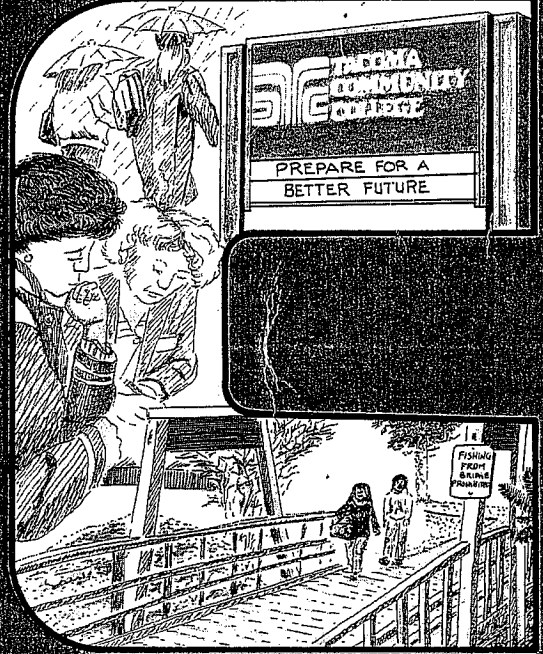
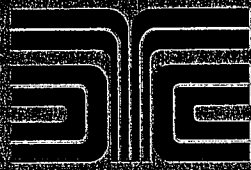


1993-95



C A T A L O G



TACOMA COMMUNITY COLLEGE

Academic Calendar

SUMMER

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

Official 1993-94 (June 21-August 12, 1993)

June 21
 July 5
 July 15
 July 19
 August 12
 August 16

Official 1994-95 (June 20-August 11, 1994)

June 20
 July 4
 July 14
 July 18
 August 11
 August 15

FALL

Day/evening classes begin
 Saturday classes begin
 Veteran's Day recess
 Mid-quarter Advising Day
 (no classes)
 Thanksgiving recess
 Final exams and grading
 Grades due in Records office

(September 27-December 18, 1993)

September 27
 October 2
 November 11
 November 16
 November 24-27
 December 13-16
 December 20

(September 26-December 15, 1994)

September 26
 October 1
 November 11
 November 15
 November 23-26
 December 12-15
 December 19

WINTER

New Year's Day recess
 Day/evening classes begin
 Saturday classes begin
 M.L. King Jr.'s Birthday
 Mid-quarter Advising Day
 (no classes)
 President's Day recess
 Final exams and grading
 Grades due in Records office

(January 3-March 19, 1994)

January 1
 January 3
 January 8
 January 17
 February 15
 February 21
 March 16-18
 March 21

(January 4-March 23, 1995)

January 1-3
 January 4
 January 7
 January 16
 February 23
 February 20
 March 20-23
 March 27

SPRING

Day/evening classes begin
 Saturday classes begin
 Mid-quarter Advising Day
 (no classes)
 Memorial Day recess
 Final exams and grading
 Commencement
 Grades due in Records office

(March 28-June 10, 1994)

March 28
 April 2
 May 17
 May 30
 June 7-10
 June 9
 June 13

(April 3-June 16, 1995)

April 3
 April 8
 May 23
 May 29
 June 13-16
 June 15
 June 19

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June 1993. 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.



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DO NOT REMOVE

The College

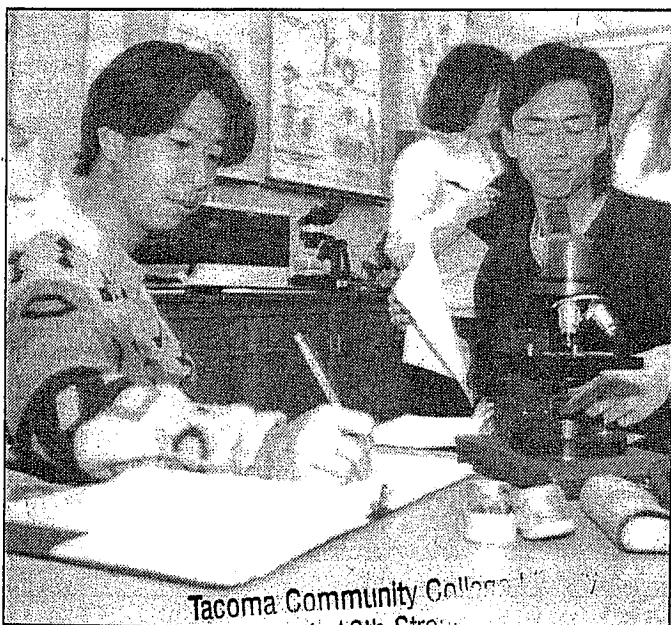
If You Can Dream it, You Can do it!

Welcome to Tacoma Community College — a place where academic hopes and dreams can become lifetime accomplishments. A place where a rewarding education is possible for all, regardless of age or background. A place to channel your talents into a viable career. Whatever your aspirations, TCC is uniquely qualified to help you meet them!

Located in the foothills of Mount Rainier and bounded by Puget Sound to the west, TCC offers you all the best reasons to pursue an education. Field-seasoned instructors lead dozens of cutting-edge occupational programs. Our accredited academic degree programs provide an ideal transfer to four-year institutions. TCC's course offerings range from engineering programs to sea kayaking. What are your academic dreams?

Careers for Today, Education for a Lifetime

At Tacoma Community College, you can gain marketable skills in many occupational areas where demand for qualified personnel is on the rise. Program offerings range from computer technology and business to health sciences and social services. Whether you are re-entering the job market, upgrading present skills or



Tacoma Community College
6501 South 19th Street
Tacoma, WA 98466

seeking an occupational change, Tacoma Community College is your key to a viable and meaningful career.

If you are beginning your higher education, TCC's university parallel programs provide a solid foundation to continue an education toward a career in medicine, law, engineering, the sciences, arts or public service.....any area where advanced degree work is required. An associate degree from TCC will serve you well in your college career — and throughout the rest of your life!

Strength in Diversity

At TCC, students of all backgrounds, cultures and ages excel. Students from more than 15 countries contribute to the rich mix of ethnic diversity, and about 55 percent of the College's 7,000 students are women. Students range in age from 16 to 80, with an average age of about 28. Friendly staff, specialized counselors and an accessible campus ensure high quality learning for all. What is it that makes an education at TCC such a rich learning experience? We think it's our high quality instruction and diverse faculty and staff.

Your Best Investment

There are many great reasons to attend TCC, but specifically, we offer you the following:

Skilled, Experienced Faculty

Faculty members at TCC are committed, skilled professionals. More than 80 percent of TCC's full-time faculty members have more than 16 years of college teaching experience. Small class sizes mean plenty of one-on-one interaction and therefore, 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 a much lower cost than attending a four-year college or university. Credits earned at TCC transfer easily to many four-year colleges and universities.

High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you realize your educational goals. For the 1992-93 academic year, the average award package (including grants and work study employment) was about \$5,000. The Financial Aid office operates a comprehensive off-campus job program and in

1992-93, posted 582 openings. Nearly 100 scholarship programs also are available.

The Latest Technology

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

Successful Graduates

Graduates of TCC's occupational programs are highly successful in their careers. In the health fields, for example, more than 95 percent of graduates secure jobs immediately following program completion. And TCC graduates place highly 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 and join our dedicated faculty and staff. Share in the success experienced by thousands of former TCC students — both in their professional and personal lives. Won't you join us?

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

TCC is located on a 150-acre site in west Tacoma bordered by South 12th and 19th streets and by Pearl and Mildred streets. A large landscaped campus offers students many of the cultural and educational assets of an urban setting.

Classrooms, lecture halls, a student center and instructors' offices are conveniently clustered around

the Learning Resource Center — a 50,000 square-foot library and educational facility remodeled in 1992. To accommodate working parents, TCC offers a professionally-staffed child care center.

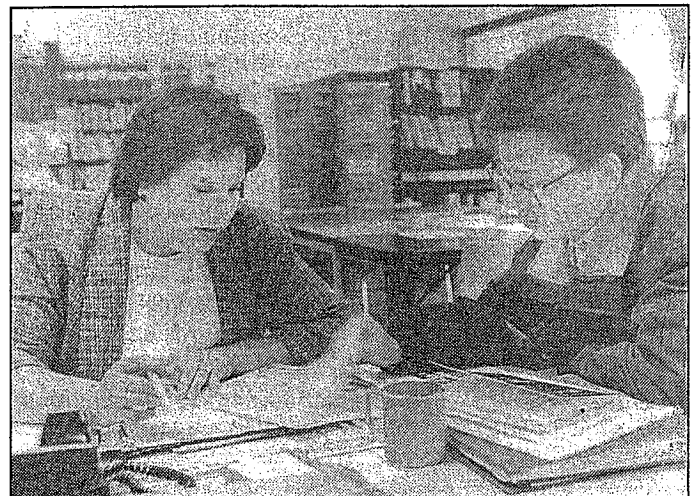
Tacoma area residents enjoy easy access to the many waterways of Puget Sound, to ocean beaches and to the Olympic and Mt. Rainier national parks. Year-round recreational opportunities abound.

College Mission

Tacoma Community College shall provide quality educational programs in a dynamic learning environment. The College shall be accessible, comprehensive, and flexible, and shall address the personal, professional, and social needs of its diverse community.

To accomplish our mission, we

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



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Accreditation

Agencies accrediting Tacoma Community College and its programs include:

- The Washington State Board for Community and Technical Colleges
- The Northwest Association of Schools and Colleges.
- Washington State Board of Nursing.
- National League for Nursing.
- American Medical Association Committee on Allied Health Education and Accreditation.
- American Health Information Management 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, suite 204, 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 486 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, Total Quality Management, supervision and management and office skills training. Typical computer application courses include computer applications in accounting and use of software for microcomputers. Its TQM curriculum extends from an Introduction to TQM to practical workshops on process implementation such as Continuous Quality Improvement, leadership empowerment, etc. 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.

The other courses are scheduled throughout the day and evenings to allow the same flexibility and opportunity of the 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, 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 extends the college's educational services to the residents and employers of the greater Gig Harbor/Peninsula area. The Center is located at 7514 Uddenberg Lane. Support services including advising, assessment, registration, cashiering, and book sales are available on site. Most classes are offered in the evenings. The Center curriculum includes academic transfer classes, vocational programs, community service classes, and contracted training for private and public sector employers.

Credit Curriculum

The Center offers a variety of credit programs and classes. The academic transfer curriculum is the largest center program. Most introductory courses needed for a two year degree are offered at the Center. Classes in math, computer literacy, English, and psychology are available every quarter. A wide range of other academic classes are offered during the school year. Vocational training includes a Nursing Assistant Program and two office occupation certificate programs. General Equivalency Diploma (GED) preparatory classes are held in Gig Harbor and Key Center.

Community Services— Non-Credit Program

Approximately 45 non-credit classes are offered at the Center each quarter. Classes range from watercolor painting to antique collecting. Several classes are co-sponsored with local organizations. Classes in computer literacy and a wide variety of popular software applications are offered in the Center's IBM PC lab.

Contracted Training

The Center provides contracted training to local businesses and organizations. The Center has contracts with major local organizations and many small businesses. Training ranges from three hour workshops to ten week classes. Currently, most contracts involve computer training. However, the Center also provides instruction in management, business writing and other areas.

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

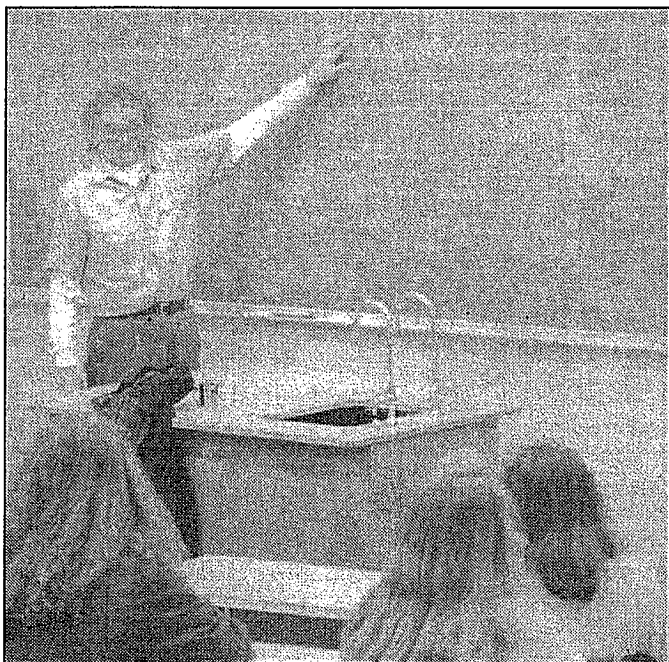
Occupational Education

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
Museum/Gallery Operations
Supervision and Management

OFFICE OCCUPATIONS

Receptionist Clerk
Secretary
Word Processing

HEALTH OCCUPATIONS

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

PUBLIC SERVICE

Administration of Justice
Educational Paraprofessional
Human Services
Museum/Gallery Operations

COMPUTERS

Automated Accounting Applications
Computer Field Technology
Computer Information Management Systems
Computerized Accounting 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 or older.

Students who are classified as residents 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 566-5144.

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 days, evenings and Saturdays.

Typical programs include: Fine and performing arts, adult reentry, business and personal skills, language and cultural studies, sign language, marine studies, international studies, photography, physical fitness, 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 Professional and Lifelong 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.

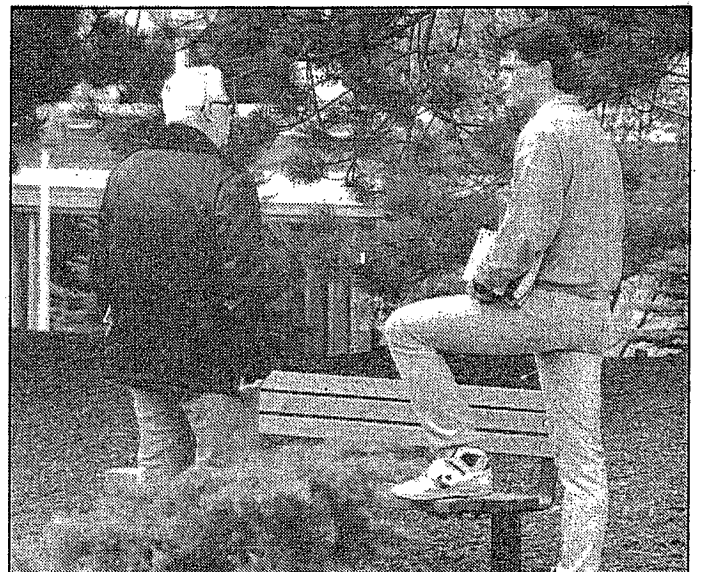
The College will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree.

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 566-5034.

Continuing Professional Education

The Office of Continuing Professional and Lifelong 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 Professional and Lifelong Education is located in Building 2A.



Teacher Endorsements

Tacoma Community College offers a variety of classes leading to educational endorsements. Those educators who have a Teaching Certificate and wish to add an endorsement may call 566-5020 for a Teachers Endorsement packet.

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 to thirteen (12-13) 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 Martin Luther King Way.

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 Development Instruction

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

These courses provide students with the opportunity to develop their individual potential, improve interper-

sonal communication skills, learn decision-making skills, and learn how to build positive relationships.

Human 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.

Downtown Business Resource Center

Tacoma Community College's Downtown Business Resource Center 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 at the Downtown Business Resource Center 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, acting as a continual resource and training partner.

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. Applications from individuals who are 16 years of age or younger will be considered on a case-by-case basis.

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

Individuals planning to earn a degree or certificate at TCC or those planning to transfer to a four-year institution must complete each of the steps listed below. Those planning not to pursue a degree or certificate should complete the first two steps only.

1. Obtain a Washington Community College Admission Form from the Admissions Office. The admission form also is 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 at least three working days prior to the day the quarter begins.

3. Request that official transcripts from the last high school attended and all previous colleges be forwarded to the Admissions Office. Applicants still attending high school should 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, and returning it at least three working days before the quarter begins.

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 and are urged to 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 350 or above on the TOEFL (Test of English as a Foreign Language) or a proficiency level equal to 350 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. Actual tuition rates and fees will be published in the quarterly class schedule.

Residency Requirements

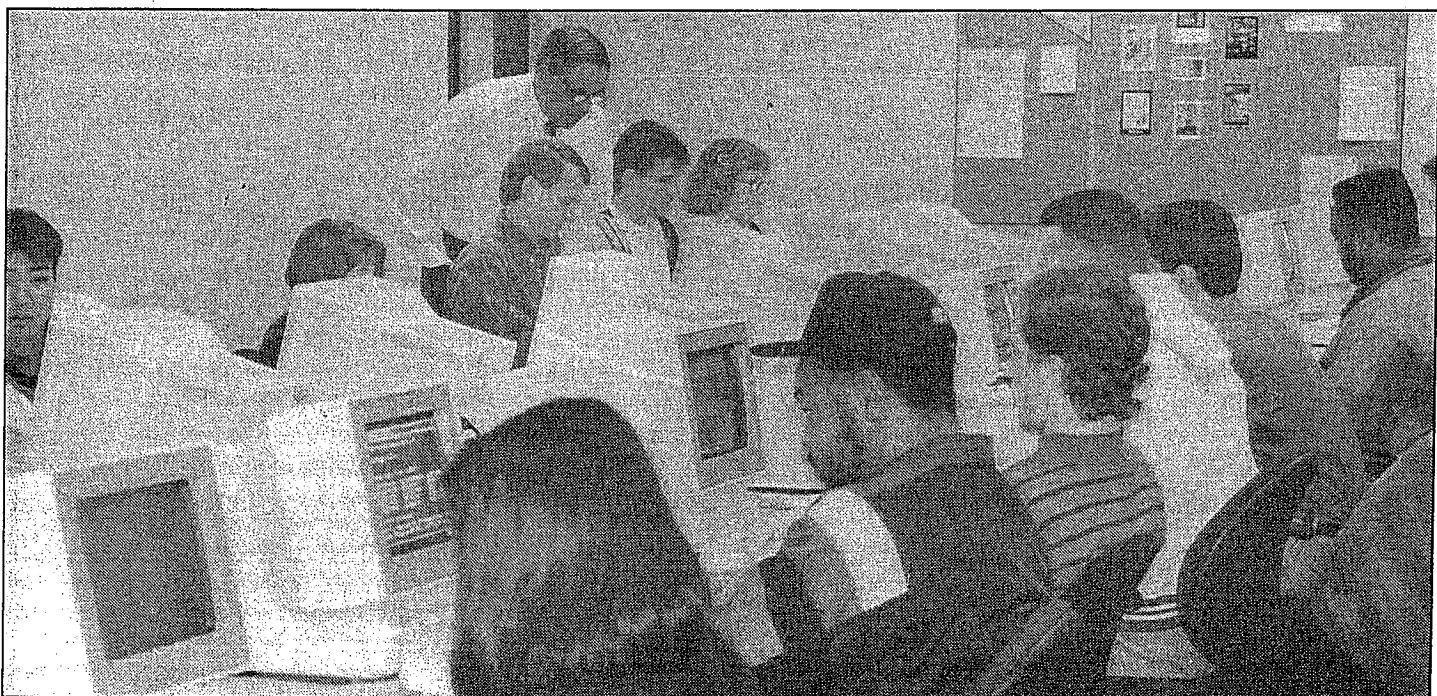
Residency status is determined at the time the application for admission is processed. For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:

- 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 education 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 for various reasons. For more information regarding residency requirements and exemptions, students should contact the Admissions Office in Bldg. 18.

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 students may also enroll at other community colleges for up to 18 credits without paying additional tuition (except summer quarters); however, additional fees may be charged.

Withdrawal from all courses or reduction in course load at the college of initial registration will require that additional tuition be paid at the second college.

Authorization and required signatures for concurrent enrollment must be obtained from the Registration and Records Center.

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.

Tuition and Fee Waivers

Tacoma Community College offers reduced or waived tuition for certain students enrolled in state-funded classes. These waivers include:

- SPRUCE (The unemployed or underemployed)
- Senior Citizens (Persons 60 years of age or older)

Other tuition and fee waivers are available. Students should contact the Registration Center for information.

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 College100%
- Withdrawal during the first five (5) instructional days of the quarter100%
- Withdrawal from the 6th through the 30th calendar day of the quarter50%
- Withdrawal after the first 30 calendar days of the quarter 0

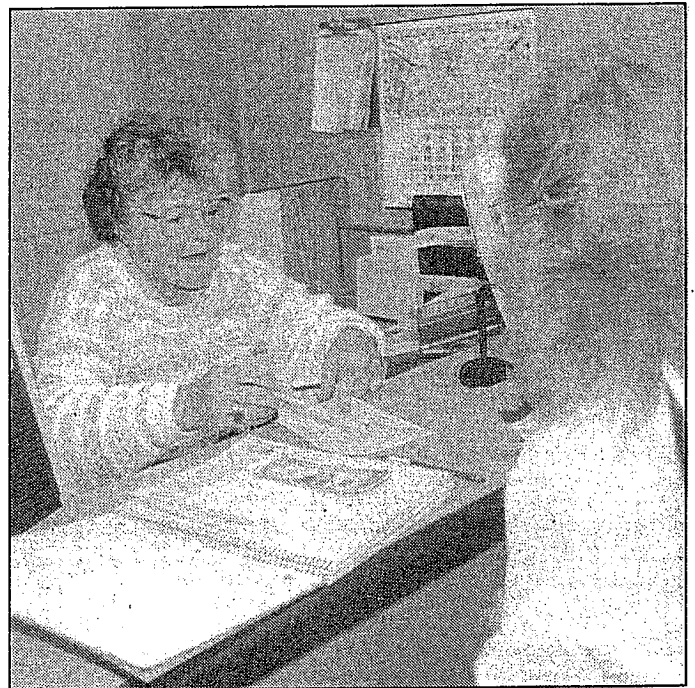
First quarter students receiving financial aid are eligible to receive tuition refunds on a pro-rata basis consistent with federal and state statutes. For more information, contact the Financial Aid Office in Building 18.

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 the beginning of the course and a 50 percent refund for five (5) additional calendar days.

Refunds for Other Classes, including Community Service/Personal Interest Non-credit Classes

Refunds will be made according to the following schedule:

- Withdrawal prior to the first class session or event100%
- Classes meeting for a total of five (5) sessions or more: Withdrawal after first, but before second class session100%
- Classes meeting for a total of three (3) or four (4) sessions: Withdrawal after first, but before second class session50%
- Classes meeting for a total of one (1) or two (2) sessions: Withdrawal any time after first class session0%



Financial Assistance

Financial Aid

Student financial aid is designed to provide assistance when student resources are insufficient to meet college costs. Aid programs include grants, funds based solely on financial need which need not be repaid; employment, for which students receive a paycheck; or loans, which must be repaid when students are no longer enrolled for classes.

The Financial Aid Office has all the needed forms to apply for aid and can provide assistance in completing these forms. Since the application process can take eight to 12 weeks to complete, it is advisable to begin the process in February or March. The deadline for priority funding is typically mid to late May for the upcoming fall quarter. Specific deadlines for each quarter are available from the Financial Aid Office.

To be eligible to receive financial aid funds, a student must be pursuing a degree or certificate program that is two quarters (24 credits) or more in length, have completed a high school diploma or GED and must have received a financial aid award. Students advised into Adult Basic Education will be eligible to receive aid after completing ABE and being advised into an eligible college certificate or degree program.

All financial aid awards are based on full time enrollment (12 or more credits). However, aid is available for less than 12 credits. When enrolling for 11 or fewer credits, aid awards are adjusted at the time of registration. Students are expected to complete the credits for which they enroll with a grade point average (gpa) of at least 2.0. In that way students remain in good standing and can continue to receive financial aid.

Failure to complete credits may cause financial aid to be canceled and may result in repayment of a portion of the aid received. A complete policy regarding these standards is available in the Financial Aid Office upon request and is mailed to all aid recipients.

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting aid funds.

Scholarships

An information board listing scholarships from outside agencies, organizations and other colleges is maintained in Bldg. 18. This list provides basic application requirements.

To apply for a scholarship, students should review the information board and request application materials from financial aid staff.

Student Employment

The student employment office provides free employment referrals for all past and present students seeking part or full time positions. Information about student work study positions on campus also is available.

In addition, the college provides job search skills training, resume writing techniques and interviewing skills development. See either the Financial Aid Office, Career Placement Office or the Counseling Center for a referral to these services.

"SPRUCE" Program

The "SPRUCE" program, located in Building 18, provides opportunities 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." For more information on the program, contact the Career Center in Building 18.

Veterans, Active Duty Military and Reservist Services

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the selected reserves. Veterans, reservists and dependents should contact the Financial Aid Office to sign up for an orientation session. At this orientation, application and certification materials will be provided.

Veterans attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college.

1. No benefits are paid for "N", "V" or "W" grades.
2. No benefits will be paid for repeating courses or programs previously completed.
3. A student whose benefits have been terminated for unsatisfactory progress or conduct may have those benefits reinstated by a certifying official upon establishing a reasonable likelihood that the student will be able to maintain satisfactory progress or conduct in the future. This can occur only after the student has satisfied all other admission requirements.

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 are orientation, 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.

Orientation

To encourage student success, the college offers a New Student Orientation program for entering students. At the orientation session, students are introduced to programs and services of the college and receive valuable information regarding the enrollment process. This orientation is required for students who register for six or more credits, however all students are encouraged to participate.

