

TACOMA COMMUNITY COLLEGE



CATALOG 1983 - 1985

College Calendar

SUMMER

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

Official 1983-84

(June 21-August 18, 1983)

June 20
June 21
July 4
July 20
July 21
August 18
August 22

*Tentative 1984-85

(June 18-August 16, 1984)

June 18
June 19
July 4
July 18
July 19
August 16
August 20

FALL

Day and evening classes begin
Saturday classes begin
Veteran's Day recess
Thanksgiving recess
Final exams and grading
Grades due in Records office

(September 26-December 17, 1983)

September 26
October 1
November 11
November 23-26
December 12-17
December 19

(September 24-December 15, 1984)

September 24
September 29
November 12
November 21-24
December 10-15
December 17

WINTER

New Year's Day recess
Day and evening classes begin
Saturday classes begin
President's Day recess
Final exams and grading
Grades due in Records office

(January 9-March 24, 1984)

January 1
January 9
January 14
February 20
March 19-24
March 27

(January 7-March 23, 1985)

January 1
January 7
January 12
February 18
March 18-23
March 25

SPRING

Day and evening classes begin
Saturday classes begin
Memorial Day recess
Final exams and grading
Commencement
Grades due in Records office

(April 2-June 16, 1984)

April 2
April 7
May 28
June 11-16
June 14
June 18

(April 1-June 13, 1985)

April 1
April 6
May 27
June 10-15
June 13
June 17

This Catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing, July 1983. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Tacoma Community College reserves the right to change any provision or requirement at any time.

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

Tacoma Community College

Prepare for the Future

Tacoma Community College can help you prepare to meet the demands of a rapidly changing world! It's a world where jobs are constantly changing - adjusting to new technologies - a world where jobs that used to be secure don't exist anymore and tomorrow's jobs have yet to be defined.

Success today comes to those who seek it actively, persistently, and with a careful eye to the future. Those who prepare for the future with flexible skills, and a positive approach will experience the rewards of success.

TCC is uniquely qualified to help you prepare for a challenging future!

Plan your Future at TCC

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

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

provide personal satisfaction and can offer you a positive future.

Our trained counselors and faculty advisors are available to help you plan the future.

Why Consider Tacoma Community College?

Quality Programs

Tacoma Community College offers progressive, high quality programs for jobs in demand today and in the future.

Skilled, Experienced Faculty

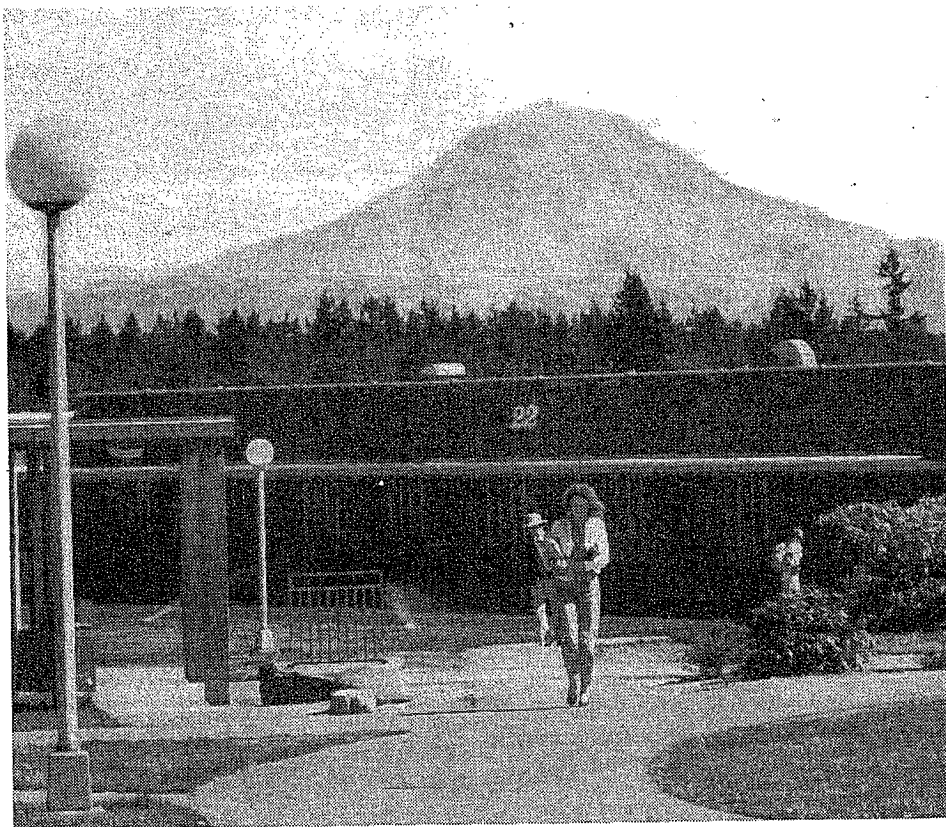
Faculty members at TCC are highly skilled professionals. More than 84 percent of TCC's full-time faculty members have more than 15 years college teaching experience. And because of small class sizes, TCC faculty can provide the individual assistance you desire. The result - some of the best teaching available anywhere.

Best Educational Value

Attending a community college is still one of the best educational values available. TCC offers top quality programs at much less cost than attending a four-year college or university. Credits earned at TCC are easily transferable to many four-year colleges and universities.

The Latest Technology

Programs at Tacoma Community College offer students the latest technology from state-of-the-art computer equipment and programming to the most up-to-date science laboratories and health equipment. TCC also has newly modernized art and music facilities - some of the best in the northwest.



Reasons for Attending Tacoma Community College

High Financial Aid Support

Tacoma Community College offers complete financial aid packages to help you complete a college education. During 1982-83 a total of 1,096 students received some form of financial aid. The average award package including grants and work study employment was \$3,412 for the academic year. With that kind of financial assistance you can meet all educational expenses and many living costs too.

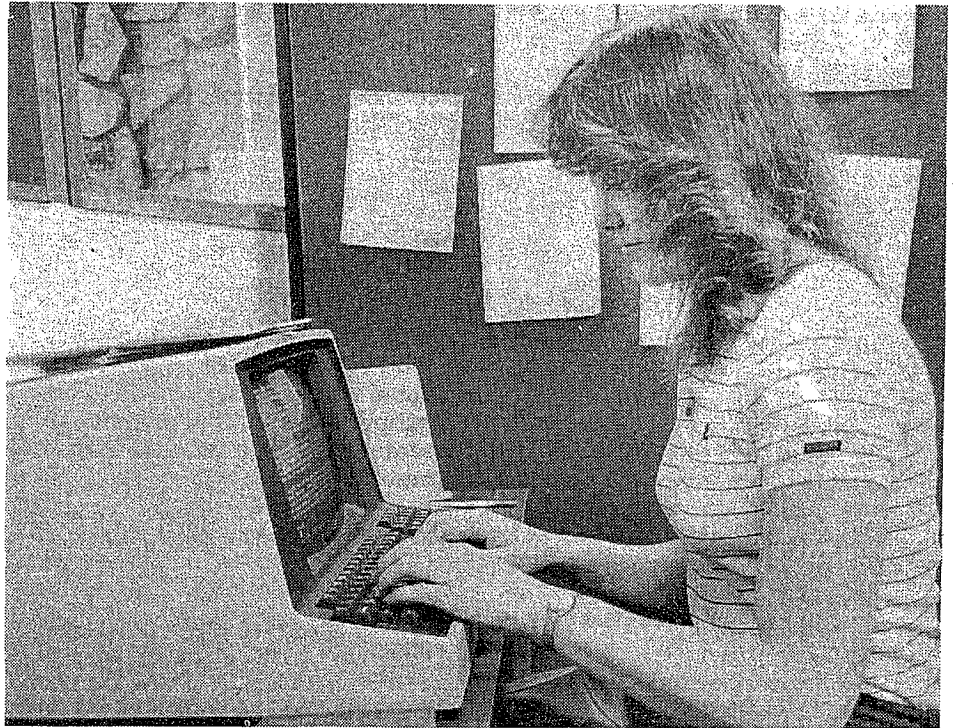
Successful Graduates

Graduates of TCC's occupational programs are readily placed in jobs after graduation. In the health fields, more than 95 percent of graduates have jobs immediately following program completion. And TCC graduates consistently place very high in national and state certification examinations. During 1982-83 TCC nursing program graduates received the highest average scores of 21 Washington two and four-year nursing programs represented in the national RN licensing examination.

TCC students who complete the Associate of Arts and Sciences degree and continue their education at a four-year college or university do very well in their studies.

Diverse Student Population

TCC students come from all backgrounds, cultures and ages. About 60 percent of the college's 6,000 students are women and 40 percent are men. Students range in age from 16 to 80 with an average age of about 27. Many ethnic minorities are represented and students come from more than 15 foreign countries. This mixture of student ages and backgrounds helps provide a rich learning experience in the classroom.



Student Life

Students at Tacoma Community College can enjoy a well-rounded life outside the classroom. Concerts, musical and drama events, varsity and intramural sports, student government, the student newspaper, and lectures by well-known speakers offer many avenues for student participation. All help to enhance the student experience at TCC.

A Strong Educational Community

TCC is part of Tacoma's strong educational community which includes two community colleges, several vocational and trade schools and nearby high quality four-year public and private colleges and universities. Working together. The area's colleges and universities provide high quality education for all citizens.

Serving Tacoma and the Gig Harbor Peninsula

Tacoma Community College is a comprehensive state-supported school serving the educational needs of more than 200,000 residents of the

Tacoma-Pierce County areas of western Washington.

Located in the Puget Sound region, the college offers students the cultural and educational assets of an urban setting, a large landscaped campus and quality instruction in a wide variety of programs.

Tacoma area residents enjoy a centralized location with access to ocean beaches, the many waterways of Puget Sound, and the Olympic and Mt. Rainier National Parks to the north and south, all combining to offer year-round recreational opportunities.

The modern campus is located on a 150 acre site in west Tacoma bordered by South 12th and 19th Streets and by Pearl and Mildred Streets. Classrooms, lecture halls, a student lounge and instructor's offices are situated around a large instructional resource center.

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

Up-to-Date Job Training

Tacoma Community College can provide career training opportunities in these areas:

BUSINESS

Accounting Systems Technician
Banking and Finance
Bookkeeping
Supervision and Management
Receptionist
Retail Sales
Secretary
Service Representative
Typist
Employment Interviewer

HEALTH OCCUPATIONS

Emergency Medical
Technician (EMT)
Mobile Intensive Care Paramedic
Medical Records Technician
Medical Secretary
Medical Transcriptionist
Radiologic Technician
Registered Nurse
Respiratory Therapy Technician

PUBLIC SERVICE

Corrections Officer
Law Enforcement Officer
Paraprofessional Social Worker
Social Worker
Drug and Alcohol Counselor
Juvenile Counselor

SCIENCE

Energy Auditor
Building Maintenance Engineer
Energy Conservation Specialist

COMPUTERS

Beginning Programmer
Business Applications Specialist
Data Entry Operator
Data Processing Trainer
Beginning Business Systems Analyst
Word Processor

Career programs at TCC lead to two-year associate degrees or certificates. Enrollment in occupational programs may be limited and admission to the programs is a separate procedure from admission to the college.

Program admission is based on three factors: the applicant's qualifications; conformity of the individual's educational intent with program goals, and an interview with the program coordinator to determine the individual's degree of interest in the program.

Course work which meets program requirements at four-year colleges and universities is transferable.

For outlines of programs of study in TCC occupational programs see the occupational section of this catalog.

UNIVERSITY-LEVEL PREPARATION

If you are interested in pursuing careers for which advanced degree work is required, you can complete the first two years of university-level course work through TCC's comprehensive university parallel programs. Here are some of the careers you can begin training for today at TCC while completing requirements for a two-year associate degree:

Accounting
Architecture
Administration of Justice
Anthropology
Art
Biology
Botany

Business Administration
Chemistry
Chiropractics
Communications
Computer Science
Education
Engineering
English Literature

Geology
History
Journalism
Liberal Arts
Mathematics
Medicine
Microbiology
Music
Occupational or Physical Therapy
Oceanography

Pharmacy
Philosophy
Physical Education
Physics
Political Science
Public Administration
Pre-Dentistry
Pre-Dental Hygiene
Pre-law
Pre-Veterinary Medicine
Psychology
Sociology
Social Work
Speech
Urban Planning
Wildlife Biology
Zoology



Transferring Credits to Four-year Colleges and Universities

Credits earned in the university-parallel program are fully transferable to four-year colleges and universities including:

University of Washington
Washington State University
University of Puget Sound
Pacific Lutheran University
The Evergreen State College
Central Washington University
Western Washington University
Seattle University

and many other four-year colleges and universities.

Courses should be selected with the help of the student's academic advisor with careful consideration given to the general requirements of the department and institution to which the student wishes to transfer.

The courses should meet the Tacoma Community College requirements for the Associate in Arts and Sciences degree, including the appropriate distribution requirements for courses in social sciences, mathematics/science, the humanities and physical education.

Students should stay in contact with their academic advisor and with the transfer institution of their choice on all matters relative to the specific program.

History of the College

In March of 1962, residents of the Tacoma-Pierce County area elected to fund and build a local community college. The Tacoma School District No. 10 board of directors applied for authorization to build the college in 1961 and received approval in 1963 from the Washington State Board of Education.

The College opened in the fall of 1965 and was dedicated February 16, 1968. Today, the campus serves more than 6,000 students each quarter.



Accreditation

Agencies accrediting Tacoma Community College and its programs include:

- The Washington State Board for Community College Education.
- The Northwest Association of Secondary and Higher Schools.
- State Board of Nursing
- Emergency Medical and Ambulance Review Committee, State of Washington.
- American Medical Association Committee on Allied Health Education.
- Joint Review Committee in Medical Records (Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association.)
- Joint Review Committee on Education in Radiologic Technology (CAHEA).
- Joint Review Committee for Inhalation Therapy Education (CAHEA).

Affirmative Action Policy

The principles of equal employment opportunity, affirmative action, and non-discrimination are fundamental to the mission, goals and objectives of Tacoma Community College. To implement these principles, the College has developed a plan which requires its staff and the agencies with whom it does business to comply with all applicable federal and state laws designed to promote equal employment and educational opportunities for minorities, women,

handicapped persons and Vietnam Era veterans.

Although the responsibility for the Affirmative Action Plan is assigned to the Dean of Support Services, all management personnel share in this responsibility and perform specific supportive tasks.

College Purposes and Goals

The goals of Tacoma Community College are designed to meet the needs of the community and its citizens and to be consistent with those of the State Board of Community College Education. They are:

- To maintain a liberal admission policy for all citizens.
- To provide effective educational opportunities at the lowest possible cost.
- To provide a balanced, comprehensive curriculum including academic transfer education, occupational/vocational education, life-long continuing education and developmental education.
- To provide individualized academic planning and vocational counseling.
- To emphasize excellence in teaching and counseling services.
- To provide student-sponsored activities and programs.
- To provide comprehensive instruction throughout the college district.
- To utilize the community college for wide ranging community purposes.

College Mission

The College's diverse educational programs correspond with a mission to make high-quality post-secondary education accessible to the people of Tacoma-Pierce County through a comprehensive program designed to encourage individual achievement, and meet the diverse needs of the community.

The College provides a curriculum meeting the academic transfer, occupational, pre-professional-technical, developmental, and continuing education needs of the citizens of the district. Students can

achieve both an integrated general education and acquire knowledge and skills preparing them for productive roles in career fields appropriate to their individual abilities and interests.

The College strives to maintain access by providing programs at a variety of sites and by keeping student costs as low as possible.

Recognizing the importance of individual contributions in maintaining a vital community, the College is committed to promoting the growth, development, and achievement of each of its students.

The College endeavors to achieve excellence in all that it undertakes.

Washington State Community College System

Two years after the college opened, the state legislature passed the Community College Act of 1967 which transferred college responsibility from the Superintendent of Public Instruction to a newly formed State Board for Community College Education.

Tacoma became one of 22 community college districts statewide. The Act also established a seven-member Board for Community College Education. The members represent each of the state's congressional districts and are appointed by the Governor.

The State Board appoints an executive director and staff and is

responsible for preparation and submission of a single community college system budget to the legislature.

Each of the system's 27 colleges is governed by a local board of five trustees appointed by the governor.

Off-Campus Sites

Downtown College Center

The TCC Downtown College Center provides convenient access to educational services for those employed or living near downtown Tacoma.

The center is located at 908 Broadway in the Broadway Terrace Building, Suite 203.

The curriculum features a wide variety of career-related courses and seminars, and the center provides a learning and social setting which makes it a comfortable place to learn and meet others with similar interests. For the convenience of downtown employees, classes are scheduled at noon and after work.

Much of the Downtown Center curriculum focuses on computer applications in business. Typical courses include computer applications in accounting, computer programming (BASIC and COBOL), systems analysis and word

processing.

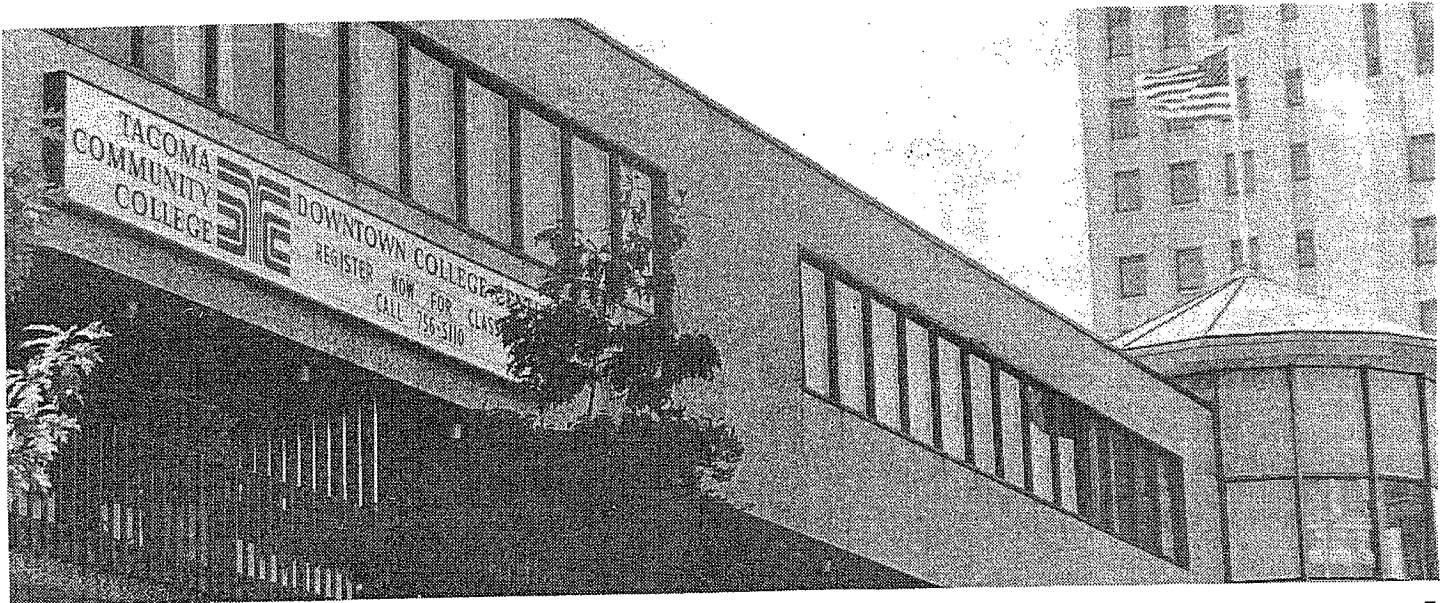
The Supervision and Management Program offers a wide variety of practical, career-oriented evening classes.

The center also features self-paced individualized instruction that combines printed material with recorded tapes, slides and the individual attention of a skilled instructor to provide open entry classes in accounting, data processing, typing, business machines, records management and machine transcription. Many other courses are offered each quarter in classroom and independent study format.

More information is available at the Downtown College Center or by calling 756-5110.

Gig Harbor/Peninsula College Center

The Peninsula College Center is located at 7514 Stanich Avenue in Gig Harbor. Its multi-faceted program includes academic credit-bearing classes in various departments as well as diverse non-credit course offering. In addition to daytime classes, evening and Saturday classes are scheduled. Typical courses include: computers for home use, business and employment skills, foreign languages, physical fitness, self-awareness and development. For more information call the Center at 858-9113.



Admission Procedures

Admissions Eligibility

High school graduates, persons eighteen (18) years of age or older, and persons transferring from other accredited colleges are eligible for admission into programs at Tacoma Community College. A person under eighteen (18) years of age who is not a high school graduate must obtain a written release from the principal of the high school which he or she last attended to be eligible for admission.

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

Admission into a particular program depends upon a person's qualifications and the availability of space in the desired program.

Admission Procedure

A person who plans to earn a degree or certificate at the college must complete each of the steps listed below. A person who does not plan to pursue a degree must complete only the first two steps.

1. Obtain a STATE OF WASHINGTON COMMUNITY COLLEGE ADMISSIONS FORM from the Admissions Office of Tacoma Community College or from any Washington State High School.
2. Complete and return the application form to:
Admissions Office
Building 2
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465
3. Request that an official transcript from the last high school attended be forwarded to the Admissions Office. Students still attending

high school should arrange to have final transcripts sent to the Admissions Office after completing grade twelve (12).

4. Request that an official transcript from each college attended be forwarded to the Admissions Office, if applicable.

Persons whose educational objective is to transfer to a four-year institution are urged to take the Washington Pre-College Test.

Readmission Procedure

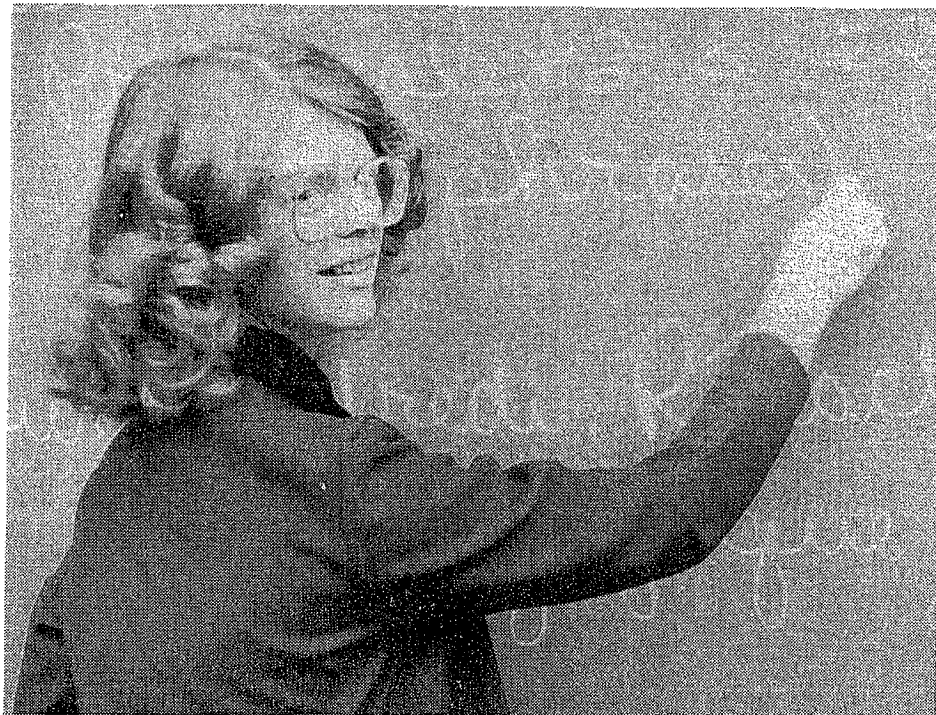
A person who has previously attended the College and whose enrollment has lapsed for one or more quarters may re-enroll by completing a Tacoma Community College Readmission Form. Readmission Forms may be obtained by contacting the:

Admissions Office
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Resident Student

A person will be classified as a "resident" for tuition and fee purposes if he or she:

1. is financially independent and has established a bona fide domicile in the state of Washington primarily for purposes other than education for the period of one year immediately prior to the first day of the quarter for which he or she has registered; or
2. is a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to the start of the quarter for which he or she has registered.



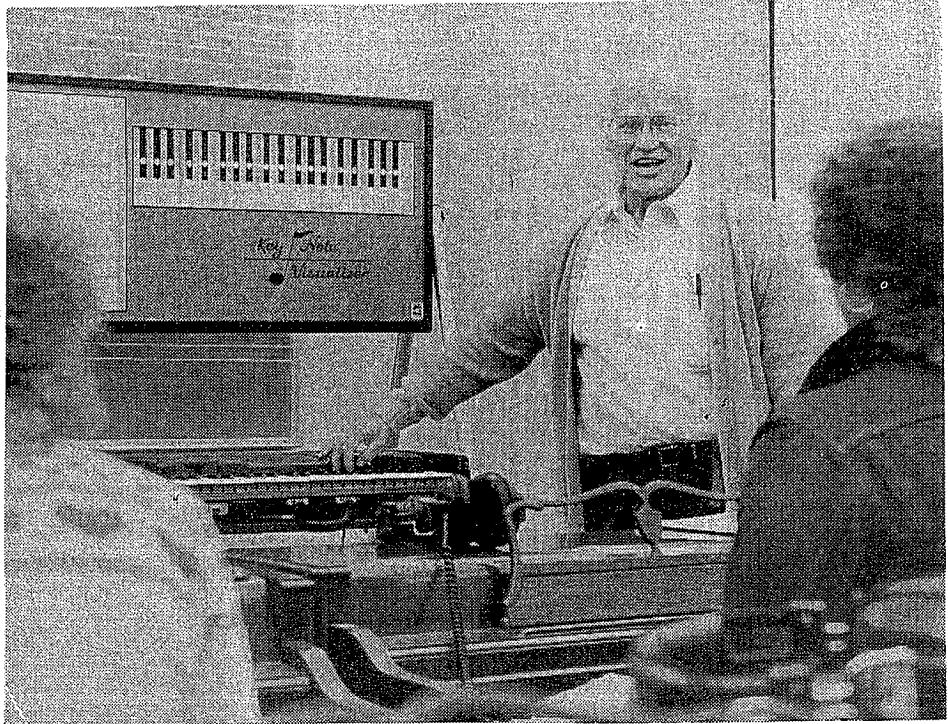
Non-Resident Student

A person will be classified as a "non-resident" for tuition and fee purposes if he or she:

1. is financially independent and has not established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately prior to the first day of the quarter for which he or she plans to register or has registered.
2. was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the start of the quarter for which he or she plans to register or has registered.
3. attends the College with financial assistance provided by another state or government unit or agency thereof, such non-residency continuing for one year after completion of the quarter for which financial assistance is provided.
4. is not a citizen of the United States of America, unless he or she holds a permanent resident immigration status, "Refugee - Parolee," or "Conditional Entrant" status and further meets and complies with all applicable requirements of state codes.

Residency Certification

Residency classification will be initially determined by a review of information on the State of Washington Community College Application Form by the College Residency Officer. Any applicant who is classified as a non-resident student will be required:



1. to complete a residence questionnaire, and
2. to submit copies from three (3) to four (4) documents which provide evidence of the establishment of a domicile in the state, financial independence, or financial dependence.

A person's residency status will be changed from non-resident to resident if the Residence Questionnaire and all supporting documents reveal that the applicant or student has lived in the state for a period of one year immediately prior to the first day of the quarter for which he or she has registered.

Additional information regarding Residency Certification may be obtained in the Admissions Office.

Non-Resident Student Exemptions

Certain non-resident students are exempted from paying non-resident tuition and fees. To be eligible for such an exemption, a non-resident student must provide evidence that

he or she resides in the state of Washington, and:

1. holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week;
2. is employed for an academic department in support of the institutional or research programs involving not less than twenty hours per week; or
3. is a faculty member, classified staff member, or administratively exempt employee holding not less than half-time appointment, or the spouse or dependent child of such a person.

Admission of International Students

Tacoma Community College 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.

(Continued on page 8)

Admission of International Students (Cont.)

Each international student making application must provide the college with:

1. **Evidence of Academic Preparation**
 - by having official transcripts forwarded directly to the College from all schools which he or she has attended.
2. **Evidence of Language Proficiency**
 - by submitting English proficiency test results from tests administered at various centers in the United States and abroad. Test results must reflect a score of 400 or above on the TOEFL (Test of English as a Foreign Language) or a proficiency level of 104 from an English Language Center.
 - by taking placement tests at the college to determine level of English skills.
 - by enrolling and completing English as a Second Language (ESL) courses if placement test scores indicate a deficiency in English language skills.
3. **Evidence of Financial Responsibility**
 - by submitting documents which verify that the applicant has sufficient financial resources to defray his or her living expenses, tuition and fees for a period of at least one (1) year.
4. **Original or certified copies of all documents required.**

Except as noted in this section, international students are subject to the same policies, regulations and procedures as other students. For further information, contact the Admissions Office.

Veterans Admission

Veterans applying for admission to the College for the first time should follow the application procedures described in this section. Veterans who have previously attended the College and who wish to re-enroll should follow the Readmission Procedure described in this section.

Veterans Education Benefits

Veterans may be approved for VA educational assistance for all courses, programs and degrees outlined in this catalog, provided they apply for their VA educational benefits under any one or more of the categories listed below.

CHAPTER 31 — applicable to veterans who suffered a service-connected disability and who are determined by the VA to be in need of vocational rehabilitation to overcome the disability.

CHAPTER 32 — applicable to veterans and military personnel

- who entered active duty after December 31, 1976;
- who were released under conditions other than dishonorable;
- who continue on active duty but have completed their obligated period of service or six years of active duty, which ever comes first; and
- who have deposited monthly payments of \$25 to \$100, up to \$2,700, into the special military training fund.

CHAPTER 34 — applicable to veterans who served on active duty for more than 180 days, any number of which were served after January 31, 1955 and before January 1, 1977.

Veterans who wish to receive Veterans' Education Benefits must contact the veterans' advisor in the College's Office of Veterans Affairs.

Veterans Advanced Pay

Veterans who are entering the College for the first time may apply for advanced pay. Those who apply should submit their requests through the Office of Veterans Affairs (OVA) at least forty-five (45) days prior to the first day of classes of the quarter for which they are enrolling. Veterans may use their advanced pay for tuition and fee purposes during registration.

Veterans who are returning to the College are also eligible for advanced pay. They are encouraged to make registration appointments early so they will be able to register during the three days allotted for late

registration. This will allow staff adequate time to process the required VA certification and may prevent undue delay in receipt of benefits.

Veterans who have been certified for admission to the College, irrespective of the chapter under which enrolled, are expected to receive their advanced pay or their initial checks within from eight to twelve (8 to 12) weeks.

Sea-Vet Discount

Veterans who are residents of the State of Washington may be eligible for the Washington State SEA-VET tuition discount, provided they served on active duty between August 5, 1964 and May 7, 1975 and were awarded the Vietnam Service Medal after 1965 or the Expeditionary Medal for service in Vietnam prior to July 3, 1965.

The SEA-VET tuition discount expires on May 7, 1989 for all Vietnam veterans who have not used this discount.

Servicemembers Opportunity College - (SOC)

Tacoma Community College has been officially designated as a participant in the Servicemembers Opportunity College (SOC) by the Department of Defense in cooperation with the American Association of Community and Junior Colleges.

The SOC seeks to increase access to higher education for active and retired military personnel.

- by accepting a maximum of forty-five (45) quarter hours credit from military service schools;
- by granting fifteen (15) quarter hours military science credit to enlisted men who have completed at least one (1) year of active military service; and
- by granting thirty (30) quarter hours of military science credit 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 only fifteen (15) of the total number of required credits at the college. Active and retired military personnel may obtain additional information about SOC by calling the Office of Veterans Affairs.

Confidential Records

Under the provisions of Public Law 93-380, the "BUCKLEY AMENDMENT," each student has the right to inspect any and all official files which relate directly to the student. Tacoma Community College will release information about present or former students only under the following conditions:

1. when the student signs a release authorization provided by the person or agency desiring to see the student's records;
2. when a parent wishing to obtain information from his or her dependent's educational records or to grant consent for the release of these records without consent of the dependent submits an affidavit stating that the student is a dependent for income tax purposes;
3. when requested by authorized representatives of other state or federal educational agencies and institutions; and
4. when the requested information about present or former students, whether initiated by the student or by a third party, must be directed to the Admissions Office.



Student Rights and Responsibilities

The Student Rights and Responsibilities Code identifies the rights that are guaranteed individual students and the responsibilities of students according to state law and college policy. The provisions of the code apply to all students, faculty, and staff of the campus community.

The following rights are guaranteed to each student:

1. academic freedom
2. due process
3. distribution and posting of approved materials
4. opportunity to invite speakers to campus

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

1. personal offenses (such as assault; disorderly conduct; false complaint or alarm; and illegal assembly),
2. property offenses (such as theft; malicious mischief; and unauthorized use of college equipment),
3. status offenses (such as cheating; forgery; use, possession, selling, or being under the influence of narcotics or alcohol; and possession of weapons.)

A student is subject to a 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 files a grievance for a violation of his or her rights.

The college's Code of Student Rights and Responsibilities is available in all administrative offices, the office of the President of the Associated Students, and the library.

Registration and Advising Procedures

New Student Registration

The registration process at Tacoma Community College requires new students to complete several steps. Each step helps assure that students will receive the best possible assistance in selecting classes which suit their abilities and educational goals.

STEP 1. ORIENTATION - Students are scheduled to participate in small group sessions to learn about the various services, programs and opportunities which the College offers. During these sessions, students may also explore their educational and career goals.

STEP 2. ASSESSMENT - Students are required to take placement evaluations to assess their skills in reading, English, and mathematics. Based on the evaluation results, advisors assist students in selecting the classes suited to their abilities, interests and goals.

STEP 3. ADVISING - Students are required to meet with a faculty advisor before they register for classes. The advisor will discuss the nature of the programs, faculty expectations, course requirements, degree requirements, and other pertinent information which will help students identify and achieve their educational and career goals.



STEP 4. SCHEDULING - After they have been advised, students will receive assistance from College staff in planning and completing their quarterly class schedules.

STEP 5. REGISTRATION - Students are enrolled in classes by presenting their registration forms to staff during the registration process and by paying the appropriate tuition and fees.

Special days are set aside for new student registration prior to the beginning of each quarter. New students are not permitted to register before these days. During these special days, new students must register in person if they plan to enroll in credit classes.

Students who submit applications to the College are mailed registration appointments. These appointments include the times, dates and locations of the orientation, advising, and registration process.

Student Status Definitions

Full-Time Student: Any student registered for 10 or more credit hours. A veteran student, an international student, and a student on a financial aid program are considered full-time when registered for 12 or more credit hours.

Part-Time Student: Any student who is registered for fewer than 10 credit hours.

First Year Student: Any student who has earned fewer than 45 credits.

Second Year Student: Any student who has earned 45 or more credits.

Auditing Student: Any student who chooses to register for a class for no credit and to pay the standard tuition and fees for the class.

Concurrent Enrollment Program

Tacoma Community College cooperates with Fort Steilacoom, Highline, Green River, and the Seattle Community College in offering a concurrent enrollment program. The program is one which allows a student to take courses at two or more of the cooperating Community Colleges simultaneously.

If a student registers and pays the maximum tuition and fees in one college, a second college may allow the student to register for additional courses without payment of additional fees

- provided that the number of credit hours enrolled does not exceed the maximum number of credits allowable at standard rates; and,
- provided that the courses offered by the first college are so scheduled as to prevent the student from completing his or her program in a timely manner.

If a student requesting concurrent enrollment has paid less than the maximum tuition and fees required, he or she shall be assessed tuition and fees at the standard rate of course registration up to the maximum.

Withdrawal from all courses or reduction in course load at the college of initial registration shall invalidate any cost-free registration at the second college unless the appropriate additional tuition and fees are paid.

Special Fees

The College charges special fees at registration to students enrolling in science and art courses, physical education activity courses, allied health courses, and most laboratory courses. Additionally, students are charged for individual instruction and other incidentals.

A complete listing of the special fees is published in the quarterly class schedule.

Students may purchase their books and supplies at the College Bookstore.

TUITION AND FEES*

QUARTERLY TUITION AND FEES FOR RESIDENT STUDENTS

**1983-85
(Effective Fall 1983 through
Summer 1985)**

Full-time Student (10 or more credits)

General Tuition Fee	\$ 42.50
Operating Fees	\$127.00
Service and Activities Fees	<u>\$21.50</u>
TOTAL	\$191.00

Part-time Fee

1-2 credits	\$ 38.20
3-10 credits-per credit hour	\$ 19.10
11-18 credits-per credit hour	\$ 0.00
Over 18 credits-per credit hour	\$ 16.95

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

Full-time Student (10 or more credits)

General Tuition Fee	\$134.50
Operating Fees	\$603.00
Service and Activities Fees	<u>\$ 21.50</u>
TOTAL	\$759.00

Part-time Fee

1-2 credits	\$151.80
3-10 credits-per credit hour	\$ 75.90
11-18 credits-per credit hour	\$ 0.00
Over 18 credits-per credit hour	\$ 73.75

QUARTERLY TUITION AND FEES FOR VIETNAM VETERANS

Full-time Student (10 or more credits)

General Tuition Fee	\$ 35.00
Operating Fees	\$ 32.00
Service and Activities Fees	<u>\$ 14.50</u>
TOTAL	\$81.50

Part-time Fee

1-2 credits	\$ 16.30
3-10 credits-per credit hour	\$ 8.15
Over 10 credits-per credit hour	\$ 0.00

*Tuition is subject to change by the Washington State Legislature. The service and activity fee portion may be changed by the TCC Board of Trustees.

