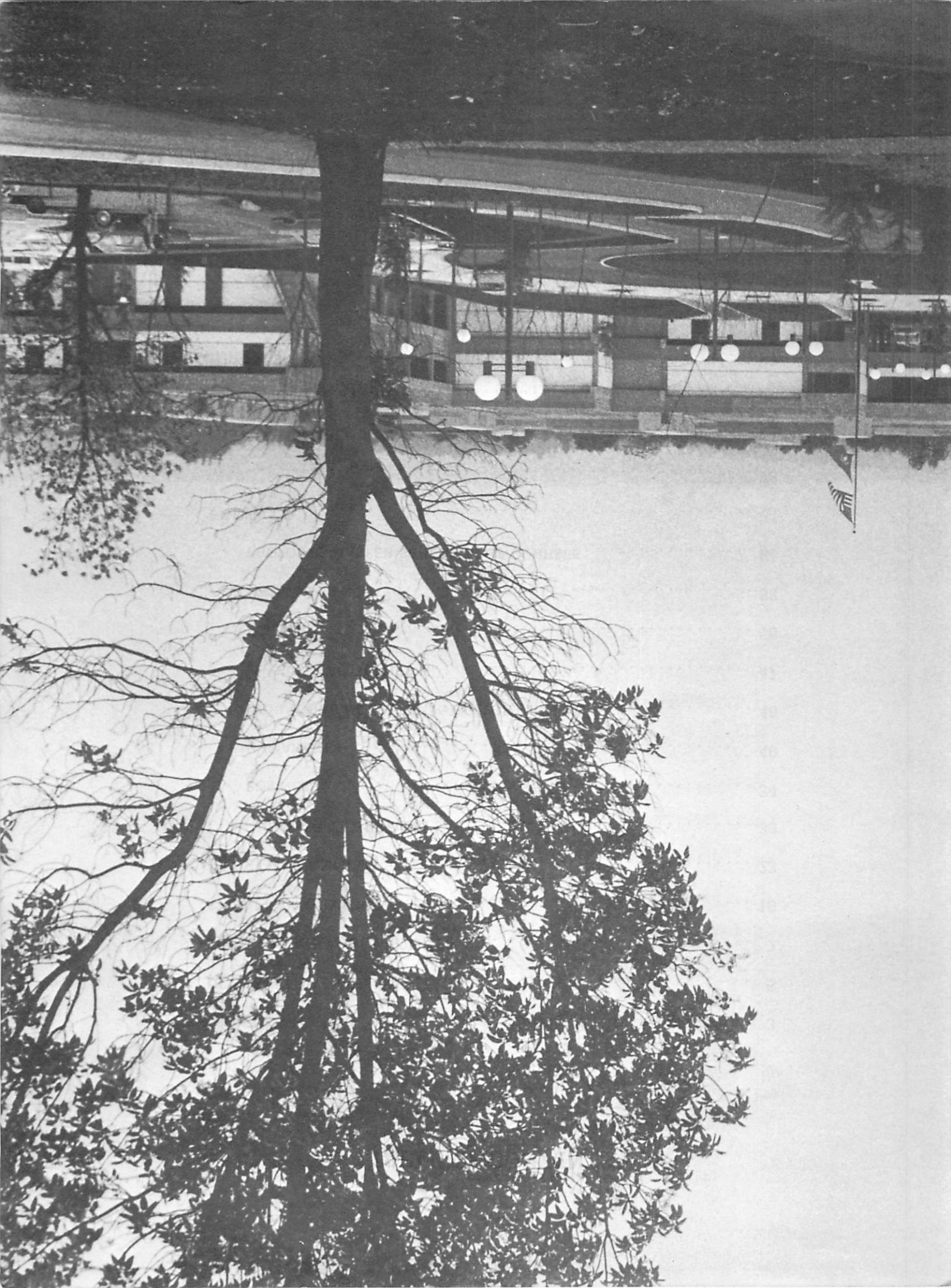


BELLEVUE COMMUNITY COLLEGE









# TABLE OF CONTENTS

	Page No.
CALENDAR.....	3
ADMINISTRATION.....	5
POLICIES AND PROCEDURES .....	7
STUDENT SERVICES.....	19
CAREER PLANNING .....	23
CURRICULAR DIVISIONS.....	33
BUSINESS .....	34
HUMANITIES .....	40
INDIVIDUAL DEVELOPMENT OPPORTUNITY .....	46
PHYSICAL ACTIVITIES .....	47
SCIENCE .....	50
SOCIAL SCIENCE .....	58
PROPOSED MASTER SCHEDULE OF COURSES .....	65
FACULTY .....	71
MAP .....	78
GLOSSARY .....	81
TELEPHONE LIST .....	85
INDEX .....	87



# COLLEGE CALENDAR 1970 - 1971

## Summer Quarter 1970

APRIL						
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		

MAY						
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						

JUNE						
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				

JULY						
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	

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						
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			

April 27-May 8 Advance Mail Registration – College Credit and Continuing Education classes

May 15 In Person Registration – College Credit and Continuing Education

July 6 In Person Late Registration – Pre-session – College Credit and Continuing Education

July 6 Classes begin – Presession

July 17 Presession ends

July 20 In person Late Registration – regular session – College Credit and Continuing Education

July 20 Classes begin – regular session

August 28 Regular session ends

## Fall Quarter 1970

May 25-26-27-28 In Person Advance Registration for currently enrolled matriculated students

August 10 through 28 In Person Orientation and Registration of new and former returning students.

Sept. 1 through 14 Advance Mail Registration – nonmatriculated students (College Credit evening classes and Continuing Education classes only)

September 14-15 In Person Late Registration – matriculated students

September 16-17 In Person Registration – nonmatriculated College day and evening classes

Sept. 19-21-22-23-24 In Person Registration – Continuing Education classes only

OCTOBER						
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

NOVEMBER						
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					

DECEMBER						
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		

JANUARY						
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						

FEBRUARY						
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						

MARCH						
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 21 Classes begin – College and Continuing Education

Sept. 21-22-23-24-25 Schedule changes – College registrants only

October 30 Last day to withdraw and automatically receive a “W”

November 11 HOLIDAY – Veteran’s Day

November 26-27 THANKSGIVING VACATION

December 8 Quarter Ends

## Winter Quarter 1971

Nov. 16-17-18-19-20 In Person Advance Registration for currently enrolled matriculated students

Dec. 1-2-3-4 In Person Orientation and Registration of new and former returning students

Dec. 1 through 14 Advance Mail Registration – nonmatriculated students (College Credit evening classes and Continuing Education classes only)

Dec. 15-16 In Person Late Registration – matriculated students

Dec. 17-18 In Person Registration – nonmatriculated College day and evening classes

Dec. 19-Jan. 4-5-6-7 In Person Registration – Continuing Education classes only

January 4 Classes begin – College and Continuing Education

Jan. 4-5-6-7-8 Schedule changes – College registrants only

February 12 Last day to withdraw and automatically receive a “W”



APRIL						
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	

MAY						
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					

JUNE						
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			

February 15      HOLIDAY – Washington's Birthday

March 19      Quarter Ends

### Spring Quarter 1971

Feb. 17-18-19-24-25-26      In Person Advance Registration for currently enrolled matriculated students

March 2-3-4-5      In Person Orientation and Registration of new and former returning students

Mar. 1 through 14      Advance Mail Registration – nonmatriculated students (College Credit evening classes and Continuing Education classes only)

March 15-16      In Person Late Registration – matriculated students

March 17-18      In Person Registration – nonmatriculated College day and evening classes

Mar. 27-29-30-31 April 1      In Person Registration – Continuing Education classes only

March 29      Classes begin – College and Continuing Education

Mar. 29-30-31 April 1-2      Schedule changes – College registrants only

April 9      HOLIDAY – Substitution of Lincoln's Birthday (February 12)

May 3      Last day to withdraw and automatically receive a "W"

May 31      HOLIDAY – Memorial Day

June 11      Quarter Ends



# BELLEVUE COMMUNITY COLLEGE

Established 1966

Accredited by the Washington State Board of Education

## THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 8

The Reverend Robert F. Hayman, Chairman-

Mrs. Harriet S. Jaquette, Vice Chairman

Mr. C. W. Duffy

Mr. Roy S. Peterson

Mr. C. E. Robison

## ADMINISTRATION AND SERVICES OF COMMUNITY COLLEGE DISTRICT NO. 8

Dr. Merle E. Landerholm

Dr. Louis Kahn

Executive Officer

Director of College District Planning

## ADMINISTRATION OF BELLEVUE COMMUNITY COLLEGE

### Office of the President

Dr. Merle E. Landerholm

Mr. Donald G. Phelps

Mr. Everett Reagan

President

Executive Assistant to the President and Director of  
Personnel

Director of Public Information

### Office of Finance and Business

Mr. George L. Bennett

Mr. Alan Bremner

Mr. George L. Cowan

Mr. David C. Wallbom

Finance and Business Manager

Director of Campus Services

Controller

Director of Plant Operations

### Office of Instruction

Dr. Roy P. Wahle

Dr. Boyd M. Bolvin

Mr. J. Allen Suver

Mr. Richard C. Klein

Mr. Keith J. Biever

Mr. W. Burnett Bonow

Mr. Arthur E. Haines

Mr. Russell C. Magnuson

Mr. Nilmar L. Molvik

Dean of Instruction

Associate Dean of Instruction: Learning Resources

Associate Dean of Instruction: Occupational Education  
and Special Programs

Associate Dean of Instruction: Academic and Continuing  
Education

Chairman, Division of Science

Chairman, Department of Engineering and Engineering  
Technology

Chairman, Department of Life and Health Sciences

Chairman, Department of Physical Science and Mathematics

Chairman, Division of Individual Development Opportunity  
(IDO)

Chairman, Division of Business

Chairman, Department of Office Professions

Chairman, Department of General Business

Chairman, Department of Economics and Quantitative  
Methods

Chairman, Division of Social Science

Mrs. Kathryn W. Norris

Miss Molly A. Clough

Mr. H. A. Divine

Dr. Anita I. Tyra

Mrs. Gloria Owens



Mr. Donald B. Distad  
Mr. Peter Melvoin  
Mr. M. Craig Sanders

Mrs. Pauline A. Grabill  
Mr. Edward Matkovich  
Mr. Douglas W. Mullis  
Mr. Robert E. Wendel

Mr. Lynn E. Samford

**Office of Student Services**

Dr. Wayne G. Siegel  
Dr. Richard L. Batdorf  
Mr. Robert K. Hamilton

Mrs. F. Jean Bolliger  
Mr. H. A. Divine  
Mr. Robert C. Hanscom  
Mr. James W. Harryman  
Mr. Frank B. Paustain  
Mr. Frank Bosone

Chairman, Department of Cultural Studies  
Chairman, Department of Behavioral Studies  
Chairman, Division of Humanities and Department of  
Humanities Areas Studies  
Chairman, Department of English  
Chairman, Department of Foreign Languages  
Chairman, Department of Art  
Chairman, Division of Physical Activities and Department  
of Health and Physical Education  
Chairman, Department of Motor Skill Professions

Dean of Student Services  
Associate Dean for Counseling Services  
Coordinator of Career Planning (and Adult High School  
Program)  
Director of Student Activities  
Director of Food Services  
Bookstore Manager  
Director of Athletics  
Associate Dean for Admissions – Records and Registrar  
Director of Financial Aid

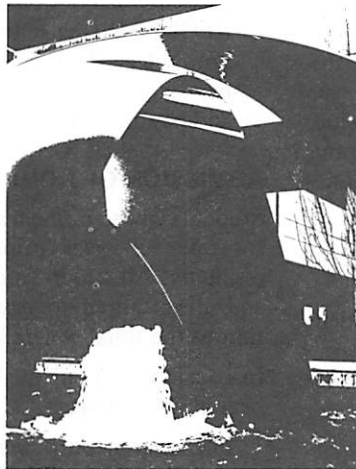
## **STATEMENT OF OBJECTIVES**

- 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.





## POLICIES AND PROCEDURES

## POLICIES AND PROCEDURES

### 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 curricula.

### 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 (nonrefundable) 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 all admission materials the applicant's name will be placed on the admission list and a student number assigned.

Students will be admitted as REGULAR (matriculated) students to Bellevue Community College in the order that their admission materials are completed.

### REGULAR STUDENT (MATRICULATED)

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)

### SPECIAL STUDENT (NONMATRICULATED)

Students who have not completed admission are classified as "Special Students." Students are permitted to enroll in day and evening classes to the extent that space is available. Special students are nonmatriculated and consequently have not made a commitment to the college of their educational intentions. Students who have attended Bellevue Community College only may not remain on special enrollment status after earning 45 credit hours without special permission.

### 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 nonrefundable 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. *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 Admissions. If a student has not earned more than 45 college credits, he must submit his high school transcripts.
6. *Washington Pre-College Test.* It is recommended that all REGULAR (matriculated) students take the Washington Pre-College Test. Students who have not taken the test may contact the Admissions Office for the testing dates and payment of fee (\$7.00).

### ADMISSION OF NONRESIDENTS OF WASHINGTON

Students whose domicile has been in the state of Washington for one full year prior to registration are classified as residents. All other students are classified as nonresidents and are required to pay a nonresident tuition fee in addition to the usual general college fees.

In considering your qualifications for resident status please bear in mind that:

1. For tuition purposes, an applicant or enrolled student shall be deemed to be a resident student if he has been domiciled in the state of Washington for a full year prior to commencement of the quarter for which he applies or is enrolled, or he is a federal employee, military personnel, or a staff member of the community college, or the child or spouse of such federal employee or military personnel residing within the state or of a staff member of the community college.
2. Domicile is defined as physical presence coupled with the intent to remain indefinitely. Physical presence in a place is not in itself proof of domicile. There also must be some objective manifestation of intent to remain indefinitely; e.g., qualification as a resident for purposes of voting or ownership of property and payment of taxes thereon.



3. The domicile of a minor is that of his or her parents. When the parents of a minor are deceased, his domicile follows that of his legally appointed guardian. When the parents are divorced, the minor's domicile is determined by that of the parent to whom custody has been awarded by the court.
4. The resident status of a wife is that of her husband (except that a resident woman student who marries a nonresident may retain her resident status).
5. Minors who are married and/or who are not dependent upon parents or guardian may establish resident status without regard to the domicile of their parents or guardian.
6. Aliens may qualify for resident status only if they hold an immigrant's visa.

#### **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.

#### **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.

#### **PREREGISTRATION 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 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 an 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 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 at Bellevue Community College.

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 the 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 stu-

dent's registration in that course. Withdrawals are classified as official when the student petitions through the Records 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 tenth calendar day of the quarter students should obtain a withdrawal petition form from the Records 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 tenth 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 depart-

ment 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 Admissions 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 Records Office for processing.

#### **CHANGE OF GRADE**

Students seeking information concerning grades received may secure the proper form in the Records 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 Records Office 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.

#### **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 Records 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 may, at the discretion of the instructor, be held at the end of each quarter.

### GRADING

Grade system currently under revision. Addendum to be available September 1, 1970.

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.

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

### Grading

#### P — Passing

Passing Grade—physical education activity classes and those approved by the Dean of Instruction.

#### W — Withdrawal

An official withdrawal after the tenth class day of the quarter. Students may withdraw through the sixth week regardless of grade—after sixth 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 and will be used in computing his cumulative grade-point average.

The second grade only will be used in computing grade-point averages for graduation.

### PROBATIONARY STATUS

Under revision—addendum to be available September 1, 1970.

### READMISSION AFTER ACADEMIC DISMISSAL

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

### STUDENT FINANCIAL OBLIGATIONS

All students will be held responsible for any outstanding financial obligations to the college; these include tuition, parking fees, parking and library fines, and student loans. Appropriate legal action will be taken, when circumstances warrant, in the event of non payment of any such obligations. In any instances involving unredeemed checks which were in payment of college tuition or fees, the student will be considered "not enrolled," as required by state law, and grades, transcripts, degrees, etc. will be withheld until such financial obligations are fully satisfied.

### TRANSCRIPTS

An official transcript is a grade report which is signed by the registrar. Two 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. A charge of \$1.00, payable to the Records Office in advance, is required for each additional transcript. Copies of the transcript will not be released, however, if the student has not fulfilled all obligations to the college.

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

### TRANSFER CREDIT

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

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

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

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

### MILITARY CREDIT

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

### CREDIT BY EXAMINATION

Examinations for credit in courses offered by Bellevue Community College may be taken for work completed in private study or at nonaccredited 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 Records Office for a certificate of approval. Upon approval and payment of the \$3.00 per credit hour fee the student must file the certificate with his instructor.

#### **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 Admissions 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 Admissions Office.

#### **INFORMATION FOR TRANSFER STUDENTS**

##### **A. GENERAL**

The student who plans to transfer to a four-year college from Bellevue Community College should be advised to give careful attention to the following important steps:

1. Decide early which four-year college he wishes to attend.
2. Obtain a current copy of the catalog from that college. Make a special note of:
  - (a) its **entrance** requirements, particularly any high school prerequisites which the student presently might not have. In almost every instance it will be advantageous for him to make up high school prerequisites in the community college where facilities exist to obtain these courses.

- (b) **suggested freshman and sophomore level courses in the student's field of study.** Include these subjects or their equivalents in the student's projected quarterly planning sheet.

- (c) any other pertinent limitations which the four-year institutions place upon their acceptance of transfer students and/or credit.

3. Confer with his Bellevue Community College adviser and/or the Student Services Center about his plans to transfer and the transferability of given courses. Course numbers do not necessarily assure transferability because numbering systems vary.
4. Direct contact with the four-year institution is encouraged. Confer with an admissions officer at the senior college of his choice for any further information he might have concerning the student's future departmental requirements that are not included in the school's formal catalog.
5. Start a check, preferably two quarters before he expects to transfer, to be certain all requirements are met or will be met by the time of transfer. Any documents or files required by the senior institution also should be submitted.

##### **B. OTHER TRANSFER INFORMATION**

1. Courses numbered 100 and above, and not strictly of an occupational nature, are generally accepted by four-year colleges. Some occupational classes may be accepted for transfer credit, but this possibility must be explored individually with each respective institution. Courses numbered 1 through 99 may in some cases be accepted by institutions offering similar courses, but their **transferability** should not be assumed.
2. Most senior colleges and universities limit the amount of credit they will accept from a community college transfer student to a total of 90 quarter hours of academic credit, plus physical education activity courses. In all instances, however, the **senior institution of higher learning reserves the right of finally determining the number of credit hours it will accept in transfer from any student applying for admission with advanced standing.**
3. The senior college-university reserves the right to recompute the student's grade-point average according to its own policies and regulations.
4. A student may elect to change his major field of study as well as the senior institution he expects to attend as many times as he wishes, but in most instances he will encounter additional problems when he transfers as a result of frequent change. Such changes should be made only after careful study and consultation with advisers.
5. If the student is uncertain about the senior college-university that he plans to attend and thereby does not have a specific school's recommendation for lower division courses to take during the first two

years of college, he is urged to consider pursuing the study program outlined and required for the Associate of Arts Degree.

## SCHEDULE OF FEES

APPLICATION, Payable only once when applying for admission, nonrefundable ..... \$ 5.00

REGISTRATION FEE, Payable quarterly  
Applies toward tuition, nonrefundable ..... \$20.00  
(Beginning Winter Quarter 1970)

### QUARTERLY REGISTRATION FEES RESIDENT STUDENTS

Full Time (10-16 credit hours)  
Tuition, Special Service Fees\* ..... 7.00

Part Time (less than 10 credit hours)  
Tuition, Special Service Fees\* ..... 6.00  
per credit hour

### NONRESIDENT STUDENTS

Full Time (10-16 credit hours)  
Tuition, Special Service Fees\* ..... 170.00

Part Time (less than 10 credit hours)  
Tuition, Special Service Fees\* ..... 17.00  
per credit hour

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

TRANSCRIPT (First Two, No Charge) ..... 1.00

WASHINGTON PRE-COLLEGE TEST ..... 7.00

G.E.D. Test ..... 7.50

LABORATORY BREAKAGE CARD (Unused portion refunded) ..... 5.00

PARKING PERMIT  
Full-time students (10-16 credit hours) (per quarter) ..... 8.00

Part-time students (less than 10 credit hours) (per quarter) ..... 5.00

Second car ..... (per quarter) ..... 2.00

Daily parking — vehicles without parking decal ..... .35

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 him is the Dean of Instruction, a Dean of Student Services and a Finance and Business Manager.

The Dean of Instruction is assisted by an Associate Dean of Instruction: Learning Resources, an Associate Dean of Instruction: Academic and Continuing Education, and an Associate Dean of Instruction: Occupational Education and Special Programs. The Dean of Instruction also is assisted by six division chairmen: Business, Humanities, Individual Development Opportunity (IDO), 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 Services. He also is assisted by a Director of Student Activities, a Director of Food Services, a Director of Athletics, a Director of Financial Aid 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 President. 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 and  
Quantitative Methods

General Business  
Office Professions

### **HUMANITIES**

Art  
English

Foreign Languages  
Humanities Areas Studies

### **INDIVIDUAL DEVELOPMENT OPPORTUNITY (IDO)**

#### **PHYSICAL ACTIVITIES**

Health and Physical Education

Motor Skill Professions

#### **SCIENCE**

Engineering and Engineering  
Technology  
Life and Health Sciences

Nursing Education  
Physical Education and  
Mathematics

#### **SOCIAL SCIENCE**

Behavioral Studies  
Cultural Studies

Law Enforcement  
Parent Education

### **GRADUATION**

Each student who desires to graduate from Bellevue Com-

munity College with the Associate of Arts Degree or the Certificate of Achievement must file a petition for graduation before final registration in the last quarter of enrollment. 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. When a student makes application for graduation he must include the catalog's provisions under which he elects to graduate.