Assessment

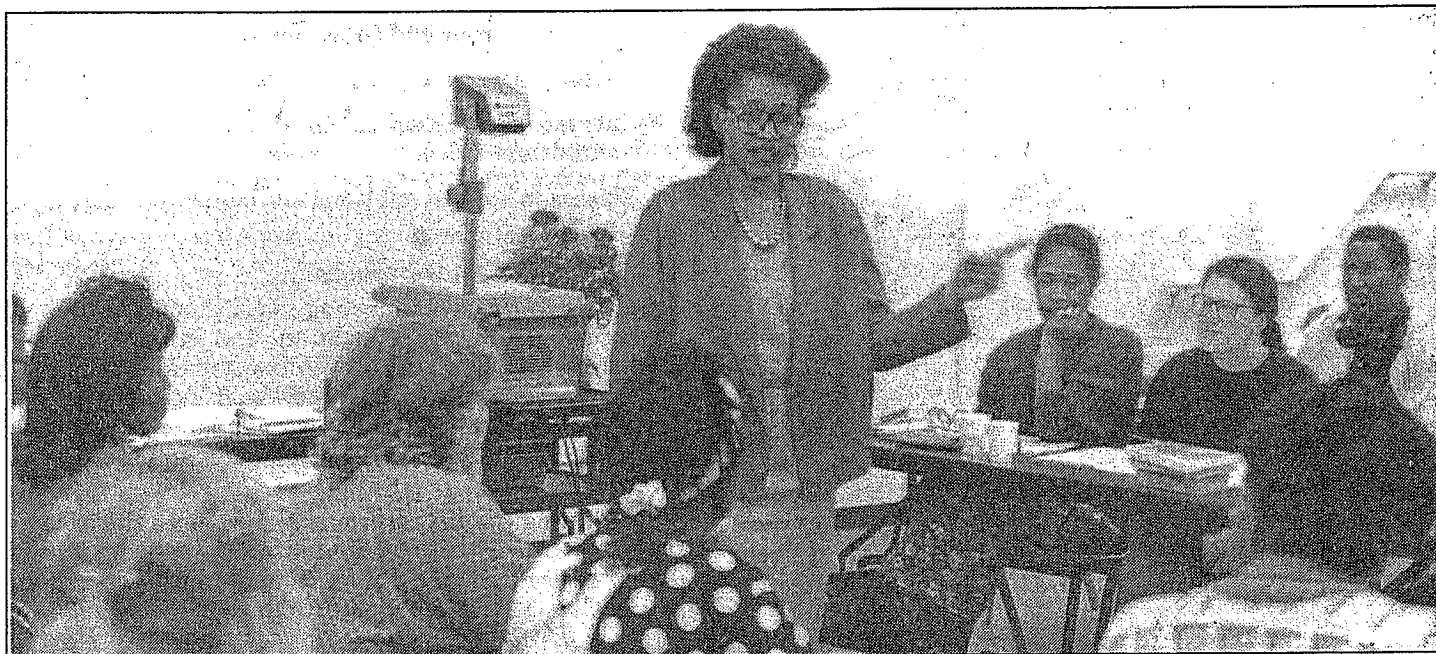
In an effort to provide effective educational services for students and faculty, Tacoma Community College entry assessment helps identify each student's academic strengths and weaknesses in reading, writing,

arithmetic and algebra skills. The assessment results are used for advising, course placement to improve academic skills, and program placement.

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 most 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

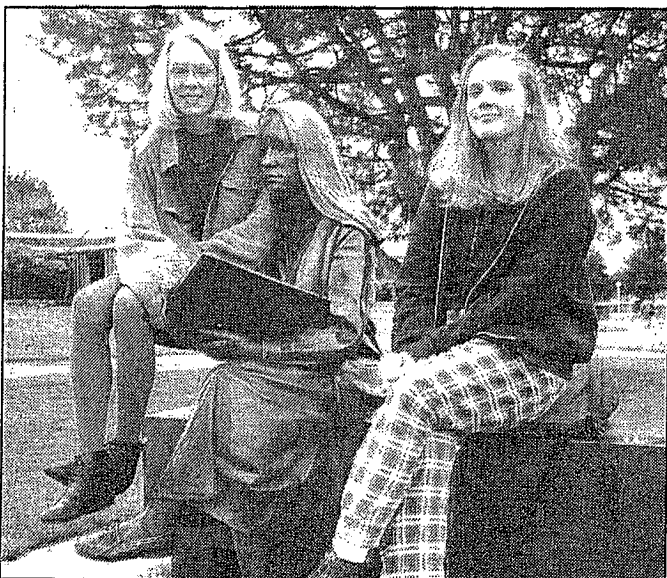
New students taking 6 or more credits or taking math or English courses meet with an advisor prior to registering for classes. These advisors assist each new student with planning and completion of a class schedule consistent with the student's educational goals and objectives. At this advising session,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

Students should plan to meet with their permanent advisor on the 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, reassignments and provides additional advising or referral services on a drop-in basis throughout the quarter, as well as on advising days prior to 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.
- SIGI+, a computer program 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.

Substance abuse counseling, workshops on alcohol and other drug abuse education, and information on prevention of substance abuse are provided through the Wellness Center, located in Bldg. 8. Trained professionals and peer advocates are available to provide information and to assist TCC students and their families.

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 classes each quarter. Detailed information and procedures for registration, as well as dates for registration are published in the quarterly class schedule.

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.

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 College measures its course work by credit hour. Courses offered each quarter are assigned credit value related to the number of class-hours per week; however, some courses require additional laboratory time, and activity courses typically involve additional hours per week.

Quarter

The academic year at Tacoma Community College is divided into four quarters. The quarters are described below:

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

Policies and Procedures

Credit Hours Per Quarter

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

Schedule Change

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

- Adding or dropping classes
- Substituting one class for another
- Changing credit/audit status
- Officially withdrawing from the College

Course Withdrawal

Students may withdraw from class(es) before the 30th calendar day of the quarter following the procedures listed below:

1. Through the 10th instructional day of the quarter—Students must complete an Add/Drop form and submit it to the Registration Center.

2. Between the 11th instructional day and the 30th calendar day of the quarter—Students must complete an Add/Drop form, obtain their instructor's signature, and submit the form to the Registration Center.

Students may not process an Add/Drop form after the 30th calendar day of the quarter. Students who wish to withdraw from courses after the 30th calendar day should contact their instructor(s). The grading policy for students who cease to attend classes after the 30th calendar day of the quarter is established by each instructor.

Students who are physically unable to come to campus to process an Add/Drop form must notify the Registrar in writing of their intent to officially withdraw. This notification must be postmarked by the 30th calendar day of the quarter.

Medical Withdrawal Students who must withdraw from the college after the 30th calendar day of the quarter due to illness or a medical emergency must complete the appropriate form available in the Registration and Records Center and provide written medical documentation.

Administrative Withdrawal Administrative withdrawal is initiated by the College to withdraw a student from courses for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Administrative withdrawal may result in a "V" or "E" grade at the discretion of the College. Students who are administratively withdrawn for disciplinary reasons are not eligible for a refund of tuition.

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 and Records Center.

Course Audits

By paying regular tuition and fees, students will be allowed to participate in all course activities on an audit basis 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. Students auditing a course will not receive credits for the course, and audit grades are not computed in the student's grade point average.

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 status during the first four weeks of the quarter, students must complete an Add/Drop form, obtain the instructor's permission/signature, and return the form to the Registration and Records Center.

Alternative Credit Options

College Level Examination Program (CLEP)

Tacoma Community College grants up to 30 credits to students for scoring in the 50th percentile or above on the CLEP General Examination. The credits are applicable only to the Associate in General Studies Degree. Credit may be granted for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the Credentials Evaluator in the Registration and Records Center, Bldg. 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 appropriate department. After receiving the student's test score, the department chairperson will notify the Records Office, in writing, of the number of credits granted. The number of credits will be noted on the student's transcript, and a grade of "S" for all courses where credit is granted.

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

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 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.

Grading Policy which began Fall 1987:

Grade	Description	Grade Points
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 (before 30th calendar day)	0.0
WI	Instructor approved withdrawal (after 30th calendar day)	0.0
V	Unofficial withdrawal.....	0.0
I	Incomplete.....	0.0
S	Satisfactory (credit only, no grade point).....	0.0
U	Unsatisfactory (no credit, no grade point).....	0.0
N	Audit.....	0.0
R	Repeat R beside lowest grade	0.0

Grades A, B, C, D and S are considered passing. S and U identify courses taken on pass/fail basis and are not counted in computing grade point averages. S is given only if the student performed at grade C- or better.

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", "WI" 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 Registration and Records Center.

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

An official transcript is a grade report of a student's academic achievement at Tacoma Community College. The official transcript carries the signature of the Registrar and the College Seal. Transcript request forms are available at the Registration and Records Center in Bldg. 18.

There is a fee for official and unofficial transcripts. Transcripts are released provided all fees and fines have been paid to the College.

Transcripts From Other Schools

Tacoma Community College does not release or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous secondary and college education which have been submitted to Tacoma Community College are part of the official file and will not be returned to the student. Students desiring transcripts of work completed elsewhere must order transcripts directly from the institution where the work was completed.

Official transcripts from other schools and colleges must be received by the Admissions Office from the sending institution in a sealed envelope.

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 after the 10th instructional day of that quarter. 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 after the 10th instructional day of that quarter, 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 after the 10th instructional day of that quarter 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 after the 10th instructional day of that quarter 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 this page).

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 the first quarter in which he or she is enrolled in 6 or more credits after the 10th instructional day, 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 after the 10th instructional day of that quarter, 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 Responsibilities also identifies the grievance procedures guaranteed to students who believe their rights have been violated.

The College's Code of Student Rights and Responsibilities is available in 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

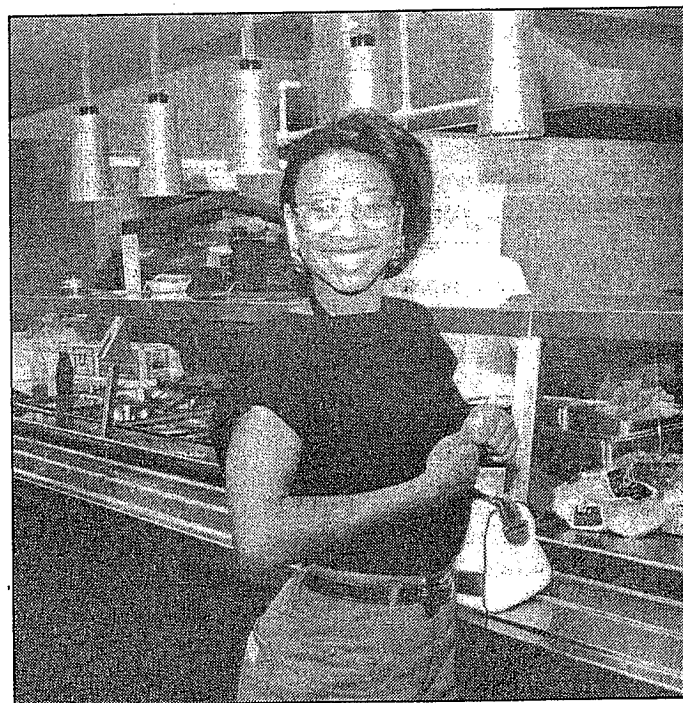
Action Plan, and all management personnel will share this responsibility and perform tasks to ensure compliance.

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 or in the Wellness Center, Building 8, 566-6025. 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, Sex Discrimination, and Discrimination Based Upon Disability

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, sexual exploitation or discrimination on the basis of disability.

The college is committed to protecting the rights and dignity of each individual in the campus community and so will not tolerate discrimination of any kind at any level.

If you feel you are being discriminated against on the basis of sex or on the basis of disability, you are encouraged to seek help. For more information, please contact one of the following offices:

Student Services/Title IX Officer	— 566-5115
Affirmative Action Officer	— 566-5054
Counseling Center/504 Officer	— 566-5122

The College's policy statement on sexual harassment, sex discrimination and discrimination on the basis of disability and procedures for filing sexual harassment and disability discrimination complaints is 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

Students at Tacoma Community College are expected to be honest and forthright in their educational endeavors. Cheating, plagiarism, fabrication, or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students.

The consequences of academic dishonesty may vary with the situation and the individual instructor. All instructors will include in the course syllabus a policy on and sanctions for academic dishonesty. If a student is guilty of or admits to academic dishonesty, an instructor may impose sanctions up to and including administrative withdrawal from the course and/or an "E" grade for the course.

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Students Rights and Responsibilities. The student accused of academic dishonesty may be reported to the Dean of Student Services for initiation of disciplinary proceedings which could result in disciplinary sanctions ranging from a warning to expulsion from the College.

Definitions of academic dishonesty and descriptions of the hearing and appeal processes are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices. Copies of the Code of Student Rights and Responsibilities are available in the office of the Dean of Student Services, Building 18.

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 four College degrees. They are:

- **Associate in Arts and Sciences** - awarded for completion of a transfer curriculum paralleling the first two years of university study (Two Options available, see pages 24-25 for description).
- **Associate in Applied Sciences** - awarded for completion of an approved TCC occupational or technical training program.
- **Associate in Technical Arts** - awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC.
- **Associate in General Studies** - awarded for completion of a two-year academic program designed to meet a particular educational goal.

General Degree Policies

Requirements for all degrees

- General requirements for all degrees are as follows:
- A cumulative college level grade point average of 2.00.
 - A cumulative college level grade point average of 2.00 in course work completed at Tacoma Community College.
 - At least 30 of the last 45 applicable credits must be earned 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 and Technical Colleges,



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 Arts and Science 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
- Northwest College
- Pacific Lutheran University
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- University of Washington
- Walla Walla College
- Washington State University
- Western Washington University
- Whitworth College

Students who complete the Arts and Sciences Degree, Option A, will normally be granted junior standing upon admission to one of these institutions. However, some baccalaureate institutions and individual departments or programs have unique course requirements which must be completed for graduation.

Students who enter Tacoma Community College with 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. See description of Arts and Science Degree, Option B, page 25.

College-level courses offered by Tacoma Community College are normally accepted in transfer by the receiving institution. In addition, some courses not normally transferable may be accepted if they are taken as part of the Associate in Arts and Sciences 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 at TCC, the College will adhere to the following policy:

If the degree is completed within five years, the student who initially enrolls at Tacoma Community College, or who transfers to the College with a minimum of 55 applicable credits, may graduate under the provisions of the Tacoma Community College degree in effect when he/she 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 encourages all students to fulfill the degree requirements in effect at the time of their graduation; however, students who do not complete the degree requirements within five years must fulfill the requirements in effect when they graduate.

Multiple Degrees

A student may earn more than one degree from Tacoma Community College. In addition to meeting the specific requirements for each degree a candidate for more than one degree must earn 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 is close to completing his or her educational program, the student must 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, must be signed by the academic advisor or program coordinator, and must be approved by the Academic Committee on Associate Degrees.

The student must contact the academic advisor to begin the application procedure and to check the course work with the requirements listed in the Tacoma Community College catalog for the degree he/she is seeking.

Transfer students must have official copies of all transcripts from other colleges on file in the Office of Admissions, Building 18 prior to applying for the degree.

Associate in Arts and Sciences

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.

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 99.	

Philosophy 120: Symbolic Logic
 Math 107, 111, 112, 115, 116, 124, 125, 126, 220,
 224, or Business 256 (5 credits each)

OR a combination of two of the following:

Math 108 (3 credits), Math 109 (3 credits), Math
 238 (3 credits), Engineering 141 (4 credits).

If a student's major does not require a math course
 beyond Math 99, he or she should consider register-
 ing for Philosophy 120 or Math 107, or Math 108
 and 109.

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).

- American Sign Language 120,121,122
- 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 100,120, 285, 286
- Japanese 111, 112, 113
- Journalism 209
- Music 107, 108, 109, 110, 111
- 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.

- Anthropology 100, 201, 202, 205, 210, 270
- Business 200
- Economics 200, 201
- History 110, 111, 112, 113, 211, 230, 241
 242, 243, 260, 284, 290
- Political Science 201, 202, 203, 204, 205, 290
- Psychology 100, 204, 205, 206
- Sociology 110, 230, 240, 262, 270, 271

5. Natural Sciences..... 15

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

- Anthropology 201*, 270*
- Biology 100, 106, 118, 140,
 150, 201, 206, 210 211, 212
- Botany 101
- Chemistry 100, 101, 102, 140
- Geography 205
- Geology 101, 103, 208
- Oceanography 101,
- Physics 114, 115, 116, 121

*Not a laboratory course.

6. Physical Education 3

Any three activity credits. A maximum of three
 P.E. activity credits can apply toward the degree
 and be eligible for transfer to a baccalaureate insti-
 tution.

7. Electives (Other)..... 17

Two or more elective credits must be selected from
 distribution courses listed under Humanities, So-
 cial Sciences or Natural Sciences. Students are en-
 couraged to select the remaining elective credits
 from the distribution list. All elective credits must
 be in courses numbered 100 or above.

TOTAL CREDITS..... 90

**Arts and Sciences Degree
 Option B**

This degree option is awarded by Tacoma Commu-
 nity College in fields of study where the transfer re-
 quirements of the four-year college or university differ
 from TCC's requirements for Option A. Option B is
 designed for students who know which program and
 institution they want to transfer to as a junior. Stu-
 dents must work with the four-year school to design a
 specific program of study at TCC. Students should
 consult with an advisor at the intended transfer insti-
 tution prior to registration at TCC in order to design
 the correct program. Programs designed for transfer
 under this option include the following: business, en-
 gineering, science, education, and others.

Option B Degrees are intended to transfer only to a
 specific program within a four-year college or univer-
 sity. Students who are uncertain where they will
 transfer or which program/major they will pursue
 should choose the Arts and Science Option A Degree.

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 the student considering Option B consult with the Tacoma Community College advisor assigned to that particular field or discipline.

Associate in Applied Sciences

The Associate in Applied Sciences 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 Applied Sciences Degree in the following occupations:

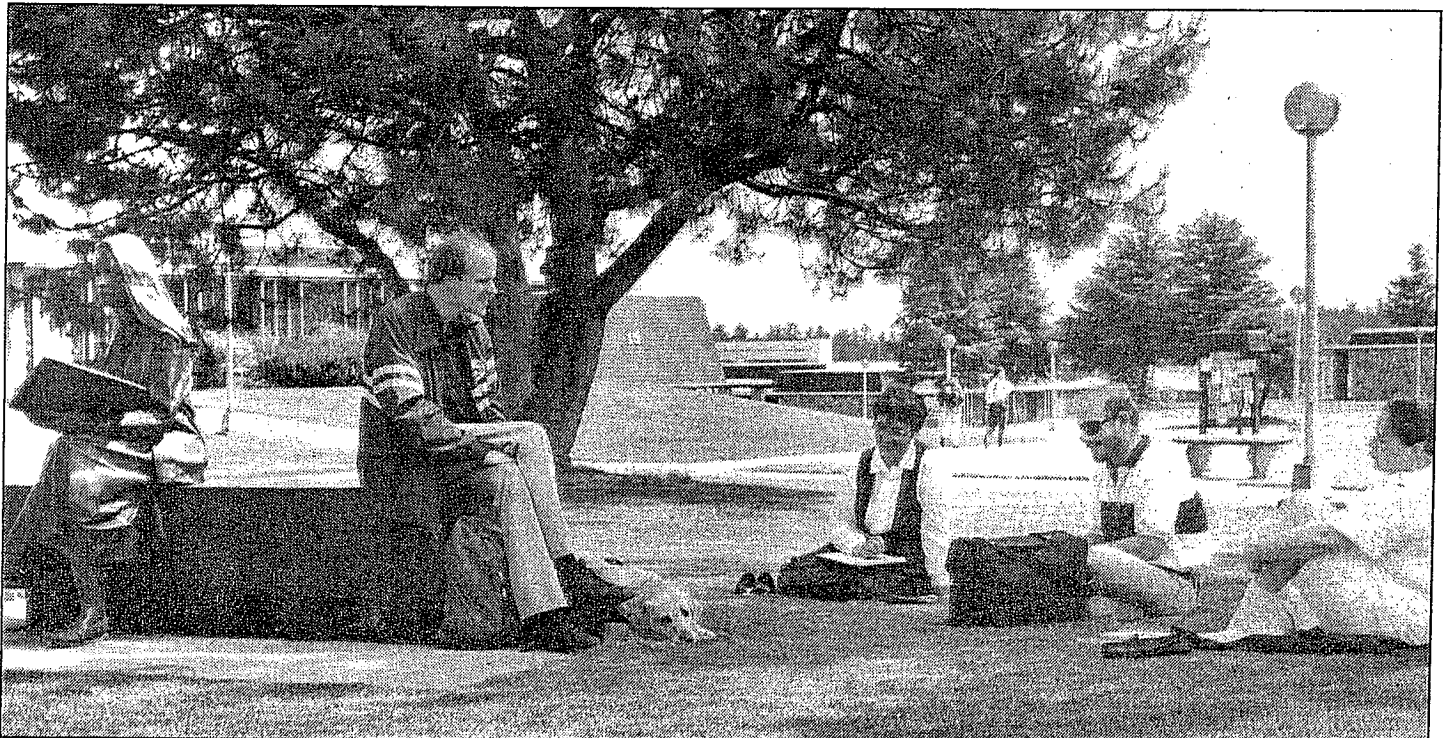
- Automated Accounting Applications
- Administration of Justice
- Business Administration and Management
- Computer Information Management Systems
- Computer Field Technology
- Educational Paraprofessional
- Emergency Medical Services
- Human Services
- Medical Records Technology
- Medical Secretary
- Medical Staff Services

- Museum/Gallery Operations
- Nursing, Associate Degree
- Radiologic Technologist
- Respiratory Therapist
- Secretarial Office Skills
- Supervision and Management
- Word Processor

Applied Sciences Degree Requirements

The Associate in Applied Sciences degree is designed for students in TCC occupational programs. To obtain the degree, a student must accumulate a minimum of 90 credits, meet the specific program requirements, meet the related instruction requirements described below, and earn a minimum cumulative grade point average of 2.0. Thirty of the last 45 applicable credits must be completed at Tacoma Community College.

The curriculum for each occupational program is determined by the faculty of Tacoma Community College and an advisory committee. Each curriculum includes major program requirements, elective courses, and related instruction requirements. Related instruction courses provide knowledge and skills beyond program technical competencies and will assist Applied Science degree candidates to perform their societal roles, occupational duties, and person responsibilities. Each Applied Sciences degree program at TCC contains six related instruction areas: communication, computation, human relations, leadership, critical thinking, and computer literacy. Clearly identifiable related instruction content may be embedded (listed in course objectives) within a program course, may be



taught as part of a course that specifically addresses a related instruction area (e.g., English 101 for Communication), or may be a prerequisite to program admission. Students also may challenge courses or utilize an assessment/testing process to satisfy some related instruction requirements. Specific program requirements are listed on pages 37 to 54.

Related Instruction Requirements

I. Communication

A. Written Communications - five credits in one of the following:

1. English 101, College Freshman Composition.
2. English 104/Business 104, Business English.

B. Oral Communication - three to five credits in Speech 100, Fundamentals of Speech Communications or Speech 150, Job Communication Skills.

C. Reading - college level reading skills as measured by TCC college assessment evaluation or complete courses to reach the required skill level.

II. Computation: Programs with a mathematics requirement or prerequisite will assure that students meet prescribed levels of performance. Students in programs without a mathematics requirement must be assessed at the Math 90 level or higher, or complete courses required to develop that level of skill.

III. Human Relations: Human Relations skills may be embedded within certain program courses. The objectives of these courses clearly identify human relations content. Students in other programs will complete three to five credits.

IV. Leadership: Leadership skills may be embedded within certain program courses. The objectives of these courses clearly identify leadership content. Students in other programs will complete three to five credits.

V. Critical Thinking: Critical thinking skills may be embedded within certain program courses.

The course objectives of these courses clearly identify critical thinking content. Students in other programs will complete five credits.

VI. Computer Literacy: Students in programs without a computer course requirement will complete one to five credits.

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 accredited 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.
- 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.
- Each ATA degree program at TCC contains five related instruction areas: communication, computation, human relations, leadership, and computer literacy. A minimum of 20 credits must be earned in the related instruction categories:

ATA Related Instruction Requirements:

(Please note: A course may be counted in only one area)

I. Communication: 8-10 credits

- A. Written Communications - English 101 or English/Business 104
- B. Oral Communication - Speech 100, 101, or 150

II. Computation: 5 credits

Any five credit math course numbered 90 or above or Philosophy 120

III. Human Relations: 3-5 credits from the following:

- Business 164,
- Human Service Worker 207, 270
- Psychology 100
- Supervision and Management 261, 264
- Sociology 110

IV. Leadership: 3-5 credits from the following:

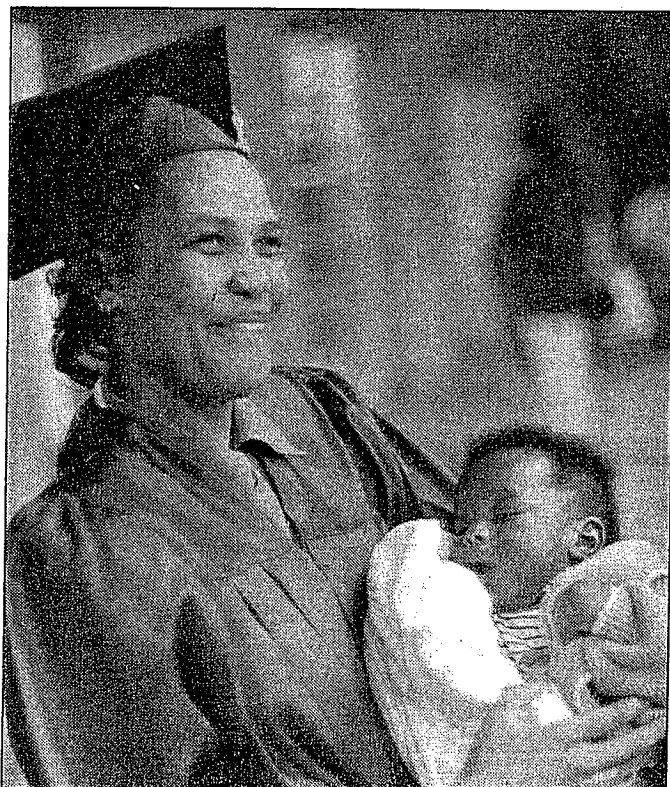
- Business 163, 164, 167
- Human Service Worker 270
- Supervision and Management 101 131, 261, 264

V. Computer Literacy: 1-5 credits from the following:

- Data Processing Systems 100, 107, 235,
- Business PC's 100, 101, 120, 121, 125

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**
- Nursing Assistant**
- Computer Field Technology**
- Computerized Accounting Systems**
- Educational Paraprofessional**
- Human Services**
- Medical Secretary**
- Medical Transcriptionist**
- Paramedic**
- Public Administration and Management**
- Receptionist Clerk**
- Respiratory Technician**
- Supervision and Management**
- Word Processing**

The curriculum for each occupational program certificate is determined by the faculty of Tacoma Community College and an advisory committee. Each curriculum includes technical program requirements and related instruction requirements. Related instruction courses provide knowledge and skills beyond program technical competencies and will assist certificate candidates to perform their occupational duties. Each occupational certificate program of more than 40 credits at TCC contains three related instruction areas: communication, computation, and human relations. See pages 37 to 54 for specific requirements.

