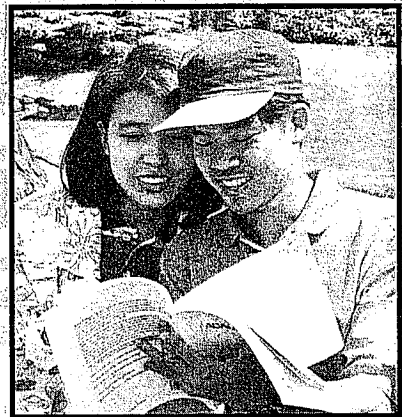
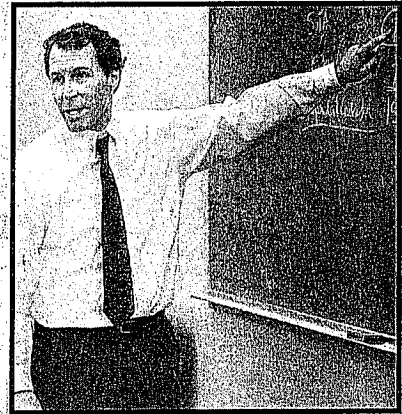




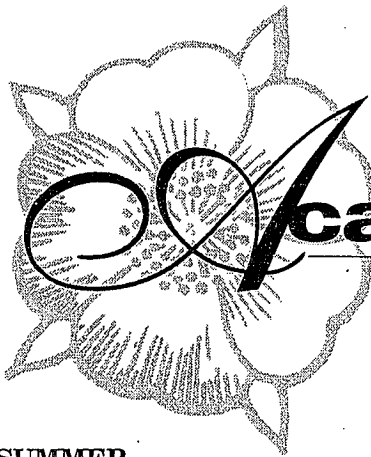
*Nineteen ninety-five
to Nineteen ninety-seven*



1995-1997

Tacoma Community College

CATALOG



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 1995-96
(June 26-August 18, 1995)

June 26
 July 3-4
 July 20
 July 24
 August 18
 August 22

Official 1996-97
(June 17-August 14, 1996)

June 17
 July 4
 July 11
 July 15
 August 9
 August 14

FALL

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

(September 25-December 15, 1995)

September 25
 September 30
 November 10
 November 7
 November 22-25
 December 12-15
 December 18

(September 23-December 12, 1996)

September 23
 September 28
 November 11
 November 19
 November 27-30
 December 9-12
 December 16

WINTER

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

(January 2-March 15, 1996)

January 1
 January 2
 January 6
 January 15
 February 13
 February 19
 March 13-15
 March 19

(January 2-March 20, 1997)

January 1
 January 2
 January 4
 January 20
 February 20
 February 17
 March 17-20
 March 24

SPRING

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


(March 25-June 7, 1996)

March 25
 March 30
 May 7
 May 27
 June 4-7
 June 6
 June 10

(March 31-June 13, 1997)

March 31
 April 5
 May 20
 May 26
 June 10-13
 TBA
 June 16

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June, 1995. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. Tacoma Community College reserves the right to change any provision or requirement at any time.



Contents

The College.....	2-4	Other College Policies	22-23
Instructional Programs	5-8	Special Services for Students.....	24-27
Admissions through Registration.....	9-16	Student Programs and Activities.....	28-29
Admissions	9	Degrees and Graduation	30-37
College Tuition and Fees	12-13	Occupational Programs.....	37-56
Education Planning	11	Course Descriptions	57-105
Financial Assistance	14	Board, Administration, and Faculty	106
Registration Procedures	15	College Administrative Staff	107
Records and Registration Policies	16-18	Faculty and Administrators.....	108 -112
College Policies	16-23	Index.....	113-116
Grades and Academic Policies	18-21	Community College Application.....	117-118
		Definitions.....	119
		Information Directory.....	120



Celebrating 30 years of excellence, 1965-1995

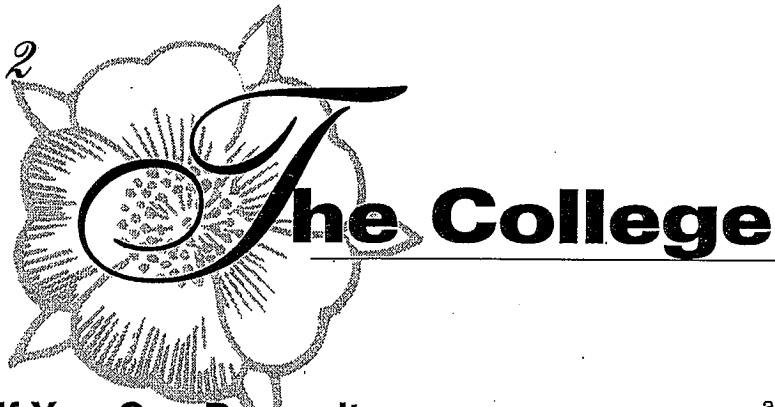
Thirty years. To us here at Tacoma Community College, that's a real milestone.

When planners broke ground for this college more than three decades ago, their vision for instructional excellence, open access and cultural diversity at TCC was new and vital. Today, this vision is still expanding.

In 1995, we're celebrating all these things, with confidence that the next 30 years will be marked with even greater educational successes. So join us as we commemorate our 30-year anniversary at TCC. It's a celebration of you.



For information on TCC's programs or services, call 566-5000



If You Can Dream it, You Can do it!

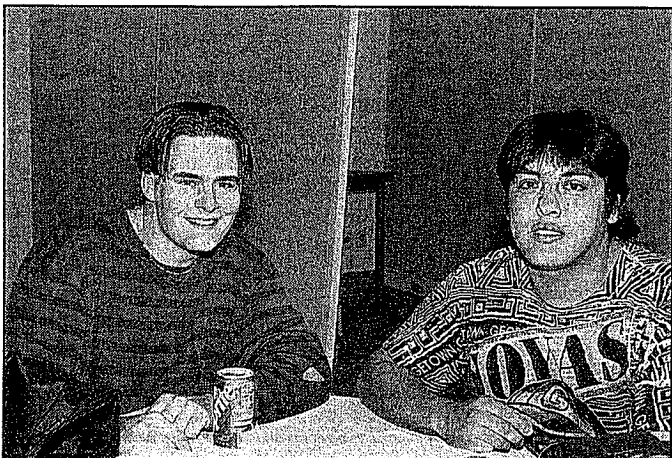
Welcome to Tacoma Community College — a place where academic hopes and dreams can become lifetime accomplishments. A place where a rewarding education is possible for all, regardless of age or background. A place to channel your talents into a viable career. Whatever your aspirations, TCC is uniquely 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 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 60 percent of the College's 8,000 students are women. Students range in age from 16 to 80, with an average age of 29. 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 diverse faculty, staff and students.

Your Best Investment

There are many good reasons to attend TCC. Specifically, we offer you the following:

Skilled, Experienced Faculty

Faculty members at TCC are committed, skilled professionals. Over 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 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 most four-year colleges and universities.

High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you attain your educational goals. For the 1994-95 academic year, the average award package (including grants and work study employment) was about \$3,500. The Financial Aid office operates a comprehensive off-campus job program and in 1994-95 posted over 400 openings. Nearly 150 scholarship programs also are available.

The Latest Technology

Programs at TCC offer students the latest in technology, including state-of-the-art computer hardware and software, a fiber optic network with Internet access,

multimedia classrooms, touch-tone class registration, and modern science labs and health equipment.

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.

Studies show that the majority of 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.

Our College

TCC traces its roots to 1962, when 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 7,800 students each quarter.

Tacoma Community College is a comprehensive state-supported school serving 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 cultural and educational assets in 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 nationally accredited 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.

Student Support Services

At TCC, we believe in empowering students, and freeing them to focus on what is most important: the successful completion of their education. For this reason, the college offers a range of support services that include:

- A nationally accredited Children's Center
- A Counseling Center and Wellness Center
- A Disabilities Specialist
- Multicultural Student Services
- International Student Services.
- A Tutoring Center, Writing and Math Labs, and other instructional services
- Scholarships and other financial assistance through the TCC Foundation
- Student Job Center

For detailed information on these services, please see pages 12 and 25-27.

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.

Accreditation

Tacoma Community College is part of the Washington Community and Technical College system. Agencies accrediting the college and its programs include:

- The Northwest Association of Schools and Colleges
- Washington State Board of Nursing
- National League for Nursing
- Commission on Accreditation of Allied Health Education Programs
- 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 Business Resource Center

Tacoma Community College's Downtown Business Resource Center, located at 908 Broadway, suite 204, offers cutting-edge training to organizations and 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.

Curriculum

The Downtown Center curriculum focuses on computer applications in business, small business development, Total Quality Management, supervision and management, and office skills training. Typical computer courses include computer applications in accounting and use of software for microcomputers. The center's TQM curriculum extends from an Introduction to TQM to practical workshops on process implementation such as Continuous Quality Improvement, leadership, empowerment, and more. 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.

Contracted Services

Contracted and customized training classes are offered across all of the Center's curriculum. On-site business and industry training and consultation is encouraged. Instructors work with companies and organizations to develop the type of training that best meets their needs. Whether it's basic skills, supervision and management, Total Quality, computer training, writ-

ing a business plan or interpersonal skills — the Downtown Business Resource Center can assist you.

Business Information and Assistance

The Downtown Center offers a modern Business Information Center to people searching for answers or researching the start up of a business. Computers with business plan software, labor and industry information, and word processing software can be used anytime.

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

Gig Harbor/Peninsula College Center

The Gig Harbor/Peninsula College Center extends TCC's educational services to residents and organizations in Gig Harbor and the Peninsula region. Housed in a new 13,000-square-foot facility at 6406 38th Ave. N.W., it offers programs including academic and vocational education, personal enrichment and literacy classes, courses for senior citizens, and contracted training for businesses and organizations. Many classes are offered evenings and weekends. Support services at the Gig Harbor Center include advising, assessment, registration, cashiering and book sales.

Credit Curriculum

The Gig Harbor Center offers a variety of credit programs and classes, with a large academic transfer curriculum. Most introductory courses needed for a two-year degree are offered here, including math, computer literacy, English and psychology. Many other academic classes also are offered during the school year. Occupational training includes a Nursing Assistant Program, two office occupation certificate programs, and an Office and Microcomputer Specialist Program. General Equivalency Diploma (GED) preparatory classes are held in Gig Harbor and Key Center.

Non-Credit Programs

Approximately 55 non-credit classes are offered at the Gig Harbor Center each quarter, ranging from watercolor painting to antique collecting. Many classes are cosponsored by local organizations. Courses in computer literacy and a wide variety of popular software applications are available in the Center's IBM PC labs.

Contracted Training

The Gig Harbor Center provides contracted training to Peninsula-area groups ranging from small businesses to major organizations. Subject areas include computers, management, business writing and more. Formats range from three-hour workshops to ten-week classes. In many cases, center staff can customize programs for specific organizational needs.

Instructional Programs

Tacoma Community College offers a major selection of courses designed to meet the student's educational goals. Students who choose to conclude their education with the Associate Degree will find it serves them well in the workplace and in daily life. 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 Transfer Programs

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 the 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

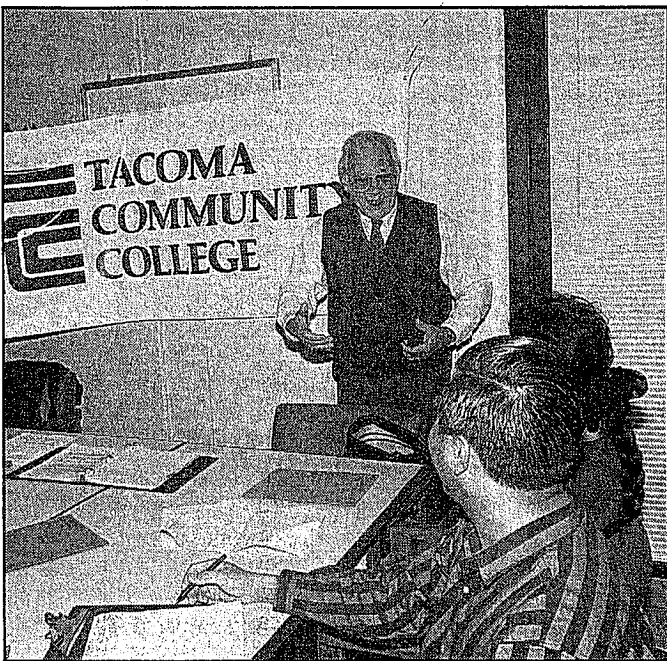
Occupational Education

Tacoma Community College offers more than 29 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.



6 Instructional Programs

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

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)
Health Information Management
Medical Secretary
Medical Transcriptionist
Nursing Assistant
Nursing, Associate Degree
Paramedic
Pharmacy Assistant
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
Network Support Technician
Word Processing

Running Start

Running Start is a partnership between the community college system and public school districts in Washington, through which eligible high school juniors and seniors may enroll in TCC courses at no cost. The credits earned through Running Start apply toward high school graduation and satisfy college requirements. Students must have college-level reading and English skills, and meet TCC's Running Start admissions requirements. Interested students should contact their high school counselors or call TCC's Running Start Program at 566-6061.

Workforce Training Programs

Workforce Training programs at TCC are intended to assist unemployed people in obtaining formal training necessary to secure meaningful employment. Financial assistance and job placement may be available for qualified applicants.

Through Workforce Training, displaced workers can retrain to be:

Computer Network Support Technicians
Human Services Community Workers
Office and Microcomputer Specialists

Students can also acquire new career skills in the **Career Transitional Training Project** and are eligible to enroll in many TCC occupational programs.

Displaced workers who qualify under the 1993 Workforce Employment and Training Act will be given priority in Workforce Training Programs. For a complete description of Workforce Training at TCC, see page 56 of this catalog. For information and updates on new programs, call 566-5188.

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.

Eligible students who are classified as residents of the State of Washington will have a portion of their tuition waived. Non-resident students must pay full college tuition. All students are responsible to pay for fees and books.

All high school, college and other transcripts (from ninth grade on) 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 details, ask for the High School Completion Counselor in the Assessment Office in Building 18 or call 566-5116 or 566-6061..

Developmental Education

Developmental Education is part of the coordinated system of learning assistance services which supports the individual's educational goals. 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.

General Education Development Test (GED)

Adults who have not completed high school may earn a Certificate of Educational Competency at 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 in Building 18 or call 566-5093.

Other Educational Programs

Continuing Professional Education

The Office of Continuing Professional and Lifelong Education offers a variety of courses meeting the ongoing educational needs of professionals in many fields, including real estate, mortgage banking, human services and Certified Public Accounting.

The courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skill; 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 24.

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.

Health Professional Continuing Education

Tacoma Community College's Health Professional Continuing Education (HPCE) program provides high quality, reasonably-priced educational programs for 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 build new skills to meet future requirements.

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 weekdays, 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 self-supporting, and financed completely with fees paid by students participating in the courses. These 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.



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 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 566-5081.

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. These credits apply only to The Evergreen State College Tacoma campus program. They will not fulfill degree requirements at TCC. This accredited evening program is intended for students who are interested in an interdisciplinary curriculum based on The Evergreen State College format. The program is designed to provide the first two years of the four-year bachelor's degree program at The Evergreen State College. The courses are designed to enhance fundamental writing and thinking skills and to foster independent broad communications skills and critical, logical thinking skills. A total of 12 to 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-TEC 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 Program at 272-1237.

Human Development Instruction

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

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

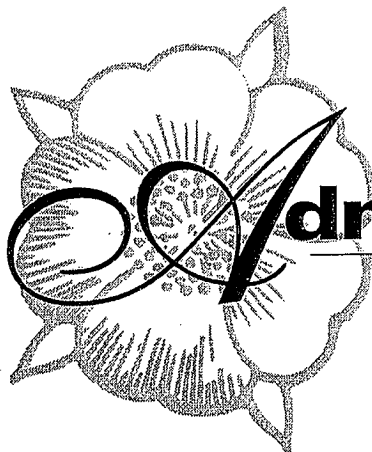
Tacoma Community College's Downtown Business Resource Center works to meet local business and industry training and retraining needs. From seminars and workshops to on-site training programs — customized to fit special requirements for time and content — TCC can meet the training needs of employees and 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, ensuring practical application of business principles in the small business environment.



Admissions through Registration

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 may be eligible to enter TCC through the Running Start program. Other applicants under 18 must obtain a written release from the principal of the high school they last attended and their applications will be considered on a case-by-case basis.

The application for admission form is available at all Washington community colleges and through high school guidance centers. Call the TCC Admissions Office at 566-5001 if you would like an application mailed to you.

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.

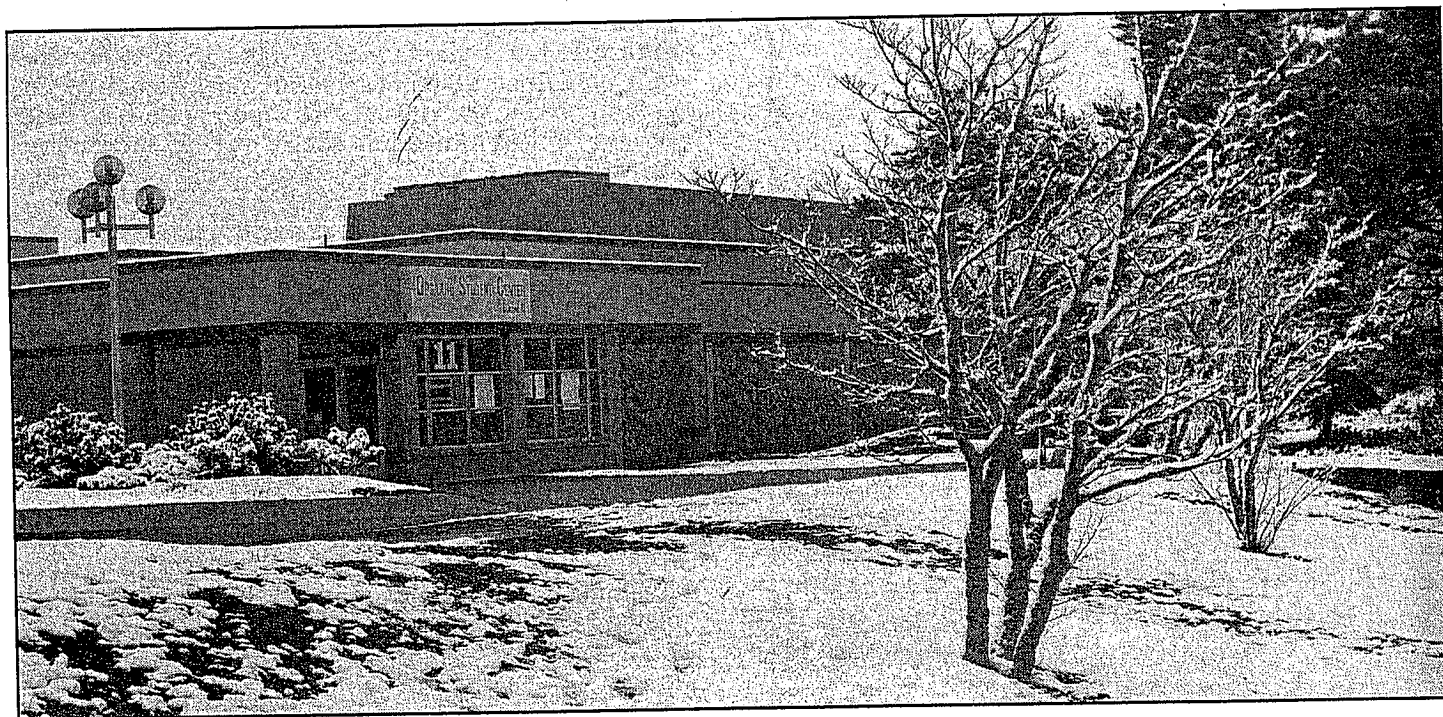
Application Procedures

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 not planning to pursue a degree or certificate should complete only the first two steps.

1. Complete an Application for Admission Form.
2. Submit application form to the Admissions Office in Building 18 at least three working days prior to the day the quarter begins.
3. Request 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. A student who withdraws from all coursework during the 100% refund period of a quarter must file a readmission form as noted above.

Occupational Program Admissions

Admission into a particular TCC occupational or technical 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 providing proof of high school graduation.
- 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. Students on F-1 visas 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.

Running Start Admissions

High school students interested in the Running Start program should contact their high school counseling center or the TCC Running Start advisor at 566-6061.

Workforce Training Admissions

Students seeking to enroll into TCC Workforce Training programs should contact the Workforce Training Coordinator at 566-5188 to determine eligibility and benefits.

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 to give TCC students the best possible assistance in selecting and enrolling in classes that match 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.

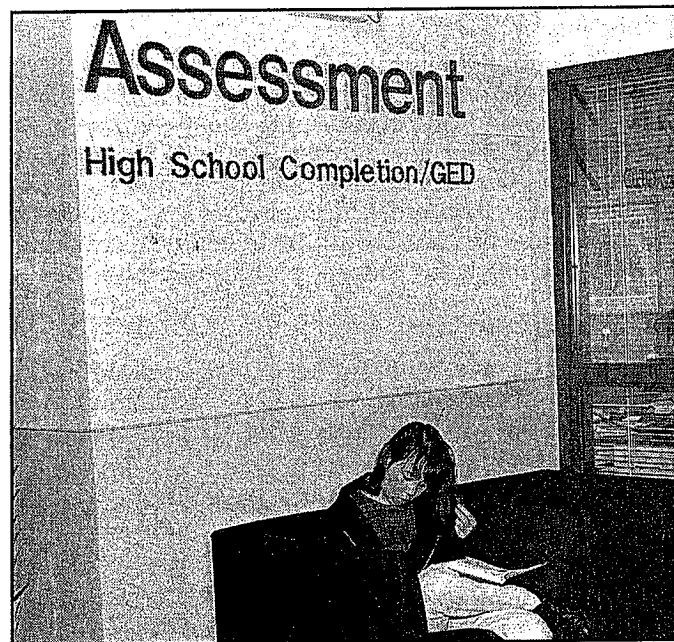
Assessment

In an effort to provide effective educational services for students, Tacoma Community College's entry assessment helps identify each student's strengths and weaknesses in reading, writing, arithmetic and algebra skills. The assessment process may include basic skills testing or college transcript review. The assessment results are used for academic advising, course placement, and program placement.

All students entering Tacoma Community College for the first time are encouraged to take the basic skills assessment. Special accommodations for students with disabilities may be requested by contacting the Disabilities Specialist in Building 18.

Assessment is required for all:

- "first-time" TCC students with degree, certificate or transfer intent.
- students who register for English or mathematics classes.
- students who register for six or more credits.
- high school completion students.
- students who took a placement evaluation more than three years ago and have not used the scores for class placement in college classes.



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 purposes 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. Advisors assist new students with planning and completion of a class schedule consistent with the students' educational goals and objectives. At the advising sessions, students are assigned full-time faculty members as permanent advisors. Part-time students may also be assigned advisors 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.

Advising Center

The Advising Center coordinates student advising. The Center, located in Building 18, makes advisor assignments and reassignments, and provides additional referral services on a drop-in basis throughout the quarter, as well as on advising days prior to registration periods. This office also provides information on transfer requirements for students who plan to enter Washington four-year colleges and universities.

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 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 and universities.
- 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 interest testing.
- current information on career and educational opportunities.
- classes in human relations, 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. 22. 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.

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 resident immigration status, Refugee-Parolee; Public Interest Parole; 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. A student must complete the official withdrawal procedure to receive a refund. A student dismissed from the College for disciplinary reasons is not eligible for a refund. Instructional days are defined as days school is in session, not including weekends and scheduled holidays. Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being canceled by the College 100%
- Withdrawal prior to the first instructional day of the quarter 80%
- Withdrawal during the first five (5) instructional days of the quarter 100%
- Withdrawal from the 6th through the 20th calendar day of the quarter 40%
- Withdrawal after the 20th calendar day 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 continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five (5) instructional days after they begin the course and a 40 percent refund from the 6th through the 20th calendar day.

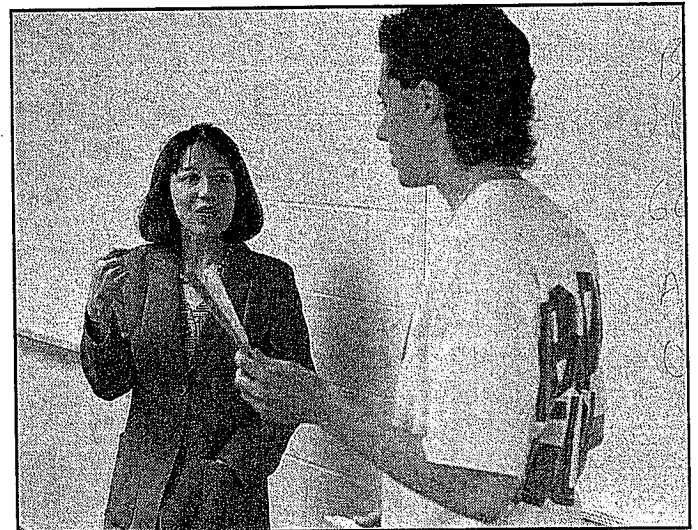
Summer quarter courses and short courses will have pro-rated refund periods. Contact the Registration and Records Center for these rates.

Non-credit Classes

Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the College 100%
- Withdrawal prior to the first class session or event 100%

After the first class session, refunds will be granted only in cases of student illness or other special circumstances.



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 drop below six credits or 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 January or February. The deadline for priority funding is typically mid-to-late April for the upcoming fall quarter. Specific deadlines for each quarter are available in the Financial Aid Office.

To be eligible to receive financial aid funds, a student must be in a degree or certificate program 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. This allows students to remain in good standing and continue to receive financial aid.

Failure to complete credits may cause financial aid to be canceled and may require 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 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.



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 Veterans Affairs Office for VA orientation dates and times. An application and certification materials will be provided at the VA orientation.

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. Complete the course work for which they were paid. Grades of "N", "V" or "W" will result in overpayment; this means they will have to repay some of the benefits received.
2. Enroll for first time classes only. No benefits are paid for repeating courses or for programs previously completed.
3. Benefits will be terminated for unsatisfactory progress or conduct. Those benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met.



Registration Procedures

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published in the quarterly class schedule.

New and Readmitting Students Enrolling in Credit Courses

Students register using the Touch Tone Registration system. Students registering for more than five credits are required to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less will receive registration information by mail. Step-by-step instructions are provided on the Touch Tone Registration form printed in the quarterly class schedule.

