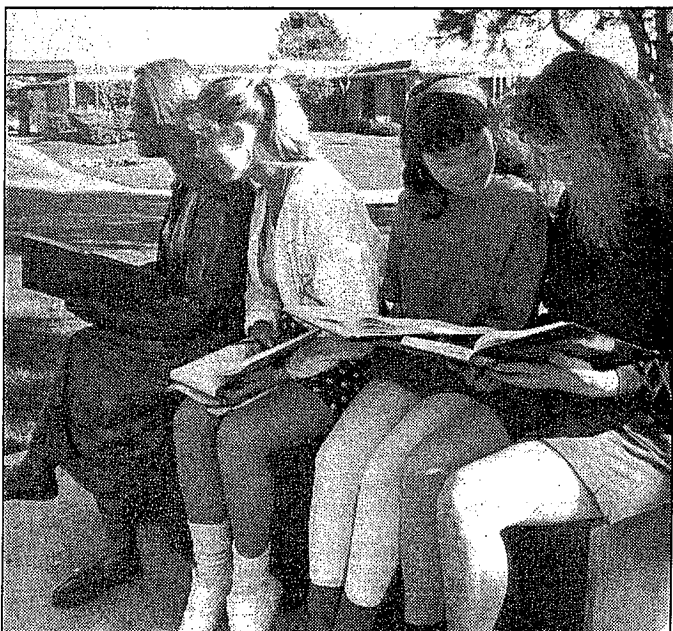
Tacoma Community College can help you prepare for the future! Today's world is constantly changing -- jobs are always adjusting to new technologies and new requirements.

Success today comes to those who actively seek it, persistently, with a careful eye to the future. Those who prepare for the future with flexible skills and a positive approach will experience the rewards of success. TCC is uniquely qualified to help you prepare for a challenging future!

## Plan Your Future at TCC

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

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



## 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 is 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.

## High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you complete a college education. During 1990-91 a total of 1,452 students received some form of financial aid. The average award package including grants and work study employment was \$3,373 for the academic year. With that kind of financial assistance you can meet all educational expenses and many living costs, too.

## 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.

## 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 consistently receive among the highest average scores of the state's 22 two and four-year nursing programs represented in the annual 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 exceptionally well in their studies.

We invite you to enter Tacoma Community College, join our dedicated faculty and staff, and move to the level of success experienced by thousands of former Tacoma Community College students. Tacoma Community College wants to help you meet your educational goals.

## Diverse Student Population

TCC students come from all backgrounds, cultures and ages. About 55 percent of the College's 7,000 students are women and 45 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 younger and older students provides a rich learning experience in the classroom.

## About 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 about 7,000 students each quarter.

Tacoma Community College is a comprehensive state-supported school serving the educational needs of more than 500,000 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 the many waterways of Puget Sound, to ocean beaches and to the Olympic and Mt. Rainier national parks. 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 center 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.

## Mission and Goals

The College is committed to open access and high quality instruction in meeting the diverse educational needs for the adult community in Tacoma-Pierce County. The College will encourage and support the success of students of all races and nationalities, will treat each individual with dignity, and will value cultural diversity. To do so, the College:

- Maintains an open door admission policy.
- Provides educational opportunities at the lowest possible cost consistent with acceptable standards of quality.
- Maintains an environment which recognizes and respects cultural diversity and individual dignity.
- Provides a comprehensive curriculum including academic transfer education, occupational and vocational education, lifelong continuing education and developmental education, appropriately balanced to reflect the needs of our community.
- Provides individualized academic and career and vocational planning.
- Provides excellent teaching and other services for students.
- Provides student-sponsored activities and programs.
- Provides comprehensive instruction throughout the College district.
- Utilizes the community college for wide-ranging community purposes.

## Accreditation

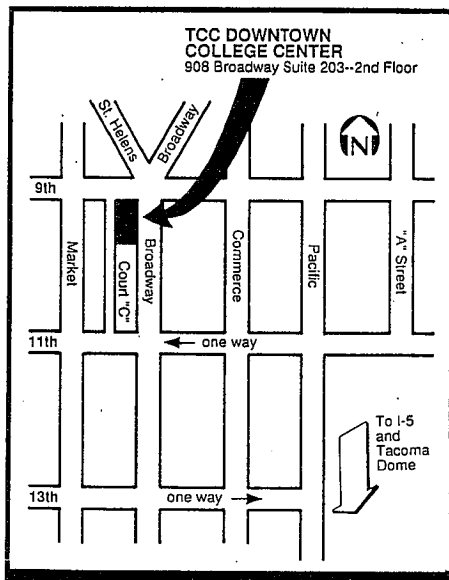
Agencies accrediting Tacoma Community College and its programs include:

- 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.
- Joint Review Committee on Education Programs for EMT-Paramedic.

## Off-Campus Sites

### Downtown College Center

Tacoma Community College's Downtown Center, located at 908 Broadway, strives to meet the training needs of business and other students requiring a flexible schedule. The facility provides a professional, productive environment and is equipped with IBM PC compatible computers and a large inventory of popular business software. The center also accommodates the classes and seminars of the Institute for Business and Industry and the Small Business Development Program to provide comprehensive business offerings.



The Downtown Center curriculum focuses on computer applications in business, supervision and management, and office skills training. Typical computer application courses include computer applications in accounting and use of software for microcomputers. The Center offers a wide variety of practical, career-oriented, supervision and management evening courses. The self-paced lab curriculum includes accounting, typing, business machines, data processing, and other office-related courses.

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

The individualized 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 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.-5 p.m. Monday-Thursday, and 9 a.m.-3 p.m. Friday.

### 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 college classes and non-credit, self-supporting classes. The Center features self-paced, individualized instruction for business and office skills. Courses include accounting, typing, word processing, business machines, and business math. These classes are ideally suited to busy, working students who need flexible school schedules.

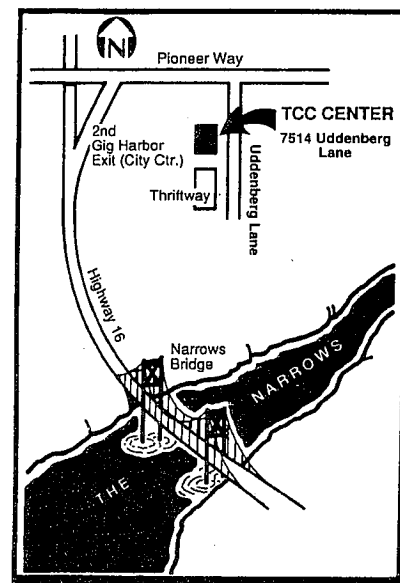
A modern computer lab contains IBM compatible personal computers equipped with popular software. Quarterly classes are offered in Introduction to Computers, MS-DOS, WordPerfect and Lotus 1-2-3. Special computer classes can be arranged for local employers and other small groups.

An evening self-paced math lab is available to students. Classes range from "Review Arithmetic" (Math 86), to "Introduction to Probability" (Math 241).

Additional college classes are offered in English, nursing assistant, real estate, history, psychology, and other areas.

Approximately 20-30 non-credit, self-supporting courses are offered each quarter. The diverse selection of classes includes Spanish, aerobics, swimming, photography, painting, dancing, landscaping, boating, and more.

Classes are typically scheduled in the evenings and on Saturdays. For more information, stop by or call the Center at 851-2424 or 566-5350 from Tacoma. Office hours are Monday through Thursday from 8:30 a.m. to 9 p.m.



# Instructional Programs

Tacoma Community College offers a major selection of courses designed to meet the student's educational goals. The College offers individual classes and complete programs in university level education and career education. In addition, TCC offers quality programs in adult high school completion, developmental education, adult basic education, and a variety of special educational programs.

## University Level Preparation

Students interested in pursuing careers where university level work is required can complete the first two years of course work through TCC's comprehensive university parallel 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 skilled advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with the individual student.

Below are some of the university level areas you may begin training for at TCC while completing requirements for a two-year associate degree:

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

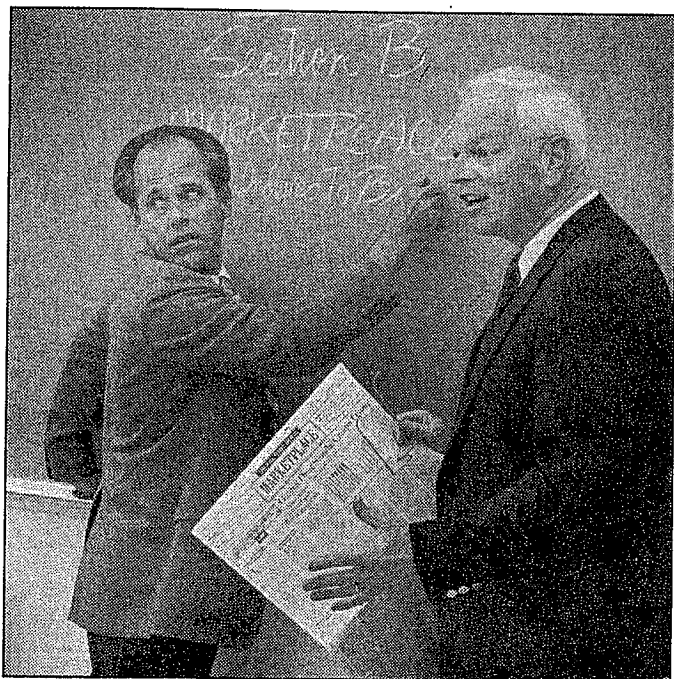
## Occupational Education

Tacoma Community College offers more than 25 career training programs designed to prepare students for immediate employment.

Career programs at TCC lead to two-year associate degrees or program certificates. In addition, many of the programs and courses are available for career advancement, updating skills, or retraining opportunities.

Besides admission to Tacoma Community College, each occupational program may have specific application and admission procedures. Interested students should inquire directly with an individual program coordinator or division office for details.

For outlines of programs of study in TCC occupational programs and names of program coordinators, see the occupational programs section of this catalog.



Tacoma Community College can provide career training or retraining in the following programs:

### BUSINESS

Automated Accounting Applications  
 Bookkeeping  
 Business Administration and Management  
 Supervision and Management

### OFFICE OCCUPATIONS

Office Operations  
 Receptionist Clerk  
 Secretary  
 Word Processing

### HEALTH OCCUPATIONS

Emergency Medical Technician (EMT)  
 Health Records/Admitting Clerk  
 Medical Records Technology  
 Medical Secretary  
 Medical Transcriptionist  
 Nursing Assistant  
 Nursing, Associate Degree  
 Paramedic  
 Radiologic Technologist  
 Respiratory Therapy Technician/Therapist

### PUBLIC SERVICE

Administration of Justice  
 Correctional Officer  
 Educational Paraprofessional  
 Fire Command Administration  
 Human Services

### COMPUTERS

Automated Accounting Applications  
 Computer Field Technology  
 Computer Information Management Systems  
 Word Processing

## Adult High School Completion

The Adult High School Completion Program is designed for students who want to earn an adult high school diploma. The program accepts students whose class has already graduated or who are 19 years of age.

Students who are classified as a resident of the State of Washington and who are 19 years-of-age or older will have their tuition waived. Other students must pay tuition. All students are responsible to pay for fees and books.

In determining previous achievements, high school, college and other transcripts will be required for evaluation. Courses offered include those required by the state as well as a wide variety of elective subjects.

Application and acceptance into this special program must be completed through the High School Completion office one month prior to the start of each quarter. For more details, contact the High School Completion office in Building 18.

## 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 Adult Basic Education and Learning Assistance programs are part of Developmental Education. For information call 566-5029.

### 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.

### Other Educational Programs

#### Non-Credit Classes--Lifelong 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 reentry, business and personal skills, language and cultural studies, marine studies, international studies, photography, physical fitness, sign language, personal skills and enrichment, and public policy. All non-credit classes are financially self-supporting, financed completely with 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.

#### 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 servicemembers who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hour 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 the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by calling the Office of Veterans Affairs at 566-5167.

#### 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, mortgage banking, insurance, legal and Certified Public Accounting.

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 specific certification or licensing. Special courses are offered in workshops, seminars, short classes, or during regular quarter-length scheduling. The Office of Continuing Education is located in Building 2A.



## 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.

The Bridge Program is intended for students who have less than 90 credits. This accredited evening program is intended for students who are interested in an interdisciplinary curriculum based on The Evergreen State College format. The courses are designed to enhance fundamental writing and thinking skills and to fostering independent broad communications skills and critical, logical thinking skills. A total of twelve (12) credits can be obtained each quarter.

The program is offered three (3) quarters; Fall, Winter, and Spring. The classes are taught three nights a week (Tuesday, Wednesday, and Thursday) at the Tacoma-TESC campus located at 1202 South "K" Street.

The program is approved for veteran's education benefits. Students may also use their financial aid awards. For more information about the program, call The Evergreen State College Tacoma campus at 593-5915 or The Bridge at 272-1237.

## Health Professional Continuing Education

Tacoma Community College's Health Professional Continuing Education (HPCE) program provides high quality, reasonably-priced educational programs for the area's health professionals.

The program offers classes, workshops, seminars and conferences, as well as custom-designed educational packages for groups.

TCC seeks to help health professionals anticipate the changes in today's medical fields and become better skilled to meet future requirements.

## 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 courses are offered each quarter and are supplemented by special interest, short-time workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Counseling Center, Building 18.

## Institute for Business and Industry

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

Seminar and training leaders are top professionals in their fields, specializing in upbeat, practical instruction. Workshops and seminars are held off campus 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 constant updating of professional skills so workers can remain adaptable. TCC provides training that gives local business and industry an edge in changing, competitive times, creating a continuing training partnership.

## Small Business Development Program

In conjunction with the Chamber of Commerce Small Business Profit Center, 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.

## General Education Development Test (GED)

Adults who have not completed high school may earn a Certificate of Educational Competency from Tacoma Community College. The certificate is awarded after a satisfactory score is achieved on the General Educational Development (GED) test. There is a testing fee for completing the test. Students interested in the GED test should contact the Office of Assessment and High School Completion.



---

# Admissions

---

Admission to Tacoma Community College is available to individuals who are high school graduates or 18 years of age or older. Applicants under 18 years of age who have not graduated from high school must obtain a written release from the principal of the high school they last attended before 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.

## Application Procedures

Student applicants planning to earn a degree or certificate at Tacoma Community College or those planning to transfer to a four-year institution must complete each of the steps listed below. Students planning to take individual courses, but not to pursue a degree or certificate should complete the first two steps only.

1. Obtain a State of Washington Community College Admission Form from the Admissions Office. The admission form is also available at other community colleges and from Washington State high school counselors.

2. Complete and return the application form to the Admissions Office, Building 18.

3. Request that an official transcript from the last high school attended be forwarded to the Admissions Office. Applicants still attending high school should arrange to have final transcripts sent to the Admissions Office after completing grade 12.

## Transfer Admissions

Students transferring to Tacoma Community College from other institutions should follow the same admission procedures as for new students.

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

Transfer students should refer to the "Transfer Credits" section in the Degrees and Graduation section of the catalog regarding evaluation and transferability of credits earned from other institutions.

## Readmission

If a student previously attended Tacoma Community College but his or her enrollment has lapsed for one or more quarters, the student may re-enroll by completing a Readmission Form available in the Admissions Office.

## Vocational Program Admissions

Admission into a particular TCC vocational program is dependent upon an individual's qualifications and the availability of space in the desired program. For information or admission to a specific program, students should contact the program coordinator (listed with each program in the "Occupational Programs" section).

## International Student Admissions

International students are admitted to TCC under strict federal regulations. Applicants are urged to contact and work with the College's international student advisor in Building 11A. Applicants should allow several weeks prior to the beginning of the quarter for which they desire admission for processing of their application and related documents.

TCC 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:

- Evidence of academic preparation by submitting official transcripts from all schools which he or she attended.
- Evidence of language proficiency by submitting English proficiency test results from tests administered 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.
- 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.)
- Evidence of immigration status (for new transfer students only) by submitting a letter to TCC concerning their status at a previous school.

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 listed on the College International Student Information Sheet.

---

# College Tuition and Fees

---

Most tuition and fees are set by the Washington State legislature. The chart on page 12 identifies approximate tuition rates. Actual tuition rates and fees will be published in the quarterly class schedule.

## Residency Requirements

Residency status is determined at the time the application for admission is processed. For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:

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

Factors which may be considered in a determination of residency include permanent, full-time employment in the State of Washington; voter registration; automobile registration; a Washington State driver's license; 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; and possession of a professional license to practice in Washington.

Exemption from non-resident tuition is granted to students who provide evidence that they reside in the State of Washington and:

- Hold a graduate service appointment (involving not less than 20 hours per week) designated as such by an institution; or
- Are employed for an academic department (involving not less than 20 hours per week) in support of the instructional or research programs; or
- Are faculty members, classified staff members or administratively exempt employees holding not less than a half-time appointment, or spouses or dependent children of such persons; or
- Are active duty military personnel stationed in the State of Washington, or spouses or dependent children of such persons; or
- Are immigrants having refugee classification from the U.S. Immigration and Naturalization Service or spouses or dependent children of such refugees; or
- Are students who have spent at least seventy-five percent of both their junior and 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.

A student wishing to change his or her residency classification must petition the College by completing the residency questionnaire and by providing necessary documentation. The form may be obtained at the Admissions Office, Building 18. This should be accomplished prior to the day of registration.

## Concurrent Enrollment

Tacoma Community College cooperates with Edmonds, Pierce, Green River, Highline, Olympic, and the Seattle community colleges in offering a concurrent enrollment program. The program 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 the number of credits for all courses enrolled does not exceed the maximum number of credits allowable at standard rates; and
- Provided 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, the College charges a facilities use fee, and students are charged for individual instruction and other incidentals.

The special fees are published in the quarterly class schedule.

### Senior Citizen Tuition and 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:

- 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.
- Waivers will not be applied to more than two (2) courses per individual per quarter.
- An administrative charge of \$2.50 per course, but not more than \$5.00 total, will be charged to cover the cost of registration and record processing.
- Senior citizens may take classes for credit or on an audit (no grade) basis.
- Senior citizens are responsible for purchasing their own books, supplies, laboratory fees, facilities use

fee, 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.

### Refund Policy

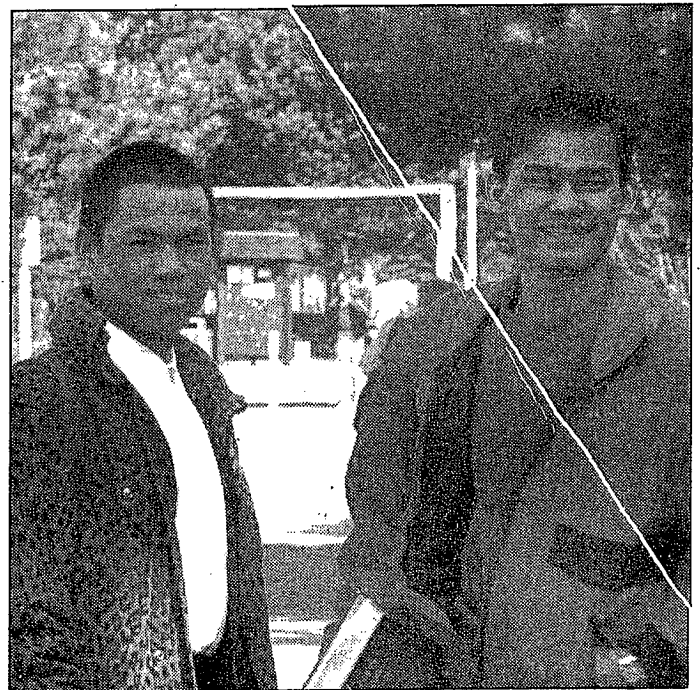
#### Credit Classes

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 canceled by the College .....100%
- Withdrawal during the first five (5) calendar days of the quarter .....100%
- Withdrawal from the 6th through the 30th instructional 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 percent refund for five (5) calendar days after he or she registers for the course and a 50 percent refund for five (5) additional calendar days.

(Refund Policies Continued Page 12)



## Refund Policy (continued)

### Refunds for Other Classes

Refunds will be made according to the following schedule:

- Withdrawal prior to the 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

### QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

	FALL 1991 (Fall 1991- Summer 1992)	FALL 1992*** (Estimates) (Fall 1992- Summer 1993)	Special Student Center Facility Fee (\$ .50 per credit)
<b>Full-Time Student (10-18 credits)</b>			
General Tuition and Operating Fees	\$276.50	\$292.50	\$5.00
Service and Activities Fees*	\$38.50	\$40.50	
<b>TOTAL</b>	<b>\$315.00</b>	<b>\$333.00</b>	
<b>Part-time Fee</b>			
1-2 credits	\$63.00	\$66.60	\$.50
3-9 credits-per credit hour	\$31.50	\$33.30	per credit
Over 18 credits-per credit hour	\$27.65	\$29.25	to 15 credits

### QUARTERLY TUITION AND FEES FOR NON-RESIDENT STUDENTS\*\*

	FALL 1991 (Fall 1991- Summer 1992)	FALL 1992*** (Estimates) (Fall 1992- Summer 1993)	Special Student Center Facility Fee (\$ .50 per credit)
<b>Full-time Student (10-18 credits)</b>			
General Tuition and Operating Fees	\$1200.50	\$1272.50	\$5.00
Service and Activities Fees*	\$38.50	\$40.50	
<b>TOTAL</b>	<b>\$1239.00</b>	<b>\$1313.00</b>	
<b>Part-time fee</b>			
1-2 credits	\$247.80	\$262.60	\$.50
3-9 credits-per credit hour	\$123.90	\$131.30	per credit
Over 18 credits-per credit hour	\$120.05	\$127.25	to 15 credits

### QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

	FALL 1991 (Fall 1991- Summer 1992)	FALL 1992*** (Estimates) (Fall 1992- Summer 1993)	Special Student Center Facility Fee (\$ .50 per credit)
<b>Full-time Student (10 or more credits)</b>			
General Tuition and Operating Fees	\$67.00	\$67.00	\$5.00
Service and Activities Fee*	\$22.00	\$22.00	
<b>TOTAL</b>	<b>\$89.00</b>	<b>\$89.00</b>	
<b>Part-time Fee</b>			
1-9 credits-per credit hour	\$8.90	\$8.90	\$.50
			per credit
			to 15 credits

\* Includes capital funding fee of \$.50 per credit and is subject to change by the TCC Board of Trustees.

\*\* Non-resident students are those not continuously domiciled in Washington State for at least 12 months prior to the first day of the quarter in which they register. Under the law, active duty military personnel stationed in Washington and refugees and the spouses and dependents of same are allowed to pay resident tuition.

\*\*\* Fall 1992-Summer 1993 tuition rates are estimates. At publication, the rates had not yet been set by the Washington Legislature. A special rate of \$11.00 per credit hour is charged for Small Business Management. A special rate of \$5.00 is charged for ungraded Emergency Medical Technician courses and \$2.00 for senior citizen classes.

---

# Financial Assistance

---

Tacoma Community College is committed to providing individuals the opportunity to pursue their educational goals regardless of their financial circumstances.

The primary responsibility of financing a college education rests first with the student and his or her family. Both students and their families (when appropriate), are expected to contribute according to their means, taking into account eligibility requirements identified by individual financial aid sources. No student will be denied aid on the basis of sex, race, color, religion, national origin, age or physical handicap.

## Eligibility Requirements

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

- Be admitted to the College.
- Obtain a high school diploma or GED Certificate.
- Be enrolled for six or more credits 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.
- Have financial need based on accepted federal and state guidelines or meet the criteria for non-need scholarship or loan programs.
- Maintain academic progress standards required by the College Financial Aid Office. Students who have been suspended from financial aid at another school will not be eligible for financial aid at TCC until they have completed 12 credits with a 2.0 GPA during one quarter at TCC. Tuition must be paid by the student for this quarter.
- Have no outstanding debts with Tacoma Community College or other institutions for previously awarded grants or loans.

## Financial Aid Programs

Financial aid applicants at Tacoma Community College are eligible for packages of aid from two or more of the following programs:

### Grants

- Pell Grant - A federal grant program of between \$225 and \$2,400 to provide a "floor" of financial aid to which other aid is added as needed.

- Supplemental Educational Opportunity Grant (SEOG) - A federal grant program of between \$150 and \$600 awarded to those in extreme financial need.
- State Need Grant (SNG) - A state grant program for state residents only with the actual amount of the award varying from year to year.
- Bureau of Indian Affairs Grant (BIA) - A federal grant program for students who are at least one-fourth American Indian, Eskimo or Aleut based on financial need and funds available from the student's area BIA agency.
- Tuition Waivers - Authorized state tuition grants to Washington residents based on financial need. An additional 20 to 30 tuition waivers are provided by TCC to graduating high school seniors with outstanding scholarship, leadership skills, or performing arts talent.

## Employment

- College/State Work-Study - Part-time employment opportunities for students in jobs both on and off campus paying from \$4.51 to \$7.80 per hour.

## Scholarships

- College Scholarships - Scholarships funded by private citizens and groups designed to assist students with specific skills.

## Loans

- Stafford Loans (formerly GSL) - Federally supported loans for need-based students of up to \$2,625 annually. Offered through local banking institutions with reduced interest rates and delayed payments.
- Supplemental Loans - Federally-supported, delayed-payment loans of up to \$4,000 annually for independent students.
- Plus Loans - Another federally-supported, delayed-payment loan of up to \$4,000 annually for parents of dependent students.
- Short Term Loan Program - A program which provides short-term tuition and/or book loans to students who can verify their employment in the public or private sector or who are employed in the college/state work-study program. Those who have been determined eligible for financial aid by a financial aid advisor or who are eligible for veterans'

benefits as determined by a veterans' advisor are also eligible. Students may apply for these loans by contacting the Associate Dean for Student Services in Building 18.

### "SPRUCE" Program

The "SPRUCE" program, located in Building 18, provides tuition and fee waivers for long-term unemployed individuals to enroll in classes at Tacoma Community College on a space-available basis. "SPRUCE" stands for "Space Available to Respond to the Unemployed through College Education." The intent of the program is to provide an incentive to discouraged workers to reestablish themselves as contributing members of the community.

### Applying for Financial Aid

Applicants or students may find out about the availability of financial aid and the features of different financial aid programs by contacting the College Financial Aid Office, Building 18. Financial aid advisors are ready to work with individuals to explore ways to finance their education.

To apply for financial aid a student must complete the following steps:

- Obtain a copy of the leaflet titled "The Financial Aid Application Process" from the College Financial Aid Office which explains each step students must complete to become eligible for financial aid.
- Obtain the two basic application forms: Financial Aid Form (FAF) and Financial Aid Data Sheet (FADS).
- Mail the Financial Aid Form (FAF) to the College Scholarship Service in Berkeley, California.
- 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" brochure prior to the quarterly deadlines outlined in this catalog.

Application forms are usually available in high school guidance offices and college financial aid offices in November.



### Deadlines

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.

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

Fall Quarter	April 1
Winter Quarter	September 1
Spring Quarter	December 1
Summer Quarter	March 1

### Academic Progress Policies

A Tacoma Community College financial aid recipient must follow official College policies:

#### Credit Completion and Grade Average

- Full-time students must register for and complete a minimum of 12 credits each quarter. Some programs allow aid for less than full time, however, students must make special arrangements with the Financial Aid Office to receive aid for less than full-time enrollment.

Enrollment:	Student Must Complete:	Student Must Maintain:
Full-Time	12 credits/quarter	A cumulative
3/4 Time	9 credits/quarter	grade point average
1/2 Time	6 credits/quarter	of 2.00 (C) or above

- Only letter grades of A, B, C, D, or S will count toward completed credits.
- To be counted as part of the minimum number of credits the student is required to complete each quarter, credits must apply toward his or her degree or certificate or be required developmental course work. Developmental course work is limited to no more than 45 credits.
- Courses which were taken previously while receiving financial aid may be repeated to satisfy the minimum credits for satisfactory progress so long as the student continues to fulfill other satisfactory progress standards.



- 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.

### Financial Aid Probation

Following every quarter, the cumulative GPA and number of credits earned by each financial aid recipient will be reviewed by the Financial Aid Office.

- If the student fails to complete the minimum credits or obtain the minimum grade point average as outlined above, the student will be placed on financial aid probation. *Exception: If, at any time, a student completes less than six credits, the student will be suspended from financial aid without probation.*
- A student will be removed from probationary status if, during his or her next quarter of attendance the student completes the minimum credits and obtains the minimum grade average as outlined under "Credit Completion."
- Prior to registering for the next quarter, the student must take a Grade Verification Form to each of his or her instructors. After each instructor has completed the form, it should be taken to the Financial Aid Office. Forms are available in the Financial Aid Office.

### Financial Aid Suspension\*

- Financial Aid will be suspended if, after a probationary quarter, the financial aid recipient fails to complete the minimum credits or obtain the minimum grade average as outlined under "Credit Completion."
- \* If, at any time, a financial aid recipient completes less than six credits, the student will be suspended from financial aid without probation.

### Conditions for Reinstatement After Suspension

- To have financial aid reinstated after it has been suspended, the student must complete 12 credits during one quarter with a cumulative level grade point average of 2.0 (C) or above.

Note: It will be necessary for the student to use his or her own resources to pay for tuition and books during this time.

### Appeals

Occasionally there may be extraordinary circumstances beyond the control of the student that result in failure to maintain satisfactory academic progress.

- If the student feels that the failure to meet minimum satisfactory progress requirements was due to some circumstance beyond his or her control, the student may complete a Probation/Suspension Appeal Form and submit it to the Financial Aid Office.
- If failure to meet satisfactory progress requirements was due to illness, a written doctor's statement should be submitted to the Financial Aid Office. No more than one medical excuse will be accepted during a student's enrollment at Tacoma Community College.

### Maximum Time Frame for Receipt of Aid

Financial aid is limited to 105 credits or until a program is complete (whichever occurs first). Courses taken at other schools will not count toward the 105-credit limit.

If the student reaches the 105-credit limit, he or she may appeal for an extension of their aid by completing a Petition for Aid Beyond 105 Credits.

Normally, only one change of degree or certificate program is permitted.

As part of the application process for each new quarter, a student returning from the preceding year will be required to have his or her assigned academic advisor verify that a minimum of 85 percent of the most recent school year's credits apply toward the student's declared objective (college degree certificate or transfer program).



## Past Academic Performance

Academic performance for students who have attended TCC in the past without receiving financial aid must be evaluated as though they did receive aid.

Past credits completed and grade point average must meet current financial aid satisfactory progress criteria to be eligible for financial aid now.

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. It will be necessary for the student to attend TCC on their own funds until this is accomplished.

## Repayment

### Unofficial Withdrawal

If a student is enrolled for an entire quarter but earns no credits, it will be assumed that the student unofficially withdrew and did not attend class. All financial aid funds received (tuition or cash) for the quarter shall be considered subject to repayment.

It will be the student's responsibility to provide documentation that he or she attended classes for all or part of the quarter. A portion of the funds will be calculated for repayment.

### Official Withdrawal

If a student makes official complete withdrawal from all classes, he or she may be billed for a portion of the financial aid received. The student will be notified of the amount of repayment due and must repay the full amount before any consideration can be given to further financial aid or release of a financial aid transcript.

## State Need Grant Program

State Need Grant recipients who fail to complete at least 50 percent of the credits for which they register will have their State Need Grant for the following quarter withheld.

## Veterans Services

For many veterans the opportunity for an education depends on their eligibility for veterans benefits. The College's Office of Veterans Affairs offers education planning help and assistance in completing the qualifying paper work for veterans benefits. It is the responsibility of the student veteran to make application, file reports timely and maintain contact with the Veterans Administration.

Veterans who apply for and receive benefits while attending Tacoma Community College are required to qualify for and fulfill very strict regulations. The veteran student should contact the Office of Veterans Affairs for details of these policies.

## Specific Veteran Programs

The veteran student is encouraged to contact the College's Office of Veterans Affairs regarding the following veteran educational programs:

- Veteran Educational Assistance Act of 1984
- Vocational Rehabilitation
- Veterans Education Assistance Program (VEAP)
- Veterans Readjustment Benefits Act of 1966
- Survivors and Dependents Education
- Selected Reserve Educational Assistance Program
- Educational Assistance Test Program
- Naval Reserve Medical Personnel Program

## Veterans Advance Pay

Veterans who are entering the College for the first time may request advance pay. Those who apply should submit their requests through the College's Office of Veterans Affairs 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 paycheck for the payment of tuition and fees 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 appointments early. This will allow staff adequate time to process the required VA certification and may avoid undue delay in receipt of benefits.

Montgomery GI Bill recipients must be approved by the Department of Defense (DOD) before the Department of Veterans Affairs (DVA) becomes involved. The time frame varies on a case by case basis, but the process for payment may take 8-12 weeks.



---

# Educational Planning

---

Tacoma Community College is committed to helping each student achieve his or her educational goals. To accomplish this, the College offers an educational planning program which continues throughout the student's career at TCC.

At the heart of the College's educational planning program is basic skills assessment and advising. These programs and other College services are designed so that TCC students receive the best possible assistance in selecting and enrolling in classes that match both their abilities and educational goals.

## Assessment

In an effort to provide effective educational services for students and faculty, Tacoma Community College entry assessment helps identify each student's academic strengths and weaknesses in reading, writing, arithmetic and algebra skills. The assessment results are used for program placement, advising and for course placement to improve academic skills.

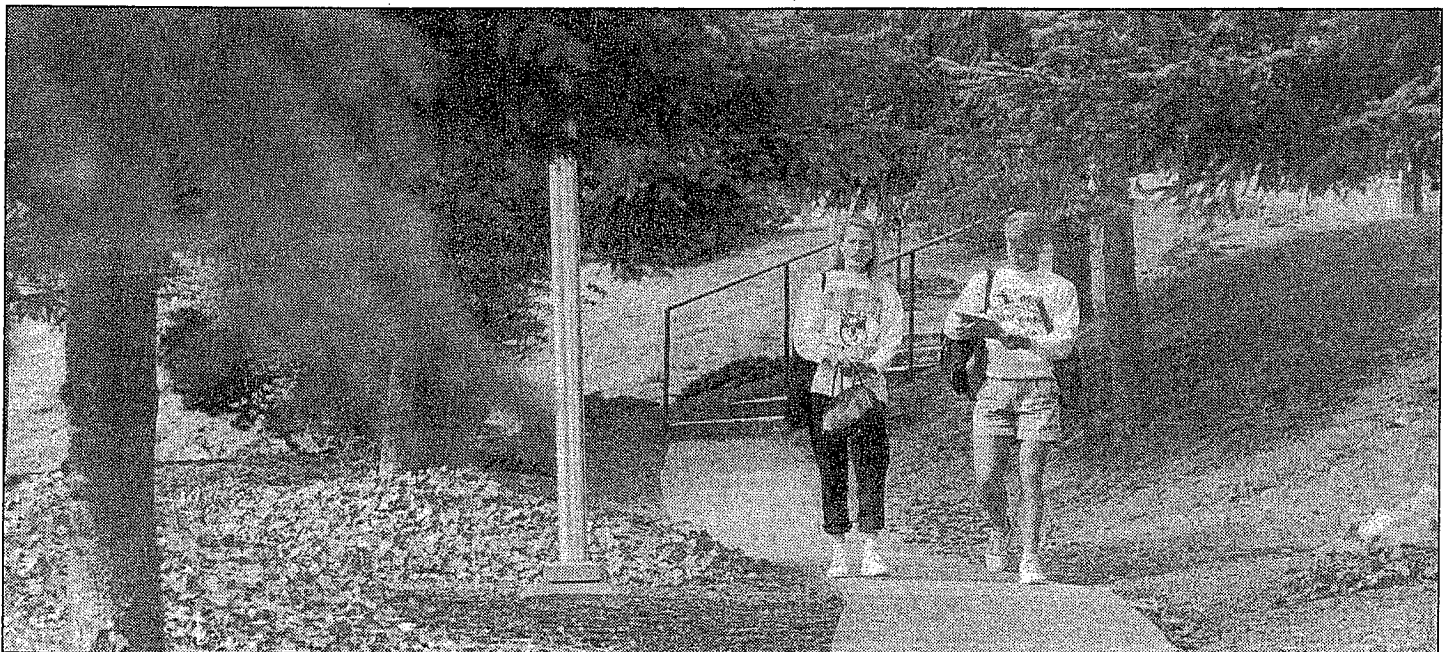
All students entering Tacoma Community College for the first time are encouraged to take the basic skills assessment since the placement recommendations are necessary for advising and registration. Special accommodations for students who have a disability may be requested by contacting the Disabled Student Services Coordinator in Building 18.

Assessment is required for virtually all students including the following:

- All "first-time" college students with degree, certificate or transfer intent.
- All students who register for English or mathematics classes.
- All students who register for six or more credits.
- All high school completion students.
- All students who took a placement evaluation more than three years ago and have not used the scores for class placement in college classes.
- Students who are transferring to TCC from other colleges with less than a 2.00 GPA or those who do not have college transcripts for evaluation.

TCC students who have been placed on academic probation or deficiency may be required to be assessed before registering for the next quarter.

