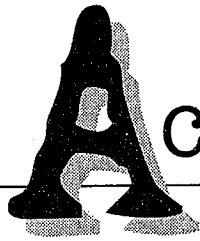




1997-99  
CATALOG



TACOMA COMMUNITY COLLEGE



# Academic Calendar

## SUMMER

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

### **Official 1997-98 (June 23-August 14, 1997)**

June 23  
 July 4  
 July 17  
 July 21  
 August 14  
 August 18

### **Official 1998-99 (June 22-August 14, 1998)**

June 22  
 July 4  
 TBA  
 TBA  
 TBA  
 TBA

## 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 22-December 11, 1997)**

September 22  
 September 27  
 November 11  
 November 17  
 November 26-29  
 December 8-11  
 December 15

### **(September 21-December 10, 1998)**

September 21  
 September 26  
 November 11  
 November 17  
 November 25-28  
 December 7-10  
 December 14

## WINTER

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

### **(January 5-March 20, 1998)**

January 1  
 January 5  
 January 10  
 January 19  
 February 16  
 February 26  
 March 17-20  
 March 23

### **(January 4-March 19, 1999)**

January 1  
 January 4  
 January 9  
 January 18  
 February 15  
 February 25  
 March 16-19  
 March 22

## 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 30-June 12, 1998)**

March 30  
 April 4  
 May 19  
 May 25  
 June 9-12  
 June 11  
 June 15

### **(March 29-June 10, 1999)**

March 29  
 April 3  
 May 18  
 May 31  
 June 7-10  
 TBA  
 June 14

*This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, June, 1997. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. Tacoma Community College reserves the right to change any provision or requirement at any time.*

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Visit our Website at  
<http://www.tacoma.ctc.edu>

## *For Information about TCC:*

General Information . . . . .	(253) 566-5000
Admissions . . . . .	566-5001
Apply by Telephone . . . . .	566-5116
Registration . . . . .	566-5035
Financial Aid . . . . .	566-5080
Student Activities . . . . .	566-5118
Continuing Education . . . . .	566-5020
TCC Downtown Center . . . . .	566-5110
Gig Harbor/Peninsula College Center . . . . .	566-5350
Tacoma Mall Learning Center . . . . .	475-2401

# The College

## An Introduction

Welcome to Tacoma Community College! Whatever the reason you've opened this catalog or are considering this College, we're glad you're here.

TCC is a dynamic learning institution dedicated to excellence, access and diversity in the classroom and across its campus. Established in 1965, the College is nationally recognized for academic excellence.

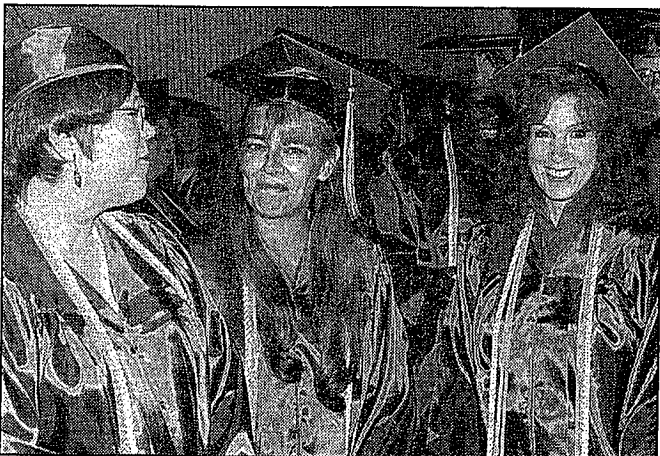
At TCC, students can pursue an Associate in Arts and Sciences degree for university transfer or earn an Associate of Applied Sciences degree or certificate in one of 32 professional/technical programs. People also come to the College for job retraining, upgrading of basic skills, or to learn for their own enjoyment. In any case, the important thing is this: at TCC, academic excellence, quality career training and a rewarding discovery of oneself is available to everyone, regardless of background.

What are **you** looking for? Consider the following:

## Your Best Investment

### Academic Excellence

At TCC, the teaching and learning process is much more personalized than that of most four-year universities. Classes are taught by dedicated, highly skilled faculty, with a genuine concern for student success. Small class sizes mean plenty of individual attention from instructors and interaction with other class members. Of the College's 105 full-time faculty, 85 hold master's degrees, and 14 hold Ph.D.'s. More than 80 have at least 20 years of teaching experience.



## Educational Options

The Associate in Arts and Sciences degree at TCC is an ideal way to earn the first two years of a bachelor's degree while pursuing studies in an area of interest. It is directly transferable to nearly all four-year colleges and universities in Washington state. If you have not yet decided what you want to study, this degree represents an opportunity to discover your interests while still earning credits toward a bachelor's degree.

The Associate in Applied Sciences degree is designed for students who wish to enter jobs immediately after graduation. TCC professional/technical programs train students for careers in business, computers, allied health, public service and other areas where demand for qualified personnel is on the rise. TCC professional/technical faculty are seasoned experts in their fields, and bring years of practical experience to the classroom.

For students who wish to build basic academic skills, the College offers a range of programs including GED, Adult Basic Education, English-as-a-Second-Language and developmental learning courses.

For a complete description of TCC's academic programs and services, see page 6.

## Educational Value

Nowhere but at a community college like TCC can students get such a high-quality education for such low cost. While the cost of attending four-year colleges and universities escalates beyond the reach of many families, tuition at community colleges remains a financial bargain. And, the credits you earn at TCC transfer easily to most four-year colleges and universities.

TCC offers numerous financial aid packages to help students attain their educational goals. For the 1996-97 academic year, the average award (including grants, loans, work-study employment and scholarships) was about \$3,100. Nearly 250 scholarships also are available. The TCC Job Assistance Center operates an extensive off-campus job program, and during 1996-97, posted over 400 openings.

## Student Support Services

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

- A nationally accredited Children's Center
- A Counseling Center



- A Career Center and Job Assistance Center
- Services for Students with Disabilities
- 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

For detailed information on these services, please see pages 26-29.

### Student Life

At TCC, we believe that development of the entire person is central to a successful college education. We also believe that the friendships and social bonds students form in college are one of the most important factors in determining their success. That's why TCC students will find a host of opportunities to become involved in college life such as clubs, trips, concerts, women's and multicultural programs, intramural sports, student government and more. At TCC, your college experience doesn't have to end when you leave the classroom – in fact it can be just the beginning.

### A Strength in Diversity

One of TCC's greatest strengths lies in its diverse student body. Average age is 27, and about 60 percent of the College's 8,000 students are women. Students of color comprise about 28 percent of all students at TCC. The College also is home to international students from more than a dozen countries, who enhance the campus with a global perspective. What is it that makes an education at TCC such a rich learning experience? We think it's our diverse faculty, staff and students.

### Cutting-Edge 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, touchtone class registration, and modern science labs and health equipment.

## The College

### Main Campus

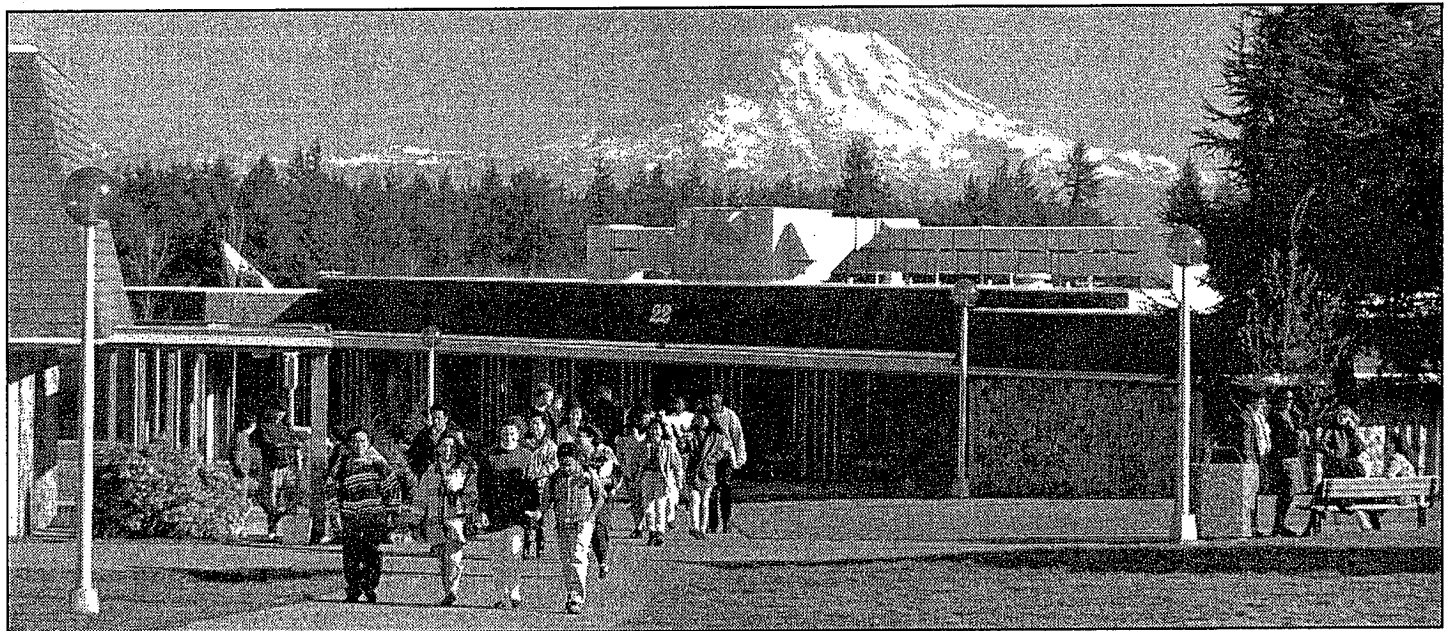
Tacoma Community College is a comprehensive state-supported school serving more than 650,000 residents of the Tacoma-Pierce County area. It was founded in 1965, and today serves approximately 8,000 students per quarter. The College's district includes all of Tacoma, and the Pierce County portion of the Olympic Peninsula. TCC is one of 33 community and technical colleges in a statewide system; its annual operating budget is around \$17 million.

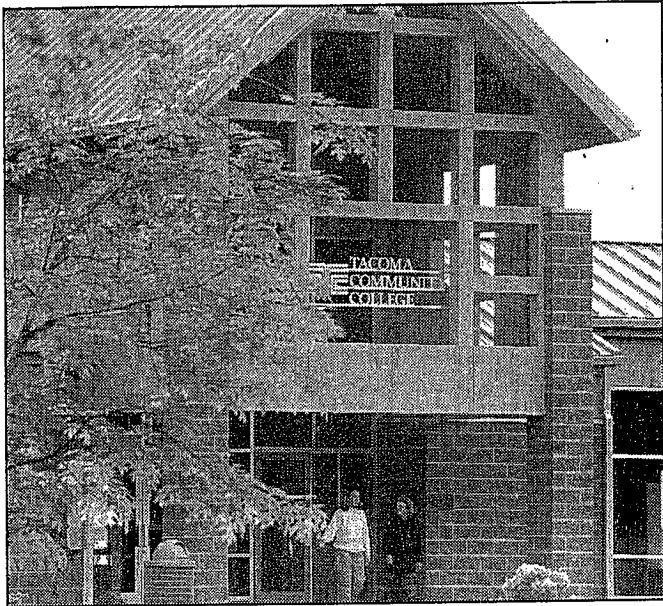
Located on a 150-acre site in west Tacoma, the TCC campus houses 27 buildings including a computer center, learning resource center, gymnasium, student center, child care center, theater and bookstore. The College's service district includes the Tacoma and Peninsula school districts.

### Off-Campus Centers

**Gig Harbor/Peninsula College Center**  
6406 38th Ave. NW  
(253) 851-2424

The Gig Harbor/Peninsula College Center extends TCC's educational services to residents and organizations in Gig Harbor and throughout the Peninsula. It is located in a 13,000-square-foot facility built in 1995.





Designed around a mall concept, the center features classrooms and laboratories opening into a central mall that also serves as a student activities and commons area.

The Center offers credit courses for an associate degree, professional/technical and Worker Retraining programs, Adult Basic Education, leisure classes, customized business training, and other programs. Many classes are available evenings and weekends. Students at the center can access a range of services including registration, assessment, advising, career exploration, cashiering and book sales. Students also can use the center's on-line library to order main campus materials, and access the Internet through the center's computer labs.

#### **Credit Curriculum**

The Gig Harbor/Peninsula Center offers a wide variety of academic and professional/technical programs. All classes needed for an Associate in Arts and Sciences degree are available during a morning and evening schedule. Professional/technical and Worker Retraining programs include Correctional Officer, Office and Microcomputer Specialist, Nursing Assistant and Receptionist-Clerk.

#### **Non-Credit Programs**

Every quarter, the Gig Harbor/Peninsula Center offers many non-credit courses. These range from water-color and physical fitness classes to gardening seminars and senior programs. Courses in computer literacy and a variety of popular software applications are available in the center's computer labs. Many classes are co-sponsored with local organizations. In addition, the center hosts numerous community events throughout the year.

#### **Contracted Training**

The TCC Gig Harbor/Peninsula Center provides customized training to businesses and organizations in computer technology, management, business writing, and other areas upon customer request. Training is available either at the Gig Harbor Center or the customer's work site. Also, the center is a co-founder and co-sponsor of the Small Business Assistance Center, located at the Gig Harbor/Peninsula Chamber of Commerce.

#### **TCC Downtown 1501 Pacific Ave. (253) 565-5110**

TCC Downtown is located in the historic Betye Martin Baker Building, four blocks from the University of Washington, Tacoma. As downtown Tacoma grows into a new business and cultural destination over the next decade, TCC Downtown is proud to take part in its revitalization alongside UWT, Union Station, the Washington State Historical Museum and other groups. TCC Downtown's 11,400-square-foot space includes six classrooms, a self-paced learning center, a business resource library and two computer labs. In addition to its continued emphasis on business and industry training, the center offers a variety of credit classes for students interested in university-level transfer.

#### **Curriculum**

TCC Downtown's curriculum includes academic classes, computer applications in business, small business development, supervision and management, office skills training and Total Quality Management. Computer classes include current computer applications in accounting and the use of software for microcomputers. The academic courses are linked to the distribution requirements necessary for matriculation to a baccalaureate institution in the area of business. Examples are critical thinking, philosophy, statistics, foreign language and business communications. TCC Downtown also offers a wide variety of practical, career-oriented, supervision and management evening courses. The Business Lab curriculum includes accounting, typing, business machines, data processing and other office-related courses.

#### **Contracted Services**

TCC Downtown offers customized training on topics ranging from small-business startup and entrepreneurship to computer technology and management. On-site business and industry training and consultation is encouraged. Instructors work with companies and organizations to develop the training best suited to their needs. Whether it's basic skills, supervision and management, Total Quality, computer training, business plan development or interpersonal skills, TCC Downtown can assist you.

### Business Information and Assistance

Through TCC Downtown's Business Information Center, anyone in the community can access information on business startups, career trends, marketing forecasts and more. Computers programmed with business plan software, labor and industry information, and word processing software can be used anytime. The center also offers expert consultation and referral services for those who need special guidance. It is free and available to anyone.

### Tacoma Mall Learning Center (253) 475-2401

Established in 1995 as a unique partnership between education and business, the Tacoma Mall Learning Center extends TCC services into the heart of the community with classes and programs offered at convenient times. The Center is located in a 2,000-square-foot facility in Tacoma Mall. It offers a range of credit and non-credit programs including Worker Retraining; English-as-a-Second Language; computer courses; classes for youth, families and seniors; and business and industry seminars. The Center also offers business and organizational training programs that can be tailored to specific customer needs. Students can access a range of enrollment services at the Tacoma Mall Learning Center, including registration, cashiering, career counseling and financial aid information.

## The Community

The Tacoma-Pierce County area, gateway to the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of scenic and recreational opportunities. Located in the heart of the Puget Sound region of western Washington, Tacoma is within minutes of inland beaches and the many activities they offer. Pierce County features miles of saltwater shoreline, many freshwater lakes, and a varied topography ranging from sea level to 14,412 feet above sea level at Mount Rainier's summit.

## Philosophy, Mission and Goals

### Philosophy

Tacoma Community College respects the dignity of all individuals and commits itself to assist all students in becoming successful learners who achieve competence in their performance and confidence in their worth.

- The College serves the needs of the community and prepares students to contribute positively to society.

- The College respects, values, and promotes cultural and ethnic diversity.

### 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.

### Goals

In formulating a long-term vision, TCC has developed six strategic goals. They state that:

- The College will create a dynamic learning community that ensures opportunities for achievement of student goals.
- The College will measure its effectiveness by achievement of its students, the strength and accomplishments of its faculty and staff, the responsiveness of its programs and services, and the support of its community.
- The College will ensure access to comprehensive educational opportunities that reflect the needs of its diverse community through enhanced outreach, recruitment and retention activities.
- The College will lead our community in the use of emerging technologies to foster educational excellence.
- The College will attain essential funding to achieve its mission of access, quality and diversity.
- The College will lead in the creation of partnerships and coalitions to ensure the College is an integral part of the community's growth and development.

## Accreditation

Tacoma Community College and its programs are fully accredited by the following agencies:

- 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

# I nstructional Programs

Tacoma Community College offers a major selection of courses designed to meet students' 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 and professional/technical education. In addition, TCC offers quality programs in developmental education, and a variety of special continuing education programs.

## University-Level Education (Transfer)

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.

## University Programs

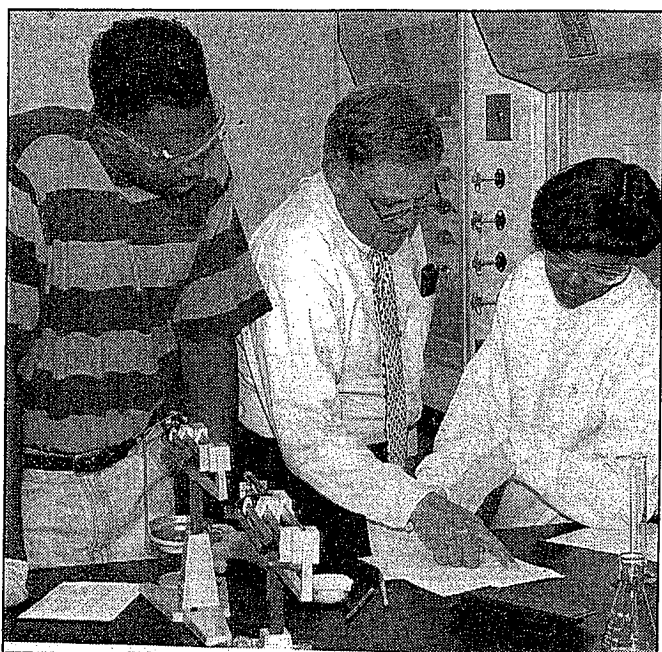
Below are some of the university level areas you may begin training for at TCC while completing requirements for a two-year associate degree:

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

## University of Washington, Tacoma

Through degree programs designed especially for students at community colleges, students can earn their associate degree at TCC, then apply for admission to the University of Washington, Tacoma for a bachelor's degree in Business Administration, Liberal Studies or Nursing. Various concentrations are available within the Business Administration and Liberal Studies programs. Under two concentrations within the Liberal Studies program, early guaranteed admission to UWT can be granted.

As soon as students enroll at TCC, staff from TCC and UWT begin working with them to establish an educational plan for transfer. Coursework at TCC prepares students specifically for the UWT program to which they are applying. For information, call TCC at (253) 566-5120 or UWT at (253) 552-4000.



### Bridge Program

TCC and The Evergreen State College jointly offer the Bridge Program, a course of study designed especially for adults interested in pursuing a bachelor's degree at Evergreen's Tacoma campus.

This accredited evening degree program is intended to provide the first two years of the four-year bachelor's degree program at TESC, and is based on an interdisciplinary curriculum. It is intended for students who have less than 90 credits. Credits earned apply only to the Evergreen State College Tacoma campus program. They will not fulfill degree requirements at TCC.

The Bridge Program is taught at the TESC Tacoma campus, 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, call TESC Tacoma campus at (253) 593-5915 or The Bridge Program at (253) 272-1237.

### The TCC Honors Program

The Honors Program at TCC is a two-year program designed to bring out students' best academic abilities through special courses, colloquia and other learning activities. Because faculty wish to prepare Honors graduates to succeed at four-year institutions and throughout their lives, the program stresses critical thinking, and intensive reading and writing.

Students applying for the Honors Program must submit transcripts demonstrating a cumulative GPA of 3.2 or better, assess at English 101, and provide an academic referral. Students who do not meet these requirements but feel they are otherwise qualified must submit transcripts, assess at college-level English and write a letter to the Honors director explaining their reasons for believing they belong in the program. Call Debbie Kinerk at 566-5278 for information.

### 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 counselor or the TCC Running Start Program at 566-6061.

### Professional/Technical Education

Tacoma Community College offers more than 32 career training programs designed to prepare students for immediate employment.

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

Besides admission to Tacoma Community College, each professional/technical program may have specific application and admission procedures. Interested students should contact the individual program coordinator or division office for details.

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

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
- Entrepreneurs Succeed Program

#### OFFICE OCCUPATIONS

- Office Professional
- Receptionist Clerk
- Word Processing

#### HEALTH OCCUPATIONS

- Emergency Medical Technician (EMT)
- Health Information Management
- Medical Secretary
- Medical Transcriptionist
- Nursing Assistant
- Nursing, Associate Degree
- Paramedic
- Pharmacy Assistant
- Radiologic Sciences
- Respiratory Therapy Technician/Therapist

#### PUBLIC SERVICE

- Administration of Justice
- Career Transitional Training
- Correctional Officer
- Human Services
- Legal Assistant
- Museum/Gallery Operations
- Paraeducator, Early Childhood Emphasis
- Reserve Police Officer Academy



## 8 Instructional Programs

### COMPUTERS

Automated Accounting Applications  
Computer Field Technology  
Computer Information Management Systems  
Computerized Accounting Systems  
Network Support Technician  
Office and Microcomputer Specialist  
Word Processing

### Worker Retraining Programs

Worker Retraining programs at TCC are intended to assist unemployed people in obtaining formal training necessary to secure meaningful employment. Financial Aid and job search assistance may be available for qualified applicants. Displaced workers can retrain in the following fields and programs:

Network Support Technician  
Correctional Officer  
Entrepreneur Succeed  
Health Information Management  
Human Services Community Worker  
Office and Microcomputer Specialist  
Job Assistance and Development  
Administration of Justice  
Legal Assistant  
Reserve Police Officer Academy

Students can also acquire new career skills through the Career Transitional Training Project and are eligible to enroll in other TCC professional/technical programs.

Displaced workers who qualify under the 1993 Workforce Employment and Training Act will be given priority in Worker Retraining Programs. For a complete description of Worker Retraining at TCC, see page 62 of this catalog. For information and updates on new programs, call 566-5188.

### 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.

### 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 and who are 19 years of age or older.

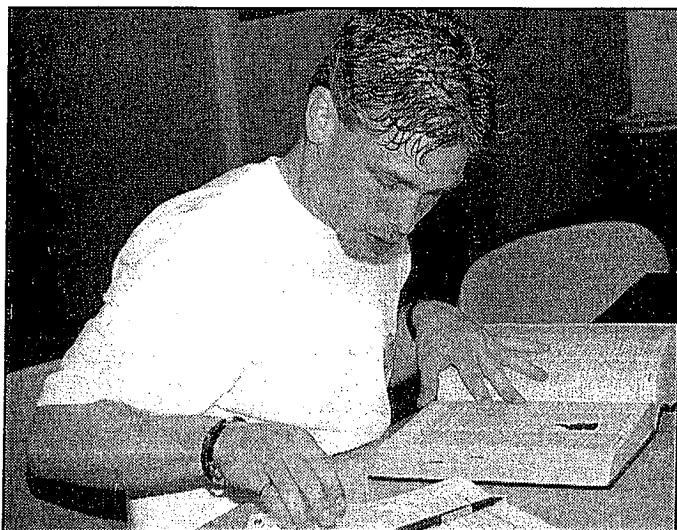
Eligible students who are classified as residents of the State of Washington will have a portion of their tuition waived. Non-resident students must pay full college tuition. All students are responsible to pay for fees and books.

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, contact the High School Completion Office, Building 7 or call 566-6077.

### 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 Assessment Center in Building 18 or call 566-5093.

## Continuing Education

### 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, Certified Public Accounting, Health Care, Translator/Interpreter, and the Building Industry.

Courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills; or obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for specific certification or licensing. Special courses are offered in workshop and seminar formats, or during regular quarter-length scheduling. The Office of Continuing Professional and Lifelong Education is located in Building 24.

Continuing Education classes and non-credit computer training classes are also offered on-site at the Tacoma Mall Learning Center.

### 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 state licensing requirements in several areas.

### 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, business and personal skills, language and cultural studies, sign language, wellness, international studies, photography, physical fitness, personal skills and en-

richment, 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.

## Other Educational Programs

### Human Development Instruction

Human development instruction enhances and expands the opportunities provided through traditional instructional programs for student success.

These courses help students 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.

### TCC Downtown Business Training

Tacoma Community College's Downtown Business Resource Center strives 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 TCC Downtown and offer a relaxed atmosphere and a chance to get completely away from the work setting.

Acting as a continuous resource and training partner, TCC Downtown provides training that gives local business and industry an edge.

### Small Business Development Program

Through an agreement with the U.S. Small Business Administration and Washington State University, Tacoma Community College Downtown operates a Small Business Development Center. The Center's focus is on the development of education programs to meet the needs of small business and pre-business owners and operators. Instructors are selected from the business community, ensuring practical application of business principles in a small business environment.



# A

## dmissions through Registration

### A

#### dmissions

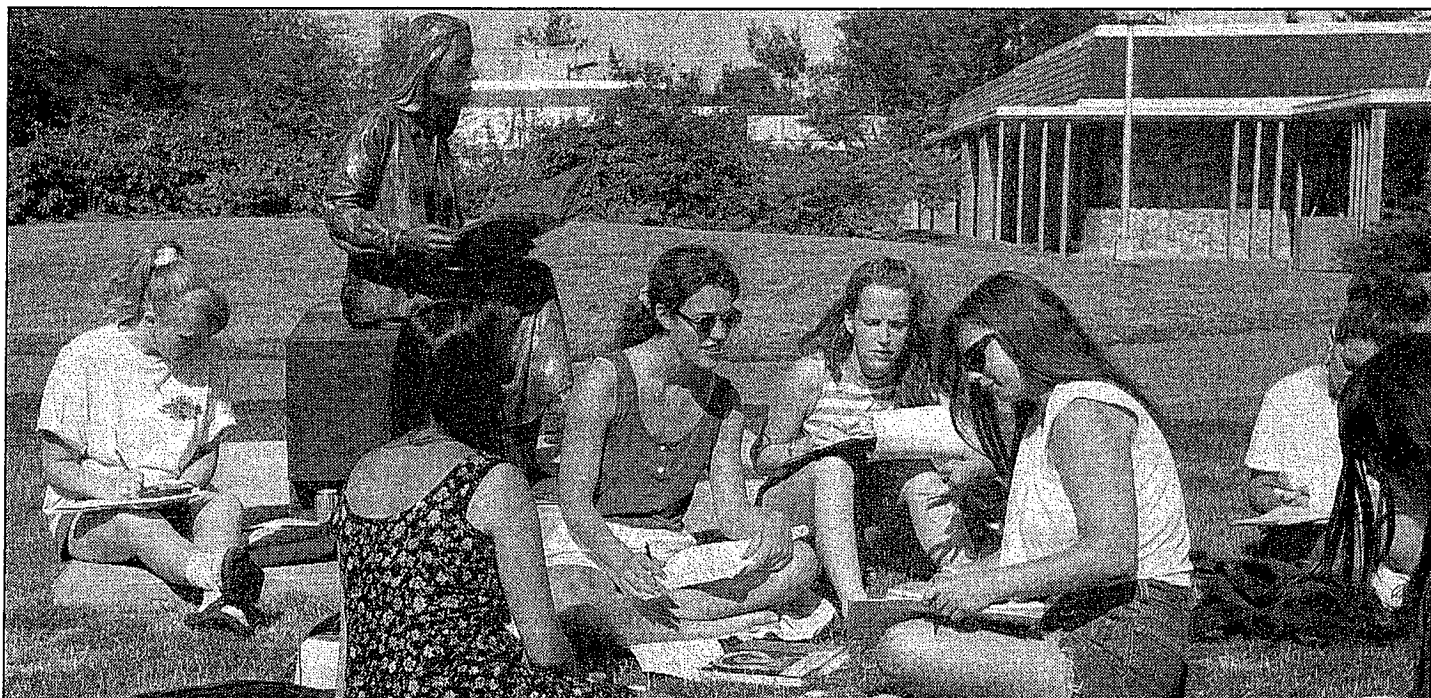
Admission to Tacoma Community College is a simple process. The College has an "Open Door" admission policy which reflects its commitment to access to higher education. Admission to Tacoma Community College is available to individuals who are high school graduates or at least 18 years of age. Applicants 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; admission of these applicants will be considered on a case-by-case basis.

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

Application to TCC may be made by phone or by submitting a written application. Application must be made at least three working days before the quarter begins. Earlier application is recommended for best course selection. Call 566-5116 to apply by telephone. Application forms are available at the Admissions counter in Bldg. 18 and in area high school guidance offices. For general admission information, call 566-5001.

Students with transfer work from other colleges or universities should have official transcripts sent to the Registration and Records Center for evaluation. These credits cannot be used to assign priority registration or to satisfy course pre-requisite requirements at TCC until they have been evaluated. To learn more about transferability of credits earned from other institutions see "Credits Transferred to TCC" in the Degrees and Graduation section of the catalog.

Students who previously attended Tacoma Community College (including any of the off-campus centers) and whose enrollment has lapsed for one or more quarters must reapply to the College. To re-apply, call 566-5116 at least three working days before the quarter begins.



Students who plan to enter a specific program such as a professional/technical program, the English-as-a-Second-Language program for international students, the Running Start or Worker Retraining programs and students not seeking a degree should check below for additional admission information.

### Professional/Technical Program Admissions

Admission into a particular TCC professional/technical program is dependent upon an individual's qualifications and the availability of space in the desired program. New TCC students must complete a college application in addition to the application required for the program (call 566-5116 to apply to the College). For program-specific information contact the program chair listed with each program in the "Professional/Technical" section of the catalog.

### 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 2A. 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 student 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

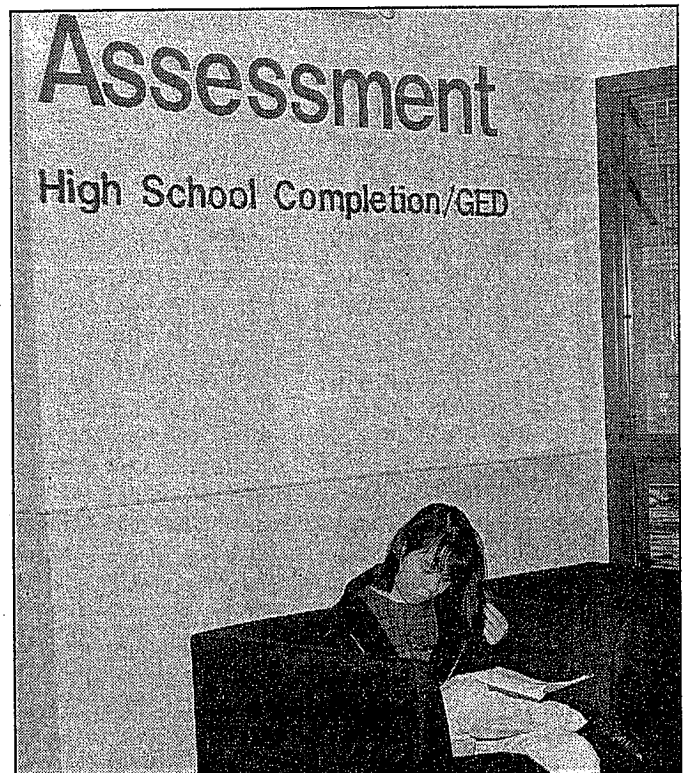
High school students interested in the Running Start program should contact the TCC Running Start advisor at 566-6061.

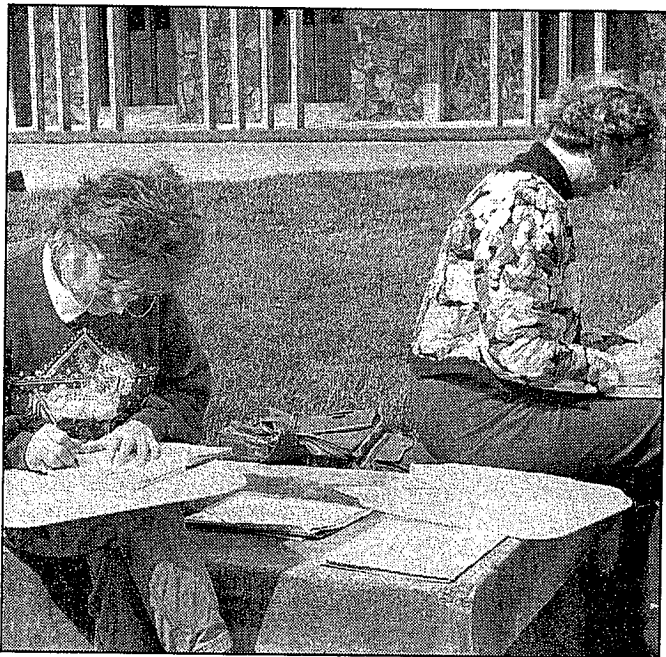
### Worker Retraining Admissions

Students seeking to enroll into TCC Worker Retraining programs should contact the Worker Retraining advisor at 566-5188 to determine eligibility and benefits.