New and Readmitting Students Enrolling in Non-credit Courses

Students may register by completing the mail-in registration form found in the quarterly class schedule. The completed form can be:

- mailed with check or credit card payment to the Registration Office at TCC; or
- dropped off at the Registration counter in Building 18. (Cash payments must be made to the cashier in Building 2.)
- For credit card payments only, the student may enroll in Continuing Education courses by phoning 566-5018 and charging their course fees to Visa or Mastercard.

Currently enrolled students

Students in both credit and non-credit courses register using the Touch Tone Registration system. Students receive their registration appointment by calling 566-6000. Detailed instructions are printed in the quarterly class schedule. Students taking only non-credit courses may continue to use the registration options available to new students.

All students should carefully read the following section regarding policies. A clear understanding of these policies is critical to student success at TCC.



College Policies

Records and Registration 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.

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

See academic calendar, inside front cover for specific dates.

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 using the Touch Tone telephone system. Touch Tone Registration provides students with the ability to perform typical registration functions using touch tone telephones at home, at work or on campus. Students may register for classes, make class changes (add or drop classes) and inquire about their schedule through Touch Tone.

To add a class: Use the Touch Tone telephone system through the third instructional day of the quarter. Beginning the fourth instructional day of the quarter, complete and add/drop form, obtain the instructor's signature on the form and return it to the Registration and Records Center in Building 18.

Note: If you did not register through Touch Tone, and you wish to add or drop a course, you must complete an add/drop form which is available in the Registration and Records Center in Building 18.

Late Registration

Students may register through the third instructional day of the quarter. After the third instructional day through the tenth instructional day of the quarter, students may register with the written permission of the instructor. No registration will occur after the tenth instructional day of the quarter with the exception of continuous enrollment or late-starting classes.

Course Withdrawal

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

1. Use the Touch Tone telephone system through the third instructional day of the quarter. Beginning the fourth instructional day of the quarter through the tenth instructional day of the quarter, complete a Drop form and return it to the Registration and Records Center in Building 18. Drops made through the tenth instructional day of the quarter will result in no entry on your transcript and do not require an instructor's signature.

2. Between the 11th instructional day and the 30th calendar day of the quarter, students must complete a Drop form, obtain their instructor's signature, and submit the form to the Registration and Records Center. A "W" will appear on a student's transcript.

Students may not process a Drop form after the 30th calendar day of the quarter. Students who wish to withdraw from courses after the 30th calendar day of the quarter 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 a 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 or failure to meet academic standards are not eligible for a refund of tuition.

Note: If you did not register through Touch Tone, and you wish to add or drop a course, you must complete an add/drop form which is available in the Registration and Records Center, Building 18.

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 register for an audited course or to change audit status, students should complete an add/drop form and submit it to the Registration and Records Center by the fourth week of the quarter.

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.

G

Grades and Academic Policies

Grading 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 Points	Description	Grade
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
D-		0.7
E	Failure to complete minimum requirement	0.0
W	Official withdrawal from course (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.

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 require-

ments 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. 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.

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 instructional 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 student registered for the course. No grade changes



after two quarters will be allowed, unless it can be documented by the instructor and approved with the division chair's signature that the grade was originally an error. The grade for a specific course may be changed only once.

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.

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.

Picture ID is required for students to pick up transcripts.

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 and Procedures

Academic review is designed to help students who are having academic difficulty improve their academic performance. The purpose of the policy is to quickly 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.

Individual college programs such as Running Start and High School Completion, certain vocational programs, international students, veterans, and students receiving financial aid may have different academic standard requirements and appeal processes. Students in these programs should contact their program counselor for information regarding these requirements.

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 "Re-enrollment Procedures Following Academic Suspension" section (see next 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 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 quarters, 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.

Appeals

TCC provides a process for students to appeal operating policy or procedures. Appeals are typically addressed to the manager responsible for the policy or procedure.

Some of the rules by which TCC operates are state or federal law, and usually may not be appealed. College or office policies may be open to appeal. To find out who to contact regarding your appeal, contact the Dean of Students Office in Building 18.

Other College Policies

Following 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.

Please note that the college provides a process for students to appeal operating policy or procedures. Appeals are typically addressed to the manager responsible for administration of the policy or procedure.

Some of the rules by which TCC operates are state or federal law; in most situations, laws may not be appealed. College or office policies may be open to appeal. If you have questions about who to contact regarding your appeal, contact the Dean of Student Services office in Building 18.

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.

A student may withhold directory information by filing an annual request with the Registrar at the Registration and Records Center in Building 18. 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.

Copies of the College's student educational records policies and procedures may be obtained from the Dean of Student Services Office in Building 18.

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.

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 abuse program is available in the Counseling Center, Building 18, 566-5122 or in the Wellness Center, Building 22, 566-6026. This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, which include 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 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:

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

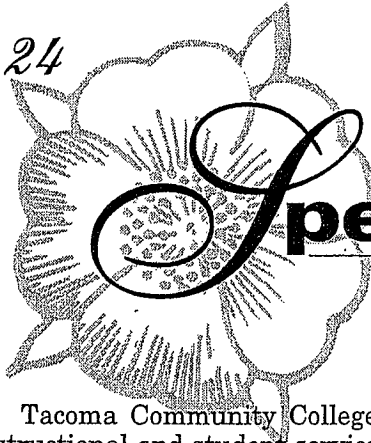
The College's policy statement on sexual harassment, sex discrimination and discrimination on the basis of disability, and procedures for filing sexual harassment and disability discrimination complaints is available in all administrative offices, the ASTCC President's office, the Counseling Center and 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 through educational services.

Radiologic Technology Program Pregnancy Policy

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



Special Services for Students

Tacoma Community College offers a variety of instructional and student services 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 this catalog.

Instructional Services

Tutoring Center

The Tutoring Center offers tutorial assistance to TCC students. Located in Building 7, it offers individual tutors and study groups to help students in many subject areas. 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.

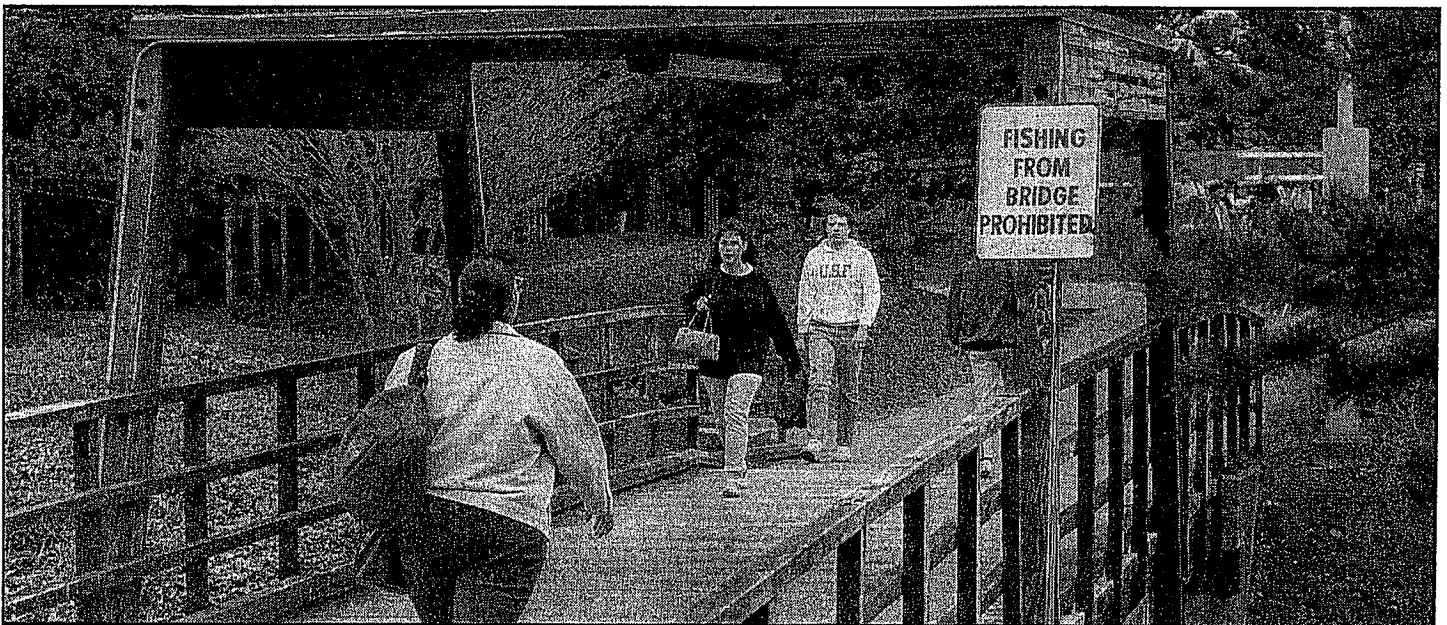
Students proceed at their own learning rate and receive special tutorial assistance. The mathematics lab is located in Building 7.

Adult Learning Center

The Adult Learning Center helps students develop skills in mathematics, writing, spelling and reading through Adult Basic Education, GED preparation and adult high school completion courses, as well as the Individual Education Program. For more information call 566-5144 or visit the center in Building 7.

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, 700 periodical titles in paper and electronic formats, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented, and files of microfilm, pamphlets, clippings, maps and college catalogs are also available.

Interlibrary loan services are provided. There is a special book collection of high-interest, low reading level material for developmental students. A paperback collection of non-fiction and fiction is also available for borrowing.

The staff provides research assistance for specific course assignments, and personally assists students in locating and using the wide range of library materials. A two-credit course in library reference techniques is offered, as well as a one-credit college-level course.

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

Media Services

The Media Services department, in Building 7, has a permanent collection of audio visual 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 an area 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 drills, and listening skills development. Audiotapes for courses are available. The laboratory also duplicates audiotapes for instruction.

Student Services

Multicultural Student Services Program

The College's Multicultural Student Services program assists students of color and women in achieving their educational goals. MCSS offers programs and



support services that assist in maximizing student success.

Individual and academic counseling is available by appointment. Study groups, tutoring, and peer mentors are available, as well. Multicultural Student Services also advises the campus Black Student Union, Asian/Pacific Islander Club, the Native American Club, Women's Network and Black Pearls; and sponsors a number of ethnic activities including festivals, dances, lectures, plays and workshops. All students of color and women are encouraged to contact the program office at 566-5025.

Women's Programs

There are a variety of workshops, support groups and activities planned on campus throughout the year that support women's interests. Career Planning for Women and Life Choices for Women are classes offered to assist women. The women's Network and the Black Pearls are active women's clubs on campus. Women may call Multicultural Student Services, the Counseling Center or the Wellness Center with questions about women's programs. The Children's Center and Continuing Education offices have information regarding classes of interest to parents.

Disabled Student Services

Services for students with physical impairments or learning disabilities are available at the Counseling Center in Building 18. Professional documentation is required.

Counseling, advocacy, educational planning, academic accommodations and creative problem-solving are provided by the staff. Adaptive equipment available on campus includes scanners and computers with

synthesized voice capability; closed-circuit television with magnification, and radio systems with amplification.

To learn about options and opportunities, request a copy of the handbook, "Enhancing Accessibility," or make an appointment to meet with TCC's Disabilities Specialist.

International Student Services

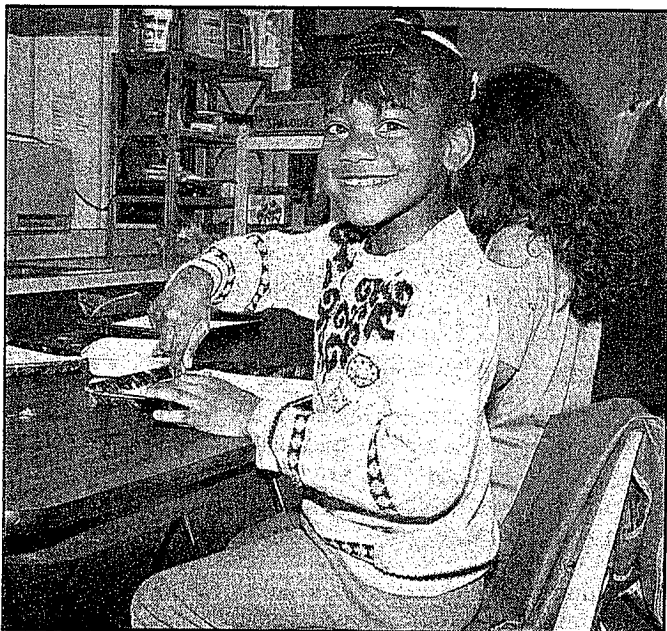
Tacoma Community College provides a quality learning environment for international students who wish to pursue their educational objectives at TCC. The College is committed to international education as a means to promote cultural, political, and social awareness and understanding.

Through the College's International Student Services Office, 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 placement.

Children's 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. Eligible 4-year-olds are enrolled in the free preschool ECEAP program.

The Tacoma Community College Childrens' Center is a state-certified, non-profit center, 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 4:30 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 of TCC, 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.

Dining Services

Dining Services, located in the Opgaard Student Center, provides a variety of made-to-order and express food items 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. and 4:30 to 7:30 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. Operating hours are 7:30 a.m. to 2 p.m. and 4:30 to 7:30 p.m. Monday through Thursday and 7:30 a.m. to 2 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 not 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.

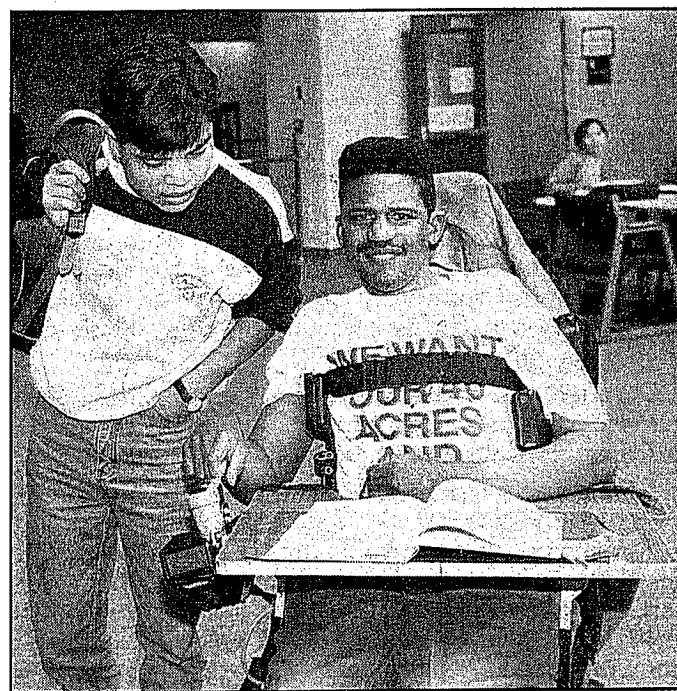
Safety and Security Office

The Office of Safety and Security is responsible for providing a safe and healthy educational and working environment for students and employees, the initiation and maintenance of an accident prevention program, and the protection of people 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 students educational and cultural opportunities that would be otherwise unavailable due to budgetary limitations.

The Foundation sponsors "Toast to the Northwest," an annual community event for sampling premium wines, microbeers and foods from the Pacific Northwest. Through the years, festival proceeds have pro-



vided support for deserving students and special programs at the college.

The Foundation has established an endowment fund with generous support from the Foundation Board of Directors, the College's Board of Trustees, College employees, community individuals, businesses and corporations. Income from the endowed funds provides long-term support of urgent TCC needs.

The Annual Fund Campaign helps to support scholarships and special programs, as well as faculty and staff professional development. The Foundation receives grant funding from area corporations and grant-making 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. Students seeking detailed information and help regarding interviewing techniques and job search skills are referred to the Career Center in Building 18.

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 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.

ASTCC sponsors a variety of activities throughout the year, including well-known lecturers, 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, become 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 College governance. It is a means for selecting, developing, and funding services and activities for students. It offers a valuable educational experience in 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, this 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, Engineering 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, professional writing, editing and publishing are available with the Tacoma Community College student newspaper. *The Challenge* is published by and for students during the regular school year. It helps inform students about activities on campus and lets students gain 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 pursuits.

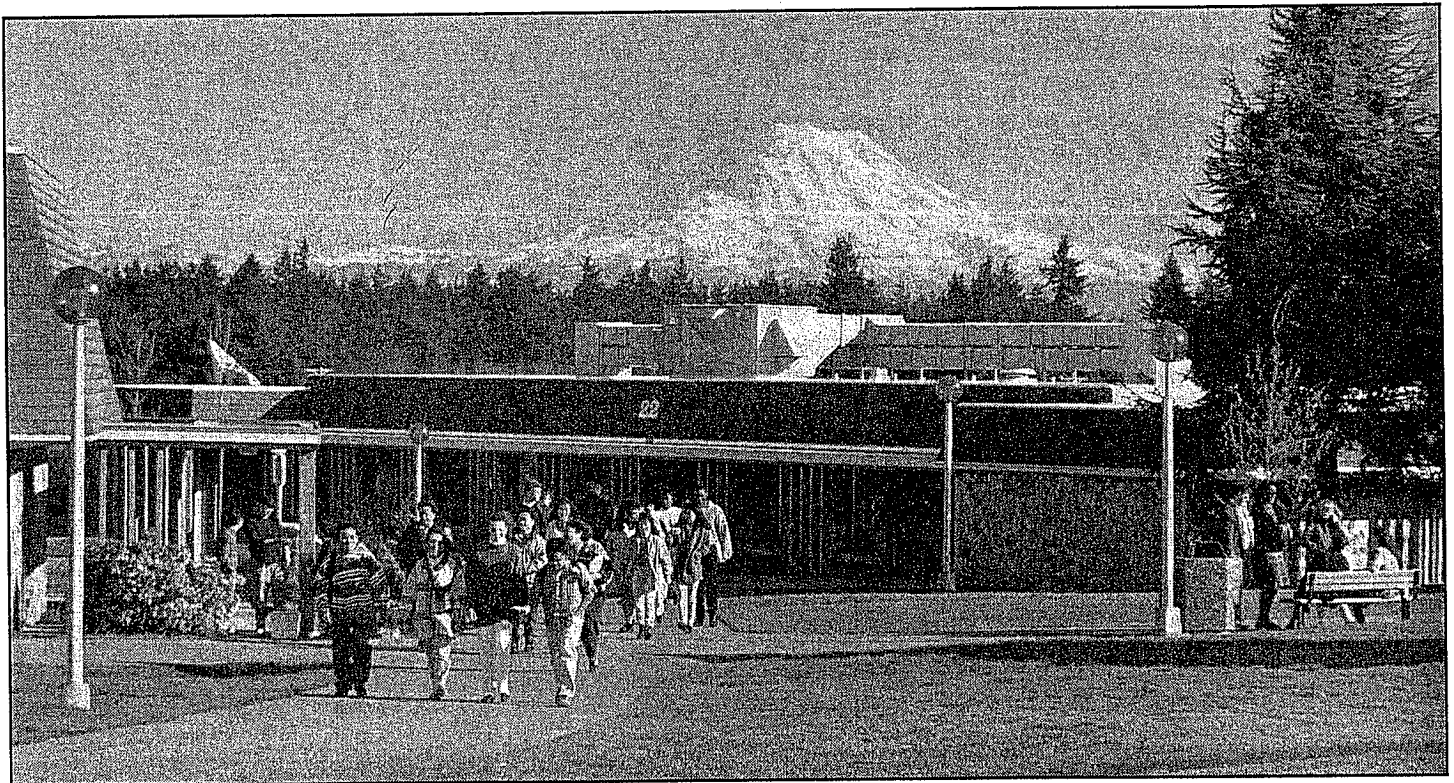
Men's varsity sports include soccer, basketball, baseball and golf. Varsity sports for women include volleyball, basketball, soccer and golf.

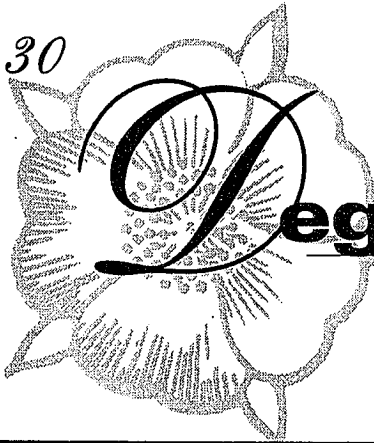
Athletic facilities include the TCC gym, Minniti Field with its baseball and softball fields, an all-weather 400-meter track, a soccer field, tennis courts and the use of Oakbrook Country Club as home course for the golf teams.

For information on athletic scholarship opportunities, contact Mike Batt at 566-5097.

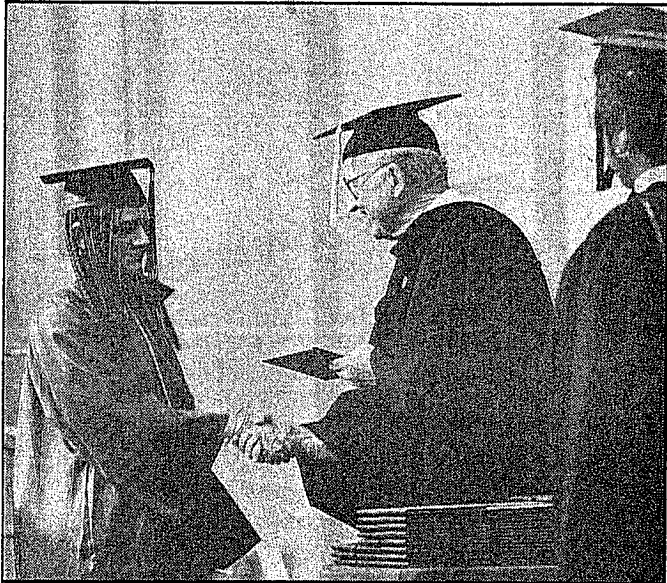
Intramural Activities

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 bowling. More information on intramural sports may be obtained from the Student Programs Office, Building 11B.





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 31-33 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.

Transfer among Pierce County Community and Technical Colleges

Students may transfer credits among the community and technical colleges in Pierce County when the educational courses or programs are determined to be equivalent.

To find out how to transfer credits from other colleges to TCC, check with the Admissions Office in Bldg. 18. You will be directed to the appropriate person for an evaluation of your previous educational experience. For information, call 566-5120.

More opportunities for transferring credits among colleges are being developed through agreements by the Pierce County Coordinating Council, which includes Bates Technical College, Clover Park Technical College, Pierce College and Tacoma Community College.

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 33.

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 or 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 or 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.

32 Degrees and Graduation

Distribution Requirements

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

Credit Hours

1. **Written Communication Skills** 10
 English 101, 102, or 103
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, 108, 111, 112, 115, 116, 124, 125, 126, 220, 224, 238 or Business 256 (5 credits each)
OR both of the following:
 Math 109 (3 credits) and Engineering 141 (4 credits).
 If a student's major does not require a math course beyond Math 99, he or she should consider registering 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).

 Art 100, 201, 202, 203
 Drama 101
 English 232, 234, 240, 241, 250, 257, 258, 259, 260, 264, 265, 267, 268, 269, 271, 280, 290
 French 101, 102, 103
 Humanities 100, 120, 285
 Japanese 111, 112, 113, 201, 202, 203
 Journalism 209
 Music 107, 108, 109, 110, 111
 Philosophy 100, 119, 120, 215, 230, 267, 270
 Russian 101, 102, 103
 Spanish 101, 102, 103, 201, 202, 203
 Speech 100, 101
4. **Social Sciences** 20
 Select from at least three disciplines. No more than 10 credits from any one discipline.
 Anthropology 100, 201, 202, 205, 208, 210, 270
 Business 200, 250
 Economics 200, 201
 History 111, 112, 113, 120, 121, 211, 230, 241, 242, 243, 249, 260, 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. Shall include at least one laboratory course.
 Anthropology 201*, 270*
 Astronomy 105
 Biology 100, 107, 118, 140, 150, 201, 206, 210, 211, 212
 Botany 101
 Chemistry 100, 101, 102, 140
 Environmental Science 106
 Geography 205
 Geology 101
 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 institution.
7. **Electives (Other)** 17
 Two or more elective credits must be selected from distribution courses listed under Quantitative Skills, Humanities, Social Sciences or Natural Sciences. Students are encouraged to select the remaining elective credits from the distribution list. All elective credits must be in courses numbered 100 or above.

*Performance/Skills Courses

- Art 101, 102, 103, 105, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172
- Drama 100, 151, 152, 153, 210
- English 276, 277, 278, 279
- Music 121, 123, 124, 125, 126, 130, 160, 170, 180, 199, 221, 260, 270, 280
- Music 101, 102, 103, 201, 202, 203

TOTAL CREDITS 90

Arts and Sciences Degree Option B

This degree option is awarded by Tacoma Community College in fields of study where the transfer requirements 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. Students 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 institution prior to registration at TCC in order to design the correct program. Programs designed for transfer under this option include the following: business, engineering, science, education, and others.

Option B Degrees are intended to transfer only to a specific program within a four-year college or university. 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
Health Information Management
Human Services
Medical Secretary
Museum/Gallery Operations
Nursing, Associate Degree
Office Professional
Radiologic Technologist
Respiratory Therapist

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 admittance. Students also may challenge courses or utilize an assessment/testing process to satisfy some related instruction requirements. Specific program requirements are listed on pages 38 to 56.

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.

Related Instruction (continued next page)

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 Program 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 Program 270

Supervision and Management 101, 131, 261, 264

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

Data Processing Systems 100, 107, 235,

Business PCs 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

Computer Field Technology

Computerized Accounting Systems

Educational Paraprofessional

Human Services

Management

Medical Secretary

Medical Transcriptionist

Network Support Technician

Nursing AssistanParamedic

Pharmacy Assistant

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 38 to 56 for specific requirements.

Associate in General Studies

AGS Degree Requirements

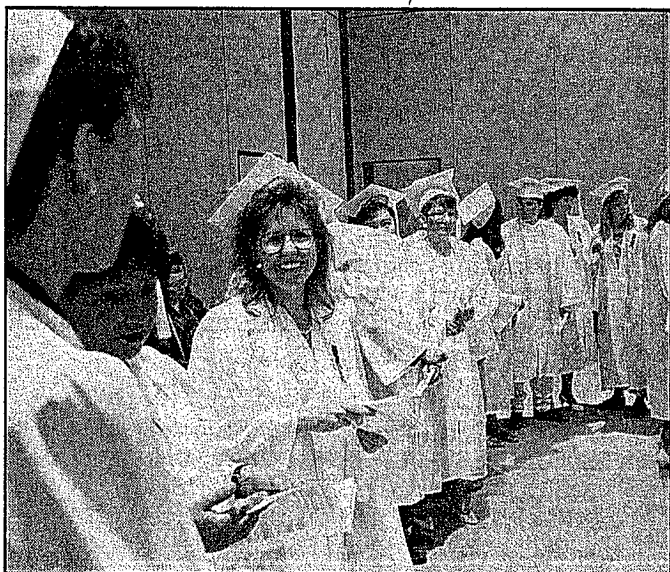
- 90 quarter hours in courses numbered 100 or above, including the following requirements.
- A maximum of three physical education activity credits will apply toward the degree.
- At least 30 of the 45 applicable credits must be earned at Tacoma Community College.

