

1999-2001
CATALOG



TACOMA COMMUNITY COLLEGE

Academic Calendar

	Official 1999-2000	Official 2000-2001
SUMMER	(June 21-August 12, 1999)	(June 26-August 17, 2000)
Day/evening classes begin	June 21	June 26
Independence Day recess	July 5	July 4
First half, final exams	July 15	TBA
Second half, classes begin	July 19	TBA
Summer quarter final exams	August 12	August 17
Grades due in Records office	August 12	August 21
FALL	(September 27-December 16, 1999)	(September 25-December 14, 2000)
Day/evening classes begin	September 27	September 25
Saturday classes begin	October 2 4	September 30
Veteran's Day recess	November 11	November 13
Mid-quarter Advising Day	November 16	November 16
<i>(no day classes; evening classes will be held)</i>		
Thanksgiving recess	November 24-26	November 22-24
Final exams and grading	December 13-16	December 11-14
Grades due in Records office	December 20	December 18
WINTER	(January 5-March 23, 2000)	(January 3-March 22, 2001)
New Year's Day recess	January 1	January 1
Day/evening classes begin	January 5	January 3
Saturday classes begin	January 8	January 6
M.L. King Jr.'s Birthday	January 17	January 15
President's Day recess	February 21	February 19
Mid-quarter Advising Day	February 24	February 22
<i>(no day classes; evening classes will be held)</i>		
Final exams and grading	March 20-23	March 19-22
Grades due in Records office	March 27	March 26
SPRING	(April 4-June 15, 2000)	(April 3-June 15, 2001)
Day/evening classes begin	April 4	April 3
Saturday classes begin	April 8	April 7
Mid-quarter Advising Day	May 16	May 17
<i>(no day classes; evening classes will be held)</i>		
Memorial Day recess	May 29	May 28
Final exams and grading	June 12-15	June 12-15
Commencement	TBA	TBA
Grades due in Records office	June 19	June 11

NOTE: The contents of this publication shall not be construed as a contract between Tacoma Community College and prospective or enrolled students. Every effort has been made to insure its correctness, but college regulations and program requirements may change during the period in which it is in force. In the event of a change in regulations or program requirements, the current regulations shall govern. Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, sex, or disability.

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Excellence • Access • Diversity

Vision of the Future

TCC: Bridging Tradition and Innovation

Tacoma Community College will anticipate emerging community educational needs with innovative, flexible programs and services while maintaining academic excellence.

Visit our Website at

www.tacoma.ctc.edu

For Information about TCC:

General Information -----	(253) 566-5000
Admissions -----	566-5001
Apply by Telephone -----	566-5116
Registration -----	566-5116
Financial Aid -----	566-5080
Lifelong Education -----	566-6031
Student Activities -----	566-5118
Continuing Professional Education -----	566-5020
TCC Downtown -----	566-5110
Gig Harbor/Peninsula College Center -----	566-5350
Information Technology Certification Center -----	566-5020

The College

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

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 its academic programs.

At TCC, you can pursue an Associate in Arts and Sciences degree for university transfer, or earn an Associate in Applied Sciences degree or certificate in one of 32 professional/technical programs. People also come to the College for job retraining, upgrading basic skills, or to learn for their own enjoyment. At TCC, academic excellence, new career options and rewarding self-discovery of oneself are 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 99 full-time faculty, 64 hold master's degrees, and 22 hold Ph.D.'s. More than 30 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 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 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 at 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 four-year colleges and universities.

TCC offers numerous financial aid packages to help students attain their educational goals. For the 1998-99 academic year, the average award (including grants, loans, work-study employment and scholarships) was about \$2,900. Nearly 150 scholarships also are available. The TCC Job Assistance Center operates an extensive off-campus job program, and during 1998-99, 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. That's why 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
- Multi-Ethnic/Cultural Affairs and TRIO Program
- International Student Services
- Free tutoring services, writing, math and other instructional labs.
- Scholarships through the TCC Foundation

For detailed information on these services, please see pages 24-28.

Student Life

At TCC, we believe that development of the entire person is central to a successful college education. The friendships and social bonds students form in college are one of the most important factors in determining academic success. That's why TCC students will find many opportunities to become involved in college life including 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's just beginning.

A Strength in Diversity

One of TCC's greatest strengths lies in its diverse student body. Average age is 26, and 61 percent of the College's 8,000 students are women. Students of color comprise 30 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. The college has an annual operating budget of \$20 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

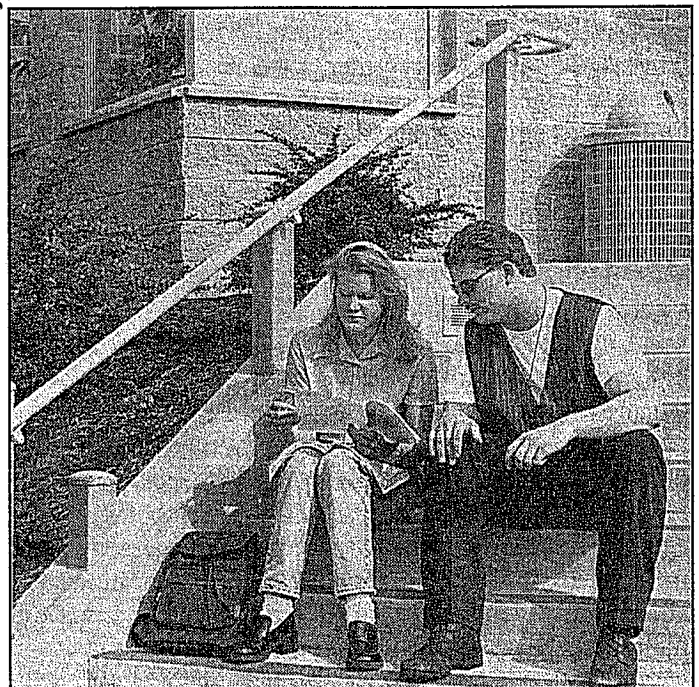
Gig Harbor/Peninsula College Center
3993 Hunt Street, Gig Harbor
(253) 851-2424

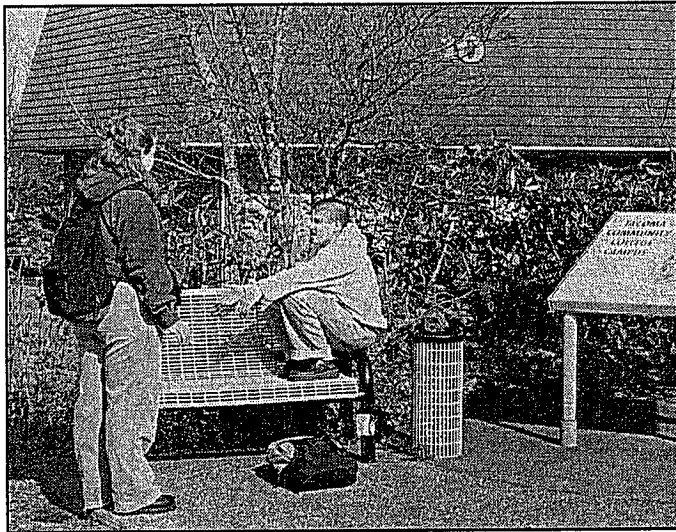
The Gig Harbor/Peninsula College Center extends TCC's educational services to residents and organizations in Gig Harbor and throughout the Peninsula. It is located in a 13,000-square-foot facility built in 1995. Designed around a mall concept, the center features classrooms and laboratories opening into 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 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 and Receptionist-Clerk.





Non-Credit Programs

Every quarter, the Gig Harbor/Peninsula Center offers many non-credit courses. These range from watercolor 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 including the A+ Certification and MCSE Preparation programs. Many classes are co-sponsored with local organizations. The center also hosts numerous community events throughout the year.

Contracted Training

The TCC Gig Harbor/Peninsula Center provides customized training to businesses and organizations in information 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 Avenue
(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, 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 Professional Education. 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, 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.

Information Technology Certification Center (ITCC) Tacoma Mall Campus

Tacoma Community College established the ITCC in 1999 to provide computer-based high tech training and certification. The Center evolved in response to the College's Future Focus priorities and is supported by a growing need for computer hardware and software certified expertise. Programs are designed to prepare area employees and TCC students for certification exams and provide a means of verifying computer hardware and software competencies.

The ITCC is a 2,300 square foot facility located at the Tacoma Mall housing two computer labs and a classroom. Access to training is enhanced by offering daytime, evening,

and weekend classes. Industry approved classes are conducted by certified instructors.

To find out more about specific programs offered at the ITCC call our Center for Business and Professional Development at (253) 566-5110.

The Community

The Tacoma-Pierce County area, gateway to the Cascade and Olympic mountain ranges, offers residents and visitors a wealth of cultural 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. The city of Seattle is located 35 miles north of Tacoma.

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

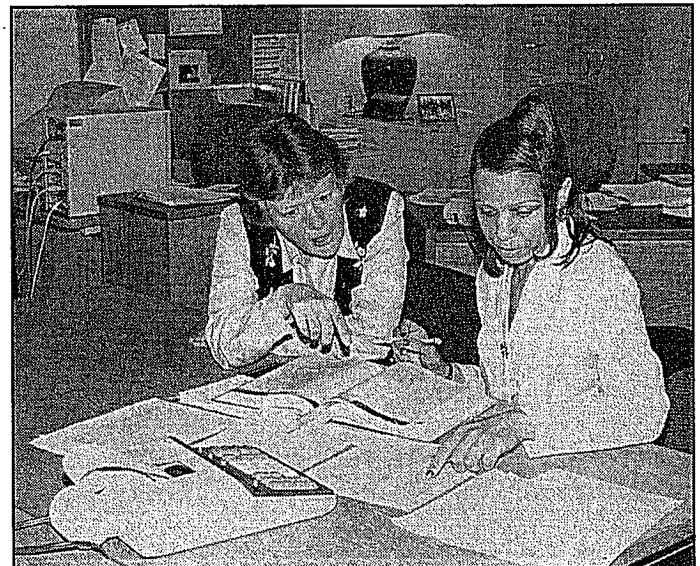
of its faculty and staff, the responsiveness of its programs and services, and the support of its community.

- 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
- American Society of HealthSystems Pharmacists
- Joint Review Committee on Education in Radiologic Technology
- Committee on Accreditation for Respiratory Care
- Joint Review Committee on Education Programs for EMT-Paramedic



Instructional 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 fields 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	Earth Sciences
Architecture	Education
Anthropology	Engineering
Art	English Literature
Biochemistry	Environmental Science
Biology	Forestry
Botany	Geology
Business Administration	History
Chemistry	International Business
Chiropractic	Japanese
Communications	Journalism
Computer Science	Liberal Arts
Criminal Justice	Mathematics

Medicine	Pre-Dentistry
Microbiology	Pre-Dental Hygiene
Music	Pre-Law
Nursing	Pre-Veterinary Medicine
Occupational Therapy	Psychology
Oceanography	Pulp & Paper Science
Pacific Rim Studies	Sociology
Pharmacy	Social Work
Philosophy	Spanish
Physical Education	Speech
Physical Therapy	Urban Planning
Physics	Wildlife Biology
Political Science	Zoology
Public Administration	

University of Washington, Tacoma

Students can earn an associate degree at TCC, and then apply for admission to the University of Washington, Tacoma for a bachelor's degree in Business Administration, or Multidisciplinary Arts and Sciences. Registered Nurses with a TCC Associate Degree in Nursing can complete a Bachelor of Science in Nursing. Various concentrations are available within the Business Administration and Multidisciplinary Arts and Sciences programs. Under two concentrations within the Liberal Studies program, early guaranteed admission to UWT can be granted.

When students enroll at TCC, staff from TCC and UWT can begin working with them to establish educational plans 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) 692-4000.

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 option A degree requirements at TCC. See the Degrees

and Graduation section for more information about the Option B associate degree.

The Bridge Program is taught at the TESC Tacoma campus, 1202 Martin Luther King Way. Students may be able to apply their financial aid awards and veterans benefits to this program. For more information, call TESC at (253) 593-5915 or The Bridge Program at (253) 272-1237.

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. 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 and Microcomputer Specialist
- Office Professional
- Receptionist Clerk
- Word Processing

Health Occupations

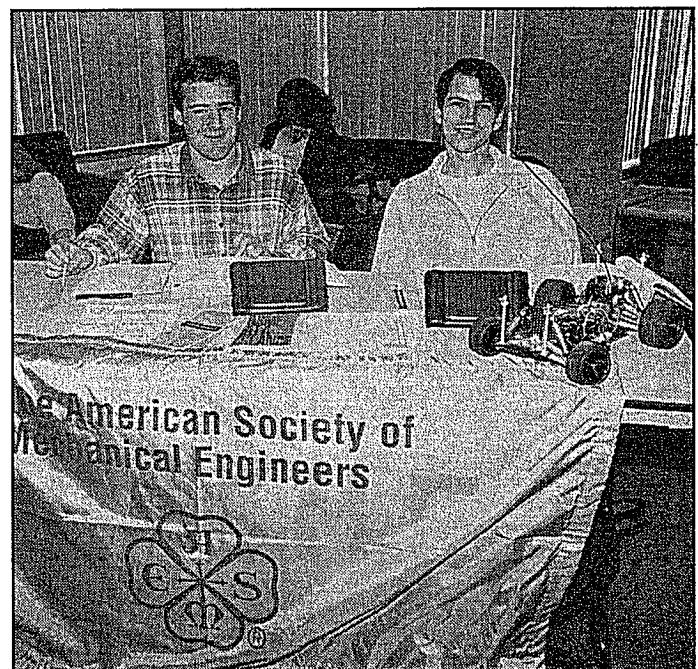
- Emergency Medical Technician (EMT)
- Health Information Management
- Medical Reimbursement Specialist
- Medical Secretary
- Medical Transcriptionist
- Nursing Assistant
- Nursing, Associate Degree
- Paramedic
- Pharmacy Technician
- Radiologic Sciences
- Respiratory Therapy

Public Service

- Administration of Justice
- Correctional Officer
- Court Clerk
- Human Services
- Legal Assistant
- Paraeducator, Early Childhood Emphasis
- Reserve Police Officer Academy

Computers

- Automated Accounting Applications
- Computer Information Management Systems
- Multimedia Specialist
- Network Support Technician
- Office and Microcomputer Specialist
- Word Processing



Worker Retraining Programs

TCC Worker Retraining is a state-sponsored program that uses tuition assistance and career counseling to train unemployed people into viable careers. To be eligible, applicants must have collected unemployment insurance in Washington state within 24 months prior to their initial enrollment at the college.

Eligible students can retrain in any one of TCC's professional-technical programs, including:

Allied Health: Emergency Medical Technician/Paramedic, Health Information Management, Medical Reimbursement Specialist, Medical Secretary, Medical Transcriptionist, Nursing, Pharmacy Assistant, Radiologic Sciences, and Respiratory Therapy Technician/Therapist.

Business: Automated Accounting, Bookkeeping, Business Administration and Management, Entrepreneurs Succeed Program, Supervision and Management.

Computer Technology: Computer Field Technology, Information Technology, Multimedia Specialist, Network Support Technician.

Office Occupations: Office Professional, Office and Microcomputer Specialist, Receptionist-Clerk

Public Service: Administration of Justice, Correctional Officer, Human Services, Reserve Police Academy, Court Clerk, Legal Assistant.

Career Transitional Training Project: This is a four-week program designed to give participants new skills in securing and maintaining employment.

For Worker Retraining information, call (253) 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 more 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 9 or above so that he or she may enter a high school completion, a GED or college program. Adult Basic Education offers a full day and evening program of free classes in reading, writing, math, life, and job readiness.

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 Adult Learning Center one month prior to the start of each quarter. For details, contact the Adult Learning Center, Building 7 or call 566-5144.

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 taking 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 Education offers a variety of courses meeting the ongoing educational needs of professionals in many fields, including Real Estate, Mortgage Lending Practices, Human Services, Certified Public Accounting, Health Care, Payroll Professional, 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 Education is located in Building 24.

Health and Human Services Professional Continuing Education

Tacoma Community College's Health and Human Services Professional Continuing Education (HPCE) programs provide high quality, reasonably-priced educational classes for health professional certification and licensing.

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

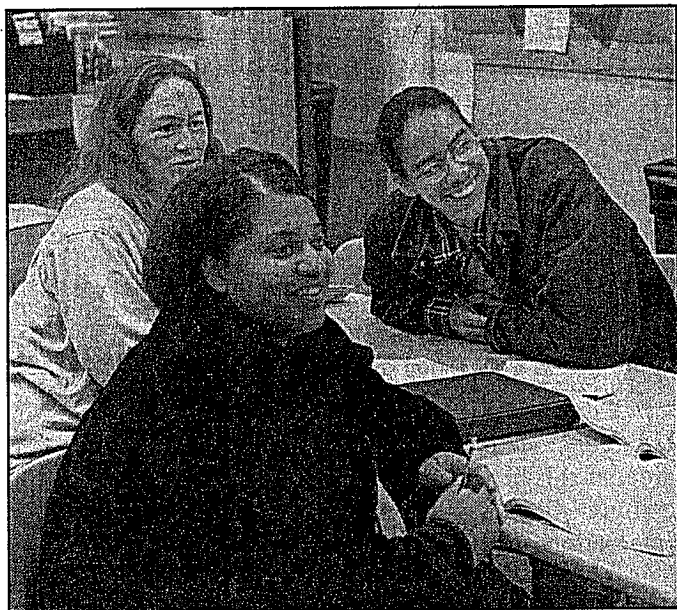
TCC seeks to help professionals anticipate the changes in today's medical and counseling fields and build new skills to meet state requirements.

Non-Credit Classes — Lifelong Education

A wide variety of classes are offered on and off campus each quarter in the non-credit, lifelong education programs. The courses are flexible and ever-changing to accommodate the cultural, civic, economic and career related educational needs of the community. Courses are offered weekdays, evenings and Saturdays.

Typical programs include: fine and performing arts, business and personal skills, language and cultural studies, sign language, wellness, international studies, photography, physical fitness, personal skills and enrichment, and public policy. All non-credit classes are self-supporting, and financed completely with fees paid by students participating in the courses. These courses are not supported by state tax funds.

The Office of Continuing Professional and Lifelong Education maintains a cooperative relationship with community organizations, and develops and facilitates seminars, workshops, symposiums and forums.



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. Call 566-5110 for more information.

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. Call 566-5110 for more information.

Admissions through Registration

Admissions

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 equal opportunity 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 prerequisite 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 or contact the credential evaluator in the Registration and Records office located in Building 18 or call 566-5325.

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 reapply, 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

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 and any program 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 call the TCC Running Start advisor at 566-6061.

Worker Retraining Admissions

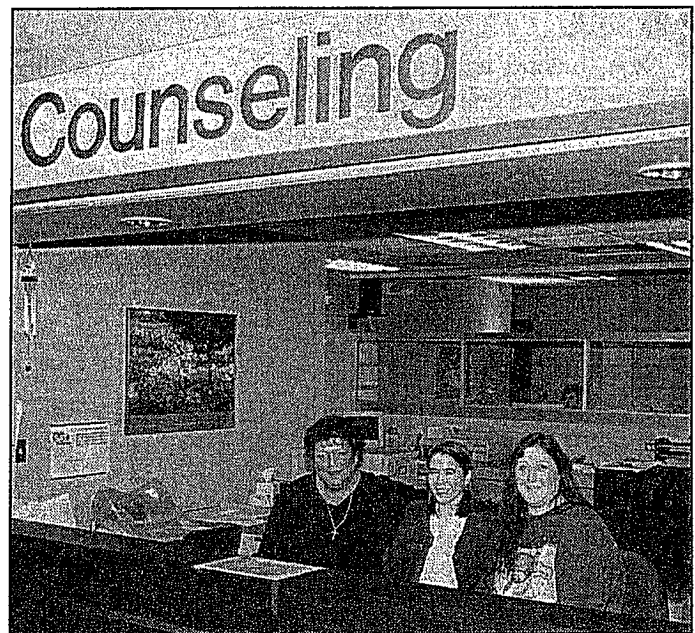
Students seeking to enroll into TCC Worker Retraining programs should contact the Worker Retraining advisor at 566-5188 to determine eligibility and benefits.

WorkFirst Program Admissions

Students who are low income or receiving Temporary Assistance for Needy Families (TANF) should contact the WorkFirst office at (253) 565-9610 for information on eligibility and application procedures.

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.



- enter a degree, certificate or transfer program;
- enter the Running Start or High School Completion program; or
- take a course with an un-met prerequisite and has entry skills assessment scores more than 3 years old.

All students entering Tacoma Community College for the first time are encouraged to take the basic skills assessment.

Students who have earned an associate or higher degree from an accredited institution may have their transcripts reviewed for placement purposes in lieu of taking the basic skills assessment test. The transcript must reflect successful Educational Planning completion of college-level English, reading and math with a grade of C or better for this consideration.

Special accommodations for students with disabilities may be requested by contacting the Disabilities Specialist in Building 18, 566-5339.

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

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.

Educational Planning

Tacoma Community College is committed to helping each student achieve his or her educational goals. To accomplish this, an educational planning program is offered 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 skills 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 results are used for academic advising, course placement, and program placement. Assessment is required for any student who plans to:

- register in 6 or more credits;
- register for English or math;

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

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 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 day 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 nonresident and resident tuition will be processed.

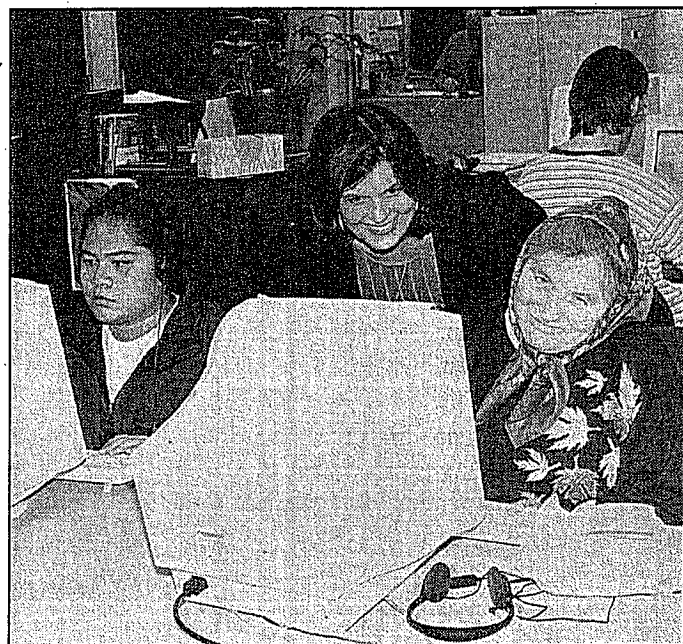
Dependents and spouses of active duty military personnel are eligible for the resident tuition rate. Active duty military personnel stationed in the state of Washington who do not claim Washington as their state of record are eligible for a special a military differential rate of 125% of resident tuition.

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 are on a space-available basis and include:

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

Other tuition and fee waivers are available. Please 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 are made according to the following schedule:

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

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

Financial Assistance

Financial Aid

It takes approximately six 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.

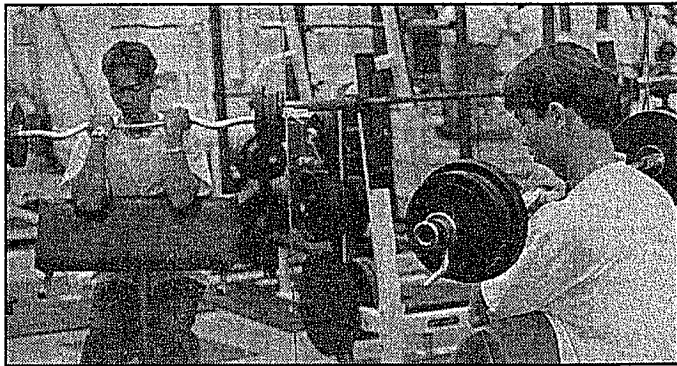
To be eligible to receive financial aid funds, students must be in a degree program (or a certificate program that leads to a degree and is 24 credits or more in length), have completed a high school diploma or GED and must have received a financial aid award. Students advised into Adult Basic Education 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 doing so, students remain in good standing and can continue to receive financial aid.

Failure to successfully complete the classes 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. The posted information summarizes the scholarship criteria and application process. Application packets for individual scholarships 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 Services Office for an appointment to apply for benefits 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 566-5020 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.

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.

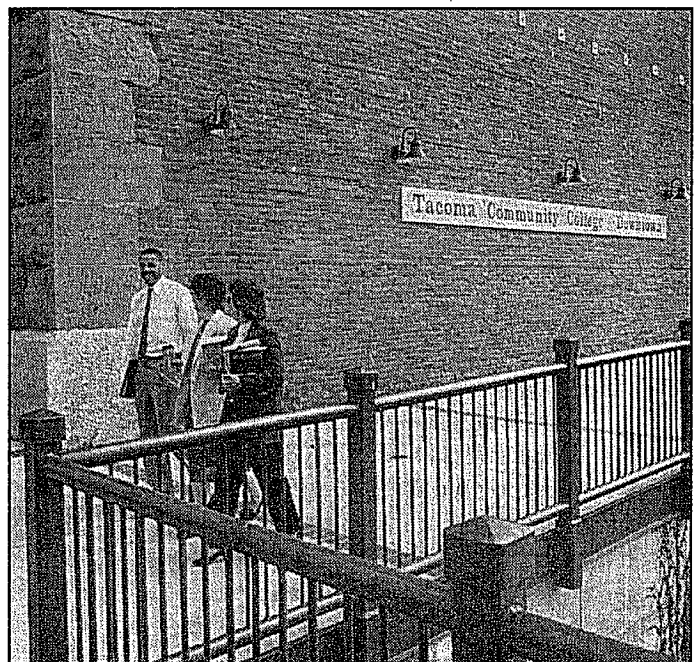
Some deadline dates are based upon calendar days, for example, the last day to drop a class with a grade of "W" is the 30th calendar day of the quarter. These deadline calculations include weekends and holidays.

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.
- After the 30th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may choose to give a grade of WI or any other letter grade as appropriate after the 30th day.

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.

Students who register for a quarter and then chooses not to attend must complete an official withdrawal. Failure to complete fee payment or attend class will not assure registration cancellation and faculty may assign a failing grade which 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).

Withdrawals may be granted in cases where a student experiences a serious illness or medical emergency or is called up for active-duty military service. Petition forms are available at the Registration and Records Center in Bldg. 18. Written 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. (See Grade Policies for Course Repeat and Course Audit options.)

Alternative Credit Options

College Level Examination Program (CLEP)

Tacoma Community College grants up to 30 credits to students for scoring in the 50th percentile or above on the CLEP General Examination. The credits are applicable only to the Associate in General Studies Degree. Credit may be granted for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the Credentials Evaluator in the Registration and Records Center, Bldg. 18.

Advanced Placement Credit

Tacoma Community College grants credits to entering first-year students who have earned scores of three (3) or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. A processing fee of ten dollars (\$10) 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 tran-

script, 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.

International Baccalaureate (IB) — A student who has tested in IB may request college credit for IB Higher-level work. TCC will evaluate each student's record individually, on a departmental basis, for credit and advanced placement (see Advanced Placement for processing fee).

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 566-5048.

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.

Grades and Academic Policies

Grading Policies

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

Grading Policy which began Fall 1987:

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
D-		0.7
E	Failure to complete minimum requirement	0.0
W	Official withdrawal from course (before 30th calendar day)	0.0
WI	Instructor approved withdrawal (after 30th calendar day)	0.0
V	Unofficial withdrawal	0.0
I	Incomplete	0.0
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit	0.0
R	Repeat R beside lowest grade	0.0



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

Incomplete Grade

The "T" grade is given at the discretion of the instructor when the student has completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond his or her control.

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

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

Failure of students receiving federal financial aid to make up an incomplete grade within a designated time may result in partial loss or termination of benefits. These students should contact the Financial Aid Office.

Veterans are not entitled to benefits for "T", "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.

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.

Change of Grade

A student requesting a grade change for a course must contact the instructor. If the request is approved, the in

structor 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 and the Learning Resource 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 stu-



dents 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 without a signed release.

A student may request directory information be withheld from public release by filing an annual request with the Registrar 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.

An Equal Opportunity Employer and Educator

The principles of equal employment opportunity, affirmative action and non-discrimination are fundamental to the mission, goals and objectives of Tacoma Community College. The college complies with all applicable federal and state laws designed to promote equal employment opportunity and affirmative action. The college is working to build a culturally diverse faculty and staff.

It is the policy of the Board of Trustees of Tacoma Community College, District 22 to prohibit discrimination and provide equal opportunity and equal access to its programs and services without regard to race, 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 and to undertake a program of Affirmative Action as provided for by state and/or federal law.

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.

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 -----	566-5115
504 Officer -----	566-5115
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 Sciences 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, located in Building 8, offers individual tutors and study groups to help students in a variety of subject areas. Students interested in being tutored or wishing to serve as tutors should contact the Tutoring Center at (253) 566-6032.