### Non-Degree Seeking Status

Students with advanced degrees or students wanting to take course work for their own interest who do not plan to pursue a degree or certificate may be eligible for Non-Degree Seeking status and an abbreviated registration process. Students with Non-Degree Seeking Status are generally limited to 5 credits or less each quarter. Contact the Admissions Office for additional information, 566-5001.





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 assess before registering for the next quarter.

Students who have earned associate or higher degrees from accredited institutions and have copies 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.

## 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.

The College's educational planning program includes computerized basic skills assessment, new student orientation, and academic 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.

## 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, 566-5339.

## New Student Orientation

To encourage student success, entering students attend a New Student Orientation program. 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.

## Advising

New students taking six (6) or more credits, or taking math or English courses, meet with advisors prior to registering for classes. Advisors assist new students with planning and completion of class schedules 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 advisors 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.
- Computer programs designed to help you investigate your
  - learning style
  - personality and temperament
  - resume development.
- 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.

Services available to students include:

- counseling to address personal concerns which are hindering academic success.
- counseling to assist in choice of academic major, program or career.
- counseling to assist in educational planning and resolving problems relating to studies.
- career interest testing.
- current information on educational and career opportunities.
- classes in human relations, career and life planning.
- special-interest workshops.
- information on prevention and recovery from substance abuse.

- referral to a wide variety of community resources when additional services are needed.

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 or call 566-5122.

## College Tuition and Fees

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the quarterly class schedule.

Tuition and fees are due by the deferment date published in the quarterly schedule or within two business days of registration. Late payments may result in cancellation of registration. Payments may be made by phone with a Visa or Master Card (566-5011) or at the Cashier Office in Bldg. 11. Payment drop boxes for check or money order payments are located outside Bldgs. 2 and 18.

## Residency

To be considered a resident for tuition purposes, an independent student or the parent(s) or legal guardian(s) of a dependent student must reside in the state of Washington for other than educational purposes. Once established the residency must exist for one year prior to the first instructional day of the student's initial quarter.

A number of factors are used to determine residency. Residency questionnaire forms and further information about requirements for establishing residency are available in the Admissions Office in Bldg. 18. Applications to change residency status will be accepted up to the 30th calendar of the quarter in which the change would apply. The application and all supporting documentation will be reviewed by the Residency Officer. If a change to resident status has been substantiated a refund for the difference between non-resident and resident tuition will be processed.

Dependents and spouses of active duty military personnel are eligible for the resident tuition rate. Active duty military personnel stationed in the state of Washington who do not claim Washington as their state of record are eligible for a special a military differential rate of 125% of resident tuition.

Persons residing in the country as refugees are eligible for a refugee differential rate of 125% of resident tuition. Contact the Admissions Office for more information regarding residency requirements for students with non-citizenship status.

### Concurrent Enrollment

Tacoma Community College students may enroll concurrently at other area community colleges for a combined total of 10 to 18 credits. The student will be assessed no more than the full-time tuition rate plus fees. Concurrent enrollment may not be an option during summer quarters.

Students must complete a concurrent enrollment form at the Registration and Records Center. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.

### Special Fees

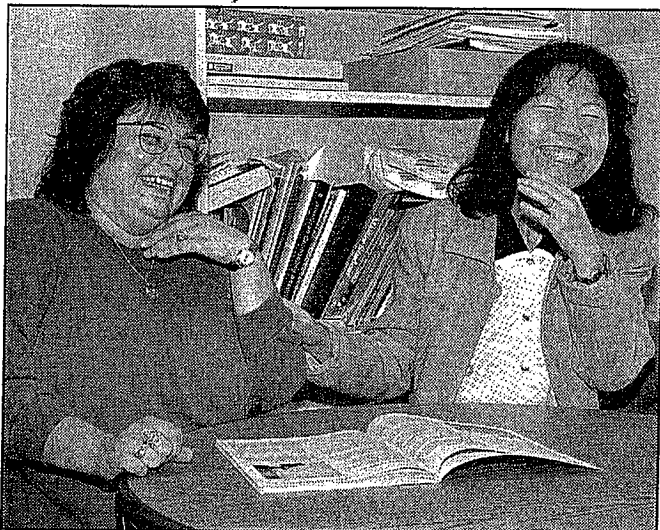
The College charges special fees at registration to students enrolling in science and art courses, physical activity courses, allied health courses, and most laboratory courses. Additionally, the College charges a facilities use fee, and students are charged for individual instruction and other incidentals. These 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 and Records 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 ..... 100%
- Withdrawal during the first five (5) instructional days of the quarter ..... 80%
- 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 the course begins 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.



# **F**inancial Assistance

## Financial Aid

**It takes approximately eight weeks to apply for financial aid. Contact the Financial Aid Office in Building 18 to pick up the required application materials.** It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid to late April for the upcoming fall quarter. Specific deadlines for each quarter are available from the Financial Aid Office.

Financial aid is designed to provide assistance when income is insufficient to meet the cost of going to the college. Aid programs include grants, workstudy, and loans.

To be eligible to receive financial aid funds, students must be in a degree program (or a certificate program that leads to a degree and is 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 twelve credits. When enrolling for eleven or fewer credits, aid awards are adjusted at the time of registration.

Students are expected to complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In that way, students remain in good standing and can continue to receive financial aid.

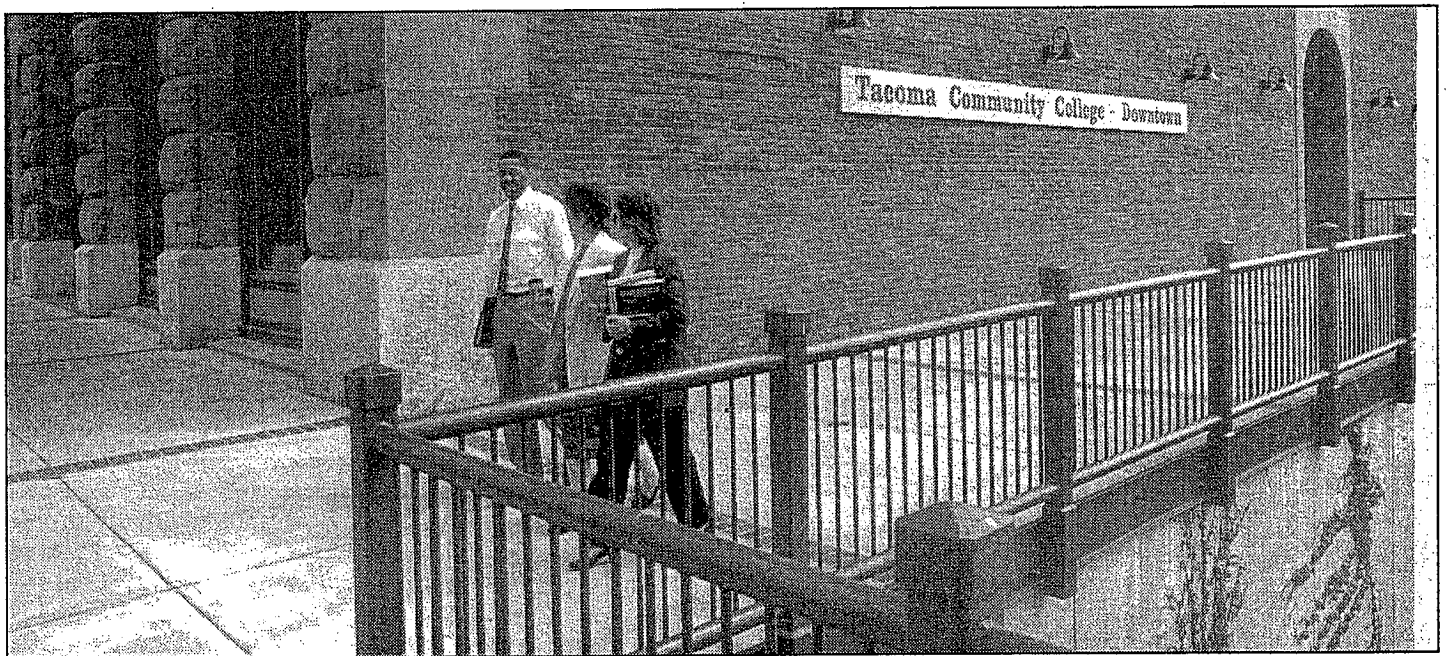
Failure to successfully complete the classes registered for may cause financial aid to be canceled and may result in repayment of a portion of the aid received. A complete policy regarding these standards is available in the Financial Aid Office upon request and is mailed to all aid recipients.

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

## Scholarships

An information board listing scholarships is maintained in Building 18. This information summarizes the scholarship criteria and application process. Each application is numbered.

Complete application packets are available at the Financial Aid Office counter.



### 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 at 566-5081. 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 paid for. Grades of "N" "V" or "W" will result in overpayment; this means you will have to repay some of the benefits you received.
2. Veterans using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward graduation from the declared program of study.
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.
4. Veterans must notify the Veteran's Service Office in Building 18 when changing classes, withdrawing from the College or when deciding to stop attending classes. "Tacoma Community College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code."

## 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 Telephone 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 also provided on the Touch Tone Registration form printed in the quarterly class schedule.

### Non-Credit Course Enrollment

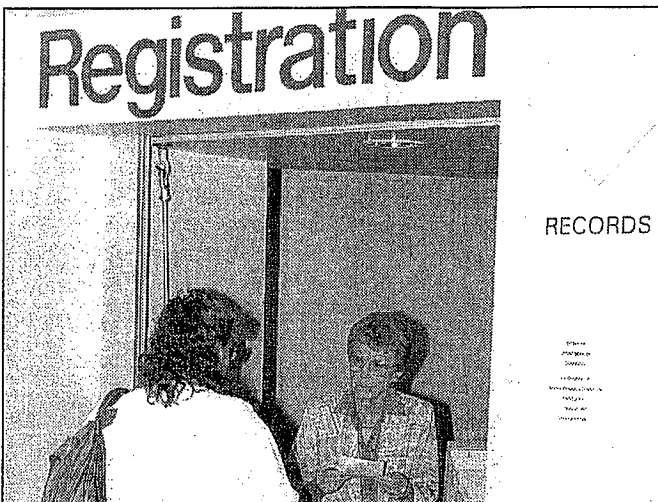
Students may register by completing the mail-in registration form found in the quarterly class schedule. The completed form can be:

- mailed with check or credit card payment to the Registration and Records Center at TCC; or
- dropped off at the Registration and Records Center in Building 18. (Cash payments must be made to the cashier in Building 11).
- 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 for their next quarter using the Touch Tone Telephone 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.





# C College Policies

## Records and Registration Policies

### Student Status

**Full-time Student:** For tuition and fee payment purposes a student registered in 10 or more credits is considered a full-time student.

Note: Some external agencies, such as the Veterans Administration, Department of Education (financial aid programs), and the Department of Immigration and Naturalization Services, consider a full-time student as one registered in 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 (see Course Audit for additional information.)

**Non-Degree Seeking Student:** A student attending TCC for purposes other than to obtain a degree or certificate. Students in this status are restricted to registration in 5 credits or less per quarter and are self-advised.

### Credit Hours and Quarters

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. Students should anticipate an additional two hours of study time for every hour spent in the classroom when planning their quarterly course load.

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.

The academic year at Tacoma Community College is divided into four quarters. See academic calendar on

inside front cover for specific quarter start and end dates.

The terms instructional and calendar days are used in various policies. Instructional days are those days starting with the first day of the quarter in which the campus is open and counting each day classes are held through the last class day of the quarter. Weekends and holidays when classes are **not** in session are not included in the calculation of deadlines based on instructional days.

Some deadline dates are based upon calendar days, for example, the last day to drop a class with a grade of "W" is the 30th calendar day of the quarter. These deadline calculations include weekends and holidays.

### Telephone Registration System (Touch Tone)

Students may change their quarterly class schedule using the Touch Tone System. It provides a variety of registration functions that can be accessed from home, work or telephones on campus. Students may register for classes, make class schedule changes (add or drop classes) and inquire about their schedule through the Touch Tone System.

Registration functions are available through the third day of each quarter. Students who do not register using the Touch Tone (TT) System will not be able to make changes to their schedule with the TT System.

Students may also use the TT System to check the status of their financial aid awards, hear the amount of tuition and fees owed and find out grades at the end of the quarter. Specific instructions for these functions are on the bottom of the Touch Tone Registration Form in the quarterly class schedule.

### Late Registration

Late registrations for students who have applied to the college but not yet enrolled in any course work are accepted through the third instructional day of the quarter.

### Schedule Changes

Students may add or drop a course using the Touch Tone System through the 3rd instructional day of the quarter. Changes made after this date must be made on an Add/Drop form and submitted to the Registration and Records Center in Bldg. 18. The effective date of the transaction is the date the completed form is received at the Registration and Records Center.

**Adding a Class:** Through the 3rd day of the quarter, follow directions on the Touch Tone Registration form. After the 3rd day complete an Add/Drop form, obtain instructor's signature approving entry into class and submit to the Registration and Records Center no later than the 10th instructional day of the quarter. *Adds will not be accepted after the 10th instructional day of the quarter with the exception of continuous enrollment or late-starting classes.*

**Dropping a Class:** Students may drop a class through the 30th calendar day of the quarter.

- Through the 3rd day of the quarter follow directions on the Touch Tone Registration form. There will be no entry regarding this class on the transcript.
- After the 3rd day of the quarter complete an Add/Drop form (instructor's signature is not required) and submit to the Registration and Records Center by the 10th instructional day of the quarter. There will be no entry regarding this class on the transcript.
- Between the 11th instructional day and the 30th calendar day of the quarter students must complete an Add/Drop form, obtain their instructor's signature, and submit the form to the Registration and Records Center. A grade of "W" will appear on the transcript indicating official withdrawal from the course.

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

If a student registers for a quarter and then chooses not to attend, the student must complete an official withdrawal. Failure to complete fee payment or attend

class will not assure cancellation of the registration and faculty may assign a failing grade which then becomes part of a student's permanent record.

The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and any special obligations the student may have relating to financial aid awards, veteran benefits or Immigration and Naturalization Services (INS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also refund policy on page 13).

**Medical withdrawals** may be granted in cases where a student experiences a serious illness or medical emergency. Petition forms are available at the Registration and Records Center in Bldg. 18. Written medical documentation must be provided at the time the petition is submitted.

**Administrative withdrawals** are initiated by the College to withdraw a student for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Administrative withdrawals 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.

## Alternative Credit Options

### Course Repeat

A student (except one enrolled in an Allied Health program with specific course repeat limitations) may repeat a course in which he or she has received a grade lower than a "C+". The course can be repeated 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 in Bldg. 18.

Students planning to transfer to another college or university should contact that institution to determine how repeat course work will be computed in the admission transfer grade point average for applicants into their programs. Some institutions count each time the course is taken in the transfer admission process.

### Course Audit

The course audit option allows a student to participate in a course without having credit or a grade posted to his or her transcript. The student must pay regular tuition and fees. Each faculty member will decide what participation entails and what attendance requirements for the course must be met. An "N" will be posted on the student's transcript indicating the course was audited. If attendance or other requirements are not



met, a "W" will be posted indicating withdrawal from the course.

Students may not convert from audit to credit or from credit to audit after the 30th calendar day of the quarter. Audit status may be indicated by completing an Add/Drop form and submitting form to the Registration and Records Center in Bldg. 18.

### 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) 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.

### 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 Credentials Evaluator at 566-5327.

### 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) instructional days of a quarter.

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

Course Challenge application forms are available in the Registration and Records Center.

# G

## rades 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.

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 and Records Center 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.

### Academic Forgiveness Policy

With written approval of an advisor, a student may petition the Registrar to have Tacoma Community College course work set aside.

- The student must be currently enrolled.
- The forgiveness (set aside) date must be at least five years prior to the current quarter.
- All course work taken prior to the forgiveness date will be set aside. The student may not elect to retain individual courses and set aside other courses.
- The Academic Forgiveness option may be exercised only once.

Forgiven course work will not be used in the determination of credits earned at TCC, the cumulative grade point average, or the calculation of honors. The course number, title and original grade of all forgiven course work will remain on the transcript. Forgiven course work may not be reinstated or used to satisfy prerequisite or degree requirements.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

### 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

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request an official transcript by mail or at the Registration and Records Center in Bldg. 18.

Unofficial transcripts for advising are available at the Registration and Records Center and at Student Information Kiosks located in Bldg. 18, the Learning Resource Center and the Tacoma Mall Learning Center.

All outstanding fees and/or fines must be paid before transcripts will be released. Picture ID is required to order transcripts for mailing or to pick-up transcripts. Transcripts will not be released to a third-party without written permission of the student.

For transcript fees and further information about how to request a transcript by mail call 566-5035.

### 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 Registration and Records Center from the sending institution in a sealed unopened

envelope. For more information about transfer credit see "Credits Transferred to TCC".

## **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 and/or additional academic standard requirements and appeal processes. Students in these programs should contact their program advisor 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.

## 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.

### Policy Appeals

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 policies and procedures 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.



TCC directory information is information which can be released without a student's permission and it includes student name, degrees and awards. TCC will also confirm dates of attendance, dates of birth, major field of study, participation in officially recognized sports and activities and the most recent previous educational institution attended.

Students should be advised that military recruiters may request address and phone listings as well as the above directory information under newly enacted Federal legislation.

**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 College's Code of Student Rights and Responsibilities is available in the ASTCC President's office, the Library and the Dean of Student Services office.

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.

## Affirmative Action/Equal Employment Opportunity

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 and equal access to its programs and services without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, status as a disabled or Vietnam era veteran, or the presence of any sensory, mental, or physical disability.

The administration of all personnel actions regarding recruitment, hiring, promotions, transfers, termination, layoffs and other terms and conditions of employment, and compensation, benefits, training, education, tuition reimbursement, social and recreational programs will be conducted in a manner bearing strict compliance with equal opportunity criteria.

In keeping with this policy, the Board of Trustees further reaffirms its commitment to affirmative action for Asians/Pacific Islanders, African Americans, Hispanics, Native Americans/Alaskan Natives, women, persons over 40, persons of disability and disabled and Vietnam veterans. It encourages College staff to strive to eliminate barriers to equal employment opportunity encountered by protected class members and improve employment opportunities available to underutilized groups. The College is committed to creating an organ-

izational culture that respects and values individual differences and encourages the productive potential of every employee while recognizing individual dignity. The College respects, values and promotes cultural and ethnic diversity.

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

The Affirmative Action Officer with the support of all management personnel is responsible 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 all segments of the College and its service area.

## 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. 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	— 566-5115
Affirmative Action Officer	— 566-5054
Counseling Center/504 Officer	— 566-5122
Human Resources	— 566-5096

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 administrative offices, the Dean of Students office, 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 Chair.



# 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 Tutoring Center.

### 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.

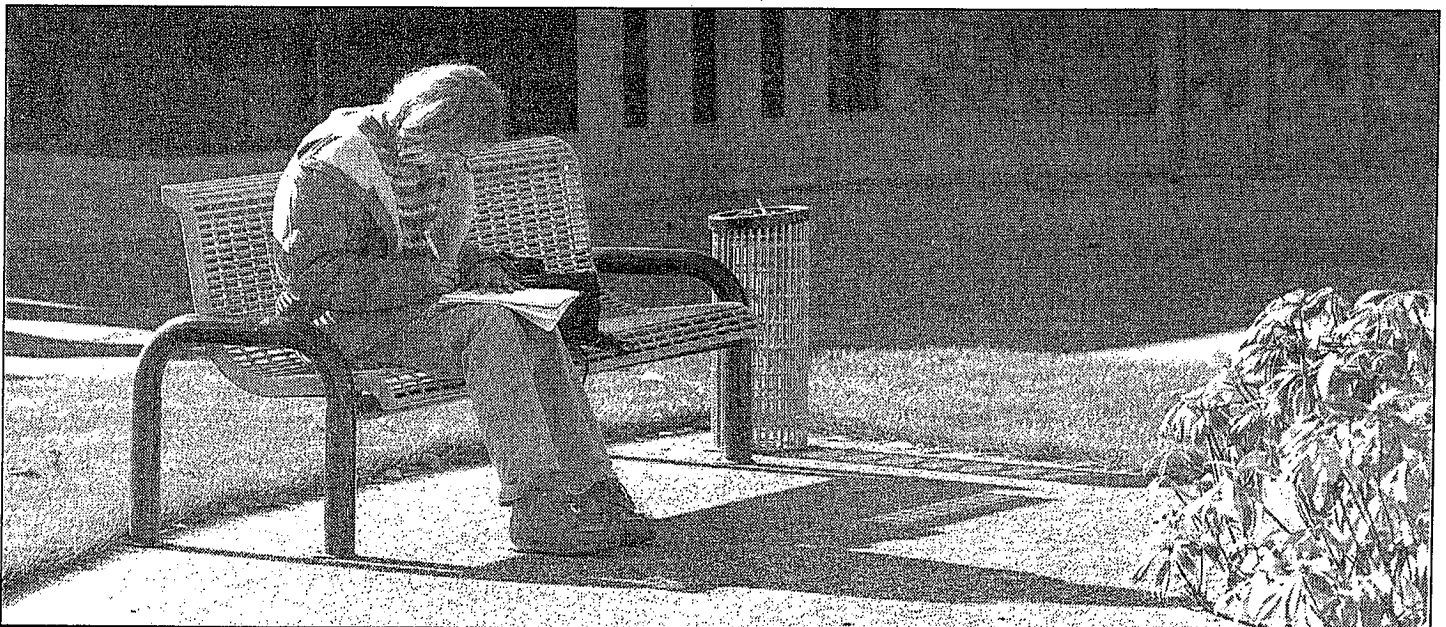
Students proceed at their own learning rate and receive special tutorial assistance. The mathematics lab is located in Building 7.

### 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.



## Library, Listening Language Lab & Media Services

The Library, Listening Language Lab and Media Services departments are located in Building 7. Open hours vary from quarter to quarter. The current schedule is available at the Circulation Desk, on the library's Web page (<http://www.tacoma.ctc.edu/library>), or by calling 566-5087.

The library and media services collections include nearly 70,000 items including books, videos, and compact discs. There are over 700 periodical titles in paper and electronic formats, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented, and pamphlets, clippings, maps, company reports and college catalogs are also available.

The library provides electronic indexing to over 1,200 periodical titles, including *The News Tribune* (Tacoma) and access to a wide variety of resource materials on the Internet. There is a special collection of high-interest, low-reading-level materials for developmental students. A paperback collection of non-fiction and fiction is also available for borrowing. Interlibrary loan services are provided.

The staff provides research assistance for specific course assignments and personally assists students in locating and using a wide range of library materials. Faculty librarians teach an information competency component in many courses, and a self-paced, one-credit library orientation course is offered under "Study Skills."

The Media Services department offers a permanent collection of audio-visual materials, as well as a wide range of equipment for faculty, administrator and staff use. There is an in-house area for viewing the department's videos, along with telecourse, reserve and math videos. In addition, Media Services provides equipment training and support for faculty, administrators and staff.

The Listening Language Laboratory is used for class and individual language practice, vocabulary drills, listening skills development and music appreciation. Audiotapes for courses are available, and when licensing permits, the lab staff will duplicate student-provided blank tapes.

The library has a public photocopier and microform reader-printer; both are coin-operated.

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

## Student Services

### Multicultural Student Services Program

The College's Multicultural Student Services program assists students of color and returning adult students in achieving their educational goals. MSS offers programs and support services that assist in maximizing student success.

Academic counseling is available by appointment and study groups, learning partners and peer mentors are available, as well. Multicultural Student Services also advises several clubs, including the Black Student Union, Asian/Pacific Islander Club, the Native American Club, Women's Network and Black Pearls; and sponsors a number of activities including lectures, plays, and workshops. All students of color and returning adult students are encouraged to contact the program office in Building 8, or call 566-5025.

### Men's Services

Through the college's Counseling Center there are several services available for men who are seeking information on men's issues or men's concerns. Presently, the services include: Men's Group (support group available to all men), Life Choices Class for Men (generally during Spring Quarter), Black Men United Organization, and parenting classes at the TCC Children's Center. Men are encouraged to stop by the Counseling Center in Building 18 or call (253) 566-5122 for additional information.

### 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 or the Counseling Center with questions about women's programs. The Children's Center and Continuing Education offices have information regarding classes of interest to parents.

### Disability Services

Services for students with 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.

The International Student Organization is a very active student club which plans many events each quarter of special interest to international students. The Homestay program provides international students an opportunity to live with an American family during their studies at TCC. For information about these programs contact the ISO/Homestay coordinator in International Student Services, Bldg. 2A.

### 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 can enroll in the free preschool ECEAP program.

The Tacoma Community College Children's 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 5 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.

Students can place their children's names on the waiting list by coming to Bldg. 23.

### 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.

#### Convenience Store

The Convenience Store is located in the back of the bookstore.

The store offers soup, chili, hot-dogs, nachos, coffee, candy and cold drinks. Also available are various supplies including scantron cards, health and beauty aids, newspapers, and greeting cards.

Hours are Monday through Thursday, 7 a.m. to 9 p.m. and Friday, 7 a.m. to 5 p.m. Saturday, Holiday and Summer hours vary.

#### 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. Hours are 7:30 a.m. to 2:30 p.m., Monday through Friday. Holiday and summer hours vary.

Espresso coffee service is also provided through TCC Dining Services, in addition to bakery and confection items. Operating hours are 7:30 a.m. to 2 p.m., Monday through Friday. 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 buildings on campus.

### Parking on Campus.

Students are 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.

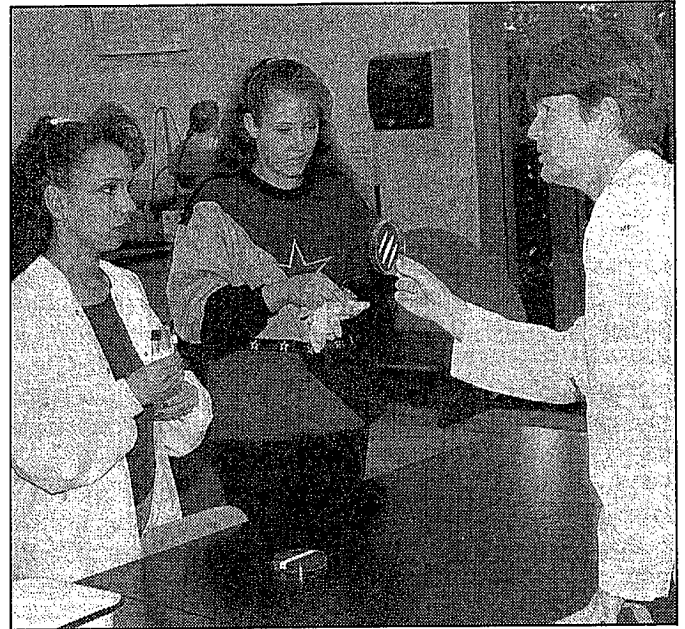
### Safety and Security Office

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, 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 financial 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 provided 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.

### Job Assistance Center

Individuals seeking full or part-time employment should contact the Job Assistance Center in Building 18. A variety of opportunities for assistance in finding a job are provided. These include a listing of information regarding full-time, part-time, temporary and seasonal employment, as well as Job Fair events. Individuals seeking detailed job information, resume critique, interviewing techniques and job search skills should inquire at Building 18.

# S

## 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 Children's 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.

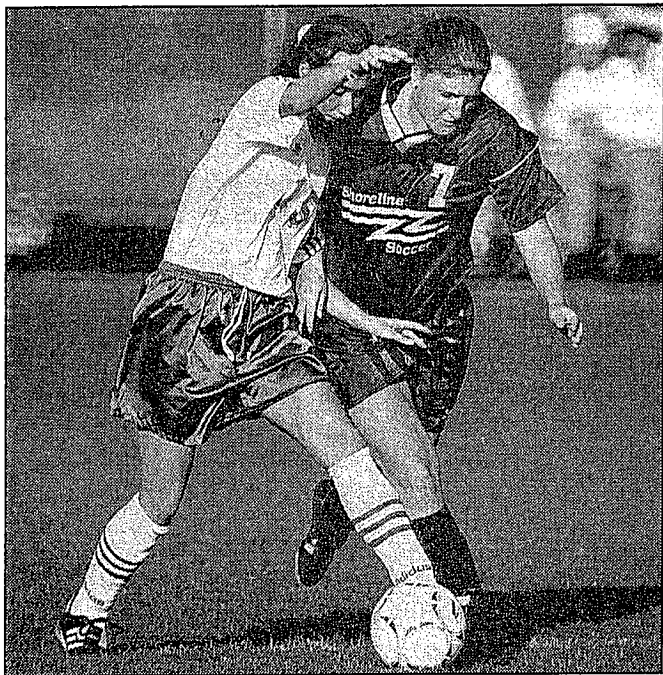
Executive officers, rather than standing for election, are selected by the ASTCC Senate on the basis of their qualifications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 11B.

### 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 coordinator positions in STAGE include intramurals, outdoor recreation, entertainment, publicity, clubs, women's programs and multicultural events.

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.



TCC Photo by Jason Kaye



## 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, Engineering Club, Nursing and Fencing 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 a strong record in competition in the Northwest Athletic Association of Community Colleges (NWAACC), while many athletes transfer each year to universities to continue their academic and athletic pursuits.

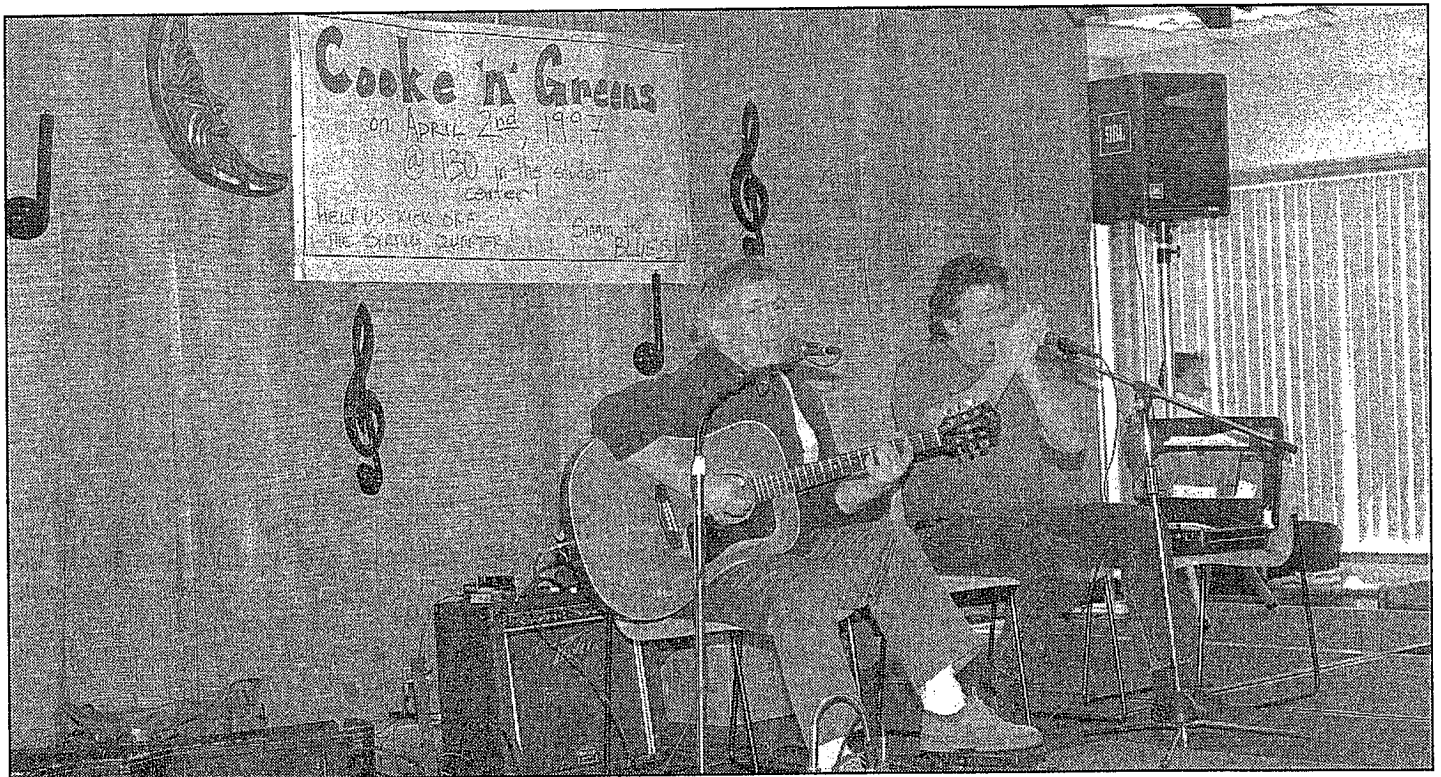
Men's varsity sports include soccer, basketball, baseball and golf. Varsity sports for women include volleyball, basketball, soccer and golf.