AGS Degree Distribution Requirements

Credit
Hours

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

1. **Communications** 10
 English 101, and one of the following:
 English 102, 103, 104 Speech 100, 101



2. **Humanities**10
Five credits in each of the following:
 a) Performing and Fine Arts (Music, Art, Drama)
 b) Literary Arts (Literature, Foreign Language, 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 (Astronomy, Biology, Botany, Environmental Science)
 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

- 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

Humanities courses (continued next page)

English 232, 234, 240, 241, 250, 257, 258,
259, 260, 264, 265, 267, 268, 269, 271, 276,
277, 278, 279, 280, 290
French 101, 102, 103
Humanities 100, 120, 285, 286, 287, 288
Japanese 111, 112, 113, 201, 202, 203
Journalism 209

List (continued next page)

Music 101, 102, 103, 107, 108, 109,
110, 111, 121, 123, 124, 125, 126, 130, 160,
170, 180, 199, 201, 202, 203, 221, 260, 270, 280
Philosophy 100, 119, 120, 215, 230, 267, 270, 280
Russian 101, 102, 103
Spanish 101, 102, 103, 201, 202, 203

MATHEMATICS & NATURAL SCIENCES

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

SOCIAL SCIENCES

Anthropology 100, 201, 202, 205, 208, 210, 270
Business 200, 250
Economics 200, 201, 211
Geography 205
History 111, 112, 113, 120, 121, 123, 164, 211, 230,
241, 242, 243, 249, 260, 290
Political Science 201, 202, 203, 204, 205, 290
Psychology 100, 170, 204, 205, 206
Sociology 110, 230, 240, 262, 270, 271

Pacific Rim Studies

This two-year associate degree program is designed to provide students a broad foundation in the languages, culture, history and economics of selected Pacific Rim countries. These include countries in Central and South America, as well as Japan, Russia, Mexico and other Pacific Rim Countries.

The associate degree in Pacific Rim Studies will equip students with broad, entry-level skills useful in international business or trade. This course of study also prepares students to enter the Pacific Rim or Asian Studies programs at the University of Washington Ta-

coma, and the Global Studies or Chinese Studies programs at Pacific Lutheran University.

The following curriculum is required for the associate degree in Pacific Rim Studies at TCC.

WRITTEN COMMUNICATION: 10 credits

English 101 (5 credits)
English 102 or 103 (5 credits)
Quantitative Skills (5 credits)

HUMANITIES: 25 credits

Language Series (choose from Russian,
Japanese or Spanish) 5 credits each
Russian 101, 102, 103
Japanese 111, 112, 113
Spanish 101, 102, 103
Humanities 110 (5 credits)
English 280 (5 credits)
Speech 100 (5 credits — includes strong
multicultural component)

SOCIAL SCIENCES: 20 credits

History 120, 121 (5 credits)
History 230 & 231 (5 credits)
Political Science (5 credits)
Business 250

NATURAL SCIENCES: 15 credits

one course must be a laboratory science

PHYSICAL EDUCATION: 3 credits

ELECTIVES: 12 credits

Anthropology or Geography recommended. Continuation of language sequence is also strongly advised.

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

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.

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: Jeanette Lunceford, 566-5361

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 a three-quarter 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 12th grade reading and math skills. Students who, by their record or test results, cannot demonstrate competency at this level 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)

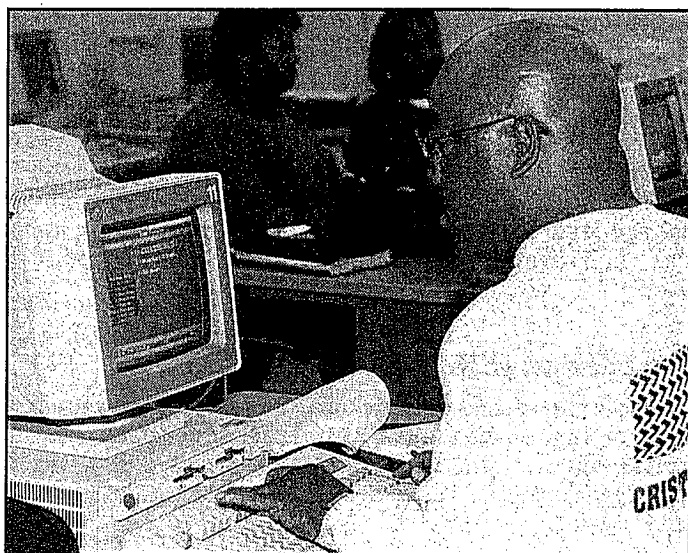
FIRST YEAR

Course Title	Credits
Practical Accounting I ACCNT 140	5
Practical Accounting II ACCNT 141*	5
Practical Managerial Accounting . ACCNT 142*	5
Business Mathematics. BUS 110 or equivalent	5
Business English BUS/ENGL 104 or ENGL 101	5
Introduction to Data Processing . . DPSYS 235	5
Solving Business Problems with Spreadsheets DPSYS 236*	5
Leadership & Human Relations BUS 164 Business	5
Communications BUS 225* or ENGL 102	5

Students may substitute, with coordinator's approval, ACCNT 210, 220, 230 for ACCNT 140, 141, 142.

SECOND YEAR

Automated Accounting I ACCNT 240*	
Computer Applications Elective DPSYS	5
Speech. SPCH 100, 101, or 150	5
Automated Accounting II ACCNT 241*	5
Introduction to Business BUS 101	5
Work Internship. BUS 290*	5



Payroll and Business Taxes	ACCNT 145*	5
Electives	need advisor approval	10
Total Credits for the		
Two-year Program		90

* 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
Introduction to Data Processing .	DPSYS 235 5
Solving Business Problems with Spreadsheets	DPSYS 236* 5
Leadership & Human Relations	BUS 164 5
Payroll & Business Taxes or Automated Accounting I	ACCNT 145*/240* 5

* Prerequisite required

Students may substitute ACCNT 210, 220, 230 for ACCNT 140, 141, 142.

COMPUTERIZED ACCOUNTING SYSTEMS
(Certificate Program)

Solving Business Problems with Spreadsheets	DPSYS 236* 5
Automated Accounting I	ACCNT 240* 5
Automated Accounting II	ACCNT 241* 5
Database Systems	DPSYS 244* 5
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: Dr. Leslie Sue, 566-5217

The Administration of Justice program offers four areas of concentration: law enforcement, corrections, juvenile justice and community services. Each concentration is specifically designed to prepare students for positions in each area.



This degree program will prepare students to meet the challenges within criminal justice careers in:

law enforcement, municipal police and federal agencies; correctional system, parole, probation and counseling; juvenile justice, diversion, counseling and probation; community service, work release and victim assistance; court system, court clerk, security and administration; private security, loss prevention and investigations; legal system, criminal research and trial preparation.

In this highly rewarding and expanding career field, students can select a concentration to enhance their own interests and career goals. Few careers offer such a diverse and gratifying experience, where each graduate can truly make a difference in society.

With an Associate in Applied Sciences degree from TCC in the Administration of Justice program, students can expect greater employment opportunities, greater assignment choices, faster promotions, educational salary stipends and point advantages on test scores.

All general education courses in each concentration are generally transferable to all major baccalaureate institutions in Washington. Students wishing to transfer to a four-year institution should determine their requirements when planning an academic schedule.

CERTIFICATE OF ACHIEVEMENT

The Administration of Justice Certificate of Achievement is designed to enhance the career potential of those planning to enter the profession or already employed with an agency. Flexible course times offer students a wide variety of options to work around their schedules. The Certificate of Achievement curriculum can be directly applied toward completion of an Associate in Applied Science degree in Administration of Justice.

Requirements for the Certificate of Achievement include a total of 43 credits from courses in the Administra-



tion of Justice Program. The student may select a curriculum program to fit their own academic goals but must take six core courses required for the AAS degree.

ADMINISTRATION OF JUSTICE
(Associate in Applied Sciences Degree)

Core Requirements

Course Title		Credits
Intro. to Administration of Justice . . .	ADJ 100	5
Criminal Law	ADJ 101	5
Community Relations	ADJ 120	
Criminal Investigation	ADJ 200	
Juvenile Justice System	ADJ 203	5
Police in America	ADJ 211	5
Defensive Tactics (applies as a P.E. course)	ADJ 206	1

General Education Requirements

(These courses are generally transferable)

College Freshman Composition . . .	ENGL 101	5
College Freshman Composition . . .	ENGL 102	5
Using Computers	DPSYS 100	3
Survey of Sociology	SOC 110	5
General Psychology	PSYCH 100	5
Fundamentals of Speech Communication	SPCH 100	5
Public Speech Communication	SPCH 101	5
American National Government and Politics	POLSC 202	5
Science (select one) BIOL 100, 106, 107 or ANTHR 201		5
Total Fitness	PE 100	2
Math (recommend MATH 107) (Must be at MATH 90 level)		

Program Concentration Requirements
(Select minimum 18 credits from one program concentration)

Law Enforcement Concentration:

Criminal Evidence	ADJ 102	5
Multicultural Law Enforcement	ADJ 123	3
Introduction to Corrections	ADJ 140	5
Special Topics	ADJ 179	1-5
Crime and Justice in America	ADJ 205	3
Internship	ADJ 207*	5
Internship	ADJ 208*	5

Corrections Concentration

Multicultural Law Enforcement	ADJ 123	3
Introduction to Corrections	ADJ 140	5
Special Topics	ADJ 179	1-5
Crime and Justice in America	ADJ 205	3
Internship	ADJ 207*	5
Internship	ADJ 208*	5
Parole and Probation	ADJ 240	5

Juvenile Justice Concentration

Multicultural Law Enforcement	ADJ 123	3
Special Topics	ADJ 179	1-5
Helping the Juvenile	HSP 203*	5
Crime and Justice in America	ADJ 205	3
Internship	ADJ 207*	5
Internship	ADJ 208*	5

Prevention and Control

of Delinquency	ADJ 213	5
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Community Services Concentration

Introduction to the Human Services . .	HSP 100	5
Human Services: Issues, Ethics, and Law	HSP 104*	5
Multicultural Law Enforcement	ADJ 123*	3
Special Topics	ADJ 179	1-5
Crime and Justice in America	ADJ 205	3
Internship	ADJ 207*	5
Internship	ADJ 208*	5

* Permission required

BASIC LAW ENFORCEMENT RESERVE ACADEMY

The Administration of Justice Program offers a 200-hour Reserve Police Academy approved by the Washington State Criminal Justice Training Commission. This program prepares the recruit to function as a Reserve Police Officer in Washington state.

Students sponsored by law enforcement agencies may enroll in the Academy and receive certificates of completion from the Training Commission. Un-sponsored or civilian students may also enroll, and upon successful completion, receive a letter noting that they passed Academy requirements. The letter is valid for two years and allows students to seek placement in a law enforcement agency. At the date of hire, the Training Commission will issue certificates.

Students enrolled in the Academy receive 15 credits for Administration of Justice (ADJ 290), 10 of which are applicable to the Associate of Applied Science Degree in Administration of Justice.

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 management career 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.

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
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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
ACCNT 140/142 or ACCNT 210/230 fulfills requirement for ACCNT 140/150)		
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.)

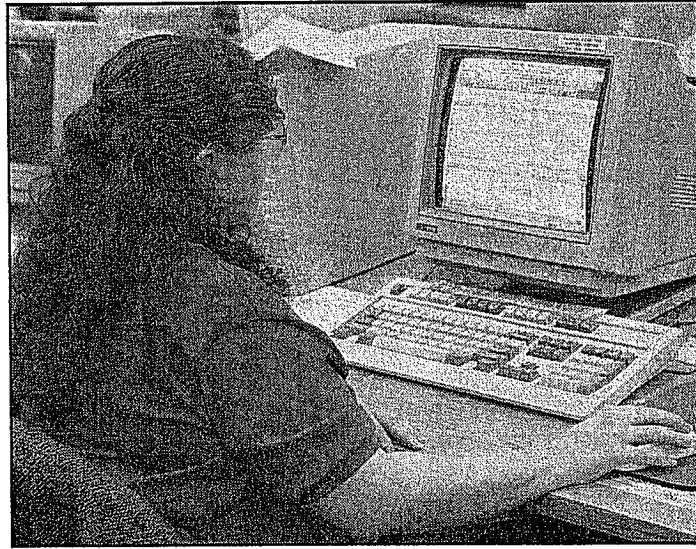
Total Credits 90

* Prerequisite ACCNT 140 or 210

COMPUTER FIELD TECHNOLOGY

Coordinator: Raymond Kendall, 566-5298

The Computer Field Technology program prepares students 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 upon satisfactory completion of the remaining courses. 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
Fundamentals of Electricity ELEC 101*	5
Fundamentals of Electronics ELEC 102*	5
Introduction to Data Processing DPSYS 235	5
	20
Second Quarter	
Intermediate Algebra MATH 99	5
or College Algebra for Business and Economics** MATH 111*	5
Business English BUS/ENGL 104	5
Electro-Mechanical Devices ELEC 221*	5
Electronic Devices and Systems ELEC 222*	4
	19
Third Quarter	
Digital Techniques ELEC 205*	5
Schematics ELEC 245*	5
Leadership and Human Relations BUS 164	5
Communications and Customer Relations SPCH 150	3
	18
Fourth Quarter	
Microprocessors ELEC 207*	6
Peripherals and Communications ELEC 209*	6
Troubleshooting Techniques ELEC 210*	6
	18

Additional Courses for the Associate Degree

Business: An Introductory Analysis BUS 101	5
Computer Language (eg FORTRAN, C, Visual Basic)	4-5
Operating Systems DPSYS 250	5
Data Communications and Distributed Processing DPSYS 253	5
Using Network Operating Systems (Novell) DPSYS 261	3
Fault Isolation Techniques DPSYS 263	5
	27-28

Total Credits 102-103

*Prerequisite required (see course description).

**Required for the Associate in Applied Sciences degree. Ability to use/a spreadsheet is required for this course.

**COMPUTER INFORMATION
MANAGEMENT SYSTEMS**

Coordinator: Dean Van Woerkom, 566-5243

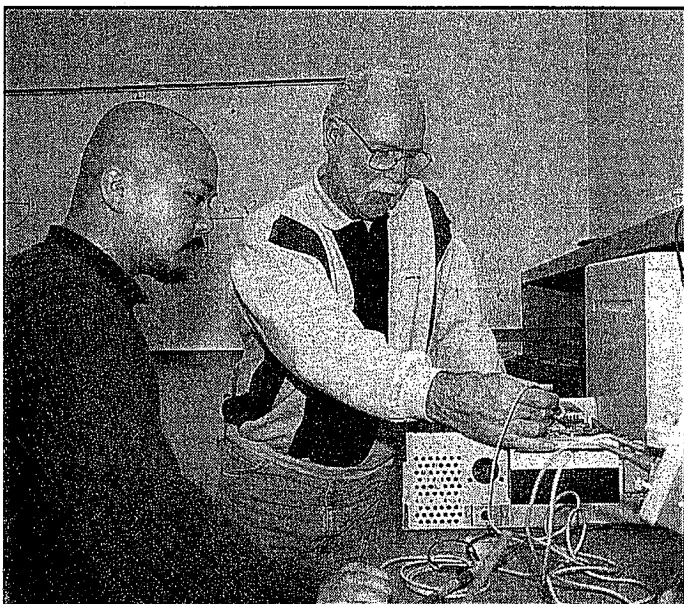
The Computer Information Management Systems curriculum is designed to prepare students for careers as management information specialists, salespersons for vendors or retailers of microcomputer hardware and software, and technical support specialists. The beginning classes provide students with basic processing concepts and skills, along with necessary related accounting, office and communication skills. The advanced classes develop skills in microcomputer applications for business systems, communications, and local area networks. Topics include programming, system software concepts, using applications packages, database concepts, telecommunications, system design and development, local area networks, 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
Solving Business Problems Using Spreadsheets DPSYS 236*	5
Graphical Application 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

C Programming	DPSYS 240*	5
Database Systems	DPSYS 244*	5
Computer Information Systems Selection and Design	DPSYS 247*	5
Operating Systems	DPSYS 250*	5
Microcomputer Applications	DPSYS 251*	5
Data Communications and Distributed Processing	DPSYS 253*	5
Network Administration	DPSYS 261*	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		90

* Prerequisite required.

** Suggested electives: ACCNT 240, BUS 200, BUS 256, BUS 290, CD 150, DPSYS 90, BUSPC 231, DPSYS 222, DPSYS 239, DPSYS 262, DPSYS 263, 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 Health Information Management. 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 Educational 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 courses. 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 49-credit Educational Paraprofessional Certificate.

EDUCATIONAL PARAPROFESSIONAL

(Associate in Applied Sciences Degree)

Core Requirements (34 credits)

Course Title		Credits
Role of the Educational Paraprofessional	EDP 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 Education	EDP 110	3
Computer Literacy and Instructional Media	EDP 160	3
Practicum	EDP 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 Children EDP 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 Arts MATH 107	5
Symbolic Logic (MATH 99 Prerequisite) PHIL 120	5

Leadership (3 credits)

Essentials of Supervision SMG 101	3
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Human Relations (5 credits)

General Psychology PSYCH 100	5
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Elective Requirements

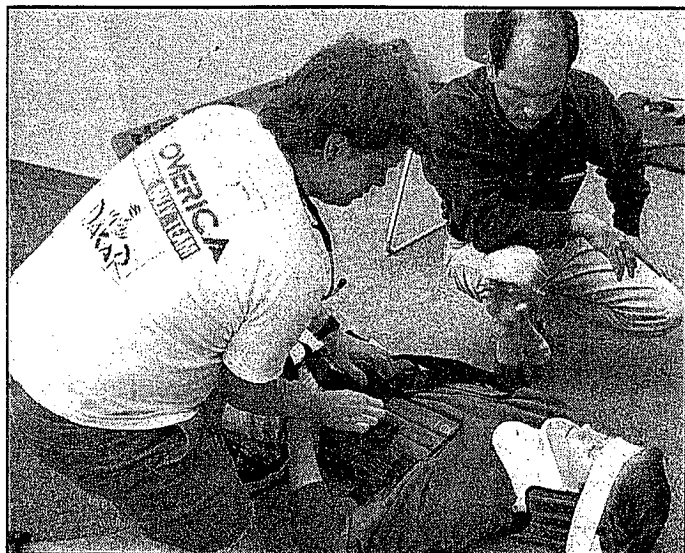
Select 5 credits from each area (20 credits)

Humanities (5 credits)

Introduction to Humanities HUMAN 100	5
Appreciation of the Visual Arts ART 100	5
Introduction to Music MUS 107	5

Social Sciences (5 credits)

Principles of Economics - Macro . . . ECON 200	5
History of Civilization—1815 to Present HIST 113	5
U.S. History—20th Century HIST 243	5



State and Local Government and Politics POLSC 205	5
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Survey—Introduction to Social Concepts SOC 110	5
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Natural Science (5 credits)

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

**EDUCATIONAL PARAPROFESSIONAL
CERTIFICATE: 49 CREDITS**

An Educational Paraprofessional certificate will be awarded to 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 Psychology PSYCH 100	5
Mathematics for Liberal Arts MATH 107	5
Total Credits	49

EMERGENCY MEDICAL CARE

Coordinator: Michael Smith, 566-5162

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

Basic Emergency Medical Technician is 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 education program is designed for 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 EDUCATION PROGRAM

(Certificate Program)

First Quarter (Summer)

Course Title		Credits
Human Anatomy & Physiology BIOL 118		5
Medical Terminology HT 130		3

Second Quarter (Fall)		
Stress Management	HSP 175	2
Crisis Intervention	HSP 176	2
Paramedic I (didactic)	EMC 120*	12
Paramedic Clinical I	EMC 130*	4
Total Fitness	PE 100	2
Third Quarter (Winter)		
Paramedic (didactic) II	EMC 121*	11
Paramedic Clinical II	EMC 131*	7
Advanced Total Fitness	PE 200	2
Fourth Quarter (Spring)		
Paramedic (didactic) III	EMC 122*	5
Paramedic Clinical III	EMC 132*	9
Total Credits		63

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		102-103

*Prerequisite required.

Additional or alternative courses subject to approval of program coordinator.

Accreditation by Commission on the Accreditation of Allied Health Education and Accreditation (CAAHEP) in collaboration with Joint Review Committee on Education Programs for the EMT-Paramedic.

HEALTH INFORMATION MANAGEMENT

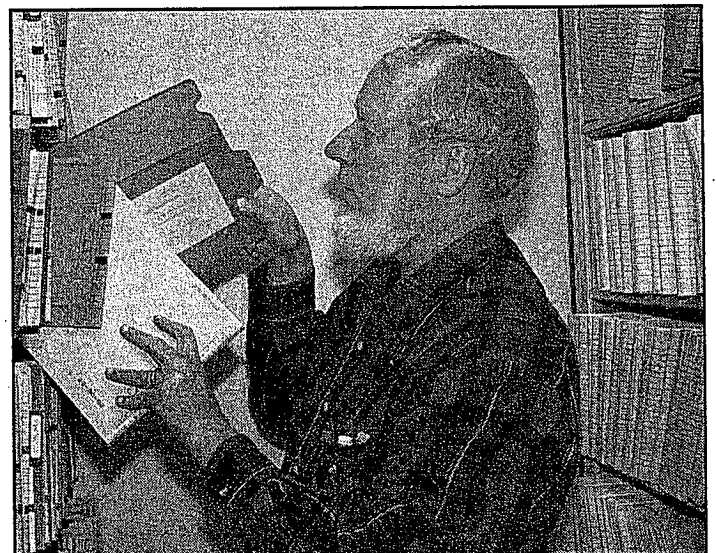
Formerly Medical Records Technology
Coordinator: Ingrid Bentzen, 566-5162

The Health Information Management Program provides a combination of medical knowledge and business applications to prepare graduates for employment in hospitals, ambulatory health care facilities, skilled nursing facilities, and state or federal health agencies. Skills taught include organizing and analyzing health records, compiling and utilizing health statistics, a 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; preparing health data consistent with the administrative, legal, accreditation and regulatory requirements. Graduates are eligible to write the Medical Record Technician national certification examination of the American Health Information Management Association.

Accreditation by Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association's (AHIMA) Council on Accreditation.

The program requires a separate application process through the Allied Health Office in Building 19, Room 70. First year classes are open to qualified students while the 200 level HIM courses are only open for accepted program students or by instructor's permission.

Graduates of the Health Information Management Program must complete the following curriculum with a grade of "C" or better in all classes:



HEALTH INFORMATION MANAGEMENT PROGRAM

(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
Business Data Processing DPSYS 235		5
Speech Communications SPCH 100		5
Third Quarter (Spring)		
Introduction to Health Record Management HIM 180*		5
Medical Terminology III HT 132*		3
Clinical Applications I HIM 190*		2
Solving Business Problems Using Spreadsheets DPSYS 236*		5
Elective		3
(Recommend Math, Word Processing, HIM 299, HT 214, HT 218, HIM 279, HT 140, BUS 225).		

SECOND YEAR

Fourth Quarter (Fall)		
ICD-9-CM Coding HIM 220*		5
HIM Clinical Lab HIM 230*		3
Principles of Disease HT 210*		6
Statistics for Health Care HIM 221*		2
Physical Education Elective		2
Fifth Quarter (Winter)		
CPT Coding for Hospitals HT 216*		2
Clinical Applications II (Acute Care) HIM 231*		6
Data Quality Standards HIM 241*		3
Legal Concepts for the Health Field . . . HT 225		3
Medical Office Management HT 120		3
Sixth Quarter (Spring)		
Health Records in Alternate Care Settings HIM 222*		3
Clinical Applications III (other facilities) HIM 232*		6
Health Information Management . . . HIM 242*		3
Behavioral Science Elective		5
(PSYCH 100, PSYCH 207, or SOC 110)		
Total Credits		105

Transfer Information:

Upon completion of the TCC Health Information Management 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.

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. For more information contact the Allied Health Division, 566-5163.

Course Title		Credit
Health Care Delivery Systems HT 110		4
Medical Office Management HT 120		3
Medical Terminology HT 130, 131*, 132*		3,3,3
Medical Transcription HT 140*, 141*, 142*		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
CPT Coding for Hospitals HT 216*		2
CPT Coding for Physicians Offices HT 218*		2

HUMAN SERVICES PROGRAM

Coordinator: Jim Carroll, 566-5076

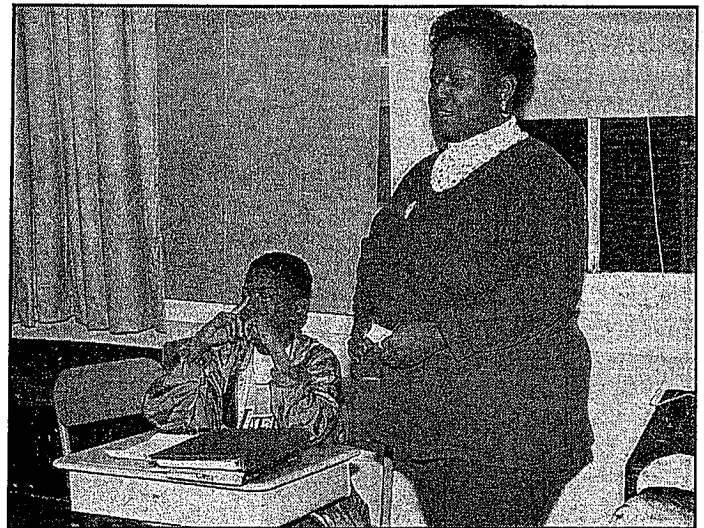
The Human Services Program is designed to prepare students to work as practitioners in social and health services agencies. Human Services is a two-year applied sciences degree program. Students who have already earned a college degree may be eligible for a one-year certificate. Approval of the program coordinator is required. Students in the Human Services degree program are required to take 42 credits of core courses, 33 credits of general education credits, and 17 credits of coursework selected from the following areas of interest, e.g. alcoholism and substance abuse, aging, youth, families and mental health. All students must successfully complete supervised clinical practicums in community agencies in order to qualify for either certificate or the degree. Admission into the program follows completion of the program intake 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 HSP 100	5
Counseling: Theory and Practice . . . HSP 102	5
Therapeutic Approaches & Techniques HSP 103	5
Human Services: Issues, Ethics, Law HSP 104	5
Stress Management HSP 207	5
Introduction to Practicum HSP 190*	2
Supervised Clinical Practicum I . . . HSP 191*	5
Supervised Clinical Practicum II . . . HSP 192*	5
Supervised Clinical Practicum III . . HSP 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
Argument & Persuasion ENGL 103	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
Chinese Civilizations HIST 211	5
Race and Western Thought HIST 289	5
Race Relations SOC 262	5

BEHAVIORAL SCIENCES (10 credits)

General Psychology PSYCH 100	5
Survey of Sociology SOC 110	5

**BEHAVIORAL SCIENCES OPTIONS
(select 5 credits only)**

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 HSP 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 HSP 200	5
Counseling the Chemically Dependent HSP 201	5
Family Counseling HSP 202	5
Helping the Juvenile HSP 203	5
From Risk to Resiliency HSP 204	5
Childhood Development HSP 205	5
Adolescent Alcohol and Drug Treatment HSP 208	5
Alcohol and Drug Education for the Professional HSP 209	3
Pharmacology and Physiology of Substance Abuse HSP 210	5
Case Management and Record Keeping HSP 212	5
Introduction to Domestic Violence . . HSP 213	5
Working with Families of the Chemically Dependent HSP 214	5
Adult Psychopathology HSP 215	3
Introduction to Group Process HSP 270	5

Total Credits	92
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Special Topics

HSP 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 HSP office for further information.