Reading and Writing Centers

The Reading Center provides credit courses for developmental reading and laboratory work to improve reading and study skills, as well as vocabulary development and spelling. The Reading Center is located upstairs in the Library Learning Resource Center (Building 7), and can be reached at 566-5143.

The Writing Center is designed to provide individual assistance with writing. Students may bring in copies of their assignments, notes, drafts — anything with which they need help. The Center is staffed by competent instructional assistants who are trained to help students with all aspects of their writing, including development, research, coherence, organization, and documentation.

It is best for students to make an appointment first in order to guarantee a tutorial time. Appointments can be made by calling the Writing Center at 566-5184 or by stopping by Building 7, Room 4.

Building 7, Room 4 also houses the English 80's, one credit and two credit courses giving students a review of grammar, sentence structure, punctuation, spelling, and paragraph writing.

Student technology fees have supplied the Writing Center with new computers to provide additional services such as on-line tutoring, computer-assisted tutorials, and tutoring in on-line research. Computer tutorials will also be available for the English 80's courses.

Math Lab

The Math Lab offers developmental (below 100 level) math courses in an independent learning/tutorial environment.

Success in the Math Lab requires excellent time management and study skills. Students who feel that their study skills are good or average are advised to consider classroom math courses as their first option. The Math Lab is located in Building 7. Call 566-5145.

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.

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 (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 900 periodical titles in paper and electronic formats. Ethnic and Northwest history materials are well represented. Pamphlets, clippings, maps, and college catalogs are also available. There is a special collection of high-interest, low-reading-level materials for developmental and ESL students. A reserve collection supports class assignments. Interlibrary loan services are provided.

The library provides electronic indexing to over 1800 periodical titles, including the *Tacoma News Tribune*. Public workstations include access to the Internet as well as other electronic research sources.

The library provides a Kurzweil reader, CCTV, TDD ZoomText and other software to assist students with a disability.

Staff members personally assist students in choosing and refining research topics, creating research strategies, and locating and using a wide variety of information resources. Faculty librarians teach one and two credit information competency/research skills courses and appear as "guest lecturers" in many classes throughout the quarter.

The Media Services Department provides in-house video viewing stations and a variety of equipment for classroom use including CD/cassette and video players, portable pub-

lic address systems, opaque and LCD projector, wall and tripod projection screens, and camcorders. An interactive video classroom provides connections to distant sites.

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. The media services area provides word processing and multi-media production workstations including scanners, CD writers, and color printing capabilities. There is a charge for printouts.

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, the ASTCC, and the Tacoma Community College Foundation.

Computer Assisted Learning (CAL) Lab

The CAL Lab was created to provide a computer-assisted learning environment for developmental (pre-college) level basic skills courses in reading, English, and math. With an increase of CD ROM programs and the advent of the Internet, the lab also offers an instructional medium for other college courses as well as work stations for distance learning.

Students may be referred by their instructors for individualized learning and study assignments.

For more information, call 566-5369.

Student Services

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.

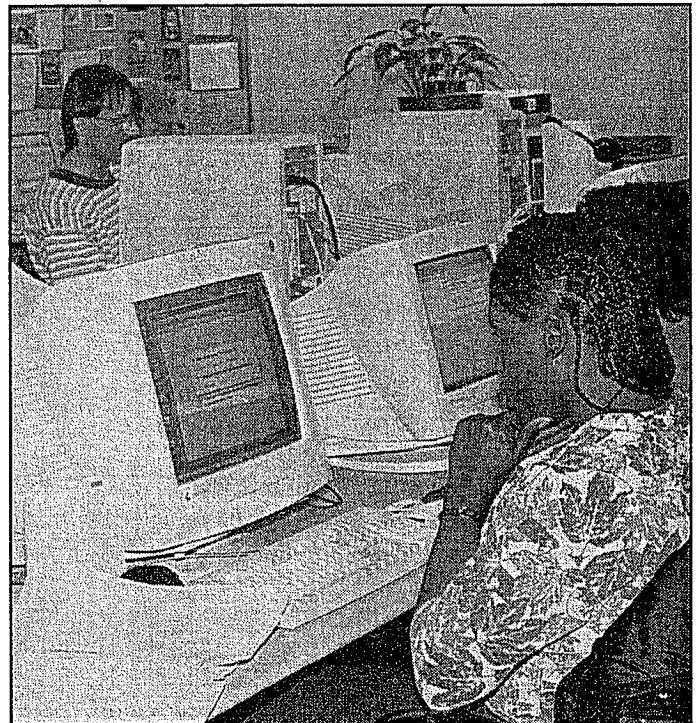
- College catalogs and transfer guides for all Washington colleges and universities.
- Audiovisual materials on occupations and job search techniques.

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



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 is provided. These include a listing of information regarding available full-time, part-time, temporary and seasonal employment, exploring employment through the world wide web and other internet services. Individuals seeking detailed job information, resume critique, interviewing techniques and job search skills should inquire at Building 18. The Job Assistance Center also sponsors TCC's Job Fair.

Employment Security Services

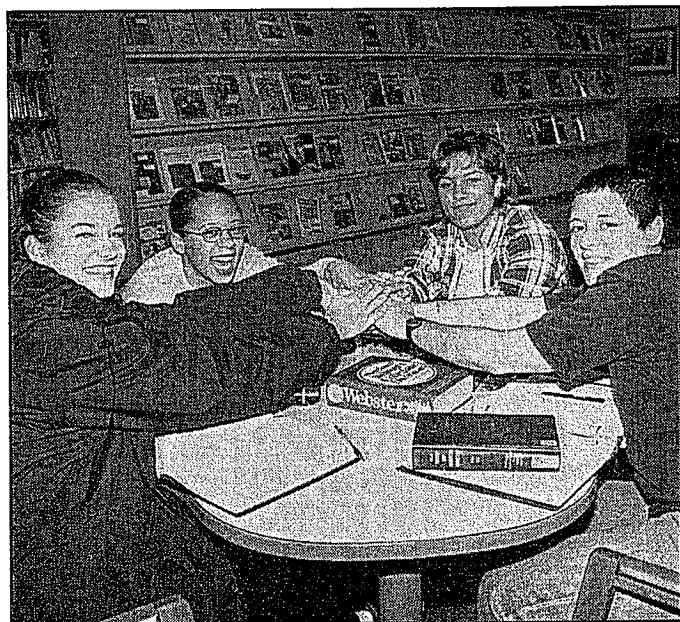
Employment Security Services are available in Building 18 by the employment security representative. This representative can provide job search assistance, job readiness skills, job referrals and unemployment information.

Disability Support Services

Services for students with disabilities are available at the Counseling Center in Building 18. Official documentation is required before academic accommodations can be authorized.

The DSS staff is available for counseling, educational planning, assistive technology training and creative problem solving. Technology includes screen readers, voice recognition, scanners, closed-circuit television magnification and amplification devices.

To learn about options and opportunities, request a copy of the handbook, "Enhancing Accessibility," or make an appointment to meet with TCC's Disability Specialist by calling (253) 566-5122.



TRIO Student Support Services

The office of TRIO Student Support Services is committed to providing comprehensive educational enhancement and support services to first-generation, low-income students, and students with disabilities; promoting access, diversity and excellence. Program activities are designed to significantly increase participants' academic success, retention and transfer to four-year institutions.

Our services include academic advising, advocacy within the college system, career exploration services, college skills workshops, comprehensive needs assessments resulting in individual educational plans, coordination of services and accommodations for students with disabilities, financial aid advising, mentoring, personal development advising, scholarship search assistance, tutoring resources, and transfer services including transfer advising and college tours.

Center for Multi-Ethnic/Cultural Affairs (MECA)

The College's MECA office assists students of color and returning adult students in achieving their educational goals. MECA 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. MECA 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 Tacoma Community College 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 are 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 Multi-Ethnic/Cultural Affairs or the Counseling Center with ques-

tions about women's programs. The Children's Center and Continuing Education offices have information regarding classes of interest to parents.

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 support in a variety of areas including detailed assistance in admissions and registration, academic advising, and orientation to the campus and community. The office also provides information on regulations from the U.S. Immigration and Naturalization Service.

Services for international students also include housing and activities. Students who request help with accommodations are matched with local families for homestays or placed in nearby apartments. The International Student Organization, a large and active student club, plans many events each quarter that are of special interest to international students. For information about these programs, contact the Housing and Activities Coordinator in International Student Services, Building 2A.

Children's Center

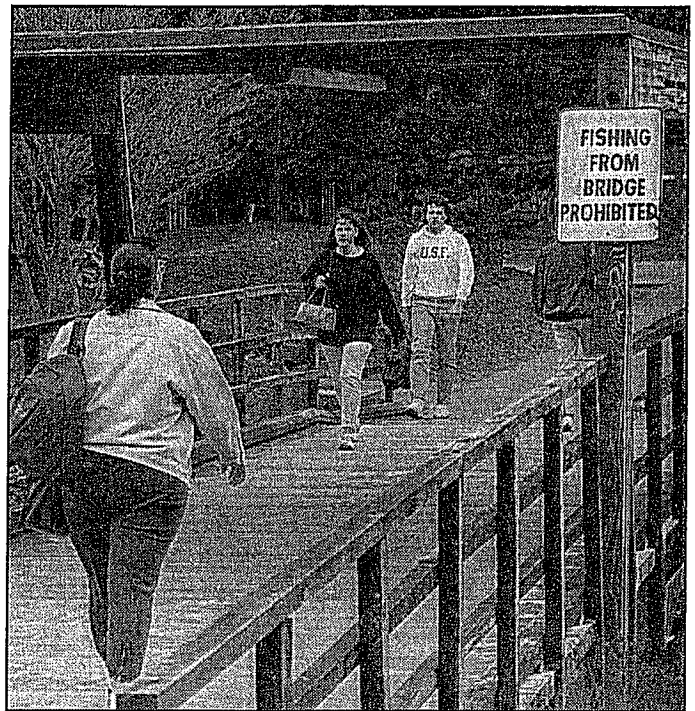
TCC offers a high quality, affordable child care program designed to enable parents to pursue their education by providing a safe, nurturing environment for their children. Eligible 4-year-olds can enroll in the free preschool ECEAP program.

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. We have soup, chili, hot-dogs, nachos, coffee, candy and cold drinks. We also have various supplies: scantrons, health and beauty aids, newspapers and greeting cards.

Operating hours are Monday through Thursday, 7 a.m. to 9 p.m.; Friday, 7 a.m. to 5 p.m.; and Saturday, 9 a.m. to 3 p.m. Holiday and Summer hours vary.



TCC Photo by Jason Kaye/The Challenge

Dining Services

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

Espresso coffee service is also provided through TCC Dining Services. In addition to espresso, you can purchase 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 budgetary limitations.

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

The Annual Fund Campaign helps to support scholarships and special programs, as well as faculty and staff professional development. The Foundation receives grant funding from area corporations and grant-making foundations.

Housing Information

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

Student 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, 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 lectures, films, dances, concerts and field trips. In addition, outdoor activities, panel discussions, "issue" weeks and wellness events are offered.

Students are encouraged to serve on committees, 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 quali-

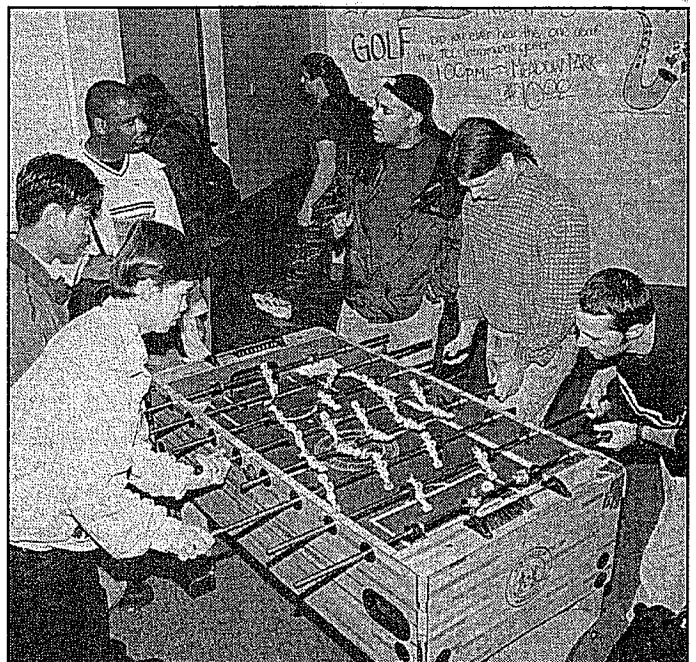
fications and interests. Any student interested in becoming an ASTCC senator or executive officer should contact the Student Programs Office in Building 11B.

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 intramural, 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.



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.

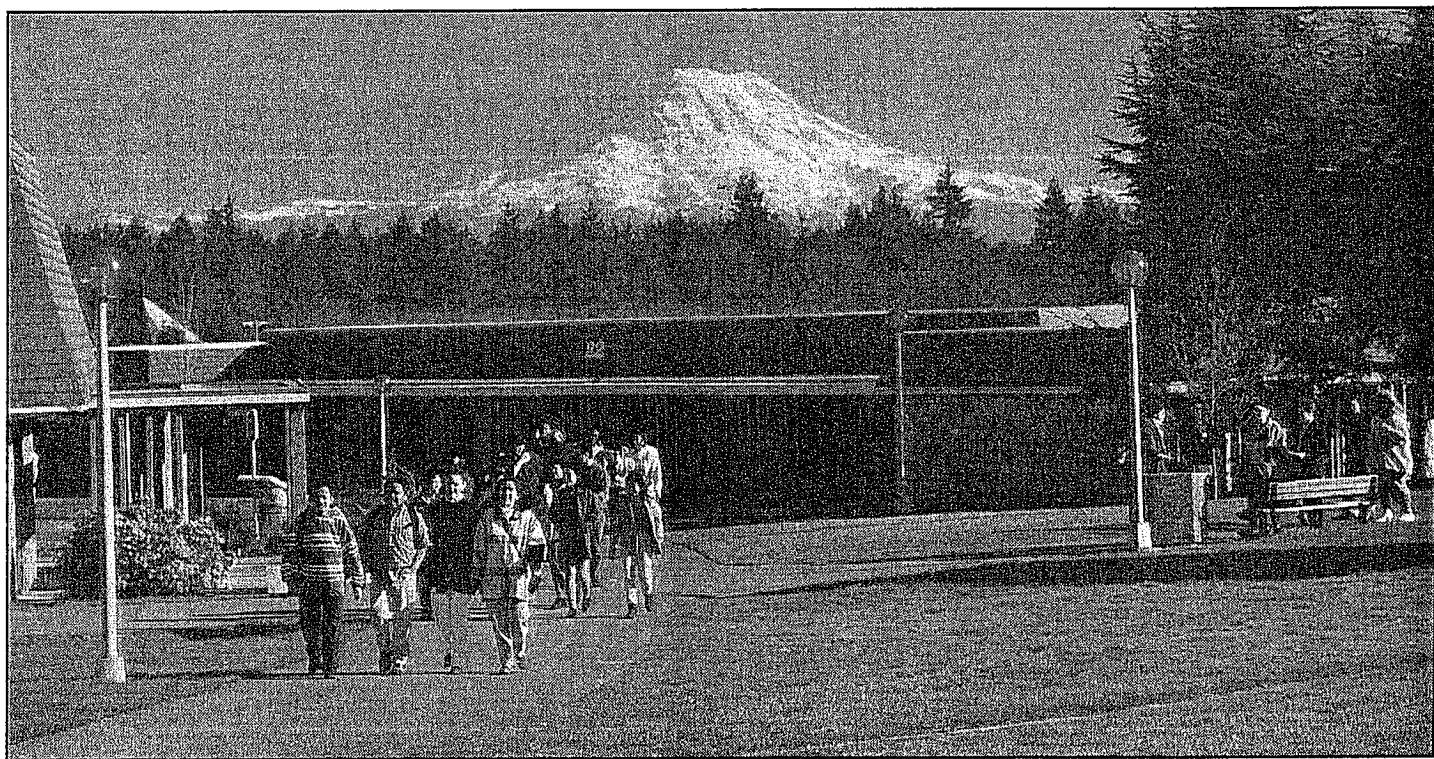
Men's varsity sports include soccer, basketball, baseball and golf. Varsity sports for women include volleyball, basketball, soccer and golf.

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 College, Pierce College and Tacoma Community College.

Credits Transferring from Tacoma Community College

The Tacoma Community College Arts and Sciences Degree, Option A, is directly transferable to most major baccalaureate institutions in Washington. Students who earn this degree will normally satisfy the general education re-



quirements 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, Seattle
- University of Washington, Tacoma
- University of Washington, Bothell
- Washington State University
- Western Washington University
- Whitworth College

The Arts and Sciences Associate Degree, Option A, is also directly transferable to Portland State University, Eastern Oregon University and The University of Oregon.

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 pro-

grams 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 and Career Centers in Building 18, from faculty advisors, and from the baccalaureate institutions.

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 approved 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 (Transfer Degree)

Degree Requirements:

- 90 quarter credit hours in courses numbered 100 or above, including the distribution requirements listed below under the heading Option A or from an approved Option B plan.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- A cumulative grade point average of 2.00 in all coursework applied to the Associate degree and a cumulative grade point average of 2.00 in all TCC college-level courses.
- A maximum of three physical education activity credits will apply toward the degree.
- Course requirements for the Associate in Arts and Sciences degree must be met by completing a program as outlined in either Option A or Option B.

Degree Option A

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

At least one course (5 credits) of the 90 credits applied toward graduation must be designated as a multicultural course. Approved multicultural courses are designated in the TCC catalog in the course descriptions and the Quarterly Class Schedule with a (M) following the course title.

Students transferring to The Evergreen State College or to the University of Washington-Tacoma are strongly advised to include at least one learning community (coordinated studies or linked course) as part of their degree. See the Distribution Electives below.

1. Basic Requirements (15 credits)

A. Written Communication Skills (10 credits)

English 101, and either English 102, or 103

B. Quantitative Skills (5 credits)

Choose from the courses listed below. Each of these courses carries a prerequisite of Math 99.

Philosophy 120

Math 107, 108, 111, 112, 115, 116, 117, 124,
125, 126, 220, 224, 238

Business 256

2. Distribution Requirements (60 credits)

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

A. Humanities (15 credits)

Select one course from three different disciplines shown in the list on the next page. No more than 5 credits of studio/performance/skills* course(s).

B. Social Sciences (15 credits)

Select one course from three different disciplines shown in the list on the next page.

C. Natural Sciences (15 credits)

Select one course from three different disciplines shown in the list on the next page. Shall include at least one laboratory course.

D. Multicultural (5 credits)

Select one course from those shown in the list on the next page. (See NOTE on Distribution List.)

E. Physical Education (3 credits)

Any three activity credits. A maximum of three PE activity credits can apply toward the degree.

F. Distribution Electives (7 credits)

Distribution electives must be selected from courses listed under Basic Requirements, Humanities, Social Sciences, or Natural Sciences.

Students are advised to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their degree electives.

3. Other College-Level Electives (15 credits)

- All elective credits must be in courses numbered 100 or above.
- PE Activity credits cannot be used as elective credits.

Total Credits:

90

TCC Courses Meeting Distribution Requirements for the Associate in Arts and Sciences Degree

A. Humanities

- 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
- History 231
- Humanities 100, 110, 120, 130, 285
- Journalism 101, 103, 209
- Languages (Discipline):
 - French 101, 102, 103, 201, 202, 203
 - Japanese 111, 112, 113, 201, 202, 203
 - Russian 101, 102, 103, 150, 201, 202, 203
 - Spanish 101, 102, 103, 201, 202, 203
- Music 107, 108, 109, 110, 111, 112, 299
- Philosophy 100, 119, 120, 200, 215, 230, 260, 267, 270
- Speech 100, 101, 110, 120, 130, 201

***Performance/Skills Courses**

- Art 101, 102, 103, 105, 106, 117, 118, 119, 126, 127, 131, 146, 150, 156, 172, 247
- English 276, 277, 278, 279
- Music 101, 102, 103, 121, 123, 124, 125, 126, 130, 160, 170, 180, 199, 260, 270, 280

B. Social Sciences

- Anthropology 100, 201, 202, 205, 210, 270, 280
- Business 200, 250
- Economics 200, 201
- Geography 110
- History 111, 112, 113, 120, 121, 211, 221, 222, 223, 225, 230, 231, 241, 242, 243, 248, 249, 254, 260, 290
- Political Science 201, 202, 203, 204, 205, 290
- Psychology 100, 204, 205, 206
- Sociology 110, 230, 240, 252, 262, 270, 271

C. Natural Sciences

- Anthropology 201, 270, 280
- Astronomy 105
- Biology 100, 107, 108, 118, 140, 201, 210, 211, 220, 240
- Botany 101
- Chemistry 100, 101, 102, 140, 150, 160
- Environmental Science 106, 145
- Geography 205
- Geology 101, 108, 125
- Oceanography 101
- Physical Science 100
- Physics 114, 115, 116, 121, 122, 123

D. Multicultural

- Anthropology 100, 201, 202
- Art 100, 150
- Business 250
- Drama 101
- English 232, 234, 241, 242, 257, 258, 260, 267, 268, 269, 271, 272, 276/277, 278/279, 280
- History 120, 121, 223, 225
- Languages:
 - French 103, 201, 202, 203
 - Japanese 113, 201, 202, 203
 - Spanish 201, 202, 203
- Philosophy 200
- Political Science 210
- Sociology 110, 252, 262
- Speech 110, 130

Non-distributional Multicultural Courses

Note: If one of these courses is selected, Distribution Electives must be increased by the same number of credits to assure a minimum of 60 Distribution credits are completed.

- Administration of Justice 120, 123
- Business 255
- ESL 190
- Educational Paraeducator 130
- Human Development 112

Writing Intensive

- English 232, 234, 241, 242, 250, 257, 258, 259, 260, 264, 265, 267, 268, 269, 271, 276, 277, 278, 279, 280
- History 221, 222, 223, 225
- Journalism 101
- Political Science 220
- Speech 130



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, computer science, UW-T Liberal Arts, nursing 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.

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
- 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
- Multi Media Specialist
- Museum/Gallery Operations
- Nursing, Associate Degree
- Paraeducator, Early Childhood Emphasis
- Pharmacy Technician

- Office Professional Program
- Radiologic Technologist
- Respiratory Therapy
- 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 in the Professional/Technical Programs section.

Related Instruction Requirements

1. Communication

A. Written Communications (5 credits)

Choose from one of the following courses:

English 100, 101

Business 100

B. Oral Communication (3-5 credits)

Speech 100, 150

C. Reading

As measured by TCC college assessment evaluation or complete courses to reach the required skill level.

2. **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.

3. **Human Relations:** Human Relations skills may be embedded within certain program courses. The objectives of these courses identify human relations content. Stu-

dents in other programs will complete three to five credits in one of the following courses:

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

4. 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 in one of the following courses:

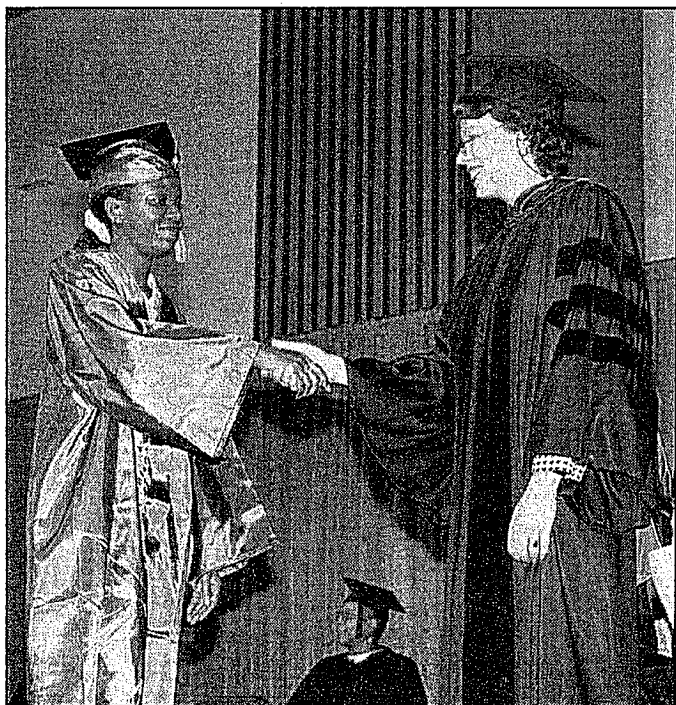
- Business 163, 164, 167
- Human Services 270
- Supervision and Management 101, 131, 261, 264

5. Critical Thinking: Critical thinking skills may be embedded within certain program courses. The course objectives identify critical thinking content. Students in other programs will complete five credits in one of the following courses:

- Business 164
- Communication Skills 100
- Philosophy 119

6. Computer Literacy: Students in programs without a computer course requirement will complete one to five credits in one of the following courses:

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



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**
- Correctional Officer**
- Court Clerk**
- Emergency Medical Technician**
- Entrepreneurs Succeed Program**
- Human Services**
- Legal Assistant**
- Management**
- Medical Reimbursement Specialist**
- Medical Secretary**
- Medical Transcriptionist**
- Network Support Technician**
- Nursing Assistant**
- Office & Microcomputer Specialist**
- Paraeducator, Early Childhood Emphasis**
- Paramedic**
- Pharmacy Technician**
- Receptionist Clerk**
- 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 63 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)

1. Communication (8-10 credits)

English/Business 100 or English 101
Speech 100, 101, or 150

2. Computation (5 credits)

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

3. Human Relations (3-5 credits)

Choose from the following:

Business 164
Human Services 207, 270
Psychology 100
Supervision and Management 261, 264
Sociology 110

4. Leadership (3-5 credits)

Choose from the following:

Business 163, 164, 167
Human Services 270
Supervision and Management 101, 131, 261, 264

5. Computer Literacy (1-5 credits)

Choose from the following:

Data Processing Systems 100, 101, 235
Business PCs 100, 101, 120, 121, 125

Associate in General Studies

AGS Degree Requirements

- A cumulative college-level grade point average of 2.00 in course work completed at TCC.
- At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
- Ninety (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

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

1. Communications (10 credits)

English 101, and one of the following:

English 100, 102, 103, Speech 100, 101, 110, 120, 130

2. Humanities (10 credits)

Five credits in each of the following:

- Performing and Fine Arts (Music, Art, Drama)
- Literary Arts (Literature, Foreign Language, Journalism, Humanities, Philosophy)

3. Social Science (10 credits)

Five credits in two of the following:

- Social Sciences (Economics, Geography, Political Science)
- Behavioral Science (Anthropology, Psychology, Sociology)
- History

4. Math/Science (10 credits)

Five credits in two of the following:

- Natural Science (Astronomy, Biology, Botany, Environmental Science)
- Physical Science (Chemistry, Geology, Oceanography, Physics)
- Mathematics, Anthropology 201, 270, Philosophy 120, Geography 205)

5. Physical Education (3 credits)

Any three activity credits

6. Electives (47 credits)

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, 247

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, 201, 202, 203

Humanities 100, 110, 120, 130, 285, 286, 287, 288

Japanese 111, 112, 113, 201, 202, 203

Journalism 209, 101, 103

Music 101, 102, 103, 106, 107, 108, 109, 110, 111,
112, 121, 123, 124, 125, 126, 130, 160, 170, 180,
199, 260, 270, 280, 299

Philosophy 100, 119, 120, 215, 230, 267, 270, 280

Russian 101, 102, 103, 201, 202, 203

Spanish 101, 102, 103, 201, 202, 203

Mathematics & Natural Sciences

Anthropology 201, 270, 280

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, 108, 125

Mathematics 107, 108, 111, 112, 115, 116, 124, 125, 126

Oceanography 101

Philosophy 120

Physics 114, 115, 116, 121, 122, 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, 221,
222, 223, 225, 230, 231, 241, 242, 243, 249, 250,
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: Yi Li, 566-5396

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

English 102 or 103

Quantitative Skills

Humanities (25 credits)

Language Series (choose from Russian,
Japanese or Spanish)

Russian 101, 102, 103

Japanese 111, 112, 113

Spanish 101, 102, 103

Humanities 110

English 280 - Spring quarter only for
Pacific Rim Literature.

Speech 110

Social Sciences (20 credits)

History 120, 211, 230

Political Science

Business 250 (required elective)

Natural Sciences (15 credits)

One course must be a laboratory science

Physical Education (3 credits)**Electives (17 credits)**

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

International Business Program

Contact: Jeanette Lunceford, 566-5361

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.)

Speech 110

Elective: Humanities 110 or English 280 (to be taken Spring Quarter for international emphasis).

Social Science (25 credits)

Economics 200, 201

Business 200, 250

Elective: Choose from Psychology, Sociology, or Anthropology

Natural Science (15 credits)

Math 111 or equivalent & 112 or equivalent

Elective: Choose 5 credits of a natural science from the TCC natural sciences distribution list.

Lab is not required.