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 credits 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. Communications10

English 101, and one of the following:
English 102, 104 Speech 100, 101

2. Humanities10

Five credits in each of the following:

- a) Performing and Fine Arts (Music, Art, Drama)
- b) Literary Arts (Literature, Foreign Language, American Sign Language, Journalism
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)
- b) Physical Science (Chemistry, Geology, Oceanography, Physics)
- c) Mathematics, Anthropology 201, 270, Philosophy 120, Geography 205)

5. Physical Education 3

Any three activity credits

6. Electives..... 47

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

- American Sign Language 120, 121, 122
- Art 100, 101, 102, 103, 105, 106, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172, 201, 202, 203

In addition to the above course list, any advanced art course for which these courses are prerequisite also apply to this distribution requirement.

- Drama 100, 101, 151, 152, 153, 210
- English 232, 234, 240, 241, 250, 257, 258, 259, 264, 265, 267, 268, 269, 271, 290
- French 101, 102, 103
- Humanities 100, 120, 285, 286, 287, 288
- Japanese 111, 112, 113
- Journalism 209

- Music 100, 101, 102, 103, 107, 108, 109, 110, 111, 121, 123, 124, 125, 126, 130, 160, 170, 199, 200, 201, 202, 203, 221, 260, 270
- Philosophy 100, 119, 120, 215, 230, 267, 270
- Spanish 101, 102, 103

MATHEMATICS & NATURAL SCIENCES

- Anthropology 201, 270
- Biology 100, 106, 118, 140, 150, 201, 206, 210, 211, 212
- Botany 101
- Chemistry 100, 101, 102, 140
- Geography 205
- Geology 101, 103, 208
- Mathematics 107, 108, 109, 111, 112, 115, 116, 124, 125, 126
- Oceanography 101
- Philosophy 120
- Physics 114, 115, 116, 121

SOCIAL SCIENCES

- Anthropology 100, 115, 201, 202, 205, 210
- Business 200
- Economics 200, 201, 211
- Geography 205
- History 110, 111, 112, 113, 123, 164, 211, 230, 241, 242, 243, 260, 284, 290
- Political Science 201, 202, 203, 204, 205, 290
- Psychology 100, 170, 204, 205, 206
- Sociology 110, 230, 240, 262, 270, 271

One-year Certificate in English Language and American Culture

A one-year, non-transferable program of studies, for students of English as a second language who wish to earn a certificate for course work in English language and American culture. The language skills acquired in this program of studies will allow students to utilize, in English, existing knowledge, training and/or skills, either in other academic pursuits or in the workplace.

Students in this program must complete a minimum of 40 credits, to include at least 10 credits in English as a Second Language (ESL), English, and/or English Literature, to be chosen from:

- ESL 91, 92, 93, 94, 96, 97, 98, 155, 159, 191
- ENGLISH 80, 81, 82, 83, 84, 85, 90, 91, 95, 101, 102, 104, 105, 201, 276, 277, 278, 279
- ENGLISH LITERATURE 232, 234, 240, 241, 250, 257, 258, 259, 264, 265, 267, 269, 271, 290

Students must have an overall grade point average of 2.0.

As ESL requirements allow, students may also take elective credits; however, ESL classes, as indicated by the College Placement Test, are a priority requirement and take precedence over all other course work.

Scholastic Honors and Awards

Quarterly

Each quarter TCC students who achieve outstanding grades are honored. Students will be notified by a personal letter from the Vice-President for Academic Affairs. A notation of their selection to the quarterly Honors or High Honors List will be placed on their permanent transcript when official transcripts are requested.

Honors

Students who earn 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.

High Honors

Students who earn 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.

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.

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

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 and have met award criteria described below will be graduated with "Honors."

Graduation with High Honors

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 and have met award criteria described below will be graduated with "High Honors."

Awards Criteria

(Graduation with Honors and Graduation with High Honors)

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.

President's Medal Awards

The three Associate in Applied Sciences 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, Arts and Sciences Degree candidate and an Option B candidate, each student may 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 7, 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 7. Students may drop in, but should expect a short wait.

Mathematics Lab

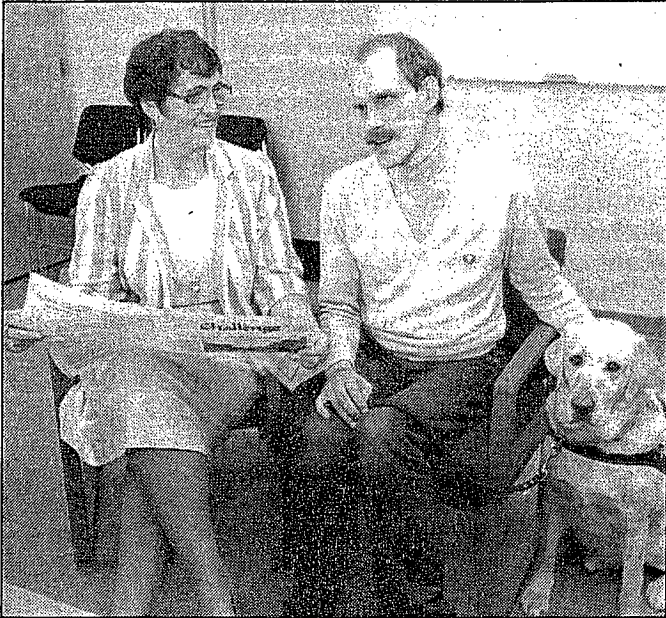
The mathematics laboratory provides developmental and some college mathematics courses.

Students proceed at their own learning rate and receive special tutorial assistance. The mathematics lab is located in Building 7.

Adult Learning Center

The Adult Learning Center helps students in such skills as mathematics, writing, spelling and reading through the Individual Education Program or Adult Basic Education. GED preparation and adult high school completion courses are offered through individualized programs. For more information visit Building 7.





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.

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 7.

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

Student Services

Multicultural Student Services Program

The College's Multicultural Student Services program seeks to assist students of color and women in achieving their educational goals. Located in Building 11A, the program offers programs and support services that assist in maximizing student success.

Individual and academic counseling are available on by appointment. Study groups, tutoring, and peer mentors are available. The Multicultural Student Services program also advises the campus Black Student Union, Hispanic Society and Friends, Asian/Pacific Islander Club, and the Native American Club and sponsors a number of ethnic activities including festivals, dances, lectures, plays and workshops. All women and students of color are encouraged to contact the program office in Building 11A.

Services for Students with Disabilities

Resources to help disabled and disadvantaged students achieve their educational goals are available in Building 18. A Disabilities Specialist provides individual counseling and educational planning services. Disabled students are responsible for identifying themselves and their needs to the Disabilities Specialist.

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.

Persons with learning disabilities must provide documentation. Permits to use disabled parking areas are issued through the Security Office.

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.

Childrens' Center

TCC offers a high quality, affordable child care program designed to enable parents to pursue their education by providing a safe, nurturing environment for their children.

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

Students using the Center are required to participate in a series of parent education courses. In addition, the Center offers services such as: Family resource and referrals; developmental screening and assessment; and hot lunches.

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

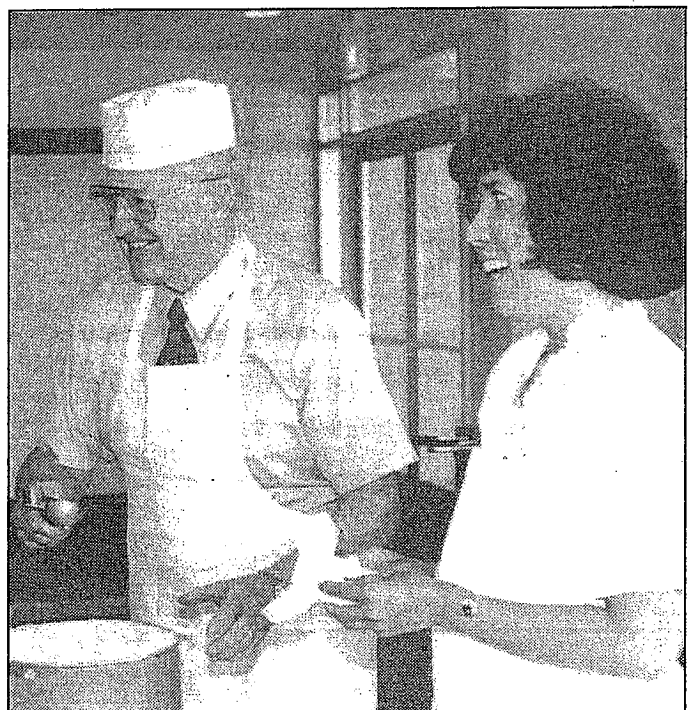
New and used textbooks for all courses at Tacoma Community College may be purchased in the Bookstore. Art and classroom supplies, nursing uniforms, postage stamps and monthly bus passes are also available.

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.

Dining Services

Dining Services, located in the Opgaard Student Center, provides a variety of made-to-order and express food options including breakfast and lunch grill, deli sandwiches, pizza, hot entrees and side dishes, fresh salads and fruits, beverages and baked goods. Operating hours are 7:30 a.m. to 2:30 p.m., Monday through Thursday and 7:30 a.m. to 2 p.m. Friday. Holiday and summer hours vary.

Espresso coffee service is provided by Classic Espresso. In addition to espresso, you can purchase bakery and confection items all day and express deli



sandwiches after 2:00 p.m. Operating hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 1:30 p.m. Friday. Closed Weekends. Holiday and summer hours vary.

For catering services or kitchen use, please contact the Food Service Director at 566-5085.

Additionally, food and beverage vending machines are located in many building on campus.

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.

Tacoma Community College Foundation

The Tacoma Community College Foundation is dedicated to supporting and enhancing the ability of Tacoma Community college to perform its mission of making high-quality education and training available to adults in Tacoma/Pierce County. The foundation was established in 1967 by a group of civic and business leaders, and is incorporated as a non-profit, tax-exempt organization under 501 (c) (3) of the Internal Revenue Code. It is governed by a 25-member board of directors who serve voluntarily. Through gifts and bequests, the Foundation provides educational and cultural opportunities for students that would be otherwise unavailable due to legal constraints or budgetary limitations.

The Foundation sponsors the Tacoma Wine Festival, a major community annual event for sampling premium wines and foods from the Pacific Northwest. Through the years, festival proceeds have funded scholarships for deserving students, faculty and classi-

fied staff recognition awards, subsidies for parents with children in TCC's Children's Center and support for the college's Humanities Lecture Series and Running Start Program. Generous donations from area sponsors and patrons provide important support for the festival.

The Foundation has established an endowment fund. The endowment receives generous support from the college administration, faculty and staff, and from community individuals, businesses and corporations. Income from the endowed funds support TCC needs in perpetuity.

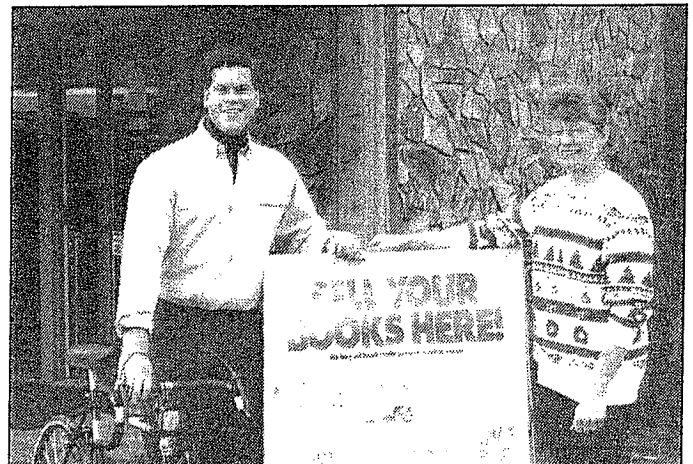
The Foundation's Annual Fund Campaign supports scholarships and special faculty, staff and college programs. The organization's yearly awards for recognizing faculty and classified staff excellence are highly coveted. The Foundation also receives grants support from area corporations and foundations.

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 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 Childrens' 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

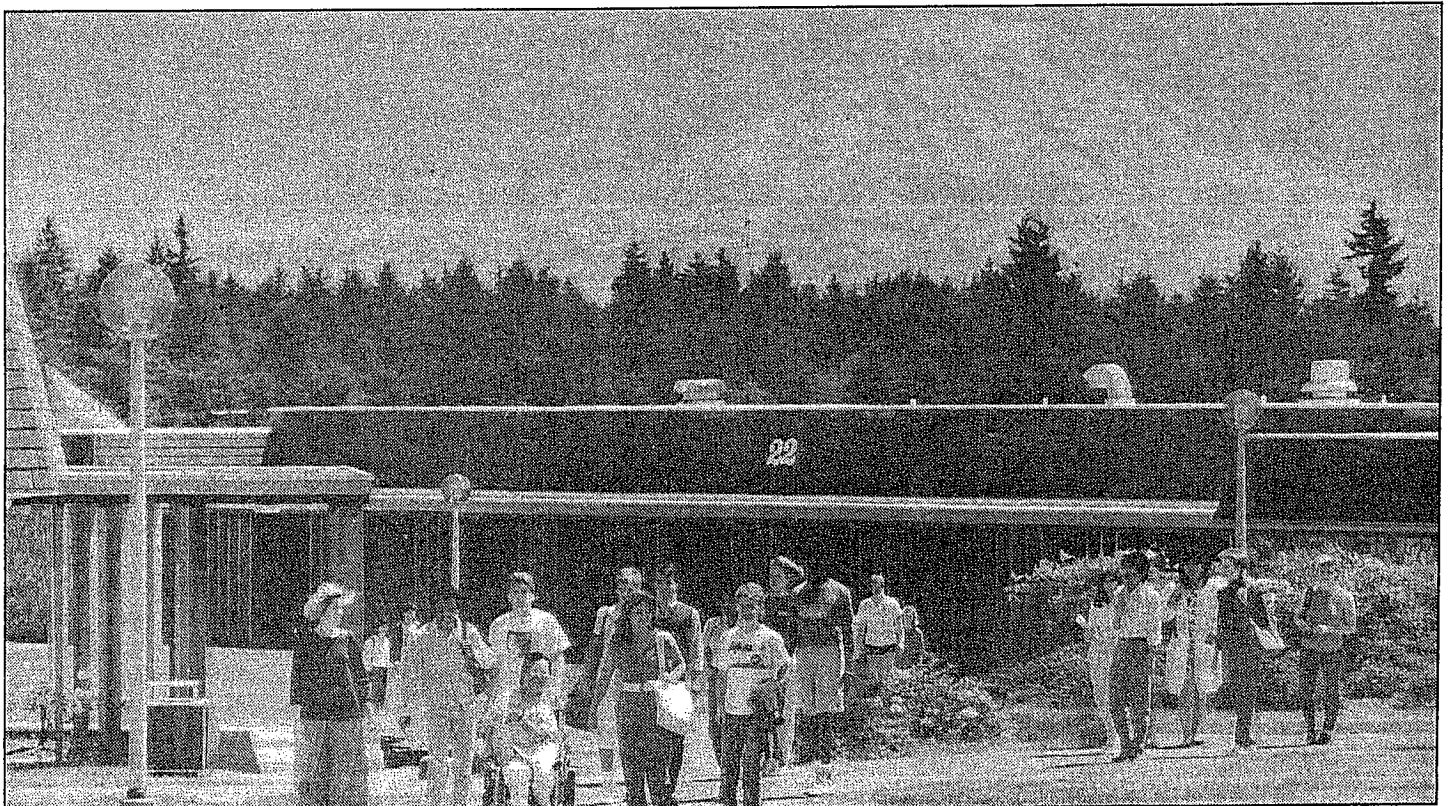
Both male and female athletes participate in Tacoma Community College's eight intercollegiate sports. The athletic program emphasizes both academic and athletic success for its student-athletes. The Titans have an outstanding record in competition in the Northwest Athletic Association of Community Colleges (NWAACC), while several athletes transfer each year to universities to continue their academic and athletic concerns.

Men's varsity sports include soccer, basketball, baseball and golf. Varsity sports for women include volleyball, basketball, soccer, 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, tennis courts and the use of Oakbrook Country Club as home course for the golf teams.

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.

AUTOMATED ACCOUNTING APPLICATIONS

Coordinator: Christopher Gilbert, 566-5321

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.

Associate in Applied Sciences 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 Applied Sciences Degree)

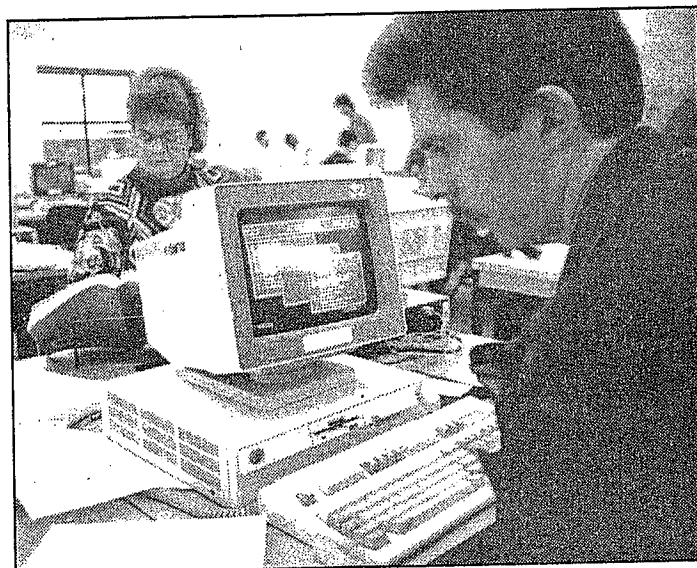
FIRST YEAR

Course Title		Credits
Practical Accounting IACCNT 140	5
Practical Accounting IIACCNT 141*	5
Practical Managerial AccountingACCNT 142*	5
Business Mathematics		
or equivalent BUS 110 or equivalent	5
Business		
English ENGL 101 or BUS/ENGL 104	5
Introduction to Data Processing	.. DPSYS 235	5
Computer Applications Elective DPSYS	3
Introduction to Business BUS 101	5
Business		
Communications	... BUS 225* or ENGL 102	5
Electives need advisor approval	5

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

SECOND YEAR

Automated Accounting IACCNT 240*	5
Choose one from Principles of Management, Personnel Management, or Organizational Behavior	. BUS 163 or BUS 165 or BUS 167	5
Computer Applications ElectiveDPSYS	3



Automated Accounting Applications (continued)

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	BUS/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		
or ENGL 102	BUS 225*	5
Electives	need advisor approval	5

* Prerequisite required

Students may substitute ACCNT 210, 220, 230 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

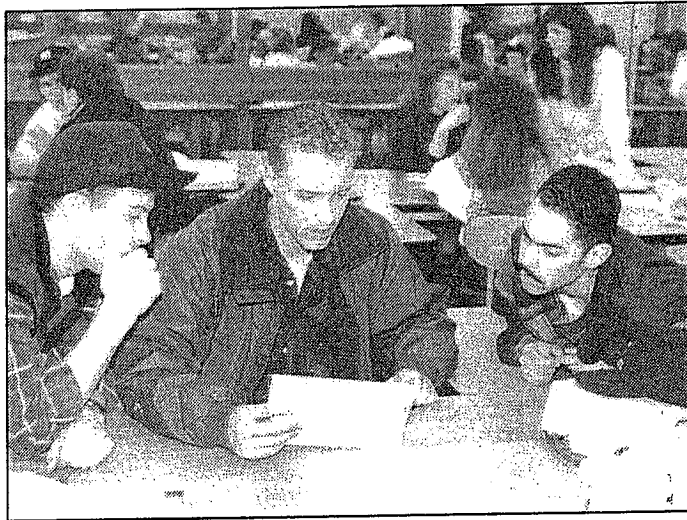
(Associate in Applied Sciences Degree)

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
Humanities Elective ..	COMSK 100/PHIL 119	5

SECOND YEAR

Course Title	First Quarter	
		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
Math Elective	MATH 107	5



BUSINESS ADMINISTRATION AND MANAGEMENT

(Associate in Applied Sciences Degree)

BUSINESS ADMINISTRATION AND HUMAN RESOURCE COURSES (30 credits)

Course Title		Credits
Introduction to Business	BUS 101	5
Principles of Management	BUS 163	5
Leadership and Human Relations	BUS 164	5
Organizational Behavior	BUS 167	5
Principles of Marketing	BUS 240	5
International Business	BUS 250	5

Students must take BUS 101 and/or BUS 163 during their first quarter and must complete both by their third quarter.

OPERATIONS AND BUSINESS MANAGEMENT COURSES (15 credits)

Personnel Management	BUS 165	5
Retailing and Professional Sales	BUS 245	5
Small Business Seminar	BUS 260	5
Managing Diversity	BUS 255	5
Business in a Changing World	BUS 270	5
Individual Internship Study	BUS 290	5

Offered every quarter to 2nd year students with instructor permission.

COMMUNICATION COURSES (15 credits)

Business English	ENGL 104	5
Fundamentals of Speech Communication	SPCH 100	5
Business Communications	BUS 225	5

COMPUTATION COURSES (15 credits)

Practical Accounting I	ACCNT 140	5
Accounting for Decision-makers	ACCNT 150*	5
<small>(ACCNT 140/142 or ACCNT 210/230 fulfills requirement for ACCNT 140/150.)</small>		
Business Mathematics	BUS 110	5

COMPUTER COURSE (5 credits)

Introduction to Data Processing	DPSYS 235	5
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ELECTIVE COURSES (10 credits)

Two or more college level courses from the following disciplines may be selected to satisfy this requirement: ACCNT, ANTH, BUS, COMSK, DPSYS, ECON, ENGL, OFFCE, POLSC, PSYCH, SMG, SOC, SPCH

(Courses from other disciplines require approval of program coordinator.)

Total Credits 90

* Prerequisite ACCNT 140 or 210

Second Quarter		
Introduction to Penology	ADJ 201	5
Management of Police Operations	ADJ 202*	5
Crime and Justice	ADJ 205	3
Science Elective		5
Third Quarter		
Criminal Justice Planning and Administration	ADJ 204*	3
Stress Management	PSYCH 207	5
Humanities Elective		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.

BUSINESS ADMINISTRATION AND MANAGEMENT

Coordinator: Christopher Gilbert, 566-5321

The Business Administration and Management (BAM) program offers courses that help individuals prepare for advancement in business and managerial occupations. It provides a broad base of business instruction concentrating on current management techniques and principles. The BAM Program is designed for individuals interested in a career in management that begins with entry into first level supervisory responsibilities. Coursework is designed to develop skills in marketing and sales, administration and management, human resources and supervision, and general business practices. An Associate in Applied Sciences Degree will be awarded to students who successfully complete the 90-credit curriculum listed below.



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 Applied Sciences 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

(Associate in Applied Sciences Degree)

Course Title	Credits
First Quarter	
Algebra Review MATH 90	5
or Intermediate Algebra MATH 99	5
Introduction to Data Processing .. DPSYS 235	5
Fundamentals of Electricity ELEC 101*	5
Fundamentals of Electronics ELEC 102*	5
Second Quarter	
Business English BUS/ENGL 104	5
Intermediate Algebra MATH 99	5
or College Algebra for Business and Economics** MATH 111*	5
Electro Mechanical Devices ELEC 221*	5
Electronic Devices and Systems ... ELEC 222*	4
Third Quarter	
Job Communication Skills SPCH 150	3
Leadership and Human Relations ... BUS 164	5
Digital Techniques ELEC 205*	5
Schematics ELEC 245*	5

Fourth Quarter

Microprocessors	ELEC 207*	6
Peripherals and Communications	ELEC 209*	6
Trouble Shooting Techniques	ELEC 210*	6

Fifth Quarter

Computer Language (eg PASCAL, FORTRAN, COBOL)		4-5
Business: An Introductory Analysis .	BUS 101	5
Data Communications and Distributed Processing	DPSYS 253	5

Sixth Quarter

Operating Systems	DPSYS 250*	5
Elements of Calculus	MATH 112*	5
Electives		5

Total Credits 104-105

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 Associate in Applied Sciences degree.

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 in Applied Sciences degree is awarded to students who successfully complete this program.

COMPUTER INFORMATION MANAGEMENT SYSTEMS

(Associate in Applied Sciences Degree)

FIRST YEAR

Course Title		Credits
Practical Accounting I	ACCNT 140	5
Leadership and Human Relations . . .	BUS 164	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	BUS/ENGL 104	5
or College Freshman Composition	ENGL 101	
College Algebra for Business & Industry		
.	MATH 111	5
General Psychology	PSYCH 100	5
or Survey of Sociology	SOC 110	
* Prerequisite required (see course descriptions).		

Students may substitute ACCNT 210 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 240, DPSYS 246, DPSYS 247, DPSYS 261, 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), 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.

EDUCATIONAL PARAPROFESSIONAL

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

The Education Paraprofessional Program is designed to train students to be successfully employed in a variety of educational settings. Developed as a joint venture between Tacoma Community College and the Tacoma Public School District, the program offers a wide range of practical, skill-building course work. Enrollment is open to currently employed paraprofessionals and teacher's assistants as well as individuals who wish to prepare for jobs in the field. Students may earn a two year, Associate in Applied Sciences Degree in Educational Paraprofessional or a one year (49 credit) Educational Paraprofessional Certificate.