ONE-YEAR CERTIFICATE COURSES

Course Title	Credits
Introduction to Human Services HSP 100	5
Counseling: Theory and Practice HSP 102	5
Therapeutic Approaches and Techniques HSP 103*	5
Human Services: Issues, Ethics, Law HSP 104*	5
Stress Management HSP 207	5
Introduction to Practicum HSP 190	2
Supervised Clinical Practicum HSP 192*	5
Supervised Clinical Practicum HSP 193*	5
Specialty course work selected from HSP offerings	9
Total Credits	46

* Prerequisite required (see course descriptions).

MEDICAL SECRETARY

Coordinator: Marion Miller, 566-5162

A medical secretary performs general duties in a physician's office, hospital, clinic, or other health care agency. 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, using 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.

A separate application to the Medical Secretary program is required and may be obtained at the Allied Health Office, Building 19, Room 70.

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)		Credit
Course Title		
Anatomy and Physiology BIOL 150		5
<small>(BIOL 206-207-208 fulfills requirement)</small>		
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 HT 140*		3
Typing for Speed/Accuracy OFFCE 106*		2
Third Quarter (Spring)		
Medical Terminology III HT 132*		3
Medical Transcription II HT 141*		3
Word Processing:		
Professional Skills I OFFCE 228*		3
Introduction to Health Record Management HIM 180*		5
Work Internship (90 hours) HT 240*		3

SECOND YEAR

Fourth Quarter (Fall)		Credit
Leadership and Human Relations 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 Management HT 120*		3
Solving Business Problems		
Using Spreadsheets DPSYS 236*		5
Sixth Quarter (Spring)		
Basic ICD-9-CM Coding HT 214*		2
CPT Coding HT 216* or HT 218*		2
Work Internship HT 241*		5
Elective		5
<small>(Recommend HT 170 Patient Care Techniques; HT 142 Medical Transcription III, BUS 163 Principles of Management, or OFFCE 238 The Office Professional)</small>		

Total Credits 100

MEDICAL TRANSCRIPTIONIST

Coordinator: Marion Miller, 566-5162

A medical transcriptionist works in the medical transcription department or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other health 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 records office, and use word processing equipment.

A separate application to the Medical Transcription program is required and may be obtained at the Allied Health Office, Building 19, Room 70. 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
Using Computers	DPSYS 100	3
Business English	ENGL 104	5
Typing for Speed and Accuracy . .	OFFCE 106	2
Physical Education elective		1

Second Quarter (Winter)

Anatomy & Physiology	BIOL 151*	5
Medical Terminology II	HT 131*	3
Medical Transcription I	HT 140*	3
Word Processing: Professional Skills I	OFFCE 228	3

Third Quarter (Spring)

Introduction to Health Records Management	HIM 180	5
Medical Terminology III	HT 132*	3
Medical Transcription II	HT 141*	3
Medical Transcription III	HT 142*	3
Work Internship (90 hours)	HT 240*	3
Total Credits		50

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

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

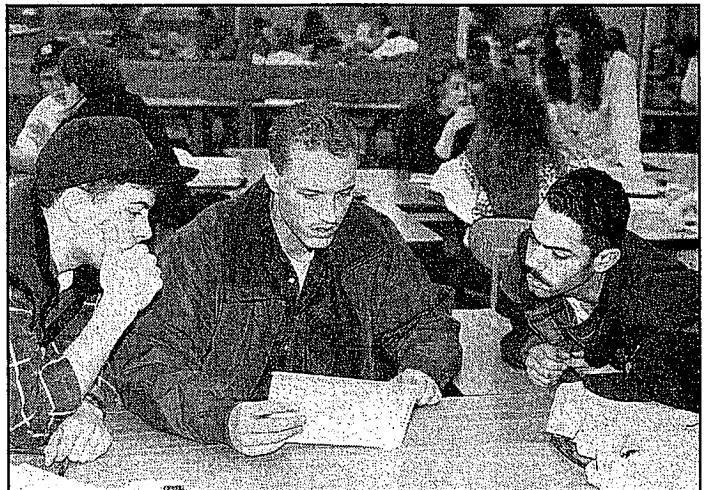
(Associate in Applied Sciences Degree)

NOTE: Students must complete 35 credits of required program classes, including one Anthropology class, one History class, and one Studio Arts class. The program requires 20 credits of related class requirements and 20 credits of Business class requirements. Fifteen (15) credits of Business class electives must also be completed.

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
Total Credits		90

*Prerequisite required.

NURSING, ASSOCIATE DEGREE

Contact: Allied Health Department, 566-5163

The Associate Degree Nursing program prepares students to perform nursing duties in a variety of health care settings. The program is approved by the Washington State Nursing Quality Assurance Commission and accredited by the National League for Nursing. Graduates of the program will be eligible to take the examination for licensure as a registered nurse.

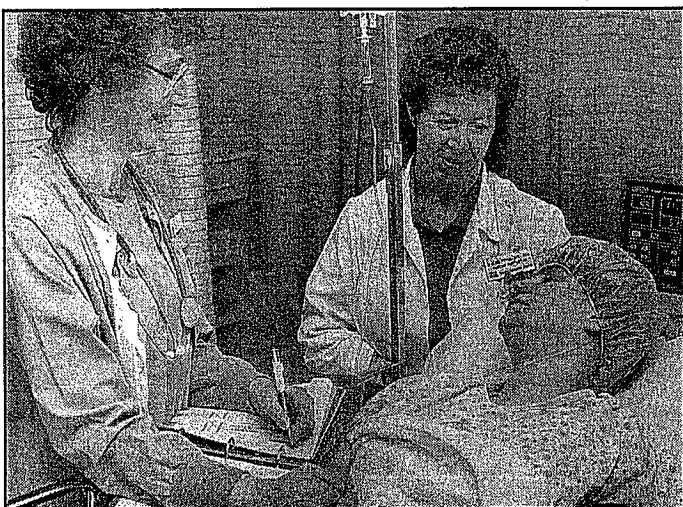
Nursing program applications are accepted on an on-going basis after completion of prerequisites. Admission and program information is available in the Allied Health Department, 566-5163.

NURSING

(Associate in Applied Sciences Degree)

FIRST YEAR

Course Title	Credits
Nursing I: Caring for the Well Client	NURS 150* 10
Nursing II: Caring for the Client with Minor Deviations from Wellness	NURS 151* 10
Nursing III: Caring for the Childbearing Family	NURS 152* 10
Nursing Interventions I: Assessment (Lab)	NURS 160* 1
Nursing Interventions II: Basic Skills (Lab)	NURS 161* 1
Nursing Interventions III: Advanced Skills (Lab)	NURS 162* 1
Nursing Focus I: Gerontological Nursing (Theory)	NURS 171* 1
Nursing Focus II: Pharmacology I (Theory)	NURS 172* 1
Nursing Focus III: Pharmacology II (Theory)	NURS 173* 1



SECOND YEAR

Course Title	Credits
Nursing IV: Caring for the Client with Acute Problems NURS 250*	10
Nursing V: Caring for the Client with Chronic Problems NURS 251*	10
Nursing VI: Caring for the Client Adapting to Chronic Problems NURS 252*	5
Nursing Focus IV: Trends and Issues (Theory) NURS 271*	2
Nursing Focus V: Leadership and Management (Theory) NURS 272*	2
Nursing Preceptorship: Manager of Care (Clinical) NURS 280*	6
Nursing Seminar in Care Management (Theory) NURS 281*	1

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: 72	
Total Credits: 118-127	

* Prerequisite required (see course descriptions).

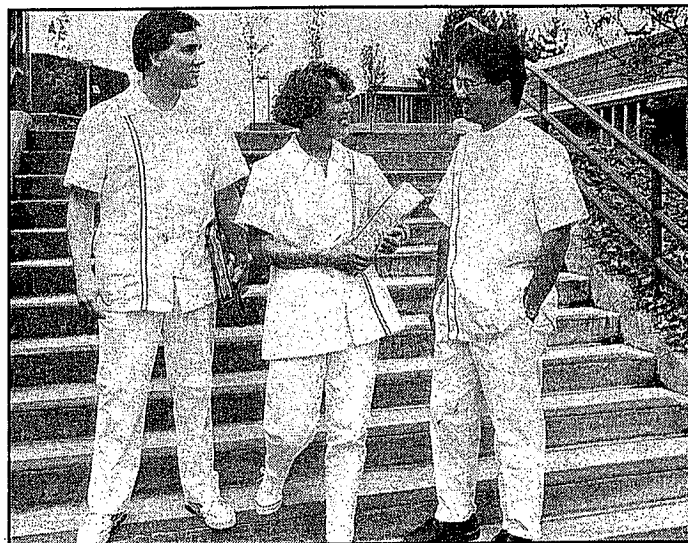
+Must be completed prior to submitting application to nursing program.

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 TCC's 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 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 accepted on an ongoing basis after completion of prerequisites.

OFFICE OCCUPATIONS PROGRAMS

Coordinator: Dr. Karen Munson, C.P.S., 566-5021

Students will earn an Associate Degree in Applied Sciences upon completion of all required courses. Assessment placement at English 90 and Math 86 or above is required.

TECHNICAL CORE REQUIREMENTS

Course Title	Credits
Typing I (or equivalent) OFFCE 103	5
Typing II OFFCE 104*	5
Introduction to Word Processing . . OFFCE 127*	5
Records and Database Management OFFCE 116	3
Machine Transcription OFFCE 117*	3
Business Machines OFFCE 115*	5
The Office Professional OFFCE 238*	5

Office Occupations (continued next page)



Work Internship	OFFCE 120*	5
Word Processing:		
Professional Skills I	OFFCE 228*	3
Word Processing:		
Professional Skills II	OFFCE 234*	3
Introduction to Business		
Data Processing	DPSYS 235	5
Solving Business Problems		
with Spreadsheets	DPSYS 236*	5
Practical Accounting	ACCNT 140	5
Typing for Speed and Accuracy .	OFFCE 106*	2
	Total Technical Credits	59

GENERAL CORE REQUIREMENTS

Course Title	Credits
Business Math	BUS 110 5
Business Law	BUS 200 5
Business Correspondence	BUS 225* 5
Leadership and Human Relations ...	BUS 164 5
Speech	SPCH 100 5
Business English	ENGL 104 5
Principles of Management or Intro to Business	
or Stress Management .	BUS 163/BUS 101/
PSYCH 207	5
	= Total General Core
	Credits 35
	Total Program Credits 94

*Requires prerequisites or instructor permission.

Not all courses are offered each quarter; students need to carefully plan schedules with their advisor.

WORD PROCESSING OPTION

This one-year certificate qualifies a student for an entry-level position as a receptionist or office clerk. To enter the program, Typing I (OFFCE 103) must be com-

pleted with a grade of "B" or better and Introduction to Word Processing (OFFCE 127) must be completed with a grade of "C" or better. Assessed placement at English 90 and Math 86 levels (or better) is required for entry into the program.

Call Dr. Karen Munson, C.P.S., Program Coordinator, at 566-5021 for more information.

Course	Credits
Business English	BUS 104 or ENGL 104 5
Business Math	BUS 110 5
Leadership and Human Relations ...	BUS 164 5
Machine Transcription	OFFCE 117* 3
Word Processing:	
Professional Skills I	OFFCE 228* 3
Practical Accounting	ACCNT 140 5
Introduction to Business	
Data Processing	DPSYS 235 5
Business Machines	OFFCE 115* 5
Word Processing:	
Professional Skills II	OFFCE 234* 3
Business Correspondence	BUS 225* 5
Work Internship	OFFCE 120* 5
	Total Credits 49

RECEPTIONIST CLERK

This one-year certificate qualifies a student for an entry-level position as a receptionist or an office clerk. To enter the program, Typing I (OFFCE 103) must be completed with a grade of "C" or better. Assessed placement at English 90 and Math 86 levels (or better) is also required for entry into the program.

Call Dr. Karen Munson, C.P.S., Program Coordinator, at 566-5021 for more information.

Business English	BUS 104 or ENGL 104 5
Using Computers	DPSYS 100 3
Records and Database	
Management	OFFCE 116 3
Introduction to Word Processing ..	OFFCE 127 5
Business Math	BUS 110 5
Machine Transcription	OFFCE 117* 3
Word Processing: Professional	
Skills I or II	OFFCE 228* or 234* 3
Leadership and Human Relations ...	BUS 164 5
Business Machines	OFFCE 115* 5
Work Internship	OFFCE 120* 5
Practical Accounting	ACCNT 140 5
	Total Program Credits 47

PARAMEDIC TRAINING

(See Emergency Medical Care, page 44.)

**PROFESSIONAL OFFICE
OCCUPATIONS PROGRAMS**

(See Office Occupations Programs)

RADIOLOGIC TECHNOLOGIST

Coordinator: Royal Domingo, 566-5358

The Radiologic Technology program leads to an associate degree and a certificate of completion. The program is twenty-seven calendar months in duration. Upon the successful completion of the courses in radiologic technology, the associate degree requirements and clinical education courses, the student is eligible to take the national certification examination administered by The American Registry of Radiologic Technologists. A separate application to the Radiologic Technology program is required and may be obtained at the Allied Health Office, Building 19, Room 70.

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)	
Leadership Seminar RT 275A	1

Fourth Quarter (Summer)

Radiographic Clinic III RT 122*	7
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
Radiographic Clinic VI RT 226*	5
Using Computers I DPSYS 100	3
Independent Study RT 299* (1-5)	
Leadership Seminar RT 275B	1

Eighth Quarter (Summer)

Radiographic Clinic VII RT 227*	7
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 Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Joint Review Committee on Education in Radiologic Technology (JRCERT).



Transfer information: upon completion of the TCC Radiologic Technology 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, 566-5231

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. MATH 90 or above is a prerequisite course to apply.

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; ENGL 101 or above; and a DPSYS or BUSPC class.

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.

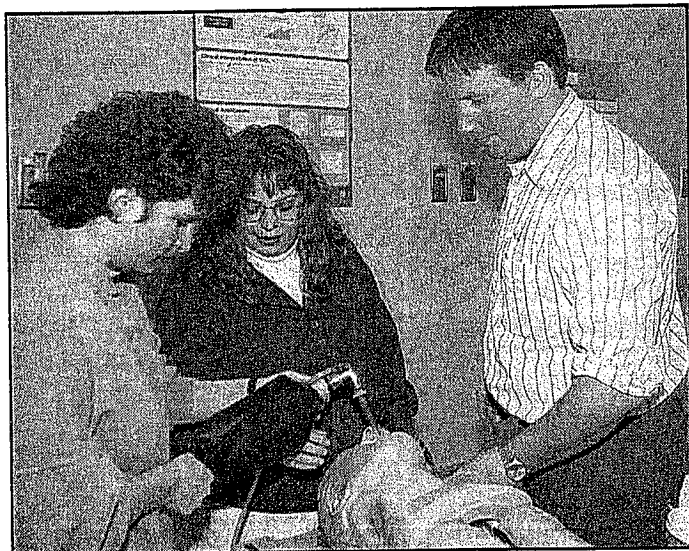
* Acceptance into Respiratory Therapy program required.

RESPIRATORY THERAPIST (advanced practitioner) level of training.

(Associate in Applied Sciences Degree)

Sixth Quarter (Fall)	
Advanced Pathophysiology I RC 210*	2

Respiratory Therapist (continued next page)



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

Accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

SECRETARIAL PROGRAM
(See Office Occupations Programs)

SUPERVISION AND MANAGEMENT

Coordinator: Steven Ellis, 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)

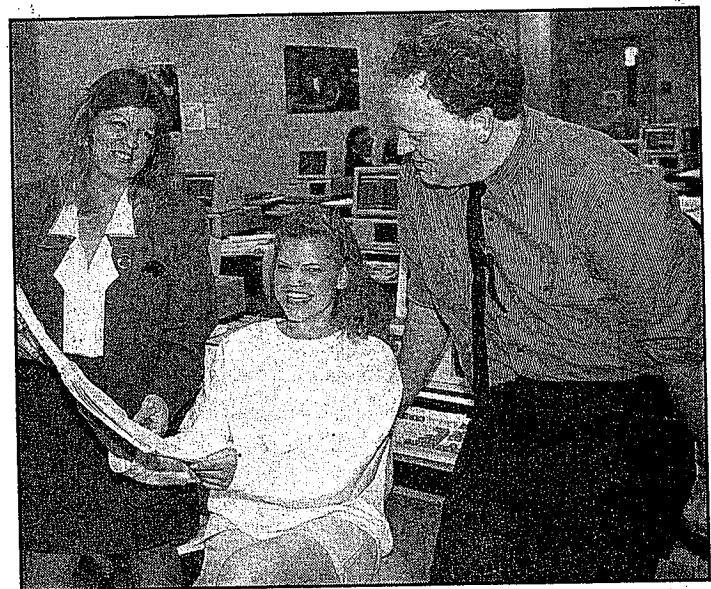
MANAGEMENT REQUIREMENTS
(Select 21 credits)

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
<small>(DPSYS 100 and DPSYS 101 may be substituted)</small>		
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: Steven Ellis, 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, and 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 basis.

Management Requirements

Select 18 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
Organization Behavior SMG 265	3
Managing for High Performance . . . SMG 270	3
Required Credits	18

WORD PROCESSING

(See Office Occupations Programs)

WORKFORCE TRAINING PROGRAMS

Workforce Training programs at TCC are designed to help unemployed people get the training they need to rebuild their careers. For qualified applicants, financial assistance, internships and job placement may be available. TCC is now training people to be:

Computer Network Support Technicians. In this nine-month program, students learn to install and maintain Local Area Networks and microcomputers.

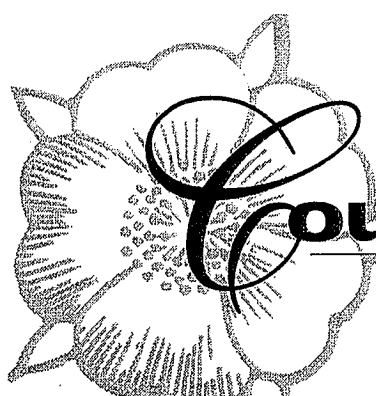
Human Services Community Workers. This two-year program emphasizes teaching social skills to high-risk youth in a community setting.

Office and Microcomputer Specialists. This is a nine-month program emphasizing use of computer applications and software in business settings.

In the six-week **Career Transitional Training Project**, students learn job search techniques, math and computers, and other employment skills. Students can move from here into other TCC Workforce Training programs.

Displaced workers who qualify under the 1993 Workforce Employment and Training Act will be given priority in TCC Workforce Training Programs. These are people who have been terminated or have received a notice of termination from employment, and who are eligible for or have exhausted their unemployment benefits within the past 24 months.

Workforce Training at TCC is funded by a state Workforce Training grant. For information, call 566-5188.



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 1995-96 and 1996-97 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 chair 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.)

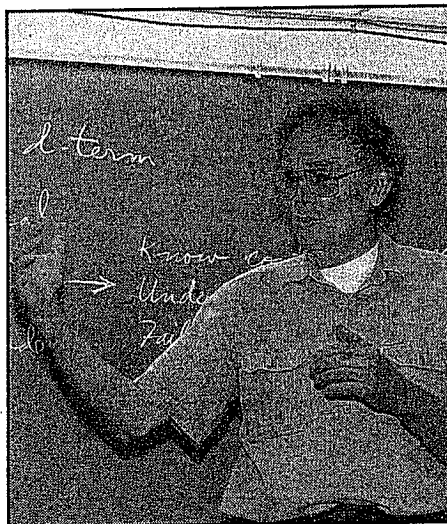
Students wishing to learn more about certain courses are urged to talk about those courses with the chairman of the division or department through which those courses are offered.

The divisions and subject groupings are as follows:

ALLIED HEALTH

Marion Miller

Emergency Medical Care
Health Technology
Medical Records Technology
Medical Secretary



Medical Transcriptionist
Nursing, Associate Degree
Nursing, Continuing Education
Radiologic Technologist
Respiratory Therapy

ARTS, HUMANITIES & SOCIAL SCIENCES

Dr. Gael Tower

American Sign Language
Art
Communication Skills/Critical Thinking
Coordinated Studies
Drama
English Composition
English Literature
Evergreen Bridge Program
French
History
Human Services
Humanities
Japanese
Journalism
Museum/Gallery Operations
Music
Pacific Rim Studies
Philosophy
Political Science
Reading
Russian
Spanish
Speech
Study Skills

BUSINESS AND TECHNOLOGY

Gary Sigmen

Accounting (Academic and Occupational)
Automated Accounting Applications
Bookkeeping Systems

Business (Academic and Occupational)
Business Administration and Management
Computer Information Management Systems
Data Processing Systems
Economics
The Office Professional
Word Processing

CONTINUING PROFESSIONAL AND LIFELONG EDUCATION

M. Wayne Williams

ACLS
AIDS Education
Certified Public Accountant
Continuing Education
for Health Professionals
Continuing Legal Education
Contracted Training
Environmental Studies
Home and Family Life
K-12 Education/Endorsements
Language and Culture
Lifelong Education/Non-credit Programs
Real Estate
Senior Citizen Programs
Youth Programs

DOWNTOWN BUSINESS RESOURCE CENTER

Steven Ellis

Business and Industry Resource Center
Business Information and Assistance Center
Business Lab
Computer Lab
Contract Training
Entrepreneur Programs
International Business
Small Business Management
and Development
Supervision and Management/Total Quality
Workplace Basics Skill Lab

GIG HARBOR/PENINSULA CENTER

Norma B. Whitacre

Academic Transfer Classes
Business Lab
Community Service, Non-credit Classes
Computer Lab
Customized Business Training
Educational Paraprofessional
Elderhostel
Home Health Aide Certificate
Literacy Program
Math Lab
Nursing Assistant
Office and Microcomputer
Specialist Certificate

**LEARNING RESOURCES,
DEVELOPMENTAL EDUCATION AND
ENGLISH AS A SECOND LANGUAGE**

Dr. Teresita Hartwell

- Adult Basic Education
- Citizenship
- College Preparatory Courses
- English as a Second Language
- General Education Development (GED)
- High School Completion Courses

**MATHEMATICS, SCIENCE AND
PHYSICAL EDUCATION**

Ivonna McCabe

- Anthropology
- Biology
- Botany
- Chemistry
- Computer Field Technology
- Computer Science
- Ecology
- Engineering
- Environmental Science
- Geography
- Geology
- Mathematics
- Oceanography
- Physical Education
- Physics
- Psychology
- Sociology
- Telecommunications

**OCCUPATIONAL EDUCATION
AND ASSESSMENT**

Shirley Harris-Lee

- Administration of Justice

STUDENT SERVICES

Bonnie Bennedsen

- Education
- Human Development

ACCOUNTING

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

Introduces students to basic accounting concepts and procedures emphasizing sole proprietor businesses. Topics include analysis of business transactions, and completion of the accounting cycle including preparation of financial statements. Students will be introduced to computers.

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

A continuation of financial accounting topics including an introduction to accounting for partnerships and corporations. Students will be encouraged to complete assignments using the computer.

Prerequisite: ACCNT 140 or equivalent with a grade of "C" or better.

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

Covers accounting information required by management. Includes an introduction to job and process costing, budgeting, statement analysis and management decision-making. Students will be encouraged to complete assignments using the computer.

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, 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 owner's equity.

**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. Emphasizes 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.

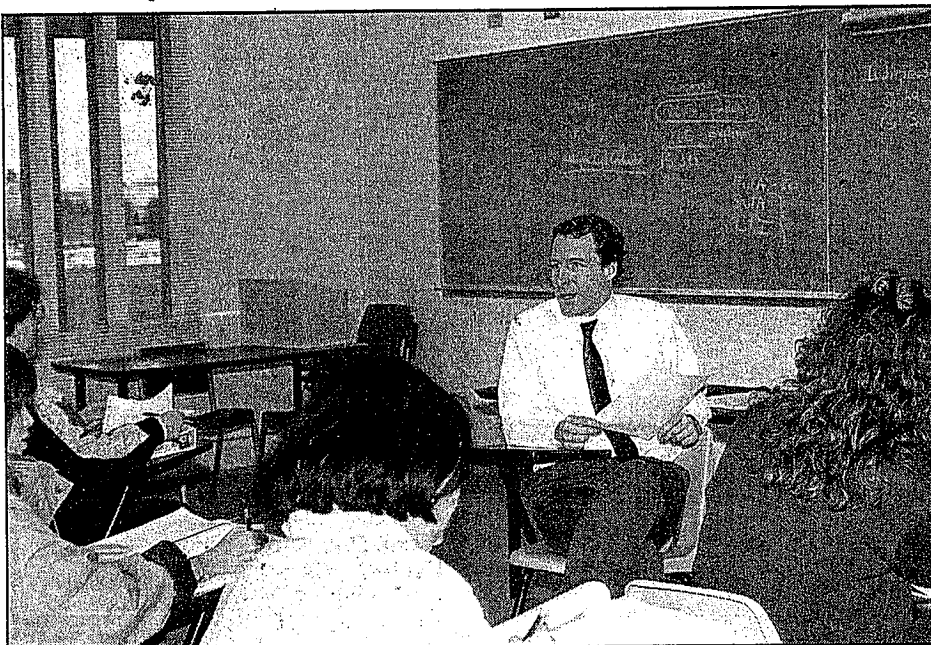
**ACCNT 230
Accounting
Principles-Managerial (5)**

Introduction to cost concepts such as cost-volume-profit analysis and the budgeting process. Examines methods to determine product costs of a manufacturing business and the methods employed to control 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 38 for program requirements.)