Accounting (15 credits)

Accounting 210, 220, 230

Statistics (5 credits)

Business 256 (or equivalent)

English Composition (5 credits)

English 101

Scholastic Honors and Awards

Honors

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

High Honors

Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding "S" and "U")

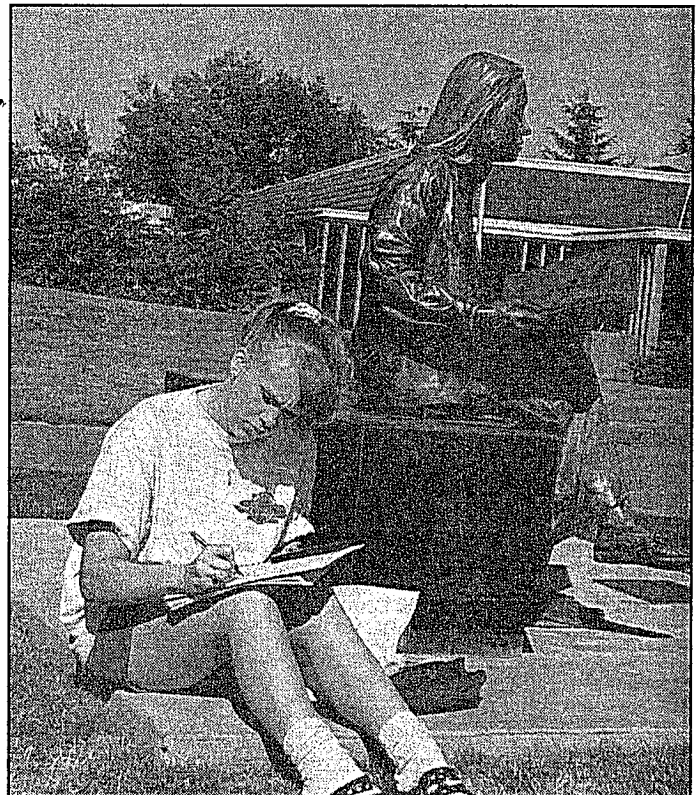
in a quarter with a grade point average of 3.66 to 4.00 will be placed on the quarterly High Honors List. (see note above regarding grades.)

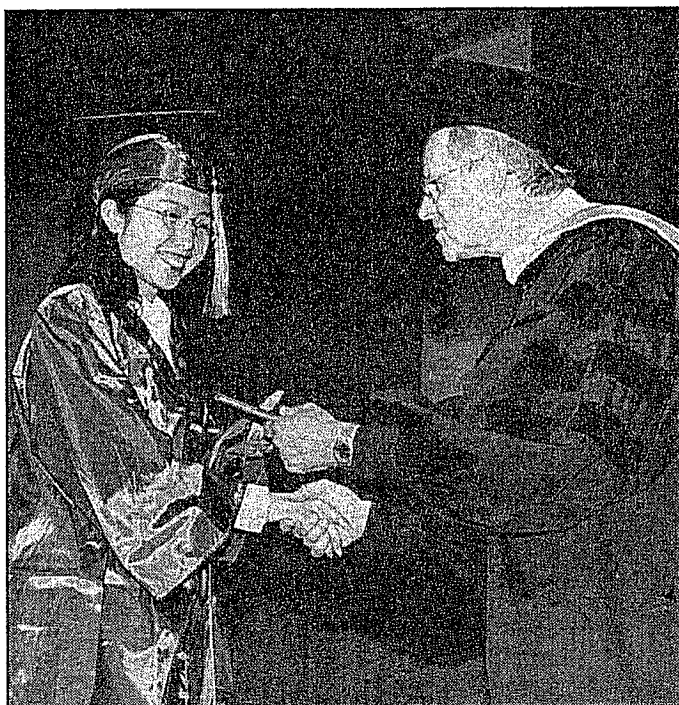
Honor Societies

Two nationally recognized scholastic organizations are part of student life at TCC: Phi Theta Kappa, and Alpha Delta Omega.

Academic excellence is the primary hallmark of Phi Theta Kappa, an honor society serving two-year colleges that offer associate degree programs. Members must maintain a 3.5 or better grade point average, and be eligible for tuition scholarships. PTK members also can develop interpersonal communication and leadership skills and provide a variety of services to the college and community. For more information, contact the PTK advisor at 566-6007.

Alpha Delta Omega is a national honor society for students enrolled in Human Services programs. Chartered in 1990, the TCC chapter stresses academic excellence and promotes the ideals of the human services profession. Membership is open to students with a 3.0 or better grade point average who are enrolled in Human Services or related programs. For more information, contact Barbara Peterson at 566-5388.





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 eligible for consideration for the President's Medal.

A subcommittee of 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 committee will give first consideration to a student's grade point average.

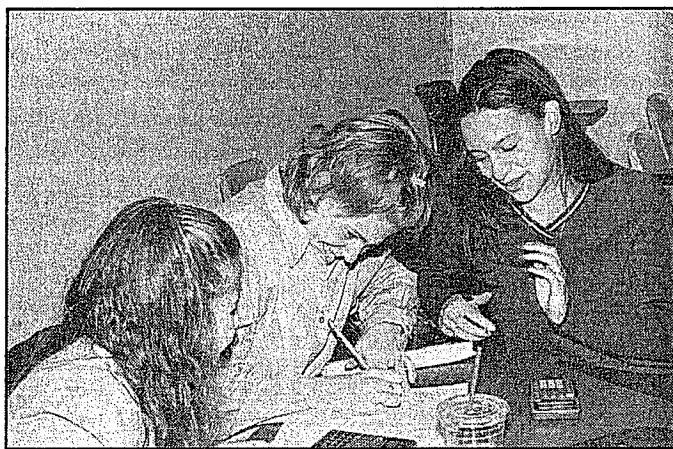
Where distinctions among students' grade point averages are not significant in the Council's view, the following additional criteria will be considered by examination: the number of courses in which the student has received an I, W (consideration will be given to students who completely withdraw from 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.

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: Annalee Rothenberg, 566-5181

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 integrated 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

(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 100 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	ACCNT 290*	5
Fundamentals of Speech Communication	SPCH 100	5

Electives (15 Credits)

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

* Prerequisite required

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

Bookkeeping Systems

(Certificate Program)

<i>Course Title</i>	<i>Credits</i>
Business English -----BUS/ENGL 100 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: Sam Holden, 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. 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.

Assessed placement at college level English and Reading is required for all ADJ courses except ADJ 100, 290 and 299.

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

<i>Course Title</i>	<i>Credits</i>
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)

Natural Science — any course listed for the Associate ----- of Arts and Science Degree	5
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Total Fitness -----	PE 100	2
Math (recommend MATH 107)		
Must be at least 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
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 pre-



pare 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. Unsponsored 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.

Out-of-state residents must pay the prevailing enrollment fees applicable to their residency status.

Administration of Justice Legal Assistant Program

Program Chair: Sam Holden, 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.

Assessed placement at college level English and Reading is required for all ADJ courses except ADJ 100, 290 and 299.

Administration of Justice Legal Assistant Program

(Associate in Applied Science Degree)

Course Title		Credits
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

(BUS/ENGL 100 may be substituted for OFFCE 127)

Science (select one)

Natural Science — Any course listed for the Associate of Arts and Science Degree, Option A5
Math (recommend MATH 107)
(Must be at minimum MATH 90 level)

Total Credits

96

Legal Assistant Certificate

The Legal Assistant Certificate is designed to enhance the career potential of those planning to enter the profession or who are already employed in the legal field.

The Certificate Program can lead to better placement, promotions and salaries in many law offices and municipal courts. Students can apply their coursework in obtaining the Associate of Applied Science in the Legal Assistant Program.

Requirements for the certificate include the following courses of 43 credits: ADJ 100, 101, 102, 160, 161, 162, 163, 164 and DPSYS 100.

Court Clerk

The TCC Court Clerk Program offers a one term, 15-credit course that prepares students for positions as Court Clerk. Court Clerks work in the Washington court systems and process court documents, enter data into a specialized database, type legal papers, memos and letters, and interface with the general public.

This certificate program is offered several times each academic year. Contact the Program Chair for more information at 566-5217.



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, administration 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 Resources Courses (30 credits)

<i>Course Title</i>	<i>Credits</i>
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 in the program.

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 BAM students with instructor permission.

Communication Courses (15 credits)

Business English ----- ENGL 100	5
Business Correspondence ----- BUS 225*	5
Fundamentals of Speech Communication - SPCH 100	5

(ENGL 101* and 102* fulfill the requirements of ENGL 100 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
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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 installation, maintenance, 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

(One Year Certificate and/or Associate in Applied Sciences Degree)

Course Title *Credits*

First Quarter

Intermediate Algebra ----- MATH 99	5
Fundamentals of Electricity & Electronics ----- ELEC 104	5
Electronic Devices & Systems ----- ELEC 106	5
Introduction to Data Processing ----- DPSYS 235	5

Total Credits **20**

Second Quarter

Business English ----- BUS/ENGL 100	5
Digital Techniques ----- ELEC 204	5
Schematics ----- ELEC 206	5

Total Credits **15**

Third Quarter

Microprocessors ----- ELEC 207	6
Peripherals and Communications ----- ELEC 209	6
Troubleshooting Techniques ----- ELEC 210	6

Total Credits **18**

Additional Courses for the Associate in Applied Sciences Degree

College Algebra for Business and Economics ----- MATH 111*	5
Fundamentals of Speech Communication or Job Communication Skills ----- SPCH 100 or 150	3-5
Introduction to Business ----- BUS 101	5
Leadership & Human Relations ----- BUS 164	5
Operating Systems ----- DPSYS 250*	5
Data Communications and Distributed Processing ----- DPSYS 253*	5
Network Administration ----- DPSYS 261*	5
Network Engineering ----- DPSYS 262*	5

At least one course from the following ----- 5

Introduction to
 Structured Programming ----- DPSYS 201*
 Graphical Application Programming ----- DPSYS 238*
 Database Systems ----- DPSYS 244*
 Computer Information Systems
 Selection and Design ----- DPSYS 247*
 Network Fault Isolation Techniques ----- DPSYS 263*
 Additional credits for Associate Degree ----- 43-45

*Prerequisite required (see course description).

Computer Information Management Systems

Program Chair: Erika Bowles, 566-5072

The Computer Information Management Systems Curriculum prepares students for careers in several areas: Network Administration, Programming, and Web Development. A series of non-technical and technical core courses provide fundamental computer and system concepts along with related accounting, office, and communication skills. Advanced coursework prepares students for entry-level positions in each area of specialization. The Associate in Applied Sciences degree is awarded to students who successfully complete the program.

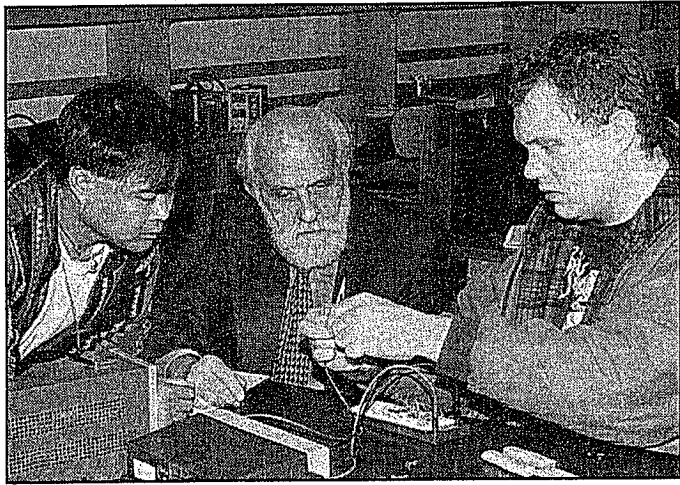
Computer Information Management Systems

(Associate in Applied Sciences Degree)

Core Requirements

Non-Technical Core Courses (25 credits)

Course Title	Credits
Practical Accounting I ----- ACCNT 140	5
Leadership and Human Relations ----- BUS 164	5
Business English ----- ENGL 100	5
or College Freshman Composition ----- ENGL 101	5



Math: A Practical Art ----- MATH 107	5
Fundamentals of Speech Communication - SPCH 100	5
Technical Core Courses (20 Credits)	
Introduction to Data Processing ----- DPSYS 235	5
Operating Systems ----- DPSYS 250*	5
Microcomputer Fundamentals ----- DPSYS 102*	5
Computer Information System Selection and Design ----- DPSYS 247*	5

Program Specialization Requirements

(Select one of the following areas of specialization)

Network Administrator (45 credits)

Data Communications and Distributed Processing ----- DPSYS 253* 5

Network Administration ----- DPSYS 261* 5

Network Engineering ----- DPSYS 262* 5

Network Fault Isolation Techniques ----- DPSYS 263* 5

Advanced Network Services ----- DPSYS 264* 5

Focus Electives: 20 credits from Programmer or Web Developer required courses. A 5 credit internship (DPSYS 290) is also an option.

Programmer (45 credits)

Introduction to Structured Programming	DPSYS 201*	5
Visual Basic Programming	DPSYS 238*	5
Advanced Visual Basic	DPSYS 239*	5
C++ Programming	DPSYS 240*	5
Java Programming	DPSYS 242*	5
Database Systems	DPSYS 244*	5
Advanced Database Systems	DPSYS 245*	5

Electives: 10 DPSYS credits chosen from the following:

Advanced C++ (DPSYS 241*), Microcomputer Applications (DPSYS 251*) Web Client Development (DPSYS 254*), Web Server Development (DPSYS 255*), or Server Data Access (DPSYS 257*). A 5-credit internship (DPSYS 290*) is also an option.

* Prerequisite required

Web Developer (45 Credits)

This option will be available starting Fall Quarter 1999. For more information contact the program chair.

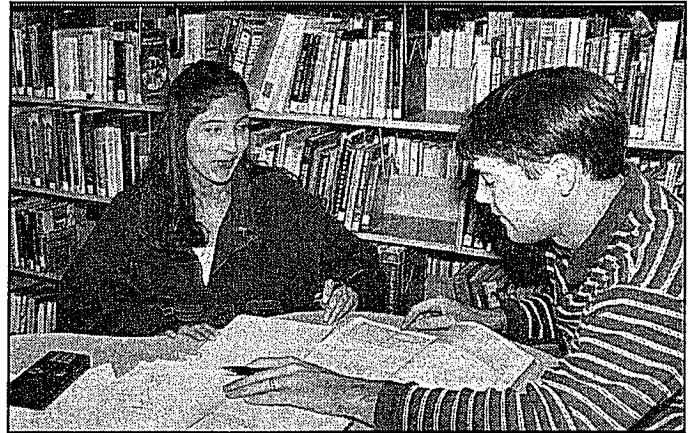
Multimedia Specialist

This option is currently available, but will be revised effective Fall Quarter 1999. For more information, contact the Multimedia Program Chair, 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, Network Support, Computer Field Technology, 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, call 566-5361.



Correctional Officer Training Program

Contact: Tom Warren, 851-2424

The Correctional Officer Training Program is offered jointly with TCC and the Washington Corrections Center for Women (WCCW). It is a 21-credit, 12-week program that prepares participants for entry level Correctional Officer positions throughout Washington State. Training includes classroom instruction as well as supervised on-the-job training that familiarizes participants with major posts in minimum, medium and close security locations. Day-time and evening hour availability is required to complete the program. Most classes and on-the-job training will be conducted at the WCCW facility, with computer-related classes scheduled at TCC's Gig Harbor/Peninsula Center. Many program credits can be applied towards the A.A.S. Degree in Administration of Justice at TCC. The program is offered one quarter each year.

To qualify for program eligibility, applicants must have: a high school diploma or GED; a valid Washington driver's license; criminal history background check; college placement testing in reading, writing and math. Applicants completing the above requirements will be eligible to interview with WCCW/TCC staff to be considered for placement into the program.

Correctional Officer Training Program

(Certificate Program)

<i>Course Title</i>	<i>Credits</i>
Introduction to Corrections ----- ADJ 140	5
Correctional Internship ----- ADJ 207	5
Correctional Officer Training ----- ADJ 210	6
Using Computers ----- DPSYS 100	3
Total Fitness ----- PE 100	2
Total Program Credits	21

Educational Paraprofessional

(See Paraeducator Program)

Emergency Medical Care

Program Chair: Greg Curry, 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)

<i>Course Title</i>	<i>Credits</i>
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

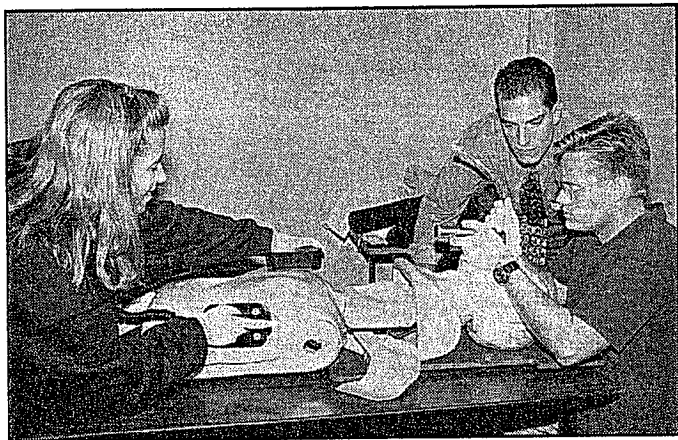
Third Quarter (Winter)

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
OR Math: A Practical Art -----	MATH 107	5
Critical Thinking -----	COMSK 100	5
(***)Select one from each of the following areas(***)		
Survey of Sociology -----	SOC 110	5
OR Marriage & The Family -----	SOC 152	5
OR Social Psychology -----	SOC 240	5
Principles of Management -----	BUS 163	5
OR Leadership and Human Relations --	BUS 164	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)

Course Title		Credits
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 100 fulfills requirement)		



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:

University of Washington (Certificate Program), Loma Linda University, Loma Linda, California; Carroll College, Helena, Montana; Stephens College, Columbia, Missouri (Extension Program); College of St. Scholastica, Duluth, Minnesota (Extension Program); Weber State University, Ogden, Utah; 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, call 566-5163.

<i>Course Title</i>	<i>Credit</i>
Health Care Delivery Systems -----	HT 110 4
Applied Allied Health Study Skills-----	HT 111 5
Medical Office Procedures I-----	HT 120* 3
Medical Office Procedures II-----	HT 121 5
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

Second Quarter (Winter)

Medical Terminology II -----	HT 131* 5
Introduction to Data Processing-----	DPSYS 235 5
Speech Communications -----	SPCH 100 5
Medical Office Procedures I-----	HT 120* 3

Third Quarter (Spring)

Introduction to Health Record Management -----	HIM 180* 5
Clinical Applications I-----	HIM 190* 2
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

Human Services Program

Program Chair: Jim Carroll, 566-5076

The Human Services Program is a competency-based program designed to prepare students for work as practitioners in social and health service agencies. Human Services is a two-year applied sciences degree program. Students who have already earned an Associate in Arts and Science or Baccalaureate degree are eligible for a one-year certificate. Approval of the program chair is required. Stu-

dents in the two-year HSP 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. chemical dependency, domestic violence, youth, and mental health. All students must successfully complete supervised clinical practicums in community agencies in order to qualify for either the 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

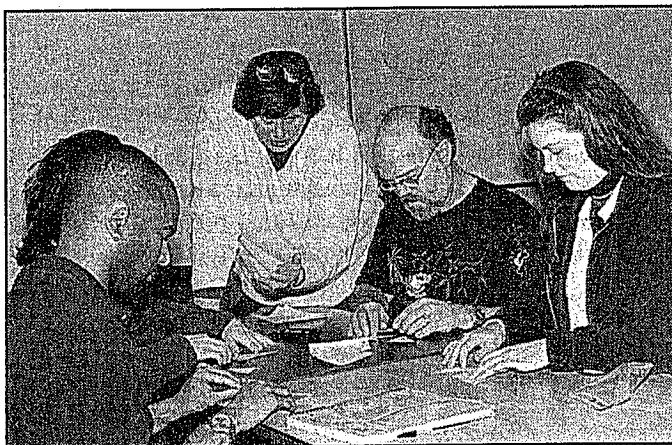
General Education (30 credits)

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
Public Speech Communication	SPCH 101	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
Chinese Civilizations	HIST 211	5
Multicultural 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 current certificate requirements and needs in the HS field.

Specialty Courses

Introduction to Chemical Dependency	HSP 200	5
Counseling the Chemically Dependent	HSP 201	5
Counseling the Dysfunctional Family	HSP 202	5
Helping the Juvenile	HSP 203	5
Prevention Strategies for Youth	HSP 204	5
Childhood and Adolescent Development	HSP 205	5
Pharmacology and Physiology of Substance Abuse	HSP 210	5
Case Management and Record Keeping	HSP 212	5
Introduction to Domestic Violence	HSP 213	5
Domestic Violence Perpetrators	HSP 214	5
Domestic Violence Victims	HSP 215	5
Introduction to Group Process and Leadership	HSP 70	5

Total Credits 90

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 15 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. Check the quarterly class schedule for the current offering.

Specialty Areas of Concentration

Chemical Dependency:

The Human Services Program offers all the coursework necessary to become eligible for certification as a Chemical Dependency Counselor.

Domestic Violence:

The program also offers coursework that is approved for counselors wishing to pursue a career in the domestic violence field.

At-Risk-Youth:

The Human Services Program also offers a series of coursework designed to assist and support professionals who choose to work with "at risk youth".

Community Interfacing with the Human Services Program:

Worker Retraining

The Human Services Program has a successful history of assisting dislocated workers retraining for an exciting career in the helping profession. Contact Linda Garcia at (253) 566-5188.

Work First

As a pioneer in welfare reform, the program initiated a WorkFirst program to assist students in transitioning from welfare to work and beyond. Contact Stan Topolski at (253) 565-9002.

Consumer to Provider

This is a model program offered to assist stabilized people in the mental health system to receive training to enter the Human Service field. Contact Jolyn Wells-Moran at (206) 935-4861.

Continuing Education

To serve the needs of professionals in the field and previous graduates, the program continues to develop and offer relevant professional education opportunities. For more information, contact Mike Towey at (253) 566-5213.

One-Year Certificate Courses

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

* Prerequisite required (see course descriptions).

**Legal Assistant
Program**

(See Administration of Justice.)

**Medical Reimbursement
Specialist**

(One Year Certificate Program)

Program Chair: Rich Weidman, RRA, 566-5228

The Medical Reimbursement Specialist program prepares students for employment as ambulatory care coders (ICM-9-CM, CPT/HCPCS, and ADA), billers, patient account representatives, medical claims reviews, patient and surgery schedulers, and a variety of other medical/dental support positions. Training includes clinical applications as well as the business and administrative requirement of health care. Graduates will acquire a general knowledge of the healthcare field with a focus on being able to understand and code medical diagnoses and procedures and to bill processes accurately, ethically and assertively to optimize provider reimbursement. This program will give the graduate the tools to be a valuable resource to the physician office, large group practices, ambulatory surgery centers, dental offices, and insurance and managed care providers. Additionally, the specialist will be able to handle all components of claims processing including management of disputed, rejected, and delayed claims. This course work provides a solid and applicable foundation for students seeking to continue their education into Health Information Management as an Accredited Records Technician as well as in pursuing an Associates of Applied Sciences. Given completion of this program, students may elect to sit for national coder certification exams offered by the American Health Information Management Association. These include the Certified Coding Specialist (CCS) and the Certified Coding Specialist — Physicians Office (CCS-P)

Open enrollment and applications are accepted on an ongoing basis. Students must complete a separate application process through the Allied Health Office in Building 19, Room 70. Assessed placement at college level reading and English, as well as Math 90 is required. Applicants must be fluent in the English language and possess the physical and emotional ability to complete the program. Graduates of the Medical Reimbursement Program must complete the following curriculum with a grade of "C" or better in all classes.

<i>Course Title</i>	<i>Credit</i>	
Medical Terminology I -----	HT 130	3
Medical Terminology II -----	HT 131	5

Healthcare Delivery Systems -----	HT 110	4
Medical Office Procedures I -----	HT 120	3
Medical/Dental Office Procedures II -----	HT 121	5
Business English -----	ENGL 100	5
Business Math -----	BUS 110	5
Job Communication Skills -----	SPCH 150	3
ICD-9-CM Coding -----	HIM 220	5
Basic CPT Coding -----	HT 216	3
Advanced CPT Coding -----	HT 216	2
Advanced ICD-9-CM Coding -----	HT 215	2
Medical Reimbursement Management -----	HIM 252	3
Introduction to Data Processing -----	DPSYS 235	5
Anatomy & Physiology -----	BIO 118	5
Work Internship -----	HT 240	3
HR Elective: Stress Management --	HSP/PSYCH 207	
OR Leadership & Human Relations ---	BUS 164	5

Total Certificate Credits **66**

Additional Recommended Courses

Principles of Disease I -----	HT 210	3
Principles of Disease II -----	HT 211	3
Pharmacology for Health Professionals -----	HT 150	2
Introduction to Health Records Management -----	HIM 180	5

Medical Secretary

Program Chair: Kathy Peterson, RRA, 566-5135

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, 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 in all classes.

Medical Secretary

(Associate in Applied Sciences Degree)

Technical Core Requirements (36 Credits)

<i>Course Title</i>	<i>Credit</i>
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 Concepts for the Health Field -----	HT 225 3

General Core Requirement (22 Credits)

Business English -----	ENGL 100 5
Intro to Data Processing -----	DPSYS 235 5
Fundamentals of Speech Communications -	SPCH 100 5
Leadership and Human Relations -----	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)

Intro to Health Information Management ---	HIM 180* 5
Basic & Advanced ICD-9-CM Coding -	HT 214*, 215* 2,2
CPT Coding -----	HT 216* 3
Pharmacology for Health Professionals -----	HT 150* 2
Principles of Disease I, II -----	HT 210*, 211* 3,3
Work Internship I, II (90, 150 hours) ---	HT 240*, 241* 3,5

Ambulatory Care/Clinic Concentration (36 Credits)

Medical Office Procedures I -----	HT 120* 3
Medical Office Procedures II -----	HT 121* 5
Introduction to ICD-9-CM Coding -----	HT 214* 2
CPT and Advanced CPT Coding -----	HT 216*/217* 3/2
Pharmacology for Health Professionals -----	HT 150* 2
Fundamentals of 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)

Solving Business Problems/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
Intro to Health Information Management ---	HIM 180* 5
Work Internship I, II (90, 150 hours) ---	HT 240*/241* 3/5

Total Credits **96-104**

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, clinic 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 100	5
Leadership and Human Relations	BUS 164	5
Intro to 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 Procedures I	HT 120*	3
Medical Office Procedures II	HT 121	5
Basic Principles of ICD-9-CM Coding	HT 214*	2
Basic CPT Coding	HT 216*	3
Fundamentals of Patient Care	HT 170	5
Anatomy and Physiology	BIOL 118	5
Work Internship I (90 hours)	HT 240*	3

Total Certificate Credits 49

curacy 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
Pharmacology for Health Professionals	HT 150*	2
Principles of Disease I, II	HT 210*/211*	3/3
Medical Transcription Management Seminar	HT 143*	2
Work Internship (150 hours)	HT 241*	5

General Core Courses (16 Credits)

Business English	ENGL 100	5
Intro to Data Processing	DPSYS 235	5
Leadership and Human Relations	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

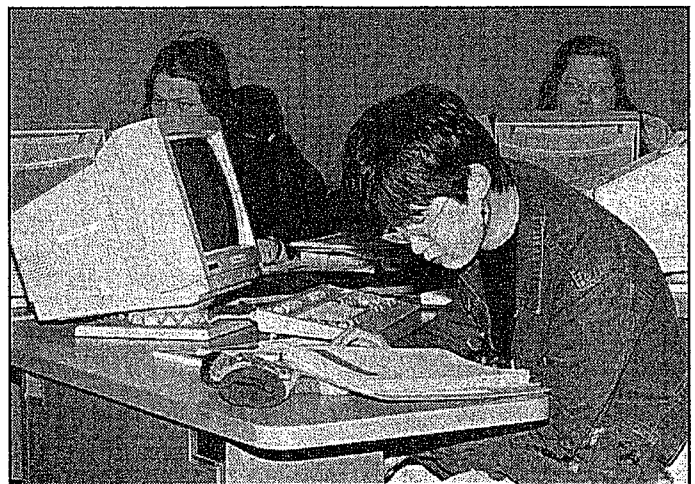
Total Program Credits 70

Medical Transcriptionist

Program Chair: Kathy Peterson, RRA, 566-5135

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 ac-



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 museum/gallery business operations, 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. 20 credits of related class requirements, 20 credits of Business class requirements and 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 - 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

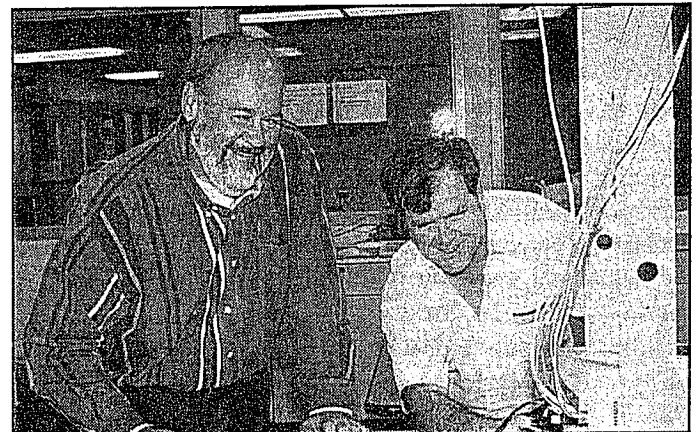
Total Credits 90

*Prerequisite required.

