





BELLEVUE COMMUNITY COLLEGE

Established 1966

Accredited by the Washington State Board of Education

COMMUNITY COLLEGE DISTRICT NO. 8

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Associate Dean for Admissions-Records and Registrar

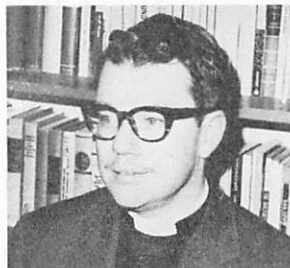
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College President



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Vice-Chairman



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Roy S. Peterson



C. E. Robison

THE BOARD OF TRUSTEES

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COLLEGE CALENDER 1969 — 1970

Fall Quarter 1969-70

September	2 through 15	Advance registration - Continuing Education only
	9-10	Registration, presently enrolled students
	11-12-15	Registration by appointment - New Students only
	16-17	Registration evening college classes only
	18	Schedule changes - college registrants only
	22 through 25	Regular registration, Continuing Education
	22	Classes begin - college and Continuing Education
	22-23-24-25	Late college registration and schedule changes
	29-30	Late Continuing Education registration
October	1-2	Late Continuing Education registration
	31	Last day to withdraw and automatically receive a "W"
November	11	Holiday - Veterans Day
	26	Last day to withdraw
	27-28	Thanksgiving vacation
December	10-11-12	Final examinations
	12	Quarter ends

Winter Quarter 1970

Nov. 3 through Dec. 2		Advance college registration by appointment, presently enrolled students only
Dec. 1 through Dec. 15		Advance registration, continuing
December	5	Late registration for presently enrolled students only
	9-10-11	Registration by appointment - new students only
	12	Schedule changes only
January	5 through 8	Regular registration, Continuing Education
	5	All classes begin
	5-6-7-8	Late college registration and schedule changes
	12-13-14-15	Late Continuing Education registration
February	13	Last day to withdraw and automatically receive a "W"
	23	Holiday - Washington's Birthday
March	6	Last day to withdraw
March	18-19-20	Final examinations
	20	Quarter ends

Spring Quarter 1970

Feb. 2 through March 4		Advance college registration by appointment, presently enrolled students only
March	2 through 16	Advance Registration, Continuing Education only
	6	Late Registration for presently enrolled students only
	10-11-12	Registration by appointment - New Students only
	13	Schedule changes only
March 30 through April 2		Regular Registration, Continuing Education
March	30	All Classes begin
	30-31, Apr. 1-2	Late College registration and Schedule changes
April	6-7-8-9	Late Continuing Education registration
May	1	Last day to withdraw and automatically receive a "W"
	28	Last day to withdraw
	29	Holiday - Memorial Day
June	10-11-12	Final Examinations
	12	Quarter ends
	13	Commencement

CALENDAR

1969

V

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

1970

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

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

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

STATEMENT OF OBJECTIVES

- A liberal admissions policy.
- An educational opportunity at minimal cost to the student.
- A comprehensive curriculum including:
 - College Transfer Education
 - Occupational Education
 - General Education
 - Continuing Education
- A program of individual, vocational and academic counseling.
- An emphasis on excellent teaching and counseling.
- A wholesome activity and extracurricular program.
- The development of the community college as the cultural center of the community.

Approved and adopted by:
Board of Directors, Bellevue Public Schools
June 15, 1965

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



RULES AND REGULATIONS

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 section 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 section two for persons having been graduated in the past five years. Others are exempt from this requirement.

Upon receipt of section 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, High School Completion and/or Occupational, Vocational and College Parallel programs who have not completed admission requirements for regular status and other special cases as may be determined by the college.

Special students in Occupational, Vocational and College Parallel programs may not enroll in more than seven (7) credit hours.

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 section 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. *Registration Fee.* This \$10.00 fee is charged for preparation of registration materials. Students completing registration will have the \$10.00 fee applied toward their tuition. Students not completing registration will forfeit the registration fee.
4. *Student Data Sheet.* Students are to submit the data sheet with the \$10.00 registration 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.

BELLEVUE COMMUNITY COLLEGE
Office of Admissions, Records and Registration

CATALOG SUPPLEMENT

SUPPLEMENT No. 1. Application for Admission, Regular and Special Students

To be accepted for admission as a regular or special student at Bellevue Community College a student must have the following data on file in the college office.

REGULAR STUDENT

Students who apply for enrollment status as regular students are those enrolled in programs leading to Bellevue Community College degrees, certificates, diplomas (including adult high school), organized college transfer programs and have completed all the following admission requirements:

1. Application
2. Student Data Information for Admission
3. High School transcript or G.E.D.
(not required if student has
45 college credit hours or more)
4. College transcripts (from all
colleges previously attended)
5. Washington Pre-College Test

SPECIAL STUDENT

Students who apply for enrollment status as special students are those enrolled in Continuing Education, Vocational and College Parallel courses which provide short term job skills and self-improvement and have completed all the following admission requirements:

1. Application
2. Student Data Information for Admissions

Students who have attended Bellevue Community College only may not remain on special enrollment status after 45 credit hours without special permission.

Transfer students may enroll as special students for one (1) quarter only without having on file, in the Records Office, transcripts of all previous college work attempted.

SUPPLEMENT No. 2. Admissions Procedures, Item 7, Washington Pre-College Test

ALL REGULAR STUDENTS must submit Washington Pre-College Test scores. If you have not taken the W.P.C.T. and have been out of school for five years or more you are exempt. Students whose graduation date was within the last five years and who have not taken the W.P.C.T. should contact the Admissions Office for testing dates and payment of fee (\$7.00).

ADMISSION OF NON-RESIDENTS OF WASHINGTON

The college requires that all non-resident students comply with all the admission procedures required of Washington State residents. The term "non-resident" students shall mean all students other than resident students. 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. By law, the following persons are exempt from non-resident classification; federal employees and military personnel, the children and spouses of federal employees and military personnel residing within the state, and staff members of the community college and their spouses.

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.

ADMISSION OF FOREIGN STUDENTS

Foreign students are admitted to Bellevue Community College only under regular student status. In order to qualify for regular student status foreign students must adhere to the following conditions:

1. Complete all the admissions procedures required of regular students.
2. Provide evidence of English proficiency. The college requires a satisfactory score on the Test of English as a Foreign Language. This test is administered at centers throughout the world by the Educational Testing Service and arrangements for taking the test may be made by writing to Educational Testing Service, Princeton, New Jersey 08540.
3. Provide evidence in writing that he has made financial arrangements for supporting all of his expenses for an academic school year.

Foreign students should initiate an application one quarter in advance of the quarter they wish to enroll.

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 \$10.00 registration fee.

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 \$10.00 registration 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. Students who have completely withdrawn may not re-enroll or register for the same quarter.

MILITARY WITHDRAWAL

Students submitting proof of being drafted or voluntary enlistment in the Armed Forces 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.

CHANGE OF GRADE

Students seeking information concerning grades received may secure the proper form in the Registrar's Office.

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 awards class credit on the basis of the number of class hours registered per week. Example:

1	credit for	1 hour/week
2	credits for	2 hours/week
3	credits for	3 hours/week
5	credits for	5 hours/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.

Students planning to transfer should examine the catalog of the transfer institution regarding the acceptance of credit for repeated courses.

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

<u>Grading</u>	<u>Points Per Credit</u>
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.

Both grades will be used in computing grade point averages for graduation with honors.

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.

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.

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.

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 at Bellevue Community College 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 100 - 200 level 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 and payment of the \$3.00 per credit hour fee 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.

SCHEDULE OF FEES

APPLICATION, Payable only once when applying for admission, non-refundable \$ 5.00

REGISTRATION FEE, Payable quarterly
Applise toward tuition, non-refundable 10.00

QUARTERLY REGISTRATION FEES

RESIDENT STUDENTS

Full Time (12-16 credit hours)
Tuition, Special Service Fees* 70.00

Part Time (less than 12 credit hours)
Tuition, Special Service Fees*
per credit hour 6.00

NON-RESIDENT STUDENTS

Full Time (12-16 credit hours)
Tuition, Special Service Fees* 170.00

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

CHANGE OF SCHEDULE (after completion of registration) 3.00

COMPLETE WITHDRAWAL FROM COLLEGE 3.00

REMOVAL OF INCOMPLETE GRADE 2.00

CHANGE OF GRADE 2.00

SPECIAL EXAMINATIONS 5.00

CREDIT EXAMINATION
(per credit hour) 3.00

WASHINGTON PRE-COLLEGE TEST 7.00

G.E.D. Test 7.50

LABORATORY BREAKAGE CARD (Unused portion refunded) 5.00

PARKING PERMIT
(per quarter) To be announced

INSURANCE 4.50

GRADUATION FEE (Includes rental of cap and gown) 10.00

SPECIAL FEES (see below)

*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.

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

REFUND POLICY

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:

Through first week of 80% of refundable
classes fees

Through second week of 50% of refundable
fees

After second week of No refund

ORGANIZATION OF THE COLLEGE

Bellevue Community College is a state institution, subject to the rules and regulations of the State Board for Community College Education 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 instruction, a dean of student services and a finance and business manager.

The dean of instruction is assisted by an associate dean for learning resources and developmental education, an associate dean for continuing education and an associate dean for occupational education. The dean of instruction acts as the associate dean for academic education and the director of faculty personnel. The dean of instruction is also assisted by five division chairmen: business, humanities, physical activities, science, and social science.

The dean of student services is assisted by an associate dean for admissions-records and registrar, and an associate dean for counseling. The dean of student services is also assisted by a director of student activities, a director of food services, a coordinator of athletics and a bookstore manager.

The finance and business manager is assisted by a controller, a director of campus services and a director of plant operations.

It is recognized that faculty and student involvement is essential in dealing with institutional concerns and that group decisions are valuable for dynamic growth. Therefore, Bellevue Community College has adopted a system of policy-recommending councils. The instructional council, student personnel council, budget and finance council, professional personnel council, and research and development council recommend policy to the college management council for recommendation to the college presi-

dent. Membership on the respective councils is determined by the college president, the president of the Bellevue Community College Professional Association, and the president of the Associated Students of Bellevue Community College.

The instructional divisions of the college currently include the following:

Business

Accounting
Economics
General Business

Mid-Management
Office Professions

Humanities

Art
Drama
English
Humanities
Journalism

Languages
Music
Philosophy
Speech

Physical Activities

Health Education
Outdoor Education
Physical Education Activities

Physical Education
Professional
Recreation Education

Science

Biology
Botany
Chemistry
Civil Engineering
Technology
Engineering
Geology
Home Economics
Horticulture

Industrial Engineering
Technology
Interior Decoration
Interior Design
Mathematics
Nursing
Physics
Radiologic Technology
Zoology

Social Science

Anthropology
Early Childhood Education
Education
Geography
History

Law Enforcement
Political Science
Psychology
Sociology

STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

Bellevue Community College expects its students to adhere to the college rules and regulations. In those cases where no clear avenue of appeal is stated, students are encouraged to submit appeals to the Dean of Instruction for Academic matters or to the Dean of Students for non-academic matters. The respective Deans' offices will seek the necessary means for providing a student with a decision.

Bellevue Community College reserves the right to change any provisions or requirements appearing in this catalog at any time—and to add or withdraw courses without prior notification.

