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BELLEVUE COMMUNITY COLLEGE



1968 — 1969
CATALOG

OFFICIAL COLLEGE SYMBOL



Designed by
ERIC GROHE

BELLEVUE COMMUNITY COLLEGE CATALOG
Bellevue, Washington 98004

BELLEVUE COMMUNITY COLLEGE

Established 1966

Accredited by the Washington State Board of Education

COMMUNITY COLLEGE DISTRICT NO. 8

BOARD OF TRUSTEES

C. W. Duffy

C. E. Robison

The Rev. Robert F. Hayman

Mrs. Harriet S. Jaquette

Roy S. Peterson

COLLEGE ADMINISTRATION

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Louis Kahn, Ed.D., Director of College Planning

Roy P. Wahle, Ed.D., Dean of Instructional Services

Wayne G. Siegel, M.Ed., Dean of Student Personnel Services

George Z. DeBell, Associate Dean for Occupational Education

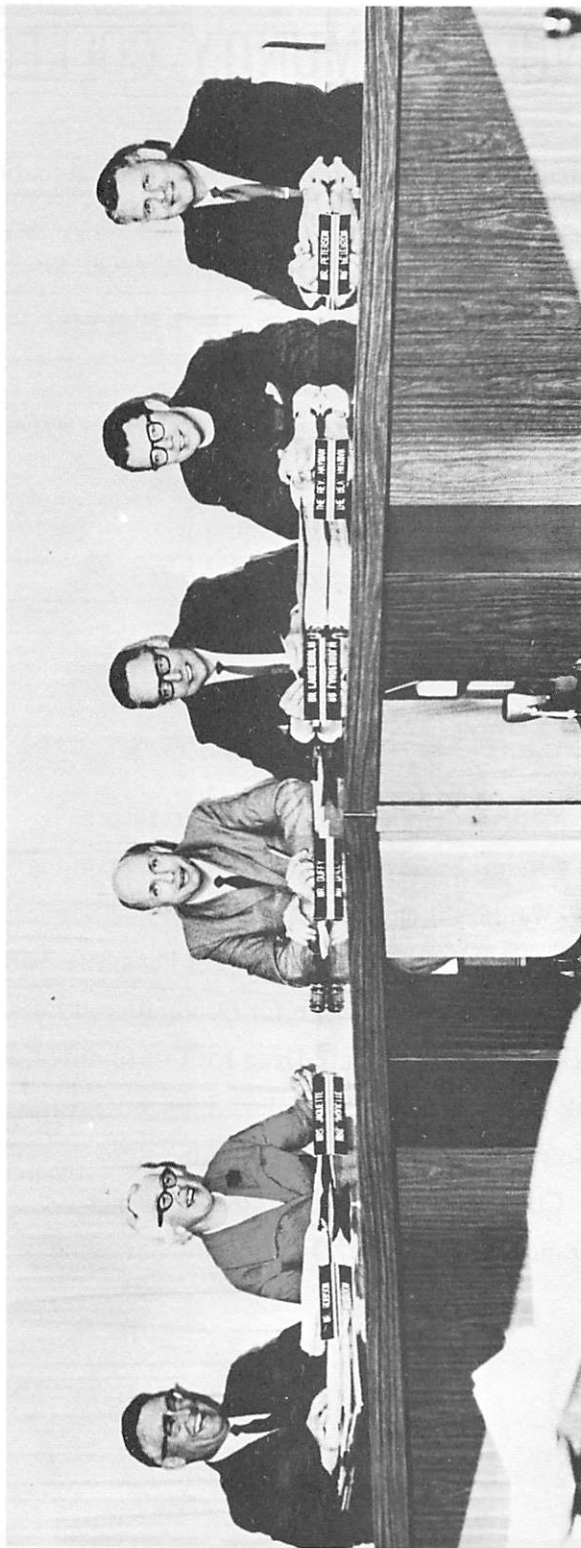
Richard C. Klein, M.A., Associate Dean for Continuing Education

Frank B. Paustain, M.Ed., Admissions & Registrar

Boyd M. Bolvin, M.A., Director of Learning Resources Center

Clarence L. Schulze, Business Manager

Francis B. Goodrich, Director of Counseling



*C. E. Robison, Mrs. Harriet S. Jaquette, C. W. Duffy, Chairman, Merle E. Landerholm, College President,
Rev. Robert F. Hayman, Roy S. Peterson*

BOARD OF TRUSTEES — BELLEVUE COMMUNITY COLLEGE — 1968—1969

CALENDAR

1968

AUGUST						
S	M	T	W	T	F	S
					1	2
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
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22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

1969

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6				1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

NOTICE

College classes are held from 4:15 p.m. to 10:15 p.m., Monday through Thursday, with the exception of some occupational and special programs.

STATEMENT OF OBJECTIVES OF BELLEVUE COMMUNITY COLLEGE

A liberal admissions policy.

An educational opportunity at minimal cost to the students.

A comprehensive curriculum including:

- College Transfer Education
- Occupational Education
- General Education
- Continuing Education

A program of individual, vocational and academic counseling.

A wholesome activity and extra-curricular program.

The development of the community college as the cultural center of the community.

Bellevue Community College was created by the action of the Thirty-Ninth Legislature of the State of Washington and the inspired effort of many citizens of the area east of Lake Washington.

GENERAL INFORMATION

ADMISSIONS AND REGISTRATION

ELIGIBILITY

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. In addition, special qualifications must be met for some curriculums.

APPLICATION FOR ADMISSION

Regular students applying for admission to Bellevue Community College are 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 college office. Page one of this form should be completed and sent with the \$5.00 application records fee (non-refundable) to the Registrar. The high school principal or counselor should be requested to complete and return pages two and three for persons having been graduated in the past five years. Others are exempt from this requirement.

Upon receipt of page one and the application fee, the applicant's name will be placed on the admissions list and a student number assigned.

Students will be admitted to Bellevue Community College in the order that their applications are received.

REGULAR STUDENT

Students enrolled in programs leading to degrees, certificates, diplomas (including adult high school) or students enrolled for self-improvement and carrying more than 7 credit hours are considered regular students.

Regular students must adhere to all the regulations governing admissions and registration.

SPECIAL STUDENT

Special students are those enrolled in Continuing Education programs, those taking less than 8 credit hours of work, and other special cases as may be determined by the college.

ADMISSION PROCEDURES

To be accepted for admission as a regular student at Bellevue Community College, a student must have the following on file in the college office:

1. *A Completed Application for Admission to Washington Higher Institutions.* Students applying for admission to Bellevue Community College will be required to complete page one of the "Application for Admission to Washington Higher Institutions."

2. *Application Records Fee.* This \$5.00 non-refundable fee is paid only once by each entering student and should accompany page one of the application for admission. It must be paid before the application can be processed.

3. *Advance Tuition Fee.* This \$15.00 fee is applied to tuition and refunded according to the refund policy for tuition.

4. *Student Data Sheet.* Students are to submit the data sheet with their \$15.00 advance tuition fee. This information is used to develop registration materials and the state enrollment report.

5. *Health Form.* Each regular student is required to submit a completed health form. This information is kept confidential and is used only for the purpose of assisting the student in case of accident or physical emergency.

A health form is mailed to the applicant with the acknowledgement of receipt of his application for admission. This form is to be completed by the applicant and submitted to the college before the student completes his enrollment.

Students taking some courses may also be required to have a physical examination.

6. *Transcripts of High School or Other College Work.* An official eight-semester high school transcript (or, in the case of transfer students, transcripts from all colleges attended) is required of all regular students. It is the student's responsibility to request that a transcript be forwarded to the college office of admission. If a transfer student has not earned more than 45 credits at another institution, he must submit his high school transcripts.

ADMISSION PROCEDURE FOR ACADEMIC PROBATION TRANSFER STUDENTS

Students dismissed from other institutions for academic reasons who wish to enroll at Bellevue Community College must comply with the following conditions before consideration will be given for admission:

1. Must petition in writing his request for admissions to the Director of Admissions.
2. Have on file in the admissions office all copies of college transcripts.
3. Meet all the admissions procedures required for regular students.

SPECIAL AND CONTINUING EDUCATION STUDENTS

Students falling in these categories are not required to submit health forms and in addition, those in Continuing Education programs are not required to complete the admission procedures.

FORMERLY ENROLLED STUDENTS

Students who have attended Bellevue Community College but were not enrolled the quarter prior to this registration must complete an application for readmission, student data sheet, and submit the \$15.00 advanced tuition deposit.

PRE-REGISTRATION ADVISING

An appointment for registration will be made for each regular student when he has submitted his application for admission, high school or college transcripts, completed student health form, student data sheet, and paid the \$15.00 advance tuition fee and \$5.00 application records fee.

A preliminary planning form is sent to each regular student with the notification of his registration appointment. The student is to complete this form with the aid of the college catalog, 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.

Advising is also available for special students.

REGISTRATION – NEW STUDENTS

Each student who enrolls at Bellevue Community College is provided with the opportunity of conferring with a registration adviser. This adviser 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.

Following the appointment with his registration adviser, the student completes all registration forms. A student is not enrolled in classes until he has completed these forms and paid his entire tuition fees.

REGISTRATION – PRESENTLY ENROLLED STUDENTS

Presently enrolled students are registered prior to the beginning of each quarter on those days designated on the college calendar.

In order to provide counseling and advising service, students are given scheduled registration appointments by total credits earned, including transfer. Students may

not register before their assigned appointments. If unable to keep an appointment, a student may register later that same day or on any scheduled registration day thereafter except days scheduled for registering new students. However, students who register at their appointed time will have an advantage of greater course selection.

LATE REGISTRATION

Students should consult the college calendar for registration dates and the last day to register in any quarter. A \$5.00 fee is charged students who register after published registration dates.

SCHEDULE CHANGES

Students should consult the college calendar for the dates limiting the adding of or withdrawing from a course. Adding a course or withdrawing from a course is accomplished by filling out a "Change of Schedule" form obtained in the college office. Changes are not official until student has been notified whether or not request has been granted. A \$3.00 fee is charged for each petition filed.

WITHDRAWAL FROM A COURSE

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official when the student petitions through the registrar's office and pays the processing fee of \$3.00. Unofficial withdrawals are recorded on the student's record with an "E" grade and computed in the grade point average.

The criteria used for determining grading and recording procedures for official withdrawals are as follows:

1. Through the eighth calendar day of the quarter students should obtain a withdrawal petition form from the registrar's office, have it signed by his instructor(s) and return it with the \$3.00 fee. The course does not become a part of his transcript record.
2. After the eighth day of the quarter and prior to the seventh week of the quarter, procedure is the same as number 1 above. The withdrawal grade of "W" will become a part of the student's record regardless of his grade status at this time.
3. After the sixth calendar week of a quarter and prior to the eleventh week of the quarter, procedure is the same as number 1 above. However, students must be graded at the time of withdrawal. The withdrawal will be graded "W" on the student's transcript if passing

and "E" if failing the course at the time of withdrawal. If failing the course, the grade "E" is computed in the student's grade point average.

4. No official withdrawal will be permitted after the tenth calendar week of the quarter.

WITHDRAWAL FROM COLLEGE

A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons, must comply with the procedures listed under "Withdrawal from a Course." Failure to do this will not constitute an official withdrawal and will cause forfeiture of any refund and a failing grade in all courses.

MILITARY WITHDRAWAL

Should a student be drafted or voluntarily enlist in the Armed Forces he may receive credit and/or refund of fees as follows:

1. During first one-third of course, full refund of fees and no credit.
2. During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One half of fees refunded.
3. Withdrawal during last one-third of course, full credit, no letter grade and courses specified. Letter grade may be earned by examination upon recommendation of the instructor. No money refund.
4. A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the armed forces by action of the Academic Standing Committee of the Instructional Council.

REMOVAL OF INCOMPLETE GRADE

A student who has performed at a passing level during the quarter but because of some reason was unable to complete the course requirements may be graded "incomplete." The instructor records the necessary information for the removal of the incomplete grade on his grade record sheet. It is the responsibility of the student to make the necessary adjustments with the instructor.

Incomplete grades must be made up by the end of the first quarter of enrollment following receipt of the incompletes. Incompletes may not be converted to letter grades after two years. A fee of \$2.00 is charged for the conversion of each incomplete grade. Incomplete grades are never converted to failure if not made up.

PROCEDURE FOR REMOVAL OF INCOMPLETE

1. Pay the required \$2.00 fee at the Registration office.
2. Secure a validated "Change of Grade" card for the instructor.
3. Present the "change of grade" card to the instructor for grading. Instructor will grade, record his signature and return the "change of grade" card to the Registration office for processing.

RETENTION OF RECORDS

The credentials of applicants who do not register for the quarter to which they have been admitted are retained in the office of Admissions and Registration for one year. If the student has not notified the college of his intent to register by this time, his records are discarded.

All records forwarded to the Admissions office become the property of the college and are not returnable to the student or duplicated for any reason.

ATTENDANCE

Students are expected to attend all classes in which they are registered. Attendance will be recorded daily for all students on the temporary grade sheet for the first eight calendar days of each quarter at the request of the State Board of Community College Education.

AUDITING A COURSE

Any person may enroll in a course as an auditor, provided space is available, upon payment of the required enrollment fees. He is exempt from examinations and does not receive credit. An auditor's participation in class work shall be at the discretion of the instructor.

A student may not change from "credit" to "audit" or "audit" to "credit" after the first week of classes.

CREDITS

Bellevue Community College periods are usually one hour and twenty-five minutes long. Credit is generally given as follows:

1	credit for	1 period/week
2 or 3	credits for	2 periods/week
5	credits for	3 periods/week

Exceptions are noted on the class schedule where some classes are not scheduled in keeping with the school periods.

Laboratory courses often require two or three clock hours of work for each credit hour.

STUDENT CREDIT LOAD

A full-time student credit load is 12 to 16 credit hours including physical education. However, students enrolled under government sponsored programs should check with the appropriate agency or the Registrar's Office for the proper credit load requirements. Students who are working while attending college should reduce their class load accordingly. To enroll in more than 16 credit hours a student must meet the following minimum cumulative grade point average:

17 to 18 credit hour load	2.5
19 to 20 credit hour load	3.0

The maximum credit hour load allowed by the college is 20 credit hours.

EXAMINATIONS

Final examinations are held regularly at the end of each quarter. Students are required to take the final examination at the time and place scheduled in order to receive credit for the course, unless exempt from examination by the instructor. An examination taken at any time other than that officially scheduled is a special examination and the student must make application to the Dean of Instruction to make arrangements for the examination. A fee of \$5.00 per special examination is charged.

GRADING

The college grading system consists of one grading period per quarter, the final grade using the letter grades as they appear in the college catalog. Grade reports are mailed to students at the close of each quarter.

Grading	Points Per Credit
A — Superior	4
B — Good	3
C — Average	2
D — Below Average	1
E — Failing	0
Unofficial withdrawal, or doing failing work at the time of official withdrawal from a course after 6th week of the quarter.	
I — Incomplete	*
Students doing passing work but unable to complete course requirements.	

Grading

Points
Per Credit

P — Passing	†
Passing Grade—physical education activity classes and those approved by the Dean of Instruction.	
W — Withdrawal	*
An official withdrawal after the 8th class day of the quarter. Students may withdraw through the 6th week regardless of grade—after 6th week students' work must be satisfactory at the time of withdrawal.	
X — Audit, by arrangement with Instructor	*
U — Unsatisfactory	†
May apply only to courses approved by the Dean of Instruction for Pass-Fail grading—Physical education, etc.	

† Not counted for G.P.A.

* Not counted credit or G.P.A.

REPEATING A COURSE

A student who has completed a course may repeat the course if he so desires. Both grades received will appear on the student's permanent record; however, the second grade received will be used in computing his cumulative grade point average.

PROBATIONARY STATUS

A student who has attempted 24 credits or less and whose GPA falls below 1.50 or a student who has attempted 25 credits or more and whose GPA falls below a 1.75 will be placed on academic probationary status. At the end of two consecutive quarters of academic probation, a student may be suspended.

After being suspended for scholastic reasons a student may submit a written petition to the Committee on Academic Standing for reinstatement to the college. Failure to submit a written petition or denial of the petition by the committee will necessitate the student being dropped from school for the ensuing quarter.

RE-ADMISSION AFTER ACADEMIC DISMISSAL

A student previously dismissed for academic reasons who wishes to re-enroll should secure an application for re-admission at the Student Services Office at least six weeks before registration for the quarter in which he plans to return. The student should then process the application according to directions.

STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt a student from such personal responsibility.

Note: Bellevue Community College reserves the right to change any provision or requirement in this catalog at any time, and to add or withdraw courses without prior notification.

TRANSCRIPTS

An official transcript is a grade report which is signed by the registrar. 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.

Students wishing to have grade transcripts sent to prospective employers or to other colleges must personally request release of this information.

TRANSFER CREDIT

Transfer credits earned at an institution which has been accredited by the respective regional accreditation or those from the Armed Forces are subject to acceptance at Bellevue Community College.

The maximum number of credits which may be transferred and applied toward an associate degree is 60. Only 30 credits of the 60 credits can be obtained by military and/or credit examination.

A student who has been suspended from another college must allow one quarter of a regular school year to elapse before he will be considered for admission to Bellevue Community College.

A student who has been placed on probation at another college must petition the Academic Standing Committee, in writing, for permission to enroll.

MILITARY CREDIT

Military credits are evaluated from the criteria as defined by the American Council on Education in their publication "Guide to the Evaluation of Educational Experiences in the Armed Services." These military credits, when accepted, are included in the 60 maximum transfer credits which may be applied toward an associate degree and become a part of the student's permanent record only after the student has satisfactorily completed 24 quarter credit hours at Bellevue Community College with a minimum cumulative grade point average of 2.0.

CREDIT BY EXAMINATION

Examinations for credit in courses offered by Bellevue Community College may be taken for work completed in private study or at non-accredited institutions with the following reservations:

- a. Students must be presently registered at Bellevue Community College.
- b. Students must have completed 12 quarter hours of credit with a minimum cumulative grade point average of 2.0 and must complete the next highest sequence course before the student will receive credit.
- c. No student may take an examination in a course in which he has previously been enrolled for credit or audit at this college.
- d. No student will be permitted to repeat an examination in which he did not qualify for credit.
- e. Within a given field of study no student shall receive credit for a course more elementary than that for which he has previously received credit.
- f. A foreign student may not receive credit by examination for elementary courses in his native language.
- g. All credits earned by examination will apply toward the 30-credit limitation.
- h. Credit received by examination will not be included as part of the student grade point, but will be computed for graduation GPA.
- i. No credit will be allowed for an examination grade of less than "C".
- j. Students applying for credit by examination are to petition the Registrar's Office for a certificate of approval. Upon approval the student must submit the certificate to the Dean of Instruction's Office.

VETERANS ADMINISTRATION PROGRAMS

Bellevue Community College has been approved by the Veterans Administration for students eligible under Chapters 31, 34, and 35, Title 38, United States Code.

Applications for the benefits under Chapters 34 and 35 may be obtained in the Registrar's Office and should be submitted to the Veterans Administration, Regional Office, Sixth and Lenora Building, Seattle, Washington, 98121, as early as possible. Students eligible under Chapter 31 should apply directly to the Veterans Administration Office. Students should be prepared to pay their own expenses for at least two months after registration.

SELECTIVE SERVICE

The Registrar of the College is responsible for maintaining liaison with the Selective Service System. General information regarding Selective Service and student deferments may be obtained at the Registrar's Office.

TRANSFER TO OTHER COLLEGES

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

Courses numbered 100 and above are generally accepted by four-year colleges. Courses numbered 1 through 99 may in some cases be accepted by institutions offering similar courses, but their transferability should not be assumed.

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

At Bellevue Community College a student may earn a total of more than 90 academic hours of credit, plus physical education activity credit, but the total number of hours accepted for transfer is determined by the four-year college to which the student transfers.

A college to which an official transcript of credits is sent may recompute 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 college from Bellevue Community College will have no difficulty in completing his transfer satisfactorily, if he follows these steps:

1. Decide early which four-year college to attend.
2. Obtain a current copy of the catalog of that college and study its entrance requirements and its suggested freshman and sophomore level courses in the student's field of study.
3. Confer with a faculty adviser at Bellevue Community College about transfer plans.
4. Confer with an admissions officer at the four-year college 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 are taken.