Network Support Technician Program

Program Chair: Jim Danos, 566-5072

The Network Support Technician Program is a 43-credit certificate program that focuses on developing the technical and non-technical skills needed to be successful in a business environment as a network administrator and technician. The program course sequence begins in Fall and Spring Quarters each year and lasts for three successive quarters. Students are trained to design, install and manage IBM-compatible personal computers and network hardware and software, troubleshoot system and configuration problems, work in a team-oriented environment and represent themselves as potential assets to an employer. In addition to technical skills, the student learns to communicate with others, work in a team environment, and train others



to use the resources of a network. The Microsoft suite of operating systems, including DOS, Windows 9x and Windows NT 4.0, is used as a platform of instruction. The technology courses in the program offer the opportunity to gain the skills to sit for the exam to become a Microsoft Certified Professional for Windows NT 4.0 Server. With further training, the student can sit for the remaining tests required to become certified as a Microsoft Certified Systems Engineer. Further training may be in the form of job experience and training, self-study or other available programs at TCC.

Network Support Technician Program

(Certificate Program)

Non-Technical prerequisites:

Completion of Math 88 with a C or better **OR** assessment at Math 90

AND

Completion of Reading 93 with a C or better **OR** assessment at Study Skills 110 **OR** assessment at Reading 115

AND

Completion of English 91 with a C or better **OR** assessment at English 101.

Technical Prerequisites:

Completion of DPSYS 100 with a B or better **OR** proven competency in Word and Excel

AND

Completion of DPSYS 102 with a B or better **OR** proven competency to successfully build and configure a microcomputer and install and configure DOS, WFW 3.11, and Windows 9x

AND

Completion of DPSYS 235 with a B or better

AND

Completion of DPSYS 250 with a B or better **OR** proven competency in DOS, WFW 3.11 and Windows 9x.

First Quarter

Course Title		Credits
Data Communications and Distributed Processing	DPSYS 253*	5
Network Administration	DPSYS 261*	5
Leadership and Human Relations	BUS 164	5

Second Quarter

Network Engineering	DPSYS 262*	5
Computer Information Systems Selection and Design	DPSYS 247*	5
Technical and Report Writing	ENGL 105*	3

Third Quarter

Network Fault Isolation Techniques	DPSYS 263*	5
Advanced Network Services	DPSYS 264*	5
Internship and Job Assistance	DPSYS 290*	5

Total Credits: 43

*Prerequisite Required

Nursing, Associate Degree

Program Chair: Kim Nichols Rzeszewicz, 566-5358

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.

*Applicants who have chronic health conditions or disabilities which require alterations to the program of study as approved by the Washington State Nursing Commission, or which prevent the practice of nursing with reasonable skill and safety, should be aware of the possibility that they may not be eligible to sit for the NCLEX licensing examination or obtain a license to practice nursing. Questions *should* be addressed to the Nursing Program Chair at 566-5163.

Nursing program applications are accepted after completion of prerequisites. Admission and program information is available in the Allied Health Office, 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

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

Elective

Advanced IV Therapy Skills (Theory/Lab) -----	NURS 260	1
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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

(see list of approved courses)

Non-Nursing Credits:	46-55
Nursing Credits:	71
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: Kathy Roy, 566-5218

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 after completion of prerequisites. Admission and program information is available in the Allied Health Office, 566-5163.

Office and Microcomputer Specialist Program

Contact: Tom Warren, 851-2424

The Office and Microcomputer Specialist Program is designed to prepare students to work in a variety of office settings. This three-quarter, 45-credit certificate program is held at TCC's Gig Harbor/Peninsula Center. The program teaches basic office skills and the use of current computer software applications, including some software installation and minor troubleshooting. Students must complete college placement testing in reading, writing and math, and have program advisor's permission prior to enrollment in the program. Additional course work may be required based on placement test results. Students must also know the keyboard and have a minimum of 25 w.p.m. (or be concurrently enrolled in a keyboarding class during the first quarter of the program).

Office and Microcomputer Specialist Program
(Certificate Program)

<i>Course Title</i>	<i>Credits</i>
Required Courses	
Introduction to Data Processing----- DPSYS 235	5
Business Math ----- BUS 110	5
Leadership and Human Relations----- BUS 164	5
Solving Business Problems/Spreadsheets ----- DPSYS 236*	5
Word Processing Applications ----- DPSYS 243*	5
Business English ----- ENGL 100	5
Business Correspondence ----- BUS 225*	5
Database Systems ----- DPSYS 244*	5
Individualized Studies in Microcomputers ----- DPSYS 299*	3
Elective Courses	
(2-5 credits from the following list, or as approved by advisor)	
Work Internship ----- BUSPC 190*	2
Keyboarding Basics ----- BUSPC 091	2
Typing: Speed and Accuracy Development ----- OFFCE 106*	2
Accounting I ----- ACCNT 140	5
10-Key Basics ----- BUSPC 092	1
Total Program Credits	45-48

*Requires prerequisites or instructor permission.

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.

Technical Core Requirements

<i>Course Title</i>	<i>Credits</i>
Typing I ----- OFFCE 103	4
Typing II ----- OFFCE 104*	5
Typing for Speed and Accuracy ----- OFFCE 106*	2
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
The Office Professional ----- OFFCE 238*	5
Work Internship ----- OFFCE 290*	5
Word Processing: Professional Skills I ----- OFFCE 228*	3
Word Processing: Professional Skills II ----- OFFCE 234*	3

Introduction to Data Processing ----- DPSYS 235	5
Solving Business Problems/Spreadsheets DPSYS 236*	5
Practical Accounting I ----- ACCNT 140	5
Creating Business Publications Using Desktop Publishing ----- OFFCE 231*	3
Total Technical Credits	58

General Core Requirements

Business Mathematics ----- BUS 110	5
Business Law ----- BUS 200	5
Business Correspondence ----- BUS 225*	5
Leadership and Human Relations ----- BUS 164	5
Fundamentals of Speech Communication - SPCH 100	5
Business English ----- ENGL 100	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	93

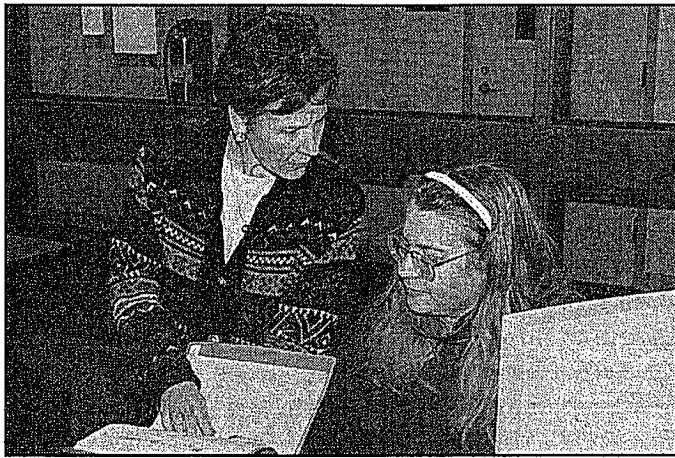
*Requires prerequisites or instructor permission.

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

Word Processing Certificate Program

This one-year (4-quarter) certificate qualifies a student for an entry-level position as a word processor. 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 also required. Call Dr. Karen Munson, C.P.S., Program Chair, at 566-5333 for more information.

<i>Course</i>	<i>Credits</i>
Business English ----- ENGL 100	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
Word Processing: Professional Skills II ----- OFFCE 234*	3
Creating Business Publications Using Desktop Publishing ----- OFFCE 231*	3
Business Correspondence ----- BUS 225*	5
Work Internship ----- OFFCE 290*	5
Total Credits	49



Receptionist Clerk Certificate Program

This one-year (4-quarter) certificate qualifies a student for an entry-level position as a receptionist or an office clerk. 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.

Typing I -----	OFFCE 103	4
Business English -----	ENGL 100	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
Work Internship -----	OFFCE 290*	5
Practical Accounting -----	ACCNT 140	5
Total Program Credits		48

Paraeducator, Early Childhood Emphasis

Contact: Mary Skinner, 566-5010

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 evenings and in workshop formats during summer and school breaks.

Paraeducator Early Childhood Emphasis

(Associate in Applied Sciences Degree)

Core Requirements (34 credits)

Course Title		Credits
Introduction to Early Childhood -----	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
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Quantitative (5 credits required)

Mathematics: A Practical Art -----	MATH 107	5
Symbolic Logic (MATH 99 Prerequisite) --	PHIL 120	5

Leadership (3-5 credits required)

Essentials of Supervision -----	SMG 101	3
Leadership & Human Relations -----	BUS 164	5

Human Relations (5 credits required)

General Psychology -----	PSYCH 100	5
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Computer Literacy (3 credits required)

Using Computers -----	DPSYS 100	3
Introduction to Data Processing -----	DPSYS 235	5

Elective Requirements (25 credits)

Humanities (10 credits required)

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

Social Sciences (10 credits required)

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

Natural Science (5 credits required)

Human Anatomy and Physiology -----	BIOL 118	5
Introduction to Biology -----	BIOL 100	5

Total Credits 90

Paraeducator Early Childhood Emphasis

(Certificate Program)

Required Courses

Intro 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
General Psychology-----	PSYCH 100	5
Human Growth and Development -----	PSYCH 206	5
Total Credits		39

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 Technician Practicum I -----	PHARM 140*	4

Fourth Quarter (Clinical Program at St. Joseph)**

Pharmacy Technology and Practice III--	PHARM 112*	1
Pharmacy Technician 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.)

Paramedic Training

(See Emergency Medical Care, page 47.)

Pharmacy Technician

Program Chair: Marion Miller, 566-5163

The Pharmacy Technician program prepares students for practice as Pharmacy Technicians, 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 Medical Center, and meets eligibility requirements for state licensure as a Pharmacy Technician. 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 Technician. Completion of the two-year program qualifies students to receive the Associate in Applied Sciences degree.

Pharmacy Technician (Certificate/Degree)

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

The graduate of the Pharmacy Technician 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 Composition -----		
-----	ENGL 100 or ENGL 101	5
Leadership and Human Relations -----	BUS 164	5

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

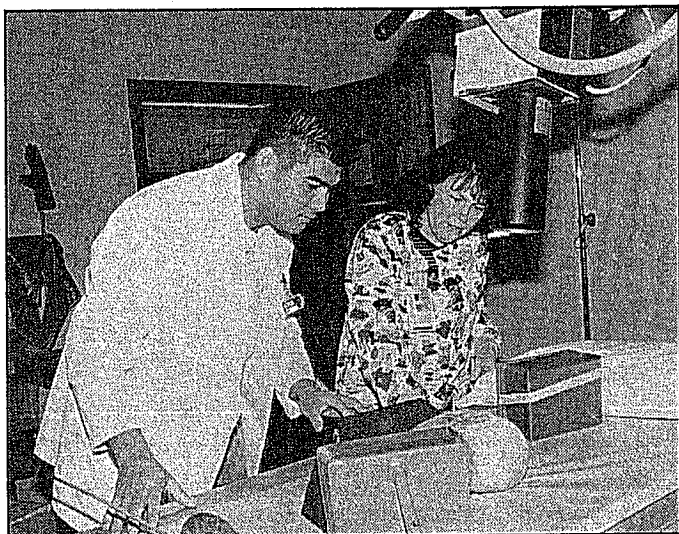
**Students may substitute higher level chemistry, biology or math courses to meet requirements.

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

Radiologic Sciences

Program Chair: Michael A. Mixdorf, 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 Ra-



diologic 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)

<i>Course Title</i>	<i>Credits</i>
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
Intro 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* 12
Fifth Quarter (Fall)	
Pharmacology and EKG Rhythms -----	RS 216* 3
Clinical Education IV -----	RS 225* 7
Radiographic Positioning IV -----	RS 243* 3
Radiographic Quality Assurance and Film Critique -----	RS 253* 2

Sixth Quarter (Winter)

Radiographic Pathology -----	RS 214* 3
Clinical Education V -----	RS 226* 7
Leadership and Management -----	RS 233 1
Radiographic Positioning V -----	RS 244* 2
Radiographic Film Critique and Technique V	RS 254* 1

Seventh Quarter (Spring)

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* 12
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Total Credits **Total Credits** **118**

*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 or 104 5
Using Computers -----	DPSYS 100 3

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

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

Boise State University
Idaho State University
Weber State University, Ogden, Utah

Receptionist Clerk

(See Office Professional Program.)

Respiratory Therapy

Program Chair: Bill Leffler, 566-5231

Respiratory Therapy is a medically directed, COARC accredited, Allied Health specialty, caring for patients with heart and lung pathologies. The sequential daytime program at Tacoma Community College prepares the student

for a career as a Respiratory Therapy Technician or Therapist. Upon satisfactory completion of the eight quarters of instruction, the student is awarded an Associate of Applied Science Degree and is eligible to take the entry level examination administered by the National Board for Respiratory Care. If the student passes this exam, he/she becomes a Certified Respiratory Therapy Technician. The graduate is then eligible to take the national exams to become a Registered Respiratory Therapist.

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 Therapy

(Associate in Applied Sciences Degree)

First Year

<i>Course Title</i>	<i>Credits</i>
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*	6

Second Year

Sixth Quarter (Fall)

Advanced Respiratory Pathophysiology I ----- RC 210*	2
Advanced Mechanical Ventilator ----- RC 220*	2
Adult Clinical Training I ----- RC 240*	7

Seventh Quarter (Winter)

Advanced Respiratory Pharmacology ----- RC 221*	2
Pediatric Pulmonary Function 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
Neonatal Clinical III ----- RC 242*	7
Speech ----- Speech 100**	5
Computer Course	
(Any DPSYS or BUSPC Course)** -----	1-5
Respiratory Therapy Seminar ----- RC 230	2

Total Applied Science Degree Credits 115-120

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

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)

<i>Course Title</i>		<i>Credits</i>
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*	3

Total Management Credits 21

Business and General Requirements (40 credits)

Practical Accounting I or Accounting Principles-Financial -----	ACCNT 140 or 210	5
Introduction to Business -----	BUS 101	5
Business Math or Intermediate Algebra -----	BUS 110 or MATH 99	5
Introduction to Marketing -----	BUS 240	5
Introduction to Data Processing -----	DPSYS 235	5
<small>(DPSYS 100 and DPSYS 101 may be substituted)</small>		
Principles of Economics -----	ECON 200 or 201*	5
Business English or College Freshman Composition -----	BUS/ENGL 100 or ENGL 101*	5

Speech Communication -----	SPCH 100 or 101	5
General Psychology -----	PSYCH 100, 205, 206	5
Total Business and General Credits		40

Suggested Electives (Select 29 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 29
Total Credits 90

* Prerequisite or instructor 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 preparation 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)

<i>Course Title</i>		<i>Credits</i>
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	3
Total Required Credits		18

Word Processing

(See Office Professional Program.)

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.

Eligible students can retrain in any one of TCC's professional-technical programs including:

Allied Health: Emergency Medical Technician/Paramedic, Health Information Management, Medical Reimbursement Specialist, Medical Secretary, Medical Transcriptionist, Nursing, Pharmacy Technician, Radiologic Sciences, and Respiratory Therapist.

Business: Automated Accounting, Bookkeeping, Business Administration and Management, Entrepreneurs Succeed program, and Supervision and Management.

Computer Technology: Computer Field Technology, Computer Information Management Systems, Multimedia Specialist, and Network Support Technician.

Office Occupations: Office Professional, Office and Microcomputer Specialist, and Receptionist-Clerk.

Public Service: Administration of Justice, Correctional Officer, Court Clerk, Human Services, Reserve Police Academy, Court Clerk, and Legal Assistant.

Career Transitional Training Project: This is a four-week program designed to give participants new skills in

securing and maintaining employment.

Individualized Plan: Students may also develop their own individualized education plan to achieve specific marketable skills.

For more information, call (253) 566-5188.

WorkFirst Program

The WorkFirst program serves low income and Temporary Assistance for Needy Family (TANF) recipients. Eligible students receive assessment and career planning prior to beginning training to prepare them to enter the work force. The program also offers job retention services and training for job progression. Financial support is available for qualified students. Call (253) 565-9610 for more information.

Continuing Professional Education Programs

Continuing Professional Education programs meet the ongoing educational needs of people in a range of occupations and businesses. College credits, clock hours, or continuing education units (CEU's) necessary for certification, licensing and renewals are offered in areas listed below. Many classes may be contracted for delivery on-site for individual businesses, agencies, and associations. In addition, customized courses can be developed.

ACLS (Advanced Cardiac Life Support). A two-day, 16-hour course to certify or re-certify professionals in the practice of ACLS, as defined by the American Heart Association. RN, MD, Paramedic status, or permission of instructor, is required.

AIDS Education. AIDS education workshops meet the 7-hour State requirement for health care professionals. An additional 3-hour course in Air/Blood-borne Pathogen & Chemical Dependency Treatment is offered as a supplement for Chemical Dependency Counselors to meet their extended State requirement.

Aromatherapist Certification. Professional training enabling health professionals to integrate aromatherapy into existing professions (massage therapist, estheticians, herbalists, and others). Program covers 108 hours of instruction held in nine, four-week modules.

Building Codes. This certificate program includes Introduction to The Building Code, Mechanical Codes, and Non-Structural Plan Review I and II. Classes prepare students to take the certification exams offered by the Inter-

national Conference of Building Officials and to enhance knowledge of the industry for professional advancement.

Caregiver (AFH and CE). A three-class series for Adult Family Home caregivers to meet the requirements of the State Department of Licensing. These include Fundamentals of Caregiving (22 hours), Modified Fundamentals of Caregiving (10 hours), and Nurse Delegation (9 hours).

Certified Public Accountant. Offered each fall, this certificate program covers current topics in accounting and auditing.

Chemical Dependency Counselors. Courses in this series are designed for chemical dependency counselors working toward certification. All classes meet the 10-clock hour certification requirement.

CME for Licensed Massage Practitioners. This certificate program is intended to encourage professional excellence and enhance the profession of massage and bodywork therapy. Topics include aromatherapy, nutrition, herbology, reflexology, therapeutic massages and stretching, and body wraps.

Computer Classes. Hands-on computer classes concentrate on current software applications, such as Windows's applications for Word, Excel, and Access.

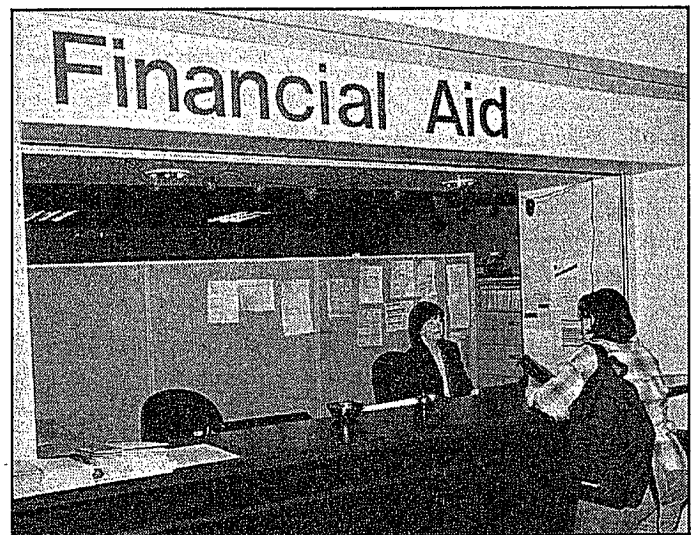
CPR/First Aid. This state-approved 8-hour course meets Labor and Industry requirements in both CPR and First Aid. TCC also offers CPR for Health Care Providers, approved for 4.2 contact hours by the Washington State Nurses Association. Re-certification in CPR for Healthcare Providers is also available.

Education. Designed for professional educators and trainers, classes cover instructional methods, planning and organization, learning disabilities, and other current trends in educational effectiveness. Approved for continuing education units and clock hour credits.

Flagger Training. One-day training seminars in flagging, safety and traffic control are offered several times each quarter. Three-year certification cards are awarded upon successful completion.

Herbalist, Professional Certification. This nine-month program is offered in three modules. Students will receive a certificate of completion for each module. Upon completion of all three, they will receive the professional Herbalist Certification.

Human Resource Management. This series is designed to provide participants with the tools to meet legal obligations, human rights and organizational responsibilities in Human Resource Management. Especially useful for small-to-medium-sized companies and non-profits not large enough to employ a dedicated HR manager.



Hypnosis/Hypnotherapy. Beginning-level classes are designed for those interested in hypnosis/self-hypnosis for personal growth or those pursuing a professional interest in hypnosis. Intermediate and advanced courses meet the requirements for certification as a master hypnotist and hypnotherapist.

Mortgage Loan Processing. This certificate program is aimed at individuals seeking a career in Mortgage Lending, as well as lending and real estate industry veterans who want to expand or update their knowledge base. Theory and practice are combined in an interactive format to ensure immediate application of knowledge.

Payroll Professional. The Payroll Professional Learning Series covers critical skills as defined by the American Payroll Association. Courses are appropriate for those entering the payroll field, preparing for the Certified Payroll Professional (CPP) Certification Examination, for continuing professional development, and/or re-certification credit hours to maintain the CPP credential.

Real Estate. TCC offers courses for Realtors and Appraisers including salesperson pre-licensing, Real Estate Appraising, Finance, and Law. Classes are offered for college credit and are approved for license renewal, salesperson pre-exam requirements and courses required in appraising. Real Estate courses are approved by the Washington State Department of Licensing for clock hour credits toward certification in Real Estate.

Travel Agent Training. TCC's Travel Counselor Certificate Program provides the basic skills needed to compete for a range of entry-level positions in the travel industry. The program features a 24-hour lecture class followed by a thirty-six hour computer course.

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 1999-2000 and 2000-2001 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. Credits earned for successfully completing each course are shown in parentheses following the course titles in this section of the catalog.

Courses at TCC are organized into institutional divisions or categories, each including a related group of subjects. (Subject areas and course descriptions in this section of the catalog 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 chair 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
Physical Education
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
Humanities
Japanese
Journalism
Museum/Gallery Operations
Music
Pacific Rim Studies
Philosophy
Political Science
Reading

Russian
Spanish
Speech
Study Skills

Business and Technology, Continuing Professional Education

M. Wayne Williams

Business and Technology Jeanette Lunceford

Accounting (Academic and Occupational)
Automated Accounting Applications
Bookkeeping Systems
Business (Academic and Occupational)
Business Administration and Management
Computer Field Technology
Computer Information Management Systems
Data Processing Systems
Economics
Office Professional
Word Processing
Receptionist Clerk
Network Support Technician

Continuing Professional Education Linda Finkas

ACLS
AIDS Education
Aromatherapist Certification
Building Codes
Care Giver (AFH and CE)
Certified Public Accountant
Chemical Dependency Counselors
CME for Licensed Massage Practitioners
Computer Classes
Contracted Training
CPR/First Aid
Flagger Training
Herbalist, Professional Certification
Human Resource Management
Hypnosis/Hypnotherapy
Learning Disabilities
Mortgage Loan Processing
K-12 Education/Endorsements
Paraeducator
Payroll Professional (CE & CPP Prep)
Real Estate
Travel Agent Training

Contract Training Miriam Kantor

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

**Information Technology
Certification Center**
Tacoma Mall 566-5020

Gig Harbor/Peninsula College Center
Becky Morgan

All Classes for Associate in Arts and Science
Degree
Academic Transfer Classes
A+ Certification Program
Business Lab
Computer Lab
Correctional Officer
Elderhostel
Lifelong Education Program
Literacy Program
Math Lab
Microsoft Certified Systems Engineer
Office and Microcomputer Specialist Certificate

**Learning Resources, Adult Basic
Education, English as a Second
Language and Distance Learning**

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
Distance Learning

Lifelong Education**Joyce Schultz**

Computer Training
Cultural Interest
Home and Garden
Language
Physical Fitness
Recreation
Senior Citizen Programs
Wellness
Youth Academic Enhancement

Mathematics and Science**Mike Flodin**

Anthropology
Astronomy
Biology
Botany
Chemistry
Ecology
Engineering
Environmental Science
Geography
Geology
Mathematics
Oceanography
Physics
Psychology
Sociology

**Professional/Technical Education
and Assessment****Shirley Harris-Lee**

Administration of Justice

Student Services**Trish Gerring**

Education
Human Development

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; Su = Summer.

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.

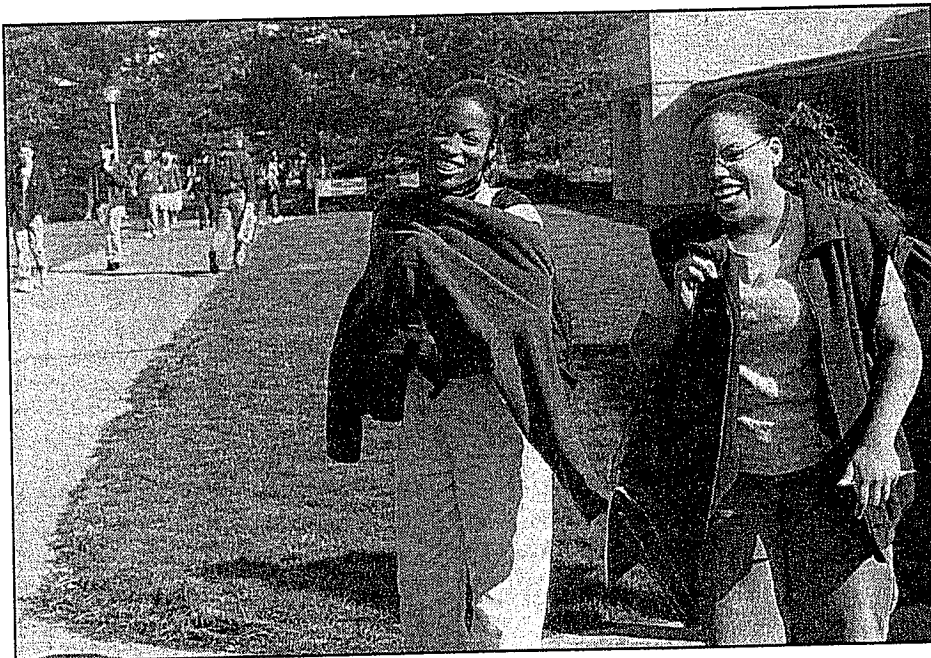
ACCNT 145 (Sp)
Payroll and Business Taxes (5)

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 from the user's perspective, this class will review the accounting cycle, with some attention directed toward procedures and techniques. The major emphasis is on the content of accounting re-



ports, and the interpretation and possible uses of this information.

Prerequisite: ACCNT 140 or ACCNT 210.

ACCNT 210 (F, W, Sp, Su)

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, W, Sp, Su)

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: DPSYS 235, ACCNT 141 or ACCNT 220 with a grade of C or better.

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 with a grade of C or better.

ACCNT 250 (W)

Federal Income Tax (5)

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

ACCNT 290 (F, W, Sp)

Work Internship (5)

During one quarter of the sophomore year, students may receive college credits for hands-on accounting work experience and training in a private or public sector organization.

Prerequisite: Permission of program chair.

Automated Accounting Applications

(See page 41 for program requirements.)

Administration of Justice

ADJ 100 (F, W, Sp, Su)

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.

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 specific sections most frequently used by practitioners.

Prerequisite: Assess at College-level English and Reading

ADJ 102 (Sp)

Criminal Evidence and Procedure (5)

Kinds and rules of evidence; conclusions, opinions and expert testimony; competency of witnesses, discussion of illegally obtained evidence, rules of search, seizure, criminal procedure, due process, and limitations imposed by constitutional guarantees.

Prerequisite: Assess at College-level English and Reading.

ADJ 120 (W)

Community Relations (5)

Examines police and their relationship with the community. 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. (multicultural content)

Prerequisite: Assess at College-level English and Reading.

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. (multicultural content)

Prerequisite: Assess at College-level English and Reading.

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.

Prerequisite: Assess at College-level English and Reading.

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. (writing intensive)

Prerequisite: Assess at College-level English and Reading.

ADJ 161 (W)

Fundamentals of Paralegalism (5)

Students will be introduced to the varied and rewarding responsibilities of a legal assistant. Topics covered will include the legal assistant as a 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.

Prerequisite: Assess at College-level English and Reading.

ADJ 162 (Sp)

Civil Procedure (5)

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

Prerequisite: Assess at College-level English and Reading.

ADJ 163 (F)

Legal Research and Writing (5)

An introduction to 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, shepardizing cases, and researching legal encyclopedias, report-

ers, digests, and registers. Primary, secondary and nonlegal sources will also be covered. Students will learn how to brief cases and prepared legal memoranda with emphasis on using reference material for Washington State. (writing intensive)

Prerequisite: Assess at College-level English and Reading.

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.

Prerequisite: Assess at College-level English and Reading.

ADJ 190

Court Clerk: Legal Processing Skills

A one-term, 15-credit course that prepares students for positions as Court Clerk. Court Clerk work in the Washington court systems processes court documents, enters data into the DISCIS database, writes legal memos and letters, and interfaces with the general public. This certificate program is offered several times each academic year. For more information at 566-5217.