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. 5
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) (5)
English (all courses except composition)	Philosophy (all courses except 120) 5
Foreign Languages (all courses)	

Social Science

Accounting 200	General Business 140
Economics (all courses)	History (all courses) -
Health Education 250	Philosophy 120
General Business 101	Political Science (all courses) 5
General Business 201	Sociology (all courses)

Science

Biology (all courses) (10)	Horticulture (all courses)
Botany (all courses)	Nursing (all courses)
Chemistry (all courses)	Physics (all courses)
Engineering (all courses)	Radiologic Technology (all courses)
Geology 101	Zoology (all courses)
Home Economics 110	
Home Economics 130	

Mathematics

General Business 200	Mathematics (all courses) (10)
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 93 quarter hours in an approved 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.

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	Clay
Sculpture	Oil Painting
All Media Painting	Watercolor Painting
Drawing	Textile Design
Jewelry Design	Furniture Design

Business

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

English and Literature

English as a Second Language	Writing for Fun and Money
Speed and Power Reading	Modern Short Stories
Effective Speaking	Contemporary Novels
Modern Poetry	Magazine Article Writing
High School English	

Foreign Languages

French	Swedish
German	Spanish
Italian	Reading Knowledge of Scientific German
Russian	

Homemaking

Knitting	Guide to Home Buying
Art and Crafts for Homemakers	Cake Decoration
Flower Arranging	Slip Covers and Drapery Making
Family Home Management	Needlecraft
Family Money Management	Interior Design
Clothing Construction	Handweaving
Tailoring	Apartment House Management
Family Meal Management	Self Improvement
International Foods	

Law Enforcement

Police and the Public
Industrial Security Management

Mathematics

Math Summary	Shop Math
Algebra	Geometry

Occupational Education

Basic Waterworks	Schedule Planning
Welding	True Position Dimensioning
Aircraft Blueprint Reading	Construction Technology
PERT Techniques	FORTAN Programming
Lead Inspector Principles	Technical Report Writing
Intro. to Computers and Data Processing	Basic Electricity — Electronics
COBOL Programming	

Humanities

Arts of Black America

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	Karate

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	Photography

Social Studies

History of Washington State	The Excitement of Ideas: A History of Political Thought
Survey of Spanish Culture	The Negro in U.S. History
Survey of German Culture	U.S. History
Contemporary Problems	Viet Nam and East Asia
Citizenship	Religions of Man
U. S. Government	Formation of Modern Europe
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
Publicity and Public Relations	Introduction to Law
	First Aid

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 30,000 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 the reading areas for independent study. A room with listening, responding and recording equipment to facilitate foreign language and other instruction is also available for student and faculty use.

The Library-Media Center is open from 7:30 a.m. to 10:30 p.m. Monday through Thursday, 7:30 a.m. to 8:00 p.m. on Friday, 9:00 a.m. to 1:00 p.m. Saturday, 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 technology, professional ski instructor, recreation technician, accountant, professional secretary, and mid-management (banking, food service, marketing, office management, general).

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



STUDENT SERVICES

COUNSELING DEPARTMENT

The Counseling department offers each student personal assistance including the services of social workers, psychologists and educational specialists. The purpose of this department is to assist each student in identifying his educational objective, to provide individual counseling of 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

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

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 Career Planning 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 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 Bookstore and Food Services.

STUDENT ACTIVITIES

It is the student with his questioning mind and his youthful vigor who 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 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

With a new and much larger facility the Student Bookstore is able to offer many additional services to the students of Bellevue Community College and to the community as well. Textbooks and supplies needed for the study of any course offered by the college are available on campus.

The policy governing the sale of new and used books to the bookstore is as follows:

- a. Original sales receipt.
- b. Kept the book unmarked (resalable as new). Marked books will be accepted at 75% of the original price.

The bookstore will accept the return of new books after two (2) weeks from the beginning of the quarter (until mid-term exams) at 60% of the original price provided the student has:

- a. Original sales receipt.
- b. Kept the book unmarked (resalable as new).

After mid-term examinations, no books will be purchased until the close of the quarter. The only exception to this will be in the case of those students who are withdrawing from college. These students will be refunded 50% of the purchase price if they have retained the original sales receipt.

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—ARTIST SERIES

A number of noted speakers and performing artists appear throughout the year under the auspices of the Bellevue Community College Lecture-Artist 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. It is anticipated that with the beginning of the Fall Quarter baseball, golf, and tennis will be added to the roster of varsity sports. Teams are members of the athletic conference 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.

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 at 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. In addition, it is advisable for the student to consult the catalog of the institution to which he plans to transfer. 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 program at Bellevue Community College leads to an Associate Degree in Technology.

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.

<u>First Year</u>	<u>Credit Hours</u>
Accounting	10
English	10
GenBus 101,110	8
Mathematics	10
Office 120, 121, 122	6
Typewriting	2
Total	46

<u>Second Year</u>	<u>Credit Hours</u>
Accounting	15
Economics	10
GenBus 200, 201, 202	11
Speech	5
Approved Electives	6
Total	47

ADVANCED DIVING TECHNOLOGY

Students successfully completing this three-quarter program will receive an Advanced Diving Certificate from the Northwest Diving Institute.

The course of study includes specific skills to enable the student to function effectively as a diver for various commercial and scientific diving projects. This program would also qualify a person to serve as an assistant instructor in diver training

First Year
 Health 292
 Phy Ed 160
 Phy Ed 163
 Phy Ed 270
 Phy Ed 275

CIVIL ENGINEERING TECHNOLOGY

This program of study prepares the student to work in areas such as surveying, structural drafting and construction inspection. Credit can be applied toward a Bachelor's Degree in Technology at certain four-year institutions.

<u>First Year</u>	<u>Credit Hours</u>
Engl 101	5
Engr 101, 102, 103, 121	14
Engr T 154, 159, 163	9
Math 070 or 101	5
Math 150, 151, 191, 192	12
Total	45

<u>Second Year</u>	<u>Credit Hours</u>
Engl 270	3
Engr T 244, 246, 260, 261 264, 265, 266, 267	28
Math 193	3
PhySc 101, 102, 103	15
Approved Elective	1
Total	50

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.

<u>Subjects</u>	<u>Credit Hours</u>
Acct 101 or 210	4
English	10
GenBus 101, 110	8
Office 109, 120, 122, 130, 230	15
Typewriting	6
Approved Electives	6
Total	49

EARLY CHILDHOOD EDUCATION ONE-YEAR PROGRAM

Opportunities for employment are available to those completing the one-year program 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.

	<u>Credit Hours</u>
E C ED 171, 172, 181, 191	
192, 193, 201	31
Health 292	3
Hom Ec 220	3
Approved Electives	8
Total	45

EARLY CHILDHOOD EDUCATION TWO-YEAR PROGRAM

The early childhood education two-year 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 program leads to an Associate Degree. The student who completes this program will find the door open to many employment possibilities.

The curriculum 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 program 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.

<u>First Year</u>	<u>Credit Hours</u>
E C ED 171, 172, 181	13
Engl 101	5
Psych 100, 200	10
Soc 110	5
Approved Electives*	14
Total	47

Second Year

	<u>Credit Hours</u>
E C Ed 191, 192, 193	15
E C Ed 201	3
Health 292	3
Hom Ec 130, 220	8
Soc 255	5
Speech 220	5
Approved Electives*	9
Total	48

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

GENERAL ART

The general art program offers the student basic courses in drawing and design as well as a choice of advanced courses in painting, sculpture, textile design and other areas. In addition to studio work, a total of nine credit hours is offered in the history of art to give the student an awareness and understanding of the art forms of the past.

The general art program leads to an Associate Degree in Arts and Sciences. The program also fulfills the basic curriculum requirements of most four-year institutions.

<u>First Year</u>	<u>Credit Hours</u>
Art 105, 106, 107	
109, 110, 129	18
Engl 101, 102	10
Physical Education Activity	3
Social Science	10
Approved Electives	4
Total	45

Second Year

	<u>Credit Hours</u>
Advanced Art	6
Art 212, 213, 214	9
Humanities (other than art)	15
Natural Science or Mathematics	10
Approved Electives (other than art)	8
Total	48

INDUSTRIAL ENGINEERING TECHNOLOGY

The program in industrial engineering technology was instituted to satisfy a growing need for technical assistants for industrial engineers. The program 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 student 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.

<u>First Year</u>	<u>Credit Hours</u>
Engl 101	5
Engr 101, 102	6
Engr T 159, 163, 280, 281, 282	15
IET 102	3
Math 101, 171, 191, 192	18
Speech 220	5
Total	52

<u>Second Year</u>	<u>Credit Hours</u>
Bus 101, 110, 210	12
Econ 211	3
Engl 270	3
GenBus 121	3
Humanities Electives	10
IET 104, 105, 111, 274	15
Total	46

INTERIOR DECORATION

This Associate Degree program provides preparation for employment in the fields of wholesale and retail furnishings to include management or business ownership.

<u>First Year</u>	<u>Credit Hours</u>
Acct 101	4
Art 105, 109, 110	9
Chem 101	5
Engl 101, 102	10
GenBus 101	5
Hom Ec 110, 169, 170, 199	14
Physical Education Activity	2
Total	49

<u>Second Year</u>	<u>Credit Hours</u>
Biol 101	5
Econ 200	5
Hom Ec 299	7
MidMgt 131, 132	6
Physical Education Activity	1
Psych 100	5
Soc 110	5
Speech 220	5
Approved Electives	5
Total	44

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.

<u>First Year</u>	<u>Credit Hours</u>
Engl 101, 102	10
Law En 100, 101, 102, 103	
104, 106, 108, 110, 112	21
Physical Education Activity	3
Pol Sc 202	5
Soc 110	5
Speech 220	5
Total	49

<u>Second Year</u>	<u>Credit Hours</u>
Anthro 100 or 202	5
Health 292	3
Law En 200, 202, 204, 206	17
Phil 100	5
Physical Education Activity	3
Psych 100	5
Science Elective	5
Soc 270	5
Total	48

MID-MANAGEMENT

The mid-management program leads to an Associate Degree in Technology. It is designed to meet the growing need of business and industry for trained middle management personnel.

The program offers four options for those students who have decided upon a course of study in a specialized area: banking, food service, marketing and office management. These options provide the student with course work directly applicable to the field of his choice and develops employable skills in these areas. The options are flexible and can be altered to suit the needs and the background experience of the individual student. A fifth general business option is provided for the student who has not decided upon a definite area of specialization.

FOOD SERVICE

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 services, 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 service, leading to an Associate Degree in Technology, or a one-year program leading to a Certificate of Completion.

<u>First Year</u>	<u>Credit Hours</u>
Accounting	7
English	10
GenBus 101, 110, 120, 241	18

<u>First Year</u>	<u>Credit Hours</u>
MidMgt 100, 101, 102	7
Office 120	2
Approved Electives	2
Total	46

<u>Second Year</u>	<u>Credit Hours</u>
GenBus 121, 122, 202	9
MidMgt 201, 202, 203, 205	
207, 208, 209	21
Office 109	3
Approved Electives	14
Total	47

GENERAL

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 will give the student a survey of several phases of business

<u>First Year</u>	<u>Credit Hours</u>
Business Electives	12
English	10
GenBus 101, 110, 120, 241	18
Approved Electives	6
Total	46

<u>Second Year</u>	<u>Credit Hours</u>
Accounting	7
Business Electives	20
GenBus 121, 201, 202	9
Approved Electives	11
Total	47

MARKETING

This program prepares students for many opportunities that exist in the field of retailing. Students are trained for positions leading to careers in middle management in large, medium or small retail organizations, as well as for independent store ownership. The courses offered also provide a sound background for positions in allied fields.