**Non-resident students are those who will not have been continuously domiciled in the State of Washington for at least one year prior to the first day of classes of the quarter for which they have registered. Military personnel, federal employees and their dependents must meet regular residency requirements.

Special fee rates are charged for courses in Industrial First Aid, Emergency Medical Technician (EMT) and Senior Citizen classes.

Parking Permits

On-campus parking is available after purchase of a permit. Parking facilities must be self-supporting and

fees are determined accordingly. Permits are available in the Facilities and Grounds Offices.

Senior Citizen Tuition & Fee Waiver

A person who is 60 years of age or older is eligible for a Senior Citizen Tuition Waiver at Tacoma Community College under the following conditions:

1. A senior citizen can register and be granted a tuition waiver for any College-credit class in which space is available on the first day of instruction of the class.
2. Waivers will not be applied to more than two (2) courses per individual per quarter.
3. An administrative charge of \$2.50 per course, but not more than \$5.00 in total, will be charged to cover the cost of registration and record processing.
4. Students may take classes for credit or on a audit (no grade) basis.
5. Students are responsible for purchasing their own books, supplies, laboratory fees, parking, and for paying other incidental costs of participating.

If senior citizens choose to enroll for a class prior to the first day of instruction of the class, they must pay the standard tuition and fees.

Waivers cannot be granted to senior citizens who plan to use credits to improve their status for credentials or salary schedule purpose.

Quarterly Class Schedule

A schedule listing classes which the College will offer is published each quarter. The schedule displays:

- the course to be offered;
- the related special fees, if any;
- a listing of the number of sections;
- the time and place of each section; and
- the name of the instructor if he or she has been identified.

Quarterly class schedules are available to students in the Admissions Office approximately one month before the beginning of each quarter.



Tuition and Fee Refunds

-Credit Classes

College procedures for the refund of student tuition and fees are consistent with state statute. Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the College **100%**
- During the first five (5) calendar days of the Quarter **100%**
- From the 6th day through the 30th calendar day of the Quarter . **50%**
- After the first 30 calendar days of the Quarter **0%**

A student who withdraws from all classes after the 30th calendar day following the beginning of instruction shall receive no refund of tuition and fees with the following exceptions:

- After the sixth calendar day of instruction in the quarter of the student's classes, a student withdrawing from all classes shall receive a full refund of tuition and fees if called into military service of the United States or if withdrawing for documented medical reasons.
- No refund will be given to a student who is dismissed from the

College for disciplinary reasons or one who fails to follow official withdrawal procedures.

- For courses beginning after the 5th instructional day of the quarter, a 100% refund will be allowed for 5 calendar days after the beginning of the course and a 50% refund will be allowed for five additional calendar days.

-Community Service/Personal Interest - Non Credit Classes

Refund for non-credit classes will be made according to the following schedules:

- Withdrawal prior to first class session or event **100%**
- Classes meeting for a total of five (5) sessions or more: Withdrawal after first, but before second class session. **100%**
- Classes meeting for a total of three (3) or four (4) sessions: Withdrawal after first, but before second class session. **50%**
- Classes meeting for a total of one (1) or two (2) sessions: Withdrawal any time after first class session **no refund**

Change of Program

Students may change their quarterly class schedule by completing a Change of Program form and processing the form through the Admissions Office. The Change of Program form must be used in making all changes to original registrations; i.e., dropping and/or adding classes; substituting one class for another; changing the number of credits; changing from credit to audit status; and officially withdrawing from the College.

A student may process one program change per quarter at no fee. A student processing more than one program change in a given quarter will be charged \$3.00 for each additional change. A student who officially withdraws from the College will not be assessed a Change of Program fee.

Official Withdrawal from the College

To officially withdraw from the College, a student must complete and process a CHANGE OF PROGRAM form withdrawing from all classes in which he or she is registered. A student who does not officially withdraw and who simply ceases to attend classes may receive a failing grade in each class.

A student who is physically unable to come to the College to process his or her official withdrawal may have another individual process a CHANGE OF PROGRAM form for him or her, if approved by the Dean of Support Services. Contact the Admissions Office for further information.

Grades Resulting from Withdrawal from Classes

By completing a CHANGE OF PROGRAM form, a student may withdraw from a class and automatically receive a grade of "W" through the first four weeks of a quarter. From the fifth week through the remainder of the quarter, a student who withdraws from a class will receive a grade of "W" or "E", at the discretion of the instructor.

Educational Planning and Advising

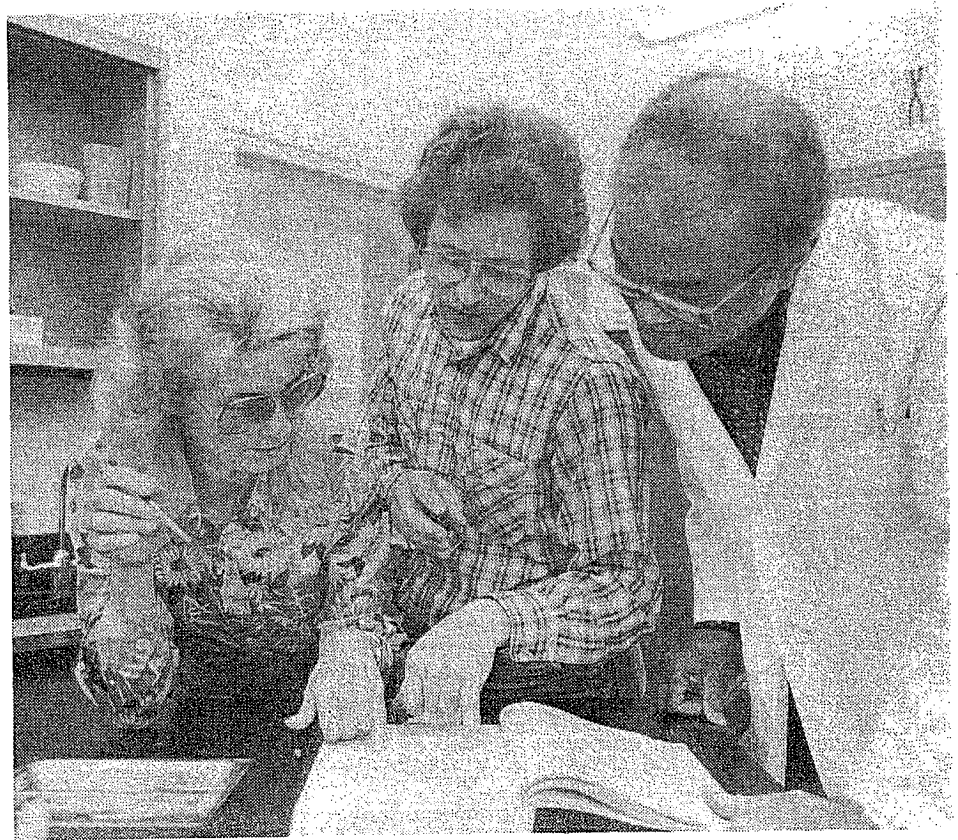
The staff at Tacoma Community College believes that they have a responsibility to help each enrolled or prospective student discover and achieve an educational objective which has meaning and value to the student. Toward that objective, the College offers a comprehensive educational planning and advising program which begins prior to admission and continues through the student's entire career at the College.

Central to the educational planning program is the work of the academic advisor. An advisor is assigned to each full-time student (those enrolled in 10 or more credit hours). Each academic advisor is a Tacoma Community College instructor or counselor who works with a small group of assigned advisees. Each full-time student is strongly urged to meet his or her assigned advisor at the earliest possible time to become familiar with the valuable services the advisor can provide.

A student may elect to work with the same advisor throughout his or her stay at the college. Academic advisor assignments or advising reassignment are coordinated through the Advising Center, Building 7.

Regular and intensive use of educational planning and advising may be arranged by contacting the Counseling and Career Development Center, Building 7.

An educational planning resource folder is established for each full-time student at the time of admission. This folder, maintained in the Advising Center, is a complete record of prior educational experience, placement test scores and other relevant data. It is used by the advisor prior to each registration.



How to Earn Credits

What is a Quarter?

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

Quarter	Months	Number of Weeks
Fall	Sept.-Dec.	11
Winter	Jan.-March	11
Spring	March-June	11
Summer	June-August	9

What is a Credit?

The unit by which Tacoma Community College measures its course work is called a credit hour. The College assigns one quarter credit hour to a class which meets the equivalent of one class-hour period per week during a quarter or a predetermined time frame within a quarter.

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

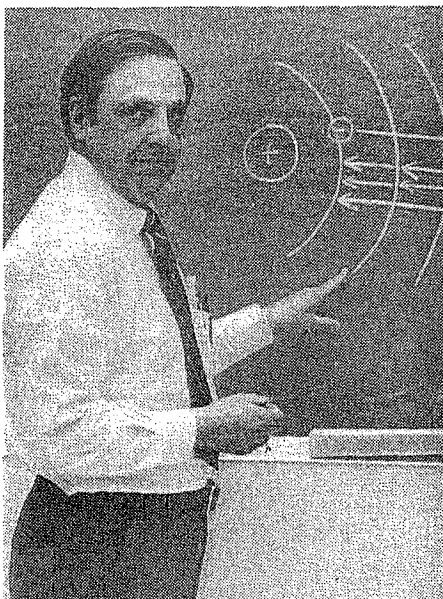
Credit Hours Per Quarter

The normal number of credit hours for a full-time student is 15 per quarter. Taking 15 credit hours per quarter in the correct distribution will enable a student to graduate with an Associate Degree in two years (six quarters). A student who wishes to enroll for 20 or more credit hours must have the permission of the Dean of Support Services or his or her designee.

Full-Time Student

For the purpose of paying tuition and fees, a full-time student is one who is registered for 10 or more credit hours. Each full-time student is expected to successfully earn 15 or more credit hours per quarter toward his or her degree or program objective.

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



Course Audits

A student may audit courses in which he or she has interest, provided he or she does not displace a student who wants to take the same course for credit. By paying the regular tuition and fees, the student will be allowed to participate in all course activities. A student auditing a course will not receive credits or be issued a grade for the course.

In the event a student wants to obtain credits for an audited class, he or she must complete a CHANGE OF PROGRAM form during the first four (4) weeks of a quarter, must obtain the instructor's permission/signature, and return the form to the Admissions Office.

Grading System

The College uses the following system of grading and grade point values for reporting and determining academic achievement:

Grade	Description	Grade Points Per Registered Credit
A	Honor	4
B	Good	3
C	Average	2
D	Minimum level of achievement for passing grade	1
E	Failed to complete minimum requirements	0
W	Official withdrawal from course	0
I	Incomplete	0
S	Satisfactory (S grades count toward a degree but are not considered in computing grade point average)	0
N	Audit	0
R	Repeat of course (Higher grade and corresponding grade points used in computing resultant GPA)	0
Z	Non-Credit (Community Service)	0

Transcripts

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

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

Any unofficial transcript issued by the College is not authenticated.

A student may request a copy of his or her official or unofficial transcript by completing a REQUEST FOR TRANSCRIPT form, by paying the appropriate fees, and by submitting the form and receipt to Admissions Office staff for processing. Transcript requests are usually processed within four days after receipt.

REQUEST FOR TRANSCRIPT forms are available in the Admissions Office.

Incomplete Grade

The grade of "I", designating incomplete, may be given at the discretion of the instructor when a student is unable to complete all of the required work in a course. Some instructors may permit a student to make up the required course work.

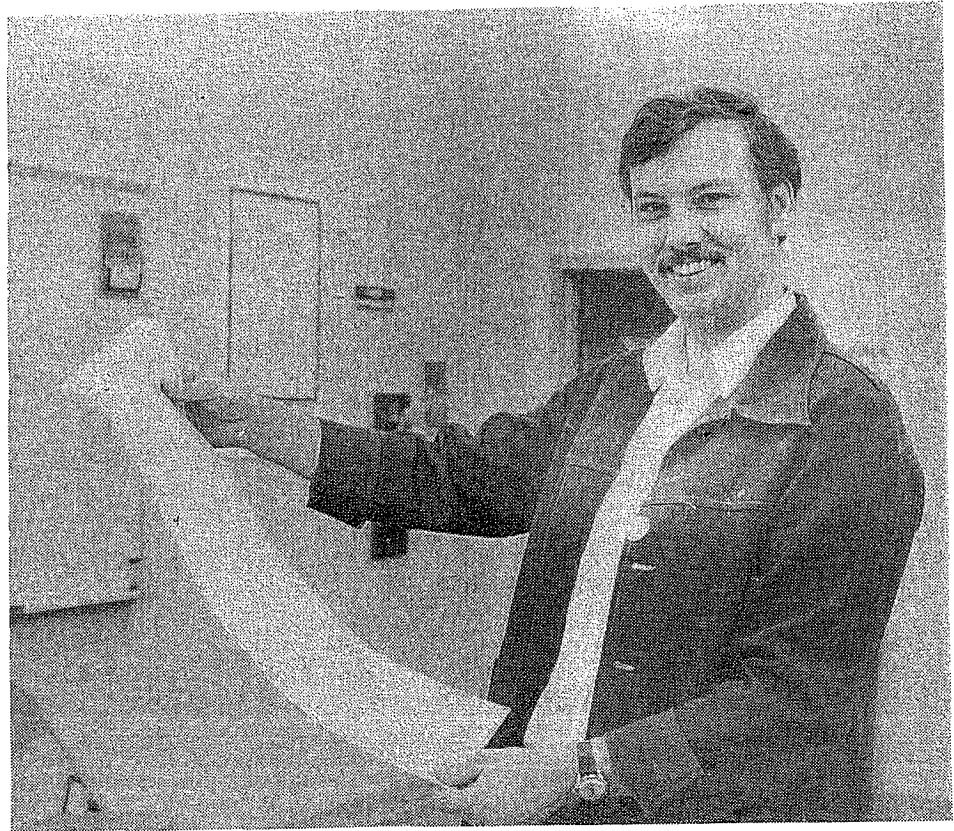
An incomplete grade remains permanently on a student's transcript if the course work is not made up within one year.

Failure of students receiving veteran's benefits and 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 Veterans Affairs Office or the Financial Aid Office.

Change of Grade

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

A student must obtain a GRADE CHANGE form from the instructor giving the grade.



College Level Examination Program (CLEP)

Tacoma Community College participates in the College Level Examination Program (CLEP) and grants credit to students for scoring on the 45th percentile or above on the CLEP General Examination.

Credit may be granted for CLEP Subject Examination if approved by the division or department chairperson.

For further details, students should contact the Admissions Office.

Advanced Placement Credit

The College will grant 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 \$10 shall be charged for each course for which college credit is granted through advanced placement.

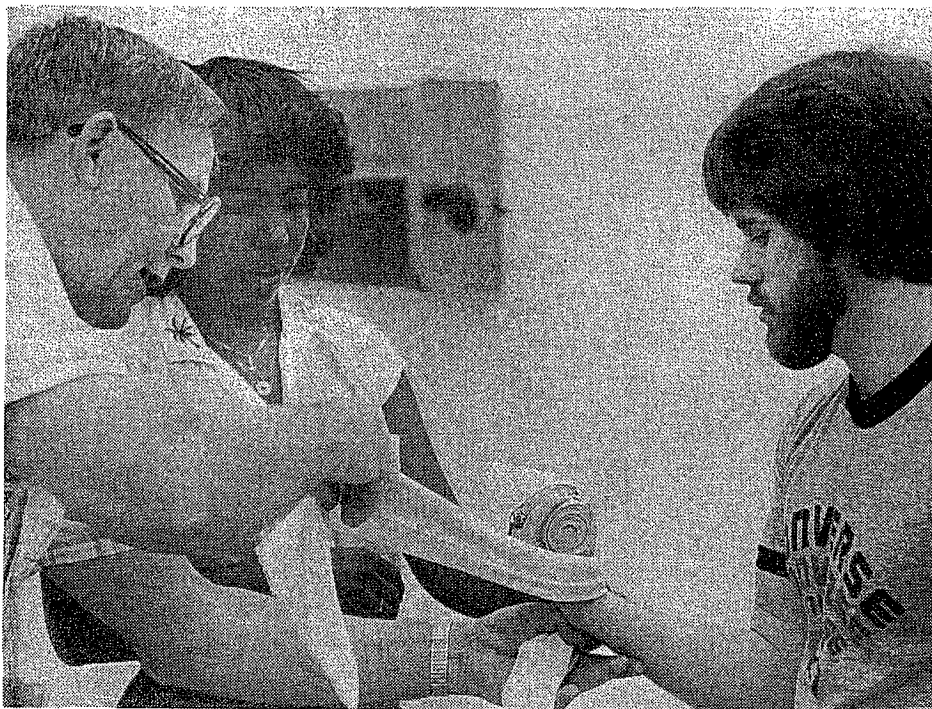
A student who wishes to receive advanced placement credits must send his or her ETS test score to the chairperson of the department which grants advanced placements. After receiving the student's test score, the department chairperson will notify the Records Office, in writing, of the number of credits granted.

The college will award a grade of "S" for all courses where credit is granted, and the number of credits will be noted on the student's transcript.

Three departments of the College currently grant advanced placement credits:

English — A student scoring a 3 or 4 on the composition and literature examination will be granted 10 credits for English 101 and 102. A student scoring 5 will receive 15 credits for English 101, 102, and 258 (Introduction to Fiction).

(Continued on page 16)



Advanced Placement Credit (Cont.)

Mathematics — A student scoring 3 on the calculus AB or BC examination will receive 5 credits for Math 124. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.

History — A student scoring 3 or higher on either the American or European history examination will receive 10 credits in the area of specialization.

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

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads.

Challenging a Course

A student enrolled for five (5) or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged.

An examination fee of \$7.50 per credit hour will be charged for each course challenged. All arrangements, including the payment of fees, must be completed within the first ten (10) days of a quarter.

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

COURSE CHALLENGE APPLICATION forms are available in the Admissions Office.

Course Repeats

A student, except* one who is enrolled in an Allied Health program with specific course repeat limitations, may repeat a course in which he or she has received a grade of C or lower no more than two (2) times. In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used.

Contact the Admissions Office for further information.

Academic Review Policy

Academic review is designed to help an unsuccessful student become a successful student. The purpose of the following policies and procedures is to quickly identify any student whose grade average falls below 2.00 and provide that student with a means to improve his or her academic standing.

Academic Probation

A student is placed on institutional academic probation under one of the following circumstances:

- A) When he or she earns a grade point average of below 2.00 in any quarter.
- B) When he or she has attempted a total of 30 credits or more over two or more quarters and has failed to complete at least half of those credits. "Failed to complete" refers to those course credits for which a student received an E, I, or W.

The College Registrar will notify a student by mail that he or she has been placed on institutional academic probation by the end of the second week of the subsequent quarter. The student will be required to meet with his or her advisor and to participate in a program designed to improve the student's academic standing.

Removal of Academic Probation

A student is removed from probationary status when he or she completes at least 5 credits or one-half the credits attempted in the previous quarter, whichever is greater, with a grade point average of 2.00 or above.

Academic Suspension

The student on institutional academic probation for two consecutive quarters will be suspended for the following quarter. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER SHALL COUNT AS PART OF FALL QUARTER.

The College Registrar will notify a student by certified mail by the first day of classes that he or she has been suspended.

Following a one-quarter suspension, a student may re-enroll subject to meeting the College's ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION. Should a student then be placed on academic probation, thereby having been on probation in each of his or her last three quarters at the College, the student will be suspended for three consecutive quarters.

Appeal Procedures

Academic suspension may be appealed to the Academic Review Committee. 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 shall be in writing and clearly state factual errors or other matters which justify the appeal. The appeal shall include reasons which contributed to the student's academic deficiency, proposed plans to improve academic standing, and evidence of any error in the college records.

The appeal shall be filed through the office of the Associate Dean for Student Development. For winter and spring quarters, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended. For fall quarter, the appeal must be filed no later than one week before the start of classes. Failure to appeal will result in suspension.

After reviewing the student's academic records and all information pertinent to the appeal, the Committee will decide by majority vote: to remove academic suspension, to confirm academic suspension, to impose conditions in lieu of suspension, or to request the student meet with the committee before a final decision on the appeal is made.

The student shall be given notice of the time, date, and place of this meeting. This meeting shall take place no later than the 10th instructional day of the academic quarter of which the student has been suspended. The student's failure to attend the meeting will not preclude the committee from making a final decision regarding the appeal. The committee shall notify the student of its decision no later than the 13th instructional day of the quarter. The decision of the committee shall be final, subject to appeal to the President of the College.

Withdrawal or Termination of The Appeal

The student may officially withdraw the appeal, in writing, at any time. Failure of the student to appear for any scheduled committee meeting without prior notification and without evidence of extenuating circumstances shall terminate the appeal.

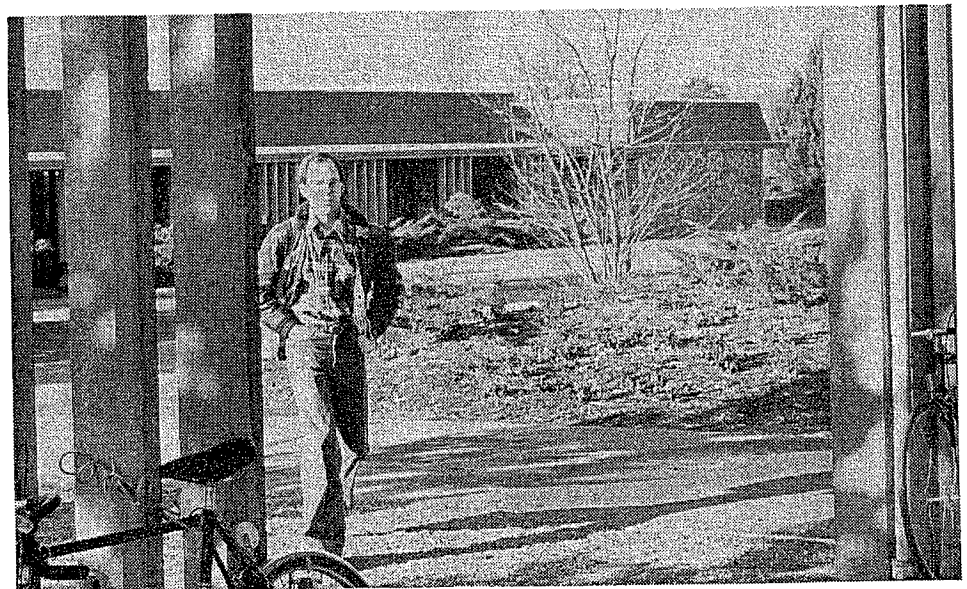
Re-enrollment Procedures Following Academic Suspension

After having been suspended, a student shall appear before the Academic Review Committee prior to re-enrolling at Tacoma Community College. The student shall present to the committee a petition which shall include, but not be limited to, the following: a class schedule for the coming quarter,

signed by the student's assigned advisor; a proposed program of studies, signed by the student's assigned advisor and which encompasses at least two quarters and identifies short-range and long-range educational goals; evidence that the factors that contributed to academic deficiency have been eliminated.

After reviewing the student's academic record and petition, as well as other pertinent information, the committee shall decide by majority vote to take one or more of the following actions: to permit the student to register according to his or her proposed program of studies and class schedule; to impose conditions on the student's program of studies; to require that the student undergo further academic testing prior to registration; to refer the student for learning assistance and/or counseling during the subsequent quarter.

The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored through means determined by the college's Academic Review Committee. Should a student be placed on probation for the first quarter he or she re-enrolls following academic suspension, the student will be suspended for three consecutive quarters. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER WILL COUNT AS PART OF FALL QUARTER.



Financial Aid

What Financial Aid is Available

Students may apply for four different kinds of financial aid programs through the College's Financial Aid Office. Most financial aid available to students includes a package built from two or more of the following programs:

Grants

Pell Grant

This grant will provide eligible students with between \$126 and \$1,674 per year based on residency status and the number of credits registered for each quarter.

Supplemental Educational Opportunity Grant (SEOG)

This grant ranges from \$200 to \$1,200 and is awarded to only those students who have extreme financial need.

State Need Grant (SNG)

This grant can only be awarded to students who are residents of the State of Washington. The actual amount of the award varies from year to year.

Bureau of Indian Affairs Grant (BIA)

Each year the Bureau of Indian Affairs provides grants to help eligible Native American students meet their costs for education. The grant amounts vary according to the financial need of the student and the funds available from the student's area BIA agency. To be eligible for a BIA Grant, the student must be at least one-fourth American Indian, Eskimo or Aleut.

Tuition Waivers

Tacoma Community College is authorized by state law to exempt a percentage of needy students from payment of tuition provided these students are state residents.

Employment

Work-study programs provide part-time jobs to assist students who need help to pay their educational expenses.

College/State Work-Study

The College and State Work-Study programs provide part-time employment opportunities for students in jobs both on and off campus. Salaries range from \$3.35 to \$6.00 per hour.

State Work-Study Tutorial

This program provides opportunities for students to work as tutors/teaching assistants in a public school setting, at salaries ranging between \$5.00 and \$6.00 per hour.

Scholarships

Private citizens and groups have set up scholarships at the college to help students who possess specific skills to meet their educational needs. A student may obtain information about each scholarship from the College and Financial Aid Office.

Loans

Students and/or their parents may process applications through the College Financial Aid Office for loans from local banks, credit unions or savings and loan associations.

The two loan programs for which they may apply are:

Guaranteed Student Loan (GSL)

This program provides loans for up to \$15,000 to eligible students. The interest rate is 9% per year and repayment may extend up to 10 years. Repayments begin six months after graduation or after withdrawal from college.

Plus Loan

Through this program, students may borrow up to \$2,500 per year. The interest rate is 12% per year, and repayment begins 60 days after the loan is disbursed.

How to Find out What Aid is Available

An applicant or student may find out about the availability of financial aid and the features of different financial aid programs by contacting the College Financial Aid Office. Financial aid advisors are ready to work with individuals to explore ways to finance their education. Tacoma Community College financial aid advisors provide individuals with the following services day and evening:

- inform students of application procedures for each financial aid program;
- assist students in resolving problems which may arise during the application process;
- assist students in the completion of applications; make referrals to lenders for parents/students applying for federal loans;
- analyze individual student needs;
- determine eligibility for financial aid;
- calculate and package individual awards; and
- hold weekly workshops to acquaint students with current program information.

Students are encouraged to visit the College Financial Aid Office to discuss their needs with advisors.

How to Become Eligible for Financial Aid

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

- be admitted to the college;
- be enrolled for six or more credit courses in a degree, certificate or transfer program;
- be a citizen or permanent resident of the United States or its Trust Territories;

- apply for financial aid through the College Financial Aid Office. Be determined needy based on accepted federal and state guidelines or meet the criteria for non-need scholarship or loan programs;
- maintain the academic progress standards required by the College; and have no outstanding debts with Tacoma Community or other institutions for previously awarded grants or loans.

How to Apply for Financial Aid

Here's how to apply for financial aid:

- be admitted to the college;
- obtain application forms from the College Financial Aid Office, the Financial Aid Form (FAF) and the Financial Aid Data Sheet (FADS).
- complete the application forms and return them to the agencies listed on the form by February 28.

Application forms are usually sent to high school guidance offices and college financial aid offices in November. Students may obtain forms from these institutions in January of each year.

When to Apply

For best results, students should apply for financial aid early. The College makes financial aid awards to students on a first-come first-served basis and gives priority to returning students. Hence, the earlier a student applies, the more likely he or she will receive financial aid.

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

Quarter	Deadline
Summer Quarter	May 1
Fall Quarter	August 1
Winter Quarter	November 1
Spring Quarter	February 1

How Students Are Notified of Awards

After a financial aid advisor determines that a student is eligible for financial aid, he or she follows these steps:

- an award letter is prepared for the student's signature;
- a post card is mailed notifying the student of the award;
- a conference is scheduled with the student to discuss the programs included in the award;
- the student is asked to sign an award letter;
- the student is informed of the date the award will be disbursed.

Emergency Assistance

A student who is employed or who is receiving veterans benefits or who is

receiving financial aid may apply for a short-term emergency loan through the College Financial Aid Office. The three emergency assistance programs available are:

- ASTCC Tuition Loan
- Book Loan
- Emergency Loan

A student should contact the College Financial Aid Office to determine if he or she qualifies for either program.

Use of Award for Registration

Any student who has been awarded a Pell Grant, a tuition waiver or a scholarship, may authorize the deduction of his or her quarterly tuition from the financial aid award. The student should contact his or her financial aid advisor for further information.

Academic Progress Requirements

• **Satisfactory Progress** a student must meet these academic standards.
To remain eligible for financial aid,

If Enrolled	Student Must Successfully Complete	With a Grade Point Average of
Full-Time	12 credits/quarter	2.00
3/4 Time	9 credits/quarter	2.00
1/2 Time	6 credits/quarter	2.00

Questions regarding academic progress can be answered by the financial aid advisor.

• **Probation/Termination**

Any financial aid recipient who fails to earn a 2.00 grade point average during a quarter or who fails to complete a minimum number of credits during a quarter will be placed on financial aid probation during the succeeding quarter. Failure to meet the academic progress standards for two quarters will result in termination.

Any financial aid recipient who completes 0.0 credits and/or receives a 0.0 grade point average during a quarter will be terminated from financial aid without probation.

Students should consult a financial aid advisor for more information.

• **Liability for Repayment of Award**

A student receiving financial aid who earns no credits during a quarter and who does not officially withdraw from the College will be billed for all of the aid disbursed for that quarter, excluding the costs for tuition.

A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received, excluding the costs for tuition.

All financial aid recipients should consult their advisors for further information pertaining to students' liabilities for repayments and/or refund of awards.

Degrees, Honors Program and Graduation

Degrees

Tacoma Community College grants three degrees: The Associate in Arts and Sciences for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in General Studies for completion of a two-year program designed to attain a particular individual educational goal.

In addition, the College awards a Certificate of General Studies and certificates for completion of specific programs.

General Requirements for All Degrees

General requirements for all degrees are as follows:

1. A cumulative grade point average of 2.00.
2. A cumulative grade point average of 2.00 in course work completed at Tacoma Community College.

Transfer Information

Many four-year colleges and universities in Washington have indicated that they will accept Tacoma Community College's Associate in Arts and Sciences Degree, Option A, as evidence of successful attainment of junior class standing at the time of initial transfer.

The senior institutions point out that in some cases a course requirement unique to a particular school, such as religion, must be taken in the junior year, and requirements of the individual departments must still be met.

Transfer student admissions policies of various colleges and universities are subject to change. Students who intend to transfer to a four-year institution should contact that institution as well as their faculty advisor to ensure that their course of study at Tacoma Community College will meet criteria established by the institution to which they wish to transfer.

Associate in Arts and Science

This degree is awarded on completion of course work paralleling the first two years of university study.

Requirements

1. 90 quarter credit hours in courses numbered 100 or above including the following distribution requirements. A maximum of three physical education activity credits will apply toward the degree.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. Course requirements for the Associate in Arts and Sciences degree may be met by completing a program as outlined in either Option A or Option B.

Option A

Distribution Requirements:

- | | Quarter
Credit
Hours |
|---|----------------------------|
| 1. English 101 and 102 | 10 |
| 2. Humanities
(Not all in one field). | 20 |
| 3. Social Sciences
(Not all in one field). | 20 |
| 4. Math/Science (Must include
5 quarter hours in a laboratory
science). | 15 |
| 5. Physical Education (Activity
classes only) | 3 |
| 6. Electives (Other) | 22 |

TOTAL CREDITS 90

Option B

This degree option is awarded by Tacoma Community College in certain fields of study where the transfer requirements of the four-year college or university differ from TCC's requirements for Option A.

This degree option is designed for the student who knows which program he or she wants to transfer into as a junior. The student then works with the four-year school to design a specific program. Programs designed for transfer under this option include engineering, medicine, education, veterinary medicine, architecture and many others.

The student should consult with an advisor at the transfer institution he or she plans to enter prior to registration so the correct program can be designed.

The student must complete an Option B request form at least two quarters prior to graduation. This form is available from the Transcript Evaluator, Admissions and Records Office.

The student must also supply the TCC Admissions Office with a copy of the requirements or recommendations published by the four-year institution or a written recommendation from an undergraduate departmental advisor at the four-year institution.

The student's personal academic advisor can assist with these forms. It is important that students considering Option B consult with the Tacoma Community College advisor assigned to the particular field.

Associate in General Studies

This degree replaces the Associate in Liberal Arts Degree. It is awarded upon completion of a 90 quarter credit hour program of courses at the 100 level and above. The AGS Degree is designed for students seeking a well-rounded program of study encompassing communication skills, humanities, social sciences and math/sciences. A Certificate of General Studies is also offered for those students who complete the AGS Degree requirements with up to 30 quarter credit hours of below 100-level courses.

The AGS Degree and Certificate are expected to be effective Fall Quarter 1983. At the time of catalog publication, the degree was under review by the Tacoma Community College Board of Trustees. For information on exact degree requirements students should see their advisor or the TCC Admissions Office.

Associate in Technical Arts

This degree is awarded on completion of a combined academic and approved occupational or technical training program.

Requirements:

1. 90 quarter credit hours including:
 - (a) A minimum of 45 quarter credit hours or the equivalent in an approved occupational or technical program.
 - (b) The completion of an approved occupational or technical program.
2. A minimum of 15 quarter credit hours of general instruction at Tacoma Community College. No more than six may be Continuing Education credits (numbered below 70).
3. Credits must include two or more of the following courses, at least one of which must be in English or in Business Correspondence 225:
 - English 90, 91, 101, 102, 104
 - Speech 100, 101, 105
 - Business Correspondence 225
4. Physical Education activity courses are not required for this degree.

Completion of More Than One Degree

A student may earn more than one degree from TCC. In addition to meeting the specific requirements for each degree (including a minimum of 90 credits) a candidate for more than one degree must have earned an additional 30 credits for each additional degree. (Example: 120 credits for a second degree and 150 credits for a third degree.) A total of fifty (50) credits must be earned at Tacoma Community College to be eligible for two degrees.



Courses Applicable to Associate Degree Distribution Requirements

The following list of courses may be used as a guide for students pursuing a program leading to an Associate in General Studies or the Associate in Arts and Sciences degree.

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 "OTHER." "OTHER" courses may be used to fill the elective portion of the 90 total quarter hour requirement but may not be used as distribution requirements. A course may be counted in only one distribution area.

HUMANITIES

Art — Any course
 Drama — Any course
 English — 92, 201 through 290
 Humanities — 100, 105
 Journalism — Newspaper Workshop 100, 201 through 203
 Languages — French, German, Spanish (except Spanish 111, 250 and 251)
 Music — Any course
 Philosophy — Any course
 Speech — 100, 101 (Speech 100, 101, 105 may be used to fulfill part of "Communications" requirements for AGS and ATA degrees.)

MATH/SCIENCE

Anthropology 201*
 Biology — Any course
 Business 110* (for AGS degree only)
 Chemistry — Any course
 Computer Science — 140*
 Engineering — Any course (except Engineering 131)
 Geography 205*
 Geology — Any course
 Health Technology — 140*
 Horticulture — 101, 102
 Mathematics* — Any course (except Math 110)
 Oceanography — Any course
 Philosophy 120*
 Physics — Any course

*These courses do not qualify as laboratory sciences.

SOCIAL SCIENCES

Accounting — Any course
 Anthropology — Any course
 Business — 101, 102, 200, 225, 256
 Administration of Justice — Any course except ADJ 200, 206 and 207
 Economics — Any course
 Education — 200
 Geography — Any course
 History — Any course
 Journalism 209
 Political Science — Any course
 Psychology — Any course
 Social Service 101
 Sociology — Any course

Application for Associate Degrees

A candidate for an Associate Degree must file a formal Application for Graduation in the Office of Admissions and Records. The application must be filed no later than the second week of the quarter in which the student intends to graduate. The application is initiated by the student, and it must be endorsed and approved by the academic advisor and the Faculty Committee on Associate Degrees.

Graduating students should contact their academic advisors to begin the application procedure and to check their records with the requirements listed in the Tacoma Community College catalog for the degree they are requesting.

Transfer students must have all transcripts from other colleges on file in the Office of Admissions and Records, Building 2.

Honors Program

The Honors Program is a two-year course of study designed to provide the able student with a solid foundation in the major academic disciplines. Honors scholars are expected to probe into the humanities and sciences in greater depth than is normally expected of college students. To this end, special courses have been developed, and each Honors Scholar will meet regularly with a mentor to discuss progress, to analyze difficulties and to receive encouragement.

Application for Honors Scholar Status

To apply for admission into the Honors Program either attach a request to the Tacoma Community College Admission Form or contact the Director of the Honors Program.

Honors Scholar Selection Criteria

- 3.5 overall high school GPA
- or 3.0 overall grade prediction (Washington Pre-College Test or equivalent)
- or 3.5 college GPA for minimum of 20 quarter hours
- or interview with the Honors Scholar Selection Committee

Honors Scholar Graduation Requirements

Honors scholars must complete at least 36 quarter hours of specially designed courses; maintain a 3.2 cumulative GPA; maintain satisfactory attendance record at mentor conferences; participate in Honors Colloquium 200 during each quarter of attendance at TCC; and complete all requirements for the Associate of Arts and Sciences degree.