Prerequisite: Assess at College-level English and Reading.

ADJ 179 (F, W, Sp)

Special Topics (2)

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

Prerequisite: Assess at College-level English and Reading.

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.

Prerequisite: Assess at College-level English and Reading.

ADJ 202 (W)

Police Administration (5)

Covers the theory of management and motivation, as well as discussion of the bureaucratic model of government, labor laws and relations, employee-employer rights, development of civil service, affirmative action models, race relations, the female officer, cultural awareness, excessive force, and an examination of new trends in community policing and financial administration.

Prerequisite: Assess at College-level English and Reading.

ADJ 203 (F)

Juvenile Justice System (5)

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

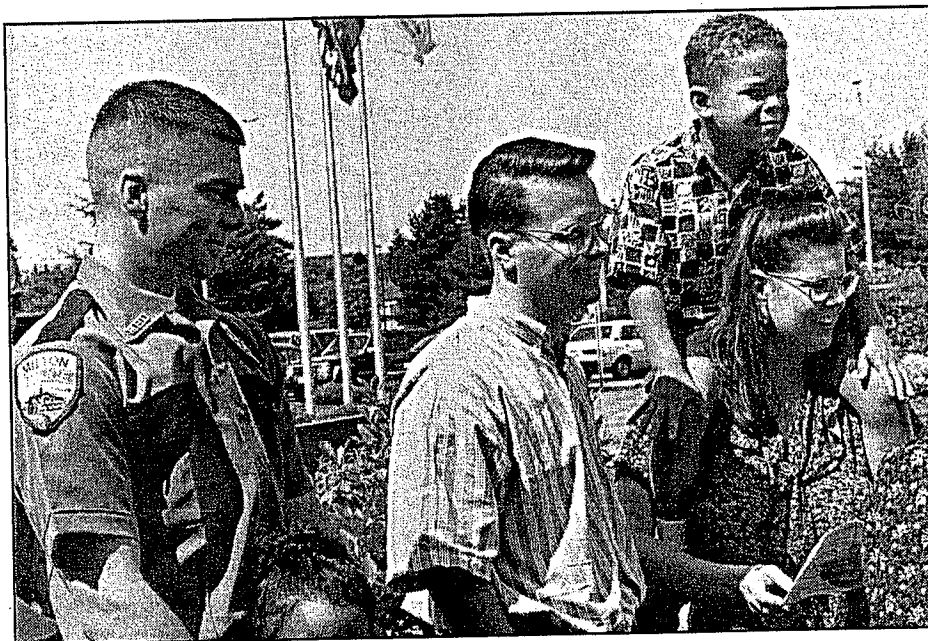
Prerequisite: Assess at College-level English and Reading.

ADJ 205 (F, W, Sp, Su)

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

An opportunity for students to study interesting and current issues in the criminal justice field through a self-paced, independent study format. Ideal for students who live considerable distances from campus or cannot visit the campus on a regular basis because of work, transportation, or conflicting schedules.

Prerequisite: Assess at College-level English and Reading.



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, Su)

Internship in Criminal Justice (5, 5)

The internship program offers students the opportunity to gain valuable experience in the justice field. State and local agencies as well as private institutions and law offices or municipal courts 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.

Prerequisite: Assess at College-level English and Reading.

ADJ 213 (Sp)

**Prevention and Control of
Delinquency (5)**

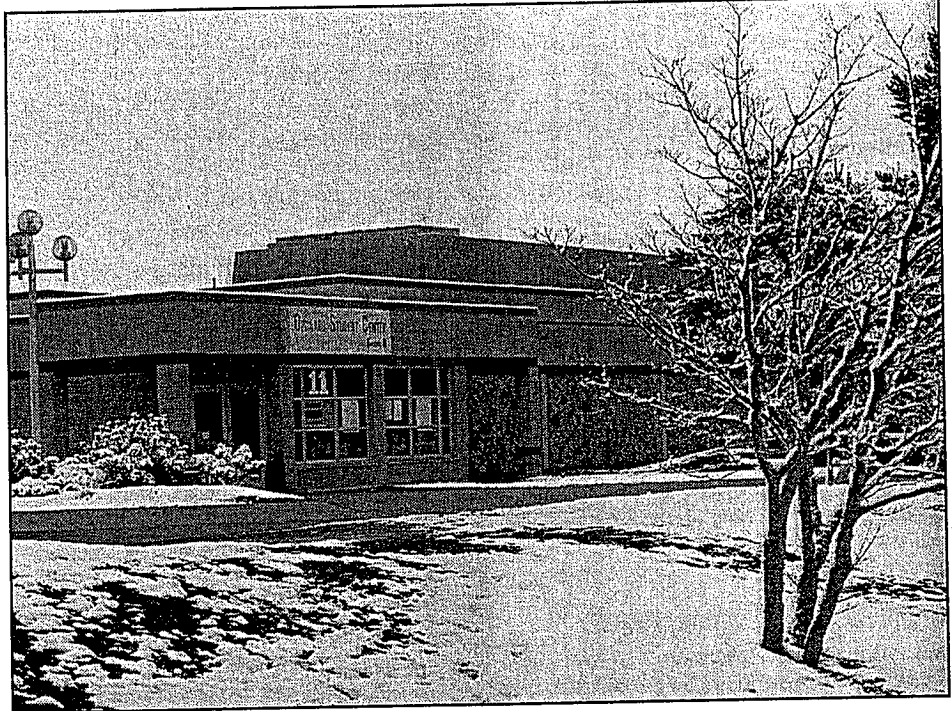
Survey of juvenile justice programs will include the history of juvenile delinquency, its social context, the youthful subculture, institutional responses and public policy. Emphasis will be on an analysis of delinquency programs - their successes and failures. Discussion of current police tactics also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

Prerequisite: Assess at College-level English and Reading.

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 his-



tory of parole, parole board and selection, effectiveness of parole and probation will also be examined.

Prerequisite: Assess at College-level English and Reading.

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.

ADJ 299 (F, W, Sp, Su)

Special Topics (5)

This special projects course will cover a variety of topics of contemporary interest relating to justice and legal fields of study. Students may elect to take one ADJ 299 course in their concentration area of study. Special projects could include individual projects approved by the instructor or a standard lecture format of study.

Adult Basic Education

ABE 60/61/62/63/20

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 Basic Skills Competency Indicators. There are four levels in the skill areas of reading, mathematics, and writing. Workplace literacy and family literacy are an integral part of the curriculum. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst participants. The program offers continuous enrollment with 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 read-

ing, mathematics, writing, life skills and/or citizenship. There are four ABE-ESL levels that correspond to the Washington State Basic Skills Competency Indicators. Workplace literacy curriculum fits the needs and requirements to serve WorkFirst participants.

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 socio-cultural 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. (multicultural content)

ANTHR 201 (F, W, Sp) Principles of Physical Anthropology (5)

Study of the origins and adaptations of the human species. An examination of the fossil record and living populations of monkeys, apes, and humans. (multicultural content)

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. (multicultural content)

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. (multicultural content)

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 280 (W) Human Osteology and the Fossil Record

An introduction to the human skeleton and its place among other mammalian and vertebrate forms. This course covers the morphology of teeth and bones. It explores various methods of identifying a human skeleton, and of age and sex determination. Other topics include bone development, fossilization, and human evolution.

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.

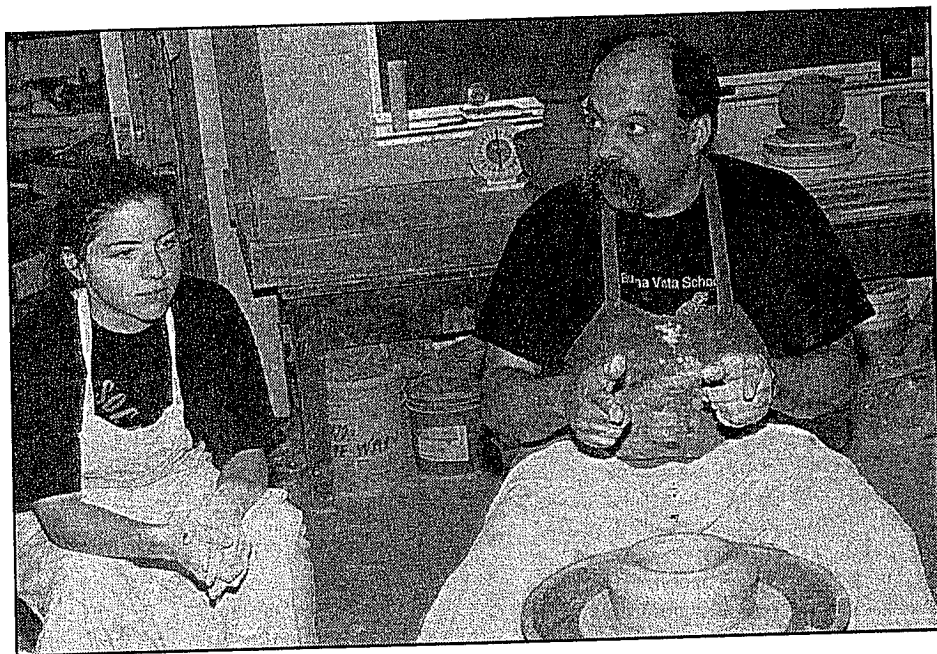
- ART 100 --- Appreciation of the Visual Arts
- ART 201 --- History of Western Art: Ancient
- ART 202 --- History of Western Art: Medieval and Renaissance
- ART 203 --- History of Western Art: Baroque through Modern

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. (multicultural content)

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

ART 103 (F, W)
Three-Dimensional Design (5)

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 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. 5 credits maximum.

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

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. 5 credits maximum.

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 ceramics. Use of handmade, 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. 5 credits maximum.

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. (multicultural content)

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 indi-

vidual 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.

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.

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.

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.

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.

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 pre-historic 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 - Facetted stone setting: setting facetted 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 set-

tings) of stones, pearls, etc. in cast jewelry forms.

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

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

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

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

ART 231 (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.

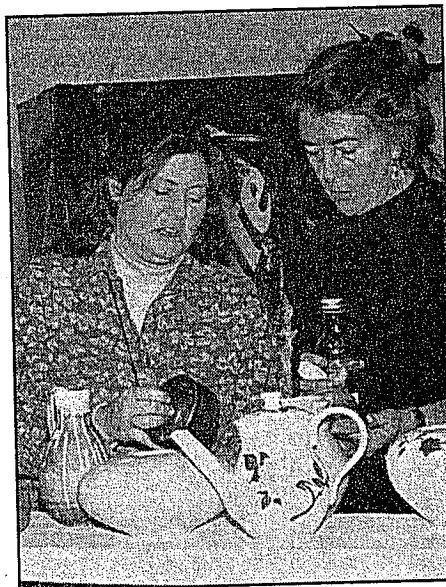
ART 233 (Sp)
Ceramic Sculpture (5)

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 247

Introduction to Animation (5)

An introductory course for traditional and computer animation history and techniques. Students will learn key points in history of American animation, animation techniques from historical to current periods, including use of computer animation software.

ART 248 (Sp)

Computer Graphics and Interactive Multimedia (5)

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 computer graphics and multimedia.

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
- 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, Sp) Milestones in Biology (5)

Alternative to Biology 100. Principles of biology are introduced using an historical, experimental approach. Emphasis is on milestone experiments that have contributed to our understanding of processes fundamental to life on earth. Topics include: biodiversity, basic cellular anatomy, biochemical processes, evolution, genetics, and the biology of disease. Laboratory included. BIOL 107 is equivalent to BIOL 100 and satisfies the biology prerequisite for all 200 level biology courses.

BIOL 108 Natural History (5)

A general overview of natural history with field and lab work focusing on identifica-



tion, 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, chiropractics, 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.

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 100 (F, W, Sp) (Previously 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 100 or BUS 100, but not both.

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

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 ownership, social responsibility and business ethics, entrepreneurship, marketing, management, organizational design, finance, banking, and securities markets. ✦

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, and interest. Electronic calculators are used to solve problems. Ten-key skills emphasized.

Prerequisite: Assessment above MATH 86.

BUS 155

Continuous Quality Improvement (2)

This course presents TQM management and planning tools needed to achieve Continuous Quality Improvement. It is designed

for organizations and/or individuals developing a strategic implementation plan. The class will cover the establishment of priorities, implementation requirements, the development of timelines and an outline of implementation processes.

BUS 163 (F, S)

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)

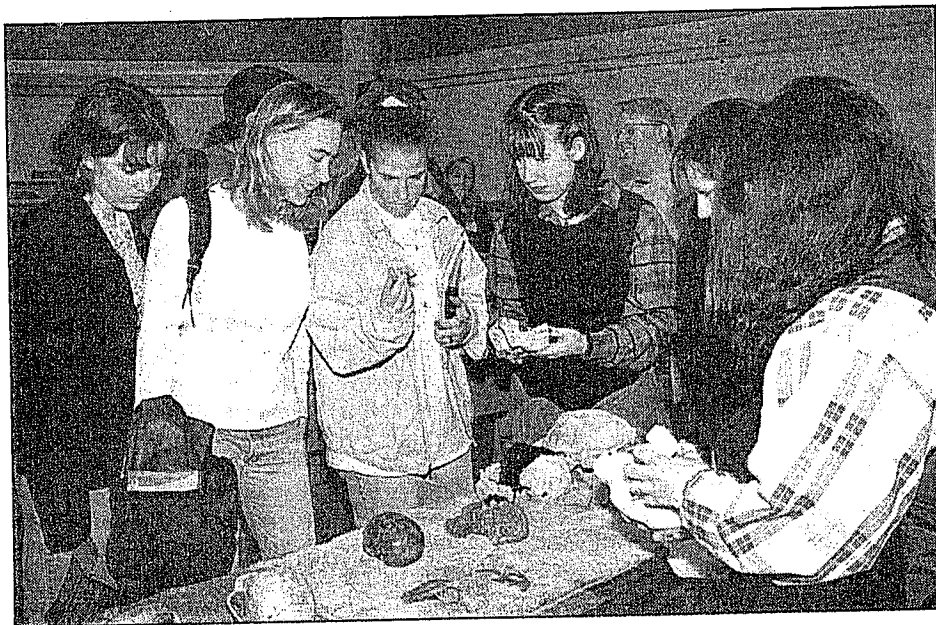
Organizational Behavior (5)

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, Su)

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 100 or ENGL 100, OFFCE 103 or keyboarding skills by touch.

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 (Sp)

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

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 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 historic overview of the economic and cultural impacts of business on society leads to the exploration of strategic planning, Total Quality Management systems, and innovation geared to 21st-century technologies, diversity, and global interdependence.

BUS 290 (F, W, Sp)

Work Internship (5)

During one quarter of the sophomore year, students can earn college credits for hands-on work experience and training in a private or public sector organization. Internships can cover any of the related business subjects introduced in the Business Administration Management Program.

Prerequisite: Permission of program chair one quarter prior to the internship.

BUS 299

Individual Study in Business (1-5)

Study on an individual basis.

Prerequisite: Permission of instructor.

Business PCs

BUSPC 91 (F, W, Sp)

Keyboarding Basics (2)

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)

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 assignments and re-

ports 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 explanation of popular electronic spreadsheet software on personal computers. Covers all fundamental capabilities of the software including spreadsheet logic and commands, integrated graphics, record management system, and 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, formatting; printing; and use of fonts and graphics. 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.

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, 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 (F, W), 150 (W, Sp), 160 (Sp, Su)
General Chemistry (5, 5, 5)

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

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

CHEM 231(F), 232 (W), 233 (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 a range of courses involving computer applications. See ENGR 140, 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 ongoing educational needs of people 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 con-

tinuing education units (CEU's) necessary for special certification, licensing, teacher endorsements, and license/certification renewals also are offered. Special courses 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 Lifelong, Business, and Professional Education. A listing of programs/courses appears under Continuing Professional Education.

Coordinated Studies/ Learning Communities

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 and co-learning in an active manner.

Students transferring to The Evergreen State College or University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree. Students are advised to take at least one

learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their degree electives. Coordinated Studies and linked classes are regularly offered. See quarterly schedules.

Data Processing Systems

DPSYS 100 (F, W, Sp, Su) 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.

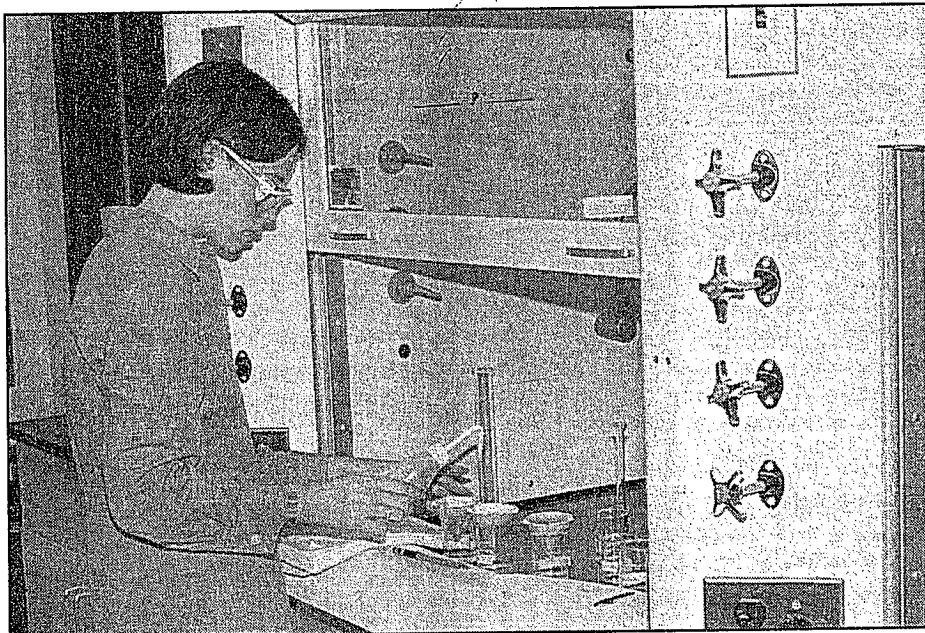
DPSYS 102 (W, Su) Microcomputer Fundamentals (5)

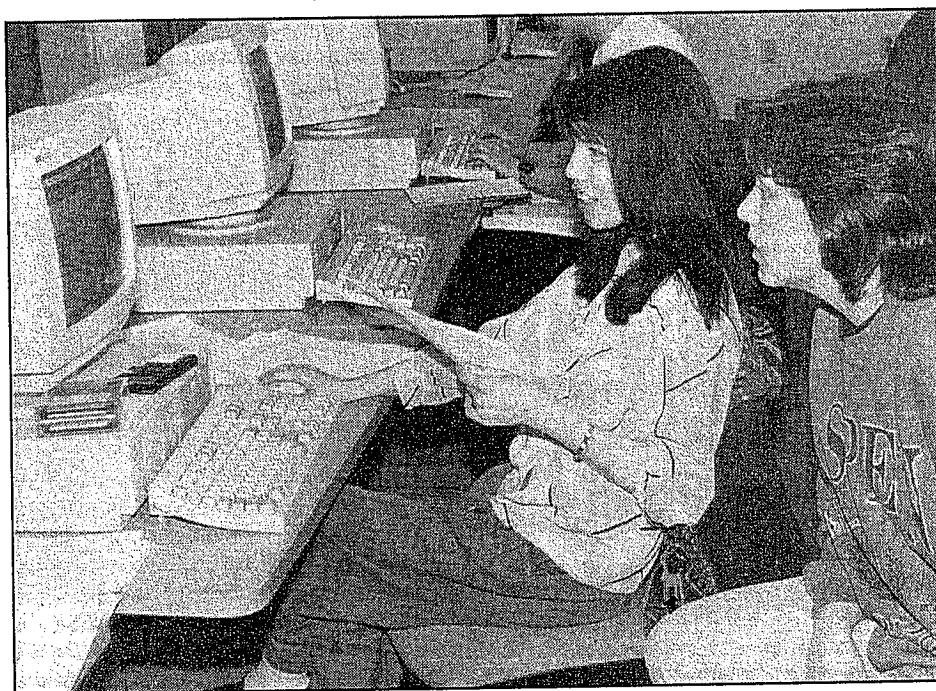
The concepts for understanding and supporting a PC-compatible microcomputer. Topics include microprocessors, system architecture, systemboards, expansion cards, memory, input/output devices, storage devices, and peripherals. Emphasis is on the DOS, Windows 3.11, and Windows 9x environments. The student learns how to build and configure a personal computer, its operating system, and an application.

Prerequisite: DPSYS 100 or permission of program chair.

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 201
Introduction to Structured Programming (5)

An introduction to structured programming and its concepts. Students will analyze various types of problems; use flowcharting and pseudocode as preliminary design tools; and code, test, and debug programs.

Prerequisite: DPSYS 235 or instructor permission.

DPSYS 222
Desktop Publishing (3)

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)
Visual BASIC 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 (W, Sp)
Advanced Visual BASIC (5)

Advanced concepts in Visual 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. Top-

ics 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 201.

DPSYS 241
Advanced C++ Programming (5)

Students will be presented visual concepts in C++, including topics such as objects and Microsoft Foundation Classes (MFC). Students will study ActiveX controls and create Win 32 applications.

Prerequisite: DPSYS 240 or instructor permission.

DPSYS 242
Java Programming (5)

Introduction to Java programming using objects, class design, and controlling object behavior. Internet-ready applet design also will be presented.

Prerequisite: DPSYS 240 and DPSYS 250 or instructor permission.

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 245 (Sp)
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 247**Computer Information Systems Selection and Design (5)**

Examines the issues involved in selecting computer systems for small businesses. Includes an overview of the capabilities of current systems and a worksheet approach to define workloads, system requirements and reporting needs. Focused on microcomputer systems used by small businesses.

Prerequisite: DPSYS 235.

DPSYS 250 (F, W, Sp)**Operating Systems (5)**

Introduction to operating system concepts and facilities, including installation and configuration, memory and disk storage management, batch files, device drivers, troubleshooting tools, and virus protection. Emphasis is on current operating systems, such as MS-DOS and Windows.

Prerequisite: DPSYS 235 or instructor permission.

DPSYS 251**Microcomputer Applications (5)**

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

Prerequisite: DPSYS 235 or instructor permission.

DPSYS 253 (F, Sp)**Data Communications and Distributed Processing (5)**

Introduction to the concepts of data communications and distributed processing. Includes training in the methods and protocols used to allow distributed computer systems to communicate in local and worldwide environments. Topics include the OSI Communication Model, transmission media, protocol stacks especially TCP/IP, internetworking, and LAN and WAN services. Course objectives are based on the objectives of the Microsoft Network Essentials certification exam.

Prerequisite: DPSYS 235.

DPSYS 254**Web Client Development (5)**

Learn Dynamic HTML and fundamentals of Web Application Development using Visual InterDev 6.0, Macromedia Director, Visual Basic and Frontpage. Develop an understanding of Object Models and the use of scripting to deploy and implement software components and ActiveX objects in Web pages.

Prerequisite: DPSYS 250 and DPSYS 251 or instructor permission.

DPSYS 255 (F)**Web Server Development (5)**

Introduction to creating and running a successful Web server. Covers Web server security, CGI development, hardware, remote access, client/server database, and Web, Gopher, and FTP Internet services.

Prerequisite: DPSYS 238 and DPSYS 250 or instructor permission.

DPSYS 257**Server Data Access**

Students will develop advanced skills in Data Modeling and Relational Database Management Software. They will learn the fundamentals of Relational Database theory, referential integrity; stored procedures, triggers, and will learn to use SQL, DDL, and DML to create, manipulate, and update data in a large database system. Course uses SQL Server 7.0 as the primary RDBMS tool. Students must be familiar with MS Access.

Prerequisite: DPSYS 244, DPSYS 255, and DPSYS 238 or instructor permission.

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

An introduction to networking and a detailed study of network administration techniques. It is an applied course in the concepts of local area networks (LANs). The student focuses on installation, and configuration of file and print services. Methods and tools for designing, implementing and maintaining a secure, expandable local area network environment are studied. Microsoft Windows NT 4.0 Server is used as

the platform for this course.

Prerequisite: DPSYS 102 and DPSYS 250.

DPSYS 262 (W, S)**Network Engineering (5)**

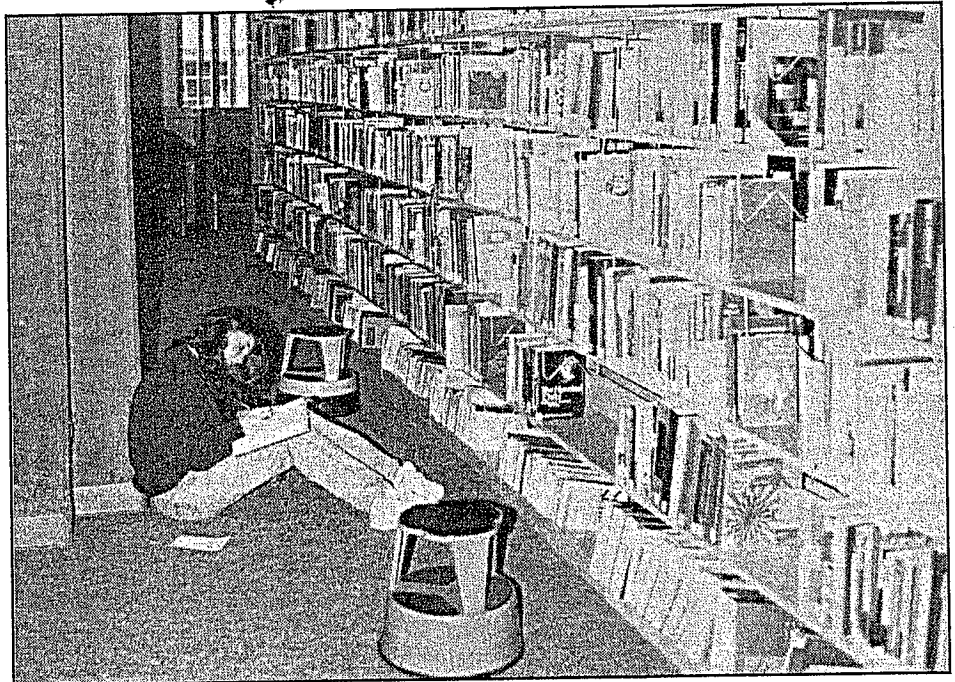
A practical course in hardware installation, configuration, maintenance, and support for Local Area Networks (LANs). Students explore the layout, hardware and cabling for a secure expandable network environment. Networks are designed and built by small teams of students in a laboratory simulating a business environment. A Windows NT 4.0 server is installed and configured for secure and efficient file, print, and application services. Clients are installed and configured for DOS, Windows for Workgroups, Windows 9x, and Windows NT.

Prerequisite: DPSYS 253 and DPSYS 261.

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

An introduction to methodologies and tools for personal computer and Local Area Network troubleshooting from a proactive viewpoint. Students explore the methods to identify and repair the most likely causes of network faults caused by user, hardware, and software problems. Disaster plans, including a backup plan, are developed. Journaling and documentation are emphasized. Configuration management and patch/service release installation is learned.

Prerequisite: DPSYS 262.



DPSYS 264 (F, Sp)

Advanced Network Services (5)

Focuses on the concepts for understanding and supporting an advanced, hybrid computer network. Topics include a comparison of network operating systems, the configuration and management of Novell/Microsoft hybrid networks, and advanced network services. Students will access on-line resources needed to discuss emerging network technologies, products, and management issues in a seminar environment and in writing.

Prerequisite: DPSYS 262.

DPSYS 290 (F, W, Sp)

Work Internship (5)

During one quarter of the sophomore year, students can earn college elective credits for hands-on computer related work experience and training in a private or public sector organization.

Prerequisite: Permission of program chair.

Distance Learning Courses

Tacoma Community College offers telecourses and online courses. Telecourses are classes with the main instructional content available over television or videotape. Online courses are classes through the Internet. For more information on distance learning and online courses, check out the Student Services Online website at:

<http://www.tacoma.ctc.edu> or call Tess Hartwell at 566-6005.

Drama

DRAMA 101

Introduction to Drama (5)

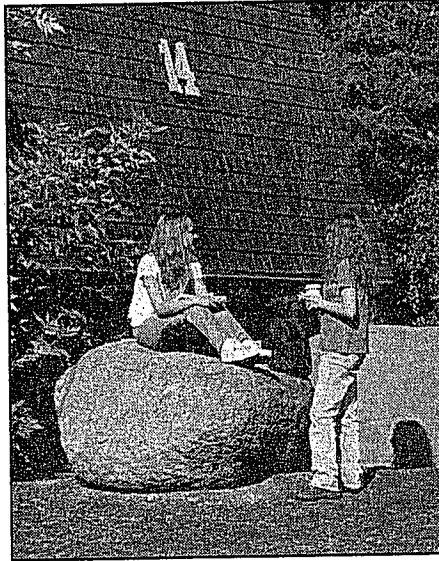
Basic introduction to drama and theatrical production. Students learn to analyze and summarize play texts, from the Greeks to contemporary playwrights, and to write reviews of play productions. The basic technical aspects of production (producing, directing, design, and acting) are explored. Some scene work and staged readings. (multicultural content)

Prerequisite: Completion of English 101 with a "C" or better.