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

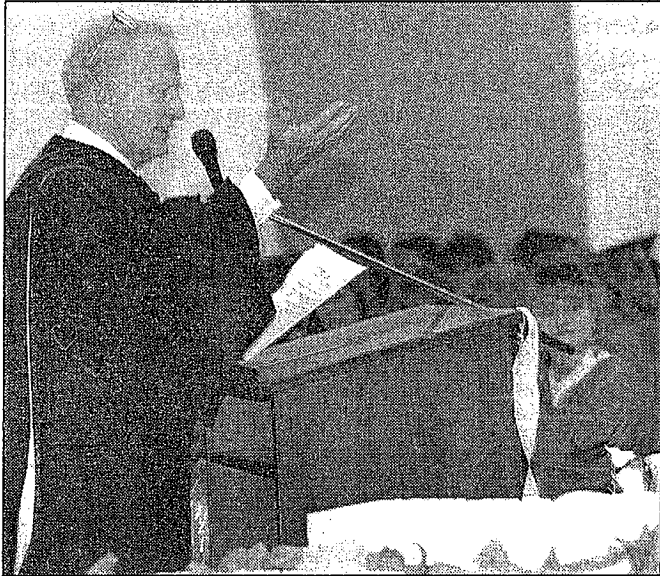
For information on athletic scholarship opportunities, contact Mike Batt at 566-5097.

## 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 34-35 for description).
- **Associate in Applied Sciences** - awarded for completion of an approved TCC professional or technical 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 combined cumulative grade point average of 2.00 in TCC and transfer college-level coursework.

Note: College level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. See the Credential Evaluator for questions regarding transfer credit.

- 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 will accept for transfer a maximum of 60 credits which apply to the degree or certificate the student is pursuing, to include no more than 15 credits that do not satisfy skills or distribution requirements, unless additional credits are required to satisfy prerequisites for or requirements of a professional/technical degree. Applicable credits are defined for this purpose as courses that, at the time of the transfer evaluation, do not duplicate requirements already satisfied by courses previously completed at Tacoma Community College or previously transferred from other institutions.

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 Registrar in Building 18.

Students are encouraged to submit official transcripts from previous institutions as soon as they are admitted to the College. Credit evaluations usually take 2-4 weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.

## 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.

Questions about how to transfer credits from other colleges to TCC may be directed to the Registration and Records Center in Bldg. 18. For information, call 566-5048.

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 Colleges, 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:

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- Gonzaga University
- Heritage College
- Northwest College
- Pacific Lutheran University
- Saint Martin's College
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- University of Washington
- 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 any 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 35.

College-level courses offered by Tacoma Community College are normally accepted in transfer by the receiving institution. 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; 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 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

Students preparing for graduation must complete a formal Application for Degree. Application forms are available in the Registration and Records Center, Bldg. 18. Completed application forms, signed by the Advisor/Program Coordinator, must be on file at the Registration and Records Center no later than the second week of the quarter in which a student plans to graduate. A \$10 non-refundable Application for Degree fee will be assessed. Students applying to graduate with an Option B Associate of Arts and Science degree must apply by the second week of the quarter prior to the quarter in which they plan to graduate to allow time for credit evaluation by the transfer institution.

Prior to submitting an Application for Degree, students are advised to carefully review program requirements identified in the College Catalog with their academic advisor to ensure all requirements have been satisfied. Applications for Degree are reviewed and ap-

proved quarterly by the Academic Associate Degree Committee

Transfer students must have official copies of all transcripts from other colleges on file in the Registration and Records Center, 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.
- A cumulative grade point average of 2.00 in coursework used to satisfy distribution requirements (except the required 17 elective credits) for the degree.

### Degree Option A

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

### Distribution Requirements

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

	<b>Credit Hours</b>
<b>1. Written Communication Skills</b>	
English 101, 102, or 103.....	10
<b>2. Quantitative Skills</b> .....	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)	
<b>OR</b> 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.	
<b>3. Humanities</b> .....	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, 201
- History 231
- Humanities 100, 110, 120, 130, 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, 110, 120.

### \*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

### 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
- Geography 110
- History 111, 112, 113, 120, 121, 211, 230, 231, 241, 242, 243, 248, 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, 108, 118, 140, 201, 210, 211, 220, 240
- Botany 101
- Chemistry 100, 101, 102, 140, 150
- Environmental Science 106, 145
- Geography 205

- Geology 101
- Oceanography 101
- Physics 114, 115, 123, 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.

**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 to which program and institution they want to transfer as a junior. Students may consult with an advisor at the intended transfer institution. They will be assigned a TCC advisor who understands the Option B requirements. 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 Center, Building 18. The student must also supply the TCC Registration and Records Center 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 assigned academic advisor can assist with these forms.

**Associate in Applied Sciences**

The Associate in Applied Sciences Degree is designed for those students who complete an approved course of studies in a professional, occupational, or technical area. TCC offers programs leading to an Applied Sciences Degree in the following occupations:

- Administration of Justice
- Administration of Justice — Legal Assistant
- Automated Accounting Applications
- Business Administration and Management
- Computer Information Management Systems
- Computer Field Technology
- Emergency Medical Services
- Health Information Management
- Human Services
- Legal Assistant
- Medical Secretary
- Museum/Gallery Operations
- Nursing, Associate Degree
- Paraeducator Program
- Pharmacy Assistant
- Office Professional Program
- Radiologic Sciences
- Respiratory Therapist
- Supervision and Management

**Applied Sciences Degree Requirements**

The Associate in Applied Sciences degree is designed for students in TCC's professional/technical programs. To obtain the degree, a student must complete 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 professional/technical 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. Each Applied Sciences degree program contains six related instruction areas: communication, computation, human relations, leadership, critical thinking, and computer literacy. Related instruction content may be embedded (listed in course objectives) within a program course, may be taught as part of a course (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 41 to 62.

**Related Instruction Requirements**

**I. Communication**

A. Written Communications - five credits in one of the following: (continued next page)



1. English 101, College Freshman Composition.

2. English 104/Business 104, Business English.

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

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

**II. Computation:** Mathematics requirements or prerequisites will assure that students meet prescribed levels of performance. Students in programs without a mathematics course requirement must assess at the Math 90 level or higher, or complete courses to develop that level of skills.

**III. Human Relations:** Human Relations skills may be embedded within certain program courses. The objectives of these courses 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 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 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.

## Professional/Technical 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**  
**Correctional Officer**  
**Entrepreneurs Succeed Program**  
**Human Services**  
**Legal Assistant**  
**Management**  
**Medical Secretary**  
**Medical Transcriptionist**  
**Network Support Technician**  
**Nursing Assistant**  
**Office & Microcomputer Specialist**  
**Paraeducator**  
**Paramedic**  
**Pharmacy Assistant**  
**Receptionist Clerk**  
**Respiratory Technician**  
**Supervision and Management**  
**Word Processing**

The curriculum for each 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. Each certificate program of more than 40 credits at TCC contains three related instruction areas: communication, computation, and human relations. See pages 41 to 62 for specific requirements.

## 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

**Associate in General Studies**

**AGS Degree Requirements**

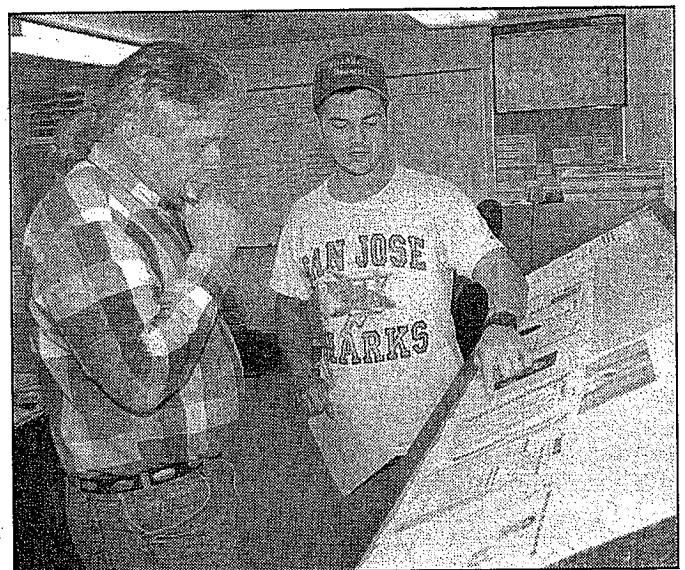
- 90 quarter hours in courses numbered 100 or above, including the following requirements.
- A maximum of three physical education activity credits will apply toward the degree.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

**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, 110, 120
  - 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
- (continued next page)



**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  
 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, 110, 120, 130, 285, 286, 287, 288  
 Japanese 111, 112, 113, 201, 202, 203  
 Journalism 209  
 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 105  
 Biology 100, 107, 108, 118, 140, 201, 210, 211, 220, 240  
 Botany 101  
 Chemistry 100, 101, 102, 140, 150  
 Environmental Science 106, 145  
 Geography 205  
 Geology 101  
 Mathematics 107, 108, 111, 112, 115, 116, 124, 125, 126  
 Oceanography 101  
 Philosophy 120  
 Physics 114, 115, 121, 123

**SOCIAL SCIENCES**

Anthropology 100, 201, 202, 205, 208, 210, 270  
 Business 200, 250  
 Economics 200, 201, 211  
 Geography 110  
 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**

**Contact: Cynthia Kennedy, 566-5232.**

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 prepares students to enter the Pacific Rim or Asian Studies programs at the University of Washington, Tacoma, 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) — Spring quarter only for Asian Studies.  
 Speech 110 (5 credits)

**SOCIAL SCIENCES: 20 credits**

History 120 (5 credits)  
 History 211, 230 (5 credits)  
 Political Science (5 credits)  
 Business 250 (required elective: 5 credits)

**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.

## International Business Program

Contact: Cynthia Kennedy, 566-5232

This unique program is designed to transfer into University of Washington Tacoma's Business Administration Program where the student will complete a Bachelor of Arts degree with a concentration in International Business. This Associate degree will enable students to build a basic business foundation while focusing on international, multicultural and interdisciplinary perspectives which foster global understanding and international awareness. These perspectives are a vital part of success in the 21st century as managers in business and government begin to face the challenges of the global marketplace.

### HUMANITIES: 25 credits

Language series 101, 102, 103 (choose from Russian, Japanese, Spanish or French.)

SPCH 110: Fundamentals of Speech Communication.

Elective: HUMAN 110 Asian Humanities or ENGL 280 Asian Literature (to be taken Spring Quarter for international emphasis).

### SOCIAL SCIENCE: 25 credits

ECON 200: Macro Economics

ECON 201: Micro Economics

BUS 200: Business Law

BUS 250: International Business

Elective: Choose from Psychology, Sociology, or Anthropology

### NATURAL SCIENCE: 15 credits

MATH 111: College Algebra (or equivalent)

MATH 112: Elements of Calculus (or equivalent)

Elective: Choose 5 credits of a natural science from the TCC natural sciences distribution list. Lab is not required.

### ACCOUNTING: 15 credits

ACCNT 210: Accounting Principles - Financial

ACCNT 220: Accounting Principles - Financial

ACCNT 230: Accounting Principles - Managerial

### STATISTICS: 5 credits

BUS 256: Statistical Analysis (or equivalent)

### ENGLISH COMPOSITION: 5 credits

ENGL 101

## 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

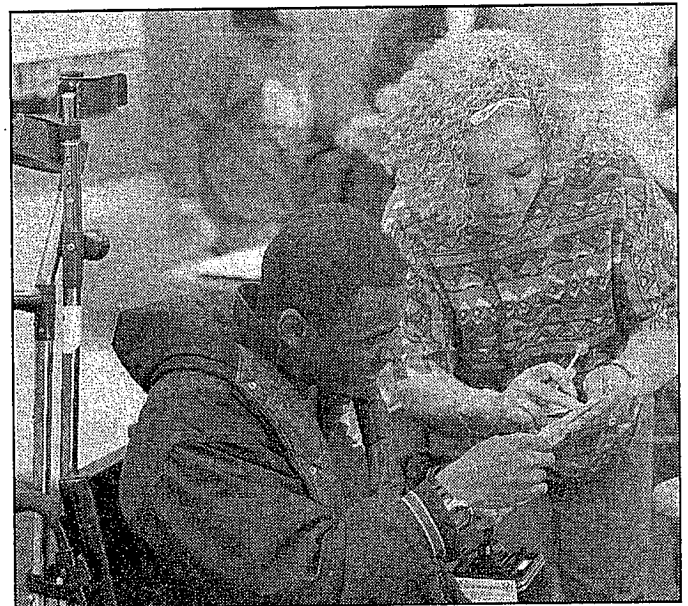
Students must have an overall grade point average of 2.0.

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 coursework.

## Scholastic Honors and Awards

### Honors

Students who earn 12 or more TCC graded college-level credits numbered 100 and above in a quarter with a grade point average of 3.33 to 3.65 will be placed on the quarterly Honors List. (Grades of "N", "T", "W", "WT", and "V" are not considered earned credits. Grades



of "S" will be calculated as 2.00 and grades of "U" will be calculated as 0.00 for purposes of Honors and High Honors.)

### **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. (see note above regarding grades.)

### **Graduation**

Degrees are conferred at the end of each quarter. Commencement Ceremonies for degrees are held annually at the end of Spring quarter. All students who have earned degrees in the current academic year are invited to participate in the June Commencement. Students within 5 credits of completing their degree may also apply to participate by contacting the Credentials Evaluator in Bldg. 18.

### **Graduation Awards**

Upon graduation, TCC students who have achieved outstanding grades will be honored.

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.

Students are eligible for the following honors or awards.

### **Graduation with Honors**

Students with a graduation grade point average of 3.33 to 3.65 who have completed at least 60 graded college-level credits (numbered 100 and above) 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 60 grade college-level credits (numbered 100 and above) 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 (numbered 100 and above) earned at Tacoma Community College as well as credits transferred from

other institutions which are used to meet degree requirements.

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 (numbered 100 and above) 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.



# P Professional/Technical Programs

Tacoma Community College welcomes inquiries regarding its many professional/technical degree and certificate programs. In the following pages the course requirements for the programs are listed. Before enrolling, the student should contact the program chair listed with each program. The program chair 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

Program Chair: 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.

### 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.

## 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 Automated Accounting Applications curriculum.

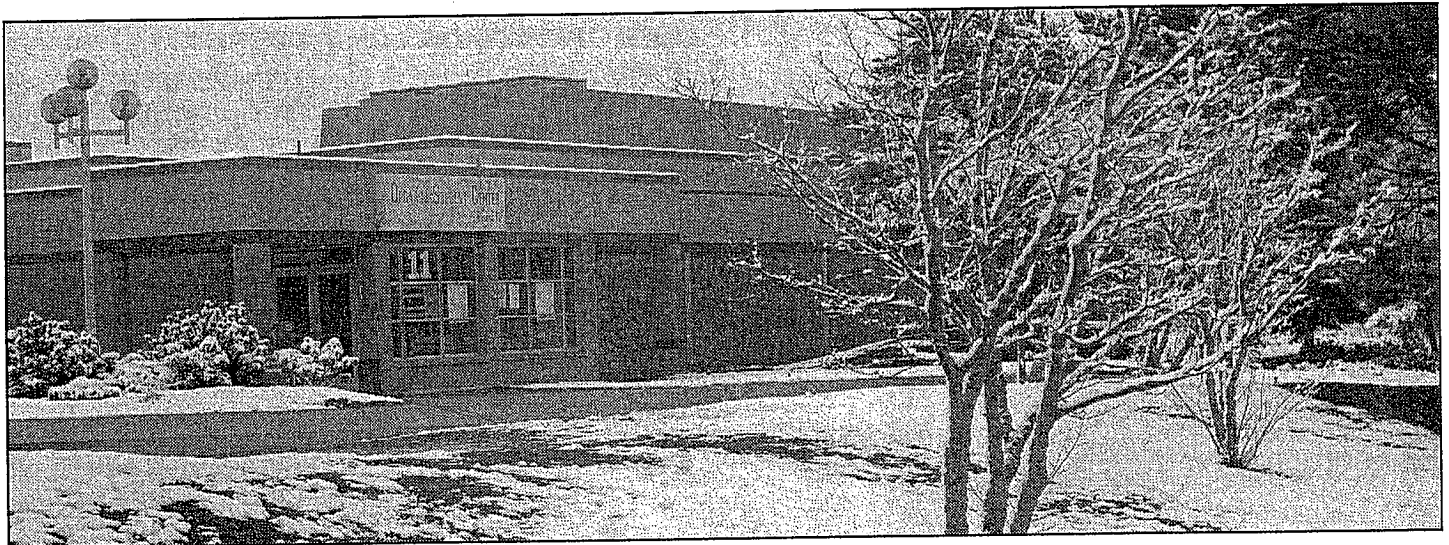
## AUTOMATED ACCOUNTING APPLICATIONS - DEGREE PROGRAM

(Associate in Applied Sciences Degree)

### ACCOUNTING COURSES (30 CREDITS)

Course Title		Credits
Practical Accounting I . . . . .	ACCNT 140	5
Practical Accounting II . . . . .	ACCNT 141*	5
Practical Managerial Accounting . . . . .	ACCNT 142*	5
Payroll and Business Taxes . . . . .	ACCNT 145*	5
Computer Applications in Accounting I . . . . .	ACCNT 240*	5
Computer Applications in Accounting II . . . . .	ACCNT 241*	5

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



**DATA PROCESSING SYSTEMS COURSES  
(10 CREDITS)**

Introduction to Data Processing . DPSYS 235	5
Solving Business Problems Using Spreadsheets . . . . . DPSYS 236*	5

**BUSINESS AND COMMUNICATION  
COURSES (35 CREDITS)**

Introduction to Business. . . . . BUS 101	5
Business English . . . . . BUS/ENGL 104 or ENGL 101* . . . . .	5
Business Mathematics BUS 110 or MATH 111	5
Leadership & Human Relations . . . . BUS 164	5
Business Correspondence. . . . . BUS 225* . . . . . or ENGL 102* or 103*	5
Work Internship . . . . . BUS 290*	5
Fundamentals of Speech Communication. . . . . SPCH 100	5

**ELECTIVES (15 CREDITS)**

From ACCNT, BUS, COMSK, DPSYS, ECON or OFFCE courses approved by program chair. .	15
Total Credits	90

\* Prerequisite required

Demonstration of keyboarding and 10-key proficiency are required for completion of this program.

**BOOKKEEPING SYSTEMS**

(Certificate Program)

Course Title	Credits
Business English . . . . . BUS/ENGL 104 or ENGL 101* . . . . .	5
Business Mathematics . . . . . BUS 110	5
Leadership & Human Relations . . . . BUS 164	5
Introduction to Data Processing . DPSYS 235	5
Solving Business Problems Using Spreadsheets . . . . . DPSYS 236*	5
Practical Accounting I. . . . . ACCNT 140	5
Practical Accounting II. . . . . ACCNT 141*	5
Choose two of the following three courses: . . .	10
Practical Managerial Accounting. ACCNT 142*	
Payroll and Business Taxes . . . . . ACCNT 145*	
Computer Applications in Accounting I . . . . . ACCNT 240*	
Total Credits	45

\* Prerequisite required

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

**ADMINISTRATION OF JUSTICE**

Program Chair: 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. (A separate section is listed for the Legal Assistant Program below).

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, court security and administration; private security, loss prevention and private 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. Administration of Justice graduates are placed in highly responsible and exciting positions. 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 are "distribution courses" and will transfer to all major baccalaureate institutions in Washington. Students wishing to transfer to a four-year institution should contact that institution to 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 who are 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 Administration of Justice Program. The student may select a curriculum program to fit their own academic goals, but must take the 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	5
Criminal Investigation . . . . .	ADJ 200	5
Juvenile Justice System . . . . .	ADJ 203	5
Police in America . . . . .	ADJ 211	5
Defensive Tactics (applies as a PE 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

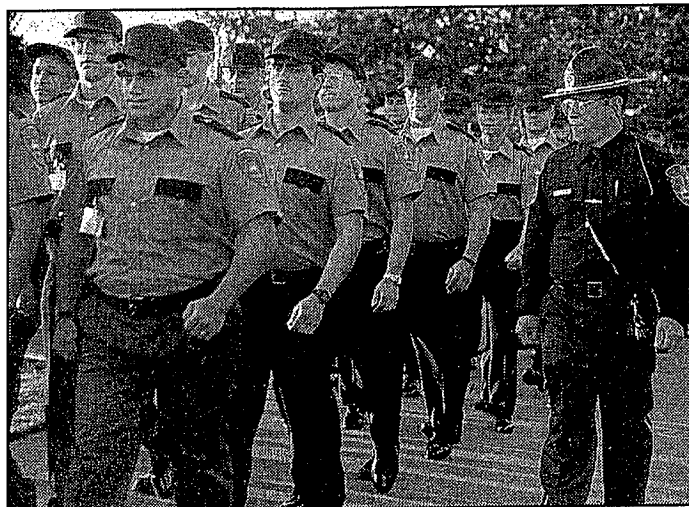
(Select minimum 18 credits from one program concentration)

#### Law Enforcement Concentration

Criminal Evidence . . . . .	ADJ 102	5
Cultural Diversity In Law Enforcement . . . . .	ADJ 123	3
Special Topics . . . . .	ADJ 179	2
Police Administration . . . . .	ADJ 202	5
Crime and Justice in America . . . . .	ADJ 205	3
Internship . . . . .	ADJ 207*	5
Internship . . . . .	ADJ 208*	5

#### Corrections Concentration

Cultural Diversity In Law Enforcement . . . . .	ADJ 123	3
Introduction to Corrections . . . . .	ADJ 140	5
Special Topics . . . . .	ADJ 179	2
Crime and Justice in America . . . . .	ADJ 205	3
Internship . . . . .	ADJ 207*	5
Internship . . . . .	ADJ 208*	5
Parole and Probation . . . . .	ADJ 240	5



TCC Photo by Jennifer West

### Juvenile Justice Concentration

Cultural Diversity In Law Enforcement . . . . .	ADJ 123	3
Special Topics . . . . .	ADJ 179	2
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

### Community Services Concentration

Introduction to the Human Services .	HSP 100	5
Human Services: Issues, Ethics, and Law . . . . .	HSP 104*	5
Cultural Diversity In Law Enforcement . . . . .	ADJ 123	3
Special Topics . . . . .	ADJ 179	2
Crime and Justice in America . . . . .	ADJ 205	3
Internship . . . . .	ADJ 207*	5
Internship . . . . .	ADJ 208*	5
Total Credits		94

\* Permission required

## BASIC LAW ENFORCEMENT RESERVE ACADEMY

The Administration of Justice Program offers a 220-hour, 11-week, Reserve Police Academy approved by the Washington State Criminal Justice Training Commission. Classes are normally held in the evenings and weekends. The academy is normally offered in the Fall and Spring terms and students must meet admission requirements by completing an application for admission obtained from the Administration of Justice Secretary at 566-5076. 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 18 credits for Administration of Justice (ADJ 290), 5 of which can apply to the Associate of Applied Science Degree in Administration of Justice as a concentration requirement.

### ADMINISTRATION OF JUSTICE LEGAL ASSISTANT PROGRAM

Program Chair: Dr. Leslie Sue, 566-5217

The two-year, Legal Assistant Program is designed to prepare students to enter into the legal services field as a specialist by providing basic assistance to an attorney or other legal professional. In this rapidly growing and exciting career field, graduates can obtain positions as a legal assistant in a law office, legal department of a corporation, public court system, private investigations, and paralegal services. The need for legal assistants in Washington State continue to grow and the salaries and benefits are good.

Legal assistants are trained to prepare legal documents, conduct research, interview clients and witnesses, prepare probate inventories, and organize and index documents. They draft correspondence and legal documents, prepare clients for court hearings and help lawyers prepare for litigation. They may also attend administrative hearings and draft motions.

This curriculum is also an excellent program to prepare students for law school. Students interested in attending

law school are encouraged to take advantage of the varied law courses offered in this program.

The Legal Assistant Program consists of 96 credits of instruction and can be completed in a two-year period. In addition, many of the general education requirements are fully transferable to other colleges or universities in Washington.

### Administration of Justice

#### Legal Assistant Program

(Associate in Applied Science Degree)

Introduction to Administration		
of Justice .....	ADJ 100	5
Criminal Law .....	ADJ 101	5
Criminal Evidence and Procedure ...	ADJ 102	5
Criminal Investigation .....	ADJ 200	5
Juvenile Justice System .....	ADJ 203	5
Crime and Justice in America .....	ADJ 205	3

#### Legal Courses

Introduction to Civil Law .....	ADJ 160	5
Fundamentals of Paralegalism .....	ADJ 161	5
Civil Procedure .....	ADJ 162	5
Legal Research and Writing .....	ADJ 163	5
Introduction to Law Office		
Management .....	ADJ 164	5
Internship (law office) .....	ADJ 207	5

#### General Education Requirements

College Freshman Composition ...	ENGL 101	5
Using Computers .....	DPSYS 100	3
Survey of Sociology .....	SOC 110	5
General Psychology .....	PSYCH 100	5
Fundamentals of Speech		
Communication .....	SPCH 100	5
Typing I .....	OFFCE 103	4
Introduction to Word Processing .	OFFCE 127	5

#### Science (select one)

BIOL 100, 106, 107, or ANTHR 201 .....		5
Math (recommend MATH 107) (Must be at MATH 90 level)		

Total Credits 96

### BUSINESS ADMINISTRATION AND MANAGEMENT

Program Chair: 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, admini-



stration and management, human resources, supervision, and international business. Students will gain an understanding of diversity in the workplace, technology's role in businesses of the future, and concepts of small business and entrepreneurship. 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
Managing Diversity . . . . .	BUS 255	5
Small Business Entrepreneurship . . .	BUS 260	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
Business Correspondence . . . . .	BUS 225*	5
Fundamentals of Speech Communication . . . . .	SPCH 100	5
(ENGL 101* and 102* fulfill the requirements of ENGL 104 and BUS 225)		

**COMPUTATION COURSES (15 credits)**

Practical Accounting I . . . . .	ACCNT 140	5
Accounting for Decision-makers . .	ACCNT 150*	5
* Prerequisite ACCNT 140 or 210		
ACCNT 140/141/142 or ACCNT 210/220/230 fulfill requirements 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 chair.)

Total Credits 90

**COMPUTER FIELD TECHNOLOGY**

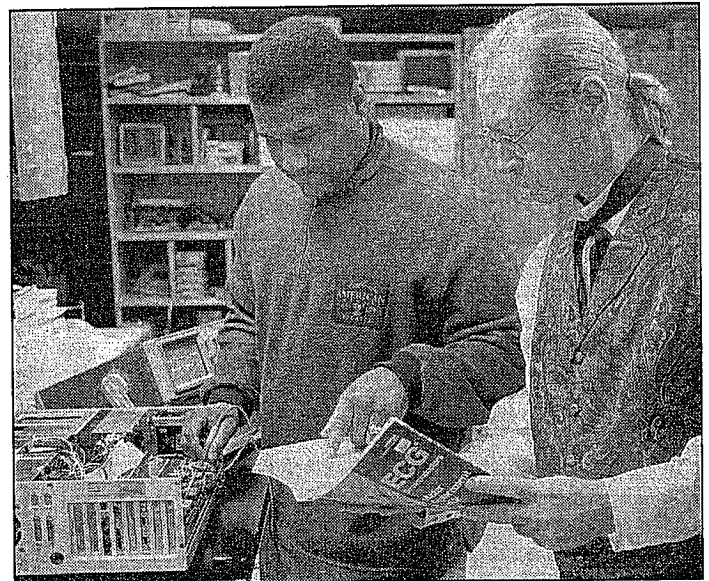
Program Chair: Raymond Kendall, 566-5298

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 three 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	
Elementary Algebra . . . . .	MATH 90	5
or Intermediate Algebra . . . . .	MATH 99	
Fundamentals of Electricity & Electronics . . . . .	ELEC 104*	5
Electronic Devices & Systems . . . .	ELEC 106*	5
Introduction to Data Processing . .	DPSYS 235	5
		<u>20</u>





Second Quarter			
Intermediate Algebra . . . . .	MATH 99	5	
or College Algebra for Business and Economics** . . . . .	MATH 111*	5	
Business English . . . . .	BUS/ENGL 104	5	
Digital Techniques . . . . .	ELEC 204*	5	
Schematics . . . . .	ELEC 206*	5	
			20

Third Quarter			
Microprocessors . . . . .	ELEC 207*	6	
Peripherals and Communications . . . . .	ELEC 209*	6	
Troubleshooting Techniques . . . . .	ELEC 210*	6	
			18

Additional Courses for the Associate Degrees			
Job Communication Skills . . . . .	SPCH 150	3	
or Fundamentals of Speech Communication . . . . .	SPCH 101	5	
Introduction to Business . . . . .	BUS 101	5	
Computer Language (e.g. FORTRAN, C, Visual Basic) . . . . .		4-5	
Operating Systems . . . . .	DPSYS 250	5	
Network Administration . . . . .	DPSYS 261*	5	
Network Engineering . . . . .	DPSYS 262*	5	

Choose at least one course from the following			
Database Systems . . . . .	DPSYS 244*	5	
Computer Information Systems Selection and Design . . . . .	DPSYS 247*	5	
Data Communications and Distributed Processing . . . . .	DPSYS 253	5	
Fault Isolation Techniques . . . . .	DPSYS 263	5	

\*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

Program Chair: 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
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*
Math: A Practical Art . . . . .	MATH 107* 5

\* Prerequisite required (see course descriptions).

Students may substitute ACCNT 210 for the Practical Accounting.

### SECOND YEAR

Advanced Basic Programming . . . . .	DPSYS 239* 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
Web Server Development . . . . .	DPSYS 255* 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)** . . . . .	10
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 240, DPSYS 262, DPSYS 263, ENGL 105, PHIL 120, PHIL 215.

Additional electives may be selected on approval of program chair.

**NOTE: Computer Information Management Systems is offering a multi-media two-year program. For information concerning this program, please call Rick Mahaffey, 566-5260.**

## 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 Professional Program (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

(See Paraeducator Program)

## EMERGENCY MEDICAL CARE

Program Chair: Lisa Evenbly, 566-5163

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 112-hour course, students may become nationally registered and/or State of Washington certified EMTs.

The Paramedic education program is designed for students who have completed Basic EMT training, have a minimum of one year of field experience, 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*	12
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		65

## EMERGENCY MEDICAL SERVICES

(Associate in Applied Sciences Degree)

### SECOND YEAR

Required Courses (37-40 credits):

EMS Systems . . . . .	EMC 200*	2
General Psychology . . . . .	PSYCH 100	5
College Freshman Composition . . .	ENGL 101	5
Business Math . . . . .	BUS 110	5
(***)Select one from the following three(***)		
Survey of Sociology . . . . .	SOC 110	5
Marriage & The Family . . . . .	SOC 152	5
Social Psychology . . . . .	SOC 240	5
Principles of Management . . . . .	BUS 163	5 or
Leadership and Human Relations . .	BUS 164	5
Critical Thinking . . . . .	COMSK 100	5
Using Computers . . . . .	DPSYS 100	3 or
Introduction to Data Processing . .	DPSYS 235	5
Public Speech Communications . . .	SPCH 101	5 or
Fundamentals of Speech Communication . . . . .	SPCH 100	5
Total Associate Degree Credits		102-105

\*Prerequisite required.



Additional or alternative courses subject to approval of program chair.