Credits earned at Bellevue Community College do not assure the student of transfer credit applicable to a baccalaureate degree at a specific four-year college or university. The acceptance of specific credits is the prerogative of the four-year institution of higher learning.

The student who plans to transfer to a four-year college or university from Bellevue Community College is advised to give careful attention to the section in the catalog, "Information for Transfer Students."

#### **Associate of Arts Degree**

Bellevue Community College grants the Associate of Arts Degree in a recognized institutional program to students who complete a minimum of 93 quarter hours with a cumulative grade-point average of at least 2.00. The 93 quarter hours must include the following:

1. An approved program indicated in the "Career Planning" section of the catalog, or
2. The first two years of a program of an accredited four-year college or university if approved by the dean of instruction and
3. A minimum of three (3) credit hours in physical activities (only three [3] credits may apply toward a degree). The following students are exempt from physical activity courses if they have filed a petition of

### **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 nonacademic 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.



waiver with the division of physical activities:

- a. Students over thirty (30) years of age, or
- b. Students who have had at least one (1) year of active military service, or
- c. Students excused for medical reasons require a physician's statement on an official Bellevue Community College medical examination form (blank forms may be obtained from the registrar's office), or
- d. Students who elect to graduate under certain occupational programs may be exempt from the required three (3) physical activity credits. (See the "Career Planning" section of this catalog for the specific programs which contain the physical activity exemption.)

Exempt students will be required to fulfill the ninety-three (93) credit graduation requirement.

Physical activities courses are desirable and students in all programs are encouraged to enroll in such courses.

Thirty (30) quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten (10) credits earned before graduation must be earned at Bellevue Community College.

#### **Certificate of Achievement**

Certificates of Achievement are awarded to indicate a satisfactory level of achievement in selected programs as arranged through a division and approved by the Dean of Instruction. The following restrictions apply to such programs:

1. Cumulative grade-point average of at least 2.00.
2. A maximum of one-third (1/3) of the credit requirements for the program may transfer from another institution of higher learning.

The Certificate of Achievement does qualify the student to participate in graduation.

#### **Certificate of Completion**

At the request of a student, a Certificate of Completion may be issued upon the satisfactory completion of a course. Certificates of Completion are to be issued at the discretion of the appropriate academic division.

The Certificate of Completion does not qualify the student to participate in graduation.

## **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 Completion**

Upon request and satisfactory completion of any Continuing Education course or sequence of courses, students will be issued a certificate of completion.

#### **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. Bulletins are available on request. Radio, television and area newspapers are utilized to inform the community of registration dates and to highlight specific course offerings.

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

#### Art

Ceramics  
Sculpture  
All Media Painting  
Drawing  
Jewelry Design

Clay  
Oil Painting  
Watercolor Painting  
Textile Design  
Furniture Design

#### Business

Bookkeeping  
Typing  
Shorthand  
Office Practices  
Your Income Tax  
Memory Development  
Stockmarket: Principles of Investment  
Leadership Techniques

Organization and Administration  
Operations and Control  
Group Dynamics  
Psychology in Business and Industry  
Office Machines  
Interviewing Techniques  
Practical Management for Small Business

#### English and Literature

English as a Second Language  
Speed and Power Reading  
Effective Speaking  
Modern Poetry  
High School English

Writing for Fun and Money  
Modern Short Stories  
Contemporary Novels  
Magazine Article Writing  
Theatre

#### Foreign Languages

French  
German  
Italian  
Russian

Swedish  
Spanish  
Reading Knowledge of Scientific German

#### Homemaking

Knitting  
Art and Crafts for Homemakers  
Flower Arranging  
Family Home Management

Guide to Home Buying  
Cake Decoration  
Slip Covers and Drapery Making

Family Money Management  
Clothing Construction  
Tailoring  
Family Meal Management  
International Foods  
Patternmaking

Needlecraft  
Interior Design  
Handweaving  
Apartment House Management  
Self Improvement

#### Law Enforcement

Police and the Public  
Industrial Security Management  
Law and Justice

#### Mathematics

Math Summary  
Algebra

Shop Math  
Geometry

#### Occupational Education

Basic Waterworks  
Welding  
Aircraft Blueprint Reading  
Intro. to Computers and Data Processing

COBOL Programming  
Technical Report Writing  
Basic Electricity — Electronics

#### Humanities

Arts of Black America

#### Parent Education

Preschool Leadership Training  
Adolescence: A Developmental Phase  
Family Relationships

Women in Today's World  
Creative Experiences for Young Children  
Discipline and Guidance

#### Physical Education and Recreation

Men's Physical Conditioning  
Sailing  
Basic Mountaineering  
Bowling  
Ice Skating  
Fencing

Skiing  
Co-ed Recreation  
Karate  
Sky Diving  
Golf  
Wrestling

#### Real Estate

Appraisal of Residential Real Estate

Appraisal of Income-Producing Real Estate

Property Management

#### Science

Geology for Rockhounds  
Mushrooms and Related Fungi  
Patterns in Nature

Biology  
Native Plants of the Northwest  
Photography

#### Social Studies

History of Washington State  
Survey of Spanish Culture  
Survey of German Culture  
Contemporary Problems  
Citizenship  
U.S. Government  
American Foreign Policy  
Archeology & Ethnography of the N.W. Coast  
Far East

The Excitement of Ideas: A History of Political Thought  
The Negro in U.S. History  
U.S. History  
Viet Nam and East Asia  
Religions of Man  
Formation of Modern Europe

#### Special Subjects

Contract Bridge  
Landscape Design for Home-owners  
Publicity and Public Relations  
Sex Education

Football for Spectators  
Basic Automotive Theory and Workshop  
Introduction to Law  
First Aid

A dial-access information retrieval system (DAIRS) has been installed in the Library-Media Center and is capable of serving 60 users at one time. Using this equipment, students can receive preprogrammed lessons, lectures, stereo music, and other audio or video information.

A television studio has been incorporated into the LMC. It will be utilized principally for videotaping lessons and lectures and for transmitting televised instruction into the classrooms.

The LMC also is equipped with a graphic arts laboratory and photographic darkrooms. In these areas a variety of audiovisual materials will be produced for both student and faculty use.

Individual viewing and listening devices such as slide viewers, filmstrip projectors, eight millimeter projectors, cassette and other tape recorders are available in the LMC for independent study. A room with listening, responding and recording equipment to facilitate foreign language and other instruction also is available for student and faculty use. In addition, a small room is equipped with a teletypewriter terminal for computer-assisted instructional purposes.

The Library-Media Center is open from 7:45 a.m. to 10:45 p.m., Monday through Thursday; 7:45 a.m. to 5:00 p.m. on Friday; 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.

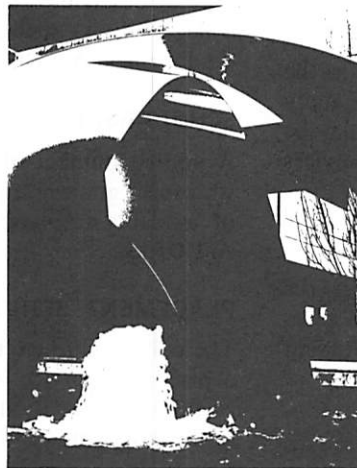
A student who has not yet decided on a definite vocation may request the counseling staff to assist him in determining his occupational potential through different types of assessment. It is the goal of Occupational Education to help each individual to become a productive citizen, as well as to find personal satisfaction in the occupation for which he is preparing.

Bellevue Community College offers occupational programs in the following areas: Associate Degree Nursing, Civil Engineering Technology, Clerk-Typist, Early Childhood Education, Food Service Supervision, Ornamental Horticulture, Junior Accountant, Interior Decoration, Law Enforcement, Marketing, Medical Photographer, Professional Secretary, Parole and Probation Aide, Quality Control, Radiologic Technology, Real Estate, Recreation Leader and Welfare Aide.

Additional occupational programs are being planned continuously. For this information contact the Registrar's Office.

## LIBRARY-MEDIA CENTER

The college's Library-Media Center (LMC) combines library and audiovisual services and makes a wide variety of print and nonprint materials available and readily accessible to students and faculty. Included are approximately 30,000 books, more than 400 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfiche, microfilm, overhead transparencies, and audio and video tape recordings.



## STUDENT SERVICES



## **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, Minority Affairs, Student Bookstore, Food Services and Athletics.

### **COUNSELING SERVICES**

Counseling services provide the student with personalized assistance in psychological, social, educational, and vocational development. Through the Student Services Center, counseling offers each student professional assistance in identifying educational and career goals and objectives, as well as providing a framework designed to facilitate greater self-understanding and encourage personal decision-making. Specific areas in which professional counseling services are provided include: social and psychological counseling, assessment, financial aid and placement, and vocational exploration and development.

### **SOCIAL AND PSYCHOLOGICAL REFERRAL SERVICES**

Supplementary psychological, social, and psychiatric services are available through referral to such agencies as the Eastside Community Mental Health Center and Family Counseling Service. Information and appointments may be obtained through any counselor in the Student Services Center.

### **ASSESSMENT**

Individual and group assessment designed to assist the student in his personal, educational, and vocational planning are available and administered through the Student Services Center.

### **FINANCIAL AID**

#### **Philosophy**

All financial aid at Bellevue Community College is awarded on the basis of need. In order to receive maximum consideration, students should acquire and complete a Parent's Confidential Statement and have a copy forwarded to the Financial Aid Office by May 1. Applications received after that date will be considered if funds are available.

#### **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.

**EMERGENCY LOANS** are available on a no-interest, short-term basis for tuition and school related expenses.

Applications for an emergency 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 on campus 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 \$1.60 to \$2.10 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 is available for students who meet grantor stipulations. Students may acquire a list of available scholarships and apply through the Financial Aid Office.

### **PLACEMENT SERVICES**

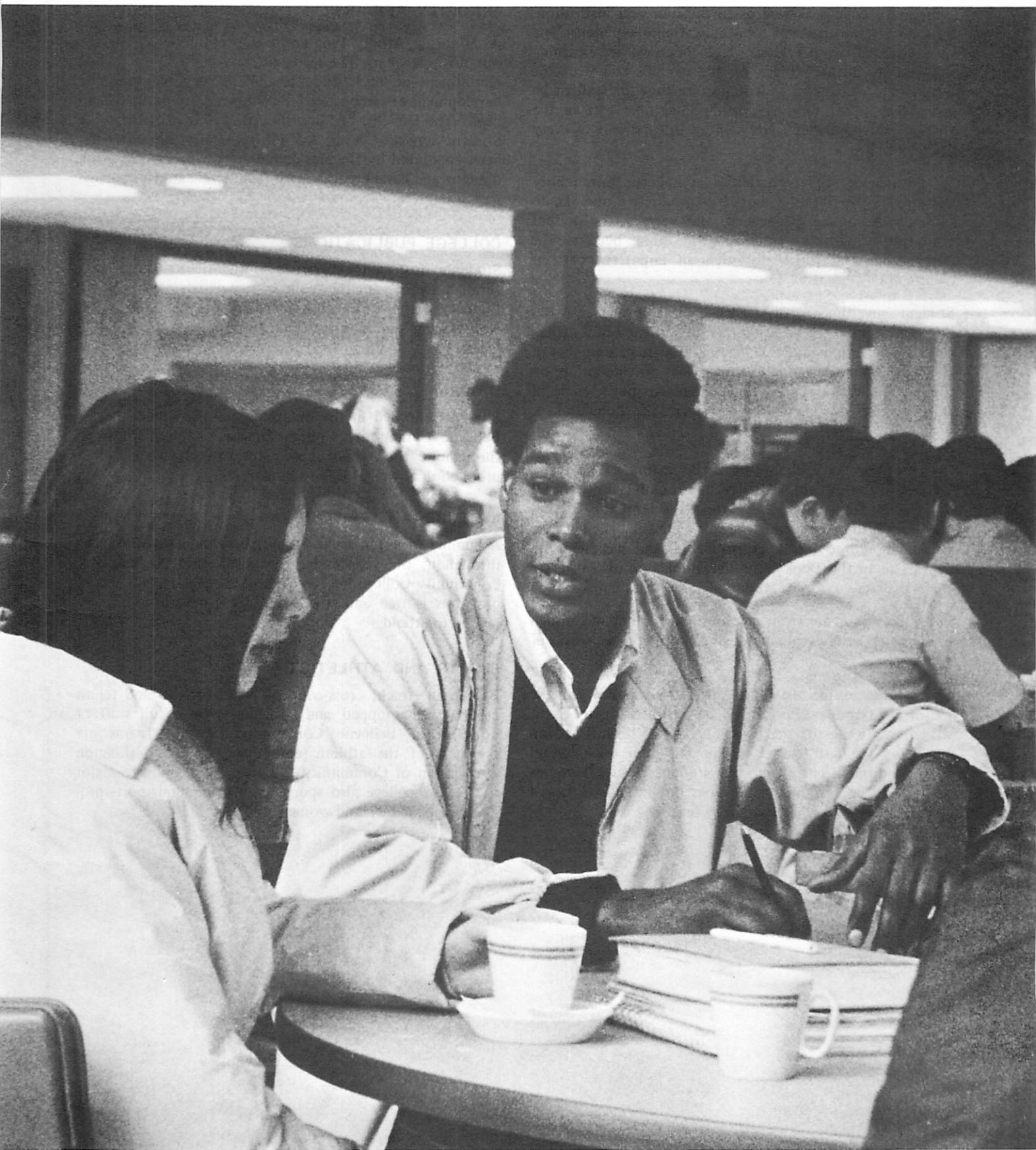
The college, through the Student Services Center, maintains a placement service to assist any student seeking part-time or full-time employment in the community either during or at the completion of his college program.

### **CAREER EXPLORATION AND DEVELOPMENT**

Career exploration and development is a cooperative program between the Student Services Center and the IDO Center designed to assist any student in identifying and reaching meaningful occupational objectives and related educational goals. Career exploration and development is a coordinated activity involving students, advisers, instructors, counselors, and community resources.

## **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**

In its new facility the Student Bookstore offers many services to the student of Bellevue Community College and to the community as well. Textbooks, school and art supplies, magazines, clothing, jewelry, theater tickets for campus-sponsored events, greeting cards and stationery are all carried in the Bookstore. The Bookstore also offers a check cashing service for students (\$5.00 maximum).

Bookstore hours are from nine until five, Monday through Friday with extended hours during the first three weeks of each quarter.

The Bookstore has established a refund policy for the return of textbooks. Books may be returned for full credit within two weeks of the beginning of the term if accompanied by the cash register receipt and if the books are in new condition. Therefore, the student should save his receipt and be certain that he does not intend to drop a class before marking in the course's textbook.

#### **MINORITY AFFAIRS**

A Minority Affairs Program has been initiated on the campus this year. The program has as its major thrust recruitment of black students and faculty along with the development of campus sensitivity toward "minority awareness." The Director of Minority Affairs has an office in the Student Services Center. A Minority Affairs Committee has been appointed by the president as an advisory body to the director and has a broad base of faculty and student participation.

#### **COLLEGE PUBLICATIONS**

Students may gain experience in the field of journalism through work on the college newspaper, the *Forum*. Interest in the endeavor and enrollment in JOURN 141, Newswriting Laboratory, are requirements 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, cross-country, baseball, golf and tennis are all well-equipped and provided with a full staff of coaches at Bellevue Community College. Teams are members of the athletic conference of the Washington Association of Community Colleges. In addition to major sports, the college also sponsors an intramural sports program for both men and women students.



## CAREER PLANNING



## 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.

Each program presented provides the student with an orderly progression toward an educational goal which will include the fulfillment of an Associate of Arts Degree or a Certificate of Achievement from this college.

An educational goal may include one of a variety of terminal, vocational, or transfer programs.

In all instances, the student should plan carefully with the assistance of his adviser so that he may make the best possible course selections pertinent to his educational goals.

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 and attitudes which are essential to his goals. To ensure emphasis upon the student's total personal, intellectual and cultural development, the student is encouraged also to select from a breadth of courses outside his career area.

### COLLEGE PREMAJOR PROGRAM

The Associate of Arts in College Premajor is a transfer degree for those students either who do not wish to select a specific plan for the degree or who are interested in pursuing a specific premajor program in a given area.

Candidates enrolled in this program must satisfy all the requirements listed under the graduation requirements for the degree, Associate of Arts in College Premajor, making certain that all course credits earned under the following items one, two and four are equivalent to those offered by any one of the accredited four-year colleges or universities within the state of Washington.

Requirements are as follows:

1. English Composition 101 or 102 5 credits
2. A minimum of ten (10) credits in each of the following three subject areas (total of 30 credits):
  - a. Humanities (exclusive of English composition)
  - b. Social Science
  - c. Science (including mathematics) 30 credits
3. A minimum of three (3) physical activity credits 3 credits
4. A minimum of thirty (30) credits for the satisfaction of breadth requirements in any one of the accredited four-year colleges or universities within the state of Washington. These credits may not

fulfill the distribution requirements listed under item number two above. 30 credits

5. Electives as recommended by the student's adviser or the bulletin of the four-year college or university to which the student intends to transfer. 25 credits

## ACCOUNTANT

The accountant's work is essential to the efficient management of business enterprises. Besides being a vocation in itself, accountancy is indispensable in many other vocations such as business management, law, banking, public administration, and criminal investigation. Students who satisfactorily complete the accounting program are qualified for employment as junior accountants in private, public and governmental (federal, state, municipal) accounting. After gaining experience and undertaking further study, graduates may advance to positions of accounting supervisor, senior accountant and auditor.

	Credit Hours
<b>First Year</b>	
Accounting	10
English	10
G BUS 101	5
Mathematics	10
OFF 120, 121, 122	6
QM 110	3
Typewriting	2
<b>Total</b>	<b>46</b>

	Credit Hours
<b>Second Year</b>	
Accounting	15
Economics	10
G BUS 201, 202	8
Speech	5
QM 200, 201	7
Approved Electives	3
<b>Total</b>	<b>48</b>

## BIOMEDICAL PHOTOGRAPHY

This program is designed to prepare the student for a career in the application of photography to the medical or life sciences as a means of communication. The clinical experience in this program offers training in the most advanced photographic techniques.

	Credit Hours
<b>First Year</b>	
HLTHS 100	1
ZOOL 113, 114	10
PHOTO 101, 102	6
ENGL 101	5
PHYS 100	5

ART 109	3	Credit
BIOMD 110	15	Hours
Total	45	

Students may elect a no credit option of being employed by the college for a period of 4-6 weeks of additional hospital experience.

Subjects	
ACCT 101 or 210	4
English	5
G BUS 101	5
OFF 109, 120, 122, 130	
230, 112, 121	19
QM 110	3
Typewriting	6
Approved Electives*	6
Total	48

Second Year	Credit
BIOMD 210	Hours
BIOMD 211	15
PSYCH 100	15
G BUS 101	5
SPCH 220	5
Physical Education Activity	5
Total	48

\* Recommend Office Seminar each quarter.

## 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 student who completes this degree 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. Early childhood includes a broad liberal arts program, guidance techniques 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.

## 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.

First Year	Credit
ENGL 101	Hours
ENGR 100, 101, 102, 103, 121	5
ENGRT 154, 163	15
MATH 101, 104, 105	6
QM 111	13
Approved Elective	2
Physical Education Activity	3
Total	47

Second Year	Credit
ENGL 270	Hours
ENGRT 255, 256, 260, 261	3
264, 265, 266, 267	28
MATH 157	4
PHYS 114, 115, 116	15
Total	50

First Year	Credit
EC ED 171, 172, 181	Hours
ENGL 101	13
HOMECE 130, 256	5
PSYCH 100	8
SOC 110	5
Approved Electives	5
Total	10
	46

## 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 Achievement. See business division for an adviser.

Second Year	Credit
EC ED 191, 192, 193, 201	Hours
HLTH 292	18
HOMECE 220	3
SOC 255	3
SPCH 100	5
Science Elective	5
Physical Ed. Activity	5
Electives	3
Total	5
	47

## 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.

Subjects	Credit Hours
EC ED 171, 172, 181, 185 191, 192, 193, 201	36
HLTH 292	3
HOMECE 220, 256	6
<b>Total</b>	<b>45</b>

## INTERIOR DECORATION

This program provides preparation for employment in the fields of interior decoration and furniture merchandising.

First Year	Credit Hours
ACCT 101	4
ART 105, 109, 110	9
CHEM 101	5
ENGL 101	5
BUS 101	5
HOMECE 110, 169, 170, 199	14
Elective	5
<b>Total</b>	<b>47</b>

Second Year	Credit Hours
ECON 200	5
HOMECE 299	5
MIDMG 131, 132	6
PSYCH 100	5
SOC 110	5
SPCH 100	5
Physical Education Activity	3
Electives	12
<b>Total</b>	<b>46</b>

## LAW ENFORCEMENT

The preservice 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, business and international agencies, provide excellent employment opportunities for law enforcement graduates. Education covers an introduction to law enforcement, the administration of justice, forensic medicine, police organi-

zation and administration, criminal law and procedures, introduction to police patrol, interviewing techniques, report writing, juvenile prevention and control, evidence, criminal investigation, advanced patrol methods and first aid as well as general instruction in English, speech, sociology, psychology, philosophy, anthropology, science, political science, and physical education.