Curriculum Outline (see next page)



EDUCATIONAL PARAPROFESSIONAL

(Associate in Applied Sciences Degree)

Core Requirements (34 credits)

Course Title	Credits
Role of the Educational ParaprofessionalEDP 100	3
Effective Instruction I (Recommend PSYCH 100 to be taken prior to EDP 101)EDP 101	3
Effective Instruction II (Recommend PSYCH 100 to be taken prior to EDP 102)EDP 102	3
Contemporary EducationEDP 110	3
Computer Literacy and Instructional MediaEDP 160	3
PracticumEDP 290	5
Child Health, Nutrition and Safety ..EDP 202	3
Adolescent Alcohol/Drug Treatment HSW 208	3
Behavioral Management (PSYCH 100 Prerequisite) PSYCH 140	3
Developmental Psychology (PSYCH 100 Prerequisite) PSYCH 206	5

Program Elective

Select one of the following four

Working with Special Needs Children EDP 201	3
Working with Young ChildrenEDP 210	3
Working with Middle School Children EDP 211	3
Working with High School Children .EDP 212	3

**General Education Requirements
Communications (20 credits)**

College Freshman Composition ... ENGL 101	5
College Freshman Composition ... ENGL 102	5
Speech Communication SPCH 100	5
Introduction to Critical Thinking .COMSK 100	5

Quantitative (5 credits)

Mathematics for Liberal ArtsMATH 107	5
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Symbolic Logic (MATH 99 Prerequisite) PHIL 120	5
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Leadership (3 credits)

Essentials of SupervisionSMG 101	3
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Human Relations (5 credits)

General PsychologyPSYCH 100	5
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Elective Requirements

Select 5 credits from each area (20 credits)

Humanities (5 credits)

Introduction to HumanitiesHUMAN 100	5
Appreciation of the Visual Arts ART 100	5
Introduction to MusicMUS 107	5

Social Sciences (5 credits)

Principles of Economics - Macro ...ECON 200	5
History of Civilization— 1815 to PresentHIST 113	5
U.S. History—20th CenturyHIST 243	5
State and Local Government and Politics POLSC 205	5
Survey—Introduction to Social Concepts SOC 110	5

Natural Science (5 credits)

Human Anatomy and Physiology .. BIOL 118	5
Total Credits	90

**CERTIFICATE IN EDUCATIONAL
PARAPROFESSIONAL: 49 CREDITS**

The Certificate in Educational Paraprofessional will be awarded to those students who complete 49 hours of credit courses, consisting of the core requirements listed above (34 credits), plus the following:

Core Requirements	34
College Freshman Composition ... ENGL 101	5
General PsychologyPSYCH 100	5
Mathematics for Liberal Arts MATH 107	5
Total Credits	49

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 Applied Sciences Degree)

SECOND YEAR

Required Courses (37-40 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
Principles of Management	BUS 163	5 or
Leadership and Human Relations . .	BUS 164	5
Critical Thinking	COMSK 100	5
Using Computers	DPSYS 100	3 or
Introduction to the Macintosh . . .	DPSYS 107	2 or

Desktop Publishing	DPSYS 225	3
Public Speech Communications . . .	SPCH 101	5 or
Job Communications Skills	SPCH 150	3
Total Associate		
Degree Credits		102-105

*Prerequisite required.

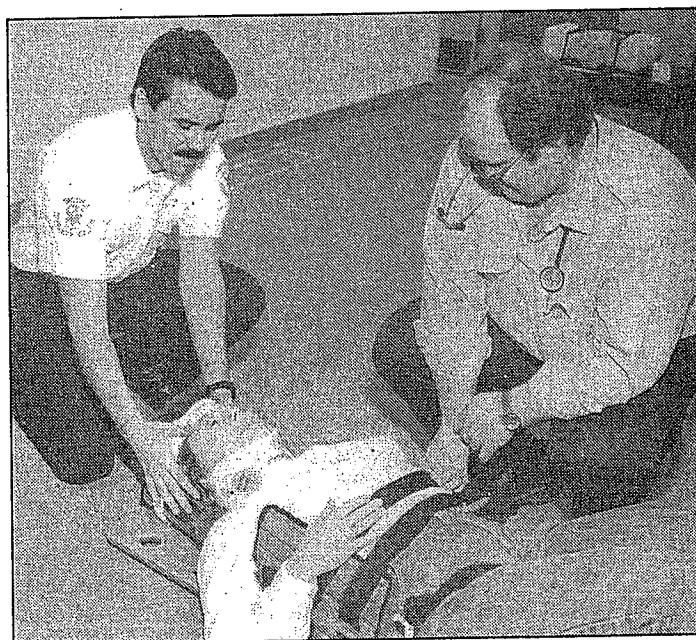
Additional or alternative courses subject to approval of program coordinator.

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

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	4
Medical Office Procedures	HT 120	3
Medical Terminology	HT 130, 131*, 132*	3,3,3
Introduction to Fundamentals of		
Patient Care	HT 170	4
Principles of Disease	HT 210	6
Legal Concepts for Health Field	HT 225	3
Basic ICD-9-CM Coding	HT 214	2
Basic CPT Coding	HT 216	2
Medical Claims Processing	HT 218	2



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 applied sciences 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 42 credits of core courses, 33 credits of more general education credits and 17 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 Applied Sciences Degree)

REQUIRED COURSES (42 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*	2
Supervised Clinical Practicum I ... HSW 191*	5
Supervised Clinical Practicum II ... HSW 192*	5
Supervised Clinical Practicum III .. HSW 193*	5
Total Credits	42

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

COMPUTER LITERACY (3 credits)

Using Computers ... DPSYS 100	3
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ETHNIC (select 5 credits only):

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

Race Relations ... SOC 262	5
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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 (17 credits)

Each student completing the Associate in Applied Sciences degree or the Associate in Arts and Sciences degree (along with the HSW degree) must select 17 credits of specialty work. Below are the current specialty offerings which may be changed to reflect demands and changes in the field.

Specialty Courses

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



Working with Families of the Chemically Dependent	HSW 214	5
Adult Psychopathology	HSW 215	3
Introduction to Group Process	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 17 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	2
Supervised Clinical Practicum	HSW 192*	5
Supervised Clinical Practicum	HSW 193*	5
Specialty course work selected from HSW offerings		9
	Total Credits	46

* 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 assessment 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 Health Information Management 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 Applied Sciences Degree)

FIRST YEAR

First Quarter (Fall)

Course Title		Credits
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	4
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*	6
CPT Coding	HT 216	2
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
(Recommend Math, Word Processing, MRT 299, HT 214, MRT 279, MRT 141, Business Correspondence, BUS 225.)		

Sixth Quarter (Spring)

Health Records in Alternate Care Settings	MRT 222*	3
Health Information Management	MRT 242*	3
Clinical Applications III (other facilities)	MRT 232*	6
Humanities Elective		5
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 AHIMA accredited programs).

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the American Health Information Management Association (AHIMA).

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 secretary certificate and is prepared for employment. Completion of the two-year program qualifies students to receive the Associate in Applied Sciences 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 45 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 Applied Sciences Degree)

FIRST YEAR

First Quarter (Fall)

Course Title		Credit
Anatomy and Physiology	BIOL 150	5
(BIOL 206-207-208 fulfills requirement)		
Health Care Delivery Systems	HT 110	4
Medical Terminology	HT 130	3
Business English	ENGL 104	5
Physical Education Elective		1

Second Quarter (Winter)

Business Data Processing	DPSYS 235	5
Anatomy and Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Typing for Speed/Accuracy	OFFCE 106	2

Third Quarter (Spring)

Medical Terminology III	HT 132*	3
Medical Transcription II	MRT 141*	3
Word Processing/WordPerfect	OFFCE 228	3
Introduction to Health Record Management	MRT 180	5
Work Internship (90 hours)	HT 240*	3

SECOND YEAR

Fourth Quarter (Fall)

Human Relations and Leadership	BUS 164	5
Speech Communication	SPCH 100	5
Principles of Disease	HT 210*	6
Physical Education Elective		1

Fifth Quarter (Winter)

Business Correspondence	BUS 225*	5
Legal Concepts for Health Field	HT 225	3
Medical Office Procedures	HT 120*	3
Elective		2

Sixth Quarter (Spring)

Basic ICD-9-CM Coding	HT 214*	2
Basic CPT Coding	HT 216*	2
Medical Claims Processing	HT 218	2
Work Internship	HT 241*	5
Elective		3
(Recommend HT 170 Patient Care Techniques (4); ACCNT 140 Practical Accounting I (5); Behavioral Science Electives or Additional Word Processing Courses)		

Total Credits

97

MEDICAL STAFF SERVICES**Coordinator: Marion Miller, 566-5163**

A medical staff services professional works in a hospital coordinating and managing the medical staff department. Duties include medical staff credentialing and appointment processing, compiling quality assurance and risk management data for recredentialing using specialized computer software, and interacting with state and national medical data banks. The medical staff professional will organize and attend medical staff committee meetings, as well as plan continuing medical education programs.

Second year students in HT 240-241 spend 150 hours in the medical staff departments of local hospitals to gain practical experience. After completion of the two year program, students will receive the Associates in Applied Sciences degree.

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

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

MEDICAL STAFF SERVICES

(Associate in Applied Sciences Degree)

FIRST YEAR

First Quarter (Fall)

Course Title		Credits
Anatomy & Physiology	BIOL 150	5
(or BIOL 206-207-208)		
Medical Terminology I	HT 130	3
Health Care Delivery Systems	HT 110	4
Business English	ENGL 104	5

Second Quarter (Winter)

Anatomy & Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	MRT 140*	3
Business Data Processing	DPSYS 235	5

Third Quarter (Spring)

Introduction to Health Records Management	MRT 180	5
Medical Terminology III	HT 132*	3
Word Processing: WordPerfect	OFFCE 228*	3
Business Correspondence	BUS 225*	5
Clinical Applications I	HT 240	2

SECOND YEAR

Fourth Quarter (Fall)

Principles of Management	BUS 163	5
Stress Management	PSYCH 207	5
Total Fitness	PE 100	2
Notehand I	OFFCE 130*	5

Fifth Quarter (Winter)

Fundamentals of Speech	SPCH 100	5
Data Quality Standards	MRT 241*	3
Legal Concepts for Health Field	HT 225	3
Leadership & Human Relations	BUS 164	5

Sixth Quarter (Spring)

Health Information Management	MRT 242*	3
Medical Staff Credentialing & Committee Management	HT 250*	3
The Office Professional	OFFCE 134	5
Clinical Applications II	HT 241*	3
Total Credits		98

*Prerequisite required

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 45 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	5
(BIOL 206-207-208 fulfills requirement)		
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 106	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
Total Credits		52

SECOND YEAR

If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he or she should be advised to enroll in the second year of the Medical Secretary Program.

MUSEUM/GALLERY OPERATIONS

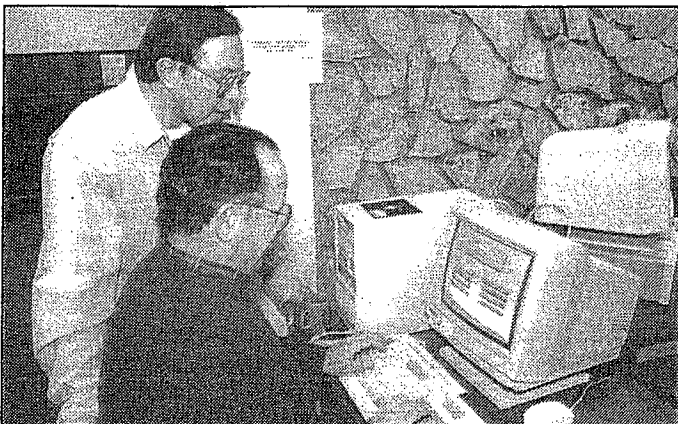
Coordinator: Frank Dippolito, 566-5270 or Rich Rhea, 566-5300

The Museum/Gallery Operations (MGO) program is an option in the Business Administration and Management program. The MGO option prepares graduates to analyze the business environment of the museum/gallery organization. It provides an understanding of the fundamentals of how a museum/gallery business operates, and will prepare students to coordinate the human, material, technological, and financial resources of a museum/gallery business. It will provide the graduate with an appreciation of the visual arts, design, and visual display as they relate to museum/gallery operations. The program provides ample flexibility in curriculum design to focus student interest and meet a multitude of career goals in business and museum/gallery operations management.

MUSEUM/GALLERY OPERATIONS

(Associate in Applied Sciences Degree)

NOTE: Students must complete 35 credits of required program classes, including one Anthropology, one History, and one Studio Arts class. The program requires 20 credits of related class requirements, 20 credits of Business class requirements, and fifteen (15) credits of Business class electives. Math 90 or test as ready for Math 90 or above is required.



PROGRAM REQUIREMENT COURSES (Select 35 credits)

Course Title	Credits
Introduction to Anthropology . . .	ANTHR 100 5
The Africans	ANTHR 115 5
Principles of Archaeology	ANTHR 205 5
Native American Cultures	ANTHR 210* 5
Appreciation of The Visual Arts	ART 100 5
Art Basics	ART 101 5
Two-dimensional Design	ART 102 5
Three-dimensional Design	ART 103 5
History of Western Art - Ancient . . .	ART 201 5
History of Western Art: Medieval & Renaissance	ART 202 5
History of Western Art: Baroque through Modern	ART 203 5
Color and Design	ART 210* 5
Far East in The Modern World	HIST 110 5
United States History: 17th, 18th Centuries	HIST 241 5
United States History: 19th Century	HIST 242 5
United States History: 20th Century	HIST 243 5
Russian History	HIST 260 5
History of Washington and The Pacific Northwest	HIST 264 5
Introduction to Historical Reasoning	HIST 290 5

RELATED INSTRUCTION COURSES (20 credits)

Leadership and Human Relations . .	BUS 164 5
Introduction to Data Processing . .	DPSYS 235 5
College Freshman Composition . . .	ENGL 101 5
Fundamentals of Speech Communication	SPCH 100 5

BUSINESS REQUIREMENT COURSES (20 credits)

Practical Accounting	ACCNT 140 5
Introduction to Business	BUS 101 5
Principles of Management	BUS 163 5
Work Internship	BUS 290 5

ELECTIVE REQUIREMENTS (Select 15 credits)

Business Law	BUS 200 5
Introduction to Marketing	BUS 240 5
Retail and Professional Selling	BUS 245 5
Small Business Entrepreneurship . .	BUS 260 5
Business in A Changing World	BUS 270 5
Desktop Publishing	DPSYS 222* 3

*Prerequisite required.

NURSING, ASSOCIATE DEGREE

Contact: Allied Health Department, 566-5163

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

Nursing program applications are accepted on an on-going basis. Admission information is available in the Allied Health Department, 566-5163.

NURSING

(Associate in Applied Sciences Degree)

FIRST YEAR

Course Title		Credits
Fundamentals of Nursing	NURS 101*	10
Medical-Surgical Aspects of Adult Care (Part I)	NURS 102*	10
Medical Surgical Aspects of Adult 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 Nursing	NURS 202*	5
Psychiatric Nursing	NURS 203*	5
Gerontological Nursing Leadership	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 and prior to graduation.

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
Developmental Psychology: Life Span	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
Computer Course DPSYS or BUSPC	1-5
	Non-Nursing Credits:	46-55
	Nursing Credits:	64
	Total Credits:	110-119

* Prerequisite required (see course descriptions).

Students interested in four-year nursing programs can complete a number of courses at a community college. Students need to consult a nursing advisor at the university at which they expect to complete their education before consultation with the Associate Degree Nursing Program Coordinator.

NURSING ASSISTANT PROGRAM

Coordinator: Norma Whitacre,
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: Dr. Karen Munson, 566-5021

The two-year Professional Office Occupations Program provides students with options to fulfill their individual goals for a career in a professional office setting. Each student will complete the core technical requirements listed below, plus all courses in one of the following programs: Word Processing or Secretarial.

Students who complete all of the required courses will earn an Associates Degree in Applied Sciences.

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
Introduction to Data Processing	DPSYS 235	5
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		43

GENERAL CORE REQUIREMENTS

Course Title		Credits
Business English	BUS 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
Leadership and Human Relations	BUS 164	5
Total General Credits		35

*Requires prerequisites or instructor permission.



SECRETARIAL OPTION

(Associate in Applied Sciences 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 Applied Sciences.

Course Title		Credits
Notehand I	OFFCE 130	5
Notehand II	OFFCE 131*	5
Machine Transcription	OFFCE 117*	3
Word Processing: WordPerfect	OFFCE 228*	3
Word Processing: Microsoft Word	OFFCE 234*	3
Desktop Publishing	DPSYS 222	3
Total Secretarial Credits		22

WORD PROCESSING OPTION

(Associate in Applied Sciences 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.

Course Title		Credits
Word Processing: WordPerfect	OFFCE 228*	3
Word Processing: Microsoft Word	OFFCE 234*	3
Word Processing: Advanced WordPerfect	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		23

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

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. OFFCE 103 must be completed prior to entry into the program.

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



First Quarter	
Using the Computer I	DPSYS 100 3
Business English	BUS 104 5
Introduction to Word Processing .	OFFCE 227* 5
Second Quarter	
Typing II	OFFCE 104* 5
Business Math	BUS 110 5
Records and Database Management	OFFCE 116 3
Practical Accounting I	ACCNT 140 5
Third Quarter	
Machine Transcription	OFFCE 117 3
Business Machines	OFFCE 115 5
Work Internship	OFFCE 120 5
Leadership and Human Relations or Stress Management .	BUS 164 or PSYCH 207 5
Total Credits	49

PARAMEDIC TRAINING
(See Emergency Medical Care, page 42-43.)

PROFESSIONAL OFFICE OCCUPATIONS PROGRAMS
(See Office Occupations Programs)

RADIOLOGIC TECHNOLOGIST
Coordinator: Royal Domingo, 566-5162

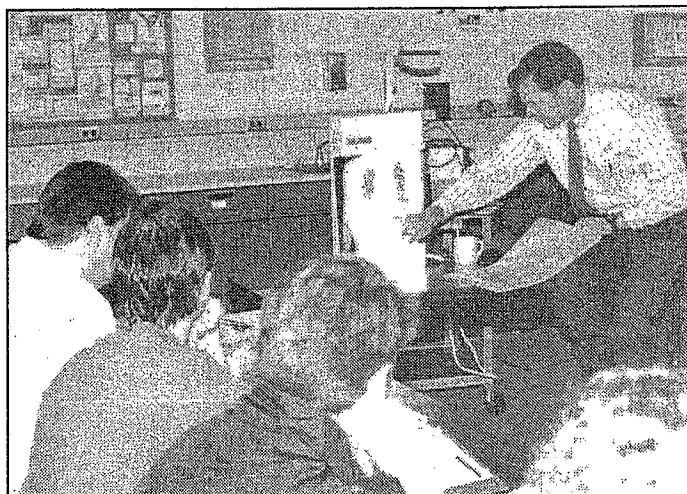
The Radiologic Technology program leads to an associate degree and a certificate of completion. The program is twenty-seven calendar months in duration. Upon the successful completion of the courses in radiologic technol-

ogy, 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 Applied Sciences 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 5
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
Patient Care	HT 170 3
Independent Study	RT 299* (1-5)
Third Quarter (Spring)	
College Freshman Composition . . .	ENGL 101 5
Radiation Physics I	RT 108* 5
Radiographic Positioning and Techniques III	RT 142* 5
Radiographic Clinic II	RT 121* 3
Independent Study	RT 299* (1-5)
Fourth Quarter (Summer)	
Radiographic Clinic III	RT 122* 7
Elective	5
Independent Study	RT 299* (1-5)
Fifth Quarter (Fall)	
Fundamentals of Speech Communication	SPCH 100 5
Radiographic Anatomy and Pathology .	RT 214* 3
Radiographic Positioning and Techniques IV	RT 243* 3
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
Imaging Modalities	RT 212* 2
Independent Study	RT 299* (1-5)
Seventh Quarter (Spring)	
Pharmacology and Venipuncture	RT 216* 3
Radiographic Quality Assurance	RT 245* 3

(Radiologic Technologist — continued next page)



Radiographic Clinic VI	RT 226*	5
Using Computers I	DPSYS 100	3
Independent Study	RT 299* (1-5)	

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 128-168

*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 University, 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)	
College Freshman Composition ... ENGL 101**	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 Applied Sciences 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
Eighth Quarter (Spring)	
Seminar RC 222*	2
Advanced Adult Critical Care Clinical III RC 242*	7
Speech Speech 100**	5
Computer Course (Any DPSYS or BUSPC Course)**	1-5
 Total Advanced Credits	 40-44
 Total Associate Degree Credits	 115-119

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: M. Wayne Williams, 566-5110

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 Applied Sciences 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 Applied Sciences 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		5
Introduction to Business BUS 101		5
Business Math or Intermediate Algebra BUS 110 or MATH 99		5



Introduction to Marketing	BUS 240	5
Introduction to Data Processing ..	DPSYS 235	5
(DPSYS 100 and DPSYS 101 may be substituted)		
Principles of Economics	ECON 200* or 201*	5
Business English or College Freshman Composition	BUS/ENGL 104 or ENGL 101*	5
Speech Communication	SPCH 100 or 101	5
Business and General Credits		40

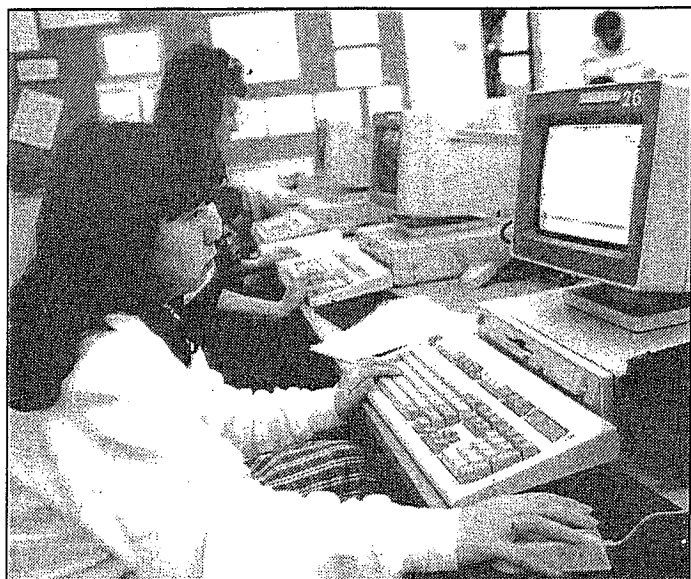
SUGGESTED ELECTIVES

(Select 29 credits**)

Course Title		Credits
Practical Accounting II	ACCNT 141	5
Accounting Principles-Financial ..	ACCNT 220*	5
Accounting Principles-Managerial	ACCNT 230*	5
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		29
Total Credits		90

* Prerequisite or instruction permission required.

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

**CERTIFICATES IN MANAGEMENT**

Coordinator: M. Wayne Williams, 566-5110

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 18 credit hours of management instruction (see below) offered by TCC. These classes are available on a daytime or nighttime schedule.