<u>First Year</u>	<u>Credit Hours</u>
Accounting	7
English	10
GenBus 101, 110, 120 254	18
MidMgt 130, 131	4
Office 109, 120	5
Approved Electives	2
Total	46

<u>Second Year</u>	<u>Credit Hours</u>
GenBus 121, 145, 202, 241	16
MidMgt 132, 133, 230, 231, 232, 233	18
Approved Electives	13
Total	47

OFFICE MANAGEMENT

This program of study is designed to prepare the student to meet the increasing need of business and industry for office managers. Positions which are available in this field include executive assistants and office managers.

<u>First Year</u>	<u>Credit Hours</u>
English	10
GenBus 101, 110, 120, 241	18
MidMgt 120	1
Office 120, 121, 122, 130	9
Typewriter	4
Approved Electives	4
Total	46

<u>Second Year</u>	<u>Credit Hours</u>
Accounting	7
GenBus 121, 145, 202	11
MidMgt 220, 221	10
Office 109, 230	8
Approved Electives	10
Total	46

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.

<u>First Year</u>	<u>Credit Hours</u>
Biol 201	5
Nurs 100, 101, 102, 103	23
Psych 100, 204	10
Soc 110	5
Zool 113, 114	8
Total	51

<u>Summer (5 weeks)</u>	<u>Credit Hours</u>
Nurs 200	5

<u>Second Year</u>	<u>Credit Hours</u>
Engl 101, 102	10
Humanities Elective	5
Nurs 201, 202, 203	22
Physical Education Activity	3
Speech 220	5
Approved Electives	3
Total	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.

Recommended Preparation

Students planning to enter the ornamental horticulture program should prepare themselves with high school agricultural sciences, mathematics, chemistry and physics.

Graduates of the Program

At the end of the first year of the program, the student may receive an Associate Degree in Arts and Sciences, or an Associate Degree in Technology.

LANDSCAPE MANAGEMENT

<u>First Year</u>	<u>Credit Hours</u>
Botany 111	5
Hort 081, 082, 091, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142, 143	45
Total	50
<u>Second Year</u>	<u>Credit Hours</u>
Biol 101	5
Engl 101, 102	10
GenBus 101	5
Ln Des 221, 222	2
Hort 085, 201, 202, 203, 211, 224, 231, 261	23
Approved Elective	1
Total	46

GREENHOUSE AND NURSERY MANAGEMENT

<u>First Year</u>	<u>Credit Hours</u>
Botany 111	5
Hort 081, 082, 101, 102, 103, 111, 112, 113, 131, 132, 141, 142, 143	38
Approved Electives	5
Total	48
<u>Second Year</u>	<u>Credit Hours</u>
Biol 101	5
Botany 112, 113	10
GenBus 101	5
Engl 101, 102	10
Hort 210, 202, 203, 211, 224, 231, 244, 261	24
Total	54

LANDSCAPE DESIGN

<u>First Year</u>	<u>Credit Hours</u>
Art 105, 109, 110, 129	12
Botany 111	5
Hort 091, 101, 102, 103, 111, 112, 113, 121, 141, 142	33
Total	50

<u>Second Year</u>	<u>Credit Hours</u>
Art 205	5
Biol 101	5
Engl 101, 102	10
GenBus 101	5
Hort 201, 202, 203, 205, 223, 224	21
Ln Des 204, 221, 222	7
Total	53

PARK MANAGEMENT AND ARBORICULTURE

<u>First Year</u>	<u>Credit Hours</u>
Botany 111	5
Hort 081, 082, 091, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142	43
Total	48

<u>Second Year</u>	<u>Credit Hours</u>
Biol 101	5
Engl 101, 102	10
GenBus 101	5
Hort 085, 201, 202, 203, 207, 209, 211, 224, 231, 261	28
Total	48

TURF MANAGEMENT

<u>First Year</u>	<u>Credit Hours</u>
Botany 111	5
Hort 081, 082, 091, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142	43
Total	48

<u>Second Year</u>	<u>Credit Hours</u>
Biol 101	5
Engl 101, 102	10
GenBus 101	5
Hort 085, 201, 202, 203 207, 211, 223	21
Ln Des 221, 222	2
Approved Electives	6
Total	49

PHYSICAL SCIENCE TECHNOLOGY

The physical science technology program will provide the scientific, mathematical, and mechanical background for a spectrum of technician positions in research, development, testing and processing laboratories. These technicians will find responsible positions as assistants to scientists and engineers and scientists in either government service or private industry. Opportunities for women in this area are excellent.

Credits in this program may transfer toward a Bachelor's Degree in Technology at a four-year institution.

<u>First Year</u>	<u>Credit Hours</u>
Chem 140, 150, 160	16
Engl 101, 102	10
Engr T 280	3
Math 104, 105, 124	13
PhySc 114, 115	10
Total	52

<u>Second Year</u>	<u>Credit Hours</u>
Chem 192, 196	10
Elec 111, 211	10
Engr 101	3
Engr T 281, 282	6
Math 125, 126	10
Physical Education Activity	3
PhySc 116	5
Total	47

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. The following two-year program will generally enable a student to fit into a four-year institution program in anthropology.

<u>First Year</u>	<u>Credit Hours</u>
Anthro 100, 202, 210	13
Biol 101, 102	10
English	10
Humanities	10
Physical Education Activity	3
Approved Electives	3
Total	49

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

PRE-ARCHITECTURE

The following suggested programs are recommended for students wishing to transfer to institutions which offer a Bachelor's Degree in environmental design, landscape architecture, and urban planning. (Some institutions have changed the degree in architecture to a Master's Degree with the prerequisite a Bachelor's in Art and Environmental Design.)

ENVIRONMENTAL DESIGN

<u>First Year</u>	<u>Credit Hours</u>
Art Laboratory Electives (Choose from Art 105, 109, 110, 158)	6-9
Engl 101, 102	10
Humanities (Choose classes from a special list—see an adviser)	10-13
Math 105	5
Natural Science (Choose any sequence from the following: Biol 101, 102; Botany 111, 112, 113; Chem 101, 102; Chem 140, 150, 160; PhySc 114, 115, 116; PhySc 121, 122, 123)	15
Total	49

<u>Second Year</u>	<u>Credit Hours</u>
Humanities (Choose any classes other than art laboratory, from special list—see an adviser. Foreign language recommended highly)	20
Math 124, 125	10
Social Science or Behavioral Science	15
Approved Electives	3
Total	48

BUILDING TECHNOLOGY AND ADMINISTRATION

<u>First Year</u>	<u>Credit Hours</u>
Chem 101	5
Engl 101, 102	10
Humanities Electives	15
Math 104, 105	8
Phil 100	5
Physical Education Activity	3
Soc 110	5
Total	51

<u>Second Year</u>	<u>Credit Hours</u>
Acct 210, 220, 230	10
Econ 200	5
Phyisc 114, 115, 116	15
Psych 100	5
Social Science Elective	12
Total	47

LANDSCAPE ARCHITECTURE

	<u>Credit Hours</u>
Art 105	3
Art 129	3
Art 258	3
Art 272	3
Art Elective (e.g. 109, 129)	3
Biol 101, 102; or Chem 101, 102	10
Botany 113	5
Engl 101, 102	10
Geol 101	5
Math 104, 105	8
Physical Education Activity	3
Soc 110	5
Social Science Electives	10
Total	71

URBAN PLANNING

	<u>Credit Hours</u>
Art 105	3
Econ 200, 201	10
Engl 101, 102	10
Humanities Electives	10
Math 104, 105, 157	12
Phyisc 100	5
Physical Education Activity	3
Soc 110	5
Social Science Electives	10
Total	68

PRE-EDUCATION

Education—the process of developing the intellectual capabilities and learning responses of the individual student. The basic program offered at Bellevue Community College is designed to introduce the student to the field of education and to stimulate interest in teaching as a career.

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 institution. The following program will lead to an Associate Degree in Arts and Sciences.

<u>First Year</u>	<u>Credit Hours</u>
Chem 140, 150, 160	16
Engl 101, 270	8
Engr 100, 101, 102	
103, 111	13
Math 105, 124, 125	15
Physical Education Activity	3
Total	55

<u>Second Year</u>	<u>Credit Hours</u>
Econ 211	3
Engr 112	3
Math 126, 224, 238	11
Phyisc 121, 122, 123	15
*Approved Electives	15
Total	47

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

Group I — Hist 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 Community College for the Associate Degree in Arts and Sciences, and is also designed for the first two years of a forestry program leading to a Bachelor's Degree. 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.

<u>First Year</u>	<u>Credit Hours</u>
Biol 101	5
Botany 111, 112	10

<u>First Year</u>	<u>Credit Hours</u>
Chem 140, 150	10
Econ 200	5
Engl 101, 102	10
Math 105, 124	10
Physical Education Activity	3
Total	53
<u>Second Year</u>	<u>Credit Hours</u>
Botany 113	5
Humanities Elective	5
Phyisc 114, 115, 116	15
Social Science Electives	10
Zool 111, 112	10
Total	45

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 100 level course, three 200 level courses, three 400 level courses and emphasis on special fields. A catalog from the four-year institution to which you plan to transfer should be studied for more specific requirements. The two-year program listed below will generally prepare a student to continue toward a Bachelor's Degree in Geography.

<u>First Year</u>	<u>Credit Hours</u>
English	10
Geog 100	5
Hist 101, 102, 103	15
Humanities	10
Physical Education Activity	3
Science	10
Total	53
<u>Second Year</u>	<u>Credit Hours</u>
Econ 260	5
Geog 200	5
Science Electives	10
Social Science Electives	25
Total	45

PRE-HEALTH EDUCATION

The health major curriculum has been designed to satisfy university and college requirements. At the completion

of the two-year program, the student may receive an Associate Degree in Arts and Sciences.

<u>First Year</u>	<u>Credit Hours</u>
Biol 101, 102	10
Engl 101, 102	10
Health 250	3
Phy Ed 190	5
Physical Education Activity	3
Psych 100	5
Soc 110	5
Social Science Elective	5
Speech 220	5
Total	51
<u>Second Year</u>	<u>Credit Hours</u>
Biol 210	5
Chem 101, 102	10
Health 292	3
Language or Literature	15
Math 101 or 105	5
Social Science Elective	5
Zool 208	5
Total	48

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 Bachelor's Degree, with at least twenty hours in upper division courses. This program will generally equip a student to go on toward a history degree.

<u>First Year</u>	<u>Credit Hours</u>
English	10
Hist 101, 102, 103	15
Humanities	5
Physical Education Activity	3
Approved Electives	12
Total	45
<u>Second Year</u>	<u>Credit Hours</u>
Hist 241, 242, 243	15
Humanities	5
Mathematics or Science	10
Approved Electives	18
Total	48

PRE-HOME ECONOMICS

This associate degree program is planned to prepare students for family and community living or for transfer to a four-year institution and a career in home economics.