Honors Curriculum Required Courses:

English 101 (or advanced placement English) is strongly recommended during first quarter. Not an honors course.

History 290 - Introduction to Historical Reasoning

Philosophy 119 - Critical Thinking

English 125 - Honors Composition

Philosophy 260 - Philosophy of Science

English 201 - Advanced Composition

Honor Colloquium 200 - (students must take Honors 200 each quarter they are in the Honors program.)

Recognition

Upon successful completion of the Honors Program, Honors Scholars will receive a special Honors Scholar Associate of Arts and Sciences degree. In addition, a notation reflecting exceptional accomplishment will appear on the scholar's college transcript.

Honors Scholarship

The Honors Program awards scholarships annually (renewable each quarter.) Applications may be made to the Director of the Honors Program before the end of May.

Commencement

Degrees are conferred at the end of each quarter. Commencement ceremonies for degrees are held annually at the end of Spring quarter.

Scholastic Honors and Service Awards

Basis for Awards

Computations for these awards are based on all credits, earned at Tacoma Community College and those transferred from other institutions, which are eligible for degree computation. For commencement program purposes, scholastic honors are computed prior to the end of Spring quarter. Additions or deletions will be made to these lists if the last quarter of college work changes a student's qualifications.

President's Medal Award

At commencement, the person(s) who has the highest cumulative grade point average in at least 45 credit hours completed at the college shall receive the President's Medal.

President's List

The President's List, announced annually at commencement, includes those students who have earned at least 24 credit hours at the college and who have at least a 3.60 cumulative grade point average. A student who has qualified for the recognition shall be graduated "with distinction" and this shall be noted by a "High Honors" seal on his or her diploma.

Honors

Those persons who graduate with a cumulative grade point average of 3.25 or higher shall be graduated with "Honors."

Dean's List

The Dean's List includes all full-time students who have earned at least a 3.0 grade point average for the quarter.

Service Awards

Individuals who have contributed to the growth of the college may be recognized with Service Awards at the time of their graduation.

Special Services, Programs and Facilities

Following is an alphabetical listing of services, activities, programs and facilities which serve students at Tacoma Community College.

Adult Basic Education

Tacoma Community College offers an Adult Basic Education program that is designed to bring the student's skill level up to Grade 7 or above so that he or she may enter a high school completion or occupational training program. Adult Basic Education offers a full daytime program of free classes in reading, writing, arithmetic and everyday living skills. For more information call 756-5029.

Advising Center

An Advising Center is maintained in Building 7 to coordinate advisor assignments, assist with student class scheduling and help students prepare for their quarterly advising sessions.

Career Service Program

The Career Services program, located in Building 7, provides a wide range of career development resources and opportunities to TCC students.

Career Information

The Career Services Center makes extensive resources available to assist students in making wise career and education decisions. Resources available to users include the Washington Occupational Information Services (WOIS) computer terminal, which provides access to accurate, up-to-date occupational and educational information that is specific to Washington State. The WOIS system files include 90 percent of the job titles in the state, providing information on wages, employment outlook, working conditions, ad-

vancement opportunities, preparation necessary to enter the field, and other factors relevant to each job. The WOIS system also provides information on over 200 Washington colleges, universities, vocational schools, and other schools which offer occupation related programs and courses.

Cooperative Education

Cooperative Education is a program through which students can earn elective college credit for work-related learning that complements their academic and career goals. The student meets the requirements of a three-way learning contract between student, faculty supervisor and employer, and attends a weekly seminar on job-related topics. The program fosters development in the student of professional, social and emotional competence, self-confidence and self-esteem; application of theory, knowledge, and skills introduced in the classroom; testing of career goals through exploration of potential careers; and

introduction of the concept of work-related learning.

Interested students should visit the Career Services Center in Building 7 before registering for the course.

Child Care Center

Tacoma Community College's Child Care Center is a state-certified non-profit service provided for students, faculty and staff. Housed in a new building on campus, center hours are 7:45 a.m. to 4 p.m. daily. The center accepts children from 2½ to 8 years of age, and provides a comprehensive program of activities suited to the developmental level of the children. Tuition is on a sliding fee scale, based on parents' income.

A unique feature of the center is its parent cooperative program. Participating parents pay less than the sliding fee scale in exchange for working five hours each week (generally one hour per day) in the center. For further information visit the center or call 756-5180.



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 Thursday and 8 a.m. to noon Friday. The bookstore is located in Building 6, 756-5040.

College Services for the Community

In an effort to serve the entire campus community, many college services are available to the general public as well as students and employees. The college Library-Media center is open weekdays and some evenings, free to the public; special events, films and concerts are scheduled throughout the school year; meeting rooms may be rented at nominal rates by community groups; college drama and musical events are performed each quarter and many visiting musical groups appear on campus throughout the year.

Counseling

A trained and competent staff of professional counselors is available to serve students through the Counseling Center in Building 7. The counseling staff can assist students with educational, personal and career problems and planning through a wide variety of professional services and resources.

Included are, improvement in communication skills, social awareness, goal setting, decision making, computer-assisted career exploration and up-to-date information on career and educational opportunities. The center's services are available to all enrolled and prospective students. All interviews between student and counselor are confidential.

Assisting in the total counseling and career development effort is a specially trained team of student peer counselors.

Developmental Education

Developmental Education is part of the coordinated system of learning assistance services which support the individual's educational goal. The objective of the program is to provide each student with an opportunity to overcome deficiencies and assess and develop talents and strengths.

The program offers special courses in mathematics, reading, study skills, grammar, writing and speaking for any student wishing to develop skills in these areas. Adult competency courses and courses for personal enrichment are also offered. Many developmental education courses are designed so that a student may begin at his or her current level. The rate of advancement is determined by the student. The High School Completion and Learning Assistance programs are part of Developmental Education. For information visit Building 8 or call 756-5029.

Drop in Assistance Learning (DIAL) Center

The DIAL (Drop in Assistance Learning) Center helps students in such skills as mathematics, writing, spelling and reading through the Individual Education program. GED preparation and adult high school completion courses are offered through individualized programs. For more information visit Building 8 or call 756-5144.

Educational Opportunities Program (EOP)

Tacoma Community College has institutionalized its EOP. Minority and low-income students are encouraged to see any counselor, instructor or financial aid advisor for information regarding programs and/or services of the college.

Food Services

The cafeteria, located in Building 11, provides daily specials during the quarter, a wide variety of short orders, desserts, refreshments, breakfasts, wholesome lunches, seasonal fresh fruits and salads. Hours are 7 a.m. to 7 p.m., Monday through Thursday and 7 a.m. to 2 p.m. Friday. Other services such as catering and facilities use for receptions, dinners, luncheons, etc. can be provided on request. Call 756-5085 for information.

Handicapped Resources

The resource center for handicapped students provides individual assistance to maximize student potential. The center offers the following services: classroom enablers, such as notetakers; signers, and wheelchair assistance; aid in eliminating attitudinal and architectural barriers; career counseling; tutorial services; a reference file on community services and referral where appropriate; and when necessary, securing available resources to make services easier for handicapped/disabled students.

Located in Building 18, Room 14, the office is open from 8:30 a.m. to 1 p.m. weekdays. For information call 756-5075.

High School Completion and General Education Development (GED) Programs

The High School Completion program is an accredited diploma program for adults. Consideration will also be given to students referred to the college by local school districts.

In addition to previously earned high school credits, elective credit may be gained through work experience, civic responsibility, and family responsibility. Courses offered included those required by the state as well as a wide variety of elective subjects.

(Continued on page 25)

High School Completion (Cont.)

Interested persons at least 19 years of age can also finish high school through the General Education Development (GED) program. TCC is an official testing center for the GED. Students who successfully pass each of five tests (writing, social studies, science, reading and mathematics) are awarded a high school equivalent GED certificate. A testing fee is required. For more information, visit Building 7 or call 756-5093.

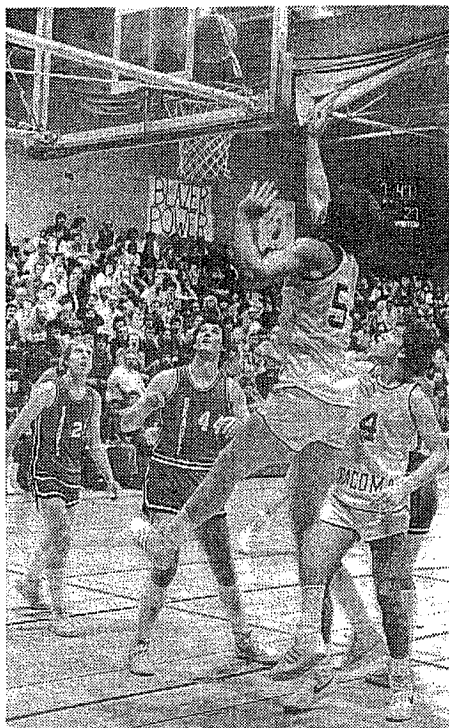
Learning Resource Center

The Learning Resource Center is located in Buildings 7 and 8 and provides services to every student at Tacoma Community College. Special learning assistance services, sponsored and cooperatively administered by the various departments and programs, are centralized in and near the resource center. All students are encouraged to use these services which include counseling, adult educational advising, tutoring, career information and student development programs explained elsewhere in this catalog.

Library Services

The Library, located in Building 7, is open weekdays and evenings. It includes nearly 80,000 books, nearly 400 periodical titles, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented, and files of microform, pamphlets, clippings, maps and college catalogs are also available. Interlibrary loan services are provided, and there is a special book collection of high-interest, low reading level material for developmental students. A paperback collection of popular non-fiction and fiction is also available for borrowing. The staff personally assists students in locating and using the wide range of library materials.

Community support of the library has been given through activities and



gifts of the Friends of the Tacoma Community College Library, a non-profit organization with open membership. Individuals and other organizations in the community have also provided a number of significant gifts.

A two-credit course in library reference techniques is offered.

Media Services

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

The listening language laboratory, also in Building 7, is used for class and individual language practice, vocabulary drill, and listening skill development. Audio tapes for

courses are located here. The laboratory also produces and duplicates audiotapes.

Mathematics Lab

The mathematics laboratory provides one type of mathematics instruction at TCC. Students may take developmental and college mathematics courses in the lab or receive individualized instruction and special tutorial assistance. The Mathematics lab is located in Building 8.

Non-Credit Classes- Lifelong Education

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

Typical programs include: fine and performing arts, adult reentry, business and personal skills, language and cultural studies, marine studies, Pacific rim and trade studies, photography, physical fitness, sign language, personal skills and enrichment and public policy. All non-credit classes are financially self-supporting, financed completely by fees paid by students participating in the courses. The courses are not supported by state tax funds.

The Office of Continuing Education maintains a cooperative relationship with community organizations and develops and facilitates seminars, workshops, symposiums and forums as a co-sponsor with community groups. For more information, contact the Office of Continuing Education, 756-5020.

Professional Continuing Education

The Department of Continuing Education offers a variety of courses geared toward meeting the on-going educational needs of professionals and persons in many occupations.

The courses can be developed in cooperation with professional organizations and associations to refresh and upgrade existing skills or obtain college credits, clock hours, or continuing education units (C.E.U.) necessary for special certification or licensing. Special courses are offered in one-day workshops or during regular quarter-length scheduling. For further information, call the Office of Continuing Education, 756-5020.

Parking on Campus

Each vehicle parked on campus on a regular basis is required to have a parking permit which authorizes its owner/driver to park in designated spaces. Students and employees who park on campus may obtain parking permits in Building 1. Failure to obtain a parking permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties.

A schedule of parking fees is given to each student during registration and to each employee at the time of his or her employment.

Reading and Writing Skills Lab

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

Safety and Security Office

The Office of Safety and Security is responsible for providing a safe and healthful educational and working environment for students and employees; the initiation and maintenance of an accident prevention program; and the protection of persons and property. The members

of this campus unit maintain parking controls, monitor vehicle usage, investigate accidents, make and issue keys, and handle all emergency situations which arise. Students and staff are encouraged to report any unusual campus incidents to this office, located in Building 19.

Servicemembers Opportunity College

Tacoma Community College has been officially designated as a participant in the Servicemember's Opportunity College (SOC) by the Department of Defense in cooperation with the American Association of Community and Junior Colleges.

The SOC seeks to increase access to higher education for active and retired military personnel.

Persons interested in joining this program may obtain additional information at local military installation education offices, by contacting the TCC Veterans Advisor in Building 2A, or by consulting the Admission Procedures section of this catalog.

Student Development and Career Development Instruction

Student Development instruction serves to enhance and expand the opportunities provided through the traditional instructional programs.

Special courses in human relations, career development, and college planning are offered each quarter and are supplemented by special interest short-term workshops, seminars and independent study projects. Details are available in the Counseling Center, Building 7.

Student Employment Office

To find part-time work on or off campus, students should contact the Student Employment Office in Building 2A. There are a variety of opportunities: short term jobs, part-time jobs, full-time jobs, and one-time jobs. The Student Employment Office offers detailed information covering interviewing techniques

and job search skills. In addition, members of the staff can help students learn how to receive college credit for their work. For more information call 756-5194.

Student Handbook

The Student Handbook provides important information to TCC students. Published by the Associated Students, the handbook includes information about transferring to four-year colleges and universities, details about campus programs and 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 library, from counselors, and the office of student programs and many other campus locations.

TCC Foundation

The Tacoma Community College Foundation was developed by dedicated civic and business leaders to support the college in attaining its educational and cultural goals. Incorporated as a non-profit corporation in 1967, the Foundation helps provide educational and cultural opportunities otherwise unattainable because of budgetary limitations.

The TCC Foundation gratefully accepts tax-deductible contributions from friends in the community and business. These contributions assist students who need financial aid to further their education and provide for college programs, equipment and services.

Tutoring

Tutorial services are coordinated through the office of tutorial coordinator in Building 8. Tutors are available to assist students in many subject areas. Several funding sources, including VA benefits, are used to pay for the services. Students who need tutoring and students wishing to serve as tutors should apply with the tutorial coordinator. Call 756-5026 for more information.

Student Programs and Activities

Student Programs and Activities

Student programs and activities are an integral part of each student's educational experience. Their purpose goes beyond extra-curricular activities to one which provides a setting for learning activities outside the formal classroom. To this end, the Student Programs office plans events in cultural, social, recreational and educational areas to meet the needs and interests of all Tacoma Community College students.

Programs include: a child care center, student government; tutorial services; financial assistance for minority students; intercollegiate athletics; intramurals, varied musical experiences; special interest clubs, and the campus newspaper, **THE COLLEGIATE CHALLENGE**. Activities sponsored by ASTCC include well-known lecturers, films, dances, panel discussions, concerts, theatrical productions, field trips, workshops, outdoor activities and health fairs.

Students interested in helping plan activities can drop by or call the student programs office in Building 15A.

Clubs and Organizations

Many opportunities are available for student participation in club and organization activities. Current campus clubs center around academic interests, ethnic awareness, recreation and military affiliation. Interested students are encouraged to contact the Student Programs and Activities office, Building 15A, for information on joining a club or forming a new one.

Student Government

The Tacoma Community College student government model, based on the New England Town Hall concept, provides for direct representation of students in establishing the policies and procedures which directly affect student life.

By eliminating "at-large" election of senators and admitting to the senate any interested TCC student who concurrently enrolls in a two credit leadership training course, the government model encourages maximum student participation. Executive officers, rather than standing for election, are selected by the ASTCC Advisory Board on the basis of their qualifications and interests. The model consists of three essential components: the Student Senate, the executive officers and the Advisory Board. Any student interested in becoming an ASTCC senator or executive officer should contact the student programs office in Building 15A.

Intercollegiate Athletics

Tacoma Community College competes in a variety of men's and women's athletic programs under the

supervision of the athletic director. Athletic teams participate in leagues set by the Northwest Athletic Association of Community Colleges (NWAACC).

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

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

Intramural Activities

A wide variety of intramural athletic activities are planned each year according to student interest and availability of facilities. Activities include: basketball, volleyball, badminton, tennis, softball, soccer, archery, fencing and a TCC bowling league. A coed intramural volleyball team competes with other community colleges. More information on intramurals may be obtained from the athletic director.



Occupational Programs

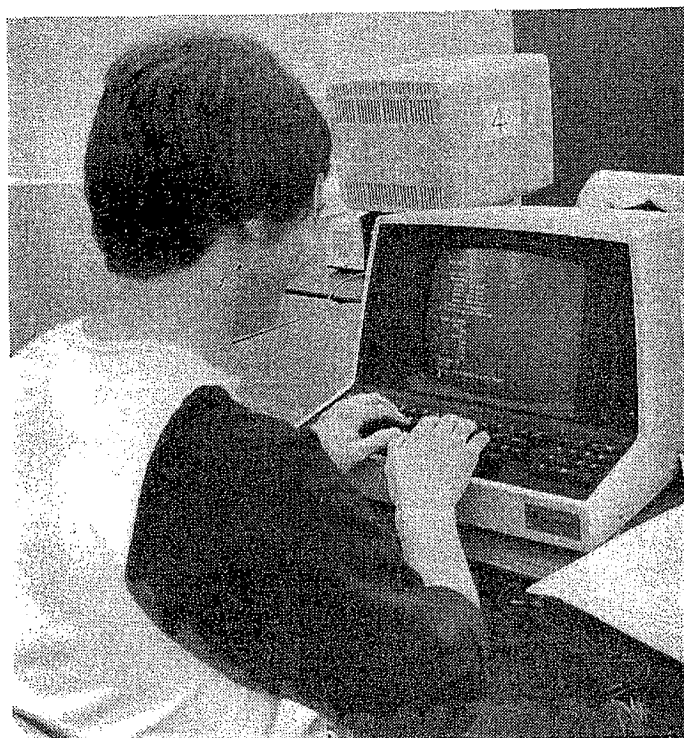
Tacoma Community College welcomes inquiries regarding its many occupational degree and certificate programs. In the following pages the course requirements for the programs are listed. Before enrolling, the student should contact the coordinator (listed with each program). The coordinator may require a student to alter his or her individual plan of study to include courses which prepare the student for a course required by the program. Example: A student could be required to take MATH 90 in preparation for MATH 101 or CHEM 101.

ACCOUNTING AND DATA PROCESSING SYSTEMS

Program Coordinator: 756-5110

The Accounting and Data Processing Systems curriculum prepares students for employment in a variety of accounting occupations, especially those requiring proficiency with the use of computer systems.

The beginning classes focus on the study of bookkeeping and accounting principles, along with necessary related skills in writing and office machines. Students who successfully complete the first 44 credits may apply for a Certificate of Proficiency in Bookkeeping Systems.



Advanced classes develop skills in application of computers to bookkeeping and accounting systems. Also included are the general education classes necessary for the college degree which is awarded to students who successfully complete the program.

The computer applications classes are intended to be of interest to accounting professionals and business managers seeking information on new developments in the field. A Certificate of Proficiency in Computer Accounting Applications is available to those who pursue only the computer-related courses.

Admissions Requirement

Program Admission is open to all students with Grade 12 reading and math skills (ENGL 90 and MATH 86 or equivalent.)

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

FIRST YEAR

Course Title	Credits
Bookkeeping I	BUS 140 5
Bookkeeping II	BUS 141* 5
Bookkeeping III	BUS 142* 5
Business Mathematics	BUS 110 5
Business Machines	BUS 115 3
Keyboard Skills (may substitute Typing I)	DPSYS 90 4
College Freshman Composition	ENGL 101 5
Intro. to Automated Bookkeeping	DPSYS 240* 4
Introduction to Data Processing	BUS 235 5
Speech Communication or Public Speech Communication SPCH 100, 101, or 105	5

*Prerequisite required

Students may, with approval of program coordinator, substitute ACCNT 210 and 220 or ACCNT 201, 202, 203 for the bookkeeping series.

SECOND YEAR

Course Title	Credits
Business Systems Anal. and Proc.	DPSYS 205* 3
Computer Applications I	DPSYS 241* 3
Computer Applications II	DPSYS 242* 3

Computer Applications III	DPSYS 243*	3
Computer Systems Selection	DPSYS 147	2
Data Base Systems and Reports	DPSYS 244*	3
Survey of Sociology or General Psychology. SOC 110 or PSYCH 100		5
Introduction to Philosophy or Critical Thinking or Introduction to Logic.	PHIL 100, 119 or 120	5
Literature or History		5
Electives		12
Total Credits for Two-year Program		90

*Prerequisite required

**BOOKKEEPING SYSTEM -
CERTIFICATE PROGRAM**

Course Title		Credits
Bookkeeping I	BUS 140	5
Bookkeeping II	BUS 141*	5
Bookkeeping III	BUS 142*	5
Business Mathematics	BUS 110	5
Business Machines	BUS 115	3
Keyboard Skills (May substitute Typing I).	DPSYS 90	5
Business English or College Freshman English	ENGL 104 or 101	5
Intro. to Automated Bookkeeping	DPSYS 240*	3
Introduction to Data Processing	BUS 235	5
Total Credits for Certificate Program		41

*Prerequisite required

Students may, with approval of program coordinator, substitute ACCNT 210, 220 or ACCNT 201, 202, 203 for the bookkeeping series.

First quarter students are encouraged to select their first quarter classes from ENGL 104 or 101, BUS 140, DPSYS 90 or BUS 103, and BUS 115.

**DATA PROCESSING APPLICATIONS
IN ACCOUNTING - CERTIFICATE
PROGRAM**

Course Title		Credits
Business Systems Analysis and Procedures	DPSYS 205	3
Computer Applications I	DPSYS 241	3
Computer Applications II	DPSYS 242	3
Computer Applications III	DPSYS 243	3
Computer Systems Selection	DPSYS 147	2
Data Base Systems and Reports	DPSYS 244*	3
Total Credits for Certificate Program		20

*Prerequisite required

Most of the classes in this certificate program require proficiency in bookkeeping and a general background in

data processing. Typical prerequisites are BUS 140 (Bookkeeping I) and BUS 235 (Introduction to Data Processing) or the equivalent.

ADMINISTRATION OF JUSTICE

Program Coordinator: Jacob Parker, 756-5076

Classes are open to high school graduates and others who are at least 18 years of age. However, students should be advised that many law enforcement agencies require applicants to meet physical, mental and moral standards.

Municipal, county, state criminal justice and federal agencies as well as private industry afford excellent employment opportunities for graduates of the program.

Private industry offers employment opportunities in industrial security and safety. Modifications within the program may be made by students for a career in the private sector.

**TYPICAL TWO-YEAR PROGRAM*
FIRST YEAR**

First Quarter		Credits
Introduction to Administration of Justice ADJ 100		5
College Freshman Composition	ENGL 101	5
Survey of Sociology	SOC 110	5
Physical Education		1

Second Quarter		Credits
Criminal Law	ADJ 101	5
College Freshman Composition or Business English	ENGL 102 or 104	5
General Psychology	PSYCH 100	5
Physical Education		1

Third Quarter		Credits
Criminal Evidence	ADJ 102	5
Speech Communication	SPCH 100 or 105	5
First Aid and Safety	PE 292	5
Elective (Humanities)		5

SECOND YEAR

First Quarter		Credits
Criminal Investigation	ADJ 200	5
American National Government and Politics	POLSC 202	5
Elective (Math/Science)		5
Physical Education		1

(Continued on page 30)

Administration of Justice (Cont.)

Second Quarter

Introduction to Penology	ADJ 201	5
Management of Police Operations	ADJ 202	5
Race Relations	SOC 262	5
Typing I	BUS 103	5
Physical Education		1

Third Quarter

Juvenile Justice Systems	ADJ 203	3
Criminal Justice Planning and Administration	ADJ 204	3
Introduction to Statistics	MATH 240	3
Weaponless Control	ADJ 206	1
Elective (Math/Science)		5
Work Experience Internship (Optional)	ADJ 207	5
Total Credits		109

*Students design programs with their advisor. Modifications may be made depending on the student's experience and educational goals.

ALLIED HEALTH CORE PROGRAMS

Program Office: 756-5163

The following "core" courses are required for some of the Allied Health Programs. These courses are open to all students desiring to learn more about the health care field. Application to one of the Allied Health programs is not a prerequisite for taking these classes.

Allied Health program application forms must be submitted by specific application deadlines for each program. Contact the Allied Health Office to obtain deadline dates. Because of limited enrollment, application alone does not guarantee acceptance and admission into a specific program. Applications shall include transcripts and references to be supplied to the Allied Health Department.

CORE COURSES

(See individual program advisors for specific requirements for each Allied Health program.)

Course Title		Credits
Medical Terminology	HT 130 & 131	6
Medical Transcription	MRT 140 & 141	6
Anatomy and Physiology	BIO 150 & 151 or 206, 207 & 208	10 15
Health Care Delivery Systems	HT 110	5
Physics for Health Occupations	HT 140	5
Introduction to Disease	HT 210	5
Computers in Health Care	HT 212	2
Legal Concepts for the Health Field	HT 225	3
Medical Office Procedures	HT 120	3
Introduction to Fundamentals of Patient Care	HT 170	3



GENERAL EDUCATION CORE COURSES

(See individual program advisors for specific requirements for each Allied Health program)

Course Title		Credits
General Psychology	PSYCH 100	5
Business English	ENGL 104	5
Business Correspondence	BUS 225	5
Typing (or equivalent)	BUS 103	5
Introduction to Data Processing	BUS 235	5
Interpersonal Speech Communication	SPCH 100	5
Algebra Review or Intermediate Algebra	MATH 90 or MATH 101	5
Word Processing/Vydec /Alpha Micro	BUS 230, BUS 231	6

BANKING AND FINANCE

Program Coordinator: 756-5110

The Banking and Finance professional curriculum is developed in cooperation with the American Institute of Banking (AIB) using related and supporting classes from the Tacoma Community College catalog.

The Banking and Finance program is open to interested Tacoma Community College students. By design, it will be especially useful to those employed in financial institutions. Students with a strong interest in Banking and Finance classes who are not employed in the industry often incorporate some of these classes into an Associate of Liberal Arts (ALA) degree program. All classes are offered in the evening.

Students pursuing four-year transfer programs are advised that Banking and Finance professional classes are not intended to transfer, and many universities limit the amount of Banking and Finance professional credits they will accept. Call 756-5110 for information.

Admission Requirements

Banking and Finance classes are open to all interested students with Grade 12 reading and math skills.

Suggested Course of Studies

Course Title	Credits
English:	10
College Freshman Composition	
..... ENGL 101 and/or 102	
Business English	
..... ENGL 104	
Effective Business Writing	
..... ENGL 124	
Business Report Writing	
..... BUS 125	
Business Communications	
..... BUS 225	
Speech Communication	5
..... SPCH 100 or 105	
Principles of Banking and Finance	3
..... B&F 102	
Banking and Finance professional classes to be selected by the student	30
(Must include minimum of 6 credits in each content area)	
Introductory Accounting	9-10
Principles of Accounting	
..... ACCNT 201, 202, & 203	
or Fundamentals of Accounting	
..... ACCNT 210 & 220	
Business electives selected from the following:	9
Business Law	
..... BUS 200	
Word Processing	
..... BUS 229, 230, 231	
Introduction to Data Processing	
..... BUS 235	
Data Processing Concepts and Applications	
..... BUS 237	
Computer Programming: BASIC	
..... BUS 238	
Principles of Economics	
..... ECON 200, 201	
Electives	23-24
Total Credits	90

COMPUTER TRAINING

Tacoma Community College offers the latest in computer technology – the latest in hardware and software – and an emphasis on computer learning for the future in many fields.

At TCC students can use the newest computer hardware – the sophisticated Alpha Micro system, Apple, IBM and more and the latest software – Alpha Vue, BASIC, D Base II, FORTRAN, PASCAL, COBOL, Peachtree Accounting, VisiCalc, VisiPlot/VisiTrend, VisiSchedule, and Wordstar.

TCC offers students computer technology as it applies to many careers including: Accounting and Data Processing Systems, Data Entry Operator, Secretarial Office Skills/Word Processing Operator, Engineering, Energy Management, Business Administration and Medical Records Technology.

For more information on computer training at TCC call 756-5000.

EMERGENCY MEDICAL CARE

Coordinator: Larry McGlocklin, 756-5163

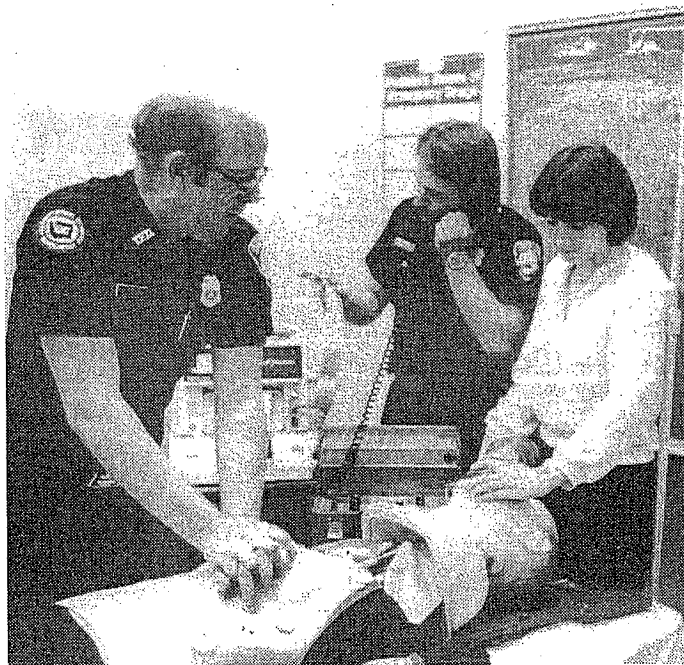
During an emergency situation, the prompt response and professional skills of Emergency Medical Technicians (EMT's) often is the difference between a life saved and tragedy. The college offers two levels of training which prepare the graduate to fully meet the demands of the profession.

The first level is reached in 81 hours of classroom and hospital training. The student is then certified as an Emergency Medical Technician-Basic. After one year of active experience as an EMT, the student is eligible to apply for EMT-Paramedic training.

Paramedics are EMT's with training enabling them to provide advanced life support in the field. This level of training involves over 1200 hours of classroom, field and clinical internship activities.

Nationally, employment opportunities for EMT's are excellent and the demand during the next decade is expected to increase.

Many communities are beginning to place the same importance on emergency medical services as they place on police and fire services.



ENERGY MANAGEMENT

Coordinator: Ivonna McCabe, 756-5059

Energy Management is a two-year program designed to graduate technicians who can work in the field of energy utilization and conservation. They will assist with auditing, planning, designing, installing and monitoring heating, ventilation, air conditioning, and lighting systems in new and existing structures.

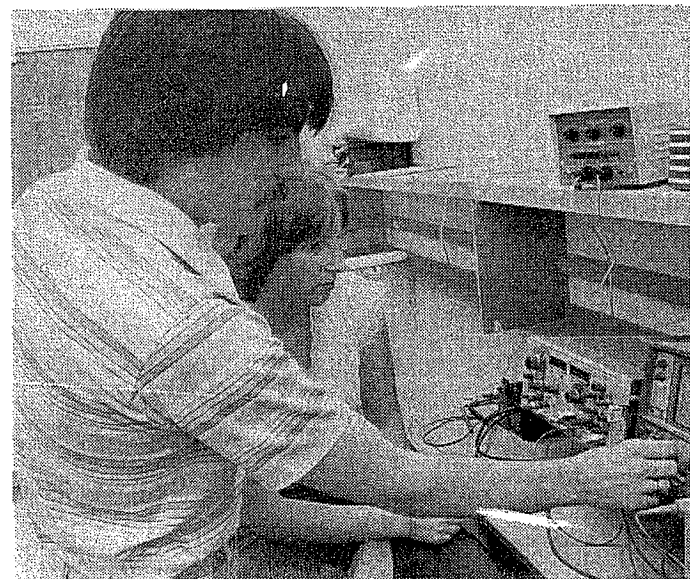
The program is also designed for those already working in the field who wish to improve and upgrade their knowledge and skills. Students should complete at least MATH 090, Algebra Review, and MATH 096, Trigonometry of Right Triangles, or equivalent before starting the first quarter.

FIRST YEAR

Course Title	First Quarter (Fall)	Credits
General Physics	PHYS 114	5
Principles of Chemistry and Physics	CHEM 100	5
Fundamentals of Energy Technology	ENGR 120	3
Schematic and Blueprint Reading	ENGR 104	3

Second Quarter (Winter)		
General Physics	PHYS 115	5
Survey of Inorganic Chemistry	CHEM 101	5
Energy Economics	ECON 101	3
Fundamentals of Electricity/Electronics	ELEC 101	5

Third Quarter (Spring)		
General Physics	PHYS 116	5
Survey of Organic and Biochemistry	CHEM 102	5
Energy Production Systems	ENMGT 111	3
Mechanical Devices and Systems	ENMGT 112	5



SECOND YEAR

Fourth Quarter (Fall)		
Electromechanical Devices	ELEC 221	5
Electronic Devices and Systems	ELEC 222	4
Fluid Power Systems	ENMGT 231	5
Energy Audits	ENMGT 240	3

Fifth Quarter (Winter)		
Elec. Power & Illumination Systems	ELEC 223	5
Microcomputer Operations	COMSC 201	4
Heating, Ventilation & Air Cond.	ENMGT 232	4
Energy Conservation	ENMGT 233	5

Sixth Quarter (Spring)		
Microcomputer Hardware	COMSC 211	4
Instrumentation and Controls	ELEC 241	5
Codes and Regulations	ENMGT 243	1
Solar Energy	ENMGT 244	3
Total Credits		100

Note: In addition, students must satisfy the requirements for the Association in Technical Arts (ATA) degree, including credits in English or Speech.

HEALTH RECORDS/ADMITTING CLERK

Program Office: 756-5163

This two-quarter certificate program prepares students to work as health records clerks or admitting clerks in a variety of health care settings including hospitals, nursing homes, clinics and physician's offices. The program provides training in a variety of health-related subjects such as medical terminology and transcription, legal aspects, computers in health care, organization and analysis of health records, or introduction to the medical office and clinical applications.

For more program information contact the Allied Health office, 756-5163.

HUMAN SERVICES PROGRAM

Coordinator: Jerry Shulenbarger, 756-5076

The Human Services Program is designed to train students to work as para-professionals in social and health service agencies. Acceptance is based on a personal interview with the coordinator. Students can select a one-year certificate program, or a two-year program leading to an Associate in Technical Arts degree. Both programs rely heavily on field placement (internship) as a means of training. Examples of the one and two-year programs are listed below.

**TYPICAL TWO-YEAR PROGRAM*
FIRST YEAR**

Course Title	Credits
College Freshman Composition ENGL 101	5
Introduction to Human Services HSW 100	2
Community Resources HSW 101	3
Principles and Techniques of Interviewing HSW 102	5
College Freshman Composition ENGL 102	5
Counseling Theory and Practice HSW 103	5
Survey of Sociology SOC 110	5
Family Counseling HSW 202	5
Marriage and Family SOC 152	5
General Psychology PSYCH 100	5

SECOND YEAR

Race Relations SOC 262	5
Systems Use Skill HSW 104	5
Field Placement I HSW 191	5
Alcoholism HSW 200	5
Human Growth and Development PSYCH 206	5
Field Placement II HSW 192	5
Stress Management HSW 207	5
Psychology of Adjustment PSYCH 170	5
Field Placement III HSW 193	5
Total Credits	90

*Continuing academic advising is provided to adjust the program to meet the needs of individual students. See the Coordinator of the program for further information.

TYPICAL ONE YEAR CERTIFICATE*

First Quarter	
Course Title	Credits
Introduction to Human Services HSW 100	2
Community Resources HSW 101	3
Principles and Techniques of Interviewing HSW 102	5
General Psychology PSYCH 100	5
Second Quarter	
English Composition ENGL 101	5
Counseling Techniques HSW 103	5
Field Placement I HSW 191	5
Third Quarter	
Systems Use Skills HSW 104	5
Field Placement II HSW 192	5
Ethnic Studies SOC 262 or equivalent	5
Total Credits	45

*Continued academic advising is provided to adjust the program to meet the needs of individual students. See the program coordinator for further information.

MEDICAL RECORDS TECHNICIAN

Coordinator: Ingrid Bentzen, 756-5163

The Medical Records Technician Program is a two-year program designed to prepare the graduate for employment in a medical record department of a hospital, ambulatory health care facility, skilled nursing facility, state or federal health agency. Skills include organizing and analyzing health records, compiling and utilizing health statistics, working knowledge of computer systems in health care, coding and indexing diseases and operations, maintaining storage and retrieval systems, transcribing medical reports, word processing, abstraction of health data consistent with the medical, administrative, ethical, accreditation and regulatory requirements of the health care delivery system. Graduates are able to write the national examination of the American Medical Record Association.

In addition to completing CORE courses, the graduate of the Medical Record Technician Program must successfully complete the following courses with a grade of "C" or better.