Students who have earned an associate degree or higher from an accredited institution and have a copy of their transcripts or degrees, and students with college transcripts showing successful completion (a C or higher grade) of college level English, reading and math classes may have their transcripts reviewed for placement recommendations in lieu of taking the assessment test.



## Advising

Advising is another service designed to aid students in fulfilling their educational goals.

New students taking 6 or more credits meet with an advisor prior to registering for classes. These advisors assist each new student with planning and completion of a class schedule consistent with the student's educational goals and objectives. At this advising session, each student taking 6 or more credits is assigned a full-time faculty member as a permanent advisor. Part-time students may also be assigned an advisor on request.

Continuing students are expected to meet with their faculty advisors at least once each quarter to discuss their educational goals, establish educational plans, review academic progress, and select appropriate classes for the subsequent quarter.

Advisor assignments and reassignments are coordinated by the Advising Center in Building 18.

Students should plan to meet with their advisors on a designated advising day prior to registration each quarter. Advisors and students discuss educational objectives, course requirements, faculty expectations 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.

## Educational Planning Services

### Advising Center

The Advising Center coordinates student advising. The Center, located in Building 18, makes advisor as-



signments and provides additional advising or referral services on a drop-in basis throughout the quarter as well as on the advising days prior to the registration periods.

### Career Center

The TCC Career Center offers extensive resources to assist students in making career and educational decisions. The Center offers a number of valuable resources including:

- Washington Occupational Information Services (WOIS), a system providing 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-job search library.
- Labor market information.
- College catalogs and transfer guides for all Washington colleges.
- Audiovisual materials on occupations and job search techniques.

### Counseling Center

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:

- Personal, career and educational counseling.
- Career aptitude and interest testing.
- Current information on career and educational opportunities.
- Classes in human relations and career and life planning.
- Special interest workshops.

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

Counseling Center services are free (with the exception of test fees) to all enrolled and prospective students. To see a counselor or for more information, stop by the Counseling Center in Building 18.

# Registration Procedures and Policies

Registration is the process of enrolling in Tacoma Community College classes at the beginning of each quarter or at other specified times. Dates for the registration process are announced by the College each quarter and published in the quarterly class schedule. After entry skills assessment and meeting with their advisors, who assist students in planning and completing their quarterly class schedules, students are enrolled in classes by presenting their registration forms to staff in the Registration Center in Building 18.

## Definitions

### Student Status

For the purpose of payment of tuition and fees and registration priority, the following definitions of student status apply:

**Full-time student:** A student registered for 10 or more credit hours. Each full-time student is expected to successfully earn 15 or more credit hours per quarter toward his or her degree or program objective.

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

**Part-time student:** A student registered for fewer than 10 credits.

**First-year student:** A student who has earned fewer than 45 credits.

**Second-year student:** A student who has earned 45 or more credits.

**Auditing student:** A student who registers for a class for no credit and pays the standard tuition and fees for the class.

### Credit Hours

The unit by which Tacoma Community College measures its course work is called a credit hour.

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

## Quarter

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

Quarter	Time Period	Weeks
Fall	Sept.-Dec.	11
Winter	Jan.-March	11
Spring	March-June	11
Summer	June-August	9

## Policies

The following are policies regarding registration at Tacoma Community College:

### Credit Hours Per Quarter

A student who wishes to enroll for 20 or more credit hours must have the permission of the Dean of Student Services or his or her designee.

### Change of Program

Students may change their quarterly class schedule by completing a Change of Program form and bringing it to the Registration Center for processing. The Change of Program form must be used in making all changes to original registrations, including:

- Dropping or adding classes
- Substituting one class for another
- Changing the number of credits
- Changing from credit to audit status
- Officially withdrawing from the College

### Official Withdrawal

Withdrawal from class(es) requires the student to complete a Change of Program form and return it to the Registration Center.

The following conditions apply to withdrawals:

- Courses from which students withdraw during the first ten (10) days of the quarter will not appear on the student's transcript.
- A student receives an automatic "W" when the above procedure is followed from the 11th to the 20th day of the quarter. The "W" will appear on the grade



roster sent to the instructor before the end of the quarter.

- The withdrawal policy after the 20th day of the quarter is established by each instructor. Any student who officially withdraws after the 20th day of the quarter must obtain the instructor's signature.
- A student who is physically unable to come to campus to process a Change of Program form may notify the registrar in writing of his or her intent to officially withdraw.
- A student whose name appears on the class roster but has never attended the class will have a "V" recorded on the grade roster.

### 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 if the student submits a Repeated Course form to the Registration Center. Contact the Registration Center for further information.

### Course Audits

By paying the regular tuition and fees, students will be allowed to participate in all course activities as long as attendance requirements for the course are met. 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 average. Students auditing a course will not receive credits for the course.

Students may not convert from audit to credit or from credit to audit after the fourth week of the quarter. To convert from audit to credit during the first four weeks of the quarter, students must complete a Change of Program form, obtain the instructor's permission/signature, and return the form to the Registration Center for processing.

## Alternative Credit Options

### 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 the 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

Tacoma Community College grants 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 dollars (\$10.00) is charged for each course.

Students who wish 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 awards a grade of "S" for all courses where credit is granted. 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 dollars and 50 cents (\$7.50) 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.



# Grades and Academic Policies

Tacoma Community College uses the following system of grading and grade point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus-minus grading option in a given class.

Grade Points	Description	Grade
A	Honor .....	4.0
A-	.....	3.7
B+	.....	3.3
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 requirement.....	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 grade 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

Note: Student must submit a "Repeat Course Form" to the Registration Office.)

## Grading Policies

### Incomplete Grade

The "I" 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.

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

Failure of students receiving 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 Financial Aid Office.

Veterans are not entitled to benefits for "I", "W", "U" and/or "V" grades, unless mitigating circumstances are involved.

### 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:

- Must choose the "S/U" grade option in writing at the Registration Office by the 15th day of the quarter.
- 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. Students are urged to check with their advisor and to consult the catalog of their transfer institution.

### Change of Grade

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

Grade changes must be made within two quarters (excluding summer) after the quarter in which the stu-

dent 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.

## Transcripts

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

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

Any unofficial transcript issued by the College is not authenticated.

A student may request a copy of his or her official or unofficial transcript by completing a REQUEST FOR TRANSCRIPT form, by paying the appropriate fees, and by submitting the form and receipt to Registration staff for processing.

Upon request, 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.

## Academic Review Policy

Academic review is designed to help students who are having academic difficulty improve their academic performance. The purpose of the policy is to expediently identify students whose grade point average falls below 2.00 and provide those students with assistance to improve their academic standing. Students will be alerted



to their academic problems and provided assistance to improve academic performance. The Academic Review Policy provides for academic suspension in cases where students are unable to achieve satisfactory academic standing.

## Academic Review Procedures

### Academic Deficiency

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in 6 or more credits. No later than 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 placed on academic deficiency must earn a 2.00 quarterly grade point average the succeeding quarter he or she is enrolled for 6 or more credits, or be placed on academic probation.

No later than 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 academic probation. The student is required to meet with his or her advisor and to take steps to immediately improve his or her academic standing.

### Removal of Academic Probation

A student is removed from academic probation at the end of the quarter in which he or she is enrolled for 6 or more credits and earns a quarterly grade point average of 2.00 or higher.

### Academic Suspension

A student who has been placed on academic probation and fails to earn a 2.00 quarterly grade point average or higher the next quarter he or she is enrolled for 6 or more credits will be suspended for one 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. A student who has already enrolled for classes prior to suspension status being determined will be administratively withdrawn, and tuition paid will be refunded.

Following a one-quarter suspension, a student may enroll following procedures outlined in the College's "Enrollment Procedure Following Academic Suspension" (See page 23).

A student re-admitted after one quarter of academic suspension re-enters the College on academic probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher at the end of that quarter, the re-admitted student is suspended for three (3) consecutive quarters.

## Appeal Procedures

Academic suspension may be appealed to the Dean of Student Services if there are very strong and unavoidable extenuating circumstances (e.g., a serious illness or accident requiring hospitalization). 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 must be in writing and clearly state factual errors or other matters which justify the appeal. The appeal must include:
  - a. Recent academic skills assessment/placement results.
  - b. A proposed class schedule for the coming quarter and a course list for at least two additional quarters.
  - c. Short-term (one to three quarters) educational goals.
  - d. Plans to improve academic standing.
- The student must meet with an advisor to review the appeal form, including the proposed class schedule, and plans for improving academic standing. The advisor must sign the appeal form before the student submits it to the Dean of Student Services.

The appeal shall be filed through the office of the Dean of Student Services. For Fall quarter, the appeal must be filed no later than one week before the start of classes. For Winter, Spring and Summer quarter, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended.

After reviewing the student's academic records and all information pertinent to the appeal, the Dean will take one of the following actions:

- Confirm academic suspension
- Impose conditions in lieu of suspension
- Remove academic suspension
- Or request that the student meet with the Dean before a final decision on the appeal is made.

If a meeting is required, the student will be given notice of the time, date, and place. The meeting will be 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 Dean from making a final decision regarding the appeal.

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

The Dean shall notify the student of the decision no later than the 7th instructional day of the quarter. The decision of the Dean shall be final.

## Re-enrollment Procedures Following Academic Suspension

To re-enroll after having been suspended, a student shall present to the Dean of Student Services, a petition for re-enrollment. The petition shall include, but not be limited to, the following:

- Recent academic skills assessment/placement results;
- A proposed class schedule for the coming quarter and a course list for two additional quarters;
- Short-term (one to three quarters) educational goals;
- Plans to improve academic standing. The student must meet with an advisor to review the petition and to have the advisor sign the petition before it is submitted to the Dean of Student Services.

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 re-admission to the College.

After reviewing the student's academic record and petition, as well as other pertinent information, the Dean shall decide 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.

A student re-enrolling following academic suspension re-enters on probation. The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored. If he or she fails to attain a quarterly grade point average of 2.00 or higher the succeeding quarter he or she is enrolled for 6 or more credits, the student re-admitted after suspension will be suspended for three (3) consecutive quarters.

---

# Other College Policies

---

Below are several Tacoma Community College policies regarding TCC student rights, responsibilities, and regulations. These policies are in addition to other policies specific to College services and programs which are located in other sections of this catalog.

## Buckley Amendment

The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

Tacoma Community College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations.

Student directory information authorized for external release by the College without the student's written consent is limited to the student's name and dates of enrollment. A student may withhold directory information by filing an annual request with the Registrar or the Dean of Student Services. However, the College may authorize designated persons and agencies access to students' educational records under certain conditions listed in the College policy without the student's consent.

Each student has the right to inspect personal educational records. Students must complete a TCC form available from the Registrar and identify the records to be reviewed and/or inspected. If desired, copies of records may be obtained from the College.

If a student believes personal education records contain inaccurate or misleading information or violate privacy or other rights, the student may submit a written appeal to the Dean of Student Services seeking to amend them.

Within 20 days after receipt of the appeal, the Dean of Student Services will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing.

Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated thereunder with the United States Department of Education (FERPA), Office of the Review Board, Washington, D. C. 20202.

Copies of the College's student educational records policies and procedures may be obtained from the Dean of Student Services Office.

## Student 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 whenever they are on campus or engaged in any College sponsored activity or function. The following rights are guaranteed to each student.

- Academic freedom
- Due process
- Distribution and posting of approved materials
- Opportunity to invite speakers to campus

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

- Personal offenses (such as assault; disorderly or abusive conduct; false complaint or alarm; illegal assembly; trespass; and sexual harassment),
- Property offenses (such as theft; intentional or grossly negligent damage or destruction of College property; and unauthorized use of College equipment),
- Status offenses (such as cheating; forgery; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages except wherein official approval has been given; possession of weapons; failure to comply with directions of an authorized College official; smoking in "no smoking" areas; and unauthorized occupancy of a College facility.)

Requests by students or College employees to initiate disciplinary proceedings must be submitted in writing to the Dean of Student Services within 10 instructional 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 Respon-

sibilities 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 the Office of the President of the Associated Students, the Library, and the Dean of Student Services Office.

## Affirmative Action

The Board of Trustees of Tacoma Community College, District 22, has undertaken a program of Affirmative Action designed to prohibit discrimination and provide equal employment opportunities to all employees and applicants for employment in the District. Decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment will be made without discrimination on grounds of race, religion, ethnic origin, sex, age, or Vietnam Era and/or disabled veteran status, except where age or sex is a bona fide occupational qualification.

In keeping with this policy, the Board of Trustees further reaffirms its intent to establish and implement equal employment practices consistent with those prescribed for all agencies of the State of Washington and to disseminate this policy to segments of the College and its service area.

This policy is applicable to all of the College's educational programs and activities; student services and financial aid programs; use of facilities; purchasing and construction activities; and all areas of employment.

The Affirmative Action Officer shall be responsible for the implementation of the College's Affirmative Action Plan, and all management personnel will share this responsibility and perform tasks to ensure compliance.

## Substance Abuse

In accordance with provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) and its amendments of 1989, Tacoma Community College provides substance abuse education, resources, information, and referral focusing on the prevention and treatment of substance abuse.

Information on the College's substance program is available in the Counseling Center, Building 18, 566-5122. This information includes the many health risks associated with the use and abuse of illicit drugs and alcohol, including liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect the learning environment, work, and personal life.

Student use, possession, or distribution of alcoholic beverages, narcotic drugs, or controlled substances or being under the influence of alcohol or illicit drugs on campus or at any college-sponsored event is prohibited. (Exceptions for use of alcoholic beverages may be made

with permits and by approval of the College President.) Violations of this policy by any student may result in disciplinary warning, probation, or expulsion. In addition, state and federal laws make possession or distribution of illicit drugs and alcohol a crime subject to imprisonment, fine or both.

## 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 exploitation. 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 one of the following offices:

Student Services	-- 566-5115
Affirmative Action	-- 566-5054
Counseling Center	-- 566-5122

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

## AIDS

The College is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of such chronic, communicable diseases as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the College takes appropriate measures to ensure a safe environment.

## 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 either is grounds for failing a course or, in some cases grounds for dismissal from the College.

## Radiologic Technology Program Pregnancy Policy

For information on the Radiologic Technology Program Pregnancy Policy contact the Radiologic Technology Program Coordinator.

# Degrees and Graduation

Tacoma Community College grants three College degrees. They are:

- **Associate in Arts and Sciences** - awarded for completion of a transfer curriculum paralleling the first two years of university study
- **Associate in Technical Arts** - awarded for completion of a combined academic and approved occupational or technical training program
- **Associate in General Studies** - awarded for completion of a two-year program designed to obtain a particular individual educational goal

## General Degree Policies

### Requirements for all degrees

General requirements for all degrees are as follows:

- A cumulative grade point average of 2.00
- 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.



## Credits Transferred to TCC

Tacoma Community College recognizes academic credits which are essentially equivalent in academic level and nature to credit (or courses) offered at TCC and which are earned at other colleges accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College.

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 Tacoma Community College Office of Admissions or the Dean of Student Services.

## Credits Transferring from Tacoma Community College

The Tacoma Community College AAS Degree, Option A, is directly transferable to all major baccalaureate institutions in Washington. Students who earn this degree will normally satisfy the general education requirements for the baccalaureate degree at the following institutions:

- Central Washington University
- Cornish Institute
- Eastern Washington University
- Gonzaga University
- Griffin College
- Northwest College
- Pacific Lutheran University
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- University of Puget Sound
- University of Washington
- Walla Walla College
- 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 bacca-



laureate institutions have unique course requirements which must be taken for graduation. 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 consulting specific transfer and degree requirements of the college or academic program in which they intend to earn the Bachelor's Degree.

College-level courses offered by Tacoma Community College 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 18 and from faculty advisors.

### Changing TCC Degree Requirements

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, student 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 Tacoma Community College degree in effect when they originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The College, however, encourages all students to fulfill the degree requirements in effect at the time of their graduation.

### Multiple Degrees

A student may earn more than one degree from Tacoma Community College. 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 Degrees

When a student has completed or is close to completing his or her educational program, the student should submit a formal application for graduation in the Registration Center.

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 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.

## Associate in Arts and Sciences

### AAS Degree Requirements:

- 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 educational activity credits will apply toward the degree.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- Course requirements for the Associate in Arts and Sciences degree must be met by completing a program as outlined in either Option A or Option B.

### AAS Degree Option A

This degree option is awarded by Tacoma Community College and is normally directly transferable to all major baccalaureate institutions in Washington.

### Distribution Requirements

Please note: A course may be counted in only one distribution area.

**Credit  
Hours**

#### 1. Written Communication Skills

English 101, 102 ..... 10

#### 2. Quantitative Skills ..... 5

Choose from one of the courses listed below. Each of these courses carries a prerequisite of Math 101.

Philosophy 120: Symbolic Logic  
Math 105, 106, 107, 124, 125, 126, 156,  
157, 220, 224

Business 256, or Computer Science 220  
(5 credits each)

**OR** a combination of two of the following:

Math 238 (3 credits), Math 240 (3 credits),  
Math 241 (3 credits), Engineering 141 (4 credits).

If a student's major does not require a math course beyond Math 101, he or she should consider registering for Philosophy 120 or Math 107, or Math 240 and 241.

- 3. Humanities** ..... 20  
 Select from at least three disciplines. No more than 10 credits from any one discipline. No more than 5 credits of studio/performance/skills\* course(s).
- Art 100, 201, 202, 203  
 Drama 101  
 English 232, 234, 240, 241, 250, 257, 258, 259, 264, 265, 267, 268, 269, 271, 290  
 French 101, 102, 103  
 Humanities 100, 285, 286  
 Japanese 111, 112, 113  
 Music 107, 108, 109, 110  
 Philosophy 100, 119, 120, 215, 230, 267, 270  
 Spanish 101, 102, 103, 201, 202, 203  
 Speech 100, 101

**\*Performance/Skills Courses**

- Art 101, 102, 103, 105, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172  
 Drama 100, 151, 152, 153, 210  
 Music 100, 121, 123, 124, 125, 126, 130, 160, 170, 199, 200, 221, 260, 270  
 Music 101, 102, 103, 201, 202, 203

- 4. Social Sciences** ..... 20  
 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, 284, 289, 290  
 Political Science 201, 202, 203, 204, 205, 290  
 Anthropology 100, 201, 202, 205, 210  
 Economics 200, 201  
 Psychology 100, 201, 204, 205, 206  
 Sociology 110, 240, 262, 270, 271

- 5. Natural Sciences** ..... 15  
 Select from at least three disciplines. Shall include at least one laboratory course.
- Biology 100, 105, 106, 108, 118, 140, 150, 201, 206, 210, 211, 212  
 Botany 101  
 Chemistry 100, 101, 102, 140  
 Geology 101, 103, 208  
 Oceanography 101, 103  
 Physics 114, 115, 116, 121  
 Anthropology 201\*  
 Geography 205

\*Not a laboratory course.

- 6. Physical Education** ..... 3  
 Any three activity credits. A maximum of 3 P.E. activity credits can apply toward the degree and be eligible for transfer to a baccalaureate institution.
- 7. Electives (Other)** ..... 17  
 Two or more elective credits must be selected from distribution courses listed under Humanities, Social Sciences, or Natural Sciences. Students are encouraged to select their remaining elective credits from the distribution list. All elective credits must be in courses numbered 100 or above.
- TOTAL CREDITS** ..... 90

### AAS Degree 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 students who know which program and institution they want 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 others.

The student should consult with an advisor at the intended transfer institution prior to registration at TCC in order to design the correct program at TCC.

### 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 Credentials 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 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 their particular field.

*50-100 gpa  
1 cr = 20 clock hrs.*

## Associate in Technical Arts

### 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:

- Automated Accounting Applications
- Administrative of Justice
- Business Administration and Management
- Computer Information Management Systems
- Computer Field Technology
- Correctional Officer Training
- Emergency Medical Services
- Fire Command Administration
- Human Services
- Medical Records Technology
- Medical Secretary
- Office Operations
- Nursing
- Radiological Technology
- Respiratory Therapist
- Secretarial Office Skills
- Supervision and Management
- Word Processing

### ATA Degree Requirements (Occupational Specific)

At least 30 of the last 45 applicable credits must be earned at Tacoma Community College. Individual programs may have additional requirements (see pages 38-55 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 life-long 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.

### ATA Degree Requirements (General)

- Certification of completion of an approved occupational or vocational program.
- 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.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- A minimum of 28 credit hours must be earned in the following categories:

1. **Communications** ..... 8-10 credits

English 101, and 5 credits from the following:  
English 102, 104, or Speech 100, 101, 150

2. **Quantitative Skills** ..... 5 credits

Any Math course numbered 100 or above,  
Philosophy 120

3. **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 118, Botany 101

- 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.
- 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
- Certified Nursing Assistant

Computer Field Technology  
 Computerized Accounting Systems  
 Health Records/Admitting Clerk  
 Human Services  
 Medical Secretary  
 Medical Transcriptionist  
 Paramedic  
 Public Administration and Management (Public Sector)  
 Receptionist Clerk  
 Respiratory Therapy Technician  
 Supervision and Management (Private Sector)  
 Word Processor

c) Mathematics, Anthropology 201, Philosophy 120, Geography 205)

- 5. Physical Education ..... 3  
 Any three activity credits
- 6. Electives ..... 47

## Associate in General Studies

### AGS Degree Requirements

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

### AGS Degree Distribution Requirements

**Credit  
Hours**

Please note: a course may be counted in only one distribution area.

- 1. Communications ..... 10  
 English 101, and one of the following:  
 English 102, 104 Speech 100, 101
- 2. Humanities ..... 10  
**Five 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  
**Five credits in two of the following:**
  - a) Social Sciences (Economics, Geography, Political Science)
  - b) Behavioral Science (Anthropology, Psychology, Sociology)
  - c) History
- 4. Math/Science ..... 10  
**Five credits in two of the following:**
  - a) Natural Science (Biology, Botany, Horticulture)
  - b) Physical Science (Chemistry, Geology, Oceanography, Physics)

### Courses Applicable to AGS Degree

Students pursuing an Associate in General Studies degree must select courses from the list below to meet distribution requirements.

With the exception of English composition and physical education activity courses, those courses not listed as Humanities, Math/Science or Social Sciences will be classified as electives. These courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used to meet distribution requirements. A course may be counted in only one distribution area. All courses must be numbered 100 and above.

#### HUMANITIES

- Art--Most courses numbered 100 and above.  
 Consult Humanities distribution list, page 28.
- Drama--Most courses numbered 100 and above.  
 Consult Humanities distribution list, page 28.
- English--201 through 290
- Humanities--100, 285, 286
- Languages--French, Spanish, Japanese
- Music--Most courses numbered 100 and above.  
 Consult Humanities distribution list, page 28.
- Philosophy--Most courses numbered 100 and above.  
 Consult Humanities distribution list, page 28.

#### MATHEMATICS AND NATURAL SCIENCES

- Anthropology 201
- Biology--Most courses numbered 100 and above.  
 Botany 101
- Chemistry--Most course numbered 100 and above.  
 Consult Natural Sciences distribution list, page 28.
- Geography 205
- Geology--Most course numbered 100 and above.  
 Consult Natural Sciences distribution list, page 28.
- Horticulture 101
- Mathematics--Most courses numbered 100 and above.  
 Consult Natural Sciences distribution list, page 28.
- Oceanography--Most course numbered 100 and above.  
 Consult Natural Sciences distribution list, page 28.
- Philosophy 120
- Physics--Most courses numbered 100 and above.  
 Consult Natural Sciences distribution list, page 28.

**SOCIAL SCIENCES**

- Anthropology--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.
- Economics--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.
- Geography--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.
- History--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.
- Political Sciences--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.
- Psychology--Most courses numbered 100 and above. Consult Social Sciences distribution list, page 28.

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

**General Studies Certificate Program**

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

**AGS Certificate Requirements**

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

**AGS Certificate Distribution Requirements**

	<b>Credit Hours</b>
1. <b>Communications</b> .....	10
(English Composition and/or Speech) 5 credits must be in written communications	
2. <b>Humanities</b> .....	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. <b>Social Sciences</b> .....	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	

**Scholastic Honors and Awards**

**Quarterly**

Each quarter TCC students who achieve outstanding grades are honored. Students are eligible for honors or highest honors.

**Honors**

A student who earns 12 or more TCC graded college-level credits numbered 100 and above (excluding "S" and "U") in a quarter with a grade point average of 3.33 to 3.65 will be placed on the quarterly Honors List.

Students who are selected for the TCC quarterly Honors List will be notified by a personal letter from the Vice-President for Academic Affairs. A notation of their selection to the quarterly Honors List will be placed on their permanent transcript when official transcripts are requested.

**Highest Honors**

A student who earns 12 or more TCC graded college-level credits numbered 100 and above (excluding "S" and "U") in a quarter with a grade point average of 3.66 to 4.00 will be placed on the quarterly High Honors List.

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

## Graduation

Degrees are conferred at the end of each quarter. Commencement Ceremonies for degrees are held annually at the end of Spring quarter. A number of honors and awards are recognized upon graduation.

### Awards Criteria

Grade point average computations for degrees and awards at graduation are based on all college-level credits earned at Tacoma Community College as well as credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, all of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree.

For commencement, scholastic honors are computed using grades earned through the winter quarter preceding commencement. Changes in a student's honor status will be made to the student's record if the last quarter of college work or if grades earned from transfer credits affect a student's qualifications.

### Graduation Awards

Upon graduation, TCC students who have achieved outstanding grades will be honored. Students are eligible for the following honors or awards.

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.

### Graduation with Honors

The graduation grade point average computation for this award is based on all college-level credits earned at Tacoma Community College as well as all credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, all of the credits earned at that institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degree.

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

### Graduation with Highest Honors

The graduation grade point average computation for this award is based on all college-level credits which are earned at Tacoma Community College as well as all credits transferred from other institutions.

If a student chooses to transfer credits from another institution(s) to TCC, all of the credits earned at that

institution(s) will be transferred, regardless of how many credits apply to a particular program, certificate or degrees.

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

### President's Medal Awards

The three Associate in Technical Arts Degree candidates and the three Associate in Arts and Sciences Degree candidates who have completed at least 60 graded college-level credits at Tacoma Community College and who have earned the highest cumulative grade point average above 3.84 will automatically be nominated for the President's Medal.

The Instructional Council shall select the President's Medal winner for each degree by a majority vote. In selecting the President's Medal winner in each degree category, the Council will give first consideration to a student's grade point average.

Where distinctions among students' grade point averages are not significant in the Council's view, the following additional criteria will be considered by examination: the number of courses in which the student has received an I, W (consideration will be given to students who completely withdraw from classes for substantiated medical reasons.), and/or repeat grade; the breadth of the student's courses in humanities, social sciences, math and science; the rigor of the student's program of studies, and the number of credits completed at Tacoma Community College.

In cases where only breadth of course work separates an Option A, AAS Degree candidate and an Option B candidate, each student shall be awarded a President's Medal.

\* If no clear distinction exists among the above criteria, more than one President's Medal may be awarded in each degree category.





---

# Special Services for Students

---

Tacoma Community College offers a variety of instructional and student services and programs designed to support and assist students in achieving their educational goals. Many of the College's student service programs are featured and detailed in other sections of the catalog.

## Instructional Services

### Tutoring

Tacoma Community College offers a tutorial program providing free help to TCC students seeking to develop skills for success in their classes. Tutoring Services, located in Building 18, offers individual tutors and study groups to help students in many subject areas. Both students seeking tutoring and those wishing to serve as tutors are encouraged to contact the tutorial coordinator.

### 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 instructional assistants who are trained to help students without writing their papers for them. The instructional assistants 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 an instructional assistant will be ready to work with them immediately. Appointments can be made by calling the writing lab at 566-5184 or stopping in Building 22. Students may drop in, but should expect a short wait.

### Mathematics Lab

The mathematics laboratory provides developmental and some college mathematics courses.

Students proceed at their own learning rate and receive special tutorial assistance. The mathematics lab is located in Building 8.

### Drop In Assistance Learning (DIAL) Center

The DIAL Center helps students in such skills as mathematics, writing, spelling and reading through the Individual Education Program or Adult Basic Educa-

tion. GED preparation and adult high school completion courses are offered through individualized programs. For more information visit Building 8.

### Reading and Writing Skills Lab

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

## Other Instructional Support Services

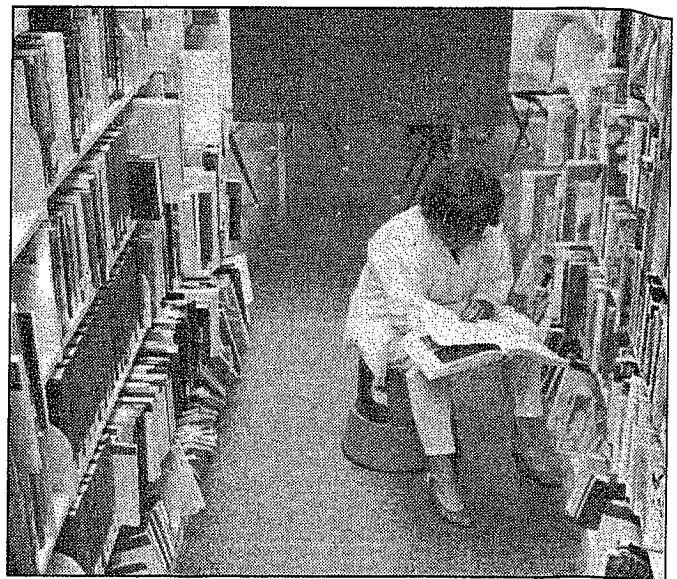
### Library Services

The library, located in Building 7, is open weekdays, evenings, and Saturdays.

The library includes nearly 70,000 books, 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented, and files of microfilm, pamphlets, clippings, maps and college catalogs are also available.

Interlibrary loan services are provided. 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 research assistance for specific course 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, as well as a one-credit college-level course.

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, and the Richard Bangs Collier Pleneurethics Society. Individuals and other organizations in the community have also provided a number of significant gifts.

## Media Services

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

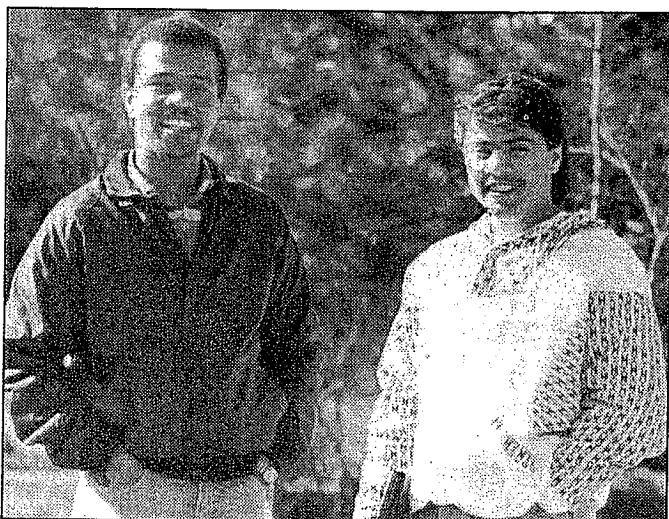
The listening language laboratory, also in Building 7, is used for class and individual language practice, vocabulary drill, and listening skill development. Audiotapes for courses are available. The laboratory also duplicates audiotapes for instruction.

## Student Services

### Multicultural Student Services Program

The College's Multicultural Student Services program seeks to assist students of color in achieving their educational goals. Located in Building 7, the program offers programs and support services that assist in maximizing student success.

Individual and academic counseling are available on an appointment basis. Assistance in the formation of study groups is available. The Multicultural Student



Services program also sponsors a number of ethnic activities including festivals, dances, lectures, plays and workshops. All students of color are encouraged to contact the program office in Building 7.

## Disabled Student Services

Resources to help handicapped and disadvantaged students achieve their educational goals are available in Building 18. A special needs counselor/coordinator provides individual counseling and educational planning services. Disabled students are responsible for identifying themselves and their needs to the special needs counselor.

Services that are available include:

- Assistance in securing classroom enablers such as notetakers, signers, and wheelchair access.
- Aid in eliminating attitudinal and architectural barriers.
- Referral to tutoring and community agencies when appropriate.
- Educational, career, and personal specialized advising and counseling.

Permits to use handicapped parking are issued through the Security Office, Building 1.

## International Student Services

Tacoma Community College provides a quality learning environment for international students who wish to pursue their educational objectives at TCC. The College is committed to international education as a means to promote cultural, political, and social awareness and understanding.

Through the College's International Student Services Office, located in Building 11B, students receive a variety of assistance including orientation to the campus and community, detailed admissions assistance, academic advising, and assistance in registration. The office also provides information regarding Immigration and Naturalization Services regulations and off-campus housing referrals.

## Child Care Center

TCC offers a quality and affordable child care program designed to contribute to the educational success of student parents with young children.

Tacoma Community College's Child Care Center is a state-certified non-profit center, which is housed in a specially-designed building on campus (Bldg. 23). Children of TCC students are given priority for enrollment in the center, with the children of faculty and staff being served on a space-available basis.

The center accepts children from 18 months to 6 years of age and provides a comprehensive program of activities suited to the developmental level of the chil-

dren. Tuition is determined by sliding fee scale, based on parents' income. Center hours are 7:45 a.m. to 4 p.m. Monday through Friday.

The center offers a 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.

## Other Services

### 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 student center, the Office of Student Programs and many other campus locations.

### 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.

### Food Services

The cafeteria, located in the Student Center, provides daily specials during the quarter, a wide variety of short orders, deli sandwiches (during lunch), desserts, refreshments, breakfasts, lunches, seasonal fresh fruits and salads. Hours are 7 a.m. to 3 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.

### Parking on Campus

Students are no longer required to display a parking permit when parking in the designated student areas (red or unmarked spaces). Administrators, faculty, and staff are required to have a valid parking permit which authorizes their vehicles to park in the administrative or faculty/staff designated spaces. Failure to obtain a

permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

Security and parking information is given to each student during registration and to each employee at the time of his or her employment.

## 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, maintain a lost and found department and handle emergency situations. Students and staff are encouraged to report any unusual campus incidents to the office by calling 566-5111.

## 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.

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

## Housing Information

Tacoma Community College maintains a listing of available off-campus housing for students and has information about students who are seeking roommates and/or housing. Contact the Office of the Dean of Student Services, Building 18, for more information.

## Student Employment Office

Students seeking part-time work on or off-campus should contact the Student Employment Office in Building 18. A variety of opportunities, many related to student career goals, are listed. These include short-term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office also offers detailed information and help regarding interviewing techniques and job search skills.

---

# Student Programs and Activities

---

Students' learning and development occurs not only in the classroom, but in other areas of the College as well. Tacoma Community College seeks to provide an opportunity for students to explore their potential for growth as individuals.

Through the Student Programs Office, the College strives to enhance the student's overall educational experience by offering participation in educational, cultural, intellectual, athletic, recreational, social, and leadership and programs.

Specific programs available to students include the student government (ASTCC), clubs and organizations, intercollegiate athletics, intramural sports, the campus newspaper, and music and drama programs. The Student Programs Office also supports services including the Child Care Center, tutorial services, emergency loan funds, student identification cards, the Student Handbook and the Information Center in Building 11.

The ASTCC sponsors a variety of activities throughout the year, including well-known lectures, films, dances, concerts and field trips. In addition, outdoor activities, panel discussions, issue weeks and wellness events are offered.

Students are encouraged to serve on committees of interest to them, get involved in student government, join volunteer projects, or simply participate in campus

activities. Students interested in student programs and activities should call 566-5118 or stop by the Student Programs Office in Building 11B.

## Student Government

Student government provides a system for input of student interest and viewpoints in the College governance. It is a means for selecting, developing and funding services and activities for students. It offers a valuable educational experience developing leadership skills and provides a system for involving students in the operations and decisions of the College.

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.

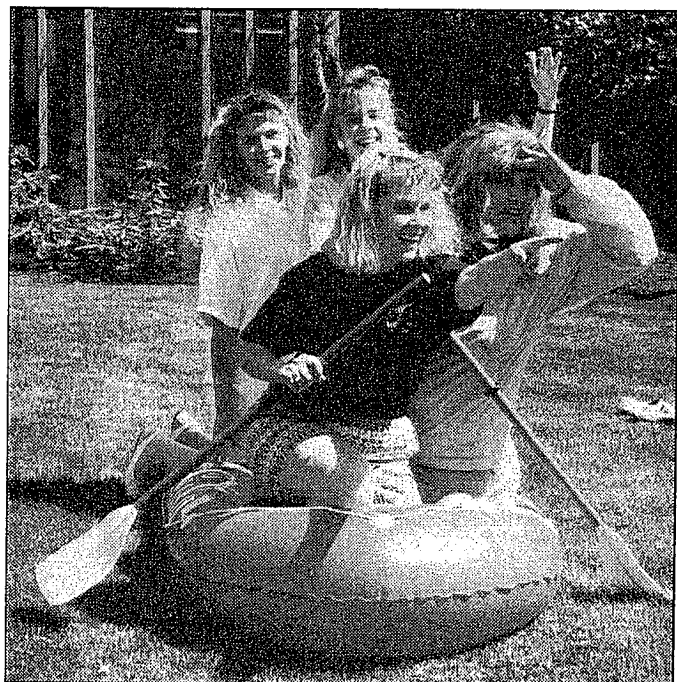
Executive officers, rather than standing for election, are selected by the ASTCC Senate on the basis of their qualifications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 11B.