<u>First Year</u>	<u>Credit Hours</u>
Art 100	3
Biol 101	5
Chem 101, 102	10
Engl 101	5
Hom Ec 100, 110, 111, 130 169, 170	20
Physical Education Activity	3
Psych 100	5
Total	51
<u>Second Year</u>	<u>Credit Hours</u>
Econ 200	5
Engl 102	5
Hom Ec 212, 220, 221, 230, 255, 256	24
Soc 110	5
Speech 220	5
Zool 208	5
Total	49

PRE-INTERIOR DESIGN

This program leads to an Associate Degree from Bellevue Community College and forms the basis for transfer to a Bachelor's Degree program in a four-year institution.

<u>First Year</u>	<u>Credit Hours</u>
Art 100, 105, 109, 110	12
Chem 101	5
Engl 101, 102	10
Engr 101	3
Hom Ec 110, 169, 170	11
Physical Education Activity	1
Phyc 100	5
Soc 110	5
Total	52
<u>Second Year</u>	<u>Credit Hours</u>
Art 205, 212, 213, 214 250, 256	20
Econ 200	5
Hom Ec 270	5
Physical Education Activity	2
Psych 100	5

Second Year

Speech 220
Approved Elective

Total

<u>Credit Hours</u>
5
2
44

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 140, 141 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 course sequences are suggested.

First Year

Strong Mathematics Background Math 124, 124, 126
Average Mathematics Background Math 104, 105, 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 104, 105, [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. The following program suggests courses at Bellevue Community College which will satisfy more than one year of a medical technology program.

<u>First Year</u>	<u>Credit Hours</u>
Biol 101	5
Chem 140, 150, 160	16
Math 105	5
Physical Education Activity	3
Phyc 114, 115	10
Zool 111, 112 208	15
Total	54

PRE-PHARMACY

The pre-pharmacy program outlined below will lead to an Associate Degree in Arts and Sciences at Bellevue Community College.

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

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

*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. 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 Degree in Arts and Sciences.

<u>First Year</u>	<u>Credit Hours</u>
Biol 101, 102	10
Engl 101, 102	10
Health 250, 292	6
Phy Ed 164, 165, 166, 190 265, 290	16
Physical Education Activity	3
Social Science Elective	3
Speech 220	5
Total	53

<u>Second Year</u>	<u>Credit Hours</u>
Humanities	15
Math 101 or Phil 120	5
Phy Ed 163, 165, 264, 266	8
Psych 100	5
Soc 110	5
Social Science Elective	5
Zool 208	5
Total	48

PRE-PHYSICAL THERAPY

This program of studies is designed to prepare the student for admission to the physical therapy professional 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 Degree in Arts and Sciences.

<u>First Year</u>	<u>Credit Hours</u>
Biol 101, 102	10
Engl 101, 102	10
Health 250	3
Math 101	5
Physical Education Activity	3
Phy Ed 190	5
Psych 100	5
Soc 110	5
Speech 220	5
Total	51

<u>Second Year</u>	<u>Credit Hours</u>
Biol 201	5
Chem 101, 102	10
Health 292	3

<u>Second Year</u>	<u>Credit Hours</u>
Humanities Elective	5
Math 104	5
Phy Ed 165, 264	4
Physc 100	5
Social Science Elective	5
Zool 208	5
Total	47

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. The courses listed below will enable a student to continue toward a political science degree.

<u>First Year</u>	<u>Credit Hours</u>
Econ 200	5
English	10
Humanities	10
Physical Education Activity	3
Pol Sc 201, 202, 203	15
Science	10
Total	53

<u>Second Year</u>	<u>Credit Hours</u>
Geog 100	5
Hist 241 or 242 or 243	5
Pol Sc 205, 206, 207 or 250, 261	15
Soc 110 and 240 or 270	10
Approved Electives	10
Total	45

PRE-PSYCHOLOGY

Psychology, a dynamic area of social science, deals with the theories and application of behavioral principles to continuously improving the description, measurement, prediction and modification of human and infra-human behavior.

Emphasis will be upon the scientific study of both intra-personal and inter-personal behavior.

This approach considers psychology as a continuously modifiable model of behavior. You will be encouraged

to develop your own flexible behavior model based on the integration of the concepts and principles you acquire from the courses you take.

Course requirements are listed below.

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

<u>Second Year</u>	<u>Credit Hours</u>
Approved Electives within the Psychology Area	15
Other Approved Electives	30
Total	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. By pursuing this program, a student will be able to enter a college degree program in sociology or social work.

<u>First Year</u>	<u>Credit Hours</u>
English	10
Humanities	10
Math 101	5
Physical Education Activity	3
Science	10
Soc 110	5
Approved Elective	5
Total	48

<u>Second Year</u>	<u>Credit Hours</u>
Anthro 290	5
Phil 120	5
Psych 190	5
Soc 223, 240, 270, 296	20
Approved Elective	10
Total	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-around 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 Degree in Arts and Sciences or an Associate Degree in Technology.

<u>First Year</u>	<u>Credit Hours</u>
Engl 101, 102	10
Health 250, 290	6
*Language (French or German)	10
0 Ed 149, 149A, 150, 151	8
Phy Ed 190, 290	8
Physical Education Activity	3
Science	10
Total	55

<u>Second Year</u>	<u>Credit Hours</u>
*Language (French or German)	5
0 Ed 153, 249, 249A, 250, 251	9
Phy Ed 164, 265, 266	6
Psych 100	5
Rec Ed 154, 240, 244, 254, 274	15
Speech 220	5
Total	45

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

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.

<u>First Year</u>	<u>Credit Hours</u>
Health 292	3
0 Ed 149, 149A, 150 151, 153	9
Total	12

<u>Second Year</u>	<u>Credit Hours</u>
0 Ed 249, 249A, 250, 251	7

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 program 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.

<u>First Year</u>	<u>Credit Hours</u>
Engl 101, 102	10
Phy 100	5
Psych 100	5
Ra Tec 101, 102, 103, 110, 200	15
Speech 220	5
Zool 113, 114	8
Total	48

<u>Second Year</u>	<u>Credit Hours</u>
Ra Tec 201, 202, 203, 205 211, 212, 213	31
Soc 110	5
Approved Elective	8
Total	44

Summer Session (Six Weeks)

Ra Tec 199 – Practicum (between first and second year)

5

Third Year

240 Hours Externship (40 hours per week for 2080 hours, 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 institutions, 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 recreation 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 Degree in Arts and Sciences or an Associate Degree in Technology.

First Year

	Credit Hours
English	10
Health 250, 292	6
Phy Ed 164, 165, 166, 265, 290	11
Physical Education Activity	3
Science	10
Speech 220	5
Approved Elective	3
Total	48

Second Year

	Credit Hours
Drama 100	5
Phy Ed 264, 266	4
Physical Education Activity	3
Psych 100	5
Rec Ed 154, 240, 244, 253, 264, 290	18
Soc 110	5
Approved Elective	8
Total	48

SECRETARY

The professional secretary program at Bellevue Community College leads to an Associate Degree in Technology. 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-rounded in business courses, fits a secretary for future promotions. Elective courses from any area of the curriculum may thus be valuable, although the student will no doubt wish to elect work in the fields of accounting, business and economics.

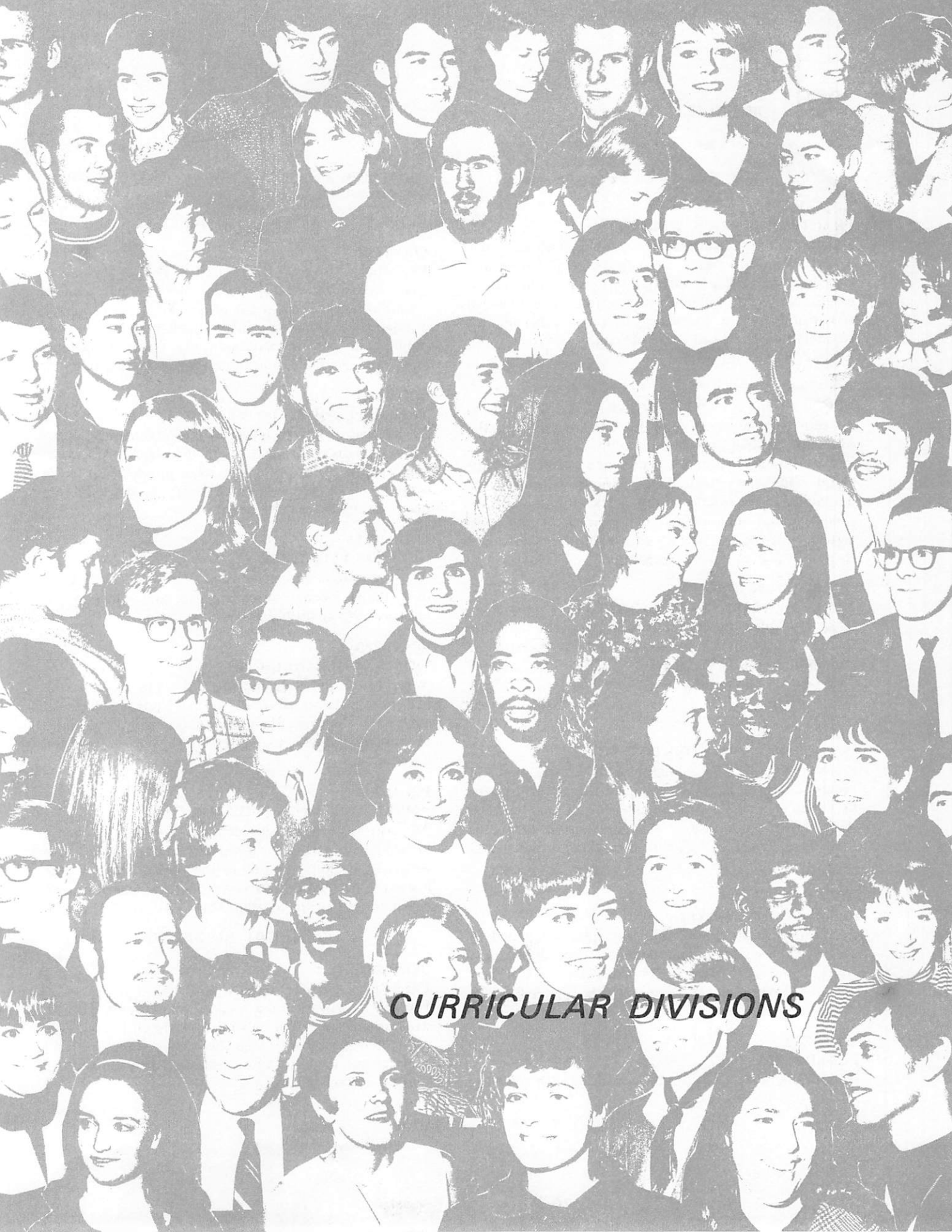
First Year

	Credit Hours
English	10
GenBus 101	5
Office 109, 120, 121, 130	10
Shorthand	15
Typewriting	8*
Total	48

Second Year

	Credit Hours
Acct 101, 102, or 210, 220	7
GenBus 110, 145, 202	11
Office 122, 230	7
Shorthand	10
Speech	5
Approved Elective	6
Total	46

*The program requires 6-8 credits of typing, dependent upon previous typing experience.



CURRICULAR DIVISIONS

ACCOUNTING

ACCT 101, 102

PRACTICAL ACCOUNTING (4) (3)

Practice and procedures for reporting business transactions. Use of special journals, general ledger and subsidiary ledgers; payroll accounting; periodic adjustments, closing procedures and preparation of financial statements. (These courses are not recommended for students transferring to four-year colleges). Prerequisite: Accounting 101 for Accounting 102.