**Certificate in Supervision and Management
(Private Sector) 24 credits****REQUIRED COURSES—DAY SCHEDULE**

First Quarter (Fall)

Course Title		Credits
Motivation and Productivity	SMG 264	3
Supervising Problem Employees . . .	SMG 120	3

Second Quarter (Winter)

Management Communications	SMG 201	3
Supervising Cultural Diversity	SMG 275	3

Third Quarter (Spring)

Leadership Dynamics	SMG 261	3
Essentials of Supervision	SMG 101	3

Required Credits 18

**REQUIRED COURSES—
NIGHT SCHEDULE**

First Quarter (Fall)

Course Title		Credits
Leadership Dynamics	SMG 261	3
Essentials of Supervision	SMG 101	3

Second Quarter (Winter)

Motivation and Productivity	SMG 264	3
Supervising Problem Employees . . .	SMG 120	3

Third Quarter (Spring)

Management Communications	SMG 201	3
Supervising Cultural Diversity	SMG 275	3

Required Credits 18

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 1993-94 and 1994-95 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 as well as the Associate in Applied Sciences, the Associate in Technical Arts and Associate in General Studies 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 Associate in Arts and Sciences Degree, however, should not take for granted the transferability of all 100-level classes since some of them are vocational courses and apply toward the Applied Sciences and Technical Arts degrees 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 Technology
Medical Records Technology



Medical Secretary
Medical Staff Services
Medical Transcriptionist
Nursing, Associate Degree
Nursing, Continuing Education
Physical Education
Radiologic Technologist
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
Receptionist Clerk
Secretarial Office Skills
Supervision and Management
Word Processing

CONTINUING PROFESSIONAL AND LIFELONG EDUCATION

Dr. Trish Geringer

ACLS
AIDS Education
Certified Public Accountant
Continuing Legal Education
Continuing Education
for Health Professionals
Continuing Professional Education
Home and Family Life

K-12 Education/Endorsements
Lifelong Education/Non-credit Programs
Real Estate
Senior Citizen Programs
Summer Institute for Teachers
Youth Programs

LEARNING RESOURCES AND DEVELOPMENTAL EDUCATION

Dr. Teresita Hartwell

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

DOWNTOWN BUSINESS RESOURCE CENTER

M. Wayne Williams

Business and Industry Resource Center
Business Lab
Computer Lab
Contract Training
International Business
Small Business Management and Development
Supervision and Management

GIG HARBOR/PENINSULA CENTER

Norma B. Whitacre

Academic Transfer Classes
Business Lab
Community Service, Non-credit Classes
Computer Lab
Customized Business Training
Educational Paraprofessional
Math Lab
Nursing Assistant
Elderhostel

HUMANITIES

Dr. Gael Tower

American Sign Language
Art
Communication Skills/Critical Thinking
Coordinated Studies
Drama
English as a Second Language
English Composition
English Literature
French
Humanities
Japanese
Journalism
Music
Museum/Gallery Operations
Philosophy
Reading
Spanish

Speech
Study Skills

INSTRUCTIONAL COMPUTING RESOURCES

Gary Sigmen

MATHEMATICS AND SCIENCE

Ivonna McCabe

Biology
Botany
Chemistry
Computer Field Technology
Computer Science
Ecology
Engineering
Environmental Science
Geography
Geology
Mathematics
Oceanography
Physics
Telecommunications

SOCIAL AND BEHAVIORAL SCIENCE

William Packard

Administration of Justice
Anthropology
Education
Geography
History
Human Services
Political Science
Psychology
Sociology

STUDENT DEVELOPMENT

Bonnie Bennedsen

Human Development

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, 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 210 Accounting Principles-Financial (5)

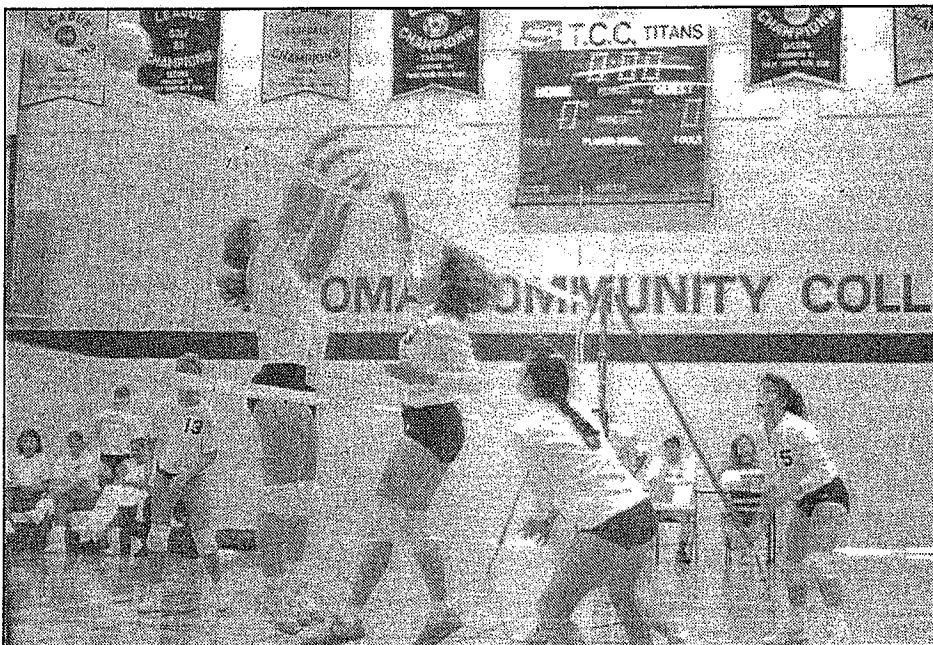
Emphasis is on the development and interpretation of financial statements: the balance sheet, income statement and the statement of changes in financial position.

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 Statements of Cash Flow. Introduction to methods used to interpret financial statements.
Prerequisite: ACCNT 210 with a grade of C- or better.

ACCNT 230 Accounting Principles-Manerial (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; such as, the use of the standard cost system.
Prerequisite: ACCNT 210 with a grade of C- or better.



**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 applications.

Prerequisite: ACCNT 240.

**AUTOMATED
ACCOUNTING
APPLICATIONS**

(See page 37 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 and 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.

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.

Aerospace (continued next page)

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 Business and Industry Resource Center. For course information call 566-5110.

AMERICAN SIGN LANGUAGE

SIGNL 120
American Sign Language I (5)
 A beginning course in American Sign Language (ASL) to introduce the student

to the language and culture of the hearing impaired.

SIGNL 121
American Sign Language II (5)
 A continuation of American Sign Language I (ASL) with greater emphasis on American Sign Language grammar with concentrated effort on expressive and receptive skills. Includes broadening of cultural awareness.
 Prerequisite: American Sign Language I or equivalent.

SIGNL 122
American Sign Language III (5)
 A continuation of ASL II, a study of American Sign Language (ASL), its use and the culture of the people who use it.
 Prerequisite: American Sign Language II or equivalent.

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 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.

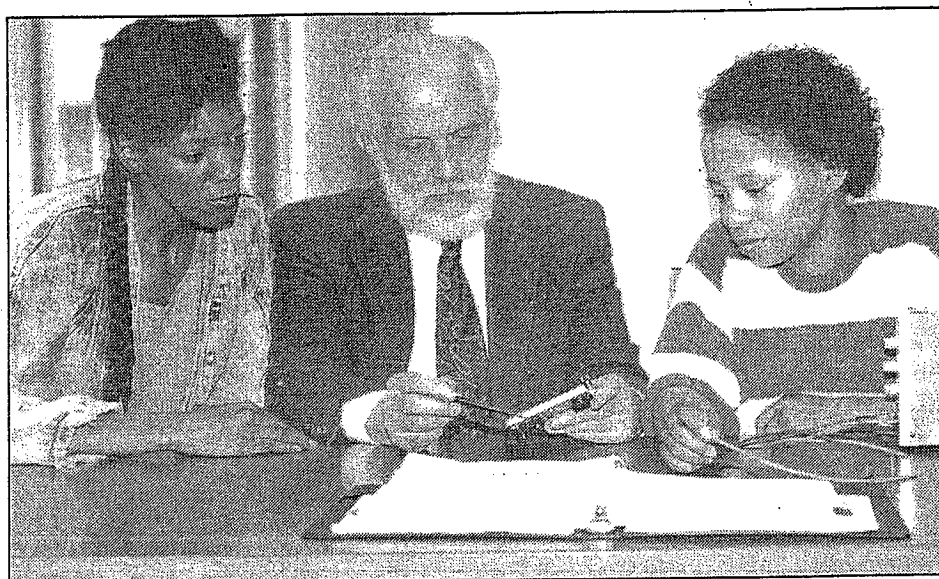
ANTHR 202
Principles of Sociocultural Anthropology (5)
 An analysis of the social and cultural variation of humankind. Comparison of how various western and non-western peoples live.

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 adaption, 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.
 Prerequisite: 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 Ceramics
- 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, Navaho) processes. History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with each quarter. Course may be repeated with credit to a maximum of ten credits.

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

ART 127**Surface Design on Fabric (2, 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 Ceramics (5)**

Introduction to creating ceramic forms using hand-building and wheel-throwing techniques. The student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered.

ART 132, 133**Intermediate Ceramics (5, 5)**

Further development of ceramic techniques: hand-built and/or wheel-thrown forming techniques, more advanced glazing and decorative techniques. Theory and practice in kiln loading and firing will be covered as part of 133.

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 Ceramics (5)**

A ceramic course designed to study primitive techniques and materials and their application to contemporary ceramics. Use of hand-made, improvised, and found tools. Innovative firing techniques will be used to approximate the look of traditional firing methods. 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.

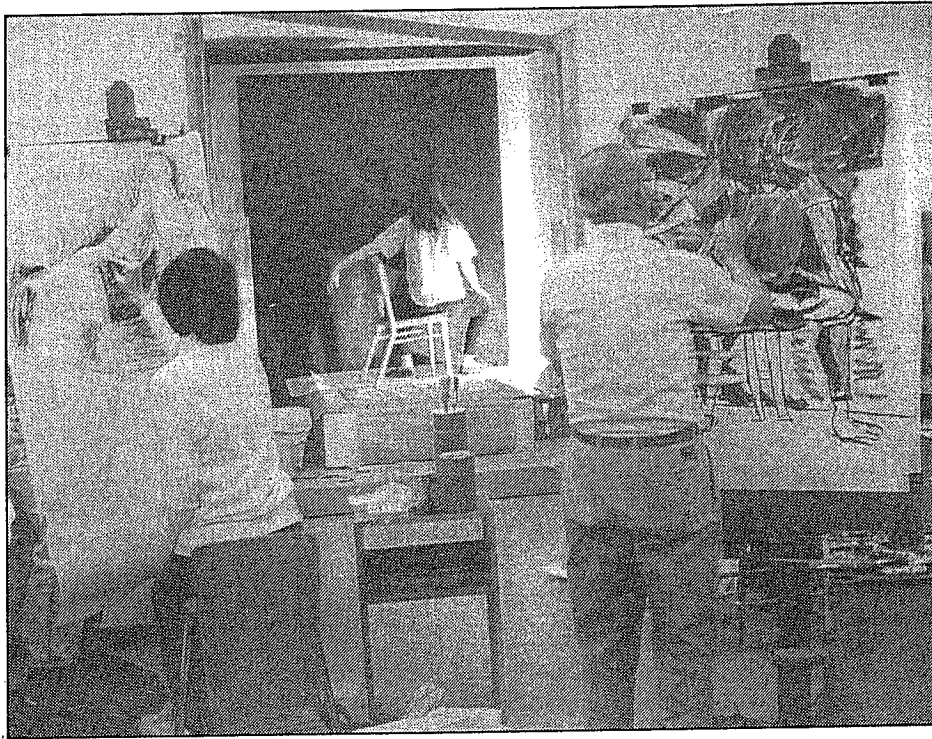
ART 146**Beginning Photography (5)**

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. Paint-

ing 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 representation 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 and Byzantine eras.

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**Low-fire Ceramics (5)**

Students will explore the possibilities available in low-fire ceramics. Traditional forms such as Majolica and burnished earthenware will be used as well as non-traditional styles. The ART 230 series is taught as a series of ceramic 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**Surface Embellishment and
Form Alteration (5)**

Course work will concentrate on the alteration of forms and the various techniques for surface textures. The student should be competent in the ability to make basic shapes to use on the techniques assigned. The ART 230 series is taught as a series of ceramic 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)**

The course will concentrate on clay as a medium for expression through purely sculptural forms. The ART 230 series is taught as a series of ceramic 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**Intermediate Photography (5)**

Second quarter of black-and-white photography or introduction to color. The course emphasizes development of photographic vision and technical proficiency, including composition and light, refinements of camera and light meter operation, development and printing techniques. Individual direction encouraged. Students must have an adjustable camera and provide film, paper and incidental 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 296
Special Projects in Art (2)**

This course involves special group efforts which grow out of departmental need or artistic opportunity. The course will be offered as each project is identified. The number of participants would be limited by the nature of the project and involvement would be subject to the applicant's background coursework and the instructor's approval.

**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 appropriate 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. Instructor's permission required.

**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.....Ceramics
- 299B.....Design
- 299C.....Drawing
- 299D..... Figure Drawing
- 299E.....Painting
- 299F.....Photography
- 299G.....Printmaking
- 299H.....Sculpture
- 299I.....Watercolor
- 299J.....Jewelry

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; for the Associate in Arts and Sciences, General Studies, Applied Sciences and Technical Arts 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; ecology and environmental issues; 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 Environmental Biology (5)

An introductory level course in world, national and local environmental issues. Basic ecological concepts are studied using local ecosystems as the laboratory. Prerequisite: High School Completion.

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 health programs. Laboratory included.

Prerequisite: BIOL 150 for 151. BIOL 100 or high school biology recommended.

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 and CHEM 101 or equivalent; CHEM 102 recommended.

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 the study of human cadavers.

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 (may be taken concurrently) for BIOL 210; CHEM 140 for BIOL 211; BIOL 211 for 212. This sequence may be taken either as BIOL 210, 211, and 212 or as BIOL 211, 212 and 210.



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 courses including word processing, typing, etc. For related courses, see International Business, Small Business Management, and Supervision and Management sections.)

BUS 101

Introduction to Business (5)

For both business and non-business majors. Dynamics and complexities of the competitive business world are explored through the study of topics that include economic systems, factors of production, business-ownership forms, business social responsibility/ethics, entrepreneurship and small business, marketing and management, and securities markets.

BUS 104

Business English (5)

A practical course in grammar, punctuation, sentence structure, and editing techniques. Course requires that students



apply these principles to business writing. Students may take either ENGL 104 or BUS 104, but not both.

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. Prerequisite: MATH 86.

BUS 155

Continuous Quality Improvement (2)

This course presents TQM management and planning tools needed to achieve Continuous Quality Improvement. It is designed for organizations and/or individuals developing a strategic implementation plan. The class will cover the establishment of priorities, implementation requirements, the development of timelines and an outline of implementation processes.

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 memorandums and business letters.

Prerequisites: BUS 104 or ENGL 104, OFFCE 103 or keyboarding skills.

**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 245
Retailing and Professional Sales (5)**

A study of the business activity of selling goods and services at the wholesale, retail, and final consumer levels. Major topics covered include the traditional sales process, the "nuts & bolts" of personal selling and retailing, consumer behavior, buying and pricing products, retail promotion, and the future of selling and retail.

**BUS 250
International Business (5)**

This course will provide an overview of the international world of business; multi-national corporations, international business management, marketing, finance and production. Emphasis will be placed on international cultures, the Pacific Rim and issues of the 21st Century.

**BUS 255
Managing Diversity (5)**

This course will explore the myriad of opportunities available to business today due to the rich mix of perspectives, ideas and talent offered by a culturally diverse workforce. From the personal to the organizational level it will examine issues related to performance, productivity, job enrichment and the added dimension of supervising an increasingly diverse work population.

**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 99, or assessment above MATH 99.

**BUS 260
Small Business Entrepreneurship (5)**

Course 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 270
Business in a Changing World (5)**

Examines the strategies businesses use to operate in an increasingly dynamic and competitive environment. An overview of economic and cultural impacts on business leads to the exploration of strategic planning, total quality management systems, and innovation geared to 21st Century technologies, diversities, and global interdependence.

**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 personal computers.

**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
Databases (2)

For beginning users of database software. 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 WordPerfect'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 140 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 page 39 for program requirements.)

CHEMISTRY

Students seeking courses for general interest and degree distribution requirements should consider the following non-major courses: CHEM 100, 101, 102. These courses are also appropriate for students working toward Allied Health careers.

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 the metric system, atomic theory, bonding, properties of matter, reactions, nomenclature and applications of chemistry to everyday life. Laboratory included.

Prerequisite: MATH 99 (may be taken concurrently) and college level reading and writing.

CHEM 101
Survey of Inorganic Chemistry (5)

(For non-science and non-engineering majors.) Metric system; atomic theory, bonding, quantitative relationships, solutions, gases, acids, bases, salts and nuclear chemistry. Laboratory included.

Prerequisite: High school chemistry or CHEM 100 and MATH 99.

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 and engineering majors) Structure of matter, atomic theory, quantitative relationships, solutions, gases, thermochemistry, periodic properties, and chemical bonding. Laboratory included.

Prerequisite: High school chemistry or CHEM 100 and MATH 115 or MATH 111.

CHEM 150
General Chemistry (5)

Bonding theory, liquids, solids, solutions, kinetics, equilibria, acids and bases. Laboratory included.

Prerequisite: CHEM 140.

CHEM 160
General Chemistry:
Qualitative Analysis (6)

Solubility, thermodynamics, electrochemistry, nuclear chemistry, organic chemistry, inorganic chemistry. Lab includes 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 40 for program requirements.)

COMPUTER
INFORMATION
MANAGEMENT
SYSTEMS

(See pages 40-41 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.

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, licensing, teacher endorsements, and license/certification renewals. Special courses are offered as workshops or short courses during regular quarter-length scheduling.

In addition, a wide variety of credit and non-credit classes are offered on and off-campus each quarter in Professional Education, Continuing Education for Health Professionals, Lifelong Education and Leisure Education programs. Offerings also include courses designed for senior citizens and youth.

For further information call the Office of Continuing Professional and Lifelong Education, 566-5018 (Building 2A).

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 240

"C" Programming (5)

Introduction to the structure and use of the "C" programming language with emphasis on business applications. Topics will include: following a program development methodology and structured programming techniques; and how to use data structures, pointers and functions within a "C" program. Participants will design and write several "C" programs.

Prerequisite: DPSYS 235 and a previous programming class (Fortran, Cobol, Basic).

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, net-

working, 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.

DPSYS 261**Using Network Operations Systems (Novell) (3)**

Introduction to the concepts of network operating systems. Covers preparing a PC to connect to a LAN, installing a network adapter, assigning network drives, setting the printer queues and network printers, construction of Login scripts and menus, managing network files and ensuring file security through the use of file and directory rights.

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)**

Historical survey of dramatic literature and styles of performance in world theater. Focus on the following areas of professional and amateur theatre: artistic (acting, directing, design, playwriting); administrative (management, funding, program and audience development and publicity) and technical (set and properties construction, costume construction and maintenance, operation of fly system and other back-stage machinery, the hanging and focusing of lights, application of make-up, working of puppets, etc.).

DRAMA 151**Acting I (5)**

Actor's personal, physical, vocal, sensorial, emotional, and psychological skills are developed through exercised in observation, imagination and relaxation. Emphasis on actor's ability to create credibility in performance in terms of character, relationship, environment, dramatic situation and text.

DRAMA 152**Acting II (5)**

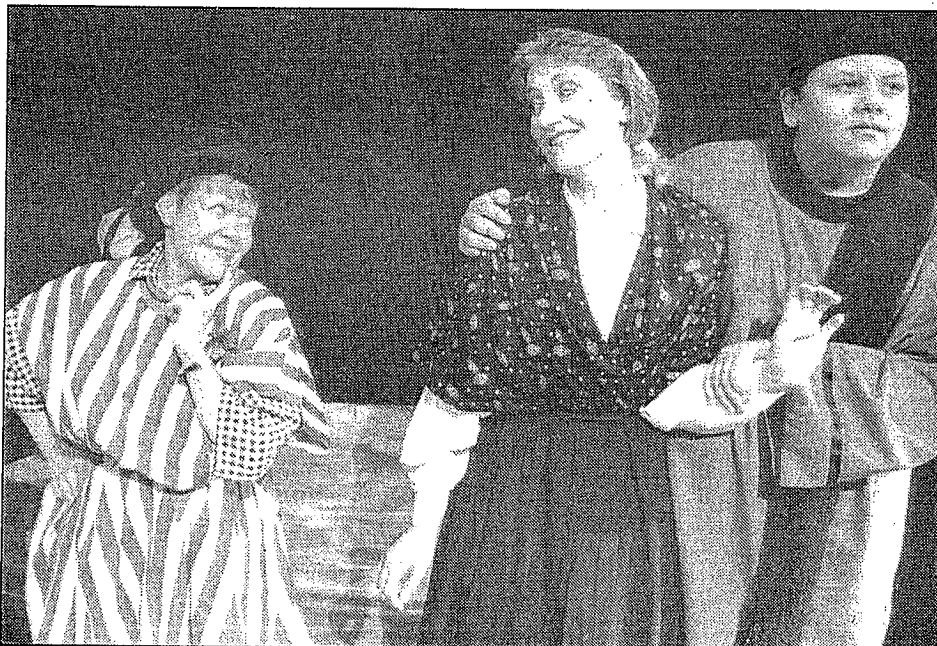
Intensive work in text analysis for the actor and in the development of sustained character portrayal. Focus is on 20th Century American playwrights.

Prerequisite: DRAMA 151 or instructor permission.

DRAMA 153**Acting III (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 99, or assessment above MATH 99. (Recommend concurrent registration in MATH 111).

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 99, or assessment above MATH 99. (Recommend concurrent registration in MATH 112).

EDUCATION

EDUC 101
Freshman Seminar (2)

This course is designed to prepare students for a successful college experience by developing study, note-taking and test-taking skills. You will discover the goals of higher education and the many campus resources and support services. In a group building environment you will explore cultural diversity and other topical issues which are important to the development of the modern college student.

EDUC 110
Teaching Adults (3)

This self-paced, audio-cassette/workbook course is designed for newly-appointed instructors/trainers or seminar leaders with little or no training in education techniques. Topics discussed include: learning styles, participative lecture methodology, discussion techniques, use of instructional aids, writing appropriate course objectives and instructional plans, organizing one-to-one instructional sessions and performance evaluations.

EDUC 200
Sociology of Education (5)

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

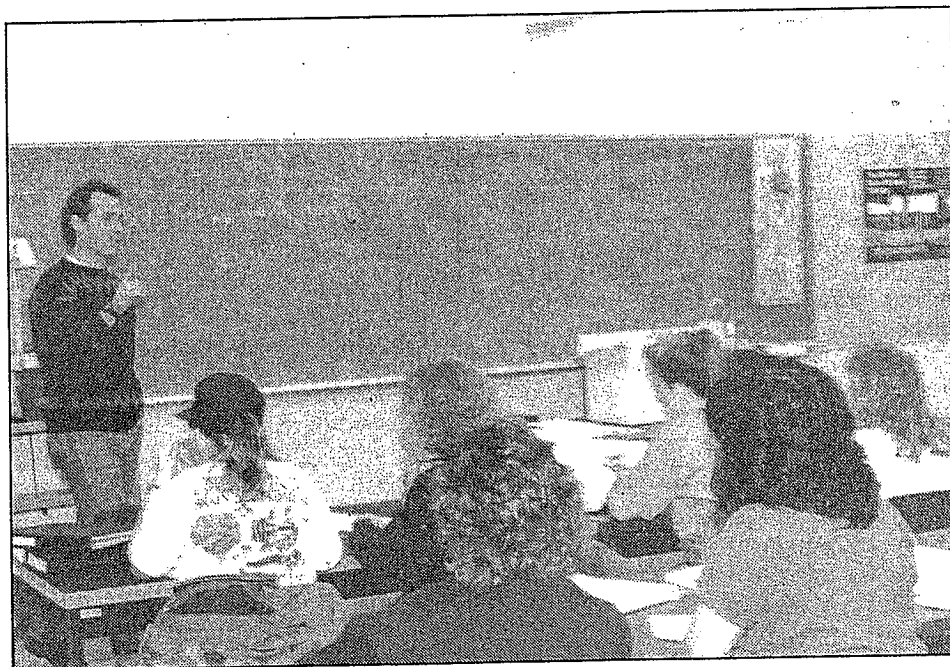
EDUCATIONAL
PARAPROFESSIONAL

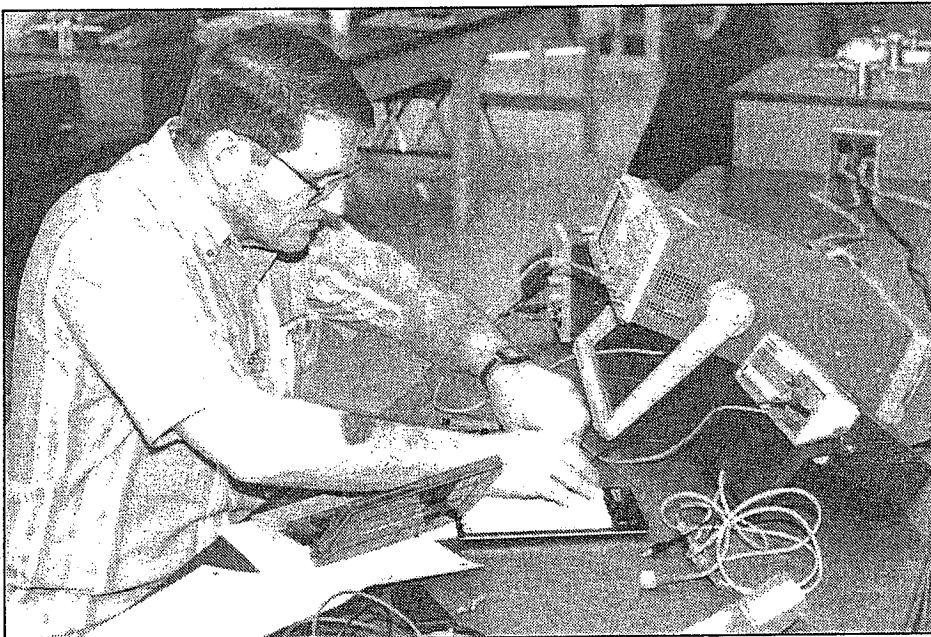
The Education Paraprofessional Program is designed to train students to be successfully employed in a variety of educational settings. Developed as a joint venture between Tacoma Community College and the Tacoma Public School District, the program offers a wide range of practical, skill-building course work. Enrollment is open to currently employed paraprofessionals and teacher's assistants as well as individuals who wish to prepare for jobs in the field. Students may earn a two year, Associate in Applied Sciences Degree in Educational Paraprofessional or a one year (49 credit) Educational Paraprofessional Certificate. Call 566-5350 or 851-2424 for course or program information or see page 42.

ELECTRONICS

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 205
Digital Techniques (5)

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

Prerequisite: MATH 115 or 111; and ELEC 102.

ELEC 207
Microprocessors (6)

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

Prerequisite: ELEC 205.

ELEC 209
Peripherals and Communications (6)

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

Prerequisite: ELEC 207 taken concurrently.

ELEC 210
Troubleshooting 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: ELEC 209 taken concurrently.

ELEC 221
Electro Mechanical Devices (5)

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

Prerequisite: ELEC 101 taken concurrently.

ELEC 222
Electronic Devices and Systems (4)

Working knowledge of modern electronic devices and the circuits in which they are employed. Electronic troubleshooting techniques. Rectifiers, transistors, 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 100
First Responder (4)

This 56-hour course is designed to develop skills and knowledge essential to the first person at an emergency scene, but who is not responsible for transporting patients in an ambulance. The individual will be able to provide basic emergency medical care and take actions to minimize patient risk and prevent complications until more advanced prehospital personnel are on scene and assume the responsibility for patient care.

EMC 110
Emergency Medical Technician—Basic (8)

Designed to prepare student to fulfill state and/or National Registry requirements for certification as an EMT-Basic. An EMT-Basic is the entry level position in EMS for prehospital care givers who provide basic life support and transportation for victims of illness and injury. Includes 110 hours of lecture and practical classwork time and some clinical observation. This class also meets a portion of the prerequisites for the Paramedic program. 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 Recertification (4)

For the currently-certified EMT-Basic who needs to fulfill state and/or National Registry requirements for recertification. Prerequisite: Current state or National Registry EMT-Basic. Certification and permission of program coordinator.