FIRST YEAR

Course Title	Credits
Medical Terminology III HT 132*	3
Medical Transcription II MRT 141*	3
Introduction to Health Record Management MRT 180	5

SECOND YEAR

Organization of Health Records MRT 220*	5
Clinical Application I MRT 230*	2
Introduction to Disease HT 210*	5
Health Data: Standards and Presentation MRT 221*	5
Clinical Application II MRT 231*	5
Legal Concepts for the Health Field HT 225	3
Clinical Application III MRT 232*	5
Computers in Health Care HT 212	2

*Prerequisite required

MRT-HT Credits: 60
Non MRT-HT Credits: 43

Transfer information: Upon completion of the TCC Medical Records Technician program and successful writing of the national examination, students may transfer and complete baccalaureate programs at:

- Seattle University, Seattle, WA.
- Loma Linda College, Loma Linda, CA.
- Stephens College, Columbia, MO.
- Carroll College, Helena, MT.
- (or other AMRA accredited programs)

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the American Medical Record Association (AMRA).

MEDICAL SECRETARY

Coordinator: Ingrid Bentzen, 756-5163

A medical secretary works in a physician's office, hospital, clinic, laboratory, nursing home or other agency performing general secretarial and other duties related to the delivery of medical services. The duties may include telephone, receptionist, making appointments, handling the mail and routine correspondence, managing financial details (billing, payments, etc.), interviewing and preparing patients prior to examination, keeping and transcribing medical records and use of word processing equipment.

After completing first year requirements, the student is eligible to receive a certificate and is prepared for employment. Completion of the two-year program qualifies students to receive the Associate in Technical Arts Degree. Second year students spend at least one quarter (15 hours per week) in a facility in order to gain practical experience.

In addition to completing CORE courses, graduates of the Medical Secretary Program must successfully complete the following courses with a grade of "C" or better.

FIRST YEAR

Course Title	Credits
Medical Terminology III HT 132*	3
Medical Transcription II & III. MRT 141*, 142*	6
Medical Office Procedures HT 120 or Medical Records Management. MRT 180	5
Typing II BUS 104	5
Business Machines BUS 115	3
Word Processing. BUS 230 or 231	4
Computers in Health Care. HT 212	2

SECOND YEAR

Shorthand I BUS 130	5
Bookkeeping BUS 140	5
Speech. SPCH 100	5
Bookkeeping II. BUS 141*	5
Records Management BUS 116	3
Introduction to Data Processing BUS 235	5
Work Internship-Medical Secretary HT 240*	5
Total Credits:	61

*Prerequisite required.

MEDICAL TRANSCRIPTIONIST

Coordinator: Ingrid Bentzen, 756-5163

A medical transcriptionist works in the medical records department and/or special professional services department (radiology, pathology, etc.) of hospitals, medical practice clinics and other medical care institutions and physicians' offices.

After completion of three quarters of study, the student will be able to understand and use medical terminology, transcribe medical reports of all types with speed and accuracy, handle clerical and telephone duties in a medical record office and use word processing equipment.

In addition to completing Allied Health CORE courses, the graduate of the Medical Transcriptionist Program must successfully complete the following course with a grade of "C" or better.

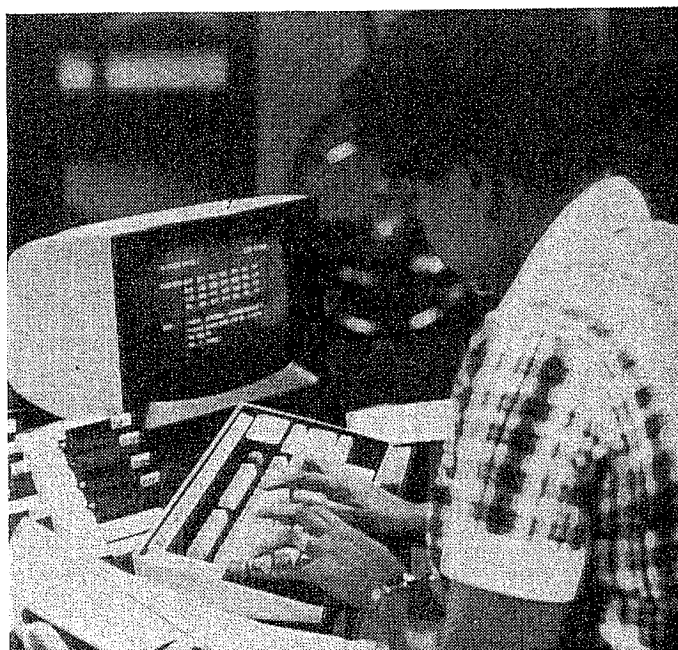
FIRST YEAR

Course Title	Credits
Medical Transcription II MRT 141*	3
Medical Transcription III. MRT 142*	3
Medical Terminology III HT 132*	3
Intro. to Health Record Management MRT 180	5
Intro to Medical Office Procedures. HT 170	3

*Prerequisite required.

SECOND YEAR

If, upon successful completion of the three-quarter sequence, the student desires to continue in medical secretarial training, he or she should be advised to enroll in the second year of the Medical Secretary Program. The Associate in Technical Arts Degree is offered to those who successfully complete two years.



NURSING, ASSOCIATE DEGREE

Coordinator: Joan Wilson, 756-5163

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

FIRST YEAR

Course Title		Year
Fundamentals of Nursing	NURS 126	8
Medical-Surgical Nursing	NURS 127	10
Medical Surgical Aspects of Adult & Child Care	NURS 128	9
Nursing Practice Lab I	NURS 130	2
Nursing Practice Lab II	NURS 131	2
Nursing Practice Lab III	NURS 132	2

SECOND YEAR

Medical-Surgical Aspects of Adult & Child Care (Part II)	NURS 226	9
Medical-Surgical Aspects of Adult & Child Care (Part III)	NURS 227	12
Maternity Nursing	NURS 228	5
Psychiatric Nursing	NURS 229	5

Other courses required for completion:

The following courses, or their equivalent, are required for completion of the program. Any or all may be taken before starting the nursing courses or at the same time as the nursing courses.

Inorganic and Organic Chemistry	CHEM 101* & 102	10
General Psychology	PSYCH 100	5
General Microbiology	BIOL 201**	5
Survey of Sociology	SOC 110	5
Human Growth and Development	PSYCH 206	5
Anatomy and Physiology	BIOL 206, 207, 208**	15
College Freshman Composition	ENGL 101	5
	Non-Nursing Credits:	50
	Nursing Credits:	64
	Total Credits:	114

Completion of Chemistry recommended prior to admission to Nursing.

*Prerequisite required.

**Must be completed prior to Second Year Nursing.



Students interested in three or four-year nursing programs can complete a number of courses at a community college.

The following courses are suggested:

BIOL 210 (General Microbiology)	PSYCH 100 SOC 110
BIOL 206, 207, 208 (Anatomy and Physiology)	SPCH 100 or 101 Social Science Elective (5 Credits)
CHEM 101, 102	Humanities (5 Credits)
ENGL 101, 102	

Note: Students should check the program of the school at which they expect to complete their education or with the Associate Degree Nursing program coordinator before enrolling in these courses.

PRACTICAL NURSE, ASSOCIATE DEGREE NURSE ARTICULATION PROGRAM

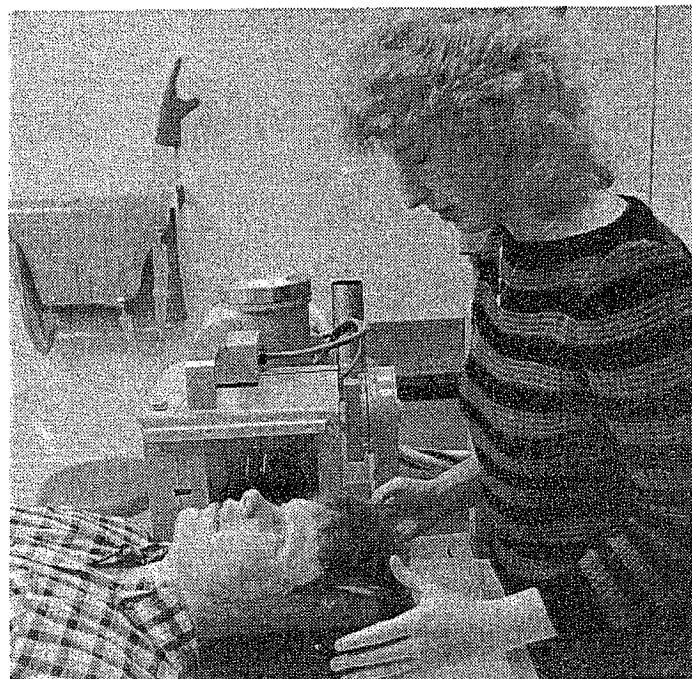
This program accepts students who are already Licensed Practical Nurses in the state of Washington. Following a summer quarter of the Associate Degree Nursing Program, graduates of the program will be eligible to take the examination for licensing as a Registered Nurse.

RADIOLOGIC TECHNOLOGIST

Coordinator: Royal Domingo, 756-5163

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

Course Title	Credits
First Quarter (Fall)	
Anatomy and Physiology BIOL 150	5
Medical Terminology I HT 130	3
Radiographic Positioning and Techniques I RT 140	5
Introduction to Radiologic Technology . . RT 101	3
Independent Study RT 299	(1-5)
Second Quarter (Winter)	
Anatomy and Physiology II BIOL 151	5
Radiographic Positioning and Techniques II RT 141	5
Radiographic Clinic I RT 120	3
Radiation Physics I RT 108	5
Independent Study RT 299	(1-5)
Patient Care HT 170	(3)
Third Quarter (Spring)	
College Freshman Composition ENGL 101	5
Radiation Physics II RT 109	5
Radiographic Positioning and Techniques III RT 142	5
Radiographic Clinic II RT 121	3
Independent Study RT 299	(1-5)
Fourth Quarter (Summer)	
Radiographic Clinic III RT 122	7
Elective	5
Independent Study RT 299	(1-5)
Fifth Quarter (Fall)	
English Composition or Speech Comm ENGL 102/SPCH 100	5
Radiographic Anatomy and Physiology . . RT 214	3
Radiographic Positioning and Techniques IV RT 243	3
Radiographic Clinic IV RT 123	3
Independent Study RT 299	(1-5)
Sixth Quarter (Winter)	
Radiographic Positioning and Techniques V RT 244	3
Radiographic Clinic V RT 225	5
Special Radiographic Procedures RT 211	3



Radiologic Pathology RT 215	3
Independent Study RT 299	(1-5)

Seventh Quarter (Spring)

Radiation Therapy and Nuclear Medicine	RT 212	3
Department Management RT 213		2
Radiographic Positioning and Techniques VI RT 245		3
Radiographic Clinic VI RT 226		5
Independent Study RT 299		(1-5)

Eighth Quarter (Summer)

Radiographic Clinic VII RT 227		9
Elective		5
Independent Study RT 260		5

Ninth Quarter (Fall)

Radiographic Clinic VIII RT 228		5
Independent Study RT 260		5

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the joint Review Committee on Education in Radiologic Technology (JRCRT).

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

University of Nevada, Las Vegas, NV.
Arizona State University, Tempe, AZ.
Idaho State University, Pocatello, ID.
Loma Linda University, Loma Linda, CA.
Northern Arizona University, Flagstaff, AZ.

RESPIRATORY THERAPY TECHNICIAN

Coordinator: Bill Leffler, 756-5163

(Inhalation Therapy Technician)

The Respiratory Therapy Technician program is on a one-year training program to prepare students to work under the direction of a respiratory therapist in providing patient care relating to pulmonary diseases and disorders. Upon completion the student is eligible to take the national entry level exam.

Course Title	Credits
First Quarter (Summer)	
Physics for Health Occupations HT 140	5
Respiratory Therapy Equipment RTT 120	2
Microbiology RTT 133	2
Fundamentals of Patient Care HT 170	3
Clinical Training RTT 140	3
Medical Terminology HT 130	3
Second Quarter (Fall)	
Anatomy and Physiology BIOL 150	5
Respiratory and Therapy Theory RTT 110	3
Respiratory Therapy Equipment II RTT 121	2
Clinical Training RTT 141	3
Third Quarter (Winter)	
Anatomy and Physiology BIOL 151	5
Respiratory Therapy Theory RTT 111	3
Respiratory Therapy Equipment RTT 122	2
Respiratory Therapy Seminar RTT 150	1
Clinical Training RTT 142	5
Fourth Quarter (Spring)	
Pulmonary Functions RTT 131	3
Respiratory Therapy Seminar RTT 151	2
Psychology PSYCH 100	5
Clinical Training RTT 143	5
Pharmacology RTT 130	2
Fifth Quarter (Summer)	
Clinical Training RTT 144	8
RTT Credits:	46
Non RTT Credits:	26
Total Credits:	72

Accreditation by Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the Joint Review Committee For Respiratory Therapy Education (JRCRT).

SECRETARIAL OFFICE SKILLS

Coordinator: Karen Munson, 756-5021

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

SECRETARY FIRST YEAR

Course Title	Credits
First Quarter	
Typing I BUS 103	5
Shorthand I BUS 130	5
Business English ENGL 104	5
Second Quarter	
Shorthand II BUS 131	5
Shorthand Transcription (taken with BUS 131) BUS 133	2
Typing II BUS 104	5
Introduction to Word Processing BUS 140	5
Third Quarter	
Shorthand III BUS 135	5
Business Machines BUS 115	3
Word Processing/Memory or Word Processing/IBM Mag Card II BUS 228 or 229	3
Bookkeeping BUS 140	5
SECOND YEAR	
First Quarter	
Business Correspondence BUS 225	5
Machine Transcription BUS 117	3
Word Processing/Vydec BUS 230	3
Records Management BUS 116	3
Second Quarter	
Business Math BUS 110	5
Word Processing/Alpha Micro Computer	BUS 231 3
Work Internship BUS 120	5
Introduction to Data Processing or Office Systems BUS 235 or 134	5
Third Quarter	
Personal Finance BUS 102	5
Business Law BUS 200	5
Speech SPCH 100 or 105	5
Total Credits:	95

RECEPTIONIST-CLERK

A one year certificate qualifies students for entry level positions as office clerk. Placement at ENGL 90 and MATH 86 levels or better required.

Course Title		Credits
First Quarter		
Typing I	BUS 103	5
Business English	ENG 104	5
Records Management	BUS 116	3
Second Quarter		
Typing II	BUS 104	5
Business Math	BUS 110	5
Business Machines	BUS 115	3
Machine Transcription	BUS 117	3
Third Quarter		
Intro. to Data Processing or Office Systems	BUS 235 or 134	5
Introduction to Word Processing	BUS 227	1
Work Internship	BUS 120	5
Bookkeeping	BUS 140	5

WORD PROCESSOR

This one-year certificate program prepares students for employment in electronic word processing centers. Grade of "B" or better in BUS 103 (or equivalent) and a grade of "B" or better in ENGL 104 required for admission into the program.

Course Title		Credits
First Quarter		
Typing II	BUS 104	5
Business English	ENG 104	5
Introduction to Word Processing	BUS 227	1
Word Processing/Mag Card II or Word Processing/Memory	BUS 229 or 228	3
Business Machines	BUS 115	3
Second Quarter		
Business Correspondence	BUS 225	5
Machine Transcription	BUS 117	3
Record Management	BUS 116	3
Word Processing/Vydec	BUS 230	3
Third Quarter		
Office Systems or Introduction to Data Processing	BUS 134 or 235	5
Speech	SPCH 100 or 105	5
Work Experience	BUS 120	5
Word Processing/Alpha Micro	BUS 231	3

SERVICE REPRESENTATIVE

Coordinator: Michiko Freeman, 756-5076 or 756-5021

This two year career-oriented program prepared individuals for service positions in industries such as telephone companies, insurance offices, department stores, utilities, airlines and banks. Students who complete the service representative program qualify for the Associate in Technical Arts Degree. Upon completion of the degree, the student will have a marketable skill in a specialty of his or her choice. Examples include bookkeeping, business machines, or word processing.

TYPICAL TWO-YEAR PROGRAM**FIRST YEAR**

Course Title		Credits
Typing I or II	BUS 103 or 104	5
Business Math	BUS 110	5
Introduction to Business	BUS 101	5
Business English	ENGL 104	5
Bookkeeping I	BUS 140	5

FIRST OR SECOND YEAR

Speech	SPCH 100 or 101 or 105	5
Personal Finance	BUS 102	5
Business Machines	BUS 115	3
Business Law	BUS 200	5
Any Math/Science		10
Any Humanities		5
Electives		17

SECOND YEAR

Business Correspondence	BUS 225	5
Introduction to Data Processing	BUS 235	5
Work Internship	BUS 123	5
Total Credits:		90

SUPERVISION AND MANAGEMENT

Program Coordinator: 756-5110

Offered as both a skill improvement program for persons currently employed as managers and a system of study for beginning students, the Supervision and Management Program presents practical management skills for use in business, government and industry. The program is offered primarily at the Downtown College Center, 908 Broadway, by professionals drawn from the local business community. The curriculum features flexible course times and sequences, allowing programs of study to be individually tailored to each student's needs. There is no set sequence for the required curriculum.

Supervision and Management (Cont.)

Students completing 30 credit hours of course work may receive a certificate of achievement. An advanced certificate is awarded after completion of 60 approved credit hours. An Associate of Technical Arts Degree, may be earned after completion of 90 credit hours in a combined occupational an academic program.

Students are advised that these courses are career related in nature and while the general education portion of the curriculum will transfer to four-year schools, most universities limit the number of Supervision and Management credits that may be transferred into their business administration programs.

Admission Requirements: Enrollment in Supervision and Management classes is open to all interested students with Grade 12 reading and math skills.

SUGGESTED OUTLINE OF STUDY

Course Title	Credits
Business English* ENGL 104	5
Effective Business Letters* BUS 225	3
Business Report Writing* BUS 125	2
Speech SPCH 100 or 105	5
Principles of Supervision SMG 101	3
SMG classes (to be selected by the student) SMG	24
General Business:	
3 classes to be selected from the following:	15
Bookkeeping I or Fundamentals of Accounting BUS 140 or ACCNT 210	
Bookkeeping II or Fundamentals of Accounting BUS 141 or ACCNT 220	

Business: An Introductory Analysis BUS 100	
Intro. to Data Processing BUS 235	
Principles of Management BUS 163	
Business Law BUS 200	
Principles of Economics ECON 200	
Principles of Economics ECON 201	
Electives	33
Total Credits: 90	

*Student may substitute, upon approval of program advisor, other college level English writing classes.

SUPERVISION AND MANAGEMENT CURRICULUM

Course Title	Credits
Principles of Supervision SMG 101	3
Supervising the Marginal Worker SMG 120	3
Selecting and Training Employees SMG 125	3
Conflict and Changes in the Work Force SMG 130	3
Supervision and Group Behavior SMG 131	3
Planning and Control through Effective Budgeting SMG 150	3
Women in Management SMG 160	3
Career Advancement of Women SMG 161	3
Supervision and Management Workshops/Seminars SMG 179	1
Management Communications: Effective Meetings SMG 201	3
Principles of Labor Relations SMG 222	3
Principles of Production Management SMG 240	3
Principles of Personnel Management SMG 250	3
Principles of Office Management SMG 265	3
Management Techniques SMG 270	3
Special Case Studies in Supervision SMG 285	3



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 1983-84 and 1984-85 will be announced in the class schedules, which are published quarterly.

Course numbers are shown above the course titles in this section. They have the following significance:

1-99 are courses designed for students who are following a general interest or vocational program. They meet the requirements of the degrees of Associate in Technical Arts and Associate in General Studies. These courses may, in some cases, transfer to other institutions offering similar courses, but their transferability should not be assumed.

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 Technical Arts and Associate in General Studies degrees conferred by Tacoma Community College. These courses generally are accepted for transfer by four-year colleges and universities, but their transferability should not be taken for granted.

The numbers **299** are reserved for special projects, usually carried on by individual students upon arrangement with an instructor and the director of the division in which the course is located. Credit granted under 299 varies with the individual project.

Normally, one credit is given for one hour of class per week per quarter for lecture classes. Laboratories generally require two hours of class per week per quarter for each credit. The credits obtainable in each course are shown in parentheses following the course titles in this section of the catalog.

Courses at Tacoma Community College are organized into a number of institutional divisions, or categories, each including a related group of subjects. (Subject areas and course descriptions in this section of the catalog, however, are listed in alphabetical order for the convenience of readers.)

Students are urged to talk about particular courses with the director of the division in which those courses are located.

The divisions, or subject groupings are as follows:

ALLIED HEALTH AND PHYSICAL EDUCATION

Emergency Medical Care
Health Technology
Medical Records Technology
Nursing, Associate Degree
Nursing, Continuing Education
Physical Education
Radiologic Technology
Respiratory Therapy Technology

CONTINUING EDUCATION

Home and Family Life
Media Courses
Professional and Technical Continuing Education
Lifelong Education

DOWNTOWN COLLEGE CENTER AND DATA PROCESSING FACILITIES

Accounting
Banking and Finance
Data Processing Systems
Supervision and Management

HUMANITIES

Art
English Composition
English as a Second Language
English Literature
German
Humanities
Journalism
Music
Philosophy
Reading
Spanish
Speech
Study Skills

LEARNING SERVICES

Adult Basic Education
General Education Development (GED)
High School Completion
Individual Education Program
Library Science

MATHEMATICS AND SCIENCE

Biology
Electricity
Energy Management
Engineering
Geography
Geology
Horticulture
Mathematics
Oceanography
Physical Science
Physics
Science

BUSINESS, SOCIAL AND BEHAVIORIAL SCIENCE

Administration of Justice
Anthropology
Business
Computer Science
Education
History
Human Services Program
Psychology
Social Services
Sociology

STUDENT DEVELOPMENT

Career Development
Human Relations

ACCOUNTING

ACCNT 201

Principles of Accounting (3)

Introduction to structure, development and interpretation of accounting data and financial statements derived from operations of a business. Course is offered in a self-paced business lab setting. ACCNT 201, 202 and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 202

Principles of Accounting (3)

Continuation of ACCNT 201. Emphasis on the distinguishing elements of partnership and corporate accounting. Offered in a self-paced business lab setting. ACCNT 201, 202 and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 203

Principles of Accounting (3)

Continuation of ACCNT 202. Managerial accounting and distinguishing elements of manufacturing. Offered in a self-paced business lab setting. ACCNT 201, 202 and 203 together are equivalent to ACCNT 210 and 220.

ACCNT 210

Fundamentals of Accounting (5)

Introduction to structure, development and interpretation of accounting data and financial statements derived from the operations of a business.

ACCNT 220

Fundamentals of Accounting (5)

Continuation of ACCNT 210. Emphasis is on the distinguishing elements of manufacturing, partnership and corporate accounting decision making.

Prerequisite: ACCNT 210.

ACCNT 230

Intermediate Accounting (5)

Application of accounting principles to problems involving receivables, inventories, investments, depreciation methods, intangible assets, and deferred charges.

Prerequisite: ACCNT 220.

ACCNT 231

Intermediate Accounting (5)

Application of accounting principles to problems involving capital stock and surplus, compilation of statements, statement analysis and preparation of the statement of funds.

Prerequisite: ACCNT 220. ACCNT 230 is recommended.

ACCNT 237

Governmental Accounting (5)

Accounting practices employed in governmental and not-for-profit organizations such as hospitals, education entities and nursing homes.

Prerequisite: ACCNT 220.

ACCNT 240

Automated Programming Accounting (5)

Transfer of manual processing methods to automated procedures. Use of a sample accounting package gives students an opportunity to practice concepts in previous accounting courses.

Prerequisite: ACCNT 210 or BUS 140 and 141.

ACCNT 245

Cost Accounting (5)

Application of accounting principles to manufacturing costs including job orders, process and standard cost systems with applications of cost data for management use.

Prerequisite: ACCNT 220.

ACCNT 250

Tax Accounting (5)

Individual income tax, including determination of taxable income and deductions, preparation of individual tax return. Tax laws, accounting procedures and preparation of required tax returns for state and federal business taxes, payroll deductions and records; income tax records for corporations.

Prerequisite: ACCNT 210.

ACCNT 260

Auditing (5)

Auditing procedures relating to assets, equities, revenue, and expense and the preparation of reports; intended to acquaint the student with the duties of the auditor and his/her analysis of accounting records.

Prerequisite: ACCNT 220. (ACCNT 230 and 231 are recommended.)

ADMINISTRATION OF JUSTICE

ADJ 100

Introduction to Administration of Justice (5)

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

ADJ 101

Criminal Law (5)

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

ADJ 102

Criminal Evidence (5)

Kinds of evidence; rules of evidence; conclusions, opinions, and expert testimony; competency of witnesses, discussion of illegally obtained evidence, and the rules of search and seizures; and limitations imposed by constitutional guarantees.

Prerequisite: ADJ 101 or permission of instructor.

ADJ 200

Criminal Investigation (5)

Preliminary investigation by patrol officers: collection, preservation, identification and recording of evidence; crime scene recording; assaults; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; thefts; narcotic and drug abuse.

Prerequisite: ADJ 102 or permission of instructor.

ADJ 201

Introduction to Penology (5)

An overview of corrections in the United States today with special emphasis on: prisons, jails, case law, changing philosophy of punishment, future developments in penology.



ADJ 202

Management of Police Operations (5)
 Problems of police organization and management; the allocation of police resources for police services; new aspects of team policing vs. traditional; public and community relations; relationships with other criminal justice agencies.

Prerequisite: ADJ 100, 101, 102.

ADJ 203

Juvenile Justice System (3)

Theory and philosophy of the juvenile division in policing the juvenile population; the philosophy of the juvenile court and the juvenile probation unit in dealing with wards of the court.

Prerequisite: ADJ 202 or permission of instructor.

ADJ 204

Criminal Justice Planning and Administration (3)

An in-depth view of the correctional and law enforcement planning process through the use of management by objectives.

Prerequisite: ADJ 100, 101, 102.

ADJ 205

Crime and Justice in America (3)

An overview of the administration of justice by sociologists, practitioners and public officials.

ADJ 206

Weaponless Control (1)

Preparation of administration of justice students for defensive control methods necessary to effect an arrest.

Prerequisite: ADJ 204 or permission of instructor.

ADJ 207

Internship in Criminal Justice (5)

Supervised agency work to provide practical experience in operations and methods in the criminal justice system and security services provided to private industry.

Prerequisite: Permission of instructor.

ADULT BASIC EDUCATION

ABE 60

Adult Basic Education

This no-fee, no-credit, continuous enrollment program offers persons 18 years of age or older basic skills instruction in reading, writing, arithmetic and everyday living skills. The instruction is individualized, and students work from their present skill level to their highest possible skill level. Students may enroll any time during the quarter with the permission of the instructor.

AEROSPACE STUDIES

Through an agreement with the University of Puget Sound, TCC students may take Aerospace Studies classes in the Air Force Reserve Officers Training Corps at UPS. Students should be advised that the academic calendar at UPS differs from that of TCC.

AS 110, 115

U.S. Military Forces in the Contemporary World (2½ credits per term)

Introductory course on the mission, organization, and weaponry of Air Force units.

AS 210, 215

U.S. Military Forces in the Contemporary World (2½ credits per term)

Introduction to aspects of U.S. defense policy.

ARMY ROTC

Through an agreement with Seattle University, TCC students may take Army ROTC courses. Both two- and four-year programs are offered for transfer credit. Classes meet at Fort Steilacoom Community College. For further information call Capt. Don Meno at 964-6574.

ANTHROPOLOGY

ANTHR 100

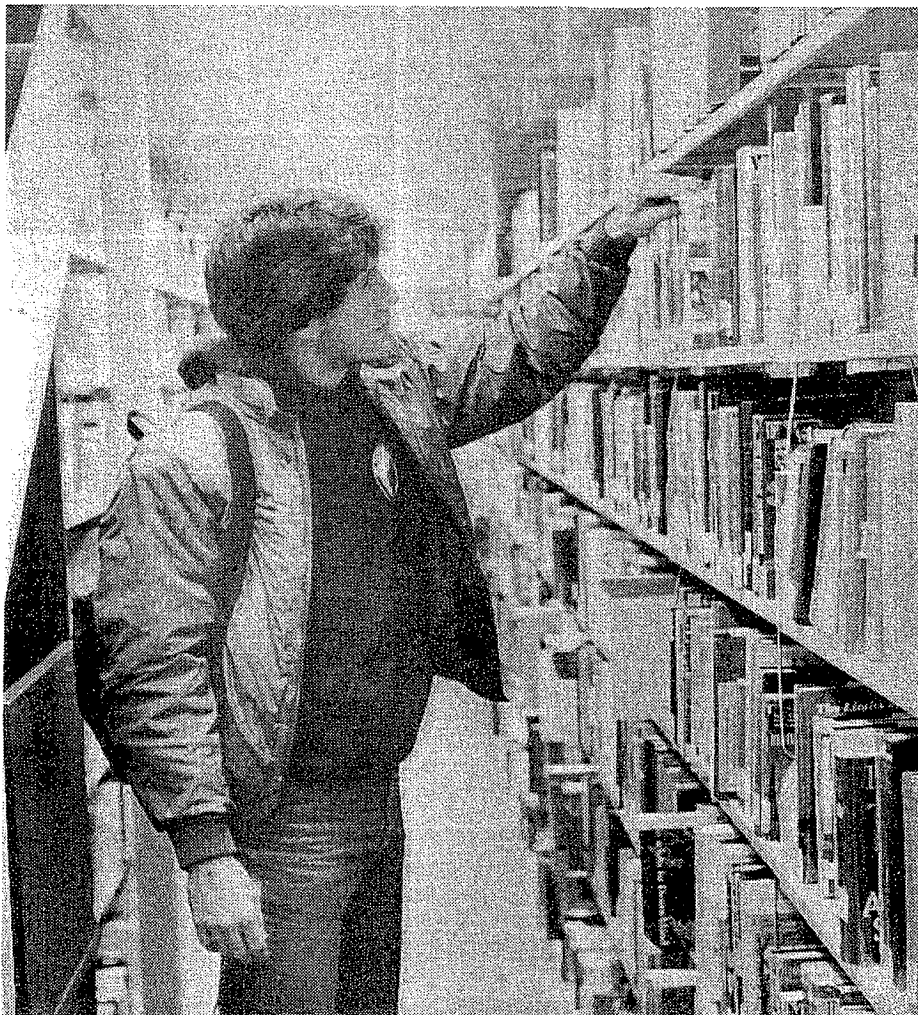
Introduction to Anthropology (5)

Introduction to the study of man as a cultural and biological being. A relevant examination of what man is, where he came from and his future potentials.

ANTHR 107

Indians of North America (5)

Investigation of the diversity of cultures among the Indians of North America.



ANTHR 109
The American Character and Culture (5)

Investigation of the American culture. Primarily for the foreign born, this course studies the American value, kinship and economic systems and structures from an anthropological perspective.

ANTHR 201
Principles of Physical Anthropology (5)

Study of human and primate evolution through two approaches: an examination of the fossil record and an examination of the biological and behavioral differences in living populations.

ANTHR 202
Principles of Social Anthropology (5)

Introduction to and analysis of the social and cultural variation of mankind.

ANTHR 205
Principles of Archaeology (5)

Introduction to the study of the prehistory of man as revealed by his material remains; includes consideration of excavation techniques, analysis of artifacts and dating and a survey of world prehistory from the beginnings of culture to the appearance of writing.

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.

- ART 101 - Introduction to Art Techniques
- ART 105 - Beginning Drawing
- ART 110 - Two-Dimensional Design
- ART 115 - Three-Dimensional Design
- ART 131 - Beginning Pottery
- ART 140 - Introduction to Graphic Design
- ART 150 - Beginning Printmaking
- ART 156 - Beginning Painting
- ART 158 - Beginning Watercolor
- ART 172 - Beginning Sculpture
- ART 220 - Photography
- ART 240 - Lettering

Lecture-oriented courses recommended for humanities distribution requirements and also having no prerequisites are these:

- ART 100 - Appreciation of the Visual Arts
- ART 201 - History of Western Art (Ancient through Medieval)
- ART 202 - History of Western Art (Renaissance through Modern)



Students who intend to build a foundation of skills leading to an art-related vocation should initially concentrate on basic design and drawing courses (ART 105, 106, 110, 115). These form the prerequisite foundation for both the advanced art courses offered at TCC and the art scholarship opportunities available to TCC students (see scholarship section in catalog).

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

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

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

ART 100
Appreciation of the Visual Arts (5)

Designed to lead the student to an understanding and appreciation of the visual arts — painting, sculpture, architecture etc. — through slides, lecture and discussion.
 (Not a prerequisite for studio art courses.)

ART 101
Introduction to Art Techniques (5)

Introduction to a variety of materials and techniques including drawing, painting, printmaking and the three-dimensional media. Projects are designed for students with limited experience in art. Recommended for beginners.

ART 105
Beginning Drawing (5)

General exploration of various drawing techniques and media through the study of composition, perspective and form.

ART 106
Drawing (5)

Further development of drawing skills with emphasis on composition and communication concepts.
 Prerequisite: ART 105.

ART 110
Two-Dimensional Design (5)

Fundamentals of art structure as the foundation for creative work. Organization of the elements of design (line, shape, value, texture, color) as applied in two-dimensional design media.

ART 115
Three-Dimensional Design (5)

Basic materials, techniques, spatial problems and design principles which relate to three-dimensional forms. Includes functional, decorative and sculptural problems.

ART 131
Beginning Pottery (5)

Introduction to hand-building, throwing, and decorating pottery.

ART 140
Introduction to Graphic Design (3)

Fundamental concepts of visual communications, practice in the development of converting verbal concepts into visual form, introductory techniques of layout and design.

ART 141
Graphic Design, Problem Solving (3)

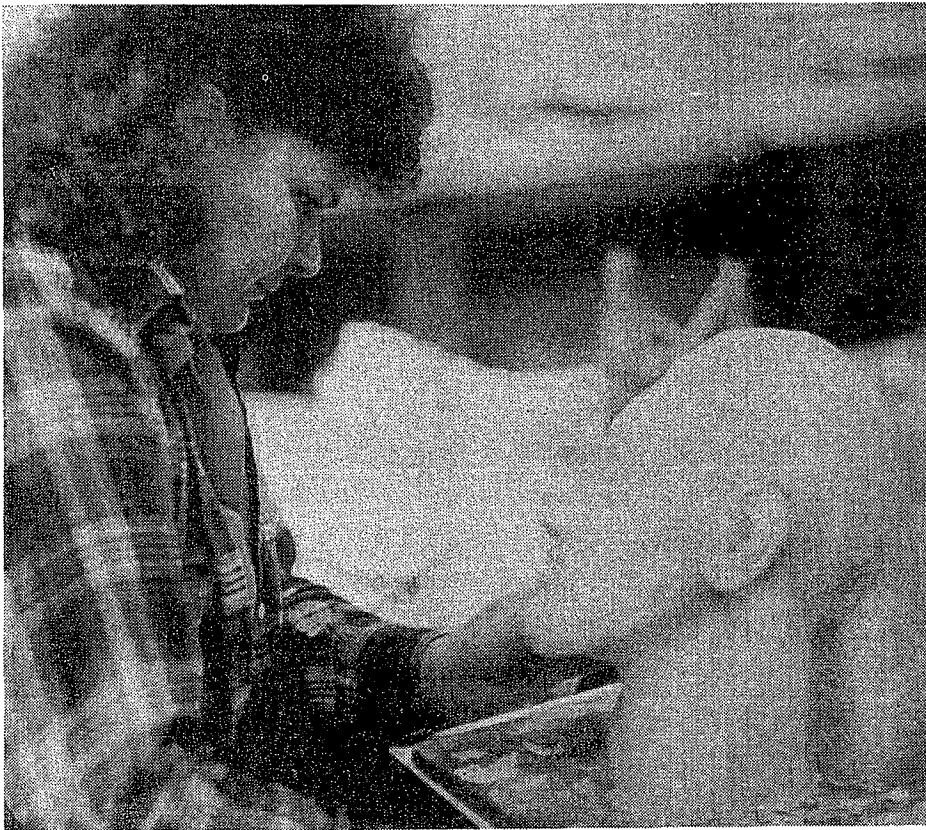
Development of visual solutions to verbal concepts using a variety of media while exploring graphic techniques and processes.

ART 150
Beginning Printmaking (5)

Studies in traditional print techniques and processes including stencil, relief, etching, and surface methods. Historical and contemporary print developments serve as background material for technical application.

ART 156, 157
Beginning Painting (5,5)

Emphasis is given to developing individual skills and techniques in color, design, and media (oil or acrylic). Students are encouraged to explore and experiment with their abilities in order to define their personal responses to subject matter. Sketchbook required.
 Prerequisite: ART 156 for 157.



**ART 158
Beginning Watercolor (5)**

Emphasis is given to individual skills and techniques in watercolor media. Experimentation and study of the unique properties of watercolor and paper. Basic ideas regarding color, design and representations are included. Sketchbook required.

**ART 172
Beginning Sculpture (5)**

Sculpture design, material, techniques and tools. Emphasis on diversity of materials and various approaches to sculptural form — modeling, carving, casting and fabrication.

**ART 201
History of Western Art:
Ancient through Medieval (5)**

The major artistic achievements of man in Western culture beginning with the ancient civilizations that influenced Western art and its early development in Greece, Rome, and Medieval Europe.

**ART 202
History of Western Art:
Renaissance to Modern (5)**

Major artistic achievements in Western culture from the artistic styles of 14th century Italy through the art movements of the 20th century.