## Student Access to Growth and Earning

The Student Access to Growth and Earning Program (STAGE) is a leadership training program which involves placing students into paid management positions on campus. Some of the positions in STAGE include intramural coordinator, outdoor recreation coordinator, 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 major impact on student programs at Tacoma Community College.

Students who are interested in STAGE should contact the Student Programs Office in Building 11B.



## Clubs and Organizations

Clubs and organizations reflect the many constituencies that comprise Tacoma Community College. Participation in the College's clubs and organizations encourages educational opportunities, personal growth and the development of social, organizational and leadership skills.

TCC clubs and organizations foster an appreciation of varied cultural and artistic backgrounds and provide new and imaginative recreational and educational opportunities. Current campus clubs center around academic interests, ethnic awareness, and recreational interests. The International Student Organization, Black Student Union, Ski Club, Christian Club, and Health Professionals Club are just a few of the active clubs. Opportunities exist for starting new clubs and organizations as student interests develop or change. Interested students are encouraged to contact the Student Programs Office, Building 11B.

## Student Newspaper

Opportunities to develop skills in journalism and professional writing, editing and publishing are available with the Tacoma Community College student newspaper. *The Collegiate Challenge* is published by and for students during the regular school year. It helps inform students about activities on campus and

lets students receive hands-on experience in newspaper publication.

## Athletics

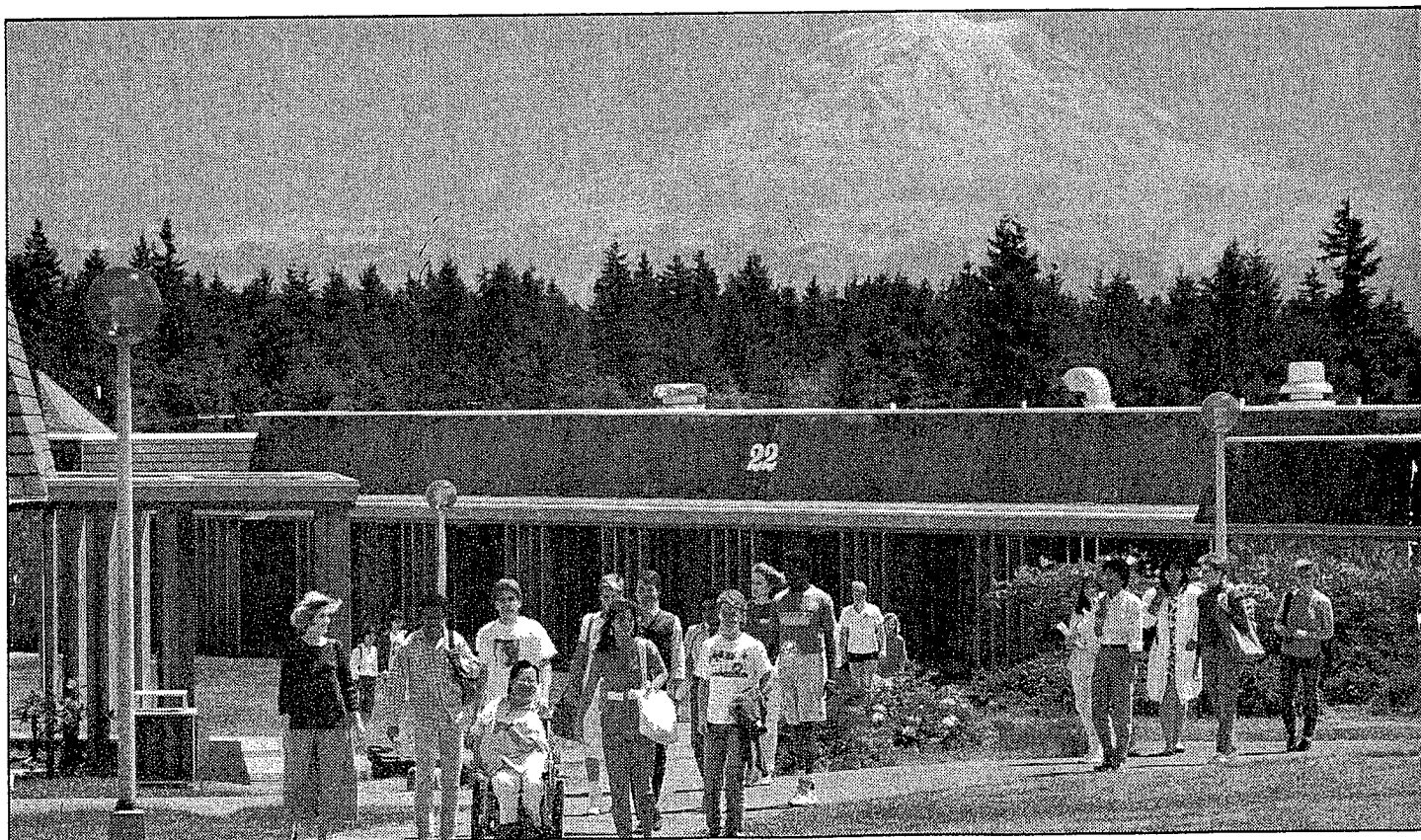
Both men and women athletes participate in Tacoma Community College's seven intercollegiate sports. The Titans have an outstanding record in competition in the Washington-Oregon conference, the Northwest Athletic Association of Community Colleges (NWAACC).

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

Athletic facilities include the TCC gym, Minnitti Field with its baseball and softball fields, an all-weather 400 meter track, a 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. Activities include basketball, volleyball, badminton, tennis, softball, soccer, archery, fencing, and a TCC bowling league. More information on intramural sports may be obtained from the Student Programs Office, Building 11B.





# 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

(see Automated Accounting Applications)

## AUTOMATED ACCOUNTING APPLICATIONS

Coordinator: Don Foster 566-5248

The Automated Accounting Applications 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 office and communications skills. The advanced classes develop skills in the application of computers to bookkeeping and accounting systems.

The second year computer applications classes are also intended to be of interest to accounting professionals and business managers seeking information on new developments in this field.

This program is not intended for transfer to a four-year school. Students who plan to transfer should meet with the Program Coordinator before enrolling in this program.

### Associate in Technical Arts Degree

Awarded to students completing the full six-quarter program.

### Certificate in Bookkeeping Systems

May be earned by students completing the first three quarters of the program.

### Certificate in Computerized Accounting Systems

This certificate is available to accounting professionals who complete the following computer related courses: ACCNT 240, 241, DPSYS 236, 244, and 247 (21 credits).

## Admissions Requirement

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

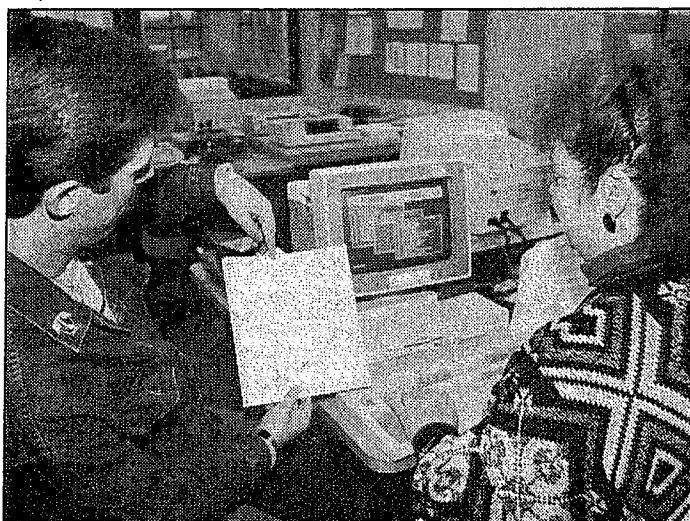
Students who, by their record or test results, cannot demonstrate competency at the above levels, will be advised to enroll in, and successfully complete, the appropriate math and English courses prior to attempting the Accounting and Data Processing Systems curriculum.

## AUTOMATED ACCOUNTING APPLICATIONS - DEGREE PROGRAM

(Associate in Technical Arts Degree)

### FIRST YEAR

Course Title	Credits
Practical Accounting I . . . . . ACCNT 140	5
Practical Accounting II . . . . . ACCNT 141*	5
Practical Managerial Accounting . ACCNT 142*	5
Business Mathematics or equivalent . . . . . MATH 101 or BUS 110	5
Business English . . . ENGL 101 or ENGL 104	5
Introduction to Data Processing . . DPSYS 235	5
Business Systems W/Spreadsheets & MS-DOS . . . . . DPSYS 236*	3
Introduction to Business . . . . . BUS 101	5





## Occupational Programs

Business Communications ... BUS 225* or ENGL 102	5
Electives .....need advisor approval	5

Students may substitute, with coordinator's approval, ACCNT 210, 220, 230 or ACCNT 201, 202, 203 for the Practical Accounting.

### SECOND YEAR

Automated Accounting I ..... ACCNT 240*	5
Principles of Management .....BUS 163	5
Database Systems ..... DPSYS 244*	3
Speech ..... SPCH 100, 101, or 105	5
Automated Accounting II ..... ACCNT 241*	5
Leadership and Human Relations ...BUS 164	5
Business Machines ..... OFFCE 115	5
Payroll and Business Taxes ..... ACCNT 145*	5
Computer Systems Selection .... DPSYS 247*	5
Electives .....need advisor approval	5

Total Credits for the  
Two-year Program 96

\* Prerequisite required

### BOOKKEEPING SYSTEMS

(Certificate Program)

Course Title		Credits
Practical Accounting I ..... ACCNT 140		5
Practical Accounting II ..... ACCNT 141*		5
Practical Managerial Accounting . 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
Business Systems w/Spreadsheets and MS-DOS ..... DPSYS 236*		3
Introduction to Business .....BUS 101		5
Business Communications .....BUS 225*		5
Electives .....need advisor approval		5

\* Prerequisite required

Students may substitute ACCNT 210, 220, 230 or ACCNT 201, 202, 203 for ACCNT 140/141/142.

### COMPUTERIZED ACCOUNTING SYSTEMS

(Certificate Program)

Business Systems w/Spreadsheets and MS-DOS ..... DPSYS 236*	3
Automated Accounting I ..... ACCNT 240*	5
Automated Accounting II ..... ACCNT 241*	5
Database Systems ..... DPSYS 244*	3

Computer Systems Selection .... DPSYS 247\* 5  
\* 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

Coordinator: Jacob Parker, 566-5077

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 .....		2

#### Second Quarter

Criminal Law .....ADJ 101		5
College Freshman Composition or Business English ..... ENGL 102* or 104		5
General Psychology ..... PSYCH 100		5
Using Computers ..... DPSYS 100		3

#### Third Quarter

Criminal Evidence .....ADJ 102*		5
Speech Communication ..... SPCH 100		5
Weaponless Control .....ADJ 206		1
Elective (Humanities) .....		5

**SECOND YEAR**

First Quarter		
Course Title		Credits
Criminal Investigation .....	ADJ 200*	5
Juvenile Justice Systems .....	ADJ 203	5
Introduction to Government and Politics or American National Government and Politics ...	POLSC 201/202	5
Elective (Math/Science) .....		5
Second Quarter		
Introduction to Penology .....	ADJ 201	5
Management of Police Operations ...	ADJ 202*	5
Crime and Justice .....	ADJ 205	3
Elective (Math/Science) .....		5
Third Quarter		
Criminal Justice Planning and Administration .....	ADJ 204*	3
Stress Management .....	PSYCH 207	5
Elective (Humanities) .....		5
Work Experience Internship (Optional) .....	ADJ 207*/208*	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.

**CORRECTIONAL OFFICER TRAINING**

(Associate in Technical Arts Degree)

**Coordinator: Bill Packard or Jake Parker,  
566-5077**

The Associate Degree in Correctional Officer Training offers supplemental vocational training in the corrections field. The program is intended for individuals who are currently employed in a corrections facility. Correctional Officer Training is a combination of Criminal Justice Training Commission (CJTC) specialty courses offered by the CJTC and general education and related instructional courses offered by TCC. The program will assist corrections personnel to upgrade professional skills and increase opportunities for promotion. Interested corrections personnel should call 566-5076 for more information.

**ALLIED HEALTH  
CORE PROGRAMS**

(See HEALTH TECHNOLOGY COURSES)

**BUSINESS ADMINISTRATION  
AND MANAGEMENT**

**Coordinator: John Geubtner, 566-5232**

The Business Administration and Management (BAM) program offers courses that help individuals prepare for a career in the business world. It is especially relevant or people interested in a career in management that begins with entry into first level supervisory responsibilities. The BAM program 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 better qualify students for positions in several occupational areas. These areas include marketing, sales, service occupations, administrative support, production, material handling, and transportation.

An Associate of Technical Arts Degree will be awarded to students that successfully complete the 90-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. Student intending to pursue a Bachelor's degree in Business should follow a TCC Business program leading to an Associate of Arts and Sciences Degree in pre-business.

**BUSINESS ADMINISTRATION AND  
MANAGEMENT**

(Associate in Technical Arts Degree)

**BUSINESS ADMINISTRATION COURSES  
(15 credits)**

Course Title		Credits
Introduction to Business .....	BUS 101	5
Essentials of Retailing .....	BUS 244	5
Introduction to Marketing .....	BUS 240	5

**SELLING AND SMALL BUSINESS COURSES  
(10 credits)**

Personal Selling .....	BUS 246	5
Small Business Entrepreneurship ..	BUS 260	5

**MANAGEMENT AND LEADERSHIP COURSES  
(20 credits)**

Principles of Management .....	BUS 163	5
Leadership and Human Relations ..	BUS 164	5
Personnel Management .....	BUS 165	5
Organizational Behavior .....	BUS 167	5

**COMMUNICATION COURSES (10 credits)**

Business English . . . . . ENGL 104	5
Public Speech Communications . . . SPCH 101	5

**COMPUTATION COURSES (15 credits)**

Practical Accounting I . . . . . ACCNT 140	5
Accounting for Decision Makers . ACCNT 150*	5
Business Mathematics . . . . . BUS 110	5

**COMPUTER COURSE (5 credits)**

Introduction to Data Processing . . DPSYS 235	5
---	---

**ELECTIVE COURSES (15 credits)**

Any 100-level courses from the following TCC disciplines+ may be selected to satisfy this requirement: ACCNT, BUS, COMSK, DPSYS, ECON, ENGL, OFFCE, PSYCH, SMG, SPCH

Total Credits	90
---------------	----

\* Prerequisite ACCNT 140/210

+ Courses from other disciplines require approval of program coordinator.

**CERTIFICATES IN MANAGEMENT**

Coordinator: John Geubtner, 566-5232

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**

**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

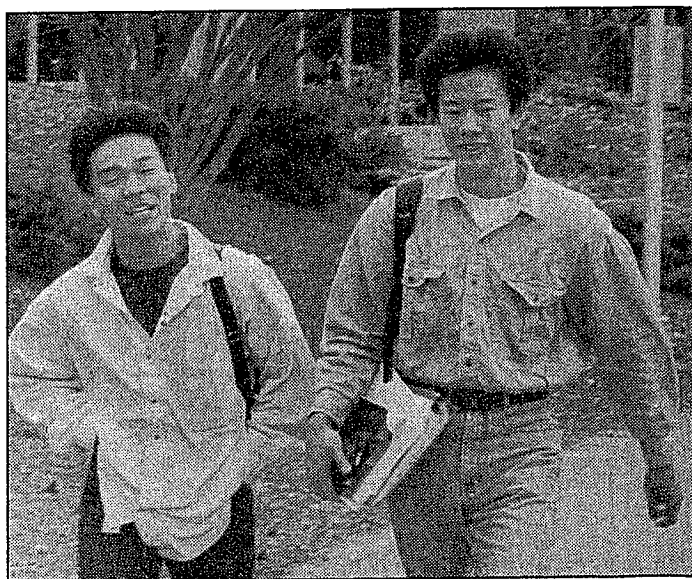
Substitutions may be made only with approval of program coordinator.

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

**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

Coordinator: Dean Van Woerkom, 566-5243

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 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 Comp. ENGL 102		
Introduction to Data Processing . .	DPSYS 235	5

Business Systems and Procedures	DPSYS 236*	3
BASIC Programming . . . . .	DPSYS 238	5
Business English . . . . .	ENGL 104	5
or College Freshman Composition	ENGL 101	
Intermediate Algebra . . . . .	MATH 101	5
General Psychology . . . . .	PSYCH 100	5
or Survey of Sociology . . . . .	SOC 110	
* Prerequisite required (see course descriptions).		

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

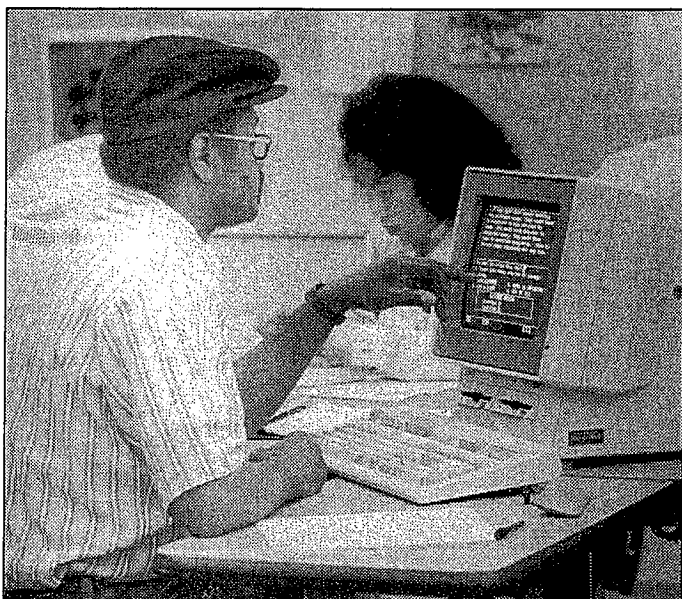
### SECOND YEAR

Operating Systems . . . . .	DPSYS 250*	5
Microcomputer Applications . . . .	DPSYS 251*	5
Expert Systems . . . . .	DPSYS 252*	5
Data Communications and Distributed Processing . . . . .	DPSYS 253*	5
Database Systems . . . . .	DPSYS 244*	3
Advanced Database System . . . . .	DPSYS 254*	5
COBOL Programming . . . . .	DPSYS 245*	5
Business Information Systems Design . . . . .	DPSYS 248*	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		91

\* Prerequisite required.

\*\* Suggested electives: ACCNT 240, BUS 200, BUS 256, BUS 290, CD 150, DPSYS 90, DPSYS 239, DPSYS 246, DPSYS 247, ENGL 105, PHIL 120, PHIL 215.

Additional electives may be selected on approval of program coordinator.



## 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, Automated Accounting Applications, Office Occupations Programs (Secretarial, Word Processing, Office Operations), Engineering, Business Administration and Management, and Medical Records Technology. In addition, students in the Arts and Sciences or other non-technical programs may study computers in "Using Computers" (DPSYS 100 and 101); a rewarding hands-on learning experience for beginning and non-technical students.

For more information on computer training at TCC call 566-5131.

## COMPUTER FIELD TECHNOLOGY

Coordinator: Raymond Kendall, 566-5298

The Computer Field Technology program trains students as computer repair technicians to work in a variety of electronics-based fields, including sales, 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)

### Course Title

### Credits

First Quarter		
Algebra Review	MATH 90	5
or Intermediate Algebra	MATH 101*	5
Using the Computer I	DPSYS 100	3
Fundamentals of Electricity	ELEC 101*	5
Electro Mechanical Devices	ELEC 221*	5
Second Quarter		
Business English	ENGL 104	5
Intermediate Algebra	MATH 101*	5
or College Algebra for Business and Economics**	MATH 156*	5
Fundamentals of Electronics	ELEC 102*	5
Electronic Devices and Systems	ELEC 222*	4
Third Quarter		
Job Communication Skills	SPCH 150	3
BASIC Language	COMSC 201*	5
Digital Techniques	COMSC 205*	5
Schematics	ELEC 245*	5
Fourth Quarter		
Microprocessors	COMSC 207*	6
Peripherals and Communications	COMSC 209*	6
Trouble Shooting Techniques	COMSC 210*	6
Fifth Quarter		
Computer Language (eg PASCAL, FORTRAN, COBOL)		4-5
Business: An Introductory Analysis	BUS 101	5
Electives		5

### Sixth Quarter

Operating Systems	DPSYS 250*	5
Elements of Calculus	MATH 157*	5
Electives		5
Total Credits		102-103

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).

A certificate can be awarded after completion of the fourth quarter.

\*\*Required for the ATA degree.

## CORRECTIONAL OFFICER TRAINING

(See Administration of Justice)

## EDUCATIONAL PARAPROFESSIONAL

Coordinator: Norma Burbridge, 566-5350 or 851-2424

(Associate in Technical Arts Degree)

The Associate Degree in Educational Paraprofessional offers supplemental vocational training to school district paraprofessionals. Educational Paraprofessional training is a joint venture between Tacoma Community College and the Tacoma Public School District. Enrollment is open to currently employed paraprofessionals from all school districts. The program is designed to meet the educational requirements specified in SHB 1759, Educational Staff Diversification (1989). A one-year (44-credit) certificate is available. Interested school district personnel may call 566-5350 or 851-2424 for course or program information.





## EMERGENCY MEDICAL CARE

Coordinator: Michael Smith, 566-5162

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 services, hospitals, or 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
Total Fitness . . . . .	PE 100	2

Third Quarter (Winter)		
EMT-Paramedic (didactic) . . . . .	EMC 121*	11
EMT-paramedic (practical) . . . . .	EMC 131*	8
Advanced Total Fitness . . . . .	PE 200	2
Fourth Quarter (Spring)		
EMT-Paramedic (didactic) . . . . .	EMC 122*	5
EMT-Paramedic (practical) . . . . .	EMC 132*	8
Total Credits		65

## EMERGENCY MEDICAL SERVICES

(Associate in Technical Arts Degree)

### SECOND YEAR

Required Courses (22 credits):

EMS Systems . . . . .	EMC 200*	2
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
Public Speech Communications . . . . .	SPCH 101	5
Business & Professional Speech		
Communication . . . . .	SPCH 105	5
Job Communications Skills . . . . .	SPCH 150	3

Total Associate Degree Credits 104

\*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)

**Coordinator: Janne Hutchins, 566-5230**

The Associate Degree in Fire Command Administration offers supplemental vocational training in the fire service area. The program is intended for individuals who are currently members of a fire protection agency. Fire Command Administration is a combination of fire service training occupational specialty courses offered by the Fire Service Training Division and general education courses offered by TCC. The program will assist firefighters in current assignments or prepare students for promotion in the fire service field. Interested fire service personnel should call 566-5230 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 45 wpm or OFFCE 103 or OFFCE 92.

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	
Business English (or English 101) . ENGL 104	5
Medical Terminology I . . . . . HT 130	3
Intro to Medical Office Procedures . . . . HT 120	5
Using Computers . . . . . DPSYS 100	3
Total Credits	16
Second Quarter	
Introduction to Health Records Management . . . . . MRT 180	5
Medical Terminology II . . . . . HT 131*	3
Medical Transcription I . . . . . MRT 140*	3

Computers in Health Care . . . . . HT 212	2
Clinical Practice (Assignment to health care facility for 90 clock hours) . . . . HT 240	3
Total Credits	16

\*Prerequisites required (see course descriptions).

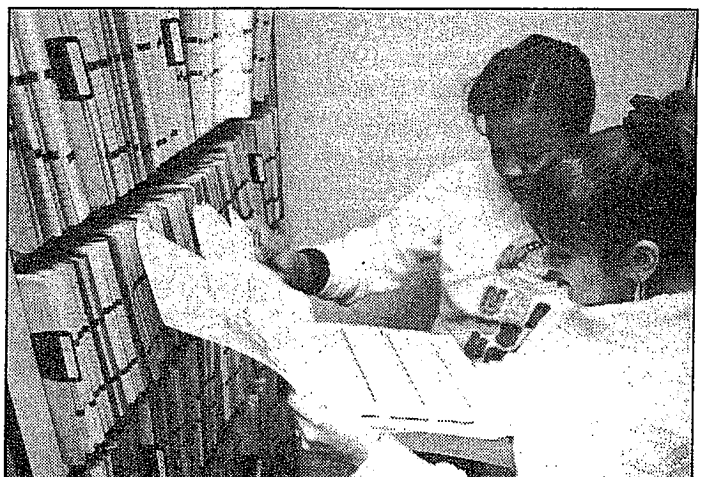
## Recommended electives and/or for continuing education:

Medical Terminology III . . . . . HT 132*	3
ICD-9-CM Coding . . . . . HT 214	2
CPT Coding . . . . . HT 216	1
Medical Claims Processing . . . . . HT 218	2
Word Processing/WordPerfect . . . . OFFCE 228	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	Credit
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	4
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
Basic ICD-9-CM Coding . . . . . HT 214	2
Basic CPT Coding . . . . . HT 216	1



## HUMAN SERVICES PROGRAM

Coordinator: Jim Carroll, 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 college 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 of coursework selected from the following areas of interest, e.g., alcoholism and substance abuse, aging, youth, families, mental health. All students must successfully complete supervised clinical practicums in community agencies of their choice in order to qualify for either the certificate or the degree. Admission into the program follows completion of the orientation process and program 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 (41 credits)

Course Title		Credits
Introduction to Human Services	... HSW 100	5
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		<u>41</u>

### GENERAL EDUCATION (30 credits)

Communications (select 10 credits)

College Freshman Composition	... ENGL 101	5
College Freshman Composition	... ENGL 102	5
Speech Communication	..... SPCH 100	5

**ETHNIC (select 5 credits only):**

Native American Culture	..... ANTHR 210	5
Chinese Civilizations	..... HIST 211	5
Japanese Civilizations	..... HIST 230	5
Principles of Sociocultural Anthropology	..... ANTHR 202	5
Black Psychology	..... PSYCH 215	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)

Abnormal Psychology	..... PSYCH 204	5
Psychology of Adjustment	..... PSYCH 170	5
Developmental Psychology: Life Span	..... PSYCH 206	5
Marriage and the Family	..... SOC 152	5
Deviant Behavior	..... SOC 271	5
Personality Theories	..... PSYCH 205	5
Introduction to Anthropology	... ANTHR 100	5

### SPECIALTY COURSES (20 credits)

Each student completing the ATA degree or AAS degree (along with the HSW degree) must select 20 credits of specialty work. Below are the current specialty offerings which may be changed to reflect demands and changes in the field.

#### Specialty Courses

##### Chemical Dependency

Introduction to Chemical Dependency	..... HSW 200	5
Counseling the Chemically Dependent	..... HSW 201	5
Family Counseling	..... HSW 202	5
Helping the Juvenile Adolescent Alcohol and Drug Treatment	..... HSW 203	5
Alcohol and Drug Education for the Professional	..... HSW 208	3
Pharmacology and Physiology of Substance Abuse	..... HSW 209	3
Case Management and Record Keeping	..... HSW 210	5
Working with Families of the Chemically Dependent	..... HSW 212	5
Adult Psychopathology	..... HSW 214	5
Introduction to Group Process	..... HSW 215	3
	..... HSW 270	5

##### Special Topics

HSW 170-179 are courses developed to meet the current needs and demands from the field. They may be applied to the required 20 credits of specialty work.

Continued academic advising is provided to adjust the program to meet the needs of individual students. Contact the HSW office for further information.

**ONE-YEAR  
CERTIFICATE COURSES**

Course Title		Credits
Introduction to Human Services ...	HSW 100	5
Counseling: Theory and Practice ...	HSW 102	5
Therapeutic Approaches and 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 .....	HSW 192*	5
Supervised Clinical Practicum .....	HSW 193*	5
Specialty course work selected from HSW offerings .....		9
Total Credits		45

\* Prerequisite required (see course descriptions).

**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 Records 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**

Course Title		Credits
First Quarter (Fall)		
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
English Composition .....	ENGL 101	5
(ENGLISH 104 fulfills requirement)		

Second Quarter (Winter)		
Anatomy and Physiology .....	BIOL 151*	5
Medical Terminology II .....	HT 131*	3
Medical Transcription I .....	MRT 140*	3
Business Data Processing .....	DPSYS 235	5

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
Behavioral Science Elective .....		5

**SECOND YEAR**

Fourth Quarter (Fall)		
ICD-9-CM Coding .....	MRT 220*	5
Automated MRT Lab .....	MRT 230*	3
Principles of Disease .....	HT 210*	5
CPT Coding .....	HT 216	1
Physical Education Elective .....		2

Fifth Quarter (Winter)		
Statistics for Health Care .....	MRT 221*	2
Data Quality Standards .....	MRT 241*	3
Clinical Applications II (Acute Care)	MRT 231*	6
Legal Concepts for Health Field .....	HT 225	3
Elective .....		3

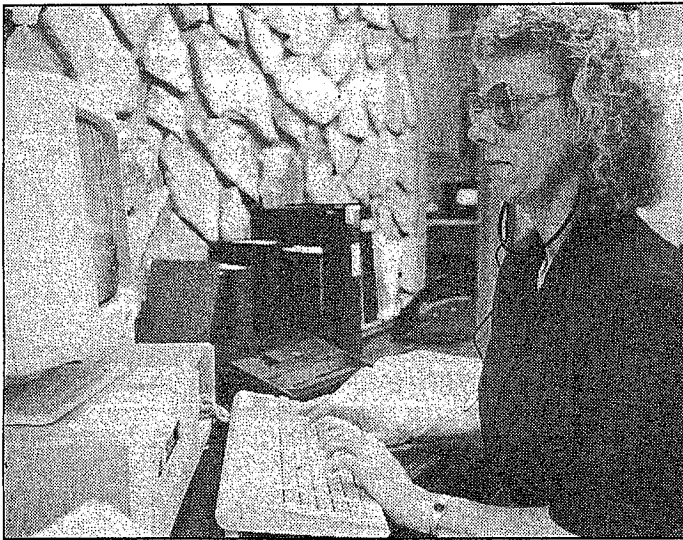
Sixth Quarter (Spring)		
Health Records in Alternate Care Settings .....		
	MRT 222*	3
Health Information Management ...	MRT 242*	2
Clinical Applications III (other facilities) MRT 232* .....		6
Humanities Elective .....		5
Computers in Health Care .....	HT 212*	2
Total Credits		105

**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:

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, or other health care agency performing general secretarial duties. 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 medical transcriptionist certificate and is prepared for employment. Completion of the two-year program qualifies students to receive the Associate in Technical Arts Degree. Second year students in the course HT 241 spend 150 hours (5 credits) in health facilities in order to gain clinical experience.

Students must accurately type 50 wpm for admission to the program.

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)		Credit
Course Title		
Anatomy and Physiology	BIOL 150	5
<small>(BIOL 206-207-208 fulfills requirement)</small>		
Medical Terminology	HT 130	3
Medical Transcription I	MRT 140*	3
Business English	ENGL 104	5
Physical Education Elective		1

Second Quarter (Winter)		
Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription II	MRT 141*	3
Typing for Speed/Accuracy	OFFCE 92	2

Third Quarter (Spring)		
Medical Terminology III	HT 132*	3
Medical Transcription III	MRT 142*	3
Word Processing/WordPerfect	OFFCE 228	3
Introduction to Health Record Management		MRT 180
Work Internship (90 hours)	HT 240*	5
		3

## SECOND YEAR

Fourth Quarter (Fall)		
Health Care Delivery Systems	HT 110	5
Speech Communication	SPCH 100	5
Principles of Disease	HT 210*	5
Business Data Processing	DPSYS 235	5

Fifth Quarter (Winter)		
Business Correspondence	BUS 225*	5
Computers in Health Care	HT 212	2
Legal Concepts for Health Field	HT 225	3
Medical Office Procedures	HT 120*	5
Physical Education Elective		1

Sixth Quarter (Spring)		
Basic ICD-9-CM Coding	HT 214*	2
Basic CPT Coding	HT 216*	1
Medical Claims Processing	HT 218	2
Work Internship	HT 241*	5
Elective		5
<small>(Recommend HT 170 Patient Care Techniques (4); ACCNT 140 Practical Accounting I (5); Behavioral Science Electives or Additional Word Processing Courses)</small>		
Total Credits		98

## MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 566-5163

A medical transcriptionist works in the medical transcription department 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.

Students must accurately type 40 wpm for admission to program. In order to obtain a completion certificate, students must successfully complete the following courses with a grade of "C" or better:

## MEDICAL TRANSCRIPTIONIST

(Certificate Program)

### FIRST YEAR

#### First Quarter (Fall)

Course Title	Credit
Anatomy & Physiology ..... BIOL 150 (BIOL 206-207-208 fulfills requirement)	5
Medical Terminology I ..... HT 130	3
Medical Transcription I ..... MRT 140*	3
Business English ..... ENGL 104	5
Physical Education elective .....	1

#### Second Quarter (Winter)

Anatomy & Physiology ..... BIOL 151*	5
Medical Terminology II ..... HT 131*	3
Medical Transcription II ..... MRT 141*	3
Typing for Speed/Accuracy ..... OFFCE 92	2

#### Third Quarter (Spring)

Introduction to Health Records Management ..... MRT 180	5
Medical Terminology III ..... HT 132*	3
Medical Transcription III ..... MRT 142*	3
Word Processing/WordPerfect ... OFFCE 228*	3
Work Internship (90 hours) ..... HT 240*	3
<b>Total Credits</b>	<b>52</b>

### 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.

## NURSING, ASSOCIATE DEGREE

Coordinator: Joan Wilson, 566-5164

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 February 1 of each year.

### NURSING

(Associate in Technical Arts Degree)

#### FIRST YEAR

Course Title	Credits
Fundamentals of Nursing ..... NURS 101*	10
Medical-Surgical Aspects of Adult & Child Care (Part I) ..... NURS 102*	10

Medical Surgical Aspects of Adult & Child Care (Part II) .....	NURS 103*	10
Nursing Practice Lab I .....	NURS 130*	1
Nursing Practice Lab II .....	NURS 131*	1
Nursing Practice Lab III .....	NURS 132*	1

#### SECOND YEAR

Medical-Surgical Aspects of Adult Care (Part III) .....	NURS 201*	5
Pediatric Care .....	NURS 202*	5
Psychiatric Nursing .....	NURS 203*	5
Gerontological Nursing .....	NURS 204	5
Maternity Nursing .....	NURS 205	5
Patient Care Management .....	NURS 206	6

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 Chemistry .....	CHEM 101*	5
General Psychology .....	PSYCH 100	5
General Microbiology .....	BIOL 201*	5
Survey of Sociology or Principles of Sociocultural Anthropology .....	SOC 110 or ANTHR 202	5
Human Growth and Development .....	PSYCH 206**	5
Anatomy and Physiology .. BIOL 150*, 151* or BIOL 206*, 207*, 208*10-15		
College Freshman Composition ...	ENGL 101	5
Speech Communication or Public Speech Communication ..	SPCH 100 or 101	5

Non-Nursing Credits: .....	45
Nursing Credits:	64
<b>Total Credits:</b>	<b>109</b>

Completion of Chemistry recommended prior to admission to Nursing.

\* Prerequisite required (see course descriptions).

\*\* Must be completed prior to Nursing 201.

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

BIOL 201 PSYCH 100  
SOC 110  
CHEM 101,102 ENGL 101

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.



## NURSING ASSISTANT PROGRAM

Coordinator: Norma Burbridge,  
566-5350 or 851-2424

The Nursing Assistant program is designed to prepare students to work as nursing assistants in convalescent centers and hospitals. The one-quarter, 5-credit program includes classroom training and clinical experience. Upon satisfactory completion of the program, students can apply for Washington Certification as Nursing Assistants by examination.

## NURSING, VOCATIONAL

(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 104) may enter the third quarter of the basic nursing program. Graduates are eligible to take the examination for licensing as a registered nurse.

Applications are due by February 1 each year.

## OFFICE OCCUPATIONS PROGRAMS

Coordinator: Karen Munson, 566-5021

Students will complete all core requirements plus all courses in one of the following programs: Word Processing, Secretarial, or Office Operations. Students will earn an Associate Degree in Technical Arts upon completion of all required courses.

If you are interested in any of the programs, contact Dr. Karen Munson, C.P.S., Program Coordinator at 566-5021.

## TECHNICAL CORE REQUIREMENTS

Course Title		Credits
Typing I (or equivalent)	OFFCE 103	5
Typing II	OFFCE 104*	5
Introduction to Word Processing	OFFCE 227	5
Records Management	OFFCE 116	3
Using the Computer	DPSYS 100	3
Practical Accounting I	ACCNT 140	5
Business Machines	OFFCE 115*	5
The Office Professional	OFFCE 134*	5
Work Internship	OFFCE 120*	5
Total Technical Credits		41

## GENERAL CORE REQUIREMENTS

Course Title		Credits
Business English	ENGL 104	5
Business Math	BUS 110	5
Business Law	BUS 200	5
Stress Management	PSYCH 207	5
Speech	SPCH 100	5
Business Correspondence	BUS 225*	5
Total General Credits		30

\*Requires prerequisites or instructor permission.

