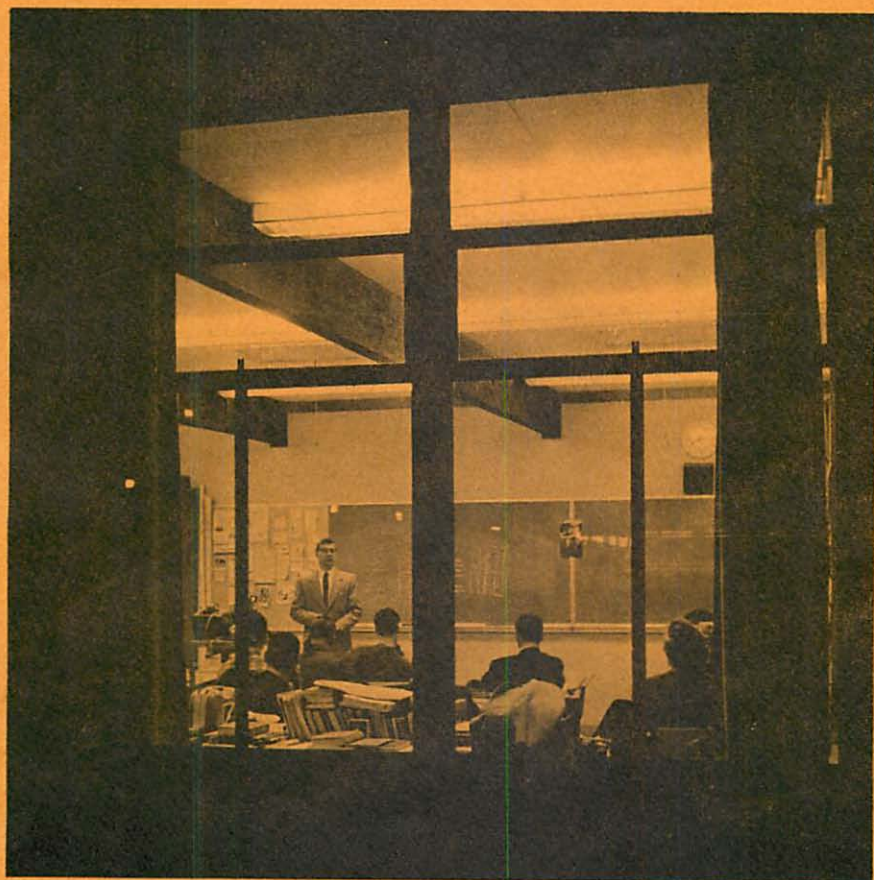


~~Bellevue Community College~~  
BELLEVUE COMMUNITY COLLEGE

bcc

CATALOG

WINTER/SPRING QUARTERS  
1966



BELLEVUE PUBLIC SCHOOLS

BELLEVUE, WASHINGTON

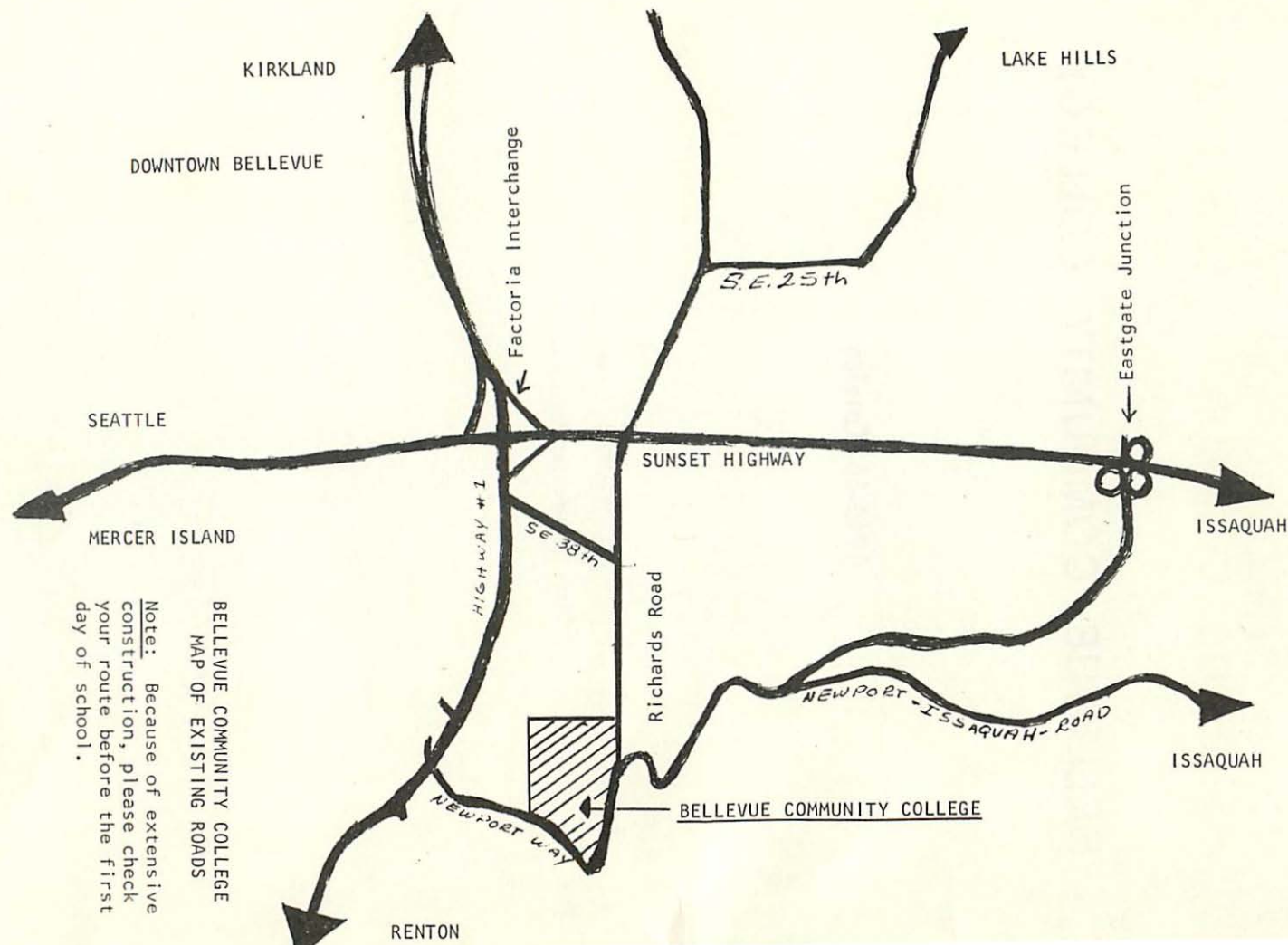
# BELLEVUE COMMUNITY COLLEGE

**1965-66 Catalog**

A Community College

Serving Greater King County

310 - 102nd Northeast  
Bellevue, Washington 98004



**BELLEVUE COMMUNITY COLLEGE  
MAP OF EXISTING ROADS**

Note: Because of extensive construction, please check your route before the first day of school.

# INTRODUCTION TO BELLEVUE COMMUNITY COLLEGE

Bellevue Community College has become a reality through the vision and hard work of hundreds of citizens of the Greater East Side Community. The opening of Bellevue Community College launches a new enterprise for the Bellevue Public Schools. The challenge to open a college only seven months after legislative authorization is being met by all associated with the college.