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)  
 Program Chair: Ingrid Bentzen, 566-5163

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 all 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

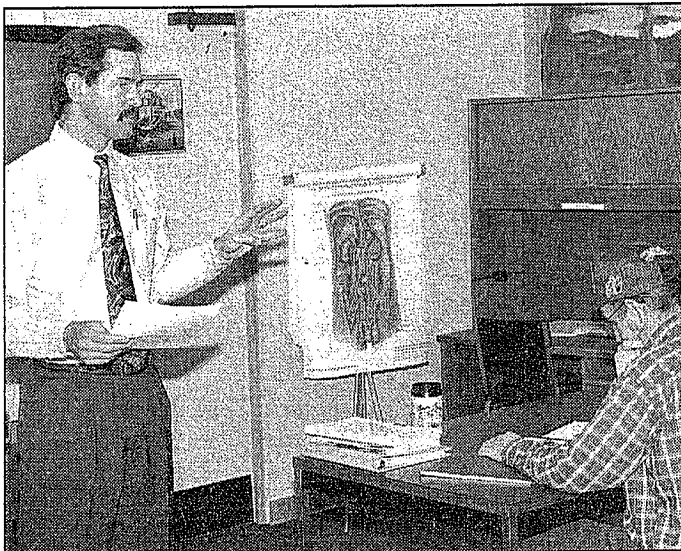
(Associate in Applied Sciences Degree)

#### FIRST YEAR

		First Quarter (Fall)		Credits
Course Title				
Anatomy and Physiology	BIOL 118			5
(BIOL 220, 221 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)				
Medical Terminology II	HT 131*			5
Business Data Processing	DPSYS 235			5
Speech Communications	SPCH 100			5
Medical Office Management	HT 120*			3
Third Quarter (Spring)				
Introduction to Health Record Management	HIM 180*			5
Clinical Applications I	HIM 190*			3
Principles of Disease I	HT 210*			3
Solving Business Problems Using Spreadsheets	DPSYS 236*			5
Pharmacology for Health Professionals	HT 150*			2
Physical Education Elective	PE			2

#### SECOND YEAR

Fourth Quarter (Fall)				
ICD-9-CM Coding	HIM 220*			5
HIM Clinical Lab	HIM 230*			3
Statistics for Health Care	HIM 221*			2
Principles of Disease II	HT 211*			3
Behavioral Science Elective				5
Fifth Quarter (Winter)				
Clinical Applications II	HIM 231*			5
Data Quality Standards	HIM 241*			3
CPT Coding	HT 216*			3
Legal Concepts for the Health Field	HT 225*			3
Elective				2
Sixth Quarter (Spring)				
Health Records in Alternate Care Settings	HIM 222*			3
Clinical Applications III	HIM 232*			6



Health Information Management . . .	HIM 242*	3
Medical Reimbursement Management . . . . .	HIM 252*	3
Total Credits		104

**Transfer Information:**

Upon completion of the TCC Health Information Management Program and successful writing of the national examination offered by the American Health Information Management Association, 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 professional/technical 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
Applied Allied Health Study Skills . . .	HT 111 5
Medical Office Management . . . . .	HT 120* 3
Medical Terminology . . . . .	HT 130, 131* 3,5
Medical Transcription . . . . .	HT 140*, 141*, 142* 3,3,3
Pharmacology For Health Professionals . . . . .	HT 150* 2
Introduction to Fundamentals of Patient Care . . . . .	HT 170 5
Principles of Disease I, II . . . . .	HT 210*, 211* 3, 3
Legal Concepts for Health Field . . . . .	HT 225* 3
Basic ICD-9-CM Coding . . . . .	HT 214* 2
Advanced ICD-9-CM Coding . . . . .	HT 215* 2
Basic CPT Coding . . . . .	HT 216* 3
Advanced CPT Coding . . . . .	HT 217* 2

**HUMAN SERVICES PROGRAM**

Program Chair: Jim Carroll, 566-5076

The Human Services Program is a competency-based program 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 chair 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 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
Introduction to Personality. . . . .	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
Prevention Strategies for Youth. . . . .	HSP 204	5
Childhood and Adolescent Development . . . . .	HSP 205	5
Adolescent Alcohol and Drug Treatment . . . . .	HSP 208	
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

**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 . . . . .		<u>9</u>
Total Credits		46

\* Prerequisite required (see course descriptions).

**LEGAL ASSISTANT PROGRAM**

(See Administration of Justice.)

**MEDICAL SECRETARY**

Program Chair: Marion Miller, 566-5163

The Medical Secretary program offers three areas of concentration: hospital/long term care, ambulatory care/clinic, and executive medical secretary. Each concentration is specifically designed to prepare students for positions in each area.

Depending upon the concentration selected, the student will learn to perform 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, preparing office documents using word processing and spreadsheet software.

Students will earn an Associate in Applied Sciences Degree upon completion of all required courses. Assessed placement at college level English and Reading, and Math 90 is required. To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or better, or accurately type 45 wpm. A separate application to the Medical Secretary program is required and may be obtained at the Allied Health Office, Building 19, Room 70. In order to obtain the Medical Secretary degree, students must successfully complete all program courses with a "C" or better:

**MEDICAL SECRETARY**

(Associate in Applied Sciences Degree)

**TECHNICAL CORE REQUIREMENTS (36 Credits)**

Course Title	Credit
Anatomy and Physiology . . . . . BIOL 118	5
Medical Terminology I, II . . . . . HT 130, 131*	3, 5
Medical Transcription I, II . . . . . HT 140*, 141*	3, 3
Health Care Delivery Systems . . . . . HT 110	4
Typing for Speed/Accuracy . . . . . OFFCE 106*	2
Word Processing:	
Professional Skills I . . . . . OFFCE 228*	3
Business Correspondence . . . . . BUS 225*	5
Legal Aspects for Healthcare Professionals . . . . . HT 225	3

**GENERAL CORE REQUIREMENTS (22 Credits)**

Business English . . . . . ENGL 104	5
Business Data Processing . . . . . DPSYS 235	5
Speech Communications . . . . . SPCH 100	5
Human Relations and Leadership . . . . . BUS 164	5
Total Fitness . . . . . PE 100	2

**ELECTIVE COURSES (10 Credits)**

Two or more college-level courses from the following disciplines may be selected to satisfy this requirement: ACCNT, BUS, DPSYS, HIM, HT, OFFCE. Courses from other disciplines require approval of program coordinator.)

**HOSPITAL/LONG TERM CARE CONCENTRATION (28 Credits)**

Introduction to Health Information Management . . . . . HIM 180*	5
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Basic and Advanced ICD-9-CM Coding . . . . . HT 214*, 215*	2, 2
Basic CPT Coding . . . . . HT 216*	3
Introduction to Pharmacology . . . . . HT 150*	2
Principles of Disease I, II . . . . . HT 210*, 211*	3, 3
Medical secretary Internship I, II (90, 150 hours) . . . . . HT 240*, 241*	3, 5

**AMBULATORY CARE/CLINIC CONCENTRATION (31 Credits)**

Medical Office Management . . . . . HT 120*	3
Introduction to ICD-9-CM Coding . . . . . HT 214*	2
Basic and Advanced CPT Coding . . . . . 216*, 217*	3, 2
Introduction to Pharmacology . . . . . HT 150*	2
Introduction to Patient Care . . . . . HT 170*	5
Principles of Disease I, II . . . . . HT 210*, 211*	3, 3
Medical Secretary Internship I, II (90, 150 hours) . . . . . HT 240*, 241*	3, 5

**EXECUTIVE MEDICAL SECRETARY (28 Credits)**

Using Spreadsheets . . . . . DPSYS 236*	5
The Office Professional . . . . . OFFCE 238*	5
Editing and Proofreading	
Business Documents . . . . . OFFCE 105*	2
Word Processing: Professional Skills II . . . . . OFFCE 234*	3
Introduction to Health Information Management . . . . . HIM 180*	5
Medical secretary Internship I, II (90, 150 hours) . . . . . HT 240*, 241*	3, 5
<b>Total Program Credits</b>	<b>96-99</b>

**MEDICAL SECRETARY (One Year Certificate Program)**

This one year certificate program qualifies a student for employment in an entry-level position as a receptionist or clerical worker in a hospital, clinical or other health care agency. To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or better, or accurately type 45 wpm. A separate application to the Medical Secretary program is required and may be obtained at the Allied Health Office, Building 19, Room 70. In order to obtain the completion certificate, students must successfully complete all program courses with a "C" or better:

**TECHNICAL CORE COURSES (20 Credits)**

Medical Terminology I, II . . . . . HT 130, 131*	3, 5
Medical Transcription I . . . . . HT 140*	3
Health Care Delivery Systems . . . . . HT 110	4
Typing for Speed and Accuracy . . . . . OFFCE 106*	2
Word Processing:	
Professional Skills I or II OFFCE 228* or 234*	3

**GENERAL CORE REQUIREMENTS  
(16 Credits)**

Business English.....	ENGL 104	5
Human Relations and Leadership ...	BUS 164	5
Business Data Processing.....	DPSYS 235	5
Physical Education Elective PE activity course		1

**ELECTIVES (Choose at least 13 credits)**

Introduction to Health Information Management .....	HIM 180*	5
Medical Office Management.....	HT 120*	3
Basic ICD-9-CM Coding .....	HT 214*	2
Basic CPT Coding .....	HT 216*	3
Introduction to Patient Care .....	HT 170	5
Anatomy and Physiology .....	BIOL 118	5
Medical Secretary Internship I (90 hours) .....	HT 240*	3
Total Certificate Credits		49

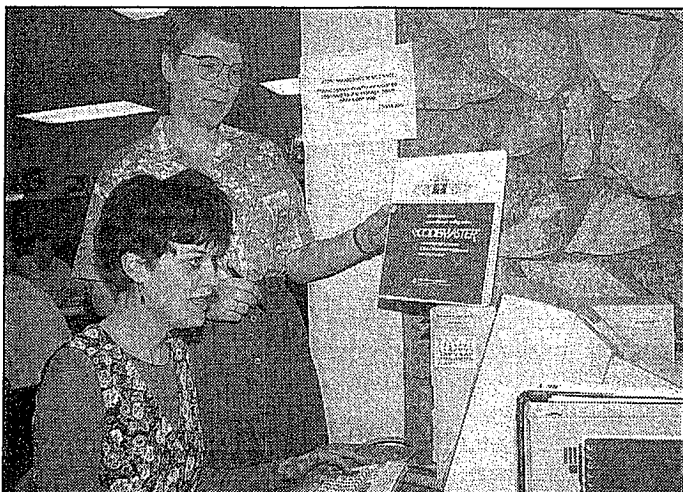
**MEDICAL TRANSCRIPTIONIST**

Program Chair: Marion Miller, 566-5163

A medical transcriptionist works in the medical transcription department or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other health care institutions, as well as in medical transcription services, or independently in their own home business.

After completion of four quarters of study, the students will be able to understand and apply medical terminology, transcribe medical reports of all types with speed and accuracy using word processing software and transcription equipment, and calculate and monitor productivity within a medical transcription department.

To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or better, or accurately type 45 wpm. A separate application to the Medical Transcription program is required and may be obtained



at the Allied Health Office, Building 19, Room 70. In order to obtain the completion certificate, students must successfully complete all program courses with a "C" or better:

**TECHNICAL CORE COURSES (42 Credits)**

Course Title		Credit
Anatomy and Physiology.....	BIOL 118	5
Medical Terminology I, II .....	HT 130, 131*	3, 5
Medical Transcription I, II, III .....	HT 140*, 141*, 142*	3, 3, 3
Introduction to Health Information Management .....	HIM 180*	5
Introduction to Pharmacology.....	HT 150*	2
Principles of Disease I, II .....	HT 210*, 211*	3, 3
Transcription Management Seminar ..	HT 143*	2
Medical Transcription Internship (150 hours) .....	HT 241*	5

**GENERAL CORE COURSES (16 Credits)**

Business English .....	ENGL 104	5
Business Data Processing .....	DPSYS 235	5
Human Relations and Leadership ...	BUS 164	5
Physical Education Elective ....	(Activity) PE	1

**OFFICE PROFESSIONAL CORE COURSES  
(12 Credits)**

Typing for Speed and Accuracy... OFFCE 106*	2	
Word Processing: Professional Skills I or II .....	OFFCE 228* or 234* 3	
Editing and Proofreading Business Documents .....	OFFCE 105* 2	
Business Correspondence .....	BUS 225* 5	
Total Program Credits		70

**MUSEUM/GALLERY OPERATIONS**

Program Chair: Rick Mahaffey, 566-5260 or Dr. Gael Tower, 566-5069

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
East Asian Civilization . . . . . HIST 120	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.

**NETWORK SUPPORT  
TECHNICIAN PROGRAM**

Program Chair: Jim Danos, 566-5251

The Network Support Technician Program at Tacoma Community College is a 46-credit certificate program that focuses on perfecting the technical and non-technical skills needed to be successful in a business environment as a network administrator and technician. The program begins in September of each year at the beginning of the fall quarter and lasts for three quarters, the Fall, Winter, and Spring quarters. Students are trained to design, install and manage IBM-compatible personal computers and network hardware and software, to troubleshoot system and configuration problems, to work in a team-oriented environment and to represent themselves as potential assets to an organization. Technically, the program provides instruction in DOS, Windows, and the Novell operating systems. There is an emphasis on gaining competence in applications such as word processors, spreadsheets, databases, and presentation graphics programs. In addition to these technical skills, the student learns to communicate with others, to work in a team environment, and to train others to use the resources of a network.

**NETWORK SUPPORT TECHNICIAN  
PROGRAM**

(Certificate Program)

**FALL QUARTER**

Course Title	Credits
Microcomputer Fundamentals . . . DPSYS 102*	3
Introduction to Data Processing . . DPSYS 235	5
Operating Systems . . . . . DPSYS 250*	5
Leadership and Human Relations . . BUS 164	5

Academic Load	
for Fall Quarter	18

**WINTER QUARTER**

Database Systems . . . . . DPSYS 244*	5
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Data Communications and Distributed Processing . . . . .	DPSYS 253*	5
Network Administration . . . . .	DPSYS 261*	5

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Academic Load  
for Winter Quarter      15

**SPRING QUARTER**

Network Engineering . . . . .	DPSYS 262*	5
Network Fault Isolation Techniques . . . . .	DPSYS 263*	5
Technical and Report Writing . . . . .	ENGL 105*	3

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Academic Load  
for Spring Quarter      13

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Total Credits:              46

**\*Prerequisite Required**

Admission into the program does not require computer literacy; however, experience has shown that those who are computer familiar with moderate computer keyboard skills are more successful. Successful completion of computer application courses at TCC, such as DPSYS 100 and DPSYS 101, is strongly recommended prior to entering the program. Math, reading and writing skills are essential. This requires successful completion of Math 88, Reading 99 and English 91 or equivalent placement test scores.

**NURSING, ASSOCIATE DEGREE**

**Program Chair: Kim Nichols Rzeszewicz, 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 ongoing 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 (Theory/Clinical) . . . . .	NURS 150*    10
Nursing II: Caring for the Client with Minor Deviations from Wellness (Theory/Clinical) . . . . .	NURS 151*    10

Nursing III: Caring for the Childbearing Family (Theory/Clinical) . . . . .	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 (Theory/Clinical) . . . . .	NURS 250*    10
Nursing V: Caring for the Client with Chronic Problems (Theory/Clinical) . . . . .	NURS 251*    10
Nursing VI: Caring for the Client Adapting to Chronic Problems . . . . .	NURS 252*    4
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 REQUIRED COURSES:**

The following courses, or their equivalent, are required prior to beginning the program or 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 220*+, 221*+ or BIOL 240*+, 241*+, 242*+ . . . . .	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:              71

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Total Credits:              117-126

\* Prerequisite required (see course descriptions).

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

\* Must be completed prior to beginning the Nursing Program but not prior to submitting program application.

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 Chair.

### NURSING ASSISTANT PROGRAM

Contact: Bonnie Bennedsen  
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 or fourth 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 PROFESSIONAL PROGRAM

Program Chair: Dr. Karen Munson, C.P.S., 566-5333

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. To enter the program, students must complete Typing I (OFFCE 103) with a grade of "C" or better.

#### TECHNICAL CORE REQUIREMENTS

Course Title		Credits
Typing II	OFFCE 104*	5
Introduction to Word Processing	OFFCE 127*	5
Records and Database Management	OFFCE 116	3
Editing and Proofreading		
Business Documents	OFFCE 105*	2
Machine Transcription	OFFCE 117*	3



Business Machines	OFFCE 115	5
The Office Professional	OFFCE 238*	5
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
Creating Bus. Publications Using Desktop Publishing	OFFCE 231*	3
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 the advisor.



**WORD PROCESSING OPTION**

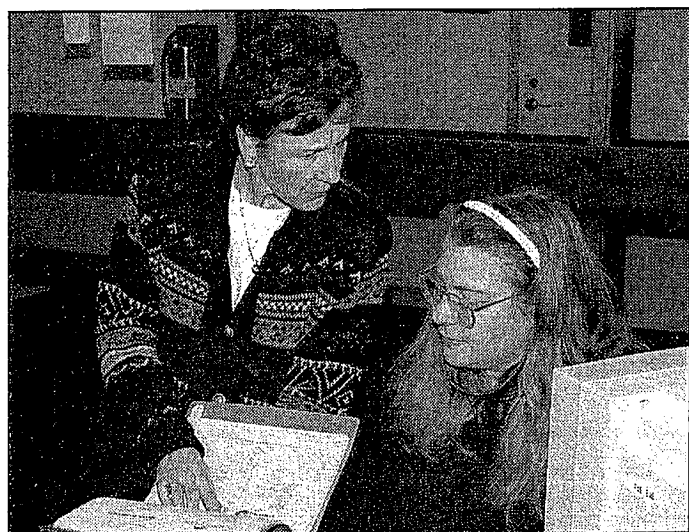
This one-year (4 quarter) certificate qualifies a student for an entry-level position as a receptionist or office clerk. To enter the program, Typing I (OFFCE 103) must be completed with a grade of "B" or better and Introduction to Word Processing (OFFCE 127) must be completed with a grade of "C" or 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 Chair, at 566-5333 for more information.

Course		Credits
Business English.....	ENGL 104	5
Business Math.....	BUS 110*	5
Leadership and Human Relations...	BUS 164	5
Editing and Proofreading		
Business Documents.....	OFFCE 105*	2
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
Creating Bus. Publications		
Using Desktop Publishing....	OFFCE 231*	3
Business Correspondence.....	BUS 225*	5
Work Internship.....	OFFCE 120*	5
Total Credits		54

**RECEPTIONIST CLERK**

This one-year (4 quarter) 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 Chair, at 566-5333 for more information.

Business English.....	ENGL 104	5
Using Computers.....	DPSYS 100	3
Records and Database		
Management.....	OFFCE 116	3
Introduction to Word Processing..	OFFCE 127*	5
Editing and Proofreading		
Business Documents.....	OFFCE 105*	2
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		49

**PARAEDUCATOR, EARLY CHILDHOOD EMPHASIS**

Contact: Bonnie Bennedsen  
566-5350 or 851-2424

This program is designed to train participants to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field. Students may earn a two-year Associate in Applied Sciences Degree or a Certificate. Core classes are usually offered in the late afternoon and in workshop formats during summer and school breaks.

**PARAEDUCATOR, EARLY CHILDHOOD EMPHASIS**

(Associate in Applied Sciences Degree)

Core Requirements (34 credits)		Credits
Course Title		
Introduction to Early Childhood		
Education.....	EDP 100	3
Effective Instruction I.....	EDP 101	3
Effective Instruction II.....	EDP 102	3
Curriculum Development.....	EDP 112	3
Family Health, Nutrition & Safety..	EDP 202	3
Individual and Cultural Diversity ..	EDP 130	2
Practicum.....	EDP 290	3
Family Systems and Support Services	EDP 203	3
Effective Communications with		
Families.....	EDP 204	3
Behavioral Management.....	PSYCH 140	3

Human Growth and Development PSYCH 206	5
General Education Requirement (31 credits)	
Written Communication Skills (10 credits required)	
College Freshman Composition ... ENGL 101	5
College Freshman Composition ... ENGL 102	5
Oral Communication Skills (5 credits required)	
Speech Communication ... SPCH 100	5
<b>Quantitative (5 credits required)</b>	
Mathematics for Liberal Arts ... MATH 107	5
Symbolic Logic (MATH 99 Prerequisite) ... PHIL 120	5
<b>Leadership (3-5 credits required)</b>	
Essentials of Supervision ... SMG 101	3
Leadership & Human Relations ... BUS 164	5
<b>Human Relations (5 credits required)</b>	
General Psychology ... PSYCH 100	5
<b>Computer Literacy (3 credits required)</b>	
Using Computers ... DPSYS 100	3
Introduction to Data Processing ... DPSYS 235	5
Elective Requirements (25 credits required)	
<b>Humanities (10 credits required)</b>	
Introduction to Humanities ... HUMAN 100	5
Appreciation of the Visual Arts ... ART 100	5
Introduction to Music ... MUS 107	5
<b>Social Sciences (10 credits required)</b>	
Survey of Sociology ... SOC 110	5
Introduction to Anthropology ... ANTHR 100	5
Marriage and the Family ... SOC 152	5
U.S. History—20th Century ... HIST 243	5
<b>Natural Science (5 credits required)</b>	
Human Anatomy and Physiology ... BIOL 118	5
Introduction to Biology ... BIOL 100	5
Total Credits	90

**PARAEDUCATOR PROGRAM, EARLY CHILDHOOD EMPHASIS CERTIFICATE PROGRAM**

<b>REQUIRED COURSES</b>	
Introduction to Early Childhood Education ... EDP 100	
3	
Effective Instruction I ... EDP 101	
3	
Effective Instruction II (Prerequisite: EDP 101) ... EDP 102	
3	
Curriculum Development ... EDP 112	
3	
Family Health, Nutrition & Safety .. EDP 202	
3	

Individual and Cultural Diversity ..	EDP 130	2
Practicum .....	EDP 290	3
Family Systems and Support Services .....		
EDP 203		3
Effective Communications with Families .....		
EDP 204		3
Behavioral Management .....		
PSYCH 140		3
Human Growth and Development (PSYCH 100 Prerequisite) .....		
PSYCH 206		5
Total Credits		34

**PARAMEDIC TRAINING**

(See Emergency Medical Care, page 47.)

**PHARMACY ASSISTANT**

Program Chair: Marion Miller, 566-5163

The Pharmacy Assistant program prepares students for practice as a Level A Pharmacy Assistant, working under the supervision of a licensed pharmacist, performing a variety of tasks in both hospital and retail pharmacies. This program is a partnership between Tacoma Community College and St. Joseph Hospital, and meets eligibility requirements for state licensure as a Pharmacy Assistant Level A. Students interested in the program should call the Allied Health Division at 566-5163, to meet with an advisor.

Two programs are available. Upon completing the first year requirements, the student is eligible to receive a certificate and is prepared for employment as a Pharmacy Assistant Level A. The completion of the two-year program qualifies students to receive the Associate in Applied Sciences degree.

**PHARMACY ASSISTANT**

(Certificate/Degree: One year certificate and/or Associate in Applied Sciences Degree.)

The graduate of the Pharmacy Assistant Certificate or Associate of Applied Sciences degree must successfully complete the following courses with a grade of "C" or better.

Course Title		Credits
First Quarter		
Medical Terminology I .....	HT 130	3
Business English or English Com- position .....	ENGL 104 or ENGL 101	5
Leadership and Human Relations ..	BUS 164	5
Data Processing .....	DPSYS 235	5
Second Quarter (Clinical Program at St. Joseph)**		
Pharmacy Technology and Practice I .....	PHARM 110*	8
Drug Orientation and Pharmacology I .....	PHARM 120*	8
Pharmacy Calculations .....	PHARM 130*	2

Third Quarter (Clinical Program at St. Joseph)**			
Pharmacy Technology and Practice II . . . . .	PHARM 111*	7	
Drug Orientation and Pharmacology II . . . . .	PHARM 121*	3	
Pharmacy Assisting Practicum I	PHARM 140*	4	
Fourth Quarter (Clinical Program at St. Joseph)**			
Pharmacy Technology and Practice III . . . . .	PHARM 112*	1	
Pharmacy Assisting Practicum II . . . . .	PHARM 141*	12	
	Total Credits	63	

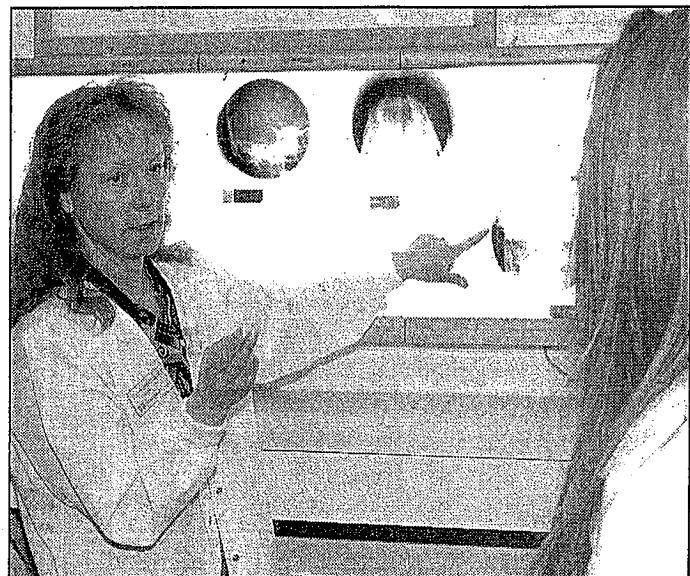
\*\*Students must be formally accepted into the clinical program by St. Joseph faculty to enter these classes. (Associate of Applied Science Degree Option: 30 additional credits to be taken from the distribution as listed below.)

**REQUIRED CORE COURSES (20 CREDITS)**

Intro to Chemistry or Intro to Biology	CHEM 100** or BIO 100**	5
Math: A Practical Art . . . . .	MATH 107**	5
Business Correspondence . . . . .	BUS 225	5
Fundamentals of Speech or Public Speech Communication . . . . .	SPCH 100 or SPCH 101	5

**ELECTIVE COURSES (10 CREDITS)**

Survey of Sociology or General Psychology . . . . .	SOC 110 or PSYCH 100	5
Intro to Humanities or other Humanities Distribution	HUMAN 100	5
Principles of Management . . . . .	BUS 163	5
Health Care Delivery Systems . . . . .	HT 110	5



Legal Concepts for the Health Field . . . . .	HT 225	3
Medical Terminology II . . . . .	HT 131	5
Total Associate Degree Credits		93

\*\*Students may substitute higher level chemistry, biology or math courses to meet requirements.

\*\*\*Students may choose 10 credits from any combination of courses listed as electives.

**PROFESSIONAL OFFICE OCCUPATIONS PROGRAMS**

(See Office Professional Program.)

**RADIOLOGIC SCIENCES**

Program Chair: Royal Domingo, 566-5163

The Radiologic Sciences program leads to an associate degree and a certificate of completion. The program is twenty-four calendar months in duration. Upon successful completion of the courses in radiologic sciences, 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 Sciences program is required and may be obtained at the Allied Health Office, Building 19, Room 70.

**RADIOLOGIC SCIENCES**

(Associate in Applied Sciences Degree)

Course Title		Credits
First Quarter (Fall)		
College Success Seminar for RTs . . . . .	ED 101	2
Introduction to Radiologic Sciences . . . . .	RS 101*	5
Radiographic Positioning I . . . . .	RS 140*	5
Radiographic Film Critique and Technique I . . . . .	RS 150*	1
Introduction to Fundamentals of Patient Care . . . . .	RS 170*	5
Second Quarter (Winter)		
Radiation Physics I . . . . .	RS 108*	5
Clinical Education I . . . . .	RS 120*	5
Radiographic Positioning II . . . . .	RS 141*	5
Radiographic Film Critique and Technique II . . . . .	RS 151*	1
Third Quarter (Spring)		
Radiation Physics II . . . . .	RS 109*	5
Clinical Education II . . . . .	RS 121*	5
Radiographic Positioning III . . . . .	RS 142*	5
Radiographic Film Critique and Technique III . . . . .	RS 152*	1
Student Leadership Seminar . . . . .	RS 175*	1

Fourth Quarter (Summer)		
Clinical Education III . . . . .	RS 122*	13
Fifth Quarter (Fall)		
Clinical Education IV . . . . .	RS 225*	7
Leadership and Management . . . . .	RS 233*	1
Radiographic Positioning IV . . . . .	RS 243*	3
Radiographic Quality Assurance and Film Critique . . . . .	RS 253*	3
Sixth Quarter (Winter)		
Radiographic Pathology . . . . .	RS 214*	3
Clinical Education V . . . . .	RS 226*	7
Radiographic Positioning V . . . . .	RS 244*	2
Radiographic Film Critique and Technique V . . . . .	RS 254*	1
Seventh Quarter (Spring)		
Pharmacology and EKG Rhythms . . . . .	RS 216*	3
Radiographic Positioning VI . . . . .	RS 245*	3
Clinical Education VI . . . . .	RS 227*	7
Radiographic Film Critique and Technique VI . . . . .	RS 255*	1
Student Leadership Seminar . . . . .	RS 275*	1
Eighth Quarter (Summer)		
Clinical Education VII . . . . .	RS 228*	13
Total Credits		119

\*Prerequisite required (see course descriptions)

Prerequisites: The following courses must be completed before entering the Radiologic Sciences program.

Medical Terminology . . . . .	HT 130	3
Anatomy and Physiology . . . . .	BIOL 220, 221	5, 5
Introduction to Chemistry . . . . .	CHEM 100	5
Intermediate Algebra . . . . .	MATH 99	5
College Freshman Composition . . . . .	ENGL 101	5
Fundamentals of Speech Communication or Public Speech Communications . . . . .	SPCH 100 or 101	5

Accreditation by Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Joint Review Committee on Education in Radiologic Technologists (JRCERT).

Transfer information: upon completion of the TCC Radiologic Sciences program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

- Idaho State University
- Loma Linda University, Loma Linda, California
- Weber State University, Ogden, Utah

**RECEPTIONIST CLERK**  
(See Office Professional Program.)

**RESPIRATORY THERAPY TECHNICIAN/THERAPIST**

Program Chair: Bill Leffler, 566-5163

The Respiratory Therapy Program offers a one-plus-one level of training. After completing five quarters, the student is eligible to take the national entry level examination to become a Certified Respiratory Technician 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.

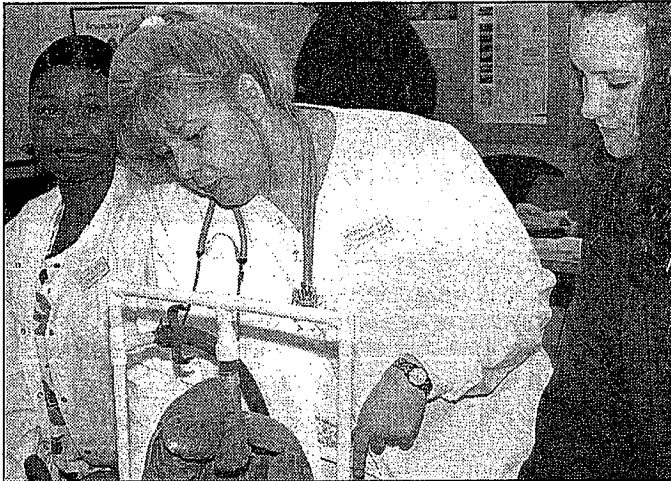
The program begins each summer quarter with applications due by April 1 of each year. MATH 90 or above is a prerequisite course to apply.

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 170; HT 130; PSYCH 100; BIOL 118; MATH 99; 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** 5
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*	<u>6</u>
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		
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 in Application of Respiratory Care Theory/Practice ..	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
Respiratory Therapy Seminar .....	RC 230	1
Total Advanced Credits		<u>40-45</u>
Total Associate Degree Credits		115-120

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 Professional Program)

**SUPERVISION  
AND MANAGEMENT**

Contact: Steven Ellis, 566-5110

The Supervision and Management program offers an Associate in Applied Sciences Degree, in addition to a certificate. It is designed for individuals who pursue studies on a part-time, evening schedule.

The degree program prepares individuals for supervisory and management positions. Current or potential supervisors, with little or no prior supervisory training, and/or experienced managers who desire to enhance the effectiveness of their management skills, will benefit from this course of study. The degree program offers a blueprint to individuals preparing for supervisory positions, current supervisors with no prior supervisory training, and experienced managers who desire an enhancement of their managerial effectiveness.

An Associate of Applied Sciences Degree is awarded to students who successfully complete the 90-credit hour program. While some academic requirements 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
Valuing Cultural Diversity .....	SMG 275	3



Individual Study and Special Projects.....	SMG 299*	<u>3</u>
	Management Credits	21

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

Course Title	Credits
Practical Accounting I or Accounting Principles-Financial ...	ACCNT 140 or 210 5
Introduction to Business.....	BUS 101 5
Business Math or Intermediate Algebra.....	BUS 110 or MATH 99 5
Introduction to Marketing.....	BUS 240 5
Introduction to Data Processing..	DPSYS 235 5
(DPSYS 100 and DPSYS 101 may be substituted)	
Principles of Economics....	ECON 200 or 201* 5
Business English or College Freshman Composition....	BUS/ENGL 104 or ENGL 101* 5
Speech Communication....	SPCH 100 or 101 5
General Psychology....	PSYCH 100, 205, 206 <u>5</u>
	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
Leadership & Human Relations....	BUS 164 5
Business Law.....	BUS 200 5
Business Correspondence.....	BUS 225* 5
Managing Diversity.....	BUS 255 5
International Business.....	BUS 250 5
Statistical Analysis ..	MATH 108* or BUS 256* 5
Introduction to Critical Thinking	COMSK 100 5
Introduction to Philosophy.....	PHIL 100 5
General Psychology.....	PSYCH 100 5
Solving Business Problems	
Using Spreadsheets.....	DPSYS 236* 3
Work Internship.....	BUS 290* 5
(Offered every quarter to 2nd year students who meet specific requirements - See Program coordinator.)	
	Elective Credits <u>29</u>
	Total Credits 90

\* Prerequisite or instruction permission required.

**CERTIFICATE IN MANAGEMENT**

Contact: Steven Ellis, 566-5110

This certificate program offers private and public sector employees the opportunity to develop or improve management skills. The program assists individuals in prepara-

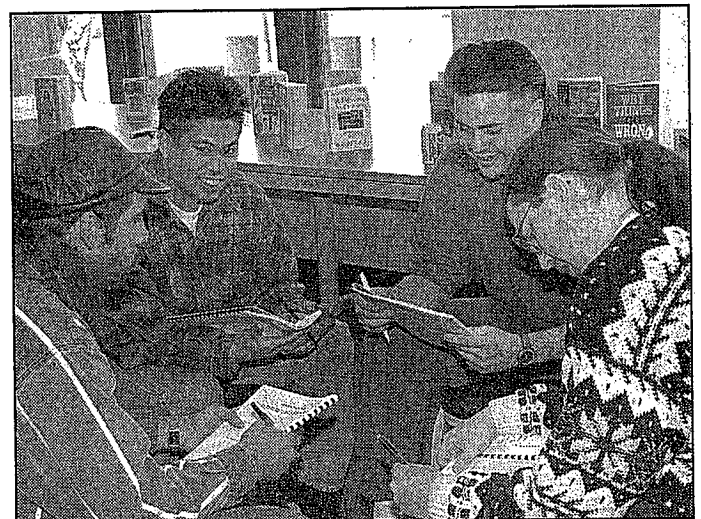
tion for supervisory and managerial roles; it also provides an opportunity for experienced supervisors to enhance their supervisory techniques. To be eligible for a certificate, an individual is required to satisfactorily complete a minimum of 18 credit hours of management instruction offered by Tacoma Community College Downtown.