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

SCHEDULE OF FEES

APPLICATION, Payable only once when applying for admission, non-refundable.	\$ 5.00	LABORATORY BREAKAGE CARD (Unused portion refunded)	\$ 5.00
ADVANCE TUITION, Accompanies Application, Applies toward tuition, Refundable as tuition	15.00	PARKING PERMIT (Newport Campus, per quarter)	2.00
QUARTERLY REGISTRATION FEES		INSURANCE	4.50
RESIDENT STUDENTS		GRADUATION FEE (Includes rental of cap and gown).	10.00
Full Time (12–16 credit hours)		SPECIAL FEES (see below)	
Tuition.	50.00	<i>NOTE: Tuition for Practical Nursing may be paid in four equal installments of \$52.50 each.</i>	
Special Service Fees*	20.00		
Part Time (less than 12 credit hours)		To qualify for "RESIDENT" status a student must be domiciled in the state of Washington for one year prior to the commencement of the quarter for which he registers. The domicile of a minor is that of his parents.	
Tuition, Special Service Fees* per credit hour	6.00		
NON-RESIDENT STUDENTS		*The Special Service Fee supports athletics, student facilities, social activities, and the campus newspaper. The fee also provides admission to athletic, dramatic, musical, and other special cultural events.	
Full Time (12–16 credit hours)		A few courses are subject to special fees. These can generally be found on the official class schedule, or the student will be informed at the time of the first class meeting.	
Tuition.	150.00		
Special Service Fees*	20.00		
Part Time (less than 12 credit hours)			
Tuition, Special Service Fees* per credit hour	15.00		
AUDITORS	Same as for credit		
CONTINUING EDUCATION	Varies, see quarterly evening class bulletin		
LATE REGISTRATION	5.00	REFUND POLICY	
CHANGE OF SCHEDULE (after completion of registration)	3.00	A refund of fees is made only when a student withdraws from college. No fees are refunded when a student reduces his credit hour load after completing registration. A student who is requested to withdraw for disciplinary reasons will not be eligible for refund. Upon withdrawal from college the tuition fees are refunded as follows:	
COMPLETE WITHDRAWAL FROM COLLEGE	3.00	Through first week of classes	80% of refundable fees
REMOVAL OF INCOMPLETE GRADE	2.00	Through second week of classes	50% of refundable fees
SPECIAL EXAMINATIONS	5.00	After second week of classes	No refund
CREDIT EXAMINATIONS (per credit hour)	3.00		
WASHINGTON PRE-COLLEGE TEST	7.00		

ORGANIZATION OF THE COLLEGE

Bellevue Community College is a state institution, subject to the rules and regulations of the State Board for Community Colleges and under the direct jurisdiction of the local Board of Trustees of Community College District No. 8.

The president is the chief executive officer of the college. Serving with him is a dean of instructional services and a dean of student personnel services. A business manager assists with the business matters of the college.

The dean of instructional services is assisted by an associate dean for library-media services, an associate dean for occupational education and an associate dean for continuing education. The dean of instructional services acts as the associate dean for parallel education and the director of faculty personnel. The dean of instructional services is also assisted by five temporary division chairmen: business administration, humanities, science and technology, health education and physical activities, and social science and social services.

The dean of student personnel services is assisted by a registrar and director of admissions, a director of counseling and a director of student activities. Counselors serve with the director of counseling in providing a comprehensive program of counseling services. These services include financial aid, career planning and personal counseling.

The college organization is currently under study in order that a permanent design may be developed.

The temporary divisions of the college contain the following departments:

Business Administration

Accounting
Economics
Food Services

General Business
Personnel Management
Secretarial Studies

Health Education and Physical Activities

Health Education
Outdoor Education
Physical Education Activities

Physical Education
Professional
Recreation Education

Humanities

Art
Drama
English
Humanities
Journalism

Languages
Music
Philosophy
Speech

Science and Technology

Biology
Botany
Chemistry
Engineering
Geology
Home Economics
Horticulture

Landscape Design
Mathematics
Nursing
Physics
Radiologic Technology
Zoology
Industrial Engineering
Technology

Social Science and Social Services

Anthropology
Early Childhood Education
Education
Geography
History

Law Enforcement
Political Science
Psychology
Sociology
Social Science

GRADUATION

Each student who desires to graduate from Bellevue Community College must file a petition for graduation before final registration in the last quarter of attendance. It is the responsibility of the student to ascertain that he has fulfilled academic and graduation requirements before petitioning for graduation. His faculty adviser may, upon request, assist him in determining his status. The student must satisfy all general and specific requirements of the college, including all financial obligations.

A student may elect to graduate under either the provisions of the official catalog in force during the time when he initiated his work at this college, or under the official catalog which is in force at the time he applies for graduation. The student must declare which catalog's provisions he wishes to apply at the time he applies for graduation.

Associate in Arts and Sciences

Bellevue Community College grants the Associate in Arts and Sciences Degree to students who complete 93 quarter hours in courses numbering 100 or above with a cumulative grade-point average of at least 2.00. The 93 quarter hours must include the following:

1. A minimum of six credits in English composition.
2. A minimum of ten credits in each of three subject areas (a total of 30 credits). The three areas are to be selected from the following:
 - a. Humanities (exclusive of English composition)
 - b. Social Science
 - c. Science
 - d. Mathematics
3. A minimum of three activity credit hours in physical education.
4. Electives of the student's choice.

The following list identifies courses applicable to distribution requirements for graduation. This applies only to courses numbered 100 and above. The acceptance of these courses as requirements at Bellevue Community College does not assure transfer credit applicable to a Bachelor of Arts and Sciences at a four-year college or university. The acceptance of transfer credit is the prerogative of the four-year institution of higher learning.

Humanities

Anthropology 200	Journalism (all courses)
Art (all courses)	Music (all courses)
Drama (all courses)	Speech (all courses)
English (all courses except composition)	Philosophy (all courses except 120)
Foreign Languages (all courses)	

Social Science

Anthropology (all courses)	History (all courses)
Business Administration 101	Philosophy 120
Business Administration 201	Political Science (all courses)
Economics (all courses)	Sociology (all courses)
Health Education 250	Social Science 101, 102, 103

Science

Biology (all courses)	Horticulture (all courses)
Botany (all courses)	Nursing (all courses)
Chemistry (all courses)	Physical Science 100
Engineering (all courses)	Physics (all courses)
Geology 101	Radiologic Technology (all courses)
Home Economics 130	Zoology (all courses)
Home Economics 110	

Mathematics

Business Administration 200	Mathematics (all courses)
Philosophy 120	

Health and Physical Education

All Physical Education Activity Courses

Thirty quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten credits earned before graduation must be earned at Bellevue Community College.

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 then 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 2.00.
3. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten credits earned before graduation must be earned at Bellevue Community College.

Associate in General Studies

Bellevue Community College grants the degree of Associate in General Studies for students who desire to complete 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 93 quarter hours in an approved program designed to meet the educational needs of the student.
2. A cumulative grade-point average of 2.00.
3. Three activity credits in physical education.
4. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten credits earned before graduation must be earned at Bellevue Community College.

Certificate in Practical Nursing

Bellevue Community College grants the Certificate in Practical Nursing to students who satisfactorily complete the one-year practical nursing program. For the certificate, the student must fulfill the following requirements:

1. Completion of all theory and clinical practice in compliance with the requirements of the Washington State Board of Practical Nurse Examiners.
2. A cumulative grade-point average of 2.00.
3. All quarter hours applied toward the certificate must be taken at Bellevue Community College, except when special permission for credit transfer is obtained from the department of nursing.



CONTINUING EDUCATION

General Information

Goals in life change as people mature. Some need specialized training to keep up with changing conditions of employment; some desire to acquire new skills for entry into employment; some desire a high school diploma to satisfy the requirements of industry and unions; some enjoy learning for its own sake.

Bellevue Community College offers a wide variety of continuing education classes which are planned to help people attain their varied goals. The program is continually being reviewed and expanded in order to provide courses of current interest to adults. Suggestions for new courses are welcome; the college endeavors to be responsive to requests from individuals, groups and employers by offering courses whenever sufficient enrollment is assured and qualified instructors are available.

Any person 18 years of age or older may enroll in continuing education courses regardless of educational background. Continuing education students are classed as special students and need not follow the admissions procedure outlined for those in the transfer credit program. In general, enrollment is completed in class during the first two weeks of the quarter; however, advance registration is recommended to insure a place in the desired course.

The continuing education program usually follows the regular Bellevue Community College calendar although exceptions are made for short courses, seminars, and other special cases. Students are required to furnish textbooks and supplies in addition to nominal registration fees. In some courses a laboratory fee is charged to cover the cost of supplies furnished. Fees are refunded in accordance with the regular Bellevue Community College policy.

In order to provide educational opportunities convenient to the adults of the community, continuing education courses are scheduled in several locations within the area. This provides for ease of parking and a minimum of travel.

High School Completion

Adults who wish to complete their high school education may do so through the Bellevue Community College continuing education program. The Bellevue Community College high school diploma program has been approved by the state of Washington. Interested adults are encouraged to make arrangements for a conference with the adult high school adviser. Credit toward a diploma may be granted for work completed in other accredited secondary schools, courses completed during military

service, verification of work experience having educational value, and by achieving the minimum score on standardized achievement tests. A minimum of four high school credits must be earned at Bellevue Community College in order to qualify for a high school diploma.

Credits earned in continuing education courses may be transferred to other secondary schools. The adult high school diploma is accepted for admission to four-year colleges subject to the same conditions as the usual high school diploma.

Certificates of Achievement

Upon request and satisfactory completion of any continuing education course or sequence of courses, students will be issued a certificate of achievement.

Parent Education

The parent education program is designed to help parents understand their children and their own role as parents. Child-study laboratories, toddler observation groups, and special classes provide learning experiences.

Parents are made aware of the latest information in child development and family relations through attending classes, by observing and participating in preschool groups and in conferences with preschool advisers. Lecture and discussion sessions feature leaders in such fields as family relations, preschool education, creative learning, speech and hearing, and reading readiness.

Another aspect of the parent education program is the training of preschool teachers in a one-year course offered through the continuing education program.

Continuing Education Class Schedules and Course Descriptions

Continuing education class schedules are issued quarterly, giving brief descriptions of all courses, times, locations, fees and other general information. Brochures are available on request. Radio, television and area newspapers are utilized to inform the community of registration dates and to highlight specific course offerings.

The following list of courses is representative of the large number available through the Bellevue Community College continuing education program.

Art

Ceramics
Sculpture
All Media Painting
Drawing
Jewelry Design

Clay Design
Oil Painting
Watercolor Painting
Textile Design

Business Education

Bookkeeping	Leadership Techniques
Typing	Organization and Administration
Shorthand	Operations and Control
Office Practices	Group Dynamics
Your Income Tax	Psychology in Business and Industry
Memory Development	
Stockmarket: Principles of Investment	

English and Literature

English for Foreign Born	High School English
Speed and Power Reading	Writing for Fun and Money
Effective Speaking	Modern Short Stories
Modern Poetry	

Foreign Languages

French	Spanish
German	Reading Knowledge of
Russian	Scientific German

Homemaking

Knitting	Clothing Construction
Art and Crafts for Homemakers	Tailoring
Flower Arranging	Family Meal Management
Family Home Management	International Foods
Family Money Management	Guide to Home Buying
Poise and Self Improvement	

Law Enforcement

Police and the Public
Industrial Security Management

Mathematics

Math Summary	Shop Math
Algebra	Geometry

Occupational Education

Basic Waterworks	Intro. to Computers and
Welding	Data Processing
Aircraft Blueprint Reading	COBOL Programming
PERT Techniques	Schedule Planning
Lead Inspector Principles	True Position Dimensioning
	Construction Technology

Parent Education

Preschool Leadership Training	Women in Today's World
Adolescence: A Developmental Phase	Creative Experiences for Young Children
Family Relationships	Discipline and Guidance

Physical Education and Recreation

Men's Physical Conditioning	Skiing
Sailing	Co-ed Recreation
Basic Mountaineering	

Real Estate

Appraisal of Residential Real Estate	Appraisal of Income-Producing Real Estate
	Property Management

Science

Geology for Rockhounds	Biology
Mushrooms and Related Fungi	Native Plants of the Northwest
Patterns in Nature	

Social Studies

History of Washington State	The Excitement of Ideas: A
Survey of Spanish Culture	History of Political Thought
Survey of German Culture	The Negro in U.S. History
Contemporary Problems	U.S. History
Citizenship	Viet Nam and East Asia
U. S. Government	Religions of Man
American Foreign Policy	Archeology & Ethnography of the N.W. Coast

Special Subjects

Contract Bridge	Football for Spectators
Landscape Design for Home-owners	Basic Automotive Theory and Workshop

DEVELOPMENTAL PROGRAM

Bellevue Community College offers a special program for the student needing additional preparation before entering into a specific program of study.

An integral part of the program involves intensive counseling of the student, to provide orientation and guidance to help him develop a personal and meaningful program

of study which is commensurate with his abilities and interests.

Developmental clinics and classes, designed to help the student improve his basic academic skills, are offered. The timing of instruction, as well as its content, is primarily on an individually prescribed basis, with reference to the individual student's need.

LIBRARY—MEDIA CENTER

The Library-Media Center of the Bellevue Community College combines library and audio-visual services. It makes available and readily accessible to students and faculty a wide variety of print and nonprint materials. These include a book collection of approximately 20,000 books, more than 400 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfilm, transparencies, and audio and video tape recordings.

Individual viewing and listening devices such as slide viewers, filmstrip projectors, eight millimeter projectors and tape recorders are located in a large reading area for independent study. A room with listening, responding and recording equipment to facilitate foreign language instruction is also available for student and faculty use.

The Library-Media Center is open from 4:00 p.m. to 10:30 p.m. Monday through Thursday and from 1:00 p.m. to 5:00 p.m. on Sunday. During these hours professional librarians and assistants are always on duty.

OCCUPATIONAL EDUCATION

Occupational education is one of the major objectives of Bellevue Community College. The curricula is constantly revised as the college endeavors to meet the changing needs of employment. The teaching methods and equipment are continually updated to prepare the student for work in today's technical society.

The college offers courses in occupational education which lead to a certificate or an associate degree. The certificate program is a year or less in length and provides the individual with the skills necessary to function effectively on-the-job. The two-year associate degree program provides the individual with a general education foundation, upon which the skills are developed. Although some of the courses are transferable to a four-year college, the primary purpose of the occupational program at Bellevue Community College is to prepare the individual for immediate employment.

A student who has not yet decided on a definite vocation may request the counseling staff to assist him in deter-

mining his occupational potential through different types of assessment. It is the goal of occupational education to help each individual to become a productive citizen, as well as to find personal satisfaction in the occupation for which he is preparing.

Bellevue Community College offers occupational programs in the following areas: early childhood education, food services supervision, landscape management, greenhouse and nursery management, landscape design, park management and arboriculture, turf management, law enforcement, associate degree nursing, industrial engineering technology, radiologic (X-ray) technology, professional ski instructor, recreation technician, clerk-typist, accountant, business manager and professional secretary.

Additional occupational programs are being planned continuously. For this information contact the office of the registrar.

STUDENT PERSONNEL SERVICES



COUNSELING DEPARTMENT

The Counseling Department offers each student personal assistance including the services of social workers, psychologists and educational specialists. The purpose of of this department is to provide individual counseling to students voluntarily seeking aid in understanding themselves, making personal decisions and in coping more effectively with some aspect of college life. Those specific areas in which the counseling staff provides assistance are: Social and Psychological Services, Assessment, Financial Aid, Placement and Career Planning Information.

SOCIAL AND PSYCHOLOGICAL SERVICES

Professional psychologists and social workers are available for consultation and advice by appointment and for continued treatment when appropriate. Appointments may be made anytime through the secretary to the Counseling Department.

ASSESSMENT

Individual and group tests may be administered to aid in personal, educational and vocational planning. Assessment is arranged to help students clarify goals, evaluate abilities and structure appropriate career programs.

FINANCIAL AID

Loans

KIWANIS LOANS are available on a no-interest, short-term basis for tuition and school related expenses. Applications for a Kiwanis Loan must be made at the Financial Aid Office no less than one day prior to need.

NURSING STUDENT'S LOANS are available to second year students enrolled in the Associate Degree Nursing Program.

UNITED STUDENT FUND LOANS are made directly to students by a local bank. The application and enrollment verification may be obtained from the Financial Aid Office.

EMPLOYMENT

Information regarding part-time and full-time employment opportunities within the community is available through the Financial Aid Office.

COLLEGE WORK-STUDY employment is available for eligible students through the Financial Aid Office. This government supported program subsidizes student full-time employment during vacations and part-time employment during the academic year, both on campus and in the community. Pay for work-study employment ranges from \$1.50 to \$2.50 per hour.

GRANTS

The college is a participant in the EDUCATIONAL OPPORTUNITY GRANT program under the Higher Education Act of 1965. Basically, the program provides for financial support of deserving students who would be unable to attend college without such a grant. Details may be obtained from the Financial Aid Office.

SCHOLARSHIPS

A limited number of scholarships are available for students who meet grantor stipulations. Students who have the necessary qualifications and are interested in the following scholarships may apply for the awards at the Financial Aid Office.

BELLEVUE ROTARY CLUB SCHOLARSHIP. Three two hundred dollar (\$200) scholarships are awarded annually to needy students.

ASSOCIATED STUDENT BODY SCHOLARSHIPS. These tuition scholarships are made to second year students who have shown an active interest in student body activities.

NURSING STUDENT'S SCHOLARSHIPS. These scholarships are made in varying amounts to second year students enrolled in the Associate Degree Nursing Program.

WASHINGTON GROUNDSPRAYERS ASSOCIATION SCHOLARSHIP. This two hundred dollar (\$200) scholarship is awarded annually to a student enrolled in the Horticulture Program.

KING COUNTY PRACTICAL NURSING ASSOCIATION SCHOLARSHIP. This one hundred dollar (\$100) scholarship is awarded annually to a student enrolled in the Practical Nursing Program.

WASHINGTON CONGRESS OF PARENTS AND TEACHERS, INC. SCHOLARSHIP. This one hundred seventy-five dollar (\$175) per year scholarship is awarded to one of several candidates who has been recommended by his public high school principal and who declares his intention to follow an educational program leading to a teaching certificate.

SEATTLE CHAPTER OF THE AMERICAN INSTITUTE OF INDUSTRIAL ENGINEERS SCHOLARSHIP. This five hundred dollar (\$500) scholarship is awarded annually to students enrolled in the Industrial Engineering Technology program.

P.E.O. SCHOLARSHIP. This one hundred fifty dollar (\$150) scholarship is awarded annually to a girl graduating from an eastside high school.

PLACEMENT

The college, through the Financial Aid Office, maintains a placement service to help those who are seeking employment at the completion of their college program.

CAREER PLANNING

Career Planning Service is provided by the college. This program which helps direct students toward meaningful and realistic Occupational/Educational objectives, is a coordinated counselor/adviser service available upon request.

STUDENT PERSONNEL SERVICES

A comprehensive student personnel program relates the many phases of student life outside the classroom to the learning process. An attempt is made to assist each student in obtaining a meaningful educational experience consistent with the goals of a comprehensive community college.

The following services are included in the Student Personnel Services area: Admissions and Registration, Counseling and Guidance Services and Student Activities.

STUDENT ACTIVITIES

It is the student with his questioning, inquisitive mind and his youthful vigor that makes the college campus — both academically and socially — what it is today. This applies to the two-year community college as well as to the four-year institution. Educators agree that the total educational experience is a composite of many things, and much of the learning process which takes place on the campus today occurs outside of the classroom. It is important that the student be given the opportunity to organize and take part in the student activities which are such an integral part of every college campus.

In the area of student activities at Bellevue Community College, the history is a short but productive one. Traditions are becoming established, and what at the present time are 'first-time' activities will soon become the 'memory-makers' which are such an important part of college life.

Student government plays a major role in the activities program at BCC. In addition to the student body offices chosen by election, students may participate in a number of standing committees. These committees provide an opportunity to exercise special talents, enlarge one's circle of friends, and perform a worthwhile service for the school.

BOOKSTORE

Textbooks and supplies are available in the college bookstore, located in Portable 1. Students enrolled in any college program may obtain all materials here.

PARKING

The college provides adequate parking space for all students. Students are required to purchase and properly display parking stickers for each car and must park in assigned areas. A nominal parking fee is charged.

COLLEGE PUBLICATIONS

Students may gain experience in the field of journalism through work on the college newspaper, *The Jibsheet*. Interest in the endeavor is the only requirement for participation.

DRAMA

Students enrolled in the drama classes or members of the Bellevue Community College Drama Club present plays throughout the school year. Emphasis is placed upon production as well as upon acting.

LECTURE SERIES

A number of noted speakers and performing artists appear throughout the year under the auspices of the Bellevue Community College Lecture Series. Admission to the programs is free and students and the general public are invited to attend.

SPORTS AND ATHLETICS

Basketball, track and cross-country are all well-equipped and provided with a full staff of coaches at Bellevue Community College. Teams are members of the athletic conference of the Washington Association of Community Colleges. Participants in a sport must carry a grade point of 1.5. College athletics are subject to the regulations and eligibility requirements of the Washington Association of Community Colleges. In addition to major sports, the college also sponsors a strong intramural sports program for both men and women students.

The BCC basketball team, under the coaching of Ernie Woods and Gary McGlocklin, took three straight wins in the Washington Association of Community Colleges basketball tournament and claimed the state championship in their first season of play.