ADMINISTRATION OF JUSTICE

ADJ 100

Introduction to Administration of Justice (5)

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

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; and limitations imposed by constitutional guarantees.

ADJ 120

Community Relations (5)

The police and their relationship with the community is examined. Concepts of public and community relations, psychological factors of police, the human experience of being a "cop," and police stress are covered. The media, elderly, minorities, and other strata of society are explored in terms of their relationship with police. Community-oriented policing techniques and multicultural awareness are highlighted.

ADJ 123

Cultural Diversity in Law Enforcement (3)

Areas covered will include the impact of cultural diversity on law enforcement, training in cultural understanding for law enforcement, cultural specifics of particular ethnic groups, response strategies to crimes motivated by hate and bias, cultural effectiveness for police officers, and police professionalism. Various group discussions and exercises will be incorporated.

ADJ 140

Introduction to Corrections (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. A scheduled field trip will highlight the course.

ADJ 179

Special Topics (1-2)

Various short courses, seminars or special topics will be covered. Topics will be offered, based on the need and interest to students. Areas covered may include investigations, crime analysis, legal trends, cultural diversity issues, criminal case analysis or correctional program evaluation. Credit awarded is contingent upon the length of the course. Students may only apply two sections of these courses toward their degrees.

ADJ 200

Criminal Investigation (5)

Includes 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; and narcotics and drug abuse.

ADJ 202

Police Administration (5)

The theory of management and motivation will be covered as well as discussion on the bureaucratic model of government, labor laws and relations, employee-employer rights, development of civil service and affirmative action models. Race relations, the female officer, cultural awareness, and excessive force will be covered. This course will also examine new trends in community policing and financial administration.

ADJ 203

Juvenile Justice System (5)

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

ADJ 205

Crime and Justice in America (self-paced, independent study) (3)

This course is designed to offer students an opportunity to study interesting and current issues in the criminal justice field through a self-paced, independent study format. It is ideal for students who live considerable distances from campus, or because of work, transportation, or conflicting schedules, cannot visit the campus on a regular basis. Students take three exams on various topics to complete the course.

ADJ 206

Defensive Tactics (satisfies PE requirement) (1)

This physical education activity course introduces students to the various methods of defensive tactics used by law enforcement personnel. Includes mechanics of arrest, logistics of verbal judo, concept of threat level versus use of force, use of the PR24, holds and take-downs, tactical coordination, weaponless defense, and issues involving the use of deadly force. Physical fitness activities are an integral part of this course.

ADJ 207, 208

Internship in Criminal Justice (5, 5)

The internship program offers students the opportunity to gain valuable experience in the criminal justice field. State and local agencies as well as private institutions can serve as a field placement. Students must obtain coordinator's approval.

ADJ 211

Police in America (5)

Historical development, roles, socialization and problems of police work will be covered. Contemporary police agencies will be compared and their effectiveness evaluated. Issues involving community-oriented policing, police training, abuse of authority, police discretion, and recruitment will also be examined. This course will incorporate numerous activities such as interviewing, hostage negotiations, violator contacts, arrests, report writing, and conflict resolution.

ADJ 213

Prevention and Control of Delinquency (5)

Survey of juvenile justice programs will include the history of juvenile delinquency, its social context, the youthful subculture, institutional responses and public policy. Emphasis will be on an analysis of delinquency programs — their successes and failures. Discussion on current police tactics will also be covered. Several exercises will be used in class.

ADJ 240

Parole and Probation (5)

This course will cover the history and legal foundations of probation, sentencing and the decision to grant probation, administration of probation services, supervision of probation and parole, and its revocation. The history of parole, parole board and selection, effectiveness of parole and probation will be examined.

ADJ 290

Reserve Police Academy (15)

This course allows students to obtain their Basic Law Enforcement Reserve Academy certification issued and approved by the Washington State Criminal Justice Training Commission. Agency-sponsored as well as civilian students may apply for admission to the Academy. Students engage in police training covering criminal law and procedures, traffic, patrol procedures, communication skills, firearms, emergency vehicle operation, and more. They must pass the state examination for certification in this 200-hour academy.

Prerequisite: Permission of instructor.

ADULT BASIC EDUCATION

ABE 60

Adult Basic Education

This no fee, no credit, continuous enrollment program offers persons 16 years of age or older basic skill instruction in reading, writing, arithmetic and everyday living skills. The instruction is a

combination of individualized, small group and classroom instruction. Students start at their current skill level and work at their own pace mastering the skills needed to assist them in reaching their academic goals. Students may enroll at any time during the quarter after completing the assessment process. Students under the age of 19 must have a high school release form before attending.

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 (ASL) I with greater emphasis on American Sign Language grammar with concentrated effort on expressive and receptive skills. Includes broadening of cultural awareness.

Prerequisite: SINGL 120 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: SINGL 121 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.

ANTHRO 208
Africans (5)

A survey of the diverse cultures of sub-Saharan Africa. Several examples of adaptations to a range of physical environments, varying (pre-colonial) political structures, and different forms of social organization will be reviewed.

Prerequisite: ANTHRO 100 or ANTHRO 202 recommended.

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 (satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.)
- ART 127 - Surface Design on Fabric (satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.)
- 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 102, 103, 105). These form the foundation for the advanced art courses offered at TCC. 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.) Satisfies humanities distribution requirement for AAS degree.

ART 101 Art Basics (5)

Introduction to materials and techniques including drawing, painting, printmaking, and three-dimensional media. Projects are designed for students with limited experience in art. Recommended for beginners. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 102 Two-Dimensional Design (5)

The organization of visual elements (line, shape, texture, color) as applied in two-dimensional design media. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 103 Three-Dimensional Design (5)

The organization of visual-physical elements (contour, volume, space, light, and texture) as applied in three-dimensional materials. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 105 Beginning Drawing (5)

General exploration of various drawing techniques and media through the study of composition, perspective, and form. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

ART 106 Drawing (5)

Further development of drawing skills with emphasis on composition and communication concepts. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.
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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117B: Jewelry Construction IB—Further experience in using sheet and wire: fabrication techniques and advanced soldering problems. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117C: Jewelry Construction IC—Forging techniques: creating more three-dimensional jewelry forms by hammering and annealing. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117D: Jewelry Construction ID—Filigree techniques: creating linear jewelry design through delicate wire manipulation and multiple soldering techniques. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

117E: Jewelry Construction IE—Special surface techniques and finishes to accent and enhance jewelry (enamel highlights, granulation, etc.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118B: Jewelry Casting IB—Carving and wax build-up techniques to form three-dimensional jewelry forms (e.g., rings, bracelets.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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.) Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118D: Jewelry Casting ID—Model building and casting techniques used to create precision fit and interlocking forms in jewelry design. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

118E: Jewelry Casting V—Techniques for joining and soldering pre-cast jewelry pieces. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

119A: Introduction to basic techniques, materials, tools, and applications of enameling on copper. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

119B: Applications of enameling design in the limoges technique which employs finely ground enamels brushed or sifted



onto an enameled surface. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

119C: Applications of enameling design in the cloisonne technique which uses fine wire fences to separate the enamel colors in the design. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 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, needle-

point, 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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 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. Student will learn the basic forming methods employed in making ceramic forms, and basic glazing and decorating techniques will be covered. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

**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 ART 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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

**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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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

**ART 151
Intermediate Printmaking (5)**

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

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

**ART 152
Intermediate Printmaking (5)**

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

Prerequisites: ART 151 and 102. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 156
Beginning Painting (5)**

Introduction to basic principles and methods of representational painting. Painting materials, techniques, color, and drawing fundamentals provide the ground work for individual expression. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

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. Satisfies humanities distribution requirement for AAS degree under performance/skills category. Maximum of 5 credits.

**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. Satisfies hu-

manities distribution requirement for AAS degree.

**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. Satisfies humanities distribution requirement for AAS degree.

**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. Satisfies humanities distribution requirement for AAS degree.

**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)**

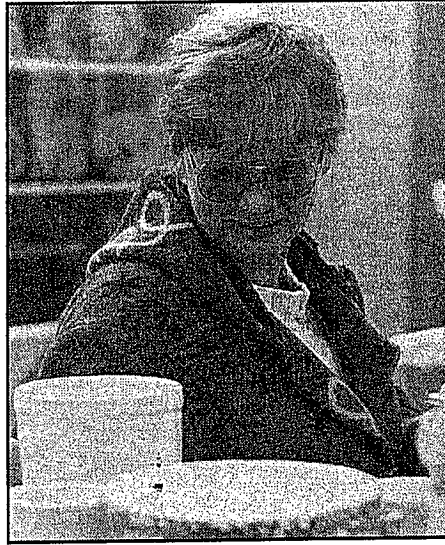
218A: Jewelry Casting IIA—Free-form mountings (other than bezel and prong settings) of stones, pearls, etc. in cast jewelry forms.

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

218C: Jewelry Casting IIC—Facetted 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 hand-building 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 hand-building 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 hand-building 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 ink-

ing 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 two of the three 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
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, 107, 108, 118, 140, 150, 201, 206, BOT 101 or ENVSC 106; 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. Prerequisite: ENGL 91 or above.

**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 107
Milestones in Biology (5)**

(For non-majors.) Introduction to fundamental biological principles by considering the development of the science in both an historical and a cultural context. The course emphasizes, through hands-on recreation of milestone experiments that have played a critical role in our emerging understanding of life on earth, science as a way of knowing, a self-correcting process replete with all of the flaws and foibles of any human endeavor. Laboratory included.

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

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

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

A brief overview for the non-science major. A study of basic mechanisms and requirements for life at the cellular level. Basic anatomy of the major systems of the body and how the systems functionally

unite to support and maintain the life of the organism. Laboratory included.

BIOL 140
Marine Biology (5)

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

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

Study of the structure and function of the human body, using a systems approach. Designed for students in 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)

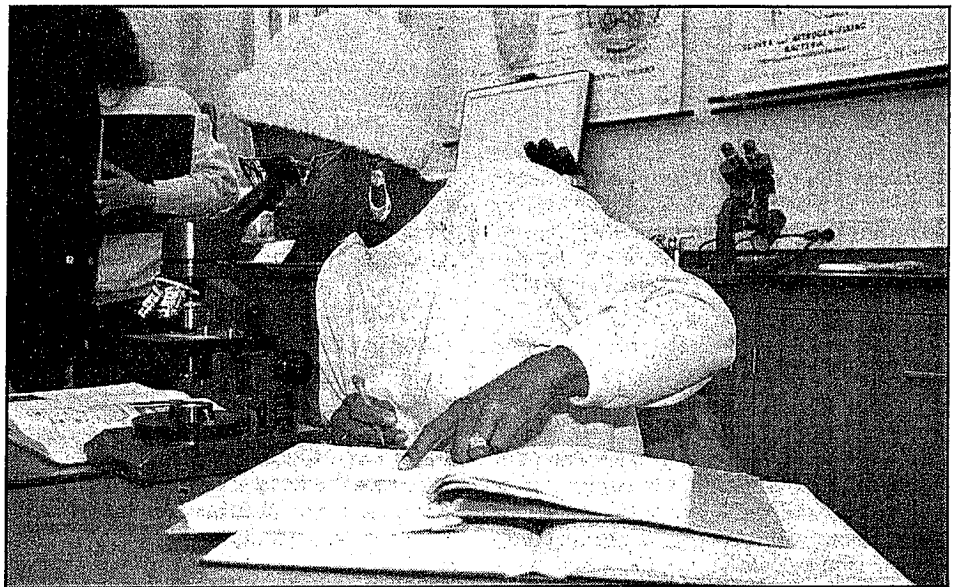
A study of the structure and function of the human body, using a systemic approach. Designed for students preparing for medical studies such as nursing, pre-medicine, pre-dentistry and physical therapy. Includes the study of human cadavers.

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)

Alternative to Biology 100 (for non-majors). Basic biology is learned through exploration of the organisms traditionally studied by botanists (plants, bacteria, algae and fungi). Topics include: characteristics and taxonomy of living creatures, cell structures, basic chemistry, photosynthesis, genetics, anatomy, ecology and relevant "real-life" topics such as drugs, food, fibers and horticultural techniques. Hands-on activities are emphasized (observations, experiments, presentations and field trips).

Prerequisite: ENGL 91 or above.

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 including economic systems, forms of business-ownership, social responsibility and ethics, entrepreneurship, marketing, management, finance, banking, and securities markets.

BUS 104
Business English (5)

An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. 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 workplace diversity, forming quality work teams, 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. Utilizes experiential exercises and group interaction to review 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 associations in the business community.

**BUS 225
Business Correspondence (5)**

Fundamentals of writing memorandums and business letters. Punctuation and grammar are reviewed.

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, advertising, sales, publicity and examining consumer needs.

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

A study of the business activity of selling goods and services at the wholesale, retail, and 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 provides 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.

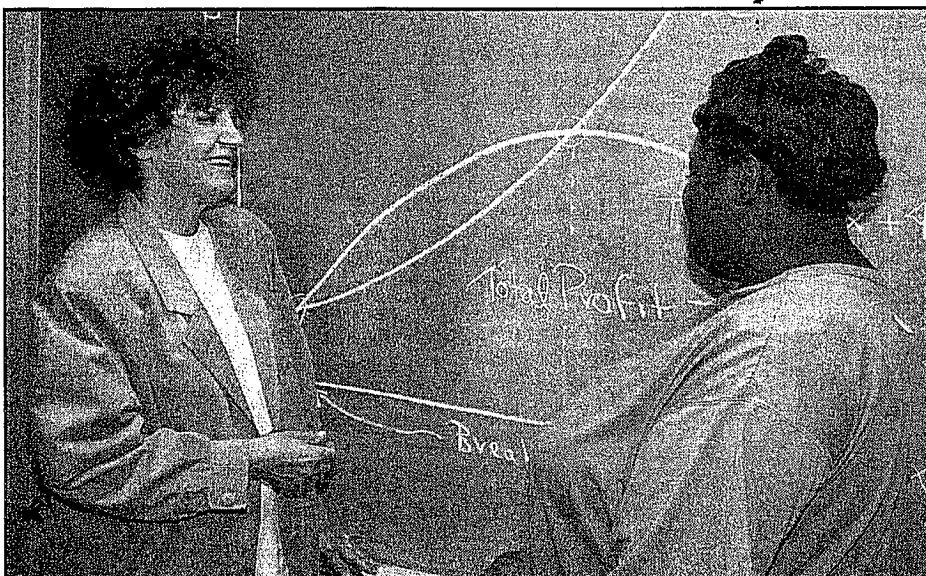
Prerequisite: MATH 99, or assessment above MATH 99.

**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 Word Processing for the College Student (1)

Learn word processing skills needed to create, edit and print papers and reports required for college courses. This class includes a basic introduction to the personal computer.

BUSPC 101 Electronic Spreadsheets for the College Student (1)

Learn to use an electronic spreadsheet to create, edit and print worksheets and graphs required for college courses. This class included a basic introduction to the personal computer.

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 Personal Computers (2)

Introduction to the personal computer for beginning users. Learn basic features of the MS-DOS operating system including: formatting and copying diskettes; directories, subdirectories and file organization; printing documents; autoexecute and other batch files; and use of the system editor. Includes an introduction to popular word processing and electronic spreadsheet software.

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 Electronic Spreadsheets (2)

Demonstration and explanations of popular electronic spreadsheet software on personal computers. Covers all fundamental capabilities of the software including: spreadsheet logic and commands, integrated graphics and record management system, and use of macro commands to build customized applications. Emphasis on business applications.

BUSPC 126 Advanced Spreadsheet Applications (2)

Emphasis on macro programming and advanced functions. Class exercises will include design and construction of several complex spreadsheets.

Prerequisite: Beginning class in the use of electronic spreadsheets or equivalent experience.

BUSPC 128 Word Processing (2)

An introduction for beginners. Focuses on fundamental word processing processes and commands including: basic editing and formatting; printing; use of fonts and graphics; and other basic features. Emphasis on business applications.

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 database systems; graphics programming; and other topics.

Prerequisite: BUSPC 230 or permission of instructor.

BUSINESS ADMINISTRATION & MANAGEMENT

(See page 41 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.

Prerequisites: 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.) Course includes study of the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and 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, 150, 160
General Chemistry (5, 5, 5)**

(For science and engineering majors.) These courses include study of the structure of matter, atomic theory, quantitative relationships, solutions, solids, liquids and gases, thermochemistry, periodic properties, chemical bonding, kinetics, equilibria, acids and bases, electrochemistry and nuclear chemistry. Laboratory included. CHEM 160 lab includes qualitative analysis for common cations and anions.

Prerequisites: MATH 115 or MATH 111 (may be taken concurrently), and high school chemistry or CHEM 101. CHEM 140 for CHEM 150. CHEM 150 for CHEM 160.

**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 learn to recognize the structure of arguments, to interpret texts and improve their critical thinking skills. They will analyze, write about and discuss carefully chosen classical and contemporary texts.

**COMPUTER FIELD
TECHNOLOGY**

(See page 41 for program requirements.)

**COMPUTER
INFORMATION
MANAGEMENT
SYSTEMS**

(See page 42 for program requirements.)

COMPUTER SCIENCE

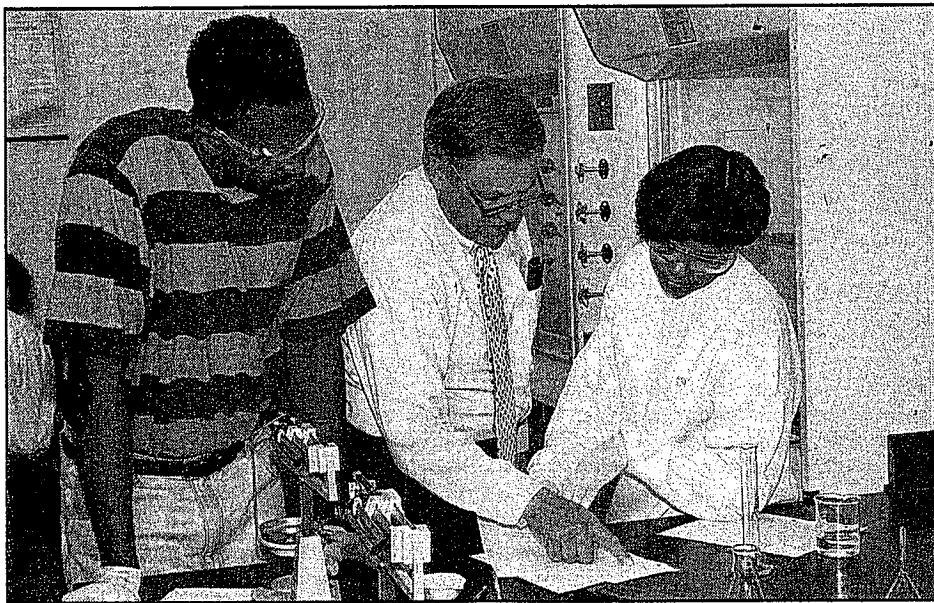
The college offers several courses involving computer applications. See ENGR 141, Computer Applications to Engineering Problems; Business PC (BUSPC) courses; Office Skills (OFFCE) courses; and Data Processing Systems (DPSYS) courses.

**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. College credits, clock hours, or continuing education units (C.E.U.) necessary for special certification, licensing, teacher endorsements, and license/certification renewals are offered. 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, 566-5020 (Building 24).

DATA PROCESSING SYSTEMS

DPSYS 100 Using Computers (3)

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

DPSYS 101 Using Computers II (3)

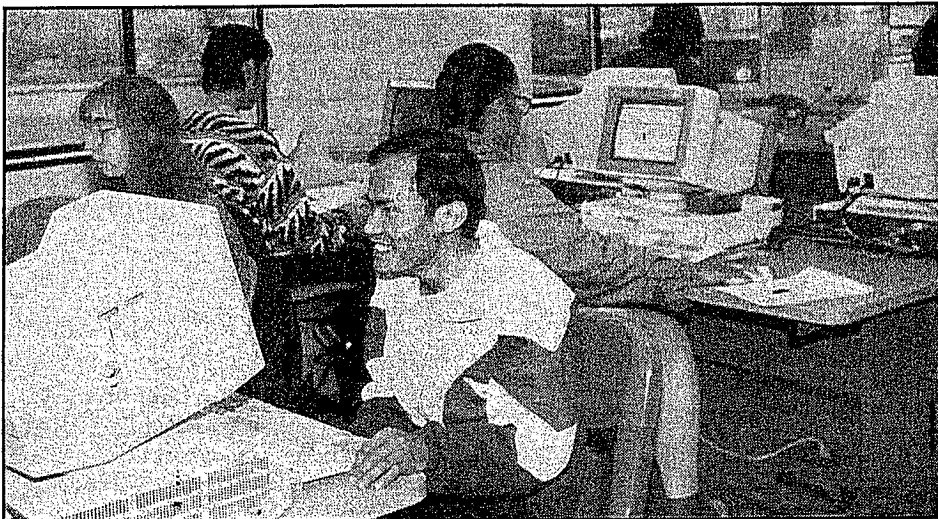
A continuation of DPSYS 100. Explores additional computer software and applications. Includes hands-on experience. Contains modules on database systems, office automation and current issues in the data processing field.
Prerequisite: DPSYS 100.

DPSYS 102 Microcomputer Fundamentals (10)

Accelerated survey of microcomputer fundamentals for program students. Emphasis on DOS and Windows including installation, configuration, and troubleshooting. Includes introduction to and practice with at least one spreadsheet and one word processing program.

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, and moving and changing the size of a window. Students will also 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 learn how to use word processor, spreadsheet, and database software. Includes modules on the use of personal computers, the MS-DOS operating system and Windows.

DPSYS 236 Solving Business Problems Using Spreadsheets (5)

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 Graphical Application Programming (5)

Instruction and practice writing simple computer programs in the BASIC lan-

guage 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 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.

DPSYS 243 Word Processing Applications (5)

This course is designed to provide students with a thorough knowledge of word processing applications. Topics include word processing concepts; terminology; software selection, installation and setup; and troubleshooting minor problems. Students will be introduced to several

word processing applications in both Windows and DOS environments.

Prerequisite: Experience with microcomputers.

**DPSYS 244
Database Systems (5)**

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 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 250
Operating Systems (5)**

An introduction to operating system concepts and facilities, including job scheduling, virtual storage concepts, memory and disk storage management, batch files, device drivers, troubleshooting tools, and virus protection. Emphasis is on current operating systems, such as MS-DOS, UNIX, and Windows.

Prerequisite: DPSYS 235 or permission of program coordinator.

**DPSYS 251
Microcomputer Applications (5)**

Theory and practice on microcomputer systems using typical graphics applications such as presentation graphics, desktop publication, and development of multimedia applications with sound, video and animation, graphic and others.

Prerequisite: DPSYS 236 or permission of program coordinator.

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

Introduction to the concepts of data communications and distributed processing.

Covers characteristics of data transmission, data communications hardware and software, data codes and protocol, networking, and interfacing microcomputers to mainframe systems. Students get hands-on experience with data communications applications, including electronic mail, remote job entry, information utilities such as SOURCE and Compu-Serve, and networking alternatives, such as Internet.

Prerequisite: DPSYS 250.

**DPSYS 254
Advanced Database Systems (5)**

Develop an application using a current database management system on a microcomputer. Includes practice using a structured query language. Focuses on security issues, database integrity, and the role of the database administrator.

Prerequisite: DPSYS 244.

**DPSYS 260
Programming Techniques and
Batch Files (3)**

Introduction to programming techniques using "C", DOS batch file commands, and Novell Menu Commands. Topics will include development and testing of common business application programs using structured techniques. DOS batch file examples will emphasize typical Novell setup and maintenance techniques.

Prerequisite: DPSYS 102 or equivalent.

**DPSYS 261
Network Administration (5)**

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.

Prerequisite: DPSYS 235.

**DPSYS 262
Network Engineering (5)**

A practical course in hardware installation, configuration, maintenance, and support for Local Area Networks. Understand and install different types of network topologies including Ethernet and Token Ring. Understand, configure, and install LAN interface cards, hard drives, CD ROM drives, printers, scanners, multimedia, and other I/O devices. Fabricate copper and Fiber-optic cables. Properly

install and document cross-connect equipment and jumpers.

Prerequisite: DPSYS 102 or equivalent.

**DPSYS 263
Fault Isolation Techniques (5)**

An introduction to methodologies and tools for personal computer and Local Area Network troubleshooting. Develop a consistent, logical process for performing troubleshooting including information gathering, problem isolation, and documentation. Become aware of common hardware conflicts and solutions including interrupt conflicts, memory address conflicts, DMA channel conflicts and node address conflicts.

DPSYS 102 or equivalent.

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 theater: artistic (acting, directing, design, playwrighting); 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
Actors Foundation I (5)**

This class builds a solid foundation of the essential and vital skills of great acting. A meticulous and rigorous series of acting exercises will provide the ability to be fully and authentically present on stage. The student will discover the power in being led by their instinct rather than their intellect.

**DRAMA 152
Actors Foundation II (5)**

Students will strengthen their ability to invest themselves fully in the work. This

class continues and builds on the process of acting exercise work established in the previous class. Students will learn a very specific approach to "tackling the text" and demanding task of bringing to life the playwrights words.
Prerequisite: DRAMA 151 or instructor permission.

**DRAMA 153
Actors Performance Project (5)**

This class explores more advanced aspects of the actors craft including the emotional instrument, character work and interpretation. It will integrate these skills and all of the work covered in DRAMA 151 and 152. Students will encounter the challenges of "building" the role and experience the demands of working with a professional director in intensive performance projects.
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 100
Freshman Seminar for
International Students (1)**

Designed to help international students understand American culture, the local community, and college resources. The class emphasizes academic success, effective study skills, and preparation for completing a program of study. Mandatory for international students during their first quarter at TCC.

**EDUC 101
College Success Seminar (2)**

This course is designed to prepare students for a successful college experience by developing study, note-taking and test-taking skills. Students will discover the goals of higher education and the many campus resources and support services. In a group building environment students will explore cultural diversity

and other topical issues which are important to the development of the modern college student.