To receive a certificate, after satisfying requirements, participants in the program must submit Tacoma Community College's "Application For Vocational Certificate." The application is to be forwarded to the program chair not later than the end of the second week of the quarter in which requirements are expected to be completed.

**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
Organizational Behavior.....	SMG 265 3
Managing for High Performance ...	SMG 270 3
Valuing Cultural Diversity.....	SMG 275 3
Individual Study and Special Projects.....	SMG 299 <u>3</u>
	Required Credits 18



## WORD PROCESSING

(See Office Professional Program.)

## WORKER RETRAINING PROGRAMS

Worker Retraining 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. The following programs are available:

**Administration of Justice.** The Administration of Justice two-year program offers four areas of training in law enforcement, corrections, juvenile justice, and community services.

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

**Correctional Officer Training Program.** This is a 12-week program co-sponsored by Washington Corrections Center for Women. It prepares participants for entry level correctional officer positions throughout Washington State.

**Entrepreneurs Succeed Program.** The entrepreneurs Succeed Program (ESP) is an eight-week, 16-credit certificate program preparing individuals to successfully start and operate a business.

**Job Assistance and Development.** In this eight-week Worker Retraining program, college staff help students develop an individualized job and career training plan, research employment opportunities, and succeed in their long-term career plans.

**Health Information Management.** The Health Information Management Program (formerly known as the Medical Record Technician Program) is a 105-credit associate degree program leading to national certification as an Accredited Record Technician. The program trains students in the complex clinical aspects of medicine, as well as the management of medicine.

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

**Legal Assistant.** This is a two-year degree option to the Administration of Justice Program which prepares students for entry level positions as Paralegals in law office, corporations, court system and free-lance paralegal services.

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

**Reserve Police Academy.** This two-year degree program prepares students for careers in law enforcement, including correctional officers, parole and probation officer, and others.

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

Displaced workers who qualify under the 1993 Workforce Employment and Training Act will be given priority in TCC Worker Retraining 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.

Worker Retraining at TCC is funded by a state Worker Retraining 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 1997-98 and 1998-99 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  
Health Information Management  
Medical Secretary



Medical Transcriptionist  
Nursing, Associate Degree  
Nursing, Continuing Education  
Pharmacy Assistant  
Radiologic Sciences  
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  
Honors  
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  
Receptionist Clerk  
Network Support Technician

## **CONTINUING PROFESSIONAL AND LIFELONG EDUCATION**

**M. Wayne Williams**

ACLS  
AIDS Education  
Building Codes  
Care Giver  
Certified Public Accountant  
Continuing Education  
for Health Professionals  
Computer Classes  
Contracted Training  
CPR/First Aid  
Flagger Training  
Home and Family Life  
Interpreter/Translator Classes  
K-12 Education/Endorsements  
Language and Culture  
Lifelong Education/Non-credit Programs  
Real Estate  
Senior Citizen Programs  
Youth Programs

## **TCC DOWNTOWN**

**Steven Ellis**

Business and Industry Resource Center  
Business Information and Assistance Center  
Business Lab  
Computer Lab  
Contract Training  
Credit classes for Associate in Arts and Sciences Degree  
Entrepreneurs Succeed Program  
International Business  
Small Business Management  
and Development  
Supervision and Management/Total Quality  
Teleconferencing  
Workplace Basics Skill Lab

## **GIG HARBOR/PENINSULA COLLEGE CENTER**

**Norma B. Whitacre**

All Classes for Associate in Arts and Science Degree  
Academic Transfer Classes  
Business Lab  
Community Service, Non-credit Classes

Computer Lab  
 Correctional Officer  
 Customized Business Training  
 Elderhostel  
 Literacy Program  
 Math Lab  
 Nursing Assistant  
 Office and Microcomputer  
 Specialist Certificate  
 Paraeducator

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

**Dr. Teresita Hartwell**

Adult Basic Education  
 ABE - English as a Second Language  
 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  
 Distance Learning  
 Ecology  
 Engineering  
 Environmental Science  
 Geography  
 Geology  
 Mathematics  
 Oceanography  
 Physical Education  
 Physics

Psychology  
 Sociology  
 Telecourses

**PROFESSIONAL/TECHNICAL  
 EDUCATION AND ASSESSMENT**

**Shirley Harris-Lee**  
 Administration of Justice

**STUDENT SERVICES**

**Trish Gerring**  
 Education  
 Human Development

**TACOMA MALL LEARNING CENTER**

**Linda Finkas**  
 Computer Classes  
 Contract Training  
 English as a Second Language  
 First Aid/CPR  
 Lifelong Learning  
 Personal Wellness Classes  
 Senior Citizen Program  
 Small Business Classes

**Please Note:** A special notation is used in parentheses next to the course number. This notation specifies the quarter during the year in which this course is usually offered.  
**Example: ACCNT 145 (Sp)**  
**F = Fall; W = Winter; Sp = Spring.**

*For current course offerings, check the quarterly class schedule or consult the appropriate division administrator. Class availability is dependent on adequate enrollment and funding.*

**ACCOUNTING**

**ACCNT 140 (F, W, Sp)  
 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 (W)  
 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 (Sp)  
 Practical Managerial  
 Accounting (5)**

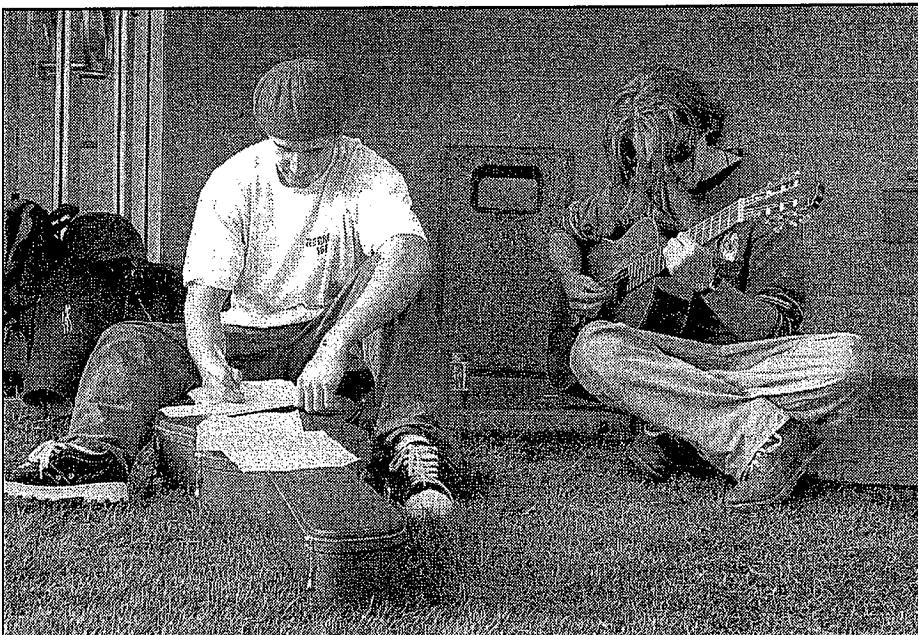
Covers accounting information required by management. Includes an introduction to job and process costing, budgeting, statement analysis and management decision-making. Students will be encouraged to complete assignments using the computer.  
 Prerequisite: ACCNT 140 and ACCNT 141 or equivalent with a grade of C or better.

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

Reviews state and federal laws and regulations on payroll computations, deductions and other business taxes.  
 Prerequisite: ACCNT 140, ACCNT 210 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 is on the content of accounting reports, and the interpretation and possible uses of this information.  
 Prerequisite: ACCNT 140 or ACCNT 210.



ACCNT 210 (F, W, Sp)

**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 (F, W, Sp)

**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 Statement of Cash-Flows. Introduction to methods used to interpret financial statements.

Prerequisite: ACCNT 210 with a grade of C or better.

ACCNT 230 (F, Sp)

**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 (F)

**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, ACCNT 220, and DPSYS 235.

ACCNT 241 (W)

**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.

ACCNT 250 (W)

**Federal Income Tax (3-5)**

Federal income tax for the layman, accounting student, working accountant/bookkeeper and small business owner, with special emphasis on tax issues affecting individuals.

**AUTOMATED ACCOUNTING APPLICATIONS**

(See page 41 for program requirements.)

**ADMINISTRATION OF JUSTICE**

ADJ 100 (F, W, Sp)

**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 (F, W)

**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 practitioners.

ADJ 102 (Sp)

**Criminal Evidence and Procedure (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 criminal procedure, including due process; and limitations imposed by constitutional guarantees.

ADJ 120 (W)

**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, as well.

ADJ 123 (F)

**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 (F)

**Introduction to Corrections (5)**

An overview of corrections in the United States with special emphasis on: prisons, jails, case law, changing philosophy of punishment and future developments in penology. A field trip will highlight the course.

ADJ 160 (F)

**Introduction to Civil Law (5)**

This course is designed to introduce the student to the foundations of civil law that include substantive and procedural issues, jurisdiction, the law of contracts, property law, family law, torts and personal injury, products liability, business law, estates and probate, and the legal profession. Classroom activities will include case analysis, personal legal rights, the examination and assessment of legal documents, the examination of the Washington Uniform Commercial Code Title 62A, and relevant class projects pertaining to these areas. Emphasis will be on general civil law as well as the Revised Codes of Washington.

ADJ 161 (W)

**Fundamentals of Paralegalism (5)**

In this course, students will be introduced to the varied and rewarding responsibilities of a legal assistant. Topics covered will include the legal assistant as a pro-



profession, their relationship with other legal professionals, and the responsibilities of the trade. These responsibilities cover the American legal system, developing paralegal skills, conducting legal research, and writing and preparing for trials and hearings.

**ADJ 162 (Sp)  
Civil Procedure (5)**

Students will be introduced to aspects of litigation and adjudication of paralegal practice. Areas covered will include the filing of a lawsuit, discovery, pretrial motions, negotiation and pretrial conferences, the trial, and appeals. Emphasis will be placed on preparations for trial and adjudicatory hearings. As part of the educational process, the student will engage in numerous legal exercises.

**ADJ 163 (F)  
Legal Research and Writing (5)**

This course will introduce the student in developing simple, yet effective methods of conducting legal research by using general and legal reference material. Students will participate in a series of exercises that include looking up laws, statutes, codes and regulations, identifying legal problems and shepardizing cases; and researching legal encyclopedias, reporters, digests, and registers. Primary, secondary and nonlegal sources will also be covered. Students will learn how to brief cases and prepared legal memoranda. Emphasis will be on using reference material for Washington State.

**ADJ 164 (W)  
Introduction to Law Office Management (5)**

The organization and management of law offices is a critical function of the legal assistant. Students will be introduced to the organizational structures of private legal practice, legal departments of corporations and government agencies, and other legal entities. The office environment, as it pertains to support personnel, fee structure, standard operating procedures, office automation and computerization, communications and legal software, will be covered.

**ADJ 179 (F, W, Sp)  
Special Topics (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. Students may only apply two sections of these courses toward their degrees.

**ADJ 200 (W, Sp)  
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 (W)  
Police Administration (5)**

The theory of management and motivation will be covered, as well as discussion of 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 also will examine new trends in community policing and financial administration.

**ADJ 203 (F)  
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 (F, W, Sp)  
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 (Sp)  
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 (F, W, Sp)  
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 the Program Chair's approval.



**ADJ 211 (Sp)  
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 contracts, arrests, report writing and conflict resolution.

**ADJ 213 (Sp)  
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 of current police tactics will also be covered. Several exercises will be used in class.

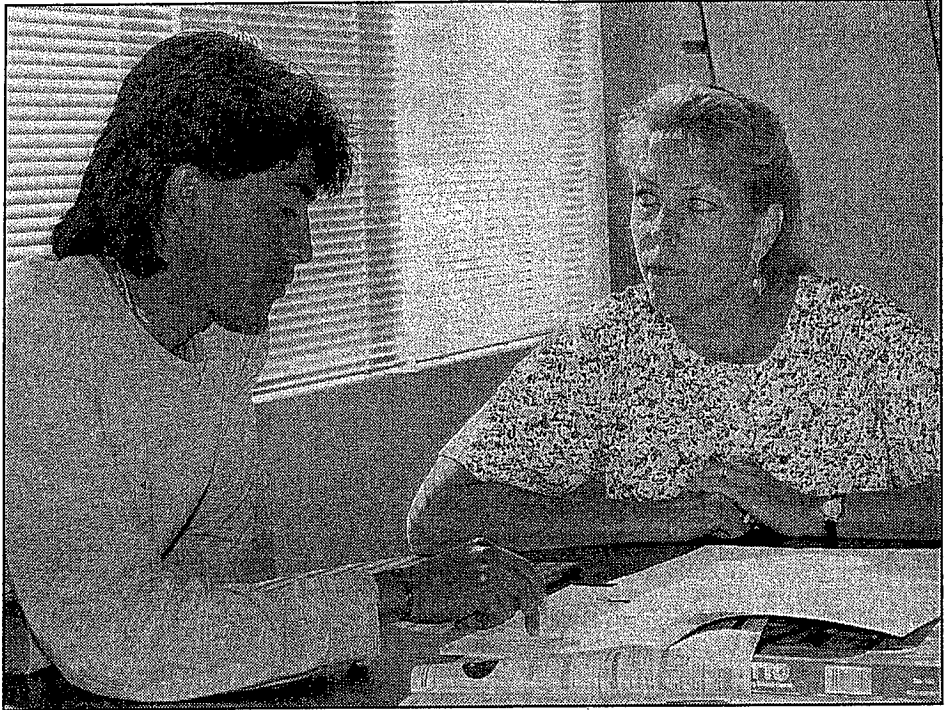
**ADJ 240 (W)  
Parole and Probation (5)**

This course covers 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 also be examined.

**ADJ 290 (F, Sp)  
Reserve Police Academy (18)**

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 220-hour academy.

Prerequisite: Obtain application from secretary, 566-5076.



**ADULT BASIC  
EDUCATION**

**ABE 60/61/62  
Adult Basic Education**

This no-fee, no-credit program is designed for students who need to build skills in reading, mathematics, writing and life skills in order to progress to the GED, High School Completion and/or developmental level of study as well as to be more effective in the workforce. The ABE course offering is competency-based and follows the mandated Washington State core Competencies. There are three levels in the skill areas of reading, mathematics, and writing, namely: ABE Level 1 (0-3.9 TABE), ABE Level 2 (4.0-6.9 TABE) and ABE Level 3 (7.0-8.9, Pre-GED). Workplace literacy and family literacy are an integral part of the curriculum. The program offers continuous enrollment, which allows student assessment and enrollment throughout the quarter.

**ABE-ESL 10/11/12/13  
Adult Basic Education-English as  
a Second Language**

This no-fee, no-credit program is designed for English as a Second Language students who are assessed to have pre-developmental level skills, who need training in workplace and family literacy, ABE skills in reading, mathematics, writing,

life skills and/or citizenship. There are three ABE-ESL levels, namely ABE-ESL Level 1, ABE-ESL Level 2 and ABE-ESL Level 3 which correspond to the Washington Basic Skills Competency Indicators (developed by the State Board Office of Adult Literacy).

**AMERICAN SIGN  
LANGUAGE**

**SIGNL 120 (F)  
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 (W)  
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: SIGNL 120 or equivalent.

SIGNL 122 (Sp)

**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: SIGNL 121 or equivalent.

**ANTHROPOLOGY**

ANTHR 100 (F, W, Sp)

**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 (F, W, Sp)

**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 (F, W, Sp)

**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 (W)

**Principles of Archaeology (5)**

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

ANTHR 210 (Sp)

**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 (Sp)

**Models for Human Evolution: The Living Primates (5)**

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

Prerequisite: ANTHR 201.

ANTHR 299

**Independent Study (1-5)**

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

Prerequisite: Permission of instructor.

**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.

Note: Five credits of studio courses may be used as distribution credit for the AAS degree.

ART 101 - Art Basics

ART 102 - Two-Dimensional Design

ART 103 - Three-Dimensional Design

ART 105 - Beginning Drawing

ART 117A - Basic Jewelry: Construction

ART 118A - Basic Jewelry: Casting

ART 119A - Enameling on Copper

ART 126 - Fiber Design

ART 127 - Surface Design on Fabric

ART 131 - Beginning Ceramics

ART 146 - Beginning Photography

ART 150 - Beginning Printmaking

ART 156 - Beginning Painting

ART 172 - Beginning Sculpture

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

ART 100 - Appreciation of the Visual Arts

ART 201 - History of Western Art: Ancient

ART 202 - History of Western Art: Medieval and Renaissance

ART 203 - History of Western Art: Baroque through Modern

**Students who are interested in an art-related vocation should initially concentrate on basic design and drawing courses (ART 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 human 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 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 (F, W, Sp)  
**Appreciation of the Visual Arts (5)**

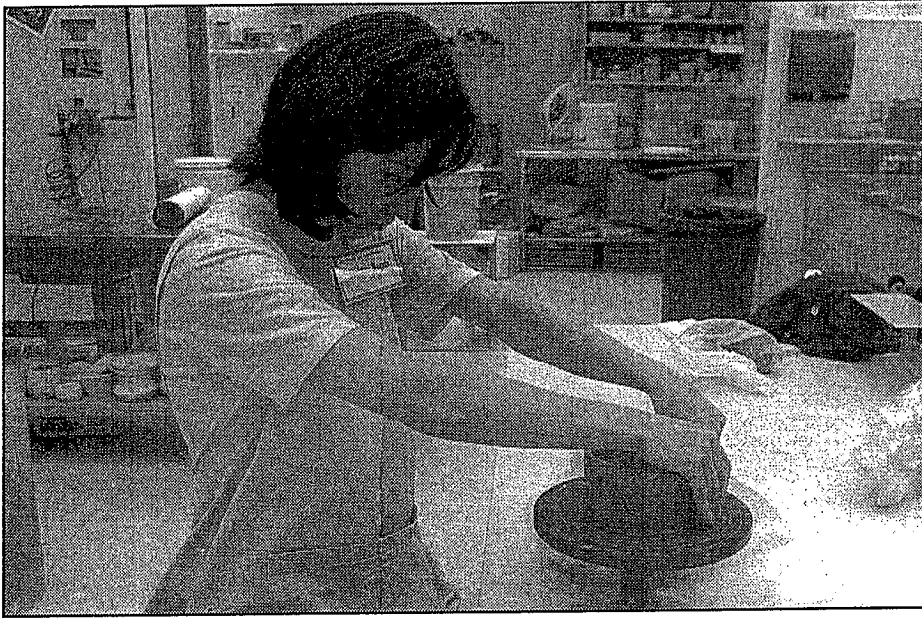
Designed to lead to an understanding and appreciation of the visual arts - painting, sculpture, architecture. Lecture. (For non-majors, not a prerequisite for the art program.) Satisfies Humanities distribution requirement for AAS degree.

ART 101 (F, W, Sp)  
**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 (F, W, Sp)  
**Two-Dimensional Design (5)**

The organization of visual elements (line, shape, texture, color) as applied in two-dimensional design media. Satisfies hu-



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

#### ART 103 (F, W) 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 (F, W, Sp) 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 (F, W, Sp) 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 (F, W, Sp) 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 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 (F, W, Sp) 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 (F) 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 (F) Fiber Design (2, max. 10)

Beginning, making, and finishing fabric art using one or more on-loom (e.g., felting, paper-making, basketry, lace-making) and/or small loom (e.g., card, inkle, back-strap, Navaho) processes. History of traditional processes and contemporary applications will be covered. Techniques emphasized will vary with each quarter. Course may be repeated with credit to a maximum of 10 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 (F, W, Sp) 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 (F, W, Sp) 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 (F, Sp) Innovative Ceramics (5)

A ceramics course designed to study primitive techniques and materials and their application to contemporary ceram-

ics. 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 (F, W) 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 (Sp) 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 (Sp) 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 (Sp) 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 (F, W) 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 (F, W) 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 (F, Sp) 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 (W) 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 (W) 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 (F)**  
**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 (W)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Intermediate Sculpture (5, 5)**

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

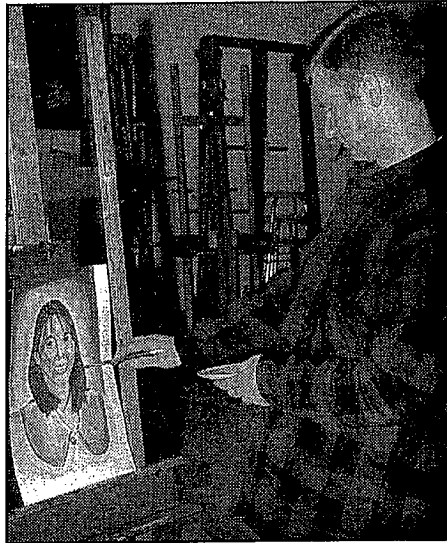
Prerequisite: ART 172 for 173; 173 and 103 or 105 for 174. ART 102, 103, and 105 recommended for all studio concentrations.

**ART 201 (F)**  
**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 humanities distribution requirement for AAS degree.

**ART 202 (W)**  
**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 (Sp)**  
**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 (F, W, Sp)**  
**Color and Design (5)**

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

Prerequisite: ART 102.

**ART 215 (F, W)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Jewelry Casting (2, max. 8)**

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

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

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

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

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

**ART 231 (F)**  
**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 (W)**  
**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 (Sp)****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 (Sp)****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 248 (Sp)****Computer Graphics and Interactive Multimedia (5)**

This course centers on the creation of interactive multimedia publications. Students will learn to manipulate the various elements including imagery, print, and sound to create an interactive product. Students will learn to use Macromedia Freehand and Macromedia Director on the PC.

ART 248 is part of a broader curriculum designed to aid students in achieving skills in graphics and multimedia on the computer.

Prerequisites: ART 102 and JOUR 205.

**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 (Sp)****Printmaking-Etching (5)**

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

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

**ART 256, 257 (F, W)****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 (F, W)****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 (W)****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 (F)****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 (F)****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 (Sp)****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 (F, W, Sp)****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 (F, W, Sp)  
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  
(Offered Spring Quarter only)
- 299H..... Sculpture
- 299I..... Watercolor
- 299J..... Jewelry

**ASTRONOMY**

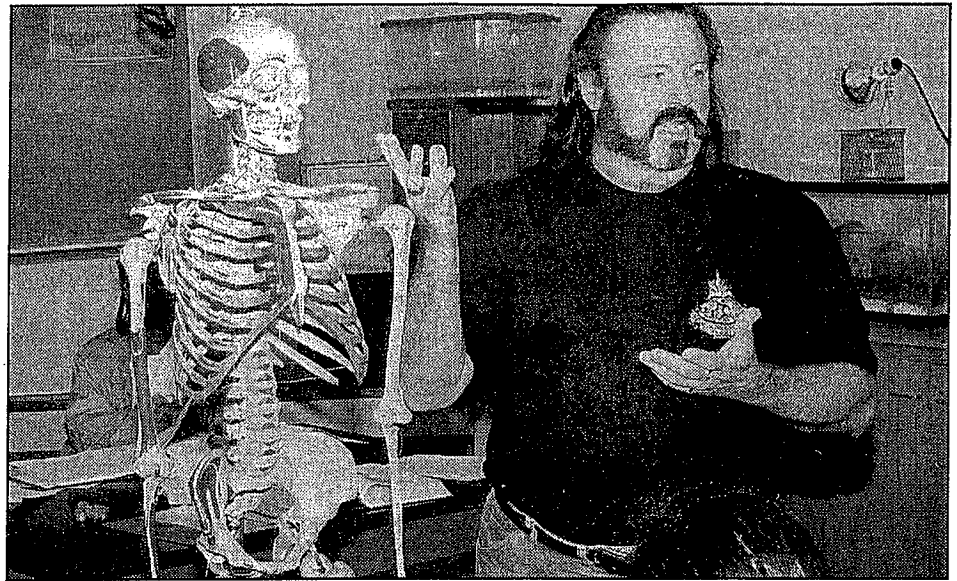
**ASTRO 105 (W)  
Astronomy (5)**

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, 107, 108, 118, 140, 201, BOT 101 or ENVSC 106, ENVSC 145; 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 201, 210, 211, 220, 240. Students should consult their academic advisor before registration.**



**BIOL 100 (F, W, Sp)  
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 107 (F)  
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 (5)**

A general overview of natural history with field and lab work focusing on identification, adaptations, and interactions among conspicuous Pacific Northwest species. Some weekend field trips required. Laboratory included.

**BIOL 118 (W, Sp)  
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 (Sp)  
Marine Biology (5)**

For non-majors. Occurrence, distribution and identification of marine plants and animals with an emphasis on Puget Sound. Focus will be on the shore-dwelling forms and their ecological relationships. Laboratory and field trips to marine environments included.

**BIOL 201 (F, W, Sp)  
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 210, 211, 212 (F, W, Sp)  
College Biology (5, 5, 5)**

An introductory general biology course designed for science majors intending to study more advanced biology and preprofessional 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 220, 221 (F, W, Sp)  
Anatomy and Physiology (5, 5)**

Systemic Anatomy & Physiology. Begins with molecular biology of cells, proceeds to physiological specializations and gross anatomy of systems: Intended to prepare students for allied health careers and some registered nursing programs. Laboratory included.

Prerequisite: CHEM 100 for 220, BIOL 220 for 221. CHEM 102 recommended.

**BIOL 240, 241, 242 (F, W, Sp)  
Anatomy and Physiology (5, 5, 5)**

A systemic study of the structure and function of the human body. Designed for medical studies such as nursing, pre-medicine, pre-dentistry, chiropractic's, physical therapy, occupational therapy. The laboratory also includes cadavers, histology and cross-sectional anatomy.

Prerequisite: Chemistry 101 or one year of high school chemistry, Biology 240 for 241 and 241 for 242. Organic chemistry recommended.

**BIOL 294  
Field Studies (1-5)**

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

**BOTANY**

**BOT 101 (W, Sp)  
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.

**BUILDING CODES**

**BLDG 150  
Introduction to Uniform Building Code (3)**

In this entry level course, participants will become familiar with building codes and why they exist. The course will cover: code administration, occupancy types, location of property, types of construction, and related topics.

**BLDG 151  
Non-Structural Plan Review I (3)**

This 10-week course will be taught by a certified building official. With emphasis on the Uniform Building Code, learn to conduct non-structural plan reviews for residential and small commercial facilities, and how to calculate permit fees and plan review fees. This class will be followed by Non-Structural Plan Review II.

**BLDG 152  
Non-Structural Plan Review II (3)**

This 10-week class will be taught by a certified building official. The class will continue from Non-Structural Plan Review I and will emphasize basic requirements, organization and use of the Uniform Code as well as how to conduct an advanced plan review for commercial structures.

**BLDG 153  
Uniform Mechanical Code I (3)**

This 10-week course will be taught by a certified building code official. The class will cover Chapters 1-7 of the Uniform Mechanical Code with Washington State amendments. This class, in association with other building code classes, will help prepare participants to take the certification exam offered by the International Conference of Building Officials.

**BLDG 154  
Uniform Mechanical Code II (3)**

This 10-week class will be a continuation of Uniform Mechanical Codes I. The class will cover chapters 7-16 and chapter 22 of the uniform Mechanical code with State of Washington amendments. At the end of this class, the student should be prepared to take the certification exam offered by the International Conference of Building Officials.

**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 (F, W, Sp)  
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 owner-



ship, social responsibility and business ethics, entrepreneurship, marketing, management, organizational design, 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 (F, W, Sp)  
Business Mathematics (5)**

A review of basic math and its application to business problems. Topics include bank reconciliation, discounts, taxes, installment buying, payroll, insurance, depreciation, inventory, and interest.

Prerequisite: MATH 86 level or assessment above MATH 86 recommended.

**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 (F)  
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 (F, W, Sp)  
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 (F)  
Organizational Behavior (5)**

Examines the effects of the organizational setting on worker attitudes and their subsequent behaviors. Explores group influences on individual perceptions and work performance. Utilizes experiential exercises and group interaction to review the impact of employee attitudes and behavior on the organization, and the study of group dynamics.

**BUS 200 (F, W, Sp)  
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 (F, W, Sp)  
Business Correspondence (5)**

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

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

**BUS 240 (W)  
Introduction to Marketing (5)**

Examines marketing fundamentals and their impact on business and society. Students will study the concepts of consumer needs, demand management, customer behavior, strategies in product development, promotion, advertising, sales and distribution systems.

**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 (W, Sp)  
International Business (5)**

This course provides an overview of the international world of business; multinational corporations, international business management, marketing, finance and production. Emphasis will be placed on international cultures, the Pacific Rim and issues of the 21st Century. (writing intensive, multicultural content)

**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. (multicultural content)

**BUS 256 (F, Sp)  
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 (Sp)  
Small Business Entrepreneurship (5)**

A "how-to" course concentrating on ways to successfully launch and manage a small business, 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. Students will write a business plan that supports their future entrepreneurial efforts.

**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 the historic, 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 (F, W, Sp)  
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 Applied Sciences degree programs: Automated Accounting Applications, Business Administration & Management, Computer Information Management Systems, and Supervision & Management.  
Prerequisite: Permission of instructor/program chair.

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

Study on an individual basis.  
Prerequisite: Permission of instructor.

**BUSINESS PCs**

**BUSPC 90 (F, W, Sp)  
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 91 (F, W, Sp)  
Keyboarding Basics (2)**

Learn computer keyboard by touch. Includes development of speed and accuracy.  
Prerequisites: READ 90 and ENGL 90.

**BUSPC 92 (F, W, Sp)  
10-Key Basics (1)**

Learn computer 10-key pad by touch. Emphasis on speed and accuracy.

**BUSPC 100 (F, W, Sp)  
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 and is designed for beginners.

**BUSPC 101 (F, W, Sp)  
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 includes a basic introduction to the personal computer and is designed for beginners.

**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)**

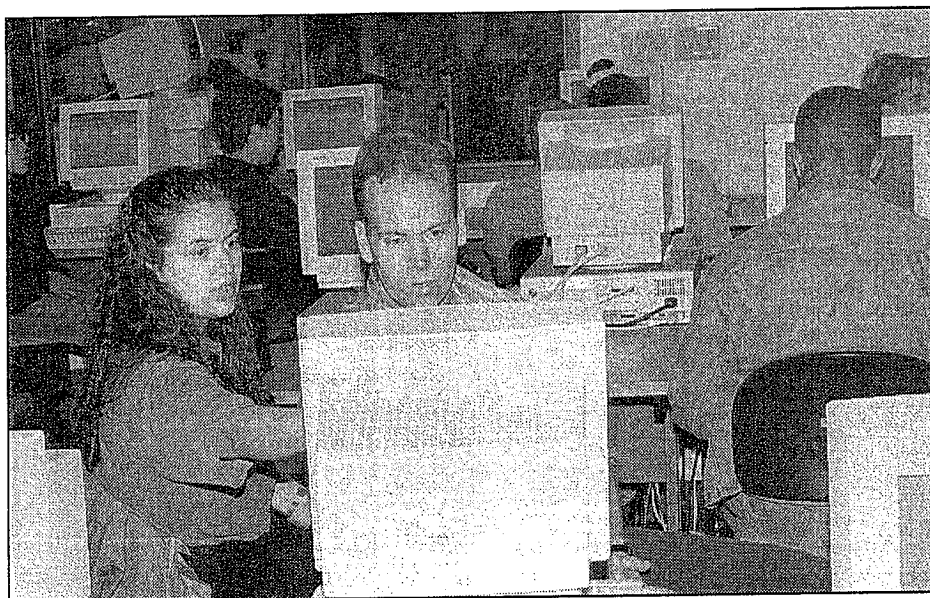
Demonstration and explanations of popular electronic spreadsheet software on personal computers. Covers all fundamental capabilities of the software including: spreadsheet logic and commands, integrated graphics and record management system, and use of macro commands to build customized applications.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

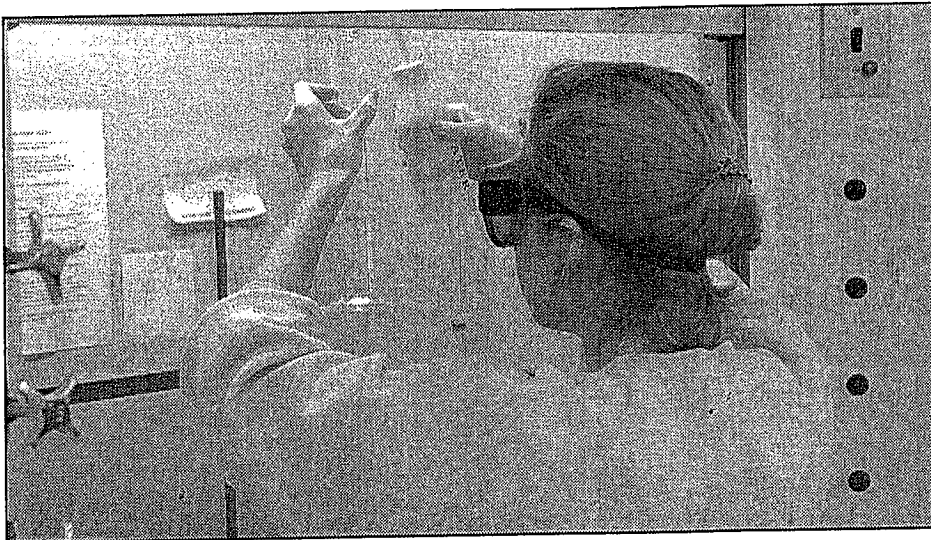
**BUSINESS****ADMINISTRATION & MANAGEMENT**

(See page 44-45 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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Survey of Organic and Biochemistry (5)**

(For non-science majors.) Study of organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Laboratory included.