## SECRETARIAL OPTION

(Associate in Technical Arts Degree)

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

Course Title		Credits
Notehand I	OFFCE 130	5
Notehand II	OFFCE 131*	5
Machine Transcription	OFFCE 117*	3
Word Processing: Alpha Micro or Lanier	OFFCE 229*/232*	3
Word Processing: WordPerfect	OFFCE 228*	3
Word Processing: Microsoft Word	OFFCE 234*	3
Desktop Publishing	DPSYS 222	3
Total Secretarial Credits		25

## WORD PROCESSING OPTION

(Associate in Technical Arts Degree)

This two-year degree program\*\* provides students with a broad background in word processing and office skills. Prerequisites for entry into the program are coordinator's permission, Math 86 skill or equivalent, and grade of "B" or better in Typing I.

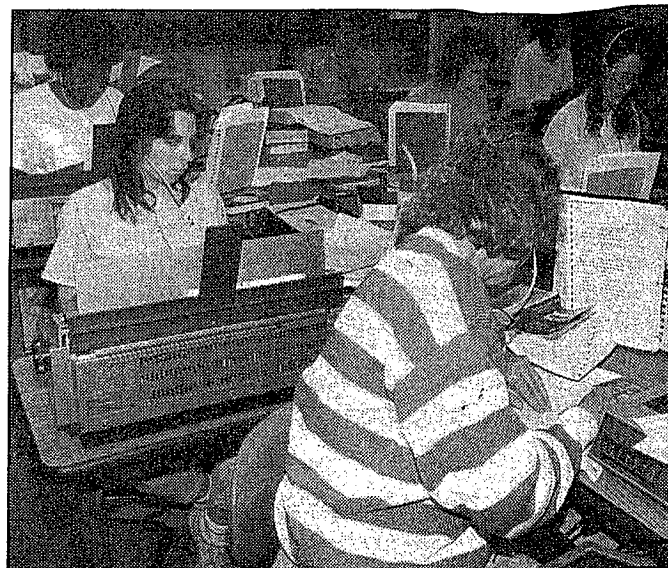
If you are interested in the program, call Dr. Karen Munson, C.P.S., Program Coordinator, 566-5021.



**Word Processing Option (continued)**

Course Title	Credits
Introduction to Data Processing . . .DPSYS 235	5
Word Processing: Alpha Micro or Lanier . . . . . OFFCE 229*/232*	3
Word Processing: WordPerfect . . . OFFCE 228*	3
Word Processing: Microsoft Word OFFCE 234*	3
Word Processing: Advanced Word Perfect . . . . . OFFCE 233*	3
Desktop Publishing . . . . . DPSYS 222	3
Principles of Management . . . . . BUS 163	5
Machine Transcription . . . . . OFFCE 117*	3
Business Systems with Spreadsheets and MS-DOS . . . . . DPSYS 236	3
Total Word Processing Credits	31

\*\* Completion of three quarters, plus Work Internship (OFFCE 120) entitles student to a one-year certificate.



**OFFICE OPERATIONS OPTION**

(formerly Service Representative)

(Associate in Technical Arts Degree)

This two-year program provides the fundamental skills needed to successfully work in the automated office. Program offerings serve the day, evening, and part-time students. Word processing skills are included. Placement at ENGL 90 and MATH 86 levels or above required. Students who complete the Office Operations Program qualify for an associate Degree in Technical Arts. If you are interested in the program, call Dr. Karen Munson, C.P.S., Program Coordinator, at 566-5021.

Course Title	Credits
Introduction to Business . . . . . BUS 101	5
Principles of Management . . . . . BUS 163	5
Word Processing: WordPerfect* . . OFFCE 228	3
Word Processing: Microsoft WORD or Desktop Publishing . . . . . OFFCE 234/DPSYS 222	3
Practical Accounting II* . . . . . ACCNT 141	5
Business and Payroll Taxes* . . . . ACCNT 145	5
Marketing . . . . . BUS 240	5
Total Office Operations Credits	31

**RECEPTIONIST CLERK**

This one-year certificate qualifies a student for an entry-level position as a receptionist or an office clerk. Placement at ENGL 90 and MATH 86 levels (or better) required.

If you are interested in the program, call Dr. Karen Munson, C.P.S. Program Coordinator, at 566-5021.

First Quarter	
Typing I . . . . . OFFCE 103	5
Business English . . . . . ENGL 104	5
Introduction to Word Processing OFFCE 227*	5
Second Quarter	
Typing II . . . . . OFFCE 104*	5
Business Math . . . . . BUS 110	5
Using the Computer . . . . . DPSYS 100	3
Practical Accounting I . . . . . ACCNT 140	5
Third Quarter	
Records and Database Management . . . . . OFFCE 116	3
Machine Transcription . . . . . OFFCE 117	3
Business Machines . . . . . OFFCE 115	5
Work Internship . . . . . OFFCE 120	5
Using the Computer II . . . . . DPSYS 101	3
Total Credits	49

**OFFICE OPERATIONS**

(See Office Occupations, page 50)

**PARAMEDIC TRAINING**

(See Emergency Medical Care, page 44.)

**PROFESSIONAL OFFICE  
OCCUPATIONS PROGRAMS**

(See Office Occupations Programs)

**RADIOLOGIC TECHNOLOGIST**

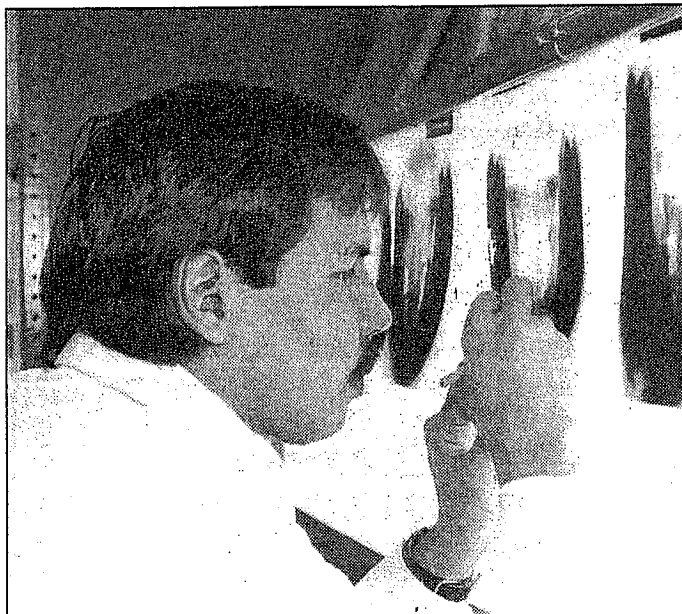
Coordinator: Royal Domingo, 566-5162

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

**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	4
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 . . . . . ENGL 102	5
Radiographic Anatomy and Pathology . RT 214*	3
Radiographic Positioning and Techniques IV . . . . . RT 243*	2
Radiographic Clinic IV . . . . . RT 123*	5
Independent Study . . . . . RT 299* (1-5)	
Sixth Quarter (Winter)	
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)	
Using Computers I . . . . . DPSYS 100	3
Eighth Quarter (Summer)	
Radiographic Clinic VII . . . . . RT 227*	7
Elective . . . . .	5
Independent Study . . . . . RT 299 (1-5)	
Ninth Quarter (Fall)	
Radiographic Clinic VIII . . . . . RT 228*	3
Radiologic Seminar . . . . . RT 260*	5
Independent Study . . . . . RT 299*	1-5
Total Credits	135-171

\*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  
Weber State College Ogden, Utah

**RECEPTIONIST CLERK**  
(See Office Occupations Programs)

**RESPIRATORY THERAPY  
TECHNICIAN/THERAPIST**

Coordinator: Bill Leffler, 566-5162

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 and is then eligible to become licensed by the State of Washington. 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 118; CHEM 100 or above; SPCH 100; and ENGL 101 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**	4
Medical Terminology . . . . . HT 130**	3
Human Anatomy and Physiology . . BIOL 118**	5
Second Quarter (Fall)	
Respiratory Therapy Equipment I . . . RC 120*	3
Respiratory Therapy Theory I . . . . . RC 110*	3
Clinical Training I . . . . . RC 140	8
Psychology . . . . . PSYCH 100**	5
Third Quarter (Winter)	
Respiratory Therapy Equipment II . . . RC 121*	3
Respiratory Therapy Theory II . . . . . RC 111*	3
Clinical Training II . . . . . RC 141*	8
Respiratory Therapy Seminar I . . . . . RC 150*	2

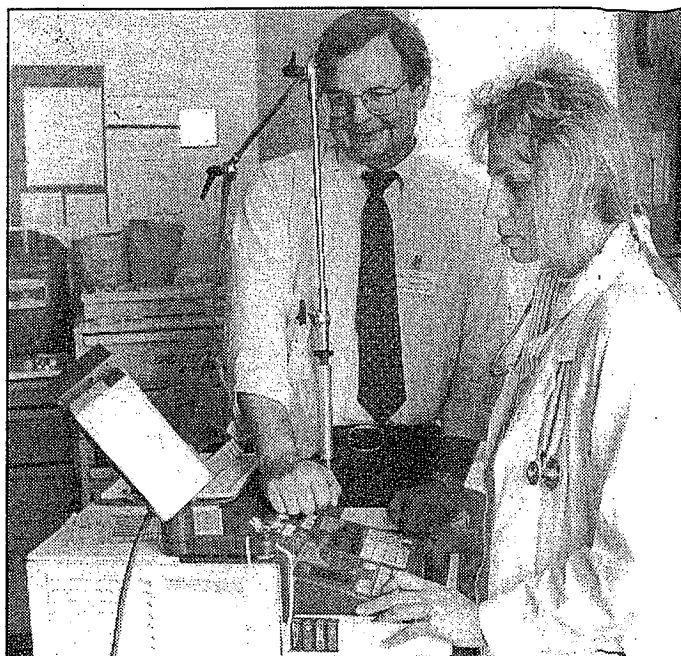
Fourth Quarter (Spring)		
Respiratory Therapy Equipment III . . . . . RC 122*	3	
Respiratory Therapy Seminar II . . . . . RC 151*	2	
Special Topics . . . . . RC 130	4	
Clinical Training III . . . . . RC 142*	8	
Fifth Quarter (Summer)		
Clinical Training IV . . . . . RC 143*	6	
Total Technician Credits		75

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.

\* Acceptance into Respiratory Therapy program required.

**RESPIRATORY THERAPIST  
(advanced practitioner) level of training.**  
(Associate in Technical Arts Degree)

Sixth Quarter (Fall)		
Advanced Pathophysiology I . . . . . RC 210*	2	
Advanced Pharmacology . . . . . RC 220*	2	
Neonatal Clinical Training I . . . . . RC 240*	7	
Seventh Quarter (Winter)		
Advanced Mechanical Ventilator . . . . . RC 221*	2	
Pediatric Pulmonary Clinical II . . . . . RC 241*	7	
Chemistry . . . . . Chem 100 or above**	5	
<b>Respiratory Therapist (continued page 54)</b>		



Eighth Quarter (Spring)		
Seminar .....	RC 222*	2
Advanced Adult Critical Care		
Clinical III .....	RC 242*	7
Speech .....	Speech 100**	5
English .....	English 101 or above**	5
Total Advanced Credits		44
Total Associate Degree Credits		119

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 PROGRAM**  
(See Office Occupations Programs)

**SUPERVISION AND MANAGEMENT**

Coordinator: John Geubtner, 566-5232

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 Associates of Technical Arts Degree will be awarded to students that successfully complete the 90 credit hour program. While some of the required coursework 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

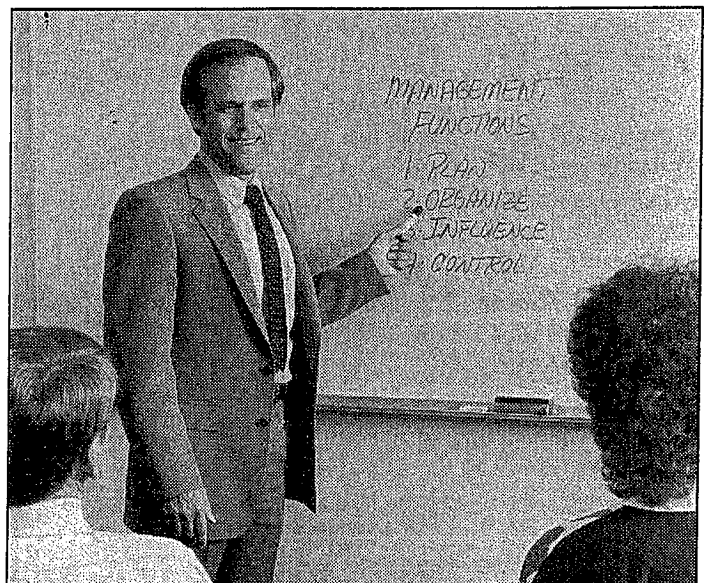
**BUSINESS AND GENERAL REQUIREMENTS (40 credits)**

Course Title		Credits
Practical Accounting I or Accounting Principles-Financial .... ACCNT 140 or 210		
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
<small>(DPSYS 100 and DPSYS 101 may be substituted)</small>		
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
Accounting Principles-Financial ..	ACCNT 220*	5
Accounting Principles-Managerial	ACCNT 230	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
Work Internship . . . . .	BUS 290*	5
Statistical Analysis . . . . .	BUS 256*	5
Introduction to Critical Thinking	COMSK 100	5
Business Systems and Procedures	DPSYS 236*	3
Human Relations . . . . .	HR 100 or HR 100	3
Introduction to Philosophy . . . . .	PHIL 100	5
General Psychology . . . . .	PSYCH 100	5
Elective Credits . . . . .		<u>29</u>
Total Credits		90

\* Prerequisite or instruction permission required.

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

**CERTIFICATES IN MANAGEMENT**

Coordinator: John Geubtner, 566-5232

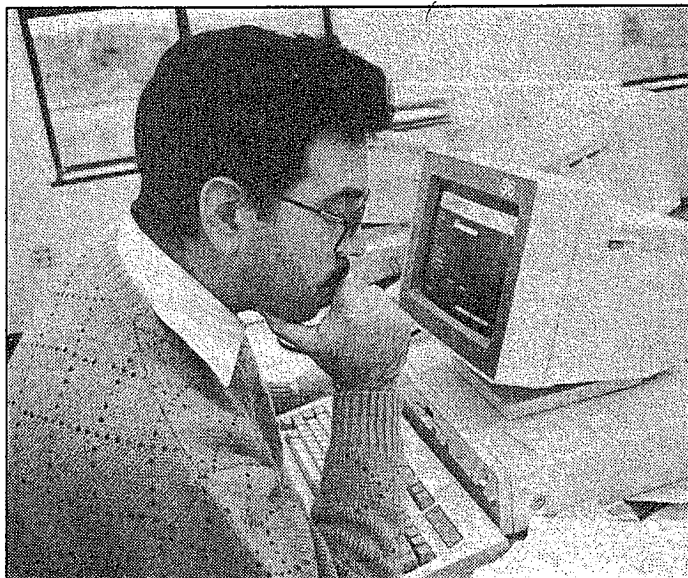
This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program helps prepare individuals for supervisory roles; it also provides an opportunity for experienced supervisors to enhance their techniques.

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**

**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	<u>3</u>
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 . . . . .		<u>6</u>
Total Credits		24

Substitutions may be made only with approval of program coordinator.

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

**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	<u>3</u>
Total Credits		24

Substitutions may be made only with approval of program coordinator.

**WORD PROCESSING**

(See Office Occupations Programs)

# 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 1991-92 and 1992-93 will be announced in the class schedules, which are published quarterly.

Courses numbered 1-99 are sub-college-level courses designed to develop skills needed for college work and vocational courses.

Courses numbered 100-299 are college-level courses. They meet the requirements of the degrees of Associate in Arts and Sciences (AAS) as well as the Associate in Technical Arts (ATA) and Associate in General Studies (AGS) degrees conferred by Tacoma Community College. These courses are normally accepted for transfer by four-year colleges and universities in Washington State when they are part of an Associate of Arts and Sciences Degree. Students who transfer without the AAS Degree, however, should not take for granted the transferability of all 100-level classes since some of them are vocational courses and apply toward an ATA degree only.

Courses numbered 299 are reserved for special projects. Such projects are undertaken by individual students upon arrangement with an instructor and the chairman of the division in which the course is offered. Credit granted for courses numbered 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. Laboratory sections generally require two hours of class per week per quarter for each credit. The credits earned for successfully completing 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 wishing to learn more about certain courses are urged to talk about those 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  
Health Records/Admitting Clerk  
Health Technology



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

## **BUSINESS AND OFFICE OCCUPATIONS**

**Dr. Walter Nolte**

Accounting (Academic and Occupational)  
Automated Accounting Applications  
Bookkeeping Systems  
Business (Academic and Occupational)  
Business Administration and Management  
Data Processing Systems  
Computer Information Management Systems  
Economics  
Office Operations  
Receptionist Clerk  
Secretarial Office Skills  
Supervision and Management  
Word Processing

## **CONTINUING EDUCATION**

**Edith Capen**

Certified Public Accountant  
Continuing Legal Education  
Continuing Professional Education  
Home and Family Life  
Insurance  
K-12 Education/Endorsements  
Lifelong Education/Noncredit Programs  
Real Estate  
Senior Programs

## **CONTINUING EDUCATION FOR HEALTH PROFESSIONALS**

**Janne Hutchins**

ACLS  
AIDS Education  
Continuing Education for Health Professionals  
Fire Command Administration  
Summer Institute for Teachers

## **DEVELOPMENTAL EDUCATION**

**Richard Spangler**

Adult Basic Education  
College Preparatory Courses  
General Education Development (GED)  
High School Completion Courses

## **DOWNTOWN CENTER/INSTITUTE FOR BUSINESS AND INDUSTRY**

**Dr. Sharon McGavick**

American Management Association  
Business Lab  
Computer Lab  
Institute for Business and Industry  
International Business  
Small Business Management  
Supervision and Management

## **GIG HARBOR CENTER**

**Norma Burbridge**

Academic Transfer Classes  
Business Lab  
Computer Lab  
Educational Paraprofessional  
Math Lab  
Nursing Assistant

## **HUMANITIES**

**Dr. Gael Tower**

Art  
Communication Skills/Critical Thinking  
Coordinated Studies  
Drama  
English as a Second Language  
English Composition  
English Literature  
French  
Humanities  
Japanese  
Journalism  
Music  
Philosophy  
Reading  
Spanish  
Speech  
Study Skills



**INSTRUCTIONAL COMPUTING RESOURCES**

Gary Sigmen

**MATHEMATICS AND SCIENCE**

Ivonna McCabe

- Biology
- Chemistry
- Computer Field Technology
- Computer Science
- Engineering
- Environmental Science
- Geography
- Geology
- Horticulture
- Mathematics
- Oceanography
- Physics
- Telecommunications

**SOCIAL AND BEHAVIORAL SCIENCE**

William Packard

- Administration of Justice
- Anthropology
- Education/Occupational Technical Education
- Geography
- History
- Human Services
- Political Science
- Psychology
- Social Services
- Sociology

**STUDENT DEVELOPMENT**

Dr. Priscilla Bell  
Career Development  
Human Relations

**ACCOUNTING**

**ACCNT 140  
Practical Accounting I (5)**

Introduces students to basic accounting concepts and procedures. Emphasizes basic accounting for a service business. Covers depreciation, cash control, and payroll. Students will complete a service business practice set.

**ACCNT 141  
Practical Accounting II (5)**

A continuation of Accounting 140. Emphasizes basic accounting for merchandising accounts, the accounting cycle, classified financial statement, and debt accounting, inventory costing, and promissory notes. Students will complete a merchandising business practice set. Prerequisite: ACCNT 140 or equivalent with a grade of "C" or better.

**ACCNT 142  
Practical Managerial Accounting (5)**

Covers accounting information required by management. Covers an introduction to job and process costing, budgeting, cash flow, statement analysis and management decision making. Students will complete a practice set. Prerequisite: ACCNT 140 or equivalent with a grade of "C" or better.

**ACCNT 145  
Payroll and Business Taxes (5)**

Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes. Prerequisite: ACCNT 140 or instructor permission.

**ACCNT 150  
Accounting for Decision Makers (5)**

An accounting class for the non-accounting major, this class will review the accounting cycle, with some attention directed toward procedures and techniques, and the major emphasis on the content of accounting reports and on the interpretation and possible uses of this information. Prerequisite: ACCNT 140 or ACCNT 210.

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

Introduction to structure, development and interpretation of accounting data and financial statements. Course is offered in a self-paced individualized format. Stu-

dents work with audiovisual units, a self-paced textbook and the lab instructor. Lab attendance is flexible. Daily attendance is not required.

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

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting. Prerequisite: ACCNT 201

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

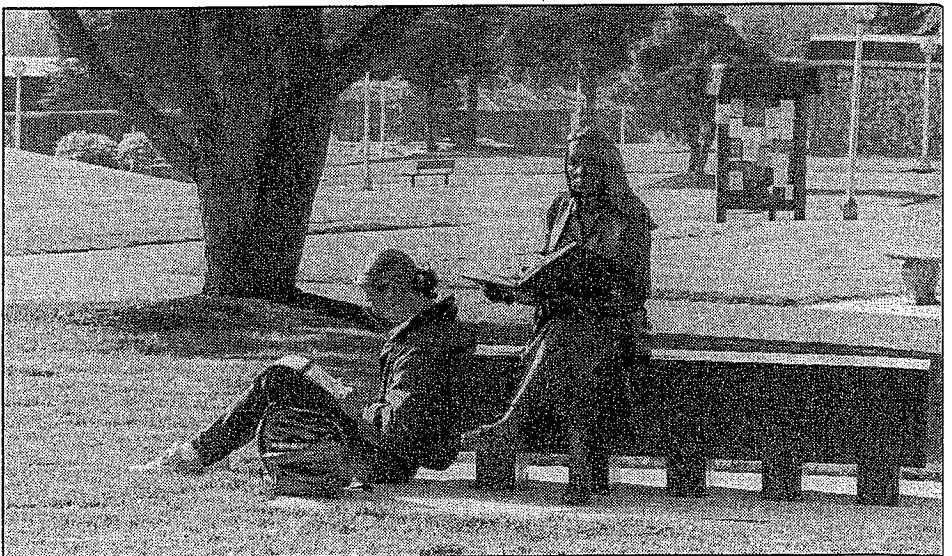
Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing. Prerequisite: ACCNT 202

**ACCNT 210  
Accounting Principles-Financial (5)**

Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of changes in financial position.

**ACCNT 220  
Accounting Principles-Financial (5)**

Continuation of ACCNT 210. Introduces accounting for long-term debt and investments. Examines the measuring and reporting of Stockholders' Equity and consolidated statements. Reemphasizes the preparation of the Statement of Changes in Financial Position. Prerequisite: ACCNT 210 and MATH 101; or instructor's permission.



**ACCNT 230**  
**Accounting**  
**Principles-Managerial (5)**

Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine the product costs of a manufacturing business and the methods employed to control those costs.

Prerequisite: ACCNT 210

**ACCNT 240**  
**Computer Applications**  
**in Accounting I (5)**

An introduction to automated accounting methods using microcomputers. Integrated software packages will be utilized to examine the complete accounting cycle. Includes analysis, demonstration, and hands-on experience using general ledger, accounts payable, and accounts receivable modules.

Prerequisite: ACCNT 141 and DPSYS 235.

**ACCNT 241**  
**Computer Applications**  
**in Accounting II (5)**

An examination of computer applications implemented on microcomputers. Includes analysis, demonstration, and hands-on experience with at least one computerized accounting system using the college's computers. These systems will integrate general ledger, accounts payable, and payroll application.

Prerequisite: ACCNT 141 and DPSYS 235.

**ACCNT 250**  
**Federal Income Tax (5)**

Federal income tax for the layman, accounting student, working accountant/bookkeeper, and small business owner, with special emphasis on tax is-

**AUTOMATED**  
**ACCOUNTING**  
**APPLICATIONS**

(See page 38 for program requirements.)

**ADMINISTRATION**  
**OF JUSTICE**

**ADJ 100**  
**Introduction to Administration**  
**of Justice (5)**

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

**ADJ 101**  
**Criminal Law (5)**

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

**ADJ 102**  
**Criminal Evidence (5)**

Kinds of evidence, rules of evidence; conclusions, opinions and expert testimony; competency of witnesses, 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; investigation techniques for assaults, auto theft, burglary, homicide, robbery, thefts, and sex crimes; stakeouts; narcotics 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 (5)**

An in-depth examination of the magnitude of the juvenile delinquency problem plus reviews of the theories and philosophies that guide and direct our enforcement agencies, juvenile courts, juveniles corrections and treatment programs.

**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 and 101 and 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)**

Prepares students for defensive control methods necessary to make an arrest.

**ADJ 207, 208**  
**Internship in Criminal Justice**  
**(5, 5)**

Provides practical experience in operations and methods in the criminal justice system and security services for private industry.

Prerequisite: Permission of instructor. ADJ 207 is the requirement for 208.

## 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 Vocational Skills Training

The skills component will offer training in vocational English language (oral/aural and literacy) and vocational mathematics skills. Emphasis will be on vocational communication skills and other proficiencies necessary for success in the work world.

## 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 Institute for Business and Industry. For course information call 566-5110.

## ANTHROPOLOGY

### ANTHR 100 Introduction to Anthropology (5)

A survey of the subfields of physical anthropology, archaeology, and sociocultural anthropology through the examination of selected problems in human biological and cultural evolution. An introduction to the discipline of anthropology that asks what it means to be human.

### ANTHR 115 The Africans (5)

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

### ANTHR 201 Principles of Physical Anthropology (5)

The study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes, and humans.

### ANTHR 202 Principles of Sociocultural Anthropology (5)

An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live.

### ANTHR 205 Principles of Archaeology (5)

Introduction to the study of the prehistory of humankind as revealed by material remains. Covers excavation techniques, analyzing and dating artifacts, and a survey of world prehistory from the beginning of culture to the appearance of writing.

### ANTHR 210 Native American Cultures (5)

An examination of the diversity of cultures among the Indians of North America. An ethnographic survey of native American societies before European contact.

Prerequisite: ANTHR 100 or ANTHR 202 recommended.

### ANTHR 270 Models for Human Evolution: The Living Primates (5)

Examines the origins and evolutionary trends of the order Primates, from modern taxonomic relationships to ontogeny, behavioral and morphological adaptation, socioecology and conservation. Uses lectures, slides, labs, and readings to compare and contrast the major groups of non-human primates, consider their relationships to humans, and provide perspective on the status of endangered species with which we may share a future as well as a past.

Prerequisites: ANTHR 201

### 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 126 - Fiber Design
- ART 127 - Surface Design on Fabric
- ART 131 - Beginning Pottery
- ART 146 - Beginning Photography
- ART 150 - Beginning Printmaking
- ART 156 - Beginning Painting
- ART 172 - Beginning Sculpture

The following are lecture-oriented courses recommended for humanities distribution requirements. They have no prerequisites.

- 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 are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 105, 102, 103). These form the foundation for both the advanced art courses offered at TCC and the art scholarships available to TCC students (see scholarship section in catalog).

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

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

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

### ART 100 Appreciation of the Visual Arts (5)

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

### 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, max. 10)

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

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



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

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

117E: Jewelry Construction IE—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, max. 10)**

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

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

118D: Jewelry Casting ID—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 I (3, max. 9)**

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, max. 10)**

Beginning, making, and finishing fabric art using one or more on-loom (e.g., felting, papermaking, basketry, lacemaking) and/or small loom (e.g., card, inkle, backstrap, Navaño) 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, max. 10)**

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 each 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, 133

##### **Intermediate Pottery (5, 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 for 132; ART 132 and ART 102 (or 103 or 105) for 133. 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 combining old and modern techniques and materials will be encouraged.

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

#### ART 146

##### **Beginning 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 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.

Prerequisite: None. ART 102, 103, and 105 recommended for all art studio concentrations.

#### 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.

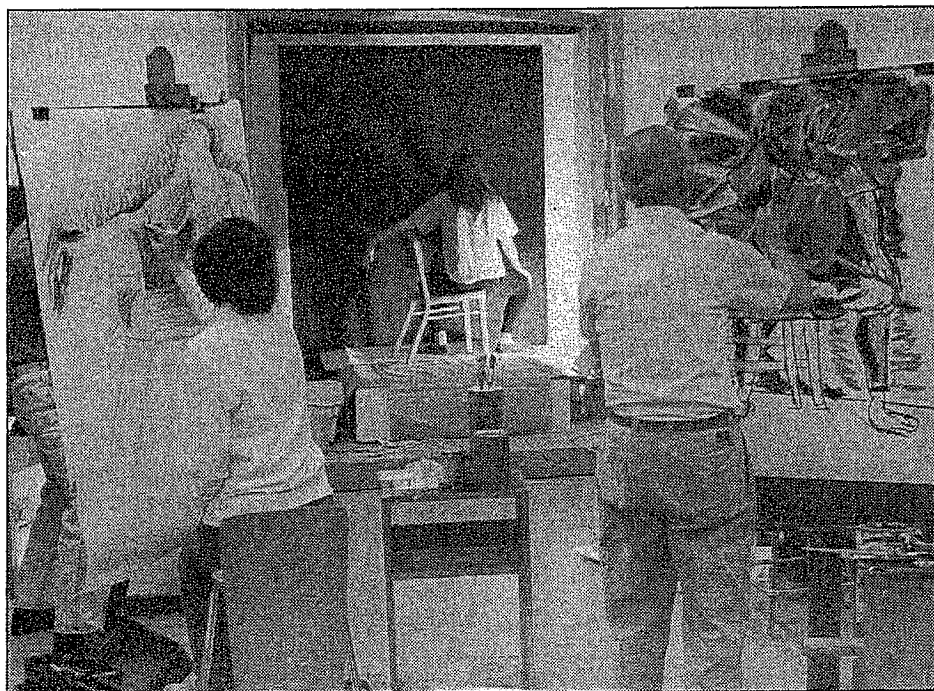
#### ART 152

##### **Intermediate Printmaking (5)**

Printmaking design for fabric, 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 105 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. Prerequisite: None. ART, 102, 103, and 105 are recommended for all studio concentrations.

**ART 157, 158  
Intermediate Painting (5, 5)**

Further experiences in painting techniques, color and composition in representational painting. Prerequisite: ART 156 for 157. ART 157 and ART 105 or 102 for 158.

**ART 161  
Life Studies: Figure Drawing (2, max. 10)**

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, max. 10)**

Painting from the posed model (clothed and nude) with emphasis on color and its role in form development, expression, and figure composition. This course is 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, max. 10)**

A three-dimensional approach to figure study, working from the posed model (clothed and nude) in clay or plaster. This course is repeatable up to 10 credits. Prerequisite: ART 172 or instructor's permission.

**ART 164  
Life Studies: Portrait Drawing (2, max. 10)**

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, max. 10)**

Portrait studies in painting media. Emphasis on the role of color in the development of structure, character, and organization. This course is repeatable up to 10 credits. 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 variety in approaches to sculptural form—modeling, carving, casting, and fabrication.

**ART 173, 174  
Intermediate Sculpture (5, 5)**

Further experience in sculpture design, materials, techniques, tools, and approaches. Prerequisite: ART 172 for 173; 173 and 103 or 105 for 174. ART 102, 103, and 105 recommended for all studio 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, max. 10)**

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 103

**ART 217**

**Jewelry Construction (2, max. 8)**

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

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

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

217D: Jewelry Construction IID—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, max. 8)**

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

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

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

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

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

**ART 231**

**Earthenware Pottery (5)**

Course is taught in conjunction with ART 232 and ART 233. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

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

**ART 232**

**Glaze Formulation (5)**

Course is taught in conjunction with ART 231 and ART 233. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

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)**

Course is taught in conjunction with ART 231 and ART 232. Part of a series of pottery design courses offering experience in both handbuilding and throwing on the wheel in a sequence of increasing involvement and difficulty.

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

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

**ART 256, 257**

**Painting (5,5)**

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

Prerequisite: ART 158 for 256; 256 for 257. ART 102, 103 and 105 recommended for all studio concentrations.

**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 158 for 258; 258 for 259. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 272**

**Sculpture: Modeling and Casting (5, max. 10)**

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 credits.

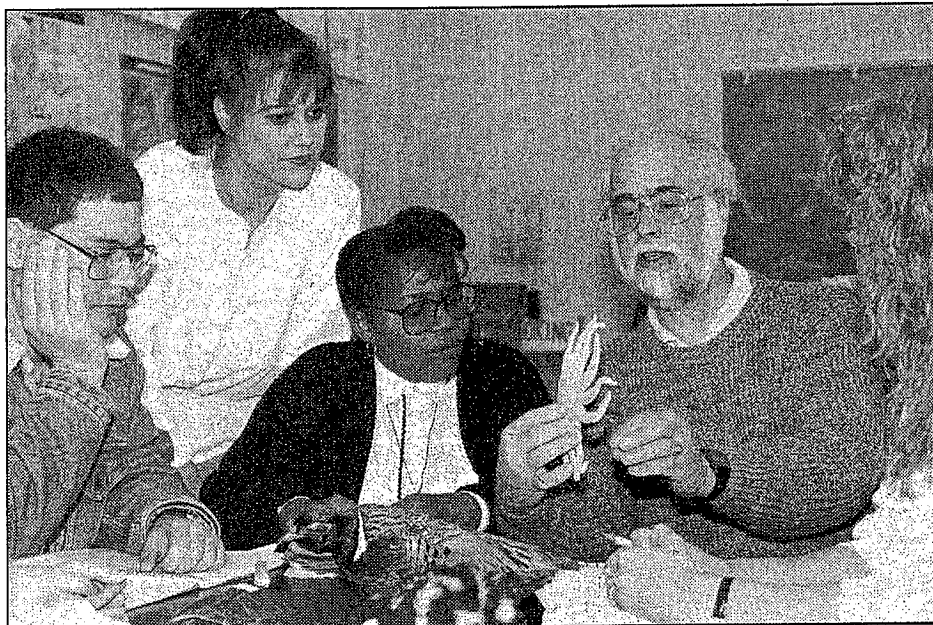
Prerequisite: ART 174. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 273**

**Sculpture: Carving (5, max. 10)**

Introduction to tools, techniques, and materials used in the carving approach to sculpture, design and craftsmanship. Maximum of 10 credits.

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



**ART 274**  
**Sculpture: Fabrication**  
**Techniques (5, max. 10)**

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.

Prerequisite: ART 174. ART 102, 103, and 105 are recommended for all studio concentrations.

**ART 275**  
**Sculpture: Bronze Casting**  
**(5, max. 10)**

Concentration on wax manipulation techniques, model and mold making, and foundry procedures for casting metals through the lost-wax method. For additional experience 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 297**  
**Folio Preparation (1)**

Designed to help students select, develop, and prepare a portfolio of work for application to a transfer institution. Students will be advised regarding their selections of samples, revisions, and skill areas needing attention. Students will learn to photograph samples, mat and frame ap-

propriate samples, develop special projects, and put together an organized presentation.

Prerequisite: Students must claim their intent to major in art and must have completed 2 of the 3 following courses: Art 102, 103, or 105.

**ART 299**  
**Special 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
299D--	Figure Drawing
299E--	Painting
299F--	Photography
299G--	Printmaking
299H--	Sculpture
299I--	Watercolor

## ASTRONOMY

**ASTRO 105**  
**Project Universe: Astronomy (5)**

Examines 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 a perspective on the future of astronomical research and contemporary speculative theories.

## BIOLOGY

Students seeking courses for general interest or degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 118, 140, 150, 201, 206, or BOT 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 their 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)**

A one-quarter introduction to biological principles for non-majors or students starting in life sciences. Topics include: diversity of life; basic cellular anatomy and biochemical processes; evolution and genetics; and an overview of human anatomy/physiology. Laboratory included.

**BIOL 105**  
**Basic Ecology (5)**

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

**BIOL 106**  
**Contemporary Biological Problems: The Environment and Man (5)**

A survey of current biological problems in the following areas: basic ecology, global pollution, nutrition, human health and disease. Laboratory and field trips included.

**BIOL 108**  
**Natural History of the Pacific Northwest (5)**

(For non-majors.) Study of the natural history of the region with emphasis on ecological interactions of native species. Laboratory and field trips included.

**BIOL 118**  
**Human Anatomy and Physiology (5)**

A brief overview for the non-science major. A study of basic mechanisms and requirements for life at the cellular level. Basic anatomy of the major systems of the body and how the systems functionally unite to support and maintain the life of the organism. Laboratory included.

**BIOL 140**  
**Marine Biology (5)**

(For non-majors.) Occurrence, distribution and identification of marine plants and animals of Puget Sound. Emphasis is on the shore-dwelling forms and their ecological relationships. Laboratory and field trips to marine environments included.

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

Study of the structure and function of the human body, using a systems approach. Designed for students in some health programs. Laboratory included.  
Prerequisite: BIOL 150 for 151. BIOL 100 or high school biology recommended.

**BIOL 159**  
**Biology of Aging (3)**

A study of the aging process of the human body systems. Includes various theories of aging, the influences of the environment and the effects of disease.