DRAMA 299

Independent Study (1-5)

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



Economics

ECON 200 (F, W, Sp, Su)

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, Su)

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

EDP 100

Introduction to Early Childhood Education (3)

An overview of the early childhood field from personal and historical perspectives. Also includes current issues, trends, and best practice.

EDP 101

Effective Instruction I (3)

Provides an introduction to the elements of learning in young children, including room arrangement, scheduling and materials.

EDP 102

Effective Instruction II (3)

An introduction to effective teaching strategies and curriculum planning for early childhood classrooms.

EDP 103

Basic Child Care Provider Training (3)

Provides basic introduction to child growth and development, child guidance, health and safety. Meets STARS (State Training and Registry System) requirements of 20 hours basic training for all child care providers.

EDP 112

Curriculum Development (3)

Development and planning of curriculum for early childhood programs; includes emergent curriculum and inclusion of family culture and ideas.

EDP 130

Individual and Cultural Diversity (2)

An exploration of diversity issues and their application to children and early childhood education programming. (multicultural content)

EDP 202

Family Health, Nutrition and Safety (3)

Practical study of health, safety, and nutrition for paraeducator students. Includes prevention, emergency management, and family-centered services utilizing a wellness model.

EDP 203

Family Systems and Support Services (3)

An introduction to family systems and family dynamics as they relate to working with children and families in the early childhood education setting; includes exploration of available community support resources.

EDP 204

Effective Communication with Families (3)

Explores effective communication techniques for interacting with children and families in the early childhood education setting; includes an introduction to small group facilitation, and crisis intervention.

EDP 290

Practicum (3)

Supervised classroom experience in the early childhood education setting. Provides the opportunity for skills development and application of theory learned in educational courses.

Education

ED 101 (F, W, 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)

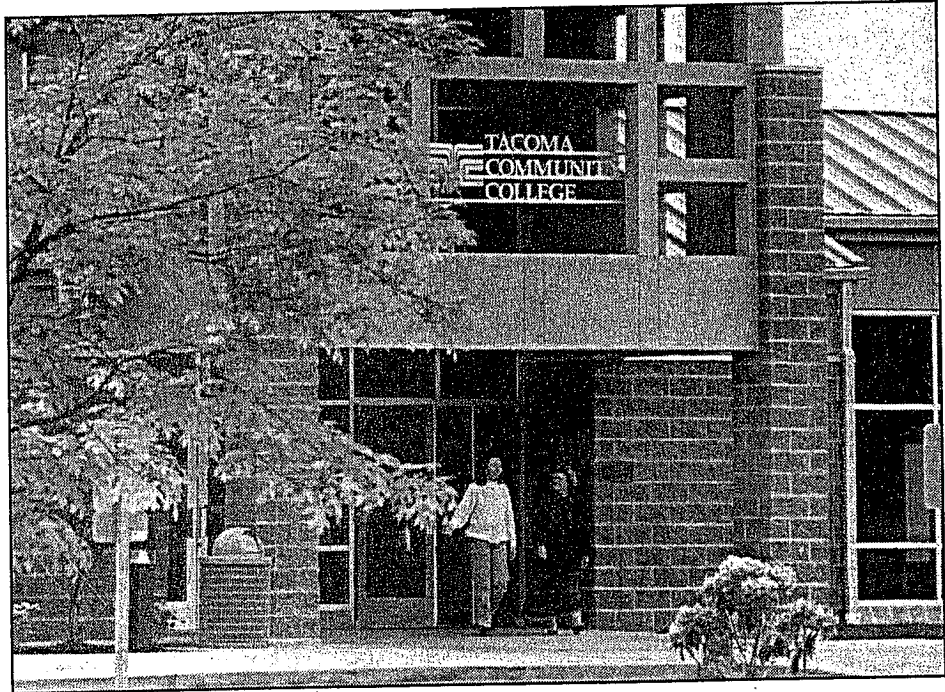
Functions of education in society, the social foundations of education and related social problems. (Same course as SOC 253.)

Education (Continuing Education)

EDU 102

Introduction to Learning Disabilities (2)

Provides educators and counselors with an awareness of learning disabilities, how learning disabled students approach language-based tasks, and resources to better serve students. Emphasis on determining what constitutes leaning disabilities, how to identify and refer at-risk individuals to diagnosticians, identify how learning disabilities impact academic success, and categorization and accommodation. (Clock-hour credits available.)



Electronics

ELEC 104 (F, Sp)

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 (F, Sp)

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.

ELEC 204 (W, S)

Digital Techniques (5)

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

ELEC 206 (W, S)
Schematics (5)

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

ELEC 207 (F, Sp)

Microprocessors (6)

A comprehensive, microprocessor course covering microprocessor theory and operation, computer arithmetic, programming and interfacing.

ELEC 209 (F, Sp)

Peripherals and Communications (6)

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

ELEC 210 (F, Sp)

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.

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.

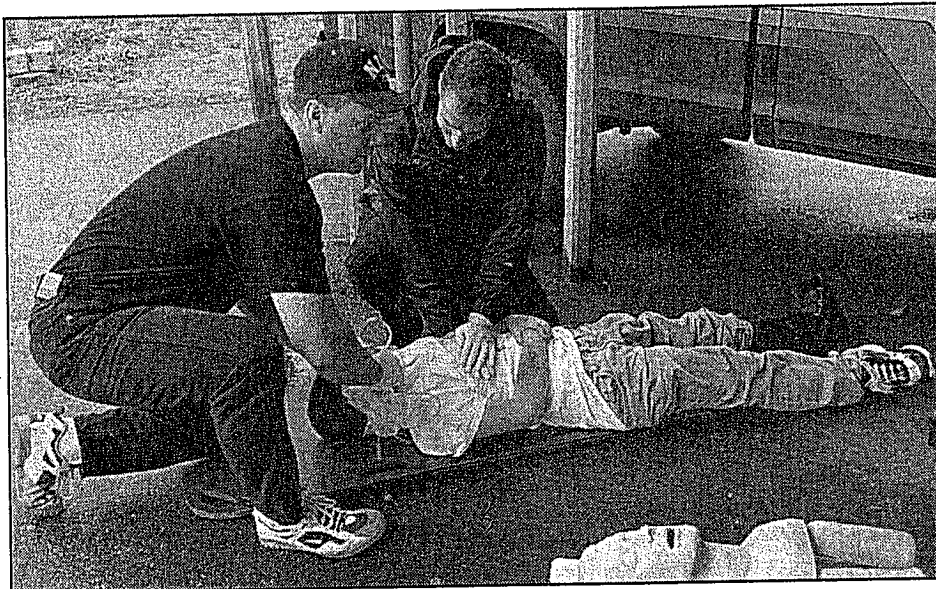
EMC 120 (F) Paramedic I (12)

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 (ACLS) provider course included.

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, psychi-



atric, obstetric and geriatric emergencies. Prehospital trauma life support (PHTLS) course included.

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. Pediatric advanced life support (PALS) course included.

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 spe-

cific 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, 140, 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 (AutoCAD software) as well as basic drafting instruments to solve engineering graphics problems. Design and analysis team 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 140 (F, Sp)
Computer Applications to Engineering Problems (3)

Flowcharts, algorithms, and programming fundamentals such as data types, operators, decision structures, loops, and arrays are used to create computer programs in Visual Basic. Software tools such as spreadsheets and HTML are incorporated to introduce basic computing techniques. Course will prepare students for advanced computer programming topics

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 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 140 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 (may be taken concurrently) (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)

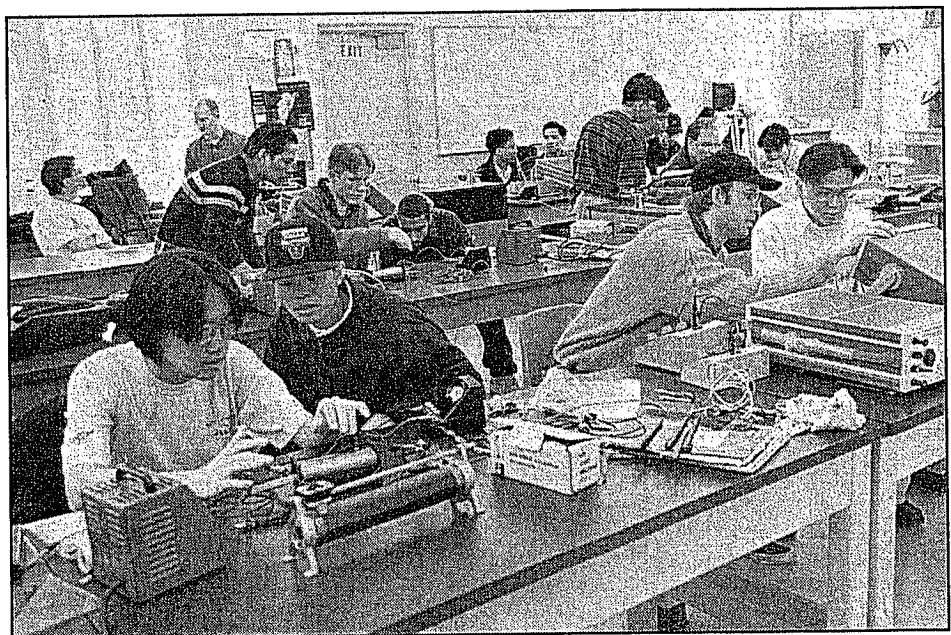
Dynamics of particles and rigid bodies, using the vector notation. Topics covered in this course include: kinematics, kinetics, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, impact, steady mass flow, rotation, absolute motion and relative motion.

Prerequisite: ENGR 210 or PHYS 121, and MATH 126 (may be taken concurrently).

ENGR 231 (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 and READ 93 with grade of C or better.



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

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the English program designed for native speakers.

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 En-

glish 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 completion of English 70 with C or better.

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

ENGL 75 (F, W, Sp)
Preparation for College Writing for Non-native Speakers (5)

Prepares students whose first language is not English for college-level writing. Develops sentence writing and combining skills and focuses on developing the expository essay. Reviews troublespots of English punctuation, capitalization, spelling, and grammatical structures at the sentence and sub-sentence level. Students work toward a balanced development of both rhetorical (organization of data) and syntactical skills to achieve effective presentation. Addresses the linguistic and cultural instructional needs of non-English-language-background students. **Intended primarily for students who hold a high school certificate or its equivalent and have previously studied English in the United States or their native countries.**

May be repeated twice. 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. These courses meet in the Writing Center, Building 7-4.

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)

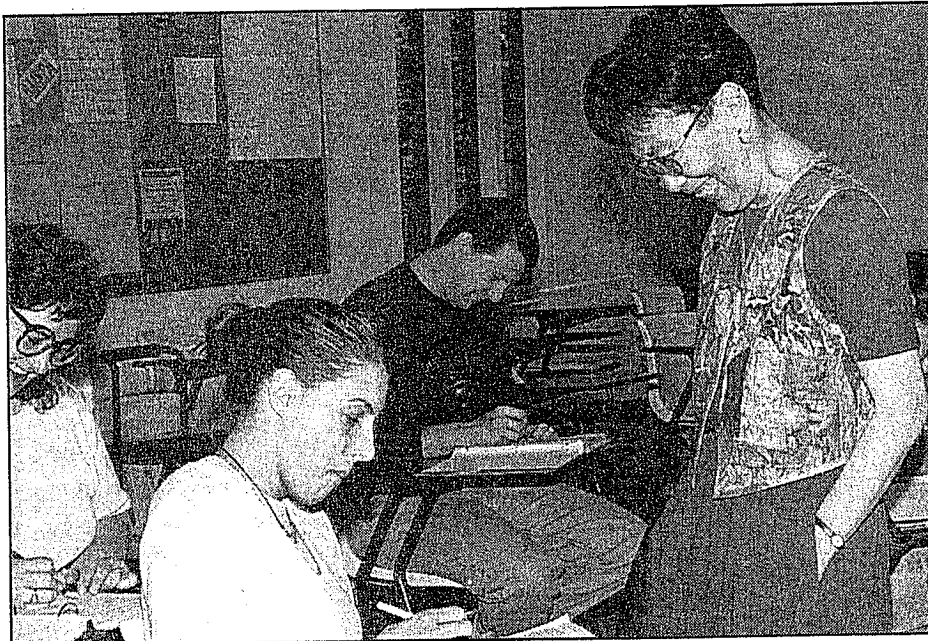
A laboratory course designed to review punctuation and other English fundamentals. Workbook lessons provide rules, explanations and practice exercises. Students may enroll during scheduled registration, and upon an instructor's recommendation, during the first three weeks of the quarter.

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 concen-



trates 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)
Paragraph Writing (1)

A review of basic paragraph construction. This course provides extensive practice in writing unified, coherent, and well-developed paragraphs.

ENGL 90 (F, W, Sp)
Beginning Writing (5)

This course is designed to introduce basic reading skills and to develop basic writing skills. Coursework emphasizes writing from observation as well as writing in response to readings. The focus is on writing sentences which demonstrate a grasp of basic syntax and usage, and writing sound paragraphs which express a main idea clearly and develop it fully with a maximum of errors in sentence structure, punctuation, and spelling. This course may not be taken "S/U."

Prerequisite: Assessment at or above English 90 and Reading 92.

ENGL 91 (F, W, Sp)
Composition (5)

A course designed to improve the student's writing ability for entrance into English 101. Coursework focuses on critical reading and analytic writing in response to readings, with emphasis on organization, unity, coherence, and adequate development; an introduction to the expository essays; and a review of the rules and conventions of standard written English. This course may not be taken "S/U."

Prerequisite: Assessment level on English and reading placement tests or "C" or better in English 90 and Reading 92.

ENGL 100 (F, W, Sp) (Previously ENGL 104)
Business English (5)

An introduction to current business writing practices with particular attention to mechanics, punctuation and grammar. Students may take either ENGL 100 or BUS 100, 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 101 (F, W, Sp)
College Freshman Composition (5)

Study and application of the principles of college writing. Students read, analyze, and write expository, descriptive, and argumentative essays, as well as learn to develop ideas fully, organize them effectively, and express them clearly. English 101 readings focus on the essay. Literature is the focus in English 102. This course may not be taken "S/U."

Prerequisite: Scores at or above college-level reading and writing or "C" or above in English 91 and Reading 93.

ENGL 102 (F, W, Sp)
College Freshman Composition (5)

The application and further development of writing principles covered in English 101. The writing—primarily analytical—is based on the reading and discussion of literature. This course may not be taken "S/U."

Prerequisite: A grade of "C" or better in English 101.

ENGL 103 (F, W, Sp)
Argument and Persuasion (5)

The application and further development of writing principles covered in English 101. English 103 is 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. This course may not be taken "S/U."

Prerequisite: A grade of "C" or better in English 101.

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 100.

ENGL 201
Advanced Expository Writing (5)

Advanced course in expository writing. Attention given to acquiring a personal style and finding an effective tone and voice. (writing intensive)

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

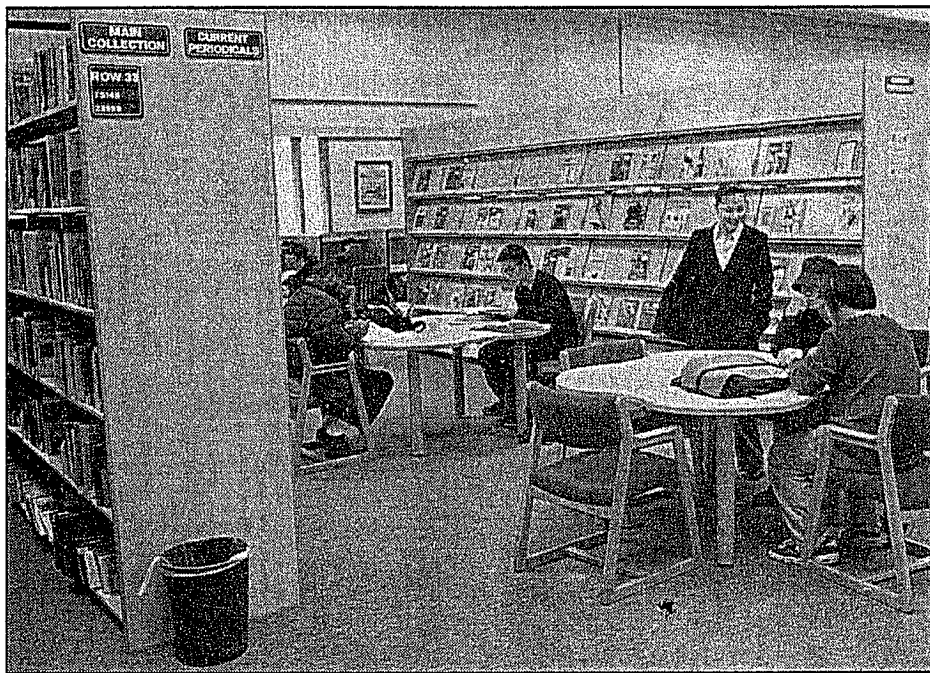
English: Literature

Note: Completion of English 101 with grade C or better is a prerequisite for all literature courses. Completion of English 102 is strongly advised.

Courses designated as multicultural meet multicultural requirement for the Associate in Arts and Sciences Degree.

ENGL 232
Popular Fiction (5)

A survey of popular fiction as it has developed over the past century. Focus is on representative selections from various cat-



egories of popular fiction to better understand the nature and appeal of popular fiction. Representative categories include the western science fiction, fantasy, adventure, and romance. (multicultural content) (writing intensive)

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 242
Contemporary Non-Western Literature (5)

A survey of contemporary non-Western literature. Various cultural and historical themes will be studied from quarter to quarter. (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) (multicultural content)

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

Survey of American literature from the beginnings through the Civil War. (multicultural content) (writing intensive)

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

Survey of American literature from the Civil War to the eve of World War I. (multicultural content) (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

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the English or Reading programs designed for native speakers.

ESL 89 Conversation and Pronunciation I (3)

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 beginning 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 the 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-beginning level. Students are introduced to the process of writing (planning, writing, editing, re-writing), as they progress from sentences to one-paragraph essays. Writing mechanics and spelling are also stressed. Reading assignments provide support for the writing projects while enabling students to improve their reading comprehension, speed, and vocabulary.

Prerequisite: ESL 95 or ESL placement exam.

ESL 97 Reading and Writing III (10)

The third in a series of reading and writing courses for non-native speakers of English at the low-intermediate level. Students practice the process of writing (planning, writing, editing, rewriting) in the context of short compositions. Types of compositions include narrative, descriptive and summary. Grammatical structures and mechanics will be practiced in the context of the writing assignments. Reading lessons support writing activities and additionally build reading comprehension, retention, and vocabulary. Outside of class readings with oral and written reports required.

Prerequisite: ESL 96 or ESL placement exam.



ESL 98

Reading and Writing IV (8)

The fourth in a series of five courses in reading and writing for non-native speakers of English at the high-intermediate level. Students progress from one-paragraph to multiple-paragraph compositions while continuing work on the process of writing (generating ideas, organizing, writing and revising) with a focus on these types of paragraphs: persuasive, descriptive, narrative and expository. Readings provide the necessary background for compositions while enabling students to build vocabulary and develop reading comprehension and retention.

Prerequisite: ESL 97 or ESL placement exam.

ESL 155

Grammar 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)

Last in a series of five courses in reading and writing for non-native speakers of English, designed to prepare advanced students for composition classes with native speakers. Focuses on a variety of 5-paragraph essays with introductions, transitions, and conclusions. 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 160

ESL Advanced Writing (5)

An advanced course in writing for non-native speakers of English. The course focuses on assessment and improvement of sentence and paragraph structure, allowing students to critique their own work in order to increase the accurateness, variety, and sophistication of sentences and paragraphs in an essay.

Prerequisite: Successful completion of ESL 159 or permission of instructor.

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.

Prerequisite: ENGL 91 or higher.

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 experiments. 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. (FREN 103 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. (multicultural content)

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

General Education Development (GED)

ABE 20

General Education Development

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.

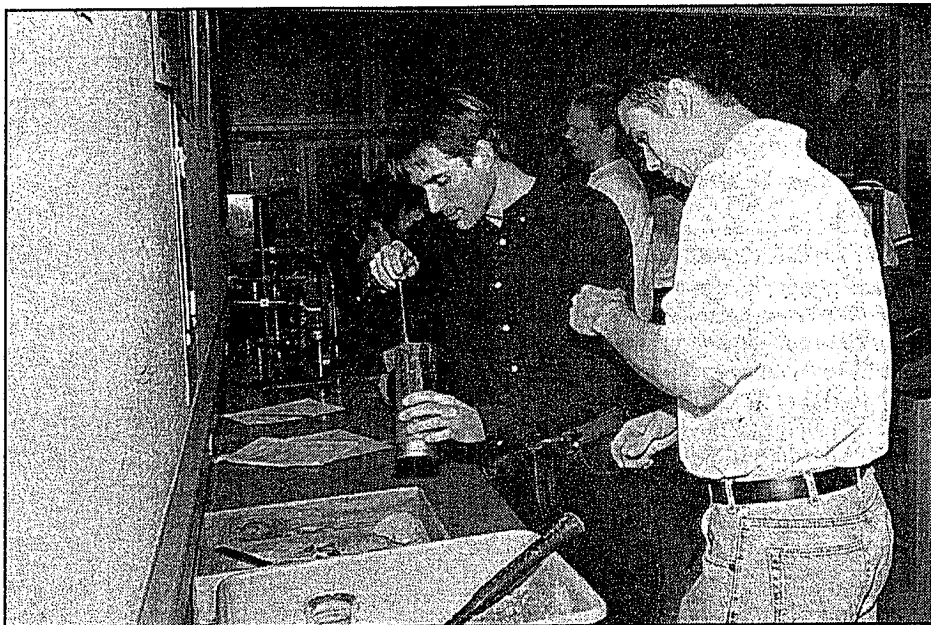
Prerequisite: 8th grade level basic skills recommended.

Geography

GEOG 110

Geography of the Pacific Rim (5)

Students will study the geographical elements of the Pacific Rim area. The physical and cultural attributes of each country will be compared. Problems related to the physical environment, ethnic composition, and resources will be emphasized.



GEOG 200

Introduction to ArcView GIS

Provides students with an introduction to the principles of geographic information systems, uses of the technology, and hands-on experience with ArcView software. Practical skills will be learned through tutorials and an independent project in which the student develops a GIS. The independent project will focus on gathering geographic data, assembling the GIS, performing analyses, and presenting the results.

Prerequisite: Familiarity with Windows.

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)

Physical Geology (5)

Provides students with an introduction to the materials and landscapes of the earth, and the diverse geological processes that

produce and change them. Subjects such as volcanoes, glaciers, rivers, and earthquakes will be studied. The lab consists of diverse activities, including examination of rocks and minerals. Includes local fieldtrips.

GEOL 105 (F, W, Sp)

Earth Systems Science (5)

Provides an introduction to earth systems by studying the lithosphere, biosphere, hydrosphere, and atmosphere, and how these realms interact to produce the dynamic earth that we inhabit. Hands-on exercises will involve work with rock samples, weather gauges, and maps and diagrams. This course is taught online via the Internet.

GEOL 108 (W, Sp)

Fossils and the History of Life (5)

Introduces the student to the geological and biological processes that created the astounding record of life on this planet. Covers topics such as plate tectonics, rock identification, fossilization processes, principles of evolution, and a survey of the history of life. The laboratory focuses on studying rock and fossil specimens and includes local fieldtrips.

GEOL 125 (S)

Geology in the Field (6-12)

An intensive five-week course in introductory geology. Includes two weeks of classroom preparation in which the fundamental principles of geology are covered, followed by a two to three-week field trip in

which students travel to spectacular geologic localities across the western United States. Destinations include the eastern Washington Channeled Scablands, Yellowstone National Park, the Grand Tetons, Great Basin National Park, and many localities in between.

GEOL 170-179

Special Topic Seminars (2)

Seminars designed to provide geology students with an opportunity for advanced study of selected geologic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program. Field trips will be an important component of the seminars.

Prerequisite: Permission of instructor.

GEOL 299

Individual Study in Geology (1-5)

Study of selected geologic topics on an individual basis.

Prerequisite: GEOL 101 and permission of instructor.



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 (2)

Students spend one hour in seminar on campus per week, plus a total of 30 hours of practical experience performing health

information clerical duties in local health care facilities to introduce health information management students to practitioners and the health care environment.

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 provide the opportunity to actively perform technical duties. 120 hours total 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)

Medical Office Procedures I (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: HT 130, HT 110, DPSYS 235 (or concurrent enrollment) or instructor permission.

HT 121 (Sp)

Medical/Dental Office Procedures II

Using HT 120 as a foundation this course work continues in the development of more advanced business procedures, patient billing and claims processing. Including computerized patient billing and electronic claims submission. The student will also be introduced to various back office or clinical procedures commonly done in medical/dental practice.

Prerequisite: HT 120.

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)

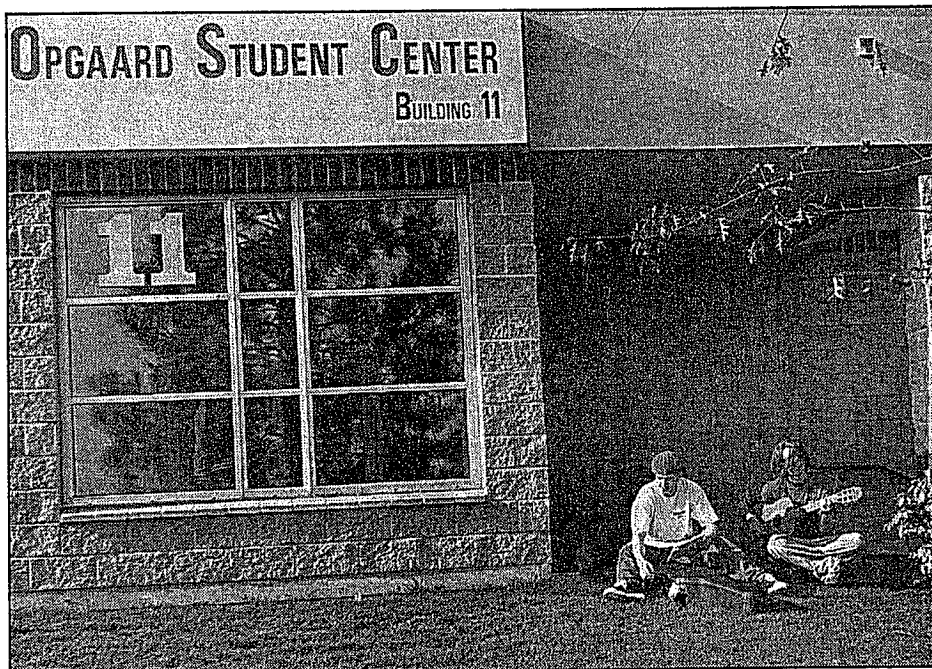
Continuing study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory 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: ENGL 100, 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 classi-

fication; 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 or 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 that provide students the opportunity to apply their training and skills. Students spend one hour in seminar on campus per week, plus a total of 90 hours for HT 240 and 150 hours for HT 241 in supervised practical experience performing secretarial and office functions and/or medical transcription in health facilities. Internship should be the culmination of course work. Students must provide their 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)

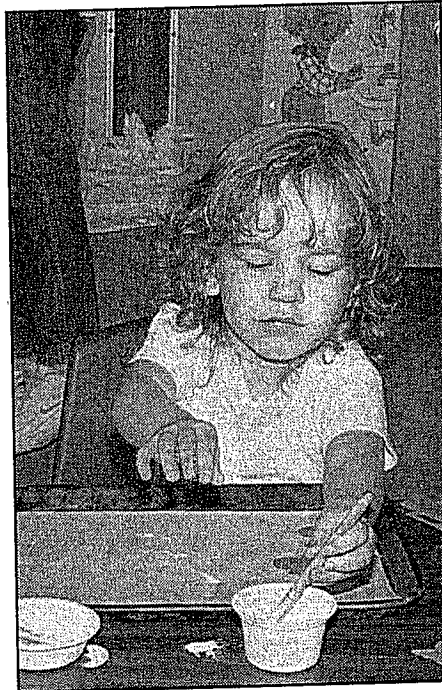
Areas of social problems which include youth and the family, the economy, health, minorities, criminal justice and dissent, metropolitan areas, the environment, world affairs, and terrorism. Self-paced, lab-style modular format.

HSC 91
U. S. Civilization I (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 lab-style modular format.

HSC 92
U.S. Civilization II (1865 to Present) (5)

Major areas and basic events in United States History from 1865 to the present. Self-paced, lab-style 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, lab-style modular format.