We believe we have made progress toward developing a quality community college, in terms of faculty and program. It remains with you to provide the quality student body. We challenge you, the first to enroll, to strive to achieve quality in all that you endeavor.

Bellevue Community College is an open door college which strives to provide education for all who desire it. We believe that higher education should not be denied anyone, but we also believe that each student must accept the responsibility to demonstrate that he can benefit from higher education.

We subscribe to the hallmarks of the comprehensive community college: To provide transfer education, occupational education, general education, adult and community services and individualized counseling.

The faculty and staff of Bellevue Community College pledge themselves to aid you in your pursuits.

A handwritten signature in black ink, appearing to read "Mark E. Linderholm". The signature is fluid and cursive, with a long horizontal stroke at the end.

# **ADMINISTRATION AND GOVERNING BOARD**

**BELLEVUE COMMUNITY COLLEGE**

**January 3, 1966**

## **COLLEGE ADMINISTRATION**

**Merle E. Landerholm, Ed.D., Administrative Planning Officer**

**Louis Kahn, Administrative Assistant**

**Boyd Bolvin, Head Librarian**

## **DISTRICT ADMINISTRATION**

**John W. Brubacher, Ph.D., Superintendent of Schools**

**Roy P. Wahle, Ed.D., Assistant Superintendent**

**Myron Ernst, Assistant Superintendent**

## **BOARD OF EDUCATION**

**Ruth Morrell, President**

**David Douglas, Vice President**

**Dr. Fernley W. Duey**

**Axel C. Julin**

**Donald C. Nordstrom**

# COLLEGE CALENDAR

## WINTER QUARTER, 1966

First Day to Apply for Admission, Winter Quarter . . . September 27, 1965  
Orientation to the College . . . . . January 3, 1966  
Classes Begin . . . . . January 4, 1966  
Last Day to Register (or change registration). . . . . January 11, 1966  
Holidays (Washington's Birthday) . . . . . February 21-22, 1966  
Final Examinations . . . . . March 16-18, 1966

## SPRING QUARTER, 1966

Advance Registration Begins . . . . . February 7, 1966  
Classes Begin . . . . . March 28, 1966  
Last Day to Register (or change registration). . . . . April 4, 1966  
Holiday (Memorial Day) . . . . . May 30, 1966  
Final Examinations . . . . . June 8-10, 1966

Bellevue Community College will not operate Summer Quarter, 1966

**Cover Photo by Richard Stefanich**

# HISTORY

Since 1960 the people of Bellevue have been united in their efforts to obtain a community college east of Lake Washington. The Bellevue School Board, the Bellevue Chamber of Commerce Education Committee, and the Greater East Side Community College Advisory Council are the three key citizen groups whose efforts to obtain the college should be acknowledged. The latter two volunteer groups should be especially commended for their patient, consistent efforts in working with both the community and the legislature. In special session, the Thirty-Ninth Legislature authorized the Bellevue School District to establish a community college during the 1965-66 school year.

The Bellevue School Board, anticipating the authorization of the college by the Legislature, purchased 80 acres for the community college after the passage of a special levy in 1962. In June, 1965, an additional 15 acres were purchased to increase the size of the college site to 95 acres. The location of the college campus is north of the Sunset Highway and west of 148th Avenue Northeast, in an area recommended by the King County Planning Commission. Its availability to utilities and ready access to major arterials makes this site an ideal location to service the East Side population.

The Bellevue Community College is governed by the Board of Directors of the Bellevue School District No. 405.

The architectural firm of Naramore, Bain, Brady and Johanson has been designated by the Bellevue School District Board of Directors as the college architect.

The first unit of the college is now scheduled to be occupied in

September, 1968. Until the buildings are constructed, the college will be housed in Newport High School, 4333 - 128th Avenue Southeast, Bellevue. The college will first open its doors to students on January 3, 1966. Classes will be conducted in the late afternoon and evening.

Initially, the Bellevue Community College is organized into four curricular divisions:

- (1) Business Administration
- (2) Humanities
  - (a) Department of Languages and Arts
  - (b) Department of Social Sciences
- (3) Sciences
  - (a) Department of Life Sciences
  - (b) Department of Physical Sciences
- (4) Health and Physical Education



# OBJECTIVES OF THE COLLEGE

We assume that:

Continuous education is essential if representative government is to function to the benefit of every individual in a dynamic society.

Continuous education is essential to the development of the informed and responsible citizenry required to cope with the social, economic and political problems of the community, state, and nation.

Continuous education must be comprehensive and responsive to the specific needs of both the individual and the community.

Continuous education should be available in a formal organizational pattern at a minimal cost to all who can benefit.

And, therefore, our objectives are:

That every individual should be provided the opportunity to develop to his maximum potential. The educational opportunity should be directly related to the needs of each member of society and the community. The Bellevue Community College subscribes to the following tenets:

- (1) A liberal admissions policy.
- (2) An educational opportunity at minimal cost to the student.
- (3) A comprehensive curriculum:
  - (a) College Transfer Education. A college credit program transferable to a four-year college or university.
  - (b) Occupational Education. A program for students desiring to complete formal education in one or two years and enter employment. This program will include technical, vocational and semi-professional training.
  - (c) General Education. A non-transferable program of studies to acquaint the student with scientific and socio-economic developments to better prepare him for intelligent citizenship.
  - (d) Continuing Education. A program for adults of the community to improve themselves vocationally and culturally.
- (4) A program of individual, vocational and academic counseling to help the student assess his potential capabilities, identify his aptitudes, and make wise career choices.

- (5) An emphasis on excellent teaching and counseling.
- (6) A wholesome activity and extra-curricular program that will meet the needs of the student body.
- (7) The development of the community college as the cultural center of the community.

# GENERAL INFORMATION

## Accreditation

The Bellevue Community College is approved by the Washington State Board of Education. Courses numbered 100 and over have been designed to meet the transfer recommendations of the University of Washington, Washington State University, and those of other state and four-year colleges and universities. When eligible, the college will apply for accreditation by the Northwest Association of Secondary and Higher Schools.

Credits earned at the Bellevue Community College may be applied toward the requirements for a bachelor's degree, as the following statement from the University of Washington illustrates:

"Credits earned in new community colleges approved by the Washington State Board of Education but not formally accredited by the Northwest Association of Secondary and Higher Schools, are accepted tentatively and validated upon the student's completion of a degree program representing both residence and transfer credits." (University of Washington Faculty Handbook, Volume II, Chapter IV, Part A, Section d)

## Admission

Candidates for admission to Bellevue Community College must be graduates of an accredited high school or at least 18 years of age. Admission may be granted to other individuals by special permission. High school students who wish to enroll for the fall quarter, 1966, should apply early in their senior year.

Enrollment in Bellevue Community College involves two steps; application for admission, and registration. Procedures for these two steps are as follows:

I. Application for Admission

- (A) Application Form. Students applying for admission to Bellevue Community College will be required to complete page one of the "Application for Admission to Washington Higher Institutions." This form is available in high school offices and in the admissions office at the college. Pages two and three of this form are submitted by the applicant to his high school or college counselor, requesting the counselor to complete these two pages and forward them to Bellevue Community College.
- (B) Application Fee. This \$5.00 fee, which is paid only once by each entering student making application and which is not refundable, should accompany page one of the application for admission. It must be paid before the application can be processed.
- (C) Transcripts. An official high school transcript, or in the case of transfer students, transcripts from all colleges attended is required. It is the student's responsibility to request that a transcript be forwarded to the college office of admissions.
- (D) Washington Pre-College Test. All students are required to take the Washington Pre-College Test. Or, if the test has been taken, submit a copy of the results of this test. Exceptions to this policy are students who are transferring to Bellevue Community College from another college, or who graduated from high school more than ten years previous to

their date of application for admission to Bellevue Community College.