Prerequisite: CHEM 101.

**CHEM 140, 150, 160 (F, W, Sp)**  
**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, kinet-

ics, 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 150. CHEM 150 for 160.

**CHEM 231, 232, 233 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 45 for program requirements.)

## COMPUTER INFORMATION MANAGEMENT SYSTEMS

(See page 46 for program requirements.)

## COMPUTER SCIENCE

The college offers several courses involving computer applications. See ENGR 141, Computer Applications to Engineering Problems; ENGR 142 "C" Programming for Engineers and Scientists; 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 (CEU's) necessary for special certification, licensing, teacher endorsements, and license/certification renewals are offered. Special courses also are available 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.

### Tacoma Mall Learning Center

Lifelong education classes and non-credit computer training classes are offered on-site at the Tacoma Mall.

For further information, call the Office of Continuing Professional and Lifelong Education, 566-5020 (Building 24).

## COORDINATED STUDIES

Coordinated Studies brings together two or more academic disciplines into a cooperative teaching and learning environment. Coordinated Studies is an umbrella for several approaches to linking courses and course work together around a common theme that allows students and teachers to experience greater depths of teaching co-learning in an active manner. Coordinated Studies and linked classes are regularly offered. See quarterly schedules.

## DATA PROCESSING SYSTEMS

### DPSYS 100 (F, W, Sp) Using Computers (3)

A non-technical, hands-on course for people 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 (W, Sp) 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 (F) Microcomputer Fundamentals (3)

Accelerated survey of microcomputer fundamentals for program students. Includes definition of terms and technical explanation of microprocessors and other microcomputer components, their operation and architecture. Emphasis on DOS and Windows including installation, configuration, and troubleshooting.  
Prerequisite: Instructor permission.

### DPSYS 103 Computers in Manufacturing (5)

An introductory course for those with little or no computer experience wishing to become familiar with use of microcomputers in manufacturing businesses. Includes introduction to computer hardware and software, definition of terms, and examination of typical applications in manufacturing.

### 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 (F, W, Sp) 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, presentation and database software. Includes modules on the use of personal computers, Internet essentials and Windows.

### DPSYS 236 (F, W, Sp) 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 (F, W) Graphical Application Programming (5)

Study of microcomputer-based graphical design tools to solve business problems. Development of event-driven applications with dynamic data exchange.

Prerequisite: DPSYS 235 or equivalent.

### DPSYS 239 (Sp) Advanced BASIC Programming (5)

Advanced concepts in BASIC programming including formatted output, file structures, arrays, and development of front end to access common applications. 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 DPSYS 238.

**DPSYS 243  
Word Processing  
Applications (5)**

Designed to provide students with a thorough knowledge of word processing applications. Topics include word processing concepts; terminology; software selection, installation and set-up; and troubleshooting minor problems. Students will be introduced to several word processing applications in a Windows environment. Prerequisite: Experience with microcomputers.

**DPSYS 244 (F, W)  
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.

**DPSYS 247 (Sp)  
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.

**DPSYS 250 (F, Sp)  
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 chair.

**DPSYS 251 (W)  
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, and graphics. Prerequisite: DPSYS 236 or permission of program chair.

**DPSYS 253 (W, Sp)  
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. Prerequisite: DPSYS 250.

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

Students will 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 255 (F)  
Web Server Development (5)**

Introduction to creating and running a successful Web server. It covers Web server security, CGI development, hardware, remote access, e-mail, client/server database, and Web, Gopher, and FTP services to the Internet. Prerequisite: DPSYS 250.

**DPSYS 261 (F, W)  
Network Administration (5)**

An applied course in the concepts of Local Area Networks (LANs). Focus is on management and configuration of file and print services. Covers preparing a PC to connect to a LAN, designing and configuring network file structures, assigning network drives, adding and managing users, configuring print queues and network printers, constructing and testing, LOGIN scripts and menus, managing files, and ensuring security through the use of file, directory and user rights. Prerequisite: DPSYS 250 or permission of program chair.

**DPSYS 262 (Sp)  
Network Engineering (5)**

A practical course in hardware installation, configuration, maintenance, and support for Local Area Networks (LANs). Covers installing different types of network topologies and network operating systems; configuring and installing LAN interface cards, hard drives, CD ROM drives, printers, multimedia, and other devices; fabricating network cables; and installing and documenting cross-connect equipment. Prerequisite: DPSYS 253 and DPSYS 261 or instructor's permission.





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

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

Prerequisite: DPSYS 262 or instructor's permission.

**DRAMA**

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

Individual study, project-oriented. Permission of instructor required.

**ECONOMICS**

**ECON 200 (F, W, Sp)**  
**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, and effects of international trade.

Prerequisites: MATH 99, or assessment above MATH 99. (Recommend concurrent registration in MATH 111).

**ECON 201 (F, W, Sp)**  
**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).

**EDUCATIONAL PARAPROFESSIONAL**

(See Paraeducator Program.)

**EDUCATION**

**ED 101 (F, Sp)**  
**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 available. In a group-building environment, students will explore cultural diversity and other issues that are important to the development of the modern college student.

**A special section of ED 101 is designed to help international/immigrant students understand American culture, the local community,**

**and college resources. The course will also emphasize academic success and effective study skills.**

**ED 200 (F, Sp)**  
**Sociology of Education (5)**

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

**ELECTRONICS**

**ELEC 104**  
**Fundamentals of Electricity and Electronics (5)**

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

Prerequisite: One year of high school algebra.

**ELEC 106**  
**Electronic Devices and Systems (4)**

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

Prerequisite: ELEC 104.

**ELEC 204**  
**Digital Techniques (5)**

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

Prerequisite: ELEC 104.

**ELEC 206**  
**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 106.



**ELEC 207  
Microprocessors (6)**

A comprehensive, up-to-date microprocessor course covering microprocessor theory and operation, computer arithmetic, programming and interfacing.  
Prerequisite: ELEC 206.

**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.

**EMERGENCY  
MEDICAL CARE**

**EMC 110 (F, W, Sp)  
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 out-of-hospital care givers. They provide basic life support and transportation for victims of illness and injury. Includes 112 hours of lecture and practical class-work time, and some clinical observation. 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, CPR card, 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. Class may be taken without affiliation; however, students will not obtain state certification without sponsor.

**EMC 112 (F, W, Sp)  
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 chair.

**EMC 120 (F)  
Paramedic I (12)**

First of three courses of the paramedic education program. Covers advanced concepts and skills in patient assessment, airway management, shock management and I. V. therapy, pharmacology and drug administration, Advanced Cardiac Life Support provider class (offered intracurriculum).  
Prerequisite: HT 130 and BIOL 118 and HSP 179 (Crisis Intervention, Stress Management) and acceptance into the Paramedic program.

**EMC 121 (W)  
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.  
Prerequisite: Successful completion of EMC 120, EMC 130 and PE 100.

**EMC 122 (Sp)  
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 (F)  
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.

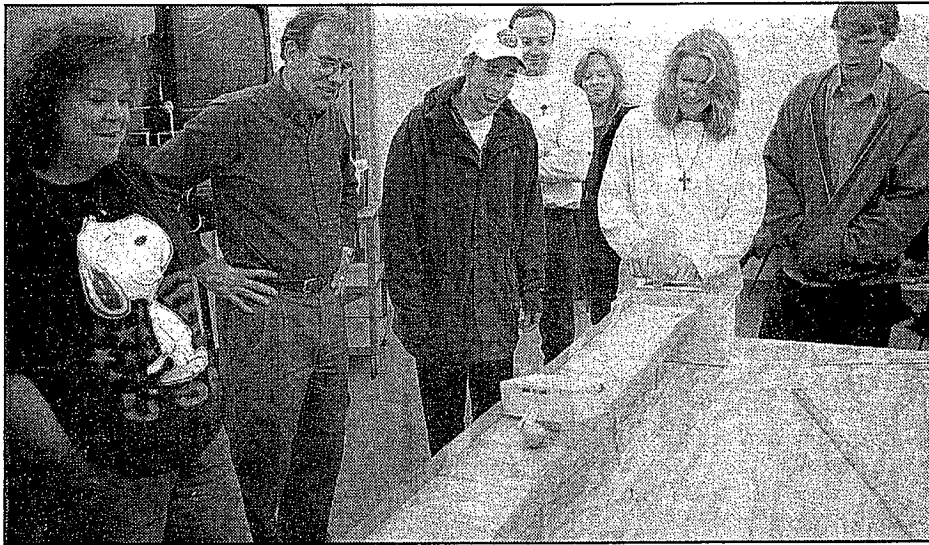
**EMC 131 (W)  
Paramedic Clinical II (7)**

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 (Sp)  
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 and permission of instructor.

**EMC 200 (Sp)**  
**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. Classes are available for students who lack the necessary prerequisites or who need a review. An engineering advisor should be consulted before registering for the engineering transfer program. Students completing the program typically transfer to a university to earn a baccalaureate degree in engineering. Students seeking courses for general interest and degree distribution requirements should consider the following: ENGR 100, 124, 141, 231.

**ENGR 100 (F, W)**  
**Introduction to Engineering**  
**and Design (3)**

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 (F, W, Sp)**  
**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 (F, Sp)**  
**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 (W)**  
**"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 (Sp)**  
**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 (F)**  
**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 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 (Sp)**  
**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 (W)**  
**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 (F, W)**  
**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 (Sp)**  
**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 (F, W, Sp)**  
**Basic English Skills (5)**

For the beginning student who needs work on basic grammar and composition. Emphasis is on writing grammatically correct sentences and organizing short compositions. Spelling, vocabulary, grammar, punctuation, and basic fundamental English skills constitute the classroom and computer-assisted instruction.

Prerequisite: Assessment at or above English 70.

**ENGL 71 (F, W, Sp)**  
**Basic English Skills (5)**

Application and further development of principles covered in English 70. Focuses on the writing process and introduces students to critical thinking skills via classroom and computer-assisted instruction.

Prerequisite: Assessment at or above English 71 or satisfactory completion of English 70.

Note: An exit/placement exam is required of students who want to enter the developmental sequence (English 90 or English 91).

**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Vocabulary Development (1)**

Self-paced course provides student with strategies and skills to develop vocabulary necessary to meet college demands. Student will develop vocabulary through context, pronunciation, structural analysis, and dictionary usage.

**ENGL 84 (F, W, Sp)**  
**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 (F, W, Sp)**  
**English Fundamentals(1)**

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

**ENGL 90 (F, W, Sp)**  
**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 at or above English 90 and Reading 92.

## 84 Course Descriptions

### ENGL 91 (F, W, Sp) 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 at or above English 91 and Reading 93 or C or better in English 90 and Reading 92.

### ENGL 101 (F, W, Sp) 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 or C or better in English 91 and Reading 93.

### ENGL 102 (F, W, Sp) 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: Completion of English 101 and Reading 93 with grade C or better.

### ENGL 103 (F, W, Sp) 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: Completion of English 101 and Reading 93 with grade C or better.

### ENGL 104 (F, W, Sp) 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.

Prerequisite: Assessment at college level on English and reading placement tests or C or better in English 91 and Reading 93.

### ENGL 105 (F, W) 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: English 101 and Reading 93 with grade C or better or English 104.

### ENGL 276, 277 (F, W, Sp) 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. (writing intensive)

Prerequisite: Completion of English 101 with grade of C or better.

### ENGL 278, 279 (F, W, Sp) 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. (writing intensive)

Prerequisite: ENGL 101.

## ENGLISH: LITERATURE

**Note: Completion of English 101 with grade C or better is a prerequisite for all literature courses.**

**Courses designated as writing intensive meet the "W" requirement at some transfer institutions.**

### 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. (multicultural content) (writing intensive)

### 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. (multicultural content) (writing intensive)

### ENGL 250 Introduction to Shakespeare (5)

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

### ENGL 257 Introduction to Poetry (5)

Study of poetry and poetic elements such as structure, diction, imagery, figurative language, and sound devices. (multicultural content) (writing intensive)

### 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. (multicultural content) (writing intensive)

### ENGL 259 Introduction to Drama (5)

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

### 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. (multicultural content) (writing intensive)

### 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. (writing intensive)

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

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

ENGL 269

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

Survey of American literature from 1910-1960. (multicultural content) (writing intensive)

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. (multicultural content) (writing intensive)

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. (multicultural content) (writing intensive)

Note: Writers of the Pacific Rim offered Spring quarter.

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 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.

Prerequisite: ESL placement exam.

ESL 92

**Grammar 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 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 grammar usage with work on the comprehension of spoken English.

Prerequisite: ESL 92 or ESL placement exam.

ESL 94

**Grammar 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 focuses on grammar plus classroom discussion, and reports.

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 develop their reading comprehension and expand their vocabulary.

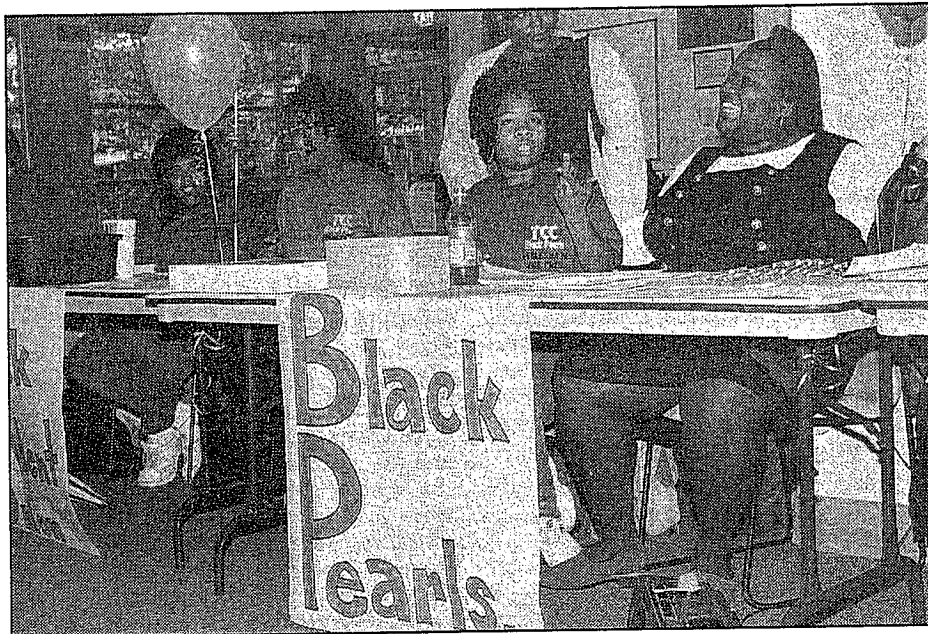
Prerequisite: ESL placement exam.

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 stu-





dents 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 ex-

pository. 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 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 190 (3) American Culture and Conversation

A course in conversational English focusing on contemporary American culture for students of English as a Second Language at the high-intermediate or advanced level. Students explore current issues in American life through readings, videos, and conversation. May be taken twice for credit.

### 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 (F, Sp) Environmental Science (5)

An interdisciplinary science course for both non-science majors and beginning science students. Topics such as overpopulation, forest resources, energy, and pollution are covered. Underlying scientific principles are identified and related to relevant ethical, economic, and political issues from global, national and local perspectives. Laboratories and field trips included.

### ENVSC 145 Introductory Ecology (5)

Study of the factors affecting organisms and their environments (eg. symbioses, nutrient cycles, population dynamics, habitat alterations). Strong emphasis on local ecosystems, field work, and lab ex-

periments. Will involve some computer analysis, library research, and writing. May involve weekend and possible overnight field-trip.

Prerequisite: CHEM 100.

## FRENCH

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

FREN 101, 102, 103 (F) (W) (Sp)  
**Beginning 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. (multicultural content)

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

FREN 201, 202, 203 (F) (W) (Sp)  
**Intermediate French (5, 5, 5)**

Systematic review of grammar, more in depth than in the 100 series. Intensive practice in conversation and comprehension. Readings with cultural and/or literary merit and compositions on related topics.

Prerequisite: 3 years of high school French, FREN 103, or instructor's permission.

## 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 is 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.

## GEOGRAPHY

GEOG 110  
**Geography of the Pacific Rim (5)**

Students will study the geographical elements of the Pacific Rim area. The physi-

cal and cultural attributes of each country will be compared. Problems related to the physical environment, ethnic composition, and resources will be emphasized.

GEOG 205 (Sp)  
**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 101 (F, W, Sp)  
**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 (F, Sp)  
**Introduction to Health Record Management (5)**

Survey of development and content 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).

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

HIM 190 (F, Sp)  
**Clinical Applications I (3)**

Students spend one hour in seminar on campus per week, 20 hours of laboratory practice, 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.

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

HIM 220 (F)  
**ICD-9-CM Coding (5)**

Coding of diseases and operations according to the International Classification of Diseases, Clinical Modification. Course covers coding of all major body systems, with an emphasis on Diagnosis Related Groups (DRGs), including computerized encoders.

Prerequisite: HIM 180, HIM 190, HT 211 (or concurrent enrollment) and instructor's permission.

HIM 221 (F)  
**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.

Prerequisite: MATH 88, HIM 180, DPSYS 236 and instructor's permission.

HIM 222 (Sp)  
**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.)

Prerequisite: HIM 241, HT 216, HT 120.

HIM 230 (F)  
**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 experience (HIM 231). Special emphasis is



placed on computer applications of these functions.

Prerequisite: HIM 180, HIM 190, DPSYS 236, and instructor's permission.

**HIM 231 (W)  
Clinical Applications II (5)**

Practical experience performing health information duties in seminar and in local health facilities to give the student the opportunity to actively perform technical duties. Total of 120 hours per quarter on-site in hospitals.

Prerequisite: Instructor's permission.

**HIM 232 (Sp)  
Clinical Applications III (6)**

Practical experience performing health information management duties in seminar and in local health facilities to give the student the opportunity to actively perform technical duties. Fifteen hours per week on-site in specialized care facilities for a total of 150 hours per quarter.

Prerequisite: HIM 222 (or concurrent enrollment), HIM 231 and instructor's permission.

**HIM 241 (W)  
Data Quality Standards (3)**

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

Prerequisite: HIM 220, HIM 221 and HIM 230.

**HIM 242 (Sp)  
Health Information Management (3)**

Development of management and supervisory skills, including planning, organizing, directing and controlling. Special emphasis in systems management.

Prerequisite: HIM 221, HIM 231, HIM 241, DPSYS 236.

**HIM 252  
Medical Reimbursement Management (3)**

Course is designed to provide students with skills in medical reimbursement management for use in a variety of health care settings with emphasis on outpatient settings. Includes advanced applications of ICD-9-CM and CPT Coding practice and principles in case mix analysis, DRGs, RBRVS, and APGs, as these impact the financial reimbursement and marketing issues for health care facilities. Emphasis is on the advantages of computerized systems in the tracking and statistical analysis of these functions.

Prerequisite: HT 120, HIM 220, HT 216, and instructor's permission.

**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 (F, Sp)  
Health Care Delivery Systems (4)**

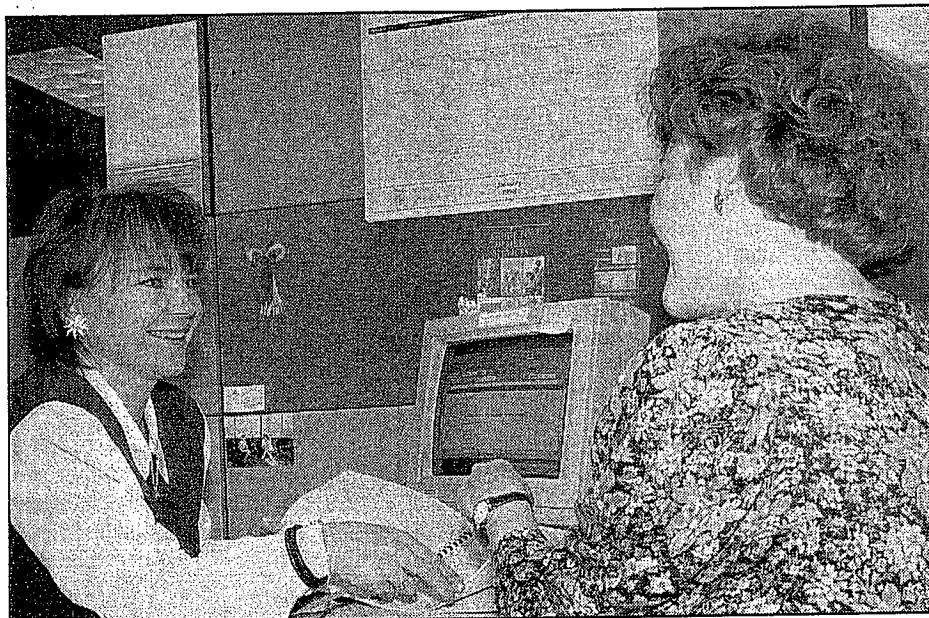
Interdisciplinary course: concepts of health care organization, finance, and delivery in the United States; interrelationships among facilities, agencies and health organizations; interrelationships between health personnel and the medical staff in the delivery of health care; professional ethics; accreditation, licensing and certification standards. Classroom instruction and field visit.

Prerequisite: Assessment at college level reading and English.

**HT 111  
Applied Allied Health Study Skills (5)**

Designed to teach students how to have a successful college experience both academically and personally. The focus will be on the development of practical knowledge and skills to assist students toward that goal. Integrated topics include medical terminology construction, formation and use, anatomy, the American health care delivery system, career development, time planning, test taking, communication skills, study techniques, critical thinking skills, community and campus resources, and managing the personal and relationship issues that face many college students. This course is specifically designed to meet the needs of students in Allied Health programs. Same course as STDSK 111; credit for degree will be granted for either HT 111 or STDSK 111 but not for both.

Prerequisite: College level English and Reading skills.





HT 120 (W, Sp)

**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, HT 110, DPSYS 235 (or concurrent enrollment).

HT 130 (F, W, Sp)

**Medical Terminology I (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. Prerequisite: Assessment at college level reading and English.

HT 131 (F, W, Sp)

**Medical Terminology II (5)**

Continuing 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. Identifying, defining and spelling terms related to systemic disorders, oncology, anesthesiology, pharmacology, pathology, therapeutic radiology, nuclear medicine, and mental health. Prerequisite: HT 130 or instructor's permission.

HT 140, 141 (F, W, Sp)

**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 (or word processing skills); and

DPSYS 235 (or concurrent enrollment); or permission of instructor.

HT 142 (F, W, Sp)

**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 143

**Medical Transcription Management Seminar (2)**

This seminar course provides students with an overview of issues and trends in medical transcription management, including productivity requirements, quality assurance practices, equipment and software needs, telecommuting, transcription services and starting a business. Prerequisite: HT 140 or instructor's permission.

HT 150

**Pharmacology for Health Professionals (2)**

This is an introductory course in Pharmacology to include terminology, drug classification, and usage, emphasizing clinical applications of pharmacology in treatment of diseases. This course will include lecture and computer-assisted instructional techniques. Prerequisite: BIO 118, HT 130, or instructor's permission.

HT 170 (W)

**Introduction to Fundamentals of Patient Care (5)**

Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as RS 170.

Prerequisite: HT 130 or concurrent enrollment.

HT 210, 211 (F, Sp)

**Principles of Disease I, II (3, 3)**

Selected general medical conditions and diseases of specific body systems, including etiology, signs, symptoms, diagnostic procedures; clinical course, therapy and prognosis. Lecture course. Prerequisite: BIOL 118 (or BIOL 220/221), HT 130, HT 131, and HT 210 for HT 211.

HT 214 (F, Sp)

**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 215 (W)

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

An advanced course for experienced ICD-9-CM coders. Instruction on the more difficult sections of the coding system, coding exercises, and advanced practice using abstracted medical records. Prerequisite: HT 214 or HIM 220, or permission of instructor.

HT 216 (W, Sp)

**CPT Coding (3)**

Instruction in the basic principles of coding with Current Procedural Terminology (CPT) system for use in health care, hospital, and ambulatory care facilities. Designed as an introductory course for beginners, as well as review course for practitioners, with emphasis on HCPCS Level 1 codes.

Prerequisite: HT 214 and HIM 220 or working knowledge of ICD-9-CM Coding and Human Anatomy is recommended

HT 217

**Advanced CPT Coding (2)**

An advanced course for experienced CPT coders. Instruction on the more clinically involved sections of the coding system, coding exercises and advanced practice using operative reports and other forms of documentation. Emphasis on HCPCS levels 1, 2, 3, and practice management techniques using a multimedia approach. Prerequisite: HT 216, or instructor's permission.

HT 225 (W)

**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.

Prerequisite: HIM 180 or instructor's permission.

HT 240/241 (F, W Sp)

**Work Internship for Medical Office Personnel I/II (3, 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.

HT 299 (F, W, Sp)

**Individual Study in Medical Secretary/Transcription (1-5)**

An independent learning activity, designed jointly by student and instructor, to improve and/or increase the knowledge and skill of the medical secretary or transcription student.

Prerequisite: Permission of instructor.

**HIGH SCHOOL COMPLETION**

HSC 90

**Contemporary Problems (5)**

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 (Pre-Colonial—1900) (5)**

America before the Europeans. 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)**

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)**

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)**

History of the Pacific Northwest from pre-history to the present. Self-paced modular format.

**HISTORY**

HIST 111 (F)

**History of Civilization (5)**

Development of man from prehistoric days to the 14th Century, including social, political, cultural and economic aspects.

HIST 112 (W)

**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 (Sp)

**History of Civilization (5)**

Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

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 lens 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 248**  
**The Diplomacy of the United States to 1898 (5)**

A survey of the American diplomatic history from the American revolution to the war with Spain. It will examine the issues and events which shaped the foreign relations of America's first century of independence. Particular attention will be paid to the development of traditions, such as a tradition of violence, a belief in American exceptionalism, a moral imperative, a heritage of success.

**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 and Family Economics (3)**

Planning and budgeting money, time and energy; purchasing goods and services; savings; credit and installment buying; insurance; and 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 communicat-

ing 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.

**HONORS COLLOQUIUM**

**HONOR 200 (F, W, Sp)  
Honors Colloquium 200 (1)**

An informal gathering of Honors students and faculty to promote free discussion of divergent viewpoints, to synthesize knowledge from the various disciplines, and to explore the interface between facts and values. Discussion leaders will be drawn from academia and the community.

**HUMAN DEVELOPMENT**

**HD 98 (F, Sp)  
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 the linked Math 88 (4 credits) class is required.

**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 (F, W, Sp)  
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 (F, W, Sp)  
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 (Sp)  
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 (W)  
Exploring Human Potential (3)**

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

**HD 116 (Sp)  
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 (F, W, Sp)  
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.

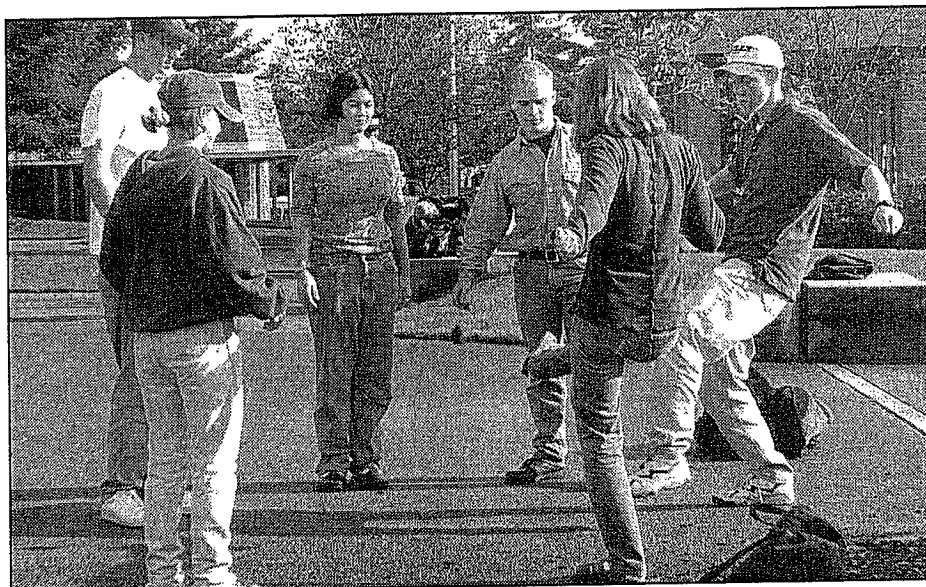
**HD 299  
Independent Study (1-5)**

Independent observation, analysis and reporting of a selected problem in career and life planning. Prerequisite: Permission of instructor.

**HUMAN SERVICES**

**HSP 100 (F, W, Sp)  
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 program chair.

**HSP 102 (F, W, Sp)**  
**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 program chair.

**HSP 103 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 190 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 chair/instructor prior to registration.

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

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

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

Introduction to the physiological, psychological and sociocultural aspects of alcoholism and drug abuse. Includes techniques for assessing the degree of involvement with alcoholism and drugs.

**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 (F, W, Sp)**  
**Stress Management (5)**

Covers the origins of stress, history and research of stress, ways of managing interrelationships of physical and mental health, and the ability to cope with stress — which manifests itself in various ways, such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or 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)**

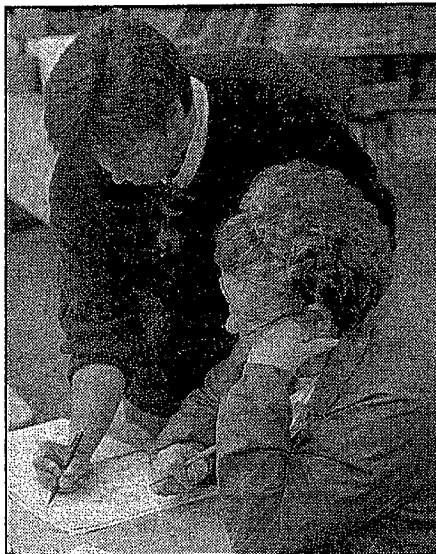
Includes traditional and experiential learning. Covers ethical group practice, formation of groups, stages of group development, and participating in groups. Leadership techniques for various group settings will be demonstrated and practiced.

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 environ-



mental art forms, and acquaints students with art, music and drama resources in the community.

**HUMAN 100 (F, W, Sp)  
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 (Sp)  
Introduction to Pacific Rim  
Cultures (5)**

A general introduction to a Pacific Rim culture (Southeast Asia, China, Japan, Korea, Mexico or Central America) emphasizing history, language, literature, arts, politics, economy, and society.

**HUMAN 120 (F, W, Sp)  
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-American, Asian-American, Hispanic and Native-Americans. (multicultural content)

**HUMAN 130 (F, W, Sp)  
Introduction to Film (5)**

Study in motion picture techniques and the development of cinema as an art form. Prerequisite: Assessment at college-level reading and English. (multicultural content)

**HUMAN 285  
The City (5)**

An in-depth study covering history, philosophy, religion, art, architecture and literature of a culturally significant city. A different city, time, and place will be studied each quarter. Humanities 285 is offered.

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.

**BUS 250  
International Business**

See Business section.

**JAPANESE**

**JAPAN 111, 112, 113 (F) (W) (Sp)  
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 (F) (W) (Sp)  
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 (F)  
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 Challenge* (TCC's student newspaper).

Prerequisite: ENGL 101.

**JOUR 102 (W)  
News Editing (3)**

This course involves training in English grammar, news editing using AP style, headline writing and rewriting, copy for conciseness and clarity.

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

**JOUR 103 (W)  
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 (F, W, Sp)  
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 produce the campus newspaper for credit. 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 or instructor's permission.

**JOUR 203 (Sp)  
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* (TCC's student newspaper) during the quarter. Students use their own 35mm camera equipment.

Prerequisite: ART 146 or portfolio and permission of instructor.

**JOUR 205 (F)  
Introduction to Multi-media  
Graphics (5)**

Introduction to basic publication design principles. Students become familiar with PageMaker, Illustrator and Photoshop software. They use the software with scanners, digital cameras and other input devices to create personal projects

incorporating digital images and type into simple publications that communicate effectively. Familiarity with Windows '95 is required.