CAREER PLANNING

The following section concerning career planning is presented in order to assist each student with a systematic approach in planning a program of study for a number of educational and vocational objectives which may be pursued at Bellevue Community College. The programs listed do not present all of the possible programs of study which may be available at the Bellevue Community College.

Each example presented provides the students with an orderly progression toward an educational goal which may include the fulfillment of degree requirements of this college. Some programs may lead to the possibility of transfer to a four-year degree-granting institution. In all instances, the student should plan carefully with the assistance of his adviser so that he may avoid problems concerned with transferring from Bellevue Community College to another college.

The purpose of this college is to enhance the educational background of each student, no matter what his educational objectives may be. It continues to be observed that a great proportion of the skills and knowledge needed for specific jobs is learned while on-the-job. Therefore, a majority of employers continue to place emphasis upon the character, understanding and adaptability of the employee, rather than upon the specific skills which should be immediately available upon entrance to the new job.

The student will observe that the suggestions contained in the various programs presented in this career planning section will make it possible for the student to learn the appropriate skills which are essential to his goals. Emphasis is also placed upon the student's personal, intellectual and cultural development.

ACCOUNTANT

The accountant's work is essential to the efficient management of business enterprises. Besides being a vocation in itself, accountancy is indispensable in many other vocations such as business management, law, banking, public administration, and criminal investigation. Students who satisfactorily complete the accounting program are qualified for employment as junior accountants in private, public and civil service accounting. After gaining experience and undertaking further study, graduates may advance to positions of accounting supervisor, senior accountant, and auditor. Students planning to continue for an additional two years toward the baccalaureate degree should follow the program recommended by the four year institution to which they plan to transfer.

First Year	Credit Hours
English	6
Mathematics	10
Fundamentals of Accounting	10
Introduction to Business	5
Speech	5
Psychology	5
Physical Education Activity	3
Electives	5
	<u>49</u>
Second Year	Credit Hours
Economics	10
Data Processing Orientation	3
Typewriting	2
Intermediate Accounting	10
Cost Accounting	5
Business Law	6
Statistics	5
Office Machines	3
	<u>44</u>

ASSOCIATE DEGREE IN NURSING

In every field of health, the demand for qualified nurses increases annually. Students who pursue this career at Bellevue Community College acquire both a general and nursing education, fulfilling the requirements for (1) an Associate Degree in Arts and Sciences, and (2) the execution of the State Board Examination for licensure. Nursing theory and practice equips the student to give quality patient care.

First Year	Credit Hours
Zool 113, 114	8
Biol 201	5
Psych 100	5

First Year	Credit Hours
Psych 204	5
Soc 110	5
Nurs 100	7
Nurs 101	8
Nurs 102	4
Nurs 103	4
Summer (5 weeks)	
Nurs 200	5
	<u>54</u>
Second Year	Credit Hours
Engl 101, 102	6
Speech 220	5
Electives	8
Phy Ed	3
Nurs 201	4
Nurs 202	4
Nurs 203, 204	18
	<u>48</u>

BUSINESS MANAGER

Leading businessmen recognize that particular skills are necessary to achieve efficient management in the complex world of business. Individuals can acquire some of these skills through a program of study in general business and management techniques. For those who plan only two years of college, this program offers a broad background of business and general education courses, all of which are considered necessary for entrance into any field of business. The recommended program of study in general business administration will give the student a survey of the several phases of business, and will thereby assist him in choosing a specific concentration if he intends to continue his study at a four year school. Students planning to continue for an additional two years toward the baccalaureate degree should follow the program recommended by the four year institution to which they plan to transfer.

First Year	Credit Hours
English	6
Introduction to Business	5
Fundamentals of Accounting	10
Approved Electives	23
Physical Education	3
	<u>47</u>
Second Year	Credit Hours
Economics	10
Business Law	6

	Credit Hours
Second Year	
Data Processing Orientation	3
Business Electives	15
Approved Electives	<u>15</u>
	49

CHEMICAL TECHNOLOGY

The chemical technician performs a special and indispensable role as a member of the scientific team in chemical research or production. His special knowledge of the principles of chemistry, physics, and mathematics as applied in the chemical industry, combined with his broad knowledge of laboratory techniques, chemical processes, and the techniques of chemical analysis and control provide a basis for his working closely with chemical scientists and chemical engineers.

Bellevue Community College presently offers one year of this program and the second year is under development. The second year of the Associate Degree program will include instrumental analysis and organic chemistry.

	Credit Hours
First Year	
Eng 101	3
Eng 270	3
Chem 140, 150, 160	16
Physics 114, 115, 116	15
Math 105, 157	<u>10</u>
	47

CLERK TYPIST

Students successfully completing this one-year program will have acquired proficiency in typewriting, office machines operations, and general office practice, all of which will prepare them for the many general office positions available in local business establishments. Students completing this one year program may receive a certificate of completion.

Subjects	Credit Hours
Typing	6
Business Mathematics	5
Introduction to Business	5
Office Machines	6
Data Processing Orientation	3
Machine Transcription	3
Business Correspondence	3
English	6
Accounting	4
Office Procedures	<u>5</u>
	46

COMMERCIAL ART

A background in art, printing, and photography will prepare students for jobs in the field of commercial art. Advertising agencies, newspapers, printing establishments, and various other businesses, as well as free-lancing, are fields which provide employment opportunities.

	Credit Hours
First Year	
Art	13
Graphic Arts	16
Communications	9
Health	2
Elective	<u>5</u>
	45
Second Year	
Art	6
Graphic Arts	16
Physical Education	3
Psychology	5
Math or Science	5
Electives	<u>13</u>
	48

EARLY CHILDHOOD EDUCATION ONE-YEAR PROGRAM

Opportunities for employment are available to those completing the one-year certificate in early childhood education. The course of study includes specific skills to enable the student to function effectively in the care of the young child.

	Credit Hours
First Year	
E C Ed 171	3
E C Ed 172	5
E C Ed 181	5
Health 292	3
E C Ed 191, 192, 193	15
E C Ed 201	3
Sec St 120	3
Hom Ec 220	3
Electives	<u>5</u>
	45

EARLY CHILDHOOD EDUCATION TWO-YEAR PROGRAM

Understanding human behavior is more important in our complex society of today than at any other time in our history. The key to this understanding is in the child's early experiences with people. Considering the increasing importance of preschool training, there exists definite need for trained instructors.

The early childhood education Associate Degree program is designed for the student considering employment as a teacher assistant in preschools, child care centers, kindergartens, primary grades or other occupations where a knowledge of the young child is necessary. The student in the early childhood education Associate Degree program will find the door open to many employment possibilities.

The curriculum of the early childhood education Associate Degree program is designed to prepare the student to meet the challenge of the young child in a variety of activities including art, recreation, music, literature, dramatic play, science and field trips. The course includes a broad liberal arts program, guidance techniques in human relations and knowledge of child development. Class study incorporates observation, participation and practical experience in the settings where a person will be employed. Emphasis is placed on involving the student in participation and observation from the first quarter to the last, thus giving the student a continued awareness of the child age.

First Year	Credit Hours
Engl 101	3
Psych 100, 201, 204	15
E C Ed 171	3
E C Ed 172	5
E C Ed 181	5
Soc 110	5
Electives*	9
	<hr/> 45
Second Year	Credit Hours
Home Ec 255	5
Health 292	3
Speech 220	5
E C Ed 191, 192, 193	5
E C Ed 201	3
Hom Ec 130	5
Sec St 120	3
Hom Ec 220	3
Electives*	4
	<hr/> 46

*If electives are selected from the areas of science (5) and humanities (5), English 102 (3) and physical education activity (3), the student will receive an Associate in Arts and Science degree.

FOOD SERVICE SUPERVISION

General Information

In an ever growing society, both in terms of population and affluence, there are increasing opportunities in the

service industries. The food service industry, which extends into hospitals, colleges and universities, restaurants, industrial food service, extended care facilities and school lunch programs, offers many opportunities to qualified individuals. Each facet of this industry offers unique benefits and challenges.

Those students wishing to prepare themselves for an interesting, challenging and rewarding career, may pursue a two-year program in food services supervision leading to an Associate in Technology degree, or a one-year program leading to a Certificate of Completion, at Bellevue Community College.

Associate Degree Program

First Year	Credit Hours
Food S 100	1
Food S 101	3
Food S 102	3
Engl 101A	3
Psych 100	5
Bus 101	5
Econ 200	5
Speech 220	5
Bus 202	3
Bus 210	4
Food S 203	3
Food S 205	3
Approved Elective	5
	<hr/> 48
Second Year	Credit Hours
Food S 201	3
Food S 202	3
Food S 212	3
Food S 210	3
Food S 213	3
Food S 206	3
Soc 240	5
Approved Electives	24
	<hr/> 47

All students are also required to complete at least one summer in an approved, on-the-job training program. This experience will normally take place between the first and second year, and is a non-credit requirement for graduation.

Certificate Program

First Year	Credit Hours
Food S 100	1
Food S 101 and 102	6
Engl 101A	3
Pr Mgt 083	3

	Credit Hours
First Year	
Bus 101	5
Food S 203	3
	<hr/> 21
Second Year	
Food S 201A	3
Bus 210	4
Food S 205	3
Food S 212	3
Food S 213	3
Food S 210	3
Elective*	3
	<hr/> 22

*Elective: Student must take either Food S 204 (3 credits) or Food S 206 (3 credits).

All of these courses are comparable in content to those offered for the associate degree program, and are transferable with the exception of Pr Mgt 083 and Food S 201A.

Pr Mgt 083, Human Relations of Supervision, is a special course in human relations as it relates to supervision, and is offered to certificate students.

Food S 201A, Quantity Food Preparation and Service, is a lecture presentation of the principles of quantity food preparation, the organization of the food production department, menu planning, food merchandising, costs and personnel scheduling. This course precedes the actual preparation experience conducted and supervised by the institution sponsoring the individual student, or as arranged. The experience consists of sixty hours of actual participation in quantity food preparation under supervision. The participating institution will then submit to the college that such experience was gained in that institution. Both class experience, which is three (3) credits, and work experience are required for the certificate program.

INDUSTRIAL ENGINEERING TECHNOLOGY

The course in industrial engineering technology was instituted to satisfy a growing need for technical assistants for industrial engineers. The course is designed to bring the student into close contact with industrial and related work situations, so that he may gain first-hand knowledge of industrial operations.

Upon graduation the technician may competently assist the industrial engineer by performing production studies, economic analyses, report writing, preparation of plant layouts, drafting, measurement of work by stop watch time study or predetermined time systems, preliminary studies in production forecasting, production control,

statistical quality control, inventory control, and job evaluation. The background offered in the course work, and the exposure to management functions in industry, will provide limitless opportunities for employment.

Completion of this program will lead to an Associate Degree.

	Credit Hours
First Year	
Eng. Drawing	
Comp. & Report Writing	
Ind. Psych & Human Rel.	
Algebra	
Organization & Management	
Accounting	
Materials	
Chemistry	
Mechanics	
Statistics	
Work Anal. & Methods	
Economics	
Product Machines	
	<hr/> 45

Second Year	
Plant Layout	
Motion & Time Study	
Production Control & Plan.	
Business Law	
Pre-determined Time System	
Time Standard Construction	
Data Processing	
Finance	
Statistical Quality Control	
Job Evaluation	
Industrial Safety	
Metal Working Technology	
Production Methods	
Production Forecasting	
Business Mgmt. & Superv.	
	<hr/> 45

LAW ENFORCEMENT

This pre-service program is designed for young men and women who desire to pursue an education in the law enforcement profession. Many areas such as municipal, county, state and Federal agencies, as well as industrial and international agencies, provide excellent employment opportunities for law enforcement graduates.

Education covers investigative techniques, patrol and traffic procedures, accident investigations, self-defense, firearms, driving techniques, first aid, as well as general instruction in psychology, sociology, political science, philosophy, English and history.

This Associate Degree program is available to those students who meet physical, mental and moral standards applicable to the profession.

	Credit Hours
First Year	
Law En 100	3
Law En 101	3
Law En 102	3
Law En 103	1
Law En 104	3
Law En 106	3
Law En 108	3
Law En 110	1
Law En 112	1
Engl 101, 102	6
Pol Sc 202	5
Speech 220	5
Soc 110	5
Phy Ed	3
Elective	3
	<hr/> 48

	Credit Hours
Second Year	
Law En 200	3
Law En 202	5
Law En 204	6
Law En 206	3
Health 292	3
Soc 270	5
Psych 100	5
Anthro 100	5
Phil 100	5
Science Elective	5
Phy Ed	3
	<hr/> 48

ORNAMENTAL HORTICULTURE

The field of Ornamental Horticulture pertains to the aesthetics of outdoor surroundings — our landscapes, whether found in home, lawn and garden, the seaside and mountain retreats, the state and national parks, or the many diversified recreational areas.

The Ornamental Horticulture program contains five categories from which a student may select an option. These are: landscape management; turf management; park management and arboriculture; greenhouse and nursery management; and landscape design.

Completion of one of the major categories offered by Bellevue Community College in ornamental horticulture will prepare students for such positions as: foreman for landscape contracting and/or maintenance firms, nurseries or garden centers; salesmen for seed, fertilizer, nursery,

garden center firms and other supply houses; plant propagators; foremen, or assistant superintendents for nurseries, golf courses, cemeteries, public parks, private estates, botanical gardens, and various other public and private institutions' grounds; representatives of commercial nurseries, landscape service companies, golf course construction companies, and equipment supply dealers; landscape designers and consultants.

LANDSCAPE MANAGEMENT

	Credit Hours
First Year	
Hort 081, 082	6
Hort 091	2
Hort 101, 102, 103	9
Hort 107	2
Hort 111, 112, 113	11
Hort 121	5
Hort 131	2
Hort 132 -	2
Hort 141	3
Hort 142	3
Hort 143	2
	<hr/> 47

	Credit Hours
Second Year	
Hort 085	2
Hort 201, 202, 203	9
Hort 211	3
Hort 224	5
Hort 231	2
Hort 261	2
Ln Des 221	1
Ln Des 222	1
Biol 101	5
Engl 101, 102	6
Bus 101	5
Elective	5
	<hr/> 46

GREENHOUSE AND NURSERY MANAGEMENT

	Credit Hours
First Year	
Hort 081, 082	6
Hort 101, 102, 103	9
Hort 107	2
Hort 111, 112, 113	11
Hort 131	2
Hort 132 -	2
Hort 141	3
Hort 142	3
Hort 143	2
Botany 111	5
	<hr/> 45

Second Year

Hort 201, 202, 203
 Hort 231
 Hort 224
 Hort 261
 Biol 101
 Engl 101, 102
 Bus 101
 Hort 211
 Hort 244
 Botany 112
 Hort 231
 Botany 113
 Electives

**Credit
Hours**

9
 2
 5
 2
 5
 6
 5
 3
 3
 5
 2
 5
 9
 45

LANDSCAPE DESIGN**First Year**

Hort 091
 Hort 101, 102, 103
 Hort 107
 Hort 111, 112, 113
 Hort 121
 Hort 141
 Hort 142
 Art 102, 105, 109, 110, 129

**Credit
Hours**

2
 9
 2
 11
 5
 3
 3
 15
 45

Second Year

Hort 201, 202, 203
 Ln Des 204
 Hort 205
 Hort 223, 224
 Ln Des 221
 Ln Des 222
 Biol 101
 Engl 101, 102
 Bus 101
 Art 205

**Credit
Hours**

9
 5
 2
 10
 1
 1
 5
 6
 5
 3
 47

PARK MANAGEMENT AND ARBORICULTURE**First Year**

Hort 081, 082
 Hort 091
 Hort 101, 102, 103
 Hort 107

**Credit
Hours**

6
 2
 9
 2

First Year

Hort 111, 112, 113
 Hort 121
 Hort 131
 Hort 132
 Hort 141
 Hort 142

**Credit
Hours**

11
 5
 2
 2
 3
 3
 45

Second Year

Hort 085
 Hort 201, 202, 203
 Hort 207
 Hort 209
 Hort 211
 Hort 224
 Hort 231
 Hort 261
 Biol 101
 Engl 101, 102
 Bus 101
 Elective

**Credit
Hours**

2
 9
 2
 3
 3
 5
 2
 2
 5
 6
 5
 3
 46

TURF MANAGEMENT**First Year**

Hort 081, 082
 Hort 091
 Hort 101, 102, 103
 Hort 107
 Hort 111, 112, 113
 Hort 121
 Hort 131
 Hort 132
 Hort 141
 Hort 142

**Credit
Hours**

6
 2
 9
 2
 11
 5
 2
 2
 3
 3
 45

Second Year

Hort 085
 Hort 201, 202, 203
 Hort 207
 Hort 211
 Hort 223
 Ln Des 221
 Ln Des 222
 Biol 101
 Engl 101, 102
 Bus 101
 Electives

**Credit
Hours**

2
 9
 2
 3
 5
 1
 1
 5
 6
 5
 6
 45

PRACTICAL NURSING

The practical nursing program, fully accredited by the Washington State Board for Practical Nursing, is 46 weeks in length and is offered in the fall quarter of each year. Classroom theory and hospital experience are offered concurrently throughout the program. This is a full-time program since the educational hours extend from 7:00 a.m. to 3:30 p.m.

The aim of the practical nurse program is to produce technically competent individuals who are qualified to (1) take State Board examinations for registration as a licensed practical nurse, and (2) give quality nursing care under the supervision of a registered nurse and/or physician.

In addition to the regular college application procedure, applicants to the practical nurse program must be high school graduates (or equivalent). Additional requirements include (1) chest X-ray, (2) tuberculin test, and (3) immunizations as described in the college health form. The latter requirements can be fulfilled, free of charge, at the Seattle-King County Health Department, Seattle, Washington.

Bellevue Community College grants the Certificate in Practical Nursing to students completing the one-year practical nursing program.

Nurs 070	Nurs 075
Nurs 071	Nurs 076
Nurs 072	Nurs 077
Nurs 073	Nurs 078
Nurs 074	Nurs 079

PRE-ANTHROPOLOGY

Anthropology—the study of man and his works—ranges over a wide and diverse field of inquiry. This includes the fields of physical anthropology, archaeology, ethnology, social anthropology, and linguistics. Fifty hours of anthropology are generally required for a bachelor's degree, but the interested student should consult a catalog from the school of his choice to ascertain their specific requirements. The following two-year program will generally enable a student to fit into a four-year college program in anthropology.

First Year	Credit Hours
English	6
Biol 101, 102	10
Humanities	10
Physical Education Activity	3
Anthro 100, 202, 210	13
Elective	5
	<hr/> 47

Second Year	Credit Hours
Soc Sc 101, 102, 103	15
Soc 110, 240	10
Anthro 254, 290	10
Approved Electives	<u>10</u>
	45

PRE-ARCHITECTURE

Students wishing to pursue professional careers in architecture may complete a portion of their program at Bellevue Community College. Students planning to major in architecture, landscape architecture, or urban planning may complete most of their first two years at Bellevue Community College, while students in building technology and administration may satisfy a full two years of their program and receive an Associate in Arts and Sciences Degree. The following course sequences are suggested; however, the catalog of your chosen four-year college should also be consulted.

Architecture	Credit Hours
Art 105, 106	6
Engl 101, 102	6
Math 104, 105	8
Phyisc 114, 115, 116	15
Soc 110	5
Art 258	3
Art Elective (e.g. 109, 129)	3
Social Science Electives	15
Humanities Elective	<u>10</u>
	74

Landscape Architecture	Credit Hours
Art 105, 106	6
Engl 101, 102	6
Math 104, 105	8
Biol 101, 102 or Chem 101, 102	10
Soc 110	5
Art 258, 272	6
Art Elective (e.g. 109, 129)	3
Botany 113	5
Geol 101	5
Social Science Electives	15
Physical Education Activity	<u>3</u>
	72

	Credit Hours
Urban Planning	
Art 105	3
Engl 101, 102	6
Math 104, 105, 157	12
Soc 110	5
PhySc 100	5
Econ 200, 201	10
Social Science Electives	10
Humanities Electives	10
Physical Education Activity	3
	<u>64</u>

PRE-ECONOMICS

Economics is concerned with an analysis of the ways in which societies organize and carry on the production of goods and services and of the distribution of these goods and services among various functional groups and individuals in the society. Of the usual requirement of fifty hours of economics for the Bachelors, twenty-five are to be taken in at least four fields other than theory. A catalog should be consulted for specific requirements in a certain school. The courses described below will enable a student to be prepared generally for a four year economics course leading to a degree.

	Credit Hours
First Year	
Engl 101, 102	6
Econ 200, 201	10
Science	10
Humanities	5
Physical Education Activity	3
Approved Electives	15
	<u>49</u>

	Credit Hours
Second Year	
Humanities	5
Econ 260	5
Bus 210, 220, 230	10
Math 105	5
Bus 200	5
Approved Electives	15
	<u>45</u>

PRE-EDUCATION

Education — the process of developing the intellectual capabilities and learning responses of the individual student. The basic courses offered at Bellevue Community College are designed to introduce the student to the field of education and to stimulate interest in teaching as a career. Specific requirements for colleges of education should be consulted.