The scores a student receives are used only for guidance and counseling and are not a basis for admittance. The prospective student is urged to take the test as early as possible. The test may be taken during most of September at the University of Washington, from 8:30 a.m. to 3:30 p.m.

Appointments to take the test are made with the University of Washington by the college the student wishes to enter. The student wishing to take this test should submit a copy of his high school transcript, the \$5.00 testing fee, and the date on which he wishes to take the test to the college he wishes to enter. The college will then request an appointment for the student from the University of Washington and notify the student of the day and time.

- (E) Health and Physical Examination. Each student is required to have a physical examination before he may complete enrollment. This examination must be taken within six months prior to the time the student is to begin classes. A health form is mailed to the applicant with the acknowledgment of receipt of his application for admission. This form is to be completed by the applicant and a physician of his choice. It must be completed and submitted to the college before the student completes his enrollment.

## II. Registration

- (A) Registration Appointment. An appointment for registration will be made for each new student when he has submitted his application for admission, high school or college transcripts, and paid his application fee of \$5.00.
- (B) Pre-Planning. A preliminary planning form is sent to each student with notification of his registration appointment. The student is to complete this form with the aid of the college catalogue, listing his desired or anticipated courses. He is advised to confer with his parents, high school or college counselors, and his instructors when planning his college program.
- (C) Conference with Registration Advisor. Each student who enrolls at Bellevue Community College is provided with the opportunity of conferring with a registration advisor. This advisor assists the student in arranging his program each quarter. The student is required to bring his completed preliminary planning form with him when he reports for his conference (conferences are scheduled at the same time as the registration appointment). A non-refundable prepayment of \$20.00, to be applied on tuition fees, will be required at this time (see Transfer to Other Institutions).
- (D) Completion of Registration. Following the appointment with his registration advisor, the student completes all official registration forms. A student is not officially enrolled in classes until he has completed these forms.

- (E) Payment of Fees. The remainder of the tuition fees must be paid at the time final enrollment takes place (shortly before classes commence).

#### Supplementary Registration Information

- I. Late Registration. Students should consult the college calendar for official registration dates and the last day to register in any quarter. The last day for registration is seven calendar days after the first day of classes. A \$5.00 late registration fee is charged students who register after official registration dates. A student who registers late is expected to make up the work he has missed.
- II. Schedule Changes. Schedule changes must be completed within seven calendar days after classes begin. Students should consult the college calendar for the last day classes may be added and schedules changed during any quarter. These changes may be made by obtaining a "Change of Schedule" form from the college office, filling it out properly, and returning it to the college office. Changes are not official until the student has been notified whether his request has been granted. A \$5.00 fee is charged for each petition filed.
- III. Dropping a Course. For good cause, a student may drop a course any time during a quarter. This is done by obtaining a "Change of Schedule" form from the college office, filling it out properly, and returning it to the college office. The withdrawal is not complete until the student is notified whether his request has been granted.

The grade a student receives on his official transcript for a course he has dropped depends on the work he was doing at the time of withdrawal. A student may drop a course during the first week of classes without any penalty or notation on his transcript. After that time, any student dropping a course will receive a grade of "W" ~~if he was doing passing work, (C or above), and an "F" if he was doing failing work. See page 13 for an explanation of the grading system.~~

~~The student who wishes to remain in good standing at Bellevue Community College and during the remainder of his college career is advised to follow the proper procedure when dropping a class.~~

- IV. Withdrawal from College. A student who finds it necessary to withdraw completely from the college should report to the college office for the proper form to make his withdrawal official. The student is not officially withdrawn until he has satisfactorily completed this form and returned it to the college office. The college refund policy applies only to students who withdraw officially (see pages 11 and 12 for refund policy).

A statement of honorable dismissal is placed on a student's transcript if at the time of withdrawal from the college his conduct is such as to entitle him to resume his work at the college at another time and if he has met all his obligations to the college.



## Schedule of Fees

### I. Full-Time Resident

- A. \$70.00 for a full-time resident student enrolled for 14-18 credit hours. Overloads at \$5.00 per credit hour above 18 quarter hours.
- B. \$5.00 application fee (see page 6, General Information, for explanation of application fee).

### II. Part-Time Resident

- A. \$5.00 per credit hour.
- B. \$5.00 application fee (see page 6, General Information, for explanation of application fee).

### III. Full-Time Non-Resident

- A. \$160.00 for a full-time non-resident student enrolled for 14-18 credit hours. Overloads at \$11.50 per credit hour above 18 quarter hours.
- B. \$5.00 application fee (see page 6, General Information, for explanation of application fee).

### IV. Part-Time Non-Resident

- A. \$11.50 per credit hour
- B. \$5.00 application fee (see page 6, General Information, for explanation of application fee).

### V. Audit Students

- A. Same as for credit (see page 13 for explanation of "audit" and "credit.")

### VI. Special Fees

- A. A few courses are subject to special fees. These generally can be found on the official class schedule, or the student will be informed at the time of the first class meeting.

## Refunding Fees

- I. Before the first day of classes, the tuition fees less the \$20.00 advance fee is refunded for a reduction of quarter hours or for official withdrawal.

- II. After the first day of classes, the following schedule will govern refunds:
  - A. The tuition fee less the advance fee will be refunded if request for official withdrawal is made within seven calendar days after classes begin.
  - B. One-half the tuition fee less the advance fee will be refunded if request for official withdrawal is made after seven and before fourteen calendar days after classes begin.
  - C. After fourteen calendar days from the day classes begin, no refund will be made.
  - D. A student who is requested to withdraw for disciplinary action will not be eligible for refunds.
- III. Upon official withdrawal from the college, the tuition fee, less the \$20.00 advance fee, is refunded as follows:
  - A. Winter Quarter  

Through January 11, 1966 (the last day to add a course or register late) . . . . .	Tuition fee less the \$20.00 advance fee
January 12-17, 1966 . . . . .	One-half the tuition fee less the \$20.00 advance fee
After January 17, 1966 . . . . .	No refund
  - B. Spring Quarter  

Through April 4, 1966 (the last day to add a course or register late) . . . . .	Tuition fee less the \$20.00 advance fee
April 5-11, 1966 . . . . .	One-half the tuition fee less the \$20.00 advance fee
After April 11, 1966 . . . . .	No refund

Definition of Resident

Resident shall mean one of the following:

1. Students under 21 whose parents are legal guardians and who -

- II. Students under 21 who are emancipated minors and who -
- III. Students 21 and over who -
- have been domiciled in the State of Washington at least one year prior to the commencement of the term for which they register. All others shall be considered non-resident.

### Advance Tuition Fee

There is a \$20.00 non-refundable advance tuition fee that is paid to the college at the time of the student's conference with the registration advisor. This amount is applicable to the student's tuition fees, but is under no circumstances refunded.