**ART 206
Portraiture (5)**

Drawing, painting, and sculptural concepts of portraiture. Attention to bone and muscle structure, expressive organization, and individual characterization as related to the portrait.

Prerequisite: ART 105 and 106, or 105 and instructor's permission. Instructor's permission is based on approval of previous work.

**ART 207
Figure Drawing (5)**

Drawing from the posed model (clothed and nude) including an introduction to surface anatomy, development of form consciousness, and exploration of figure composition.

Prerequisite: ART 105 and 106, or 105 and instructor's permission. Instructor's permission is based on approval of previous work.

**ART 210
Color and Design (5)**

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

Prerequisite: ART 110.

**ART 211
Enameling on Copper (5)**

Enamel design applied to bowls, small plaques and jewelry. Basic techniques for the beginner as well as exploratory processes for the practicing enamelist.

Prerequisite: None, ART 110 recommended.

**ART 215
Design and Materials:
Wood (5,5)**

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 115.

**ART 216
Design and Materials:
Metal (5)**

Basic techniques of forming, casting, and fabrication to create functional and decorative art forms in metal. Emphasis on design, craftsmanship, and the proper use of tools and materials.

Prerequisite: ART 115.

**ART 220
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 must provide film, printing paper, and some incidental supplies.

**ART 221
Photography (5)**

Second quarter of black and white still photography. Photographic seeing and composition, as well as advanced techniques. Refinements of camera and light meter operation, development and printing techniques, introduction to the Zone System, darkroom, manipulation, toning, and color. Opportunity to work in color. Students must have an adjustable camera and must provide film, printing paper and some supplies.

Prerequisite: ART 220 or instructor's permission.

**ART 231, 232, 233
Pottery (5,5,5)**

Hand-building processes, wheelthrowing, decoration techniques, glazing and firing.

Prerequisite: ART 115 (or 131) for 231; 231 for 232; 232 for 233.

**ART 240
Lettering (5)**

Advanced problems in calligraphy with emphasis on layout and design. Introduction to posters, booklets, manuscripts, and three dimensional letters.

Prerequisite: ART 240.

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 105 and 110 (or 150).

ART 251

Printmaking-Etching (5)

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

Prerequisite: ART 105 and 110 (or 150).

ART 256, 257

Painting (5,5)

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

Prerequisite: ART 105 and 110 (or 157) for 256; 256 for 257.

ART 258, 259

Watercolor (5,5)

Development and broadening of technical skills and knowledge regarding watercolor tools and materials and their application to illustration and self-expression. Watercolor media used for sketching studies, for visualization processes, and for final expression. Forms, methods selection, and interpretation of subject matter is encouraged.

Prerequisite: ART 105 and 110 (or 158) for 258; 258 for 259.

ART 272

Sculpture: Modeling and Casting (5,5)

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 credit hours.

Prerequisite: ART 105 and ART 115 (or ART 172).

ART 273

Sculpture: Carving (5,5)

Introduction to tools, techniques, and materials used in the carving approach to sculpture. Design and craftsmanship. Maximum of 10 credit hours.

Prerequisite: ART 105 and ART 115 (or ART 172).

ART 274

Sculpture:

Fabrication Techniques (5,5)

Introduction to building sculptural forms through the use of the 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 credit hours.

Prerequisite: ART 105 and ART 110 (or ART 172).

ART 299

Advanced Problems in Art (5)

These courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require permission of the instructor.

Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium. Example: 299C, Advanced Problems in Drawing, has a prerequisite of ART 105 and 106.

- 299A Pottery
- 299B Design
- 299C Drawing
- 299D Lettering
- 299E Painting
- 299F Photography
- 299G Printmaking
- 299H Sculpture
- 299I Watercolor

BANKING AND FINANCE

The Banking and Finance program is designed to help students achieve educational objectives consistent with their career goals. The curriculum is constantly revised and updated in cooperation with the American Institute of Banking. Please refer to the two-year program outline for Banking and Finance in the occupational program section of this catalog.

Call 756-5110 for more information.

BIOLOGY

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: BIOL 100, 105, 106, 108, 140 and HORT 101.

Students wishing to major in the life sciences should consider BIOL 101, 102, 103. The special programs section and the appropriate academic advisor should be consulted before registration.

BIOL 70

Natural Science (5)

Introduction to selected basic topics which have controlled and shaped the natural history of the Pacific Northwest. Could include the water cycle, weather, plant and animal life, marine and alpine environments, earthquakes, volcanoes, soils, environmental problems, and others. For students with no prior knowledge of biology.

BIOL 90

Introduction to Biological Science (5)

A basic coverage of biological principles as well as a survey of plant and animal life. For the student whose knowledge of biological sciences is limited.

BIOL 100

Introduction to Biology (5)

Principles of biology for non-majors. Major concepts of biology are considered as they relate to structural and functional analysis of biological organization. Intended as introduction to all other life sciences.

BIOL 101

General Biology (5)

Principles of the structure and functions of animals, plants and plant-life organisms. Includes survey of cell physiology, reproduction, genetics, evolution and ecology. Prerequisite: High School biology and High School chemistry or equivalent.

BIOL 102

General Biology (5)

(For science majors.) Basic problems common to all living systems (plant and animal) and solutions to problems in representative organisms. Laboratory is a survey of the plant and animal kingdoms with comparative dissection and study of representative organisms.

Prerequisite: BIOL 101.

BIOL 103

General Biology (5)

(For science majors.) A molecular approach to the study of cells and their specialized parts that resemble and function as organs. The biochemical aspects of cell physiology will be examined.

Prerequisite: CHEM 101 or equivalent and BIOL 101 or equivalent.

BIOL 105

Basic Ecology (5)

(For non-majors.) The basic understanding of ecology. A study of the interrelationships between organisms in biological communities, the environmental factors in communities, chemical cycles, and plant and animal populations. Laboratory and field trips included. No Biology prerequisite.

BIOL 106
Contemporary Biology Problems (5)

(For non-majors.) Survey of current biological problems including pollution, population, drugs and genetic abnormalities. Includes laboratory experience and field trips. No Biology prerequisite.

BIOL 108
Natural History of the Pacific Northwest (5)

(For non-majors.) Lecture, field and laboratory course covering phases of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips. No Biology prerequisite.

BIOL 133
Microbiology (2)

Basic principles of microbiology, identification and physiology of microorganisms; treatment of the problems of infection and immunization; cleaning and sterilization of equipment relating to respiratory care. Prerequisite: Student must register through Respiratory Therapy Technician Program.

BIOL 140
Marine Biology (5)

(For non-majors.) Occurrence, distribution and identification of marine plants and animals of Puget Sound. Emphasis on the shore-dwelling forms and their ecological relationships and life histories. Field trips to varied environments available in the area. No prerequisites.

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

A study of the structure and function of all organ systems in the human body. Also includes histology, osteology, blood cytology and primate dissections. Required for students in health programs. Prerequisite: 150 for 151. BIOL 100 recommended.

BIOL 201
General Microbiology (5)

Biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia, protozoa and algae. Includes relationship of micro-organisms to disease and grouping of disease-spreading agents according to their methods of transmission and portal of entry. Requirement for registered nurses. Prerequisite: BIOL 100; CHEM 101; or equivalent.

BIOL 206, 207, 208
Anatomy and Physiology (5,5,5)

A study of the structure and function of the human body, utilizing a systemic approach. Includes extensive laboratory studies and is primarily designed for students preparing for medical studies such as nursing, pre-medicine, pre-dentistry and physical therapy. Prerequisite: BIOL 100, CHEM 100 or equivalent. (CHEM 100 can be taken concurrently with 206 and CHEM 101 concurrently with 207.) BIOL 206 for 207, BIOL 207 for 208.

BUSINESS

BUS 101
Business: An Introductory Analysis (5)

An analysis of the role and significance of business in our society, types and formations of business enterprises, operation and management of business and the problems faced by modern business.

BUS 102
Personal Finance (5)

Consumer education including personal finance, budgeting, buying goods and services, insurance, investment principles and real estate transactions.

BUS 103
Typing I (5)

Typing fundamentals including mastery of the keyboard, centering, tabulations, memos, letters and manuscripts. Prerequisite: Placement in ENGL 90 and MATH 90 or above, or instructor approval.

BUS 104
Typing II (5)

Skill and speed development and typing of common business forms including letters, memos, tables, invoices, reports. Prerequisite: BUS 103 or equivalent.

BUS 110
Business Mathematics (5)

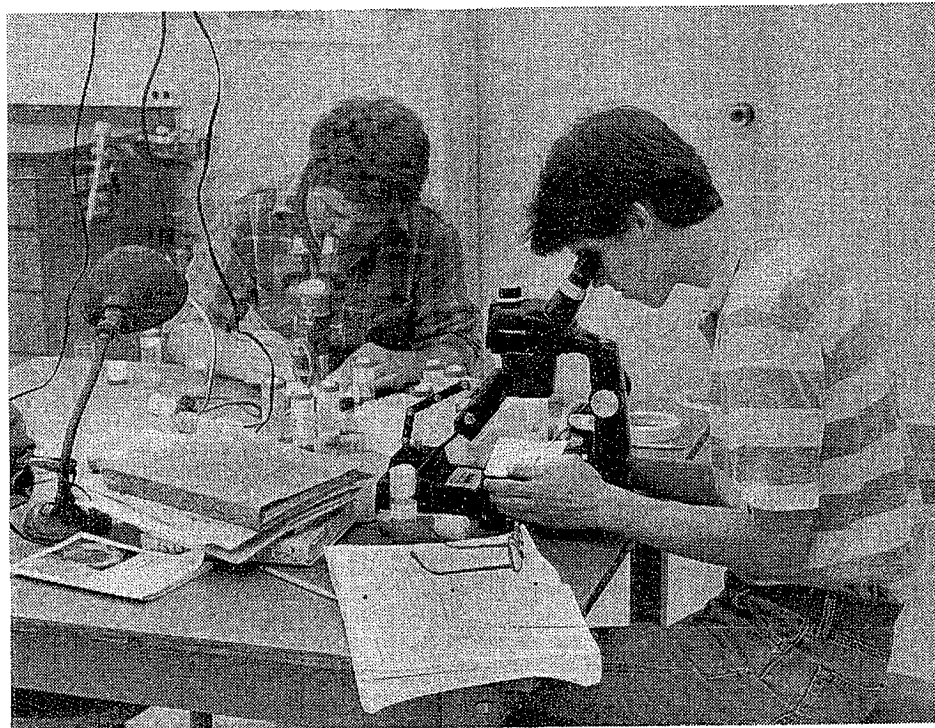
A review in arithmetic: problems in billing, profits, trade discounts, cost taxes, installment buying, payroll, insurance, depreciation, business expenses, interest and fund accumulation.

BUS 111
Grantsmanship (4)

Provides instruction and training in the development of proposals for funding. A comprehensive study of proposal elements will be undertaken as students develop their proposal projects. Major topics include: development of ideas, researching funding sources, proposal elements, goals and objectives, budgeting and evaluation.

BUS 115
Business Machines (3)

Instruction and practice in operating electronic calculators to solve common business problems. Prerequisite: Business 110 recommended.



BUS 116

Records Management (3)

Basic principles and procedures of records storage and control using the following systems: alphabetic, geographic, numeric and subject.

BUS 117

Machine Transcription (3)

Transcribing mailable business related correspondence from prepared materials.
Prerequisite: BUS 103, ENGL 104.

BUS 120, 123, 124

Work Experience Internship (5,5,5)

Supervised employment for those students in the following vocational programs: Secretarial Office Skills, Service Representative, Banking and Finance, Supervision and Management. Normally taken in the second year of the program.
Prerequisite: Permission of the program instructor/coordinator.

BUS 125

Business Report Writing (2)

Writing and presenting technical reports under simulated business conditions.
Prerequisite: ENGL 104, ENGL 101 or equivalent skills and experience.

BUS 130

Shorthand I (5)

Beginning course in fundamental principles and theory of shorthand.
Prerequisite: BUS 103 or equivalent.

BUS 131

Shorthand II (5)

Shorthand dictation and transcription, emphasizing speed building. Laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction.
Prerequisite: BUS 130.

BUS 132

Modern Secretarial Procedures (1)

Introduction to secretarial procedures: time management, filing systems, proofreading, formats for business correspondence, interviewing, business reference materials, overview of word processing and mini computers.
Prerequisite: BUS 103 or equivalent.

BUS 133

Shorthand and Transcription (2)

Taken concurrently with BUS 131. To develop good shorthand transcription practices. Includes production of mailable transcripts of letters, memos, reports and tables. Review of correct grammar, punctuation and sentence structure is emphasized.
Prerequisite: BUS 130, BUS 103 and ENGL 104.



BUS 134

Office Systems (5)

Discussion of capabilities of computers and word processors; time management; analyzing work habits and paper flow; writing proposals and reports; vocabulary needed by today's office workers; letter writing review.
Prerequisite: BUS 131.

BUS 135

Shorthand III (5)

Taken concurrently with BUS 134. Further speed development and transcription practice.
Prerequisite: BUS 131, 133.

BUS 140

Bookkeeping I (5)

Basic accounting record-keeping techniques. Recommended for students without previous bookkeeping experience. Emphasis on basic financial statements, journalizing and posting for service and merchandizing businesses. Also covers payroll.

BUS 141

Bookkeeping II (5)

Continuation of BUS 140. Emphasis on bad debts, depreciation, notes and accruals. Business simulation sets provide practical applications of bookkeeping principles.

BUS 142

Bookkeeping III (5)

Continuation of BUS 141. Includes experience with realistic practice sets to build judgment and skills. Bookkeeping principles on partnerships, corporations, and branch operations.

BUS 143

Small Business Management (3)

Broad overview of the needs of small business managers. Includes starting a business, "being successful in business," "getting out of business" for yourself. Co-sponsored by the Small Business Administration.

BUS 150

Professional Selling (3)

The principles of salesmanship and a theoretical and practical understanding of personal selling. Students practice sales presentations. Case studies to provide experience in analyzing actual situations.

BUS 163

Principles of Management (5)

Basic theory and common terms of management. Includes functions of management and the skills that lead to managerial success in business firms, planning, organizing, directing and controlling.

BUS 200

Business Law (5)

Preliminary analysis of business law through the study of simple contracts, their performance and remedies for breach; application of the uniform commercial code to general business practices; analysis of the common business associations in the business community and the effect of each association.

BUS 224

Effective Business Letters (3)

Fundamentals of writing effective business correspondence. Composition of memos and business letters. Letter types include inquiry, request, recommendation, negative reply, positive reply and sales.

BUS 225

Business Communications (5)

Fundamentals of writing business correspondence. Emphasis on written communications - letters, reports, memoranda.
Prerequisite: BUS 103, ENGL 104, or permission of instructor.

BUS 227

Introduction to Word Processing (1)

Word processing terminology and concepts, understanding paper flow and dictation skills. BUS 227 is prerequisite for BUS 228, 229, 230 and 231.
Prerequisite: Grade of B or better in BUS 104, 117 and ENGL 104.

BUS 228

**Word Processing/IBM
Memory Typewriter (2)**

Basic word processing concepts. Instruction on electronic keyboard. Office correspondence applications including transcription from tape input. Good basic English skills, proofreading and editing skills essential. Prerequisite: Grade of B or better in BUS 104, 117 and ENGL 104; BUS 227 and permission of instructor.

BUS 229

**Word Processing/IBM
Mag Card II (3)**

Basic word processing concepts. Instruction on electronic keyboard including magnetic card storage, electronic memory, office applications of tables, reports and correspondence. Also includes transcription from tape input. Good basic English skills, proofreading and editing skills essential. Prerequisite: Grade of B or better in BUS 104, 117, ENGL 104; BUS 227 and permission of instructor.

BUS 230

Word Processing/Vydec (3)

Modern word processing equipment with CRT screen; floppy disk storage and retrieval. High speed printer. Good basic English skills, proofreading and editing skills essential. Prerequisite: Grade of B or better in BUS 104, 117, ENGL 104; BUS 227 and permission of instructor.

BUS 231

Word Processing/Alpha Micro (3)

General theory and practice of word processing as currently adapted to a general purpose microcomputer. Prerequisite: Grade of B or better in BUS 104, 117, ENGL 104; BUS 227 and permission of instructor.

BUS 235

**Introduction to
Data Processing (5)**

Overview of computer field; emphasis on terminology and use of computer in organizations. Students write several programs in the BASIC language. Students should not enroll in both BUS 235 and BUS 237.

BUS 237

**Data Processing Concepts
and Applications (3)**

Review of the evolution and theory of computer systems including operating principles, present systems, hardware and software. Special emphasis on computer applications in the business world. Students should not enroll in both BUS 237 and BUS 235.

BUS 238

Computer Programming: BASIC (3)

A mastery approach to computer programming in the BASIC language. Instruction and practice in writing simple computer programs using all the fundamental commands. Includes approximately 20 hours hands-on experience with the computer. Students should not enroll in both BUS 238 and BUS 235.

BUS 239

**Advanced BASIC Programming
& Systems Design (3)**

Advanced concepts in BASIC programming: output formatting, file structures, matrix operations and structured program design. Exploration of larger issues in designing and writing computer software systems. Examples and exercises are business oriented. Prerequisite: BUS 235 or BUS 237 and 238 or equivalent.

BUS 240

Introduction to Marketing (5)

Analysis of marketing concepts, consumer demand and behavior, marketing functions of the firm, institutions in the marketing channel, product, price and promotion strategies. Prerequisite: None. (ECON 201 recommended.)

BUS 256

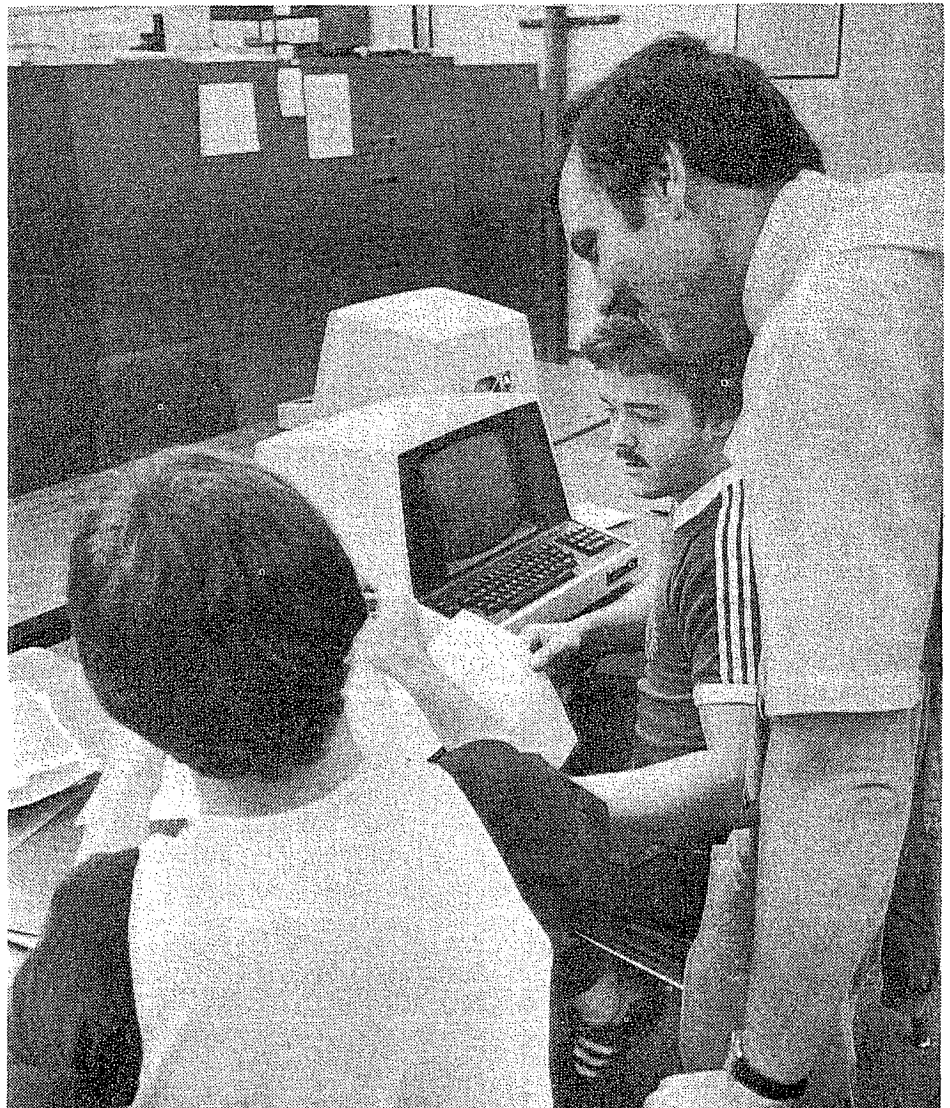
Statistical Analysis (5)

Statistical techniques useful in guiding business decisions. Introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation and related concepts. Prerequisite: MATH 101.

BUS 299

Individual Study in Business (1-5)

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



CAREER DEVELOPMENT

CD 100

College Planning (1)

Decision making and goal setting for beginning college students who are undecided about their educational or career goals.

CD 150

Career and Life Planning (3)

Provides students with help selecting a career. Opportunities for students to explore their individual goals as related to their interests, abilities and lifestyles.

CD 299

Independent Study (Variable Credit 1-5)

Independent observation, analysis and reporting of a selected problem in career and life planning.

Prerequisite: Permission of instructor.

CHEMISTRY

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: CHEM 100, 101, 102.

Students wishing to major in the sciences, engineering fields, or other special programs would normally take CHEM 140, 150, 160; however the special programs section and the appropriate advisor should be consulted before registration.

CHEM 100

Principles of Chemistry (5)

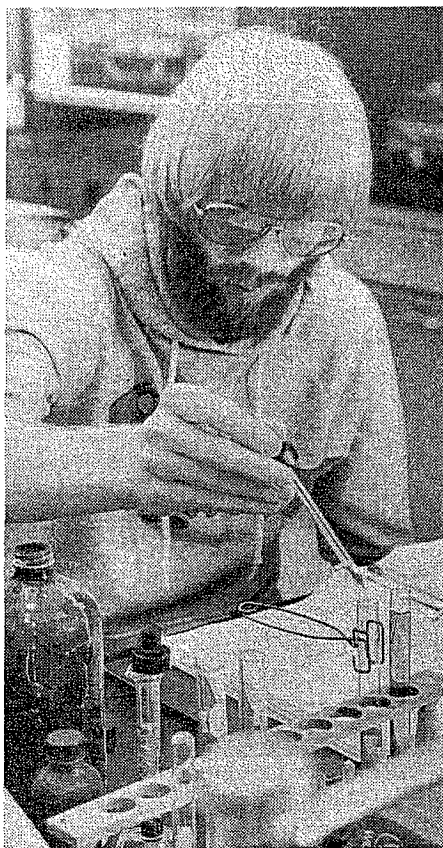
A survey of the fundamental principles of chemistry. Study of topics including atomic theory, properties and change, reactions, nomenclature and calculations. For students with little or no current training in chemistry. Prerequisite: MATH 90 or equivalent.

CHEM 101

Survey of Inorganic Chemistry (5)

(For non-science and non-engineering majors.) Examination of molecular theory, quantitative relationships, solutions, acids, bases, salts and nuclear chemistry.

Prerequisite: Recent, successful high school chemistry or CHEM 100, MATH 101 or equivalent. MATH 101 may be taken concurrently.



CHEM 102

Survey of Organic and Biochemistry (5)

(For non-science majors.) Study of organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins and carbohydrates. Students planning to take CHEM 231 should not take CHEM 102.

Prerequisite: CHEM 101

CHEM 140

General Chemistry (5)

(For science, engineering and other majors requiring more than one year of chemistry.) Structure of matter, atomic theory, quantitative relationships, stoichiometry, periodic properties and chemical bonding.

Prerequisite: High School chemistry or CHEM 100, and MATH 101 or equivalent.

CHEM 150

General Chemistry (5)

Liquids, solids, aqueous solutions, kinetics, acid and base equilibria.

Prerequisite: CHEM 140.

CHEM 160.

General Chemistry: Qualitative Analysis (6)

Solubility, equilibria, complexions, electrochemistry oxidation-reduction, nuclear reactions and organic chemistry; semi-micro qualitative analysis for common cations and anions.

Prerequisite: CHEM 150.

CHEM 231, 232

Organic Chemistry (5,5)

Structure, nomenclature, reactions mechanisms and synthesis of the main types of organic compounds.

Prerequisite: CHEM 160; CHEM 231 for CHEM 232.

CHEM 233

Organic Chemistry (5)

Continuation of CHEM 232 with emphasis on 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 232.

COMPUTER SCIENCE

The college offers several courses involving computer applications which are not listed under this heading. These are BUS 235, Introduction to Data Processing; ENGR 141, Computer Applications to Engineering Problems; ACCNT 240, Automated Programmed Accounting; and several Data Processing Systems (DPSYS) courses.

COMSC 140

Introduction to Computer Programming: BASIC Language (4)

Essential concepts of computer programming using the BASIC language as the means of communications. Topics covered include history of computers and programming languages, elements of BASIC language, programming techniques, flow-charts and data structures.

Prerequisite: MATH 101 or instructor's permission.

COSMC 201

Microcomputer Operations (4)

Operation and programming of microcomputers used by energy conservation technicians. General concepts such as computer codes, binary arithmetic and major components of most computers. Computer programming with an introduction to an assembly language and elements of the BASIC language. Typical energy related data and problems are studied.

Prerequisite: Permission of instructor/coordinator.

COMSC 211**Microcomputer Hardware (4)**

Introduction to the hardware associated with microcomputers used in energy conservation applications. Elements of a complete microcomputer system are studied, beginning with a typical microprocessor and continuing through most peripheral devices. Digital-to-analog and analog-to-digital techniques and data communication ideas are also covered. Applications of these techniques to actual control problems are illustrated.

Prerequisite: COMSC 101 and permission of instructor/coordinator.

COMSC 220**Computer Programming: PASCAL Language (5)**

Rigorous approach to structured programming utilizing PASCAL. Role of algorithms, data types and procedures in computer programming. Documentation.

Prerequisite: COMSC 140 or ENGR 141 or MATH 124 or previous programming experience with permission of instructor.

COOPERATIVE EDUCATION**(Credit for work-related learning)**

Supervised by a faculty member, the student participates in a three-way learning contract between student, faculty supervisor and employer. The work-related learning is designed to complement the student's academic or career goals. The student also attends a weekly seminar on job-related topics. Credits and grades are based on job-hours worked, work performance, completion of learning objectives specified in the contract, and participation in the seminar.

As many as five (5) credits can be earned each quarter, toward a total of up to 15 credits.

Interested students should contact the Career Services Center, Building 7, 756-5027, prior to registration for the course.

DATA PROCESSING SYSTEMS**DPSYS 70****Personal Computer Lab (1)**

Introduction to the use of small microcomputers designed for personal and home use. Operation of small computers through "hands-on" experience using prepared computer programs on the college's computers.

DPSYS 90**Keyboard Skills (4)**

Keyboard skills and speed-building practice for computer system users and those seeking employment as data processing operators. Includes instruction on the keyboard and the 10-key numeric pad.

DPSYS 100**Using the Computer (3)**

A non-technical "hands-on" course for persons with no previous computer knowledge. Emphasis on applications of mini- and microcomputers includes supervised hands-on experience with an instructor and simple explanations of computer systems and their uses.

DPSYS 147**Computer Systems Selection (2)**

Examines alternate approaches to selection of appropriate computer systems for small business. Includes analysis of capabilities of current systems and worksheet approach to defining workloads, system requirements and reporting needs.

DPSYS 205**Accounting and Business Systems and Procedures (3)**

Introduction to systems design and analysis with emphasis on accounting and other business information systems. Includes analytical techniques such as flow charts and PERT diagrams, feasibility criteria for computer application, and a study of alternate implementation techniques and their problems.

Prerequisite: ACCNT 201 or 210 or BUS 140; BUS 235 or BUS 237 and 238.

DPSYS 240**Automated Bookkeeping (4)**

Introduction to automated bookkeeping methods using microcomputers. Survey of accounting systems and considerations involved in their use in business. Students will work through the accounting cycle using a case study on the college's microcomputers.

Prerequisite: BUS 235 or 237 and 238, and BUS 140 or equivalent.

DPSYS 241**Computer Applications I: Order Entry, Inventory Control, Receivables (3)**

Theory and practice of minicomputer and microcomputer applications to order entry, inventory control and accounts receivable systems. Explanations and demonstrations of one or more currently available accounting systems.

Prerequisite: ACCNT 201 or 210 or BUS 140; BUS 235 or BUS 237 and 238.

DPSYS 242**Computer Applications II: Payroll Accounting and Accounts Payable (3)**

Theory and practice of minicomputer and microcomputer applications to payroll accounting and accounts payable.

Prerequisite: ACCNT 201 or 210 or BUS 140; BUS 235 or BUS 237 and 238.

DPSYS 243**Computer Applications III (3)**

Examines general ledger and financial reporting systems, both manual and computer-based. Focuses on analysis and use of commercially available software packages for microcomputers.

Prerequisite: ACCNT 201 or 210 or BUS 140; BUS 235 or BUS 237 and 238.

DPSYS 244**Data Based Systems and Reports (3)**

Description of computerized file management systems and data base management systems. Includes examination of current organization principles for data base management and practice in analyzing business applications.

Prerequisite: BUS 235 or BUS 237 and 238.

DPSYS 245**Computer Programming: COBOL (4)**

Introduction to structure and use of COBOL programming language. Writing programs; common business applications of computer systems and the COBOL language. Discussion of problem analysis and flowcharting.

Prerequisite: BUS 235 or 237. Keyboard skills recommended.

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

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

DRAMA 160**Cinema History (5)**

Historic introduction to the motion picture. Includes silent and sound eras and individuals responsible for major advances in theory and technique.

ECONOMICS**ECON 101****Energy Economics (3)**

Techniques necessary to evaluate the economic impact of current levels of energy production and use. Application of appropriate tools to many energy-related decisions in the construction redesign maintenance of buildings and related systems. Financial analysis of alternate energy applications.

ECON 200

Principles of Economics (5)

History and development of the United States' economy including effects of government taxing and spending, control of the money supply, effects of international trade.

ECON 201

Principles of Economics (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.

ECON 211

General Economics (5)

A one quarter general survey of economics designed specifically for non-majors. Includes such topics as effects of government taxation and spending, operation of the market system, operation of the central bank and money supply, monopolies and their effects. Special emphasis on current issues in economics.

EDUCATION

ED 200

Sociology of Education (5)

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

ELECTRICITY

ELEC 101

Fundamentals of Electricity and Electronics (5)

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

Prerequisite: Permission of instructor/coordinator.

ELEC 221

Electro Mechanical Devices (5)

Course is designed to provide the student with a working knowledge of control elements in electrical circuits, transformers, motors and generators. Topics include switches, circuit breakers, relays, fuses, transformers, DC and AC motors and generators.

Prerequisite: ELEC 101 and permission of instructor/coordinator.

ELEC 222

Electronic Devices and Systems (4)

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

Prerequisite: PHYS 116 and permission of instructor/coordinator.

ELEC 223

Electrical Power and Illumination Systems (5)

Practical knowledge of electrical distribution systems with specific emphasis on illumination systems. Three-phase electrical systems, generating stations, high-voltage transmission and distribution systems, industrial and residential power distribution, wiring and electrical codes, illumination measurements, and indoor and outdoor lighting systems.

Prerequisite: ELEC 101 and permission of instructor/coordinator.

ELEC 241

Instrumentation and Controls (5)

Practical knowledge and skills in the specification, use and calibration of measuring devices and the principles and applications of automatic control process. Integration of knowledge gained in previous courses through the detailed examination of control systems for electrical power production, heating, air conditioning and manufacturing.

Prerequisite: ELEC 222, 223 and permission of instructor/coordinator.

EMERGENCY MEDICAL CARE

EMC 110

Emergency Medical Technician-Basic (6)

Entry-level 81-hour program for selected individuals who are sponsored by emergency medical care providers in their community in accordance with state guidelines. Includes study of basic anatomy and physiology, shock and its treatment, life-threatening injuries, childbirth, adult and pediatric treatment differences, patient extrication from vehicles, the role of an EMT and all other topics outlined in the Department of Transportation guidelines.

Prerequisite: 18 years of age, High school diploma or GED, Washington driver's license.



EMC 112**Emergency Medical Technician—
Continuing Education (2)**

For practicing EMT's wishing to fulfill state and national requirements for annual certification. All required classroom and clinical hours are met and/or exceeded.

Prerequisite: Current EMT state or national certification.

EMC 120**Emergency Medical Technician—
Paramedic (12)**

First of three courses for training pre-hospital advanced life support paramedic personnel. Lecture and laboratory components to develop concepts and skills including topics such as medical terminology, anatomy and physiology, patient assessment, documentation of findings, parenteral therapy, pharmacology and respiratory therapy.

Prerequisite: Concurrent enrollment in EMC 130. One year active EMT experience, sponsorship, and permission of instructor, and 2.3 grade point average.

It is recommended that applicants waiting to enter EMC 120 complete the following courses: BIOL 206, 207, 208 Anatomy and Physiology; MATH 97, Math for Health Occupations; and HT 130, 131 Medical Terminology.

EMC 121**Emergency Medical Technician—
Paramedic (10)**

Second in three-quarter series. Classroom instruction in cardiology, electrophysiology of the heart, EKG interpretation, pharmacology, stress and burnout, domestic violence and the musculoskeletal system.

Prerequisite: EMC 120/130 and concurrent enrollment in EMC 131.

EMC 122**Emergency Medical Technician—
Paramedic (7)**

Third and final course in the series. Classroom instruction in pediatric treatment and assessment, neurological disorders, childbirth, radio communications, vehicle extrication, emergency vehicle driving and other medical emergencies.

Prerequisite: EMC 121/131 and concurrent enrollment in EMC 132.

EMC 130**Clinical Application for EMC 120 (6)**

Field and clinical internship responsibilities peculiar to topics covered in EMC 120. Clinical sites include emergency room, respiratory therapy department, poison control center and TB clinic.

Prerequisite: Concurrent enrollment in EMC 120.

EMC 131**Clinical Application for EMC 121 (7)**

Involves field and clinical internship responsibilities peculiar to topics covered in EMC 121: Clinical sites include operating room, burn center, cardiac study center, and intensive cardiac care unit.

Prerequisite: Concurrent enrollment in EMC 121.

EMC 132**Clinical Application
for EMC 122 (10)**

Field and Clinical internship responsibilities peculiar to topics covered in EMC 122. Clinical sites include psychiatric ward, pediatric emergency room, morgue, and labor and delivery suite.

Prerequisite: Concurrent enrollment in EMC 122.

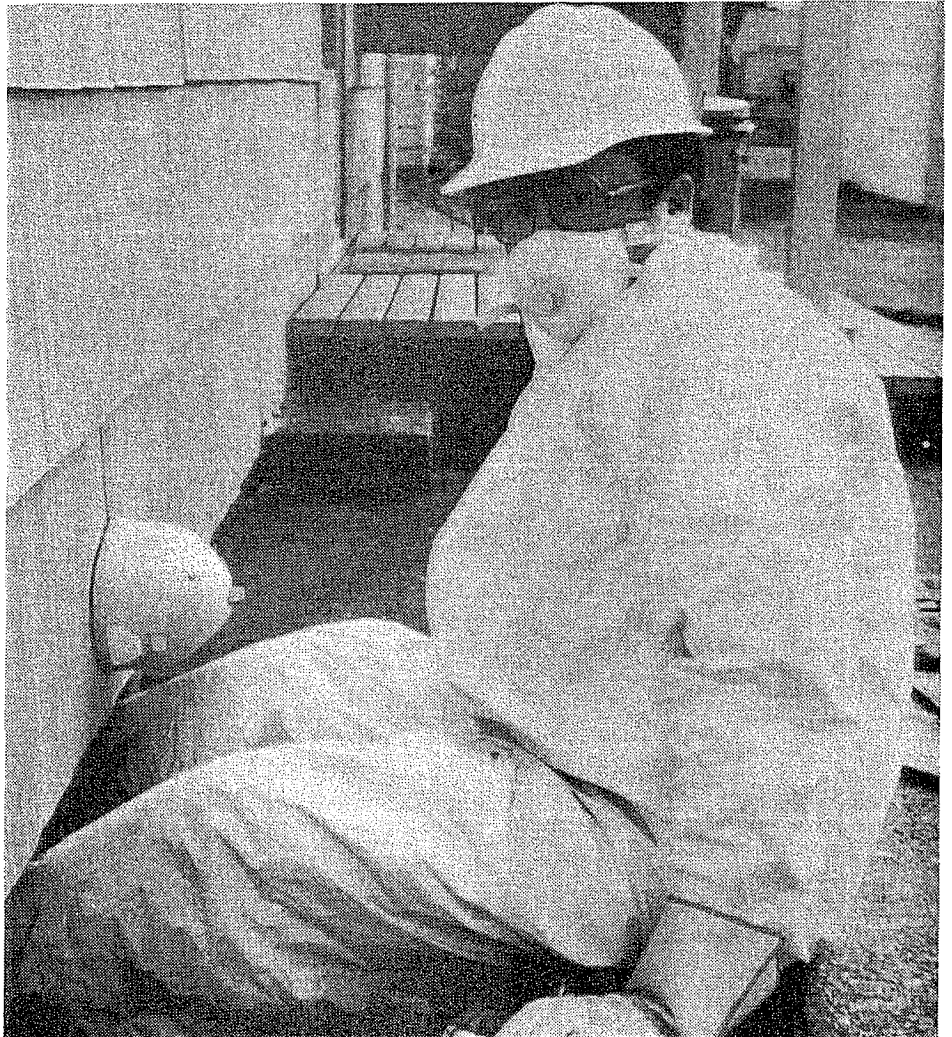
**ENERGY
MANAGEMENT****ENMG1 105****Solar Heating in Practice (2)**

Introduction to alternative energy sources that can be utilized by homeowners and others to reduce home energy costs. Various active and passive solar applications will be studied with emphasis on do-it-yourself construction. Topics include solar home and water heating, heat collectors, materials, equipment, consumer awareness and effective home energy planning.