**BIOL 201**  
**General Microbiology (5)**

Biological characteristics and metabolic activities of microorganisms with an emphasis on bacteria and viruses. Includes consideration of microbial ecology as well as the relationship of microorganisms to disease. Laboratory included.  
Prerequisite: BIOL 100 or 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. Designed for students preparing for medical studies such as nursing, pre-medicine, pre-dentistry and physical therapy. Includes extensive lab studies.  
Prerequisite: 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)**

An introductory general biology course designed for science majors intending to study more advanced biology and pre-professional disciplines. Emphasis is on phenomena common to all living things: molecular, subcellular and cellular structure and dynamics; genetics; evolutionary relationships between organisms; and basic plant and animal anatomy; physiology; and development. 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, discussions, and readings.

## **BOTANY**

**BOT 101**  
**General Botany (5)**

(For non-majors.) Study of the anatomy, growth, development, and ecology of plants with an emphasis on the vascular plants. Plant classification, cell structure and function, genetics, physical and nutritional factors that affect growth and development, methods of propagation and ecological relationships are considered. Lab required with field trips, greenhouse and laboratory experiments.

**BOT 250**  
**Field Botany (3)**

A field course in taxonomic botany to learn classification and to develop an appreciation of the variety of plants commonly found in the Northwest. Classroom work will include the study of plant morphology and the use of a taxonomic key. Plants will be classified and identified in the field.



## BUSINESS

(See Office Education for office occupation, word processing, typing, etc. courses. For related courses, see International Business, Small Business Management, and Supervision and Management sections.)

### BUS 101

#### **Introduction to Business (5)**

For business and non-business majors. Explores business and its environment, the structure of American business, and the role business plays in American society. Covers production, finance, marketing, and human resources management.

### 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 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

#### **Leadership and Human Relations (5)**

Applies human relations skills to the work world. Focuses on interpersonal leadership skills that can maximize cooperation, flexibility, sensitivity, and teamwork among workers. Students examine how attitudes, values, needs, and communication styles affect relationships at work. Small-group projects will practice leadership skills and evaluate individual interpersonal competence.

### BUS 165

#### **Personnel Management (5)**

Explores how organizations obtain, retain, and effectively utilize human resources. Topics include equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, union/management relations and grievance procedures.

### BUS 167

#### **Organizational Behavior (5)**

Examines the effects 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)**

An introduction to the American legal system and the functions of law in a business environment; legal reasoning and the process of resolving disputes in society; a preliminary analysis of contractual arrangements and business associations in the business community.

### BUS 225

#### **Business Correspondence (5)**

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

Prerequisites: OFFCE 103 or keyboarding skills and ENGL 104.

### BUS 240

#### **Introduction to Marketing (5)**

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

### BUS 244

#### **Retailing (5)**

Studies the business activity of selling goods or services to the final consumer. Covers the retail environment, types of retail enterprises, consumers, location and design of retail facilities, buying and pricing products, retail promotion, and the future of retailing.

### BUS 246

#### **Personal Selling (5)**

Studies personal selling techniques, different types of selling situations, and advantages of a selling career. Covers the "nuts and bolts" of the traditional sales process: prospecting, pre-approach, approach, presentation, handling objections, and close.

### BUS 256

#### **Statistical Analysis (5)**

Statistical techniques to be used in guiding business decisions. Introduction to descriptive techniques, probability,

estimation, hypothesis testing, chi-square, correlation and related concepts. Prerequisite: MATH 101

### BUS 260

#### **Small Business Entrepreneurship (5)**

Studies ways to successfully launch and manage a small business, reasons for and against owning such a firm, techniques on how to achieve optimum benefits from limited resources, tips on how to plan for growth and succession, and skills, qualities, and traits that influence effective entrepreneurial behavior.

### BUS 290

#### **Work Internship (5)**

During one quarter of the sophomore year, students can receive college credits for hands-on work experience and training in a private- or public-sector organization. Applies to the following Associate in Technical Arts degree programs: Automated Accounting Applications, Business Administration & Management, Computer Information Management Systems, and Supervision & Management.

Prerequisite: Permission of instructor/coordinator.

### BUS 299

#### **Individual Study in Business (1-5)**

Study on an individual basis.

Prerequisite: Permission of instructor.

## BUSINESS PCs

### BUSPC 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.

**BUSPC 100**  
**WordPerfect for the College Student (1)**

Introduction to the operation of the personal computer and to the WordPerfect commands necessary for creating, editing, and printing papers and reports required for college courses.

**BUSPC 101**  
**Lotus 1-2-3 for the College Student (1)**

Introduction to the operation of the personal computer and to the Lotus 1-2-3 commands necessary for creating, editing, and printing work sheets and graphs required for college courses.

**BUSPC 117**  
**DBASE III+ (2)**

For beginning users of dBase III+ database program. Explanation of what a database is and demonstration of techniques used to create and modify a database, insert and delete records, extract data according to criteria, customize reports and screens, index and sort files. Prerequisite: Introduction to Computers or permission of instructor.

**BUSPC 120**  
**Using the IBM PC (2)**

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

**BUSPC 121**  
**Word Processing Concepts (2)**

Introduction to word processing concepts for the beginning student. Topics include definition of terms and descriptions of office procedures commonly used in business settings. Students will complete several exercises using current word processing software on microcomputers. Knowledge of keyboard recommended.

**BUSPC 125**  
**Business Uses of Lotus 1-2-3 (2)**

Demonstrations and explanations of 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 macro commands to build customized applications. Emphasis on business applications.

**BUSPC 126**  
**Advanced Applications of Lotus 1-2-3 (2)**

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.

**BUSPC 128**  
**Using Microsoft WORD (2)**

For beginners. Demonstration and explanation of WORD's fundamental processes and commands. Covers business and office applications.

**BUSPC 129**  
**Using WordPerfect (2)**

For beginners. Demonstration and explanation of WORD PERFECT's fundamental processes and commands. Focuses on business and office applications. Emphasis on basic editing and formatting; menu structures; and use of special function keys.

**BUSPC 130**  
**Accounting on PCs (3)**

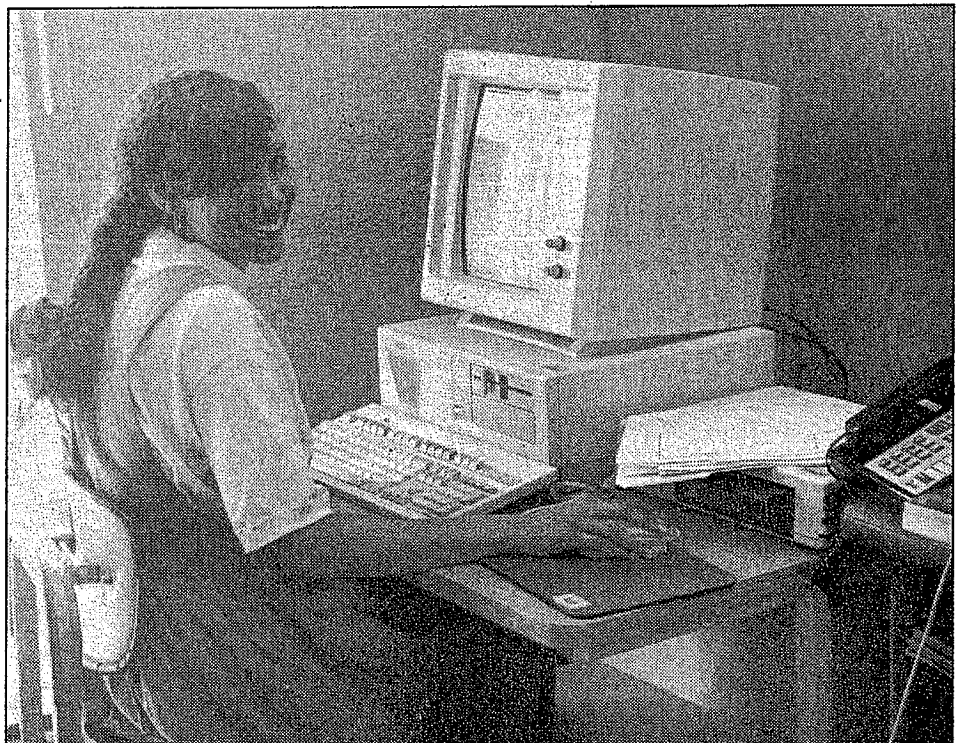
An introduction to automated bookkeeping methods using microcomputers. Students will work through the accounting cycle using a case study on the college's microcomputers. Prerequisite: ACCNT 201 or equivalent.

**BUSPC 230**  
**Programming in "C" (3)**

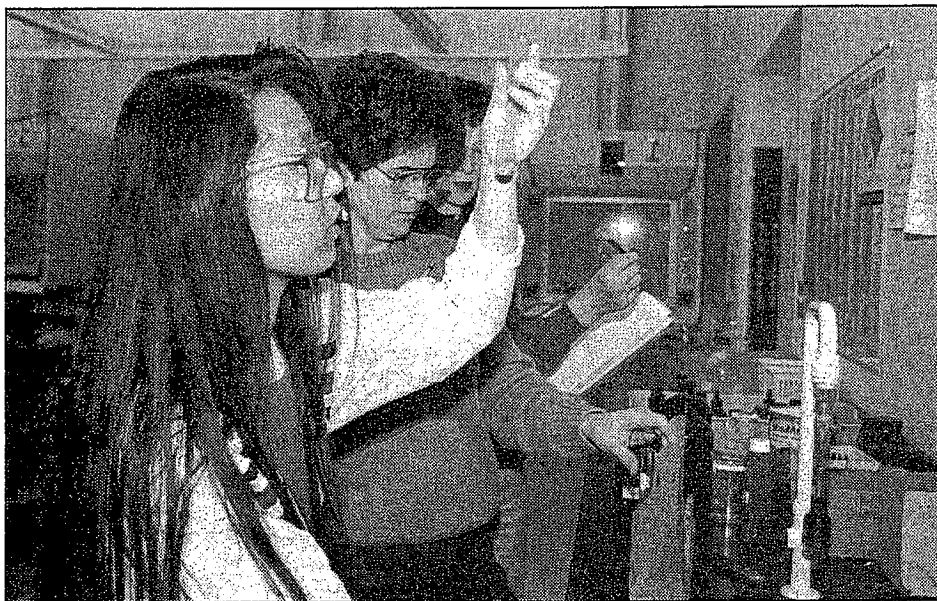
Introduction to the structure and use of the "C" programming language with emphasis on business applications. Topics include structured techniques, importance of documentation, the development and testing of common business programs, portable code, size and speed, and writing multiuser programs. Participants will write several "C" programs using the College's computers. Prerequisite: DPSYS 235 or equivalent and previous programming experience.

**BUSPC 231**  
**Advanced "C" Programming (3)**

Covers structures, unions and other concepts. Specific topics will include structures and their use in "C"; using "C" in the implementation of data base systems; graphics programming; and other topics. Prerequisite: BUSPC 230 or permission of instructor.







## BUSINESS ADMINISTRATION & MANAGEMENT

(See pages 40-41 for program requirements.)

## CAREER DEVELOPMENT

### CD 100

#### College Survival and Success (1)

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 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 (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; an academic advisor should be consulted before registration.

### CHEM 100

#### Introduction to 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. Students who have not taken chemistry within the last three years should renew their training in Chemistry 100.

Prerequisite: Successful high school chemistry or CHEM 100 within the last 2 years and MATH 101 readiness. 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, thermochemistry, physical behavior of gases, periodic properties and chemical bonding. Laboratory included.

Prerequisite: High school chemistry or CHEM 100; and MATH 101 or equivalent.

### CHEM 150

#### General Chemistry (5)

Liquids, solids, aqueous solutions, kinetics, gaseous equilibria, acid and base equilibria and properties of acids and bases. Laboratory included.

Prerequisite: CHEM 140

### CHEM 160

#### General Chemistry: Qualitative Analysis (6)

Solubility equilibria, complexions, electro-chemistry, oxidation-reduction, nuclear reactions, and introduction to organic chemistry. 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.

**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.

**COMPUTER FIELD TECHNOLOGY**

(See page 43 for program requirements.)

**COMPUTER INFORMATION MANAGEMENT SYSTEMS**

(See page 42 for program requirements.)

**COMPUTER SCIENCE**

The college offers several courses involving computer applications which are not listed under this heading: ENGR 141, Computer Applications to Engineering Problems; the Business PC (BUSPC) courses; Office Skills (OFFCE) courses; and the Data Processing Systems (DPSYS) courses.

**COMSC 201**

**Microcomputer Operations (4)**

Operation and programming of microcomputers. 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.

Prerequisite: MATH 105 or 156; 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)**

Acquaints students to the integral relationships between peripheral and communication devices and the computer.

Prerequisite: COMSC 207 taken concurrently.

**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 taken concurrently.

**COMSC 220**

**Computer Science I: Pascal Programming (5)**

Rigorous approach to structured programming using the PASCAL language. Covers the concepts of algorithms, data structures and procedures along with their role in computer program development. Techniques of good programming style will be developed in designing, coding, debugging, and documenting programs.

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

**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 as workshops or short courses during regular quarter-length scheduling.

In addition, a wide variety of classes are offered on and off-campus each quarter in the non-credit, Lifelong Education, Small Business Management and Continuing Professional Education programs as well as the Institute for Business and Industry and Continuing Education for Health Professionals.

For further information call the Office of Continuing Education, 566-5020 (Building 2A); the Office of Continuing Education for Health Professionals, 566-5230;

**DATA PROCESSING SYSTEMS**

**DPSYS 100**

**Using Computers (3)**

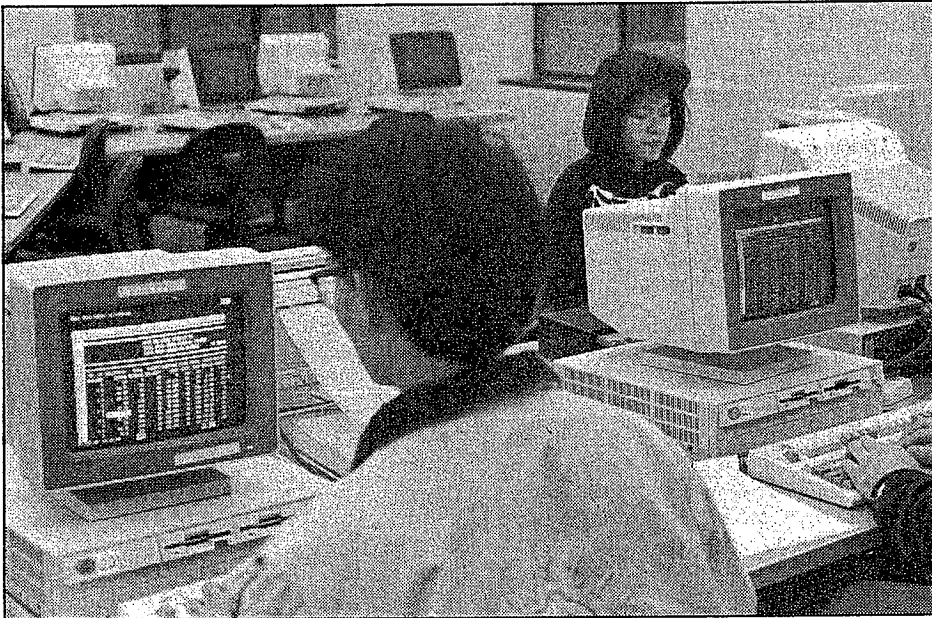
A non-technical, hands-on course for persons with no computer knowledge. Emphasizes applications on mini and microcomputers. Includes non-technical explanations of computer systems and their uses and extensive hands-on computer experience. Also covers the use of text editors, electronic spreadsheets,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

**DPSYS 101**

**Using Computers II (3)**

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

Prerequisite: DPSYS 100



**DPSYS 107  
Introduction to the  
Macintosh (2)**

A non-technical, hands-on course for persons with no computer knowledge. Emphasizes applications on the Macintosh computer including the operating system, desktop mouse, selecting icons, dragging items on the desktop, using the menu bar, moving and changing the size of a window. Learn to use a word processor, spreadsheet, and database application.

**DPSYS 222  
Desktop Publishing (3)**

An introduction to desktop publishing concepts and techniques. Emphasizes appropriate document design and typesetting fundamentals, including fonts, typefaces, serifs, elastic spaces, and kerning. Covers graphics integration into a page, including shrinking, expanding, stretching, scanning, scaling, cropping, and framing.

Prerequisite: DPSYS 235 or permission of instructor.

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

Introduction to the business use of computers. Covers 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 with  
Spreadsheets and MS-DOS (3)**

Emphasis on analyzing 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 238  
Computer Programming:  
BASIC (5)**

Instruction and practice writing simple computer programs in the BASIC language 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 (5)**

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

Prerequisite: DPSYS 238 or equivalent.

**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 Information Systems  
Selection and Design (5)**

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 permission of instructor.

**DPSYS 248  
Business Information  
Systems Design (5)**

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. Discussion of input, processing, output controls and documentation.

Prerequisite: DPSYS 236 and DPSYS 244.

**DPSYS 250  
Operating Systems (5)**

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 (5)**

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, graphic and others.

Prerequisite: DPSYS 236 or permission of program coordinator.

**DPSYS 252  
Expert Systems (5)**

Skill-development course in which students will process transactions, build files, maintain files, and produce outputs on microcomputers. Software packages will be provided. 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 236 or permission of program coordinator.

**DPSYS 253  
Data Communications and  
Distributed Processing (5)**

Introduction to the concepts of data communications and distributed processing. Covers characteristics of data transmission, data communications hardware and software, data codes and protocol, 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  
Advanced Database Systems (5)**

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

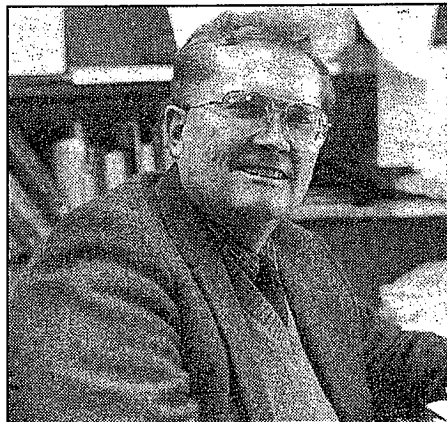
Prerequisite: DPSYS 244

**DRAMA**

**DRAMA 100, 200  
Rehearsal and Performance  
(2, 2; Max. 6 credits)**

Participation in campus play production. Registration only after tryouts and cast or crew assignments.

Prerequisite: Permission of instructor.



**DRAMA 101  
Introduction to the Theater (5)**

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

**DRAMA 151  
Acting (5)**

Basic fundamentals of beginning acting--study of self, environment, and text.

**DRAMA 152  
Acting (5)**

Intensive work in text analysis for the actor and in the development of sustained character portrayal. Focus is on 20th-century American playwrights.

Prerequisite: DRAMA 151 or instructor permission.

**DRAMA 153  
Acting (5)**

Basic acting fundamentals as they apply to plays of style (non-20th century American literature). Focus on the Greeks, the Commedia dell'Arte, Shakespeare, Moliere, the Restoration, Shaw, Wilde, Brecht, or other non-representational acting styles.

Prerequisite: DRAMA 151 and 152 or instructor permission.

**DRAMA 160  
Cinema History (5)**

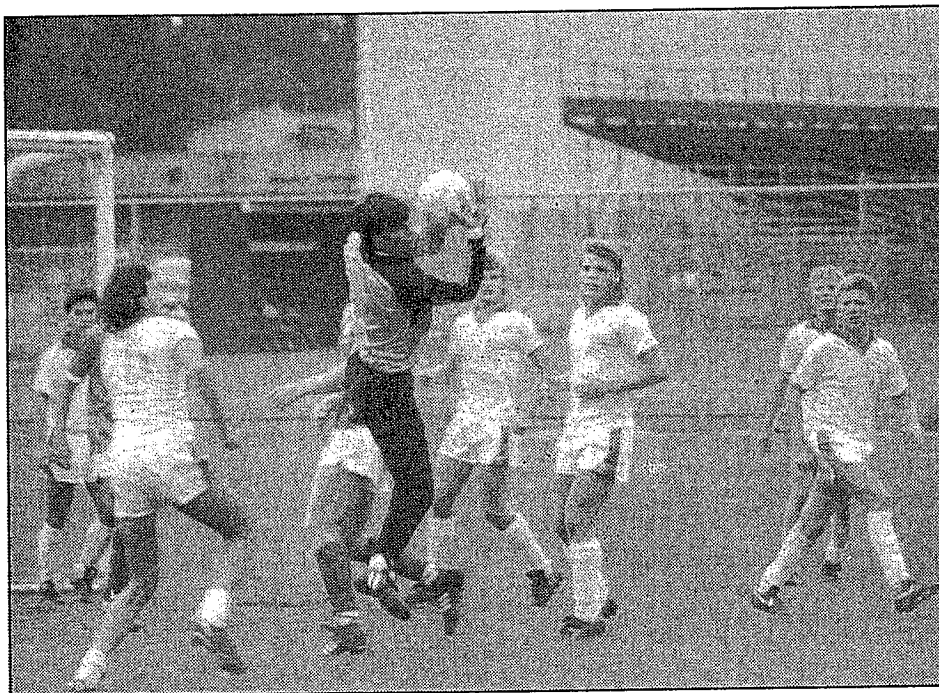
The cyclical relationship of inventor, businessman and artist will be explored, Circa 1870-1940. First, the motion picture as a pre-artistic form; second, the silent art and film technique; and third, accessorizing silent film with sound and color. Influences of the novel and the theater will also be examined.

**DRAMA 210  
Technical Production (5)**

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

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

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



## ECONOMICS

### ECON 200 Principles of Economics - Macro (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.

Prerequisites: MATH 101, or permission of instructor. (Recommend concurrent registration in MATH 156).

### ECON 201 Principles of Economics - Micro (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.

Prerequisites: MATH 101, or permission of instructor. (Recommend concurrent registration in MATH 157).

### 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).

## EDUCATION

### ED 200 Sociology of Education (5)

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

## EDUCATIONAL PARAPROFESSIONAL

The Associate Degree in Educational Paraprofessional offers supplemental vocational training to school district paraprofessionals. Educational Paraprofessional training is a joint venture between Tacoma Community College and the Tacoma Public School District. Enrollment is open to currently employed paraprofessionals from all school districts. The program is designed to meet the educational requirements specified in SHB 1759, Educational Staff Diversification (1989). A one-year (44-credit) certificate is available. Interested school district personnel may call 566-5350 or 851-2424 for course or program information.

## 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 trouble-shooting techniques. Rectifiers, transistors, SCRs and triacs, 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 pre-hospital emergency health care including assessment and management of trauma patients, medical emergencies and accidents. Includes 110 hours of lecture and practical classwork time and some clinical observation. Program adheres to the U.S. Department of Transportation guidelines and the Washington State Department of Social and Health Services standards.

Prerequisite: At least 18 years old, high school graduation or GED, Standard First Aid Training, and valid driver's license. Application and screening are necessary prior to course, due to limited enrollment and prerequisites. NOTE: Sponsorship is required for state certification.

### EMC 112 Emergency Medical Technician—A Recertification (4)

For the currently-certified EMT who needs to fulfill state and/or National Registry requirements for recertification.

Prerequisite: Current state or National Registry EMT - A certification and permission of program coordinator.

### EMC 120 Paramedic I (14)

First of three courses of the paramedic education and training program. Covers advanced concepts and skills in patient assessment, airway management, shock management and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support — provider class (offered intracurriculum).

Prerequisite: HT 130 and BIOL 118 and HSW 179 (Crisis Intervention, Stress Management) and acceptance into the Paramedic program.

### EMC 121 Paramedic II (11)

Second in the three-quarter course. Covers assessment and management of the trauma victim; soft tissue injuries; respiratory emergencies; musculoskeletal injuries; medical, pediatric, psychiatric, obstetric and geriatric emergencies.

Prerequisite: Successful completion of EMC 120 and EMC 130.

### EMC 122 Paramedic III (5)

Third-quarter didactic material covered in weekly case studies. Requires extensive application of the material covered in EMC 120 and EMC 121. Also includes B. C. L. S. instructor course and P.H.T.L.S. Certification.

Prerequisite: Successful completion of EMC 121 and EMC 131.

### EMC 130 Paramedic Clinical I (3)

First-quarter clinical and in-field experience for paramedic students taken in conjunction with EMC 120; includes clinical experience in hospital and limited in-field experience.

Prerequisite: Enrollment in EMC 120.

### EMC 131 Paramedic Clinical II (8)

Second-quarter clinical and field experience for Paramedic students taken in conjunction with EMC 121. Students will have assigned clinical and in-field assignments.

Prerequisite: Completion of EMC 120 and current enrollment in EMC 121.

### EMC 132 Paramedic Clinical III (8)

Continuation of EMC 131. Emphasis is on clinical and extensive field experience. Third-quarter clinical and in-field experience for paramedic students includes specific hospital assignments and extensive in-field experience.

Prerequisite: Enrollment in EMC 122.

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

For students needing individualized instruction in order to become re-certified or certifiable.

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

### EMC 200 EMS Systems (2)

Designed to provide an overview of emergency medical 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 schedule of sequenced classes in mathematics, physics, and engineering science that typically begin fall quarter. Classes are available for students who lack the necessary prerequisites or who need a review before beginning the standard sequence. 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, 123, 124, 141, 231.

### ENGR 100 Engineering Orientation (1)

Introduction of the many engineering fields; includes lectures, guest speakers, discussions and reading assignments. Acquaints students with opportunities in each field.

### ENGR 123 Engineering Graphics (4)

Covers engineering graphics instruments and computer-aided drafting work stations in the preparation of technical drawings. An introduction to orthographic, isometric, oblique, and perspective projections, descriptive geometry, and dimensions, use of PC-DOS operating system.

### ENGR 124 Introduction to Computer Aided Drafting (5)

Sketching, computer aided drafting, producing two- and three-dimensional drawings and assemblies, including basic commands, editing, levels, coordinates, dimensions, PC-DOS operating system and plotting.

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

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and sequences of computer statements are presented as a means of problem solving.

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 and MATH 124 or permission of instructor.

**ENGR 210**  
**Engineering Mechanics: Statics (4)**

Fundamental course in engineering statics using the vector notation treatment.

Prerequisite: MATH 125

**ENGR 220**  
**Introduction to Mechanics of Materials (4)**

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

Prerequisite: ENGR 210 and MATH 126, which may be taken concurrently.

**ENGR 230**  
**Engineering Mechanics: Dynamics (4)**

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

Prerequisite: ENGR 210 or PHYS 121; and MATH 126.

**ENGR 231**  
**Intro to Technical Writing (3)**

Principles of organizing, developing, and writing technical information. Report forms and rhetorical patterns common to scientific and technical disciplines. Technical writing conventions such as headings, illustrations, style, and tone. Numerous written assignments required.

Prerequisite: one 5-credit composition course.

**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 its illustration by application to energy transformation and state changes in engineering problems.

Prerequisite: PHYS 121 and CHEM 150 or permission of instructor; and 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)**

Independent design, observation, analysis, and reporting of an engineering project or topic.

Prerequisite: Permission of instructor.

**ENGLISH:**  
**COMPOSITION**

(See Writing Lab)

**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 80s 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. This review course utilizes a workbook with grammar explanations and exercises and includes competency tests for each lesson. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

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

A laboratory course designed to review basic sentence patterns and sentence construction. Workbook lessons provide explanations and practice in developing various sentence patterns, including subordinate clauses and phrases. Competency tests follow each lesson. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

**ENGL 82**  
**Punctuation Review (1)**

A laboratory course designed to review punctuation and other English fundamentals. Workbook lessons provide rules, explanations and practice exercises. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

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

Expansion of vocabulary with emphasis on word analysis and on getting meaning from context.

**ENGL 84**  
**Spelling (2)**

Course is designed to assist students lacking spelling skills. The course concentrates on learning general rules and concepts of spelling as well as common exceptions and troublesome words. The class utilizes a spelling workbook with explanations and exercises accompanied by competency tests. Students may enroll during scheduled registration and upon an instructor's recommendation during the first three weeks of the quarter.

**ENGL 85**  
**Paragraph Writing (1)**

A review of basic paragraph construction. Provides practice in writing, developing, and revising various kinds of paragraphs.

**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 avoiding 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 (3)**

A practical course in organizing, developing, and writing technical information, including reports. Attention given to (1) organizational patterns and report formats common to scientific and technical disciplines and (2) technical writing conventions, including heading, illustrations, style and tone. Same course as ENGR 231.

Prerequisite: ENGL 101 or 104.

**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 276, 277**  
**Creative Writing - Fiction (3, 3)**

Writing of fiction (short story, novel), with particular attention to techniques used by contemporary authors. Course is flexible to meet needs of individual students.

Prerequisite: ENGL 101 and 102 are recommended; ENGL 276 recommended for ENGL 277.

**ENGL 278, 279**  
**Creative Writing - Poetry (2, 2)**

A workshop for the writing of poetry, and the study and analysis of poetry techniques. Instruction is flexible to meet the needs of individual students.

Prerequisite: ENGL 102 recommended; ENGL 278 recommended for ENGL 279.

## 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 and Folk Stories (5)

A study of myth and folk tales as they affect our literature and culture. Emphasis will be on the study of Western European myths and related folk tales. However, the course will be flexible and may include a study of myths and folk tales common to world literature and culture.

ENGL 101 and 102 and HIST 111 recommended.

### ENGL 240 World Literature: Classical to Renaissance (5)

This is the first in a two-part series of survey courses of world literature. ENGL 240 surveys literary classics of ancient Greece and Rome through the early Renaissance in Europe with attention to Homer, Sophocles, Aristophanes, Virgil, Lucretius, Dante, Petrarch, Old and New Testament and others.

ENGL 101 and 102 and HIST 111 recommended.

### ENGL 241 World Masterpieces (1500-present) (5)

The second in a two-part series surveying world masterpieces from the Renaissance to the present--Voltaire, Swift, Goethe, Byron, Dostoyevsky, James Joyce, Kafka, Camus and others.

ENGL 101, 102 and HIST 112 recommended.

### 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, setting, 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 264 English Literature: from Beowulf Through Donne (1620s) (5)

The first of three historical surveys of English Literature. Examines the writings from three major periods of English Literature: Old English (ca. 500-1000), Middle English (1100-1500), and the English Renaissance, including some 17th Century essayists and poets (1500-1600). Among the more prominent works, authors and genres treated in the course are Beowulf, Piers Plowman, Sir Gawain and the Green Knight, Geoffrey Chaucer, medieval drama, popular ballads, Sir Philip Sidney, Edmund Spenser, Christopher Marlowe, William Shakespeare, Ben Jonson, John Donne and the metaphysical poets.

Prerequisites: None. ENGL 101 and 102, and HIST 111 recommended.

### ENGL 265 English Literature: from Milton Through Blake (5)

Second in a three-part survey of English Literature. Covers the period from the Puritans (1640s) through Blake (early Romantics 1780s).

### 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 American fiction written since 1950. Examines major themes in contemporary fiction and will include such writers as Malamud, Updike, Morrison, Baldwin, Vonnegut, Mason, Heller, and Bellow.

### 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.

## ENGLISH AS A SECOND LANGUAGE

### ESL 91 Conversation and Pronunciation (2)

A course in conversation and pronunciation for students of English as a Second Language at the advanced-beginning to intermediate level. While developing conversational fluency, students improve their pronunciation of both the specific sounds and the intonation patterns of English. Some practice in notetaking is also included. Supplementary work in the language laboratory provides additional listening and speaking practice.

Prerequisite: Placement exam or permission of instructor.

### ESL 92 Grammar and Speaking I (5)

The first in a series of four grammar and speaking courses. For non-native speakers of English at the advanced-beginner level. Designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

Prerequisite: ESL placement exam.

### ESL 93 Grammar and Speaking II (5)

The second in a series of four grammar and speaking classes. For non-native speakers of English at the low-intermediate level. The focus is on production and comprehension of spoken English and grammar usage, with language lab reinforcement of class work. At least one speech is required.

Prerequisite: ESL 92 or ESL placement exam.

### ESL 94 Grammar and Speaking III (5)

The third in a series of four grammar and speaking classes. For non-native speakers of English at the intermediate level. The class includes a grammar review plus classroom discussion, oral reports and language lab work. Research on college majors and on transferring to 4-year schools required, as well as an oral report on the student's research on a career of his or her choice.

Prerequisite: ESL 93 or ESL placement exam.



### ESL 95 Grammar and Speaking IV (3)

The last in a series of four grammar and speaking courses. For non-native speakers of English at the advanced level. In addition to a grammar review, the course focuses on vocabulary, aural comprehension and speaking skills. An oral research project on American culture is included in the course.

Prerequisite: ESL 94 or ESL placement exam.

### ESL 96 Reading and Writing I (10)

The first in a series of four reading and writing courses. For non-native speakers of English at the advanced-beginner level. Students are introduced to the process of writing (planning, writing, editing, re-writing), as they progress from sentences to one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to improve their reading comprehension, speed and vocabulary.

Prerequisite: ESL placement exam.

### ESL 97 Reading and Writing II (10)

The second in a series of reading and writing courses. For non-native speakers of English at the low-intermediate level. Students practice the process of writing (planning, writing, editing, re-writing) in the context of single-paragraph compositions. Types of paragraphs include narrative, descriptive, and summary. Grammatical structures and mechanics will be practiced in the context of the writing assignments. Reading lessons support writing activities and addition-

ally build reading comprehension, retention and vocabulary. Several outside of class readings with oral and written reports are required.

Prerequisite: ESL 96 or ESL placement exam.

### ESL 98 Reading and Writing III (8)

The third in a series of reading and writing courses. For non-native speakers of English at the intermediate level. Students progress from one-paragraph to multiple-paragraph compositions while continuing work on the process of writing (generating ideas, organizing, writing and revising) with a focus on persuasive, descriptive, narrative, and expository paragraphs. Readings provide the necessary background for compositions; development of students' vocabulary, and reading comprehension/retention are also emphasized.

Prerequisite: ESL 97 or ESL placement exam.

### ESL 99 Reading and Writing IV (7)

The last in a series of courses in reading and writing for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on a variety of 5-paragraph essays with introductions, transitions, and conclusions. Stresses the writing process, with particular emphasis on editing and polishing skills. Readings provide background for the writing component of the course, with emphasis placed on comprehension, speed, retention and vocabulary building.

Prerequisite: ESL 98 or ESL placement exam.

## 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 subject and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

## GEOGRAPHY

### GEOG 205 Physical Geography (5)

Study of the formation and evolution of the physical features of the earth, including the atmosphere, climate, and weather; rocks, minerals, vegetation, and soils; erosion and modification of the earth's surface; and human impact and modification. Laboratory and field trips included.

## 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.

### 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.

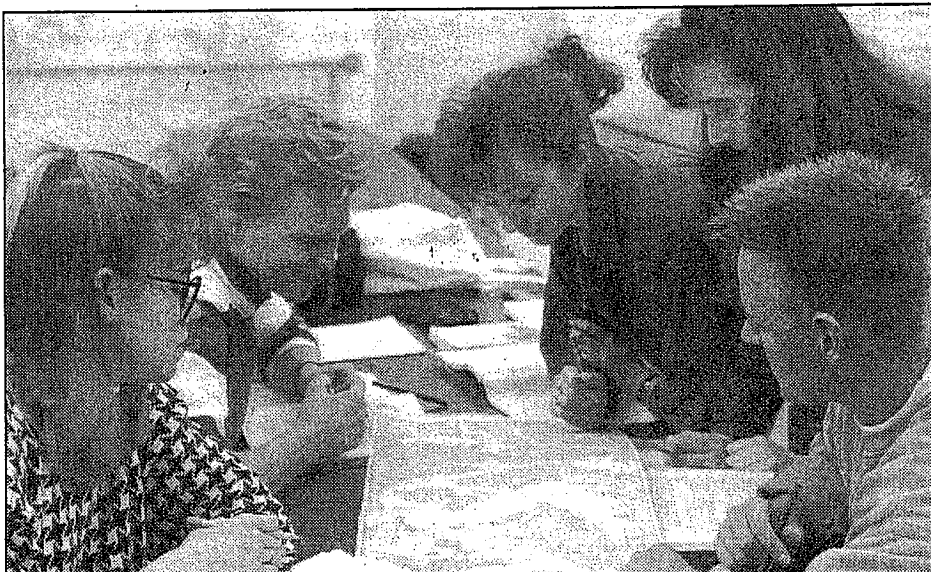
Prerequisite: GEOL 101 or OCEAN 101 or permission of instructor.

### GEOL 112 Glaciers and Volcanoes (5)

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

### GEOL 113 Geology of National Parks and Monuments (5)

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



**GEOL 158**  
**Earth, Sea and Sky: An Introduction to Earth Sciences (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 course emphasizing the multi-faceted revolution in earth sciences that has occurred during the past 25 years since the International Geophysical year. Includes: the plate tectonic theory; plants 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)**

Learn 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.

Prerequisite: Typing 45 wpm and Medical Terminology (HT 130); or permission of instructor.