**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.)

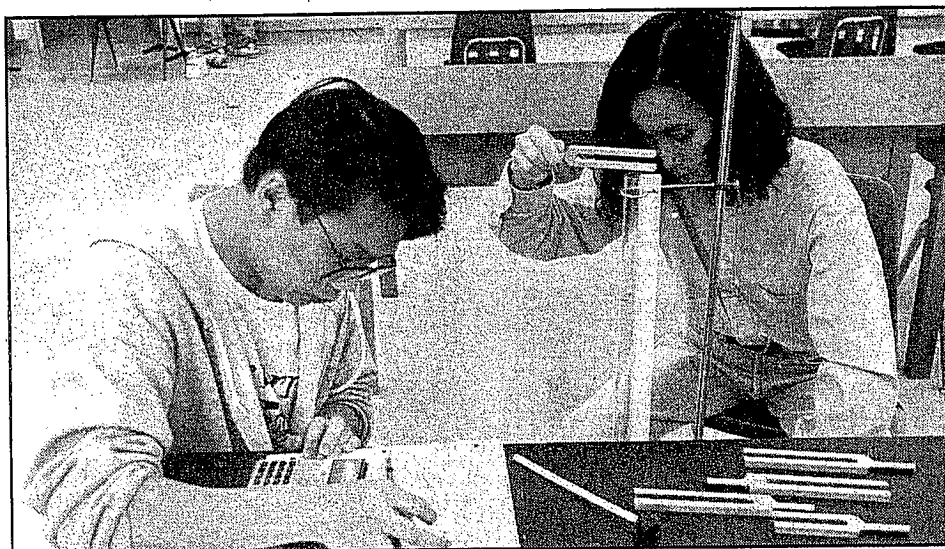
**EDUCATIONAL
PARAPROFESSIONAL**

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 an Educational Paraprofessional Certificate. Call 566-5350 or 851-2424 for course or program information or see page 43.

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 com-





ponents 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 with 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 110
Emergency Medical Technician—Basic (8)**

Designed to prepare students 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. They 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: Active affiliation with an EMS provider agency 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 (12)**

First of three courses of the paramedic education program. Covers advanced concepts and skills in patient assessment, airway management, shock man-

agement and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support — provider class (offered intracurriculum).

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

**EMC 121
Paramedic II (12)**

Second in the three-quarter paramedic 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 State Pre-hospital Trauma Life Support Care course (intracurricular), as well as EMS-C course.

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.

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

**EMC 130
Paramedic Clinical I (4)**

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 (7)**

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 (9)**

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.

Prerequisite: Recommendation of County Medical Director or permission of instructor.

**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 con-

sider the following courses: ENGR 100, 123, 124, 141, 231.

**ENGR 100
Introduction to Engineering
and Design(2)**

Introduction to the engineering profession and its design process. Builds group skills. Produces strategies for stimulating innovation and fosters creativity in problem solving. Includes design projects, resume writing, journal keeping, professionalism and ethical issues, oral presentations, guest speakers and field trips. Acquaints students with fields and opportunities in engineering.

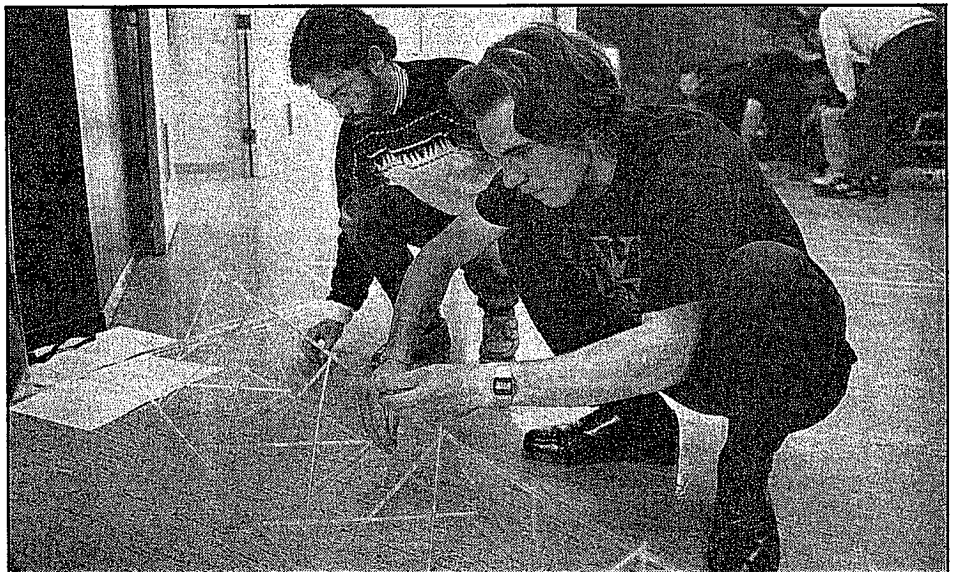
**ENGR 124
Introduction to Computer
Aided Drafting (5)**

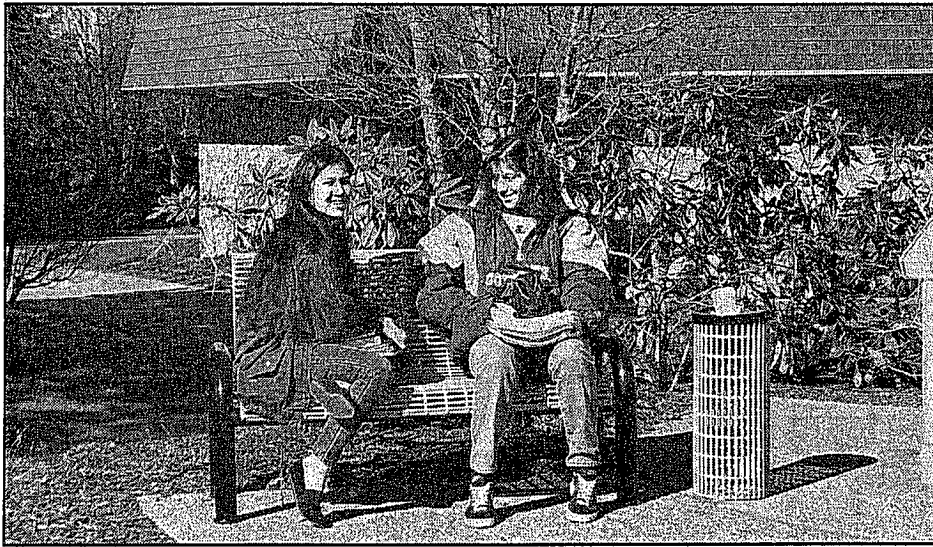
A practical course in the use of computer aided design and drafting (CADD) software as well as basic drafting instruments to solve engineering graphics problems. Design and analysis teams will operate workstations and become familiar with sheet layout, geometric construction, multiview, auxiliary views, dimensioning and pictorals.

Prerequisite: MATH 99 (may be taken concurrently).

**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 142
"C" Programming for Engineers and Scientists (4)**

Introduction to "C" programming as a computer tool in engineering. Included is the writing, executing and debugging programs, control statements, data types, pointers and arrays, strings, functions, dynamic data structures and file processing. Emphasis on algorithm development with program assignments taken primarily from the fields of engineering and science.

Prerequisite: ENGR 141 or structured computer programming course and MATH 124.

**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 (PHYS 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 238 (may be taken concurrently) 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
Introduction to Technical Writing (3)**

A practical course in organizing, developing, and writing technical information, including reports. Attention given to organizational patterns and report formats common to scientific and technical disciplines and technical writing conventions, including headings, illustrations, style and tone. Same course as 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 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 includes 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)**

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

ENGL 84**Spelling (2)**

Course is designed to assist students lacking in 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: Assessment level on English and reading placement tests.

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 essay; and a review of the rules and conventions of standard written English.

Prerequisite: Assessment level on English and reading placement tests.

ENGL 95**English Fundamentals (2)**

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

Prerequisite: Assessment level on English and reading placement tests.

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: Assessment at college level on English and reading placement tests.

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; also includes research essay.

Prerequisite: ENGL 101.

ENGL 103**Argument and Persuasion (5)**

A composition course designed to develop the student's ability to write sound and cogent arguments in several academic disciplines. Coursework focuses on strategies for developing convincing evidence, with emphasis on critical thinking and library research skills.

Prerequisite: ENGL 101.

ENGL 104**Business English (5)**

An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. 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 101.

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.

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.

**ENGLISH:
LITERATURE**

Note: English 101 is a prerequisite for all literature courses.

**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 western, science fiction, fantasy, adventure, and romance.

**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.

**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.

**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.

**ENGL 250
Introduction to Shakespeare (5)**

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

**ENGL 257
Introduction to Poetry (5)**

Study of poetry and poetic elements such as structure, diction, imagery, figurative language, and sound devices.

**ENGL 258
Introduction to Fiction (5)**

Study of short stories and novels and the various elements of fiction such as character, plot, theme, setting, and point of view.

**ENGL 259
Introduction to Drama (5)**

Study of drama and its various elements such as character, plot, theme, and other literary devices.

**ENGL 260
Themes or Social Issues in
Fiction/Drama/Poetry (5)**

A survey of popular themes or social issues pertinent to present society. Various themes or issues will be studied from quarter to quarter.

**ENGL 264
English Literature:
From Beowulf Through
Shakespeare (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 early 17th century essayists and poets.

**ENGL 265
English Literature:
From Donne Through Blake (5)**

Survey of English literature from the Donne (1630s) through Blake (early Romantics, 1780s).

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

Survey of American literature from the beginnings through the Civil War.

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

Survey of American literature from the Civil War to the eve of World War I.

**ENGL 269
American Literature:
From 1910 to 1960 (5)**

Survey of American literature from 1910-1960.

**ENGL 271
Contemporary American
Fiction (5)**

Study of American fiction written since 1960 with an emphasis on the major writers and themes of contemporary fiction.

**ENGL 280
American Multicultural
Writers (5)**

An introduction to the literature by American multicultural writers. Includes a study of the historical and cultural context within which the literature evolved. Various single authors or a combination of authors will be studied from quarter to quarter.

**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.

**ENGL 299
Independent Study (5)**

Individual study, project-oriented. Instructor permission required and the successful completion of ENGL 101 and 102.

**ENGLISH AS A SECOND
LANGUAGE****ESL 89
Conversation and
Pronunciation I (3-5)**

A beginning-level course in conversation and pronunciation for students of English as a Second Language. Students are introduced to the pronunciation of specific English sounds and basic intonation patterns, contextualized and practiced in conversation. Language laboratory lessons supplement classroom work.

Prerequisite: ESL Placement Exam.

**ESL 90
Conversation
and Pronunciation II (2)**

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

Prerequisite: ESL 89 or placement exam.

**ESL 91
Grammar and Speaking I (5)**

The first in a series of five grammar and speaking courses for non-native speakers of English at the beginner level. The course is designed to introduce students to basic English grammar and pronunciation.

**ESL 92
Grammar and Speaking II (5)**

The second in a series of five grammar and speaking courses for non-native speakers of English at the advanced-beginner level. This course is designed to give students a strong grammatical basis in English and to improve their speaking and listening skills. At least one oral report is required.

Prerequisite: ESL 91 or ESL placement exam.

**ESL 93
Grammar and Speaking III (5)**

The third in a series of five grammar and speaking classes for non-native speakers of English at the low-intermediate level. The focus is on production and comprehension of spoken English and grammar usage, with language lab reinforcement of class work. At least one speech is required.

Prerequisite: ESL 92 or ESL placement exam.

**ESL 94
Grammar and Speaking IV (5)**

The fourth in a series of five grammar and speaking classes for non-native speakers of English at the intermediate level. The class includes a grammar review plus classroom discussion, oral reports and language lab work. Research on a college major or a career is required, as well as an oral report on the student's research.

Prerequisite: ESL 93 or ESL placement exam.

**ESL 95
Reading and Writing I (10)**

The first in a series of five reading and writing courses for non-native speakers of English at the beginning level. Students learn basics of writing English sentences and are also introduced to the basics of the writing process (planning, writing, editing, rewriting), as they progress from sentences to single-paragraphs, written in narrative style. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects, while enabling students to de-

velop their reading comprehension and expand their vocabulary.

Prerequisite: ESL placement exam.

**ESL 96
Reading and Writing II (10)**

The second in a series of five reading and writing courses for non-native speakers of English at the high-beginner level. Students are introduced to the process of writing (planning, writing, editing, rewriting), as they progress from sentences to one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects, while enabling students to improve their reading comprehension, speed and vocabulary.

Prerequisite: ESL 95 or ESL placement exam.

**ESL 97
Reading and Writing III (10)**

The third 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, rewriting) 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 required.

Prerequisite: ESL 96 or ESL placement exam.

**ESL 98
Reading and Writing IV (8)**

The fourth in a series of five courses in reading and writing for non-native speakers of English at the high-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 these types of paragraphs: persuasive, descriptive, narrative and expository. Readings provide the necessary background for compositions while enabling students to build vocabulary and develop reading comprehension and retention.

Prerequisite: ESL 97 or ESL placement exam.

**ESL 155
Grammar and Speaking V (3)**

The last in a series of five grammar and speaking courses for non-native speakers of English at the advanced level. The course focuses on areas of English grammar that present difficulties to advanced students of the language; aural comprehension, speaking skills and vocabulary development are also included.

Prerequisite: ESL 94 or ESL placement exam.

**ESL 159
Reading and Writing V (7)**

The last in a series of courses in reading and writing for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. The class focuses on a variety of 5-paragraph essays with





introductions, transitions, and conclusions. The writing process is stressed, 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 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
Conversation and Pronunciation III (2)**

Instruction and practice in recognition and production of individual phonemes of American English and of word accent and intonation levels at the high intermediate-advanced level. Students participate in a variety of speech activities: speech giving, poetry reading, role playing, debate.

Prerequisite: ESL 93 or placement exam.

ENVIRONMENTAL SCIENCE

**ENVSC 106
Environmental Science (5)**

An introductory level course in world, national and local environmental issues. Basic ecological concepts are studied using local ecosystems as our laboratory.

**ENVSC 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. An advisor 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 included. 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.

HEALTH INFORMATION MANAGEMENT

(Formerly Medical Records Technology)

HIM 180

Introduction to Health Record Management (5)

Survey of development and contents of health records; a study of the objectives and codes of ethics of the professional organization for health information practitioners; functions and use of computers in health information 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 health information. (4 hours lecture, 2 hours lab per week. Offered fall and spring quarters.)

Prerequisite: HT 130 and DPSYS 235, or instructor permission.

HIM 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 health information clerical duties in local health care facilities to introduce health information management students to practitioners and the health care environment. (Offered spring quarter.)

Prerequisite: Concurrent enrollment in HIM 180 or permission of instructor.

HIM 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), including computerized encoders. (Offered fall quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 221

Statistics for Health Care (2)

In-depth study and calculation of health statistics, including sources, definitions, collection and reporting; analysis of health data, including use of health data

in United States Vital and Public Health statistics. (Offered fall quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 222

Health Records in Alternate Care Settings (3)

Continued study of health record 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. Offered spring quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 230

HIM Clinical Lab (3)

Practical experience performing health information 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 (HIM 231). Special emphasis is on computer applications of these health information functions. (Offered fall quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 231, 232

Clinical Applications II/III (6, 6)

Practical experience performing health information 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 per week on site in specialized care facilities. Requirements for directed practice may vary with the background of the student. (Offered winter and spring quarters.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 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. (Offered winter quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 242

Health Information Management (3)

Development of management and supervisory skills, including planning, organizing, directing and controlling. Special emphasis in systems management applications in health information management. (Offered spring quarter.)

Prerequisite: Second year HIM student or permission of instructor.

HIM 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. (Offered winter quarter.)

Prerequisite: HT 214 or HIM 220, or permission of instructor.

HIM 299

Individual Study in HIM (1-5)

Individual study of an aspect of HIM 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.

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; interrelation-

ships 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 and spring quarters.)

Prerequisite: College-level reading and English is recommended.

HT 120

Medical Office Management (3)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping patient records, ordering 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 HT 130, 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 laboratory tests. (Offered fall, winter, spring and summer quarters.)

Prerequisite: HT 130 and 131.

HT 140, 141

Medical Transcription I/II (3, 3)

A sequential course involving skills in word processing 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; and DPSYS 100 or word processing skills; or permission of instructor.

HT 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: HT 140 and HT 141; or permission of instructor.

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 also 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 for Hospitals (2)

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system for hospitals. Designed as an introductory course for beginners, as well as review course for practitioners, with emphasis on HCPCS Level 1. (Offered winter quarter.)

Prerequisite: HT 130 and 131; or permission of instructor.

HT 218

CPT Coding for Physicians' Offices (2)

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system for hospitals. Designed as an introductory course for beginners, as well as a review course for practitioners. Emphasis on HCPCS levels 1, 2 and 3, and practice management techniques. (Offered spring quarter.)

Prerequisites: HT 130 and 131; or permission of instructor.



**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 and 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 and Medical Transcription 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 required.

**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 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 HIST 94 into his or her schedule.) History of the Pacific Northwest from pre-history to the present. 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 problems, minority concerns, environmental-industrial relations and state-federal relations.

**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 120
East Asian Civilization I (5)**

This course is devised to introduce students to the East Asian civilization from the pre-historical era to 1800. The focus of the course will be on evolution of the political systems and the intellectual world.

**HIST 121
East Asian Civilization II (5)**

This course is devised to introduce students to the East Asian civilization from 1800 to present. The focus will be on the dramatic changes that occurred to the East Asian countries during this period of time.

**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 231

American History, American Film (5)

Examines U.S. History, society and culture since 1929 through the lense of Hollywood feature films. Topics include: the great depression, the cold war at home and abroad, gender roles and the American family, and the civil rights movement.

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 249

20th Century American Diplomatic History (5)

This course will survey the United States' rise to world power from 1898 to the present, with particular attention given to the causes and consequences of increased U.S. participation in world affairs, America's initial reluctance and ultimate acceptance of the responsibility of world leadership.

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 97

Parenting Skills: Learning Development (1)

An introduction to parenting skills series focusing on learning development. Provides students with skills to help foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on techniques, activities, books

and materials that develop the talents of every child. Students participating in this course should meet high school-level expectations.

HFL 98

Parenting Skills and Resources (1)

An introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet high school level expectations.

HFL 99

Parenting Skills: Child Development (1)

An introduction to the parenting skills series with emphasis on the development of social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages, learning the language to build self-esteem, positively communicating expectations and limits, and problem solving techniques. Students participating in this course should meet high school-level expectations.

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.

HFL 140
Parent Education
and Resources (1)

An introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and physical safety needs and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet college-level expectations.

HFL 141
Parent Education and Child
Development (1)

An introduction to parenting skills series with emphasis on the development of social skills, values and goals through communication and guidance techniques. Understanding what behaviors to expect at various ages, learning the language to build self-esteem, positively communicating expectations and limits, and problem solving techniques. Students participating in this course should meet college-level expectations.

HFL 142
Parenting Education and Learning
Development (1)

An introduction to parenting skills series focusing on learning development. Provides students with skills to help foster intellectual, physical and creative skills in children. Helping children become enthusiastic, self-motivated learners with emphasis on techniques activities, books and materials that develop the talents of every child. Students participating in this course should meet college-level expectations.

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 150
Access Technology (1-5)

This class is tailored to individual student needs and trains people to use adaptive equipment. It is a contract course with specific equipment and learning objectives taught on a credit/no credit basis. The class may be repeated for up to five total credits. Recommended for persons with disabilities requiring accommodation, or persons who are interested in working with adaptive equipment.

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

HSP 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, other counties).

Prerequisite: Permission of the program.

HSP 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: Permission of the program.

HSP 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: HSP 102.

HSP 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. The course also provides a model for ethical decision making.

Prerequisite: HSP 100 and HSP 102 and permission of instructor.

**HSP 170-179
Special Topic Seminars
and/or Workshops (1-2)**

Seminars or workshops designed to provide HSP 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 HSP program, former HSP 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.)

**HSP 180
Adolescent Counseling,
Assessment and Relapse
Prevention (2)**

This course will cover the following areas: Assessment techniques for adolescent chemical abuse and dependency; the adolescent recovery pretreatment and treatment process; adolescent relapse prevention techniques; and counseling skills and techniques for working with children from chemically dependent homes.

**HSP 190
Introduction to Practicum (2)**

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

**HSP 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 HSP 191: HSP 100 and HSP 102 and HSP 103 and HSP 190 and permission of program coordinator/instructor prior to registration.

Prerequisite for HSP 192: successful completion of HSP 191; and permission of instructor/coordinator prior to registration.

Prerequisite for HSP 193: successful completion of HSP 192; and permission of instructor/coordinator prior to registration.

**HSP 200
Introduction to Alcoholism
and Drug Abuse (5)**

Introduction to the physiological, psychological and sociocultural aspects of alco-

holism and drug abuse. Includes techniques for assessing the degree of involvement with alcoholism and drugs.

**HSP 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: HSP 200.

**HSP 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: HSP 102 and HSP 103.

**HSP 203
Helping the Juvenile (5)**

This course teaches students how to teach social skills. This learning occurs through an actual teaching experience working with children and youth. The course also explores the theory of social learning.

**HSP 204
Prevention Strategies for Youth (5)**

Introduces students to the theory and practice of prevention. Explores prevention of high risk behavior among young people. Students will learn how to foster resiliency in young people and encourage them to be responsible for their actions.

Prerequisite: HSP 200.

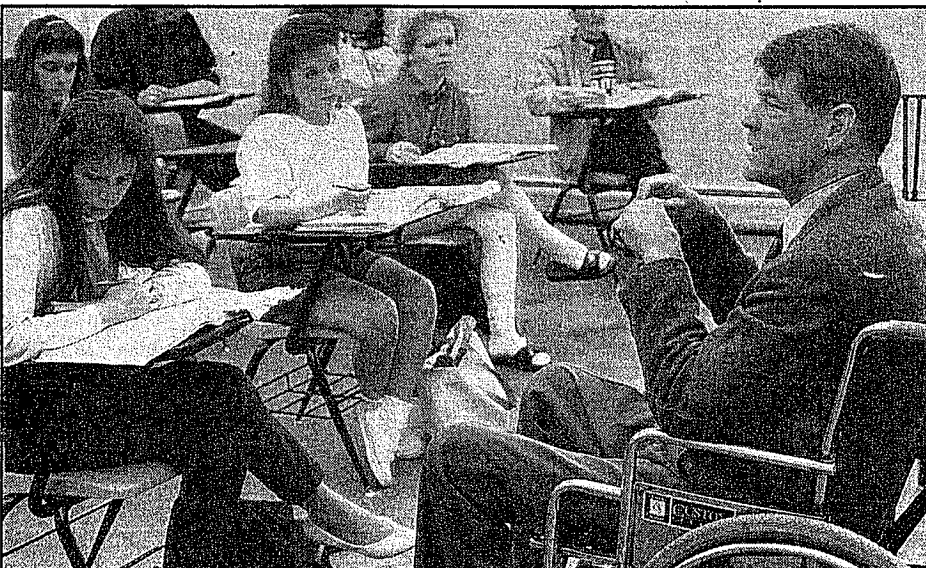
**HSP 205
Child and Adolescent
Development (5)**

An overview of general theories of child and adolescent physical and emotional development. Provides in-depth look at the impact of childhood development and learning when exposed to traumas. Explores the connection between adolescent development, substance abuse and youth violence.

Prerequisite: HSP 100 and 102.

**HSP 207
Stress Management (5)**

Covers the origins of stress, history and research of stress, ways of managing in-



relationships 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 HSP 207 but not for both.

**HSP 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: HSP 200.

**HSP 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 HSP 200.

**HSP 213
Introduction to Domestic
Violence (5)**

This course will provide participants with the opportunity to examine two centuries of American family life and address the social context in which violence occurs. Special emphasis will be placed on intra-family violence and possible strategies to stop violence before it maims and kills.

**HSP 214
Domestic Violence Perpetrators (5)**

This course will examine the role of the perpetrator in domestic violence. Patterns of behavior and treatment approaches will be discussed.

Prerequisite: HSP 213.

**HSP 215
Domestic Violence Victims (5)**

This course will examine the role of victim in domestic violence. History, treatment and legal resources will be discussed.

Prerequisite: HSP 213.

**HSP 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: HSP 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, film, dance, music, philosophy, and religion). The course focuses on connecting ideas and beliefs with their expressions.

**HUMAN 110
Cultures of the Pacific Rim (5)**

An introduction to the arts, geography, and history of cultures of the Pacific Rim.

**HUMAN 120
The American Multicultural Arts
Experience (5)**

An introduction to the special and unique contribution to American art, theater, dance and music by American ethnic cultures; specifically, African-, Asian-, Hispanic and Native-Americans.

**HUMAN 285
The City (5)**

An in-depth study covering history, philosophy, religion, art, architecture and literature of a city.

Prerequisite: ENGL 101.

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.

**JAPAN 201, 202, 203
Intermediate Japanese (5, 5, 5)**

An intermediate class in Japanese grammar: listening, speaking, reading, writing and culture. 400 Kanji and Kanji dictionary use will be introduced.

Prerequisite: JAPAN 103 for JAPAN 201; JAPAN 201 for 202; 202 for 203; 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 103
Introduction to Photojournalism (3)**

Photojournalism for non-photographers. An introduction to the history, principles and ethics of photojournalism. Explores the concept of visual literacy and the intelligent use of photos in publications.

**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 203
Advanced Photojournalism (5)**

Involves training in news photography techniques, meeting deadlines, picture editing and caption writing. Students do graded single-picture assignments and one picture story or essay. Students also contribute at least one photo to each issue of *The Challenge* during the quarter. Students use their own 35mm camera equipment.

Prerequisite: ART 146 or portfolio and permission of instructor.

**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 skill building courses. Many classes are available in two modes: classroom lecture/discussion or independent tutorial. Before choosing any math courses, students need to take a mathematics placement test unless they have taken a college-level mathematics class. 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 111 and 112 at TCC.

The use of technology including calculators and computers is required in most math classes. A calculator is required in all math 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.

Prerequisite: A student has met a prerequisite if he or she has completed the course earning a C or better within the last five years.

**MATH 86
Review Arithmetic (5)**

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

Prerequisite: Assessment/Placement above ABE and READ 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
Elementary Algebra (5)

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 fields. 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 (5)

Topics include descriptive statistics of central tendency, frequency and distribution of events, sample spaces, dispersion, graphing and organization of data, inferential statistics, hypothesis testing, linear regression and chi-square.

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 an advanced spreadsheet including graphing (Excel recommended) 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 and knowledge of an advanced spreadsheet including graphing (Excel recommended); or DPSYS 236 or BUSPC 101, previously or concurrently.