ACCT 200

ACCOUNTING AS AN ENVIRONMENTAL FORCE (5)

A study of the social impact of accounting on the capitalistic system; the roles played by large corporations and government in implementing corporate accountability; and the functions of various institutions as determinants of accounting principles with emphasis on environmental interactions. (This course is not concerned with the preparation of accounting records and financial statements.) No prerequisite.

ACCT 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. (These courses were designated Bus 210, 220, 230 in 1968-69.)

ACCT 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. (These courses were designated Bus 250, 260 in 1968-69.)

ACCT 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. (This course was designated Bus 270 in 1968-69.)

ACCT 280

FEDERAL INCOME TAXES (3)

An introduction to income tax accounting with emphasis

on the preparation of U.S. individual income tax returns. No prerequisite.

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 211

GENERAL ECONOMICS (3)

A survey of basic principles of economics: determination of national income, price analysis, and allocation of resources. No credit if 200 has been taken.

ECON 220

MONEY AND BANKING (3)

A survey of the development and significance of the major financial institutions in the United States. An analysis of the role of banks and financial intermediaries in providing credit to consumers, businesses and the government.

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. Prerequisite: Econ 200.

GENERAL BUSINESS

GENBUS 101

INTRODUCTION TO BUSINESS (5)

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

GENBUS 110
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. This course was designated Business 100 in 1968-69.

GENBUS 111
INTRODUCTION TO COMPUTER
PROGRAMMING (2)

Instructions in programming and use of the computer; applications to business problems.

GENBUS 120
HUMAN RELATIONS (5)

A course dealing with the application of psychological principles to the needs of employees in business and industry. Topics include: motivation, leadership and human factors.

GENBUS 121
PERSONNEL MANAGEMENT (3)

Attention is directed to the scope of personnel management, organization of personnel work, and major factors in personnel problems and labor relations. Emphasis is given to a study of manpower management, recruitment, testing, selection, placement and training of employees and executives; job analysis, and evaluation; wage and salary administration; morale measurement and maintenance of union-management relationships.

GENBUS 122
LABOR RELATIONS (3)

An introductory study of labor relations with particular emphasis on the changes taking place in various segments of the American economy. Topics include: the composition of the labor force, labor-management legislation, growth and structure of unions, collective bargaining, labor market economics, and personnel practices.

GENBUS 140
PERSONAL FINANCE (3)

A general survey course designed to explore budgeting and consumer economics, credit, investments, insurance, real estate, estate planning, and other areas of personal money management.

GENBUS 145
BUSINESS MATHEMATICS (5)

Practical problems in computing individual items and analyzing their relationships on an income statement, interest and discounting, annuities and amortization,

insurance, and other applications of mathematics to business and consumer situations.

GENBUS 150
SMALL BUSINESS MANAGEMENT (5)

Organizing and operating a small business. Causes of business failure, merchandising and financial problems, employer-employee relations.

GENBUS 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.

GENBUS 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.

GENBUS 202
BUSINESS LAW—AGREEMENTS (3)

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

GENBUS 241
PRINCIPLES OF ORGANIZATION AND
MANAGEMENT (5)

The principles of organization and 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. Prerequisite: General Business 101.

GENBUS 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.

MID-MANAGEMENT

MIDMGT 90a, 90b, 90c, 90d, 90e, 90f
FOOD SERVICE — SEMINARS (2) (2) (2) (2) (2) (2)

A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: Permission of instructor.

MIDMGT 92a, 92b, 92c, 92d, 92e, 92f**BANKING – SEMINARS (2) (2) (2) (2) (2) (2)**

A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter.

MIDMGT 96a, 96b, 96c, 96d, 96e, 96f**OFFICE MANAGEMENT – SEMINARS**

(2) (2) (2) (2) (2)

A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: permission of instructor.

MIDMGT 98a, 98b, 98c, 98d, 98e, 98f**MARKETING – SEMINARS (2) (2) (2) (2) (2) (2)**

A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: Permission of instructor.

MIDMGT 100**FOOD SERVICE – ORIENTATION (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 was designated Food S 100 in 1968-69.)

MIDMGT 101, 102**FOOD SERVICE – BASIC FOODS (3) (3)**

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; 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. (These courses were designated Food S 101, 102 in 1968-69.)

MIDMGT 110**BANKING – ORIENTATION (1)**

A basic orientation and introduction to the banking field and various financial institutions.

MIDMGT 111**BANKING – HISTORY AND ORGANIZATION (3)**

This course traces the historical development and the organization of banks. It also covers the various functions performed by financial institutions.

MIDMGT 120**OFFICE MANAGEMENT – ORIENTATION (1)**

An orientation and general introduction to the field of office management.

MIDMGT 130**MARKETING – ORIENTATION (1)**

An orientation and introduction to the general field of marketing and specifically the field of retailing.

MIDMGT 131**MARKETING – 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. (This course was designated Bus 251 in 1968-69.)

MIDMGT 132**MARKETING – 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. (This course was designated Bus 252 in 1968-69.)

MIDMGT 133**MARKETING – COLOR, LINE AND DESIGN (3)**

Color, line and design as they relate to merchandising, advertising, displays, interior decoration, and fashion. Color reproduction systems, typography, printing, lighting. Psychological aspects of art for merchandising purposes.

MIDMGT 201, 202**FOOD SERVICE – QUANTITY FOODS (3) (3)**

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. (These courses were designated Food S 201, 202 in 1968-69.)

MIDMGT 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. (This course was designated Food S 203 in 1968-69.)

MIDMGT 204**FOOD SERVICE – 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. (This course was designated Food S 204 in 1968-69.)

MIDMGT 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. (This course was designated Food S 205 in 1968-69.)

MIDMGT 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. (This course was designated Food S 206 in 1968-69.)

MIDMGT 207**FOOD SERVICE – INTERNAL CONTROL (3)**

Specialized course in quantity food service operational control. Items to be covered will include the costing of food, receiving procedures, various food and beverage controls, portion control, etc. (This course was designated Food S 210 in 1968-69.)

MIDMGT 208**FOOD SERVICE – SUPERVISORY METHODS (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. (This course was designated Food S 213 in 1968-69.)

MIDMGT 209**FOOD SERVICE – TRAINING TECHNIQUES (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. (This course was designated Food S 215 in 1968-69.)

MIDMGT 210**BANKING – COMMERCIAL BANKING (5)**

The role of banking in the economy and management problems in banking – management of bank funds, internal organization, branch banking, and external problems, including relationships between banks and government agencies.

MIDMGT 220, 221**OFFICE MANAGEMENT (5) (5)**

This is a two-quarter sequence covering the role of office management, the impact of automation in offices, basic principles of office organization, planning office services—communications, auxiliary office services, and office planning. It will include discussion of office costs, controlling these costs, through systems and procedures analysis, forms design and control, analyzing office jobs, work measurements and work standards, report preparation. This course will include a discussion of supervision, human relations, personnel policies and salary administration. Prerequisite: Permission of instructor and Midmgt 220 for Midmgt 221.

MIDMGT 230**MARKETING – MERCHANDISING INFORMATION (3)**

Merchandise information designed to give the student the background and selling information for various textiles and non-textiles. Students will be given a standard for determining quality products and a knowledge of how to care for them. Students will learn the manufacturing processes of the various products to help them in their sales presentation.

MIDMGMT 231**MARKETING – CREDITS AND COLLECTIONS (3)**

The study of the nature, basis, and meaning of credit and credit control. Topics include functions of credit, credit instruments, types of credit; elements determining credit risk; sources of credit information; analysis of financial statements; collection procedure and correspondence; installment accounts; check cashing and skip tracing; credit sales promotion.

MIDMGMT 232**MARKETING – BUYING TECHNIQUES (3)**

A study of the techniques employed in performing the functions of the merchandise division of a store. The functions of the buyer and the many facets of the buyer problems in a store are discussed. Other topics include customer demand analysis, comparison shopping, bargain hunting and planning.

MIDMGMT 233**MARKETING – MERCHANDISE DISPLAY (3)**

The application of principles of color, line and design to interior and window display. Topics include appropriate display space, lighting arrangements, seasonal display equipment, care of display space and fixtures and the improvisational use of display equipment and papier mache forms.

OFFICE PROFESSIONS**OFFICE 96a, b, c, d, e, f (2 each)****OFFICE – SEMINARS**

A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: Permission of instructor.

OFFICE 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.

OFFICE 102**INTERMEDIATE TYPING (2)**

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

OFFICE 103**ADVANCED TYPING (2)**

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

OFFICE 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: Office 103.

OFFICE 109**BUSINESS COMMUNICATIONS (3)**

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

OFFICE 115, 116, 117**GREGG SHORTHAND (5) (5) (5)**

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

OFFICE 120**OFFICE MACHINES (2)**

Adding and calculating machines. Basic instruction and practice in the operation of ten-key adding machines, printing, and rotary calculators. The application of these machines of business.

OFFICE 121**ADVANCED OFFICE MACHINES (2)**

Calculating and bookkeeping machines. Designed to develop a higher degree of proficiency and an ability to process more complex business problems with adding and calculating machines. Instruction and practice in the use of bookkeeping and posting machines. Prerequisite: Office 120, or permission.

OFFICE 122**DUPLICATING AND OFFSET PROCESSES (2)**

Techniques of spirit, ink, offset and other methods of duplicating. Designed to give basic skill in the preparation of copy, masters, and plates, and the operation of fluid and offset equipment. Typing ability required.

OFFICE 130**MACHINE TRANSCRIPTION (3)**

Development of skills in the use of transcription machines. Emphasis placed on accuracy and speed in transcribing letters and business correspondence. Prerequisite: typing ability.

OFFICE 205

ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)

Review of brief forms, phrasing, advanced theory. Major emphasis on speed building, and sustained dictation at higher speeds, and mailable letter production. Prerequisite: Office 117 or equivalent.

OFFICE 206

ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)

Continued major emphasis on speed building and sustained dictation; office-style dictation. Prerequisite: Office 205.

OFFICE 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, Office 120 and Office 122.

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 153

SKI INSTRUCTOR SEMINAR (2)

Discussion of ski mechanics, bio-mechanics, exercises and problems related to ski schools.

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.

O ED

FIELD STUDY CANOE TRIP

A 12-credit hour summer field study canoe trip into the Bowron Lakes Provincial Park in Central British Columbia. An on-sight visitation which will include studies of basic

geologic principles, acquaintance with local flora, training in conservation and safety and the proper handling of canoes. Credits will be given for:

- GEOL 150 – Field Geology – 3 Credits
- BOTONY 113A – Field Taxonomy – 3 Credits
- REC ED 241 – Camp Craft – 5 Credits
- PHY ED 105 – Canoeing – 1 Credit

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 120

KARATE (1)

Men and women. Emphasizes the philosophy as well as the skills and etiquette of Karate. The class will stress the development of self-reliance and self-confidence.

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 152**CONTEMPORARY DANCE (1)**

Men and women. Learning and practicing essential warm-ups, exercises and techniques; use of the body to express feelings, ideas, emotions, moods or situations; individual and group participation in short dance compositions.

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

Men and women. Review of elementary strokes, intro-

duction 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) (1)**

Varsity players only. Winter quarter.