**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. Prerequisite: HT 130 and 131.

**HT 140**  
**Physics for Health Occupations (5)**

Basic concepts of physics: measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. Background for courses in paramedical science. Offered summer quarter.

Prerequisite: MATH 101 or equivalent.

HT 170

**Introduction to Fundamentals of Patient Care (4)**

Introduces common knowledge of patient care. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Emphasizes the patient's health problems as the foci of activities. Lecture and lab course. Offered summer and winter quarters.

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.

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

HT 212

**Computers in Health Care (2)**

An interdisciplinary core course providing 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. Offered fall and spring quarters.

Prerequisite: DPSYS 100 or DPSYS 235 or comparable computer experience/training.

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.

HT 216

**CPT Coding (1)**

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system used in physicians' offices and ambulatory health care settings. Designed as an introductory course

for beginners, as well as review course for practitioners.

Prerequisite: Knowledge of medical terminology and ICD-9-CM coding.

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.

Prerequisites: Knowledge of ICD-9-CM and CPT coding.

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 240/241

**Work Internship for Medical Office Personnel I/II (1-5)**

Work internships for Medical Secretary, Medical Transcription, Health Record Clerk 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 his or her 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 1820s and the 1860s, 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.

**HSC 96**

**Healthful Living (5)**

Designed to provide practical guidelines for establishing a healthy physical and mental life style; it shows the dangers of drug abuse, provides guidelines for emergency health care and community resources which meet health needs.

**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 (c. 1751-1123 B.C.) to the present.

## 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 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)**

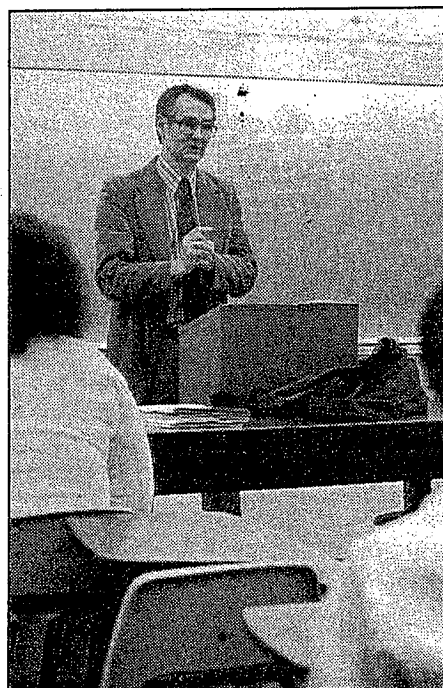
Evolution of philosophical, religious, economic and social ideas with emphasis on how they have influenced development of American culture and institutions.

**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 1400s; includes an analysis of the role of superstition, religion and science.

**HIST 290****Introduction to Historical Reasoning (5)**

The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Historical-mindedness as a necessary check against anti-intellectualism, presentism, narcissism, and radical doctrines of discontinuity.

**HOME AND FAMILY LIFE EDUCATION****HFL 91****Nutrition for the Family (3)**

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.

**HORTICULTURE**

(see Botany 101)

## HUMAN RELATIONS

### HR 98 Overcoming Math Anxiety (1)

Increasing our awareness of why we have math anxiety and an appreciation of our own attitudes can actually help us to learn anxiety management tools and strategies to learn math. An emphasis is placed on understanding problem solving techniques and math assertiveness.

Prerequisite: Concurrent registration in a math class in current skill level recommended.

### HR 100 Human Relations (3)

Introductory course in personal growth through interpersonal communication. Primarily an experiential course, designed to facilitate learning and growth in self awareness, self esteem, and self expression, with the goal of promoting positive relationships with others.

### HR 101 Assertiveness Training (3)

Increasing assertiveness in everyday actions, expressing oneself 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 on 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 (5)

Overview of the history, philosophy and present status of the major human ser-

vice delivery systems. Examines the roles of associate degree practitioners as well as occupational and educational alternatives for graduates. Also explores services provided by the human service agencies of Pierce County (and, on a limited basis, of King and Kitsap Counties). Prerequisite: Permission of the program.

### HSW 102 Counseling: Theory and Practice (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 103 Therapeutic Approaches and Techniques (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 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 and HSW 102 and permission of instructor.

### HSW 170-179 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. Covers screening, initial contacts, selection, and requirements.

Prerequisite: HSW 100 and 102 and program permission.

### 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 Clinical Practicum Supervisor and agency supervisor to discuss skill development and process field experiences.

Prerequisite for HSW 191: HSW 100 and HSW 102 and HSW 103 and HSW 190 and permission of program coordinator/instructor prior to registration.

Prerequisite for HSW 192: successful completion of HSW 191; and permission of instructor/coordinator prior to registration.

Prerequisite for HSW 193: successful completion of HSW 192; and 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.

Prerequisite: HSW 200

**HSW 202**  
**Counseling the Dysfunctional Family (5)**

An examination of the unique dynamics of dysfunctional families and the role of chemical dependency in the family. Includes a comparison of different theoretic approaches to family counseling and their intervention strategies.

Prerequisite: HSW 102 or HSW 103 or HSW 200.

**HSW 203**  
**Helping the Juvenile (5)**

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)**

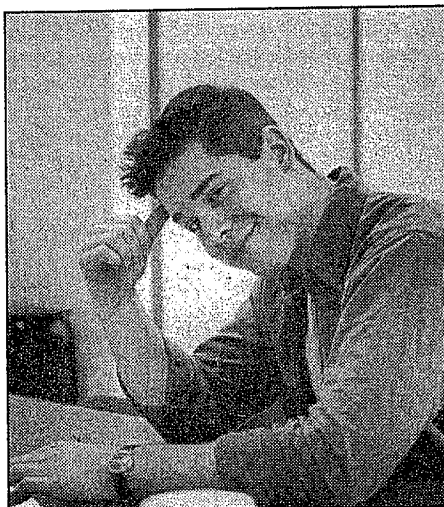
Covers the origins of stress, psychophysiology of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress—which manifests itself in various ways, such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: Same course as PSYCH 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

**HSW 212**  
**Case Management and Record Keeping (5)**

Examines the role of case managers in three specific areas: aging, mental health, and chemical dependency. Provides latest information on approved methods of managing client files, developing treatment plans, and advocating for clients.

Prerequisite: Acceptance into Human Services Program or permission of instructor.

**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 270**  
**Introduction to Group Process and Leadership (5)**

Includes traditional and experiential learning. Covers ethical group practice, formation of groups, stages of group development, and participating in groups. Leadership techniques for various group settings will be demonstrated and practiced.

Prerequisite: HSW 102 and 103.

## HUMANITIES

**HUMAN 90**  
**Introduction to the Humanities (5)**

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

**HUMAN 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.

**HUMAN 120**  
**The American Multicultural Arts Experience (5)**

An introduction to the special and unique contribution to American art, theatre, dance and music by American ethnic cultures; specifically, African-, Asian-, Hispanic-, and Native-Americans.

**HUMAN 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.

Prerequisite: ENGL 101 and HUM 100 and HIST 111 recommended.

**HUMAN 286**  
**The City: Renaissance Florence (5)**

A history of the Florentine Renaissance of 15-16c. Renaissance art, architecture, literature, history, the politics of the Medici. An in-depth approach to learning.

Prerequisite: ENGL 101 and HIST 112 recommended but not required.

### HUMAN 287

#### **The City: London (5)**

The effects of great wealth and great power concentrated in London by the fact of the British Empire making 19th century London a dynamic center. Students will focus on the interrelationships between art, politics, philosophy and geography.

Prerequisite: ENGL 101 and HIST 113 and HUMAN 100 all recommended.

### HUMAN 288

#### **The City: Imperial Rome (5)**

First century Rome under the Julio-Claudians and Flavians. Art, architecture, literature and history combined. An in-depth study of Rome during the Pax Romana.

Prerequisite: ENGL 101 and ART 201 and HIST 111 recommended but not required.

## INDIVIDUAL EDUCATION PROGRAM (IEP)

### IEP 70, 71, 72

#### **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. Covers international air and water carriage and reviews customs practices, documentation, 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.

## JAPANESE

### JAPAN 111, 112, 113

#### **Elementary Japanese (5, 5, 5)**

Elementary sequential course that enables students to learn Japanese characters (Kanji) grammar and sentence structure. The correct pronunciation of Japanese will be equally emphasized with lab work.

Prerequisite: 111 for 112; 112 for 113; or equivalents.

## 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.

### 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.

Prerequisite: Journalism 101.

### 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

### 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: Knowledge of a 35 mm camera.

### JOUR 150

#### **Newspaper Workshop (2)**

(6 credits maximum) Students who have taken Journalism 101 or have had other experience approved by the instructor get 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

### JOUR 209

#### **Mass Communications and Society (3)**

Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course. (standard lecture format)

### JOUR 299

#### **Independent Study (1-5)**

Independent observation, analysis and reporting on selected topics or problems.

## LIBRARY SCIENCE

LS 100

### Reference Methods (2)

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

Prerequisite: ENGL 101 and librarian's permission required.

## MATHEMATICS

TCC offers both college transfer and skills building courses. Many 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 above 101.

Students considering a major in mathematics, engineering, science or computer science will normally need to complete MATH 105, 106, 124, 125, 126, 220, 224, 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 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 working with whole numbers using the four fundamental operations.

MATH 81

### Fractions (1) (Lab Only)

Basic review in working with fractions. Covers least common denominators, additions, subtractions, multiplication and division of fractions.

MATH 82

### Decimals (1) (Lab Only)

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

MATH 83

### Percentages (1) (Lab Only)

Basic review of percentages. Covers 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.

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 91

### Elementary Algebra (4) (Lecture Only)

Curriculum includes topics covered in the first half of Math 90: arithmetic review, signed number equations, exponents, polynomials, and factoring.

MATH 92

### Elementary Algebra (4) (Lecture Only)

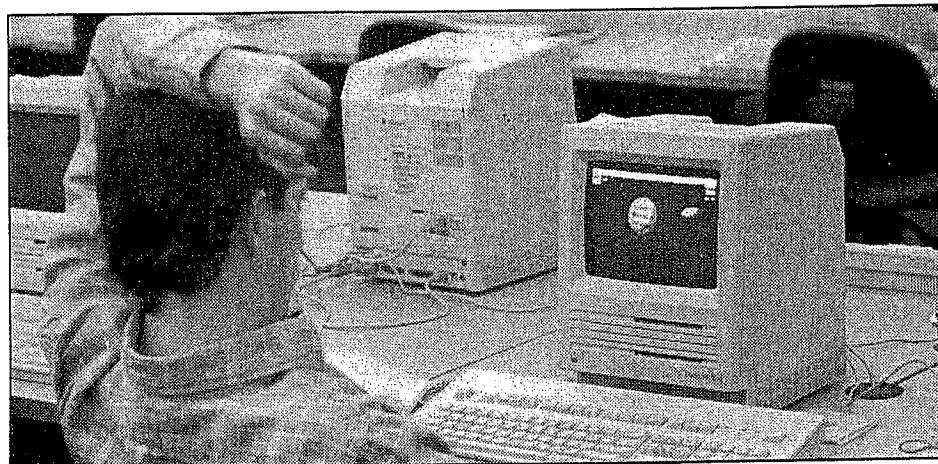
Curriculum includes topics covered in second half of Math 90: graphing, systems of equations, radicals and quadratic equations.

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 101**  
**Intermediate Algebra (5)**  
**(Lecture or Lab)**

Fundamentals of algebraic operations and concepts; similar to the third term of high school algebra.

Prerequisite: One year of high school algebra or MATH 90 and one year of geometry; and permission of math instructor required.

**MATH 105**  
**College Algebra (5)**  
**(Lecture Only)**

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 Only)**

Trigonometry functions, graphs, identities, equations and inverse functions are presented along with solution of triangle, complex numbers and polar coordinates. Offered as lecture Fall and Spring.

Prerequisite: MATH 105 or 3 years of high school algebra.

**MATH 107**  
**Math: A Practical Art (5)**  
**(Lecture Only)**

A general education course demonstrating the use of mathematics in management science, statistics, social choice and other topics. Mathematical theory combined with quantitative skills will be used in practical applications to problems encountered in modern society. Problem solving within an interdisciplinary framework will be stressed.

Prerequisite: Two years high school algebra or MATH 101.

**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 improper integrals, polar co-

ordinates, 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) (Lecture**  
**Only)**

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 and knowledge of Lotus 1-2-3 including graphing; or DPSYS 236 or BUSPC 125 previously or concurrently.

**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, and forecasting by least squares.

Prerequisite: MATH 156 or permission of instructor.

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

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications.

Prerequisite: MATH 126 or permission of instructor.

**MATH 224**  
**Multivariable Calculus (5)**  
**(Lecture Only)**

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)**

Methods of solving linear and non-linear first-order differential equations and higher order linear differential equations including numerical approximations and Laplace transforms. Initial condition and boundary value problems also included.

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 101 or equivalent.

**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 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 courses, featuring an individualized study format. The courses cover subjects in the humanities, business, social and behavioral sciences and natural and physical sciences. Information on current media course offerings is included in the quarterly class schedule, or may be obtained by calling Ivonna McCabe at 566-5059.

## 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 examinations, 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 hrs. lab per week)

Prerequisite: HT 130 and typing speed of 45 wpm; or permission of instructor.

### MRT 142 Medical Transcription III (3)

Specialty course in medical transcription, including instruction and practice in transcribing from actual physician dictation using word processing equipment.

Prerequisite: MRT 140 and MRT 141; 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 I (2)

Students spend one hour in 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 students 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)

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

Prerequisite: MRT program enrollment or permission of instructor.

### MRT 221 Statistics for Health Care (2)

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. (1 hour lecture, 2 hours lab per week.)

Prerequisite: MRT program enrollment or permission of instructor.

### MRT 222 Health Records in Alternate Care Settings (3)

Continued study of health record, disease and operation coding systems for ambulatory care, psychiatric, long-term care, home health care and mental retardation facilities, including licensure and accreditation standards. (2 hours lecture, 2 hours lab per week.)

Prerequisite: MRT program enrollment or permission of instructor.

### MRT 230 Automated MRT Lab (3)

Practical experience performing medical record duties in the campus laboratory including physicians' incomplete chart system, tumor registry, vital records, writing of policies, procedures, flow charts, and job descriptions in preparation for acute care hospital clinical (MRT 231). Special emphasis is on computer applications of these medical record functions.

Prerequisite: MRT program enrollment or permission of instructor.

### MRT 231, 232 Clinical Applications II/III (6, 6)

Practical experience performing medical record duties in seminar and in local health facilities to give the student the opportunity to actively perform technical duties. 231 - total of 150 hours per quarter on site in hospitals; 232 - 15 hours/week 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 241 Data Quality Standards (3)

Study and practical application of the purpose, organization, and function of quality assurance and utilization review programs, standards for hospital accreditation, and role of government agencies in approval, certification, and licensure.

Prerequisite: MRT program enrollment or permission of instructor.

### MRT 242 Health Information Management (2)

Development of management skills, including planning, organizing, direction, and controlling. Special emphasis in systems management applications in health record services.

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 or completion of a previous coding course or 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 101

#### **Fundamentals of Music (5)**

Recommended for all music and education majors, but open to all students. Covers aspects of notation, note names, clefs, rhythm, scales, intervals, and triad construction. Includes work in ear-training, sight-singing and keyboard applications.

### MUS 102, 103

#### **Music Theory (5, 5)**

Practices of triadic 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 Periods 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.

### MUS 109

#### **Style Periods II: Classical, Haydn and Mozart (3)**

Aspects of the classical style in music history with attention to music literature and composition between 1750 and 1820, particularly Haydn and Mozart.

### MUS 110

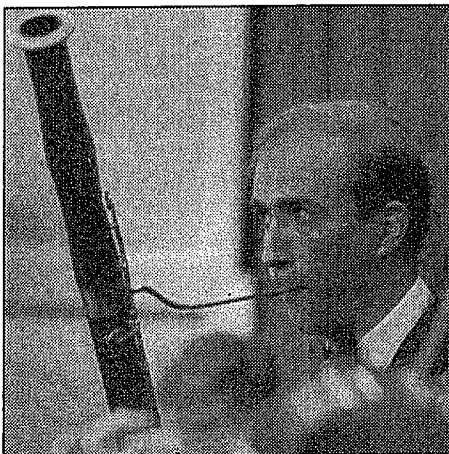
#### **Style Periods III: 19th and 20th Century Music--Beethoven to Bernstein (3)**

Aspects of the Romantic and Contemporary styles in music history with attention given to music literature and composition between 1800 and the present.

### 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 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 musical. Students learn, rehearse and perform selected songs and scenes from assigned works.

### MUS 121, 221

#### **Class Applied Music: Voice I/II (1, 1)**

Fundamentals in voice production--breathing, resonance, diction, etc.--for beginning singers or those who wish to learn to sing or improve their techniques.

### MUS 123

#### **Class Applied Music: Guitar (1)**

Class instruction in performance.

### MUS 124

#### **Class Applied Music: Piano I (1)**

Class instruction of beginning piano; the first course in a series of three.

### MUS 125

#### **Class Applied Music: Piano II (1)**

Class instruction of beginning piano; the second course in a series of three. Prerequisite: MUS 124 or permission of instructor.

### MUS 126

#### **Class Applied Music: Piano III (1)**

Class instruction of beginning piano; the third course in a series of three. Prerequisite: MUS 125 or permission of instructor.

### MUS 130

#### **Private Vocal or Instrumental Instruction (1)**

Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. (Additional variable fee: \$120-\$150 per quarter). Maximum: 6 credits. 1 credit per quarter.

Prerequisite: written permission of music department head or instructor.

### MUS 160, 260

#### **Chamber Orchestra (2)**

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

Prerequisite: Audition/permission of instructor. MUS 160 for 260.

### MUS 170, 270

#### **Chamber Singers (3)**

Preparation and performance of sacred and secular choral works of all styles and ages from the classical to the contemporary. Enjoyment and enrichment are major goals. Open to all singers.

Prerequisite: MUS 170 for 270.

### 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.



## NURSING ASSISTANT

### CNA 100 NURSING ASSISTANT (5)

Includes classroom lectures and on-the-job clinical practice necessary to become a State Certified Nursing Assistant. Course work will be taught by a registered nurse and will include: patient environment, patient psychological needs, basic nursing procedures, nutrition, body mechanics, safety, communication, terminology, and CPR.

## NURSING, ASSOCIATE DEGREE

### NURS 100 Legal and Professional Role of the Practical Nurse (1)

Focuses on the professional role of the licensed practical nurse and includes: review of laws affecting nursing, identification of professional organizations and an exploration of current issues.

### NURS 101 Fundamentals of Nursing (10)

Learning experiences are designed to develop technical skills and communication skills based on the nursing process. Concepts related to culture, nutrition, immobility, and infection are introduced. In addition to the classroom experience the student is given the opportunity to provide direct patient care.

Prerequisite: Admission into the nursing program.

### NURS 102 Medical-Surgical Aspects of Adult Care I (10)

Learning experiences are designed to develop basic skills related to obtaining a nursing history and completing a physical assessment. Concepts related to the care of the surgical patient, the patient with cancer, hematology, gastrointestinal, integumentary disorders, and patients with chemical abuse are discussed.

Prerequisite: NURS 101 and NURS 130.

### NURS 103 Medical-Surgical Aspects of Adult Care II (10)

Provides learning experiences with adult patients and concentrates on disorders related to the following systems: cardiac, respiratory, endocrine, neurologic, and eyes and ears. The principles of growth and development, diet therapy, pharmacology, ethnicity, and health teaching are integrated throughout the course.

Prerequisite: NURS 102 and NURS 131.

### NURS 104 LPN-ADN Articulation (2)

This is a transition course for the L.P.N. who enters the nursing program with advanced placement.

Prerequisite: Admission to the nursing program.

### NURS 130, 131, 132 Practice Lab (1, 1, 1)

Supervised practice for nursing skills, procedures commonly encountered in hospital settings under simulated conditions.

### NURS 201 Medical-Surgical Aspects of Adult Care III (5)

Provides theoretical and clinical learning experiences with adult patients emphasizing disorders related to the reproductive, musculoskeletal, and urinary systems. The principles of the nursing process, growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, and health teaching are integrated throughout the course.

Prerequisite: NURS 103

### NURS 202 Pediatric Nursing (5)

Provides theoretical and clinical learning experiences with children in the acute care setting. The principles of growth and development as they relate to children will be emphasized. The nursing process, diet therapy, pharmacology, rehabilitation, ethnicity, safety, and health teaching are integrated throughout the course.

Prerequisite: NURS 201

### NURS 203 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 202

### NURS 204 Geriatric Nursing Leadership (5)

Concepts of gerontologic nursing care are combined with clinical experience in the geriatric setting. Leadership skills associated with patient care management are introduced.

Prerequisite: NURS 203

### NURS 205 Maternity Nursing (5)

Learning experiences are designed to provide an opportunity to study about and participate in the care of mother and newborn infant during the maternity cycle. Concepts of diet therapy, pharmacology, and asepsis are applied to the emotional

and physical nursing needs of the mother and newborn.

Prerequisite: NURS 204

**NURS 206**

**Patient Care Management (6)**

This course provides for an experience with a staff nurse as a mentor or preceptor in any of the following areas for the students final clinical experience: medical-surgical, obstetrical, pediatric, psychiatric, or gerontological nursing.

Prerequisite: NURS 205

**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)**

Offers licensed practitioners an opportunity to increase skills in patient assessment and establish a base for care.

Prerequisite: Registered nurse or licensed practical nurse.

**NURS 217**

**Coronary Care Nursing (2)**

Offers licensed nurses (RNs or LPNs) knowledge and skills relative to the coronary care unit patient.

Prerequisite: Registered nurse or licensed practical nurse.

**NURS 221, 222**

**Intensive Care Nursing I, II (3, 3)**

Designed for the practitioner interested in or involved in the critical care setting to augment the understanding of anatomy and physiology of the core body systems. Covers knowledge of pathophysiology and nursing assessment in relation to disease processes in critical care. Technical devices for monitoring and life support will be discussed as they relate to the treatment of the critically ill. Prerequisite: Registered nurse.

**NURS 251**

**Registered Nurse Refresher Course (4)**

Designed to assist the non-practicing Registered Nurse in gaining the clinical skills necessary to return to the acute care clinical setting. This class, offered simultaneously by several Washington Community Colleges in cooperation with ICNE in Spokane, offers the flexibility of open-exit enrollment opportunities for the learner.

Prerequisite: Current valid Wash. RN license or a limited educational license approved by the Washington State Board of Nursing. Availability of a clinical placement: completion of the ICNE Registered Nurse Review course within 3 months of beginning NURS 251.

**Courses numbered NURS 106 and 107 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. There is no clinical component to this course.

**NURS 107**

**Maternity Nursing (2)**

A study of the mother and newborn infant during the normal antepartum, delivery and post-partum maternity cycle. Concepts of diet therapy, pharmacology and asepsis are applied to the needs of the newborn and the mother. There is no clinical component to this course.

**NURS 108**

**Pediatric Nursing (1)**

Provides theoretical and clinical learning experiences with children in the acute care setting. The principles of growth and development as they relate to children will be emphasized. The nursing process, diet therapy, pharmacology, rehabilitation, ethnicity, safety, and health teaching are integrated throughout the course.

**NURS 109**

**Medical-Surgical Aspects of Adult Care (4)**

Provides learning experiences related to the medical-surgical problems of adult patients. The principles of growth and development, diet therapy, pharmacology, ethnicity, and health teaching are integrated throughout the course.

Prerequisite: Permission of Nursing Coordinator.

**OCEANOGRAPHY**

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, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory included.

**OCEAN 118**

**Oceanus: the Marine Environment (5)**

An introductory television course focusing on the marine environment as a unique feature of the planet Earth and investigates areas of intense scientific and public concern: the pervasiveness of the ocean and its effect on the Earth's weather; its stunning physical size and diversity of contained life forms; its contributions to the physical and historical development of man; the impact of oceanic pollutants and the potential exploitation of marine resources.

**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.



## OFFICE EDUCATION

### OFFCE 92 Typing—Speed and Accuracy Development (2)

Designed for students who already know the keyboard without looking and are interested in improving speed and accuracy. Students complete self-diagnostic tests on their typing skills and then take corrective steps to improve accuracy and/or speed.

Prerequisite: OFFCE 103

### OFFCE 103 Typing I (3)

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

Prerequisite: ENGL 90 and MATH 86 levels recommended.

### OFFCE 104 Typing II (5)

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

Prerequisite: OFFCE 103 or equivalent.

### OFFCE 115 Office Machines (5)

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

Prerequisites: BUS 110.

### OFFCE 116 Records and Database Management (3)

Principles of alphabetic, geographic, numeric, and subject systems using manual and electronic records storage.

### OFFCE 117 Machine Transcription (3)

Transcribing mailable business-related correspondence from prepared materials.

Prerequisites: OFFCE 104 and ENGL 104.

### OFFCE 120 Work Internship (5)

Supervised experience in office-related positions. Students work a minimum of 150 hours. Students meet during the quarter with the program coordinator and work site supervisor to discuss skills development. Students must also attend required seminars.

Prerequisite: Must have permission of program coordinator.

### OFFCE 130 Notehand for Business and Personal Use (5)

Notehand using alphabetic system. Useful to any office worker or any student wishing to improve his or her classroom notetaking.

Prerequisite: OFFCE 103 or equivalent and ENGL 104.

### OFFCE 131 Notehand II (5)

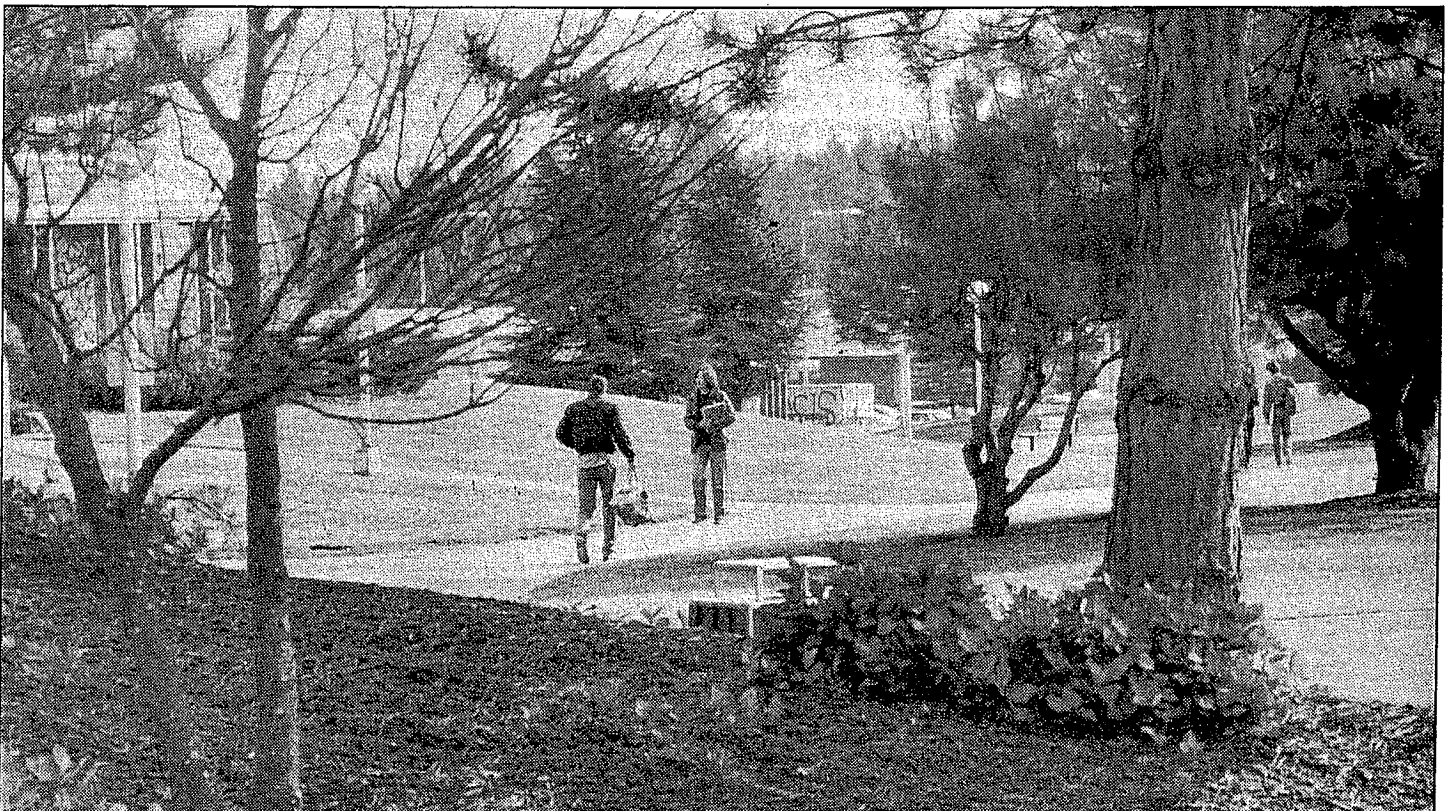
Notehand dictation and transcription. Speed building emphasized.

Prerequisite: OFFCE 130 and OFFCE 103 and ENGL 104.

### OFFCE 134 The Office Professional (5)

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

Prerequisite: OFFCE 104 and ENGL 104 and OFFCE 227.





**OFFCE 227**

**Introduction to Word Processing (5)**

Covers word processing terminology and concepts, and provides an introduction to the transcription process, an in-depth review of language arts within a machine transcription process, and a review of proper formatting of business documents. Presents a brief, hands-on introduction to two word processing systems. Prerequisite: Keyboarding skills.

**OFFCE 228**

**Word Processing: WordPerfect (3)**

WordPerfect software on IBM compatible personal computers. Covers: data entry, editing, printing, sorting, mail merging, searching/replacing, paginating, spell-check and thesaurus. Also requires 2-4 lab hours.

Prerequisite: OFFCE 104 and OFFCE 227 and ENGL 104 and permission of instructor.

**OFFCE 229**

**Word Processing: Lanier (3)**

Word processing skills on modern Lanier standalone. Hands-on machine time is a major portion of course. Lab time is necessary. Excellent proofreading, editing, and grammar skills are essential. Also requires 4-6 lab hours.

Prerequisite: OFFCE 104 and ENGL 104 and OFFCE 227 and permission of instructor.

**OFFCE 232**

**Word Processing: Alpha Micro (3)**

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

Prerequisites: OFFCE 104 and ENGL 104 and OFFCE 227 and permission of instructor.

**OFFCE 233**

**Advanced WordPerfect (3)**

Students will refine basic tasks and skills learned in OFFCE 228. More complicated tasks and applications using the following will be learned: footnotes and endnotes; headers and footers; merge; sort; long document input, revision, and pagination.

Prerequisites: OFFCE 104 and OFFCE 228 and permission of instructor.

**OFFCE 234**

**Word Processing: Microsoft Word (3)**

Beginning course taught on either IBM compatible or Macintosh personal computers (check the quarterly schedule). Includes data entry, editing, printing, moving and copying, searching and replacing, footnoting, sorting, mail merging.

Prerequisite: ENGL 104 and typing speed of 50 wpm and permission of instructor.

**PARAMEDIC TRAINING**

(See Emergency Medical Care)

**PHILOSOPHY**

**PHIL 100**

**Introduction to Philosophy (5)**

The human quest for greater understanding; connections among efforts to understand the universe; the nature of knowledge; perennial questions concerning human nature and values.

**PHIL 119**

**Introduction to Logic (5)**

Emphasizes inductive argument; enables students to perceive and evaluate complex lines of reasoning; develops skills in detecting weak and faulty reasoning through exercises in natural language.

**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.

Prerequisite: MATH 101

**PHIL 215**

**Introduction to Ethics (5)**

Explores humanity's effort to discover moral principles to guide conduct; covers systematic ethical theories; examines the relationship between religion and morals; includes contemporary ethical issues.

**PHIL 230**

**Contemporary Philosophy (5)**

Focuses on Western philosophy in the 20th century, examining the dominant schools of philosophy. Covers the intellectual and social forces affecting and being affected by philosophy. Representative figures covered will include Russell, Sartre, Camus, Dewey, A. J. Ayer, and V. I. Lenin.

**PHIL 267**

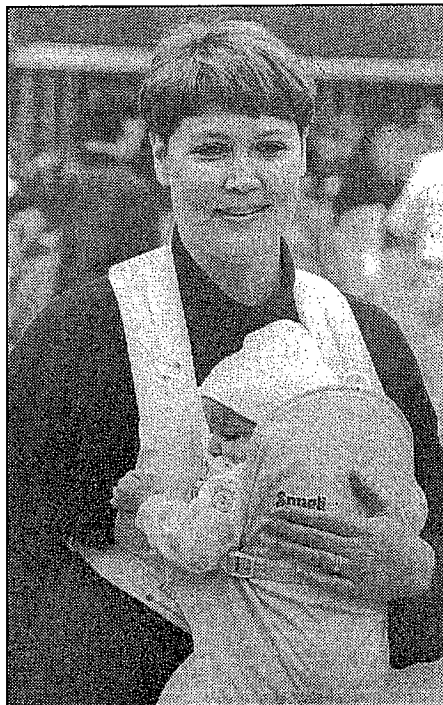
**Problems in Philosophy of Religion (5)**

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.

**PHIL 270**

**Great Thinkers of the Western World (5)**

Survey of Western philosophy. Starts with pre-Socratic Greek philosophy and ends in the present century. The impact which historical forces such as religion and science have had on philosophy will be examined. Representative figures such as Plato, Aristotle, Hume, and Russell will be studied.



## 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.

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 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 Intermediate Slimnastics
- 103 Self Defense for Women
- 108 Beginning Weight Training
- 208 Intermediate Weight Training

### FITNESS ACTIVITIES: 2 CREDITS EACH

- 100 Total Fitness
- 200 Advanced Total Fitness

### AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Guarding (2 credits)

### DANCE: 1 CREDIT EACH

- 118 Modern Dance

### INDIVIDUAL SPORTS: 1 CREDIT EACH

- 120 Beginning Archery
- 220 Intermediate 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
- 227 Intermediate Fencing
- 128 Beginning Tennis (student furnishes racket)
- 228 Intermediate Tennis (student furnishes racket)
- 131 Beginning Racquetball (student furnishes racquet)
- 231 Intermediate Racquetball (student furnishes racquet)

### TEAM SPORTS: 1 CREDIT EACH

- 133 Beginning Basketball
- 233 Advanced Basketball
- 134 Softball
- 135 Beginning Soccer
- 235 Advanced Soccer Techniques
- 136 Volleyball
- 236 Intermediate Volleyball

### VARSITY SPORTS

- Varsity Basketball (men)
- Varsity Basketball (women)
- Varsity Baseball (men)

- Varsity Golf
- Varsity Soccer (men)
- Varsity Volleyball (women)
- Varsity Softball (women)

(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 160

**Adaptive Physical Education (1)**

An adaptive physical activities course for those with special needs (physical disabilities, mental retardation, etc.).

Prerequisite: permission of instructor.

PE 241

**Baseball Techniques (1)**

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

Prerequisite: Experience in organized baseball—either high school or college.

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: Standard first aid. Human anatomy recommended.

PE 285

**Baseball Coaching Skills (2)**

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for baseball. The course will include lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

PE 292

**Advanced First Aid (5)**

The student will satisfy the 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. Laboratory included.

Prerequisite: MATH 101 or MATH 101 taken concurrently; MATH 105 taken concurrently 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. Laboratory included.

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; numerical solutions to differential equations; and numerical integrations and differentiations.

Prerequisite: PHYS 122 and MATH 126 and ENGR 141.

PHYS 299

**Independent Study (1-5)**

Independent observation, analysis, and reporting of a physics-related topic.

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 206**  
**Congress: We the People (5)**

A complete television course that presents an inside view of the U. S. Congress and the complex range of individuals, organizations and processes it embodies. The programs are hosted by journalist Edwin Newman and feature Norman Ornstein, professor of political science, Catholic University. Among the areas addressed are congressional elections, committees, parties, leadership, lobbying, constituency relations, lawmaking, budgeting and separation of powers.

**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 help prepare reports and/or attend 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, mo-

tivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

**PSYCH 170**  
**Psychology of Adjustment (5)**

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

**PSYCH 201**  
**Introduction to Experimental Psychology (5)**

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

Prerequisite: Any PSYCH or SOC or ANTHR course or permission of instructor.

**PSYCH 204**  
**Abnormal Psychology (5)**

Psychopathology: analysis of forms, nature, and causes of disorders of behavior and personality.

Prerequisite: PSYCH 100 or SOC 110 recommended.

**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: Life Span (5)**

An examination of the physical, social, emotional, and intellectual development of the human from conception to death.

**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 can manifest 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 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 cover vision, movement, sleep, stress and anxiety, addiction, language, aging and memory, sex differences in the brain, mental disease, and the action of drugs on the brain's chemistry.

**PSYCH 215**  
**Black Psychology (5)**

Introduction to black psychology with historical and psychological emphasis; a review of black culture and personality; the black family; institutions in the black community; and counseling of black clients.

**PSYCH 220**  
**Death and Dying (3)**

Study of the social, psychological, philosophical and religious aspects of the death and dying process.