### Academic Regulations

- I. Auditing a Course. A student who desires to attend classes regularly but does not wish to take the final examinations or receive grades or credits may enroll as an auditor in non-laboratory courses or in the lecture sections of laboratory courses. A student who audits a course may not obtain credit thereafter except by enrolling in the course for credit during a subsequent quarter and satisfying all requirements.
- II. Credits. The academic year at Bellevue Community College is divided into three quarters of approximately 12 weeks each, plus a summer quarter when offered. In general, a class which meets one hour per week during the quarter will yield one quarter-hour credit; a class which meets five hours per week during the quarter will yield five quarter-hours of credit. Laboratory and certain other courses may vary from this pattern. The quarter hours of credit obtainable in each course are indicated in parentheses following course titles in the "Description of Courses" section of this catalogue.

### Grading System

- A High degree of excellence in achievement
- B Better-than-average achievement
- C Average achievement
- D Minimum standard of achievement
- E Failure to complete minimum requirements
- I Incomplete
- W Withdrawal
- N Non-credit passing grade, not transferable or used to compute GPA

An "Incomplete" ("I") grade is given only when a student has done

satisfactory work in class, but for some unavoidable reason, has been unable to complete the course or take the final examination. A student receiving this grade should consult his instructor immediately regarding the completion of the work. The instructor is responsible for filing with the head of the department a written statement of the reason for assigning an "Incomplete" grade and the work the student will need to remove the "Incomplete." A copy of this statement is to be given the student. An "Incomplete" grade must be removed no later than the closing date of the next quarter in which the student is enrolled.

A grade of "W" (withdrawal) indicates that the student has officially cancelled his registration in the course.

#### Grade-Point Average

The following grade-point values are assigned to letter grades:

- A Four for each quarter hour of credit
- B Three for each quarter hour of credit
- C Two for each quarter hour of credit
- D One for each quarter hour of credit
- E Zero for each quarter hour of credit
- N Zero for each quarter hour of credit

Neither the grade-point values nor quarter-hours of credit are accumulated on a student's transcript for grades of "I", "W", and "N". These grades are not counted when computing the student's grade-point average.

A student whose grade-point average for any quarter is below 2.0 receives special counseling and is <sup>placed</sup> re-enrolled on probation. A student who <sup>does not raise his GPA to a</sup> is on probation and whose grade-point average again falls below 2.0 in any <sup>2.00 within 3 yrs</sup> subsequent quarter is dropped from the college for at least one quarter and must petition the office of the Dean of Instruction, in writing, for special permission to re-enroll. The student who is reinstated is

considered to be on probation and must attain a grade-point average of at least 2.0 during the two quarters subsequent to his reinstatement.

The above regulations apply also to students transferring to Bellevue Community College from other colleges. ~~A student who has been placed on probation at another college must allow one quarter to elapse before he will be considered for admission to Bellevue Community College. Upon applying for admission, he must petition the office of the Dean of Instruction in writing for permission to enroll.~~ 1, 2, 3, 4

#### Honor Roll

A student who is enrolled for at least 12 credits, receives no "Incomplete" grades, and earns a grade-point average of ~~3.5~~ or above is listed on the college honor roll. 3.2

#### Repeating a Course

*Should be averaged out*

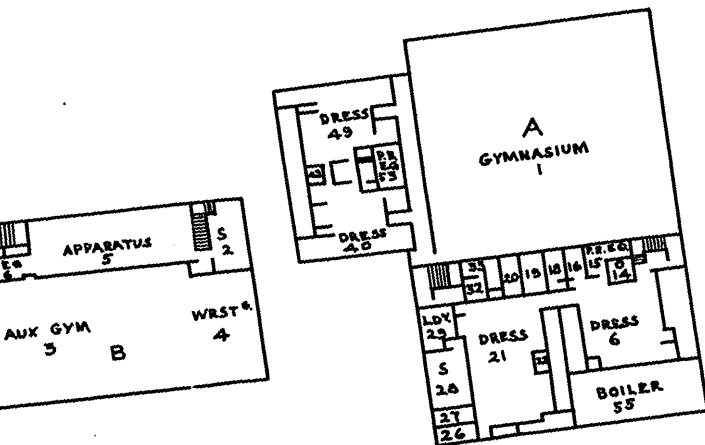
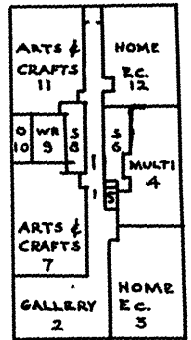
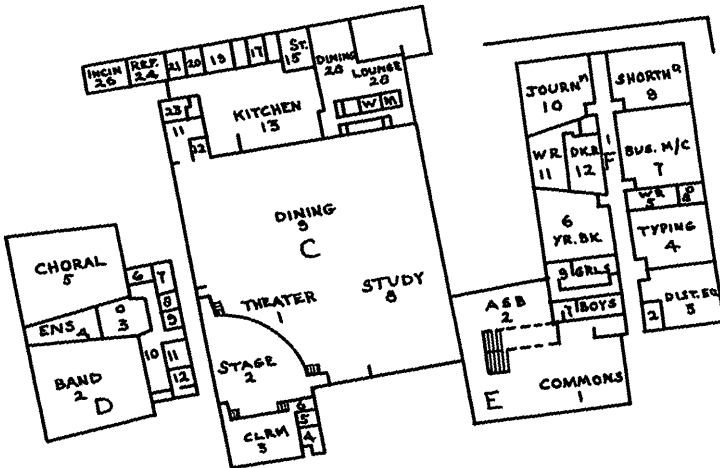
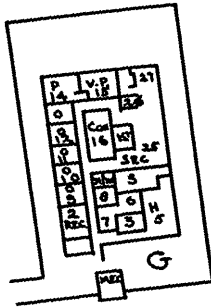
A student may repeat a course in which he has received a failing or a low passing grade. In such a case, the grade received the last time will be used in grade-point computation at the college, although the record of the first grade will be retained on the official transcript (many institutions include all grades in computing the student's grade-point average).