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

First Year	Credit Hours
ENGL 101	5
LAWEN 100, 101, 102, 103, 104 106, 108, 110, 112	25
Physical Education Activity	2
POLSC 202	5
SOC 110	5
SPCH 220	5
<b>Total</b>	<b>47</b>
Second Year	Credit Hours
ANTH 100 or 202	5
HLTH 292	3
LAWEN 200, 202, 204, 206	16
PHIL 100	5
Physical Education Activity	1
PSYCH 100	5
SOC 270	5
Electives	6
<b>Total</b>	<b>46</b>

Admission to the law enforcement program at Bellevue Community College is subject to approval by the program chairman.

The in service program is designed for presently commissioned law enforcement officers who desire to further their education in their chosen profession and to obtain an Associate Degree. Many options are available to the in service officers in accordance with their needs and subject to approval by the program chairman.

The same general subjects as outlined in the preservice program are required subject to special consideration. A certain number of credits may be allowed in lieu of law enforcement requirements for successful graduation from certain law enforcement training academies. Otherwise, the general requirements for graduation are the same. Transfer of credits earned at other institutions is subject to approval by the program chairman and/or the Registrar. Total credits required is 93 for graduation. Students must comply with all other requirements as outlined in the catalog.

## MID-MANAGEMENT

The mid-management program 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: 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 fourth 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 of Arts Degree in Food Service, or a one-year program leading to a Certificate of Completion.

	Credit Hours
<b>First Year</b>	
Accounting	7
English	5
G BUS 101, 120, 241	15
MIDMG 100, 101, 102	7
OFF 120	2
QM 110	3
Approved Electives	7
<b>Total</b>	<b>46</b>

	Credit Hours
<b>Second Year</b>	
G BUS 121, 122, 202	9
MIDMG 201, 202, 203, 205, 207	15
OFF 109	3
Approved Electives	20
<b>Total</b>	<b>47</b>

### General Business

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. STUDENTS PLANNING TO TRANSFER TO A FOUR-YEAR COLLEGE SHOULD ASK TO SEE A BUSINESS ADVISER. This program is considered a terminal two-year program.

	Credit Hours
<b>First Year</b>	
English	5
G BUS 101, 120, 241	15
QM 110	3
Business Electives	12
Approved Electives	12
<b>Total</b>	<b>47</b>

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

### Marketing

This program prepares students for many opportunities that exist in the field of retailing such as manager, sales personnel, merchandise buyer and display personnel. 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 such as advertising (copy, layout, art, promotion).

	Credit Hours
<b>First Year</b>	
ACCT 101, 102, or 210, 220	7
English	5
G BUS 101, 120, 254	15
MIDMG 130, 131	4
OFF 109, 120	5
QM 110	3
Approved Electives	7
<b>Total</b>	<b>46</b>

	Credit Hours
<b>Second Year</b>	
G BUS 122, 202, 241	11
MIDMG 132, 134, 230 231, 232, 233	18
QM 145	5
Approved Electives	13
<b>Total</b>	<b>47</b>



## NURSING

The demand for qualified nurses increases annually. Students who pursue this career at Bellevue Community College acquire both a general and nursing education. Upon successful completion of the two-year program in nursing the graduate will receive an Associate of Arts Degree in Nursing from Bellevue Community College and will be eligible to write the Washington State Board Examinations for licensure as a Registered Nurse. Nursing theory and clinical practice equip the graduate to give quality patient-centered nursing care.

Persons interested in this program must make application to: (1) Admissions Office, Bellevue Community College and (2) the Chairman of Nursing Education.

Admission to the program requires that the applicant be a graduate of an accredited high school with a minimum grade-point average of 2.0. In addition, the candidate's high school record must include the following courses (with a grade of "C" or above): (a) three semesters of English, (b) two semesters of mathematics, and (c) one semester of chemistry.

First Year	Credit Hours
BIOL 201	5
Electives	3
NURS 100, 101, 102	24
HLTHS 100	1
PSYCH 100	5
Physical Education Activity	2
ZOOL 113, 114	10
Total	50

Second Year	Credit Hours
Electives	11
NURS 200, 201, 202, 203, 204, 205	27
Physical Education Activity	1
PSYCH 204	5
SOC 110	5
Total	49

## 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.

First Year	Credit Hours
English	10
G BUS 101, 120, 241	15
MIDMG 120	1
OFF 120, 121, 122, 130	9

QM 110	3
Typewriting	4
Approved Electives	5
Total	47

Second Year	Credit Hours
Accounting	7
G BUS 121, 202	6
MIDMG 220, 221	10
OFF 109, 112, 230	10
QM 145	5
Approved Electives	8
Total	46

## 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.

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

### Landscape Management

First Year	Credit Hours
BOTAN 111	5
HORT 081, 082, 091, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142, 143	44
Total	49

Second Year	Credit Hours
BIOL 101	5

ENGL 101	5			<b>Credit</b>
G BUS 101	5	<b>Second Year</b>		<b>Hours</b>
LNDES 221, 222	2	BIOL 101		5
HORT 085, 201, 202, 203		BOTAN 112, 113		10
211, 224, 231, 261	23	G BUS 101		5
Physical Education Activity	3	ENGL 101		5
Approved Elective	1	HORT 201, 202, 203, 211,		
		224, 231, 244, 261		24
<b>Total</b>	<b>44</b>		<b>Total</b>	<b>49</b>

### Greenhouse and Nursery Management

<b>First Year</b>	<b>Credit</b>
BOTAN 111	5
HORT 081, 082, 101, 102, 103,	
111, 112, 113, 131, 132,	
141, 142, 143	37
Physical Education Activity	3
Approved Electives	5
<b>Total</b>	<b>50</b>

### Landscape Design

<b>First Year</b>	<b>Credit</b>
ART 105, 109, 110, 129	12
BOT 111	5
HORT 091, 101, 102, 103,	
111, 112, 113, 121,	
141, 142	33
<b>Total</b>	<b>50</b>



**Second Year**

ART 205  
 BIOL 101  
 ENGL 101  
 G BUS 101  
 HORT 201, 202, 203, 204,  
 205, 206, 221, 222,  
 223, 224  
 Physical Education Activity

**Total****Credit  
Hours**

5  
 5  
 5  
 5  
 19  
 3  
 47

**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.

**Park Management and Arboriculture****First Year**

BOTAN 111  
 HORT 081, 082, 091, 101, 102,  
 103, 111, 112, 113, 121,  
 131, 132, 141, 142

**Total****Credit  
Hours**

5  
 43  
 48

**First Year**

CHEM 140, 150, 160  
 ENGL 101  
 SPCH 220  
 MATH 101, 104, 105  
 PHYS 114, 115

**Total****Credit  
Hours**

16  
 5  
 5  
 15  
 10  
 51

**Second Year**

BIOL 101  
 BOTAN 113  
 ENGL 101  
 G BUS 101  
 HORT 085, 201, 202, 203,  
 209, 224, 231, 261  
 Physical Education Activity

**Total****Credit  
Hours**

5  
 5  
 5  
 5  
 23  
 3  
 46

**Second Year**

CHEM 192, 196  
 ENGR 101, 102, 111  
 ENGRT 280, 281, 282  
 QM 111  
 Physical Education Activity  
 PHYS 116  
 MATH 157  
 Electives

**Total****Credit  
Hours**

6  
 9  
 9  
 2  
 3  
 5  
 4  
 7  
 45

**Turf Management****First Year**

BOTAN 111  
 HORT 081, 082, 091, 101, 102,  
 103, 111, 112, 113, 121,  
 131, 132, 141, 142

**Total****Credit  
Hours**

5  
 43  
 48

The following sequence of courses in quality control has been developed in cooperation with the American Society for Quality Control and is primarily for individuals presently engaged in quality control who would like to upgrade their skills.

A Certificate of Completion is granted upon completion of each class.

**Second Year**

BIOL 101  
 ENGL 101  
 G BUS 101  
 HORT 085, 201, 202, 203,  
 207, 211, 223  
 LNDES 221 222  
 Physical Education Activity  
 Approved Electives

**Total****Credit  
Hours**

5  
 5  
 5  
 21  
 2  
 3  
 6  
 47

QC 112	Quality Control Concepts	3
QC 113	Inspection Principles	3
QC 114	Statistical Techniques	3
QC 115	Materials Testing	3
QC 116	Quality Control Data	3
QC 117	Quality Control Engineering	3
		18

**Credits****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.

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. The three-credit physical education activity requirement is waived for students graduating in this program.

	Credit Hours
<b>First Year</b>	
ENGL 101	5
PHYS 100	5
PSYCH 100	5
RATEC 101, 102, 103, 110, 200	15
SPCH 220	5
ZOOL 113, 114	10
<b>Total</b>	<b>45</b>

	Credit Hours
<b>Second Year</b>	
RATEC 201, 202, 203, 205, 211, 212, 213	33
SOC 110	5
Approved Elective	5
<b>Total</b>	<b>43</b>

<b>Summer Session (Six Weeks)</b>	
RATEC 199 – Practicum (between first and second year)	5

<b>Third Year</b>	
240 Hours Externship (40 hours per week for 2080 hours, 52 weeks)	

## REAL ESTATE

Two programs in real estate are offered at Bellevue Community College. One leads to an Associate of Arts Degree in Real Estate and the other to a Certificate of Completion in Real Estate.

### Associate Degree Program

The associate degree program is primarily open to regular students interested in a real estate major. The person with an associate degree will be qualified for employment not only in real estate sales but also in the areas of real estate appraisal, property management, mortgage lending and property tax assessment.

	Credit Hours
<b>First Year</b>	
English	5

G BUS 101	5
R EST 100	1
R EST 140	5
R EST 141	3
R EST 142	3
G BUS 202	3
QM 145	5
Psychology or Sociology	5
Approved Electives	11
<b>Total</b>	<b>46</b>

	Credit Hours
<b>Second Year</b>	
R EST 143	3
R EST 240	3
R EST 241	3
R EST 242	3
R EST 243	3
Accounting	4-7
OFF 109	3
Economics	5
SPCH 220	5
Approved Electives	12-15
<b>Total</b>	<b>47</b>

### Certificate Program

The certificate program is specifically geared for those individuals already employed and licensed in the real estate field. Designed to provide in depth instruction for those engaged in the sale of real estate, it offers an opportunity for them to increase and broaden their knowledge. The curriculum for the program consists of four required courses plus two electives. The certificate is awarded by the state and Bellevue Community College upon successful completion of the program. Individuals possessing a valid Washington real estate license will be eligible for tuition reimbursement by the Real Estate Division of the Business and Professions Administration, State of Washington.

	Credit Hours
<b>Required</b>	
R EST 140	5
R EST 141	3
R EST 142	3
R EST 143	3
<b>Elective</b>	
R EST 240	
R EST 241	
R EST 242	
R EST 243	
<b>Total</b>	<b>20</b>

## SECRETARY

The professional secretary program at Bellevue Community College leads to an Associate of Arts Degree. 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. 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, economics, human relations, and office seminar.

	Credit Hours
<b>First Year</b>	
English	5
G BUS 101	5
OFF 109, 120, 121	7
Shorthand	15
Typewriting	8*
Approved Electives	6
<b>Total</b>	<b>46</b>

	Credit Hours
<b>Second Year</b>	
ACCT 101, 102, or 210, 220	7
G BUS 202	3
OFF 122, 230, 130	10
QM 110, 145	8
Shorthand	10
Approved Electives	9
<b>Total</b>	<b>47</b>

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

### **SOCIAL SERVICES Certificate Program**

#### **One Year**

This program provides knowledge and understanding of the field of social work to enhance the employability of the

individual. A certificate may be awarded upon satisfactory completion of the program.

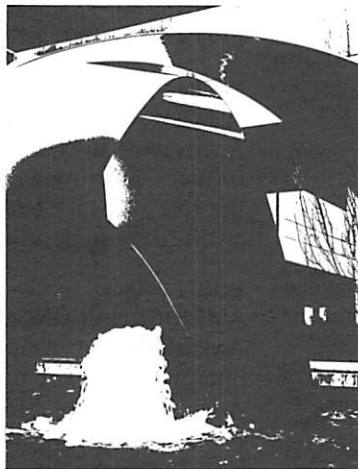
Subjects	Credit Hours
ENGL	5
HOMECE 220, 221, 255, 256	14
PSYCH 110	5
SOCWK 100, 105, 110, 112, 165, 200, 220	15
SOC 265	3
SOC or PSYCH Elective	5
<b>Total</b>	<b>47</b>

### **SOCIAL SERVICES**

This program leads to the Associate of Arts Degree in Social Services. It is designed to give academic and preprofessional training for beginning level positions in various areas of social welfare activity, including, but not limited to, probation and parole and public assistance.

First Year	Credit Hours
ENGL	5
HOMECE 130	5
PSYCH 110	5
SOCWK 100, 105, 110, 112, 165, 190	15
SOC 110	5
SPCH 100	5
Elective	5
<b>Total</b>	<b>45</b>

Second Year	Credit Hours
ECON 200	5
HOMECE 220, 221, 255, 256	14
SOCWK 191, 200, 220	10
SOC 265	3
Electives	13
Physical Education Activities	3
<b>Total</b>	<b>48</b>



---

## CURRICULAR DIVISIONS

---

# **BUSINESS**

## **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: ACCT 101 for ACCT 102.

### **ACCT 210**

#### **FUNDAMENTALS OF ACCOUNTING (4)**

Nature and social setting of accounting; uses of accounting information; introduction to basic accounting concepts; and some accounting techniques.

### **ACCT 220**

#### **FUNDAMENTALS OF ACCOUNTING (3)**

Basic concepts; principles and procedures for recording business transactions; development of accounting reports. Prerequisite: ACCT 210.

### **ACCT 230**

#### **BASIC ACCOUNTING ANALYSIS (3)**

Preparation and use of accounting information as part of the managerial processes of control, planning, and decision making. Concentrates on the use of information by those managing the business and making decisions. Prerequisite: ACCT 220.

### **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. Prerequisite: ACCT 230 or permission of instructor for ACCT 250; ACCT 250 for ACCT 260.

### **ACCT 270**

#### **COST ACCOUNTING (5)**

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

### **ACCT 280**

#### **FEDERAL INCOME TAXES (3)**

An introduction to income tax accounting with emphasis on the preparation of U.S. individual income tax returns.

## **ECONOMICS**

### **ECON 100**

#### **INTRODUCTION TO BASIC ECONOMIC PRINCIPLES (5)**

Introduction to economic thinking with special emphasis on economic issues of the present and problems the consumer faces in the market place.

### **ECON 140**

#### **PERSONAL FINANCE (3)**

A general survey of courses designed to explore budgeting and consumer economics, credit, investments, insurance, real estate, estate planning, and other areas of personal money management. (This course was designated GEN BUS 140 in 1969-70.)

### **ECON 200**

#### **INTRODUCTION TO ECONOMICS (5)**

A theory course on basic concepts; organization, operation, and control of the American economy; problems of inflation, unemployment, taxation, the public debt, monopoly, trade unions, and international trade; economic models (Keynes; Hicks-Hansen); American capitalism compared with communism and socialism.

### **ECON 201**

#### **PRINCIPLES OF ECONOMICS (5)**

An analysis of the operation of the American economy, with emphasis on prices, wages, production, and distribution of income and wealth; problems of the world economy. Prerequisite: ECON 200 or permission of instructor.

### **ECON 211**

#### **GENERAL ECONOMICS (3)**

Survey of basic principles of economics; determination of national income, price analysis and allocation of resources. Primarily for engineering and forestry students. No credit if ECON 200 or 201 have 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 Atlantic economy, 1500 to present. Stresses the historical background to contemporary American economic problems.

## **GENERAL BUSINESS**

### **G BUS 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.

### **G BUS 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.

#### **G BUS 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.

#### **G BUS 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.

#### **G BUS 150**

##### **SMALL BUSINESS MANAGEMENT (5)**

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

#### **G BUS 201**

##### **BUSINESS LAW – LEGAL FOUNDATIONS (5)**

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.

#### **G BUS 202**

##### **BUSINESS LAW – AGREEMENTS (3)**

Principles of the law of contracts, sales, negotiable instruments and personal property security transactions.

#### **G BUS 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: G BUS 101.

#### **G BUS 254**

##### **PRINCIPLES OF MARKETING (5)**

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

## **MID-MANAGEMENT**

#### **MIDMG 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.

#### **MIDMG 96a, 96b, 96c, 96d, 96e, 96f**

##### **OFFICE MANAGEMENT – 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.

#### **MIDMG 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.

#### **MIDMG 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 students with the objectives of each segment. Job descriptions, responsibilities, and the desirable characteristics of supervisory personnel will be covered.

#### **MIDMG 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.

#### **MIDMG 120**

##### **OFFICE MANAGEMENT – ORIENTATION (1)**

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

#### **MIDMG 130**

##### **MARKETING – ORIENTATION (1)**

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

**MIDMG 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.

**MIDMG 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.

**MIDMG 134****MARKETING – ADVERTISING (3)**

The place of advertising in our society. Advertising as a marketing activity and as a communication process. The institutions and media involved in advertising and the planning, preparing and placing of advertisements.

**MIDMG 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.

**MIDMG 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.

**MIDMG 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.

**MIDMG 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.

**MIDMG 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.

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

Specialized course in quantity food service operational control. Items to be covered will include the costing of foods, receiving procedures, various food and beverage controls, portion control, etc.

**MIDMG 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.

**MIDMG 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.

**MIDMG 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 MIDMG 220 for MIDMG 221.

**MIDMG 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 deter-





mining 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.

#### **MIDMG 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; the credit card.

#### **MIDMG 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, inventory control, open-to-buy, and comparison of suppliers.

#### **MIDMG 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.

### **OFFICE PROFESSIONS**

#### **OFF 96a, 96b, 96c, 96d, 96e, 96f**

##### **OFFICE SEMINAR (2) (2) (2) (2) (2) (2)**

Primarily for secretarial majors—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 and employed a minimum of three hours per week. If student is interested in the seminar and the office professions program, but needs a job to qualify, please see the department chairman of office professions.

#### **OFF 101**

##### **BEGINNING TYPING (2)**

Beginning course in typewriting. Cannot be taken for credit by student with one year or more of high school typing within the last two years. Instruction on IBM selectric typewriters.

#### **OFF 102**

##### **INTERMEDIATE TYPING (2)**

Prerequisite: OFF 101 or one year high school typing on electric typewriter within the last two years.

#### **OFF 103**

##### **ADVANCED TYPING (2)**

Prerequisite: OFF 102 or college typewriting instruction within the last two years.

#### **OFF 104**

##### **PRODUCTION TYPING (2)**

Primarily for secretarial majors. Prerequisite: OFF 103 or advanced typewriting instruction on the college level within the last year.

#### **OFF 109**

##### **BUSINESS CORRESPONDENCE (3)**

Composition of effective modern business letters. Typing not necessary. Lecture and discussion.

#### **OFF 112**

##### **FILING AND RECORDS MANAGEMENT (2)**

Principles of indexing and filing, practice in arranging records by alphabetic, geographic, numeric, and subject methods; systems such as Variadex, Triple-Check, and Soundex; correspondence filing, cross referencing, setting up a filing system. Records management.

#### **OFF 115**

##### **BEGINNING GREGG SHORTHAND (5)**

Cannot be taken for credit if student has had shorthand instruction within the last year. Necessary to have knowledge of typing on electric *OR* concurrently enrolled in a typing class.

#### **OFF 116**

##### **INTERMEDIATE GREGG SHORTHAND (5)**

Prerequisite: OFF 115 or one semester shorthand within the last year. Necessary to have knowledge of typing on electric *OR* concurrently enrolled in a typing class.

#### **OFF 117**

##### **ADVANCED GREGG SHORTHAND (5)**

Prerequisite: OFF 116 or one year shorthand instruction within the last year. Necessary to have knowledge of typing on electric *OR* concurrently enrolled in a typing class.

#### **OFF 120**

##### **BEGINNING OFFICE MACHINES (2)**

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

#### **OFF 121**

##### **ADVANCED OFFICE MACHINES (2)**

Calculating, accounting, and key punch and verifier machines. Designed to develop a higher degree of proficiency and an ability to process more complex business problems. Prerequisites: OFF 120. Machines course in high school not equivalent to OFF 120.

#### **OFF 122**

##### **DUPLICATING, REPRODUCING AND OFFSET PROCESSES (2)**

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

**OFF 130****MACHINE TRANSCRIPTION (3)**

Use of transcription machine and introduction of dictating techniques. Prerequisites: Typing ability equivalent to OFF 102 and use of the IBM Selectric.

**OFF 205****ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)**

One full year of shorthand (OFF 115, 116, 117 or equivalent). Prerequisite: 80 wpm.

**OFF 206****ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)**

Prerequisite: OFF 205. Work on individual objectives and goals.

**OFF 230****OFFICE PROCEDURES (5)**

"Polishing-up course." The last course in the office professions sequence. Prerequisites: OFF 102, 103, 120, 122.

**OFF 240****LEGAL SECRETARIAL PROCEDURES I (5)**

Specialized training in knowledge and skills required of legal secretaries including: the secretary in the law office; litigation involving domestic relations, personal injury and property damage, and probate; legal work concerning corporation, real property, and business instruments. Prerequisite: Typing speed 50 wpm on electric typewriter.

**OFF 241****LEGAL SECRETARIAL PROCEDURES II (5)**

Continuation of OFF 240: general duties; litigation concerning promissory notes and open book accounts, quiet title, condemnation, motions, termination of interest in realty, guardian and ward and conservatorships, remedies in civil actions, criminal proceedings and preparation of briefs. Prerequisite: OFF 240.