**JOUR 209 (W, Sp)  
Mass Media 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. (reading and writing intensive)

**JOUR 299 (F, W, Sp)  
Independent Study (1-5)**

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

**MATHEMATICS**

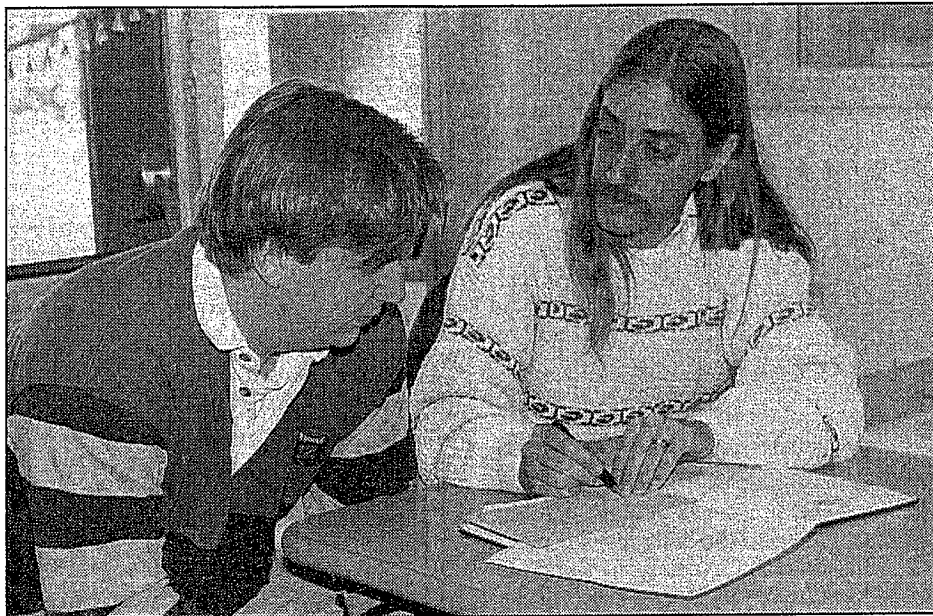
TCC offers both college transfer and skill building courses. Some classes are available in two modes: classroom lecture/discussion or independent tutorial. Before choosing any math courses, students must take a mathematics placement test unless they have taken a college-level mathematics class. Students 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 complete MATH 115, 116, 124, 125, 126, 220, 224, and 238.

Business and economics majors should complete MATH 111 and 112.

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 skills. DPSYS 236 or BUSPC 101 are recommended prerequisites if a student does not have 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 two years.



**MATH 86 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Elementary Algebra (5)**

Topics include number systems, equations, inequalities, polynomials, factoring, graphing, systems of equations, and quadratic equations.  
Prerequisite: MATH 88 or assessment above MATH 88.

**MATH 99 (F, W, Sp)**  
**Intermediate Algebra (5)**

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

Prerequisite: MATH 90 or assessment above MATH 90.

**MATH 107 (F, W, Sp)**  
**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 (F, W)**  
**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 (F, W, Sp)**  
**Introduction to Probability (3)**

Topics include: frequency and distribution of events, sample spaces, complementary and combination of events, binomial distribution and permutations/combinations.  
Prerequisite: MATH 99 assessment above MATH 99.

**MATH 111 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**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 (F, W, Sp)**  
**Pre-Calculus II: Trigonometry (5)**

A continuation of Pre-calculus I. 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 (F, W, Sp)

**Analytic Geometry and Calculus (5, 5, 5)**

(Courses must be taken sequentially) 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 (F)

**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 (Sp)

**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 (W)

**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 RECORDS TECHNOLOGY

See Health Information Management.

## MUSIC

MUS 101 (F)

**Music Theory I (5)**

Recommended for all music majors and minors, but open to all students who have some music experience. Introduction to the materials of music, including notation, scales, intervals, diatonic triads, and rhythm. Includes development of elementary ear-training, sight-singing, and keyboard skills.

MUS 102 (W)

**Music Theory II (5)**

Introduction to the study of diatonic harmony. Analysis of 18th and 19th century harmonic usage; composition exercises stressing correct voice-leading and chord succession. Further development of aural skills through ear-training, sight-singing and keyboard practice. Prerequisite: MUS 101 or instructor permission.

MUS 103 (Sp)

**Music Theory III (5)**

Continuation and completion of study of diatonic harmony through analysis and composition exercises. Further development of aural skills through ear-training, sight-singing and keyboard practice. Supplemental topics dealing with diatonic modes and the smaller formal archetypes. Prerequisite: MUS 102 or instructor permission.

MUS 107 (F, W, Sp)

**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 121, 221 (F, W, Sp)

**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 (F, W, Sp)

**Class Applied Music: Guitar (1)**

Class instruction in performance.

MUS 124 (F, W, Sp)

**Class Applied Music: Piano I (1)**

Class instruction in beginning piano; the first course in a series of three.

MUS 125 (F, W, Sp)

**Class Applied Music: Piano II (1)**

Class instruction in beginning piano; the second course in a series of three. Prerequisite: MUS 124 or permission of instructor.

MUS 126 (F, W, Sp)

**Class Applied Music: Piano III (1)**

Class instruction in beginning piano; the third course in a series of three. Prerequisite: MUS 125 or permission of instructor.

MUS 130 (F, W, Sp)

**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: Permission of music department head or instructor.

MUS 142 (F, W, Sp)

**Women's Community Choir (1)**

The community choir rehearses a variety of choral music in an informal setting. Open to all singers.

**MUS 160, 260 (F, W, Sp)  
Chamber Orchestra (2)**

Preparation and performance of chamber orchestral literature. This group plays four concerts annually on campus.

Prerequisite: Audition/permission of instructor. Three quarters of MUS 160 for 260.

**MUS 170, 270 (F, W, Sp)  
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: Three quarters of MUS 170 for 270.

**MUS 180, 280 (F, W, Sp)  
TCC Voices (3)**

A small vocal ensemble whose members are 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, three quarters of MUS 180 for 280.

**MUS 199 (F, W, Sp)  
Ensembles (1)**

Supervised preparation and performance of chamber music in all mediums.

Prerequisite: Permission of instructor.

**MUS 299 (F, W, Sp)  
Independent Study (1-5)**

Individual study, project-oriented for advanced music students. 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 104 (F, W)  
LPN - ADN Articulation (Bridge) (3)**

Articulation (bridge) course for LPN's entering the ADN program. The following concepts are discussed: role transition, wellness-illness continuum; nursing process, caring behaviors, prevention concepts, dosage calculations, intravenous administration, fluid and electrolyte balance, history and physical assessment based on NANDA diagnostic categories, cultural and ethnic concerns, and selected medical conditions.

Prerequisite: LPN License and acceptance into the nursing program.

**NURS 150 (F, W)  
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 (W, Sp)  
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 (F, Sp)  
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 (F, W)  
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, hand washing, vital signs, and basic hygiene measures.  
Prerequisite: Admittance to the nursing program.

**NURS 161 (F, W)  
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 (F, Sp)  
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, tracheostomy care and blood administration.  
Prerequisites: NURS 151, NURS 161, NURS 172, or instructor permission.

**NURS 171 (F, W)  
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 (W, Sp)  
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 (F, Sp)  
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, neurosensory and food/fluid.  
Prerequisites: NURS 161, NURS 151, NURS 172, or instructor's permission.

**NURS 250 (F, W)  
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 (W, Sp)  
Nursing V: Caring for the Client  
With Chronic Problems (10)**

Provides learning experiences for the client with chronic physical and mental disorders 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.  
Prerequisites: NURS 250, NURS 271 or instructor permission.

**NURS 252 (F, Sp)  
Nursing VI: Caring for the Client  
Adapting to Chronic Problems (4)**

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 (F, W)  
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 policy, employee-employer relations, 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 (W, Sp)  
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, responsibility, accountability, and collaboration.  
Prerequisites: NURS 250, NURS 271, or instructor's permission.





**NURS 280 (F, Sp)  
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 (F, Sp)  
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 incorporate previously taught concepts, especially leadership.  
Prerequisites: NURS 252, NURS 272, or instructor's permission.

**NURS 299 (F, W, Sp)  
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.  
Prerequisite: Instructor permission.

**OCEANOGRAPHY**

Students considering a major in the oceanographic sciences would normally take OCEAN 101. An advisor should be consulted before registration.

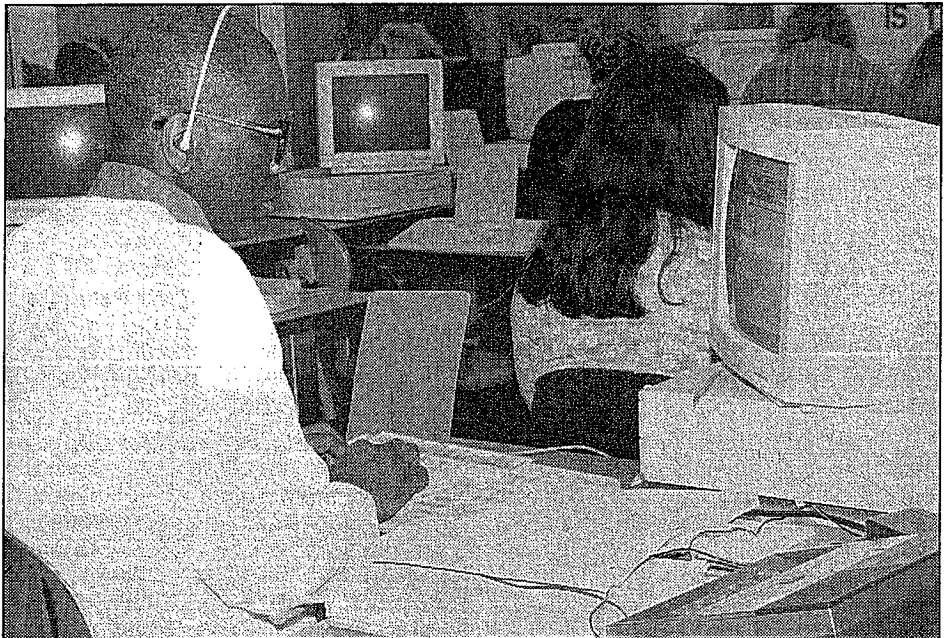
**OCEAN 101 (F, W, Sp)  
Survey of Oceanography (5)**

Marine environment and topics such as the nature and origin of ocean basins, sea water, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized. Laboratory included.

**OFFICE EDUCATION**

**OFFCE 103 (F, W, Sp)  
Typing I (4)**

Typing fundamentals including mastery of the keyboard by touch, centering, memos, letters, and reports.  
Prerequisite: READ 90 or equivalent and MATH 86 or equivalent.



**OFFCE 104 (F, W, Sp)  
Typing II (5)**

Typing of common business forms including letters, memos, tables, reports, and accuracy and speed development in a simulated office environment.  
Prerequisite: OFFCE 103 or equivalent and knowledge of Word for Windows or WordPerfect for Windows.

**OFFCE 105 (F, W)  
Editing and Proofreading  
Business Documents (2)**

Course presents the following skills needed to produce mailable, realistic business correspondence: editing, formatting, and proofreading. Basic knowledge of WordPerfect for Windows or Word for Windows is necessary.  
Prerequisites: OFFCE 103 or BUSPC 91; BUSPC 100 or DPSYS 100 or equivalent, ENGL 104.

**OFFCE 106 (F, W, Sp)  
Typing—Speed and Accuracy  
Development (2)**

Designed for students who already know the keyboard by touch. Students complete self-diagnostic tests and take corrective steps to improve accuracy and speed.  
Prerequisite: OFFCE 103.

**OFFCE 115 (F, W, Sp)  
Office Machines (5)**

Instruction and practice in operating electronic calculators to solve common busi-

ness problems. Ten-key drills to develop speed and accuracy.

**OFFCE 116 (F, W, Sp)  
Records and  
Database Management (3)**

Principles of alphabetic, geographic, numeric, and subject systems using manual and electronic records storage.

**OFFCE 117 (F, W, Sp)  
Machine Transcription (3)**

Transcribing mailable business-related correspondence from prepared materials.  
Prerequisites: OFFCE 104 and ENGL 104.

**OFFCE 120 (F, W, Sp)  
Work Internship (5)**

Supervised experience in office-related positions. Students meet during the quarter with the program chair.  
Prerequisite: Permission of program chair.

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

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. Pre-

sents a brief introduction to WordPerfect and Microsoft Word.

Prerequisite: Keyboarding skills.

OFFCE 228 (F, Sp)

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

Learn the use of a current word processing package to create and edit business documents. In depth topics emphasize editing, mail merge, sorting, and tables. Part of a two-course series designed to compare and contrast different word processing software. OFFCE 228 and OFFCE 234 may be taken in any sequence.

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

OFFCE 231 (F, W, Sp)

**Creating Business Publications  
Using Desk-top Publishing**

Use current software to design and produce professional-quality publications including newsletters, flyers, brochures, bulletins, and certificates.

Prerequisites: BUS 225, OFFCE 228 or OFFCE 234.

OFFCE 234 (W)

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

Learn the use of a current word processing software package to create and edit business documents. Particular in depth emphasis on editing, mail merge, sorting, and tables. Part of a two-course series designed to compare and contrast different word processing software. OFFCE 228 and OFFCE 234 may be taken in any sequence.

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

OFFCE 238 (Sp)

**The Office Professional (5)**

Covers word processing, time management, analyzing office procedures, letter writing review, convention/conference planning, professional development, scheduling (calendars, appointments, etc.), dealing with difficult people, being an effective team member, and using publication and presentation software.

Prerequisite: OFFCE 103, OFFCE 105, OFFCE 106, or ENGL 104, OFFCE 228 or 234.

**PARAEDUCATOR**

**Early Childhood Emphasis**

This program is designed to train people to be successfully employed in a variety of educational settings. Enrollment is open to currently employed paraeducators and individuals who wish to prepare for employment in the field. Students may earn a two-year Associate in Applied Sciences Degree or a Certificate. Most core classes are usually offered in the late afternoon and in workshop formats during summer and school breaks. Call (253) 566-5350 or (253) 851-2424 for course or program information or see page 56.

**PARAMEDIC  
TRAINING**

(See Emergency Medical Care)

**PHARMACY ASSISTANT**

PHARM 110, 111, 112

**Pharmacy Technology and  
Practice I, II, III (8, 7, 1)**

Provides students with the knowledge and skills needed to perform both inpatient and outpatient technical pharmacy tasks. Sterile products and aseptic techniques are taught. Work safety and security as it pertains to the Pharmacy Department is also included. Introduces the student to pharmacy assisting as a career, including history, ethics, pharmacy law and regulations pertaining to Level A Pharmacy Assistants.

Prerequisite: Admittance into Pharmacy Assistant Program.

PHARM 121, 122

**Drug Orientation and  
Pharmacology I, II (8, 3)**

Orients the student to therapeutic classes of drugs, glossary of terms, brand names and generic drugs. Pharmacological information for all prescription drug classifications is provided. Over-the-counter drugs are also described.

Prerequisite: Admittance into Pharmacy Assistant Program.

PHARM 130

**Pharmacy Calculations (2)**

Reviews mathematical calculations and introduces students to application in performance of Pharmacy Assistant tasks. Common conversions, proportions,

millequivalents, ratios and percentages are included.

Prerequisite: Admittance into Pharmacy Assistant Program.

PHARM 140, 141

**Pharmacy Assistant  
Practicum I, II (4, 12)**

Provides the student with supervised clinical practice experience, performing the tasks of a pharmacy assistant in the inpatient setting and outpatient pharmacy.

Prerequisite: Admittance into Pharmacy Assistant Program.

**PHILOSOPHY**

PHIL 100 (F, W, Sp)

**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 (F)

**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 (Sp)

**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 200

**Oriental Philosophy (5)**

Examination of major philosophies and philosophers that have shaped the mind of the Oriental. Special attention is given to Confucianism, Legalism, Taoism, and Buddhism.

PHIL 215 (F)

**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 (W)

**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 (W, Sp)

**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.

**FITNESS ACTIVITIES:**

**1 CREDIT EACH**

- 202 (W, Sp) Aerobic Fitness
- 103 (F) Self Defense for Women
- 108 (W, Sp) Beginning Weight Training
- 208 (W, Sp) Intermediate Weight Training

**FITNESS ACTIVITIES:**

**2 CREDITS EACH**

- 100 (F, W, Sp) Total Fitness
- 200 (F, W, Sp) Advanced Total Fitness

**AQUATICS: 1 CREDIT EACH**

- 112 (F, W, Sp) Beginning Swimming
- 113 (F, W, Sp) Intermediate Swimming
- 114 (F, W, Sp) Advanced Swimming
- 115 (Sp) Life Guarding (2 credits)

**DANCE: 1 CREDIT EACH**

- 118 (F, W, Sp) Modern Dance

**INDIVIDUAL SPORTS:**

**1 CREDIT EACH**

- 120 Beginning Archery
- 220 Intermediate Archery
- 122 (F, W) Beginning Bowling
- 222 (F, W) Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 125 (W) Beginning Skiing
- 225 (W) Intermediate Skiing

**DUAL SPORTS:**

**1 CREDIT EACH**

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

**TEAM SPORTS:**

**1 CREDIT EACH**

- 133 (F, W) Beginning Basketball
- 233 (F) Advanced Basketball
- 134 (Sp) Softball
- 135 Beginning Soccer
- 235 Advanced Soccer Techniques

136 (F, W, Sp) Volleyball

236 (F, W, Sp) 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 (F)

**Baseball Techniques (1)**

A course in the fundamentals of baseball. 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 (W)

**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 (F, W, Sp)

**Health and Wellness (3)**

A course for students to learn how to take control of their personal health and lifestyle habits so they can make a constant and deliberate effort to stay healthy and achieve the highest potential for well-be-

ing. 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 (Sp)  
Baseball Coaching Skills (2)**

Provides the beginner or advanced coach with the basic teaching and coaching skills, techniques and strategies for baseball. Includes lectures, group discussions, guest speakers, and actual performance of skills and techniques by individual class members.

**PE 292 (F, W, Sp)  
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 (F) (W) (Sp)  
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 recommended for PHYS 114; PHYS 114 for 115; PHYS 115 for 116.

**PHYS 121, 122, 123 (F, Sp) (W)  
(F, Sp)  
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 122; PHYS 121 for 123.



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

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

Prerequisite: Permission of instructor.

**POLITICAL SCIENCE**

**POLSC 201 (F, W, Sp)  
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 (F, W, Sp)  
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 (W, Sp)  
International Relations (5)**

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

**POLSC 205 (Sp)  
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 (Sp)  
Political Philosophy and Ideology (5)**

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

**POLSC 298 (F, W, Sp)  
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 (F, W, Sp)  
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 (F)  
Psychology of Adjustment (5)**

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

PSYCH 204

**Abnormal Psychology (5)**

Psychopathology: analysis of forms, nature, and causes of disorders of behavior and personality.

Prerequisite: PSYCH 100 or SOC 110 recommended.

PSYCH 205 (W, Sp)

**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 (F, W, Sp)

**Developmental Psychology: Life Span (5)**

An examination of the physical, social, emotional, and intellectual development of the human from conception to death.

PSYCH 207 (W)

**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 SCIENCES**

RS 101 (F)

**Introduction to Radiologic Sciences (5)**

An introduction to the history of radiology, medical ethics, types and operation of radiology departments in hospitals. Orientation to X-ray equipment and basic principles of exposure: density, contrast, and detail. Radiation protection of patient, technologists, and public. Also included are physical principles of radiographic imaging, the X-ray tube and generator, chemistry of film processing,

methods of processing and construction of film.

Prerequisite: MATH 99, official acceptance into the RS program, and permission of instructor.

RS 108 (W)

**Radiation Physics I (5)**

Course introduces concepts of electromagnetic radiation from the aspect of developing a basic understanding of the production and control of X-radiation. Deals with components of X-ray circuits, tubes, X-ray equipment, design and application.

Prerequisite: MATH 99, RS 101, and permission of instructor.

RS 109 (Sp)

**Radiation Physics II (5)**

Physics with emphasis on applied radiological physics. Presentations will consist of in-depth consideration of radiographic recording devices, radiographic processing, chemistry of film processing, radiographic quality and special radiographic equipment. Covers the various types of radiation, their interaction with matter, and the effects of those interactions. Emphasis is placed on protection to be afforded the patient and the technologist.

Prerequisites: Math 99, RS 108, or permission of instructor

RS 120 (W)

**Clinical Education I (5)**

Initial course in clinical education. The beginning student is assigned to one of the clinical education centers affiliated with the TCC RS Program. The student receives an orientation to hospital and department procedures, participates in ancillary radiology activities, and observes and performs diagnostic radiologic procedures.

Prerequisites: RS 101, RS 140, medical health clearance WSP background check, proof of medical insurance, current CPR card, and permission of instructor.

RS 121 (Sp)

**Clinical Education II (5)**

Provides the second in a series of clinical education courses. The student is assigned 16 hours per week at a clinical education center. During this supervised experience, the student observes and performs diagnostic radiologic procedures. The student must demonstrate competency of recently taught radiographic ex-

ams plus continued competency of the exams previously evaluated.

Prerequisite: RS 120, medical health clearance, WSP background check, proof of medical insurance, current CPR card, and permission of instructor.

RS 122

**Clinical Education III (13)**

Provides the third in the series of clinical education courses which demands 40 hours per week at a clinical education center. Students are assigned to clinical experience in hospital radiology departments and imaging centers to increase their basic skills in positioning, setting technique, human relations, and functions of the radiology department as a whole. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.

Prerequisites: RS 121, instructor's permission, and medical health clearance, WSP background check, proof of medical insurance, current CPR card.

RS 140 (F)

**Radiographic Positioning I (5)**

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen, upper and lower extremities. Projections studied will include information on performing cross-table examinations for minor trauma cases.

Prerequisite: Official acceptance into RS program.

RS 141 (W)

**Radiographic Positioning II (5)**

Provides demonstration and laboratory experience in radiography of the pelvis, hip, sacroiliac joints, cervical spine, thoracic spine, lumbar spine, sacrum, and coccyx. Visceral studies which include the upper gastrointestinal series, intravenous pyelography, and colon. Projections studied will include information for performing examinations on the pediatric and trauma patient.

Prerequisite: RS 140 or permission of instructor.

RS 142 (Sp)

**Radiographic Positioning III (5)**

An overview of special radiographic procedures including myelography, angiography, ERCP's and cholecystography. A study of the contrast media employed



with these examinations. Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mandible. Projections studied will include information for pediatric and trauma patients.

Prerequisite: RS 141 or permission of instructor.

**RS 150, 151 (F, W)**  
**Radiographic Film Critique and Technique I, II (1, 1)**

Prime factors (detail, density, contrast and distortion) and other factors influencing radiographic technique for production of quality radiographs.

Prerequisite: Official acceptance into RS program, and RS 150 for 151 or instructor's permission

**RS 152 (Sp)**  
**Radiographic Film Critique and Technique III (1)**

Factors affecting radiographic exposure. Rules and formulas for compensation factors. Accessory equipment. Problem solving to determine the best factors to utilize in obtaining quality radiographs.

Prerequisite: RS 151 or instructor's permission.

**RS 170**  
**Introduction to Fundamentals of Patient Care (5)**

Introduces common knowledge of patient care including venipuncture and EKG placement. Observation, communication, and basic nursing technical skills are taught; legal-ethical issues and seven hours study of communicable diseases/AIDS are included. Provides basic knowledge regarding the initiation and maintenance of intravenous access, as well as basic introduction to EKG's, including placement of leads. Recognition that the patient's health problems, including evaluation of patient responses during procedures, are the foci of activities for the health care team will be emphasized. Lecture and lab course. Same course as HT 170.

Prerequisite: HT 130 or concurrent enrollment.

**RS 175 (Sp)**  
**Student Leadership Seminar (1)**

First-year students will participate in the organization of a two-day leadership conference and attend educational sessions presented at the conference.

Prerequisite: Instructor's permission.



**RS 214 (W)**  
**Radiographic Pathology (3)**

Acquaints the student with certain changes which occur in disease and injury, and their application to radiologic technology. Systems covered include respiratory, skeletal, gastrointestinal and urinary. Emphasis on how pathology is demonstrated on radiographs and its effect on radiographic quality.

Prerequisite: RS 243, BIOL 220/221, or instructor permission.

**RS 216 (Sp)**  
**Pharmacology and EKG Rhythms (3)**

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. Basic EKG rhythms and arrhythmias will be covered along with the probable effect of drugs given on the rhythm.

Prerequisite: RS 170 or instructor's permission.

**RS 225 (F)**  
**Clinical Education IV (7)**

Provides the fourth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.

Prerequisite: RS 122, medical health clearance WSP background check, proof of medical insurance, current CPR card, or permission of instructor.

**RS 226 (W)**  
**Clinical Education V (7)**

Provides the fifth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.

Prerequisite: RS 225, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or instructor's permission.

**RS 227 (Sp)**  
**Clinical Education VI (7)**

Provides the sixth in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.

Prerequisite: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or permission of instructor.

**RS 228**  
**Clinical Education VII (13)**

Provides the seventh in the series of clinical education courses to increase technical and clinical proficiency in routine and advanced X-ray procedures under supervision of the clinical instructor and department radiographers. The student must demonstrate competency of recently taught radiographic exams plus continued competency of the exams previously evaluated.

Prerequisites: RS 226, medical health clearance, WSP background check, proof of medical insurance, current CPR card, or instructor's permission.

**RS 233**  
**Leadership and Management (1)**

Leadership skills associated with patient care management are introduced. Concepts discussed will include: supervision, delegation, conflict resolution, leadership

styles, quality assurance, responsibility, accountability, and collaboration.  
Prerequisite: RS 175.

**RS 243 (F)**  
**Radiographic Positioning IV (3)**

Demonstration and lab experience of alternate and special positioning of the upper and lower extremities, thoracic cage, shoulder girdle, pelvis, and spinal column. A review of radiographic imaging with emphasis on basic radiographic quality assurance. Information will be included for performing pediatric and trauma projections  
Prerequisite: RS 142 or instructor's permission.

**RS 244 (W)**  
**Radiographic Positioning V (3)**

Demonstration and lab experience of alternate and special positioning of the skull, orbit, mastoid process, petrous portion of the temporal bone, and the temporomandibular joints. A review of radiographic imaging with emphasis on basic quality assurance. Information will be included for performing pediatric and trauma projections  
Prerequisite: RS 243 or instructor's permission.

**RS 245 (Sp)**  
**Radiographic Positioning VI (3)**

Advanced patient care skills with special emphasis on procedures involving the pediatric and/or severe trauma patient  
Prerequisite: RS 244 or permission of instructor.

**RS 253 (F)**  
**Radiographic Quality Assurance and Film Critique (3)**

Introduction to the evaluation of radiographic systems. Components involved, and the tests and procedures to evaluate these components. Presents the student with theory and practical experience to develop proficiency for operating a successful quality assurance program. The student should become aware of the importance of such a program with respect to rising costs of health care, radiation exposure to patients, and improvement of the diagnostic quality of films  
Prerequisite: RS 142 or instructor's permission

**RS 254 (W)**  
**Radiographic Film Critique and Technique V (1)**

Alternate systems of technique computation, accessory equipment, photographic effect and formulation of a technique chart for production of a quality radiograph.  
Prerequisite: RS 253 or instructor's permission.

**RS 255 (Sp)**  
**Radiographic Film Critique and Technique VI (1)**

An in-depth analysis of all factors affecting the radiographic image to include the photographic properties of density and contrast and the geometric properties of definition, visibility of detail, and distortion. Primary emphasis will be placed on

problem solving and reasoning for practical image quality analysis.  
Prerequisite: RS 254 or instructor's permission.

**RS 260**  
**Radiographic Seminar (5)**

Integration of information presented throughout the curriculum to prepare students for national certification examination.  
Prerequisite: RS 227, RS 245, or instructor's permission.

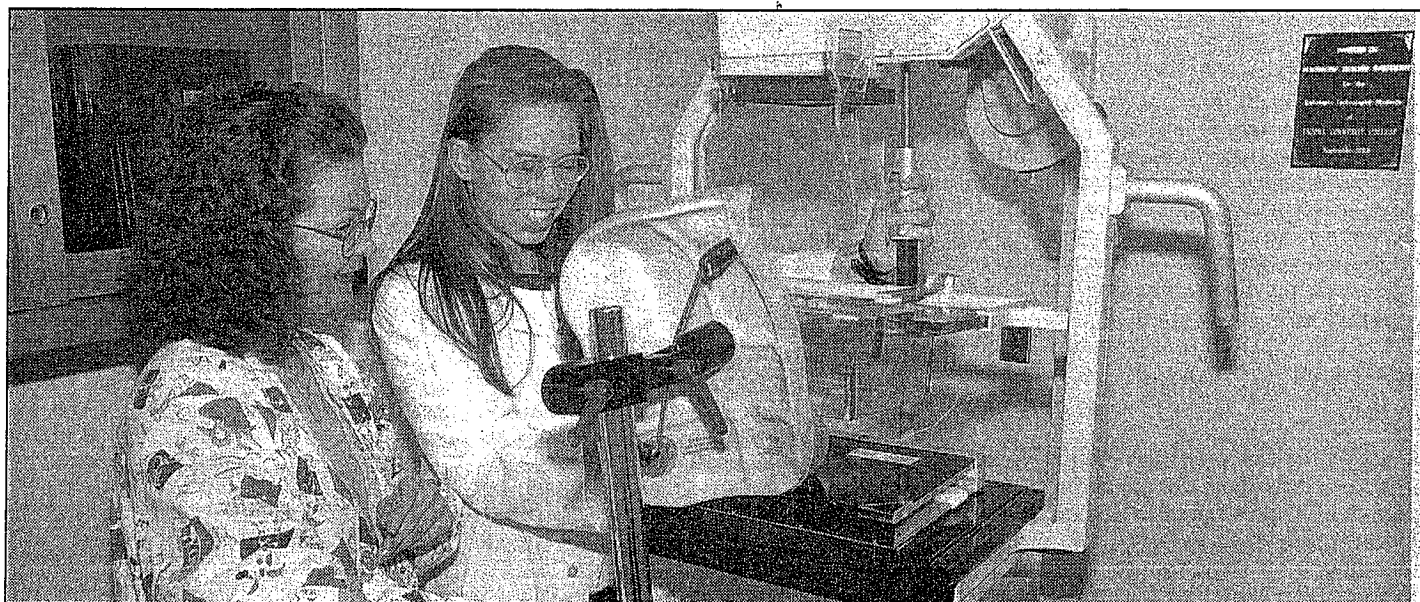
**RS 265 (F)**  
**Cross-Sectional Anatomy (3)**

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 RS student or imaging practitioners.

**RS 275 (Sp)**  
**Student Leadership Seminar (1)**

Students will participate in the organization of a two-day leadership conference and attend education sessions presented at the conference. Presentation of a project or essay is required.

Prerequisite: Permission of instructor.



RS 299 (F, W, Sp)  
**Independent Study (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 program chair.

## READING

READ 70 (F, W, Sp)  
**Textbook Comprehension (5)**

For the student lacking basic reading skills necessary for developmental education courses. Includes diagnostic testing followed by individual and group reading and instruction.

Prerequisite: Assessment at or above Reading 70.

READ 71 (F, W, Sp)  
**Basic Textbook Comprehension (5)**

This course provides word and sentence skills necessary for studying college textbooks. Includes introduction to location skills for main ideas, details, transitions and patterns of organization. Vocabulary development and mastery tests also prepare students for higher level reading.

Prerequisite: Assessment into Reading 71 or a grade of "C" or higher in Reading 70.

Note: An exit/placement exam is required of students who want to enter the developmental sequence (Reading 92 or Reading 93).

READ 80, 81, 82 (F, W, Sp)  
(F, W, Sp) (F, W, Sp)  
**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 (F, W, Sp)  
**Tutor (1)**

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

READ 92 (F, W, Sp)  
**Textbook Mastery (5)**

This course enables students to work with essential text structure and to begin basic analysis of passages from a variety of texts. Identification of main points, details, implications are included, as well as skills in outlining and summarizing. Lab application is used for practice, and vocabulary development is included.

Prerequisite: Assessment into Reading 92.

READ 93 (F, W, Sp)  
**College Textbook Mastery**

The preparatory class for college success. Emphasis on text analysis for structure, inferring meaning, critical thinking and vocabulary development. Introduction to literary devices is included. A variety of expository excerpts from college textbooks are used for demonstration of skills. Lab application is used for practice. Instruction reading graphic materials (graphs, charts, diagrams) are included.

Prerequisite: Assessment in Reading 93 or a grade of C or higher in Reading 92.

READ 94 (F, W, Sp)  
**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 (F, W, Sp)  
**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 (F, W, Sp)  
**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 100 (F, W, Sp)  
**Advanced Vocabulary Development (2)**

Self-paced course provides student with skills to develop vocabulary necessary for college success. Course uses strategies in identification and use of context clues, pronunciation, word parts, word meaning and dictionary/thesaurus usage.

Prerequisite: Assessment at college-level reading or a grade of C or higher in Reading 93.

READ 115 (F, W, Sp)  
**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: Assessment into college-level reading or a grade of C or higher in Reading 93.

## 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 a solid foundation in the basic principles and terminology of real estate finance; likewise, 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. Also covers analysis of procedures and problems, institutional practices, risks in financing and historical analysis of lending. 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 (6)**

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)**

A lecture course designed to establish a basic understanding of investment principles, value-added concepts, market trends and cycles, feasibility studies, and

various real estate analyses. This is an applied education course whereby students will work with and develop investment returns by capitalization, discounted cash flows, analyses of different property types, gross rent multipliers, CAP rates, net operating income, and subjective and objective values. Approved by the Washington State Licensing Division for 30 clock-hour credits.