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

Varsity players only. Fall quarter.

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

Varsity players only. Spring quarter.

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

Varsity players only. Spring quarter.

PHY ED 155, 255**VARSITY WRESTLING (1) (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 164**SKILLS AND MATERIALS IN AQUATICS (2)**

Development of techniques and skills in teaching aquatic activities of various age and skill levels.

PHY ED 165**SKILLS AND MATERIALS IN GYMNASTICS (2)**

Understanding the fundamental concepts and application of skills and techniques in the teaching of gymnastics; progressive sequence of learning and teaching gymnastic skills.

PHY ED 166**SKILLS AND MATERIALS IN TEAM SPORTS (2)**

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

PHY ED 190**INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION AND RECREATION (5)**

Survey of and orientation to the professional fields of physical education, health education, recreational leadership 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 264**SKILLS AND MATERIALS IN TRACK AND FIELD AND WEIGHT TRAINING (2)**

Principles of training; development of performance for each track and field event; selection of individuals for the various events, coaching philosophy, practice organization, conducting meetings and administrative problems. Principles and methods of weight training. Development of weight training programs.

PHY ED 265**SKILLS 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 266**SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)**

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

PHY ED 270**ADVANCED DIVING TECHNOLOGY (3)**

Theories and techniques of deep diving, open water rescue and first aid, search, recovery and underwater navigation. In addition to the lectures, the course provides for 27 hours of actual diving practice on weekends. Prerequisite: Basic skin and scuba diving certificate.

PHY ED 275**ADVANCED DIVING TECHNOLOGY (3)**

Theories and techniques of line tending diving, equipment, sport diving and scientific diving applications. Thirty-two hours of actual diving practice in addition to the lectures. Prerequisite: PHY ED 270.

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.

REC ED 290**ADAPTIVE RECREATION (3)**

Study of the value of recreation for physically and socially handicapped and adaptation of recreation activities for various atypical groups. Practical experience at local social service agencies.

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.

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.

ART 106**DRAWING (3)**

Continuation of Art 105 with greater emphasis on figure drawing. Prerequisite: Art 105.

ART 107**DRAWING (3)**

Continuation of Art 106. Prerequisite: Art 106.

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.

ART 110**DESIGN (3)**

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

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 (5)**

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.

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

A descriptive survey of the art of the major civilizations of the Near East, Western Europe and the United States. Art 212. Ancient Egypt, Greece, Rome, and Medieval Europe. Art 213. Northern and Southern Renaissance, Baroque Europe and 18th century Europe. Art 214. The 19th and 20th centuries in Europe and the United States.

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 champleve, Plique-a-jour, Limoges and Clissonne. Lectures and discussion concern historical and contemporary jewelry design.

ART 250**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.

ART 255**TEXTILE DESIGN (3)**

Introduction to textile techniques with emphasis on the design of the object. Processes include simple weaving, stitchery, applique, macrame and rug knotting.

ART 256**PAINTING (3)**

An introduction to oil painting with instruction in modeling in light and shade, composition, color theory and technique. Attention is paid to the present and past pictorial ideas with emphasis on the students developing his own preferences. Prerequisite: Art 105 and 109 or instructor's permission.

ART 257**PAINTING (3)**

A continuation of Art 256. Prerequisite: Art 256.

ART 258**WATERCOLOR (3)**

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

ART 272**SCULPTURE (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.

ART 273**SCULPTURE (3)**

A continuation of Art 171. Prerequisite: Art 171.

ART 274**SCULPTURE (3)**

A continuation of Art 273. Prerequisite: Art 273.

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, 147**THEATRE VOICE AND SPEECH (2) (2)**

Stage vocal techniques and exercises in practical application, with focus on styles of speaking for realistic acting. Prerequisites: 146 for 147.

DRAMA 151, 152, 153**BEGINNING ACTING (3) (3) (3)**

Theory and practice of fundamentals: 151, analysis and practice in aptitudes necessary to acting (focus, recall, imagination, characterization) through improvisation and some production participation; 152, analysis and practice in rhythm, theory, stage deportment; 153, analysis and practice in styles for modern realistic acting. Could well be used in other disciplines such as Law Enforcement, Nursing, Psychology and Sociology. Prerequisites: 151 for 152, 152 for 153.

ENGLISH**ENGL 101A****ENGLISH COMPOSITION (5)**

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 (5)**

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

ENGL 101, 102**ENGLISH COMPOSITION (5) (5)**

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.

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 199**BLACK LITERATURE (5)**

A study of the contribution of Negro writers to literature.

ENGL 210**INTRODUCTION TO EUROPEAN LITERATURE (5)**

Reading and critical discussion of some of the greatest works in world literature.

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.

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.

ENGL 267**AMERICAN LITERATURE: BEGINNINGS THROUGH CIVIL WAR (5)**

Readings from authors such as Edwards, Franklin, Thoreau, Hawthorne, Melville, Twain and others, considering their respective contributions to the American Literary scene.

ENGL 268**AMERICAN LITERATURE: CIVIL WAR TO THE PRESENT (5)**

Readings in modern American literature, including writers such as James, Crane, Fitzgerald, Hemingway, Eliot, Pound, Stevens, Faulkner, Frost, Bellow.

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.

ENGL 271, 272**EXPOSITORY WRITING (5) (5)**

Practice in writing information and opinion papers to develop easy and effective expression. 272 is somewhat more advanced. Prerequisite, freshman composition requirement or equivalent for 271; 271 for 272.

ENGL 273, 274, 275**VERSE AND SHORT STORY SERIES (CREATIVE WRITING) (5) (5) (5)**

Directed writing in the areas of a student's choice: short stories, poetry, drama.

ENGL 299**DIRECTED READING AND RESEARCH (3-5)**

Individual study of given authors or areas of interest by arrangement with instructor.

HUMANITIES**HUMAN 101****SURVEY OF THE 20TH CENTURY ARTS (5)**

Exposure to current trends and experiments in music, art and literature, from cubism and electronic music to Ginsberg, through lecture, reading, visiting art shows, concerts, films. A brief survey of historical styles gives perspective for study of 20th century trends.

HUMAN 102**SURVEY OF THE ARTS (5)**

Comprehensive survey of historical stylistic developments in art, music and literature, beginning with medieval works and culminating with late 19th century artistic developments. Slides, films, concerts, drama supplement lectures.

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

Fundamentals of reporting, interviewing, and newswriting. Includes functions of a newspaper, journalistic style, and elements of libel.

JOURN 141**NEWSWRITING LABORATORY (3)**

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.)

JOURN 150**COMMUNITY JOURNALISM (1)**

Lectures in community journalism, a series of weekly lectures in community news coverage, careers in weekly community journalism. Lectures are delivered by members of the local community press.

JOURN 151**COMMUNITY JOURNALISM LABORATORY (5)**

Practical work in community journalism involving ten hours a week in practical experience working on the staff of a local community newspaper under the supervision of one or more departmental editors. Prerequisite: Journalism 140, 141 and permission. Enrollment by appointment only with the journalism department.

JOURN 240**ADVANCED NEWSWRITING (3)**

Concentration on covering special assignments, interpretative reporting.

JOURN 250**NEWSPAPER EDITING (2)**

Fundamentals of typography, page make-up, headlining, copy editing. Prerequisite: Journalism 140.

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)**

Learn how music-is put together. Class begins by acquiring basic skills of reading pitches and rhythms. Chord and melody construction are studied to help students learn to play a simple melody at the piano, and add their own chordal accompaniment. By the end of the quarter, students construct simple instruments and write compositions for them. Covers the fundamentals of music construction and provides understanding of the creative processes involved in composing and performing music.

MUSIC 101**STRUCTURE OF MUSIC (5)**

Prerequisite: equivalent of Music Fundamentals course or permission of instructor. The harmonic, melodic and rhythmic organization of music is studied with the

objective of helping the student use these elements to begin writing his own compositions, and to analyze and better comprehend the way composers have combined and experimented with these elements in their music. Includes ear training and keyboard.

MUSIC 102**STRUCTURE OF MUSIC (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)**

A historical survey of compositions and major composers from early civilizations and primitive music through Renaissance, Baroque, Classical and Romantic eras to today's efforts. Lectures give background. Listening to records provides exposure to the different styles. For anyone who would like more understanding of the music he hears. Class includes study of today's musical environment from experimental efforts in electronics to current popular styles.

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 140**COLLEGE BAND (1)**

(Maximum of 6 credits may be earned while in residence at Bellevue Community College.)

MUSIC 150**COLLEGE CHOIR (1)**

Fundamentals of music and voice production through group singing. Open to all who wish to sing. (Maximum of six credits may be earned while in residence at Bellevue Community College.)

MUSIC 160**COLLEGE ORCHESTRA (1)**

A maximum of six credits may be earned while in residence at Bellevue Community College.

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 208**HISTORY OF MUSIC TO 1750 (5)**

Study of music developments from early civilizations and primitive cultures through medieval growth in western civilization to end of the Baroque. Lectures supplement text and recordings to familiarize student with background of current styles of music.

MUSIC 209**HISTORY OF MUSIC 1750 TO PRESENT (5)**

Covers in detail the development of musical style and works of composers from the end of Baroque style to contemporary experiments. Lectures and recordings to illustrate different styles.

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)**

Trace the background of jazz, one of the most recent "ethnic" music developments in music history. Lectures supply historical and stylistic information. Records expose the ear to many jazz styles, with emphasis on the last 20 years.

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 100****BASIC SPEECH IMPROVEMENT (5)**

Training in the fundamentals of good speech such as orderly thinking, emotional adjustment, adequate voice

and distinct articulation, meaningful visual communication, and effective oral use of language. Speech as man's primary means of communication with emphasis on more informal uses of speech in daily life. This course differs from Speech 220 which emphasizes the more formal speaking situations, and the speech to persuade rather than to inform. Speech 100 is not a prerequisite to Speech 220.

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.

SPEECH 249**READER'S THEATRE (2)**

Presents students in public reading programs of outstanding literature; prose, verse, and drama. The presentations will be before audiences on and off campus.

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 111****ELEMENTARY BOTANY (5)**

Structure, physiology and reproduction of plants with emphasis on seed producing groups.

BOTANY 112**PLANT KINGDOM (5)**

An introduction to the major groups of the plant kingdom, to include structure, reproduction and theories of evolutionary development. Prerequisite: Botany 111 or Biology 101.

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 101**ENGINEERING GRAPHICS (3)**

Orthographic projection and principles for solution of problems involving points, lines, and planes. Layout drawings, lettering and standard practices on engineering drawings. Sketching, sectional views and dimensioning.

ENGR 102**ENGINEERING GRAPHICS (3)**

Continuation of ENGR 101. Introduction to basic steps in the engineering design processes. Tolerances, threads and fasteners, assembly and detail drawings. Comprehensive design project. Prerequisite: ENGR 101.

ENGR 103**APPLIED DESCRIPTIVE GEOMETRY (3)**

Principles and techniques of descriptive geometry. Intersection of surfaces, plane evaluation and revolution principles. Graphical solution of engineering problems. Prerequisite: ENGR 102.

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.)

ENGR 121**PLANE SURVEYING (5)**

Plane surveying methods; use of engineer's level, transit and tape; computation of bearings, plane coordinates, areas; theory of measurements and errors, and the application of probability to engineering measurements; use of stadia surveying and study of the public land system, and topographic mapping.