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

Topics include emphasis on functions expressed in words, equations, graphs, and tables of values, especially logarithm, exponential and inverse functions. Also included are translation and composition of functions, absolute value and rational functions, root finding and applications of functions with a view toward the study of calculus. Above average symbolic manipulation skills are assumed as a prerequisite. Technical reading and writing are an important part of this course. Graphing calculator required.

Prerequisite: MATH 99 or assessment above MATH 99.

MATH 116
Pre-calculus II: Trigonometry (5)

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

Prerequisite: MATH 115.

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

Topics of calculus are presented geometrically, numerically, and algebraically. Emphasis is on problem-solving and understanding concepts. There is an emphasis on writing to learn. Students should expect to read and write extensively. Computers and graphing calculators are used as tools to assist the student in learning to think mathematically. MATH 124 includes limits; introduction to differentiation including derivatives of exponential and logarithmic functions; applications of the derivative. MATH 125 includes topics from applications of integration, differentiation and methods of integration including improper integrals; MATH 126 includes topics from first-order differential equations, polar coordinates, parametric equations, and infinite series. Graphing calculator required.

Prerequisite: MATH 115 and MATH 116.

MATH 220
Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transformations, eigenvectors and applications. Graphing calculator may be required.

Prerequisite: MATH 126.

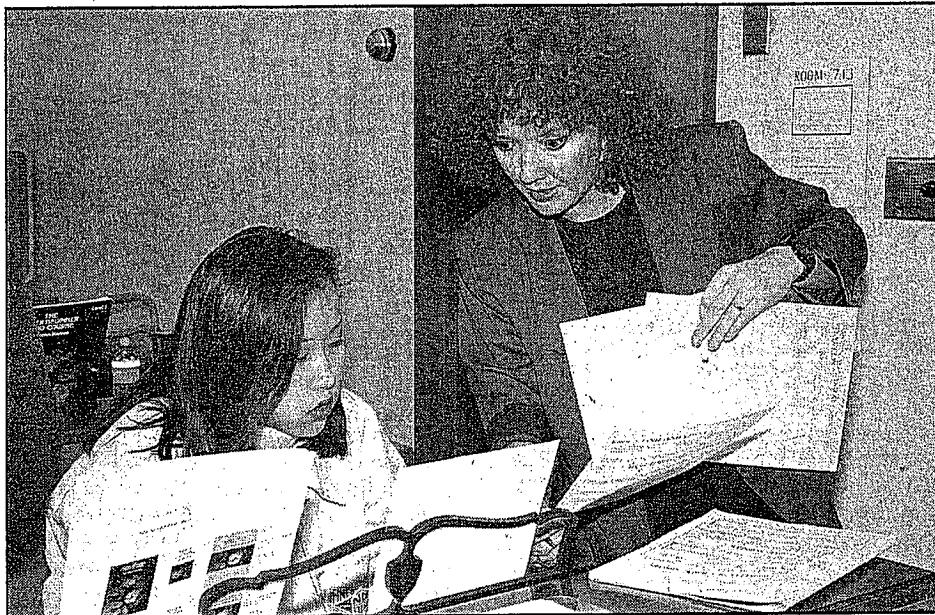
MATH 224
Multivariable Calculus (5)

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

Prerequisite: MATH 126.

MATH 238
Elements of Differential Equations (5)

This course teaches 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 problems are included. Graphing calculator may be required. 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

See Health Information Management.

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 for MUS 102; MUS 102 for MUS 103.

MUS 107 Introduction to Music (5)

(For the general college student; recommended for education majors.) A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary 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 142

Community Choir (1)

The community choir will perform various choral music and choral styles for larger choral ensembles. Open to all singers.

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

TCC Singers (3)

A mixed chorus which rehearses and performs a broad variety of both sacred and secular choral music. One concert on-campus each quarter. Open to all singers; previous choral experience helpful but not essential.

Prerequisite: MUS 170 for 270.

MUS 180, 280

TCC Voices (3)

A vocal ensemble of 10-12 members selected by audition. Known for their versatility and polished performances, this group sings both on and off campus several times each quarter.

Prerequisite: Instructor's permission and concurrent enrollment in MUS 170/270.

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.

MUS 299

Independent Study (1-5)

Individual study, project-oriented. Instructor permission required.

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 150

Nursing I: Caring for the Well Client (10)

Prepares students to care for clients of any age in a variety of wellness settings in the community. It includes an introduction to wellness concepts. Learning experiences are designed to develop basic skills related to obtaining a complete assessment on clients.

Prerequisite: Admittance to the nursing program.

NURS 151

Nursing II: Caring for the Client with Minor Deviations from Wellness (10)

Provides learning experiences with clients of all ages with episodic and/or minor

deviations from wellness. Concepts related to nursing care of the surgical client, client with orthopedic and gastrointestinal disorders are discussed. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisites: NURS 150, NURS 160, NURS 171 or instructor permission.

NURS 152

Nursing III: Caring for the Childbearing Family (10)

Provides learning experiences with the childbearing family and clients with reproductive disorders, primarily in acute care settings. Growth and development of these clients will be expanded. The principles of the nursing process, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisites: NURS 151, NURS 172, NURS 161, or instructor's permission.

NURS 160

Nursing Interventions I: Assessment (1)

Consists of supervised practice and check-offs under simulated conditions for nursing technical skills. The technical skills taught include physical assessment, interviewing, handwashing, vital signs, and basic hygiene measures.

Prerequisite: Admittance to the nursing program.

NURS 161

Nursing Interventions II: Basic Skills (1)

Supervised practice and check-offs under simulated conditions for nursing skills and procedures commonly encountered in ambulatory and hospital settings such as: sterile technique, dressing change, administration of medications.

Prerequisites: NURS 150, NURS 160, NURS 171 or instructor permission.

NURS 162

Nursing Interventions III: Advanced Skills (1)

Supervised practice and check-off under simulated conditions for nursing skills commonly encountered in the hospital setting such as: intravenous medication administration, central lines, tra-

cheostomy care and blood administration.

Prerequisites: NURS 151, NURS 161, NURS 172, or instructor permission.

**NURS 171
Nursing Focus I:
Gerontological Nursing (1)**

Concepts of gerontological nursing care are presented in this course. Emphasis is on the physical, psychological, social, and developmental changes that occur with aging.

Prerequisite: Admittance into the nursing program.

**NURS 172
Nursing Focus II:
Pharmacology I (1)**

This course will introduce nursing students to the basics of clinical pharmacology including dosage calculations, pharmacokinetics, drug classifications and references. Information will be presented on: anti-infectives, GI, neurosensory, pain/comfort, and food/fluid drugs.

Prerequisites: NURS 150, NURS 160, NURS 171 or instructor permission.

**NURS 173
Nursing Focus III:
Pharmacology II (1)**

This course is a continuation of NURS 172, Pharmacology I. The basics of clinical pharmacology are expanded. Drug information will be presented on: respiration, circulation, sexuality, neurosensory and food/fluid.

Prerequisites: NURS 161, NURS 151, NURS 172, or instructor's permission.

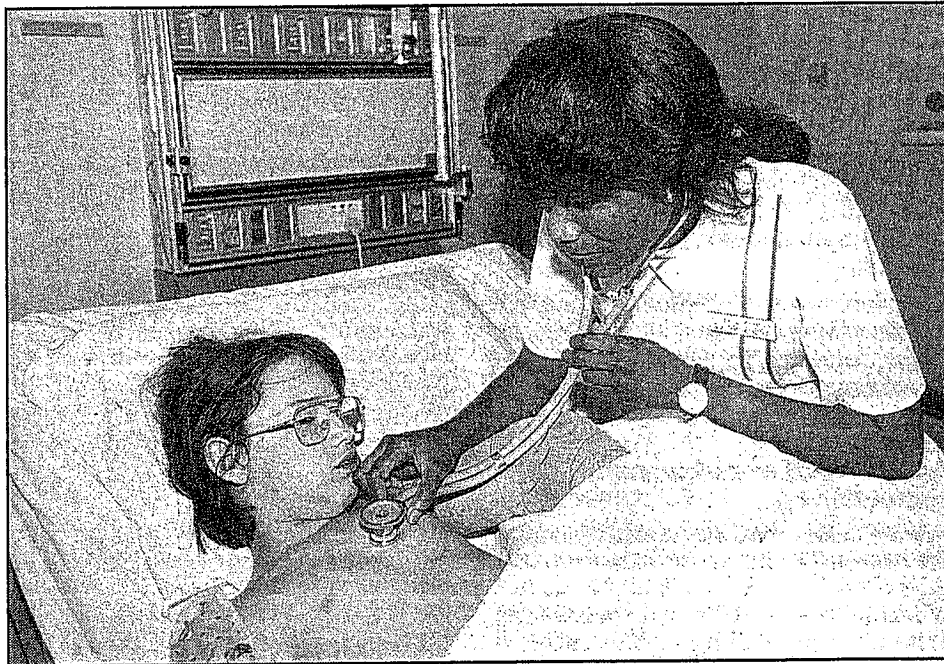
**NURS 250
Nursing IV: Caring for the Client
With Acute Problems (10)**

Provides learning experiences with adult clients with acute, complex problems. Concepts related to care of the client with major injuries and illness or system failure are discussed. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisites: NURS 152, NURS 162, NURS 173, or instructor's permission.

**NURS 251
Nursing V: Caring for the Client
With Chronic Problems (10)**

Provides learning experiences for the client with chronic physical and mental dis-



orders across the lifespan. Emphasis is on self-awareness and a respect for the dignity of the individual. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring and communication are integrated throughout.

Prerequisites: NURS 250, NURS 271 or instructor permission.

**NURS 252
Nursing VI: Caring for the Client
Adapting to Chronic Problems (5)**

Provides learning experiences with clients adapting to chronic problems across the lifespan. Course will include both "High Tech" and "High Touch" tracks and the ethical dilemmas associated with each. The principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, health teaching, caring, and communication are integrated.

Prerequisites: NURS 251, NURS 272, or instructor's permission.

**NURS 271
Nursing Focus IV:
Trends and Issues (2)**

This course will include a presentation of concepts necessary to become a member of the discipline of nursing. Ethico-legal issues, health care trends, and collaboration with health care team members will be the primary topics.

Prerequisites: NURS 152, NURS 162, NURS 173, or instructor's permission.

**NURS 272
Nursing Focus V: Leadership
and Management (2)**

Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership styles, quality assurance, collective bargaining, responsibility, accountability, and collaboration.

Prerequisites: NURS 250, NURS 271, or instructor's permission.

**NURS 280
Nursing Preceptorship:
Manager of Care (6)**

This course includes an experience with a staff nurse as a mentor or preceptor in a selected clinical area for the student's final clinical experience.

Prerequisites: NURS 272, NURS 252, or instructor's permission.

**NURS 281
Nursing Seminar in Care
Management (1)**

A seminar for students taking Nursing 280, Nursing Preceptorship. Course provides students an opportunity to share experiences and feelings associated with the preceptorship experience. The instructor facilitates the discussion to in-

corporate previously taught concepts, especially leadership.
Prerequisites: NURS 252, NURS 272, or instructor's permission.

**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.

OCEANOGRAPHY

Students considering a major in the oceanographic sciences would normally take OCEAN 101. An 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.

OFFICE EDUCATION

**OFFCE 103
Typing I (5)**

Typing fundamentals including mastery of the keyboard, centering, tables, letters and reports.
Prerequisite: READ 99 or equivalent and MATH 86 or equivalent.

**OFFCE 104
Typing II (5)**

Typing of common business forms including letters, memos, tables, invoices, reports; accuracy and speed development in a simulated office environment.
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 typing skills and 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. Ten-key drills to develop speed and accuracy.

**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 meet during the quarter with the program coordinator and work-site supervisor to discuss skills de-

velopment. Students must also attend required seminars.
Prerequisite: Permission of program coordinator.

**OFFCE 127
Introduction to Word
Processing (5)**

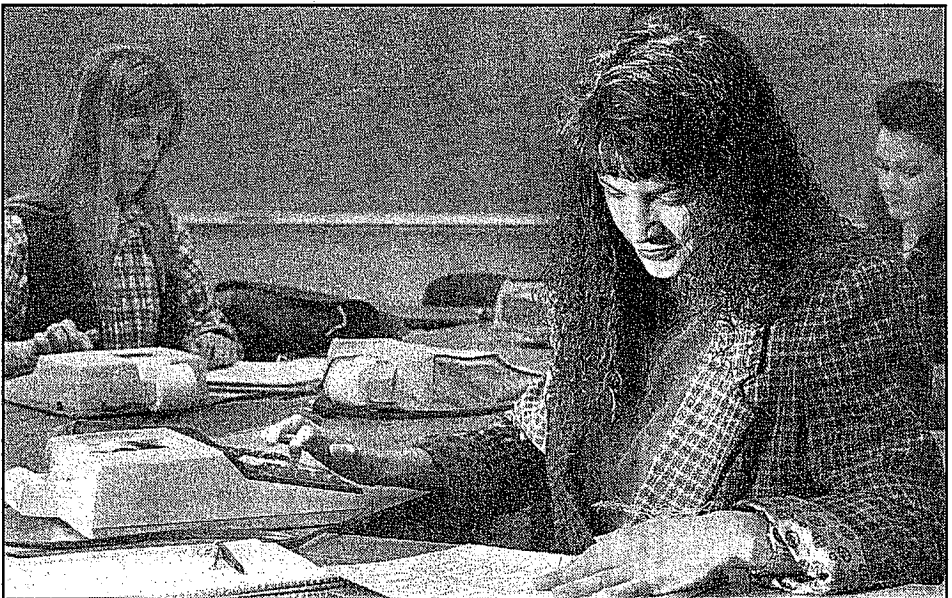
Introduction to word processing. Word processing terminology and concepts. Provides an introduction to the transcription process. Covers an in-depth review of language arts within a word processing context, and a review of proper formatting of business documents. Presents a brief, hands-on introduction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

**OFFCE 228
Word Processing:
Professional Skills I (3)**

Learn the use of a current word processing package to create and edit business documents. Topics emphasize editing skills, mail merge, sorting and tables for those seeking in-depth understanding of business word processing needs. Part of a two course series designed to compare and contrast different word processing products. OFFCE 228 and OFFCE 234 may be taken in any sequence.
Prerequisite: OFFCE 104, BUS 104 and ENGL 104 or permission of instructor.

**OFFCE 234
Word Processing:
Professional Skills II (3)**

Learn the use of a current word processing software package to create and edit busi-



ness documents. Topics include style, form, and all basic capabilities of the software. Particular emphasis on editing skills, mail merge, sorting and tables for those seeking in-depth understanding of business word processing needs. Part of a two course series designed to compare and contrast different word processing products. OFFCE 228 and OFFCE 234 may be taken in any sequence.
Prerequisite: BUS 104 and OFFCE 104 or permission of instructor.

**OFFCE 238
The Office Professional (5)**

Covers word processing, time management, analyzing office procedures, writing proposals and reports, letter writing review, convention/conference planning, professional development, scheduling (calendars, appointments, etc.) and dealing with difficult people.
Prerequisite: OFFCE 103, BUS 104 or ENGL 104.

**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)**

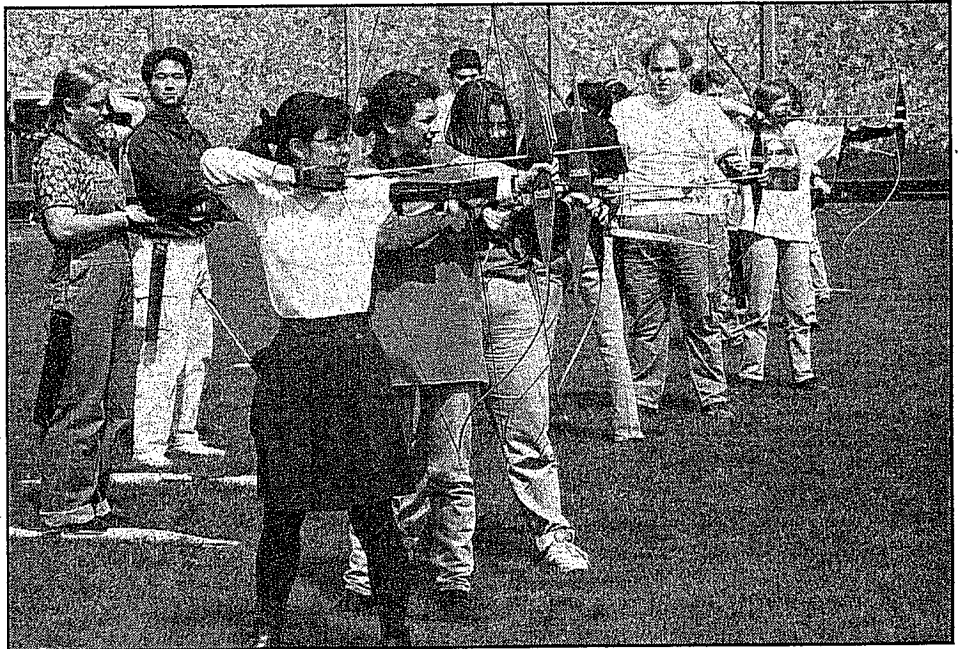
Emphasizes inductive argument; enables students to perceive and evaluate complex lines of reasoning; develops skills in detecting weak and faulty reasoning through exercises in natural language.

**PHIL 120
Symbolic Logic (5)**

Focuses on deductive symbolic reasoning; includes propositional and predicate logic; emphasizes natural deduction and translation into propositional and predicate symbolism.
Prerequisite: MATH 99.

**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; and includes contemporary ethical issues.

**PHIL 230
Contemporary Philosophy (5)**

Focuses on Western philosophy in the 20th Century, examining the dominant schools of philosophy. Covers the intellectual and social forces affecting and being affected by philosophy. Representative figures covered will include Russell, Sartre, Camus, Dewey, A. J. Ayer and W. V. O. Quine.

**PHIL 267
Problems in Philosophy
of Religion (5)**

Analysis of problems in religious thought such as 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 approval of the physical education department chairman. Students may request waivers only if there is a medical problem or a student has previous military service.

Should any changes in the physical education waiver occur, they will be on file in the office of the Allied Health Division Chairman.

FITNESS ACTIVITIES:

1 CREDIT EACH

- 102 Slimnastics
- 202 Intermediate Slimnastics
- 103 Self Defense for Women
- 108 Beginning Weight Training
- 208 Intermediate Weight Training

FITNESS ACTIVITIES:

2 CREDITS EACH

- 100 Total Fitness
- 200 Advanced Total Fitness

AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Guarding (2 credits)

DANCE: 1 CREDIT EACH

- 118 Modern Dance

INDIVIDUAL SPORTS:

1 CREDIT EACH

- 120 Beginning Archery
- 220 Intermediate Archery
- 122 Beginning Bowling
- 222 Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 125 Beginning Skiing
- 225 Intermediate Skiing

DUAL SPORTS:

1 CREDIT EACH

- 126 Beginning Badminton and Pickleball
- 127 Fencing
- 227 Intermediate Fencing
- 128 Beginning Tennis (student furnishes racket)
- 228 Intermediate Tennis (student furnishes racket)
- 131 Beginning Racquetball (student furnishes racquet)
- 231 Intermediate Racquetball (student furnishes racquet)

TEAM SPORTS:

1 CREDIT EACH

- 133 Beginning Basketball
- 233 Advanced Basketball
- 134 Softball
- 135 Beginning Soccer
- 235 Advanced Soccer Techniques
- 136 Volleyball

236 Intermediate Volleyball

VARSITY SPORTS

- Varsity Basketball (men)
- Varsity Basketball (women)
- Varsity Baseball (men)
- Varsity Golf (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 and 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 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 121 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 Cheveschev; solutions to systems involving simultaneous equations, root finding algorithms; numerical solutions to differential equations; and numerical integrations and differentiations.

Prerequisite: PHYS 122 and MATH 126 and ENGR 141.

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

Independent observation, analysis, and reporting of a physics-related topic.

Prerequisite: Permission of instructor.

POLITICAL SCIENCE

**POLSC 91
Introduction to American
Government (5)**

The three branches of government and their operations with particular emphasis on contemporary problems and their relationship to government.

**POLSC 201
Introduction to Government
and Politics (5)**

Ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior and processes.

**POLSC 202
American National Government
and Politics (5)**

Survey of the Constitution, 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 discrimina-

tion, 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, Benthan, 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 180
Understanding Major Mental
Illnesses (3)**

Designed for community mental health professionals, persons considering future work with individuals diagnosed with schizophrenia, major depression or manic depressive illness and for persons and their families who are dealing with major mental illnesses. Includes information on brain chemistry and structure, major symptoms and effective treatment strategies.

**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). Same course as HSP 207; credit for degree will be granted for either PSYCH 207 or HSP 207 but not for both.

**PSYCH 299
Individual Study
in Psychology (1-5)**

Independent observation, analysis and reporting of a selected problem.

Prerequisite: Permission of instructor.

**RADIOLOGIC
TECHNOLOGY**

**RT 101
Introduction to
Radiologic Technology (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 professional work habits and appropriate interpersonal relationships with patients and other members of the health team.

Clinical Practicum: 16 hours per week at a clinical education center.

Prerequisites: RT 101 and RT 140 and BIOL 150, medical health clearance 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, BIOL 151, medical health clearance and permission of instructor.

RT 122

Clinical Radiographic Education III (7)

A continuation of RT 121 with competency evaluations of the skull and facial bones, spinal radiography, radiologic examinations with contrast media, torax, and upper and lower extremities. Clinical Practicum: nine weeks at a clinical education center, three shift assignments, 40 hours per week.

Prerequisites: RT 120, RT 121, instructor's permission, and medical health clearance.



RT 123

Clinical Radiographic Education IV (5)

A continuation of RT 122 with competency evaluations for upper and lower extremities, thorax, skull, vertebral column, contrast studies.

Clinical Practicum: 24 hours per week at a clinical education center

Prerequisite: RT 122 and 142, medical health clearance 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 and 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 magnetic imaging, computerized axial tomography, mammography and special procedures, and their application to both diagnostic and therapeutic radiology. A survey of imaging modalities currently used in community practice.

Prerequisite: RT 123 and 243 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.

Prerequisite: Second year student and HT 170 or imaging practitioners.

**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 per week at clinical education center.

Prerequisite: RT 225 and RT 244, medical health clearance 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).

Clinical Practicum: 40 hours per week for 9 weeks at a clinical education center. Three shift assignments.

Prerequisite: RT 226 and RT 212 and RT 214, medical health clearance 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 a clinical education center.

Prerequisite: RT 212 and RT 227 and RT 245, medical health clearance 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, procedures and trauma radiography. (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, first and second year students.

**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)**

Basic introduction to reading comprehension strategies for ideas, straightforward presentation, subjects of everyday experience and main points in paragraphs.

Prerequisite: Reading 80s required or placement by assessment.

**READ 91
Textbook Mastery (5)**

Instruction and practice in skills needed for entrance into READ 99. Emphasis on reading as a thinking activity and making sense out of the word, sentence, paragraph and the passage.
Prerequisite: READ 90 required or placement by assessment.

**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 96
Critical Reading (2)**

Self-paced course helps students develop advanced reading skills for college text. Students learn to read their textbooks with greater efficiency, understanding, and recall. Students work with lab instructor, text, and computer software; no prior computer experience is necessary.
Prerequisite: Instructor permission.

**READ 97
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: Instructor permission.

**READ 99
College Textbook Mastery (5)**

The preparatory class for college success. Introduction to reading strategies to distinguish between main and secondary points, making simple deductions from a series of facts, and recognizing organizing principles.
Prerequisite: Reading placement test required or completion of READ 91.

**READ 100
Advanced Vocabulary Development (2)**

Self-paced course provides student with skills to develop vocabulary necessary for



college success. Course uses strategies in context, pronunciation, word parts and dictionary usage.
Prerequisite: READ 91 or instructor permission.

**READ 115
Advanced Textbook Analysis (5)**

Advanced strategies for reading texts for scholastic vocabulary, extracting implied points, following complex arguments or speculations and recognizing subtle shifts of tone and organization.
Prerequisite: Completion of READ 99 or placement by assessment.

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 of 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 181
Income Property Appraising (3)**

This class is designed to teach the theories and mathematical function in appraising apartment and commercial properties. Two to four family property appraising will also be briefly covered in this 30 clock hour course.

**REAL 182
Report Writing of Residential Real Estate Appraising (3)**

Shows the students how to complete real estate appraisal reports. Students learn the steps for completing all written reports, as well as the steps for review appraising.

**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

60 clock hours to meet pre-licensing requirement in real estate fundamentals.

**REAL 205
Real Estate Appraisal Standards and Ethics (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)**

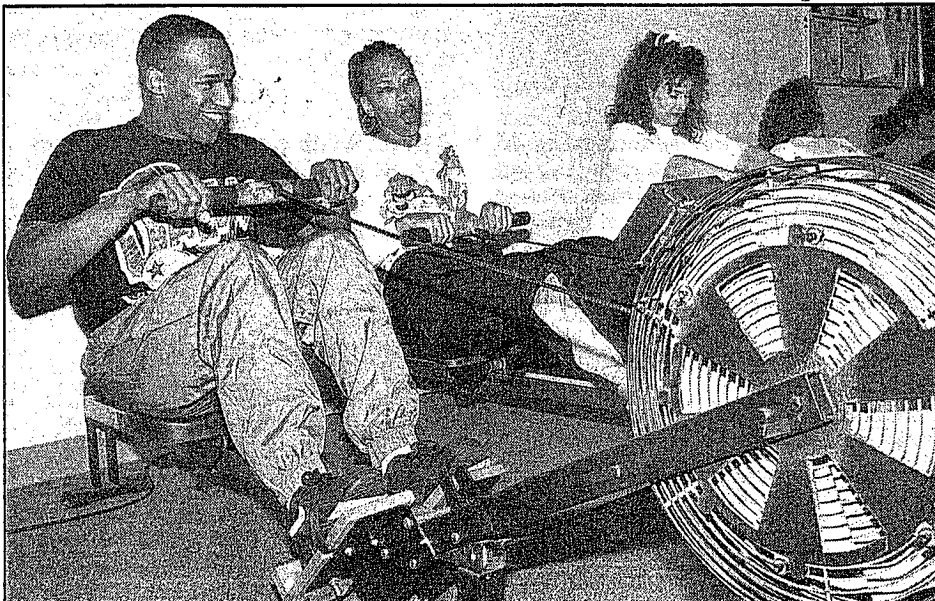
Synthesis of didactic and clinical information to assist students in preparing for national credentialing exams. Emphasis on problem solving and decision-making skills. Clinical simulations and mock written exams will be presented and reviewed.