**QUANTITATIVE METHODS****Q M 110****ELECTRONIC DATA PROCESSING ORIENTATION (3)**

An introduction to modern data processing methods, from punch card systems to more complex computers; the place of data processing systems in solving problems. (This course was designated G BUS 110 in 1969-70.)

**Q M 112****INTRODUCTION TO FORTRAN PROGRAMMING (2)**

Instruction in programming and use of the computer; flow charting; problem organization; basic computer statements; application to engineering problems for engineering students; application to business problems for business students. Prerequisite: College algebra or permission of instructor.

**Q M 145****BUSINESS MATHEMATICS (5)**

Practical problems in computing simple and compound

interest, present values, annuities, amortization and other applications of mathematics to business and consumer financing. (This course was designated G BUS 145 in 1969-70.)

**Q M 200****INTRODUCTION TO COMPUTER PROGRAMMING (2)**

Instruction in programming (using BASIC as language) and use of the computer; applications to business problems. (This course was designated G BUS 111 in 1969-70.)

**Q M 201****STATISTICAL ANALYSIS (5)**

A survey of statistical techniques useful in guiding business decisions; introduction to probability, decision making, linear programming, correlation, and regression. Prerequisite: College Algebra or permission of instructor. (This course was designated G BUS 200 in 1969-70.)

**REAL ESTATE****R EST 92a, 92b, 92c, 92d, 92e, 92f****REAL ESTATE SEMINAR (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. The seminar may also be used for individual study of special interest areas in the real estate field. Prerequisite: permission of instructor.

**R EST 100****REAL ESTATE ORIENTATION (1)**

A basic orientation and introduction to the real estate industry. The course will acquaint the student with the characteristics of the various occupations within the real estate industry. Areas covered will include appraisal, sales, mortgage lending and property development.

**R EST 140****PRINCIPLES OF REAL ESTATE (5)**

This course is an overview that surveys the entire field of real estate. It encompasses legal titles and instruments, finance, valuation, government, regulations, land economics, urban land problems, and brokerage.

**R EST 141****REAL ESTATE FINANCE (3)**

A study of the procedures and problems associated with servicing real estate loans and the institutions engaged in financing real property transactions. Analysis of practices and risks involved in financing and investing. Prerequisite: R EST 140.

**R EST 142****REAL ESTATE APPRAISAL (3)**

Reviews the principles and techniques used in estimating the value of real property. The application of cost, income and market data approaches to value. Prerequisite: R EST 140.

**R EST 143****REAL ESTATE LAW (3)**

A study of the principles of law governing the interests in

real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof. Prerequisite: R EST 140.

#### **R EST 240**

##### **REAL ESTATE BUSINESS MANAGEMENT (3)**

A study of practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis. Prerequisite: R EST 140.

#### **R EST 241**

##### **REAL ESTATE ADVERTISING AND SALES (3)**

A study of the basic essentials and techniques of salesmanship and advertising as it specifically relates to real estate. Prerequisite: R EST 140.

#### **R EST 242**

##### **PROPERTY MANAGEMENT (3)**

This course includes a study of the important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis. Prerequisite: R EST 140.

#### **R EST 243**

##### **ADVANCED REAL ESTATE APPRAISAL (3)**

This course is a continuation of R EST 142 and delves more deeply into the three basic approaches to estimating value. Prerequisite: R EST 140 and R EST 142.

## **HUMANITIES**

### **ART**

The art department reserves the right to retain, without monetary compensation to the student, up to three pieces of a student's work from each class the student takes, for the purpose of class instruction and/or display.

#### **ART 100**

##### **INTRODUCTION TO ART (5)**

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. (Six hours laboratory.)

#### **ART 105**

##### **DRAWING (3)**

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

#### **ART 106**

##### **DRAWING (3)**

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

#### **ART 107**

##### **DRAWING (3)**

Continuation of ART 106. Prerequisite: ART 106. (Six hours laboratory.)

#### **ART 109, 110**

##### **DESIGN (3) (3)**

A sequential course encompassing two and three dimensional design. The student will develop design concepts involving mass, space, time, color and light. (Six hours laboratory.)

#### **ART 129**

##### **ENVIRONMENTAL DESIGN (3)**

Lectures on the environment and its order 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 and industrial design.

#### **ART 201, 202, 203**

##### **HISTORY OF WESTERN ART (3) (3) (3)**

A descriptive survey of the art of the major civilizations of the Near East, Western Europe and the United States. ART 201: Ancient Egypt, Greece, Rome, and Medieval Europe. ART 202: Northern and Southern Renaissance, Baroque Europe and 18th Century Europe. ART 203: The 19th and 20th Centuries in Europe and the United States.

#### **ART 205**

##### **GRAPHIC DESIGN (3)**

Exploration of creative approaches to simple layout and poster design and display techniques. Design and composition of pen and brush lettering will be included. Prerequisite: ART 109.

#### **ART 246**

##### **JEWELRY DESIGN (3)**

Course includes design and construction of jewelry, using copper, brass and silver. Basic metal cutting, soldering, and casting, setting of semi-precious stones is included. Lectures and discussion illustrate historical and contemporary jewelry design. (Six hours laboratory.)

#### **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. (Six hours laboratory.)

#### **ART 255**

##### **TEXTILE DESIGN (3)**

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

**ART 256****PAINTING (3)**

An introduction to 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 ART 109, or permission of instructor. (Six hours laboratory.)

**ART 257****PAINTING (3)**

A continuation of ART 256. Prerequisite: ART 256. (Six hours laboratory.)

**ART 259****WATERCOLOR (3)**

Painting with various water soluble media. Prerequisites: ART 105 and ART 109. (Six hours laboratory.)

**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. (Six hours laboratory.)

**ART 273****SCULPTURE (3)**

A continuation of ART 272. Prerequisite: ART 272. (Six hours laboratory.)

**ART 274****SCULPTURE (3)**

A continuation of ART 273. Prerequisite: ART 273. (Six hours laboratory.)

**CINEMA****CINE 140****ART OF THE FILM (3)**

An introduction to serious film study. To develop in students a fuller understanding and appreciation of the richness and variety of cinema as an artistic medium. Work of major directors is viewed and discussed in terms of cinematic style and technique, and students are acquainted with the different genres of film, including documentary, animation. Readings in film theory and criticism.

**CINE 141****BASIC FILM-MAKING I (5)**

An introduction to the various stages of 8mm film production with emphasis on scripting, use of the camera, and cutting. A series of four short (3 minute) descriptive projects are carried out individually. In addition, group projects in lighting, directing, and editing are accomplished in class. Throughout the quarter, short films as well as student projects are screened and discussed in terms of their use of cinematic language; i.e., framing, camera movement, opticals, camera angle, lighting, cutting, etc. Those who intend to continue the sequence must have produced a

filmable script by the end of the quarter. Prerequisite: CINE 140 or permission of instructor.

**CINE 142****BASIC FILM-MAKING II (5)**

A course devoted to the production of those films scripted in CINE 141. Each student makes an 8mm film of from five to ten minutes length. Early in the quarter, the class is divided into production units of four or five. The unit is responsible as a group for the production, from shooting to final screening, of all of the films of its members. First, the student breaks his script down into workable shooting schedules. While his film is being shot, he directs, assigning the other members of the unit their respective tasks: camera, lights, continuity, props, etc. Thus, every student gains experience in most aspects of production. When all of the films have been shot, the group members form smaller units of two or three for editing purposes. The grade is based heavily on the quality of the final product, but also to some extent on each student's total contribution to the group. Prerequisite: CINE 141.

**CINE 250****THE FILM AND SOCIETY (2)**

A seminar course designed to examine the role of the film in mass communications, as a force for shaping, but also for perpetuating, social values. Most of the films screened and discussed will be selected not so much for their intrinsic worth as art, but for either their controversial themes or their wide appeal to mass audiences. Special attention will be paid to the documentary as propaganda and to the techniques of visual persuasion used by TV commercials.

**DRAMA****DRAMA 101****INTRODUCTION TO THE THEATRE (5)**

A survey of the modern American theatre and the lively arts: television, radio, legitimate theatre, dance. A lecture-discussion course, with visitations by persons who are engaged in some phase of theatre and its broad spectrum.

**DRAMA 110****THEATRE PRODUCTION (2) Max. (6)**

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

**DRAMA 146****THEATRE VOICE AND SPEECH (3)**

Stage vocal techniques and exercises with a concentration on practical application of these techniques for use on the stage and in the performance situation. Some work in the area of foreign dialects.

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

Theory and practice of fundamentals. 151: analysis and practice in aptitudes necessary to acting (focus, recall, imagination, characterization) through improvisation; 152: analysis and practice in rhythm, theory, stage deportment. Prerequisites: DRAMA 151 for 152.

## ENGLISH

### ENGL 100

#### DEVELOPMENTAL ENGLISH (5)

A course in basic English communication skills, its content and goals to be partially determined by the needs and goals of the participants. Subject to the above limits, it offers a review of grammar and sentence structure and a study of paragraph organization, word use, and logical idea development.

### ENGL 101

#### COMPOSITION (5)

A course designed to develop, on a more advanced level, the practical skills and habits of thought which lead to clear and logical writing. Prerequisite: A score of 41 or above on the Washington Pre-College Examination, grades of "C" or better in high school English, an appropriate score on the departmental placement examination, or ENGL 100.

### ENGL 102

#### COMPOSITION (5)

A course which emphasizes research, analytical writing techniques, and the functions of language. Prerequisite: ENGL 101, or an appropriate score on the departmental placement examination.

### ENGL 110

#### INTRODUCTION TO LITERATURE – POETRY (5)

A broad introduction to major poets and poetic styles in English. Its primary objective is to enable the student to more fully enjoy poetry through understanding the conventions of poetic usage and structure. Equal emphasis is placed on classroom explication of poems and group discussion in order to build skill in interpretation.

### ENGL 111

#### INTRODUCTION TO LITERATURE – DRAMA (5)

An introduction to dramatic method through representative examples of dramatic expression.

### ENGL 112

#### INTRODUCTION TO LITERATURE – FICTION (5)

The problems and techniques of fiction with primary emphasis on the short story: the essentials out of which it grows and the means it uses to accomplish its purpose.

### ENGL 150

#### ELEMENTARY ENGLISH FOR FOREIGN STUDENTS (5)

Concentration on pronunciation problems, basic grammatical patterns, and idioms from the point-of-view of oral practice and fluency.

### ENGL 151

#### INTERMEDIATE ENGLISH FOR FOREIGN STUDENTS (5)

Continuation of ENGL 150 with an emphasis on basic writing.

### ENGL 152

#### ADVANCED ENGLISH FOR FOREIGN STUDENTS (5)

Conclusion of the series intended to prepare the foreign student for regular series of English courses. Emphasis on composition, humanities, and reading. Completion of series will satisfy the foreign student English requirement.

### ENGL 160

#### ENGLISH FOR FOREIGN STUDENTS—INTENSIVE (15)

An intensive course specifically intended to prepare the foreign student for the coming academic year. Oral and written work. This course will satisfy the foreign student English requirement. (to be offered in summer)

### ENGL 199

#### AFRO-AMERICAN LITERATURE (5)

The Black contributions to twentieth-century American literature: poetry, fiction, non-fiction.

### 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 (5)

An introduction to the major writers and writing styles of the period, including 'Beowulf,' representative works by Chaucer, and one or more Shakespearean plays. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

### ENGL 265

#### ENGLISH LITERATURE: DONNE THROUGH JOHNSON (5)

A survey of major literary figures, styles, and themes of the 17th and 18th Centuries, including early periodicals and the beginnings of the English novel. Included may be such figures as Milton, Dryden, Congreve, Richardson, Fielding, Goldsmith, Pope, and Swift. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

### ENGL 266

#### ENGLISH LITERATURE: BLAKE THROUGH HARDY (5)

A survey of the major Romantic and Victorian writers as they reflect the changing attitudes of their time. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

### 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. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

### 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. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

#### **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: ENGL 101.

#### **ENGL 271, 272**

##### **EXPOSITORY WRITING (5) (5)**

Practice in writing information and opinion papers to develop easy and effective expression. ENGL 272 is somewhat more advanced. Prerequisite: Freshman composition requirement or equivalent for ENGL 271; ENGL 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 291, 292, 293, 294, 295**

##### **DIRECTED READING AND RESEARCH (1-5)**

Individual study of given authors or areas of special interest by arrangement with instructor. Prerequisite: permission of 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.

#### **HUMAN 200**

##### **LINGUISTICS AND COMMUNICATION (5)**

An introduction to the scientific study of language, semantics and communication, relationship of linguistics to human behavior and the mechanism of understanding and misunderstanding as related to the problem of communication.

### **JOURNALISM**

#### **JOURN 103**

##### **PHOTOJOURNALISM (3)**

This course will consider photography as it is used in communications—in newspapers, magazines and advertising.

Students will be expected to give birth to a picture story. All aspects of publication will be considered—news peg, feature angle, marketing, caption writing, etc. Prerequisite: PHOTO 102 or permission of instructor. Each student should have access to a darkroom.

#### **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 *Forum*. Meets four hours per week. May be taken with JOURN 140. (No more than 9 hours of JOURN 141 may apply toward the Associate in Arts and Sciences degree.)

#### **JOURN 150**

##### **MASS MEDIA AND CULTURE (5)**

A survey of mass media and their contributing and derivative cultures from the perspectives of journalism, criticism, political science, psychology, sociology and anthropology, individual media, and critiques of specific cases and media events through the use of film and videotape.

#### **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: JOURN 140, JOURN 141, and permission of the instructor. Enrollment by appointment only with the journalism department.

#### **JOURN 240**

##### **ADVANCED NEWSWRITING (3)**

Concentration on covering special assignments, interpretative reporting.

### **LANGUAGES**

#### **FRNCH 101, 102, 103**

##### **BEGINNING FRENCH (5) (5) (5)**

The methods and objectives are primarily audio-lingual with practice in the language laboratory being an integral part of the course. Basic reading and writing skills are gradually introduced. Prerequisites: FRNCH 102: 101, college equivalent, one year high school French, or permission of instructor; FRNCH 103: 102, college equivalent, from one to two years high school French, or permission of instructor.

#### **FRNCH 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. Prerequisite: FRNCH 103 or equivalent.

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

Continuation of FRNCH 201. Prerequisite: FRNCH 201 or equivalent.

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

Continuation of FRNCH 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: FRNCH 202 or equivalent.

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

Methods and objectives are primarily audio-lingual. Oral practice in the language laboratory is required. Prerequisites: GERMN 102: 101, college equivalent, one year high school, or permission of instructor; GERMN 103: 102, college equivalent, from one to two years high school German, or permission of instructor.

**GERMN 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: GERMN 103.

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

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

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

Continuation of GERMN 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: GERMN 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. Prerequisites: RUSS 102: 101, or equivalent; RUSS 103: 102, or equivalent. Offered alternate years. Combination offering for credit and non-credit students.

**RUSS 201****BASIC SECOND YEAR RUSSIAN (5)**

Intensive practice in reading, writing and speaking Russian. Systematic review of Russian grammar. All practice based on selected pieces of Russian literature. Prerequisite: RUSS 103 or equivalent. (offered every alternate year)

**RUSS 202****INTERMEDIATE SECOND YEAR RUSSIAN (5)**

Continuation of RUSS 201. Prerequisite: RUSS 201 or equivalent. (offered every alternate year)

**RUSS 203****INTRODUCTION TO RUSSIAN LITERATURE (5)**

Continuation of RUSS 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required of Russian literature. Prerequisite: RUSS 202 or equivalent.

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

The methods and objectives are primarily audio-lingual with practice in the language laboratory being an integral part of the course. Basic reading and writing skills are gradually introduced. Prerequisites: SPAN 102: 101, college equivalent, one year high school Spanish, or permission of instructor; SPAN 103: 102, college equivalent, from one to two years high school Spanish, or permission of instructor.

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

Intensive practice in reading and writing Spanish. Systematic review of Spanish grammar. All practice based on selected pieces of Spanish literature. Prerequisite: SPAN 103 or equivalent.

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

Continuation of SPAN 201. Prerequisite: SPAN 201 or equivalent.

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

Continuation of SPAN 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: SPAN 202 or equivalent.

**MUSIC****MUSIC 100****COLLEGE CHOIR (1)**

Fundamentals of music and voice production through group singing. Open to all who wish to sing. (Maximum of 6 credits may be earned while in residence at Bellevue Community College.)

**MUSIC 102****COLLEGE BAND (1)**

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

**MUSIC 103****SMALL ENSEMBLE (1)**

A performing group of voices and/or instruments dealing in chamber literature representative of the widest possible

variety. The total group will number less than 16 members. Membership is by audition.

#### **MUSIC 110**

##### **FIRST YEAR THEORY (5)**

The first of a three-quarter sequence. Deals primarily in analysis and comprehension of rhythmic structure and recognition by sight and sound intervals. Ear training and keyboard work.

#### **MUSIC 111**

##### **FIRST YEAR THEORY (5)**

The second of a three-quarter sequence. Deals in scales, modes, and chord structure. Writing assignments will also bring into play practical application of the work accomplished during the first quarter's work. Ear training and keyboard work. Prerequisite: MUSIC 101 or equivalent.

#### **MUSIC 112**

##### **FIRST YEAR THEORY (5)**

The last of a three-quarter sequence. Deals in characteristics of melody and form. Analysis of existing writing becomes one of the main resources brought to bear upon original writing. Ear training and keyboard work. Prerequisite: MUSIC 102 or equivalent.

#### **MUSIC 119**

##### **FUNDAMENTALS OF MUSIC (5)**

Covers the fundamentals of music construction and provides understanding of the creative processes involved in composing and performing music. Basic skills of reading pitches and rhythms, chord and melody construction, playing a simple melody at the piano, with chordal accompaniment. Students construct simple instruments and write compositions for them.

#### **MUSIC 120**

##### **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 musical environment. Lectures give background; listening provides exposure. For the general student.

#### **MUSIC 121**

##### **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 symphony and opera performances, chamber music and solo recitals, jazz groups. Rehearsals will be visited to see how music is put together. Construction 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 122**

##### **INTRODUCTION TO OPERA (3)**

Study of musical and technical construction of opera, with

specific correlation to operas being performed by Seattle Opera Association that quarter. Attendance at rehearsals and performances of the opera. Participation in actual production as "extras" if production and student schedule allow. History of opera development with recorded illustrations.

#### **MUSIC 140-160**

##### **PRIVATE INSTRUCTION (1)**

Private instruction with qualified teacher in instruments listed below. Fees for private study are in addition to normal college fees, and average \$40 per quarter for ten half-hour lessons, the minimum requirement per quarter. Arrangements for lessons must be made through the college music program and a permission signature from that program is required before registration. No previous experience required. Beginning through advanced instruction available in all instruments. (Maximum 3 credits in 3 quarters)

140	Piano	152	Trumpet
142	Voice	151	Horn
141	Violin/Viola	153	Trombone
143	Cello	154	Tuba
144	Double Bass	156	Percussion
145	Organ	155	Harp
146	Flute	157	Classical Guitar/Mandolin
147	Oboe/English Horn	158	Folk Guitar/Jazz Guitar
148	Clarinet	159	Baritone Horn
149	Bassoon	160	Jazz/Popular Piano
150	Saxophone		

#### **MUSIC 230**

##### **HISTORY OF AMERICAN MUSIC (3)**

An exploration of American music and composers from the first "imports" of the settlers of our country to present day informal (rock, jazz, folk) and formal (electronic, instrumental and vocal) compositions.

#### **MUSIC 231**

##### **HISTORY OF JAZZ (3)**

Development of jazz from its origins through "jazz age" of 20's, the big bands of the "Swing Era," the development of Bop, through foundations of modern jazz to contemporary experiments of past few years. Recorded examples illustrate lectures.

#### **MUSIC 240-260**

##### **PRIVATE INSTRUCTION (1)**

Second year of private instruction. See description under MUSIC 140-160. Prerequisite: 3 quarters instruction in instrument at the MUSIC 100 level. (Maximum 3 credits in 3 quarters.)

## **PHILOSOPHY**

#### **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 studied in Plato, Hume, Kant, Mill, Nietzsche, and others.

**PHIL 220****SURVEY OF THE HISTORY OF WESTERN PHILOSOPHY: GREECE AND ROME (5)**

Readings in the Pre-Socratics, Plato, Aristotle, the Stoics and Epicureans, Plotinus, and Augustine.

**PHIL 221****SURVEY OF THE HISTORY OF WESTERN PHILOSOPHY: EUROPE AND GREAT BRITAIN (5)**

Readings in Descartes, Hobbes, Spinoza, Leibnitz, Locke, Berkeley, Hume, and Kant.

**PHIL 230****PHILOSOPHY OF SOCIAL REVOLUTION (5)**

An examination of various radical solutions to the present problems in American society and American institutions.

**PHIL 250****SURVEY OF ORIENTAL PHILOSOPHY (5)**

A study of the philosophy and doctrines of substance, self, nature, happiness, and morality in Hinduism, Buddhism, Taoism, and Confucianism.

**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 or ten hours private conference with the instructor. Prerequisite: At least one course in philosophy and permission of the instructor.

**PHOTOGRAPHY****PHOTO 101****BEGINNING PHOTOGRAPHY (3)**

Basic camera handling, developing, printing, and composition with black and white film.

**PHOTO 102****INTERMEDIATE PHOTOGRAPHY (3)**

This course will cover advanced techniques in black and white photography with emphasis on the creative seeing.

We will consider the play between light and dark, between soft focus and sharp focus, the use of smaller forms against larger forms, the use of cropping, etc. You will discover your own style through the use of cameras and dark room techniques. Prerequisite: PHOTO 101 or basic knowledge of photography.