ENGR T 154**STATICS (3)**

A study of vectors, methods of solving for stresses in structures by mathematical and graphical means; use of method of joints, combined methods of joints, three force systems, method of sections, friction. Prerequisite: One year of algebra with grade of C or better. (S)

ENGR T 159**TECHNICAL ORIENTATION (3)**

Designed for the engineering technologist who will receive an Associate of Applied Arts and Sciences degree after completion of a two-year program. Orientation in the type of work required for engineering technologists; field trips to consulting engineering firms, governmental agencies, and private industry. Visitation by prominent engineers interested in the engineering technologist. Problems involving basic mathematical concepts and methods of working engineering problems. (F)

ENGR T 163**PROPERTY OF MATERIALS (3)**

Use, analysis, handling of engineering materials, mechanical, thermal and electrical properties, microstructure,

phase diagrams, elastic and plastic deformations, creep, temperature stress and strain relationship, heat testing, thermal conductivity, conductors, semi-conductors, and insulators. (W)

ENGR T 280
MATERIALS SHOP (3)
Machining of metals.

ENGR T 281
MATERIALS SHOP (3)
Machining of metals, Prerequisite: ENGR T 280.

ENGR 282
MATERIALS SHOP (3)
Foundry and Welding. Prerequisite: ENGR T 281.

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.

GEOL 103
GENERAL HISTORICAL GEOLOGY (5)
Study of the geologic history of the earth and the important life forms which dominated each phase. Elements of stratigraphy and paleontology. For non-majors. Laboratory. Prerequisite: Geology 101 or permission.

GEOL 106
GENERAL ECONOMIC GEOLOGY (5)
A study of the geologic formation, occurrence, distribution, and production of the important industrial minerals, coal and petroleum. Includes consideration of ground water and engineering geologic problems. Identification of important ore minerals and coals. For non-majors. Laboratory.

GEOL 205
PHYSICAL GEOLOGY FOR SCIENCE MAJORS (5)
Origin and development of minerals, rocks, earth structures and land-forms. Prerequisite: high school chemistry. Two laboratories a week; field trip in Spring.

GEOL 208
GEOLOGY OF THE NORTHWEST (5)
A course in geologic processes, using local examples to enable full understanding of the evolution of present landscapes. The historical approach being with oldest rocks in mountain chains. Geology 101 or permission.

HOME ECONOMICS

HOM EC 100
INTRODUCTION TO HOME ECONOMICS (1)
An orientation to the field of home economics with emphases on philosophy and subject matter content. Attention is also given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

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 169
HOME FURNISHINGS AND EQUIPMENT (3)
A study of furniture and appliances in reference to the home including construction, selection, use, and care.

HOM EC 170
INTERIOR DESIGN (3)
A study of the elements and principles of design in relation to achieving an aesthetic interior of the home with emphases on furniture selection and arrangement, color, window treatments, floor coverings, lighting, texture and space relationships.

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 221**FAMILY FINANCES (3)**

A study of the acquisition and utilization of family economic resources and the effect of values, standard, and goals on family spending. Prerequisite: ECON 200.

HOM EC 230**FAMILY MEAL MANAGEMENT (5)**

Principles of management applied to preparing and serving family and guest meals. Emphases are placed on efficient use of time, energy, money, and equipment. (1 lab period) Prerequisite: HOM EC 220.

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

HOM EC 256**CHILD DEVELOPMENT AND GUIDANCE (3)**

A study of the physical, social, and emotional development of the child from infancy to adolescence and of the guidance necessary for optimal development. (Same as PSYCH 201.)

HOM EC 270**INTERIOR DESIGN (5)**

A study of the field of interior design and of the use of design elements to create a favorable environment. An analysis is made of interior spaces and furnishings in relation to human needs including study of materials, procedures, scale drawing and presentation. (1 lab period) Prerequisite: HOM EC 170)

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.

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

Basic techniques of simple fusion welding and cutting. The use of both acetylene and electric arc equipment.

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.

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

Identification of the common ornamental trees and shrubs.

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.

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. Prerequisite: HORT 111.

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. Prerequisite: HORT 111.

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. Prerequisite: HORT 112.

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.

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.

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

Planting, balling, burlapping, transplanting, irrigation and feeding methods and related plant management practices. Prerequisite: HORT 113.

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.

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.

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. Prerequisite: HORT 103.

HORT 207**SOIL SAMPLING PROCEDURES (2)**

Laboratory analysis of soils for growing purposes. Prerequisite: HORT 113, and HORT 211.

HORT 209**TREES (3)**

A study of trees for their identification and application as fruits, ornamentals, shade trees, street trees, specimen trees, etc. Prerequisites: HORT 101, 102, 103.

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. Prerequisite: HORT 113.

HORT 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. Prerequisite: HORT 113.

HORT 224**TURF MANAGEMENT (5)**

Same as HORT 223 for those not specializing in turf management. Prerequisite HORT 121, 211.

HORT 231**PLANT INSECTS (2)**

A study of that phase of entomology which deals with plant insects, their identification, growth forms, habits, eradication, etc. Prerequisite: HORT 131.

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

Management procedures and the programming of practices for growing plants as a profitable business.

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. Prerequisites: HORT 131, 132.

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 MANAGEMENT (3)**

A study of production and planning based on process line sales forecasting, dispatching, materials and inventory control, and marketing factors. Forecasting utilizing charts, critical path techniques, computer techniques, including preparation of machine loading schedules and manpower schedules.

IET 274**JOB ANALYSIS AND EVALUATION (3)**

An introduction to the preparation of fair and equitable wage rates including job analysis, job classification, job specifications, determination of fundamental basic rates and point and grade systems.

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.

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

The study of aggregates, concrete mixes and the application of concrete to patios, structures, etc., in landscape designs.

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

The study of wood products, preservatives and the application of wood structures in landscape designs.

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 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 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: MATH 104 and 105 or permission for MATH 124, MATH 124 for MATH 125, MATH 125 for MATH 126.

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 171**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.

(Same as GenBus 200)

MATH 172**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 191, 192**TEHCNICAL MATHEMATICS (5) (3)**

A Non-rigorous approach to mathematics essential in technical areas including integrated studies of functions and graphs, trigonometric functions, equation solving, systems of equations, inequalities, vectors, exponents, logarithms, and ratio and proportion. Prerequisite: MATH 070 or equivalent and MATH 071 or equivalent.

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 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**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 103**PEDIATRIC NURSING (4)**

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

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 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 202**MEDICAL-SURGICAL NURSING III (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 203**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 and class demonstrations. 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.

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

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

PHYSC 121, 122, 123**GENERAL PHYSICS (5) (5) (5)**

Development of the basic principles of physics. PHYSC 121, Mechanics, electro-magnetism, and modern physics. Prerequisite: one year of high school physics or equivalent and MATH 124 (may be concurrent). PHYSC 122, Electricity, magnetism, and alternating currents. Prerequisite: PHYSC 121 and concurrent calculus. PHYSC 123, Heat, sound, light and geometrical and physical optics. Prerequisite: PHYSC 122 and concurrent calculus.

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) (3)**

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 NURSING (3)**

Nursing procedures pertinent to radiographic procedures. The course is designed to: (1) provide an understanding

of nursing procedures through principles, application and demonstration in those radiographic examinations requiring nursing support; and (2) acquaint the technologist with demands being delegated and expected of them in special procedures involving radiography.

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**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 200**INTRO TO LINGUISTICS (Credit given in Humanities also) (5)**

An introduction to the scientific study of language. The sounds and structures of language. How the languages of the world work and how they develop and change.

ANTHRO 201**PHYSICAL ANTHROPOLOGY: MAN IN NATURE**

(Credit given as Natural Science also) (5)

An introduction to physical anthropology. The basic principles of human genetics, the evidence for human evolution, and the study of race. (No prerequisite)

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 213**CULTURES OF AFRICA (5)**

A survey of various cultures and peoples of Africa prior to European contact. Indigenous societies on various levels or organization, including bands, tribes and kingdoms, will be analyzed. Also European influence, acculturation and the problems of rapidly changing contemporary Africa will be considered.

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****PRINCIPALS OF EARLY CHILDHOOD EDUCATION (3)**

Philosophy and principles of early childhood education with emphasis on the techniques of observing children and writing observations. Discussion includes the roles of teacher, parent and child in the school environment. Observation 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 hour observation and directed supervision.

E C ED 181**CHILDREN'S CREATIVE ACTIVITIES (5)**

The integration of children's creative activities in the Early Childhood curriculum demonstrated by a wide variety of materials and techniques in art, music and literature. Instruction will also consider science 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 in a cooperative preschool, head-start group, day care center or private nursery school. Participation will be closely supervised by a qualified instructor. Eight 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 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 understanding of philosophies and theories of education and current practices as they relate to psychologies of learning. Laboratory experiences consist of 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 ANCIENT CULTURES TO 500 A.D. (5)**

The historic civilizations of India, China, the Near East, Greece and Rome. Readings include the early literature, religions, moral teachings and laws. Seminars and lecture-discussion evaluate these concepts. Emphasis is on understanding the value systems and our modern legacy from them.

HIST 102**HISTORY OF CIVILIZATION: THE MIDDLE AGES AND EARLY MODERN WORLD, EAST AND WEST, TO 1815 (5)**

The development of the permanent and traditional institutions in thought, society, government and economics throughout the Western and Eastern worlds in the feudal and early modern periods. Readings will emphasize these institutions and the people who led them. How East and West took different paths during these years and then how they met again in conflict during Imperialistic days will also be emphasized.

HIST 103**HISTORY OF CIVILIZATION: THE CONTEMPORARY WORLD (3)**

A critical examination of the salient developments of nineteenth and twentieth century European history, their impact on the non-Western world, and the response of that world to European ascendancy. Considerable emphasis will be placed on the expansion of the European state system, the problems of modernization, and the anti-Western revolt in a "cold war" context.

HIST 110**THE FAR EAST IN THE MODERN WORLD (5)**

The emergence of the Far East from areas of exploitation to importance in the economic, political and cultural affairs of the modern world. A recognition of the value systems of these cultures and of their problems in today's world. Emphasis is on the 20th Century, with necessary background.

HIST 130**AFRO-AMERICAN HISTORY (5)**

Broad overview of the Afro-American's role in the development of American society. Lecture-discussion method is employed to help focus on salient points. Course begins with discussion of the African background and concludes with discussion of present day problems. Emphasis is on gaining historical understanding of the current times.

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 1815 (5)**

An examination of the historical forces that lead to the colonization of the American continent, British supremacy in North America, and the disruption of the English-American colonial tie. Also examined will be the elements of change and continuity in the Confederation and Early National periods, as well as the origins and course of America's "Second War of Independence," the War of 1812.

HIST 242**THE UNITED STATES FROM 1815 to 1898 (5)**

A critical scrutiny of the long and short-term causes of the disruption of the Union in 1861, war and reconstruction, and the accelerated industrial boom following the Civil War that elevated the United States to the status of a world power.

HIST 243**THE UNITED STATES FROM 1898 TO THE PRESENT (5)**

Examination and analysis of the United States' response to its role as a world power and as a highly industrialized, urbanized society. Attention will also be given to the social, political, economic, and ideological problems relating to this country's entry into the post-industrial age.