PRE-ENGINEERING

The following program offered at Bellevue Community College will allow the student interested in most fields of engineering to complete two years of work before transferring to a four-year college. Because requirements vary considerably for different fields of engineering, the student is advised to consult a specific college or university catalog to verify this program. This suggested program will lead to an Associate in Arts and Sciences Degree at Bellevue Community College.

	Credit Hours
First Year	
Engl 101	3
Engl 270	3
Engr 100	1
Engr 104, 105	6
Engr 111	3
Chem 140, 150, 160	16
Math 105, 124, 125	15
Phy Ed	3
	<u>50</u>

	Credit Hours
Second Year	
PhySc 121, 122, 123	15
Math 126, 224, 238	11
Engr 112	3
Econ 200	5
*Electives	15
	<u>49</u>

*Electives — Choose no more than 10 hours from each group.

Group I — Soc Sc 101, 102, 103 or Soc 110

Group II — Engl 110, 111, 112, 267, 268, or Phil 100

PRE-FORESTRY

This program in pre-forestry will meet the requirements at Bellevue for the Associate in Arts and Sciences Degree, and is also designed for the first two years of a Forestry Bachelor program. An interested student should consult the catalog of the college to which he is considering transfer, as there are a number of forestry options that differ in their specific contents.

	Credit Hours
First Year	
Engl 101, 102	6
Biol 101	5
Botany 111, 112	10
Chem 140, 150	10
Math 105, 124	10
Physical Education	3
Econ 200	5
	<u>49</u>

Second Year	Credit Hours
Botany 113	5
Zool 111, 112	10
Physc 114, 115, 116	15
Social Science Electives	10
Humanities Elective	5
	<u>45</u>

PRE-GEOGRAPHY

Geography is the study of the distribution of man and his works on the earth – the location of activities and the development of regions. Fifty credits in the field are generally required for the Bachelor's degree, among these one one-hundred level course, three two-hundred level courses, three four-hundred level courses and emphasis on special fields. A catalog should be studied for more specific requirements. The two-year program listed here will generally prepare a student to continue toward a Bachelors degree in geography.

First Year	Credit Hours
English	6
Science	10
Humanities	10
Physical Education Activity	3
Soc Sc 101, 102, 103	15
Geog 100	5
	<u>49</u>

Second Year	Credit Hours
Geog 200, 205, 207	15
Econ 260	5
Social Science Electives	15
Science	10
	<u>45</u>

PRE-HEALTH EDUCATION

The health major curriculum has been designed to satisfy university and college requirements. Students are recommended to consult with the health adviser for recommended courses to insure proper breadth and close adherence to college and university requirements. At the completion of the two year program, the student may receive an Associate in Arts and Sciences degree.

First Year	Credit Hours
Engl 101, 102	6
Speech 220	5
Psych 100	5
Soc 110	5
Health 250	3
Phy Ed 190	5
Biol 101, 102	10
Social Science Elective	5
Physical Education Activity	3
	<u>47</u>

Second Year	Credit Hours
Chem 101, 102	10
Math 101 or 105	5
Biol 201	5
Zool 208	5
Literature or Language	15
Social Science Elective	5
Health 292	3
	<u>48</u>

PRE-HISTORY

History is a disciplined study of human affairs at many different periods of time and in various parts of the world. It is significant not only for those preparing for a professional career in law, government or teaching, but also for those who wish a deeper understanding of world affairs. Fifty hours are usually required for a Bachelors with at least twenty-five hours in upper division courses. This program will generally equip a student to go on toward a history degree.

First Year	Credit Hours
English	6
Science	10
Humanities	10
Physical Education Activity	3
Elective	5
	<u>49</u>

Second Year	Credit Hours
Hist 241, 242	10
Econ 200, 260	10
Hist 101, 102	10
Approved Electives	15
	<u>45</u>

PRE-JOURNALISM

For the journalist who plans to go on to professional training, the most important consideration in this first two years of college work is a broad background of general education. Pre-journalism students at Bellevue Community College take English 101, 102, and Journalism 141, 142 to improve their ability to write accurately and clearly. They take other courses in English to broaden their acquaintance with our literary heritage. They also choose widely from the social sciences in order to understand the world around them and its problems. Many individual interests can be linked with the field of journalism. Home Economics, Agriculture, and Science all require an understanding and sympathetic journalistic interpretation. Besides the work of the daily press which is most frequently associated with journalism, many other fields are open to the person with journalistic training — radio, television, industrial editing, and public relations.

PRE-MATHEMATICS

Mathematics is not only the language of science, but is a fundamental tool in the ever-broadening occupational world. Although the physical sciences and engineering make the largest demands upon mathematical training, there are many other areas which require a high degree of mathematical proficiency. Normal mathematics courses sequences are suggested.

First Year

Strong Mathematics Background Math 124, 125, 126
Average Mathematics Background Math 105, 104, 114
Weak Mathematics Background Math 070, 101, [105]

Liberal Arts and Education Majors
Math 170

Second Year

Strong Mathematics Background Math 224, 238
Average Mathematics Background Math 124, 125, 126
Weak Mathematics Background Math 105, 104, [114]

Liberal Arts and Education Majors
Math 170

PRE-MEDICAL TECHNOLOGY

Basic requirements for certification as a medical technologist now include three years of college and a one-year hospital training period. Students desiring to receive a Bachelor of Science degree should consult catalogs of four-year institutions. The following program suggests courses at Bellevue Community College which

will satisfy more than one year of a medical technology program.

	Credit Hours
First Year	
Biol 101	5
Zool 111, 112	10
Zool 208	5
Math 105	5
Chem 140, 150, 160	16
Phy 114, 115	10
Phy Ed	3
	<u>54</u>

PRE-PHARMACY

The pre-pharmacy program outlined below will also lead to an Associate in Arts and Sciences degree at Bellevue Community College. It is advisable, however, to also consult the catalog of a specific four-year college, particularly for the choice of electives.

	Credit Hours
First Year	
Engl 101, 102	6
Math 101, 105, 104	13
Biol 101	5
Zool 111, 112	10
*Electives	10
Physical Education Activity	3
	<u>47</u>

	Credit Hours
Second Year	
Chem 140, 150, 160	16
Botany 111	5
Phy 114, 115	10
Econ 200	5
*Electives	10
	<u>46</u>

*At least 8 hours of electives should be chosen in business administration.

PRE-PHYSICAL EDUCATION

This curriculum has been planned to satisfy university and college requirements. The student will find it highly desirable to consult with the physical education adviser or recommended courses to insure proper breadth and close adherence to college and university requirements. Majors in physical education should select a minor in

health and one in an unrelated field. At the completion of the two year program, the student may receive an Associate in Arts and Sciences degree.

	Credit Hours
First Year	
Engl 101, 102	6
Biol 101, 102	10
Health 250	3
Health 292	3
Phy Ed 166	2
Phy Ed 167	2
Phy Ed 169	2
Phy Ed 290	3
Phy Ed 190	5
Speech 220	5
Social Science Elective	5
Physical Education Activities	3
	<u>49</u>

	Credit Hours
Second Year	
Zool 208	5
Psych 100	5
Soc 110	5
Math 101 or Phil 120	5
Phy Ed 168	2
Phy Ed 165	2
Phy Ed 163	2
Humanities	15
Social Science Elective	5
	<u>46</u>

PRE-PHYSICAL THERAPY

The program of studies is designed to prepare the student for admission to the Physical Therapy Professional Curriculum program. Students majoring in pre-physical therapy may elect to enroll in additional courses in the physical and biological sciences or may prepare for teacher certification in physical education. Those who complete the two-year program may receive an Associate in Arts and Sciences degree.

	Credit Hours
First Year	
Engl 101, 102	6
Speech 220	5
Psych 100	5
Soc 110	5
Health 250	3
Phy Ed 190	5
Biol 101, 102	10
Math 101	5
Physical Education Activities	3
	<u>47</u>

	Credit Hours
Second Year	
Math 104	5
Chem 101, 102	10
Biol 201	5
Zool 208	5
Phy Sc 100	5
Humanities Elective	5
Social Science Elective	5
Health 292	3
Phy Ed 165	2
Phy Ed 168	2
	<u>47</u>

PRE-POLITICAL SCIENCE

Political science is concerned with the general problem of government in all its manifestations, past and present. This includes the background of legal rules, the theory of obedience, the institutions through which the government functions, and the various interests which influence government through political parties, interest groups, and public opinion. A minimum of fifty hours is required for a Bachelor's degree, with specific social science electives. Consult a college catalog for a specific school's requirements. The courses listed below will enable a student to continue toward a political science degree.

	Credit Hours
First Year	
English	6
Physical Education	3
Science	10
Humanities	10
Pol Sc 201, 202, 203	15
Econ 200	5
	<u>49</u>

	Credit Hours
Second Year	
Pol Sc 205, 206, 207 or 211, 212, 213	15
Soc 110 and 240 or 270	10
Hist 241 or 242	5
Geog 100	5
Approved Electives	10
	<u>45</u>

PRE-PSYCHOLOGY

Psychology is that branch of science which seeks to understand the behavior of organisms, both human and infra-human, normal and abnormal. Psychology accepts the individual organism rather than the collective or group as the unit of analysis. Fifty credits are required for the Bachelors degree, with forty of these selected from undergraduate listings in psychology, and the

remaining ten from enrichment courses in science. This two-year program will generally enable a student to major in psychology at a four-year college.

First Year	Credit Hours
English	6
Biol 101, 102	10
Humanities	10
Physical Education Activity	3
Psych 100, 190	10
Approved Electives	10
	<hr/> 49

Second Year	Credit Hours
Psych 201, 205, 206	15
Psych or Soc 240	5
Anthro 290	5
Phil 100, 120	10
Approved Electives	10
	<hr/> 45

PRE-SOCIOLOGY

Sociology is the study of forms, processes, and consequences of interaction among persons, groups and organizations. Sociologists develop and test causal generalizations about processes and structures of group life. Fifty credits of sociology are usually required for the Bachelor's degree, with electives chosen from among fields of specialization. Consult a catalog for the requirements of the school in which you are interested. By pursuing this program, a student will be able to enter a college degree program in sociology or social work.

First Year	Credit Hours
English	6
Science	10
Humanities	10
Physical Education	3
Soc 110	5
Math 101	5
Approved Electives	10
	<hr/> 49

Second Year	Credit Hours
Soc 223, 240, 270, 296	20
Psych 190	5
Anthro 290	5
Phil 120	5
Approved Electives	10
	<hr/> 45

PROFESSIONAL SKI INSTRUCTOR

The professional ski instructor will have opportunities to teach skiing throughout the world and to work in recreational areas other than skiing. The trend is toward developing year-round recreational centers at the ski areas with opportunities for the professional ski instructor. After the completion of the two-year program, the student may receive an Associate in Arts and Science or Associate in Technology degree.

First Year	Credit Hours
Engl 101, 102	6
Science – Biology	10
*Language (German or French)	10
Health 250	3
Health 290	3
Phy Ed 190	5
Phy Ed 290	3
O Ed 149	2
O Ed 149A	1
O Ed 150	2
O Ed 151	2
Physical Education Activity	2
	<hr/> 49

Second Year	Credit Hours
Psych 100	5
Speech 220	5
Art 102	3
*Language (German or French)	5
Rec Ed 154	3
Rec Ed 274	2
Rec Ed 240	2
Rec Ed 244	3
Rec Ed 254	5
Phy Ed 169	2
Phy Ed 168	2
Phy Ed 167	2
O Ed 249	2
O Ed 249A	1
O Ed 250	2
O Ed 251	2
	<hr/> 46

*Not required but recommended (if a language is not taken, an elective must be taken in its place)

RADIOLOGIC TECHNOLOGY

Students who study radiologic technology at Bellevue Community College will be thoroughly instructed in all fundamental principles underlying all phases of this program, with a solid foundation for increasing skills and recording the requisites for positions in specializing, teaching and supervisory positions. Completion of this program leads to an Associate Degree.

The course is open to all registered and experienced technologists who wish to pursue a process of continuing education, and to record qualifications for improvement in a position.

First Year	Credit Hours
Phy Sc 100	5
Zool 113, 114	8
Engl 101, 102	6
Speech 220	5
Ra Tec 101, 102, 103	9
Ra Tec 110	3
Psych 100	5
Elective	5
	<hr/> 46

Second Year	Credit Hours
Ra Tec 205	3
Ra Tec 200	3
Ra Tec 201, 202, 203	15
Ra Tec 211, 212, 213	15
Soc 110	5
Elective	5
	<hr/> 46

Summer Session (6 weeks)

Practicum (between 1st and 2nd yr)

Third Year

240 hrs. Externship (40 hrs/wk for 2080 hrs. 52 weeks)

RECREATION TECHNICIAN

The recreation technician may assist the professional recreation leader in planning, organizing, and leading recreation activities. The student shall be prepared for positions in city and county recreation, medical institution, industrial recreation, camping and various youth-service organizations. Students will also be prepared for entry into the upper division courses of four-year colleges or universities in preparation for the professional recrea-

tion leader, after terminating their formal education at the end of the two-year period. After the completion of the two-year program, the student may receive an Associate in Arts and Sciences or Associate in Technology degree.

First Year	Credit Hours
English	6
Speech 220	5
Phy Ed 169	2
Phy Ed 167	2
Phy Ed 166	2
Health 250	3
Health 292	3
Phy Ed 290	3
Science	10
Electives	9
Physical Education Activity	3
	<hr/> 48

Second Year	Credit Hours
Phy Ed 168	2
Phy Ed 165	2
Rec Ed 254	5
Rec Ed 154	3
Art 102	3
Drama 100	5
Rec Ed 274	2
Rec Ed 240	2
Psych 100	5
Soc 110	5
Phy Ed Activities	3
Electives	8
Rec Ed 244	3
	<hr/> 48

SECRETARY

There is a constantly unfilled demand for secretaries in all phases of business, including specialized fields such as law and medicine. The student's program will vary with the amount of previous experience in typing and shorthand, and with individual objectives. Much more than proficiency in shorthand and typing is required of the secretary today. A broad educational base well-grounded in business courses fits a secretary for future promotions. Elective courses from any area of the curriculum may thus be valuable, although the secretary will no doubt wish to elect work in the fields of economics, accounting and business.

First Year	Credit Hours
Shorthand	15
Typing	6
English	6
Office Machines	3
Business Correspondence	3
Accounting	4
Machine Transcription	3
Introduction to Business	5
Physical Education	3
	<u>48</u>
Second Year	Credit Hours
Shorthand	10
Shorthand Transcription	4
Office Procedures	5
Speech	5
Data Processing Orientation	3
Business Math	5
Business Law	3
Advanced Office Machines	3
Elective	8
	<u>46</u>

SEMI-PROFESSIONAL SKI INSTRUCTOR

Those entering this phase of the ski instructor training program would supplement their profession. Some of these people may be summer resort owners, fishermen, or may have other seasonal occupations. Those who complete this two-year program may obtain a Certificate of Completion.

First Year	Credit Hours
O Ed 149	2
O Ed 149A	1
O Ed 150	2
O Ed 151	2
Health 292	3
	<u>10</u>
Second Year	Credit Hours
O Ed 249	2
O Ed 249A	1
O Ed 250	2
O Ed 251	2
	<u>7</u>



CURRICULAR DIVISIONS

COURSE NUMBERING SYSTEM

- 1-9:** Self-Supporting Community College Service Courses (i.e., short course, seminar)
- 10-69:** Reimbursable Continuing Education
- 70-99:** Developmental and Special Education
- 100-199:** First Year Community College
- 200-299:** Second Year Community College

BUSINESS ADMINISTRATION**ACCOUNTING****BUS 210, 220, 230****FUNDAMENTALS OF ACCOUNTING (4) (3) (3)**

Basic principles, theories and procedures for reporting business transactions. Development and interpretation of accounting reports. Prerequisites: 210 for 220, 220 for 230.

BUS 250, 260**INTERMEDIATE ACCOUNTING (5) (5)**

Concepts and principles underlying the presentation and interpretation of current items, investments, plant assets, long-term liabilities and stockholders' equities in financial statements. Prerequisites: 230 or permission of instructor for 250, 250 for 260.

BUS 270**COST ACCOUNTING (5)**

Accounting, fundamentals and principles as applied to cost accounting, cost determination procedures, cost control, and cost analysis. Prerequisites: 230 or permission of instructor.

ECONOMICS**ECON 200****INTRODUCTION TO ECONOMICS (5)**

Basic economic concepts and the national income, organization, and operation of the American economy; problems of inflation, unemployment, taxation, the public debt, and international trade. The role of monetary and fiscal policies in promoting economic stability.

ECON 201**PRINCIPLES OF ECONOMICS (5)**

An analysis of the operation of the American economy with emphasis on production and distribution of income and wealth, prices and wages, and problems of world economy and comparative economic systems. Prerequisite: Econ 200 or permission.

ECON 260**AMERICAN ECONOMIC HISTORY (5)**

An analysis of American economic growth and change interpreted as part of the general expansion of the North American economy, 1500 to the present. Stresses the historical background to contemporary American economic problems. Prerequisites: Econ 200 or History 241 or 242.

FOOD SERVICES**FOOD S 100****ORIENTATION TO FOOD SERVICE (1)**

A basic orientation and introduction to the food service industry and the various segments including hospitals, industrial feeding program, restaurants, clubs, nursing homes and school lunch programs. The course will acquaint the student with the objectives of each segment. Job descriptions, responsibilities, and the desirable characteristics of supervisory personnel will be covered. This course will feature field trips to various food service operations to be supplemented by guest lecturers representing the various segments of the food service industry.

FOOD S 101, 102**BASIC FOOD PREPARATION (6)**

A two-quarter sequence comprising the fundamentals of foods and their preparation, nutritive values and qualities, standard products, basic food chemistry and basic quality standards for prepared food products. This sequence will be taught on the basis of food groups rather than by meal preparation basis. Food groups to be included during the two quarters will be sugars; starches and cereals; fruits and vegetables; fats and oils; eggs; dairy products; meat, fish and poultry; and food additives. Topics to be covered within each group are: definition of terms and techniques; characteristics of the food group; nutritional qualities of the food group; principles of cooking; uses of the food group in cooking, quality and portion control; standard products; care, storage and sanitation; service of the products and merchandising.

FOOD S 201, 202**QUANTITY FOOD PREPARATION AND SERVICE (6)**

A two-quarter sequence comprising a continuation of the basic foods courses and stresses in quantity preparation terms those items covered in the basic courses such as standard products, quality standards, work methods, etc. Laboratories are used to acquaint the students with production methods in quantity food preparation. Lectures stress the organization of food production units, menu planning, food merchandising, costs and scheduling. Food service equipment will be discussed and operated by the students.

FOOD S 203**FOOD SERVICE PURCHASING (3)**

This course acquaints the student with the area of purchasing as it relates to quantity food operations. It covers food specifications, ordering and receiving procedures, familiarization with the market, various methods of purchasing such as bid and open market, the various packs and the products themselves.

FOOD S 204**NUTRITION AND DIET THERAPY (3)**

Study of basic nutritional needs, planning adequate diets, dietary allowances, modifications of the normal diet (consistency, calories, fat intake, protein and sodium), why these modifications are necessary and how they are accomplished. Interviewing of patients and other factors of food and service as they apply to health care institutions.

FOOD S 205**FOOD SERVICE SANITATION AND SAFETY (3)**

Study of basic microbiology and bacteriology and how foods are affected by micro-organism and bacteria, food spoilage, food borne diseases and their causes. Food, equipment and facility sanitation. The work of the National Sanitation Foundation, U.S. Public Health Service and local health departments. Sanitation and safety programs in food service installations and how the proper selection and placement of food service equipment affects both safety and sanitation.

FOOD S 206**FOOD SERVICE EQUIPMENT, LAYOUT AND DESIGN (3)**

Food facilities planning, time and motion studies, principles of motion economy as they apply to food service operations. Preliminary programming and planning, space requirements, equipment selection, proper flow and a review of food service layouts relating various layouts to operational costs.

FOOD S 210**FOOD SERVICE ACCOUNTING & INTERNAL CONTROL (3)**

Specialized accounting course in quantity food service operations. Items to be covered will include the costing of food, receiving procedures, various food and beverage controls, budgeting, payroll analysis, payroll control, analysis of food department statements, portion control, etc.

FOOD S 212**PERSONNEL MANAGEMENT IN FOOD SERVICE (3)**

The role of personnel management in food service organizations; job analysis, job breakdowns, job descriptions, recruiting, interviewing, testing, training, employee evaluation, work simplification, accident prevention, wage and salary administration, payroll cost control and morale and motivation from an operational standpoint.

FOOD S 213**SUPERVISORY METHODS IN FOOD SERVICE (3)**

Seminar—case study approach to supervisory techniques in food service operations. Evaluation of various techniques used in supervision and the relative merits and effectiveness of each.