**PHOTO 103****PHOTOJOURNALISM (3)**

This course will consider photography as it is used in communications—in newspapers, magazines and advertising. Students will be expected to give birth to a picture story. All aspects of publication will be considered—news peg, feature angle, marketing, caption writing, etc. Prerequisite: PHOTO 102 or permission of instructor. Each student should have access to a darkroom.

**SPEECH****SPCH 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 SPCH 220 which emphasizes persuasive speaking. SPCH 100 is not a prerequisite to SPCH 220; however, the student should choose either SPCH 100 or SPCH 220.

**SPCH 140****ORAL INTERPRETATION (5)**

A study relating to the analysis and performance of literature: prose, poetry, and dramatic dialogue, through which the student may enhance his perception and appreciation of the various literary forms.

**SPCH 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.

**SPCH 249****READER'S THEATRE (3) (maximum 6)**

A study of the reader's theatre presentational style with the oral presentation of literature before audiences on and off campus.

**INDIVIDUAL DEVELOPMENT OPPORTUNITY (IDO)**

Bellevue Community College offers a special opportunity for the student needing additional preparation before entering into a specific program of study or sequential to certain programs.

The IDO Center and its personnel provide orientation and guidance to help the student develop a personal and mean-

ingful program of study which is commensurate with his abilities and interests.

Individual courses and group study sessions based on a reading-communications core help the student improve his basic academic skills. Individualized courses are available as well as vocational search/choice and certain subjects when planned jointly with the instructor.

The timing of instruction, as well as its content, is primarily on an individually prescribed basis, with reference to the individual student's need.

Course descriptions are as follows:

#### **IDO 090-099**

##### **INDIVIDUAL IMPROVEMENT SKILLS (1-10)**

These courses are designed to help students who are having problems with basic skills in math and other subject areas. Variable credits. Individual help. Students use programmed materials.

#### **IDO 180-189**

##### **POWER READING (1-10)**

Power Reading is designed to assist those who read on college levels in the development of vocabulary, speed, comprehension and thinking. Materials built around pertinent issues of the day and the ideas of great authors.

#### **IDO 190-199**

##### **VOCATIONAL CHOICE (1-10)**

Individual course. Study programs focus around the world of work. Individual and small group discussions. Extensive reading and exploration of the world of work. Interest inventories, and other.

#### **IDO 291-295**

##### **INDIVIDUAL COURSES (1-5)**

Individual study courses in specific subjects. Possible subject matter areas depend on the availability of instructors, who approve initial designs, consult with students on progress and evaluation, coordinating with the program chairman. Achievement level will determine the nature and extent of credits.

## **PHYSICAL ACTIVITIES**

### **ACTIVITY COURSES**

#### **DANCE 152**

##### **INTRODUCTION TO CONTEMPORARY DANCE (1)**

Designed for the beginning student, this course includes basic movement and dance technique. Students will be introduced to the scope and trends of concert and theater dance.

#### **DANCE 153**

##### **CONTEMPORARY DANCE TECHNIQUE (1)**

Intended for the student with previous experience in dance, this course offers contemporary dance technique plus beginning improvisation. Use of video tape will allow the student to see himself perform movement combinations.

#### **P E 104**

##### **HUNTING (1)**

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

#### **P E 105**

##### **CANOEING (1)**

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

#### **P E 107**

##### **BASKETBALL (1)**

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

#### **P E 108**

##### **TENNIS (1)**

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

#### **P E 110**

##### **GOLF (1)**

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

#### **P E 113**

##### **FENCING (1)**

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

#### **P E 114**

##### **INTERMEDIATE FENCING (1)**

Men and women. Intermediate Fencing techniques and strategy, knowledge of rules, and competition in bouting. Prerequisite: P E 113 or permission of the instructor.

#### **P E 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.

#### **P E 116**

##### **RIDING (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.

#### **P E 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.

**P E 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.

**P E 119****SKATING (ICE) (1)**

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

**P E 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.

**P E 121****INTERMEDIATE KARATE (1)**

Men and women. Intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self defense.

**P E 122****BADMINTON (1)**

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

**P E 123****ARCHERY (1)**

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

**P E 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.

**P E 125****SKIING (1)**

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

**P E 127****BOWLING (1)**

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

**P E 128****WEIGHT TRAINING (1)**

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

**P E 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.

**P E 130****INTERMEDIATE SAILING (1)**

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

**P E 133****INTERMEDIATE ARCHERY (1)**

Men and women. Advanced techniques of target archery, field archery and bow-hunting. Skill development for both barebow and freestyle tournament shooting. Prerequisite: P E 123 or permission of instructor.

**P E 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.

**P E 138****RHYTHMIC EXERCISES (1)**

Emphasis on methods of figure control, relaxation and general conditioning. Exercises are performed with musical accompaniment; rope and ball routines are included.

**P E 156****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.

**P E 157****INTERMEDIATE SWIMMING (1)**

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

**P E 141, 241****VARSITY BASKETBALL (1) (1)**

Varsity players only. Winter quarter.

**P E 142, 242****VARSITY CROSS COUNTRY (1) (1)**

Varsity players only. Fall quarter.

**P E 144, 244****VARSITY TRACK (1) (1)**

Varsity players only. Spring quarter.

**P E 146, 246****VARSITY BASEBALL (1) (1)**

Varsity players only. Spring quarter.



**P E 168****SKIN AND SCUBA DIVING (2)**

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.

**HEALTH EDUCATION****HLTH 250****HEALTH SCIENCE (5)**

Student involvement, health visitations in the community, discussions on drugs, health sexuality, marriage and family, emotional problems, environment, physical well-being, consumer health, communicable and degenerative diseases, and subjects selected by students.

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

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

**OUTDOOR EDUCATION****OUTED 149****INTRODUCTION TO SKI INSTRUCTION (3)**

Basic introduction to ski teaching, its terminology, and technical definitions; historical background, and theories of skiing. On-the-snow clinic during the last two weeks (4 all-day sessions).

**OUTED 149A****SKI INSTRUCTOR CONDITIONING (1)**

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

**OUTED 150****AMERICAN SKI TECHNIQUE (2)**

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

**OUTED 151****APPRENTICE TRAINING FOR SKI INSTRUCTORS (3)**

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

**OUTED 152****SKI TEACHING METHODS (3)**

The exercises and maneuvers used to teach a person to ski the American Ski Technique, class handling, public relations, on-the-snow training.

**OUTED 249****SKI PROGRESSION ANALYSIS (3)**

Analyzing ski techniques of the world, the American Ski Technique, studying various exercises. On-the-snow clinic during the last two weekends.

**OUTED 250****RECOGNITION, ANALYSIS, AND CORRECTION OF SKIING ERRORS (3)**

Study of equipment, terrain, physiological, psychological, technical, and mechanical aspects of skiing, on-the-snow.

**OUTED 270****SKI INSTRUCTOR SEMINAR (3)**

Discussion of ski mechanics, bio-mechanics, exercises and problems related to ski schools. On the snow four days.

**OUTED 290****PNSIA CERTIFICATION EXAM (1)**

On-the-snow examination for an associate or certified ski instructor. By permission only.

**PROFESSIONAL COURSES****DANCE 209****SKILLS AND MATERIALS OF RECREATIONAL DANCE (2)**

Practice of skills in folk, square and social dance. Presentation of background, terminology and rhythmic analysis of dances. Methods of teaching and presenting dances.

**DANCE 252****SKILLS AND MATERIALS OF CONTEMPORARY DANCE (2)**

Designed for dance teachers, the course covers a review of basic techniques, intermediate movement combinations, ways of stimulating movement exploration, and discussion of contemporary dance and its use in other disciplines (i.e., gymnastics, theater).

**P E 161****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.

**P E 164****SKILLS AND MATERIALS IN AQUATICS (2)**

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

**P E 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.

**P E 166****SKILLS AND MATERIALS IN TEAM SPORTS (2)**

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

**P E 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.

**P E 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.

**P E 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.

**P E 266**

**SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)**

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

**P E 285**

**PUBLIC RELATIONS IN HEALTH, PHYSICAL EDUCATION AND RECREATION (3)**

Designed to develop the skills needed in meeting the tax-paying public and supervising employees. Major topics covered include community public relations, delegation of authority, writing newspaper releases, speaking before public and club groups, understanding different community attitudes and customs, and legal liabilities.

**P E 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**

**RECED 100**

**HISTORY AND PHILOSOPHY OF PARKS AND RECREATION (5)**

Designed to give prospective park and recreation leadership students the historical and philosophical background of the total park system in the United States. Contemporary needs, problems and managerial opportunities will be studied. Field and classroom work will be given.

**RECED 154**

**RECREATIONAL RESOURCES (3)**

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

**RECED 240**

**CAMP CRAFT (3)**

Training in conservation, safety, and camp craft experi-

ences; emphasizing hiking, trailing, stalking, and route finding.

**RECED 241**

**CAMP CRAFT (5)**

A two and one-half week workshop in the Bowron Lakes Provincial Park. Conservation, outdoor safety, first aid, sanitation, personal health and basic campcraft experiences are included.

**RECED 244**

**CAMP COUNSELING (3)**

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

**RECED 245**

**RECREATIONAL USE OF ART CRAFTS (3)**

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

**RECED 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.

**RECED 274**

**SOCIAL RECREATION (2)**

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

**RECED 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.

**SCIENCE**

**BIO-MEDICAL PHOTOGRAPHY**

**BIOMD 110**

**BIO-MEDICAL CLINICAL PHOTOGRAPHY (15)**

Handling the patient and similar prerequisites, bedside photography, studio photography, surgical operating room photography, autopsy room photography, patient's records, diagnostic cross reference filing, technical records, safety and aseptics.

**BIOMD 210**

**BIO-MEDICAL PHOTOGRAPHY AND MICROSCOPY (15)**

Processing, correcting and retouching of color film, exhibit transparencies, prints, and portraits. Operation of equipment for photomacrography and photomicrography to include bright field, dark field, polarized light, fluorescent light, phase contrast and interference.

**BIOMD 211****BIO-MEDICAL MOTION PICTURE AND T.V. PRODUCTION (15)**

Lenses, lighting, set building and arranging, location work, laboratory processes, sound mixing and recording, video tape production, multiple camera operation, script writing and presentation of exhibits.

**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: BIOL 101.

**BIOL 114****MARINE BIOLOGY (3)**

Structure, occurrence, distribution and identification of marine plants and animals in their habitats.

**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: BIOL 101 or permission of instructor.

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

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

**BOTAN 112****PLANT KINGDOM (5)**

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

**BOTAN 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.

**BOTAN 114****FIELD TAXONOMY (3)**

An on-site field study of the regional floras of British Columbia.

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

A simplified introduction to atomic and molecular theory. Quantitative relationships in chemical processes are presented. Chemistry of solutions, gases, and solids is described. Properties of elements in terms of periodic table.

**CHEM 102****GENERAL CHEMISTRY (5)**

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

**CHEM 140****GENERAL CHEMISTRY (5)**

An introduction to atomic and molecular structure; oxidation reduction reactions; stoichiometry; properties of solids, liquids, gases, solutions; acids and bases; other topics also included. Prerequisite: CHEM 101 or equivalent.

**CHEM 150****GENERAL CHEMISTRY (5)**

An introduction to kinetics, equilibria, thermodynamics, electrochemistry, and properties of hydrogen and oxygen along with selected topics. Prerequisite: CHEM 140 or equivalent.

**CHEM 160****GENERAL CHEMISTRY (6)**

A systematic study of the properties of the elements. Laboratory consists of semi-micro qualitative analysis for common cations and anions; separation and identification procedures. Prerequisite: CHEM 150 or equivalent.

**CHEM 192, 196****CHEMISTRY INSTRUMENTATION (3) (3)**

An introductory course sequence in quantitative and qualitative analysis with emphasis on some contemporary instrumental techniques. Prerequisite: Two quarters of Chemistry for 192; CHEM 192 for CHEM 196.

**ECOLOGY****ECOL 100****ENVIRONMENT, ETHICS AND SCIENCE (3)**

Examination of the role of the natural and social sciences in relationship to ecology as an ethic. Emphasis is placed on how these disciplines, guided by ecological criteria, can be part of an interdisciplinary effort to create a healthier, more exciting and more relaxing environment.

**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 prob-

lems 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, trigonometry, and MATH 105.

#### **ENGR 112**

##### **STATICS (3)**

A fundamental and rigorous course in engineering statics using the vector notation. Prerequisites: ENGR 101, ENGR 111, and MATH 125. (MATH 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. Prerequisite: Trigonometry. Corequisite: ENGR 101, or permission of instructor.

#### **ENGR 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.

#### **ENGRT 159**

##### **TECHNICAL ORIENTATION (3)**

Designed for the engineering technologist who will receive an Associate of 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.

#### **ENGRT 163**

##### **PROPERTIES 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.

#### **ENGRT 264**

##### **INTERMEDIATE SURVEYING (3)**

Design and layout of highway and railway curves, solar and stellar observations, adjustments of instruments, basic photogrammetry, use of electronic distance measuring equipment. Prerequisites: ENGR 121 or permission of instructor.

#### **ENGRT 265**

##### **ADVANCED SURVEYING (3)**

Precise leveling, including effect of earth's curvature, public land surveys, subdivision design, use of computers in traverse computations, use of photogrammetric plotting equipment. Prerequisite: ENGR 121 or permission of instructor.

#### **ENGRT 280**

##### **MACHINE TOOL FUNDAMENTALS (3)**

A course designed to provide the fundamental machine tool knowledge and concepts in relation to the types of machine tools used in industry. These machine tools include: drill press, power hacksaw, grinder, lathe, milling machine, shaper, planer, and surface grinder.

#### **ENGRT 281**

##### **MACHINE TOOL PRACTICES (3)**

More advanced machine tool operations, application of precision instruments. Taper turning, internal and external threading, boring, etc. Prerequisite: ENGRT 280 or permission of instructor.

#### **ENGRT 282**

##### **WELDING AND FOUNDRY FUNDAMENTALS (3)**

This course is designed to provide fundamental knowledge and manipulative skills in the safe use of oxyacetylene and electrical arc welding equipment. Also the fundamentals of foundry, covering such objects as metalurgy, safe handling of molten metal, and the operations involved in ramming a mold.

## **GEOLOGY**

#### **GEOL 101**

##### **SURVEY OF GEOLOGY (5)**

A study of the physical processes which have been important throughout geological 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 im-

portant life forms which dominated each phase. Elements of stratigraphy and paleontology. For non-majors. Laboratory. Prerequisite: GEOL 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 150**

##### **FIELD GEOLOGY (3)**

Basic geologic principles will be discussed and applied to pertinent areas within the region. Field methods will be examined to determine rock and mineral types and the corresponding environments of deposition, structure and deformation. Also studied will be the relative ages of various rock units as determined by fossils and other criteria.

#### **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 and mountain chains. Prerequisite: GEOL 101 or permission of instructor.

## **HEALTH SCIENCE**

#### **HLTHS 100**

##### **ORIENTATION TO HEALTH PROFESSIONS (1)**

Lectures, discussions, reading assignments, and field trips to explore various health professions.

## **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. Offered as needed.

#### **HORT 085**

##### **ELEMENTS OF WELDING (2)**

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

#### **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. Offered as needed.

#### **HORT 092**

##### **INTERPRETATION OF DATA (2)**

The use of field information to develop plot plans showing basic topography and structures. (One hour classroom discussion, two hours drawing.) Prerequisite: HORT 091. Offered as needed.

#### **HORT 099**

##### **A SURVEY OF ORNAMENTAL HORTICULTURE (3)**

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

#### **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.

#### **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, rations, field application and cost comparisons. Prerequisite: HORT 111. Offered as needed.

#### **HORT 121**

##### **TURF AND TURF GRASSES (5)**

A study of soils and soil mixes for turfs, turf grasses mixes, the field preparation and planting of lawns, golf greens, etc., mowing and maintenance practices, irrigation, feeding, etc. Offered as needed.

#### **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. Offered as needed.

**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. Offered as needed.

**HORT 141****PLANT PROPAGATION AND GROWING PROCEDURES (3)**

Propagation of plants from seeds and cuttings. Planting, balling, burlapping, transplanting, irrigation and feeding methods and related plant management practices. Offered as needed.

**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. Offered as needed.

**HORT 201, 202, 203****PLANT IDENTIFICATION (3) (3) (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. Offered as needed.

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

Laboratory analysis of soils for growing purposes. Offered as needed.

**HORT 209****TREES (3)**

A study of trees for their identification and application as fruits, ornamentals, shade trees, street trees, specimen trees, etc.

**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. Offered as needed.

**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. Offered as needed.

**HORT 224****TURF MANAGEMENT (5)**

Same as HORT 223 for those not specializing in turf

management. Prerequisite: HORT 121. Offered as needed.

**HORT 231****PLANT INSECTS (2)**

A study of that phase of entomology which deals with plant insects, their identification, growth forms, habits, eradication, etc. Offered as needed.

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

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

**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. Offered as needed.

**LNDES 101****BASIC LANDSCAPE DESIGN (2)**

Fundamentals of designing and implementing residential landscaping plans.

**LNDES 102****ADVANCED LANDSCAPE DESIGN (2)**

Essentially a laboratory course designed for students to practice basic concepts learned in LNDES 101. The student selects his own site and prepares the landscape design for that site, under the guidance of the instructor. Prerequisite: LNDES 101.

**LNDES 204****ADVANCED DRAWING (5)**

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

**LNDES 205, 206****DESIGN PROBLEMS (5) (5)**

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

**LNDES 221****CONCRETE TECHNOLOGY (1)**

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

**LNDES 222****WOOD TECHNOLOGY (1)**

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

**LNDES 223****ROCKS AND ROCKERIES (1)**

The study of rock types, outcroppings, retaining walls, etc.,



the use of rocks in landscape design. (One-half hour classroom, two hours laboratory and field.) Offered as needed.

#### **LNDES 224**

##### **WATER AND WATER ILLUSIONS (1)**

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

### **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: MATH 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: MATH 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 high school algebra or MATH 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 MATH 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 MATH 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 G BUS 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**

##### **TECHNICAL 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

#### FUNDAMENTALS OF NURSING (7)

A study of the effects of illness on man's ability to meet his basic physiological and psycho-social needs. The learning of selected technical, interpersonal and therapeutic nursing activities concomitant to the satisfaction of these needs.

### NURS 101, 102

#### MEDICAL-SURGICAL NURSING I, II (8) (8)

Theory, laboratory and clinical practice are designed to assist the student to meet the needs of patients who have common medical and/or surgical pathophysiological problems and to understand the similarities in the care of all patients, yet to recognize the differences in the needs of each.

### NURS 200

#### MATERNITY NURSING (6)

Theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the post-natal period), and care of the normal newborn.

### NURS 201, 202

#### PSYCHIATRIC NURSING (4)

Theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and community programs which will assist the student to more fully understand behavior demonstrated by persons having psychological problems in our society today.

### NURS 203

#### NURSING OF CHILDREN (6)

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

### NURS 204

#### ADVANCED MEDICAL-SURGICAL NURSING (10)

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

### NURS 205

#### TRENDS (1)

A review of current trends and developments in society and the nursing field with emphasis on their effects upon the changing role of the nurse.

## OCEANOGRAPHY

### OCEAN 101

#### SURVEY OF OCEANOGRAPHY (5)

Origin and extent of the oceans; cause and effects of tides and currents; nature of the sea bottom; animal and plant life in the sea.

## PHYSICS

### PHYS 100

#### PHYSICAL SCIENCE (5)

An introduction to physical science requiring no previous physical science or mathematics. This course will give an understanding and vocabulary adequate for appreciating current events and current research in science and engineering.

### PHYS 114, 115, 116

#### GENERAL PHYSICS (5) (5) (5)

Designed to give the principles of physics needed in the fields of architecture, dentistry, pharmacy, medicine, oceanography, and physical education. High school trigonometry is recommended but not required if math background is strong.

Topics in PHYS 114 include: Vectors, static forces, motion, work and power, circular motion, orbits and gravity fields. Properties of solids, liquids and gas. Simple harmonic motion waves, sound, acoustics and music.

Topics in PHYS 115 include: Heat and temperature, heat transfer and the atmosphere, meteorology, thermodynamics and rocket engines. Electric fields, current laws, magnetism, alternating current, electrical equipment that can be used in homes, cars and planes. EM waves, radio, radar and T.V.; light as an EM wave; properties of light, lens action and optical instruments, color, polarization, diffraction, atomic spectra and the photo electric effect. Prerequisite: PHYS 114.

Topics in PHYS 116 include: The quantum theory and atomic structure. The laser. Radioactivity, particle accelerators, the nucleus, fission and fusion, nuclear energy, elementary particles, relativity and current problems of the structure of the nucleus, the atom, molecules, our world, stars and the universe. Prerequisite: PHYS 115.

### PHYS 121, 122, 123

#### GENERAL ENGINEERING PHYSICS (5) (5) (5)

This series of courses is designed for majors in engineering, mathematics, physics or chemistry. The fundamental principles are taught at a mathematical level that involves some calculus. Problems constitute a large part of the lab and course work. Prerequisite: MATH 124 or concurrent, one year high school physics or equivalent.

Topics in PHYS 121 include: Vectors, dynamics of a particle, work, energy and power. Momentum rotation, static and dynamic systems, periodic motion and elastic properties of liquid and solids.

Topics in PHYS 122: Kinetic theory, temperature and thermal energy, heat transfer, ideal and real gases, thermodynamics. Wave motion and sound. Light as a wave, diffraction, reflection and refraction, optical systems, polarization. Quantum properties of radiation. Prerequisite: PHYS 121.