ENMG1 111**Energy Production Systems (3)**

An in-depth technical study of processes and equipment used to convert energy resources and fuels into useful energy forms, such as electricity, heat and motion or light. Selecting optimum energy sources and equipment for maximum economy, availability, efficiency and/or environmental quality.

Prerequisite: Permission of instructor/coordinator and ENM 120.



**ENMGTT 112
Mechanical Devices
and Systems (5)**

Principles, concepts and applications of various mechanisms that may be encountered in industrial applications of energy use and conservation. Topics included are operational principles, uses, maintenance, troubleshooting, and repair and replacement procedures of mechanical components and systems. Practical maintenance and installation of equipment and selection and specification of proper replacement components from manufacturers' catalogs is included.

Prerequisite: Permission of instructor/coordinator.

**ENMGTT 120
Fundamentals of Energy
Technology (3)**

Overview of the field of energy conservation and use; descriptions of job functions typical of energy technicians. Course material is organized to show the compatibility of the total curriculum and the purpose of the approach chosen. Same course as ENGR 120. Dual credit will not be given for ENMGTT 120 and ENGR 120.

**ENMGTT 231
Fluid Power Systems (5)**

Overview of fluid power technology and a working knowledge of the components used in fluid power circuits. Hydraulic and pneumatic systems with emphasis on troubleshooting and maintenance procedures for each. Fundamentals of fluid dynamics, conventional fluid circuits and fluid power components.

Prerequisite: PHYS 116 and permission of instructor/coordinator.

**ENMGTT 232
Heating, Ventilating and
Air Conditioning (4)**

Overview of heating, ventilating and air conditioning systems and a working knowledge of each component and subsystem. Proper operation and maintenance to achieve maximum system performance.

Prerequisite: PHYS 116 and permission of instructor/coordinator.

**ENMGTT 233
Energy Conservation (5)**

Technical knowledge and specific skills required to perform conservation measures relative to the most common energy uses. Learning and utilizing the basic principles of energy conservation and efficiency.

Prerequisite: ENMGTT 111 and permission of instructor/coordinator.

**ENMGTT 240
Energy Audits (3)**

Overview of the purpose, objectives and mechanics of the energy audit process. Full background and procedural instructions precede case studies and laboratory practice in auditing. Audit analyses are undertaken with students recommending remedial actions based on analyses of the practice audits.

Prerequisite: ENMGTT 111 and permission of instructor/coordinator.

**ENMGTT 243
Codes and Regulations (1)**

Basic understanding of the many codes and regulations imposed upon each area of responsibility of energy technician. Familiarization with many national codes and instructions on how to locate and use state and local codes.

Prerequisite: Permission of instructor/coordinator.

**ENMGTT 244
Solar Energy (3)**

Introduction to the theory and practice of solar energy utilization. Available solar energy; efficiency of solar energy collection; design of typical passive and active solar energy installations; and cost-effectiveness of solar energy utilization. Laboratory work using Lennox Solar installation simulators will be included.

ENGINEERING

Students seeking courses for general exploratory and degree distribution requirements should consider the following non-major courses: ENGR 100, 101, 102, 103, 104, 120, 131, 141, 161.

The engineering transfer program has two schedules. Sequence classes in math, science and engineering science begin Fall quarter for the day program and Winter quarter for the evening program.

Students wishing to major in engineering fields need a firm foundation in mathematics. Classes are available for those students needing a review or those who have not had the necessary courses. An engineering advisor should be consulted before registration in engineering or necessary mathematics courses.

**ENGR 100
Engineering Orientation (1)**

Introductory view of the fields of engineering including lectures, discussions and reading assignments. Acquaints students with the fields of engineering and the opportunities in each.

**ENGR 101, 102
Engineering Graphics (3,3)**

Drawing. Acquaints the student with the use of instruments, scales, lettering and line work. Work on orthographic projections, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation.

Prerequisite: ENGR 101 for 102.

**ENGR 103
Applied Descriptive Geometry (3)**

Use of graphics in the solution of problems in different fields of engineering; includes point, line, plane problems; intersections, developments and vectors in three dimensions.

Prerequisite: ENGR 102.

**ENGR 104
Schematic and
Blueprint Reading (3)**

Familiarization with the standard symbols and techniques used in schematics of electrical, mechanical, hydraulic and pneumatic systems and structural blueprints. The laboratory stresses identification of parts and relationships of the schematic or blueprint to the system it describes.

Prerequisite: Permission of instructor/coordinator.

**ENGR 120
Fundamentals of
Energy Technology (3)**

Overview of the field of energy conservation and use; descriptions of job functions typical of energy technicians. Course material is organized to show the compatibility of the total curriculum and the purpose of the approach chosen. Same course as ENMGTT 120. Dual credit will not be given for ENMGTT 120 and ENGR 120.

**ENGR 131
Technical and Report
Writing (Composition) (3)**

A practical course in organizing technical information and writing reports for business and science. Attention given to clarity, conciseness and effectiveness of tone. Same course as ENGL 105.

Prerequisite: ENGL 101 or ENGL 104 or placement test or instructor's permission.

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

The language of FORTRAN IV applied to engineering problems. Flow charts, problem organization and basic computer statements.

Prerequisite: MATH 105 or permission of instructor.

ENGR 161**Plane Surveying (3)**

Plane surveying methods, use of the engineer's level, transit, and tape; computations of bearings, plane coordinate systems, areas, stadia survey, public land systems.

Prerequisite: Trigonometry, MATH 106.

ENGR 170**Fundamentals of Material Science (4)**

Elementary principles underlying the structure and properties of materials utilized in the practice of engineering. The properties of inorganic and organic materials are 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 or permission of instructor.

ENGR 190**Basic Switching Theory (4)**

The algebra of sets: Boolean Algebra, symbolic logic and the algebra of propositions; switching algebra; relay circuits and control problems; circuits for arithmetic computation; introduction to probability in finite sample spaces.

Prerequisite: MATH 124, which may be taken concurrently.

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

Fundamental course in engineering statics using the vector notation treatment.

Prerequisite: MATH 125, which may be taken concurrently.

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

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

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

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

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

Prerequisite: ENGR 210 or PHYS 121; MATH 126, which may be taken concurrently.

ENGR 250**Fundamentals of Electrical Circuits (4)**

Methods of analysis of electronic circuits. Natural and forced response; vacuum tube and semi-conductor diode and amplifier circuits; integrated circuit; nonlinear devices; pulse, switching and logic circuits.

Prerequisite: PHYS 122; MATH 126, which may be taken concurrently.

ENGR 260**Thermodynamics (4)**

Introduction to basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic law of thermodynamics together with their illustration by application to energy transformation and state changes in engineering problems.

Prerequisite: PHYS 121 and CHEM 150 or permission of instructor; MATH 126, which may be taken concurrently.

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

Prerequisite: Permission of instructor.

ENGLISH COMPOSITION**ENGL 70,71,72****English (5,5,5)**

Courses deal with students' basic skill deficiencies in writing, spelling, and grammar through individualized and small group instruction.

All English courses numbered in the 80's are workshops. Each course carries with it one hour in a laboratory as well as one hour in class. Students may take up to three of these workshops, not necessarily in sequence, and may enroll as late as the end of the fourth week of the quarter.

ENGL 80**Grammar Review (1)**

A laboratory course designed to assist the student who lacks understanding in basic grammar. Emphasis is on parts of speech and common grammatical errors.

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

A review of basic sentence patterns and sentence construction. The course provides practice in developing various sentence patterns, including the use of subordinate clauses and phrases.

ENGL 82**Punctuation Review (1)**

A review of punctuation and mechanics. Exercises provide application.



ENGL 83

Vocabulary Development (1)

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

ENGL 84

Spelling (2)

Reviews commonly confused words, capitalization, use of apostrophes, plurals, pronunciation and common spelling rules.

ENGL 85

Proofreading Improvement of the Office (1)

In-service workshop: effective ways to proofread correspondence, tabular materials and numbers.

ENGL 86

Punctuation and Grammar Review (2)

Basic punctuation and grammar rules and related problems with sentence structure. A review course for employees responsible for composing or editing business correspondence.

All English courses numbered in the 80's are workshops. Each course carries with it one hour in a laboratory as well as one hour in class. Students may take up to three of these workshops, not necessarily in sequence, and may enroll as late as the end of the fourth week of the quarter.

ENGL 90

Beginning Writing (5)

An introduction to writing based on improving basic skills and sharpening students' abilities to observe closely and communicate observations in writing.

ENGL 91

Composition (5)

Development of basic skills necessary to writing effective sentences, paragraphs, and short essays. Concentration on writing sound paragraphs.

ENGL 101

College Freshman Composition (5)

Application of the basic rules of composition through exercises in expository, descriptive and argumentative writing. Emphasis on developing ideas fully, organizing them effectively, and expressing them clearly. Prerequisite: Placement test.

ENGL 102

College Freshman Composition (5)

Application and further development of writing principles covered in English 101. The writing - primarily analytical - is based on the reading and discussion of literature.

ENGL 104

Business English (5)

An introduction to current business writing practices, including careful attention to mechanics, punctuation and grammar.

ENGL 105

Technical and Report Writing (5)

A practical course in organizing technical information and in writing reports for business and science. Attention given to clarity, conciseness, and effectiveness of tone. Same course as ENGR 131.

Prerequisite: ENGL 101 or 104 or placement test or permission of instructor.

ENGL 125

College Freshman

Composition - Honors (5)

Freshman composition with emphasis on learning to analyze and evaluate works of literature and to write interpretive and analytical papers and essays. Prerequisite: ENGL 101 and honors program status, or permission of instructor.

ENGL 201

Advanced Expository Writing (5)

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

Prerequisite: ENGL 101 and 102 or permission of instructor.

ENGL 274, 275

Creative Writing:

Poetry and Fiction (3,3)

Critiquing of students' poems and short stories. Structured assignments for beginning students. Character development through dialogue, scene report; problem development and interferences along the line of action; poems with imagery progression, specific rhythmic patterns of internal sound techniques. Students enrolled in ENGL 275 will be assigned advanced projects.

ENGL 276, 277

Creative Writing - Fiction (3,3)

Writing of fiction (short story, novel), with particular attention to work of contemporary authors. Course is flexible to meet needs of individual student.

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

ENGL 278, 279

Creative Writing - Poetry (2,2)

Writing of poetry, with particular attention to work of contemporary Northwest poets. Course is flexible to meet needs of individual student.

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

ENGLISH AS A SECOND LANGUAGE

ESL 93

Basic Grammar and Oral Practice (10)

A basic grammar and speaking course for non-native English-speaking students. Designed to improve pronunciation, listening comprehension, and speaking ability. English grammar and vocabulary.

Prerequisite: Placement test.

ESL 94

Reading and Speaking Skills (5)

A reading and speaking course for non-native English-speaking students. Improving reading comprehension, increasing vocabulary, and speaking clearly and grammatically.

Prerequisite: ESL 93 or placement test.

ESL 97

Writing I (5)

Composition for non-native English-speaking students. Introduces the process of writing "compositions": i.e., a series of sentences which are about a single subject and which have unity and coherence from one sentence to the next.

Prerequisite: Placement test.

ESL 98

Writing II (5)

The second of three writing courses for non-native English-speaking students. Emphasizes the skills needed to write effective paragraphs, including topic and concluding sentences and specific details.

Prerequisite: ESL 97 or placement test.

ESL 99

Writing III (5)

The third of three writing courses for non-native English-speaking students. Emphasizes the organization and development of different types of paragraphs (description, comparison/contrast, etc.). Students will also write at least one 300-500 word theme.

Prerequisite: ESL 98 or placement test.

ESL 150

Oral/Aural Practice and Reading (5)

An intermediate level listening, speaking and reading course for non-native English-speaking students. Vocabulary building, spelling, and the improvement of pronunciation and comprehension of spoken and written English.

Prerequisite: ESL 94 or placement test.

ENGLISH LITERATURE

ENGL 92

Literature (5)

Introduction to literature through a survey of 20th Century fiction, poetry, and drama.

ENGL 150

Shakespeare in Ashland (1-2)

Study of Elizabethan theater and three Shakespearean plays through classroom study and attendance at live performances in Ashland, Oregon. A three-week lecture class.

There are no prerequisites for English Literature courses numbered 232 and above; however, ENGL 101 or permission of instructor is advisable.

ENGL 232

Popular Fiction (5)

Introduces the student to themes, conventions, and views of popular forms of fiction, such as bestselling science fiction, mysteries, and Westerns, with emphasis on perennially popular works.

ENGL 234

Introduction to Mythology (5)

A survey of the mythic basis of much literature (Greek, Roman, Norse, American, Indian, Polynesian, and modern) with emphasis on the psychology of myth and the relationship between myth and religion.

ENGL 240

World Literature: From Ancient Greece to Medieval Europe (5)

A survey of the classics of ancient Greece and Rome through the early Renaissance in Europe with attention to Homer, Virgil, Dante, Petrarch, and Chaucer.

ENGL 241

World Literature: Masterpieces of Western European Literature (5)

A survey of representative Western European works from the Middle Ages to the present, concentrating on such writers as Goethe, Cervantes, Voltaire, Camus, and Dostoevsky.

ENGL 242

Contemporary World Literature (5)

Survey of contemporary world literature; equal emphasis on European, African, and Asian.

ENGL 250

Introduction to Shakespeare (5)

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

ENGL 257

Introduction to Poetry (5)

(For non-majors.) Study of poetic elements such as structure, diction, imagery, figurative language, and sound devices in order to enable students to distinguish bad poetry from good poetry.

ENGL 258

Introduction to Fiction (5)

(For non-majors.) Study of the elements of fiction such as character, plot, theme, and other literary devices to enable students to distinguish between good and bad fiction. Based on readings of short stories and novels.

ENGL 259

Introduction to Modern Drama (5)

(For non-majors.) Study of modern drama based on readings of twentieth century plays.

ENGL 264

English Literature: From Beowulf through Donne (5)

Survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.

ENGL 265

English Literature: From Milton through Fielding (5)

Survey of English literature from John Bunyan to William Blake, with emphasis on Milton, Pope, Swift, Fielding, and Johnson.

ENGL 266

English Literature: From Blake through Hardy (5)

Survey of English literature from William Blake to Thomas Hardy, with emphasis on the Romantics and Victorians.

ENGL 267

American Literature: From the Beginnings to 1860 (5)

Survey of American literature from the beginnings through the Civil War, with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.

ENGL 268

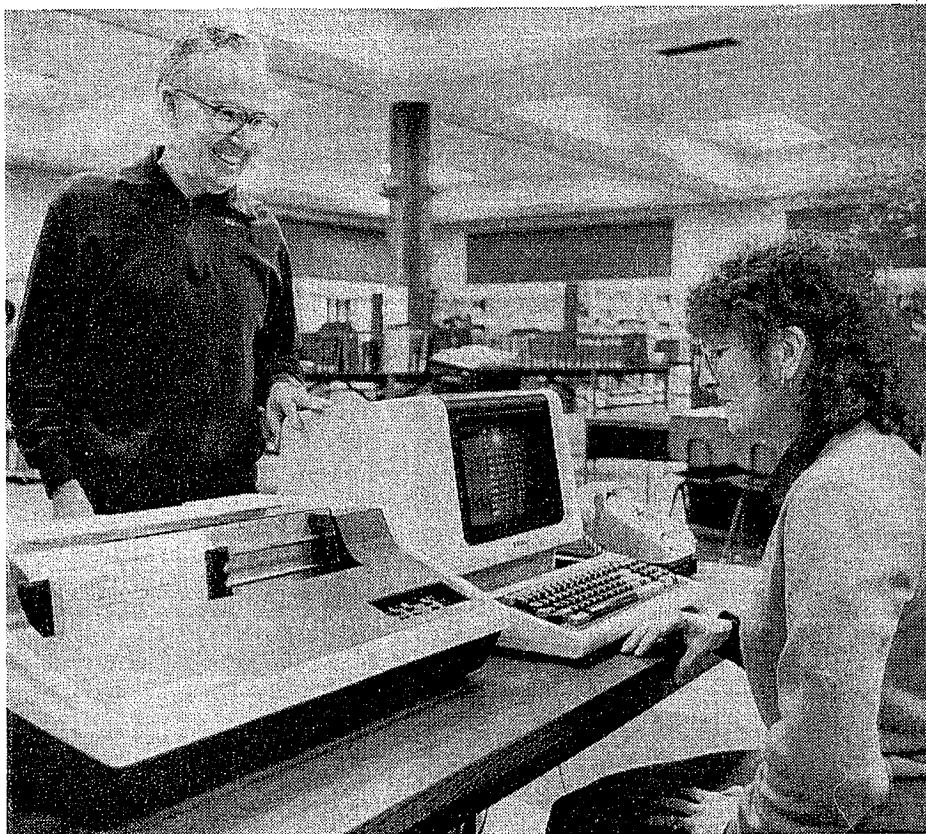
American Literature: From 1860-1910 (5)

Survey of American literature from the Civil War to the close of World War I, with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

ENGL 269

American Literature: From 1910-1950 (5)

Survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Warren, or Wright; and on selected poets, including Frost, Eliot, Stevens, Ginsberg, Ciardi, or Jarrell.



ENGL 271

Contemporary American Fiction (5)

Study of contemporary American novels and stories. Includes works of authors such as Welty, O'Connor, Oates, Malamud, Kesey, Vonnegut.

ENGL 290

Critical Approaches to Literature (5)

Several 20th Century analytical approaches to literary works are applied to four or five works, including psychoanalytic, Marxian, mythic (anthropological or "folk criticism"), textual, historical, and moral/philosophical approaches. Designed for Honors Program.

Prerequisite: English 101 or permission of instructor.

GENERAL EDUCATION DEVELOPMENT (GED)

GED 90

General Education Development (12)

For the student who wishes to take the high school equivalency test (GED). Emphasis on the five subject and skill areas of the GED test, which include: Test I - writing skills; Test II - social studies; Test III - science; Test IV - reading skills; Test V - mathematics. Students may enroll any time during the quarter.

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

GEOGRAPHY

GEOG 100

Introduction to Geography (5)

Introduction to the fields of geography with emphasis on the major concepts and methods related to the study of geography.

GEOG 198

Geography of Europe (5)

Introduction to the physical, cultural, economic, and political geography of Europe. Preparation for travel to Europe.

GEOG 200

World Regional Geography (5)

Study of the regions including analysis and interpretation of the cultural, economic, and resource patterns.

GEOG 205

Physical Geography (5)

Examination of the physical features of geography including land formation, climates, soils, vegetation, minerals, and water resources as these relate to human habitation; laboratory and field trips.

GEOLOGY

All geology courses are suitable for general exploratory and degree distribution requirement purposes. Students considering a major in the geological sciences would normally take GEOL 101 and other appropriate courses. The geology instructors should be consulted for advising as early as possible.

GEOL 90

Introduction to Geology (5)

Survey of basic topics in geology, volcanoes, oceans, rocks and minerals and the history of life; laboratory and field trips.

GEOL 101

Physical Geology (5)

Study of the earth and earth processes such as volcanoes, earthquakes, glaciers, landslides and rocks and minerals; laboratory and field trips.

GEOL 103

Earth History (5)

Historical development of North America including the origin and evolution of oceans, the landscape and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips. Prerequisite: GEOL 101, OCEAN 101 or permission of instructor.

GEOL 112

Glaciers and Volcanoes (5)

Study of the character and origin of Northwest volcanoes, their eruptive history and potential hazards; distribution and nature of present and former glaciers and their effects on the environment of the Northwest. Laboratory and field trips.

GEOL 113

Geology and National Parks and Monuments (5)

Study of geological principles, processes and history which have influenced national parks and monuments. Laboratory and field trips.

GEOL 158

Earth, Sea and Sky:

An Introduction to Earth Sciences (2,3 or 5)

How the earth, sea and sky work together to make up our physical environment, presented in 20 half-hour television programs. The solar system, atmospheric phenomena, ocean life, volcanoes, glaciers, earthquakes and lunar geology.

GEOL 208

Geology of the Northwest (5)

Study of the geological history of Washington, Oregon, Idaho and adjacent areas as interpreted from rocks and landscape; laboratory and field trips.

GEOL 294

Field Studies (1-5)

Study of selected topics in Geology primarily through field study, with supplemental discussions, lectures and readings. Laboratory and field trips included.

GEOL 299

Independent Study (1-5)

Independent observation, analysis and reporting of a selected topic in Geology.

Prerequisite: Permission of instructor.

GENERAL GEOLOGY FIELD EXCURSION

Study of geological principles, processes, and history by examination of the geological setting areas in the Western United States. Earn 15 credits through a combination of GEOL 101, 103, 112, 113, 208, 294, 299 or GEOG 205.

Prerequisite: Permission of instructor; offered summer only.

GERMAN

Placement of students with previous foreign language training at the secondary level will be made by the course instructor. Credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult your course instructor.

GERM 101, 102, 103

Elementary German (5,5,5)

Introduction to the German language. Language laboratory used for practice.

Prerequisite: GERM 101 for 102; 102 for 103.

GERM 201, 202, 203

Intermediate German (5,5,5)

Intensive practice in reading, writing and speaking; review of German grammar. practice through use of Language Laboratory.

Prerequisite: GERM 103 or advanced placement for GERM 201; 201 for 202; 202 for 203.

GERM 299

German Seminar (1-5)

Individual programs. Permission of instructor required.

HEALTH TECHNOLOGY

HT 110

Health Care Delivery Systems (5)

An interdisciplinary core course: the broad concept of how health care is organized, financed and delivered in the United States; interrelationship between facilities, agencies and health organizations; interrelationship between health personnel and the medical staff in the delivery of health care; professional ethics, accreditation, licensing and certification standards. Offered Fall Quarter.

HT 120

Medical Office Procedures (3)

Skills in basic business procedures in the medical office, including telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments, and handling of insurance claims, including Medicare and Medicaid. (Lecture and lab course.) Offered Spring Quarter.

HT 130, 131

Medical Terminology I & II (3,3)

A sequential course including the study of selected roots, prefixes and suffixes; principles of word building; study of diagnostic operative symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. Offered Fall, Winter, Spring Quarters.

HT 132

Medical Terminology III (3)

Continued instruction and practice in identifying, defining and spelling terms related to systemic disorders, geriatrics and psychogeriatrics, oncology, anesthesiology, pharmacology, physical therapy, therapeutic radiology, nuclear medicine, mental health and clinical laboratory tests. Offered Fall, Winter, Spring Quarters.

HT 140

Physics for Health Occupations (5)

Basic concepts of physics: measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. Background for courses in paramedical science. Offered Summer Quarter.

Prerequisite: MATH 101 or equivalent.

HT 170

Introduction to Fundamentals of Patient Care (3)

How to function effectively in the hospital. Observation, communication, and recognition that the patient and his/her health problems are the foci of activities of all members of the health team. Basic nursing technical skills will be emphasized. Offered Summer, Winter Quarters.

HT 210

Introduction to Disease (5)

Lecture course covering selected general medical conditions and diseases of specific organ systems, including etiology, signs, symptoms, diagnostic procedures, clinical course, therapy and prognosis. Offered Fall Quarter.

Prerequisite: BIOL 150-151, or 206, 207, 208; HT 130-131.

HT 212

Computers in Health Care (2)

An interdisciplinary core course providing basic introduction to the use of computers in health care settings. Data processing terminology, contents of a health care information system, use of computers for information processing and daily operations, including hands-on experiences with a prototype hospital system.

HT 225

Legal Concepts for the Health Field (3)

Principles of law as applied to the health fields, with particular reference to all phases of medical record practice, including release of medical information, courses, and legal proceedings, hospital records in court, authorizations and consents. Offered Winter Quarter.

HT 240

Work Internship - Medical Secretary (5)

Supervised practical experience performing the duties of a medical secretary in local health facilities to give students the opportunity to actively participate in performance of a variety of job skills.

Prerequisite: Permission of instructor.



HIGH SCHOOL COMPLETION

HSC 93

Introduction to American Government (5)

Individual modular study of basic government and law for adult high school completion students. Fundamental concepts in the Constitution; the Bill of Rights, the Legislative, Executive, and Judicial branches of government; state and local government; government services; the tax system; the two party system; lobby and pressure groups; and voting and citizen responsibilities.

HSC 94

Pacific Northwest History (5)

Individual modular study of basic history of the Pacific Northwest. Exploration, settlement and growth of the Northwest with emphasis on Washington. Growth of government and social institutions are also included.

HSC 95

Consumer Economics (5)

Individual modular study of basic consumer economics for adult high school completion students. Fundamentals of banking services, credit, tax reporting, comparison shopping, consumer services, consumer guides, consumer protection and responsible consumer guidelines.

HISTORY

HIST 90

The Modern World (5)

Political, historical and economic problems of the world today through background studies of areas of the world.

HIST 91

United States Civilization (5)

Survey of the history of the United States from the Colonial era through the Civil War (1865). Special emphasis placed on methods of learning in the study of history.

HIST 92

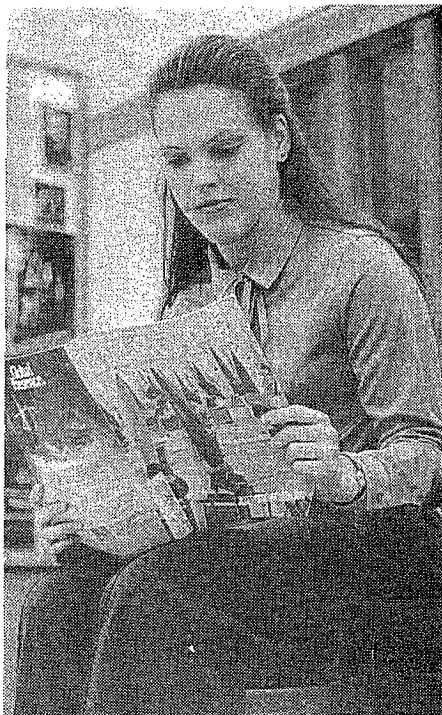
United States Civilization (5)

Survey of the history of the United States from the Reconstruction period (1865) to the present. Special emphasis placed on methods of learning in the study of history.

HIST 94

Washington State History (5)

Topical approach to the study of current social, political and economic aspects of Washington State. Urban-rural problems, minority concerns, environmental-industrial relations and state-federal relations.



HIST 110

The Far East in the Modern World (5)

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

HIST 111

History of Civilization (5)

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

HIST 112

History of Civilization (5)

Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture and science; expansion of European influence throughout the world.

HIST 113

History of Civilization (5)

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

HIST 164

America: Overview of U.S. History (5)

Surveys the great events in American History as seen through its art, religions, politics and literature. Includes video tapes produced and narrated by Allistair Cooke.

HIST 211

Chinese Civilization (5)

Study of Chinese philosophies, religions, cultural traditions, political changes and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) to the present.

HIST 230

Japanese Civilization (5)

Historical study of Japan, with emphasis on social, religious and philosophical influences in the formation of Japanese civilization.

HIST 241

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

The development of America in the 17th and 18th Centuries: European and English influences on religion, politics and economics; the growth of nationalism and the American Revolution; and the problems of the new nation.

HIST 242

United States History: 19th Century (5)

The United States during the time of the early Republic: the developing sectional tensions over land acquisitions, reform and slavery; the Civil War and Reconstruction, and the large industrial corporations, after the war.

HIST 243

United States History: 20th Century (5)

The United States history during the time of the Populist-Progressive movement, the prosperous Twenties, the depression Thirties, World War II, and the Cold War.

HIST 260

Russian History (5)

Russia's material civilization as revealed in the arts, literature and history; political, economic, social and legal institutions and thoughts are studied in relation to the development of 20th Century Russian society.

HIST 264

History of Washington and the Pacific Northwest (5)

Exploration, settlement and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

HIST 284

History of American Philosophy, Ideas, and Values (5)

Evolution of philosophical, religious, economic and social ideas with emphasis on how they influence development of American culture and institutions.

HIST 289**Evolution of the Idea of Race in Western Thought (5)**

Western man's formulations of race theories; the influence ideas of racial supremacy have had on Western man's contacts with non-Westerners since 1400's; includes an analysis of the role of superstition, religion and science.

HIST 290**Introduction to Historical Reasoning (5)**

The nature of historical reasoning for first-year college students. "What is history?" and "Why is history an important first step in understanding the humanities?" Historical-mindedness as a necessary check against anti-intellectualism, presentism, narcissism, and radical doctrines of discontinuity. Primarily for students in the Honors Program; however, others may attend.

HOME AND FAMILY LIFE EDUCATION**HFL 90****Introduction to Human Life Studies (5)**

Introduction to child development, family relationships, nutrition, consumer issues and human environments. Assessment of personal needs in these areas.

HFL 91**Nutrition for the Family (3)**

Nutritional needs of adults and children, the effect of good nutrition. Planning meals to meet needs of all ages and stages of development.

HFL 95**The Consumer and the Market Place (5)**

Selecting goods and services, comparing costs, availability and quality of goods; using credit, consumer agencies, and consumer information.

HFL 96**Parenting Skills (3)**

Methods of communicating with children and managing behavior. Relationship of child development principles to parenting practices.

HFL 112**Meal Management (2)**

Application of nutrition research, scientific principles of menu planning, demonstrations of food selection and preparation.

HFL 115**Consumer Education (3)**

Planning and budgeting of money, time and energy; purchasing goods and services; savings; credit and installment buying; insurance; taxes.

HFL 131**Family Relationships (5)**

Preparation for marriage, concepts of modern families, principles underlying family growth and development patterns, interpersonal relationships in marriage including wholesome adjustments of family members.

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 interactions explored with a practical emphasis. Parents whose children are enrolled at the TCC Child Care Center may receive one extra credit for participating in their child's classroom on a regular basis.

HFL 135**Child Development (5)**

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

HONORS PROGRAM

A special two-year academic program is designed individually for each honors scholar who meets entrance requirements. Honors scholars are expected to probe into the humanities and sciences in greater depth than normally expected of college students. Because of this, special courses have been developed and each honors scholar will meet regularly with a mentor to discuss progress, analyze difficulties and receive encouragement.

For complete honors program information consult the degree section of this catalog, or the Honors Program Director.

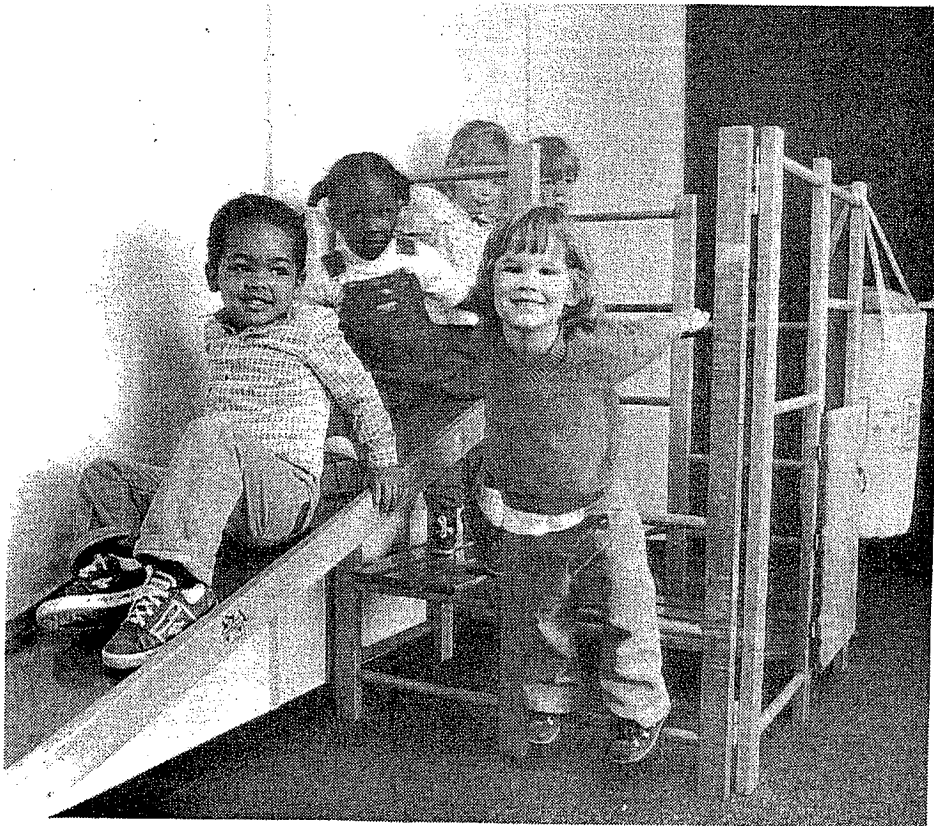
HONORS 200**Honors Colloquium (1)**

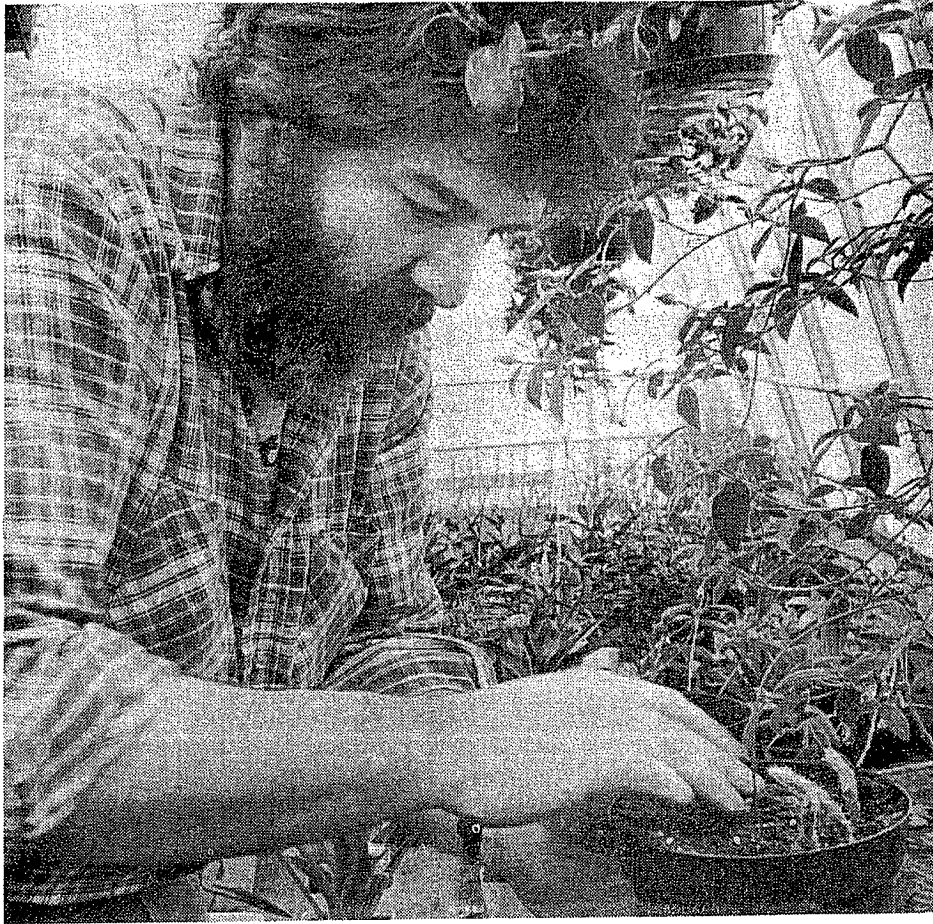
Honors students, faculty and community speakers interact on common concerns and issues. Bi-monthly meetings are informal and encourage students to express divergent viewpoints, confront ideas and values and develop high quality discussions.

Prerequisite: Honors Scholar status.

HORTICULTURE**HORT 101****Basic Horticultural Biology (5)**

Horticultural practices as they apply to home gardening and landscaping, greenhouse and houseplants, through knowledge of plant structure, function, classification, and practical work in laboratory, garden and greenhouse.





**HORT 102
Fundamentals of Horticulture (5)**

Basic theories of horticultural practices, soils, nutrition, plant propagation, pruning and growth control, pest control, marketing, storage processing. Introduces branches of horticulture: study of fruit and vegetable production, floriculture, nursery culture and landscape design.

Prerequisite: HORT 101 or instructor's permission.

HUMAN RELATIONS

**HR 100
Human Relations (2)**

Through group encounter, emphasis is placed on development of the individual's human potential, communication skills, decision-making ability and relationships with others. May be repeated once by permission of the instructor for an additional two credits.