FOOD S 215**TRAINING TECHNIQUES FOR FOOD SERVICE SUPERVISORS (3)**

A course to develop the supervisory skills needed to train employees; devise economical and efficient work methods; improve day-to-day job performance from subordinates through training, and assist in setting realistic job performance standards. Major topics covered include job descriptions and performance standards, work simplification, training methods, coaching principles and practice.

GENERAL BUSINESS**BUS 100****ELECTRONIC DATA PROCESSING ORIENTATION (3)**

An introduction to modern data processing methods, from punched card systems to more complex computers; the place of data processing systems in solving business problems.

BUS 101**INTRODUCTION TO BUSINESS (5)**

The role of business in a modern economy; its growth, structure, organization and relationship in environment.

Business firms; their objectives, functions and management. Problems of organization, decision-making, controls and related aspects.

BUS 110**PRINCIPLES OF TRANSPORTATION (3)**

A survey of the fundamental aspects of transportation, including an overview of systems and services, distribution and character of traffic, regulations, and the transportation system as a unit.

BUS 145**BUSINESS MATHEMATICS (5)**

Practical problems in figuring profit and loss markup, discounts, insurance, interest and other applications of mathematics to business and consumer situations.

BUS 200**INTRODUCTION TO STATISTICAL ANALYSIS (5)**

The application of statistical data and methods to business and economic problems, with emphasis on descriptive measures, statistical inference (probability, sampling, quality control), and forecasting (correlation). Prerequisite: College Algebra or equivalent.

BUS 201**BUSINESS LAW – LEGAL FOUNDATIONS (3)**

Legal institutions and processes; law as a system of social thought and behavior, a frame of order and authority within which rival claims are resolved and compromised; legal reasoning; the interaction of law and business; the lawyer and the business firm.

BUS 202**BUSINESS LAW – AGREEMENTS (3)**

The nature, development and operation of those principles of contract law primarily affecting business agreements.

BUS 221**AIR TRANSPORTATION METHODS AND PRACTICES (3)**

A survey of the fundamentals of air transportation, including a study of the social, economic and political significance of aviation; occupation opportunities; business practices, organization and administration of air lines. Special emphasis on the history of air transportation, government regulation, insurance, tariffs, safety and airline traffic and operations.

BUS 241**PRINCIPLES OF MANAGEMENT (5)**

The principles and practices of management as applied to commercial and industrial enterprises. Realistic case problems in business are used to help the student apply principles to actual management problems. Prerequisites: Bus 210 and Bus 101.

BUS 251**PRINCIPLES OF SALESMANSHIP (3)**

A study of the principles and techniques of salesmanship as a form of persuasive communication basic to business and other types of interpersonal relationships. Sales presentations.

BUS 252**RETAILING MANAGEMENT (3)**

The fundamental principles and practices of retail merchandising. An overview of the field of retailing is given, outlining the opportunities and rewards, and identifying the qualities necessary for success. A study is made of the types of retail outlets, policies, store location, layout, store organization, the buying-selling functions, profit planning, operating controls, advertising and sales promotion.

BUS 254**PRINCIPLES OF MARKETING (5)**

A study of the business activities concerned with the flow of goods and services from producers to consumers. Fundamental principles and business cases are combined so the student may understand more clearly the functioning of marketing in our economy, and be better prepared to fill a position in the marketing field.

INDUSTRIAL ENGINEERING TECHNOLOGY**IET 102****WORK ANALYSIS AND METHODS (3)**

A study of the techniques of various production methods, batch and mass production techniques, writing of standard procedures and material specification. Emphasis is placed on the questioning attitude and factors influencing work methods such as material movement, product design, quality material tools, equipment and working conditions.

IET 104**MOTION AND TIME STUDY (5)**

An intensive study of the field of manual industrial motions and time study. Stop watch time study and practices, standard data work sampling and motion economy. Laboratory and classes will use industrial sites when possible.

IET 105**PLANT LAYOUT AND MATERIAL (4)**

Principles of plant layout, process and flow charts, tools and aids for effective plant layout, case study and supervisor's responsibilities for building and equipment maintenance.

IET 111**PRODUCTION CONTROL AND PLANNING (3)**

An intensive study of production and planning based on product line, sales forecasting, routing sheets, routing scheduling, dispatching, raw material ordering, shipping control factors.

PERSONNEL MANAGEMENT**PR MGT 150****SUPERVISION TECHNIQUES (3)**

Introduction to management and supervision; management processes, systems and conditions; specialization of tasks; the process of staffing; the performance appraisal; development and training of personnel; compensation process; collective bargaining process; organizational discipline problems; health and safety of employees; management/supervision success patterns; and research and the organization. This course was designated PR MGT 082, Personnel Management—Supervision Techniques in 1967-68.

PR MGT 151**INTERVIEW TECHNIQUES (3)**

In depth interviewing techniques for supervisors and others interested in effectively handling employment interviews, performance appraisal interviews, discipline interviews and termination interviews. Material will cover approaches in employee counseling and guidance. Course will include case studies, role playing, films, individual research, etc. This course was designated PR MGT 084, Interview Techniques in 1967-68.

PR MGT 152**HUMAN RELATIONS OF SUPERVISION (3)**

Understanding human motivational factors and relationships in business and industry. Employees' attitudes and beliefs, morale of employees and behavior patterns will be studied. A survey of personality theories and psychological principles involved in human relations will be included. There will be case studies, role playing, films and individual research. This course was designated PR MGT 083, Human Relations of Supervision in 1967-68.

SECRETARIAL STUDIES**SEC ST 101****BEGINNING TYPING (2)**

First course in touch typing. Cannot be taken for credit by students with one year or more of high school typing. Can be audited.

SEC ST 102**INTERMEDIATE TYPING (2)**

Speed, accuracy; introduction to office typing problems. Prerequisite: Sec St 101 or one year of high school typing.

SEC ST 103**ADVANCED TYPING (2)**

Development of speed and accuracy in solving office typing problems with emphasis on form and style. Prerequisite: Sec St 102.

SEC ST 104**PRODUCTION TYPING (2)**

Primarily for secretarial majors. Emphasis placed on a high degree of skill in production typing. Students also learn to type accounting reports and legal papers, cut stencils, type master units, and compose at the typewriter. Prerequisite: Sec St 103.

SEC ST 109**BUSINESS CORRESPONDENCE (3)**

Composing and completing letters, preparation and interpretation of business reports, composing and understanding other types of communications. Prerequisite: typing ability.

SEC ST 115, 116, 117**GREGG SHORTHAND (5) (5) (5)**

Beginning shorthand, including the presentation of theory with practice in taking dictation and transcribing notes. Prerequisites: Sec St 115 or equivalent for 116, 116 for 117.

SEC ST 120**OFFICE MACHINES (3)**

Proficiency in the use of calculators, adding machines and other special office machines. Laboratory activity with discussions and demonstrations.

SEC ST 121**ADVANCED OFFICE MACHINES (3)**

Advanced typing and office machine course designed for development of employable skills. Prerequisites: Sec St 120 and typing ability.

SEC ST 130**MACHINE TRANSCRIPTION (3)**

Development of transcribing skills on IBM Executary, Dictaphone and other machines. Emphasis placed on accuracy and speed in transcribing letters and business correspondence. Prerequisite: typing ability.

SEC ST 205**ADVANCED GREGG SHORTHAND (5)**

Review of brief forms, phrasing, advanced theory. Major emphasis on speed building and sustained dictation at higher speeds. (Must be taken concurrently with Sec St 208.) Prerequisite: Sec St 117 or equivalent.

SEC ST 206**ADVANCED GREGG SHORTHAND (5)**

Continued major emphasis on speed building and sustained dictation; office-type dictation. (Must be taken concurrently with Sec St 209.) Prerequisite: Sec St 205.

SEC ST 208**BEGINNING SHORTHAND TRANSCRIPTION (2)**

Fundamental transcription techniques stressing mailability of transcribed material: vocabulary, spelling, and punctuation. (Must be taken concurrently with Sec St 205.)

SEC ST 209**ADVANCED SHORTHAND TRANSCRIPTION (2)**

Continued improvement of transcription techniques with emphasis on production of mailable letters, memos and other business forms. (Must be taken concurrently with Sec St 206.) Prerequisite: Sec St 208.

SEC ST 230**OFFICE PROCEDURES (5)**

Duties, problems, and responsibilities of a secretary. Training and practice in office techniques and procedures for the modern secretary. Filing, the use of banking, postal, shipping, telegraphic, and travel services. Attention is given to public relations, and preparation of business reports. Prerequisites: typing ability, Sec St 120.

HEALTH EDUCATION AND PHYSICAL ACTIVITIES

HEALTH EDUCATION

HEALTH 250**HEALTH SCIENCE (3)**

Personal health, exercise, weight control, prevention of infection, diet, stimulants, depressants, injurious popular remedies and fads, sunlight, air and ventilation, choosing a doctor, and life extension problems.

HEALTH 292**FIRST AID AND SAFETY (3)**

The student may meet requirements for both standard and advanced American Red Cross First Aid certification.

OUTDOOR EDUCATION

O ED 149**INTRODUCTION TO SKI INSTRUCTION (2)**

Basic introduction to ski teaching, its terminology, and technical definitions; historical background, and theories of skiing.

O ED 149A**SKI INSTRUCTOR CONDITIONING (1)**

Exercises and routines designed to improve the body function and coordination.

O ED 150**SKI SCHOOL PROGRESSION (2)**

Strive to master the finished technical forms of the American Ski Technique; on-the-snow training.

O ED 151**APPRENTICE TRAINING FOR SKI INSTRUCTORS (2)**

Directed on-the-job experience in observing and developing instructional techniques in the American method of skiing.

O ED 249**GUIDELINES FOR SKI INSTRUCTORS (2)**

Nature, function, and scope of the ski instructor; ski mechanics and class handling.

O ED 249A**METHODS OF CONDITIONING FOR SKIERS (1)**

Methods of teaching the various exercise programs which are beneficial to skiers.

O ED 250**INTRODUCTION TO SKI TEACHING METHODS (2)**

The exercises and maneuvers used to teach a person to ski the American Ski Technique; on-the-snow training.

O ED 251**SKI INSTRUCTOR INTERNSHIP (2)**

On-the-job experience under the directors of ski schools and their supervisors for experience in all phases of instruction.

PHYSICAL EDUCATION ACTIVITIES**PHY ED 105****CANOEING (1)**

Men and women. Fundamentals of carrying, launching, and boarding. Various canoe positions and strokes. Rescue techniques.

PHY ED 107**BASKETBALL (1)**

Fundamentals of ball handling, passing, shooting, pivoting, dribbling; practice in basic elements of offensive and defensive play: rules.

PHY ED 108**TENNIS (1)**

Men and women. Fundamental techniques of the serve, forehand drive, backhand drive, volley, grip and footwork; rules and etiquette.

PHY ED 110**GOLF (1)**

Men and women. Fundamentals of driving, putting and approach shots; stance, grip and swing; rules and etiquette.

PHY ED 113**FENCING (1)**

Men and women. Emphasis on fundamental techniques as well as competitive bouts and judging.

PHY ED 115**GYMNASTICS (1)**

Men and women. Exercise designed to normalize body proportions. Concepts of body mechanics and figure control; use of trampoline, parallel bars, horse, springboard, vaulting box, horizontal bar, balance beam, rings, and climbing rope.

PHY ED 117**WRESTLING (1)**

Men only. Techniques of positions standing and on the mat; methods of taking an opponent to the mat, riding an opponent and securing pinning holds; rules of timing and scoring.

PHY ED 118**VOLLEYBALL (1)**

Men and women. Basic skills of serving, setting up and spiking the ball; court strategy of play in front and back courts and from the net; rules of rotations, scoring and play.

PHY ED 119**BEGINNING SWIMMING (1)**

Men and women. For non-swimmers and elementary swimmers. Simple water safety techniques, development of confidence, adjustment to water, floating, treading, elementary back, back crawl, side stroke, crawl, and elementary diving. Red Cross Certificates issued.

PHY ED 122**BADMINTON (1)**

Men and women. Fundamental techniques; grips, footwork, body balance, forehand and backhand strokes, serve; rules; techniques of singles and doubles games.

PHY ED 123**ARCHERY (1)**

Men and women. Fundamental techniques of stringing and handling a bow, handling an arrow and shooting; safety and upkeep of equipment.

PHY ED 124**BODY CONDITIONING (1)**

Men and women. Exercises and routines designed to improve the body function and appearance. Concept of body mechanics and figure control to normalize body proportions. Mats, jump rope and other gym equipment and apparatus are used.

PHY ED 125**HUNTING (1)**

Men and women. Safety and use of fire arms; knowledge of guns, their workings and care; methods of hunting game; game laws.

PHY ED 126**HORSEMANSHIP (1)**

Men and women. Fundamentals of mounting, dismounting, position of the reins and hands; use of legs, reins, and weight, demonstrating various gaits. Both Eastern and Western style of riding.

PHY ED 127**BOWLING (1)**

Men and women. Rules, bowling etiquette, scoring, equipment, footwork and ball handling techniques.

PHY ED 128**WEIGHT TRAINING (1)**

Men only. Emphasis on physical conditioning, strength development and lifting techniques.

PHY ED 129**SAILING (1)**

Men and women. Procedure for capsize, theory of sailing, points of sailing, getting underway, coming about, jibing, wearing, docking and safety procedures.

PHY ED 130**SKATING (1)**

Men and women. Emphasis on fundamental techniques and etiquette used in skating. Laboratory experience at a designated ice arena.

PHY ED 136**BASIC MOUNTAIN CLIMBING (1)**

Men and women. Principles and techniques of rock climbing, snow climbing and glacier travel. Other topics included are clothing, equipment, map reading, first aid, foods, and camping.

PHY ED 149**SKIING (1)**

Men and women. Fundamentals and skills in skiing. Mastery of technique and knowledge of skiing, emphasizing its recreational phase with some instruction in competitive skiing; rules and ethics; equipment; cold weather survival and first aid.

PHY ED 150**INTERMEDIATE SAILING (1)**

Men and women. Study of Aerodynamics, trimming of sheets, rules of the road and racing techniques.

PHY ED 157**INTERMEDIATE SWIMMING (1)**

Men and women. Review of elementary strokes, introduction of breast stroke, overarm side, turns, surface dives, underwater swimming, and diving approach. Special attention to form and endurance. Red Cross Certificates issued.

PHY ED 141, 241**VARSITY BASKETBALL (1)**

Varsity players only. Winter quarter.

PHY ED 142, 242**VARSITY CROSS COUNTRY (1)**

Varsity players only. Fall quarter.

PHY ED 144, 244**VARSITY TRACK (1)**

Varsity players only. Spring quarter.

PHY ED 146, 246**VARSITY BASEBALL (1)**

Varsity players only. Spring quarter.

PHY ED 155, 255**VARSITY WRESTLING (1)**

Varsity players only. Winter quarter.

PHY ED 160**SKIN AND SCUBA DIVING (1)**

Men and women. Physiological aspects of skin and scuba diving; use of equipment; rules of safety; the descent and ascent; clearing the mask and mouthpiece.

PHYSICAL EDUCATION PROFESSIONAL**PHY ED 163****SKILLS AND MATERIALS IN LIFE SAVING (2)**

Understanding of the mechanics and development of skills in lifesaving activities. Red Cross Lifesaving Certification given to those who fulfill the necessary requirements.

PHY ED 165**METHODS AND MATERIALS FOR GYMNASTICS (2)**

Practical experience; apparatus; tumbling; trampoline.

PHY ED 166**METHODS AND MATERIALS FOR TEAM SPORTS (2)**

Baseball; basketball; field hockey (women only); football; volleyball; softball; soccer; touch football; practical experience.

PHY ED 167**METHODS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)**

Archery; bowling; badminton; golf; tennis; fencing; track and field; wrestling; recreational games; practical experience.

PHY ED 168**METHODS AND MATERIALS FOR FORMAL ACTIVITIES (2)**

Weight training; body mechanics; conditioning exercises; practical experience.

PHY ED 169**METHODS AND MATERIALS FOR ACTIVITIES OF THE ELEMENTARY CHILD (2)**

Progressive activity skills for games, relays, team activities; practical instruction; opportunity to analyze performance of children of various ages.

PHY ED 190**INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION (3)**

Survey of and orientation to the professional fields of physical education, health education, and coaching.

History and philosophies; personnel qualifications, training and preparation opportunities; organizations, related fields.

PHY ED 209**DANCE (2)**

Practice in basic skills in folk, square, and social dances; methods and opportunity for presentation, including calling.

PHY ED 290**SPORTS OFFICIATING (3)**

Rules, mechanics, and procedures for competitive sports; enforcement of rules, use of signals; personal appearance and conduct, public relations duties of officials; suggestions for coaches, code of ethics, and qualifications for officials rating.

RECREATION EDUCATION**REC ED 154****RECREATIONAL RESOURCES (3)**

Directed observations of recreational resources including general and community, public, school, youth-serving agencies, hospitals, institutional and industrial organizations, etc.

REC ED 230**RECREATIONAL USE OF DRAMA (2)**

Leadership and participation in recreational-creative dramatics; storytelling; creating original story; pantomime; improvisation in acting, staging, and costuming; correlation of music, art crafts, and drama for camp and playground.

REC ED 240**CAMP CRAFT (2)**

Training in conservation, safety, and camp craft experiences; emphasizing hiking, trailing, stalking, and route finding.

REC ED 244**CAMP COUNSELING (3)**

The educational and social significance of camping; qualifications and responsibilities of the counselor; planning and operating.

REC ED 245**RECREATIONAL USE OF ART CRAFTS (3)**

Various mediums of particular attention to age levels, hobby interests, cost of equipment and materials.

REC ED 254**PLAYGROUND LEADERSHIP (5)**

Motivating and conducting a diversified program; techniques; program planning and organization; operational methods. Directed on the job experience in recreational activities and program services for the enhancement of leadership techniques.

REC ED 274**SOCIAL RECREATION (2)**

Games for family recreation, parties, picnics, clubs, and community centers.

HUMANITIES**ART****ART 100****INTRODUCTION TO ART (3)**

An introductory studio class integrating the basic principles of art with a variety of studio experiences in different materials and media. Recommended for students who have had no previous art experience. (6 hours laboratory)

ART 105**DRAWING (3)**

Experiences in observing and recording graphically. Students will work on still life, figure and outdoor sketching, using pencil, charcoal, pen and ink, etc. (6 hours laboratory)

ART 106**DRAWING (3)**

Continuation of Art 105 with greater emphasis on figure drawing. Prerequisite: Art 105. (6 hours laboratory)

ART 107**DRAWING (3)**

Continuation of Art 106. Prerequisite: Art 106. (6 hours laboratory)

ART 109**DESIGN (3)**

A course covering the basic elements and principles of art. Lectures, discussion and supplementary reading are included to cover the problems of organization of line, form, space, texture, value and color. Latter part of the course involved with color theory and use. (6 hours laboratory)

ART 110
DESIGN (3)

A continuation of art 109 with greater exploration into color theory and three dimensional design problems. Prerequisite: Art 109. (6 hours laboratory)

ART 129
ENVIRONMENTAL DESIGN (3)

Lectures on design fundamentals illustrated with slides, paintings, sculpture, textiles, ceramics, etc., as well as field trips. The course is primarily concerned with our environment and how various aspects of design interrelate. Included will be discussions of the visual impact of various art disciplines: urban planning, architecture, landscape design, interior design, industrial design, crafts, painting, sculpture.

ART 205
GRAPHIC DESIGN (3)

Exploration of creative approaches to simple layout and poster design and display techniques. Design and composition of pen and brush lettering will be included. Prerequisite: Art 109. (6 hours laboratory)

ART 212, 213, 214
ART HISTORY (3) (3) (3)

An introduction to major achievements in the principal art media from prehistoric times to the present. Illustrated lectures. Art 212 Ancient and Medieval, Art 213 Renaissance and Baroque, Art 214 Modern-Classical to Present Day.

ART 246
JEWELRY DESIGN (3)

Course includes design and construction of jewelry, using copper, brass and silver; basic metal cutting, soldering and setting of semi-precious stones; enamel design for metal work or jewelry covering such processes as champlevé, Plique-a-jour, Limoges and Clissonne. Lectures and discussion concern historical and contemporary jewelry design. (6 hours laboratory)

ART 255
TEXTILE DESIGN (3)

Introduction to textile techniques with emphasis on the design of the object. Processes include simple weaving, stitchery, applique, macramé and rug knotting. (6 hours laboratory)

ART 256
TEXTILE DESIGN (3)

Introduction to textile techniques with emphasis on the design of the object. Processes include batik, tie and dye, tie and discharge, block printing and silk screening. (6 hours laboratory)

ART 258
WATERCOLOR (3)

Painting with various water soluble media. Prerequisites: Art 105 and Art 109.