EMC 120

Paramedic I (14)

First of three courses of the paramedic education 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. Includes Washington Sate Prehospital Trauma Care course (intracurricular).

Prerequisite: Successful completion of EMC 120, EMC 130 and PE 100.

EMC 122

Paramedic III (5)

Third in the three-quarter course. Reviews the entire didactic content as applied to 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. equivalent.

Prerequisite: Successful completion of EMC 121, EMC 131 and PE 200.

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 in-field rotations.

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 rotations.

Prerequisite: Completion of EMC 120, EMC 130 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: Completion of EMC 121, EMC 131 and enrollment in EMC 122.

EMC 140, 150

Supplemental Education

for EMC Programs (2-10, 2-10)

This course offers individualized instruction to assist previously educated and/or certified personnel in meeting state, county, local or national certification or recertification requirements.

Prerequisites: Successful completion of approved paramedic program; recommendation of County Medical Director.

EMC 200

EMS Systems (2)

Designed to provide an overview of emergency medical systems. Explores system development, funding, implementation, management, operation and evaluation.

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 (2)

Introduction of the many engineering fields; includes lectures, guest speakers, discussions, reading and writing assignments, word processing and oral presentations. Acquaints students with opportunities in each field. Introduces students to the engineering design process.

ENGR 123

Engineering Graphics (4)

Becoming skilled in the use of drafting instruments to solve engineering graphics problems. The topics to be covered include: introduction to engineering, lettering, sheet layout, geometric construction, multiview drawings, section drawings, auxiliary views, dimensioning, pictorials, working drawings, and an introduction to computer aided drafting (CAD).

Prerequisites: MATH 115 and MATH 116 which may be taken concurrently.

ENGR 124

Introduction to Computer Aided Drafting (5)

Become skilled in the use of the computer and computer aided drafting (CAD) software to prepare engineering drawings. This course is an extension of the ENGR 123 (Engineering Graphics) course. The topics to be covered include: introduction to CAD software, geometric construction, multiview, auxiliary views, sections, dimensioning, pictorials, working drawings, coordinate systems and the use of levels.

Prerequisite: ENGR 123.

ENGR 141

Computer Applications to Engineering Problems (4)

The computer language of FORTRAN is used as a tool to aid in the solution of engineering problems. Flow charts, problem solution organization, top down programming techniques and sequences of computer statements are presented as a means of problem solving.

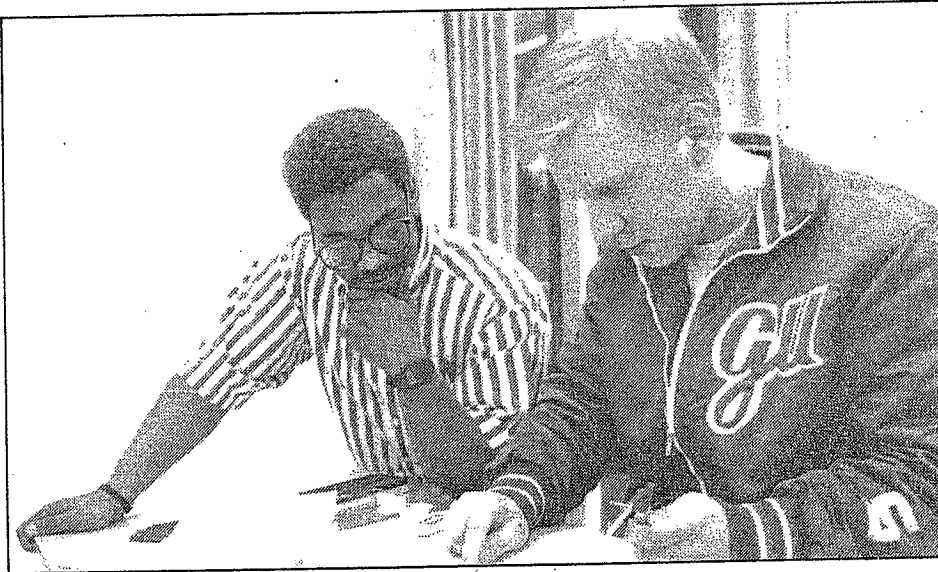
Prerequisite: MATH 116.

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.



ENGR 210
Engineering Mechanics:
Statics (4)

Problem solution organization will aid in the study and analysis of the reactions on stationary or static objects. This course will begin the process of combining mathematics, and the physical sciences to develop engineering problem solving skills. Topics covered in the course include: vector notation, equilibrium, moments, couples, resultants, trusses, frames, center of mass, beams, and friction.

Prerequisite: MATH 125 (Physics 121 recommended).

ENGR 215
Fundamentals of Electrical
Engineering (4)

Introduction to Electrical Engineering. Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solution of first and second order linear differential equations associated with basic circuit forms.

Prerequisites: MATH 126 and PHYS 122.

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. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass flow, rotation, absolute motion and relative motion.

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

ENGR 231
Intro to Technical 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 headings, illustrations, style and tone. Same course and ENGL 105.

Prerequisite: ENGL 101 or 104; or placement test.

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

ENGL 70, 71
Basic English Skills (5, 5)

For the beginning student who needs work on basic grammar and composition. Emphasis is on writing grammatically correct sentences and organizing short compositions.

All English courses numbered in the 80s are laboratory courses. Each course carries with it one hour in class and one hour in laboratory. Students may take up to three of these courses, not necessarily in sequence, and may enroll as late as the third 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 Enrichment (1)

Self-paced course helps students further vocabulary growth through context, pronunciation, word parts and dictionary usage. The course enhances the ability to read with greater clarity. Students work with lab instructor, text, and/or computer software; no prior computer experience is necessary.

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. Course provides practice in writing, developing, and revising various kinds of paragraphs.

ENGL 90
Beginning Writing (5)

A course designed to introduce basic writing skills. Course work places a heavy emphasis on clear and complete sentences, the importance of specific details, and a review of English fundamentals, including capitalization, punctuation, usage, grammar and spelling.

Prerequisite: Level 2 on English and reading placement tests or departmental permission.

ENGL 91
Composition (5)

A writing course designed to improve the student's writing ability to a level appropriate for entrance into English 101.

Course work focuses on paragraph writing skills with emphasis on organization, unity, coherence, and adequate development; an introduction to the expository essays; and a review of the rules and conventions of standard written English.

Prerequisite: Level 2 on English and reading placement tests or departmental permission.

ENGL 95
English Fundamentals (2)

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

Prerequisite: Level 2 on English and reading placement tests or departmental permission.

ENGL 101
College Freshman
Composition (5)

Study and application of the principles of college writing. Students write expository, descriptive and argumentative papers and learn to develop ideas fully, organize them effectively, and express them clearly.

Prerequisite: Level 3 on English and reading placement tests or departmental permission.

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)

A practical course in grammar, punctuation, sentence structure and editing techniques. Course requires that students apply these principles to business writing. Students may take either ENGL 104 or BUS 104, but not both.

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 ENGL 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 102 or departmental permission.

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 or departmental permission.

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 101 or departmental permission.

ENGLISH: LITERATURE

ENGL 232 Popular Fiction (5)

A survey of popular fiction as it has developed over the past century. Focus is on representative selections from various categories of popular fiction to better understand the nature and appeal of popular fiction. Representative categories include the western, science fiction, fantasy, adventure, and romance.
Prerequisite: ENGL 101 or departmental permission.

ENGL 234 Introduction to Mythology and Folk Stories (5)

A comparative study of myth and folklore throughout the world. Emphasis is on the commonality of concerns and values expressed by both western and non-western cultures and on the literary value of myths and folklore.
Prerequisite: ENGL 101 or departmental permission.

ENGL 240 World Literature: Beginnings to 1500 (5)

The first of two world literature survey courses. The course examines representative literary works from Asia, Africa, and Europe.
Prerequisite: ENGL 101 or departmental permission.

ENGL 241 World Literature: 1500 to Present (5)

The second of two world literature survey courses. The course examines a number of major literary works from various parts of the world.
Prerequisite: ENGL 101 or departmental permission.

ENGL 250 Introduction to Shakespeare (5)

Introduction to Shakespeare through a study of several of his tragedies, histories, comedies, and sonnets.
Prerequisite: ENGL 101 or departmental permission.

ENGL 257 Introduction to Poetry (5)

Study of poetry and poetic elements such as structure, diction, imagery, figurative language, and sound devices.
Prerequisite: ENGL 101 or departmental permission.

ENGL 258 Introduction to Fiction (5)

Study of short stories and novels and the various elements such as character, plot, theme, setting, and point of view.
Prerequisite: ENGL 101 or departmental permission.

ENGL 259 Introduction to Modern Drama (5)

Study of drama and its various elements such as character, plot, theme, and other literary devices.
Prerequisite: ENGL 101 or departmental permission.

ENGL 264 English Literature: From Beowulf Through Donne (1620s) (5)

Survey of English literature from three major periods of English literature: Old English (500-1100), Middle English (1100-1500), and the English Renaissance. Also includes 17th century essayists and poets.
Prerequisite: ENGL 101 or departmental permission.

ENGL 265 English Literature: From Milton Through Blake (5)

Survey of English literature from the Puritans (1640s) through Blake (early Romantics, 1780s).
Prerequisite: ENGL 101 or departmental permission.

ENGL 267 American Literature: From the Beginnings to 1860 (5)

Survey of American literature from the beginnings through the Civil War.
Prerequisite: ENGL 101 or departmental permission.

ENGL 268 American Literature: From 1860 to 1910 (5)

Survey of American literature from the Civil War to the eve of World War I.
Prerequisite: ENGL 101 or departmental permission.

ENGL 269 American Literature: From 1910 to 1950 (5)

Survey of American literature from 1910-1950.
Prerequisite: ENGL 101 or departmental permission.

ENGL 271 Contemporary American Literature (5)

Study of American literature written since 1960 with an emphasis on the major writers and themes of contemporary literature, including such writers as Erdich, Irving, Vonnegut, Kingston, Malamud, Updike, Morrison, Silko and Walker.
Prerequisite: ENGL 101 or departmental permission.

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 departmental permission.

ENGLISH AS A SECOND LANGUAGE

ESL 60 Pre-literate Speaking, Reading, Writing, and Computations (2)

A whole approach to enable nonspeakers of English to function in situations related to immediate needs, i.e., follow directions, ask and answer personal information, learn school and work vocabulary, handle tasks in which basic communication skills are demonstrated and acquire basic literacy skills to move to the next level.
Prerequisite: Placement exam or permission of instructor.

ESL 65
**Basic Speaking, Reading,
Writing and Computation (2)**

An whole approach to enable nonspeakers of English to function in situations related to immediate needs; handle routine, entry-level jobs that involve basic oral communication; fill out simple forms in which all tasks are demonstrated; and acquire the skills to move to the next level.

Prerequisite: Placement exam or permission of instructor.

ESL 70
**Intermediate Speaking,
Reading and Writing (2)**

An intermediate speaking, reading, and writing course to satisfy basic survival needs and some social demands; handle jobs and job training with simple oral and basic written instruction; comprehend basic citizenship materials; and fill out various forms.

Prerequisite: ESL 65.

ESL 75
**Advanced Speaking, Reading
and Writing (2)**

An advanced course that provides survival needs and routine work/social demands; handle work that involves following oral and written instructions in familiar and unfamiliar situations; comprehend written citizenship materials; communicate with native English speakers on familiar topics; and pursue basic skills or vocational training courses while

continuing advanced English language training.

Prerequisite: ESL 70.

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. Research project and at least one oral report 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. A major research project which focuses on English usage 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. An oral report about

the student's research on a topic on American culture is required.

Prerequisite: ESL 93 or ESL placement exam.

ESL 96
Reading and Writing I (10)

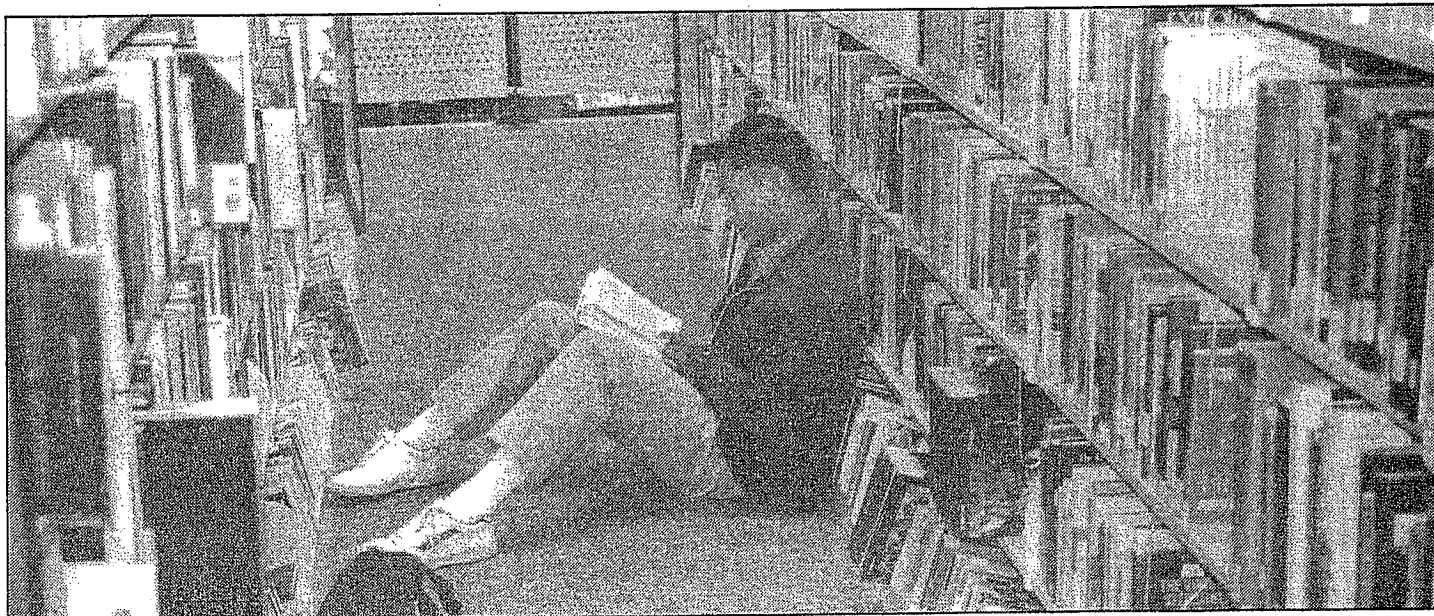
The first in a series of four reading and writing courses. For non-native speakers of English at the advanced-beginner level. Students are introduced to the process of writing (planning, writing, editing, re-writing), in the context of one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to improve their reading comprehension, speed and vocabulary.

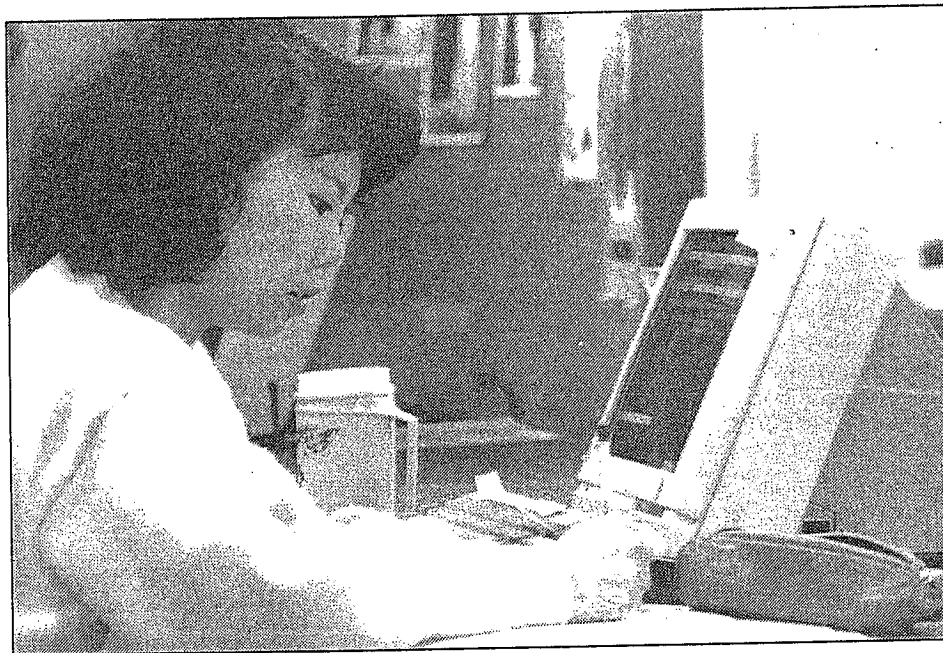
Prerequisite: ESL placement exam.

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 short compositions. Types of compositions 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 additionally build reading comprehension, retention and vocabulary. 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 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 155
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 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 159
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 na-

tive 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.

**ESL 161
ESL Content Study Skills (2)**

A course designed to increase students' comprehension and retention of material presented in a college-level content class, by providing practice with the vocabulary, listening and speaking skills, study skills, and cultural information necessary for success in an American college setting. May be taken three times for credit.

Prerequisite: Placement into ESL 159 or higher.

**ESL 191
Advanced Conversation and Pronunciation (2)**

A course in conversation and pronunciation for students of English as a Second Language at the high-intermediate to advanced level. The class provides instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation. Students participate in a variety of speech activities including de-

bates, poetry reading, role playing and speeches.

Prerequisite: ESL 98.

**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.

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.

Prerequisite: 8th grade level basic skills recommended. Permission of instructor.

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.

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: GEOL 101 and 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 (4)

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 visit. Offered fall quarter.

HT 120

Medical Office Procedures (3)

Skills in basic business procedures in the medical office, including telephone procedure, 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 course. Offered Winter Quarter. Prerequisite: Typing ability of 45 wpm and Medical Terminology, or instructor permission.

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 lab-

oratory tests. Offered fall, winter, spring, and summer quarters.

Prerequisite: HT 130 and 131.

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 (6)

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 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: HT 130 and 131 or permission of instructor.

HT 216

CPT Coding (2)

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system for hospitals and in physicians' offices. Designed as an introductory course for beginners, as well as review course for practitioners.

Prerequisite: HT 130 and 131 or permission of instructor.

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)

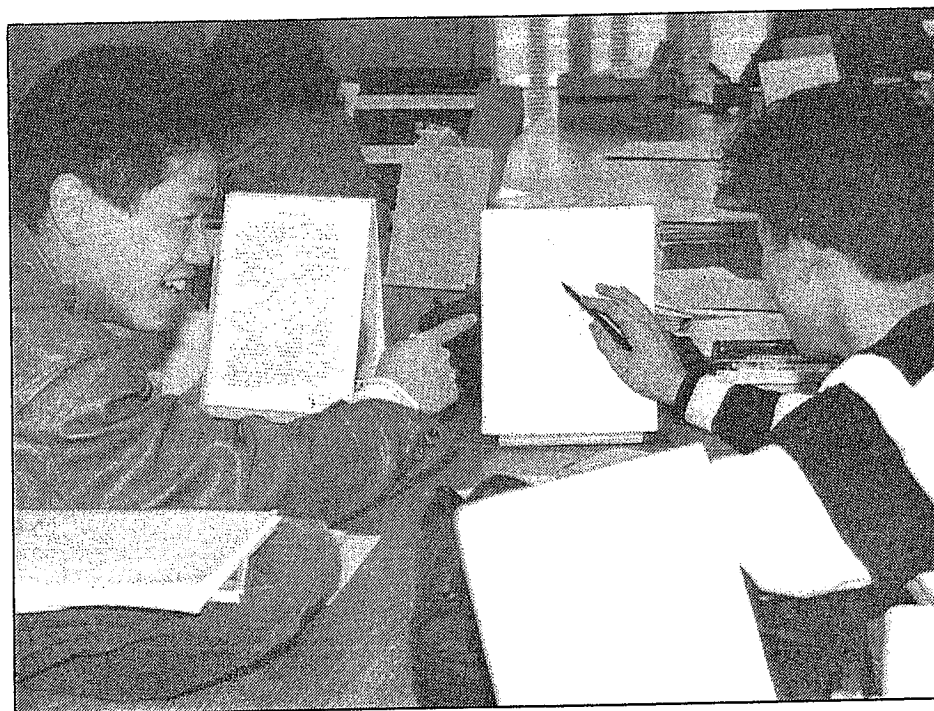
Principles of law including case studies as applied to health care professionals. The course surveys the U.S. Court System, legal proceedings and terminology, conduct of witnesses, rights and responsibilities of patients and health care professionals. The course gives particular reference to all phases 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 and Medical Staff Service 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 250
Medical Staff Credentialing and Committee Management (3)
 An in-depth study of the medical staff credentialing process, including the medical staff organization, membership, appointment and privileging process. Medical staff case law and applicable legislation will be analyzed. Medical staff committees, including purpose, composition and responsibilities will be studied, including the management and coordination role of the medical staff professional.

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.

HISTORY

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 prob-

lems, transportation, environmental, industrial relations and state-federal relations.

HIST 110
The Far East in the Modern World (5)
 The emergence of the Far East from colonial exploitation to self-determination in the modern world. Effect of 20th Century developments on the economic, political and religious values of each cultural area.

HIST 111
History of Civilization (5)
 Development of man from prehistoric days to the 14th Century; social, political, cultural and economic aspects.

HIST 112
History of Civilization (5)
 Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture and science; expansion of European influence throughout the world.

HIST 113
History of Civilization (5)
 Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

HIST 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.

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 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 (1)**

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 Children's Center may receive one extra credit for participating in their child's classroom on a regular basis.

**HFL 135
Child Development (5)**

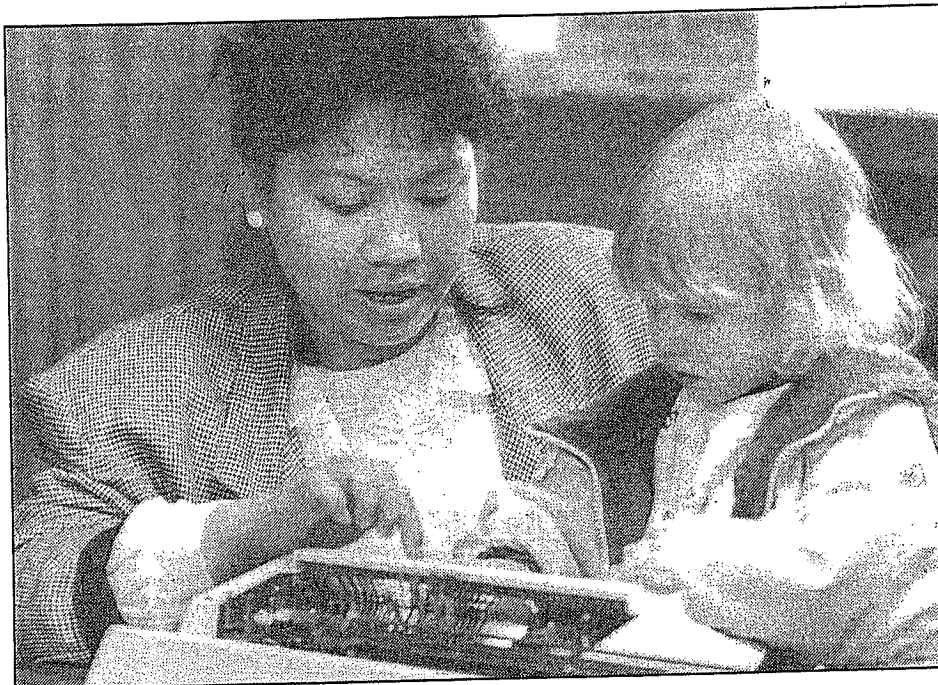
Growth and guidance of young children, their mental, emotional, physical and social development; meeting the needs of children in the family; observation of young children.

**HUMAN
DEVELOPMENT**

**HD 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.



HD 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.

HD 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.

HD 105
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.

HD 110
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.

HD 112
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.

HD 114
Exploring Human Potential (3)
Helps participants become familiar with and focus on unrecognized personal potential which can be used for self-fulfillment.

HD 116
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.

HD 299
Independent Study (1-5)
Independent observation, analysis and reporting of a selected problem in career and life planning. Prerequisite: Permission of instructor.

HUMAN SERVICES

HSW 100
Introduction to the Human Services (5)
Overview of the history, philosophy and present status of the major human service 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 100 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: HSW 102.

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 (2)
Explores the many options and issues facing students entering their first practicum. Covers screening, initial contacts, selection, and requirements. Prerequisite: HSW 100, 102 and 103. HSW 103 may be taken concurrently.