**HR 101
Assertiveness Training (3)**

Increasing assertiveness in everyday actions, expressing needs honestly without undue anxiety, and exercising one's own rights without denying the rights of others. Special emphasis is placed on the uniqueness of each individual and enhancing self-esteem.

**HR 102
Values Clarification (3)**

Identification of individual values and how these affect goals, decisions, and interaction with others. Communication skills and value relationships are explored.

**HR 104
Being Single (3)**

For anyone who is divorced, widowed, living single, with or without a family. Helps the individual evaluate, understand and cope with the problems of being single. Emphasis on the changing roles of women and men in today's society.

**HR 106
Exploring Human Potential (3)**

Provides opportunities for participants to become familiar with unrecognized personal potential which can be brought into focus and utilized for self-fulfillment.

**HR 299
Individual Study in
Human Relations (1-5)**

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

Prerequisite: Permission of instructor.

**HUMAN SERVICES
PROGRAM**

**HSW 100
Introduction to the
Human Services (2)**

Overview of the history, philosophy and present status of the major human service delivery systems. Also examines the roles of associate degree para-professionals and occupational and educational alternatives for graduates.

**HSW 101
Community Resources (3)**

Orientation to the programs and services of social, health, welfare and other human service workers in the Tacoma-Pierce County area. Field trips and invited speakers.

Prerequisite: Permission of instructor or program coordinator.

**HSW 102
Principles and Techniques
of Interviewing (5)**

Introduction to interviewing and counseling principles and techniques. Interviewing skills and style are demonstrated and practiced.

Prerequisite: Permission of instructor or program coordinator.

**HSW 103
Counseling Theory and Practice (5)**

Principles, concepts and processes related to counseling. Role and function of the helping person. Includes need assessment and intervention strategies used in each of several theoretic approaches to therapy.

Prerequisite: HSW 102 and permission of instructor.

**HSW 104
Systems Use Skills (5)**

Introduction to basic community organization skills emphasizing the understanding of factors which lead to dysfunction of community need-meeting systems. Roles of the change agent in relation to those systems.

Prerequisite: Permission of instructor.

HSW 179

Special Topic Seminars and/or Workshops (1-2)

Seminars or workshops designed to provide HSW students and interested members of the community with specific information and/or development of specific skills. Topic and skills to be determined by expressed need of students in HSW program, former HSW students, faculty and/or people working in the community in the human services field. (An example: Crisis Intervention Seminar.)

HSW 191, 192, 193

Field Placement, I, II, III (5,5,5)

On-the-job training; supervised experience in human service agencies. Students work 150 hours per quarter in an agency. One-year students take two quarters, and two-year students take all three quarters. Students meet weekly on campus to share their experiences and further develop skills.

Prerequisite: HSW 102 and/or HSW 103; permission of instructor prior to registration.

HSW 200

Alcoholism (5)

Introduction to the physiological, psychological and socio-cultural aspects of alcoholism. Includes techniques for assessing the degree of involvement with alcoholism.

HSW 201

Treatment of Alcoholism (5)

Treatment approaches in present use and counseling techniques. Includes emergency disease theory and treatment, conditioned aversion techniques and the psychological-educational approach. Referral methods and the role of AA included.

HSW 202

Family Counseling (5)

An examination of the unique dynamics of family interaction and how change is experienced within the family. Includes the comparison of different theoretic approaches to family counseling and their intervention strategies.

Prerequisite: HSW 103 or HSW 102 or SOC 152 and permission of instructor or program coordinator.

HSW 203

Helping the Juvenile (5)

Tasks of childhood and adolescence and the effects of meeting or failing to meet these tasks. Special attention on the problems of development, i.e., withdrawal, rebellion, school performance, suicide, drug abuse, alcoholism, life and career choices.

Prerequisite: Permission of instructor or program coordinator.



HSW 205

Therapeutic Approaches (5)

Review of major therapeutic approaches including Rogers, Ellis, Glasser, Perls. One theory examined in depth.

Prerequisite: Permission of instructor or program coordinator.

HSW 206

Polydrug Treatment (3)

Awareness of why drugs are used; overview of the physiological effects of widely abused drugs; available treatment in the Tacoma area; development of basic communication skills for increased personal and community effectiveness in dealing with drug-abusing individuals.

HSW 207

Stress Management (5)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways such as chronic tension, illness, and chemical abuse (alcohol and drugs). Note: Same course as PSYCH 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

HSW 209

Alcohol Education for the Professional (3)

Broad overview of the physiological, psychological and sociological dimensions of alcohol use, abuse and addiction. Presents material relevant to the professional who encounters alcohol-related problems in the work or community environment.

HSW 252

Marital and Family Problems (5)

Analysis of selected marital and family pathology. Students will work independently with prepared resources, analyzing cognitive, behavioral and effective facets of special problems and developing proposals for problem resolution.

Prerequisite: Permission of instructor.

HUMANITIES

HUM 90

Introduction to the Humanities (3-5)

Introduction to the humanities illustrated through great themes. Acquaints the student with the art, music and drama resources in the community.

HUM 100

The Art of Being Human (3-5)

The essence of being human. The significance of freedom and responsibility and the noblest of human achievements in philosophy, literature, arts, religion, ethics, and history. Audio instruction course may be taken for variable credit (3-5).

INDIVIDUAL EDUCATION PROGRAM

IEP 70, 71, 72, 73, 74, 75, 76

Individual Education Program (1-5)

The Individual Education Program offers individualized instruction in areas of reading, writing, study skills, spelling, basic English skills and composition, vocational and survival skills to students below 8th grade skill level. Students may enroll any time during the quarter after an initial assessment by an instructor in the Drop in Assistance Learning (DIAL) Center.

JOURNALISM

JOUR 100

Newspaper Workshop (2-12 maximum)

(6 credits applicable to humanities distribution requirement.) Practical experience in problems of newspaper production; students work in various capacities on the staff of the *Collegiate Challenge*. Includes one hour per week of classroom critique and instruction.

Prerequisite: Ability to type recommended.

JOUR 201

Reporting (5)

Orientation of the reporter to his or her responsibilities; techniques of news gathering; news handling; newspaper and wire-service organization; basic news writing practice, including structure of the story, style, grammar, and syntax. Four hours of lecture per week with two hours of lab (work on the *Collegiate Challenge*).

Prerequisite: Ability to type recommended.

JOUR 202

News and Feature Writing (5)

Intensive practice in news writing; reporting on current community affairs; techniques of feature writing, book and movie reviews, interviews, special subject reporting, editorial page and editorial writing. Four hours of lecture per week with two hours of lab (work on the *Collegiate Challenge*).

Prerequisite: JOUR 201 or permission of instructor; ability to type recommended.

JOUR 203

Copy Editing and Makeup (5)

The importance of recognizing trends in typography and style, proofing and editing copy, writing headlines and cutlines, and planning and doing page layouts. Four hours of lecture per week with two hours of lab (work on the *Collegiate Challenge*).

Prerequisite: JOUR 201 or permission of instructor.

JOUR 209

The Messengers - Mass Media and Society (3)

Independent study course concerning the impact of television, radio and newspapers on the public. Course content presented through audio tapes and a book of readings.

JOUR 299

Independent Study (1-5)

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

LIBRARY SCIENCE

LS 100

Reference Methods (2)

Individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic reference.

Prerequisite: ENGL 101 and librarian's permission required.

MATHEMATICS

TCC offers several skills building courses in arithmetic and algebra. Many of these courses are available in two modes: classroom lecture and independent tutorial. In choosing these courses, students must first contact a mathematics instructor for a placement test and for consideration of the mode of instruction best suited to them. In the course listings which follow, each course is noted as available through the independent tutorial math lab or classroom lecture.

Students desiring a course for general exploratory and degree distribution requirements should consider MATH 103. Students considering a major in mathematics, engineering or a science will normally need MATH 105, 106, 124, 125, 126. However, the special programs section and the appropriate academic advisor should be consulted and placement test taken before registration.

MATH 70, 71, 72

Basic Mathematic Skill (1-5) (DIAL Center)

After a qualifying test, students proceed at their own learning rate from one level of arithmetic to another. Students continue in those courses each quarter upon recommendation of the DIAL Center director.

MATH 80

Whole Numbers (2) (Lab Only)

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

MATH 81

Fractions (1) (Lab Only)

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

MATH 82

Decimals (1) (Lab Only)

Basic review in operating with decimals. Includes decimal fractions, adding, subtracting, multiplying and dividing decimals and rounding decimals.

MATH 83

Percentages (1) (Lab Only)

Basic review in operating with percentages. Includes percent, equations and percent discount and interest.

Prerequisite: MATH 81 and 82 or equivalent.

MATH 86

Review Arithmetic (5) (Lab Only)

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

MATH 87

Pre-Algebra Geometry (5) (Lab Only)

Preparation for elementary algebra and vocational math. Topics include signed numbers, variables, equations, formulas, geometric figures, measurement, and graphics.

MATH 88

Introduction to Elementary Algebra (3) (Lecture or Lab)

Beginning elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with MATH 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations and formulas.

Prerequisite: MATH 86 or equivalent.

MATH 90

Algebra Review (5) (Lecture or Lab)

Review of the first year of high school algebra.

MATH 96

Trigonometry of Right Triangles (1) (Lab Only)

Work with right triangles in the science and applied areas. Topics will include definitions of the trigonometric function, use of trig tables, solutions of right triangles and applied problems.

Prerequisite: One year of high school algebra or MATH 90.

MATH 97

Mathematics for Health Occupations (2) (Lab Only)

For the student in health occupations who needs to be able to calculate dosages. Required course for nursing students; recommended for other health occupations students. It should be taken before or concurrently with the first clinical course.

Prerequisite: MATH 88 or equivalent.



MATH 101
Intermediate Algebra (5)
(Lecture or Lab)

Fundamentals of algebraic operations and concepts; similar to the third term of high school algebra.

Prerequisite: One year of high school algebra of MATH 90, and one year of geometry. Permission of math instructor required.

MATH 103
Fundamentals of Mathematics
(5) (Lecture Only)

(For the general college student and for prospective elementary teachers.) Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.

Prerequisite: MATH 90 or equivalent.

MATH 105
College Algebra (5)
(Lecture or Lab)

Real and complex number systems, sets, equations, matrices, inequalities, algebraic, exponential and logarithmic functions and relations.

Prerequisite: One and one-half years of high school algebra or MATH 101.

MATH 106
Plane Trigonometry (5) (Lab Only)

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms and solution of triangles.

Prerequisite: One and one-half years of high school algebra or MATH 101 and one year of high school geometry.

MATH 110
Business Machines (5)
(Lab Only)

Review in arithmetic; problems in billing, profits, trade discounts, cost taxes, installment buying, payroll, insurance, depreciation, business expenses, interest and fund accumulation.

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

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

Prerequisite: MATH 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.

MATH 157
Elements of Calculus
(5) (Lecture Only)

(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus.) The derivative, rates of change, maxima and minima, curve-fitting, the integral, area under curves.

Prerequisite: MATH 105.

MATH 205
Elementary Linear Algebra
(5) (Lecture Only)

(For students in the natural, physical, and social sciences.) Topics include systems of equation, vectors, matrices, determinants, linear transformations and linear operators.

Prerequisite: MATH 124 or instructor permission.

MATH 238
Elements of Differential Equations
(5) (Lectures Only)

Elementary methods of solution and linear differential equations of second and higher order.

Prerequisite: MATH 126.

MATH 240
Introduction to Statistics
(3) (Lab Only)

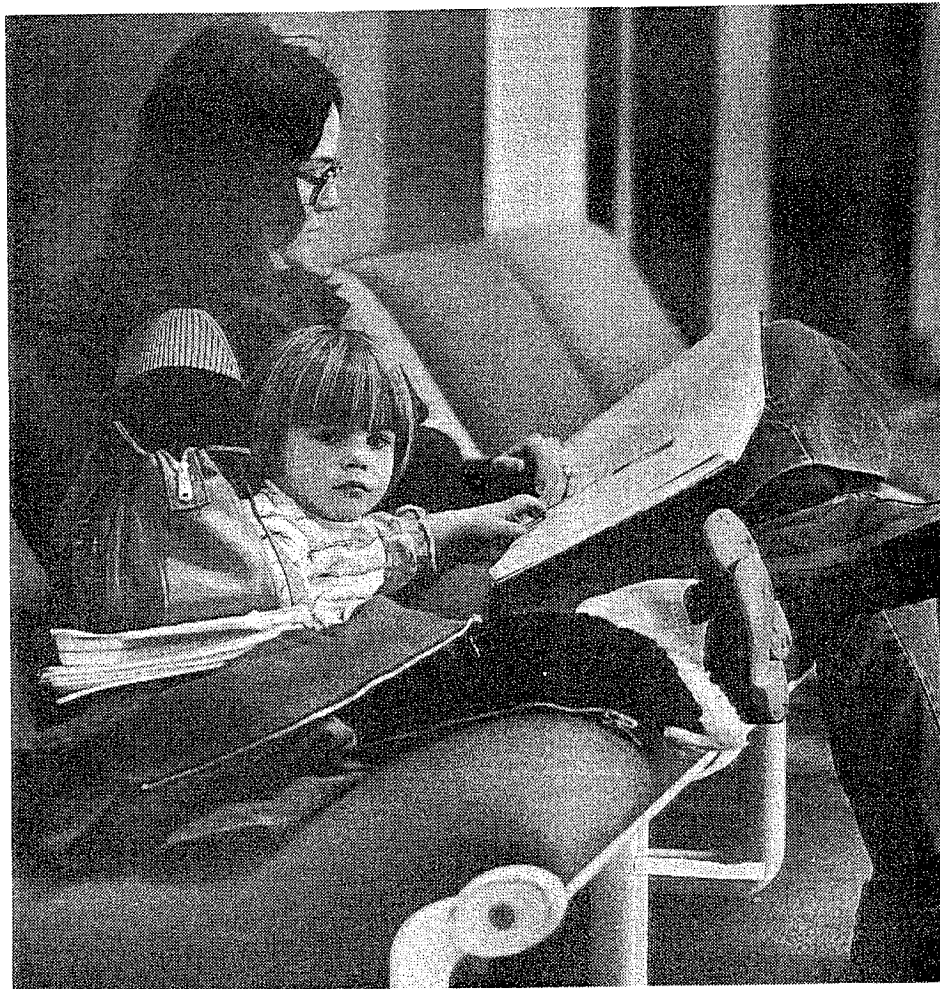
General course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions and organizations of data.

Prerequisite: MATH 90 or one year of high school algebra.

MATH 241
Introduction to Probability
(3) (Lab Only)

(For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy and business administration.) Includes frequency and relative frequency, sample spaces and events, complementary events, combinations of events and probability, binomial distribution, permutations and combinations.

Prerequisite: MATH 101 or equivalent, or MATH 240.



MEDIA COURSES

Tacoma Community College offers a full array of college courses with the main instructional content available over television, newspaper, radio and telephone. Courses are provided in cooperation with local television and radio stations and the Tenzler Telephone Access System. College credits are available for all courses in an independent study format. The courses cover subjects in the humanities, social and behavioral sciences and natural and physical sciences. Detailed information on current media course offerings is included in the quarterly class schedule, or may be obtained at the audio-visual desk in the Library, Building 7.

MEDICAL RECORDS TECHNOLOGY

MRT 140-141

Medical Transcription I & II (3,3)

A sequential course involving skills in electric typewriting and machine transcription of medical reports for hospitals, clinics and physicians' offices; including transcription of 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. (5 hours lab per week.)

Prerequisite: HT 130-131 or concurrently, typing speed of 45 wpm.

MRT 142

Medical Transcription III (3)

Specialty course in medical transcription, including instruction and practice in transcribing from actual physician dictation. Students will spend 40 hours in clinical experience at one of the hospitals participating in the program.

Prerequisite: MRT 140-141 and permission of instructor.

MRT 180

Introduction to Health Record Management (5)

Survey of the history of medicine, including the origin and development of medical records; a study of the history, objectives and codes of ethics of the professional organization for medical record practitioners; functions of medical record departments; development, content and format of the record, both conventional and problem-oriented, including in-depth study of quantitative analysis; securing and preserving medical records; methods of record storage and retrieval procedures; functions of admitting department, other ancillary service departments, patient confidentiality and insurance procedures. Offered Spring Quarter. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or permission of instructor.



MRT 220

Organization of Health Records (5)

A study of coding diseases and operations according to recognized nomenclatures and classifications; organizing and maintaining manual and automated indexes and registers, including in-depth study of tumor registry procedures; organization and responsibilities of the medical staff. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or permission of instructor.

MRT 221

Standards for and Preservation of Health Data (5)

In-depth study of hospital statistics, including sources, definitions, collection and reporting; preservation and analysis of health data, including sources and use of health data in United States Vital and Public Health statistics; standards for hospital accreditation and role of governmental agencies in approval, certification and licensure; purpose and philosophy of quality assurance and risk management. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or instructor's permission.

MRT 222

Health Information Management (5)

Development of management skills, including planning, organizing, directing and controlling with emphasis on situations encountered in the management of health record services within the hospital. Also continuous development and improvement of modern health care delivery systems, including the specialized areas of ambulatory care, psychiatric, long-term care, home health care and mental retardation, record keeping. (4 hours lecture, 2 hours lab per week.)

Prerequisite: MRT enrollment or instructor's permission.

MRT 230, 231, 232

Clinical Application (2,5,5)

Practical experience performing medical record duties in the campus laboratory and in local health facilities to give the student the opportunity to actively participate in the performance of technical duties. 230 - introduction to clinical training in campus laboratory and field trips (4 hours/week); 231 - 15 hours/week on site in acute care facilities; 232 - 15 hours on site in specialized care facilities. Requirements for directed practice may vary with the background of the student.

Prerequisite: MRT enrollment.

MRT 299

Individual Study in MRT (1-5)

Individual study of an aspect of medical record technology in accordance with the interest and ability of the student and the approval of the instructor. Credits to be arranged on the basis of the nature and extent of the project undertaken.

Prerequisite: Permission of the instructor.

MUSIC

MUS 100

Concert Choir (2)

Preparation and performance of sacred and secular choral work of all styles and ages including contemporary and "pop." Student enjoyment and enrichment are major goals. Open to all singers.

MUS 101

Fundamentals of Music (5)

Recommended for all music and education majors, but open to all students. Covers scales, intervals, rhythm and elementary harmony studied on individual keyboards and vocal performances.

Prerequisite: Basic keyboard skills or MUS 122 taken concurrently.

MUS 102, 103

Music Theory (5,5)

Practices of triadic period of music involving diatonic and chromatic harmonies, melody and form, through analysis, writing and performance.

MUS 107

Introduction to Music (5)

(For the general college student; recommended for education majors.) A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary reading and listening experiences designed to foster understanding of common musical forms, idioms, periods and styles.

MUS 117

Jazz History (3)

Survey of jazz music from its beginnings until today. Presented in non-technical language through films, records and live performances. Not necessarily for music majors.

MUS 121, 221

Class Applied Music: Voice (1,1)

Fundamentals in voice production - breathing, posture, pronunciation, etc., for beginning singers or those who wish to learn to sing or improve their technique.

MUS 122

Class Applied Music: Piano (1)

Class instruction in performance.

MUS 123

Class Applied Music: Guitar (1)

Class instruction in performance.

MUS 130

Private Vocal or Instrumental Instruction (2)

A - Piano; B - Violin; C - Voice; D - Violoncello; E - Double Bass; F - Trumpet; G - Flute; H - Oboe; I - Clarinet; J - Bassoon; K - Horn; L - Guitar; M - Trombone; N - Tuba; O - Harp; P - Percussion; T - Saxophone; U - Viola; V - Organ; W - Music Composition; X - Synthesizer. Arranged through the Music Department Chairman.

MUS 150

Introduction to Music Through Dance (1)

Structured program in body/dance movement, including classical ballet, modern, jazz and musical theater techniques and their correspondence to music.

MUS 160

Chamber Orchestra (1)

Preparation and performance of chamber orchestral literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.

MUS 170

Swing Choir (3)

Basic preparation and performance of popular choral styles: singing ballads, blues, rock, swing, jazz, and other current music; professionally oriented with emphasis on choreography and showmanship. High degree of demand on students' time.

Prerequisite: Audition and commitment for three quarters (fall, winter, spring) and regular attendance at daily and special rehearsals.

MUS 171

Jazz Ensemble (3)

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: MUS 171.

MUS 199

Ensembles (1)

Preparation and performance of chamber music in all mediums, including rehearsal and performance.

Prerequisite: Permission of instructor.



MUS 200

Concert Choir (2)

Preparation and performance of classical, romantic, contemporary, and "pop" choral music. Student enjoyment and enrichment are major goals.

MUS 201, 202, 203

Second-Year Theory (5,5,5)

Study of contrapuntal practices from the Baroque period until today; musical analysis and harmony as used in the 18th, 19th, and 20th centuries; presentation and development of a practical, functional understanding of music literature and styles after 1750.

Prerequisites: MUS 102 or instructor permission for 201; 201 for 202; 202 for 203.

MUS 260

Chamber Orchestra (1)

Preparation in performance of chamber orchestra literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: MUS 160.

MUS 270

Swing Choir (3)

Basic preparation and performance of popular choral styles, singing ballads, blues, rock, swing, and jazz and other current music; professionally oriented with emphasis on choreography and showmanship. By audition only. High degree of demand on students' time.

MUS 271

Jazz Ensemble (3)

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: MUS 171.

MUS 298

Professional Performance in Music (3)

Orienting and assisting vocal and instrumental music students toward developing the music techniques and showmanship needed for professional music and entertainment employment opportunities.

Prerequisite: By audition and permission of instructor.

**NURSING,
ASSOCIATE DEGREE**

NURS 126

Fundamentals of Nursing (8)

Learning experiences are designed to develop technical skills and communication skills based on the nursing process. Concepts related to ethnicity, rehabilitation and nutrition are introduced. In addition to the classroom experience, the student is given the opportunity to provide direct patient care.

Prerequisite: Admission into the Nursing program.

NURS 127

Medical-Surgical Nursing (10)

Learning experience designed to develop basic nursing skills utilized in drug administration and in caring for surgical patients or a patient in isolation. Beginning skills related to obtaining a nursing history and completing a physical assessment are introduced.

Prerequisite: NURS 126 and 130.

NURS 128

Medical and Surgical Aspects of Adult and Child Care (Part I) (9)

The first in a series of three courses that provide learning experiences in the care of adults and children with common medical and surgical conditions. The student is able to continue to develop advanced concepts and skills in patient care. Principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, society, health teaching and self-responsibility are integrated throughout the course.

Prerequisite: NURS 127, 131; PSYCH 206.

NURS 129

LPN-ADN Articulation (6)

Provides learning experiences in the care of adults and children with common medical and surgical conditions. Integrated within the course are principles of communication, experience in use of the nursing process, nursing care plans, and medication administration.

Prerequisite: Admission into the Nursing program.

NURS 130, 131, 132

Practice Lab (2,2,2)

Designed to provide the opportunity for self-paced practice of nursing skills in a supervised laboratory setting. Competency in performing assigned skills must be demonstrated in the laboratory before performing the specific skill in the hospital.

NURS 226

Medical and Surgical Aspects of Adult and Child Care (Part II) (9)

The second in a series of three courses. Learning experiences in the care of adults and children with common medical and surgical conditions. Continuing to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course.

Prerequisite: NURS 128; BIOL 208.

NURS 227

Medical and Surgical Aspects of Adult and Child Care (Part III) (12)

Third in a series of three courses. Learning experiences in the care of adults and children with common medical and surgical conditions. The student is able to continue to develop advanced concepts and skills in patient care. The principles of growth and development, diet therapy, pharmacology, rehabilitation, ethnicity, safety, health teaching and self-responsibility are integrated throughout the course. Students will work with a hospital staff member preceptor for 5 weeks to increase opportunity function in roles commonly experienced by graduate nurses.

Prerequisite: NURS 226.

NURS 228

Maternity Nursing (5)

Learning experiences providing the opportunity to work with the childbearing family and to develop skills in care of the mother and newborn infant during the maternity cycle. Concepts related to ethnicity, nutrition and pharmacology are included.

Prerequisite: NURS 227.

NURS 229

Psychiatric Nursing (5)

Learning experiences to develop further skills in providing care based on the psychological needs of the patient. Emphasis is placed on self-awareness and a respect for the dignity of the individual, regardless of his or her psychopathological manifestations.

Prerequisite: NURS 227.

NURS 299

Individualized Studies in Nursing (1-5)

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

**NURSING, CONTINUING
EDUCATION**

NURS 211

Patient Assessment (2)

Designed to enable the student to develop increased knowledge and psychomotor skills in the evaluation of the physical condition of a patient. Stresses use of a systematic, organized approach to the evaluation of the patient with emphasis on skills used in the inpatient or institutional setting including inspection, palpation, percussion and auscultation. History-taking skills are reviewed and integrated with the newly acquired psychomotor skills.

Prerequisite: Licensed RN.

NURS 217**Coronary Care Nursing (2)**

Designed to increase the knowledge and skill of the practitioner relative to the patient who is in a coronary care unit.

Prerequisite: Registered nurse.

NURS 218**Advanced Coronary Care (2)**

Designed to increase the knowledge and skill of the practitioner employed in the coronary care unit by incorporating advanced concepts of coronary care including EKG assessment and other monitoring devices.

Prerequisite: Registered nurse.

NURS 221, 222**Intensive Care Nursing (3,3)**

Designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.

Prerequisite: Registered nurse.

Courses numbered NURS 106, 107, 204, 205 and 206 are each designed for nurses who have had a basic nursing program and who do not need further clinical experience, and especially for nurses who have been licensed in foreign countries and who need to learn the language, nurses who have not practiced for a number of years and nurses needing continuing education credits. See descriptions which follow.

NURS 106**Psychiatric Nursing (2)**

Develops experiences for the student in providing care based on psychological needs of the patient. Emphasis is placed on self-awareness of emotion and attitude as they influence relationships with others.

NURS 107**Maternity Nursing (2)**

A study of the mother and newborn infant during the normal antepartum, delivery and post-partum maternity cycle. Concepts of diet therapy, pharmacology and asepsis are applied to the need of the newborn and the mother.

NURS 204, 205, 206**Adult and Child Care Review (4, 4, 4)**

Three courses concerned with common illnesses which affect people from birth through old age, and the medical and/or surgical treatment of these illnesses.

OCEANOGRAPHY

All oceanography courses are suitable for general exploratory and degree distribution requirement purposes. Students considering a major in the oceanographic sciences would normally take OCEAN 101, and other appropriate courses. The oceanography instructors should be consulted for advising as early as possible.

OCEAN 101**Survey of Oceanography (5)**

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

OCEAN 103**Life in the Ocean (5)**

Life in the marine environment. The occurrence, distribution and identification of marine plants and animals. Special emphasis on the Puget Sound shore-dwelling forms, their ecological relationships and life histories. Field trips to varied environments in the area; laboratory included. Same course as BIOL 140 - Marine Biology.

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

Study of selected topics in oceanography primarily through field study, with supplemental discussions, lectures and readings. Laboratory and field trips included.

Prerequisite: Permission of instructor.

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

Independent observation, analysis and reporting of a selected topic in oceanography. Prerequisite: Permission of instructor.

PHILOSOPHY**PHIL 100****Introduction to Philosophy (5)**

The human quest for greater understanding; connections between efforts to understand the universe; how ideas shape cultures and individuals; how language influences ideas and conversely; the humanistic and scientific approaches to life.

PHIL 101**Introduction to Philosophy Through Islam (5)**

An introductory course in philosophy designed primarily to allow students from the Muslim tradition to understand and appreciate philosophical concepts of knowledge, religion, science, reality, and morality through the study of analogies drawn from Islam and Sufism.



PHIL 119

Critical Thinking (5)

Structure of ordinary language; relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible to intellectual treatment.

PHIL 120

Introduction to Logics (5)

Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.

Prerequisite: PHIL 119 or permission of instructor.

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, Buddhism, particularly Zen Buddhism.

PHIL 215

Introduction to Ethics (5)

Systematic study of humanity's effort to develop moral standards for guidance of behavior; major deontological and teleological ethical theories; the intimate relationship between world views and moral standards; the modern reduction of prescription to description.

Prerequisite: PHIL 100 or permission of instructor.

PHIL 220

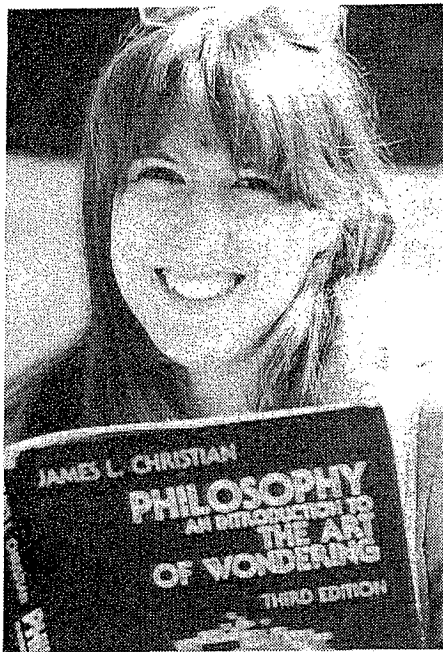
Death and Dying (3)

Study of the social, psychological, philosophical, and religious aspects of death and the dying process. Note: same course as PSYCH 220; credit for a degree will be granted either as PHIL 220 or PSYCH 220 but not for both.

PHIL 260

Philosophy of Science (5)

A historical introduction to the evolution of scientific ideas. Primary emphasis will be upon critical periods in the development of science. The course will focus on developing a critical awareness of philosophical issues in science. Some topics covered are hypothesis formation, theory construction, space and time.



PHIL 267

Problems in Philosophy of Religion (5)

Analysis of problems in religious thought such as the existence of the Christian God and other gods, evil, immorality, religious experience, and the effect of religion on morality; opportunity to experience alternate states of consciousness to heighten appreciation of religious experiences.

PHIL 285

Alternate States of Consciousness (3)

Blends cognitive and experimental approaches; introduces students to states of consciousness conducive to greater creativity and relief of stresses associated with normal waking consciousness. Intellectual consideration of recent advances in transpersonal psychology, neurophysiology, and physics will be balanced with experiences of alternate states of consciousness. Note: same course as PSYCH 285; credit for a degree will be granted either as PHIL 285 or PSYCH 285 but not for both.

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.

Courses marked "m" are for men only; those marked "w" are for women only. All unmarked courses are co-educational. Most activities require extra fees.

The physical education requirement may be waived only with the approval of the physical education department chairman. Students may request waivers for the following reasons: medical, age limitations or previous military service. Should any changes in the physical education waiver occur, they will be on file in the Office of the Allied Health Division Chairman.

**FITNESS ACTIVITIES:
1 CREDIT EACH**

- 102w Slimnastics
- 103w Self Defense for Women
- 104 Judo
- 202w Advanced Slimnastics
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training
- 110 Jogging

**FITNESS ACTIVITIES:
2 CREDITS EACH**

- 100 Total Fitness - Individualized Approach

AQUATICS: 1 CREDIT EACH

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

DANCE: 1 CREDIT EACH

- 118 Modern Dance

**INDIVIDUAL SPORTS:
1 CREDIT EACH**

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

DUAL SPORTS: 1 CREDIT EACH

- 126 Beginning Badminton and Pickleball
- 127 Fencing
- 128 Beginning Tennis
(student furnishes racket)
- 228 Intermediate Tennis
(student furnishes racket)
- 130m Handball
(student furnishes gloves)
- 131 Racquetball
(student furnishes racket)

TEAM SPORTS: 1 CREDIT EACH

- 133m Beginning Basketball
- 133w Beginning Basketball
- 233m Advanced Basketball
- 233w Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Soccer
- 235 Advanced Soccer Techniques
- 136 Volleyball
- 236 Intermediate Volleyball

VARSITY SPORTS: 1 CREDIT EACH

- 140m Varsity Basketball
 - 140w Varsity Basketball
 - 141m Varsity Baseball
 - 142 Varsity Track
 - 145 Varsity Golf
 - 146w Varsity Tennis
 - 150m Varsity Soccer
 - 151w Varsity Volleyball
 - 152w Varsity Softball
- Varsity sports may be repeated for extra credit

(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 10 credit hours during the quarter of participation. Returning students must also have completed 10 credit hours their previous quarter of attendance.)

PHYSICAL EDUCATION PROFESSIONAL COURSES

**PE 90
Healthful Living (5)**

Considers the major concerns of present day health education: mental health, personal health, family living, health hazards, environmental health.

**PE 185
Careers in PE,
Recreation and Sports (1)**

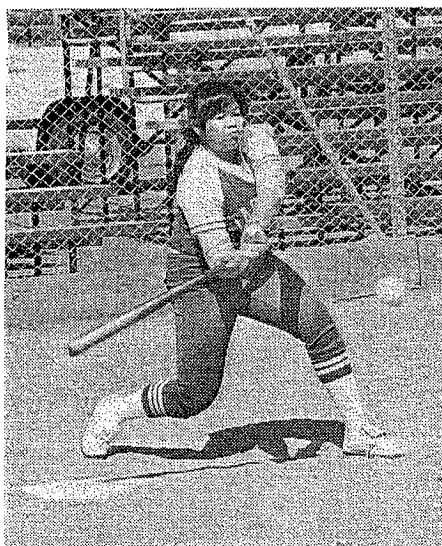
Overview of job opportunities in the fields of PE. Recreation and Sports will be presented.

**PE 190
Introduction to Physical
and Health Education (2)**

Survey of, and orientation to, the professional fields of physical education, health education, recreational leadership, coaching history and philosophies, personnel qualification, training and preparation, opportunities, organizations and related fields.

**PE 192
First Aid Principles
and Procedures (2)**

Instruction in emergency first aid procedures. American Red Cross Certificate for standard first aid and cardiopulmonary resuscitation will be issued.



**PE 250
Contemporary Health Concepts (3)**

Investigation of contemporary health problems and the study of scientific concepts and knowledge essential to the comprehension and solution of these problems within society.

**PE 280
Care and Prevention
of Athletic Injuries (5)**

Instruction and training in the prevention of injuries; examination procedures; principles in the management of injuries; treatment of specific injuries, i.e., ankle, knee, elbow, etc.; the use of therapeutic modalities and athletic training techniques such as taping, wrapping and emergency procedures.

Prerequisite: Beginning First Aid. Human Anatomy recommended.

**PE 290
Officiating (3)**

Techniques and philosophy of officiating football, basketball, track and field, baseball, soccer, wrestling, volleyball and softball.

**PE 292
First Aid and Safety (5)**

The student meets requirements for Advanced American Red Cross First Aid and CPR (Cardiopulmonary Resuscitation) Certification.

**PE 295
Functional Swimming
and Water Safety (3)**

Preparation for teaching in the aquatic programs of camps, schools, beaches, recreational departments, the armed forces and service organizations.
Prerequisite: PE 114 and American Red Cross Life Saving Card. Students successfully completing this course will qualify for their Water Safety Instructional Card.

**PE 296
Certification for
First Aid Instructors (2)**

American Red Cross first aid instructors course. Training for individuals to qualify for and become Red Cross first aid instructors.
Prerequisite: Standard and advanced first aid certification.

PHYSICAL SCIENCE

**PHYS 100
Survey of Physical Science (5)**

Nature and philosophy of astronomy, geology, chemistry, and physics.

PHYSICS

Students wishing to major in physics fields need a firm foundation in 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 in physics or necessary mathematics courses.

**PHYS 114, 115, 116
General Physics (5,5,5)**

(For Liberal Arts students and certain professions.) Development of basic mechanics, sound, light, electricity and magnetism, electronics and modern physics.
Prerequisite: MATH 101 or equivalent for 114 (MATH 101 may be taken concurrently, MATH 96 is also recommended); 114 for 115, 115 for 116.

PHYS 121, 122, 123

Engineering Physics (5,5,5)

(For students planning to transfer in engineering or those majoring in science.) 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. Prerequisite: MATH 124 or MATH 124 taken concurrently for 121, 121 for 122; 121 for 123.

PHYS 290

Computer Applications in Physics (1-3)

Topics to be chosen from solutions to physics problems by curve fitting through least squares and Cheveschev; solutions to systems involving simultaneous equations, root finding algorithms; numeral solutions to differential equations; and numerical integrations and differentiations.

Prerequisite: PHYS 122 or taken concurrently, ENGR 141.

PHYS 299

Independent Study (1-5)

Prerequisite: Permission of instructor.

POLITICAL SCIENCE

POLSC 91

Introduction to American Government (5)

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

POLSC 201

Introduction to Government and Politics (5)

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

POLSC 202

American National Government and Politics (5)

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

POLSC 203

International Relations (3 or 5)

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

POLSC 205

State and Local Government and Politics (5)

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

PSYCHOLOGY

PSYCH 90

Psychology (5)

Basic problems in individual relationships with emphasis on psychology as it applies to everyday situations in today's world.

PSYCH 100

General Psychology (5)

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality.

PSYCH 170

Psychology of Adjustment (5)

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

PSYCH 201

Introduction to Experimental Psychology (5)

Introduction to basic experimental and research design. Emphasis is placed on study involving use of the scientific method to study behavioral sciences. Individual and group projects involving humans and animals. Prerequisite: PSYCH 100 or SOC 110.