ART 272, 273, 274
SCULPTURE (3) (3) (3)

Instruction in techniques of popular contemporary media will be given as well as guidance in composition as appropriate to individual expressive needs. Materials include metal, wood, plastics and plaster. Prerequisites: Art 105 and Art 109.

DRAMA**DRAMA 100**
INTRODUCTION TO THE THEATRE (5)

A survey of the modern American theatre, concentrating on fundamentals of production to allow a greater understanding of the theatre as a mode of creative and artistic expression. Students participate in acting exercises and production demonstrations.

DRAMA 110
THEATRE PRODUCTION (1)

Actual practice in rehearsal and production, with reference to performing and/or technical experience.

DRAMA 146
THEATRE VOICE AND SPEECH (3)

Stage vocal techniques and exercises in practical application, with focus on styles of speaking for realistic acting.

ENGLISH**ENGL 101A**
ENGLISH COMPOSITION (3)

Rudimentary skills of English grammar and expression. Basic composition with collateral reading from selected essays. This course and English 101B must both be completed to receive transferable credit.

ENGL 101B
ENGLISH COMPOSITION (3)

Extension of skills acquired in English 101A, with greater emphasis upon factual writing techniques. Prerequisite: English 101A or equivalent.

ENGL 101, 102
ENGLISH COMPOSITION (3) (3)

Composition courses, with collateral readings in fiction and non-fiction, the reading intended to serve as models for various writing problems. Prerequisites: 101 or 102.

ENGL 110**INTRODUCTION TO LITERATURE - POETRY (5)**

A study of various poetic forms and techniques through analysis of representative examples of poetic art, with emphasis upon explication of text. Recommend that students who take Literature courses have had at least two quarters of composition.

ENGL 111**INTRODUCTION TO LITERATURE - DRAMA (5)**

An introduction to dramatic method, in terms of representative examples of dramatic expression.

ENGL 112**INTRODUCTION TO LITERATURE - FICTION (5)**

Fictional techniques approached through analysis of short stories and at least one novel, with special emphasis upon the investigation of various modes and structures of fictional expression.

ENGL 264**ENGLISH LITERATURE: BEGINNINGS THROUGH SHAKESPEARE (TO 1600) (5)**

An introduction to a critical reading of the major writers and writing styles of the period including Beowulf, Chaucer, and one or more plays by Shakespeare.

ENGL 265**ENGLISH LITERATURE: DONNE THROUGH BLAKE (1600-1800) (5)**

An overview of the major poems and essays of the period, including the beginning of the novel as form; authors such as Milton, Pope, Swift, Richardson, Defoe, and Fielding. Prerequisite: English 264 or equivalent.

ENGL 266**ENGLISH LITERATURE: WORDSWORTH THROUGH HARDY (1800-1900) (5)**

A survey of major Romantic and Victorian poets, novelists, and essayists, as they reflect the changing attitudes of their time. Prerequisite: English 265 or equivalent.

ENGL 267**AMERICAN LITERATURE: BEGINNINGS TO TWAIN (TO 1900) (5)**

Readings from the works of Edwards, Franklin, Thoreau, Hawthorne, Melville, Twain and others, considering their respective contributions to the American literary scene.

ENGL 268**AMERICAN LITERATURE: JAMES TO THE PRESENT (FROM 1900) (5)**

Readings in modern American literature, including James, Stephen Crane, Fitzgerald, Hemingway, Eliot, Pound, Wallace Stevens, Faulkner, Frost, Bellow. Prerequisite: English 267 or equivalent.

ENGL 270**REPORT WRITING (3)**

Organization, development and expression of ideas with practical problems in logical and concise writing. Technical periodicals and reference works with proper bibliographical usage emphasized. Prerequisite: English 101 with C Grade or higher.

HUMANITIES**HUMAN 101****SURVEY OF THE ARTS (5)**

A course showing man's attempt to express similar thematic concerns through art, music, and literature. Modern as well as earlier developments and techniques in the three fields will be presented.

JOURNALISM**JOURN 140****NEWSWRITING (2)**

Fundamentals of reporting, interviewing, and news-writing. Includes functions of a newspaper, journalistic style, and elements of libel.

JOURN 141**NEWSWRITING LABORATORY (2)**

Practice in reporting and newswriting, focused on production of the student newspaper, Bellevue Community College *Jibsheet*. Meets four hours per week. May be taken with Journalism 140. (No more than 6 hours of Journalism 141 may apply toward the Associate in Arts and Sciences degree.)

LANGUAGES**FRENCH 101, 102, 103****BEGINNING FRENCH (5) (5) (5)**

Methods and objectives are primarily audio-lingual. Oral practice in the language laboratory is required. Prerequisite for 102: 101 or college equivalent or one year high school French or instructor's permission. For 103: 102 or college equivalent or from one to two years high school French or instructor's permission.

FRENCH 201**BASIC SECOND YEAR FRENCH (5)**

Intensive practices in reading and writing French. Systematic review of French grammar. All practice based on selected pieces of French literature. Free oral composition. Prerequisite: French 103.

FRENCH 202**INTERMEDIATE SECOND YEAR FRENCH (5)**

Continuation of French 201. Prerequisite: French 201 or placement test.

FRENCH 203**INTRODUCTION TO FRENCH LITERATURE (5)**

Continuation of French 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for French literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: French 202 or placement test.

GERMAN 101, 102, 103**BEGINNING GERMAN (5) (5) (5)**

Methods and objectives are primarily audio-lingual. Oral practice in the language laboratory is required. Prerequisite for 102: 101 or college equivalent or one year high school or instructor's permission. Prerequisite for 103: 102 or college equivalent or from one to two years high school German or instructor's permission.

GERMAN 201**BASIC SECOND YEAR GERMAN (5)**

Intensive practices in reading and writing German. Systematic review of German grammar. All practice based on selected pieces of German literature. Free oral composition. Prerequisite: German 103.

GERMAN 202**INTERMEDIATE SECOND YEAR GERMAN (5)**

Continuation of German 201. Prerequisite: German 201 or placement test.

GERMAN 203**INTRODUCTION TO GERMAN LITERATURE (5)**

Continuation of German 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for German literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: German 202 or placement test.

RUSS 101, 102, 103**BEGINNING RUSSIAN (5) (5) (5)**

Objective is to help develop basic skills in understanding, speaking, reading and writing. Method used is audio-lingual. Development of audio-lingual skills are supplemented by laboratory practice. Prerequisite for 102: 101 or college equivalent or placement test. Prerequisite for 103: college equivalent or placement test.

SPAN 101, 102, 103**BEGINNING SPANISH (5) (5) (5)**

Methods and objectives are primarily audio-lingual. Oral practice in the language laboratory is required. Prerequisite for 102: 101 or college equivalent or one year high school Spanish or instructor's permission. Prerequisite for 103: 102 or college equivalent or from one to two years high school Spanish or instructor's permission.

SPAN 201**BASIC SECOND YEAR SPANISH (5)**

Intensive practices in reading and writing Spanish. Systematic review of Spanish grammar. All practice based on selected pieces of Spanish literature. Free oral composition. Prerequisite: Spanish 103.

SPAN 202**INTERMEDIATE SECOND YEAR SPANISH (5)**

Continuation of Spanish 201. Prerequisite: Spanish 201 or placement test.

SPAN 203**INTRODUCTION TO SPANISH LITERATURE (5)**

Continuation of Spanish 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for Spanish literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: Spanish 202 or placement test.

MUSIC**MUSIC 100****FUNDAMENTALS OF MUSIC (5)**

For students with little or no music experience. Learn the basic vocabulary of music, how to read music, how a melody is constructed, writing simple melodies, construction of scales, study of basic chords, use of chords and

melodies at the piano keyboard, development of the ability to write down chords and melodies which are heard; improvement of singing melodies.

MUSIC 101

STRUCTURE OF MUSIC (5)

For students with some previous experience in music. Review of scale and chord construction, use of chords to accompany simple melodies, simple part writing, analysis of classical and popular music, ear training in reproducing melodies and chords, work at keyboard, principles of melodic writing, simple compositions. Prerequisite: Permission of instructor or Music 100.

MUSIC 102, 103

STRUCTURE OF MUSIC (3) (3)

Expansion of writing techniques and chord uses, analysis of forms, composition, keyboard work and ear training covered in Music 101. Prerequisite: Music 101 or equivalent.

MUSIC 107

MUSICAL STYLES (5)

The "why" and "how" of music is explored by listening to music, readings, and discussions about music of varied styles—popular, "classical" (from primitive music to contemporary experiments), jazz. A look at the historical development of music to give perspective to music heard today. Study of today's musical environment.

MUSIC 109

COLLEGE CHOIR (2)

Fundamentals of music and voice production through group singing. Open to all who wish to sing. (Maximum of 6 credits collectively in two years.)

MUSIC 110

THE CONCERT SEASON (3)

A guided "tour" of the concerts in Seattle. Study of the instruments, voices and varied concert uses of music will accompany attendance at performances of the Seattle Symphony, Seattle Opera Association, chamber music and solo recitals, jazz groups. Rehearsals will be visited to see how music is put together. The content and style of work to be performed will be studied in class before each concert. Transportation to concerts will be arranged. A set fee (determined by the exact number of concerts to be heard during any one quarter) will cover tickets to concerts at reduced prices. (Fee is non-refundable.)

MUSIC 170

CHAMBER MUSIC (1)

Development of performing techniques and stylistic interpretation in small instrumental groups. (Maximum of 6 credits collectively in two years.)

MUSIC 217

INTRODUCTION TO OPERA (3)

A novel opportunity to see opera from the "inside." Class will begin with study of instruments and types of voices and a brief history of the development of opera, then turn to study of specific operas to be performed during that quarter, including music, libretto and singers. With the cooperation of the Seattle Opera Association, members of the class will attend rehearsals, and participate in the actual production of at least one (and more likely two or three) of the season's operas at the Seattle Opera House. The type of participation will vary with the opera, but may include working on scenery, collecting props, taking part as non-singing walk-on extras, etc. Discussion of varied aspects and problems of opera production will parallel work in the production.

MUSIC 249

HISTORY OF JAZZ (3)

The development of jazz in the United States from its beginnings to present trends.

PHILOSOPHY

PHIL 090

BASIC LOGIC (3)

Study and analysis of the fundamental concepts of clear, logical thinking and talking. An introduction to the basic concepts of formal logic.

PHIL 100

INTRODUCTION TO PHILOSOPHY (5)

An introduction to the problems and history of Western philosophy through a careful study of some original writings of the great philosophers on issues of lasting importance.

PHIL 120

INTRODUCTION TO LOGIC (5)

A thorough study of the formal conditions of valid argumentation. The student may profitably apply this knowledge in all fields of inquiry.

PHIL 215**INTRODUCTION TO ETHICS (5)**

An introduction to the problems of ethics through a study of historically important writings. The appeals to custom, theology, reason, human nature, and happiness as standards for the solution of moral problems are studies in Plato, Hume, Kant, Mill, Nietzsche, and others.

PHIL 267**INTRODUCTION TO PHILOSOPHY OF RELIGION (5)**

A systematic study of philosophical writings designed to affect religious thought regarding the nature of God and relationships between religion and truth, religion and morality.

PHIL 280**CONFERENCE IN PHILOSOPHY (1-5)**

Selected readings on a topic in philosophy or a philosopher of the student's choice. A paper will be written in conjunction with five to ten hours private conference with the instructor. Prerequisite: at least one course in philosophy and permission of the instructor.

SPEECH**SPEECH 140****ORAL INTERPRETATION (5)**

Developments and use of fundamental techniques for analysis and oral reading of prose and poetry.

SPEECH 220**INTRODUCTION TO PUBLIC SPEAKING (5)**

A beginning course in public speaking; preliminary selection, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches. Two-thirds of time devoted to student performance.

SCIENCE AND TECHNOLOGY**BIOLOGY****BIOL 101****GENERAL BIOLOGY (5)**

Survey of elementary biochemical processes common to plants and animals. Living systems viewed at cellular and sub-cellular levels. Intended as an introduction to all other life science courses.

BIOL 102**GENERAL BIOLOGY (5)**

A survey of the plant and animal phyla, with special emphasis upon environmental interactions. Prerequisite: Biology 101.

BIOL 113**MARINE BIOLOGY (5)**

Structure, function, occurrence, distribution and identification of marine plants and animals of Puget Sound. Includes study of oceanographic influences upon marine life. Prerequisite: Biology 101 or permission of the instructor.

BIOL 201**MICROBIOLOGY (5)**

Nature of bacterial cells, bacterial processes in nature, relationship of microbes to man and other living organisms; the nature of viruses and some aspects of modern microbiological research. Prerequisite: Biology 101 or permission of instructor.

BOTANY**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.

CHEMISTRY**CHEM 101****GENERAL CHEMISTRY (5)**

Examination of molecular theory, quantitative relationships in chemical processes, solutions, ionic equilibria, acids, bases and salts. Chemistry of common metals and nonmetals.

CHEM 102**GENERAL CHEMISTRY (5)**

Continuation of Chemistry 101. Special emphasis on organic chemistry and bio-chemistry. Prerequisite: Chemistry 101 or 140 or permission of instructor.

CHEM 140**GENERAL CHEMISTRY (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. Prerequisite: one unit of high school chemistry or Chemistry 101; also Mathematics 101 or passing score on algebra qualifying test.

CHEM 150**GENERAL CHEMISTRY (5)**

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

CHEM 160**GENERAL CHEMISTRY (6)**

Periodic system, phase equilibria, metals and non-metals, metallurgy and nuclear reactions. Laboratory consists of semi-micro qualitative analysis for common cations and anions; separation and identification procedures. Prerequisite: Chemistry 150.

ENGINEERING**ENGR 100****ENGINEERING ORIENTATION (1)**

Lectures, discussions, and reading assignments on the functions of engineering, and the various fields of the profession.

ENGR 104**ENGINEERING GRAPHICS (3)**

Orthographic projection and orthogonal view relationships. Principles for solution of problems involving points, lines, and planes. Layout drawings, dimensioning, lettering, and standard practices on engineering and industrial drawings. Sketching and freehand pictorials. Introduction to basic steps in the engineering design processes. Redesign project.

ENGR 105**ENGINEERING GRAPHICS (3)**

Continuation of Engr 104. Engineering graphics in analysis, research, and design. Systematic design procedure and comprehensive project. Prerequisite: Engr 104.

ENGR 111**ENGINEERING PROBLEMS (3)**

An introduction to some fundamental principles, including dimensional analysis, theory of measurements and vector algebra. Designed to develop the ability to analyze and solve engineering problems. Instruction in effective methods of work and study, and in systematic arrangement and clear workmanship. Prerequisites: high school physics and trigonometry and Math 105.

ENGR 112**STATICS (3)**

A fundamental and rigorous course in engineering statics using the vector notation. Prerequisites: Engr 104, 111, and Mathematics 125. (Mathematics 125 may be taken concurrently.)

GEOLOGY**GEOL 101****SURVEY OF GEOLOGY (5)**

A study of the physical processes which have been important throughout geologic times, both on and beneath the surface, in giving the earth its present form. Includes field and laboratory study of minerals and rocks.

HOME ECONOMICS**HOM EC 110****TEXTILES (5)**

A study of the physical and chemical properties of natural and man-made fibers and finishes, identification of construction methods, and principles related to use and care of fabrics.

HOM EC 111**CLOTHING STUDY (3)**

A study of the aesthetic, economic, psychological, and sociological aspects of clothing selection and of the custom techniques of construction in cotton and linen fabrics.

HOM EC 130**HUMAN NUTRITION (5)**

A study of foods and nutrition in relation to health and disease, and the processes by which nutrients function in the human body.

HOM EC 170**INTERIOR DESIGN (5)**

A study of the elements and principles of design in relation to achieving an aesthetic interior of the home.

HOM EC 212**CLOTHING CONSTRUCTION (5)**

A study of basic clothing construction techniques, including problems of fitting and alteration; flat pattern techniques are applied to the construction of wool garments.

HOM EC 220**HOME MANAGEMENT (3)**

Principles of management related to family activities throughout the family life cycle; the effect of values, standards, goals, and resources upon decision making.

HOM EC 255**MARRIAGE AND THE FAMILY (5)**

The family as an institution and mode for personal living; marital adjustment; parent-child relationships; changing family patterns; family disorganization and reorganization. (Same as Soc 255.) Prerequisite: Soc 110.

HORTICULTURE**HORT 081, 082****MANUAL AND MECHANICAL TOOLS (3) (3)**

An introduction to equipment and tools used in the industry, and a study of their care, maintenance and safety precautions. Includes the sharpening of hand tools, manual and power lawn mowers and other related equipment; also the troubleshooting and repair of small engines. (One-half hour classroom discussion, four hours shop.)

HORT 085**ELEMENTS OF WELDING (2)**

Basic techniques of simple fusion welding and cutting. The use of both acetylene and electric arc equipment. (One-half hour classroom discussion, four hours shop.)

HORT 091**USE OF FIELD INSTRUMENTS (2)**

The use of the transit theodolite and/or the field level, the taking of notes and preparation of layouts and drawings in the field. (One hour classroom discussion, two hours field.)

HORT 092**INTERPRETATION OF DATA (2)**

The use of field information to develop plot plans showing basic topography and structures. (One hour classroom discussion, two hours drawing.) Prerequisite: Hort 91.

HORT 099**A SURVEY OF ORNAMENTAL HORTICULTURE (3)**

Classes are scheduled to visit a golf course, nursery, fertilizer processing plant, a sod farm and stolon nursery, a propagator-grower, a seed processing plant, an equipment manufacturer, a spray application business, a large wholesale-retail firm, and other related horticultural businesses, to study the various areas of employment opportunities, their management procedures and their integral functions within the horticulture industry.

HORT 101, 102, 103**PLANT IDENTIFICATION (3) (3) (3)**

Identification of the common ornamental trees and shrubs. (One hour classroom, three hours laboratory and field.)

HORT 107**PLANT ANATOMY AND PHYSIOLOGY (2)**

A basic study of the plant root, stem and leaf structures and their functions. (One hour classroom, two hours laboratory.)

HORT 111**SOILS (5)**

An introduction to soils, soil separates and soil texture; the adaptations and management of soils for plant utilization, growth and production. (Three hours classroom, three hours laboratory.)

HORT 112**IRRIGATION AND DRAINAGE (3)**

A study of the basic principles of irrigation, drainage and soil conservation with application of techniques through field construction. (One hour classroom, four hours field.) Prerequisite: Hort 111 or special permission.

HORT 113**SOIL CHEMISTRY (3)**

A study of the soil soluble salts and their effect on plant growth and soil structure. Includes a study of fertilizers, their sources, availability, deficiency signs and symptoms, formulations, analyses, ratios, field application and cost comparisons. (One hour classroom, four hours laboratory.) Prerequisite: Hort 111 or special permission.

HORT 121**TURF AND TURF GRASSES (5)**

A study of soils and soil mixes for turfs, turf grass mixes, the field preparation and planting of lawns, golf greens, etc., mowing and maintenance practices, irrigation, feeding, etc. (Three hours classroom, four hours laboratory and field.) Prerequisite: Hort 111 and Hort 112 or special permission.

HORT 131**INSECTS AND INSECT CONTROL (2)**

Identification of insects and related pests, their control methods and the field application of pesticides. A study of the principal animal pests of turf, trees and shrubs. (One hour classroom, two hours laboratory and field.)

HORT 132**WEEDS AND WEED CONTROL (2)**

Identification of weeds, their control methods and the field application of herbicides. A study of the common annual and perennial weeds of turf, garden and related growing areas. (One hour classroom, two hours laboratory and field.)

HORT 133**SPECIAL PROBLEMS (1-5)**

Current problems may be investigated by the student with the scientific approach to obtain data that may be used for future research or may be applied to the principles in the field. Course credits may vary from 1 to 5 credit hours.

HORT 141**PLANTING AND GROWING PROCEDURES (3)**

Planting, balling, burlapping, transplanting, irrigation and feeding methods and related plant management practices. (One hour classroom, three hours field.) Prerequisite: Hort 111, 112, 113, or special permission.

HORT 142**ORNAMENTAL PRUNING (3)**

Pruning, shaping and training of ornamental trees and shrubs, fruit trees, berries, grapes, etc. used in the landscape or home gardens. (One hour classroom, four hours field.)

HORT 143**GROWING STRUCTURES (1)**

The construction of plastic and glass greenhouses, lath houses, cold frames, etc. and the location, heat, light, humidity and ventilation requirements for same. (One hour classroom.)

HORT 201, 202, 203**PLANT IDENTIFICATION (3)**

Plant identification with regard to color, texture, shape, size, etc. the requirements of soil, sunlight, moisture, etc. and the aesthetic use of plant materials. (One hour classroom, four hours laboratory and field.) Prerequisites: Hort 101, 102, 103, 107 or special permission.

HORT 205, 206, 207**SOIL SAMPLING PROCEDURES (2)**

Laboratory analysis of soils for growing purposes. Prerequisite: Hort 111, 112, 113, and 211 or special permission.