**RESPIRATORY CARE—RESPIRATORY THERAPY TECHNICIAN**

RC 110, 111 (F, W)

**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 (F, W, Sp)

**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 (Sp)

**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 (F, W, Sp)

**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.

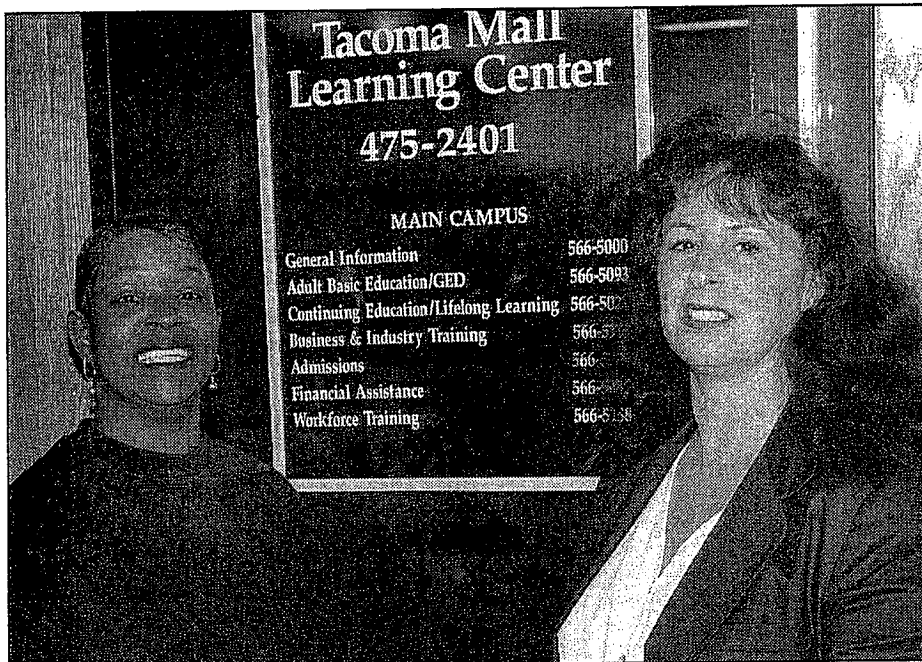
Prerequisite: Admission to RC program. RC 140 for 141; RC 141 for 142; RC 142 for 143.

RC 150, 151 (W, Sp)

**Respiratory Therapy Seminar I/II (2, 2)**

Weekly discussions on specific topics in respiratory therapy.

Prerequisite: Admission to RC program.





RC 210 (Sp)  
**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 (F)  
**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 (W)  
**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 ventilator support.

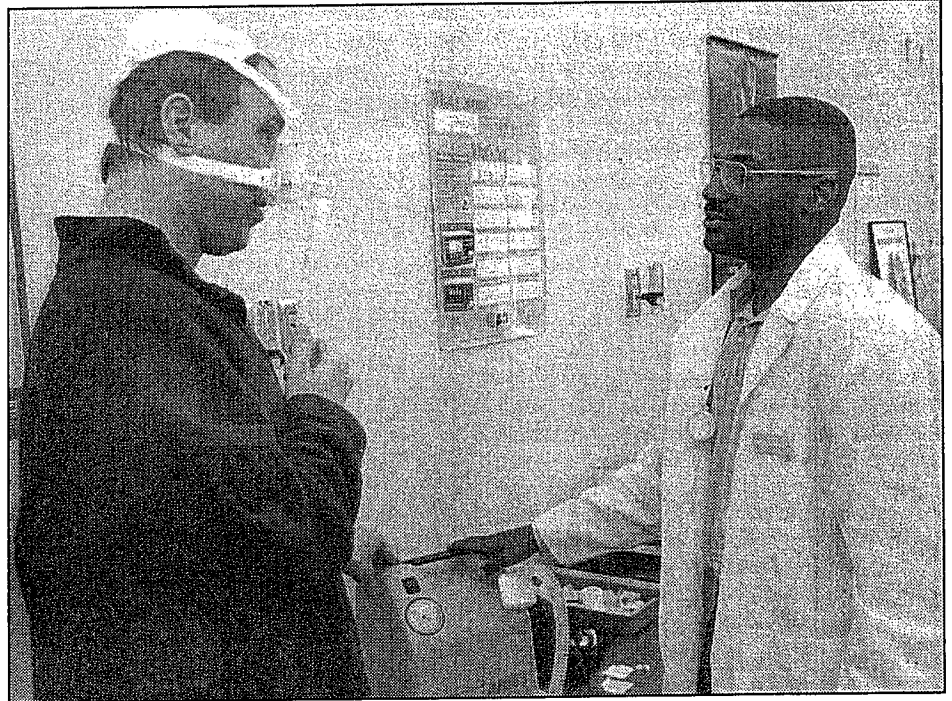
Prerequisite: Acceptance into the therapist level of the Respiratory Therapy program; RC 220.

RC 222 (Sp)  
**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 230 (Sp)  
**Respiratory Therapy Seminar (1)**

Seminar class for second-year respiratory therapy students. Emphasis is placed on research and class presentation dealing with a patient case study, current technologic advancement or treatment modality in the field. The use of available computer and information technology is also empha-



sized. Development of critical thinking skills will be encouraged by class discussion of the case histories and/or current case studies. Emphasis is placed on the extension and enhancement of patient assessment skills by reviewing and applying assessment techniques and discussing how these techniques can be integrated into the development and application of Therapist Driven Protocols.

Prerequisite: Acceptance in second year of Respiratory Care program.

RC 240 (F)  
**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 (W)  
**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 (Sp)  
**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 (F, W, Sp)  
**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 (F) (W) (Sp)  
**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.

Prerequisite: Russian 101 for 102; 102 for 103; or instructor's permission.

## **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/Peninsula College Center or TCC-Downtown to schedule an orientation before beginning a self-paced course. Books should be purchased at one of the centers.

### **ACCNT 140 (F, W, Sp) 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.

### **ACCNT 141 (F, W, Sp) 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 (F, W, Sp) 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 and ACCNT 141 or equivalent with a grade of C or better.

### **BUS 110 (F, W, Sp) Business Mathematics (5)**

A review of basic math and its application to business problems. Topics include bank reconciliations, discounts, taxes, installment buying, payroll, insurance, depreciation, inventory, and interest.

Prerequisite: MATH 86.

### **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 (4)**

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

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

### **OFFCE 104 (F, W, Sp) Typing II (5)**

Typing of common business forms including letters, memos, tables, reports, and accuracy and speed development.

Prerequisite: OFFCE 103 or equivalent, knowledge of Word or WordPerfect.

### **OFFCE 106 (F, W, Sp) Typing: Speed and Accuracy Development (2)**

Designed for students who already know the keyboard by touch. Students complete self-diagnostic tests and then take corrective steps to improve accuracy and speed.

Prerequisite: OFFCE 103.

### **OFFCE 115 (F, W, Sp) 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 (F, W, Sp) Records and Database Management (3)**

Principles of alphabetic, geographic, numeric, and subject systems using manual and electronic records storage.

### **OFFCE 117 (F, W, Sp) Machine Transcription (3)**

Transcribing mailable business-related correspondence from prepared materials.

Prerequisite: OFFCE 104 and ENGL 104.

## **SECRETARIAL OFFICE SKILLS**

(See Office Occupations Programs)  
(See page 55 for program requirements.)

## SMALL BUSINESS MANAGEMENT

### SBM 147 Marketing Your Small Business (3)

Details how to identify and know your customers, and presents key marketing concepts that can be inexpensively applied to increase both product and service sales. Advertising, sales promotion, pricing, packaging, and personal sales are covered and related to your overall marketing plan.

Permission required by ESP coordinator to register for class.

### SBM 148 Financial Management and Planning for Small Business (3)

Covers basic financial planning and control. Inventory management and working capital conservation are explained as well as capital and risk assessment. Specific exercises familiarize students with accounting practices, basic financial statement analysis and corrective action.

Permission required by ESP coordinator to register for class.

### SBM 149 Entrepreneurship (5)

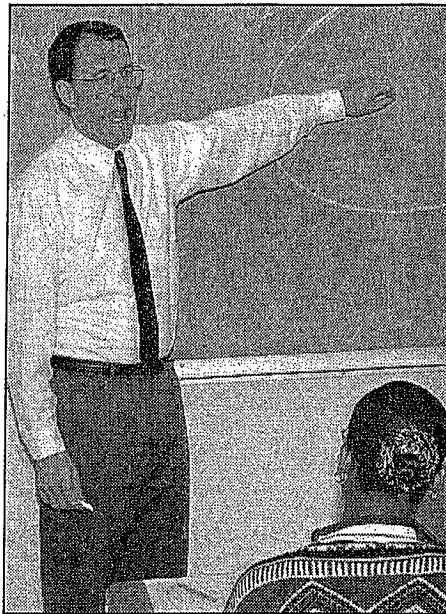
Introduces students to successful entrepreneurial thinking and key business concepts required for selecting, establishing and operating a small business (or re-invigorating an existing business.) Course includes an extensive self-assessment process identifying and addressing needed management skills and training. Permission required by ESP coordinator to register for program.

### 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 the procedures. Also covers capital, customs, duties, the use of brokers and the establishment of overseas contracts.

### SBM 299 Formal Business Plan (5)

Extensive one-on-one consulting to assist in the development your specific business



plan. You will follow Federal Small Business Administration guidelines in developing your executive summary, business structure, marketing plan, financial proposal, operating plan, break-even analysis and operating forecast. This comprehensive plan will address relevant business issues such as customers, markets and profitability. The printed plan and related graphs form the basic outlines leading to your business success.

Prerequisite: Completion of SBM 147, SBM 148, SBM 149. Permission of ESP coordinator required.

### 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 110 (F, W, Sp) Survey of Sociology (5)

Introduction to sociological concepts, theories and methods; application of the sociological perspective.

### SOC 152 (F, W, Sp) 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 (F) 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 (W, Sp) Race Relations (5)

The problems of race relations facing the American people. Primarily focuses on racial and ethnic minorities.

### SOC 270 (W) 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 (F) 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 re-

lating 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 (F, W, Sp)  
(F, W, Sp) (Sp)  
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 (F) (W) (Sp)  
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 (F, W, Sp)  
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. Permission of instructor required.

**SPEECH**

**SPCH 90 (W)  
Basic Communication Skills (5)**

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

**SPCH 100 (F, W, Sp)  
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 (F, W, Sp)  
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 110 (Sp)  
Multicultural Communication (5)**

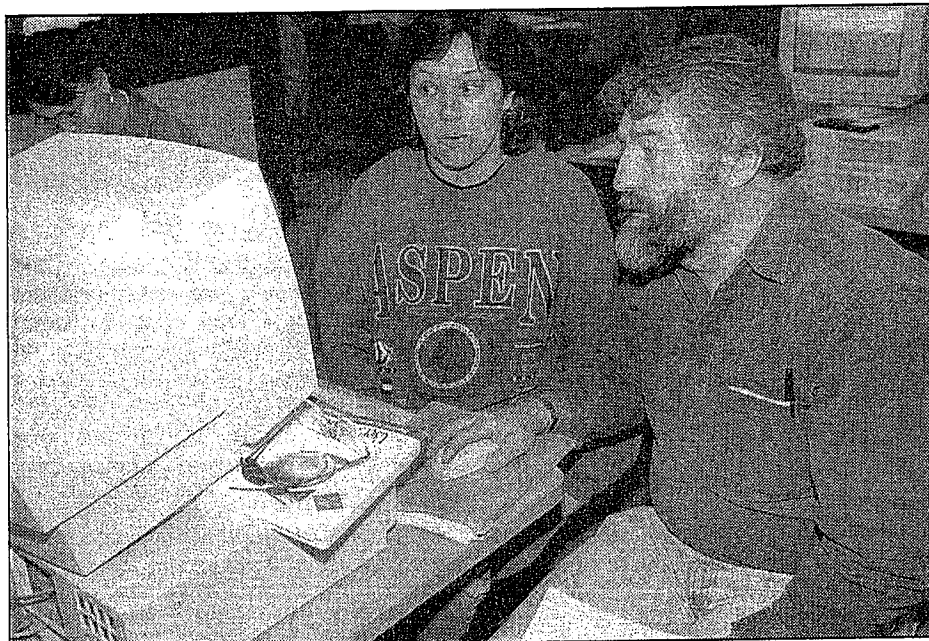
This course seeks to increase student awareness concerning the impact culture makes on the ability to communicate as they explore the diverse frameworks culture provides for interpreting both the verbal and nonverbal forums of communication through theory and practice. (multicultural content)

**SPCH 120 (W)  
Small Groups Communication (5)**

An exciting, hands-on exploration of the interworkings of group process. Provides opportunities to study the group process in theory and practice through the use of a variety of mediums including simulations. Students will learn how groups form, develop a group personality, handle conflict, and select leaders.

**SPCH 150 (Sp)  
Job Communication Skills (3)**

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



relations, and being successful in an employment interview.

SPCH 299

**Individual Study in Speech (1-5)**

Independent observation, analysis and reporting of a selected problem for advanced students in speech.

Prerequisite: Permission of instructor.

**STUDY SKILLS**

STDSK 80 (F, W, Sp)

**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 (F, W, Sp)

**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 (F, W, Sp)

**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 (F, W, Sp)

**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.

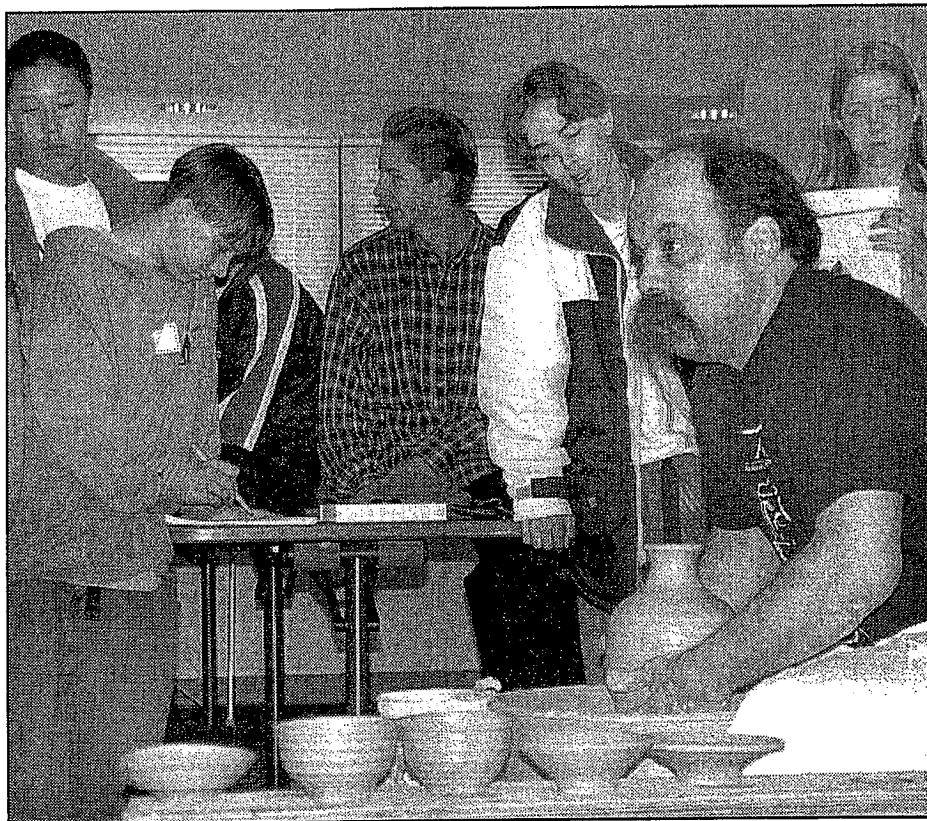
Prerequisite: Assessment at or above Reading 92.

STDSK 110 (F, W, Sp)

**College Study Skills (5)**

Development of techniques for effective study in college. Covers time management, note-taking systems, memory training, textbook analysis, exam preparation and test taking (both objective and essay exams), using the library and writing the research paper.

Prerequisite: Assessment into college-level reading or a grade of C or higher in Reading 93.



**SUPERVISION AND MANAGEMENT**

SMG 100

**The New Supervisor (3)**

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

SMG 101

**Essentials of Supervision (3)**

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

SMG 120

**Supervising the Problem Employee (3)**

Examines supervisory approaches to improving unacceptable employee performance and behavior. Explores techniques for gaining cooperation, overcoming attitude problems and improving work-group proficiency; and dealing with trouble-

makers, 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 relations 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)**

This course emphasizes how to motivate high performance from subordinates, as well as how to maintain that level once it is achieved. Topics include the inseparable relationship between managers and the organizations and people they manage, the organization and its external environment, the interactions among management skills and functions and the responsibilities of managers to subordinates, customers and society. Developed for experienced managers and individuals with a minimum of formal management training.

**SMG.275  
Valuing Cultural Diversity (3)**

This course explores how supervisors can learn to better appreciate, respect, and benefit from the diversity of ages, languages, cultures, traditions and values in American society and the workplace. Course also 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)



# **B**oard, Administration and Faculty

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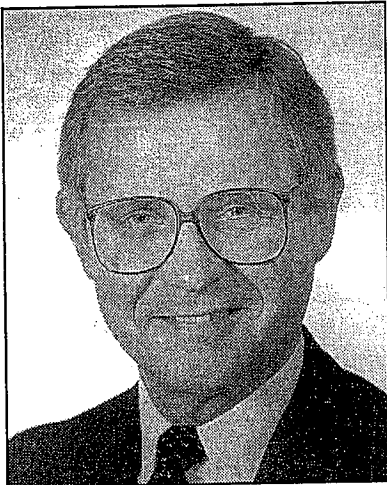
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(chair)



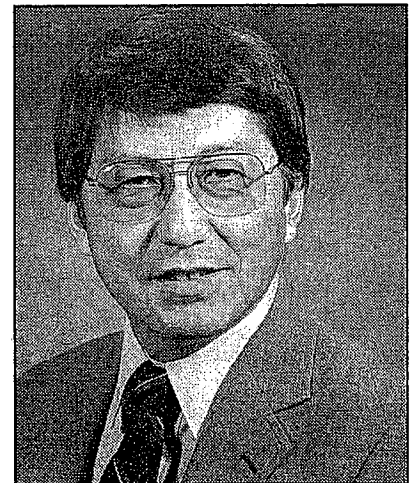
**Dennis Seinfeld**  
(vice-chair)



**John Lantz**



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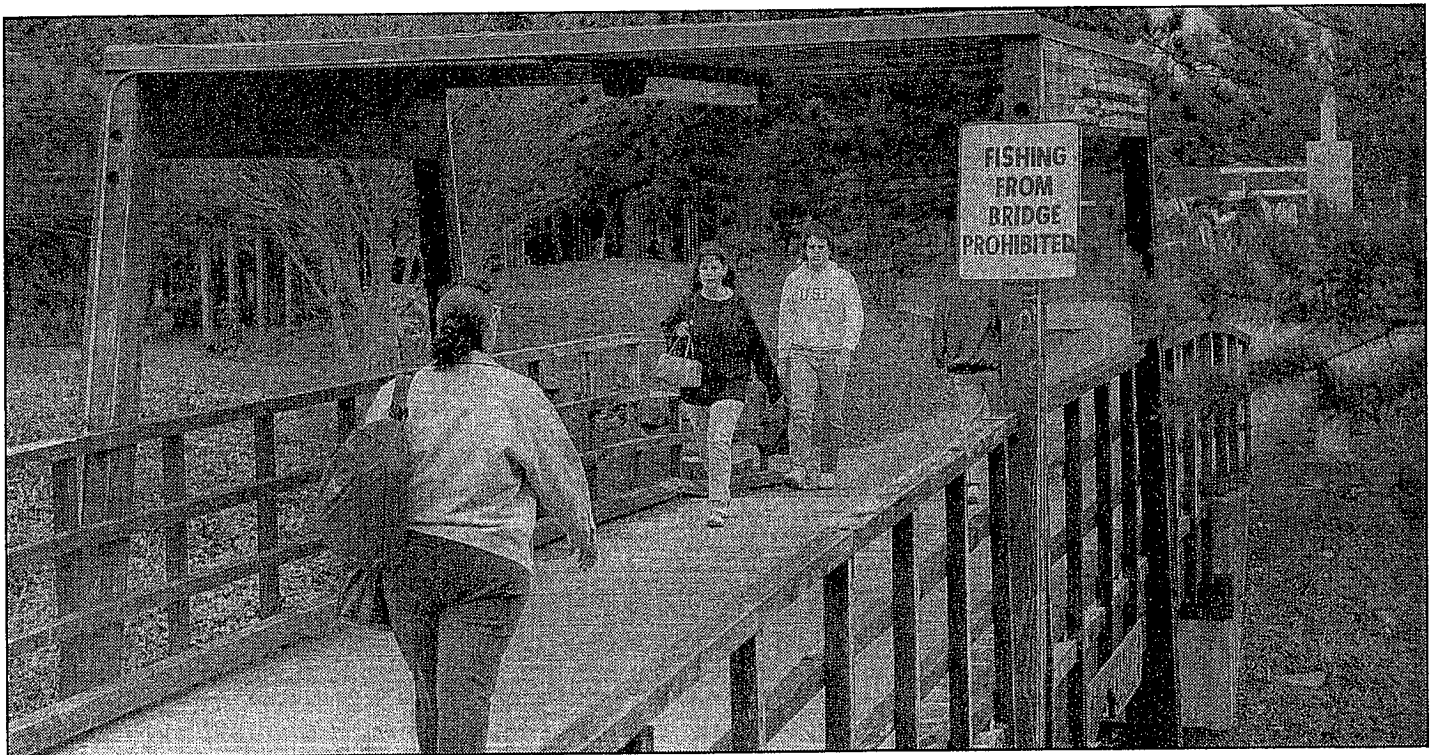
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# D

## efinitions

**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:** An annual graduation ceremony held in June.

**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 Curriculaums):** 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. Also, a status imposed on a student because of low grades. See the Academic Review Policy.

**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 Program:** A program with a two-year course of study for students with exceptional academic qualifications.

**Honors/High Honors:** A designation at graduation for students who graduate with a cumulative GPA of 3.33 or higher for Honors and 3.66 or higher for High Honors.

**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 Hours and Quarters.

**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 an Add/Drop form.

### 1997-99 Catalog Credits:

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# Information Directory

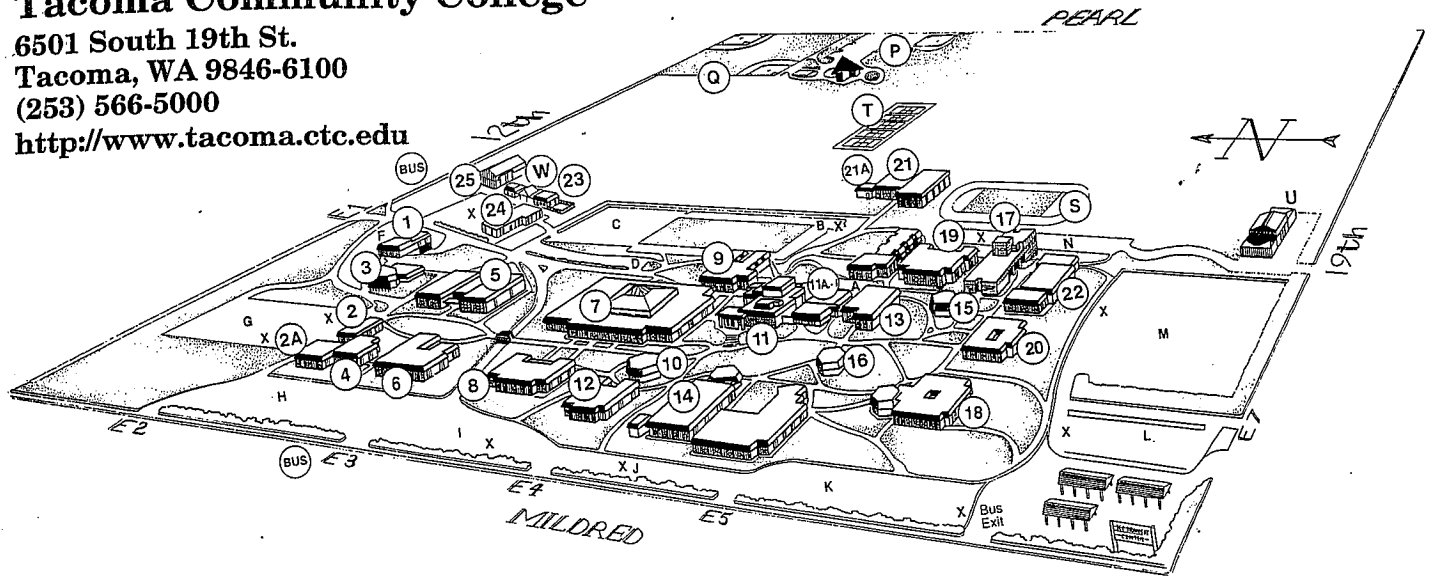
Subject	Office-Building	Telephone Number
<b>General Information</b>		<b>566-5000</b>
Academic Questions	Instructional Services (Bldg. 13)	566-5022
Admission to TCC	Admissions Center (Bldg. 18)	566-5001
Adding/Dropping a course	Registration and Records Center (Bldg. 18)	566-5035
Advising	Advising Center (Bldg. 18)	566-5120
Affirmative Action	Director of Human Resources/Affirmative Action (Bldg. 4)	566-5096
Degree/Graduation	Registration and Records Center (Bldg. 18)	566-5327
Athletics/Intramurals	Athletic Director (Bldg. 9)	566-5097
Books and Supplies	Bookstore (Bldg. 11)	566-5040
Career Center	Program Coordinator (Bldg. 18)	566-5027
Children's Center	Building 23	566-5180
Counseling	Counseling Center (Bldg. 18)	566-5122
Credential Evaluation	Registration and Records Center (Bldg. 18)	566-5048
Developmental Education	Coordinator of Developmental Education	566-5144
Services for Students with Disabilities	Resources for Students with Disabilities (Bldg. 18)	566-5339
Downtown Center	1501 Pacific Ave. Room 126	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	Adult Learning Center (Bldg. 7)	566-5144
International Student Information	International Student Services (Bldg. 2A)	566-5166
Library Services	Circulation Desk (Bldg. 7)	566-5087
Multicultural Student Services	Building 8	566-5025
Non-credit programs and courses	Office of Professional Continuing and Lifelong Education (Bldg. 24)	566-5020
Occupational/Vocational Programs	Professional/Technical Programs (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
Transcripts	Registration and Records (Bldg. 18)	566-5037
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
Withdrawal from college	Registration and Records Center (Bldg. 18)	566-5035
Work-study positions (For students receiving Financial Aid)	Office of Financial Aid (Bldg. 18)	566-5194

# Campus Guide

## Tacoma Community College

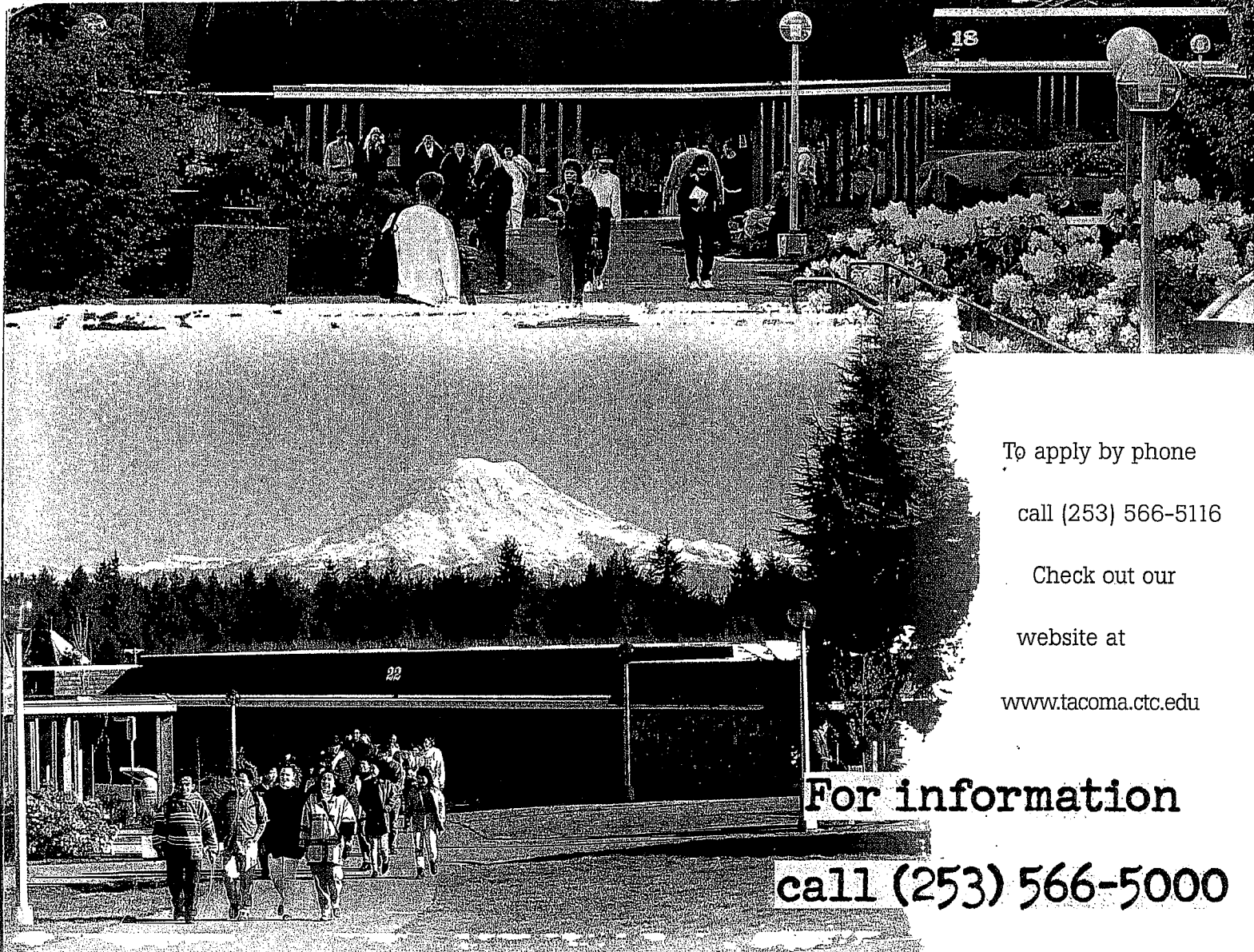
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Tacoma, WA 9846-6100  
(253) 566-5000

<http://www.tacoma.ctc.edu>



- |     |  |       |   |
|-----|--|-------|---|
| 1   | Purchasing; Facilities & Grounds; Mail Services; Telephone Services; Receiving; Security   | 16    | Lecture Hall  |
| 2   | Business Office  | 17    | Computer Center; Classrooms   |
| 2A  | International Student Services   | 18    | Welcome Center; Information; Assessment; Admissions; Financial Aid; Registration and Records Center; Dean of Student Services; Registrar; Career Center; Advising; Counseling; Disability Services; Veterans Affairs; Job Assistance Center |
| 3   | College Theater  | 19    | Classroom Building; Faculty Offices; Allied Health Programs; Independent Study Lab for Business Programs  |
| 4   | Human Resources; Payroll   | 20    | Faculty Offices   |
| 5   | Art Classrooms   | 21    | Physical Education Building   |
| 6   | College Development Office/TCC Foundation; Classrooms  | 21A   | Classroom Building  |
| 7   | Learning Resource Center; Library; Music Classrooms; High School Completion; Math Lab; Reading Lab; Writing Lab; CAL Lab; Listening/Language Lab; Adult Learning Center; Cascade Conference Center (Rainier and Baker Rooms) | 22    | Classroom Building  |
| 8   | Classrooms; <i>The Challenge</i> (Student Newspaper); Multicultural Student Services   | 23    | Children's Center   |
| 9   | Faculty Offices; Athletic Department   | 24    | Continuing Education; Classroom Building  |
| 10  | Lecture Hall   | 25    | Maintenance/Storage Building  |
| 11  | Opgaard Student Center; Bookstore; Cashier; Dining Services; Espresso; Parking Permits   | E1-E7 | Entrances to Parking Lots   |
| 11B | Student Activities; Student Government   | AM    | Parking Lots  |
| 12  | Faculty Offices  | P     | Community playground & softball fields  |
| 13  | Administration: President's Office; Vice President — Academic Affairs; Vice President — College Services; Information & Publications   | Q     | Minnitti baseball & softball playing fields   |
| 14  | Sciences Building  | S     | Soccer field & allweather track   |
| 15  | Lecture Hall   | T     | Tennis Courts   |
|     |  | U     | TACID Handicapped Center  |
|     |  | W     | Tacoma Learning Center<br>Washington PAVE   |
|     |  | X     | Parking for persons with disabilities   |
|     |  | BUS   | Pierce Transit bus stops  |





To apply by phone  
call (253) 566-5116  
Check out our  
website at  
[www.tacoma.ctc.edu](http://www.tacoma.ctc.edu)

**For information  
call (253) 566-5000**

**TACOMA  
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