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 sociocultural 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 and 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 prob-

lems 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 210
Pharmacology and Physiology
of Substance Abuse (5)**

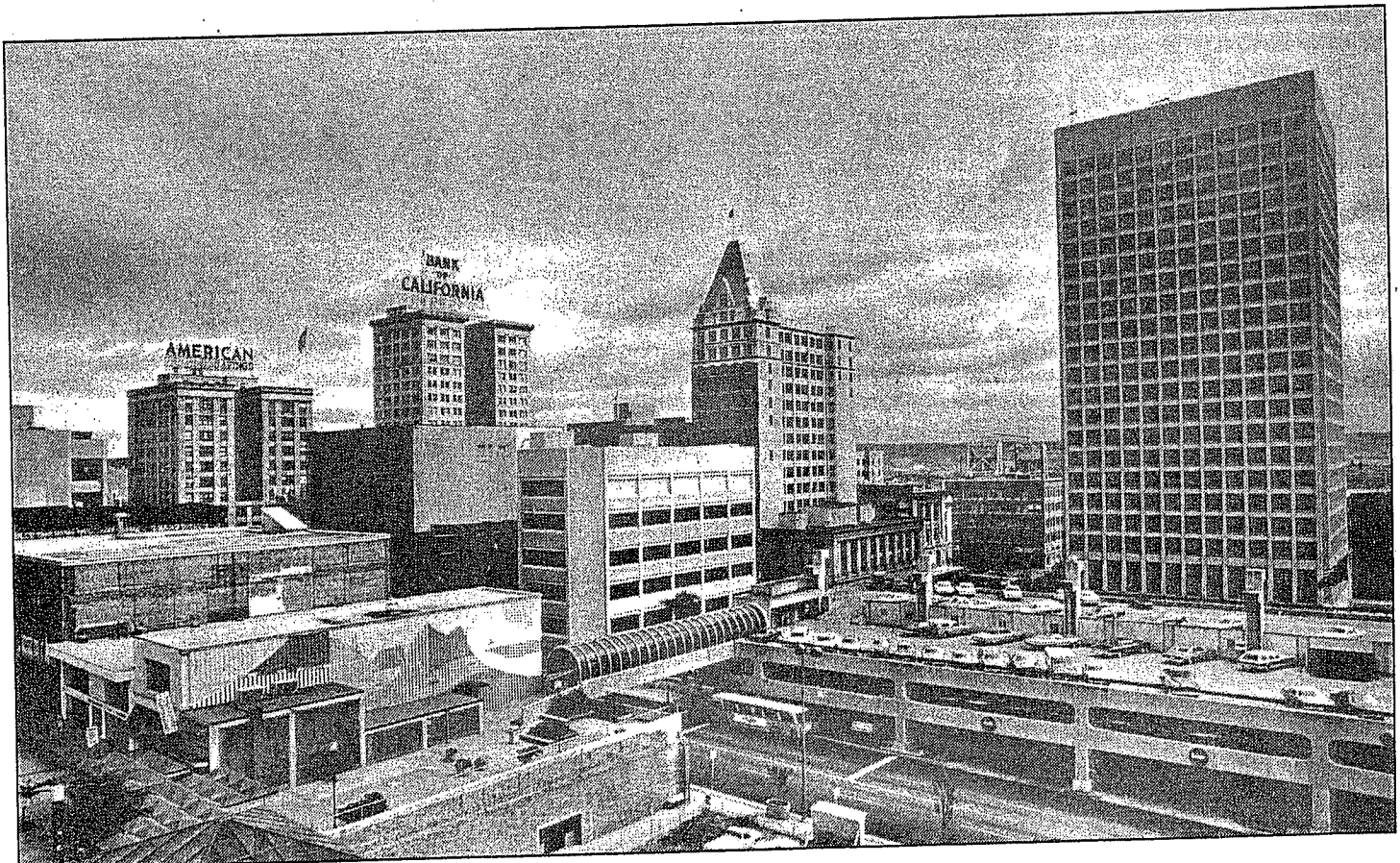
Provides information basic to the understanding of the pharmacology of alcohol and other abuse substances. It also details the physiological impact of these drugs in human beings.
Prerequisite: HSW 200.

**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 and HSW 200.

**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)

An introduction to the arts as a form of human communication. The course examines visual, performing, and environmental art forms and acquaints students with 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). The course 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 5th Century (B.C.) Athens to learn how Greek reasoning, concepts of individualism, and science have influenced the world.
Prerequisite: ENGL 101 or departmental permission.

HUMAN 286 The City: Renaissance Florence (5)

An in-depth study of the art, architecture, literature, history, and politics of 15th-16th Century Florence.
Prerequisite: ENGL 101 or departmental permission.

HUMAN 287 The City: London (5)

The affects of great wealth and great power concentrated in London by the fact of the British Empire making 19th Century London a dynamic center. The course focuses on the interrelationships between art, politics, philosophy and geography.

Prerequisite: ENGL 101 or departmental permission.

HUMAN 288 The City: Imperial Rome (5)

An in-depth study of Rome during the Pax Romana. The course focuses on art, architecture, literature and history of First Century Rome under the Julio-Claudians and Flavians.

Prerequisite: ENGL 101 or departmental permission.

INDIVIDUAL ARITHMETIC PROGRAM (IAP)

IAP 70, 71, 72 Individual Arithmetic Program (1-5) (Adult Learning 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 Adult Learning Center coordinator.

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 Adult Learning 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

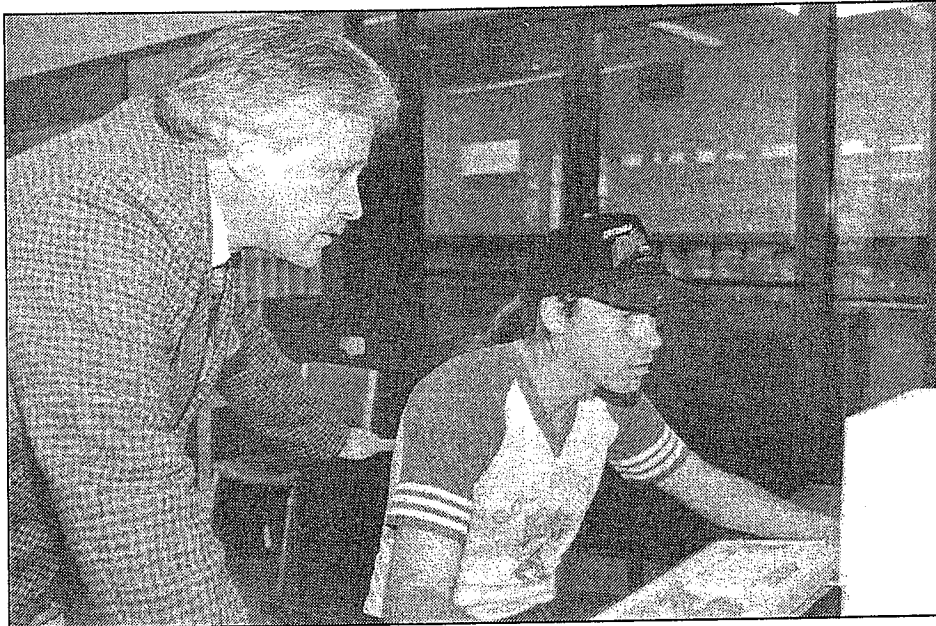
JAPAN 111, 112, 113 Elementary Japanese (5, 5, 5)

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 and Reporting (5)

An introduction to news reporting and writing. Topics include the role of journalism in American society, news reporting and writing skills, research methods, ethics and libel law. Students write at least four stories suitable for publication in the TCC student newspaper.
Prerequisite: ENGL 101.



**JOUR 102
News Editing (3)**

This course involves training in English grammar, news editing using AP style, heading writing and basics of newspaper page design with desktop publishing software.

Prerequisite: JOUR 101 or instructor's permission. Word processing skills helpful.

**JOUR 104
Photojournalism (3)**

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

Prerequisite: Passing grade in ART 146 or instructor's permission.

**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: JOUR 101.

**JOUR 209
Mass Communications and Society (5)**

Survey of mass media, including television, radio and newspapers, and the role they play in our lives. Tours, films, and guest speakers are an integral part of this course.

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

Independent observation, analysis and reporting on selected topics or problems.

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 99.

Students considering a major in mathematics, engineering, science or computer science will normally need to complete MATH 115, 116, 124, 125, 126, 220, 224, and 238.

Business and economics majors should complete MATH 99, 111, and 112 at TCC.

The appropriate academic advisor should be consulted before registration.

The use of technology including calculators and computers is required in most math classes. A calculator is required in all math classes numbered 86 and above; graphing calculators may be required or recommended for some classes. Students should consult with a math instructor before purchasing a new calculator. For math classes numbered above 100, students should be familiar with the use of a computer including spreadsheet use. DPSYS 236 or BUSPC 101 are recommended prerequisites if a student has no computer experience.

**MATH 80
Whole Numbers (2) (Lab Only)**

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

Prerequisite: Assessment/Placement above ABE.

**MATH 81
Fractions (1) (Lab Only)**

Basic review in operating with fractions. Includes least common denominators, additions, subtractions, multiplication and division of fractions.

Prerequisite: Assessment/Placement above ABE.

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

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

Prerequisite: Assessment/Placement above ABE.

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

Basic review of percentages. Includes percentage, percent, discount and interest.

Prerequisite: Assessment/Placement above ABE.

**MATH 86
Review Arithmetic (5)**

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

Prerequisite: Assessment/Placement above ABE and Reading 90.

MATH 88
Introduction to Elementary Algebra (4)

Beginning algebra specifically designed for students with no algebra background. Topics include: introduction to variables; solutions to linear equations and inequalities; work with positive integer exponents; evaluation and manipulation of formulas; and emphasis on word problems.

Prerequisite: MATH 86 or equivalent.

MATH 90
Algebra Review (5)

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.

Prerequisite: MATH 88 or assessment above MATH 88.

MATH 99
Intermediate Algebra (5)

Algebraic operations and concepts, solving equations and inequalities, algebraic fractions, systems of equations, exponents, roots and radicals, graphing of linear and quadratic functions and equations.

Prerequisite: MATH 90 or assessment above MATH 90.

MATH 107
Math: A Practical Art (5)

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: MATH 99 or assessment above MATH 99.

MATH 108
Introduction to Statistics (3)

Topics include: descriptive statistics of central tendency, dispersion, graphing and organization of data with intervals; and inferential statistics with probability of sampling data; chi-square and least-squares.

Prerequisite: MATH 99 or assessment above MATH 99.

MATH 109
Introduction to Probability (3)

Topics include: frequency and distribution of events, sample spaces, complimentary and combination of events, binomial distribution and permutations/combinations.

Prerequisite: MATH 99 assessment above MATH 99.

MATH 111
College Algebra for Business and Economics (5)

Pre-calculus course for business majors. Topics include: 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 99 and knowledge of Lotus 1-2-3 including graphing; or DPSYS 236 or BUSPC 101, previously or concurrently.

MATH 112
Elements of Calculus (5)

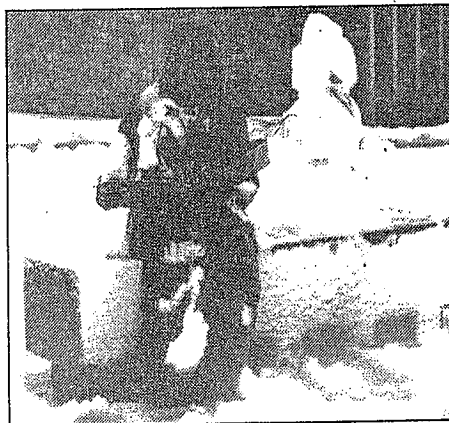
(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.)

Topics include the derivative, rates of change, maxima and minima, curve-fitting, the integral, area under curves, and forecasting by least squares.

Prerequisite: MATH 111 or permission of instructor.

MATH 115
Pre-calculus I: College Algebra (5)

The first preparatory course for calculus. Emphasis on functions and their graphs, especially logarithm, exponential, and inverse functions. Complex numbers; absolute value and quadratic inequalities; conic sections and their graphs.



Prerequisite: MATH 99 or assessment above MATH 99.

MATH 116
Pre-calculus II: Plane Trigonometry (5)

Topics include: trigonometric functions, graphs, identities, equations and inverse trigonometric functions along with solutions of triangles, complex numbers and polar coordinates.

Prerequisite: MATH 115.

MATH 124, 125, 126
Analytic Geometry and Calculus (5, 5, 5)

124 - Includes topics from analytic geometry, limits, and introduction to differentiation, applications of the derivative and an introduction to integration; **125** - Includes topics from applications of integration, differentiation and integration of the transcendental functions and methods of integration; **126** - Includes topics from vectors, improper integrals, polar coordinates, analytic geometry and infinite series.

Prerequisite: MATH 116 or assessment above MATH 116 for 124; 124 for 125; 125 for 126.

MATH 220
Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications.

Prerequisite: MATH 126.

MATH 224
Multivariable Calculus (5)

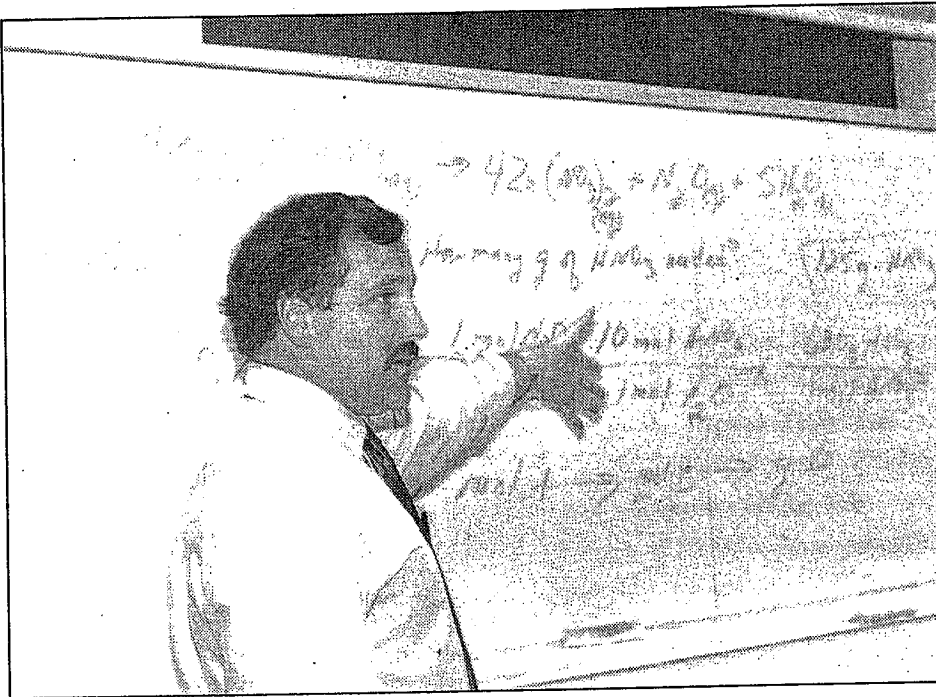
Functions of several variables, partial differentiation, gradients, line integrals, multiple integration, Green's Theorem, cylindrical and spherical coordinates.

Prerequisite: MATH 126.

MATH 238
Elements of Differential Equations (5)

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.



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. (4 hours lecture, 2 hours lab per week.)
Prerequisite: HT 130 and DPSYS 235, or instructor permission.

MRT 190 Clinical Applications I (2)

Students spend one hour in seminar 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.

Prerequisite: Concurrent enrollment in MRT 180 and 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; covers coding of all major body systems, with an emphasis on Diagnosis Related Groups (DRGs).

Prerequisite: MRT program enrollment and permission of instructor.

MRT 221 Statistics for Health Care (2)

In-depth study and calculation 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.

Prerequisite: MRT program enrollment, MATH 88 and DPSYS 235, and instructor permission.

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 and permission of instructor.

MRT 230 Automated MRT Lab (3)

Practical experience performing medical record duties in the campus laboratory including physicians' incomplete chart system, organizing and maintaining automated disease and operations indices, 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 and 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 and permission of instructor.

MRT 241

Data Quality Standards (3)

Study and practical application of the purpose, organization, and function of continuous quality improvement and utilization review programs, standards for hospital accreditation, and role of government agencies in approval, certification and licensure.

Prerequisite: MRT program enrollment and permission of instructor.

MRT 242

Health Information Management (3)

Development of management and supervisory skills, including planning, organizing, direction and controlling. Special emphasis in systems management applications in health record services.

Prerequisite: MRT program enrollment and 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 permission of instructor.

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.

Prerequisite: MUS 101 or permission of instructor.

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 Century Music—The Romantic Century (3)

Aspects of the Romantic period in music history with attention given to music literature and composition between 1800 and 1900.

MUS 111

Style Periods IV: 20th Century Music (3)

Aspects of 20th Century musical styles in music history with attention given to music literature and composition between 1900 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)

A one quarter certificate program which includes classroom and clinical training. Taught by a registered nurse, course work includes patient environment, patient psychological needs, basic nursing procedures, nutrition, body mechanics, safety, CPR, communication, terminology, and AIDS training. Upon successful completion of this course, students are qualified to take the Washington State Nursing Assistant Certification exam.

**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, infection and medication are introduced. Ethical and legal aspects of nursing emphasized. Student begins 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 Washington 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.

The following courses numbered NURS 106, 107, 108, and 109 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 on following page.

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. 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 103****Typing I (5)**

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

Prerequisite: READ 90 or equivalent and MATH 86 or equivalent.

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 106**Typing—Speed and Accuracy Development (2)**

Designed for students who already know the keyboard by touch 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 speed.

Prerequisite: OFFCE 103.

OFFCE 115**Office Machines (5)**

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

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 BUS 104 or 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 office workers, or students wishing to improve their notetaking ability.

Prerequisite: OFFCE 103 or equivalent and BUS 104 or ENGL 104.

OFFCE 131**Notehand II (5)**

Notehand dictation and transcription. Speed building emphasized.

Prerequisite: OFFCE 130.

OFFCE 134**The Office Professional (5)**

Word processing; time management; analyzing office procedures; writing proposals and reports; letter writing review; convention/conference planning; professional development; scheduling (calendars, appointments, etc.); dealing with difficult people.

Prerequisite: OFFCE 103, BUS 104 or ENGL 104.

OFFCE 227

Introduction to Word Processing (5)

Introduction to word processing. Word processing terminology and concepts. Provides an introduction to the transcription process. Covers an in-depth review of language arts within a word processing context, and a review of proper formatting of business documents. Presents a brief, hands-on introduction to WordPerfect and Microsoft Word.

Prerequisite: Keyboarding skills.

OFFCE 228

Word Processing: WordPerfect (3)

WordPerfect software on IBM compatible personal computers. Tasks will include, but not be limited to the following: inputting, editing, printing, sorting, mail merging, searching and replacing and paginating. Speller and thesaurus also will be used.

Prerequisite: OFFCE 104, BUS 104 or ENGL 104 and permission of instructor.

OFFCE 233

Advanced WordPerfect (3)

Students will refine basic tasks and skills learned in OFFCE 228. The following tasks and applications will be learned: footnotes and endnotes; headers and footers; merge; sort; long document input, revision, and pagination.

Prerequisites: BUS 104 or ENGL 104 and OFFCE 228 and permission of instructor.

OFFCE 234

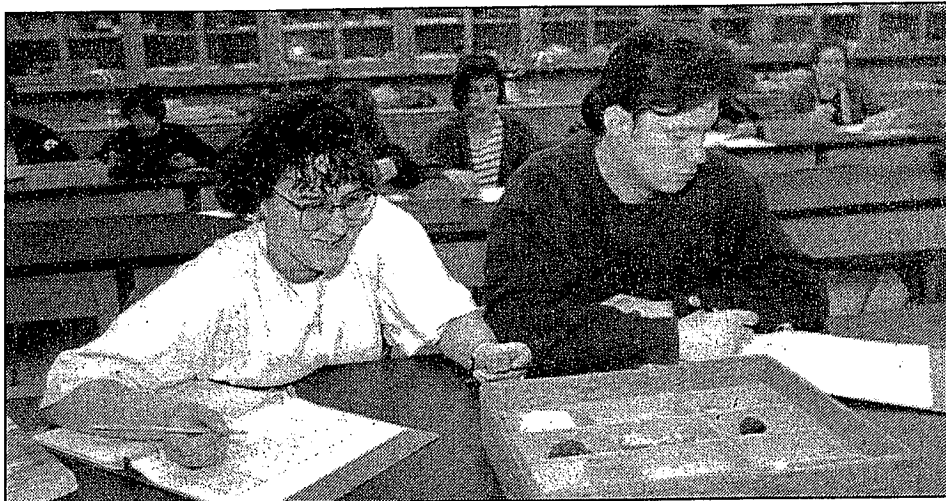
Word Processing: Microsoft Word (3)

Beginning course in Microsoft Word. Taught on Macintosh computers. Covers data entry, editing, printing, moving and copying, searching and replacing, footnoting, sorting, mail merging.

Prerequisite: BUS 104 or ENGL 104, OFFCE 104 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 efforts of the humanities 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 intellec-

tual 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

**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 (men)

- Varsity Golf (women)
- Varsity Soccer (men)
- Varsity Soccer (women)
- Varsity Volleyball (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 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.

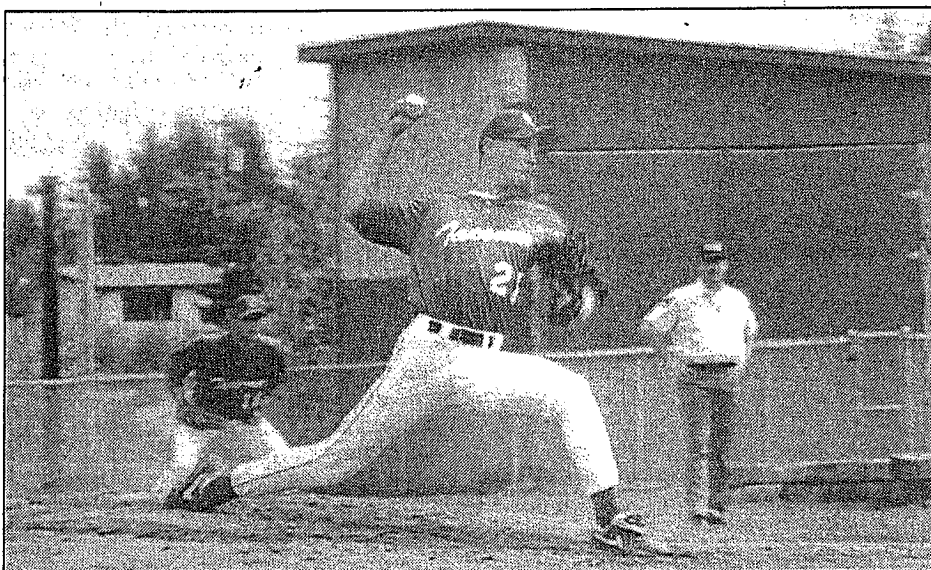
**PHYSICAL
EDUCATION
NON-ACTIVITY
COURSES**

**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 190
Health and Wellness (3)**

A course for students to learn how to take control of their own personal health and lifestyle habits so that they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-being. A course which encompasses a total wellness concept of one's physical, mental, emotional and social well-being. Students will examine major health issues of contemporary society, with emphasis on identifying risk factors.



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 99; MATH 115 is also recommended for PHYS 114; PHYS 114 for PHYS 115; PHYS 115 for PHYS 116.

PHYS 121, 122, 123

Engineering Physics (5, 5, 5)

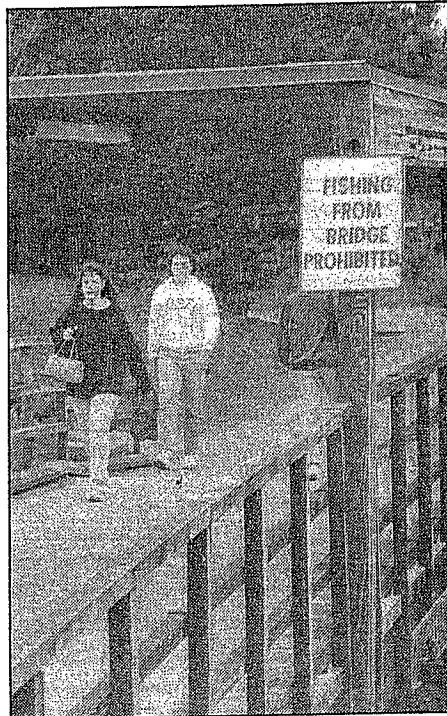
(For students planning to transfer in engineering or those majoring in certain sciences.) **121** - study of mechanics: motions and causes of motion, theories and applications for problem solving; **122** - electricity and magnetism; **123** - waves, sound, light and thermodynamics. Laboratory included.

Prerequisite: MATH 124 for PHYS 121; PHYS 121 for PHYS 122; PHYS 122 for PHYS 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 solu-



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

POLSC 203

International Relations (5)

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

POLSC 204

The Constitution: That Delicate Balance (5)

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

POLSC 205

State and Local Government and Politics (5)

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

POLSC 290

Political Philosophy and Ideology (5)

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

POLSC 298

City Council Internship (5)

The student will assist a city council member and may be involved in an in-depth study of a problem area or 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, motivation, emotion, intelligence, learning and remembering, thinking and personality will be examined.

PSYCH 170

Psychology of Adjustment (5)

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

PSYCH 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 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 (5)

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. (5 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 99; 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 pro-

fessional 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; and 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: HT 130 and 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: HT 170 and RT 121 and 141 and BIOL 151 and permission of instructor.

**RT 212
Imaging Modalities (2)**

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 123 and 240 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 216
Venipuncture and
Pharmacology (3)**

Advanced course in venipuncture for the radiographer. An overview of the circulatory system, commonly used sites for venipuncture, identifying reactions and the appropriate intervention response.

Course will include common medications in the Radiology Department ACLS drugs, the common dosages and physiology.

**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

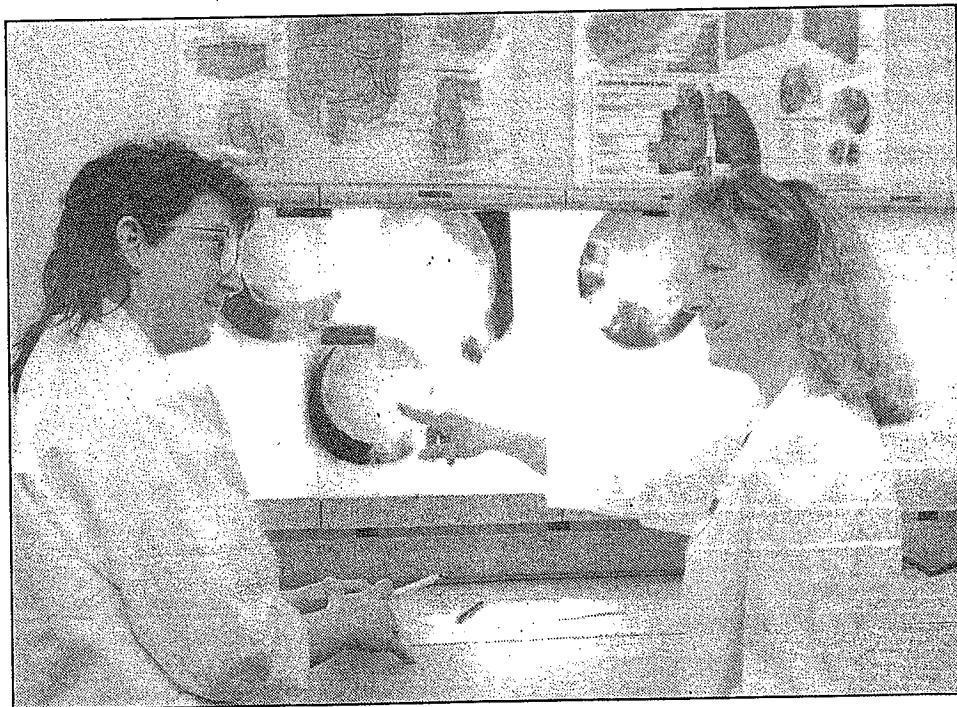
Prerequisite: RT 226 and RT 212 and RT 214 and permission of instructor.