HORT 209**TREES (3)**

A study of trees for their identification and application as fruits, ornamentals, shade trees, street trees, specimen trees, etc. (One hour classroom, four hours field.) Prerequisites: Hort 101, 102, 103, or special permission.

HORT 211**SOIL CHEMISTRY (3)**

A study of soil reaction and interrelationship between other soil factors. Deficiency and excess symptoms, complete nutrient analyses of soils, and recommendations for corrective measures. (One hour classroom, four hours laboratory.) Prerequisite: Hort 113 or special permission.

HORT 221, 222, 223**TURF MANAGEMENT (5)**

A study of turf construction and maintenance problems throughout the season. Includes lawns for residences, institutions, parks, etc. with special emphasis on golf courses. (One hour classroom, eight hours field.) Prerequisite: Hort 111, 112, 113.

HORT 224**TURF MANAGEMENT (5)**

Same as Hort 221, 222, 223 for those not specializing in turf management. (One hour classroom, eight hours field.) Prerequisite: Hort 121, 211 or special permission.

HORT 231**PLANT INSECTS (2)**

A study of that phase of entomology which deals with plant insects, their identification, growth forms, habits, eradication, etc. (One hour classroom, three hours laboratory and field.) Prerequisite: Hort 131 or special permission.

HORT 244**WHOLESALE-RETAIL (3)**

Management procedures and the programming of practices for growing plants as a profitable business. (One hour classroom, four hours field.)

HORT 261**PLANT DISEASES (2)**

A study of trees and shrubs with respect to plant diseases, their identification, nature, causes and methods of control. The influence of environment and the role of micro-organisms. (One hour classroom, two hours laboratory and field.) Prerequisites: Hort 131, 132 or special permission.

LANDSCAPE DESIGN**LN DES 204****ADVANCED DRAWING (5)**

Advanced drawing techniques, special effects, and the development of residential and commercial landscape plans, utilizing the basic elements of design. (One hour classroom, eight hours drawing.)

LN DES 205, 206**DESIGN PROBLEMS (5) (5)**

The use of advanced drawing techniques applied to special design problems. (One hour classroom, eight hours drawing.)

LN DES 221**CONCRETE TECHNOLOGY (1)**

The study of aggregates, concrete mixes and the application of concrete to patios, structures, etc., in landscape designs. (One-half hour classroom, two hours laboratory and field.)

LN DES 222**WOOD TECHNOLOGY (1)**

The study of wood products, preservatives and the application of wood structures in landscape designs. (One-half hour classroom, two hours laboratory and field.)

LN DES 223**ROCKS AND ROCKERIES (1)**

The study of rock types, outcroppings, retaining walls, etc., and the use of rocks in landscape design. (One-half hour classroom, two hours laboratory and field.)

LN DES 224**WATER AND WATER ILLUSIONS (1)**

The study of waterfalls, streams, streambeds, pools, fountains, etc., with the actual use of water and with water effect only. (One-half hour classroom, two hours laboratory and field.)

MATHEMATICS**MATH 070****INTRODUCTION TO ALGEBRA (5)**

An axiomatic introduction to mathematics with an emphasis upon problem solving. Includes sets, arithmetic processes and their function in algebra, equations of one or more variables, quadratic equations, rational and real numbers. Equivalent to one year of high school algebra.

MATH 071**GEOMETRY (5)**

An introduction to the methods of mathematical proof, with emphasis on the relation of geometry to other branches of mathematics. Study of points, lines, planes and three-dimensional topics. Use of deductive reasoning with direct application to geometric proofs is emphasized. Equivalent to high school geometry. Prerequisite: Mathematics 070 or equivalent.

MATH 080**FUNDAMENTAL MATHEMATICS (3)**

Review course in mathematics which includes the theory and development of number systems, sets, new ways to approach arithmetic processes and elementary geometric concepts.

MATH 091**TECHNICAL MATHEMATICS (5)**

Fundamental concepts of exponential, logarithmic, and trigonometric functions; equations and systems of equations; complex numbers; vectors; determinants and matrices; and graphic solutions to trigonometric problems. Prerequisites: Mathematics 070 or equivalent; and Mathematics 071 or equivalent.

MATH 101**INTERMEDIATE ALGEBRA (5)**

Extended development of the axiomatic approach in a course including a study of mathematical systems, solutions of equations, inequalities, functions, exponents and logarithms, and coordinate systems. Similar to second-year algebra in high school. Prerequisite: Mathematics 070 or equivalent.

MATH 104**PLANE TRIGONOMETRY (3)**

This course will serve both the scientific and liberal arts student. Its approach will be real number and analytical, rather than computational. Topics include the development of circular functions, multiple angle functions, inverse functions, graphs, equations, identities and applications. Similar to high school trigonometry. Prerequisite: Math 101 or equivalent.

MATH 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 or Mathematics 101.

MATH 114**INTRODUCTION TO ADVANCED TOPICS:****INTRODUCTION TO LINEAR ALGEBRA (5)**

Methods of solving linear equations, structures and algebras of matrices and determinants, linear transformations, vectors and vector spaces. Prerequisite: Math 105 or equivalent.

MATH 124, 125, 126**ANALYTICAL GEOMETRY AND CALCULUS (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. Prerequisites: Mathematics 104 and 105 or permission.

MATH 157**ELEMENTS OF CALCULUS (4)**

A survey of the differential and integral calculus. Intended for students who wish only a brief course in calculus, particularly those who desire the business and social science application. No more than five credits from Math 124 and 157 may be counted toward any degree. Prerequisite: Math 105.

MATH 170**THEORY OF ARITHMETIC (3)**

The study of the structure of arithmetic, systems of numeration, sets, relations and number systems, and the integration of these concepts.

MATH 224**INTERMEDIATE ANALYSIS (3)**

Infinite series, complex functions, elementary differential equations. Prerequisite: Math 126.

MATH 238**ELEMENTS OF DIFFERENTIAL EQUATIONS (3)**

Elementary methods of solution, linear differential equations of second and higher order. Prerequisite: Math 224.

NURSING

NURS 070**MICROBIOLOGY**

A brief introduction to micro-organisms, especially pathogenic organisms, and their application to nursing care.

NURS 071**ANATOMY AND PHYSIOLOGY**

A study of the basic theory and facts about the structure and function of the human body, the relationship between structure and function, and their application to nursing.

NURS 072**NURSING ARTS**

The study and practice of the basic nursing procedures practiced by the practical nurse.

NURS 073**PERSONAL AND COMMUNITY HEALTH**

A course designed to (a) develop an awareness of personal health practices which promote optimum physical and emotional well-being, (b) explore the community on all levels—local to world-wide; its development, health problems, and structure of the official health agencies. Each of the major health programs maintained on a community level are explored.

NURS 074**PHARMACOLOGY**

A study of common methods used to (a) compute doses of drugs, (b) utilize common drugs in the care of patients.

NURS 075**PERSONAL AND VOCATIONAL RELATIONSHIPS**

A two quarter sequence including the study of (a) the legal and organizational role of the practical nurse in the health team, (b) the principles of interpersonal relationships, (c) employment etiquette and opportunities, (d) types and benefits of membership in vocational nursing organizations.

NURS 076**NUTRITION**

A study of nutrition designed to (a) provide an understanding of the functions and specific requirements of the nutrients essential to the maintenance of optimum health, (b) apply these basic principles to patients with specific disease conditions.

NURS 077**MEDICAL-SURGICAL NURSING**

A three quarter sequence comprising the comprehensive study and practice of caring for patients with a medical/surgical pathology. Classroom theory and clinical experience are offered concurrently. Study and practice in rehabilitation and care of the geriatric patient is included in this course of study.

NURS 078**OBSTETRICS AND THE NEWBORN INFANT**

A basic study and practice of maternity nursing and care of the newborn infant. The theory of the entire maternity cycle is presented. Clinical practice is offered in the labor-delivery rooms, in the pre- and post-partum areas, and in the newborn nursery.

NURS 079**PEDIATRICS**

An introduction to the nursing of children. Concurrent theory, selected observations, and clinical experience is provided in care of the well, handicapped and ill child. Emphasis is placed on normal growth and development.

NURS 100**ORIENTATION TO NURSING (7)**

Study, analysis and practice of nursing activities. An introduction to nursing practice.

NURS 101**MEDICAL—SURGICAL NURSING I (8)**

Study and analysis of the physiological and psychological problems common to all patients. Practice in utilizing techniques to alleviate/minimize these problems.

NURS 102**PEDIATRIC NURSING (4)**

Nursing care of the child. Selected observations and experiences in caring for the well, handicapped and ill child. Concurrent theory emphasizes growth and development, and the similarities and differences in the nursing care offered to adults and children.

NURS 103**MEDICAL-SURGICAL NURSING II (4)**

Study and practice of caring for patients who have a pathology of a certain system of the body. This and the third course in Medical-Surgical Nursing is designed to assist the student to understand the similarities in the care of all patients, yet to recognize the differences in the needs of each.

NURS 200**PSYCHIATRIC NURSING (5)**

Course of study is designed to assist the student to differentiate between "normal" and "abnormal" behavior. Practice in the care of the mentally ill person is organized to (1) demonstrate bizarre patterns of behavior, and (2) utilize the newest research findings in planning, implementing and evaluating her nursing care.

NURS 201**MEDICAL-SURGICAL NURSING III (4)**

Continuation of Medical-Surgical Nursing I and II. Theory and practice in the care of patients with a specific pathology of certain systems of the body. Nutrition, pharmacology and communication correlated in all medical-surgical nursing courses of study.

NURS 202**MATERNAL NURSING (4)**

Study and practice in the care of women going through the maternity cycle (I.E., pre-natal through post-natal), and the newborn infant.

NURS 203**COMPREHENSIVE NURSING I (9)**

Study, analysis and practice in ascertaining and meeting the needs of individual patients in the hospital nursing unit, emergency room, operating room, and intensive care unit.

NURS 204**COMPREHENSIVE NURSING II (9)**

This course of study is designed to assist the student to utilize all (a) the knowledge and understandings, and (b) intellectual, perceptual, and manual skills that she has acquired in the two-year educational program to the nursing care she gives to the patient.

PHYSICS**PHYS 100****AN INTRODUCTION TO PHYSICAL SCIENCE (5)**

A one-quarter introduction to the subject of physical science, requiring no previous physical science or mathematics and relying heavily upon student participation, class demonstrations and films. Selections, tailored to the students' backgrounds, will be made from such traditional topics as mechanics, heat, light, sound, electricity and magnetism and from the modern theories of the atom, nucleus, relativity, radioactivity, X-rays, etc. as time permits.

PHYS 114, 115, 116**GENERAL PHYSICS (5) (5) (5)**

An introduction to topics in physics for students desiring more than one quarter of physics. PHYS 114, Mechanics and Sound. Prerequisite: high school trigonometry and one year of high school physics or PHYS 100, PHYS 115, Heat and Electro-Magnetism. Prerequisite: PHYS 114, PHYS 116, Light and Modern Physics. Prerequisite: PHYS 115.

RADIOLOGIC TECHNOLOGY**RA TEC 101, 102, 103****RADIOLOGIC TECHNOLOGY (3) (3) (3)**

Basic radiologic technology and the types of and operation of radiologic departments in hospitals. Theory and equipment, and principles of radiographic exposure.

RA TEC 110**RADIOGRAPHIC CIRCUITRY****INSTRUMENTATION (3)**

Components of X-ray circuits; X-ray equipment; design, application, trouble shooting and maintenance; test equipment; densitometer, dosimeter, etc.

RA TEC 200**SURVEY OF MEDICINE AND SURGICAL DISEASES (3)**

Nature and course of diseases; investigation and interpretation; radiographic demonstration.

RA TEC 201, 202, 203**RADIOLOGIC TECHNOLOGY (5) (5) (5)**

Principles of radiographic exposure, radiographic positioning, contrast media, special procedures, intra-oral radiography, nuclear medicine, industrial radiography, radiation safety, introduction to teaching and supervisory positions.

RA TEC 205**RADIOLOGICAL BUSINESS PRACTICES (3)**

Principles and procedures for radiological business systems with emphasis upon record keeping, film filing, purchasing and inventory practices.

RA TEC 211, 212, 213**CLINICAL X-RAY APPLICATION (5) (5) (5)**

From simple to more complex radiographic procedures with immediate supervision and instruction to develop ability of student to master these procedures.

ZOOLOGY**ZOOL 111, 112****GENERAL ZOOLOGY (5) (5)**

Introduction to general principles of zoology and to major groups of animals. Zoology 111: invertebrate phyla through mollusks; protoplasm and cell metabolism; Mitosis; principles of embryology. Zoology 112: annelids through chordates; gameto-genesis; genetics; speciation; organ systems; evolution, ecology. Prerequisite: Biol 101 or instructor's permission.

ZOOL 113, 114**ANATOMY AND PHYSIOLOGY (4) (4)**

The study of the structure and function of the cells, tissues, organs and systems of the human body. Prerequisite: Zool 113 for 114.

ZOOL 208**ELEMENTARY HUMAN PHYSIOLOGY (5)**

Each organ system is described and its function illustrated in the laboratory. Prerequisite: Biol 101.

SOCIAL SCIENCE AND SOCIAL SERVICES

ANTHROPOLOGY**ANTHRO 100****INTRODUCTORY ANTHROPOLOGY (5)**

The study of man's origins, physical character and social relations through investigation of the remains of past human life, of the divisions of the races of man, of their distribution and interrelations, as well as of human speech and its relation to human development.

ANTHRO 202**CULTURAL ANTHROPOLOGY (5)**

A comparative study of man's behavior and social institutions in various human cultures around the world. Ethnographic studies will be used to illustrate both the

unity and diversity of the ways of men in different cultures.

ANTHRO 210**INDIANS OF NORTH AMERICA (3)**

Analysis of the Indian groups of North American Continent, including Indians of the Eastern Woodlands, Great Plains, Southwest, California, Great Basin, Northwest Coast, McKenzie area and Eskimoans. Study of their cultures before they were significantly influenced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, economy.

ANTHRO 254**ANTHROPOLOGY AND WORLD PROBLEMS (5)**

Data and techniques of physical and cultural anthropology applies to the solution of social and political problems. Particular emphasis on anthropology as a means of exploring and better understanding the conditions of accelerated social change in today's world. Prerequisite: Anthro 100.

ANTHRO 290**INTRODUCTION TO CULTURE AND
PERSONALITY (5)**

A survey of the field concerned with the interaction of culture and personality and the psychological study of cultures. The basic concepts and methods of this sub-field of anthropology will be illustrated through specific studies. Prerequisite: Anthro 100 and Psych 100, or permission.

EARLY CHILDHOOD EDUCATION**E C ED 171****PRINCIPLES OF EARLY CHILDHOOD
EDUCATION (3)**

The philosophy and principles of early childhood education with consideration of the techniques of observing children and writing observations. Discussion of the roles of teacher, parent and child in the school environment. Observations and limited participation in preschools, day care centers, kindergartens and primary grades. One and one-half hours lecture and three hours observation and participation.

E C ED 172**EXPERIENCES IN EARLY CHILDHOOD
EDUCATION (5)**

A study of procedures as related to the preschools, day care centers, kindergartens and primary grades where the students will be participating. Understanding children's feelings, developing guidance techniques and the continuing influence of the cultural environment on the growing

child will be considered. Three class hours and four hours observation and directed supervision.

E C ED 181

CHILDREN'S CREATIVE ACTIVITIES (5)

The integration of children's creative activities considering the wise variety of materials and techniques in art, music and literature. Instruction in the use of science media with young children and the creation and maintenance of play equipment. Three hours lecture and four hours directed participation.

E C ED 191, 192, 193

PRACTICUM (5) (5) (5)

Supervised learning experiences in the elementary schools at the primary levels or practice teaching in a cooperative preschool, headstart group, day care center or private nursery school. Participation will be closely supervised by a qualified instructor. Six hours directed participation, one hour lecture.

E C ED 201

PARENT EDUCATION (3)

A lecture and discussion class in interviewing techniques, emphasizing the development of competency and skill in parent contacts. Skills to involve the parent in understanding the child's home and school environment will be developed. The effectiveness of basic public relation techniques and the use of community resources and referral agencies will be explored.

EDUCATION

EDUC 110

INTRODUCTION TO EDUCATION (5)

Offers an understanding of philosophies and theories of education and current practices as they relate to the psychology of learning. Laboratory experiences tutoring pupils, and classroom visitations.

GEOGRAPHY

GEOG 100

INTRODUCTION TO GEOGRAPHY (5)

The major concepts and methods of geography: an analysis of selected geographic problems, the types and differentiation of regions, the cultural realms and world patterns. A geographic overview of the world.

GEOG 200

WORLD REGIONAL GEOGRAPHY (5)

A study of the world's regional structure: an analysis and interpretation of the world's cultural, economic and

resource patterns. The differentiation and interaction of regions. Geol 100 desirable as a prerequisite, but not required.

HISTORY

HIST 101

HISTORY OF CIVILIZATION: THE GREAT CULTURAL TRADITIONS (5)

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, Islam and the beginnings of civilization in Western Europe; early Medieval civilization in the West.

HIST 102

HISTORY OF CIVILIZATION: THE WESTERN TRADITION IN WORLD CIVILIZATION (5)

The beginning of modern civilization: The Renaissance, the Protestant Revolt; the State; commercial revolution and mercantilism; the rise of science; the era of the three revolutions; the Industrial Revolution and the rise of Democracy.

HIST 103

HISTORY OF CIVILIZATION: THE CONTEMPORARY WORLD (5)

The meeting of East and West: the "one-world" community in the twentieth century; Imperialism, Communism, Fascism, Democracy, Internationalism; twentieth century science; present-day philosophy; religion; art; the meaning of history for the citizen of the modern world.

HIST 110

THE FAR EAST IN THE MODERN WORLD (5)

Social, economic and political problems of China, Japan, Korea, the Philippines, Indonesia and Southwest Asia. Includes development of Russia as an asiatic power, as well as the role of Western powers in the Far East.

HIST 130

A SURVEY OF THE HISTORY OF NEGRO-AMERICANS (3)

Based on documentary readings to bring out events and attitudes affecting the evolution from slavery to freedom and equality. Emphasis will be placed on "problem-solving" lectures and discussions to provide the necessary background and dialogue for the understanding of the dilemma of the slave in a progressive society up to the Civil War and the struggle since then for "actual" as well as legal civil rights.

HIST 223**MODERN RUSSIA (5)**

A basic overview of the cultural, social, economic and political development of Russia and the Soviet Union from the turn of the century to the present, with particular emphasis on the ideology, institutions and practice of a totalitarian state.

HIST 241**THE UNITED STATES TO 1876 (5)**

America's past through the period of Reconstruction is studied with the purpose of "arguing out" our basic attitudes and problems. The text, lectures, seminars and outside reading are centered around the "problem approach" in order to critically examine our history. Some topics include: how we laid down our basic foreign policy; what caused the Civil War; why the Constitution was both liberal and conservative; and why Reconstruction failed, or did Reconstruction fail.

HIST 242**THE UNITED STATES TO THE PRESENT (5)**

The study continues to the present day, using the problem approach. Some problems include: the role of the business leader, the decision to enter the First World War and the argument over the League, Foreign policy in the 30's, the global conflict and the cold war, the Negro and the crisis of Federalism.

HIST 243**HISTORY OF AMERICAN FOREIGN RELATIONS (5)**

A survey of the main concepts and practices of America's foreign relations and policies from her beginning as a nation to the present time.

HIST 264**WASHINGTON AND THE PACIFIC NORTHWEST (5)**

History of the peoples and institutions of the state of Washington, to help the student better comprehend the natural and cultural forces that shaped the state in which he resides. Covers geological development of the State, life and culture of aboriginal inhabitants, changes brought by European explorers, traders and settlers, developments as a part of the Oregon Territory, as Washington Territory, changes which came with statehood and trends continuing to the present time.

HIST 271**ENGLISH POLITICAL AND SOCIAL HISTORY TO 1689 (5)**

From earliest time to the Settlement of 1689, stressing the origins of American institutions and social patterns.

HIST 272**ENGLISH POLITICAL AND SOCIAL HISTORY SINCE 1689 (5)**

From the coming of constitutional government in 1689 to the present day, stressing the origin of American institutions.

HIST 295**INTRODUCTION TO JAPANESE CIVILIZATION (5)**

Survey of Japan's political, social and cultural development from early times to the present.

LAW ENFORCEMENT**LAW EN 100****INTRODUCTION TO LAW ENFORCEMENT (3)**

A survey of the historical development of law enforcement, with emphasis on the organization and jurisdiction of local, state, and federal law enforcement agencies, their professional career opportunities and qualifications for recruitment; an overview of the amount and kinds of crime in the community and other police problems.