PSYCH 205

Introduction to Personality (5)

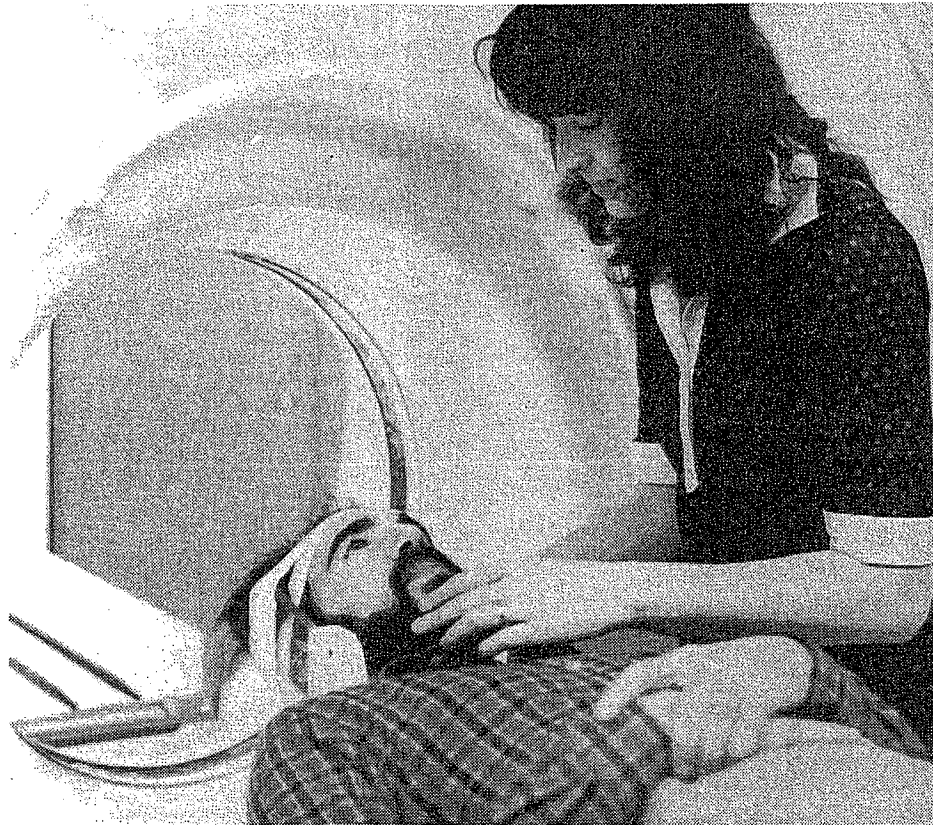
Introduction to development and dynamics of personality, the causes of individual differences, personality, change and techniques of measuring aspects of personality. Prerequisite: PSYCH 100 or SOC 110.

PSYCH 206

Human Growth and Development (5)

Analysis of physical and psychological development of the human organism. Theoretical and practical aspects of parent-child relationships investigated. Prerequisite: PSYCH 100.





PSYCH 207
Stress Management (5)

Covers the origins of stress, ways of managing interrelationships of physical and mental health and the ability to cope with stress which manifests itself in various ways, such as chronic tension, illness and chemical abuse (alcohol-drug). Note: Same course as HSW 207; credit for degree will be granted for either PSYCH 207 or HSW 207 but not for both.

PSYCH 220
Death and Dying (3)

Study of the social, psychological, philosophical and religious aspects of death and dying process. Note: Same course as PHIL 220; credit for degree will be granted either as PSYCH 220 or PHIL 220 but not for both.

PSYCH 285
Alternate States of Consciousness (3)

Blends cognitive and experiential approaches; introduces students to states of consciousness conducive to greater creativity and relief of stresses associated with normal waking consciousness. Intellectual consideration of recent advances in transpersonal psychology, neurophysiology and physics will be balanced with experiences of alternate states of consciousness. Note: Same course as PHIL 285; credit for a degree will be granted either as PSYCH 285 or PHIL 285 but not for both.

PSYCH 299
Individual Study in Psychology (1-5)

Independent observation, analysis and reporting of a selected problem. Prerequisite: PSYCH 100 and permission of instructor.

RADIOLOGIC TECHNOLOGY

RT 101
Introduction to Radiologic Technology (3)

Introduction to the health team and the profession of radiologic technology. Includes medical ethics and medical-legal considerations, radiation, protection of patients and personnel, film processing and chemistry to enable student to enter into clinical practicum. (3 hours lecture per week.)

RT 108, 109
Radiation Physics I, II (5,5)

The application of physical principles of Medical Radiography: the structure and physical properties of matter, direct and alternating current magnetism, mechanics, energy, wave motion, thermodynamics, optics, quantum concepts, protection of X-ray tubes, image quality, application of X-ray equipment, radiation protection and other ionizing modalities.

Prerequisite: MATH 90 or equivalent.

RT 120
Radiographic Clinic I (3)

Basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle. (16 hours per week at Clinical Education Center.) Prerequisite: RT 101, 140, and permission of instructor.

RT 121
Radiographic Clinic II (3)

Basic positioning techniques in radiography of the complete spine, skull, facial bones and paranasal sinuses. (16 hours per week at Clinical Education Center.) Prerequisite: RT 120, 141 and permission of the instructor.

RT 122
Radiographic Clinic III (7)

Clinical practicum: 35 hours per week at Clinical Education Center. Prerequisite: RT 121 and permission of the instructor.

RT 123
Radiographic Clinic IV (3)

Basic positioning techniques for radiography of the respiratory system, digestive system, biliary system and urinary system. (16 hours per week at Clinical Education Center.) Prerequisite: RT 122, 142, and permission of the instructor.

RT 140
Positioning and Techniques I (5)

Basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle and thoracic cage. (4 hours lecture, 2 hours lab per week.)

RT 141
Positioning and Techniques II (5)

Basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses. (4 hours lecture, 2 hours lab per week.) Prerequisite: RT 120, 140; BIOL 150.

RT 142
Positioning and Techniques III (5)

Positioning techniques in radiography of the respiratory system, GI and biliary system, and the urinary system. (4 hours lecture, 2 hours lab per week.) Prerequisite: RT 121, 141; BIOL 151.

RT 211

Special Radiographic Procedures (3)

Contrast media and common examinations utilizing contrast agents. Introduction to cardiovascular and neurosurgical procedures. (3 hours lecture per week.)

Prerequisite: RT 123, 225 and permission of instructor.

RT 212

Radiation Therapy and Nuclear Medicine (3)

Introduction to the specialized fields of nuclear medicine and radiation therapy which includes physical principles, modalities of radiation therapy, and application of radioisotopes in therapeutic and diagnostic studies. (Clinical training is also given.) (3 hours lecture per week.)

Prerequisite: RT 225, 243; RT 108, 109; and permission of the instructor.

RT 213

Departmental Management (2)

To aid the advanced student in exploring career opportunities. Job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques. (2 hours lecture per week.)

Prerequisite: RT 101, 225, 243, and permission of instructor.

RT 214

Radiologic Anatomy (3)

Survey and review of systemic anatomy pertinent to radiologic procedures with emphasis on cross-sectional anatomy as used with radiographic imaging devices and other ionizing modalities. (3 hours lecture per week.)

Prerequisite: BIOL 150, 151; RT 141; permission of instructor.

RT 215

Radiologic Pathology (3)

Causes of common disease, includes conditions of illness, and the radiologic diagnostic procedure used to detect pathology, the effect of pathology on radiographic film quality, diagnosis and treatment. (3 hours per week.)

Prerequisite: BIOL 150, 151; RT 214; permission of instructor.

RT 225

Radiographic Clinic V (5)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, spinal column. (24 hours per week at Clinical Education Center.)

Prerequisite: RT 123, 140 and permission of instructor.

RT 226

Radiographic Clinic VI (5)

Advanced positioning of the skull, mastoids, middle ear, special views. Surgical and pediatric procedures. (24 hours per week at Clinical Education Center.)

RT 227

Radiographic Clinic VII (9)

Clinical practicum: 40 hours per week at Clinical Education Center.

Prerequisite: RT 226 and permission of the instructor.

RT 228

Radiographic Clinic VIII (5)

Special procedures: arteriograms, pneumoencephalograms, selective arteriograms. (24 hours per week at Clinical Education Center.)

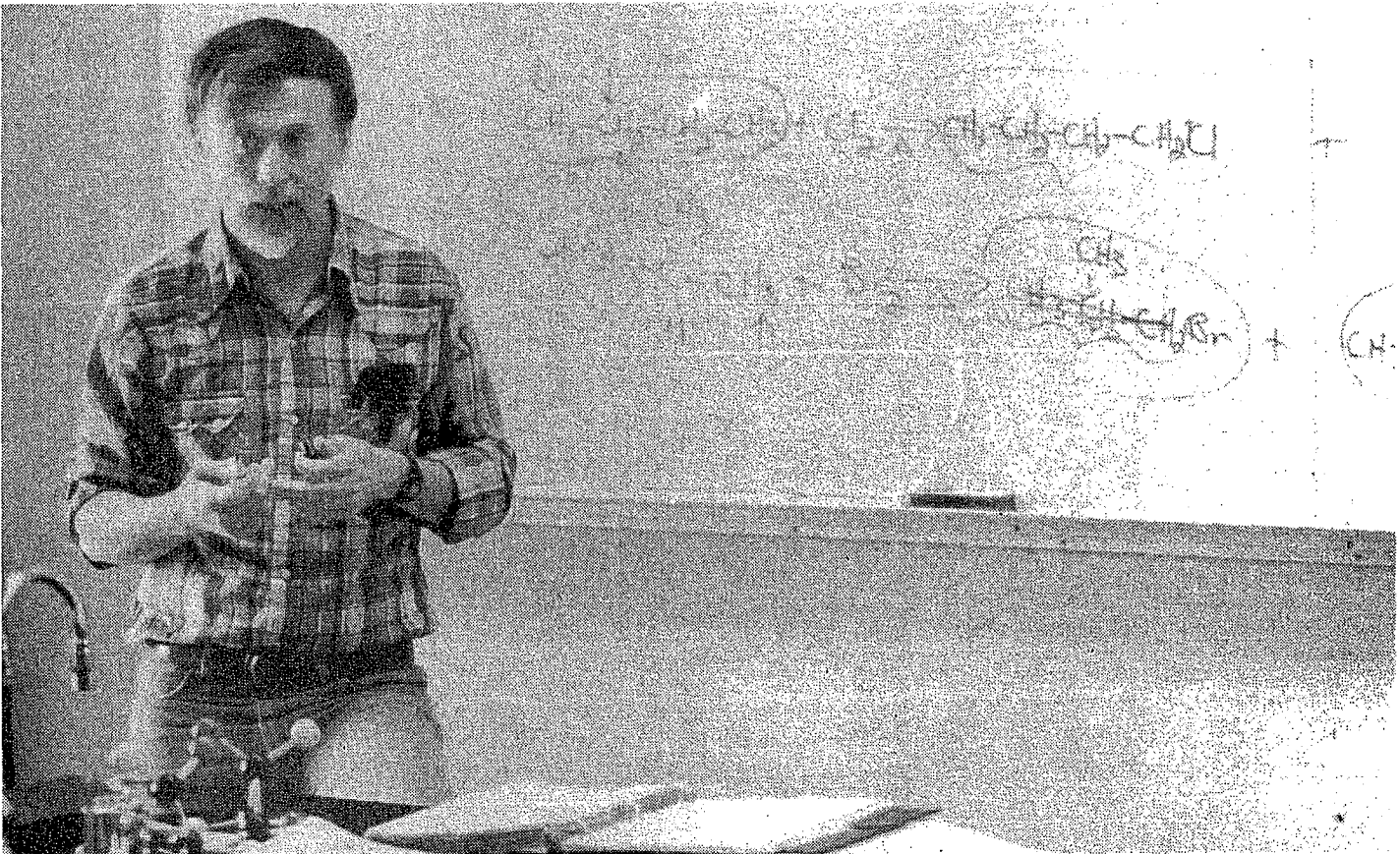
Prerequisite: RT 211, 227 and permission of instructor.

RT 243

Positioning and Techniques IV (2)

Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column. (1 1/2 hours lecture, 1 1/2 hours lab each week.)

Prerequisite: RT 140.



RT 244

Positioning and Techniques V (2)

Advanced positioning of the skull, inner ear, mastoids. (2 hours lecture, 1 hour lab per week.)

RT 245

Positioning and Techniques VI (2)

Use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc. (2 hours lecture, 1 1/2 hours lab.)

RT 260

Radiologic Seminar (5)

Integration of didactic information presented throughout the curriculum. Preparation for national certification examination.

Prerequisite: Permission of instructor or program coordinator.

RT 299

Individual Study in Radiographic Technology (1-5)

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

Prerequisite: Permission of the instructor.

READING

READ 70, 71, 72

Basic Reading Skills (5,5,5)

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

READ 80

Reading Lab (1)

Developing reading skill techniques. After individual diagnosis, each student is assigned a specific course of study to develop reading skill.

READ 110

Power Reading (2)

Diagnostic course: allows the student insight regarding his or her strengths and weaknesses in reading. Individualized instruction.

READ 111

Accelerated Reading (2)

Continuation of READ 110 with added emphasis on speed, skimming and scanning; designed to increase total reading effectiveness by developing secondary skills.

Prerequisite: READ 110 or permission of instructor.

RESPIRATORY THERAPY TECHNOLOGY

RTT 110, 111

Respiratory Therapy Theory (3,3)

Basic theory and principles of respiratory care science.

Prerequisite: Admission to RTT program.

RTT 120, 121, 122

Respiratory Therapy Equipment (2,2,2)

Rationale, indications and procedures of the equipment used in respiratory therapy.

Prerequisite: Admission to program; RTT 120 for 121, RTT 121 for 122.

RTT 130

Pharmacology (2)

Basic principles of pharmacology: dosage, weights and measures, proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment of respiratory therapy.

RTT 131

Pulmonary Functions (3)

Basic concepts of pulmonary diagnostic techniques.

Prerequisite: RTT 110.

RTT 133

Microbiology (2)

Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms; an in-depth treatment of the problems of infections and immunizations; and the cleaning and sterilization of equipment relating to respiratory therapy.

RTT 140, 141, 142, 143

Clinical Training (3,3,5,5)

Practical experience in the application of the knowledge and skills involved in respiratory therapy, including maintenance and operation of equipment. Clinical training includes rotation through respiratory therapy centers and involves the number of hours: 140 - 9 hours per week; 141 - 9 hours per week; 142 - 15 hours per week; 143 - 15 hours per week; 144 - 40 hours per week.

Prerequisite: Admission to RTT program. RTT 140 for 141; RTT 141 for 142; RTT 142 for 143.

RTT 144

Respiratory Therapy Practicum (8)

400 hours clinical experience and a comprehensive examination.

Prerequisite: RTT 143.



RTT 150, 151

Respiratory Therapy Seminary (1,2)

Weekly discussions on specific topics of respiratory therapy.

Prerequisite: RTT 111 and RTT 141, or permission of instructor.

RTT 260

Respiratory Certification Review Individual Study (2)

Systematic, comprehensive review of the facts and concepts involved in respiratory therapy. Emphasis on clinical application. Preparation for national certification exam.

Prerequisite: Admission to RTT program.

RTT 299

Individual Study in Respiratory Therapy Technology (1-5)

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

Prerequisite: Admission to RTT program.

SCIENCE

SCI 136

Sanitation Management (1)

Commercial kitchen sanitation practices, theory and philosophy. Minilabs; microbiological demonstrations; microbiological aspects of public health. For food service managers. Meets requirements for Tacoma/Pierce County health certificate.

SOCIAL SERVICES

SSERV 101

Introduction to Social Work (5)

Survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. Various kinds of social work as helping aides will be examined and observed throughout community agencies. Prerequisite to working in social services under credit arrangements.

SSERV 120

Introduction to Applied Gerontology (5)

A study of the demographic characteristics and social needs of older persons in our society as related to resources for meeting those needs through legislation and private and public agencies; the identification and understanding of skills and knowledge useful in communicating and working with older persons.

Prerequisite: Permission of instructor.

SSERV 220

Internship in Social Services (5)

Intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will be submitted to the instructor in a written report. Readings relevant to agency experience may be assigned and discussed.

Prerequisite: SSERV 101. See instructor before registration.

SSERV 221

Advanced Internship in Social Services (5)

Continuation of student involvement in a social service agency with generally increasing duties and responsibilities in the chosen agency.

Prerequisite: SSERV 101 and SSERV 220. See instructor before registration.

SOCIOLOGY

SOC 90

Contemporary Sociological Problems (5)

Practical study of selected social issues and social problems.

SOC 110

Survey of Sociology (5)

Introduction to sociological concepts, theories and methods; application of the sociological perspective.

SOC 141

Human Sexuality (5)

Physiological, psychological and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

SOC 152

Marriage and the Family (5)

Study of intimacy, love, procreation, sex roles, marital and family roles, sexuality, marital conflict, marital counseling, marital patterns, and emerging alternatives to marriage.

SOC 230

Population Studies-Human Ecology (5)

Determinants and consequences of population change, composition and distribution as related to problems and processes of community structure and growth as well as urban, regional and world growth and development.

Prerequisite: SOC 110.

SOC 240

Social Psychology (5)

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.

Prerequisite: SOC 110 or PSYCH 100.

SOC 253

Sociology of Education (5)

Functions of education in society, the social foundations of education and related social problems. (Same course as ED 200.)

SOC 262

Race Relations (5)

The problems facing the American people in the area of race relations, primarily focusing on racial, ethnic and social minorities.

SOC 269

Social Gerontology (5)

A study of the various sociological theories of aging and related research studies and of the changes in social roles, status, etc. which accompany aging in industrial and post-industrial societies.

Prerequisite: SOC 110 or PSYCH 100. Permission of instructor.

SOC 270

Social Problems (5)

Analysis of selected social problems from various sociological perspectives. Examines societal problems related to health, drugs, crime, violence, poverty, prejudice, sexism, family, sexuality, social institutions, population, and related problems.

Prerequisite: SOC 110 or PSYCH 100.

SOC 271

Deviant Behavior (5)

Analysis of deviant behavior from the perspective of sociological description, theory and research. Stresses an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency and sexual behavior.

Prerequisite: SOC 110 or PSYCH 100.

SOC 299

Individual Study (1-5)

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

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

SPANISH

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

Intermediate credit may be granted to students placed at the intermediate level. See "Advanced Placement" in this catalog and consult with your course instructor.

SPAN 101, 102, 103 Elementary Spanish (5,5,5)

The foundations of acceptable pronunciation, correct grammar, and syntax are covered in the sequence 101, 102, 103. Drilling in pronunciation and language usage takes place in the language laboratory. 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 111 Reading Knowledge of Spanish (1-10)

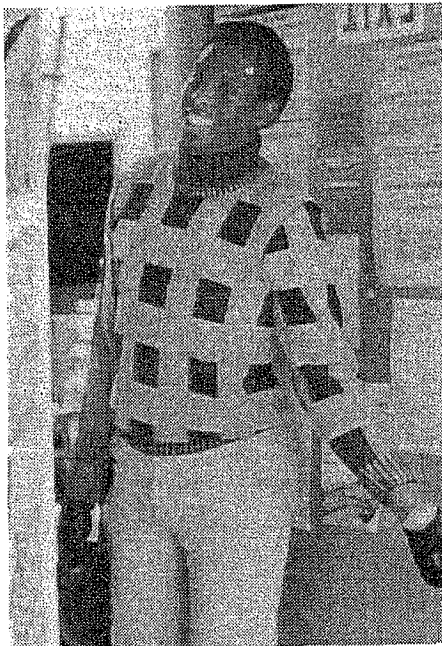
For those wishing to acquire a reading knowledge of Spanish. Grammar and reading selections presented in an individualized manner. Students work at their own pace. Reading, vocabulary, and grammar drills are performed with the aid of computer-programmed materials.
Prerequisite: Instructor's approval of the number of credits a student wishes to complete in one quarter.

SPAN 115 Spanish for Medical Personnel (1-6)

Independent study course. Specific vocabulary and sentence structures needed by people working in the medical field. Practical dialogues that allow nurses, physicians, paramedics, etc. to communicate with Spanish speaking patients unable to speak English.
Prerequisite: Two years of high school Spanish or SPAN 101.

SPAN 150 Conversational Spanish (3)

Develops speaking ability in Spanish. Oral drills, situational dialogues, and individual class presentations.
Prerequisite: One year of high school Spanish or equivalent.



SPAN 201, 202, 203 Intermediate Spanish (3,3,3)

201 - Grammar review, reading, and intensive practice in conversation through games and student presentations for class discussion. 202 - Grammar review, reading composition imitating models from literary selections. Conversation on relevant subjects. 203 - Reading, composition, conversation to discuss current events as well as reading assignments.
Prerequisite: SPAN 103. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of instructor.

SPAN 210, 220, 230 Spanish Conversation (3,3,3)

Advanced conversation. Students who receive credit for SPAN 201, 202, 203 will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.
Prerequisite: Two years of high school Spanish or its equivalent, and permission of the instructor.

SPAN 299 A Contemporary Latin American Writers (3)

Survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners, Gabriela Mistral and Pablo Neruda.
Prerequisite: SPAN 203 or equivalent proficiency.

SPAN 299 B
Writers of the Generation of 1898 (3)
Selected readings from Miguel de Unamuno, Pio Baroja, and Roman del Valle-Inclan, three of Spain's foremost writers, attempting to create a new national consciousness after the country's defeat in the Spanish-American War.
Prerequisite: SPAN 203 or equivalent proficiency.

SPAN 299 C Latin American Literature, Colonial Period (3)

The conquest of Mexico through the eyewitness accounts of Bernal Diaz del Castillo and Hernando Cortez.
Prerequisite: SPAN 203 or equivalent proficiency.

SPEECH

SPCH 100 Speech Communication (5)

Introduction to understanding the speech communication processes in one-to-one, small group, and speaker-to-audience relationships. Increasing skill in effective oral communication, both expressing oneself and listening to others.

SPCH 101 Public Speech Communication (5)

Introduction to preparing and delivering oral presentations to an audience. Increasing skill in audience analysis, organization, formulation of sound arguments, use of visual aid and elements of delivery.

SPCH 105 Business and Professional Communications (5)

Introductory course for students enrolled in programs preparing them for business, government, and/or professional service occupations. Includes communication with fellow employees, improving customer/client/patient relations, active listening and managing interviews, meetings and presentations.

SPCH 299 Individual Study in Speech (1-5)

Independent observation, analysis and reporting of a selected problem for advanced students in speech.
Prerequisite: Permission of instructor.

STUDY SKILLS

STDSK 80

Library Orientation (1)

Instruction in how to locate and use information in the library. Laboratory assignments to be completed by the student.

STDSK 90

Learning Skills (5)

Practical application of study skills and developmental reading techniques to assist students in improving quality of his/her studies; emphasis on reading improvement, study skills, and group guidance.

STDSK 110

College Skills (5)

Development of techniques for effective study in college. Time management and motivation, taking notes from books and lectures, memory training, studying a textbook, studying for and taking exams, using the library, and writing the research paper.

SUPERVISION AND MANAGEMENT

SMG 101

Principles of Supervision (3)

A practical course in first-line supervision covering in general terms the responsibilities of the supervisor. Functions of management; human relations and motivation; effective communications; systems concepts; and problem solving.

SMG 120

Supervising the Marginal Worker (3)

Skills to identify, motivate, treat or redirect the marginal worker. Some emphasis on marginal performance due to alcohol or drug abuse. Documentation, performance evaluation and improvement and interviewing in cases of marginal performance.

SMG 125

Training, Orientation and Employee Development (3)

Basic principles and techniques that facilitate learning in work environments. Training needs assessment; how to plan, conduct, and evaluate on-the-job training; new employee orientation; motivation and individual development. Supervisory role in learning activities and methods that technicians, lead workers or experienced employees may use to train others.

SMG 130

Conflict and Changes in the Work Force (3)

Recognizing the changes in attitudes in the working person toward his or her job, the organization and work in general.

SMG 131

Supervision and Group Behavior (3)

A survey of group behavior as it relates to the supervisor in the work environment. Individual motivation and its relation to the group, resistance to change, and interaction within the group.

SMG 150

Program Budgeting (3)

Issues in program budgeting and budget management. Topics include planning, budgeting, program evaluation, cost determination, cost benefit analysis, budget request formulation, strategy and follow-through.

SMG 160

Women in Management (3)

Exploration of the opportunities for women in management in the public and private sectors.

SMG 161

Career Advancement of Women (3)

Skills and tools needed for women to gain upward mobility in management.

SMG 179

Supervision and Management Workshops/Seminars (1)

Short course workshops and/or seminars which provide specialized information.

SMG 201

Management Communications: Effective Meetings (3)

Building skills for effective leadership and participation in business meetings and small group conferences. Practice presentation techniques including oral reports and use of audio-visual aids.

SMG 210

Effective Public Relations (3)

Fundamentals needed to staff and implement an effective public relations effort.

SMG 222

Principles of Labor Relations (3)

Labor and management relations; the processes by which union agreements are negotiated and methods that may be used to resolve grievances.

SMG 240

Principles of Production Management (3)

Problems and techniques encountered in the production and delivery of goods.

SMG 250

Principles of Personnel Management (3)

An examination of the personnel management function. Includes discussion of job analysis and design, recruiting, performance appraisal, federal employment guidelines and laws, and compensation systems.

SMG 260

Principles of Office Management (3)

Sound administrative office management procedures and operations.

SMG 264

Leadership and Motivation (3)

Study of principles and practices used by effective leaders. Discussion of both theoretical and practical qualities of motivation and leadership. Includes theories of motivation and leadership, factors creating management leaders, authority and leadership, and specific leadership techniques.

SMG 265

Business and Society (3)

Discussion of business policies and practices and their impact on social issues.

SMG 270

Management Techniques (3)

A survey of management principles. Discussion of basic factors in organization and operation, division of responsibility, and the management functions of planning, organizing, staffing, directing and controlling.

SMG 285

Special Case Studies in Supervision (3)

Analyzing special case problems in supervising, defining the probable causes and recommending solutions.

SMG 299

Directed Studies in Supervision (1-5)

Supervised study in selected topics in Supervision and Management. To be arranged individually with program coordinator. Prerequisite: 12 or more credit hours completed in Supervision and Management.

TYPING

See Business 103, 104, 105.

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Representatives on State
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Colleges**Ellen Pinto**Washington Association of Com-
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Colleges**Dr. Paul Jacobson**Washington State Student Services
Commission**Priscilla Bell****Frank Garratt**Washington Community College
Computing Consortium**Donald R. Gangnes**Washington State Advisory Council
on Vocational Education**Frank Garratt**Counseling and Guidance Directors
Association of Community Colleges**Priscilla Bell**Washington Association of Com-
munity College Student Activities
Personnel**Priscilla Bell**Washington Community College
Counselors Association**Richard Deyoe**Washington State Minority Affairs
Directors Council**Carl R. Brown**Washington Financial Aid
Association**Noel Helegda**Washington Association of Com-
munity College Financial Aid Ad-
ministrators, Executive Board**Noel Helegda**Council for Post Secondary
Education, State Work Study Ad-
visory Committee**Noel Helegda**

**Tacoma Community College
Representatives on State
Commissions (Cont.)**

Washington State Association of
Student Employment Administrators
Noel Helegda

Washington Summer Session
Directors
Tanya Brunke

Washington State Community
College Continuing Education Ad-
ministrators Association
Tanya Brunke

Faculty Emeriti

- | | |
|--|---|
| ERNIE ANDERSON <i>AV Librarian</i> | DONALD A. HIATT <i>Speech</i> |
| ROBERT S. ARPKE <i>English</i> | HAROLD JAKEMAN <i>Mathematics</i> |
| DOREEN AMOROSO <i>Library Science;
former Associate Dean</i> | MONTE B. JONES <i>English</i> |
| LLOYD BERNTSON <i>English, Literature;
former Division Chairman</i> | DR. ROBERT C. LATHROP <i>Counseling</i> |
| KEITH BRIGHTWELL <i>Administration of Justice</i> | DR. RONALD E. MAGDEN <i>History, Media Systems</i> |
| RUSSELL E. CLARK <i>Physics</i> | PAUL S. MICHAELS <i>Art</i> |
| J. ALLAN CLARKE <i>Music; Former Associate Dean</i> | MURRAY MORGAN <i>Northwest History</i> |
| ROBERT H. DEZELL <i>Music</i> | WILLIAM M. MUSE <i>Biology</i> |
| ROLLAND EVANS <i>Business and Accounting</i> | MARY PALO <i>Counseling</i> |
| RICHARD C. FALK <i>Sociology</i> | ROGENE S. RAGSDALE <i>Student Health Counselor</i> |
| EDWARD S. FISHER <i>Physical Education</i> | DR. ROBERT R. RHULE <i>English, Literature;
former Dean of Instruction</i> |
| SHELDON M. GILMAN <i>Political Science</i> | MORRIS SUMMERS <i>Drama</i> |
| ELIJAH H. HANKERSON <i>History</i> | ROBERT F. THORNBURG <i>History;
former Associate Dean</i> |
| SAM L. HERITAGE <i>Accounting</i> | DONALD E. TRACEY <i>Art</i> |
| VERNON L. HESS <i>English</i> | DR. JOHN H. TUTTLE <i>French, English</i> |

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: The graduation ceremony.

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

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

Curriculum (Plural Curricula or 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.

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

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

Distribution Requirements: A range of courses required for graduation with an associate degree, in addition to the major department requirements.

Drop: See Withdraw.

Division: An area within the college which is devoted to a group of related subjects Business, Humanities, Allied Health, etc.

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: (1) A program with a two-year course of study for students with exceptional academic qualifications. (2) A designation at graduation for students who graduate with a cumulative GPA of 3.25 or higher.

Incomplete: An incomplete is a grade given only when a student has done satisfactory work in a class but for some unavoidable reason has been unable to complete the course or take the final examination. Incompletes must be converted to a traditional letter grade within one year of their issuance or they remain on the student's permanent record.

Major: The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student: See Resident Student.

Pre-Professional: A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite: A course which must be taken before a student is allowed to take another course. For example: Math 105 is a prerequisite for Math 157.

Probation: A status imposed upon a student because of low grades, usually with specified conditions which must be met within a given period.

Quarter: A term of instruction consisting of approximately 11 weeks. The regular academic year consists of Fall, Winter and Spring quarters.

Quarter Hour: See Credit or Quarter Credit Hour.

Registration: The process of becoming officially enrolled in a college. Registration usually is required at the beginning of each quarter. It includes the selection of courses and payment of fees.

Resident Student: A resident student is one who is financially independent and has had a domicile in the State of Washington for at least one year immediately prior to the first class day of the quarter for which he or she is registering and who has established a bona fide domicile in the state for other than educational purposes. A financially dependent student is also classified as a resident if one or both of his/her parents or legal guardians has/have maintained a bona fide 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.

See Admissions Procedures section for more information.

Withdraw: To officially stop taking classes before the end of a term—must be done with a Change of Program Form.

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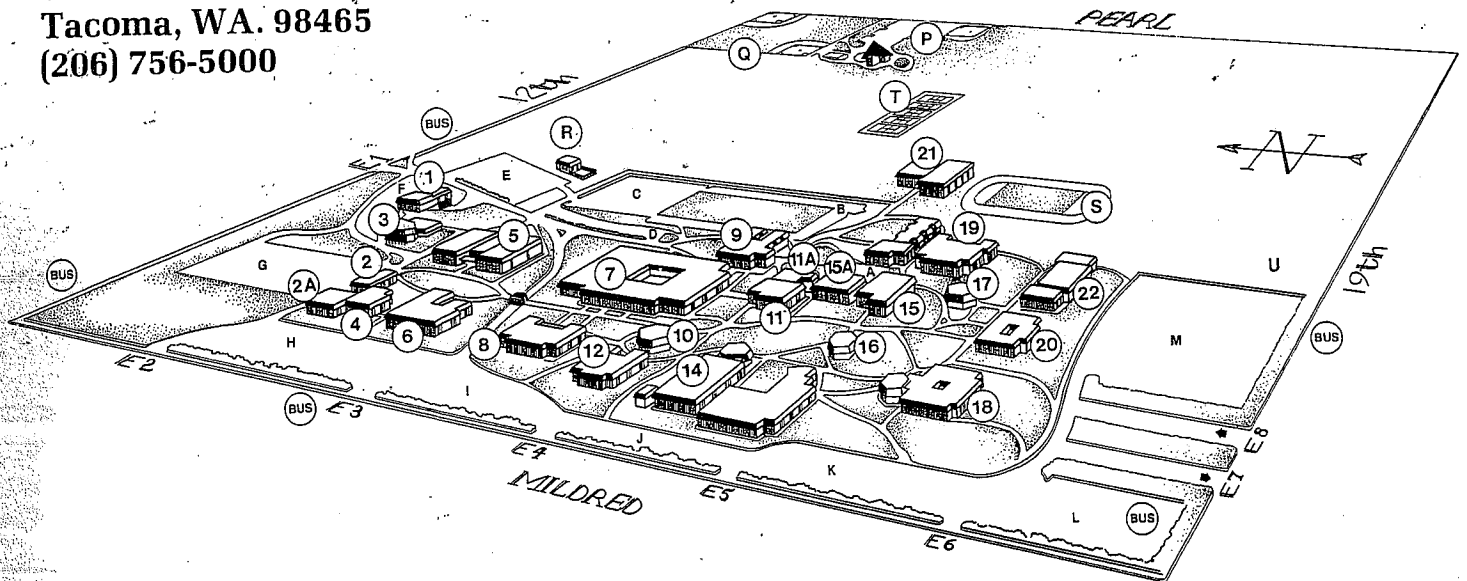
Information Directory

Subject	Office-Building	Telephone Number
General Information	Customer Service	756-5000
Academic regulations	Building 1 Dean of Education Services	756-5022
Admission to TCC	Building 15 Office of Admissions/Records	756-5035
Advising and Counseling	Building 2 Counseling Center	756-5122
Adding/Dropping a course	Building 7 Office of Admissions/Records	756-5035
Associate Degree Information	Building 2 Office of Admissions/Records	756-5035
Affirmative Action	Building 2 Dean of Support Services	756-5046
Athletics/Intramurals	Building 2 Athletic Director	756-5097
Books and Supplies	Building 9 Bookstore	756-5040
Child Care Center	Building 6 Near Bldg: 1.	756-5180
Career Services Center	NW Corner of Campus Building 7	756-5027
Developmental Education	Coordinator of Developmental Education Building 8	756-5029
Financial aid, scholarships	Office of Financial Aid Building 2A	756-5080
Foreign student information	Admissions Office Building 2	756-5035
Handicapped students	Resources for the Handicapped Building 18	756-5075
High school completion for Adults	High School Completion Office Building 7	756-5093
Library Services	Learning Assistance Center (Circulation Desk) Building 7	756-5087
Off-campus programs and courses	Office of Continuing Education Building 18	756-5018
Registration	Office of Admissions/Records Building 2	756-5035
Student newspaper	The Collegiate Challenge Building 2	756-5042
Transfer to other colleges	Career Information Center Building 7	756-5027
Tutoring	Tutorial Services Building 8	756-5124
Veterans Information	Office of Veteran's Affairs Building 2A	756-5033
Withdrawal from college	Office of Admissions/Records Building 2	756-5035
Work study positions	Office of Financial Aid Building 2A	756-5080

Campus Guide

Tacoma Community College

5900 South 12th St.
Tacoma, WA. 98465
(206) 756-5000



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|--|--|
| <p>1 Buildings and Grounds; Purchasing; Records/Forms/Inventory Management; Mail Services; Parking</p> <p>2 Admissions and Records Office; Support Services; Minority Affairs Office</p> <p>2A Financial Aid and Veterans Affairs Offices</p> <p>3 College Theater</p> <p>4 Administration: President's Office and Executive Dean-Planning and Operations.</p> <p>5 Gaudrone Fine Arts Building</p> <p>6 Bookstore; Business Services; Personnel Office</p> <p>7 Counseling; Library and Instructional Resource Center; Music Classrooms</p> <p>8 Classroom Building; Developmental Education; Math Lab, English and Communications Lab, Reading Lab and Drop-In Assistance Lab</p> <p>9 Faculty Offices</p> <p>10 Lecture Hall</p> <p>11 Cafeteria</p> <p>12 Faculty Offices</p> <p>14 Sciences Building; Collegiate Challenge (Student Newspaper)</p> <p>15 Information and Publications Office; Executive Dean-Education Services; Associate Dean for Student Development</p> | <p>15A Student Government and Student Activities Offices</p> <p>16 Lecture Hall</p> <p>17 Lecture Hall</p> <p>18 Classroom Building; Continuing Education and Community Services; Resources for the Handicapped</p> <p>19 Classroom Building; Faculty Offices; Allied Health Program Occupations Wing; Computer Center; Independent Study Lab for Business Programs; Office of Safety and Security</p> <p>20 Faculty Offices</p> <p>21 Physical Education Building</p> <p>22 Classroom Building</p> <p>E1-E8 Entrance to Parking Lots</p> <p>A-M Parking Lots</p> <p>P Community playground and softball fields</p> <p>Q Minnitti baseball & softball playing fields</p> <p>R Child Care Center</p> <p>S Soccer field & all weather track</p> <p>T Tennis Courts</p> <p>U TACID Handicapped Center</p> <p>BUS Pierce Transit bus stops</p> |
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