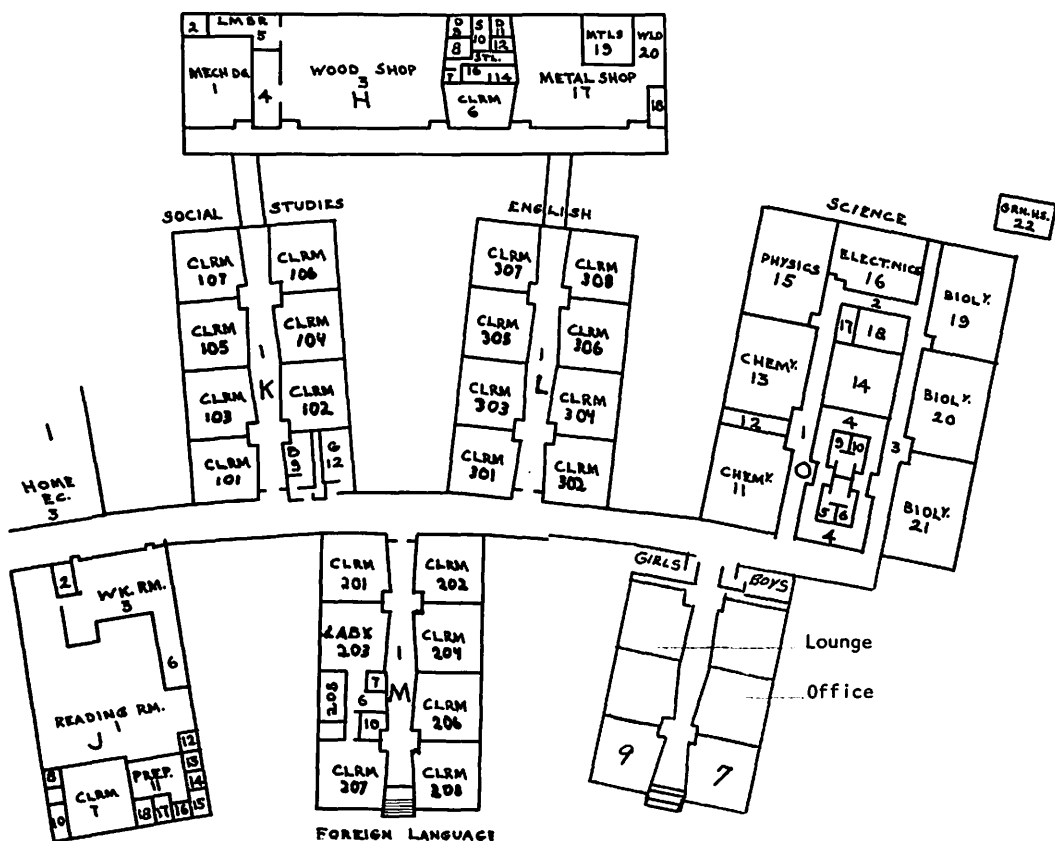
#### Attendance

Students are expected to attend all classes in which they are registered. Individual instructors may deviate from this policy at their discretion. Attendance will be recorded daily for all veterans at the request of the Veteran's Administration.

#### Examinations

Final examinations are held regularly at the end of each quarter.





# BELLEVUE COMMUNITY COLLEGE

## Locations of Classrooms

Students are required to take the final examination at the time and place scheduled in order to receive credit in the course. An examination taken at any other time than that officially scheduled is a special examination, and the student must make application to the Office of Instruction to make arrangements for the examination. A fee of \$7.50 per special examination is charged.

#### Grade Reports

Students are notified by their instructors at the middle of each quarter if they are doing unsatisfactory work. Grade reports will be mailed to students at the end of the quarter. The grade reports will be withheld if the student does not have all credentials on file, or if he has not fulfilled all obligations to the college.

#### Official Transcripts

An official transcript is a grade report which is signed by the registrar, has the school seal placed over this signature, and gives the date of the honorable dismissal of the student from the college. Copies of the transcript will be mailed free of charge to potential employers or to institutions to which the student has applied for admission upon the student's request. Copies of the transcript will not be released, however, if the student does not have all credentials on file or if he has not fulfilled all obligations to the college.

#### Transfer to Other Institutions

The student who plans to transfer to a four-year institution from Bellevue Community College is advised to give careful attention to the following information:



The college offers the freshman and sophomore level requirements that may be transferred to a four-year institution. A full-time student taking 15 credit hours per quarter may complete his undergraduate requirements in six quarters. Ninety credits plus physical education activity credits may be transferred to a four-year institution.

Course numbers 1-69 are assigned to courses satisfying the requirements of the degree of Associate in General Studies; course numbers 70-79 are assigned to courses applying toward the degree of Associate in Technology, and course numbers 100-299 are assigned to courses applying toward the degree of Associate in Arts and/or Sciences, and are transferable to a four-year institution.

A transferring student will be expected to meet the entrance requirements of the four-year institution at the time he transfers.

An institution to which an official transcript of credits is sent may re-compute the grade-point average of the student in accordance with its own requirements and policies.

The student who plans to transfer to a four-year institution from Bellevue Community College should:

1. Ascertain the undergraduate requirements of the institution to which he wishes to transfer.
2. Satisfactorily complete these requirements at the community college.
3. Determine other prerequisites of the institutions to which he wishes to transfer.

Studies indicate that there is a greater likelihood that the student will succeed in the four-year institution of his choice if he completes

all undergraduate requirements before transferring. About 75 per cent of the students who transfer to four-year institutions receive baccalaureate degrees within four years of transfer. It is important that the student carefully evaluate his ability and achievement record and match these against the requirements of the four-year institution which he wishes to attend and the major field he wishes to pursue. A community college transfer student who has difficulty succeeding in the program of his choice at one four-year institution may be able to complete successfully a similar program at another four-year institution.

The student should have no difficulty in completing his transfer satisfactorily if he follows these steps:

1. Decide early in his college career which four-year institution to attend.
2. Obtain a current copy of the catalogue of that college and study its entrance requirements and its suggested freshman and sophomore level courses in the student's major field.
3. Confer with a Bellevue Community College faculty advisor about transfer plans.
4. Confer with an admissions officer at the four-year institution for any further information.
5. Check carefully at least a quarter or two before transfer to be sure that all necessary requirements are being met and all necessary steps taken.

Changes in the student's major field of study or in his choice of a four-year institution may result in program problems for him when he transfers. These changes should be made only after careful study and consultation with his advisors.

# GRADUATION

## Degrees

Bellevue Community College awards four degrees: the degree of Associate in Arts and the degree of Associate in Sciences for the completion of a program of study designed for transfer to a four-year institution; the degree of Associate in Technology for completion of a program of study in occupational education; and the degree of Associate in General Studies for completion of a program of study in general education. A certificate is granted for completion of a program of specialized training. Degrees and certificates are conferred once each year at the close of spring quarter.

The college provides assistance through its system of advisors and counselors. However, the final responsibility for fulfilling all academic and graduation requirements is with the individual student.

## Regulations

A student seeking to be graduated from Bellevue Community College must satisfy the following requirements:

1. All entering students must complete three quarters of composition or communications, or demonstrate competence in the English section of the Washington Pre-College Test.
2. All entering students are urged to include in their class schedules Psychology 99, and Orientation to College. It is the belief of the administration that all students will benefit from a review of outlining procedures and note-taking, study skills, development of personal and academic goals, self-evaluation, and an awareness of the opportunities the college is attempting

to provide for the education of the student.

3. Credits earned and being applied toward an Associate of Arts or Sciences degree will be evaluated at the time of admission. These credits may be applied toward the requirements for the associate degree if the courses previously taken are equivalent to those currently being scheduled.
4. Students must be enrolled at the time final credits toward graduation are earned.
5. Students must file a petition for graduation before final registration of the last quarter of attendance.
6. Students must satisfy all general and specific requirements of the college, including all financial obligations.
7. It is the responsibility of the student to ascertain that he has fulfilled academic and all graduation requirements before petitioning for graduation.

#### Degree Requirements

Bellevue Community College grants the degrees of Associate in Arts and Associate in Sciences to students who desire to complete an undergraduate program that will satisfy the undergraduate requirements for a baccalaureate degree. The requirements for the degrees of Associate in Arts and Associate in Sciences are as follows:

##### Associate in Arts

1. To receive the degree, Associate in Arts, a student must have a total of 90 credits, which includes a minimum of 30 credits in the humanities, a minimum of 15 credits in the sciences, a minimum of 9 credits in English composition,

and a minimum of 36 credits in electives of the student's choice.