LAW EN 101**ADMINISTRATION OF JUSTICE (3)**

A course designed to give a working knowledge of the processes of criminal justice and procedures of the local, state, and federal courts, their organization and jurisdiction. Criminal processes from arrest to final disposition will be covered, with special emphasis on the principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. A comprehensive study of criminal justice in the State of Washington, including analysis of the laws of arrest, grand jury proceedings, extradition, pre-trial procedures, conduct of criminal trials, rights of the accused, motions, appeals, probation, and parole.

LAW EN 102**POLICE ORGANIZATION AND ADMINISTRATION (3)**

An analysis of the functional divisions of modern police departments. The application of principles of administration and organization of law enforcement as they relate to the functions and activities of the patrol traffic, investigative, juvenile, and staff services divisions. The problems of management, communications, budgeting, training, public relations and recruitment, promotion, discipline, and supervisory processes within the police agency.

LAW EN 103**INTRODUCTION TO FORENSIC MEDICINE (1)**

Designed to give the student knowledge of the human body, its vital, life-sustaining functions, thus making

investigation of violent crimes against the person more exacting in areas of homicide and assault.

LAW EN 104

CRIMINAL LAW AND PROCEDURE (3)

The elements, purposes, and functions of criminal law. The elements necessary to establish crime and criminal intent; basic concepts of Washington criminal law including a study of crimes and punishments—Title 9 R.C.W., and an analysis of those crimes most frequently encountered by the police officer; criminal procedure in the State of Washington, Title 10 R.C.W. including criminal arrest and the rights of the citizen, probable cause, arrest warrants, use of force; Washington State statutes authorizing search and seizures in specific cases, constitutional limitations, and search incident to lawful arrest.

LAW EN 106

TRAFFIC CONTROL AND ACCIDENT INVESTIGATION (3)

Covers instruction in routine intersection and emergency traffic control procedures and practice in standard hand signals to achieve maximum safety and orderly results. A study of the Washington State Motor Vehicle Code with special emphasis on the most frequently used sections; elements of the violation and their application; violator contact and public relations; selective enforcement problems. The fundamentals of traffic accident investigation, from notification of the incident, through testimony in court. A study will be made of the Federal Highway Act and its implications upon the State.

LAW EN 108

PATROL PROCEDURES AND LAB I (3)

The fundamentals of foot, vehicular, water, and air patrol by uniformed police; deployment of personnel; beat layouts; riot control; raids; mechanics of arrest, including stopping suspect vehicles, occupant control, and transportation of prisoners; techniques of field interviewing and recording contracts; notebook procedure and essentials of police report writing. Includes practical field exercises in disarming, searching, and handcuffing prisoners; conducting preliminary investigations at crime scenes, crowd control emergency vehicle operation, care and use of emergency equipment—including the police baton, radio, sidearm, shotgun, and tear gas. Strong emphasis will be placed on the legal provisions, safety precautions, and restrictions covering the use of all weapons, gas equipment, and the operation of emergency vehicles.

LAW EN 110

REPORT WRITING (1)

Designed to give the student knowledge in notetaking, report writing and an understanding of reports in general that are used in police work.

LAW EN 112

INTERVIEWING TECHNIQUES (1)

Designed to give student knowledge of working in many situations where he must portray one part and act another without benefit of script or props. Also develops an area of working with other people.

LAW EN 200

CRIMINAL EVIDENCE (3)

An analysis of the statutes and recent decisions of the courts of the State of Washington dealing with the production and presentation of evidence in criminal trials; a study of the three major classifications of evidence—direct, circumstantial, and real—including a study of the origin, development and philosophy of the rules of evidence; tests of admissibility; weight and value of types of evidence; effect of arrest, search and seizure, entrapment, opinion testimony. A discussion of recent decisions of the U.S. Supreme Court affecting the admissibility of criminal evidence.

LAW EN 202

CRIMINAL INVESTIGATION (5)

The basic fundamentals of criminal investigation including a short history of the development of the investigative unit within the police service; a discussion of some of the problems and devices of the interrogator; the identification of individuals, both missing persons and fugitives; recording the scene of a crime by sketching and photography; the basic fundamentals of dactyloscopy, including a study of chance impressions; their development, photographing and lifting; laboratory examinations of tool impressions, firearms, blood, semen, poisons, drugs, and miscellaneous traces, investigative techniques employed in specific crimes—arson, auto theft, burglary, assaults and dead bodies, forgery, robbery, larceny, and alcohol and narcotic violations.

LAW EN 204

PATROL AND LAB II (6)

A continuation of the study of police patrol procedures and enrollment in the Campus Patrol. Strong emphasis will be placed on field exercises in crowd control, emergency vehicle operation, defensive driving, familiarization with weapons and equipment used in police work, and defense tactics.

*Students participating in Patrol I and II may receive an additional two credits per quarter for enrollment in Campus Patrol.

LAW EN 206**JUVENILE CONTROL (3)**

A study of the elements, functions, and purpose of the Juvenile Court and Juvenile Court law in the State of Washington (Title 13, R.C.W.) with emphasis on the role of the police in the arrest, detention, petition, summons, record procedures, and hearing in juvenile cases. Interviewing, interrogation, and investigative techniques of the juvenile investigator; organization and administration of a juvenile unit within the police department; special emphasis on juvenile problems locally in the field of narcotics, alcohol, sex offenses, and juvenile gang control; public relations in police-juvenile contacts.

POLITICAL SCIENCE**POL SC 201****THE NATURE OF POLITICS (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.

POL SC 202**AMERICAN GOVERNMENT AND POLITICS (5)**

The nature of constitutional government in America in terms of the theory and practices of democracy. Problems of individual rights, popular representation and responsible leadership are emphasized.

POL SC 203**INTERNATIONAL RELATIONS (5)**

International struggle for power and peace; present day methods by which affairs are conducted between national states.

POL SC 205, 206, 207**COMPARATIVE GOVERNMENT (5) (5) (5)**

A comparison of the structure and functions of modern political systems, with particular attention given to informal political processes such as political parties and pressure groups. POL SC 205; Great Britain and France; 206: Soviet Union and China; 207: Asian governments. Prerequisite: 101, 202 or permission of instructor.

POL SC 250**POLITICAL PARTIES AND ELECTIONS (5)**

Characteristics of American political parties, their organization and methods, political campaigns, elections, methods and practices. Prerequisite: 202.

POL SC 261**THE COURTS AND CIVIL LIBERTY (5)**

Cases and literature related to protection of constitutionally guaranteed rights as detailed in the Bill of

Rights. Particular emphasis is placed on the period since 1937. Prerequisite: 202.

POL SC 297, 298, 299**THE UNITED NATIONS (1) (1) (1)**

A seminar meeting once a week each quarter designed as a prerequisite for those students who hope to participate in Model United Nations delegation in the spring. Fall and Winter: structure and purpose of the United Nations organization; Spring: particular country assigned to the college. Prerequisite: a course in political science or permission of instructor.

PSYCHOLOGY**PSYCH 090****COLLEGE ADJUSTMENT AND STUDY SKILLS (2)**

Exploration of individual interests and abilities in planning educational goals, review of effective study techniques and examination of attitudes, values and personal adjustment are discussed. General instruction in respect to organization, note making, test taking, text assignments, library use, preparation of research papers and oral reports is provided. Specific aid for improving the more fundamental skills—reading, vocabulary, spelling—is provided on an individual instructor-student conference basis.

PSYCH 100**GENERAL PSYCHOLOGY (5)**

Introduction to essential principles, methods and problems of psychology as a scientific study of behavior. Emphasis is placed upon the basic psychological processes of perception, learning, and motivation as they relate to the development of personality, individual differences, social behavior and behavior disorders.

PSYCH 190**INTRODUCTION TO THE RESEARCH METHOD IN THE BEHAVIORAL SCIENCES (5)**

An investigation of research methodology in the behavioral sciences. Emphasis is placed on the philosophy of science, methods and the scope of scientific analyses involved in behavioral sciences. Methods of data collection will be illustrated through reference to animal and human studies.

PSYCH 201**PSYCHOLOGY OF CHILDHOOD (5)**

Theory and research concerning the psychological development of the child. The biological and sociological conditions of development from infancy to adolescence. Prerequisite: Psych 100.

PSYCH 204**GENERAL DEVELOPMENTAL PSYCHOLOGY (5)**

(Jointly with Nursing Program)

A survey of human developmental psychology encompassing the full human life cycle. The interaction of maturational and environmental factors will be studied. Major contemporary developmental theories will be introduced. Prerequisite: Psych 100.

PSYCH 205**INTRODUCTION TO PERSONALITY AND INDIVIDUAL DIFFERENCES (5)**

A comprehensive approach to the study of adult personality with attention given to interpersonal relations, identity, the cognitive organization of experience and behavioral disorders. Prerequisite: Psych 100 or 190.

PSYCH 206**THEORIES OF PERSONALITY (5)**

A critical review of major contemporary theories of human personality, their empirical validity and their position in the history of ideas and the implications for psychotherapy. Prerequisite: Psych 100 or permission of instructor.

PSYCH 240**SOCIAL PSYCHOLOGY (5) (Same as Sociology 240)**

A study of the socialization of the individual, of the interaction of individual and group, and the relationship between personality, culture and social behavior. Prerequisite: Psych 100 or Soc 100.

SOCIOLOGY**SOC 110****INTRODUCTION TO SOCIOLOGY (5)**

A survey of basic principles and perspectives in the analysis of interpersonal and intergroup relationships.

SOC 223**INTRODUCTION TO METHODS OF SOCIAL RESEARCH (5)**

Methods and sources of investigation in the behavioral sciences emphasizing the quantitative strategies. Prerequisite: Math 101 or permission of instructor.

SOC 240**SOCIAL PSYCHOLOGY (5)**

A study of the socialization of the individual, of the interaction of individual and group, and the relationship between personality, culture, and social behavior. Prerequisite: Soc 110 or one course in Anthropology or Political Science.

SOC 255**MARRIAGE AND THE FAMILY (5)**

The family as an institution and mode for Personal living; marital adjustment; parent-child relationships; changing family patterns; family disorganization and reorganization. Prerequisite: Soc 110.

SOC 270**SOCIAL DISORGANIZATION AND DEVIANT BEHAVIOR (5)**

Analysis of the processes of social and personal disorganization and reorganization in relation to poverty, crime, suicide, family disorganization, mental disorders and similar social problems. Prerequisite: Soc 100 or one course in Anthropology, Psychology, or Political Science.

SOC 296**SPECIAL TOPICS IN SOCIOLOGY (1 TO 5)**

An intensive investigation of a given topic. See quarterly bulletin for details. Prerequisite: permission of instructor.



THE FACULTY

1968—1969 THE FACULTY

- BARNES, KJERSTIE A. Librarian
B.S., Brigham Young University
M.L., University of Washington
- BIEVER, KEITH J. Chemistry
B.S., South Dakota State University
M.S., University of Nebraska
- BOLVIN, BOYD M. Director of Learning
B.A., University of Puget Sound Resources Center
M.A., University of Washington
- BOSONE, FRANK P. Head Cross-Country Coach
B.A., M.Ed., University of Portland Head Track Coach
- BURNETT, ROBERT F. Director of Civil Service Personnel
D.M.D., University of Oregon Dental School
- CARLSON, DEL L. Director of Public Relations
B.A., M.A., Washington State University
- CLISSOLD, GRACE K. Director of Nursing Education
B.S.N., M.A., DePaul University
- CLOUGH, MOLLY ANN Secretarial Studies
B.A., Central Washington State College
- COLLINS, MINNIE D. English
B.A., Virginia Union University
M.A., George Washington University
- DeBELL, GEORGE Z. Associate Dean for Occupational Education
B.S., M.Ed., University of Oregon
- DeCOSTER, BARBARA LOU Librarian
B.A., M.L., University of Washington
- DHANJU, A. LAVERNE Coordinator of Home Economics
B.S., Florida A & M University
M.Ed., Ph.D., Pennsylvania State University
- DISTAD, DONALD B. History
B.A., University of Washington
M.S., University of Oregon
- DOUGLAS, MARY ANN Nursing
B.A., Hastings College, Nebraska
M.N., University of Washington
- EDMISTON, KAREN R. Music
B.A., Whitworth College
M.S., Eastman School of Music (University of Rochester)
- GOODRICH, FRANCIS B. Director of Counseling
B.A., M.A., University of Portland
- GRABILL, PAULINE A. English
B.A., M.A., University of Washington

- HAINES, ARTHUR E. Biology
B.A., B.Ed., Washington State University
M.S., Oregon State University
- HANSCOM, ROBERT C. Bookstore Manager
B.S., Butler University Business Education
M.S.R., New York University
- HENDERSON, DELMAS R. Coordinator of Radiologic Technology Program
Radiology, University of Southern California at Los Angeles
- HUCK, IRVINE A. English
B.A., University of Illinois
M.A., University of Washington
- IGLITZIN, LYNNE B. Political Science
B.A., Barnard College
M.A., University of Minnesota
Ph.D., Bryn Mawr College
- JONES, STANLEY J. Librarian
B.A., M.L., University of Washington
- JURJI, E. DAVID Anthropology
B.A., Albright College Psychology
M.A., New York University
- KAHN, LOUIS Director of College District Planning
B.S., Lewis and Clark College
M.Ed., University of Washington
Ed.D., Washington State University
- KLEIN, RICHARD C. Associate Dean for Continuing Education
B.S., Seattle Pacific College
B.S., University of Washington
M.A., University of Chicago
- LANDERHOLM, MERLE E. President
B.A., Washington State University
M.Ed., Washington State University
Ed.D., Teachers College, Columbia University
- MCGLOCKLIN, GARY A. Assistant Basketball Coach
B.A., Whitworth College English
M.A., University of Washington
- MAGNUSON, RUSSELL Mathematics
B.S., River Falls State College
M.A.T., Washington State University
- MAKI, GERALD D. Horticulture Occupations
B.S., University of Washington
- MATKOVICK, EDWARD Languages
B.A., M.A., University of British Columbia
- MAYER, DALMEN D. Philosophy
B.A., M.A., University of Washington
- MELHORN, MARJORIE Librarian
B.S., Bucknell University
M.A., University of Washington

- MELVOIN, PETER Sociology
A.B., University of Illinois
M.A., Arizona State University
- MOLVIK, NILMAR L. Mathematics
B.S., M.Ed., Seattle Pacific College
- NORRIS, KATHRYN W. Business
B.B.A., M.B.A., Midwestern University
- OSMUNDSON, JOHN S. Anthropology
B.A., University of Washington
M.A., Washington State University
- OWENS, GLORIA M. Parent Education Coordinator
B.A., University of Washington
- PAUSTAIN, FRANK B. Registrar—Director of Admissions
B.A., M.Ed., University of Portland
- PFISTER, FRANZ J. Foreign Languages
B.A., Bowling Green State University
M.A., University of Illinois
Ph.D., University of Washington
- PURSER, ROBERT S. Art
B.A., Central Washington State College
M.F.A., University of Washington
- ROEDIGER, JEANETTE Nursing
B.S., Seattle University
- SANDERS, M. CRAIG English
B.A., Pennsylvania State University
M.A., University of Idaho
- SIEGEL, WAYNE G. Dean of Student Personnel Services
B.A., M.Ed., Washington State University
- TAFT, GEORGE H. Program Developer for the Industrial Engineering
B.S., Seattle University Technology Program
M.S., Georgia Institute of Technology
- TEMPLETON, FREDERIC E., M.D. Director of Radiologic Technology
B.S., University of Washington
M.D., University of Oregon
- TYRA, ANITA I. Accounting
B.A., Eastern Washington State College
M.A., University of Washington
C.P.A.
- WAHLE, ROY P. Dean of Instructional Services
B.A., Central Washington State College
M.A., Colorado State College, Greeley
Ed.D., Colorado State College, Greeley

- WALLBOM, DAVID C. Director of Law Enforcement Program
Seattle Pacific College
Seattle University
- WENDEL, ROBERT E. Physical Education
B.A., University of Washington
M.S., Washington State University
- WOODS, ERNEST R. Physical Education
B.S., Washington State University Head Basketball Coach
M.S., University of Southern California Assistant Track Coach



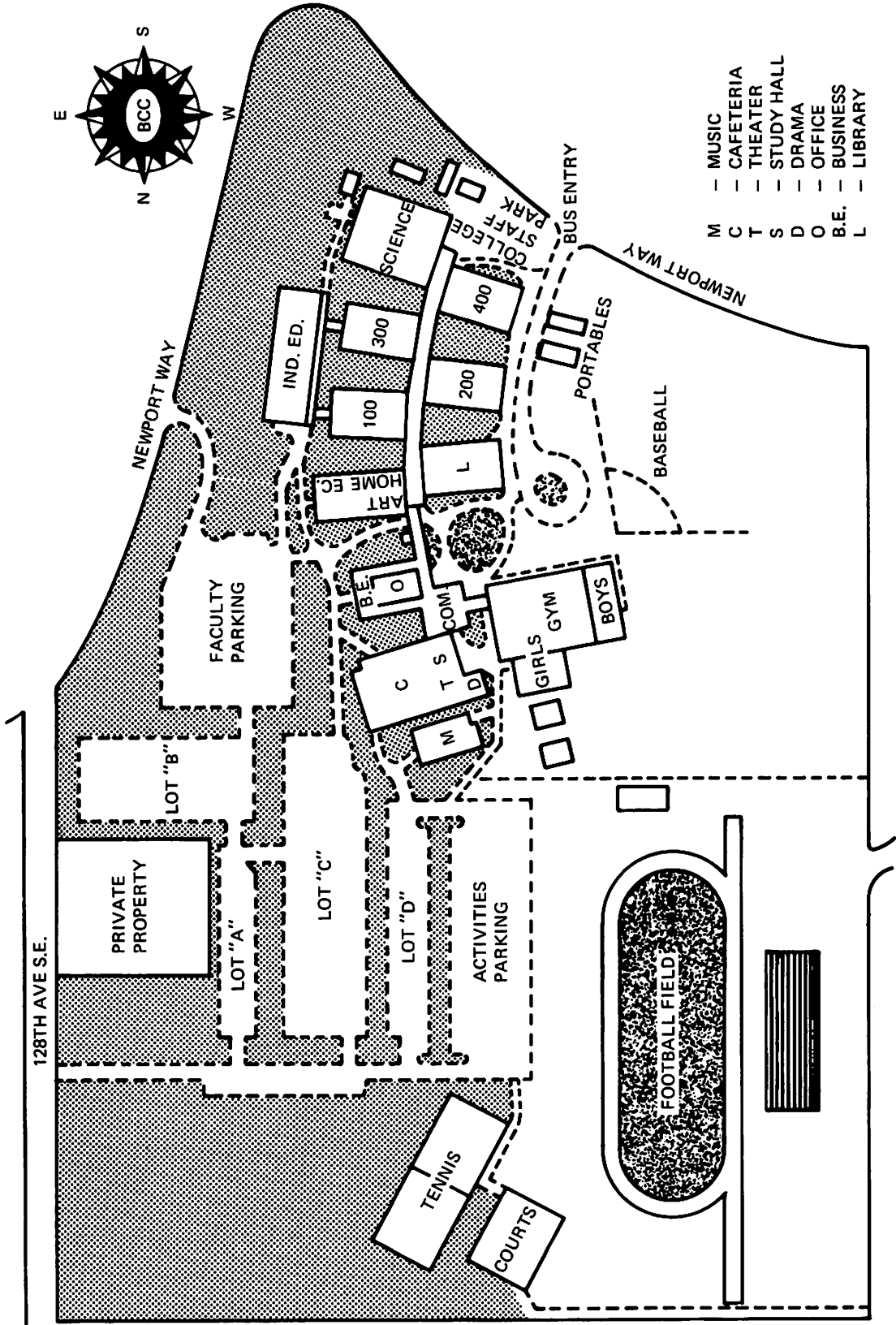
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ADDITIONAL FACULTY

Coleman, Charles C. B.S., Montana State University, Missoula M.A., Colorado State College, Greeley	Business Administration
Ferguson, Sharon E. B.A., Kalamazoo College, Michigan M.A., Middlebury College, Vermont	Foreign Language
Friedel, Fred E. B.S., M.A., University of Oregon	History
Gregory, Esther B.S., University of Washington B.S., University of Southern California	Librarian
Gruber, Ebtisam (Betsy) B.S., Cairo University, Egypt B.S., Indiana University M.A., University of Washington	Nursing
Hamilton, Robert K. B.A., M.A., Walla Walla College	Counselor
Harryman, James W. B.A., M.A., University of Washington	Physical Education & Athletic Coordinator
Havas, Paul J. B.F.A., Syracuse University, N.Y. M.F.A., University of Washington	Art
Irwin, Marian K. B.A., Western Washington State College M.A., Central Washington State College	Counselor
Khan, M. Aslam B.A., Gonzaga University M.A., University of Washington	Political Science
Leeds, Linda A. B.A., Pomona College, California M.A., Cornell University, N.Y.	English
Volland, Walter V. B.S., California State Ph.D., University of Washington	Chemistry
Walsmith, Charles B.A., M.A., University of Denver, Colorado	Psychology



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