HSC 94
Pacific Northwest History (5)

History of the Pacific Northwest from pre-history to the present. Self-paced, lab-style 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. (multicultural content)

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. (multicultural content)

HIST 147
The Japanese American Experience (3)

An historic overview of the contributions of the Japanese Americans from the 1880s to the present. (multicultural content)

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 221
History of the British Isles I (5)

This course examines the development of the British nation between 1603 and 1832, emphasizing Irish, Welsh, Scots, and English relations, the causes and consequences of the English Civil War and the Glorious Revolution, and the causes and effects of the American and Industrial Revolutions. (writing intensive)

HIST 222
History of the British Isles, II (5)

This course examines the development of the British nation between 1815 and 1914, emphasizing Irish, Welsh, Scots, and English relations, the development of the British Empire, and Great Britain's rise to prominence in European and world affairs. (writing intensive)

HIST 223

History of the British Isles, III (5)

This course examines the development of the British nation between 1901 and the present day, emphasizing multicultural relations, World War I and World War II, and the change in Great Britain's status as a world or European power via the transformation of the British Empire into the British Commonwealth of Nations and the development of the EEC. (multicultural content) (writing intensive)

HIST 225

History of Canada (5)

Examines the political, economic, and social aspects of Canadian history from the foundation of New France to the present. Topics include: European imperialism, intercultural relations, U.S.-Canadian relations, nationalism and Quebec separatism, and Canada's role as a twentieth-century world leader. (multicultural content)

HIST 230

Japanese Civilization (5)

Historical study of Japan, with emphasis on social, religious and philosophical influences in the formation of Japanese civilization. (multicultural content) (writing intensive)

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. (multicultural content) (writing intensive)

HIST 241

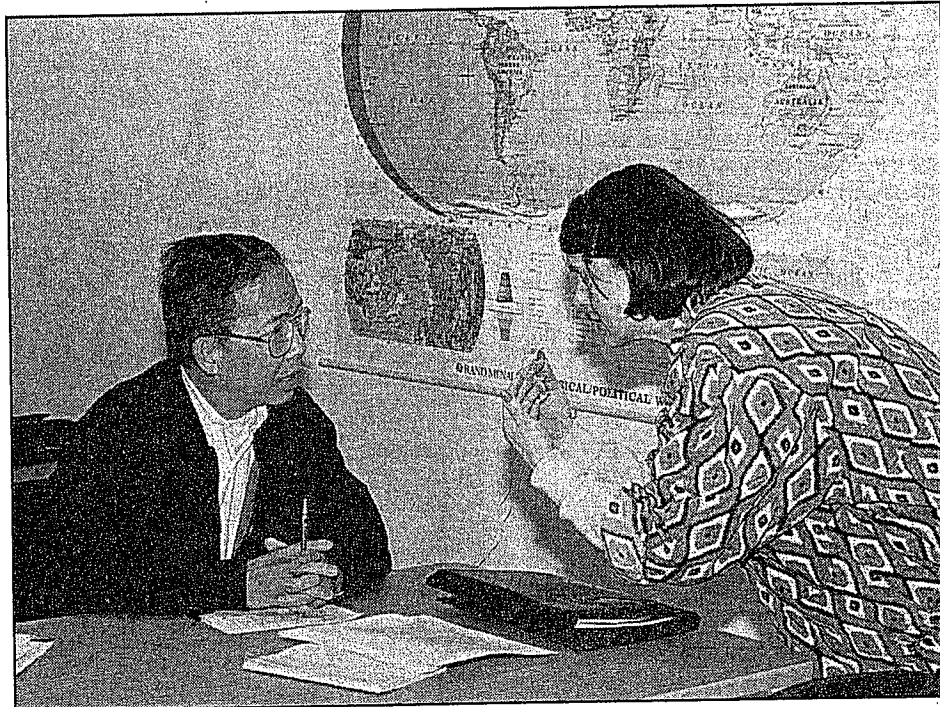
United States History: 17th, 18th Centuries (5)

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. (multicultural content) (writing intensive)

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. (multicultural content) (writing intensive)



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. (multicultural content) (writing intensive)

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. (writing intensive)

HIST 249

20th Century American Diplomatic History (5)

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. (writing intensive)

HIST 250

The War in Vietnam (5)

Study of the origin and development of the war in Vietnam from 1940 to 1975. Special emphasis will be devoted to Vietnamese nationalism, French imperialism and its defeat, American involvement from Presidents Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, and Ford. The course will conclude with an examination of the impact of the Vietnam War on America and on the world.

HIST 254

Introduction to African-American History

This course is an integral component of U.S. history that focuses on African Americans. It traces their roots in the Old World and their experiences in the new one. Although the course focuses on African Americans, it examines how they shaped the people around them and how the people, in turn, shaped them. In this way, it is also a study in intellectual relationship. (multicultural content)

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?" Course presents 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)

Introduction to parenting skills and parenting resources. Topics include basic survival needs, including adequate nutrition, shelter, health care, personal and

physical safety needs and a sense of belonging. The course will focus on providing an emotionally and physically healthy home environment for family members. Students participating in this course should meet college-level expectations.

HFL 141
Parent Education and Child Development (1)

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

HFL 142
Parenting Education and Learning Development (1)

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

Human Development

HD 98 (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. (multicultural content)

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)

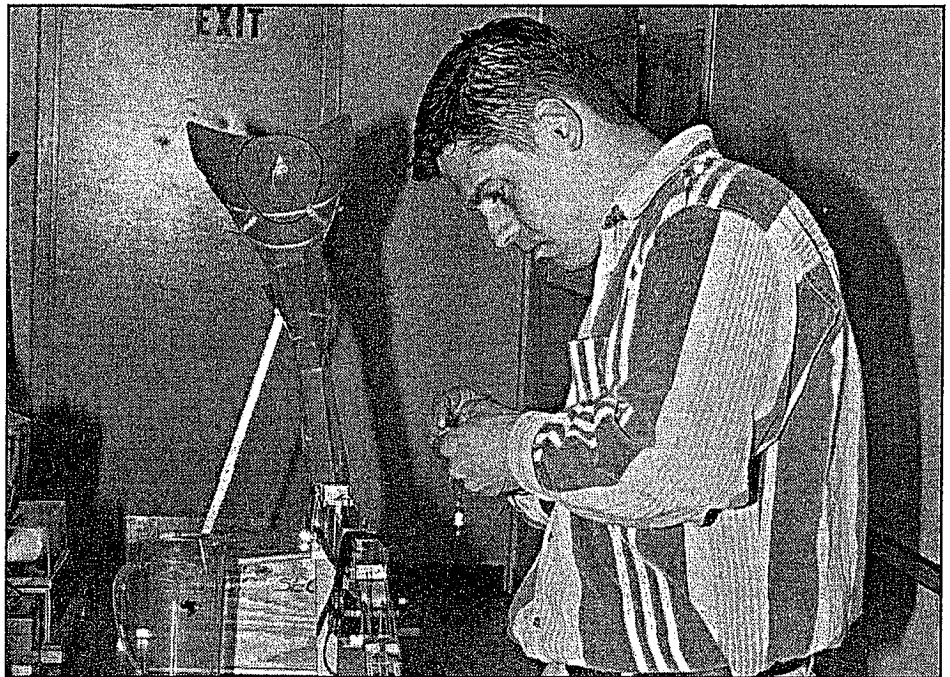
Life Choices (3)

Students will increase their self-awareness and learn skills in decision making and handling the process of transition. Adult development and the impact of societal and family values will also be explored.

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. 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 department chairperson.

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 practitioners as well as occupational and educational alternatives for graduates. Also explores services provided by local human service agencies.

Prerequisite: English 101 ready and program admission.

HSP 102 (F, W, Sp)

Counseling: Theory and Practice (5)

Overview and comparative study of major therapeutic approaches including Psycho-dynamic, Behavioral, Cognitive, Humanistic and Integrative. Includes some demonstration of techniques associated with theories.

Prerequisite: Admission to the program

HSP 103 (F, W, Sp)

Therapeutic Approaches and Techniques (5)

Principles and processes related to counseling are presented. Role and function of the helping person is examined. Counseling skills are demonstrated and practiced in class.

Prerequisite: HSP 100 and HSP 102.

HSP 104 (F, W, Sp)

Human Services: Issues, Ethics, and Law (5)

Uses critical thinking skills to explore central work-related issues. Students will examine personal, ethical implications, and laws in the human service field. The course also provides a model for ethical decision making.

Prerequisite: HSP 100 and HSP 102.

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: Working with the severely disturbed adult, Mental Health Counseling, Developing Cultural Competency and Women's Issues.)

HSP 190 (F, W, Sp, Su)

Introduction to Practicum (2)

Explores the many options and issues facing students preparing for their first practicum. Covers screening, initial contracts, selection, and completion of HSP 191, contracting requirements.

Prerequisite: HSP 100, 102, 103 and 104. HSP 190 may be taken concurrently with HSP 103 and HSP 104.

HSP 191, 192, 193 (F, W, Sp, Su)

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 completion of HSP 192 learning contract.

Prerequisite for HSP 192: successful completion of HSP 191; and completion of HSP 193 learning contract.

Prerequisite for HSP 193: successful completion of HSP 192

HSP 200

Introduction to Chemical Dependency (5)

Introduction to the physiological, psychological and socio-cultural aspects of alcoholism and drug abuse. Includes techniques for assessing the degree of chemical use and abuse. Presents overview of historical contexts for understanding use and abuse of alcohol and other drugs.

HSP 201

Counseling Chemical Dependency Clients (5)

Current treatment approaches and counseling techniques. Includes theories of addiction, relapse prevention, assessment techniques and A. S. A. M. criteria. Therapeutic treatment for adults and youth. Referral methods and the role of support group programs.

HSP 202

Counseling the Family (5)

Examination of family dynamics and the role CD and addictions play 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.

HSP 205

Child and Adolescent Development (5)

An introduction to general theories of child and adolescent physical and emotional development. Provides in-depth look at the impact of development and learning. Explores the connection between child and adolescent development and substance abuse.

HSP 207 (F, W, Sp, Su)

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. Also examines the physiological impact of addiction and includes brain chemistry research.

HSP 212

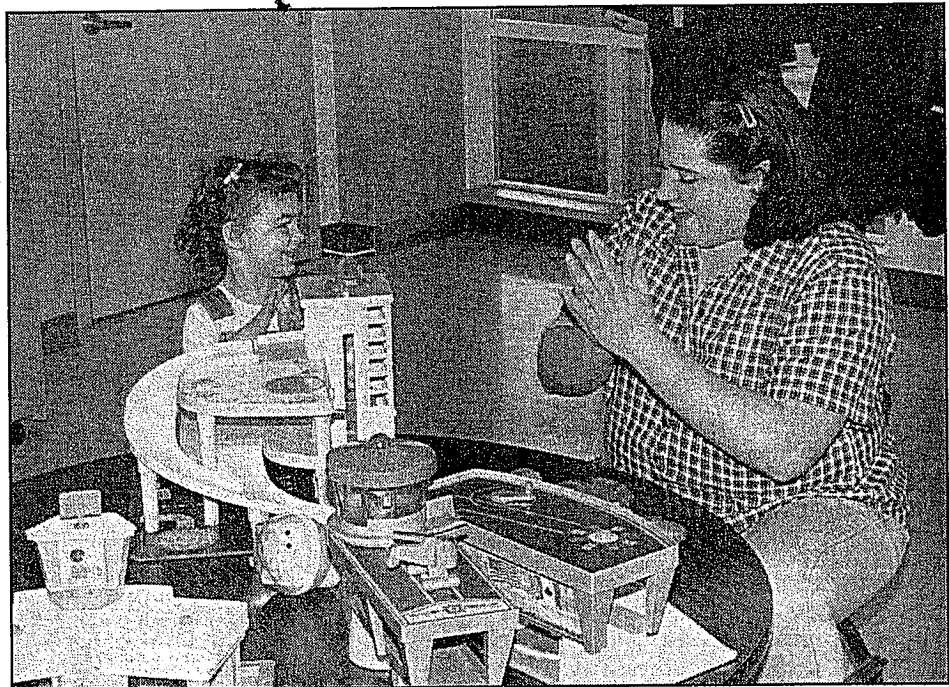
Case Management and Record Keeping (5)

Examines the role of case managers in areas such as chemical dependency, mental health, assessment and family services. Provides latest information on documentation of client files, assessment, developing treatment plans, including A.S.A.M criteria and advocating for clients.

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 the cycle of violence.



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.

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.

HSP 270

Introduction to Group Process and Leadership (5)

Includes theoretical and practical learning. Covers ethical group practice, formation of groups, stages of group development, and participating in groups. Leadership techniques for diverse group settings, including CD group settings will be demonstrated and practiced.

Prerequisite: HSP 102 and 103.

Humanities

HUMAN 90

Introduction to the Humanities (5)

An introduction to the arts as a form of human communication. The course examines visual, performing and environmental art forms, and acquaints students with art, music and drama resources in the community.

HUMAN 100 (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)

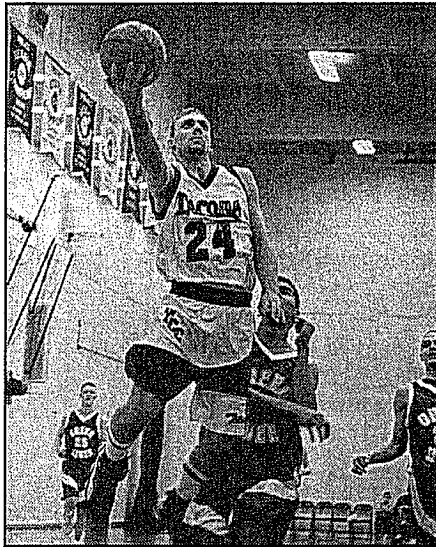
Introduction to Pacific Rim Cultures (5)

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. (multicultural content)

HUMAN 120 (F, W, Sp)

The American Multicultural Arts Experience (5)

An introduction to the special and unique contribution to American art, theater,



TCC Photo by Jason Kaye/The Challenge

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. (multicultural content)

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. (multicultural content)

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. (JAPAN 113 multicultural content)

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. (multicultural content)

Prerequisite: JAPAN 103 for JAPAN 201; JAPAN 201 for 202; 202 for 203; or equivalents.

Journalism

JOUR 101 (F, Sp) 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 (writing intensive).

Prerequisite: ENGL 101.

JOUR 102 (W) News Editing (3)

This course involves training in English grammar, news editing using AP style, headline writing, copy editing and rewriting 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 106 (Su) News Feature Writing (3)

In this hands-on course, students will explore the basics of news feature writing,



with emphasis on developing story ideas, gathering materials, and writing in clear, compelling fashion. Intended for novice journalists who wish to contribute articles to *The Challenge*, community newspapers or specialty publications, this course also will cover writing for the freelance market. (writing intensive)

Prerequisite: ENGL 101

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)

Training in news photography techniques, meeting deadlines, picture editing and caption writing. Students do graded single-picture assignments and one picture story or essay, and 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 Multimedia 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. Final product may be either news reportage or a scholarly research paper.

Library Science

LS 100 Research Methods (2)

Learn to meet course-related information needs by developing research strategies and using a broad range of research tools, including the Internet. Evaluation of resources and proper citation will be emphasized. Recommended for students who have first-time responsibilities for a research project in another class.

Prerequisite: Permission of librarian

LS 105 Learning in the 21st Century (5)

Build skills for successful lifelong learning. Through a quarter-long research project, students will examine various strategies for locating, evaluating, and applying information resources. Information policy issues such as censorship and freedom of information will be explored. This course is typically taught on-line via the Internet.

Lifelong Education

Because learning can be a rewarding process throughout a lifetime, Tacoma Community College offers a comprehensive Lifelong Education program. Taught at the main campus, Gig Harbor Center and Tacoma Mall Learning Center, programs range from youth drama courses and gardening seminars to dance classes and computer courses for senior citizens. In addition, TCC staff can customize programs for specialized needs. For information, call (253) 566-6031.

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 course, students must take a mathematics placement test unless they have taken a college-level mathematics class within the last two years. 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 92.

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 linear equations, inequalities, polynomials, factoring, rational expressions, graphing, and systems of equations.

Prerequisite: MATH 88 or assessment above MATH 88.

MATH 97 Algebra for the Liberal Arts (5)

An alternative to Math 99 for students going on to Math 107. Topics include linear, quadratic and exponential functions, systems of equations, radical expressions, scientific notation, variation and quadratic equations. Applications from the real world will be used with the above concepts. (Scientific calculator required)

Prerequisite: Math 90 or assessment above Math 90 and Read 92.

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 introduction to logarithms.

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 97 or MATH 99 or assessment above MATH 99.

MATH 108 (F, W, Sp)

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, and linear regression.

Prerequisite: MATH 99 or 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 (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 linear regression using least squares.

Prerequisite: MATH 111 or permission of instructor and knowledge of a 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)

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 117

Math for Non-Science Majors (5)

A general education college math course for students in programs that do not have specific mathematics requirement. Emphasizes application of the topics to problems encountered in modern society. Topics include: probability and statistics, exponential and logarithmic functions and the time value of money including amortization and annuities. This course is typically taught online via the Internet. Graphing calculator required.

Prerequisite: MATH 99.

MATH 124, 125, 126 (F, W, Sp)

Calculus I, II, III (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 polar coordinates, parametric equations, infinite series, conic sections and vectors. Graphing calculator required.

Prerequisite: MATH 115 and MATH 116 for MATH 124, MATH 124 for MATH 125, and MATH 125 for MATH 126.

MATH 220 (F)

Linear Algebra (5)

Topics include linear systems of equations, matrices, determinants, vectors, abstract vector spaces, linear transforma-

tions, eigenvectors and applications. Graphing calculator may be required.

Prerequisite: MATH 126.

MATH 224 (Sp)

Multivariable Calculus (3)

Functions of several variables, partial differentiation, gradients, multiple integration, cylindrical and spherical coordinates. Graphing calculator required.

Prerequisite: MATH 126.

MATH 238 (W)

Elements of Differential Equations (5)

This course teaches methods of solving linear, non-linear and systems of 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.



See Health Information Management.



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)

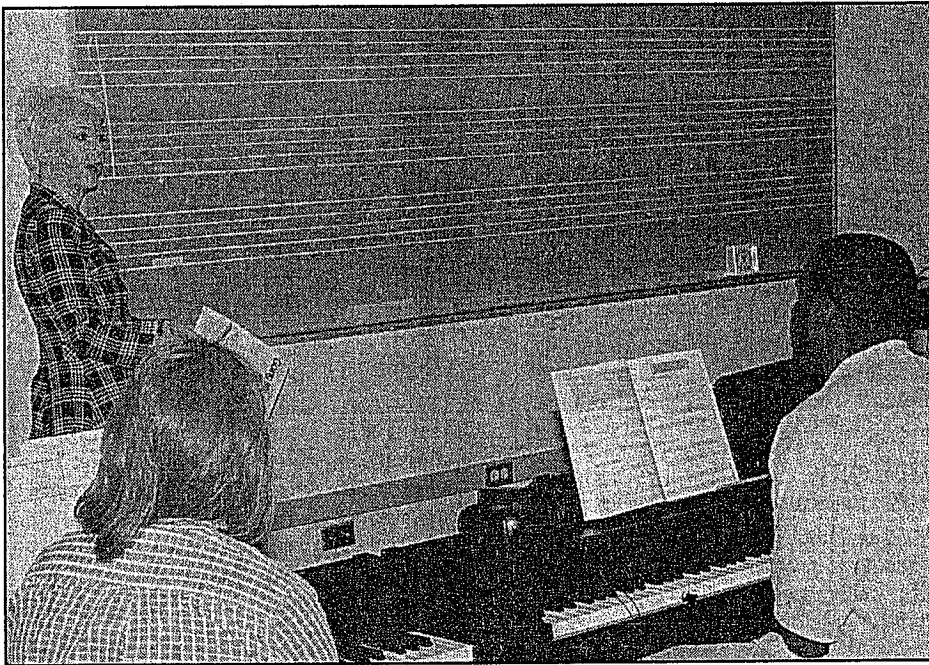
Introduction to the study of diatonic harmony. Analysis of 18th and 19th century harmonic usage; composition exercises stressing correct voice-leading and chord succession. Further development of aural skills through ear-training, sight-singing and keyboard practice.

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 develop-



ment 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 106
World Music (3)

Introduction to music of non-western cultures' musical styles, traditional instruments, and folkways. (multicultural content)

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 108 (W)
Style Periods I: The Baroque-Bach and Handel (3)

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

MUS 109
Style Periods II: Classical-Haydn and Mozart (3)

Aspects of the Classical style in music history with attention given to music literature and composition between 1750-1820, particularly Haydn and Mozart.

MUS 110
19th Century Music: The Romantic Century (3)

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

MUS 111
20th Century Music (3)

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

MUS 112 (Sp)
Opera Literature (3)

Opera through the ages, starting with Monteverdi in the Baroque ending with Adams in the 20th Century. Major opera composers of four musical periods (Baroque, Classicism, Romanticism, and 20th Century) will be discussed.

MUS 121 (F, W, Sp)
Class Applied Music: Voice I (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 (1-3)

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 (1-3)

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. 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. Technical skills taught include physical assessment, interviewing, hand washing, vital signs, and basic hygiene measures.

Prerequisite: Admittance to the nursing program.

NURS 161 (W, Sp)

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 in the following categories: 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 260 (F, Sp)
Advanced IV Therapy Skills (1)

This course provides advanced content related to the care of clients receiving intravenous fluids. Concepts related to selecting solutions, managing common complications, legal/ethical considerations, infection control, managing catheters and implanted port devices are discussed. Principles of the nursing process, growth and development, nutrition, pharmacology and health teaching are integrated.

Prerequisites: NURS 252 or permission of instructor.

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, collective bargaining 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, Sp)
Survey of Oceanography (5)

Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory centers on investigations of oceanographic phenomena and includes local fieldtrips.

OCEAN 170-179
Special Topic Seminars (2)

Seminars designed to provide oceanography students with an opportunity for advanced study of selected oceanographic topics. Topics will generally be determined by the instructor but may also reflect the expressed need or interest of students in the oceanography and earth science programs. Field trips will be an important component to the seminars.

Prerequisite: Permission of instructor.

OCEAN 299
Individual Study in Oceanography (1-5)

Study of selected oceanographic topics on an individual basis.

Prerequisite: OCEAN 101 and permission of instructor.

Office Education

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

Typing fundamentals on the computer including mastery of the keyboard by touch, memos, letters, reports, and tables.

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, and reports. Accuracy and speed development in a simulated office environment.

Prerequisite: OFFCE 103 or equivalent, ENGL 100 and knowledge of Word or WordPerfect for Windows. Recommended: OFFCE 234 or OFFCE 228.

OFFCE 105 (F, W, Sp)
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 current campus software used is necessary.

Prerequisites: ENGL 100, OFFCE 103 or BUSPC 91; BUSPC 100 or DPSYS 100 or equivalent.

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: Minimum typing speed of 25 wpm by touch.

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

Principles of alphabetic, geographic, numeric, and subject filing 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 100.

OFFCE 127 (F, Sp)
Introduction to Word Processing (5)

Word processing terminology and concepts. Covers an in-depth review of language arts within a word processing context and a review of proper document formatting. Presents a brief introduction to WordPerfect and Microsoft Word.

Prerequisite: Keyboarding skills.

OFFCE 228 (F)
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: ENGL 100 and OFFCE 106 or permission of instructor.

OFFCE 231 (F, W, Sp)
Creating Business Publications Using Desktop Publishing

Design and produce professional-quality publications including newsletters, flyers, brochures, bulletins, and certificates.

Prerequisites: BUS 225, OFFCE 228 or OFFCE 234.

OFFCE 234 (W, Sp)
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: ENGL 100 and OFFCE 106 or permission of instructor.

OFFCE 238 (Sp)
The Office Professional (5)

Includes word processing, time management, telephone techniques, 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 105, OFFCE 106, ENGL 100, OFFCE 228 or 234.

OFFCE 290 (F, W, Sp)
Work Internship (5)

Supervised experience in office-related positions.

Prerequisite: Permission of program chair.

Paraeducator

(See Educational Paraprofessional)

Paramedic Training

(See Emergency Medical Care)

Pharmacy Technician

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 technology as a career, including history, ethics, pharmacy law and regulations pertaining to Pharmacy Technicians.

Prerequisite: Admittance into Pharmacy Technician 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 Technician 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 Technician Program.

PHARM 140, 141
Pharmacy Technician 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 Technician 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. (multicultural content)

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 260 Philosophy of Science (5)

A conceptual and historical introduction to the nature of scientific progress and other issues current in the philosophy of science. Among these are the validation and falsification of scientific hypotheses, the debate

over realism and anti-realism, the theoretic reduction of theories, the status of laws of nature, and the role of rationality, objectivity, and values of science. The course will focus on developing a critical awareness of philosophical issues in science.

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. Examines the impact which historical forces such as religion and science have had on philosophy. 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

105 (W, Sp)—Aerobic Fitness

103 (F)—Self Defense for Women

108 (F, W, Sp)—Beginning Weight Training

208 (F, W, Sp)—Intermediate Weight Training

Fitness Activities: 2 Credits Each

100 (F, W, Sp)—Total Fitness

155 (F, W, Sp)—Fast Fitness

170 (F, W, Sp)—Independent Fitness Lab

200 (F, W, Sp)—Advanced Total Fitness

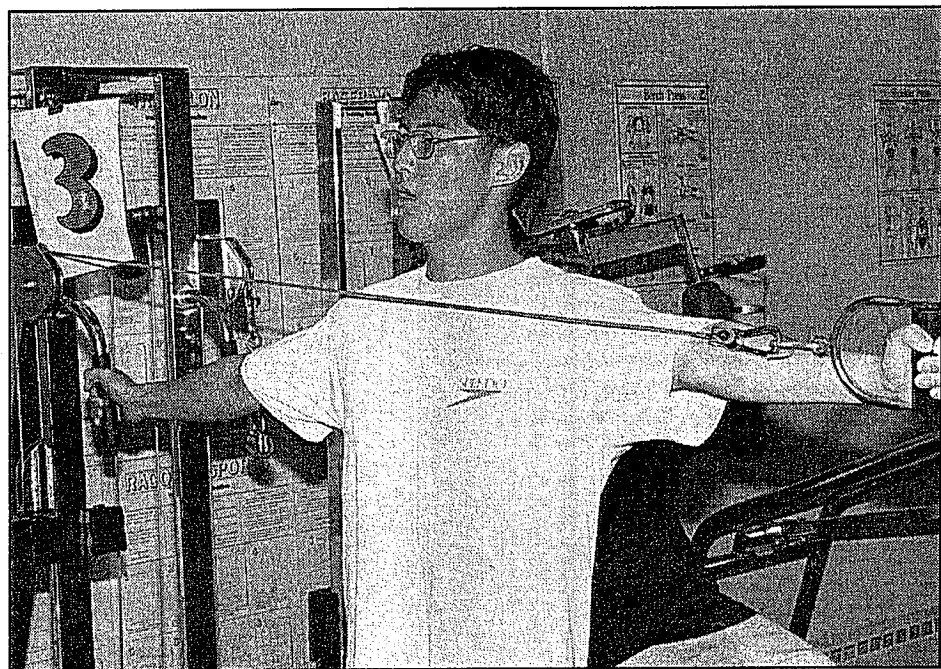
Aquatics: 1 Credit Each

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 Jazz 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
 127 (W, Sp)—Beginning Fencing
 128 (F, Sp)—Beginning Tennis
 227 (W, Sp)—Intermediate Fencing
 131 (F, W, Sp)—Beginning Racquetball
 231 (F, W, Sp)—Intermediate Racquetball
 (Student furnishes racquet)
 125 (W)—Beginning Skiing
 225 (W)—Intermediate Skiing
 128 (F, Sp)—Beginning Tennis
 (Student furnishes racquet)

Dual Sports: 1 Credit Each

- 126 (F, W, Sp)—Beginning Badminton and Pickleball
 129 (F, Sp)—Beginning Tennis and Pickleball

Team Sports: 1 Credit Each

- 241 (F)—Baseball Techniques
 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)

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.

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 290 (F) Sports Officiating (3)

Designed to introduce the student to the avocation of sports officiating. Topics include philosophy of officiating, requirements to become an official, rules, mechanics and societal influences and attitudes towards sports officials.

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-being. 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 292 (F, W, Sp) Advanced First Aid (5)

The student will satisfy the requirements for responding to emergencies American Red Cross first aid and CPR (Cardiopulmonary Resuscitation) certification.

Physical Science

PHYSN 100 (F, W) Physical Science and Technology

Studies underlying physical principles and interactions in topics like motion, energy, light, sound, electricity, etc., and how they are applied and used in technology. A hands-on approach is used to develop conceptual reasoning, interrelationships between concept and applications, and effective communication skills.