2. A cumulative grade-point average of 2.0.
3. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College and at least 10 of these must be taken in the last quarter of attendance.

#### Associate in Sciences

1. To receive the degree, Associate in Sciences, a student must have a total of 90 credits, which includes a minimum of 30 credits in the sciences, a minimum of 15 credits in the humanities, a minimum of 9 credits in English composition, and a minimum of 36 credits in electives of the student's choice.
2. A cumulative grade-point average of 2.0.
3. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College and at least 10 of these must be taken in the last quarter of attendance.

#### Associate in Technology

Bellevue Community College grants the degree of Associate in Technology for students desiring to complete their formal education in the community college including technical, vocational, or semi-professional training and enter employment. The requirements for the degree of Associate in Technology are as follows:

1. Completion of a minimum of 90 quarter hours, exclusive of physical education activity courses, in an approved occupational training program.

2. A cumulative grade-point average of 2.0.
3. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College and at least 10 of these must be taken in the last quarter of attendance.

#### Associate in General Studies

Bellevue Community College grants the degree of Associate in General Studies for students who are desirous of completing a two-year program in a community college. The requirements for the degree of Associate in General Studies are as follows:

1. Completion of a minimum of 90 quarter hours, exclusive of physical education course activities, requiring the sequence of Applied Communications 51, 52 and 53 in an individually approved program.
2. A cumulative grade-point average of 2.0.
3. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College and at least 10 of these must be taken in the last quarter of attendance.

# STUDENT SERVICES

## Library

The library will be temporarily housed in the Newport High School library with an augmented collection of reference materials for college students. Library hours will be established and published at a later date.

## Book Store

Textbooks can be purchased at the college. Hours will be established at the time the college opens.

## Food Services

Food services will be available at the college.

## Parking

Adequate parking space is available for student parking. However, in order to maintain this privilege, students with automobiles must register them with the college office and pay a \$3.00 fee each quarter. Failure to register a vehicle, display the registration decal, or to observe zoning regulations constitute violations of the campus parking code which result in the loss of on-campus parking privileges.

# DESCRIPTION OF COURSES

## BUSINESS ADMINISTRATION

### ACCOUNTING 210. Fundamentals of Accounting (4)

Basic principles, theories and procedures for reporting business transactions, development and interpretation of accounting reports.

### ACCOUNTING 220. Fundamentals of Accounting (3)

Continuation of 210. Prerequisite, 210.

### ACCOUNTING 230. Basic Accounting Analysis (3)

Analysis of accounting information for decision making. Prerequisite, 220.

### SECRETARIAL STUDIES 101, 102, 103. Fundamentals of Typing (2) (2) (2)

Beginning typing. No credit for those who have had high school typing. An introduction to business and letter forms after student has mastered keyboard. Prerequisite, 101 or equivalent for 102; 102 or equivalent for 103.

### SECRETARIAL STUDIES 115, 116, 117. Fundamentals of Shorthand (3) (3) (3)

Elementary Gregg Shorthand. No credit for the student who has had high school shorthand.

### GENERAL BUSINESS 101. Business: An Introductory Analysis (5)

The role of business in a modern economy; its growth, structure, organization and relationship to environment. Business firms; their objectives, functions and management. Problems of organization, decision making, controls, and related aspects.

## HUMANITIES

### LANGUAGES AND ARTS

### ENGLISH 21, 22, 23. Applied Communications (3) (3) (3)

Personal, theme and report writing, including the gathering and organizing of information. Application of the basic rules of composition through exercises in expository, descriptive, narrative and argumentative writing. Development of outlining skills and reading, listening and speech fundamentals. Preparation and practice of oral presentations. The analysis of writings and speeches. The emphasis of the course will be on developing a sense of written and oral communication skills. Selected American and English literary works will be read and discussed. This series of three courses will satisfy the composition requirements for the Associate degree in General Education.



ENGLISH 101, 102, 103. English Composition (3) (3) (3)

Composition courses, with collateral readings in fiction and nonfiction, designed to develop techniques of factual writing. Exemption from one or more quarters may be granted to students who demonstrate competence in writing beyond the level of any one of these courses.

ENGLISH 110. Introduction to Literature (5)

An introduction to literary forms and techniques through analysis of representative examples of narrative and poetic art, with emphasis upon relationship of content and expression.

ENGLISH 258. Introduction to Fiction (5)

Fictional techniques; analysis of short stories and novels.

ENGLISH 267. American Masterpieces: Beginnings to 1900 (5)

Includes Edwards, Franklin, Thoreau, Hawthorne, Melville, Twain.

FRENCH 101, 102, 103. Beginning French (5) (5) (5)

Methods and objectives are primarily oral-aural. Oral practice in the language laboratory is required. No credit is granted for 101 until 102 (or a more advanced course) has been completed satisfactorily. Prerequisite for 102: 101, or college equivalent, or placement test; for 103: 102, or college equivalent, or placement test.

GERMAN 101, 102, 103. Beginning German (5) (5) (5)

The methods and objectives are primarily oral-aural. Placement will be on the basis of proficiency. Prerequisites: 101, or equivalent, for 102; 102 for 103.

SPANISH 101, 102, 103. Beginning Spanish (5) (5) (5)

Methods and objectives are primarily oral-aural. Oral practice in the language laboratory is required. Prerequisite for 102: 101 or college equivalent, or placement test; for 103: 102 or college equivalent, or placement test.

ART 100. Introduction to Art (5)

Lecture and studio work. For non-majors.

HUMANITIES 102. The Arts (5)

Painting, sculpture, music, architecture, the dance and drama studied through examples, discussion, and criticism.

MUSIC 107. Survey of Music (5)

Illustrated lectures with supplementary readings to provide the student with an understanding of common musical forms, idioms, and styles.

**SPEECH 100. Basic Speech Improvement (5)**

Training in the fundamentals of good speech, such as orderly thinking, emotional adjustment, adequate voice, distinct articulation, and effective oral use of language. Speech as man's primary means of communication, with emphasis on the more informal uses of speech in daily life. Frequent conferences with instructor.

**PHILOSOPHY 100. Introduction to Philosophy (5)**

Reading and discussion of writings of the great philosophers on issues of lasting importance. Nature and limits of knowledge; the appeals to reason and experience. Relations of science and religion; naturalism and supernaturalism. Conceptions of reality; materialism, idealism, and skepticism. Conceptions of morality: the appeals to duty and happiness. Conflict of social ideals.

**PHILOSOPHY 120. Introduction to Logic (5)**

Deductive and inductive logic; conditions of clear statement and valid reasoning; propositions, contradiction, definition, inference, types of argument, detection and avoidance of fallacies; probability and the methods by which theories and laws are established in daily life and in the sciences. Application of logic to other fields.

**PHILOSOPHY 215. Introduction to Ethics (5)**

Systematic study of typical analyses of the distinction between good and evil, right and wrong. The appeals to custom, theology, reason, human nature, and happiness as standards for solution of moral problems. Reading in Plato, Hume, Kant, Bentham, and Mill

**PHILOSOPHY 267. Introduction to Philosophy of Religion (5)**

A study of Western religious thought. Examination of the problem of evil, the nature of mysticism, atheism, theism, and the relationship between religion and morality.