**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 (4)

Introduction to the health team and the profession of radiologic technology. Includes medical ethics and medical-legal considerations, radiation physics, radiation and protective measures for patients and personnel, film processing, and equipment orientation to enable student to enter clinical practicum. (4 hours lecture per week.)

Prerequisite: Official acceptance into the program and 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 101; and MATH 90 or equivalent; and permission of instructor. RT 108 for RT 109.

### 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 and RT 140 and BIOL 150 and permission of instructor.

### RT 121 Radiographic Clinic II (3)

A continuation of RT 120 with competency evaluations of the abdomen, upper and lower extremities, gastrointestinal system, and excretory system. Clinical practicum: 16 hours per week at clinical education center.

Prerequisite: RT 120 and 141 and permission of instructor and BIOL 151.

### RT 122 Clinical Radiographic Education III (7)

Third course in clinical education involving: orientation to clinical education site; basic patient handling tasks and patient care procedures; radiographic film processing and room procedures; clerical and filing systems; competency evaluation categories.

Clinical Practicum: 9 weeks at clinical education center.

Prerequisite: RT 120, RT 121, medical health clearance.

### RT 123 Clinical Radiographic Education IV (5)

A continuation of RT 122 with competency examinations for upper and lower extremities, thorax, skull, vertebral column, contract studies.

Clinical Practicum: 24 hours per week at clinical education center

Prerequisite: RT 122 and 142 and permission of instructor.

### RT 140 Positioning and Techniques I (5)

Basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic

cage. (4 hours lecture, 2 hours lab per week.)

Prerequisite: Permission of instructor.

### RT 141 Positioning and Techniques II (5)

Basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 120 and 140 and BIOL 150 and permission of instructor.

### RT 142 Positioning and Techniques III (5)

Positioning techniques in radiography of the respiratory system, GI and biliary system, and the urinary system. (4 hours lecture, 2 hours lab per week.)

Prerequisite: RT 121 and 141 and BIOL 151 and permission of instructor.

### RT 211 Invasive Radiologic Procedures (3)

Advanced special radiographic procedures utilizing contrast media with emphasis on cardiovascular and neurovascular procedures. An overview of equipment and accessories used in special procedures radiography.

Prerequisite: RT 123 and RT 214 and permission of instructor and RT 243.





**RT 212****Imaging Modalities (3)**

An introduction to the specialized field of nuclear medicine, ultrasound, magnetic imaging, computerized axial tomography and radiation therapy and their application to both diagnostic and therapeutic radiology. A survey of imaging modalities currently used in community practice.

Prerequisite: RT 225 and 244 and RT 108 and 109 and permission of instructor.

**RT 214****Radiologic Anatomy and Pathology (3)**

A review of human anatomy as displayed by roentgenography, computed tomography, digital radiography, diagnostic ultrasonography and radionuclide imaging, with emphasis on patient positioning, centering, collimation and film evaluation. An introduction to the etiology and pathophysiology of disease. A sampling of the radiographic manifestations of disease, emphasizing their effect on radiographic technique.

Prerequisite: BIOL 150 and 151 and RT 142 and permission of instructor and RT 122.

**RT 225****Radiographic Clinic V (5)**

Advanced patient positioning 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.

Prerequisite: RT 120 and RT 121 and RT 122 and RT 123 and RT 211 and RT 243 and medical health clearance and permission of instructor.

**RT 226****Radiographic Clinic VI (5)**

Advanced patient positioning involving the following competencies in radiography: 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.

Prerequisite: RT 225 and RT 244 and permission of program clinical coordinator.

**RT 227****Clinical Radiographic Education VII (7)**

Advanced positioning 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 9 weeks at clinical education center

Prerequisite: RT 226 and RT 212 and RT 214 and permission of instructor.

**RT 228****Clinical Radiographic Education VIII (3)**

Advanced patient positioning 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: 16 hours per week at clinical education center.

Prerequisite: RT 212 and RT 227 and RT 245 and permission of program clinical coordinator.

**RT 243****Positioning and Techniques IV (3)**

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.)

Prerequisite: RT 122 and RT 142 and permission of instructor.

**RT 244****Positioning and Techniques V (3)**

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

Prerequisite: RT 123 and RT 214 and RT 243 and 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 and RT 109 and permission of instructor.

**RT 260****Radiologic Seminar (5)**

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

Prerequisites: RT 227 and permission of instructor or program coordinator.

**RT 265****Cross-Sectional Anatomy (3)**

Basic introduction to cross-sectional anatomy, specifically sagittal, transverse, and coronal plane anatomy important to computerized axial tomography, magnetic resonance imaging and ultrasonography.

Prerequisite: Second year student or imaging practitioners.

**RT 275****Leadership Seminar (1)**

Students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference.

Prerequisite: Enrollment in Radiologic Technology Program.

**RT 299****Individual Study in Radiographic Technology (1-5)**

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

Prerequisite: Permission of instructor.



## READING

### READ 70 Textbook Comprehension and Vocabulary (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 Workshops (1, 1, 1)

Individualized reading programs. Students work in the Reading Lab on individually designed course of study to develop reading skills.

READ 80: Contextual Vocabulary; READ 81: Literal Main Ideas; READ 82: Implied Main Ideas.

### READ 88 Textbook Mastery (5)

Instruction and practice in skills needed for entrance into College Textbook Mastery. Emphasis on reading as a thinking activity and making sense out of the word, sentence, paragraph and the passage.

Prerequisite: Reading level one (8-10) required.

### READ 90 College Textbook Mastery (5)

Emphasis on learning the thinking skills involved in textbook mastery followed by practice and laboratory assignments. Opportunity for individualized instruction in rate, vocabulary and comprehension.

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

### READ 94 Vocabulary Skills (2)

Provides students with the information, strategies, and skills to build the necessary vocabulary that the college environment demands. Strategies include: study and use of own experience, context, dictionary, and knowledge of Greek and Latin roots and affixes.

### READ 110 Advanced Comprehension Development (3)

Designed to help the student integrate and apply a core of reading strategies to text passages of 2-5 pages in length. The goal of the course is to enable students to move beyond the surface level comprehension to connecting ideas in thematically linked units of text, making judgments and confronting issues.

Prerequisite: Reading level two or completion of READ 90.

### READ 111 Critical Reading (2)

Offers advanced instruction in vocabulary and comprehension development with literary devices component and an emphasis on critical thinking. Lab work may be done on an easy-to-use computer system; no prior computer experience is necessary.

Prerequisite: READ 110 or permission of instructor.

## REAL ESTATE

### REAL 160 Real Estate Law (3)

An introduction to law and legal systems as related to real estate transactions. Major topics include forms or ownership; title, transfers and insurance; fraud, de-

ceit and misrepresentation; contract law and documents; real estate security documents; duties and liabilities of licensees. Approved by the Washington State Licensing Division for 30 clock hour credits. Satisfies law requirements for the Real Estate Certificate Program.

### REAL 165 Real Estate Finance (3)

Newcomers to real estate may gain solid foundation in the basic principles and terminology of real estate finance; whereas, real estate professionals need a working knowledge of these same principles and terms. Course material is presented in an informal discussion, including: money and interest rates, primary and secondary sources, federal government programs, residential loan analysis, analyzing borrowers, alternative financing methods. Analysis of procedures and problems, institutional practices and risks in financing. Historical analysis of lending added for color. Approved by Washington State License Division for 30 clock hour credits.

### REAL 170 Real Estate Appraising (3)

Principles and procedures used in determining the value of single family residences. Students will apply cost, economic and market data approaches to determine value. Students will be required to successfully complete a Uniform Residential Appraisal Report (URAR).



**REAL 180**  
**Real Estate Brokerage Management (3)**

Practical aspects of operating a real estate brokerage office, including basic management concepts, organizing and opening the office, recruiting and selecting sales associated, in-house training, marketing and advertising, requirements for success, agency and Washington State Law, trends and changes in the Real Estate Industry. Approved by the Washington State Licensing Division for 30 clock hour credits.

**REAL 185**  
**Real Estate Property Management (3)**

Economics of the rental market, management operations and functions, practice and procedures. Specifics include rental policies, vacancy and rental surveys, lease provisions, inspections, building code compliance, tenant relations operating policies, and financial reporting. Approved by Washington State License Division for 30 clock hour credits.

**REAL 195**  
**Real Estate Sales Practices (3)**

Financing purchase agreements, basic listing techniques, prospecting as an activity, qualifying the buyer, showing the property, the buying decision and presenting the offer, art of negotiation, making the sale and closing the deal. Designed for the neophyte in survival techniques and long-term business success; emphasizing essentials and procedures in the skills of real estate selling. Approved by Washington State License Division for 30 clock hour credits.

**REAL 200**  
**Fundamentals of Real Estate Salesman/Broker Pre-license (5)**

An in-depth study of real estate fundamentals as they relate to Washington State. Designed to prepare students to pass the salesman/broker real estate licensing examination. Approved by the Washington State Licensing Division for 30 clock hours to meet pre-licensing requirement in real estate fundamentals.

**REAL 205**  
**Real Estate Appraisal Standards (2)**

This course was developed in response to a need expressed by local real estate appraisers. Fulfills one of the new State Washington Department of Licensing requirements for certification as real estate appraisers.

**RESPIRATORY CARE--RESPIRATORY THERAPY TECHNICIAN**

**RC 110, 111**  
**Respiratory Therapy Theory (3, 3)**

Basic theory and principles of respiratory care science.

Prerequisite: Admission to Respiratory Care program; RC 110 for RC 111.

**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.

Prerequisites: RC 111 and RC 121 and RC 141.

**RC 140, 141, 142, 143**  
**Respiratory Therapy Clinical/Lab I/II/III/IV (8, 8, 8, 6)**

Application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes five weeks of laboratory experience followed by a rotation to area respiratory care centers doing direct patient care.

Prerequisite: Admission to RC program. RC 140 for 141; RC 141 for 142; RC 142 for 143.

**RC 150, 151**  
**Respiratory Therapy Seminar I/II (2, 2)**

Weekly discussions on specific topics in respiratory therapy.

Prerequisite: Admission to RC program.

**RC 210**  
**Advanced Respiratory Pathophysiology I (2)**

Lecture course. Covers the recognition and treatment of clinical pathologies commonly encountered in the critical care patient. Patient monitoring and therapy is emphasized. Pathologies covered include the adult respiratory distress syndrome, sleep apnea, post surgery patients and the treatment of toxic inhalation and neuromuscular diseases.

Prerequisite: Acceptance into the therapist level of the Respiratory Care program.

**RC 220**  
**Advanced Respiratory Pharmacology (2)**

Subjects covered include the actions of various bronchodilators and cardioactive drugs commonly used in the practice of respiratory care.

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

**RC 221**  
**Advanced Mechanical Ventilator (2)**

Lecture course covering the principles of mechanical ventilation. Examines various ventilators, ventilator adjustments to meet changes in the patients' clinical condition, and the various modes of ventilatory support.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy program; RC 220.

**RC 222**  
**Seminar in Application of Respiratory Care Theory and Practice (2)**

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

Prerequisite: RC 221

RC 240

**Neonatal Clinical Training (7)**

A combination of clinical experience and lecture in the care of neonatal patients in the critical care environment.

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

RC 241

**Pediatric/Pulmonary Function Clinical Training (7)**

Clinical experience in the care of the pediatric patient in the hospital environment. Additional clinical experience in home care and pulmonary function testing is included. Clinic time is 16 hours per week with two hours of lecture.

Prerequisite: Successful completion of RC 240.

RC 242

**Advanced Adult Critical Care (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 RC program.

**SELF-PACED 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.

ACCNT 201

**Principles of Accounting (3)**

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

ACCNT 202

**Principles of Accounting (3)**

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting.

Prerequisite: ACCNT 201

ACCNT 203

**Principles of Accounting (4)**

Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing.

Prerequisite: ACCNT 202

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.

BUSPC 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.

BUSPC 121

**Word Processing Concepts (2)**

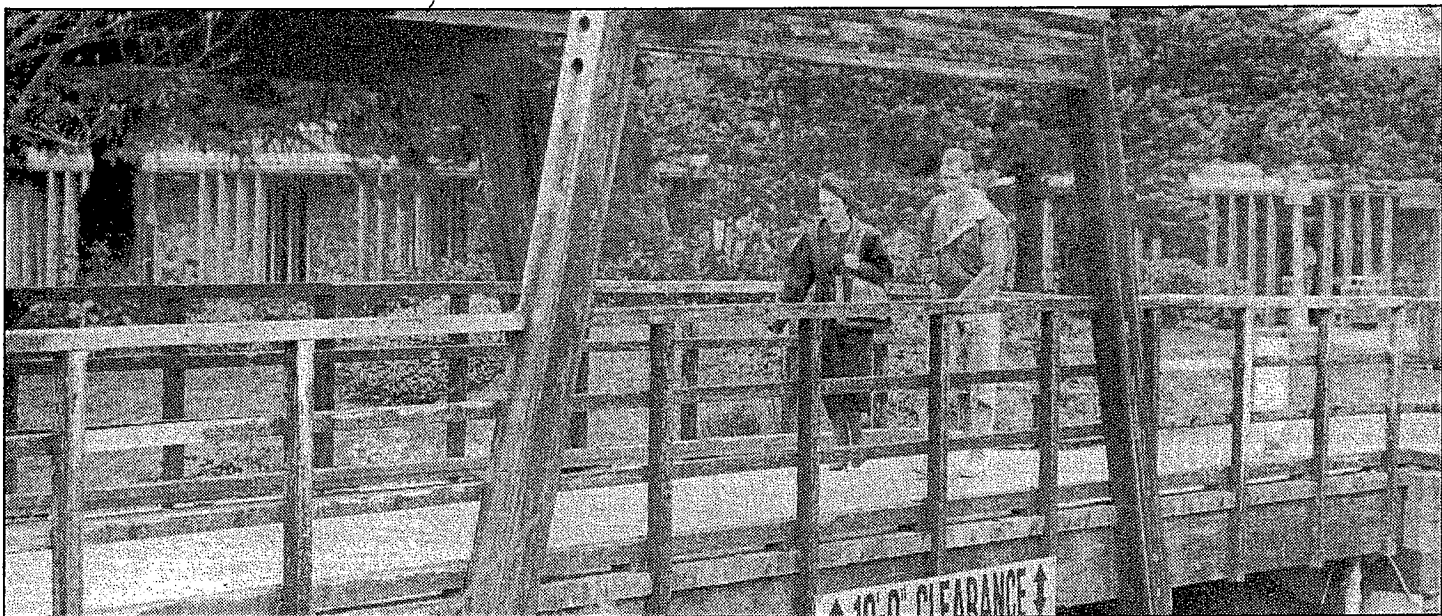
For beginners. Offered only in a self-paced, individualized format utilizing videotapes and self-paced textbook. Topics include definition of terms and description of office procedures commonly used in business settings. Students will complete several exercises using current word processing software on microcomputers. Knowledge of keyboard recommended.

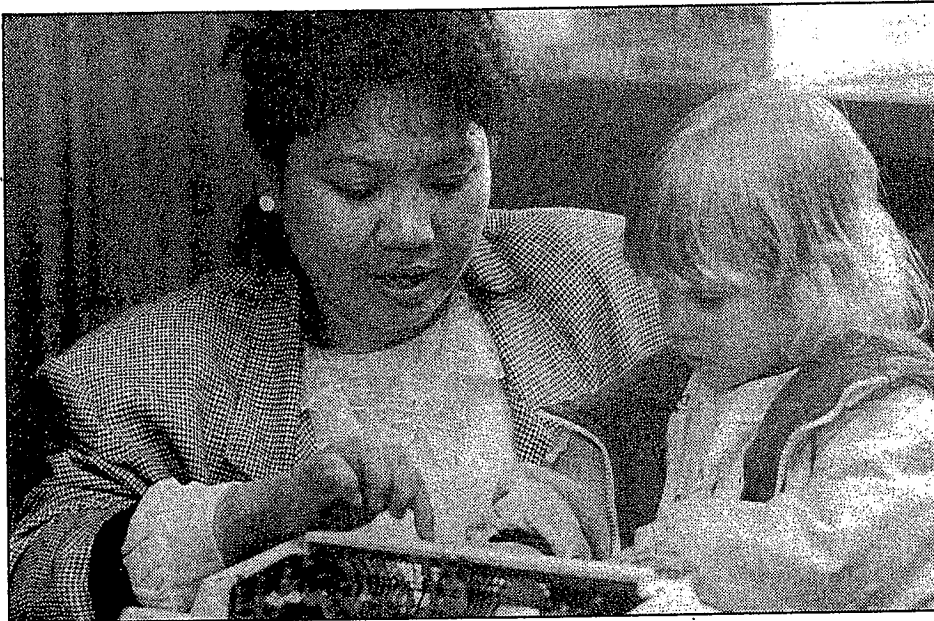
BUSPC 130

**Accounting on PCs (3)**

Introduction to automated bookkeeping methods using microcomputers. Students will work through the accounting cycle using a case study on the college's microcomputers.

Prerequisite: ACCNT 201 or equivalent.





## SMALL BUSINESS MANAGEMENT

BUS 143

### Small Business Management (3)

Broad overview of the needs of small business managers. Covers 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.

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. Also covers: pitfalls, 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 the principles behind procedures. The amount of capital involved, the custom duties charged, the use of brokers and the establishment of overseas contracts will be discussed.

OFFCE 92

### Typing: Speed and Accuracy Development (2)

Designed for students who already know the keyboard without looking and are interested in improving speed and accuracy. Students complete self-diagnostic tests on their typing skills and then take corrective steps to improve accuracy and/or speed.

OFFCE 103

### Typing I (5)

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

Prerequisite: ENGL 90 and MATH 86 levels recommended.

OFFCE 104

### Typing II (5)

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

Prerequisite: OFFCE 103 or equivalent.

OFFCE 115

### Business Machines (3)

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

Prerequisite: BUS 110

OFFCE 116

### Records and Database Management (3)

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

OFFCE 117

### Machine Transcription (3)

Transcribing mailable business-related correspondence from prepared materials.

Prerequisite: OFFCE 104 and OFFCE 112 and ENGL 104.

## SECRETARIAL OFFICE SKILLS

(See Office Occupations Programs)

(See page 50 for program requirements.)

## SERVICE REPRESENTATIVE

(See Office Occupations Programs, Office Operations)

(See page 51 for program requirements.)



## 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 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 (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)

An introduction to the study of individual behavior as a function of social stimuli. Focuses on cognition and perception, attitude formation and change, attribution, attraction, and aggression.

Prerequisite: SOC 110 or PSYCH 100.

SOC 253

### Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Same course as ED 200.)

SOC 262

### Race Relations (5)

The problems of race relations facing the American people. Primarily focuses on racial and ethnic minorities.

SOC 270

### Social Problems (5)

A macro-sociological approach to the study of social problems with special emphasis on the effects of institutional change in the economic, educational, family, political, religious, and other systems of contemporary human societies.

SOC 271

### Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110 or PSYCH 100.

SOC 299

### Individual Study (1-5)

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

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

## SPANISH

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

Credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with the 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. Grammar drills are presented through computer generated exercises. 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 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 contemporary issues.

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

### Directed Readings in Spanish (1-5)

Readings in Spanish and Latin-American literature. Topics will be selected by students, with instructor's approval. Variable credit.

Prerequisite: SPAN 203 or equivalent class.



## 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.

### SPCH 101 Public Speech Communication (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 151 Employment Interview Skills (2)

Prepares student for an employment interview. Learn how to assess marketable skills and work experience, develop an effective resume, write a cover letter, prepare for an interview, and communicate successfully during and after the interview. Learning activities include a practice job interview with videotape critique. Not intended for students having completed Speech 150.

### 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 for research papers and class assignments. Includes laboratory assignments.

### STDSK 98 Essential Study Skills (3)

Course offers skills building in time management, study organization test preparation, textbook mastery and notetaking for students enrolled in 90 level English, Reading, or Math courses. A special component for ESL students is included.

### STDSK 110 College Skills (3)

Development of techniques for effective study in college. Covers 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.

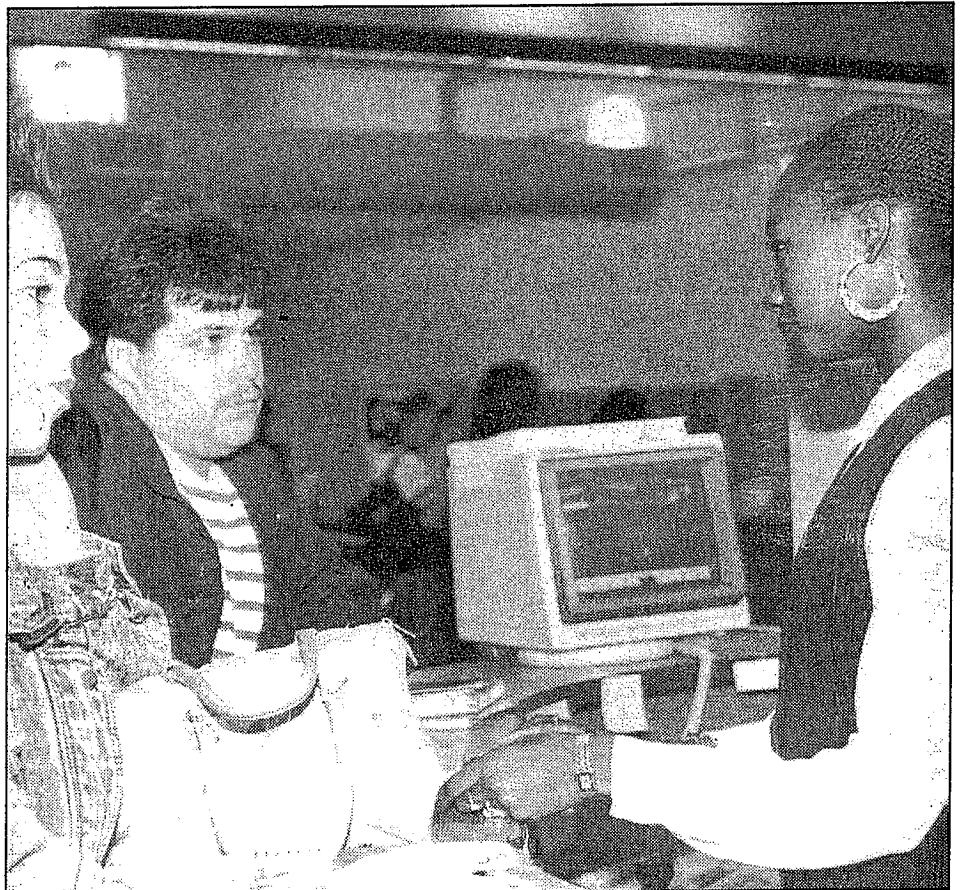
## SUPERVISION AND MANAGEMENT

### 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)**

Examines techniques of managing more effectively to increase employee productivity and job satisfaction. Reviews current behavioral science and management methods designed to improve individual effectiveness, interpersonal relationships, work-group functions and organizational quality awareness.

**SMG 261**  
**Leadership Dynamics (3)**

A study of techniques, skills, and qualities of managers who lead subordinates to higher levels of morale, self-esteem, productivity and quality performance. Examines how these leaders create a work environment in which employee motivation is high and a spirit of teamwork prevail.

**SMG 264**  
**Motivation and Productivity (3)**

A study of human relation skills necessary for managers who want to help employees unlock internal forces of motivation, satisfy personal growth needs, increase productivity and achieve organizational goals. Explores ways to develop greater self awareness, improve interpersonal communications, and understand attitudes and values affecting human behavior.

**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 275**  
**Supervising Cultural Diversity (3)**

A study of why and how all supervisors must learn to appreciate, respect, and benefit from the diversity of colors, languages, cultures, traditions, and values in the American society and workplace. The course examines numerous supervisory issues involved in making a diverse workforce a more productive one.

**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 OFFCE 103, 104)

**Word Processing**

(See Office Occupations)

---

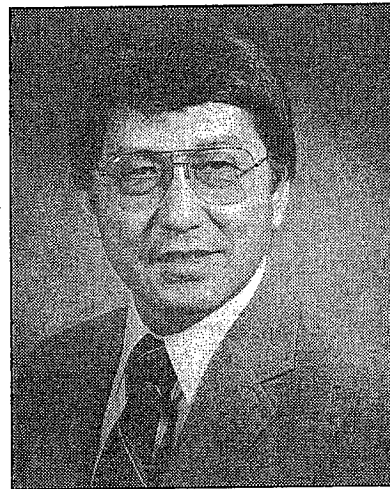
# Board, Administration and Faculty

---

## Board of Trustees Community College District 22



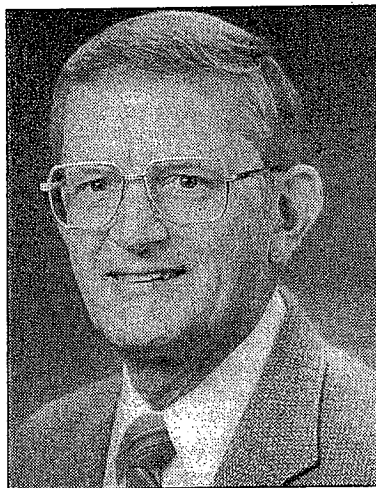
**Anne Wade**  
(chairman)



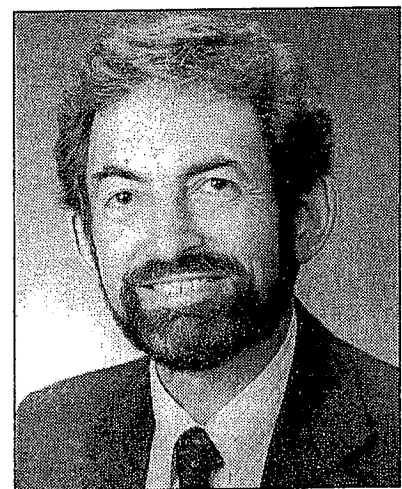
**Dr. Robert Yamashita**  
(vice-chairman)



**Karyn Clarke**



**Robert Hunt, Jr.**



**Dennis Seinfeld**

## College Administrative Staff

<b>President</b> .....	<b>Dr. Raymond J. Needham</b>
<b>Vice President--Academic Affairs</b> .....	
Dean of Occupational and Continuing Education.....	Dr. Walter Nolte
Director of Gig Harbor Center.....	Norma Burbridge
Director of Continuing Professional and Lifelong Learning.....	Edith Capen
Director of Education, Washington Corrections Center for Women .....	Dr. Yoswa Gwalamubisi
Director of Downtown Center and Institute for Business and Industry.....	
<b>Associate Dean, Division of Allied Health and Physical Education</b> .....	Shirley Harris-Lee
Coordinator of Continuing Education for Health Professions.....	Janne Hutchins
<b>Associate Dean, Division of Mathematics and Science</b> .....	Ivonna I. McCabe
<b>Associate Dean, Humanities Division</b> .....	Dr. Gael Tower
<b>Director of Developmental Education</b> .....	Richard Spangler
<b>Chairman, Division of Social and Behavioral Sciences</b> .....	William S. Packard
<b>Chairman, Business Division</b> .....	Dr. Walter Nolte
<b>Dean of Student Services</b> .....	Dr. Priscilla J. Bell
Associate Dean of Student Services.....	Thomas Keegan
Director of Counseling.....	Elizabeth Bennedsen
Director of Special Projects .....	Brian Ebersole
Director of Advising and Career Services.....	Susan Mitchell
Director of Athletics.....	Phyllis Templin
Director of Multicultural Student Services .....	Carolyn Vaughn Young
Program Manager, Veterans Affairs.....	Frank Brown
Program Manager, Financial Aid .....	Noel Helegda
Program Manager, Registration .....	Lorene Miller
Admissions .....	Julie Rudsit
<b>Vice President--Administrative Services</b> .....	Donald R. Gangnes
Director of Financial Services .....	Wayne Brunton
Director of Human Resources and Affirmative Action .....	Darvi L. Carter
Director of Central Services .....	Elwood W. Hazelton
Director of Facilities and Grounds.....	
<b>Director of Information Systems</b> .....	Gary E. Sigmen
<b>Director of Information and Publications</b> .....	Daniel E. Small
<b>Assistant to the President, College Development</b> .....	Dr. Lilly Warnick

## Department Chairmen

<b>Art</b> .....	Richard Rhea	<b>Music</b> .....	Harry Davidson
<b>Behavioral Sciences</b> .....	Gerald Shulenbarger	<b>Physical Education</b> .....	Stephen Brown
<b>Business/Economics</b> .....	Leonard Heritage	<b>Physical Sciences</b> .....	Dr. Jack Hyde
<b>English</b> .....	Richard Lewis	<b>Social Sciences</b> .....	Dr. Tom McLaughlin
<b>Life Sciences</b> .....	Mel Urschel	<b>Library/Media</b> .....	Morris Skagen
<b>Mathematics</b> .....	Ed Zimmerman		

## Faculty and Administrative Staff

**LINDA (KEMMIE) AASHEIM**  
 Director of Assessment/Special  
 Education Programs  
 B.S., University of Montana; M.A.,  
 Pacific Lutheran University.

**RICHARD S. AIKEN**  
 Librarian  
 B.Ed., University of Nebraska;  
 M.L.S., University of Washington.

**STEFANIE ALLEN**  
 Reading/Study Skills  
 B.A., University of California, Irvine;  
 M.A., University of South Carolina.

**CYNTHIA ALSTON**  
 Nursing  
 B.S.N., Loma Linda University;  
 M.S.N., University of Portland.

**WILLIAM G. ANDERSON**  
 Psychology  
 B.S., M.Ed., University of Idaho.

**DR. PRISCILLA J. BELL**  
 Dean for Student Services  
 B.A., Texas Tech University; M.S.,  
 California State University at Los  
 Angeles; Ph.D., University of Texas--  
 Austin.

**ELIZABETH (BONNIE)  
 BENNEDSEN**  
 Director of Counseling  
 B.S., Washington State University;  
 M.A., Michigan State University.

**INGRID BENTZEN, R.R.A**  
 Medical Records Technology  
 B.A., University of Puget Sound;  
 M.Ed., University of Washington.

**MARLENE BOSANKO**  
 English  
 A.A., Diablo Community College,  
 California; B.A., M.A., San Jose State  
 University.

**ADRIENE BRECKENRIDGE**  
 Multi-cultural Counselor/New  
 Beginnings Coordinator  
 B.A., University of Washington.

**FRANK BROWN**  
 Director of Veterans Affairs  
 B.A., St. Martin's College.

**KATHERINE BROWN**  
 Career Counselor  
 B.A., Gonzaga University; M.A., Pa-  
 cific Lutheran University.

**STEPHEN BROWN**  
 Physical Education  
 B.A., M.Ed., Gonzaga University.

**WAYNE BRUNTON**  
 Director of Financial Services  
 B.S., Oregon State University;  
 M.B.A., Middle Tennessee State Uni-  
 versity.

**NORMA BURBRIDGE**  
 Director of Gig Harbor/  
 Peninsula Center  
 B.A., Western Washington Univer-  
 sity; M.Ed., University of Puget  
 Sound.

**SUZANNE M. BUTSCHUN**  
 Mathematics  
 B.S., University of Puget Sound;  
 M.S., Oregon State University,  
 M.B.A., University of Puget Sound.

**EDITH B. CAPEN**  
 Director for Continuing  
 Professional Education  
 and Lifelong Education  
 B.A., University of the State of New  
 York; M.Ed., University of Puget  
 Sound.

**JAMES CARROLL**  
 Program Coordinator, Human  
 Services Program  
 B.A., Eastern Washington Univer-  
 sity; M.A., Gonzaga University.

**DARVIL L. CARTER**  
 Director of Human  
 Resources/Affirmative Action  
 B.S., Southern Illinois University at  
 Carbondale.

**KAREN CLARK**  
 Mathematics  
 A.A., Yakima Valley Community  
 College; B.A.Ed., Central Washing-  
 ton University; M.S., Western Wash-  
 ington University.

**PAUL B. CLEE**  
 English  
 B.A., Whitman College; M. A., Uni-  
 versity of Oregon; M. A., Central  
 Washington State College.

**CHARLES F. CLINE**  
 Drama, Speech  
 B.A., M.A., Washington State Uni-  
 versity; University of Puget Sound.

**JOHN COATES**  
 Dog Obedience and Kennel  
 Management Instructor/Coordi-  
 nator, Washington Corrections  
 Center for Women

**RUTH COATES**  
 Human Service Worker  
 B.A., M.A., Antioch University.

**DR. W. JAMES CRAWFORD**  
 Chemistry, Engineering,  
 Geology, Oceanography  
 B.A.Sc.Geol. E., University of British  
 Columbia; M.S., Ph.D., University of  
 Washington.

**HARRY L. DAVIDSON, JR.**

**Instrumental Music**

B.A., Case Western Reserve University; M.M., Pacific Lutheran University.

**NORMA DeGRANDIS**

**Office Occupations Instructor/Coordinator--Washington Corrections Center for Women**

B.S., M.S., University of Southern California, Los Angeles

**FRANK DIPPOLITO**

**Art**

B.F.A., Chicago Art Institute; M.F.A., University of Puget Sound.

**ROYAL W. DOMINGO, R.T.**

**Radiologic Technology**

Providence Hospital-Seattle University; University of Washington; California State University at Long Beach.

**DR. LINDA E. DUCHIN**

**Anthropology**

B.A., Ph.D., University of Washington.

**BRIAN EBERSOLE**

**Director of Special Projects**

B.A., University of Tennessee; M.Ed., University of Connecticut.

**MARIO A. FAYE**

**Spanish**

B.A., Columbia Union College; M.A., Andrews University.

**ANNIE FERNAN**

**Academic/Vocational Counselor, Washington Corrections Center for Women**

A.S., Texarkana Community College; B.S., M.Ed., Colorado State University.

**LINDA FORD**

**English**

B.A., M.A., Western Washington University.

**DON FOSTER**

**Accounting/Data Processing**

B.B.A., B.A.A.S., Southwest Texas State University.

**MICHIKO FREEMAN**

**Business**

B.A., M.Ed., M.B.A., University of Puget Sound.

**DONALD R. GANGNES**

**Vice President-Administrative Services**

B.A., Western Washington State College; M.S., University of Pennsylvania.

**FRANK E. GARRATT**

**English**

B.A., M.Ed., University of Illinois.

**KENNETH L. GENTILI**

**Coordinator of Engineering Program, Physics**

B.S., University of Puget Sound; M.S., University of Idaho; B.S.M.E., University of Washington.

**JOHN J. GEUBTNER**

**Business, Management**

B.A., McKendree College; M.A., Webster University.

**PHILIP L. GRIFFIN**

**Counselor**

B.A., University of Montana; M.S., California State University at Los Angeles; M.A., Pacific Lutheran University.

**JANET A. GRIMES**

**Librarian**

B.A., University of Puget Sound; M.A., Ohio University; M.L.S., University of Washington.

**DR. YOSWA GWALAMUBISI**

**Director of Education--Washington Corrections Center for Women**

Dip.Th., Solusi College; B.A., M.Ed., Walla Walla College; Ed.D., Washington State University.

**SHIRLEY HARRIS-LEE**

**Associate Dean, Allied Health and Physical Education**

B.S.N., M.N., University of Washington.

**ELWOOD W. HAZELTON**

**Director of Central Services**

**JOHANNES HEDRICH**

**Survival Skills and Resource Center Coordinator--Washington Corrections Center for Women**

B.A., Loma Linda University; M.A., California State University at Long Beach.

**NOEL HELEGDA**

**Director of Financial Aid**

B.A., Eastern Washington University.

**LEONARD HERITAGE**

**Business Law/Business Management**

B.A., M.B.A., University of Puget Sound; J.D., University of Puget Sound Law School, C.P.A., State of Washington.

**DR. YUN-YI HO**

**History**

B.A., National Taiwan University; M.A., Ph.D., University of Minnesota.

**GEORGE E. HUFFMAN**

**Business, History**

B.A., University of Washington; M.A., Western Washington State University; C.P.A., State of Washington.

**SUE HABECK**

**Biology**

B.A., Stanford University; M.A., University of Colorado.

**ANNE HAFFER**

**Mathematics**

B.A., Smith College; M.S., University of Washington.



**CAROLE HEYMAN****Nursing**

B.S., M.S., University of Colorado.

**JANNE HUTCHINS****Coordinator of Allied Health Continuing Education**

B.A., California State University, Chico; M.P.A., John F. Kennedy, Harvard University.

**DR. JACK H. HYDE****Earth Science**

A.A., Everett Junior College; B.S., M.S., Ph.D., University of Washington; Limited Masters License, U.S.C.G.

**DR. PAUL E. JACOBSON****Chemistry**

B.S., University of Illinois; Ph.D., Northwestern University.

**THOMAS A. KEEGAN****Associate Dean for Student Services**

B.A., University of Puget Sound; M.Ed., Western Washington University.

**TIMOTHY R. KEELY****Economics, Business**

B.A., St. Martin's College; M.B.A., University of Washington.

**RAYMOND KENDALL****Coordinator, Computer Field Technology Program****DEBBIE KINERK****English**

B.A., M.A.T., University of Washington.