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)

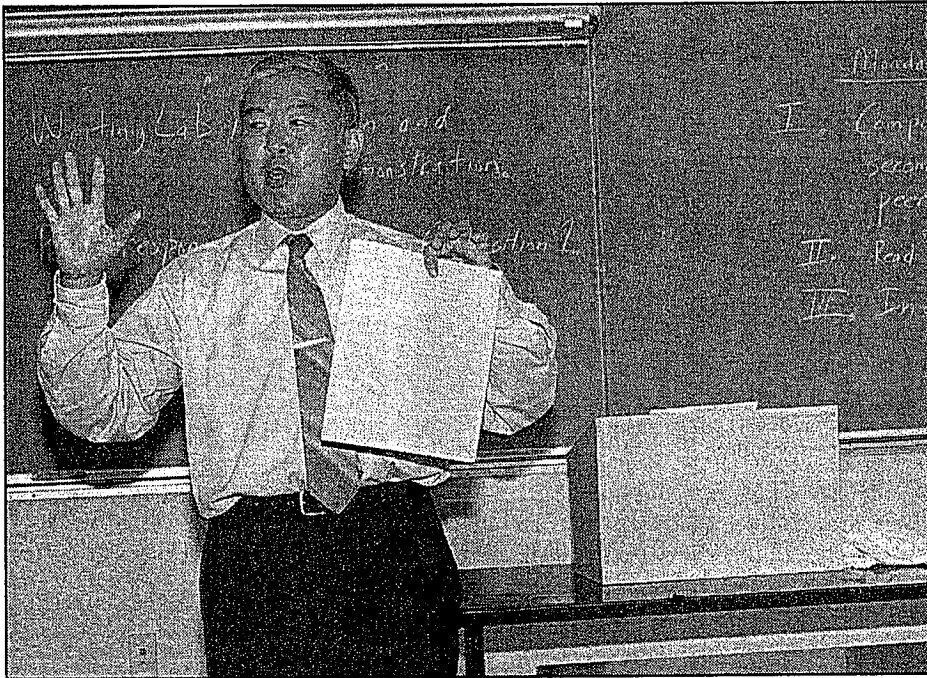
(For Liberal Arts students and certain professions.) Development of basic mechanics, sound, light, electricity and magnetism, electronics and modern physics. Laboratory included.

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 210
Contemporary Issues in American Politics (3)

This course will examine a variety of current controversial public policy issues on a weekly basis. Students will read arguments on both sides of the policy debate and write a series of short papers analyzing the respective positions. (multicultural content)

POLSC 220
Introduction to Constitutional Law (5)

This course will introduce students to the process of constitutional decision making in the U.S., with particular emphasis on the U.S. Supreme Court. The course is organized around three substantive areas of law: institutional powers of government, property rights and economic liberty, and equal protection. Court decisions in these areas will be examined in a broader political, social, and economic context. (writing intensive)

Prerequisite: POLSC 202 or permission of instructor.

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)
Political Internship (1-5)

Students will participate in internships with either a political party, interest group, or an elected official and will meet periodically with the instructor to discuss assigned readings and a research paper based on the internship experience.

Prerequisite: Permission of instructor.

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 140
Behavioral Management (3)

An exploration of preventive and effective behavior management techniques with emphasis on positive self-image and communication. (this class is used for the Paraeducator Program only.)

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.

Prerequisite: PSYCH 100.

PSYCH 207 (F, W, Sp)
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)

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. Includes physical principles of radiographic imaging, the X-ray tube and generator, chemistry and methods of film 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)

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 exams 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 (12)

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)

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 occurring 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 (F)
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.

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 instructor permission.

RS 228
Clinical Education VII (12)

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 (W)
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 (2)

Introduction to the evaluation of radiographic systems including lab experience, 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, contrast and geometric properties of definition, visibility of detail, and distortion. Primary emphasis will be on problem solving and reasoning for practical image quality analysis. Prerequisite: RS 254 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

Students enrolled in the ESL Program are strongly advised to complete the program before attempting the Reading program designed for native speakers.

READ 70 (F, W, Sp) Textbook Comprehension (5)

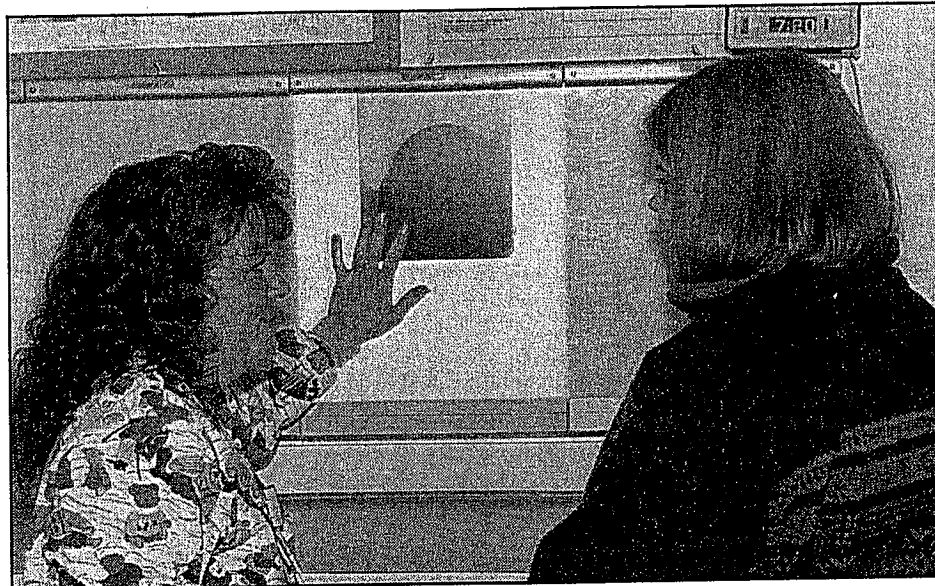
For the student lacking basic reading skills necessary for developmental education courses. Includes diagnostic testing followed by individual and group reading and instruction.

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: Requires an exit/placement exam 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)

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)**

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)**

Presents a solid foundation in the basic principles and terminology of real estate finance. Course material is presented in an informal discussion including format, 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). This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

**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)**

Designed to teach the theories and mathematical functions 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. This course is approved by the Washington State Department of Licensing for 30 clock-hour credits.

**REAL 200
Fundamentals of Real Estate
Salesman Pre-licensure (6)**

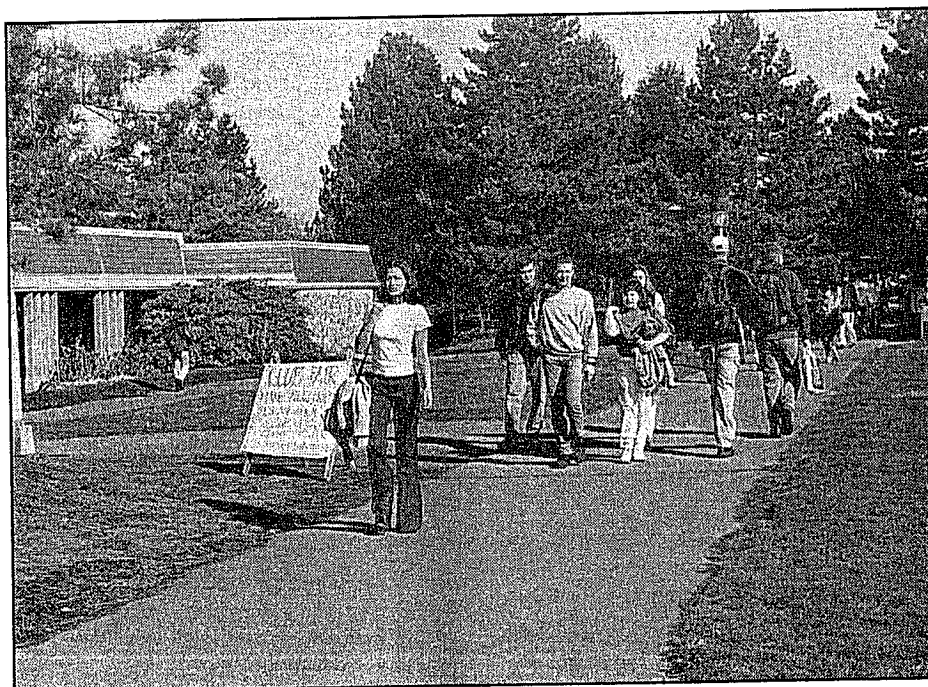
An in-depth study of real estate fundamentals as they relate to Washington State. Designed to prepare students to pass the salesman/broker real estate licensing examination. Approved by the Washington State Licensing Division for 60 clock hours to meet pre-licensing requirement in real estate fundamentals.

**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, and is approved for 20 clock-hour credits.

**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 Therapy

RC 110, 111 (F, W)

Respiratory Therapy Theory I, II (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 I, II, III (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)

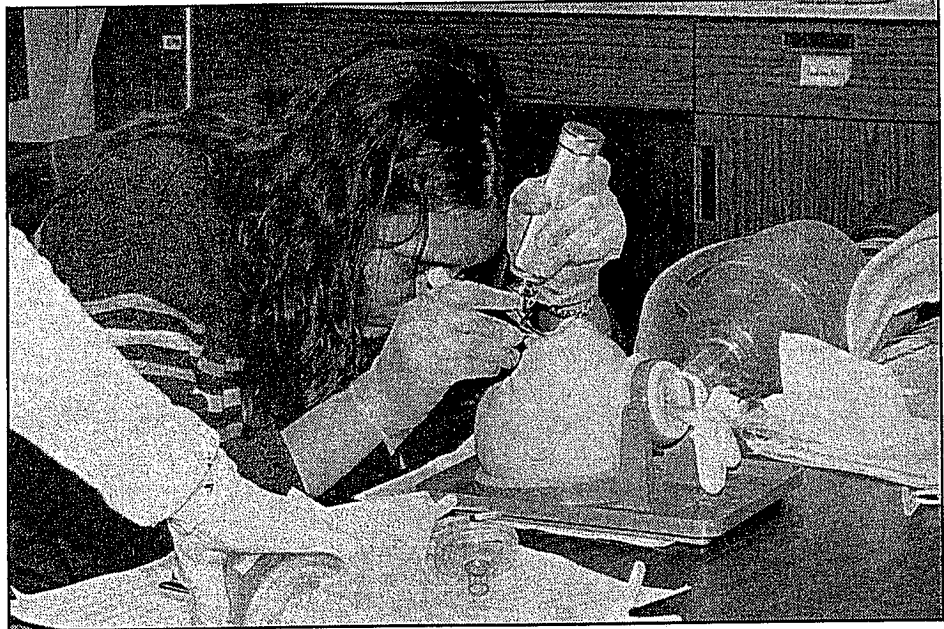
Weekly discussions on specific topics in respiratory therapy.

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 em-



phasized. 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 Mechanical Ventilation (2)

Lecture course covering the principles of mechanical ventilation. Examines various ventilators, ventilator adjustments to meet changes in the patients' clinical condition, and the various modes of ventilatory support.

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

RC 221 (W)

Advanced Respiratory Pharmacology (2)

Subjects include the actions of various bronchodilators and cardioactive drugs commonly used in respiratory care.

Prerequisite: Acceptance into the therapist level of the Respiratory Therapy program and 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 (2)

Seminar class for second-year respiratory therapy students. Emphasis 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 emphasized. 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)

Pediatric/Pulmonary Function Clinical Training (8)

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.

RC 241 (W)

Neonatal Clinical Training (8)

A combination of clinical experience and lecture in the care of neonatal patients in the critical care environment.

Prerequisite: RC 240.

**RC 242 (Sp)
Adult Clinical Training I (7)**

A combination of clinical experience and lecture in the care of adult patients in the critical care environment.

Prerequisite: RC 240 & 241.

**RC 299 (F, W, Sp)
Individual Study in Respiratory
Therapy Technology (1-5)**

Independent learning activity designed jointly by student and instructor to improve and/or increase the learner's knowledge and skill.

Prerequisite: Admission to RC program.

Russian

**RUSS 101, 102, 103 (F) (W) (Sp)
Elementary Russian (5, 5, 5)**

Fundamentals of the Russian language: pronunciation, grammar, reading and speaking. Investigates Russian culture and its relationship to the language.

102 - Continued learning and practice in Russian emphasizing writing, reading, speaking and understanding. Continues to investigate Russian culture.

103 - 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.

**RUSS 201, 202, 203
Intermediate Russian (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. (multicultural content)

**Self-Paced
Classes**

The following courses are designed for students who desire flexibility in an adult learning environment. 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, and interest. Electronic calculators are used to solve problems. Ten-key skills are emphasized.

Prerequisite: MATH 86.

**BUSPC 91 (F, W, Sp)
Keyboard Basics (2)**

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)**

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

**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 Electronic
Spreadsheets (2)**

Demonstrations 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 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: Minimum typing speed of 25 wpm by touch.

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 Professional Program)
(See page 57 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.

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



TCC Photo by Joe Barrentine/The Challenge

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. Covers capital, customs, duties, use of brokers and establishment of overseas contracts.

SBM 299
Formal Business Plan (5)

Extensive one-on-one consulting to assist in the development of your specific business plan. Students 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 business success.

Prerequisite: Completion of SBM 147, SBM 148, SBM 149. Permission of ESP coordinator required.

BUS 155
Continuous Quality Improvement (2)

Presents TQM management and planning tools needed to achieve Continuous Quality Improvement. Designed for organizations and/or individuals developing a strategic implementation plan. 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. (multicultural content)

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 252 (F, W, Sp)
Sociology of the Family (5)

The family as a social institution, understanding societal variation in family patterns and alternative family forms. An examination of the social psychological factors affecting mate selection, marital stability and satisfaction, child rearing, divorce, remarriage, and blended families. (multicultural content)

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)
Multicultural Relations (5)

The problems of race relations facing the American people. Primarily focuses on racial and ethnic minorities. (multicultural content)

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 relating to mental disorders, substance abuse, crime and violence in American society.

Prerequisite: SOC 110 or PSYCH 100.

SOC 299
Individual Study (1-5)

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

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

Spanish

Placement of students with previous foreign language training at the secondary level will be made by the course instructor. Credit may be granted to students placed at the intermediate level. Consult with the course instructor for information concerning placement.

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. (multicultural content)

202: Grammar review, reading, composition imitating models from literary selections. Conversation on contemporary issues. (multicultural content)



203: Reading, composition, conversation to discuss current events as well as reading assignments.

(multicultural content)

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 of communication theory. Students are introduced to verbal and nonverbal communication, effective listening, interpersonal communication, small group discussion as well as culture and gender factors in communication. Written assignments, examinations and informal oral presentations are included.

SPCH 101 (F, W, Sp)
Public Speaking (5)

An introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, logical analysis, organization of informative presentations and critical analysis. Four to six speaking assignments, plus written examination.

SPCH 110 (Sp)
Multicultural Communication (5)

A survey of how culture shapes the communication interaction. Emphasis is on the role of world views, how culture affects the development of value systems, interpersonal relationships, workplace and educational expectations and high and low context communication styles. (multicultural content)

SPCH 120 (W)**Small Groups Communication (5)**

An introduction to the group process. Learn how to manage the different stages of a group's development. Acquire effective leadership and followership skills. Learn techniques for quality problem solving and conflict management.

SPCH 130**Interpersonal Communication (5)**

An introduction to understanding the practical and theoretical aspects of interpersonal relationships through the application of intra personal information in interpersonal settings. Emphasized areas include gender, family and workplace relationship management. Information focuses on communication climates, resolving conflicts, intimacy and language. (multicultural content) (writing intensive)

SPCH 150 (Sp)**Job Communication Skills (3)**

Prepares students to interact effectively in a workplace environment. Emphasis is on building skills in intercultural/gender communication, small group management, business presentation and interviewing. Written and oral assignments plus written examination.

SPCH 151**Employment Interview Skills (2)**

Prepares students for an employment interview. Learn how to assess marketable skills and work experience, develop an effective resume and cover letter, prepare for the interview and employ effective communication before, after, and during the interview. Learning activities include a practice job interview with video critique. Not intended for students having completed Speech 150.

SPCH 201**Persuasive Argument and Public Address (5)**

Course offers high powered, effective debate skills. Learn to critically analyze modern public address. Course focuses on applying public speaking skills to the persuasive forum. Students will learn how to construct arguments, use ethical rhetorical strategies through analyzing famous American speeches and constructing their own. Assignments (oral and written) will include argument analysis, classroom debates and persuasive speaking. (writing intensive)

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, and work 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)**

Student learns successful test-taking strategies. Student works with text, audiotapes, videotapes and lab instructor.

STDSK 95**Survival Study Skills (2)**

Skill building in study habits, time management, textbook reading, notetaking for students in developmental English, Math and Reading. (late starting)

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 95**Survival Study Skills (2)**

Skill building in study habits, time management, textbook reading, notetaking for students in developmental English, Math, Reading.

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, text-

book 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, 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 troublemakers, emotional outbursts, grievances and complaints.

SMG 125**Supervising Employee Training (3)**

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

SMG 131**Supervision and Group Behavior (3)**

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

**SMG 201
Management Communications (3)**

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

**SMG 210
Public Relations (3)**

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

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

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

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

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

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

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

**SMG 260
Managerial Excellence (3)**

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

**SMG 261
Leadership Dynamics (3)**

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

**SMG 264
Motivation and Productivity (3)**

A study of human 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)**

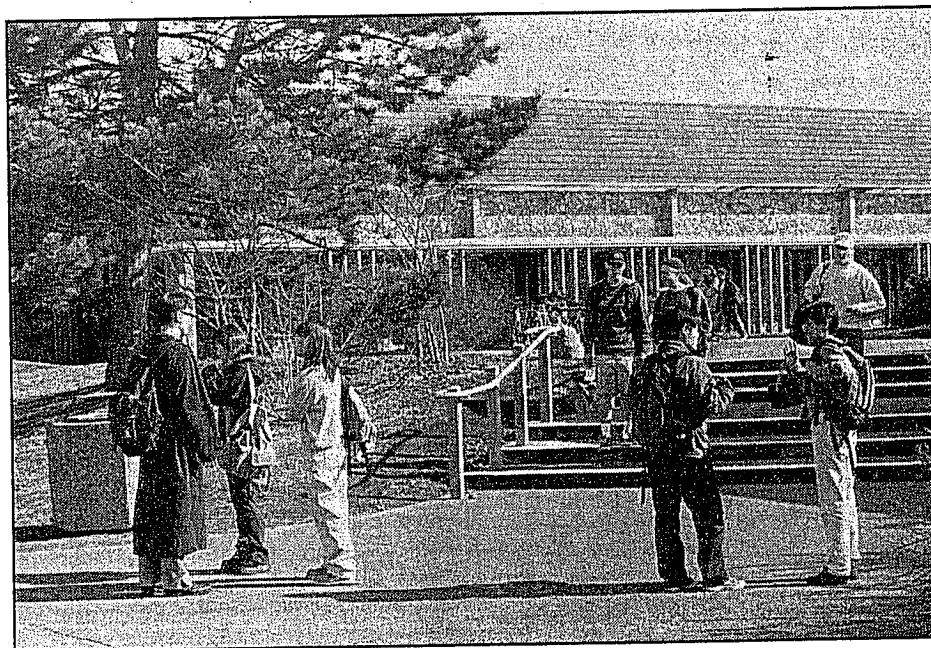
This course emphasizes how to motivate high performance from subordinates, as well as how to maintain that level once it is achieved. Topics include the inseparable relationship between managers and the organizations and people they manage, the organization and its external environment, the interactions 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 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)

Word Processing

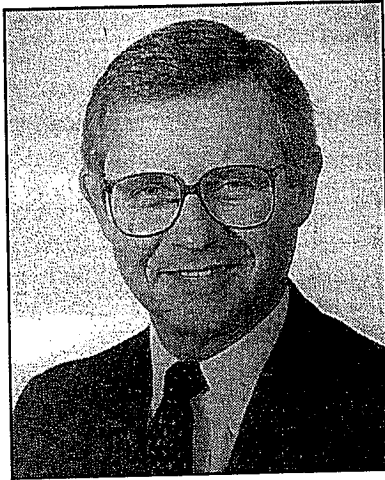
(See Office Education)

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I ndex

A

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Definitions

Accredited: Certified as having fulfilled minimum standards established by regional accrediting agencies. Indicates 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 Curriculums): 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.

Information Directory

<u>Subject</u>	<u>Office-Building</u>	<u>Telephone Number (253)</u>
General Information		566-5000
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
An Equal Opportunity Employer and Educator	Human Resources (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
Center for Multi-Ethnic/Cultural Affairs (MECA)	Building 8	566-5025
Children's Center	Building 23	566-5180
Continuing Professional Education	Building 24	566-5020
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
GED	Adult Learning Center (Bldg. 7)	566-5144
Gig Harbor/Peninsula College Center	3993 Hunt Street, 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
Lifelong Education GHC		566-6031
Occupational/Vocational Programs	Professional/Technical Programs (Bldg. 9)	566-5131
Registration	Registration and Records Center (Bldg. 18)	566-5035
Student Activities	Bldg 11B	566-5118
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
TRIO	TRIO Student Support Services (Bldg. 7)	566-5153
Tutoring	Tutoring Center (Bldg. 8)	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	Office of Financial Aid (Bldg. 18)	566-5194

(For students receiving Financial Aid)

STATE OF WASHINGTON COMMUNITY COLLEGE APPLICATION FOR ADMISSION FORM

PLEASE TYPE OR PRINT WITH BALL POINT PEN
ANSWER ALL QUESTIONS AND RETURN THIS FORM TO THE COMMUNITY COLLEGE TO WHICH YOU ARE APPLYING

SHADED AREAS FOR OFFICE USE ONLY

TACOMA COMMUNITY COLLEGE 6501 South 19th Street Tacoma, WA 98466 (253) 566-5000		Quarter you plan to start <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ Year	Code	Have you ever attended credit-bearing classes offered by this College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____
Your intended major area of study		If undecided, what area interests you most?		
Social Security Number*	* Disclosure of your social security number is voluntary. It is used for identification purposes only. If you object to the use of your social security number, an alternative number will be provided.	Will you Attend <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Both <input type="checkbox"/> Summer only	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Birthdate Mo. Day Yr.
Last name	First name	Initial	Previous last names	
Address: Number and street		Apt. no.		
City, state and zip		Day telephone	Evening telephone	

Which race do you consider yourself to be?
 White (800) Black or Afro-American (870) Eskimo (935) Aluet (941)
 Indian (Amer.) (597) Print the name of the enrolled or principal tribe _____

Asian or Pacific Islander (API)
 Chinese (605) Filipino (608) Hawaiian (653) Korean (612) Vietnamese (619) Japanese (611)
 Asian Indian (600) Samoan (655) Guamanian (660) Other API: (Please Print) _____
 Other Race (Please Print) _____

Are you of Spanish or Hispanic origin?
 No (999) Yes (717)

U.S. Citizen? Yes No If not U.S. Citizen, country of citizenship _____

If not U.S. Citizen, what is your Visa Status? Visitor
 International Student (with F or M Visa) Immigrant/Permanent Resident (Alien # _____)
 Temporary Resident (Alien # _____) Refugee/Parolee or Conditional Entrant (Alien # _____)
 Other (Explain) _____

1. a. Have you lived in the state of Washington continuously for the past twelve months? Yes No
 1. b. How long have you lived continuously in the state of Washington? ___ Years ___ Months

2. For the last calendar year, did your mother, father, or legal guardian claim you as a dependent on their federal income tax return? Yes No

3. For the current calendar year, will your mother, father, or legal guardian claim you as a dependent on their federal income tax return? Yes No

4. a. If you were claimed, or you will be claimed, as a dependent on a federal income tax return, has your mother, father, or legal guardian lived in the state of Washington continuously for the past twelve months? Yes No
 4. b. How long has your mother, father, or legal guardian lived continuously in the state of Washington? ___ Years ___ Months

5. Will you be attending this college with financial assistance received from a non-federal agency which is outside the state of Washington? Yes No
 If yes, explain: _____

6. a. Are you active duty military and stationed in the state of Washington? Yes No
 6. b. Are you the spouse or dependent of someone on active duty in the military stationed in the state of Washington? Yes No

Resid. Code	Fee Paying Status	ENT SMT	Std. Type	Admissions Number	Date of receipt of application	NO ADMISSION FEE REQUIRED

HOW LONG DO YOU PLAN TO ATTEND TCC?

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

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

WHAT IS YOUR CURRENT WORK STATUS WHILE ATTENDING COLLEGE?

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

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

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

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

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

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

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

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

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

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

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

High School attending or last attended _____

High School Code		

Location of high school

City _____ State _____ Date you graduated or will graduate _____

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

Grade _____ Year _____ Have you earned a GED? _____ When? _____

List all colleges/universities in order of attendance.

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

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

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

Applicant's Signature _____ Today's Date _____

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

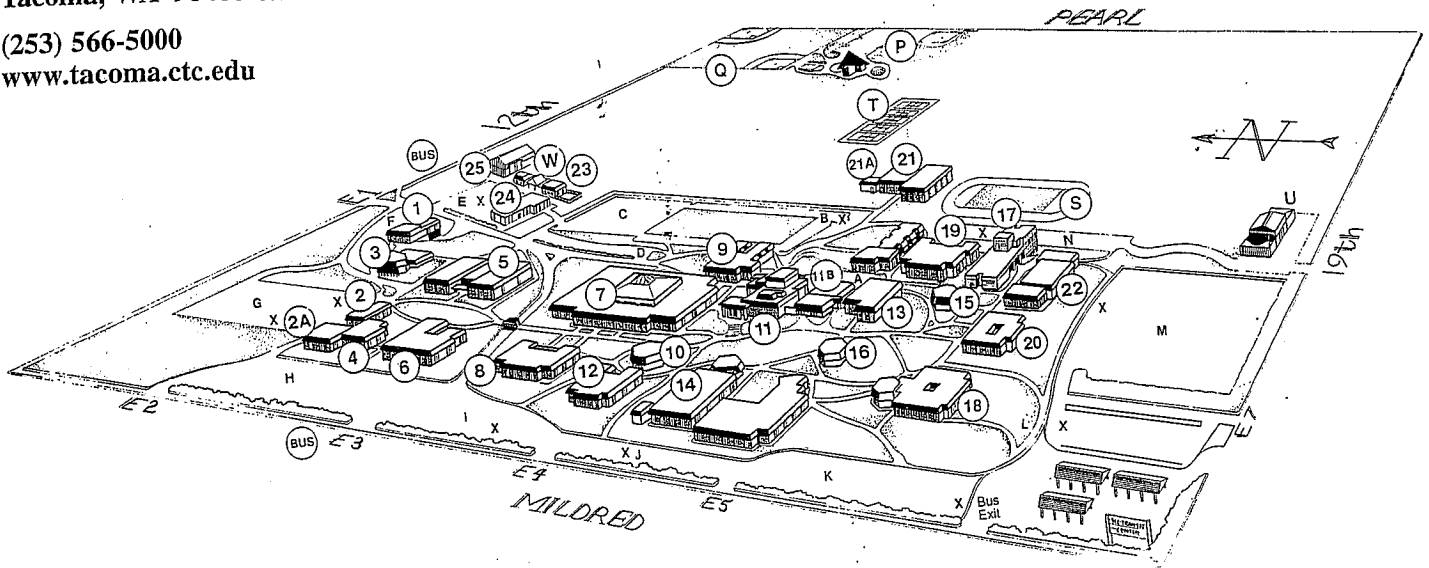
Campus Guide

Tacoma Community College

6501 South 19th Street
Tacoma, WA 98466-6100

(253) 566-5000

www.tacoma.etc.edu



- | | | | |
|-----|---|-------|---|
| 1 | Purchasing; Facilities & Grounds; Mail Services; Receiving; Security | 17 | Computer Center; Classrooms |
| 2 | Business Office | 18 | Welcome Center; Information; Assessment; Admissions; Financial Aid; Registration; Student Records; Dean of Student Services; Registrar; Career Center; Advising; Counseling; Disability Services; Veterans Affairs; Job Assistance Center |
| 2A | International Student Services | 19 | Classrooms; Faculty Offices; Allied Health Programs; Independent Study Lab for Business Programs |
| 3 | College Auditorium | 20 | Faculty Offices |
| 4 | Human Resources; Payroll | 21 | Physical Education Building |
| 5 | Art Classrooms | 21A | Storage |
| 6 | College Development Office/ TCC Foundation; Classrooms | 22 | Classroom Building; Women into Future (WIF) |
| 7 | Learning Resource Center; Library; Music Classrooms; High School Completion; Math Lab; Reading Lab; Writing Lab; CAL Lab; Listening/Language Lab; Adult Learning Center; TRIO Student Support Services; Cascade Conference Center (Rainier and Baker Rooms) | 23 | Children's Center |
| 8 | Classrooms; The Challenge (Student Newspaper); Multi-Ethnic/Cultural Affairs; Tutoring Center | 24 | Continuing Education; Classroom Building |
| 9 | Faculty Offices; Athletic Department | 25 | Maintenance/Storage Building |
| 10 | Lecture Hall | E1-E7 | Entrances to Parking Lots |
| 11 | Opgaard Student Center; Bookstore; Cashier; Parking Permits; Dining Services; Espresso | B-N | Parking Lots |
| 11B | Student Activities; Student Government | P | Community playground & softball fields |
| 12 | Faculty Offices | Q | Minnitti baseball & softball playing fields |
| 13 | Administration: President's Office; Vice President-Academic & Student Affairs; Vice President-College Services; Information & Publications | S | Soccer field & all-weather track |
| 14 | Sciences Building | T | Tennis Courts |
| 15 | Lecture Hall | U | TACID Handicapped Center |
| 16 | Lecture Hall | W | Tacoma Learning Center 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

**For information
call (253) 566-5000**

**TACOMA
COMMUNITY
COLLEGE**

6501 South 19th Street Tacoma, WA 98466-6100

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