**SOCIAL SCIENCES**

**ANTHROPOLOGY 100. Introduction to the Study of Man (5)**

Non-technical survey of the fields that comprise anthropology. Physical anthropology: man as a biological organism, evolution and race. Archaeology: pre-history and the beginnings of history, including the earliest civilizations. Ethnology, social anthropology, and linguistics; living societies of the world, their languages and cultures.

**ECONOMICS 200. Introduction to Economics (5)**

Organization, operation and control of the American economy; problems of inflation, unemployment, taxation, and the public debt, monopoly trade unions, and international trade. American capitalism compared with communism and socialism.

**HISTORY 241. Survey of the History of the United States (5)**

Supplies the knowledge of American history which any intelligent and educated American citizen should have. Object is to make the student aware of his heritage and more conscious of the present.

**HISTORY 264. History of Washington and the Pacific Northwest (5)**

Exploration and settlement; economic development; growth of government and social institutions; statehood.

**POLITICAL SCIENCE 201. Modern Government (5)**

Political life in the modern world; the ideas behind its democratic and non-democratic forms. A systematic and comparative study of political structures, institutions, behavior, and processes.

**POLITICAL SCIENCE 202. American Government and Politics (5)**

Popular government in the United States; the theory and practice of national institutions.

**PSYCHOLOGY 99. Orientation to College (2)**

The purpose of this course is to enable the student better to understand himself and his capabilities, and to facilitate his adjustment to the college environment. Note taking, preparation for and writing of examinations, social relationships.

**PSYCHOLOGY 100. General Psychology (5)**

An introduction to, and survey of, the principles and experimental studies of human and animal behavior.

**SOCIAL SCIENCE 101 History of Civilization - The Great Cultural Traditions (5)**

The historic foundation of civilizations - Mesopotamia, Egypt, India, China; economy, society, government, religion, and culture; the elaboration of culture and institutions in Greece, Rome and the Orient; Christianity and the beginnings of civilization in Western Europe; early medieval civilization in the West.

**SOCIOLOGY 110. Survey of Sociology (5)**

Basic principles of social relationships.

**SCIENCE DIVISION**

(All 5-hour science courses will have a laboratory.)

**LIFE SCIENCES**

**BIOLOGY 100. General Biology (5)**

Principles of living systems as viewed at levels from the subcellular to the community. Emphasis on structural and functional analysis of biological organization - its adaptedness, its genetic diversity, its energetics - leading

to an evolutionary synthesis. The position of man in the biological world. For non-majors and teaching majors in biology. There is a \$10.00 laboratory fee plus breakage assessed each student.

#### BIOLOGY 114. Study of Evolution (2)

General survey of evolution of animals, including man. For non-majors.

#### BOTANY 111. Elementary Botany (5)

Structure, physiology, and reproduction of plants, with emphasis on seed producing groups. Suitable for the non-science majors, since general biological principles are stressed.

#### BOTANY 112. The Plant Kingdom (5)

An introduction to the major groups of the plant kingdom. Structure and reproduction and the theories of evolutionary relationships of the phyla are considered. Prerequisite 111, or Biology 100 or Zoology 112.

#### BOTANY 113. Taxonomy of Flowering Plants (5)

An introduction to plant classification; field study and laboratory identification of the common plant families and the conspicuous flora of Western and Central Washington. Prerequisite 112.

#### BOTANY 200. Plant Propagation (5)

Propagation by seeds, cutting, and grafts. Identification and culture of garden plants. Care and treatment of seeds and seedlings. Intended for students desiring knowledge of the principles involved in growing plants in the greenhouse and garden.

#### BOTANY 216. Physiology of Seed Plants (5)

Mineral nutrition, water relationships, metabolism and growth, with some emphasis on the woody plant.

#### GEOLOGY 101. Physical Geology (5)

A study of minerals and rocks as well as the processes which have been important throughout geologic time, both on and beneath the surface, in giving the earth its present form. With laboratory. For non-science majors.

#### HOME ECONOMICS 134. (5)

Sociological, psychological, economic and aesthetic aspects of clothing selection. Custom techniques in construction of cotton and linen garments.

ZOOLOGY 111. General Zoology (5) Invertebrates through Molluscs

Introduction to general principles of zoology and to major groups of animals. Invertebrate phyla through molluscs; protoplasm; mitosis; principles of embryology. Prerequisite: high school chemistry or one quarter of college chemistry. \$10.00 laboratory fee plus breakage.

ZOOLOGY 112. General Zoology (5) Arthropods through Chordata

Annelids through Chordates; gametogenesis, genetics, speciation, organ systems, evolution, ecology. Prerequisite: 111.

ZOOLOGY 200. Cellular Biology (5)

Morphology, interaction, function and chemical architecture of cells and cell components; cells in immunological function and development. Prerequisites: 10 credits in biological sciences and 10 credits in chemical sciences or permission.

PHYSICAL SCIENCES

CHEMISTRY 101. General Chemistry (5) For non-majors

Atoms, molecules, and chemical reactions. A survey of fundamental principles. Designed both as a terminal course for non-science majors and as an introductory course for those who wish to continue with 101 or 140. (Note mathematics prerequisite for 140). No credit to those who have had one unit or more of high school chemistry.

CHEMISTRY 102. General Chemistry (5) For non-majors

Organic compounds; hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, aromatics, fats and oils; proteins and carbohydrates.

CHEMISTRY 140. (5)

For science, engineering, and other majors who plan to take a year or more of chemistry courses. The structure of matter, atomic and molecular theory, the elements, valence and quantitative relationships. Prerequisites: Math 101 or passing score on algebra qualifying test.

CHEMISTRY 150. (5)

Stoichiometry, aqueous solutions, kinetics, acid and base equilibria, electrochemistry, oxidation and reduction. Prerequisite: 140.

CHEMISTRY 160 (5)

Periodic system, phase equilibria, metals and nonmetals, metallurgy and nuclear reactions. Prerequisite: 150.

**CHEMISTRY 201. Qualitative Analysis (5)**

Semi-microqualitative analysis for common cations and anions; separation and identification procedures.

**CHEMISTRY 202. Quantitative Chemistry (5)**

Volumetric and gravimetric. Prerequisite: 201.

**CHEMISTRY 231. Organic Chemistry (5)**

For students planning only two quarters of organic chemistry. Structure nomenclature, reactions and synthesis of the main types of organic compounds.

**CHEMISTRY 232. Organic Chemistry (5)**

Continuation of 231. Prerequisite: 231.

**PHYSICS 111. Mechanics (3)**

A survey of the more important topics of general physics for students not majoring in mathematics, the natural sciences, or engineering. Prerequisites: algebra and geometry.

**PHYSICS 112. Electricity and Sound (5)**

A survey of the more important topics of general physics for students not majoring in mathematics, the natural sciences, or engineering. Prerequisites: algebra and geometry.

**PHYSICS 113. Heat, Light and Modern Physics (5)**

A survey of the more important topics of general physics for students not majoring in mathematics, the natural sciences, or engineering. Prerequisites: algebra and geometry.

**MATHEMATICS 101. Intermediate Algebra (5)**

Similar to third semester of high school algebra. Not open for credit to students who have taken one and one-half years of algebra in high school. Prerequisite: one year of high school algebra.

**MATHEMATICS 104. Plane Trigonometry (3)**

Trigonometric functions, identities, equations, inverse functions, graphs, logarithms, and solution of triangles. Not open for credit to students who have taken trigonometry in high school. Prerequisites: one and one-half years of high school algebra and qualifying test; or 101 and one year of plane geometry.