Topics in PHYS 123: Electric statics and currents, electro-

chemistry thermal electricity, magnetism, induction, alternating currents. EM waves. Nuclear reactions, elementary particles, theories of nuclear forces. Current theories and problems in basic physics. Prerequisite: PHYS 122.

## **QUALITY CONTROL**

### **QCTRL 112**

#### **QUALITY CONTROL CONCEPTS (3)**

Functions of quality control in industry, quality control concepts and techniques. Included are quality system concepts, organization, costs, new design control, incoming material control, product control, and special process studies.

### **QCTRL 113**

#### **INSPECTION PRINCIPLES (3)**

Evolution of inspection, specifications, measurement errors, defect reporting, record systems, process control, control of discrepant material, and sampling.

### **QCTRL 114**

#### **STATISTICAL TECHNIQUES (3)**

Probability concepts, acceptance, sampling techniques and applications, and control chart techniques and applications.

### **QCTRL 115**

#### **MATERIALS TESTING (3)**

Introduction to materials testing theory and procedures, proper use of test methods, identification of advantages and disadvantages of each test method.

### **QCTRL 116**

#### **QUALITY CONTROL DATA (3)**

Types of data, recording of data, processing of data, decisions based on data, importance to economic control of quality.

### **QCTRL 117**

#### **QUALITY CONTROL ENGINEERING (3)**

Identification of functions, responsibilities, and organization of modern industrial programs, preparation to understand, manage quality control problems. Prerequisite: QCTRL 114.

## **RADIOLOGIC TECHNOLOGY**

### **RATEC 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.

### **RATEC 110**

#### **RADIOGRAPHIC CIRCUITRY INSTRUMENTATION (3)**

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

### **RATEC 199**

#### **X-RAY PRACTICUM (5)**

Clinical experience in radiologic departments of affiliated

institutions. Students perform simple radiographic procedure under the supervision of registered technologists in addition to daily film conferences, both for continued and additional experience in clinical atmosphere.

### **RATEC 200**

#### **SURVEY OF MEDICINE AND SURGICAL DISEASES (3)**

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

### **RATEC 201, 202, 203**

#### **RADIOLOGIC TECHNOLOGY (5) (5) (5)**

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

### **RATEC 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.

### **RATEC 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. ZOOL 111: invertebrate phyla through mollusks; protoplasm and cell metabolism; Mitosis; principles of embryology; ZOOL 112: annelids through chordates; gametogenesis; genetics; speciation; organ systems; evolution; ecology. Prerequisite: BIOL 101 or permission of instructor.

### **ZOOL 113, 114**

#### **ANATOMY AND PHYSIOLOGY (5) (5)**

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

### **ZOOL 199**

#### **ANATOMY AND PHYSIOLOGY – SPECIAL TOPICS SEMINAR (3)**

A special topics seminar with intensive study of selected human physiological processes. Designed primarily for students in allied health programs. Prerequisite: ZOOL 114 or permission of instructor.

### **ZOOL 208**

#### **ELEMENTARY HUMAN PHYSIOLOGY (5)**

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

### **ZOOL 210**

#### **PHYSIOLOGY OF HUMAN REPRODUCTION (3)**

The physiology of the male and female reproductive systems. Especially useful to professional nurses, medical assistants, and anyone preparing to teach the physiology of sex education. Persons taking this course should have a basic understanding of human physiology.

## **SOCIAL SCIENCE**

### **ANTHROPOLOGY**

#### **ANTH 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.

#### **ANTH 200**

##### **INTRODUCTION TO LINGUISTICS (5)**

An introduction to the scientific study of language, semantics and communication, relationship of linguistics to human behavior and the mechanism of understanding and misunderstanding as related to the problem of communication.

#### **ANTH 201**

##### **PHYSICAL ANTHROPOLOGY: MAN IN NATURE (5)**

(Credit given as Natural Science also)

An introduction to physical anthropology. The basic principles of human genetics, the evidence for human evolution, and the study of race. (Credit given as Natural Science also)

#### **ANTH 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.

#### **ANTH 210**

##### **INDIANS OF NORTH AMERICA (5)**

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.

#### **ANTH 211**

##### **AFRO-AMERICAN CULTURE (5)**

Development and nature of Afro-American culture in the United States, including discussion of the Atlantic slave

trade, slavery as a social institution, the evolution of black folk culture and contemporary Afro-American urban culture.

#### **ANTH 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: ANTH 100.

#### **ANTH 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: ANTH 100 and PSYCH 100, or permission of instructor.

### **EARLY CHILDHOOD EDUCATION**

#### **EC ED 171**

##### **INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3)**

An introduction to the theories and practices in Early Childhood Education. Observations in preschools, day care centers, Headstart agencies, kindergartens and elementary schools. Two hours lecture and two hours observation.

#### **EC ED 172**

##### **FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION (5)**

Materials, methods and professional practices relevant to early childhood education. Consideration of the influence of the cultural environment on the developing child. Four hours lecture-discussion, three hours directed supervision.

#### **EC ED 181**

##### **CHILDREN'S CREATIVE ACTIVITIES (5)**

Practical aspects of planning, selecting, preparing and presenting creative curriculum materials and activities to the young child. Four hours lecture and three hours directed participation.

#### **EC ED 185**

##### **INSTRUCTIONAL AIDS (5)**

A basic course designed to acquaint students with the new instructional materials and media used in the classrooms for early childhood education. Students will become skilled in the use of audio-visual aids and some office equipment. Four hours lecture and three hours directed participation.

#### **EC ED 191, 192, 193**

##### **PRACTICUM (5) (5) (5)**

Supervised learning experiences in a specific school situation at the primary levels or preschool, day care center, or Headstart agency. Participation will be closely supervised by a qualified instructor. Seven hours directed parti-

cipation; two hours lecture. Prerequisite: Five hours in Ec Ed or permission of instructor.

#### **EC 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. Use of community resources, referral agencies.

### **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)**

A survey of the principle concepts and methods of geography, examining man's relationship to his environment. Selected geographic problems focusing on urbanism, population, and man's changing use of the earth's lands and resources.

#### **GEOG 207**

##### **ECONOMIC GEOGRAPHY (5)**

An introduction to the area distribution of man's economic activities on the face of the earth and impact on the environment. A consideration of the geographical aspects of production, exchange and consumption of goods, focusing on resource use, agriculture, industrialization and urbanism.

### **HISTORY**

#### **HIST 101**

##### **HISTORY OF CIVILIZATION:**

##### **THE GREAT CULTURAL TRADITIONS (5)**

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

#### **HIST 102**

##### **HISTORY OF CIVILIZATION: THE WESTERN TRADITIONS IN WORLD CIVILIZATION (5)**

The beginning of modern civilization; the Renaissance; the Protestant Revolt, the state commercial revolution and mercantilism; the rise of science; the "era of revolutions:" the Industrial Revolution and the rise of democracy.

#### **HIST 103**

##### **HISTORY OF CIVILIZATION:**

##### **THE CONTEMPORALRY WORLD (5)**

The meeting of East and West: the "one-world" community

in the 20th Century; imperialism, communism, fascism, democracy, internationalism; 20th Century science; present day philosophy; religion, literature, and art; the meaning of history for the citizen of the contemporary world.

#### **HIST 210**

##### **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 150**

##### **AFRO-AMERICAN HISTORY:**

##### **FROM SLAVERY TO FREEDOM (5)**

Major emphasis is on the history of West Africa and the role of Afro-Americans in the development of American Society from slave beginnings to freedom and emancipation.

#### **HIST 151**

##### **AFRO-AMERICAN HISTORY:**

##### **FROM FREEDOM TO PRESENT (5)**

The struggle for equal rights from Emancipation to the present. Special emphasis on understanding of the "Black Rage" in White America.

#### **HIST 223**

##### **TWENTIETH CENTURY 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 201**

##### **FOUNDATIONS OF AMERICAN CIVILIZATION:**

##### **EARLY AMERICAN THOUGHT (5)**

A study of American ideas and institutions in the Colonial and early national periods. Such contrasts as Puritanism, slavery, and the early Westward Movements as institutions and trends of the times and the mood and rationale of each.

#### **HIST 202**

##### **AMERICAN CIVILIZATION: AMERICAN THOUGHT AND CULTURE: 1820-1900 (5)**

An in-depth examination of the intellectual and cultural currents of the period and their interrelationships with the major events of the 19th Century; the Westward Movement, extension of democracy, sectionalism, war, reconstruction, industrialism and urbanization.

#### **HIST 203**

##### **AMERICAN CIVILIZATION: MODERN**

##### **AMERICAN CIVILIZATION (5)**

An assessment of the emergence of "positive" government, the difficulties of America's adjustment to world-power status and technological change, the challenge to traditional modes of authority, the problems associated with mass society, and the agonies and anxieties associated with the elimination of the American caste system.

**HIST 245****THE UNITED STATES IN WORLD AFFAIRS:  
1898 TO THE PRESENT (5)**

A survey of the main concepts and practices of America's foreign relations, with emphasis on the 20th Century.

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

Establishes the physical background of the settlement of the area by aboriginal and white inhabitants. Traces the broad historical themes and environmental factors that influenced the development of the social, economic, and political structure of the Pacific Northwest today.

**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 study of Japan's cultural development from early times to the Meiji period. Japan's cultural borrowings from China and the Japanization of these; the Shogun-Emperor system of government, the Feudal Age and the traditional society.

**HOME ECONOMICS****HOME 100****INTRODUCTION TO HOME ECONOMICS (1)**

An orientation to the field of home economics with emphasis on philosophy and subject matter content. Attention also is given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

**HOME 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. (2 lab periods)

**HOME 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. (1 lab period)

**HOME 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.

**HOME 169****HOME FURNISHINGS AND EQUIPMENT (3)**

A study of furniture and appliances in reference to the home including construction, selection, use, and care.

**HOME 170****INTERIOR DESIGN (3)**

A study of the elements and principles of design in relation to achieving an aesthetic interior of the home with emphasis on furniture selection and arrangement, color, window treatments, floor coverings, lighting, texture and space relationships.

**HOME 199****PRACTICUM IN INTERIOR DECORATION (3)**

Selected observations and experiences in interior decorating and furniture merchandizing. Prerequisite: ART 109, 110; HOME 169, 170.

**HOME 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. (2 lab periods)

**HOME 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.

**HOME 221****FAMILY FINANCES (3)**

A study of the acquisition and utilization of family economic resources and the effect of values, standards, and goals on family spending.

**HOME 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) Prerequisites: SOC 110, PSYCH 100.

**HOME 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 optional development.



**HOMECE 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. (2 lab periods)  
Prerequisite: HOMECE 170.

**HOMECE 299****PRACTICUM IN INTERIOR DECORATION (5)**

Study, analysis, and practice in interior decorating and furniture merchandising. Prerequisite: HOMECE 199.

**LAW ENFORCEMENT****LAWEN 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.

**LAWEN 101****ADMINISTRATION OF JUSTICE (3)**

A comprehensive study of criminal justice, including an analysis of the laws of arrest, grand jury proceedings, extradition, pretrial procedures, conduct of criminal trials, rights of the accused, motions, appeals, probation and parole.

**LAWEN 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.

**LAWEN 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.

**LAWEN 104****CRIMINAL LAW AND PROCEDURE (5)**

The elements, purposes, and functions of criminal law. The elements necessary to establish crime and criminal intent.

**LAWEN 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.

**LAWEN 108****PATROL PROCEDURES I AND LABORATORY (5)**

The fundamentals of foot, vehicular, water and air patrol by uniformed police; deployment of personnel; beat layouts; theory of riot and mob control; raids; mechanics of

arrest including searching prisoners, use of handcuffs and night sticks (basics); introduction to firearms (including range firing); defensive combat tactics; techniques of field interview and recording contacts; notebook procedure and police report writing; field trips to local departments, agencies, and institutions; Code of Conduct and Ethics.

**LAWEN 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.

**LAWEN 112****INTERVIEWING TECHNIQUES (1)**

Designed to give the student knowledge of working in many situations. Develops an area of working with other people.

**LAWEN 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.

**LAWEN 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.

**LAWEN 204****PATROL PROCEDURES II AND LABORATORY (5)**

A continuation of the study of police patrol procedures, including communications; field interrogation; stopping of vehicles and control of occupants; techniques and tactics of type of call; courtroom testimony and demeanor; and community relations. Defensive and pursuit driving. Field visits to various agencies. Prerequisite: for preservice students LAWEN 108.

**LAWEN 205****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.

**LAWEN 250****INTRODUCTION TO SUPERVISION (3)**

A study of the basic fundamentals of law enforcement supervision designed to give the working police officer or deputy sheriff an insight into field supervision. Includes a study of the supervisor's function in organization; distribution of forces; the essentials of communication; training; discipline; how to handle complaints; and practice in studying for and taking promotional examinations.

**LAWEN 251****SUPERVISION FOR SERGEANTS (3)**

A study of basic fundamentals of supervision for the working law enforcement sergeant. Includes training; essentials of leadership; discipline; performance rating; complaint investigation and methods; field supervision; distribution of personnel; and psychological aspects of supervision. Prerequisite: Must be commissioned law enforcement sergeant; or by permission of instructor.

**LAWEN 252****SUPERVISION FOR LIEUTENANTS AND ABOVE (3)**

A study of the advanced methods of supervision for law enforcement lieutenants and above. Includes a study of the supervisor's function in organization, administration and management; the essentials of communication; elements of leadership, supervision and command presence; conference leading; span of control; and distribution of responsibility and authority. Prerequisite: must be commissioned law enforcement lieutenant or above; or by permission of instructor.

**LAWEN 290****DRUGS AND ALCOHOL (3)**

A study of the effect of drugs and alcohol on modern day police work. Laws and ordinances relating to the use, possession and sale of various drugs. Identification of drugs and medicines used by contemporary society.

**LAWEN 291****HOMICIDE INVESTIGATION (2)**

A study of methods of investigating the scene of homicides, suicides and other types of criminal death. Crime scene protection; sketching the crime scene; photographing the crime scene; obtaining, marking, preserving and transporting evidence; estimating time of death. Crimes of arson or fire. Sex crime evidence. The role of the medical examiner and defense attorneys. The prosecuting attorney's role. The news media in sensational cases.

**LAWEN 299****SPECIAL TOPICS IN LAW ENFORCEMENT (1-5)**

An intensive study and investigation of a given topic. See quarterly bulletin for details. Prerequisite: permission of instructor.

**POLITICAL SCIENCE****POLSC 140, 141, 142****THEORY AND PRACTICE OF LEADERSHIP (2) (2) (2)**

A three-quarter sequence which helps a student better understand the dynamics involved in effective leadership. Administrators and students together study how leadership operates on this campus and in the community; the differences between power and authority; the effectiveness of student power in the democratic process; problems of apathy, etc. Students will learn to identify problems in the surrounding environment, construct plans of action for change, and implement those plans. Attention will be given to group process and an awareness of attitudes, motivations, and strategies operating within groups.

Excellent preparation for lifelong participation in our democratic society.

**POLSC 201****MODERN GOVERNMENT (5)**

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

**POLSC 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.

**POLSC 203****INTERNATIONAL RELATIONS (5)**

International struggle for power and peace; present day methods by which affairs are conducted between national states.

**POLSC 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. POLSC 205: Great Britain, France and Germany; 206: Soviet Union and China; 207: Asian Governments.

**POLSC 297, 298, 299****THE UNITED NATIONS (1) (1) (3)**

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 emphasis 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. Participation as subject in psychological experiments may be required.

**PSYCH 110****APPLIED PSYCHOLOGY (5)**

An introductory 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 150****INTRODUCTION TO PERSONAL RELATIONS (5)**

Experimental approach to the dynamics of behavior. Emphasis on developing awarenesses and relating to group members and self. Particular reference to more effective and productive awareness and performance.

**PSYCH 190****INTRODUCTION TO RESEARCH METHODS IN THE SOCIAL SCIENCES (5)**

An introduction to the philosophy, methodology and evaluation of behavior. Illustrations will be through reference to reported studies. Students will conduct and report on specific human areas of study. Prerequisite: PSYCH 100 or permission of instructor.

**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 of instructor.

**PSYCH 201****INTERMEDIATE PERSONAL RELATIONS (5)**

Experientially oriented group activities related to non-psychiatric behavior in encounter related class setting. Particular reference to integrating self, group, and school concepts. Prerequisite: PSYCH 150 or permission of instructor.

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

An over all survey of developmental 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: PSYCH 190 or permission of instructor.

**PSYCH 205****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: PSYCH 190 or permission of instructor.

**PSYCH 240****SOCIAL PSYCHOLOGY (5)**

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: PSYCH 190, or SOC 100, or permission of instructor.

**PSYCH 243****SOCIAL PSYCHOLOGY OF PREJUDICE (5)**

The course will examine social psychological theory and research regarding the development, maintenance, and dissolution of prejudicial attitudes, with particular emphasis on anti-Black sentiment.

**PSYCH 255****ADVANCED PERSONAL RELATIONS (5)**

Deals with adjustment problems, the inadequacies of escape and defense reactions. Development of self-knowledge and self-actualization. Prerequisite: PSYCH 201 or permission of instructor.

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

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

**SOCIOLOGY****SOC 110****INTRODUCTION TO SOCIOLOGY (5)**

A survey of basic principles and perspectives in the analysis on 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. Prerequisite: one course in Social Science.

**SOC 240****SOCIAL PSYCHOLOGY (5) (Same as PSYCH 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: one course in Social Science.

**SOC 255****MARRIAGE AND THE FAMILY (5)**

The family as an institution and mode for personal living, marital adjustment, parent-child relationships, changing family patterns, family disorganization and reorganization. Prerequisite: SOC 110, PSYCH 100, or permission of instructor.

**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 265****URBAN COMMUNITY (3)**

A comparative and analytic study of the organization and activities of urban communities. Major problems presented by urban environments, sources of change, and the effectiveness of attempts at change are examined.

**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: one course in Social Science.

**SOC 296****SPECIAL TOPICS IN SOCIOLOGY (1 TO 5)**

An intensive investigation of a given topic. See quarterly bulletin for details.

**SOCIAL WORK****SOCWK 100****ORIENTATION TO HUMAN SERVICES (1)**

A setting in which the core-group technique is used to provide training, counseling, discussion, and feedback related to job experiences, group identity, and relationships with others.

**SOCWK 105****SOCIAL WELFARE (2)**

The origin, development and present status of social service programs in the United States.

**SOCWK 110****PRINCIPLES OF INTERVIEWING (2)**

A study of the essential concepts of personality as prerequisite for the use of the professional interview as a tool in social service. Particular attention is given to personality determinants, verbal and non verbal cues, selective perception and perception checks.

**SOCWK 112****PRINCIPLES OF INTERVIEWING (3)**

A workshop dealing with the essentials of the interview as a professional method. Actual interviewing situations will be studied and participants will have the opportunity to record interviews for study purposes.

**SOCWK 165****SOCIAL COMMUNITY ORGANIZATION (2)**

An introduction to community resources including ways of utilizing community resources to aid clients.

**SOCWK 190, 191****FIELD EXPERIENCES IN HUMAN SERVICES (5) (5)**

Supervised experiences in agencies of selected human services programs.

**SOCWK 200****INTRODUCTION TO SOCIAL CASEWORK (2)**

A discussion of the dynamic components which make up the casework situation, with the helping process given special emphasis and the beginning phase of casework as the

cross section in which these components can be viewed in interaction. A study of socialization as a prescribed technique, and finally a brief look at crisis intervention and reality therapy.

**SOCWK 220****SOCIAL CASEWORK (3)**

A continuation of SOCWK 200.

**CURRICULAR DIVISIONS**

Following are course descriptions which are listed by division. The subject areas within each division are indicated in the listing below. Also following is the "course numbering system" currently used at the Bellevue Community College.

Program possibilities where planning is not yet complete include the areas of environmental studies and undersea technology.