**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 (3)**

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 80, 81, 82
Vocabulary Textbook
Comprehension (1, 1, 1)**

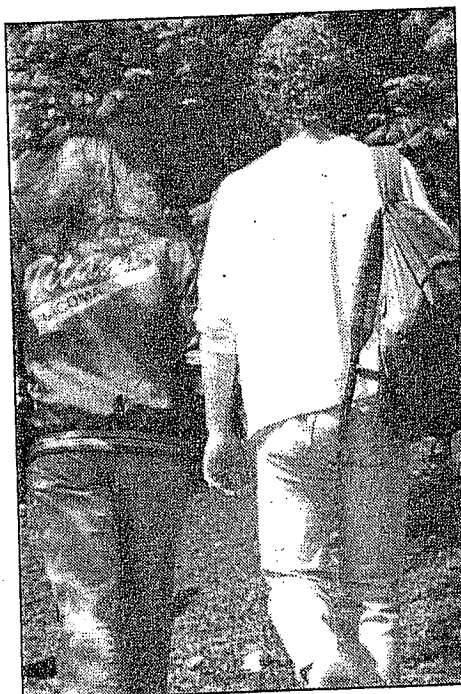
Self-paced courses help students improve basic reading skills for college text. Student furthers vocabulary growth and learns to read textbooks with greater understanding and efficiency. Student works with lab instructor, text, and/or computer software; no prior computer experience is necessary.

**READ 89
Tutor (1)**

Self-paced course helps student develop tutoring skills with confidence and effectiveness. Student works with students, lab instructor, text, and videotapes.

**READ 90
Textbook Comprehension (5)**

For the student lacking basic reading skills necessary for developmental education courses. Includes diagnostic testing



followed by individualized and group reading instruction.
Prerequisite: Reading level one required.

**READ 91
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 required.

**READ 94
Vocabulary Skills (3)**

Course is designed to provide students with information, strategies, and skills to build the necessary vocabulary that the college environment demands. Strategies include: increase of vocabulary through study and use of own context, dictionary, and knowledge of Greek and Latin Roots and affixes.

**READ 99
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 required.

**READ 110
Advanced Textbook Analysis (5)**

This course is designed to help the student integrate and apply a core of reading strategies to text passages and chapters. 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: Level three on reading placement test, completion of READ 99 or departmental permission.

**READ 111
Critical Reading (2)**

This self-paced course helps students develop advanced reading skills for college text. Student learns to read their textbooks with greater efficiency, understanding, and recall. Student works with lab instructor, text, and computer software; no prior computer experience is necessary.
Prerequisite: Reading level three, completion of READ 110 or instructor permission.

READ 112
Accelerated Reading (1)

Self-paced course helps students advance their reading efficiency, particularly in the areas of flexibility and speed. The course is appropriate for those students who have adequate vocabulary and critical reading skills, but who tend to read all materials at a fixed, slow rate. Students work with lab instructor, text, and computer software; no prior computer experience is necessary.

Prerequisite: Reading level three or instructor permission.

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, deceit 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 175
Real Estate Appraising: Market Data Analysis (3)

Analysis of income producing properties utilizing cost, market data, and income correlative approach to value. Gross income estimates, expense analysis and capitalization techniques are also incorporated into the analysis. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

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 associates, 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.

REAL 250
Real Estate Investment Strategy (3)

An introduction to the nature and scope of investing in real estate. Comprehensive review of sound real estate investment strategies, including measuring investment returns by capitalization and discounted cash flow analysis. Approved by the Washington State Licensing Division for 30 clock-hour credits.

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.

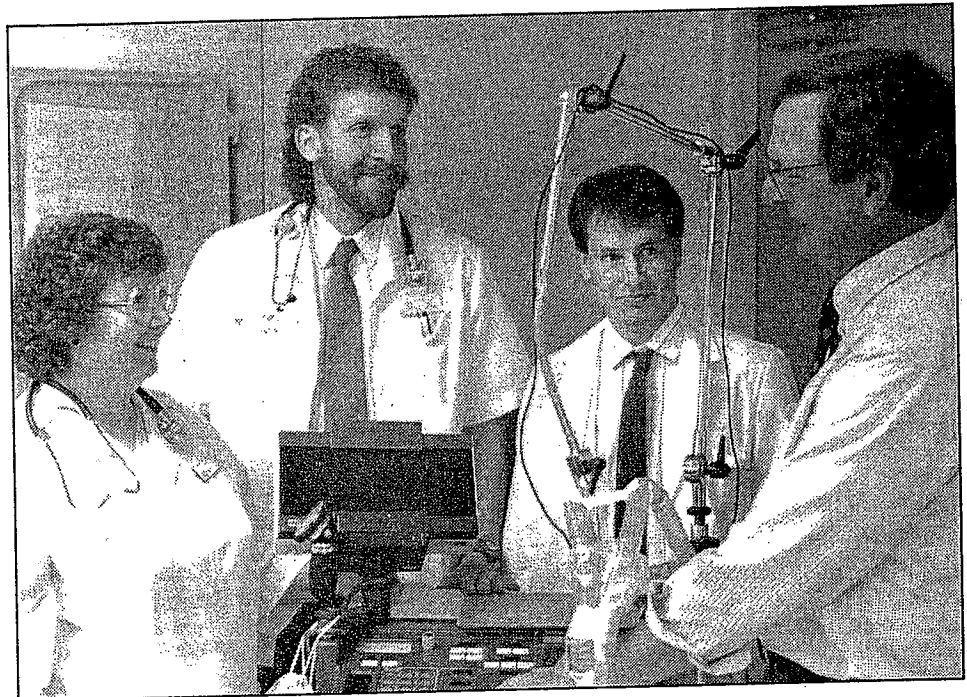
RC 140, 141, 142, 143
**Respiratory Therapy
 Clinical/Lab I/II/III/IV (8, 8, 8, 6)**
 Application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes five weeks of laboratory experience followed by a rotation to area 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)**
 Synthesis of didactic and clinical information to assist students in preparing for national credentialing exams. Emphasis on problem solving and decision-making skills. 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 designed for students who desire flexibility in an adult learning environment. These courses cover the same material as equivalent lecture courses. Consistent lab attendance is necessary. Students need to call the TCC Gig Harbor or Downtown Centers to schedule an orientation before beginning a self-paced course. Books should be purchased at one of the centers.

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, 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.

BUS 110
Business Mathematics (5)

A review of basic algebra and percentage and their application to business problems. Work with bank reconciliations, discounts, taxes, installment buying, payroll, insurance and interest.

BUSPC 90
Keyboard Skills for Computer Users (4)

Keyboarding and 10-key skills instruction on personal computers. Designed for students with little or no typing or 10-key experience. Includes accuracy and speed-building practice.

BUSPC 117
Databases (2)

For beginning users of database software. 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 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 129
Using WordPerfect (2)

For beginners. Demonstration and explanation of WordPerfect'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)

Introduction to automated bookkeeping methods using personal computers. Students will work through the accounting cycle using a case study.

Prerequisite: ACCNT 140 or equivalent.

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 106
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 115
Business Machines (3)

Instruction and practice in operating electronic calculators to solve common business problems. Includes 10-key accuracy and speed-building practice using personal computers.

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. Includes Lotus application.

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.)

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.

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)**

A world studies course focusing on causes and consequences of population growth and change as they are related to political, economic, environmental, and sociocultural issues in Europe, Africa, the Middle East, the Indian Subcontinent, Asia, the Pacific Rim, Latin America, and North America.

Prerequisite: SOC 110 recommended.

**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. Emphasis is on developing a sociological understanding and critical analysis of social theory relating to mental disorders, substance abuse, crime, and violence in American society.

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)

Self-paced course helps student develop basic library skills. Student learns how to approach the library and use its resources effectively for research purposes. Student works with text, lab instructor and librarian.

STDSK 81

Time Management (1)

Self-paced course helps student manage time effectively. Student develops and implements efficient time management plans. student works with text, videotapes and lab instructor.

STDSK 82

Test-taking Strategies (1)

Self-paced course helps student become "testwise". Student learns successful test-taking strategies. Student works with text, audiotapes, videotapes and lab instructor.

STDSK 98

Essential Study Skills (5)

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.

Prerequisite: Level two on reading placement test required.

STDSK 110

College Skills (5)

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.

Prerequisite: Level three on reading placement test or departmental permission.

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)**

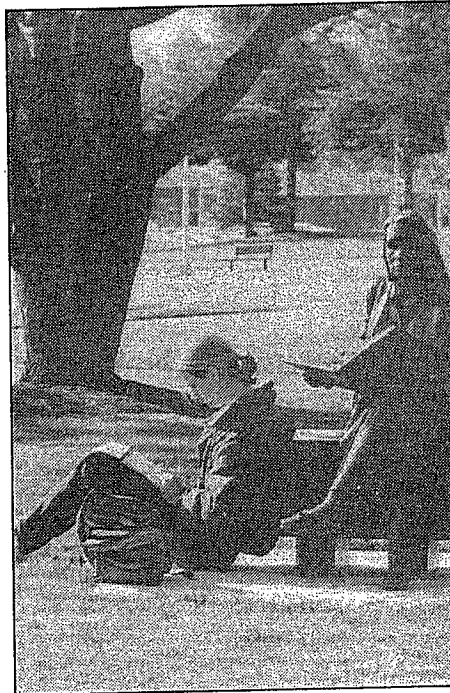
Explores ways to use verbal and non-verbal language effectively, overcome communication barriers, increase listening efficiency, deliver better oral communications, conduct effective interviews, and lead productive meetings.

**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, pro-

ductivity 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
Valuing Cultural
Diversity (3)**

Explore why and how supervisors can learn to better appreciate, respect, and benefit from the diversity of ages, languages, cultures, traditions, and values in the American society and workplace. The course examines supervisory issues, laws, policies and practices 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

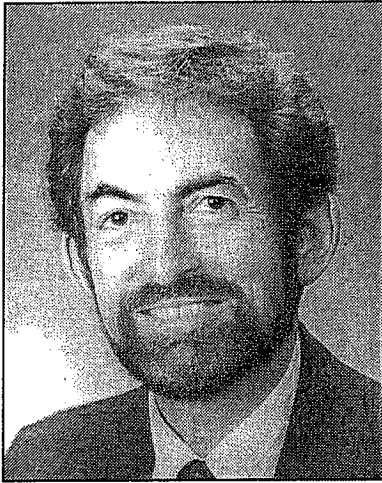
(See OFFCE 103, 104)

Word Processing

(See Office Education)

Board, Administration and Faculty

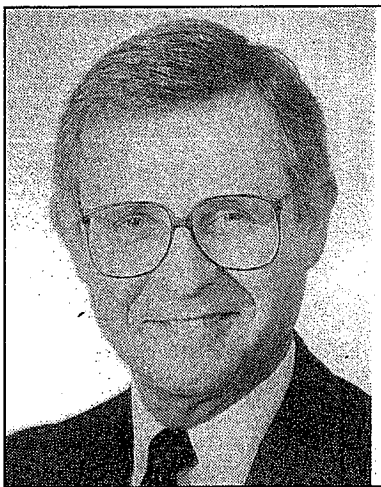
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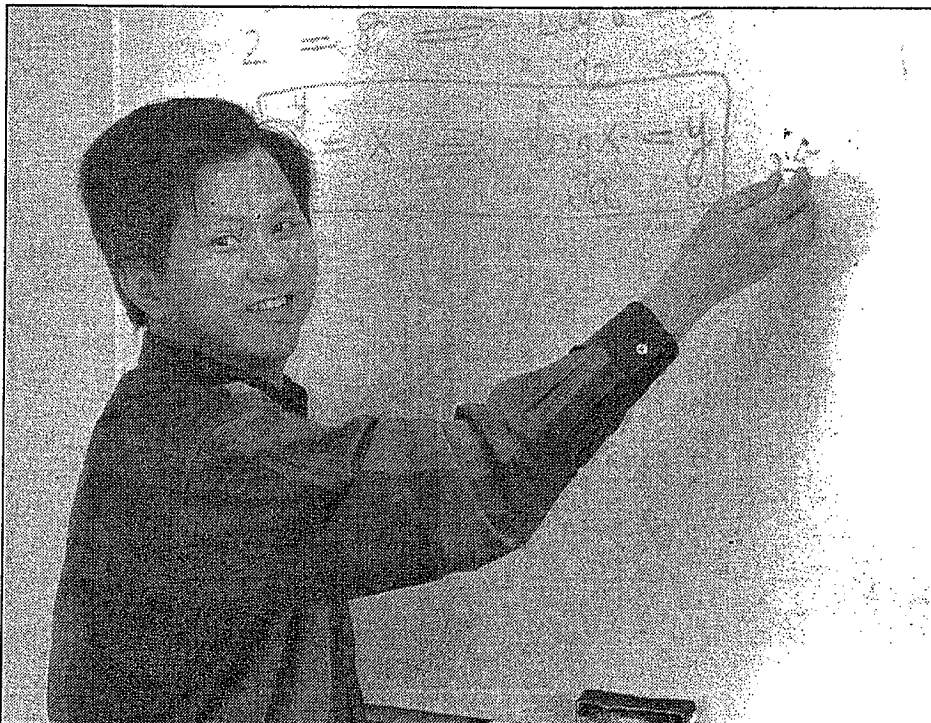
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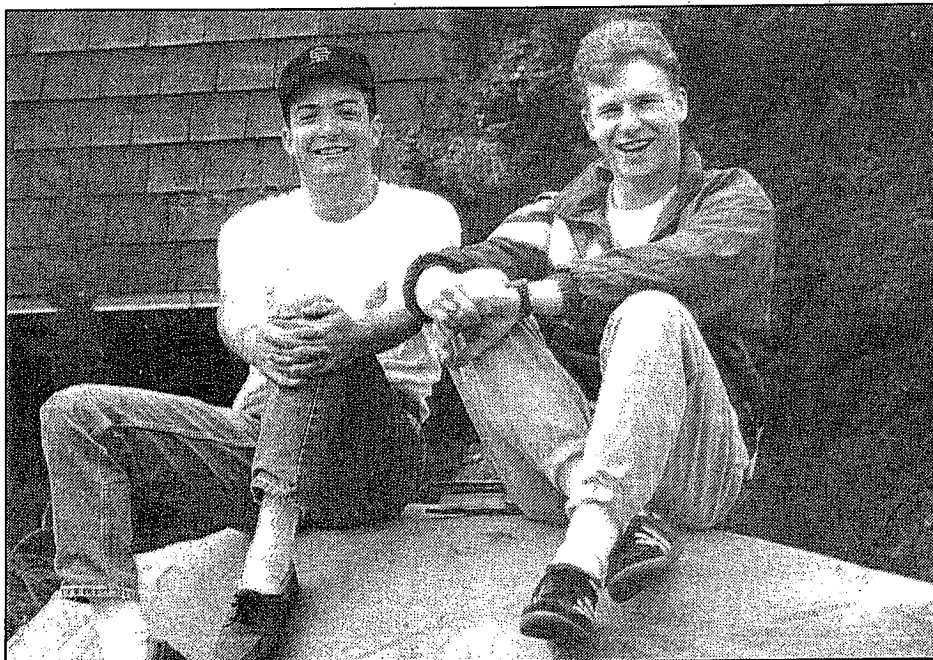
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STATE OF WASHINGTON COMMUNITY COLLEGE APPLICATION FOR ADMISSION FORM

PLEASE TYPE OR PRINT WITH BALL POINT PEN

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

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	NO FEE REQUIRED

WHAT IS YOUR CURRENT WORK STATUS WHILE ATTENDING COLLEGE?

(Circle the number that best applies to you – one only.)

- 11 Full-time homemaker
- 12 Full-time employment (including self-employed and military)
- 13 Part-time off-campus
- 14 Part-time on-campus
- 15 Not employed, but seeking employment
- 16 Not employed, not seeking employment
- 90 Other

WHAT IS YOUR PRIOR LEVEL OF EDUCATION AT ENTRY TO TACOMA COMMUNITY COLLEGE?

(Circle the number that best applies to you – one only.)

- 11 Less than high school graduate
- 12 GED
- 13 High school graduate
- 14 Some post high school, but no degree or certificate
- 15 Certificate (less than two years)
- 16 Associate Degree
- 17 Bachelor's degree or above
- 90 Other

WHAT WAS YOUR FAMILY STATUS WHEN YOU STARTED COMMUNITY COLLEGE? Were you...

(Circle the number that best applies to you – one only.)

- 11 A single parent with children or other dependents in your care
- 12 A couple with children or other dependents in your care
- 13 Without children or other dependents in your care
- 90 Other

HOW LONG DO YOU PLAN TO ATTEND TCC?

(Circle the number that best applies to you – one only.)

- 11 One quarter
- 12 Two quarters
- 13 One year
- 14 Up to two years, no degree planned
- 15 Long enough to complete a degree
- 16 Don't know
- 90 Other

High School attending or last attended _____

High School Code	College
------------------	---------

Location of high school

City _____ State _____ Date you graduated or will graduate _____

If you do not intend to graduate from high school, indicate the highest grade completed and last year attended

Grade _____ Year _____ GED test taken? _____ When? _____

List all colleges/universities in order of attendance.

If you've attended more than four colleges, please attach the information on a separate sheet.

Institution	City	State	Dates attended	Degree/Diplomas (completed or expected)	College Codes
1 _____			From ____ / ____ to ____ / ____ mo. yr. mo. yr.	_____	
2 _____			From ____ / ____ to ____ / ____ mo. yr. mo. yr.	_____	
3 _____			From ____ / ____ to ____ / ____ mo. yr. mo. yr.	_____	
4 _____			From ____ / ____ to ____ / ____ mo. yr. mo. yr.	_____	

I certify that to the best of my knowledge all statements on this form are true.

Applicant's Signature _____ Today's Date _____

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

Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicated that course work is accepted by other colleges and universities.

Advisor: A member of the college faculty designated to assist students in planning their programs of study.

Audit: Take a class without receiving credit.

Commencement: The graduation ceremony.

Counselor: A member of the college faculty who has special training in guidance and who assists students who have problems of an academic or personal nature.

Credit/Quarter Credit Hour: A measurement of college work. Ordinarily, one credit hour is given for one clock hour of attendance each week for a period of one quarter (11 weeks). In some cases such as laboratory courses, however, two or three clock hours of attendance each week are required to earn one credit or credit hour. A specified number of credits or credit hours must be earned for a degree.

Curriculum (Plural Curricula or Curricula): The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency: Lack of credit in a course required for a specific program, graduation, or a degree.

Degree: A diploma awarded by the college which signifies a student has successfully completed a program of study.

Direct Transfer: The college has agreements with most of the public and private four-year colleges and universities in the state for the direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council for High School-College Relations. For transfer information, see the Degree section.

Discipline: A branch of knowledge or of teaching, such as Art, History, English, etc.

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 115 and MATH 116 are prerequisites for MATH 124.

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 30th calendar day of the quarter. This must be done with a Change of Program form.

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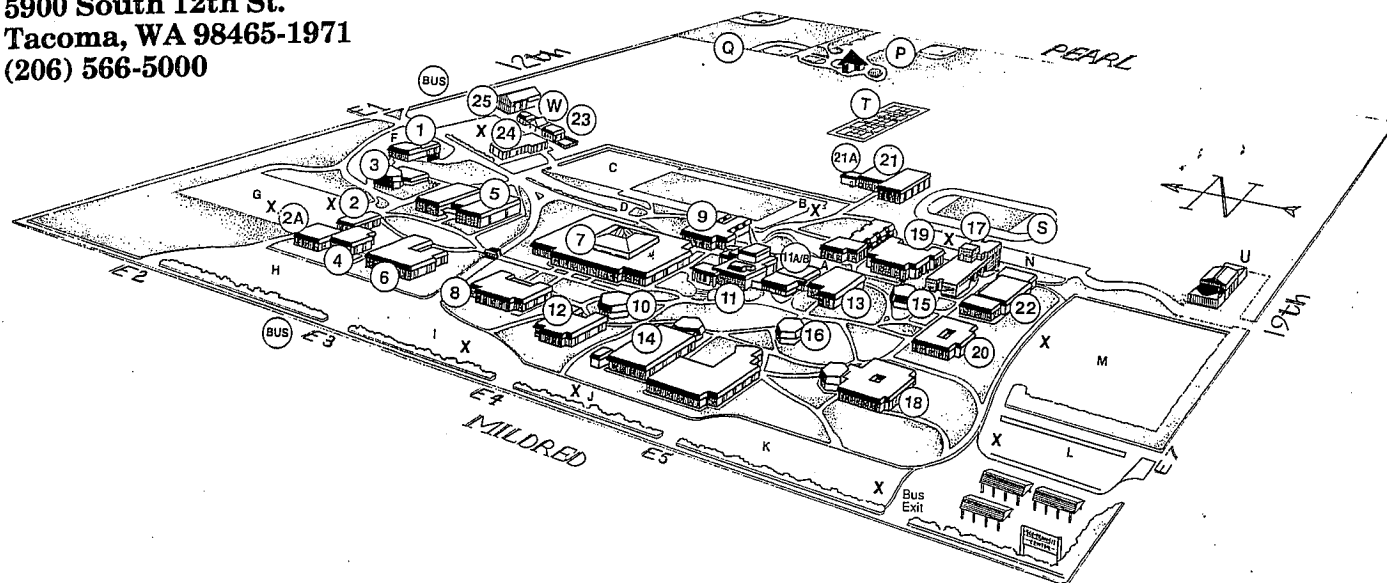
Information Directory

Subject	Office-Building	Telephone Number
General Information	Admissions (Bldg. 18)	566-5000
Academic Regulations	Instructional Services (Bldg. 13)	566-5022
Admission to TCC	Admissions Center (Bldg. 18)	566-5000
Adding/Dropping a course	Registration and Records 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	Credentials 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. 18)	566-5027
Childrens' Center	Building 23	566-5180
Counseling	Counseling Center (Bldg. 18)	566-5122
Developmental Education	Coordinator of Developmental Education	566-5144
Services for Students with Disabilities	Resources for Students with Disabilities (Bldg. 18)	566-5339
Downtown College Center	908 Broadway, Suite 204	566-5110
Financial Aid, scholarships	Office of Financial Aid (Bldg. 18)	566-5080
Gig Harbor/Peninsula Center	7514 Uddenberg Lane, Gig Harbor	851-2424/566-5350
High school completion for Adults	High School Completion Office (Bldg. 18)	566-5093
International student information	International Student Advisor (Bldg. 11A)	566-5166
Library Services	Circulation Desk (Bldg. 7)	566-5087
Multicultural Student Services	Building 11A	566-5025
Non-credit programs and courses	Office of Professional Continuing and Lifelong Education (Bldg. 2A)	566-5018
Occupational Programs	Occupational Education (Bldg. 9)	566-5131
Registration	Registration and Records Center (Bldg. 18)	566-5035
Student employment (off-campus jobs)	Student Employment (Bldg. 18)	566-5194
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TCC Foundation Office	Building 6	566-5002
Transfer to other colleges	Advising Center (Bldg. 18)	566-5120
Tutoring	Tutorial Services (Bldg. 7)	566-6032
Veterans Information	Office of Veterans' Affairs (Bldg. 18)	566-5033
Wellness Center	Building 8	566-6026
Withdrawal from college	Registration and Records 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 | Purchasing; Facilities & Grounds; Mail Services; Receiving; Vice President—Administrative Services | 18 | Welcome Center; Information; Assessment; Admissions; Financial Aid; Registration; Student Records; Dean of Student Services; Registrar; Career Center; Advising; Counseling; Handicapped Resources; Veterans Affairs |
| 2 | Business Office | 19 | Classroom Building; Faculty Offices; Allied Health Programs; Independent Study Lab for Business Programs; Vocational Assistance |
| 2A | Continuing Education; Safety & Security | 20 | Faculty Offices |
| 3 | College Theater | 21 | Physical Education Building |
| 4 | Personnel; Payroll | 21A | Classroom Building |
| 5 | Art Classrooms | 22 | Classroom Building |
| 6 | Bookstore; College Development Office/TCC Foundation | 23 | Children's Center |
| 7 | Learning Resource Center; Library; Music Classrooms; Math Lab; Reading Lab; Writing Lab; CAL Lab; Listening/Language Lab; Adult Learning Center; Cascade Conference Center | 24 | Classroom Building |
| 8 | Classrooms; The Challenge (Student Newspaper) | 25 | Maintenance/Storage Building |
| 9 | Faculty Offices; Athletic Department | E1-E7 | Entrances to Parking Lots |
| 10 | Lecture Hall | A-M | Parking Lots |
| 11 | Student Center; Dining Services; Classic Espresso | P | Community playground & softball fields |
| 11A | International Student Services; Multicultural Student Services | Q | Minnitti baseball & softball playing fields |
| 11B | Student Activities; Student Government | S | Soccer field & all-weather track |
| 12 | Faculty Offices | T | Tennis Courts |
| 13 | Administration: President's Office; Vice President-Academic Affairs; Information & Publications | U | TACID Handicapped Center |
| 14 | Sciences Building | W | Tacoma Learning Center
Washington PAVE |
| 15 | Lecture Hall | X | Parking for persons with disabilities |
| 16 | Lecture Hall | BUS | Pierce Transit bus stops |
| 17 | Computer Center; Classrooms | | |



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