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.

RUSSIAN

RUSS 101, 102, 103

Elementary Russian (5, 5, 5)

The fundamentals of the Russian language: pronunciation, grammar, reading and speaking. Investigates Russian culture and its relationship to the language. 102 — Provides continued learning and practice in Russian emphasizing writing, reading, speaking and understanding Russian language. Continues to investigate Russian culture.

103 — A continued development of Russian language skills emphasizing communication of information through listening, reading, speaking and writing. Continues to investigate Russian culture.

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 51 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. Cosponsored 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.

**SBM 151
Productivity Through
Self-Management (3)**

Successful small businesses draw heavily upon individual abilities. This course develops individual skills and methods directly related to small business success. Topics include goal setting, strategic planning, action plans and more.

**SBM 152
Total Quality Management (4)**

Introduction to practical application of Total Quality Management to small business. This course covers how to develop and sustain your competitive advantage in the marketplace and how to resolve issues of business ethics and social responsibility. Leadership, motivational and team building skills are also presented. Permission required by ESP coordinator to register for class.

**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.

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.

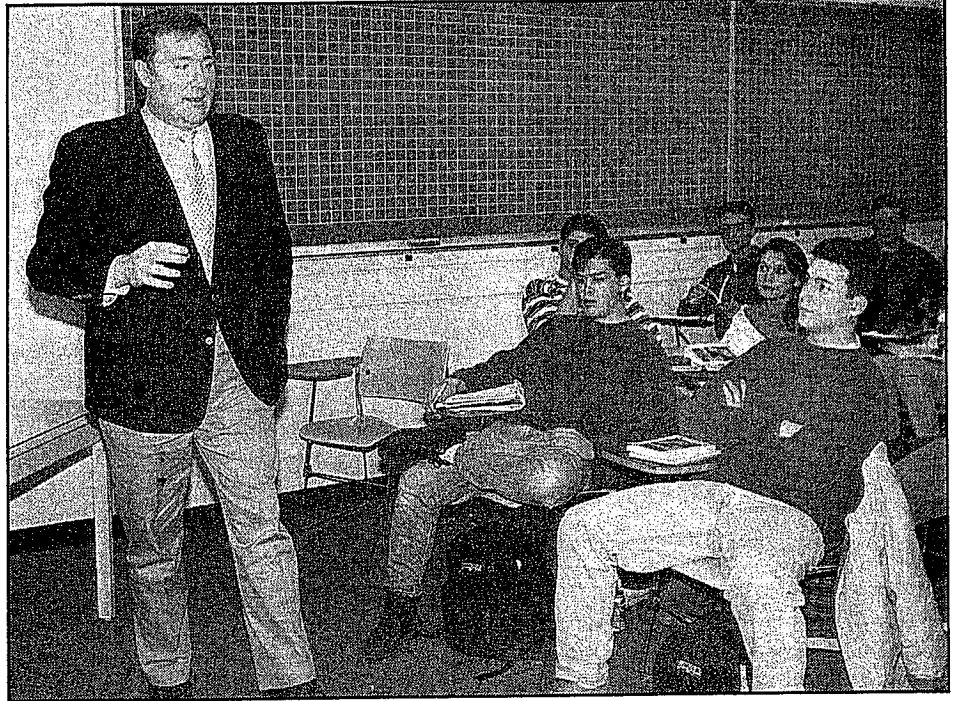
SOC 270**Social Problems (5)**

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 90

Basic Communication Skills (5)

A communication skills-oriented course emphasizing hands-on skill development in interpersonal, small group and public communication.

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 SPCH 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: 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: READ 99 or reading placement test.

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 super-

vision; common mistakes to avoid; and self development.

SMG 101

Essentials of Supervision (3)

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

SMG 120

Supervising the Problem Employee (3)

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

SMG 125

Supervising Employee Training (3)

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

SMG 131

Supervision and Group Behavior (3)

Examines elements needed to understand, predict and influence human behavior in organizations. Explores how people at work can be motivated to work together, harmoniously and productively.

SMG 201

Management Communications (3)

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

SMG 210

Public Relations (3)

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

**SMG 222
Management and Labor
Relations (3)**

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

**SMG 250
Human Resource
Management (3)**

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

**SMG 255
Supervisor and the Law (3)**

Introduction to the nature and sources of business law. Examines legislative, judicial and executive powers of regulatory agencies. Includes a survey of contract law, the principles of agency and employment, and a study of the employee grievance process.

**SMG 260
Managerial Excellence (3)**

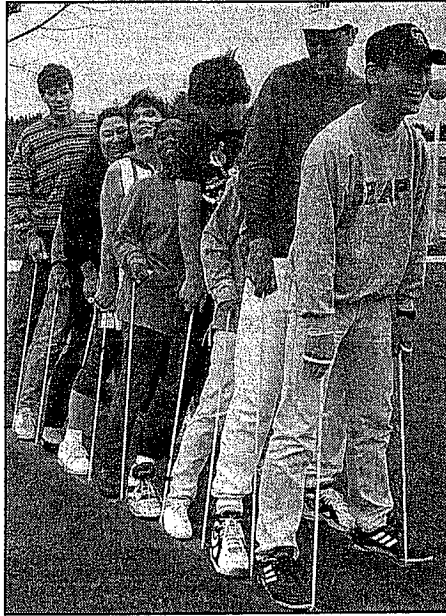
Examines techniques of managing more effectively to increase employee productivity and job satisfaction. Reviews current behavioral science and management methods designed to improve individual effectiveness, interpersonal relationships, work-group functions and organizational quality awareness.

**SMG 261
Leadership Dynamics (3)**

A study of techniques, skills, and qualities of managers who lead subordinates to higher levels of morale, self-esteem, productivity and quality performance. Examines how these leaders create a work environment in which employee motivation is high and a spirit of teamwork prevails.

**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 270
Managing for High Performance (3)**

Starting with the fundamentals of modern management and progressing through essential skills required of successful managers, the course emphasis is not only now to motivate high performance from subordinates, but also how to maintain that level once it is achieved. The course emphasized the inseparable relationships between managers and the organizations and people they manage, the organization and its external environment, and the interactions among management skills and functions. Other major recurring topics include the responsibilities of managers to subordinates, customers and society, the importance of conceptual and technical knowledge to management success. Developed for experienced managers and individuals who have a minimum of formal management training.

**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)**

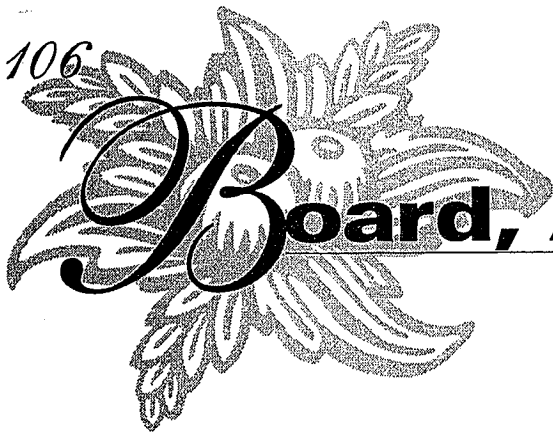
For advanced students interested in further study under the direction of an appropriate faculty member. May also be used in employee training programs and other circumstances calling for programs tailored to the specialized needs of a particular audience.

Typing

(See OFFCE 103, 104)

Word Processing

(See Office Education)



Board, Administration and Faculty

Board of Trustees Community College District 22



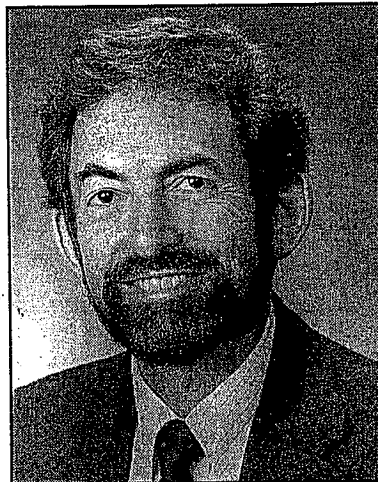
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John Nettleton
(vice-chairman)



Alberta Canada



Dennis Seinfeld



Dr. Robert Yamashita

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Director of Athletics	Michael Batt
Director of Student Programs	Patty Nelson
Assistant Director of Multicultural Student Services.....	Donna McConnell Odom
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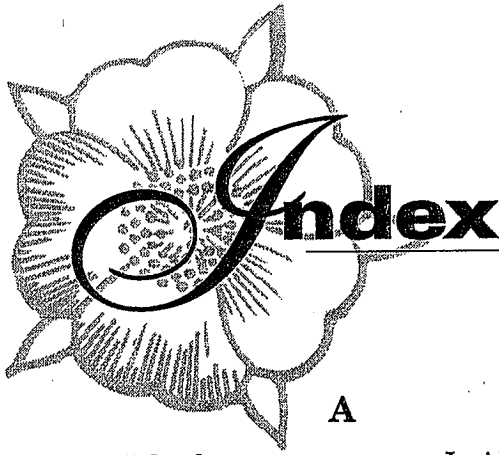
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A

Academic Calendar Inside Front Cover

Academic Deficiency 20

Academic Probation and Academic Suspension 20

Academic Review Policy 20

Accounting Courses 58-59

Accreditation 4

Administration of Justice Program 39-41, 59-60

Administrative Officers 107

Admissions 9

Admission of International Students 10

Admissions Application 117-118

Admissions Procedures 9-10

Adult Basic Education 7, 60

Adult Learning Center 29

Advanced Placement Examinations and Credit 18

Advising 11-12

Affirmative Action Policy 23

AIDS Policy 23

Allied Health Core Programs (see Health Technology) 46

American Sign Language 58

Anthropology Courses 60-61

Appeal Procedures 21

Application Procedures 9

Army ROTC Courses 61

Art Courses 61-66

Assessment 11

Associate Degree Distribution Requirements 31-34

Associate Degree Nursing 50-51, 91-93

Associate in Applied Sciences Degree 33-34

Associate in Arts and Science Degree 31-34

 Option A 31-32

 Option B 33-34

Associate in General Studies Degree 35-36

Associate in Technical Arts: General 34-35

Astronomy 66

Athletics 29

Audits, Course 17

Automated Accounting Applications 38-39

Awards, Scholastic and Graduation 37

B

Biology Courses 66-67

Bookkeeping Program 39

Bookstore 26

Botany 67

Bridge Program 8

Buckley Amendment 22

Business Administration and Management 41

Business Courses 67-69

Business Personal Computers 69

Business Resource Center 8

C

Campus Parking 27

Career Center 12

Certificates in Management 56

Challenging a Course 18

Change of Grade 17-19

Change of Student Schedule 16

Cheating 19-20

Chemistry Courses 69-70

Childrens' Center 26

Clubs and Organizations 29

College Bookstore 26

College Level Examination Program (CLEP) 17

College Mission Statement 3

College Mission and Goals 3

Commencement/Graduation 37

Communication Skills 70

Computer Field Technology 41-42

Computer Information Management Systems 42-44

Computer Science Courses 70

Computer Training 43

Computerized Accounting39
 Concurrent Registration with Other Institutions13
 Confidential Records (Buckley Amendment).....22
 Continuing Professional Education..... 7, 70-71
 Counseling Center12
 Course Audits17
 Course Descriptions 57-105
 Course Repeats17
 Course Withdrawal17
 Credits, Credit Hours, and Credit Load.....16
 Credits Transferred from TCC31
 Credits Transferred to TCC30

D

Data Processing 71-72
 Deficiency, Academic.....20
 Definitions119
 Degrees and Requirements..... 30-37
 Degrees, Application for Associate31
 Developmental Education..... 6-7
 Dining Services..... 26-27
 Disabled Student Services 25-26
 Discrimination, Sex and Based Upon Disability23
 Distribution Requirements 30-37
 Downtown Business Resource Center.....4,8
 Downtown College Center4,8
 Drama Courses 72-73
 Drug/Substance Abuse Policy23

E

Economics Courses73
 Education Course73
 Educational Paraprofessional..... 43-44,73
 Educational Planning..... 11-12
 Electives 32-36
 Electronics Courses 73-74
 Emergency Medical Care Program..... 44-45,74-75
 Employment, Student27
 Engineering Courses 75-76
 English Composition 76-71
 English as a Second Language Course 78-80
 English Language and American Culture—
 One-year Certificate 36-37

English Literature Courses78
 Environmental Science80

F

Faculty Members.....108-113
 Fees, Special and Other Costs 13
 Financial Aid14-15
 Food Services.....26-27
 French Courses.....80

G

General Degree Requirements30
 General Education Development (GED) Courses7,80
 Geography Courses80
 Geology Courses80
 Gig Harbor/Peninsula College Center4
 Government, Student.....28
 Grades and Grade Point18
 Grades, Change of19
 Graduation37

H

Handbook, Student26
 Health Information Management45-46,81
 Health Professional Continuing Education7
 Health Technology Courses46,81-83
 High School Completion6, 83
 History Courses83-84
 History of the College.....2-3
 Home and Family Life Education Courses84-85
 Honors, Scholastic37
 Horticulture (see Botany)67
 Housing Information27
 Human Development Instruction8,85
 Human Service Program 46-48, 85-87
 Humanities Courses.....87

I

Incomplete Grade18
 Individual Arithmetic Program (IAP) Courses.....87
 Individual Education Program (IEP) Courses.....87
 Information Directory120
 Intercollegiate Athletics.....29

International Business..... 87-88
 International Student Admissions10
 International Student Services26
 Intramural Activities29

J

Japanese Courses88
 Journalism Courses.....88

L

Late Registration.....16
 Law Enforcement Reserve Academy..... 40-41
 Library Services25
 Lifelong Education7
 Listening and Language Lab (see Media Services).....90

M

Management, Certificates in56
 Map (Campus) Inside Back Cover
 Mathematics Courses..... 88-90
 Mathematics Lab.....24
 Media Courses90
 Media Services.....25
 Medical Secretary Program48
 Medical Transcriptionist Program49
 Multicultural Student Services25
 Multiple Degrees31
 Museum/Gallery Operations 49-50
 Music Courses 90-91

N

New Student Orientation..... 11
 Newspaper, Student.....29
 Non-Credit Classes-Lifelong Education.....7
 Non-Resident Student
 (see Residence Classification)..... 12-13
 Nursing Assistant Program91
 Nursing, Associate Degree 50-51,91-93
 Nursing Continuing Education93
 Nursing, Vocational.....51

O

Occupational Certificate Programs 5-6
 Occupational Programs,Admissions10
 Occupational Programs, Curricula..... 38-56
 Occupational Training List..... 5-6
 Oceanography Courses.....93
 Off-Campus Sites.....4
 Office Education 93-94
 Office Occupations 51-52
 Orientation.....11

P

Pacific Rim Studies Degree.....36
 Paramedic Training Program 44-45
 Parking.....27
 Peninsula College Centersee Gig Harbor/Peninsula
 Personal Computer Courses (Business PCs)69
 Personal Interest Courses (see Non-Credit)7
 Philosophy Courses94
 Photography (see Art 146 and Art 246).....63, 65
 Physical Education Courses..... 95-96
 Physics Courses 95-96
 Political Science Courses.....96
 Pregnancy Policy—Radiologic Technology Program23
 Presidents Medal Awards37
 Probation, Academic.....20
 Professional/Technical Continuing Education..... 70-71
 Psychology Courses96
 Public Administration and Management
 Certificate41

Q

Quantitative Skills Requirements 29-31
 Quarter, Definition of.....16

R

Radiologic Technology Program 53-54,96-98
 Reading and Writing Skills Lab 24-25
 Reading Courses 98-99
 Readmission.....10
 Real Estate..... 99-100

Receptionist-Clerk Program 52
 Records and Registration Policy 16-18
 Re-enrollment..... 10
 Refunds..... 13
 Registration Procedures 15
 Repeating a Course 17
 Residency..... 12-13
 Resident Certification..... 7
 Resources for the Disabled 25-26
 Respiratory Care/Therapy Technology 54-55, 100-101
 ROTC, Army and Aerospace Studies 61
 Running Start Admissions 10
 Running Start 6
 Russian 101

S

Safety and Security Office 27
 Satisfactory/Unsatisfactory Grade..... 19
 Schedule Change..... 16
 Scholarships 14
 Scholastic Honors and Awards..... 37
 Secretarial Office Skills 51-52
 Self-Paced Classes 101-102
 Senior Citizen Tuition and Fee Waiver 13
 Services for Students with Disabilities..... 25-26
 Servicemember's Opportunity College..... 8
 Sexual Harassment policy 23
 Small Business Development Program 8
 Small Business Management..... 102
 Sociology Courses..... 102-103
 Spanish Courses..... 103
 Special Fees..... 13
 Speech Courses 104
 SPRUCE Program 13
 Student Access to Growth & Earning (S.T.A.G.E.)..... 28
 Student Clubs and Organizations..... 29
 Student Employment..... 12, 27
 Student Government 28
 Student Handbook 26
 Student Programs and Activities..... 28-29
 Student Rights and Responsibilities..... 22
 Student Status, Defined 16

Study Skills Courses 104
 Substance Abuse 23
 Supervision and Management Program... 55-56, 104-105
 Suspension, Academic 20

T

Tacoma Community College Board of Trustees 106
 TCC Foundation..... 27
 TCC Mission and Goals 3
 Teacher Endorsements 7
 Transcripts 20
 Transcripts from Other Schools 20
 Transfer Information 9-10
 Transfer Among Pierce County
 Comm./Tech. Colleges..... 30
 Transfer Programs..... 5
 Tuition and Fees 12-13
 Tuition and Fee Waivers 13
 Tutoring..... 24
 Typing Courses 51-52

U

University Level Preparation..... 5

V

Veterans, Active Duty Military
 and Reservist Services..... 15
 Vocational Program Admission..... 10

W

Withdrawal from the College/a course..... 17
 Womens Programs 25
 Word Processor Program 52
 Work Force Admissions 10
 Work Force Training..... 6, 56
 Work-Study 27
 Writing Lab 24

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

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

Were you raised in a home where at least one parent had earned a 4-year college degree? Yes No

Check the box that best applies to you (only one)

- I am a Boeing dislocated worker or have received a WARN notice.
- I am a dislocated worker from another industry or have received a WARN notice.
- I either currently receive, am about to receive, or have exhausted unemployment benefits within the last 24 months.
- None of the above.

High School attending or last attended _____

High School Code		

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 _____ Have you earned a GED? _____ 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/Certificate (completed)	College Codes												
1. _____			From ___ / ___ to ___ / ___ mo. yr. mo. yr.	_____	<table border="1" style="width: 100%; height: 100%;"><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>												
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3. _____			From ___ / ___ to ___ / ___ mo. yr. mo. yr.	_____	<table border="1" style="width: 100%; height: 100%;"><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>												
4. _____			From ___ / ___ to ___ / ___ mo. yr. mo. yr.	_____	<table border="1" style="width: 100%; height: 100%;"><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>												

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.

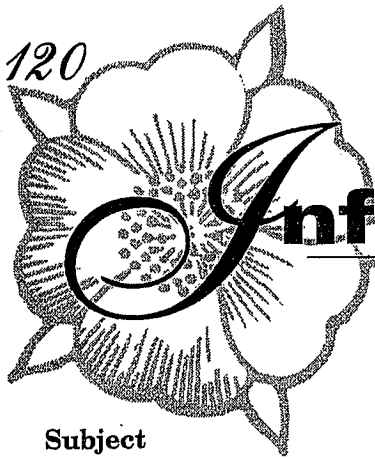
Withdraw: To officially stop taking classes before the 30th calendar day of the quarter. This must be done with a Change of Program form.

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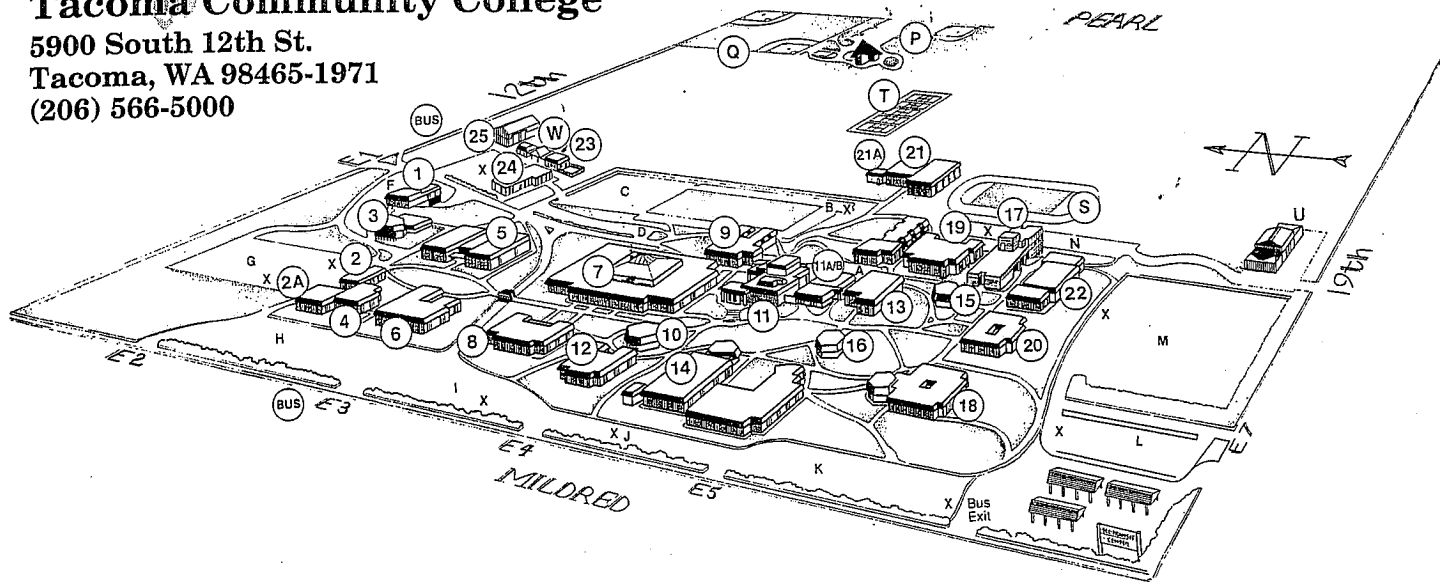


Information Directory

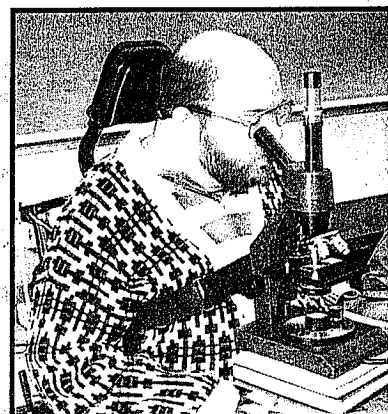
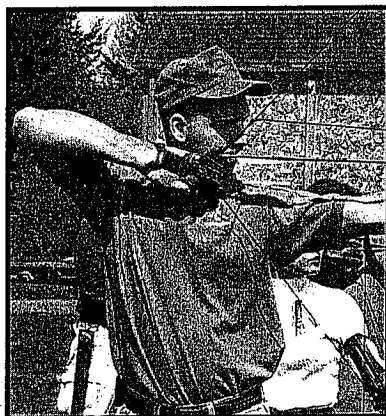
Subject	Office-Building	Telephone Number
General Information		566-5000
Academic Regulations	Instructional Services (Bldg. 13)	566-5022
Admission to TCC	Admissions Center (Bldg. 18)	566-5001
Adding/Dropping a course	Registration and Records Center (Bldg. 18)	566-5035
Advising	Advising Center (Bldg. 18)	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
Children's 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 College Center	6404 38th Ave. NW, 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. 24)	566-5020
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
Student newspaper	The Challenge (Bldg. 8)	566-5042
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)	566-5081
Wellness Center	Building 8	566-6029
Withdrawal from college	Registration and Records Center (Bldg. 18)	566-5035
Work-study positions	Office of Financial Aid (Bldg. 18)	566-5194

Campus Guide

Tacoma Community College
 5900 South 12th St.
 Tacoma, WA 98465-1971
 (206) 566-5000



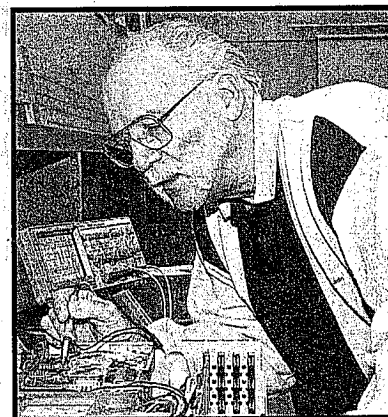
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|-----|--|-------|--|
| 1 | Purchasing; Facilities & Grounds; Mail Services; Telephone Services; Receiving; Safety & Security | 17 | Computer Center; Classrooms |
| 2 | Business Office; Cashier | 18 | Welcome Center; Information; Assessment; Admissions; Financial Aid; Registration; Student Records; Dean of Student Services; Registrar; Career Center; Advising; Counseling; Handicapped Resources; Veterans Affairs |
| 2A | Workforce Training Classes; Career Transitional Training Project Offices | 19 | Classroom Building; Faculty Offices; Allied Health Programs; Vocational Counseling |
| 3 | College Theater | 20 | Faculty Offices |
| 4 | Human Resources; Payroll | 21 | Physical Education Building |
| 5 | Art Classrooms | 21A | Classroom Building |
| 6 | Bookstore; College Development Office/TCC Foundation | 22 | Classroom Building; Wellness 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 | 23 | Children's Center |
| 8 | Classrooms; The Challenge (Student Newspaper) | 24 | Continuing Education; Classroom Building |
| 9 | Faculty Offices; Athletic Department | 25 | Maintenance/Storage Building |
| 10 | Lecture Hall | E1-E7 | Entrances to Parking Lots |
| 11 | Student Center; Dining Services; Classic Espresso | A-M | Parking Lots |
| 11A | International Student Services; Multicultural Student Services | P | Community playground & softball fields |
| 11B | Student Activities; Student Government | Q | Minnitti baseball & softball playing fields |
| 12 | Faculty Offices | S | Soccer field & all-weather track |
| 13 | Administration: President's Office; Vice President—Academic Affairs; Vice President—Administrative Services; Information & Publications | T | Tennis Courts |
| 14 | Sciences Building | U | TACID Handicapped Center |
| 15 | Lecture Hall | W | Tacoma Learning Center |
| 16 | Lecture Hall | X | Washington PAVE |
| | | X | Parking for persons with disabilities |
| | | BUS | Pierce Transit bus stops |



TACOMA COMMUNITY COLLEGE



*For information
call 566-5000*



Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

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