**Business**

Accounting  
Economics  
General Business  
Mid-Management

Office Professions  
Quantitative Methods  
Real Estate

**Humanities**

Art  
Cinema  
Drama  
English  
Humanities  
Journalism

Languages  
Music  
Philosophy  
Photography  
Speech

**Individual Development Opportunity (IDO)**

Individual Courses  
Individual Improvement Skills

Power Reading  
Vocational Choice

**Physical Activities**

Activity Courses  
Health Education  
Outdoor Education

Professional Courses  
Recreation Education

**Science**

Bio-Medical Photography  
Biology  
Botany  
Chemistry  
Ecology  
Engineering  
Geology  
Health Science

Horticulture  
Mathematics  
Nursing  
Oceanography  
Physics  
Quality Control  
Radiologic Technology  
Zoology

**Social Science**

Anthropology  
Early Childhood Education  
Geography  
History  
Home Economics

Law Enforcement  
Political Science  
Psychology  
Sociology  
Social Work

**Course Numbering System**

001-009 Self-Supporting Community College Courses;  
i.e., short courses  
010-069 Reimbursable Continuing Education Courses  
070-099 Developmental and Special Education Courses  
100-199 First-Year Community College Courses  
200-299 Second-Year Community College Courses

# Proposed Master Schedule of Courses

1969-71

## Division of Business

		F		W		S		S		
		D	E	D	E	D	E	D	E	
<b>Accounting</b>										
101	Practical Acctg	X	X	X	X	X	X			
102	Practical Acctg	X	X	X	X	X	X			
210	Fund of Acctg	X	X	X	X	X	X			
220	Fund of Acctg	X	X	X	X	X	X			
230	Basic Acctg Analysis	X			X	X	X			
250	Inter Acctg		X							
260	Inter Acctg				X					
270	Cost Acctg						X			
280	Federal Inc Taxes				X					

### Economics

100	Intro to Basic Econ Princ					X				
140	Personal Finance			X	X		X			
200	Intro to Econ	X	X	X	X	X	X			
201	Princ of Econ	X	X	X	X	X	X			
211	General Econ					X				
220	Money and Banking									
260	Am Econ History					X				

### General Business

101	Intro to Bus	X	X	X	X	X	X	X		
120	Human Relations	X	X	X	X	X	X	X		
121	Personnel Mgmt	X		X	X					
122	Labor Relations			X	X					
150	Small Bus Mgmt						X			
201	Bus Law—Legal Fndtns	X	X	X	X	X	X	X		
202	Bus Law—Agreements	X	X	X	X	X	X	X	X	
241	Princ of Orgn & Mgmt			X	X	X	X			
254	Princ of Marketing	X		X		X	X			

### Mid-Management

90a	Food Service-Seminar		X		X		X			
90b	Food Service-Seminar		X		X		X			
90c	Food Service-Seminar		X		X		X			
90d	Food Service-Seminar		X		X		X			
90e	Food Service-Seminar		X		X		X			
90f	Food Service-Seminar		X		X		X			
96a	Office Mgmt-Seminar	X	X	X	X	X	X			
96b	Office Mgmt-Seminar	X	X	X	X	X	X			
96c	Office Mgmt-Seminar	X	X	X	X	X	X			
96d	Office Mgmt-Seminar	X	X	X	X	X	X			
96e	Office Mgmt-Seminar	X	X	X	X	X	X			
96f	Office Mgmt-Seminar	X	X	X	X	X	X			
98a	Marketing-Seminar	X	X	X	X	X	X			
98b	Marketing-Seminar	X	X	X	X	X	X			
98c	Marketing-Seminar	X	X	X	X	X	X			
98d	Marketing-Seminar	X	X	X	X	X	X			
98e	Marketing-Seminar	X	X	X	X	X	X			
98f	Marketing-Seminar	X	X	X	X	X	X			
100	Food Serv-Orientatn	X	X	X			X			
101	Food Serv-Basic Foods	X	X	X	X					
102	Food Serv-Basic Foods	X	X	X	X					
120	Office Mgmt-Orientatn	X		X						
130	Mrktg-Orientatn	X	X	X			X			
131	Mrktg-Princ of Slsmnshp									
132	Mrktg-Retailing Mgmt	X								
134	Mrktg-Advertising			X						
201	Food Serv-Quantity Fds									
202	Food Serv-Quantity Fds		X							
203	Food Serv-Purchasing		X			X				
204	Fd Serv-Nutr & Diet Thpy			X						

		F		W		S		S		
		D	E	D	E	D	E	D	E	
205	Fd Serv-Santn & Sfty			X						X
206	Fd Serv-Eqpt, Lyt & Des				X				X	
207	Fd Serv-Int Control						X			
208	Fd Serv-Supv Methods									X
209	Fd Serv-Training Tech				X					
220	Office Mgmt									
221	Office Mgmt									
230	Mrktg-Mrchndsg Inf								X	X
231	Mrktg-Credits & Colcts		X	X						
232	Mrktg-Buying Techs					X	X			
233	Mrktg-Mrchndsg Dsply								X	X

### Office Professions

96a	Office-Seminars		X	X	X	X	X	X	X	
96b	Office-Seminars		X	X	X	X	X	X	X	
96c	Office-Seminars		X	X	X	X	X	X	X	
96d	Office-Seminars		X	X	X	X	X	X	X	
96e	Office-Seminars		X	X	X	X	X	X	X	
96f	Office-Seminars		X	X	X	X	X	X	X	
101	Beginning Typing		X	X	X	X	X	X	X	
102	Inter Typing		X	X	X	X	X	X	X	
103	Adv Typing		X	X	X	X	X	X	X	
104	Prod Typing		X	X	X	X	X	X	X	
109	Bus Corres									X
112	Filing & Rcds Mgmt					X	X	X	X	
115	Beg Gregg Shorthand		X	X	X	X				
116	Inter Gregg Shorthand		X	X	X	X	X	X	X	
117	Adv Gregg Shorthand		X	X	X	X	X	X	X	
120	Beg Office Machines		X	X	X	X	X	X	X	
121	Adv Office Machines		X	X	X	X	X	X	X	
122	Dup, Reprd & Offset Prc		X	X	X	X	X	X	X	
130	Mach Trans		X	X	X	X	X	X	X	
205	Adv Gregg Shnd & Trans		X	X						
206	Adv Gregg Shnd & Trans					X	X			
230	Off Procedures									X
240	Legal Secy Procedures I					X	X			
241	Legal Secy Procedures II									X

### Quantitative Methods

110	Elctrnic Data Pros Orntn		X	X	X	X	X	X	X	
112	Intro to Fortran Prgmg		X	X	X	X	X	X	X	
145	Bus Math		X	X	X	X	X	X	X	
200	Intro to Cmptr Prgmg		X	X	X	X	X	X	X	
201	Intro to Stat Analysis		X	X						X

### Real Estate

92a	Real Est-Seminar		X		X		X			
92b	Real Est-Seminar		X		X		X			
92c	Real Est-Seminar		X		X		X			
92d	Real Est-Seminar		X		X		X			
92e	Real Est-Seminar		X		X		X			
92f	Real Est-Seminar		X		X		X			
100	Real Est Orientation		X		X		X			
140	Princ of Real Est		X	X	X		X	X	X	
141	Real Est Finance		X				X			
142	Real Est Apprsl						X			
143	Real Estate Law			X				X		
240	Real Est Bus Mgmt								X	X
241	Real Est Adv & Sl									X
242	Property Mgmt		X				X			
243	Adv Real Est Apprsl									X



# Proposed Master Schedule of Courses

1970-71

## Division of Humanities

		F	W	S	S			F	W	S	S
		D	E	D	E	D	E	D	E	D	E
<b>Art</b>											
100	Introduction to Art			X							
105	Drawing	X	X								
106	Drawing			X	X						
107	Drawing			X	X						
109	Design	X	X			X					
110	Design	X	X			X					
129	Environmental Design	X		X	X						
201	Art History	X									
202	Art History		X								
203	Art History			X							
205	Graphic Design										
246	Jewelry Design					X					
250	Textile Design					X					
255	Textile Design			X							
256	Painting				X						
257	Painting				X						
259	Watercolor				X						
272	Sculpture			X		X					
273	Sculpture			X		X					
274	Sculpture			X		X					
<b>Cinema</b>											
140	Art of the Film	X									
141	Basic Film-Making I		X								
142	Basic Film-Making II			X							
250	The Film and Society		X								
<b>Drama</b>											
101	Introduction to Theatre	X	X	X							
110	Theatre Production	X	X	X							
146	Theatre Voice and Spch	X									
151	Beginning Acting	X									
152	Beginning Acting		X								
<b>English</b>											
100	Developmental English	X	X	X	X	X	X	X	X		
101	Composition	X	X	X	X	X	X	X	X		
102	Composition	X	X	X	X	X	X	X	X		
110	Intro to Lit—Poetry	X	X	X	X						
111	Intro to Lit—Drama	X	X	X	X						
112	Intro to Lit—Fiction	X	X	X	X						
150	Elem Eng for Foreign Stu	X									
151	Interm Eng-Foreign Stu		X								
152	Advncd Eng-Foreign Stu			X							
160	Eng-Foreign Studts(Int)						X				
199	Afro-American Lit	X									
210	Intro to Europn Lit			X							
264	Eng Lit: Beg-Shakespeare	X									
265	Eng Lit: Donne thru Blake		X								
266	Eng Lit: Wordsworth through Hardy			X							
267	Am Lit: Beg-Civil War	X									
268	Am Lit: Civil War to Present		X								
270	Report Writing		X								
271	Expository Writing			X							
272	Expository Writing										
273	Verse & Short Story Series (Creative Writing)	X									
274	Verse & Short Story Series (Creative Writing)			X							
275	Verse & Short Story Series (Creative Writing)					X					
291-295	Directed Reading and Research										
<b>Humanities</b>											
101	Survey of 20th Cen Arts		X								
102	Survey of the Arts			X							
200	Linguistics and Com			X							
<b>Journalism</b>											
140	Newsriting	X									
141	Newsriting Lab	X	X								
150	Mass Media & Culture			X							
151	Comnty Journ Lab	X	X	X							
240	Advanced Newsriting		X								
<b>Languages—French</b>											
101	Beginning French	X	X	X						X	
102	Beginning French		X	X					X	X	
103	Beginning French				X	X	X	X			
201	Basic 2nd Yr French	X									
202	Interm 2nd Yr French		X								
203	Intro to French Lit				X						
<b>Languages—German</b>											
101	Beginning German	X	X	X						X	
102	Beginning German		X	X					X	X	
103	Beginning German				X	X	X	X			
201	Basic 2nd Yr German	X									
202	Interm 2nd Yr German		X								
203	Intro to German Lit				X						
<b>Languages—Russian</b>											
101	Beg Russian (offered alternate years)		X								
102	Beg Russian (offered alternate years)				X						
103	Beg Russian (offered alternate years)									X	
201	Basic 2nd Yr Russian (offered alt yrs)										
202	Interm 2nd Yr Russian (offered alt yrs)										
203	Intro to Russian Lit (offered alt yrs)										
<b>Languages—Spanish</b>											
101	Beginning Spanish	X	X	X						X	
102	Beginning Spanish		X	X					X	X	
103	Beginning Spanish				X	X	X	X			
201	Basic 2nd Yr Spanish	X								X	
202	Interm 2nd Yr Spanish		X							X	
203	Intro to Spanish Lit				X					X	
<b>Music</b>											
100	College Choir	X		X							
102	College Band	X		X							
103	Small Ensemble	X		X							
110	First Year Theory	X									
111	First Year Theory		X								
112	First Year Theory										
119	Fundamentals of Music	X		X							
120	Musical Styles	X									
121	The Concert Season	X									
122	Intro to Opera			X							
140-160	Private Instruction	X		X							
230	History of Am Music		X								
231	History of Jazz		X							X	
240-260	Private Instruction			X							
<b>Philosophy</b>											
100	Intro to Philosophy	X	X	X	X	X	X				
120	Intro to Logic	X	X	X	X	X	X				
215	Intro to Ethics			X							
220	Survey of His of Western Philos: Greece & Rome			X							
221	Survey of His of Western Philos: Eur & Gr Britian									X	
230	Philos of Soc Revolution		X								
250	Survey of Oriental Philos	X									
267	Intro to Philos of Relgn			X							
280	Conference in Philos				X						
<b>Photography</b>											
101	Beginning Photography	X		X							
102	Interm Photography	X		X							
103	Photojournalism			X							
<b>Speech</b>											
100	Basic Speech Impvmt	X		X						X	
140	Oral Interpretation	X		X							
220	Intro to Public Speaking	X		X						X	
249	Reader's Theatre	X		X							

## Proposed Master Schedule of Courses

## 1970-71

### Division of Individual Development Opportunity (IDO)

Individual Development Opportunity		F		W		S		S				F		W		S		S	
		D	E	D	E	D	E	D	E			D	E	D	E	D	E	D	E
HUM 180-189	Power Reading Individual Improvement Skills	X	X	X	X	X	X	X	X	IDO 190-199	Vocational Choice Individual Courses	X	X	X	X	X	X	X	X
IDO 090-099		X	X	X	X	X	X	X	X	IDO 291-295		X	X	X	X	X	X	X	X

## Proposed Master Schedule of Courses

## 1970-71

### Division of Physical Activities

		F		W		S		S				F		W		S		S	
Dance		D	E	D	E	D	E	D	E			D	E	D	E	D	E	D	E
152	Intro to Contemp Dance	X		X		X				149a	Ski Instr Conditioning	X							
153	Contemp Dance Technique			X		X				150	American Ski Technique			X					
209	Skills and Materials of									151	Apprentice Training for				X				
	Recreational Dance			X							Ski Instructors			X					
252	Skills and Materials of									152	Ski Teaching Methods				X				
	Contemporary Dance			X						153	Ski Instructor Seminar			X					
										249	Ski Progression Analysis	X							
Activity Courses										250	Recognition Analysis and								
104	Hunting		X								Correction of Skiing								
105	Canoeing	X				X		X		270	Ski Instructor Seminar			X					
107	Basketball		X		X					290	PNSIA Certification Exam				X				
108	Tennis					X				I	Field Study Canoe Trip							X	
110	Golf	X				X				II	Field Study Coastline Trip							X	
113	Fencing		X		X		X			Professional Courses									
114	Intermediate Fencing		X		X		X			161	Skills and Materials in								
115	Gymnastics			X	X		X				Life Saving						X		
116	Riding	X		X		X				164	Skills and Materials in								
117	Wrestling				X						Aquatics	X							
118	Volleyball	X	X		X					165	Skills and Materials in								
119	Skating (Ice)	X		X		X					Gymnastics			X					
120	Karate	X	X	X	X	X	X			166	Skills and Materials in								
121	Intermediate Karate				X			X			Team Sports	X							
122	Badminton				X			X		190	Intro to Health and	X	X	X					
123	Archery	X		X		X		X			PE and Recreation								
124	Body Conditioning	X	X	X	X	X	X			264	Skills and Materials in								
125	Skiing			X	X						Track and Field and								
127	Bowling	X		X		X					Weight Training						X		
128	Weight Training	X	X	X	X	X	X	X		265	Skills and Materials for								
129	Sailing	X				X		X			Activities of the								
130	Intermediate Sailing				X		X				Elementary Child			X					
133	Intermediate Archery			X		X				266	Skills and Materials in								
136	Basic Mountain Climbing				X	X	X	X			Indiv and Dual Sports						X		
138	Rhythmic Exercises	X		X		X				285	Public Relations in								
141	Varsity Basketball			X							Health, PE and Rec			X					
142	Varsity Cross Country	X								290	Sports Officiating			X	X				
144	Varsity Track					X				Recreation Education									
146	Varsity Baseball					X				100	History and Philosophy						X		
156	Beginning Swimming	X									of Parks and Rec								
157	Intermediate Swimming	X		X		X				154	Recreational Resources	X	X		X				
168	Skin and Scuba Diving	X	X		X		X		X	240	Camp Craft	X				X		X	
241	Varsity Basketball			X						241	Camp Craft	X				X			
242	Varsity Cross Country	X								244	Camp Counseling					X	X		
244	Varsity Track					X				245	Recreational Use of								
246	Varsity Baseball					X					Art Crafts	X							
Health Education										254	Playground Leadership					X	X		
250	Health Science	X		X	X	X				274	Social Recreation	X							
292	First Aid and Safety	X	X	X	X	X	X	X	X	290	Adaptive Recreation			X					
Outdoor Education																			
149	Introduction to Ski																		
	Instruction		X																



# Proposed Master Schedule of Courses

1970-71,

## Division of Science

		F	W	S	S			F	W	S	S
		D	E	D	E	D	E	D	E	D	E
<b>Bio-Medical Photography</b>											
110	Bio-Medical Clinical Photography				X						
210	Bio-Medical Photography and Microscopy	X									
211	Bio-Medical Motion Picture & TV Prod.		X								
<b>Biology</b>											
101	General Biology	X	X	X	X	X	X	X	X		
102	General Biology	X		X	X	X	X				
114	Marine Biology						X				
201	Microbiology				X	X					
<b>Botany</b>											
111	Elementary Botany	X									
112	Plant Kingdom		X								
113	Taxonomy of Flowering Plants				X						
114	Field Taxonomy						X				
<b>Chemistry</b>											
101	General Chemistry	X	X	X	X	X	X	X			
102	General Chemistry			X	X	X					
140	General Chemistry	X	X	X							
150	General Chemistry			X	X						
160	General Chemistry					X	X				
192	Chem Instrumentation					X					
196	Chem Instrumentation	X									
<b>Ecology</b>											
100	Environment, Ethics & Science	X	X	X		X	X	X			
<b>Engineering</b>											
100	Engineering Orientation	X									
101	Engineering Graphics	X	X	X		X					
102	Engineering Graphics			X	X	X					
103	Applied Descriptive Geometry					X	X				
111	Engineering Problems			X	X						
112	Statics					X	X				
121	Plane Surveying	X	X			X					
<b>Engineering Technology</b>											
154	Statics				X						
159	Technical Orientation	X									
163	Properties of Materials			X							
264	Intermediate Surveying					X					
265	Advanced Surveying					X					
280	Machine Tool Fundamentals	X									
281	Machine Tool Practices			X							
282	Welding & Foundry Fundamentals				X						
<b>Geology</b>											
101	Survey of Geology	X		X							
103	General Historical Geol		X								
106	General Economic Geol					X					
150	Field Geology						X				
205	Physical Geology for Science Majors	X									
208	Geol of the Northwest				X		X				
<b>Health Science</b>											
100	Orientation to Health Professions	X					X				
<b>Horticulture</b>											
081	Manual & Mechanical Tools			X							
082	Manual & Mech Tools										
085	Elements of Welding										
091	Use of Field Instruments										
092	Interpretation of Data										
099	Survey of Ornamental Horticulture										
101	Plant Identification	X									
102	Plant Identification			X							
103	Plant Identification					X					
111	Soils	X									
112	Irrigation & Drainage			X							
113	Soil Chemistry							X			
121	Turf & Turf Grasses	X									
131	Insects & Insect Control	X									
132	Weeds & Weed Control						X				
141	Plant Propagation & Growing Procedures									X	
142	Ornamental Pruning									X	
143	Growing Structures							X			
201	Plant Identification										
202	Plant Identification										
203	Plant Identification										
207	Soil Sampling Procedures										
209	Trees								X		
211	Soil Chemistry										
223	Turf Management										
224	Turf Management										
231	Plant Insects										
244	Wholesale-Retail										
261	Plant Diseases										
<b>Landscape Design</b>											
101	Basic Landscape Design							X			
102	Advanced Landscape Design							X			
204	Advanced Drawing									X	
205	Design Problems										
206	Design Problems										
221	Concrete Technology										
222	Wood Technology										
223	Rocks & Rockeries										
224	Water & Water Illusions										
<b>Mathematics</b>											
070	Introduction to Algebra	X	X	X	X	X	X	X	X	X	X
071	Geometry					X					
080	Fundamentals of Math	X	X			X		X		X	
101	Intermediate Algebra	X	X	X	X	X	X	X	X	X	X
104	Plane Trigonometry	X	X			X					
105	College Algebra	X	X	X	X	X	X	X	X	X	X
124	Analytical Geometry & Calculus	X	X	X	X	X					
125	Analytical Geometry & Calculus						X	X	X	X	
126	Analytical Geometry & Calculus	X	X							X	X
157	Elements of Calculus					X				X	X
170	Theory of Arithmetic	X				X					
171	Intro to Statistical Analysis (BUS 200)						X	X	X		
172	Intro to Linear Algebra								X		
191	Technical Mathematics						X	X			
192	Technical Mathematics								X	X	
224	Intermediate Analysis						X	X			
238	Elements of Differential Equations									X	X
<b>Nursing</b>											
100	Fundamentals of Nursing	X									
101	Medical-Surgical Nurs I							X			
102	Medical-Surgical Nurs II									X	
200	Maternity Nursing	X									
201	Psychiatric Nursing I	X									
202	Psychiatric Nursing II						X				
203	Nursing of Children						X				
204	Advanced Medical-Surgical Nursing									X	
205	Nursing Trends									X	
<b>Oceanography</b>											
101	Survey of Oceanography	X								X	

## Proposed Master Schedule of Courses

1970-71

### Division of Science

		F W S S								F W S S							
		D	E	D	E	D	E	D	E	D	E	D	E	D	E	D	E
<b>Physics</b>																	
100	An Introduction to Physical Science	X	X	X	X	X		X									X
114	General Physics	X	X														
115	General Physics			X	X												
116	General Physics					X	X										
121	General Physics	X	X														
122	General Physics			X	X												
123	General Physics					x	x										
<b>Quality Control</b>																	
112	Quality Control Concepts																
113	Inspection Principles																
114	Statistical Techniques																
115	Materials Testing		X														
116	Quality Control Data				X												
117	Qual Control Engineering					X											
<b>Radiologic Technology</b>																	
101	Radiologic Technology		X														
102	Radiologic Technology				X												
103	Radiologic Technology						X										
110	Radiographic Circuitry Instrumentation					X											
<b>Zoology</b>																	
111	General Zoology									X							
112	General Zoology												X				
113	Anatomy & Physiology	X	X														
114	Anatomy & Physiology					X	X										
199	Anatomy & Physiology Spec. Topics Seminar															X	
208	Elementary Human Phys															X	
210	Physiology of Human Reproduction															X	