**MATHEMATICS 105. College Algebra (5)**

Real and complex number systems; sets and equations; simultaneous equations and matrices; inequalities; functions and relations; algebraic, exponential and logarithm functions. Prerequisites: one and one-half years of high school algebra and qualifying test, or 101.

**MATHEMATICS 31. Introduction to Algebra (5)**

Introduction to mathematical thinking and basic algebraic concepts and laws. Equivalent to one year high school algebra.

**MATHEMATICS 32, 33. Geometry I & II (5) (5)**

A course equivalent to high school geometry including concepts of two and three-dimensional geometry appropriately integrated. Relationship to other mathematics courses will be given significant emphasis.

**MATHEMATICS 124, 125, 126. Calculus with Analytic Geometry (5) (5) (5)**

Plane analytic geometry, differentiation of algebraic and transcendental functions, antiderivatives, definite integrals, technique of integration, vector algebra, solid analytic geometry, multiple integrals, partial derivatives. Applications.

**HEALTH AND PHYSICAL EDUCATION DIVISION**

**PHYSICAL EDUCATION 100 - 160. Activities Courses (1)**

# INDEX

Academic Regulations . . . . .	13	Economics . . . . .	26
Accounting . . . . .	24	English . . . . .	24,25
Accreditation . . . . .	5	Entrance requirements . . . . .	5
Admission . . . . .	5	Ethics . . . . .	26
Advance Tuition . . . . .	13	Examinations . . . . .	15,16
Algebra . . . . .	30,31		
Anthropology . . . . .	26	Fees, Payment of . . . . .	9
Application Fee . . . . .	6,11	Fees, Refunding . . . . .	11,12
Application for Admission . . . . .	6	Fees, Schedule of . . . . .	11
Application Form . . . . .	6	Fees, Special . . . . .	11
Appointment, Registration . . . . .	8	Food Services . . . . .	23
Art . . . . .	25	Foreign Languages . . . . .	25
Associate in Science, Arts, Technology, General Studies degrees . . . . .	20-22	French . . . . .	25
Attendance . . . . .	15	Full Time Student . . . . .	11
Audit, Student . . . . .	11		
Auditing a Course . . . . .	13	General Business . . . . .	24
		General Information . . . . .	5-18
Biology . . . . .	27,28	Geology . . . . .	28
Book Store . . . . .	23	Geometry . . . . .	31
Botany . . . . .	28	German . . . . .	25
Business Administration . . . . .	24	Government, American . . . . .	27
Business Courses . . . . .	24	Government, Modern . . . . .	27
Business, General . . . . .	24	Grade Point Average . . . . .	14
		Grade Reports . . . . .	16
Calculus . . . . .	31	Grading, System of . . . . .	13
Calendar for 1966 . . . . .	v	Graduation, Degrees . . . . .	19
Certificate of Completion . . . . .	19	Graduation, Regulations . . . . .	19,20
Changes, Schedule . . . . .	9	Guidance . . . . .	8
Chemistry . . . . .	29,30		
Composition . . . . .	25	Health Examinations . . . . .	7
Conference, Advisory . . . . .	8	Health and Physical Education . . . . .	31
Counseling . . . . .	8	History . . . . .	26,27
Course Descriptions . . . . .	24-31	History of the College . . . . .	1,2
Course Numbering . . . . .	17	Home Economics . . . . .	28
Credits . . . . .	13	Honor Roll . . . . .	15
Curricular Divisions . . . . .	2	Honorable Dismissal . . . . .	10
		Humanities . . . . .	25
Degrees . . . . .	19	Humanities, Division of . . . . .	24
Degree Requirements . . . . .	20		
Description of Courses . . . . .	24-31	Incomplete Grades . . . . .	13,14
Dropping a Course . . . . .	9,10		



Languages and Arts,	
Division of . . . . .	24-26
Languages, Foreign . . . . .	25
Late Registration . . . . .	9
Library . . . . .	23
Life Sciences,	
Division of . . . . .	27-29
Literature . . . . .	25
Logic . . . . .	26

Mathematics . . . . .	30,31
Mid-quarter Grades . . . . .	16
Music . . . . .	25

Non-Resident Students . . . . .	11
Numbering of Courses . . . . .	17

Objectives of the College . . . . .	3
Official Transcripts . . . . .	16
Orientation to College . . . . .	19,27

Pacific Northwest History . . . . .	27
Parking . . . . .	23
Part-Time Students . . . . .	11
Payment of Fees . . . . .	9
Philosophy . . . . .	26
Physical Education . . . . .	31
Physical Science,	
Division of . . . . .	29-31
Physics . . . . .	30
Political Science . . . . .	27
Pre-Planning . . . . .	8
Program Changes . . . . .	9
Psychology . . . . .	27

Refunding Fees . . . . .	11-12
Registration Appointment . . . . .	8
Registration, Late . . . . .	9

Regulations, Graduation . . . . .	19,20
Requirements, Degree . . . . .	20
Repeating a Course . . . . .	15
Resident, definition of . . . . .	12,13
Resident, Full Time . . . . .	11
Resident, Part-Time . . . . .	11

Schedule Changes . . . . .	9
Schedule of Fees . . . . .	11
Sciences, Division of . . . . .	27
Secretarial Studies . . . . .	24
Shorthand . . . . .	24
Social Sciences,	
Division of . . . . .	26,27
Social Science . . . . .	27
Sociology . . . . .	27
Spanish . . . . .	25
Special fees . . . . .	11
Speech . . . . .	26
Student Services . . . . .	23

Transcripts . . . . .	6,16
Transfer, Courses . . . . .	17,18
Transfer, Credits . . . . .	16,17
Trigonometry . . . . .	30
Tuition . . . . .	11
Tuition, Advance . . . . .	13
Typing . . . . .	24

Washington Pre-College	
Test . . . . .	6,7
Washington State History . . . . .	27
Withdrawal, Class . . . . .	9,10
Withdrawal, College . . . . .	10

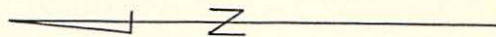
United States History . . . . .	26
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Zoology . . . . .	29
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## NOTES

## NOTES

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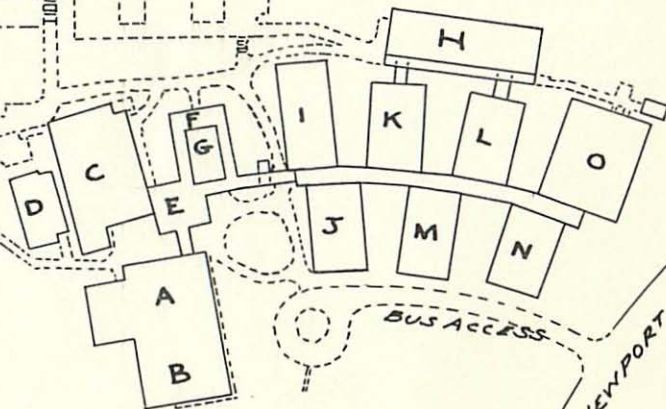


PRIVATE  
PROPERTY

NEWPORT WAY

TENNIS  
COURTS

FOOTBALL FIELD



BUS ACCESS

NEWPORT WAY

BASEBALL

SITE PLAN

BELLEVUE COMMUNITY COLLEGE