HIST 245**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)**

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 (5)**

England from the time of the ancient Britons to the completion of the Bloodless Revolution of 1688-9. Emphasis is on the personalities of English history and the way they dealt with the social, economic and political forces of their day. American origins are stressed. The readings reveal the opinions and attitudes of the early days.

HIST 272**ENGLISH POLITICAL AND SOCIAL HISTORY (5)**

England from 1689 to the present day. The Industrial Revolution and the resulting rush toward trading empires and Imperialism, the 19th Century society, and the statesmen who guided England. Readings are designed to bring out the personalities and the attitudes of the times. The American Revolution is considered from the English point-of-view.

HIST 295**INTRODUCTION TO JAPANESE CIVILIZATION (5)**

Survey history of Japan's political, social and cultural development from early times to the present. Japan's cultural borrowings from China and their "Japanization," the Shogun-Emperor system of government, the Feudal Age, the traditional society, and Japan's response to the Western world in the 19th Century. Finally, Japan in the 20th Century.

LAW ENFORCEMENT

Courses numbered 100 through 149 are preservice courses designed for the student who wishes to enter police service. Courses numbered 250 and above are designed for the student who is presently employed in the police services. Students wishing to enter the law enforcement program should consult with the director of law enforcement prior to enrollment. Students may receive an additional two (2) credits per quarter by enrolling in the Campus Patrol.

LAW ENFORCEMENT PRESERVICE**LAW EN 100****INTRODUCTION TO LAW ENFORCEMENT (3)**

A survey of the historical development of law enforcement, organization and jurisdiction of local, state and federal law enforcement agencies.

LAW EN 101**ADMINISTRATION OF JUSTICE (3)**

A comprehensive study of criminal justice, including an 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. Functions and activities of the patrol traffic, investigative, juvenile and staff services divisions.

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.

LAW EN 106

TRAFFIC CONTROL AND ACCIDENT INVESTIGATION (3)

Instruction in routine intersection and emergency traffic control procedures. Accident investigation from notification of the incident through testimony in court.

LAW EN 108

PATROL PROCEDURES AND LABORATORY 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.

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. 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 dealing with the production and presentation of evidence in criminal trials; a study of the three major classifications of evidence – direct, circumstantial and real.

LAW EN 202

CRIMINAL INVESTIGATION (5)

Identification of individuals, both missing persons and fugitives; recording the scene of a crime by sketching and photography; the basic fundamentals of dactyloscopy; examinations of tool impressions; firearms; blood; semen; poisons; drugs; arson; auto theft; burglary; assaults and dead bodies; forgery; robbery; larceny; and alcohol and narcotic violations.

LAW EN 204

PATROL AND LABORATORY II (6)

A continuation of the study of police patrol procedures.

LAW EN 206

JUVENILE CONTROL (3)

A study of the elements, functions and purpose of the Juvenile Court and Juvenile Court law, with emphasis on the role of the police in the arrest, detention, petition, summons, record procedures and hearing in juvenile cases.

LAW ENFORCEMENT INSERVICE COURSES

The following inservice courses are offered throughout the college year.

Descriptions of each will be furnished at the time the course is offered. All inservice courses are of advanced theory and material, presented for those wishing to further their law enforcement careers. One-hour courses are seminar in nature, but may require outside research or reading.

<u>Course</u>	<u>Credit Hours</u>
LAW EN 250 Police Administration and Supervision	5
LAW EN 252 Police Budgets	5
LAW EN 254 Traffic Management	5
LAW EN 256 Criminal Evidence	5
LAW EN 258 Investigative Management	5
LAW EN 260 Patrol Management	5
LAW EN 262 Communications and Advanced Theory	5
LAW EN 264 Penology	5
LAW EN 266 Public and Community Relations	3
LAW EN 268 Statistical Studies	3
LAW EN 270 Computers and Law Enforcement	3
LAW EN 272 Interviewing Techniques	3
LAW EN 274 Prevention and Control of Unusual Occurrences	3
LAW EN 276 Police and Public Schools	3
LAW EN 278 Judicial Interpretation	3
LAW EN 280 Campus Police	3
LAW EN 282 Recruiting	1
LAW EN 284 Minorities and Police	1
LAW EN 286 Planning and Research	1
LAW EN 288 Equipment Purchase and Maintenance	1
LAW EN 290 Narcotics	1

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, France and Germany; 206: Soviet Union and China; 207: Asian Governments.

POL SC 250**POLITICAL PARTIES AND ELECTIONS (5)**

Characteristics of American political parties, their organization and methods, political campaigns, elections, methods and practices.

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 100****INTRODUCTION TO PSYCHOLOGY (5)**

The major emphases will be terminology, methodology, concepts, principles, and problems of various areas of psychology. Areas may include, but not be limited to, psycho-physiological processes, perception and learning related to critical developmental stages in self and social action.

PSYCH 110**APPLIED PSYCHOLOGY (5)**

An introductory-level look at ways of evaluating ourselves and others objectively as well as developing an awareness of feelings, emotion and the kinds of relations we have with other people. A second emphasis will be the application of these principles to industrial and business settings.

PSYCH 190**INTRODUCTION TO RESEARCH METHODS (5)**

An introduction to the philosophy, methodology and evaluation of the scientific analyses of behavior. Illustrations will be through reference to reported studies. Students will conduct and report on specific experiments using human subjects. Prerequisite: Psychology 100 or permission.

PSYCH 200**HUMAN LEARNING AND EDUCATION (5)**

Introduction to the history, theories and application of human learning to broad areas of education. Particular emphasis will be given to: (1) stages of development from child through late adolescence, and (2) effective learning within both formal and informal settings. Prerequisite: Psych 190 or permission.

PSYCH 204**GENERAL DEVELOPMENTAL PSYCHOLOGY (5)**

(Jointly with Nursing Program)

An over-all survey of development psychology encompassing the full life circle. Emphasis will be on the interaction of human maturational and environmental factors with particular interest being paid to critical stages of development. Major contemporary theories will be discussed. Prerequisite: Psychology 190 or permission.

PSYCH 240**SOCIAL PSYCHOLOGY (5) (Same as Sociology 240)**

An introductory study of the influence of the social structure upon the individual. Emphasizing aspects of social learning on perception and personality during critical developmental periods. Prerequisite: Psychology 190, Sociology 100, or permission.

PSYCH 250**INTRODUCTION TO PERSONALITY (5)**

A theoretical and developmental approach to the study of appropriate and inappropriate behavior. Emphasis being given to: (1) the antecedents of self development, and (2) individual differences in the organization of experiences and behavior. Prerequisite: Psychology 190 or permission.

PSYCH 260**SEMINAR IN PSYCHOLOGY (5)**

A study of approved selected psychology topics which are of current interest. Prerequisite: Pre-psychology emphasis and permission.

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 QUALITATIVE METHODS OF SOCIAL RESEARCH (5)**

Methods and sources of investigation in the behavioral sciences emphasizing the qualitative strategies.

SOC 240**SOCIAL PSYCHOLOGY (5) (Same as Psychology 240)**

An introductory study of the influence of the social structure upon the individual, emphasizing aspects of social learning on perception and personality during critical developmental periods. Prerequisite: Psychology 190, Sociology 100, or permission.

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: One course in social science.

SOC 262**RACIAL AND ETHNIC GROUP RELATIONS (5)**

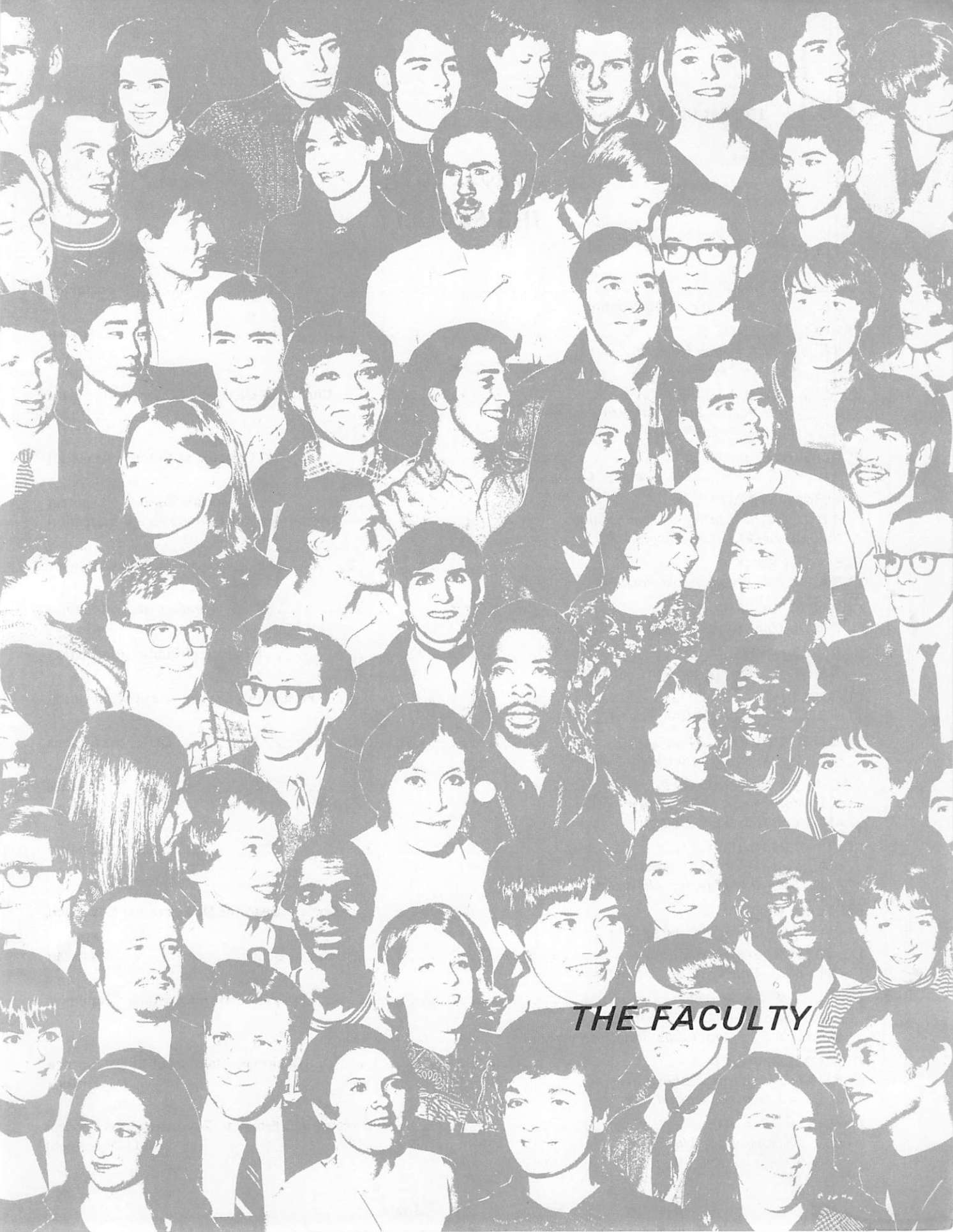
An analysis of selected racial and ethnic group relations in the United States, with emphasis on the concepts of race and culture. Topics covered include anti-semitism, racism and others. Prerequisite: One course in social science.

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

1969— 1970

THE FACULTY

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M.S., Washington State University
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M.S., University of Southern California Physical Education

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Student Activities	641-2294
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