**JOHN KINERK****Philosophy**

B.A., University of Washington, M.A., Seattle University.

**PAMELA LEE****Clinical Coordinator Radiology Technology**

A.A.S., Tacoma Community College; B.Ed., Weber State College.

**KEITH LEWIS****Counselor**

A.A., Chaffey Community College; B.A., Walla Walla College; M.A., Pacific Lutheran University.

**DR. RICHARD G. LEWIS****English**

B.A., B.Ed., M.A., University of Puget Sound; Ph.D., University of Oregon.

**VIRGINIA LIEBERGESELL****Coordinator/Instructor, DIAL Center**

B.A., Mills College; M.Ed., Harvard.

**MARY LUDWIG****DIAL Center**

B.A., University of Washington.

**LEONARD LUKIN****English**

B.A., M.A., University of Puget Sound.

**MARILYN MAHONEY****Coordinator, Computer Assisted Learning**

B.A., University of Washington.

**HARLAND F. MALYON****History**

B.A., Pacific Lutheran University; M.A., University of Washington.

**DARLENE MATTSON****Grooming and Kennel Management Instructor/Supervisor, Washington Corrections Center for Women****IVONNA I. McCABE****Associate Dean, Mathematics and Science**

B.S., M.S., University of Puget Sound.

**JOANNE H. McCARTHY****English**

B.A., University of Montana; M.A., University of Puget Sound.

**JEROME M. McCOURT****English**

A.B., Georgetown University; M.A., University of Washington.

**DR. GEORGIA S. McDADE****English, Literature**

B.A., Southern University; M.A., Atlanta University; Ph.D., University of Washington.

**DR. TOM L. McLAUGHLIN****History, Political Science**

A.A., Sacramento Junior College; B.A., Pacific Lutheran University; M.A., University of Washington; Ph.D., Washington State University.

**KATHRYN F. MEUWLY****Associate Degree Nursing Program**

Diploma, Sacred Heart School of Nursing; B.S., M.Ed., Gonzaga University.

**JOHN MILLER****Nursing**

A.D.N., Yakima Valley Community College; B.S.N., University of San Francisco; M.N., University of Washington.

**MARION MILLER, R.R.A.****Medical Records Technology Program**

B.A., Carroll College; M.B.A., University of Nevada at Las Vegas.

**SUSAN MITCHELL****Director, Advising and Career Services**

B.A., M.A., Washington State University; M.P.A., Pacific Lutheran University.

**DONALD O. MOSEID****Political Science**

B.A., University of Puget Sound; M.Ed., Oregon State University.

**DR. KAREN MUNSON****Certified Professional Secretary, Coordinator, Professional Office Skills Programs**

B.S., M.S., Montana State University; Ed.D., Walden University.

**STEPHEN MURPHY**  
Emergency Medical Services

**DIANE NASON**

**Counselor**

B.A., Barat College; M.S., University of Wisconsin.

**DR. RAYMOND J. NEEDHAM**

**President**

B.S., M.Ed., Washington State University; Ph.D., Colorado State University.

**DR. WALTER H. NOLTE**

**Dean of Occupational and Continuing Education**

A.A., Tacoma Community College; B.A., M.A., University of Puget Sound; Ph.D., University of Texas.

**JANET O'BRYAN**

**Computer Services Center Coordinator**

A.S., Pierce College; B.S., University of the State of New York.

**GWENDOLYN OVERLAND**

**Music, Theatre**

B.M., M.M., Southern Illinois University-Edwardsville; M.F.A., University of California-Irvine; P.H.C., University of California, Los Angeles.

**WILLIAM S. PACKARD**

**Division Chair, Social and Behavioral Sciences**

B.A., M.A., University of Washington.

**AURA PERNELL**

**Assistant Coordinator/Instructor, Learning Center, Washington Corrections Center for Women**

B.A., University of Panama.

**SANDRA PLANN**

**Director of English as a Second Language Program**

B.A., Whittier College; M.A., University of California, Los Angeles.

**DR. DALE E. POTTER**

**Chemistry**

B.S., Florida Southern College; Ph.D., University of Arizona.

**DR. JOAN REILLY**

**Associate Degree Nursing Program**

B.S.N., Washington State University; M.S.N., St. Louis University; Ed.D., Seattle University.

**RICHARD C. RHEA**

**Art**

B.A., Pacific Lutheran University; M.F.A., University of Washington.

**HELEN SABLAN**

**Learning Center Coordinator-- Washington Corrections Center for Women**

B.S., Winthrop College; M.Ed., Boston University.

**PEGGY SARGEANT**

**Vocational Counselor**

B.A., Wittenberg College; M.A., Pacific Lutheran University (2).

**GERALD R. SHULENBARGER**

**Psychology**

A.A.S., Yakima Valley College; B.A., M.Ed., Central Washington University.

**GARY E. SIGMEN**

**Director of Information Systems**

B.A., University of Washington; M.A., Washington State University.

**MORRIS W. SKAGEN**

**Librarian**

B.A., M.B.A., M.L.S., University of Washington.

**DANIEL E. SMALL**

**Director of Information and Publications**

B.A., Washington State University; M.A., University of Nevada--Reno.

**MICHAEL SMITH, REMT-P**

**Director, Emergency Medical Services**

**RICHARD SPANGLER**

**Mathematics**

B.A.Ed., M.Ed., Seattle Pacific University; M.A.T., Reed College.

**REBECCA STERNAL**

**Assessment/Special Programs Coordinator**

B.A., Augsburg College; M.Ed., Phillips University.

**CHARLES B. SUMMERS**

**Speech Communication**

A.A., Skagit Valley Community College; B.A., Western Washington State University; M.A., University of Illinois.

**DR. RUTH ANN SUMMERS**

**Biology**

B.S., University of Puget Sound; Ph.D. University of Washington.

**DR. ANN SHEA SUNDGREN**

**Sociology**

B.A., M.A., Ph.D., University of Washington.

**JO ELLEN SUTTON**

**Title III Coordinator, Development Office**

B.A., M.A., College of William and Mary.

**OPHELIA TAYLOR-WALKER**

**TCC/TESC Bridge Program Coordinator**

B.S., Florida A & M University; M.S., University of Iowa.

**ANNE TEIGEN**

**Reading/Study Skills**

B.A., M.Ed., Central Washington University.

**PHYLLIS M. TEMPLIN**

**Athletic Director, Physical Education**

B.A., Pacific Lutheran University; M.Ed., Oregon State University.

**ROBERT F. THADEN**  
**English, Business, Critical Thinking**

B.E., Gonzaga University; M.Ed., University of Puget Sound.

**DR. GAEL TOWER**  
**Associate Dean, Humanities**

B.A., M.A., University of Washington; Ph.D., University of Arizona.

**MICHAEL TOWEY**  
**Human Service Worker**

B.A., Seattle University; M.A., Trinity College, Dublin; M.P.A., The Evergreen State College.

**F. M. URSCHER, JR.**  
**Biology**

B.S., M.S., Colorado State University.

**DEAN VAN WOERKOM**  
**Data Processing**

B.S., Portland State University.

**DR. RICHARD P. WAKEFIELD**  
**English**

A.A., Fullerton Community College; B.A., M.A., Ph.D., University of Washington.

**DR. LILLY WARNICK**  
**Assistant to the President,  
College Development**

B.A., M.A., University of Puget Sound. Ph.D., The Union Institute.

**GAIL WATTERS**  
**English as a Second Language**

B.A., Northern Illinois University; M.A., Southern Illinois University at Carbondale.

**NORMAN WEBSTAD**  
**Physical Education**

B.A., Central Washington University; M.A., Western Washington University.

**FRANK A. WEIHS**  
**English**

B.A., Portland State University; M.A., University of Washington.

**LUANA WELCH**  
**Title III Activity Director**

B.A., University of Washington.

**DOUGLAS WHITTAKER**  
**Coordinator of Planning, Management and Evaluations**

A.A., Eastern Arizona College; B.A., M.S., California State University, Fresno.

**JOAN E. WILSON**  
**Director, Associate Degree Nursing Program**

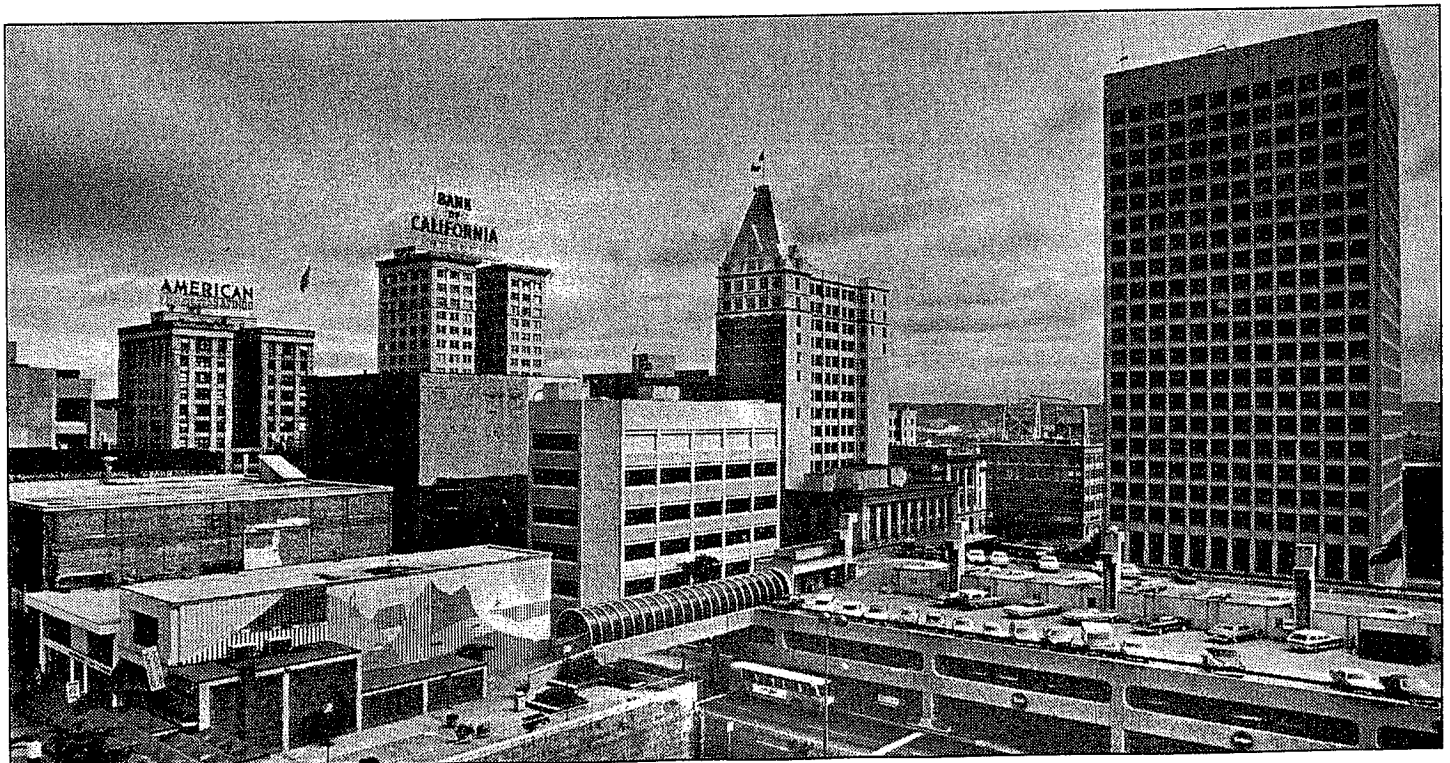
Diploma, Jersey City Medical Center; B.S.N., M.S.N., Ohio State University.

**CAROLYN VAUGHN YOUNG**  
**Multi-cultural Student Services Coordinator**

A.A., Pierce College; B.A., The Evergreen State College.

**EDWARD A. ZIMMERMAN**  
**Mathematics**

A.A., Clark College; B.S., University of Washington; M.S., University of Idaho.



## Faculty Emeriti

ROBERT C. ADAMS.....	Antropology	LUTHER T. JANSEN.....	Sociology
DOREEN AMOROSO.....	Library Science former Associate Dean	MONTE B. JONES.....	English
ERNEST R. ANDERSON.....	AV Librarian	JAMES G. KAUTZ.....	Former Director of Facilities and Grounds
ROBERT S. ARPKE.....	English	JOSEPH H. KOSAI.....	High School Completion/ GED/Tutorial Services
DIANE M. BASHAM.....	Human Services	DR. ROBERT C. LATHROP.....	Counselor
DORIS BENNETT.....	English	DR. RONALD E. MAGDEN....	History, Media Systems
LLOYD BERNTSON.....	English, Literature; former Division Chairman	EDWARD L. MCNEAL.....	Chemistry
JOSEPH A. BETZ.....	Mathematics	PAUL S. MICHAELS.....	Art
C. KEITH BRIGHTWELL ...	Administration of Justice	MURRAY C. MORGAN.....	Northwest History
CARL R. BROWN.....	Former Dean of Support Services	WILLIAM M. MUSE.....	Biology
TANYA BRUNKE.....	Former Assistant Dean for Continuing Education, Evening and Summer Programs	EUGENE B. NELSON.....	Music
JAMES A. CALL.....	Former Business Manager	CARLETON M. OPGAARD.....	Former President
RUSSELL E. CLARK.....	Physics	MARY PALO.....	Counseling
J. ALLAN CLARKE.....	Music; Former Associate Dean	EDWIN R. PATTERSON.....	Counselor
CLARA M. COX-SHERRON.....	Counseling	LOYD R. PERCY.....	Mathematics
DR. W. JAMES CRAWFORD.....	Chemistry, Engineering, Geology, Oceanography	RICHARD A. PERKINS.....	Biology
EDWARD DANISZEWSKI.....	Business, Accounting	ROGENE S. RAGSDALE....	Student Health Counselor
RICHARD J. DEYOE.....	Counseling	DR. ROBERT R. RHULE.....	English, Literature; former Dean of Instruction
ROBERT H. DEZELL.....	Music	HELEN S. ROTH.....	Nursing
DEVON E. EDRINGTON.....	Philosophy	HENRY J. SCHAFER.....	Mathematics
ROLLAND EVANS.....	Business and Accounting	B. HOWARD SHULL.....	Speech
DR. RICHARD C. FALK.....	Sociology	CAROLYN A. SIMONSON.....	Humanities; former Division Chairman
EDWARD S. FISHER.....	Physical Education	CAROLE H. STEADMAN.....	Reading/Study Skills
SHELDON M. GILMAN.....	Political Science	LORRAINE STEPHAN.....	Business Administration
RICHARD W. GIROUX.....	Behavioral Sciences	MORRIS SUMMERS.....	Drama
ELIJAH H. HANKERSON.....	History	ROBERT F. THORNBURG.....	History; former Associate Dean
JOHN R. HEINRICK.....	Physical Education	DONALD E. TRACEY.....	Art
SAM L. HERITAGE.....	Accounting	DR. JOHN H. TUTTLE.....	French, English
VERNON L. HESS.....	English	DAVID R. WHISNER.....	Music
DONALD A. HIATT.....	Speech	FRANK E. WITT.....	Biology, Botany, Horticulture
WARREN K. JAECH.....	Mathematics	WILLIAM P. WITTENFELD.....	Mathematics
HAROLD JAKEMAN.....	Mathematics	RUTH ZELENAK.....	Nursing

# 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 Curriculae):** 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.

**Division:** An area within the college which is devoted to a group of related subjects e.g., Business, Humanities, Allied Health, etc.

**Drop:** See Withdraw.

**Elective:** A course which is not required for a particular program.

**General Educational Development (GED):** A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

**Grade Point:** A numerical value assigned to a grade, as follows: each credit hour of A equals 4 points; B, 3 points; C, 2 points; D, 1 point; E and other grades, 0 points.

**Grade-Point Average (GPA):** The numerical average obtained by dividing total grade points earned by total credit hours attempted in a quarter. A cumulative grade-point average is obtained by dividing the total grade points on a student's record by the total hours he or she has attempted.

**Honors/High 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 an Associate degree.

**Incomplete:** An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they remain on the student's permanent record.

**Major:** The subject or field of study to which the student devotes concentrated attention.

**Non-Resident Student:** See Resident Student.

**Pre-Professional:** A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

**Prerequisite:** A course which must be taken before a student is allowed to take another course. For example: MATH 105 is a prerequisite for MATH 157.

**Probation:** A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

**Quarter:** A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarter.

**Quarter Hour:** See Credit/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.

## 1991-93 Catalog Credits:

Project Coordinator: Dan Small  
Editors: Dan Small, Donna Odom  
Cover Illustration  
and Design: Joseph Nendza  
Photography:  
Gayle Rieber, Christopher Stancich,  
Ellen Dailey

Printed June 1991, Consolidated  
Press, Seattle, WA.

---

# Index

---

## A

Academic Calendar .....	Inside Front Cover
Academic Probation and Academic Suspension .....	22-23
Academic Review Policy .....	22
Accounting Courses .....	57-58
Accreditation .....	3
Administration of Justice Program .....	39-40, 58
Administrative Officers .....	107
Admissions .....	9
Admission of International Students .....	9
Admissions Application .....	119
Admissions Procedures .....	9
Admitting Clerk Program .....	45
Adult Basic Education .....	7, 59
Advanced Placement Examinations and Credit .....	20
Advising Center .....	18
Advising Procedures .....	18
Aerospace Studies Courses .....	59
Affirmative Action Policy .....	25
AIDS Policy .....	25
Allied Health Core Programs(see Health Technology) .....	45
American Management Association Ext. Institute .....	59
Anthropology Courses .....	59
Appeal Procedures .....	15, 23
Application Procedures .....	9
Army ROTC Courses .....	59
Art Courses .....	60-64
Assessment .....	17
Associate Degree Distribution Requirements .....	27-31
Associate Degree Nursing .....	49, 90-91
Associate in Arts and Science Degree .....	27-28
Option A .....	27-28
Option B .....	28
Associate in General Studies Degree .....	30-31
Associate in Technical Arts Degree .....	29-30
Astronomy .....	64
Athletics .....	37

Audits, Course .....	20
Automated Accounting Applications .....	38-39
Awards, Scholastic and Graduation .....	31-32

## B

Biology Courses .....	64-65
Bookkeeping Program .....	39
Bookstore .....	35
Botany .....	65
Bridge Program .....	8
Buckley Amendment .....	24
Business Administration and Management .....	40-41
Business Courses .....	66
Business Personal Computers .....	66-67

## C

Campus Parking .....	35
Career Development Instruction .....	8, 68
Career Center .....	18
Certificate in General Studies .....	31
Certificates in Management .....	41, 55
Challenging a Course .....	20
Change of Grade .....	21-22
Change of Student Program .....	19
Cheating and Plagiarism .....	25
Chemistry Courses .....	68-69
Child Care Center .....	34-35
Class Schedule .....	11
Clubs and Organizations .....	37
College Bookstore .....	35
College Level Examination Program (CLEP) .....	20
College Mission Statement .....	3
College Mission and Goals .....	3
Commencement .....	32
Communication Skills .....	69
Computer Field Technology .....	43



Computer Information Management Systems.....	42
Computer Science Courses.....	69
Computer Training.....	42
Computerized Accounting.....	38-39
Concurrent Registration with Other Institutions..	10-11
Confidential Records (Buckley Amendment).....	24
Continuing Education .....	7, 69
Correctional Officer Training.....	39-40, 58
Counseling Center .....	18
Course Audits .....	20
Course Descriptions.....	56-105
Course Repeats .....	20
Credits, Credit Hours, and Credit Load.....	19

**D**

Data Processing .....	69-71
Deficiency, Academic.....	22
Definitions.....	19, 114
Degrees and Requirements.....	26-32
Degrees, Application for Associate .....	27
Developmental Education.....	6
DIAL Center.....	33
Disabled Student Services .....	34
Distribution Requirements .....	27-31
Downtown College Center.....	4
Drama Courses .....	71
Drop In Assistance Learning (DIAL) Center .....	33
Drug/Substance Abuse Policy .....	25

**E**

Economics Courses .....	72
Education Course.....	72
Educational Paraprofessional.....	43, 72
Educational Planning.....	17-18
Electives .....	28-31
Electricity Courses .....	72
Emergency Medical Care Program.....	44, 73
Employment, Student.....	13
Engineering Courses .....	73-74
English as a Second Language Course.....	77
English Composition.....	74-75
English Literature Courses.....	76

Environmental Science .....	78
-----------------------------	----

**F**

Faculty Emeriti .....	113
Faculty Members .....	108-112
Fees, Special and Other Costs.....	11
Financial Aid .....	2, 13-16
Academic Progress Requirements .....	14
Application Procedures .....	14
Eligibility .....	13
Probation/Suspension.....	15
Repayment of Award .....	16
Fire Command Administration .....	45, 78
Food Services.....	35
French Courses .....	78
Full-Time Student, definition of.....	19

**G**

General Education Development (GED) Courses ....	8, 78
Geography Courses .....	78
Geology Courses .....	78-79
Gig Harbor/Peninsula College Center .....	4
Government, Student.....	36
Grades and Grade Point .....	21-22
Grades, Change of.....	21-22
Graduation .....	32
Grants.....	13, 16

**H**

Handbook, Student .....	35
Health Professional Continuing Education.....	8
Health Records/Admitting Clerk.....	45
Health Technology Courses.....	45, 79-80
High School Completion .....	6, 80-81
History Courses.....	81-82
History of the College.....	3
Home and Family Life Education Courses.....	82
Honors, Scholastic.....	31-32
Horticulture (see Botany) .....	67

Housing Information.....35  
 How to earn credits ..... 19  
 Human Relations .....8, 83  
 Human Service Program ..... 46-47, 83-84  
 Humanities Courses..... 84-85

**I**

Incomplete Grade .....21  
 Individual Education Program (IEP) Courses.....85  
 Information Directory ..... 120  
 Institute for Business and Industry.....8  
 Intercollegiate Athletics.....37  
 International Business.....85  
 International Student Admissions.....9  
 International Student Services .....34  
 Intramural Activities .....37

**J**

Japanese Courses .....85  
 Journalism Courses .....85

**L**

Library Services ..... 33-34  
 Library Science.....86  
 Lifelong Education .....7  
 Listening and Language Lab (see Media Services).....34  
 Loans..... 13-14  
 LPN Articulation Program .....50

**M**

Management, Certificates in .....41, 55  
 Map (Campus) ..... Inside Back Cover  
 Mathematics Courses..... 86-87  
 Mathematics Lab.....33  
 Media Courses .....87  
 Media Services.....34  
 Medical Records Technology.....47, 88  
 Medical Secretary Program .....48

Medical Transcriptionist Program .....48-49  
 Multicultural Student Services ..... 34  
 Multiple Degrees .....27  
 Music Courses .....89

**N**

Newspaper, Student.....37  
 Non-Credit Classes-Lifelong Education.....7  
 Non-Resident Student (see Residence Classification) . 10  
 Nursing Assistant Program..... 50, 90  
 Nursing, Associate Degree.....49, 90-91  
 Nursing Continuing Education ..... 91  
 Nursing, Vocational .....50

**O**

Occupational Certificate Programs.....29-30  
 Occupational Programs, Curricula .....38-55  
 Occupational Training List.....5-6  
 Oceanography Courses ..... 91  
 Off-Campus Sites ..... 4  
 Office Education .....92-93  
 Office Occupations .....50-51

**P**

Parking ..... 35  
 Peninsula College Center ..... see Gig Harbor/Peninsula  
 Personal Computer Courses (Business PCs).....66-67  
 Personal Interest Courses (see Non-Credit)..... 7  
 Philosophy Courses.....93  
 Photography (see Art 146 and Art 246) ..... 61, 63  
 Physical Education Courses .....94-95  
 Physics Courses.....95  
 Political Science Courses .....95-96  
 Pregnancy Policy--Radiologic Technology Program..... 25  
 Probation, Academic .....22  
 Professional/Technical Continuing Education ..... 7  
 Psychology Courses.....96  
 Public Administration and Management Certificate... 41

## Q

Quantitative Skills Requirements .....	27, 29
Quarter, Definition of .....	19

## R

Radiologic Technology Program .....	25, 52, 97-98
Reading and Writing Skills Lab .....	33
Reading Courses .....	99
Readmission .....	9
Real Estate .....	90-100
Receptionist-Clerk Program .....	51
Re-enrollment .....	23
Refunds .....	11-12
Registration Procedures .....	19-20
Repeating a Course .....	20
Residency .....	10
Resident Certification .....	10
Resources for the Disabled .....	34
Respiratory Care/Therapy Technology .....	53-54, 100-101
ROTC, Army and Aerospace Studies .....	59

## S

Safety and Security Office .....	35
Satisfactory/Unsatisfactory Grade .....	21
Scholarships .....	13
Scholastic Honors and Awards .....	31
Secretarial Office Skills .....	50
Self-Paced Classes .....	101-102
Senior Citizen Tuition and Fee Waiver .....	11
Servicemember's Opportunity College .....	7
Sexual Harassment policy .....	25
Small Business Development Center .....	8
Small Business Management .....	102
Sociology Courses .....	103
Spanish Courses .....	103
Speech Courses .....	104
SPRUCE Program .....	14
Student Access to Growth & Earning (S.T.A.G.E.) .....	36
Student Clubs and Organizations .....	37

Student Employment Office .....	35
Student Employment Opportunities .....	13
College Work-Study .....	13
State Work-Study .....	13
Student Government .....	36
Student Handbook .....	35
Student Programs and Activities .....	36-37
Student Rights and Responsibilities .....	24
Student Status, Defined .....	19
Study Skills Courses .....	104
Substance Abuse .....	25
Supervision and Management Program .....	54-55, 104-105
Suspension, Academic .....	22-23

## T

Tacoma Community College Board of Trustees .....	106
TCC Foundation .....	35
TCC Goals .....	3
Transcripts .....	22
Transfer Information .....	9, 26-27
Transfer Programs .....	5
Tuition and Fees .....	12
Tuition Waivers .....	11
Tutoring .....	33
Typing Courses .....	92-93

## U

University Level Preparation .....	5
------------------------------------	---

## V

Veterans Services .....	16
Vocational Program Admission .....	9

## W

Withdrawal from the College/a course .....	16, 19
Word Processor Program .....	50-51
Work-Study .....	13
Writing Lab .....	33

# 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

## SHADED AREAS FOR OFFICE USE ONLY

TACOMA COMMUNITY COLLEGE 5900 South 12th Street Tacoma, WA 98465      (206) 566-5000		Branch	Quarter you plan to start <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year _____		Code	Have you ever attended classes offered by this College? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when? _____
Your intended major area of study	Student Prog. Applied	If undecided, what area interests you most?		Will you Attend <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Both <input type="checkbox"/> Summer only		Do you plan to transfer to a four-year college? yes    no
Social Security Number	Admissions Number	Date of receipt of application		Advisor ID	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	
Birthdate Mo.      Day      Yr.		Last name		First name	Initial	Previous last names
Address: Number and street				Apt. no.		
City, state and zip				Day telephone		Evening telephone

**Which race do you consider yourself to be?**

White (800)       Black or Afro-American (870)       Eskimo (935)       Aluet (941)  
 Indian (Amer.) (597) Print the name of the enrolled or principal tribe \_\_\_\_\_

**Asian or Pacific Islander (API)**

Chinese (605)       Filipino (608)       Hawaiian (653)       Korean (612)       Vietnamese (619)       Japanese (611)  
 Asian Indian (600)       Samoan (655)       Guamanian (660)       Other API (Please Print) \_\_\_\_\_  
 Other Race (Please Print) \_\_\_\_\_

**Are you or are you not of Spanish/Hispanic origin?**

No (not Spanish/Hispanic) (999)     Yes, Mexican, Mexican-Am., Chicano (722)     Yes, Puerto Rican (727)     Yes, Cuban (709)  
 Yes, other Spanish/Hispanic (Print one group, for example: Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.) \_\_\_\_\_

U.S. Citizen?    Yes    No      If not U.S. Citizen, country of citizenship \_\_\_\_\_

If not U.S. Citizen, what is your Visa Status?       Visitor

International Student (with F or M Visa)       Immigrant/Permanent Resident (Alien # \_\_\_\_\_)  
 Temporary Resident (Alien # \_\_\_\_\_)       Refugee/Parolee or Conditional Entrant (Alien # \_\_\_\_\_)  
 Other (Explain) \_\_\_\_\_

1. a. Have you lived in the state of Washington continuously for the past twelve months? .....  Yes    No
1. b. How long have you lived continuously in the state of Washington? ..... \_\_\_ Years \_\_\_ Months
2. For the last calendar year, did your mother, father, or legal guardian claim you as a dependent on their federal income tax return? .....  Yes    No
3. For the current calendar year, will your mother, father, or legal guardian claim you as a dependent on their federal income tax return? .....  Yes    No
4. 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? .....  Yes    No
4. b. How long has your mother, father, or legal guardian lived continuously in the state of Washington? ..... \_\_\_ Years \_\_\_ Months
5. Will you be attending this college with financial assistance received from a non-federal agency which is outside the state of Washington? .....  Yes    No  
If yes, explain: \_\_\_\_\_
6. a. Are you active duty military and stationed in the state of Washington? .....  Yes    No
6. b. Are you the spouse or dependent of someone on active duty in the military stationed in the state of Washington? .....  Yes    No

**VETERAN'S INFORMATION**

ARE YOU A VETERAN?       Yes    No

Southeast Asia Receiving Benefits       Southeast Asia Not Receiving Benefits       Dependent Receiving Benefits  
 Receiving Benefits Not Southeast Asia       Not Receiving Benefits       Other

Resid. Code	Fee Paying Status	TRAN CR	ENT SMT	Std. Type	Adm. Status	Deposit	BA	REG	Fee enclosed (Check or Money Order Only)
-------------	-------------------	---------	---------	-----------	-------------	---------	----	-----	---

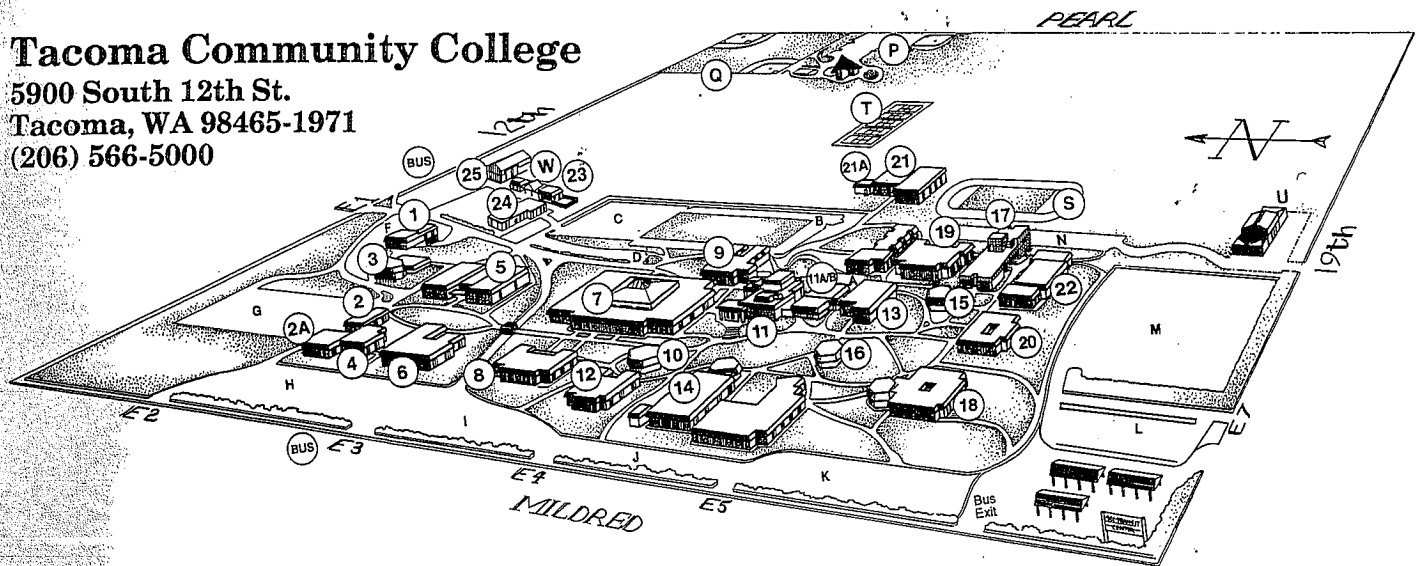
# Information Directory

Subject	Office-Building	Telephone Number
<b>General Information</b>	<b>Admissions (Bldg. 18)</b>	<b>566-5000</b>
Academic Regulations	Instructional Services (Bldg. 13)	566-5022
Admission to TCC	Admissions Center (Bldg. 18)	566-5000
Adding/Dropping a course	Registration Center (Bldg. 18)	566-5035
Advising	Advising Center (Bldg. 18)	566-5120
Affirmative Action	Director of Human Resources/Affirmative Action (Bldg. 4)	566-5096
Associate Degree Information	Transcript Evaluator (Bldg. 18)	566-5327
Athletics/Intramurals	Athletic Director (Bldg. 9)	566-5097
Books and Supplies	Bookstore (Bldg. 6)	566-5040
Career Center	Program Coordinator (Bldg. 7)	566-5058
Child Care Center	Building 23	566-5180
Counseling	Counseling Center (Bldg. 7)	566-5122
Developmental Education	Coordinator of Developmental Education	566-5029
Disabled students	Resources for the Disabled (Bldg. 7)	566-5094
Downtown College Center	980 Broadway, Suite 204	566-5110
Financial Aid, scholarships	Office of Financial Aid (Bldg. 18)	566-5080
Foreign student information	Foreign Student Advisor (Bldg. 7)	566-5166
Gig Harbor Center	7514 Uddenberg Lane, Gig Harbor	851-2424/566-5350
High school completion for Adults	High School Completion Office (Bldg. 18)	566-5093
Library Services	Circulation Desk (Bldg. 7)	566-5087
Multicultural Student Services	Building 7	566-5025
Non-credit programs and courses	Office of Continuing Education (Bldg. 2A)	566-5018
Occupational Programs	Occupational Education (Bldg. 9)	566-5131
Registration	Registration Center (Bldg. 18)	566-5035
Student employment (off campus jobs)	Student Employment (Bldg. 18)	566-5194
Student newspaper	The Collegiate Challenge (Bldg. 14)	566-5042
Student Rights and Responsibilities	Building 18	566-5115
TCC Foundation Office	Building 9	566-5002
Transfer to other colleges	Advising Center (Bldg. 18)	566-5338
Tutoring	Tutorial Services (Bldg. 18)	566-5094
Veterans Information	Office of Veterans' Affairs (Bldg. 7)	566-5033
Withdrawal from college	Registration Center (Bldg. 18)	566-5035
Work study positions	Office of Financial Aid (Bldg. 18)	566-5080

# Campus Guide

## Tacoma Community College

5900 South 12th St.  
Tacoma, WA 98465-1971  
(206) 566-5000



- |     |  |       |   |
|-----|--|-------|---|
| 1   | Facilities and Grounds; Purchasing; Receiving; Safety & Security; Mail Services.   | 17    | Computer Center; Classrooms.  |
| 2   | Business Office.   | 18    | <b>Welcome Center:</b> Information; Assessment; Admissions; Financial Aid; Registration; Student Records; Dean of Student Services; Registrar; Developmental Education; Advising; Counseling; Vocational Assistance; Handicapped Resources. |
| 2A  | Continuing Education.  | 19    | Classroom Building; Faculty Offices; Allied Health Programs; Computer Center; Independent Study Lab for Business Programs.  |
| 3   | College Theater.   | 20    | Faculty Offices.  |
| 4   | Personnel; Payroll.  | 21    | Physical Education Building.  |
| 5   | Art Classrooms.  | 21A   | Classroom Building.   |
| 6   | Bookstore.   | 22    | Classroom Building.   |
| 7   | Library and Instructional Resource Center; Career Center; Music Classrooms.  | 23    | Child Care Center.  |
| 8   | Math Lab; DIAL Center.   | 24    | Classroom Building.   |
| 9   | Faculty Offices; Athletic Department; College Development Office.  | 25    | Maintenance/Storage Building.   |
| 10  | Lecture Hall.  | E1-E8 | Entrances to Parking Lots.  |
| 11  | Student Center; Cafeteria.   | A-M   | Parking Lots.   |
| 11A | Multicultural Student Services; International Student Advisor; Veteran Affairs.  | P     | Community playground and softball fields.   |
| 11B | Student Programs & Activities; Student Government Offices.   | Q     | Minnitti baseball and softball playing fields.  |
| 12  | Faculty Offices.   | S     | Soccer field & all-weather track.   |
| 13  | Administration: President's Office; Vice President--Academic Affairs; Vice President--Administrative Services; Information & Publications. | T     | Tennis courts.  |
| 14  | Sciences Building; Collegiate Challenge (Student Newspaper).   | U     | TACID Handicapped Center.   |
| 15  | Lecture Hall.  | W     | Tacoma Learning Center; Washington PAVE.  |
| 16  | Lecture Hall.  | BUS   | Pierce Transit bus stops.   |





For more information call (206) 566-5000.