## Proposed Master Schedule of Courses

1970-71

### Division of Social Sciences

		F W S S								F W S S							
		D	E	D	E	D	E	D	E	D	E	D	E	D	E	D	E
<b>Anthropology</b>																	
100	Intro. Anthropology	X	X	X	X	X	X	X									
200	Intro to Linguistics			X													
201	Physical Anthro: Man in Nature	X					X										
202	Cultural Anthro					X											
210	Indians of N. America					X											
211	Afro-American Culture			X													
254	Anthro and World Problems	X															
290	Intro to Culture and Personality					X											
<b>Early Childhood Education</b>																	
171	Intro to Early Childhood Education	X															
172	Fundamentals of Early Childhood Education			X													
181	Children's Creative Activities					X											
185	Instructional Aids			X													
191	Practicum	X															
192	Practicum			X													
193	Practicum					X											
201	Parent Education				X												
<b>Education</b>																	
110	Intro to Education	X		X		X											
<b>Geography</b>																	
100	Intro to Geography	X		X	X	X		X									
207	Economic Geography					X											
<b>History</b>																	
101	History of Civilization: The Great Cultural Traditions	X	X					X									
102	History of Civ: The World Civilizations			X	X												
103	History of Civ: The Contemporary World					X	X										
<b>Afro-American History</b>																	
150	Afro-American History: From Slavery to Freedom	X	X	X	X											X	
151	Afro-American History: From Freedom to Present	X		X	X	X	X										
201	Foundations of American Civilizations	X															
202	American Thought & Culture - Amer Civ: 1820-1900							X									
203	American Thought & Culture - The Age of Anxiety: 1900-Present												X				
210	The Far East in the Modern World	X															
223	Twentieth Century Russia	X												X	X		
245	American Foreign Policy					X											
264	Washington & the Pacific Northwest			X	X			X	X			X	X	X			
271	English Political and Social History					X											
272	English Political and Social History													X			
295	Intro to Japanese Civ													X			
<b>Home Economics</b>																	
100	Intro to Home Econ	X															
110	Textiles			X													
111	Clothing Study												X				
130	Human Nutrition					X											
169	Home Furnishings and Equipment	X															
170	Interior Design													X			
199	Practicum in Interior Decoration													X			
212	Clothing Construction													X			
220	Home Management					X											
221	Family Finances													X			
255	Marriage and the Family	X															

# Proposed Master Schedule of Courses

1970-71

## Division of Social Sciences

		F	W	S	S			F	W	S	S
		D	E	D	E	D	E	D	E	D	E
256	Child Development and Guidance			X						X	
270	Interior Design				X						
299	Practicum in Interior Decoration				X						
<b>Law Enforcement</b>											
100	Intro to Law Enforcement	X									
101	Administration of Justice		X								
102	Police Organization and Administration		X								
103	Intro to Forensic Medicine	X									
104	Criminal Law and Procedure		X								
106	Traffic Control and Accident Investigation				X						
108	Patrol Procedures I and Laboratory	X									
110	Report Writing				X						
112	Interviewing Techniques				X						
200	Criminal Evidence	X									
202	Criminal Investigation			X							
204	Patrol Procedures II and Laboratory				X						
206	Juvenile Control				X						
250	Intro to Supervision		X			X					
251	Supervision for Sergeants										X
252	Supervision for Lieutenants										X
290	Drugs and Alcohol				X						
291	Homicide Investigation		X							X	
292	Auto Theft Investigation	X								X	
299	Special Topics*										
<b>Political Science</b>											
140	Theory and Practice of Leadership	X									
141	Theory and Practice of Leadership			X							
142	Theory and Practice of Leadership				X						
201	Modern Government	X	X		X						
202	American Government and Politics	X	X		X						
203	International Relations	X	X	X	X						
205	Comparative Gov'mnts	X									
206	Comparative Gov'mnts		X								
207	Comparative Gov'mnts			X							
297	The United Nations	X									
298	The United Nations		X								
299	The United Nations										
<b>Psychology</b>											
100	Intro to Psychology	X	X	X	X	X	X	X	X	X	X
110	Applied Psychology	X				X					
150	Intro to Personal Relations	X									
190	Intro to Research Methods	X		X		X					
200	Human Learning and Education				X						
201	Intermediate Personal Relations			X							
204	General Developmental Psychology			X							
205	Intro to Personality	X									
240	Social Psychology			X						X	
255	Advanced Personal Relations				X						
260	Seminar in Psych	X		X		X				X	
<b>Sociology</b>											
110	Intro to Sociology	X	X	X	X	X	X				X
223	Intro to Qualitative Methods of Social Research			X		X					
240	Social Psychology	X			X	X					
255	Marriage and the Family	X	X		X	X					
262	Racial and Ethnic Group Relations	X			X	X					
265	Urban Community			X							
270	Social Disorganization & Deviant Behavior		X	X		X					
296	Special Topics in Soc		X			X					
<b>Social Work</b>											
100	Orientation to Human Service	X									
105	Social Welfare	X									
110	Principles of Interviewing			X							
112	Principles of Interviewing				X						
165	Social Community Organization	X									
190	Field Experiences in Human Services					X					
191	Field Experiences in Human Services					X					
200	Intro to Social Casework	X									
220	Social Casework		X								

\* offer upon request



## FACULTY

# 1970 – 1971

## THE FACULTY

ANDERSON, BETTY M. ....	Sociology
<i>B.S., M.A., University of Washington</i>	
BATDORF, RICHARD L. ....	Associate Dean for Counseling Services
<i>B.A., M.A., D.Ed., Washington State University</i>	
BIEVER, KEITH J. ....	Chairman, Division of Science Chemistry
<i>B.S., South Dakota State University</i> <i>M.S., University of Nebraska</i>	
BIRNBAUM, HILDE M. ....	Economics
<i>M.A., University of Washington</i> <i>L.L.D., University of Frankfurt, Germany</i>	
BITTERMAN, WAYNE W. ....	Media Specialist
<i>B.A., B.Ed., M.Ed., Western Washington State College</i>	
BOLLIGER, F. JEAN ....	Director of Student Activities
<i>B.A., Long Beach State University</i>	
BOLVIN, BOYD M. ....	Associate Dean of Instruction: Learning Resources
<i>A.B., B.Ed., University of Puget Sound</i> <i>M.L., University of Washington</i> <i>Ph.D., University of California</i>	
BONOW, BURNETT W. ....	Chairman, Department of Engineering and Engineering Technology Engineering
<i>B.S., Antioch College</i> <i>Registered Professional Engineer</i>	
BOSONE, FRANK P. ....	Financial Aid Officer Admission Counselor
<i>B.A., M.Ed., University of Portland</i>	
BREWSTER, DOROTHY S. ....	Early Childhood Education
<i>B.A., University of Washington</i> <i>M.A., Teachers' College, Columbia University</i>	
BURNETT, ROBERT F. ....	Counselor
<i>D.M.D., University of Oregon Dental School</i>	
CALBREATH, BUDDY L. ....	Track and Cross Country Coach Physical Activities
<i>B.A., San Jose State College</i> <i>Ed.M., Oregon State University</i>	
CLOUGH, MOLLY ANN ....	Chairman, Department of Office Professions Office Professions
<i>B.A., Central Washington State College</i>	
COLEMAN, CHARLES C. ....	Business
<i>B.S., Montana State University</i> <i>M.A., Colorado State College</i>	
COLLINS, JACOB E. ....	Counselor
<i>B.A., Central Washington State College</i>	
COLLINS, MINNIE D. ....	English
<i>B.A., Virginia Union University</i> <i>M.A., George Washington University</i>	
CROW, ROSE MARIE ....	Early Childhood Education
<i>B.A., University of Washington</i>	
DANIEL, VASANTHA C. ....	Nursing
<i>B.S., College of Nursing, Vellore, India</i> <i>M.N., University of Washington</i>	

DARROUGH, CAROLYN A. ....	Physical Activities
B.S., University of Oklahoma	
M.Ed., University of Arkansas	
	Associate Dean of Instruction:
	Occupational Education and Special Programs
De COSTER, BARBARA L. ....	Librarian
B.A., M.L., University of Washington	
DHANJU, A. LAVERNE ....	Chairman, Home Economics and New Careers
B.S., Florida A & M University	
M.Ed., Ph.D., Pennsylvania State University	
	Program
	Home Economics
DISTAD, DONALD B. ....	Chairman, Department of Cultural Studies
B.A., University of Washington	
M.S., University of Oregon	
	History
DIVINE, H. A. (ANDY) ....	Chairman, Department of General Business
B.A., Michigan State University	
	and Director of Food Services
	Mid-Management
DOUGHTY, CHARLES I. ....	Counselor
B.A., University of Iowa	
B.D., Starr King School for the Ministry, M.S.W. University of Washington	
DOUGLAS, MARY ANN ....	Chairman, Nursing Program
B.A., Hastings College, Nebraska	
M.N., University of Washington	
	Nursing
FRIEDEL, FRED E. ....	History
B.S., M.A., University of Oregon	
GEER, WILLARD ....	Physics
B.S., M.S., University of Washington	
Ph.D., University of California	
GOULD, DAVID D. ....	Law & Accounting
B.A., M.B.A., Washington State University	
J.D., University of Washington	
GRABILL, PAULINE A. ....	Chairman, Department of English
B.A., M.A., University of Washington	
	English
GREFF, FLORENCE E. ....	Psychology
B.A., San Jose State College	
M.A., San Francisco State College	
GREGORY, ESTHER M. ....	Reference Librarian
B.S., University of Washington	
B.S., University of Southern California	
GRUBER, EBTISAM (BETSY) ....	Nursing
B.S., Cairo University, Egypt	
B.S., Indiana University	
M.A., University of Washington	
HAINES, ARTHUR E. ....	Chairman, Department of Life and Health
B.S., B.Ed., Washington State University	
M.S., Oregon State University	
	Sciences
	Life Science
HAMILTON, ROBERT K. ....	Counselor
B.A., M.A., Walla Walla College	
HANSCOM, ROBERT C. ....	Bookstore Manager
B.S., Butler University	
M.S.R., New York University	
HARRYMAN, JAMES W. ....	Director of Athletics
B.A., M.A., University of Washington	
	Baseball Coach
	Physical Activities

HARTWICH, JACQUELINE A. . . . . Developmental Education: Writing  
*B.A., Tufts University*  
*M.A., University of Washington*

HAVIST, MARJORIE V. . . . . Reference Librarian  
*B.S., Bucknell University*  
*M.L., University of Washington*

HENDERSON, DELMAS R. . . . . Chairman, Radiologic Technology Program  
*University of Southern California at Los Angeles* Radiologic Technology

HENDERSON, ROBERT S. . . . . Engineering and Engineering Technology  
*B.E., University of Southern California at Los Angeles*  
*M.S., Brigham Young University*  
*Registered Professional Engineer*

HUTCHISON, KAREN R. . . . . Music  
*B.A., Whitworth College*  
*M.A., Eastman School of Music of the University of Rochester*

JOHNSON, STEVEN V. . . . . Life Science  
*B.A., Greenville College*  
*M.A., Washington State University*

JONES, STANLEY J. . . . . Director, Library-Media Center  
*B.A., M.L., University of Washington*

JURJI, E. DAVID . . . . . Anthropology  
*B.A., Albright College*  
*M.A., New York University*

KAHN, LOUIS . . . . . Director of College District Planning  
*B.S., Lewis and Clark College*  
*M.Ed., University of Washington*  
*Ed.D., Washington State University*

KHAN, M. ASLAM . . . . . Political Science  
*B.A., Gonzaga University*  
*M.A., University of Washington*

KLEIN, RICHARD C. . . . . Associate Dean of Instruction: Academic  
*B.S., Seattle Pacific College* and Continuing Education  
*B.S., University of Washington*  
*M.A., University of Chicago*

LANDERHOLM, MERLE E. . . . . President  
*B.A., Washington State University*  
*M.Ed., Washington State University*  
*Ed.D., Teachers' College, Columbia University*

LEEDS, LINDA A. . . . . English  
*B.A., Pomona College*  
*M.A., Cornell University*

LUND, ALAN L. . . . . Music  
*B.A., M.A., University of Washington*

McFALL, DOUGLAS L. . . . . Real Estate  
*B.A., University of California*

McGLOCKLIN, GARY A. . . . . Assistant Basketball Coach  
*B.A., Whitworth College* English  
*M.A., University of Washington*

MAGNUSON, RUSSELL C. . . . . Chairman, Department of Physical Science  
*B.S., River Falls State College* and Mathematics  
*M.A.T., Washington State University* Mathematics

MAKI, GERALD D. . . . . Ornamental Horticulture  
*B.S., University of Washington*



MATKOVICK, EDWARD	Chairman, Department of Foreign Languages
<i>B.A., M.A., University of British Columbia</i>	
MAYER, DALMEN D.	Philosophy
<i>B.A., M.A., University of Washington</i>	
MEEHAN, J. TIMOTHY	Counselor
<i>B.A., Gonzaga University</i>	
<i>M.A., University of Oregon</i>	
MELVOIN, PETER	Chairman, Department of Behavioral Studies
<i>A.B., University of Illinois</i>	
<i>M.A., Arizona State University</i>	
MILLER, ROBERT C.	Chairman, Law Enforcement Program
<i>University of Southern California</i>	
<i>University of Washington</i>	
MOLVIK, NILMAR L.	Chairman, Division of Individual Development Opportunity (IDO)
<i>B.S., M.Ed., Seattle Pacific College</i>	
MOORE, ROSETTA B.	Mathematics
<i>B.A., Harris Teachers College</i>	
<i>M.Ed., St. Louis University</i>	
MULLIS, DOUGLAS W.	Chairman, Department of Art
<i>B.A., University of Washington</i>	
NORRIS, KATHRYN W.	Chairman, Division of Business
<i>B.B.A., M.B.A., Midwestern University</i>	
OSMUNDSON, JOHN S.	Business
<i>B.A., University of Washington</i>	
<i>M.A., Washington State University</i>	
OWENS, GLORIA M.	Chairman, Division of Social Science
<i>B.A., University of Washington</i>	
	Chairman, Early Childhood Education Program
	Parent Education
PAUSTAIN, FRANK B.	Associate Dean for Admissions-Records and
<i>B.A., M.Ed., University of Portland</i>	
	Registrar
PFISTER, FRANZ J.	Foreign Languages
<i>B.A., Bowling Green State University</i>	
<i>M.A., University of Illinois</i>	
<i>Ph.D., University of Washington</i>	
PHELPS, DONALD G.	Executive Assistant to the President and
<i>B.E., M.E., Seattle University</i>	
	Director of Personnel
PIZZALATO, SHARON E.	Foreign Languages
<i>B.A., Kalamazoo College</i>	
<i>M.A., Middlebury College</i>	
POLIAK, JOAN	Psychological Consultant for Adult Education
<i>B.A., Smith College</i>	
<i>M.S.S., New York School of Social Work, Columbia University</i>	
POWELL, GLENN D.	Life Science
<i>B.A., Fresno State College, California</i>	
<i>M.E.S., University of New Mexico</i>	
PULLIAM, MARIE E.	Reference Librarian
<i>B.A., Montana State University</i>	
<i>M.A., San Jose State College</i>	
PURSER, ROBERT S.	Art
<i>B.A., Central Washington State College</i>	
<i>M.F.A., University of Washington</i>	

REAGAN, EVERETT E. . . . . Director of Public Information  
*B.J., University of Missouri*  
*M.S., University of Oregon*

REID, LARRY D. . . . . Speech  
*B.A., Central Washington State College*  
*M.A., University of California*

RELF, JAMES A. . . . . Tennis Coach  
*B.A., Geneva College*  
*M.A., University of Washington*  
 Mathematics

ROCHE, WILLIAM T. . . . . Data Processing  
*B.A., Wesleyan University*

SAMFORD, LYNN E. . . . . Chairman, Department of Motor Skills  
*B.A., University of Wyoming*  
*M.Ed., Central Washington State College*  
 Professions  
 Physical Activities

SANDERS, M. CRAIG . . . . . Chairman, Division of Humanities  
*B.A., Pennsylvania State University*  
*M.A., University of Idaho*  
 Chairman, Department of Humanities Areas Studies  
 English

SCHWENKER, JOHN A. . . . . Developmental Education: Reading  
*B.S., University of Vermont*  
*M.A., Montclair State College*

SHUMAN, JAMES E. . . . . Marketing  
*B.S., North Arizona University*  
*M.B.A., University of Washington*

SIEGEL, WAYNE G. . . . . Dean of Student Services  
*B.A., M.Ed.D., Washington State University*

SPRYSAK, MARY-ANN C. . . . . Nursing  
*B.S.N., University of Alberta, Canada*

TEMPLETON, FREDERIC E. . . . . Director, Radiologic Technology  
*B.S., University of Washington*  
*M.D., University of Oregon*  
 Radiologic Technology

TYRA, ANITA I. . . . . Chairman, Department of Accounting, Economics  
*B.A., Eastern Washington State College*  
*M.A., D.B.A., University of Washington*  
 Certified Public Accountant  
 and Quantitative Methods

VOLLAND, WALTER V. . . . . Chemistry  
*B.S., California State at Long Beach*  
*Ph.D., University of Washington*

WAHLE, ROY P. . . . . Dean of Instruction  
*B.A., Central Washington State College*  
*M.A., Ed.D., Colorado State College*

WALLBOM, DAVID C. . . . . Director of Plant Operations  
*Seattle Pacific College*  
*Seattle University*  
 Law Enforcement

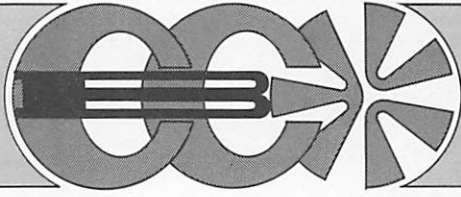
WALSMITH, CHARLES R. . . . . Psychology  
*B.A., M.A., University of Denver*

WENDEL, ROBERT E. . . . . Chairman, Division of Physical Activities  
*B.A., University of Washington*  
*M.S., Washington State University*  
 Chairman, Department of Health and Physical Education  
 Physical Activities

WILLIAMS, E. SCOTT . . . . . English  
*B.A., Portland State College*  
*M.A., San Francisco State College*

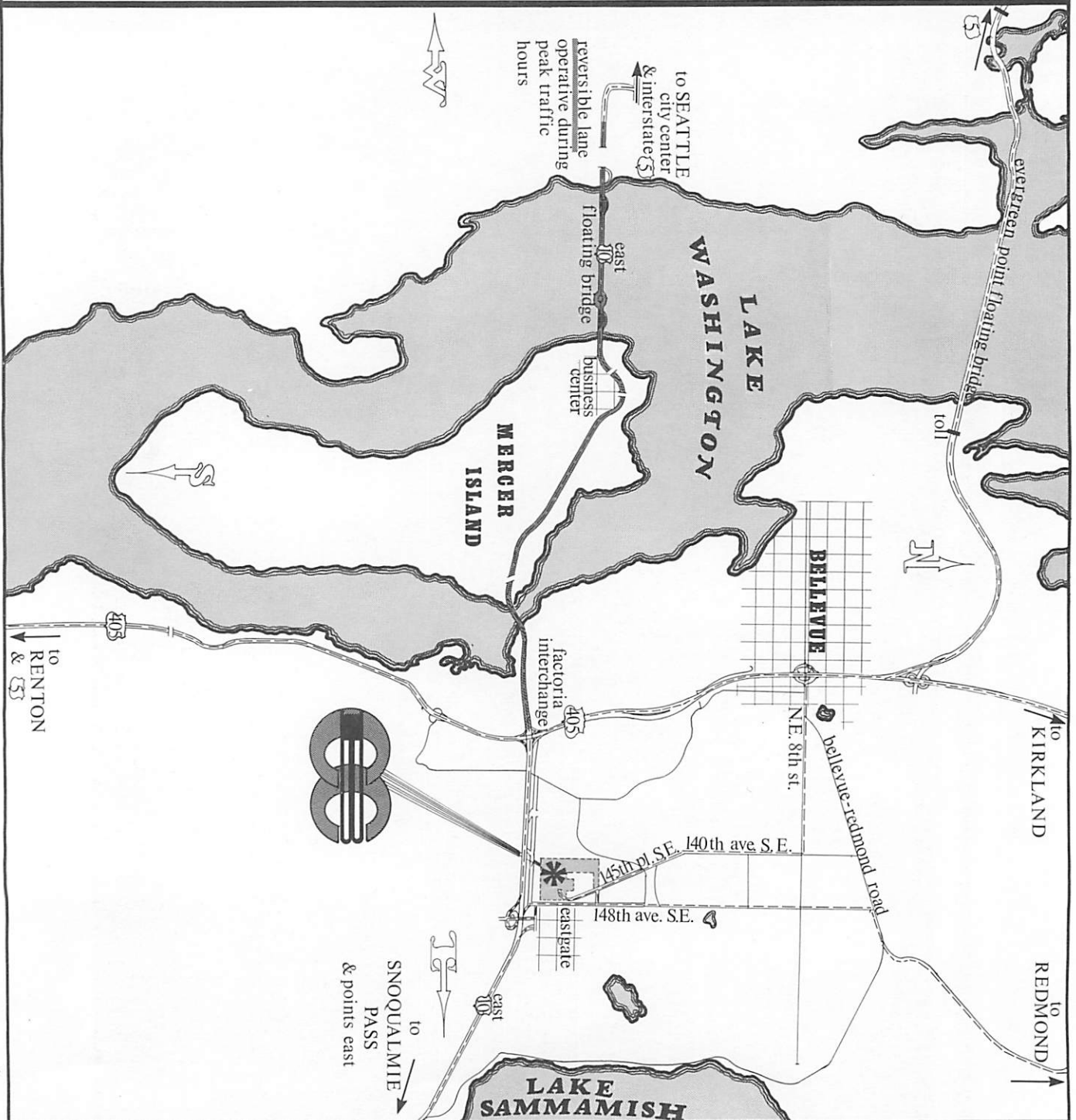
WOODS, ERNEST R. ....	Head Basketball Coach, Golf Coach
<i>B.S., Washington State University</i>	Physical Activities
<i>M.S., University of Southern California</i>	
WULFF, JON V. ....	Philosophy
<i>B.A., Washington State University</i>	
<i>M.A., Ohio State University</i>	

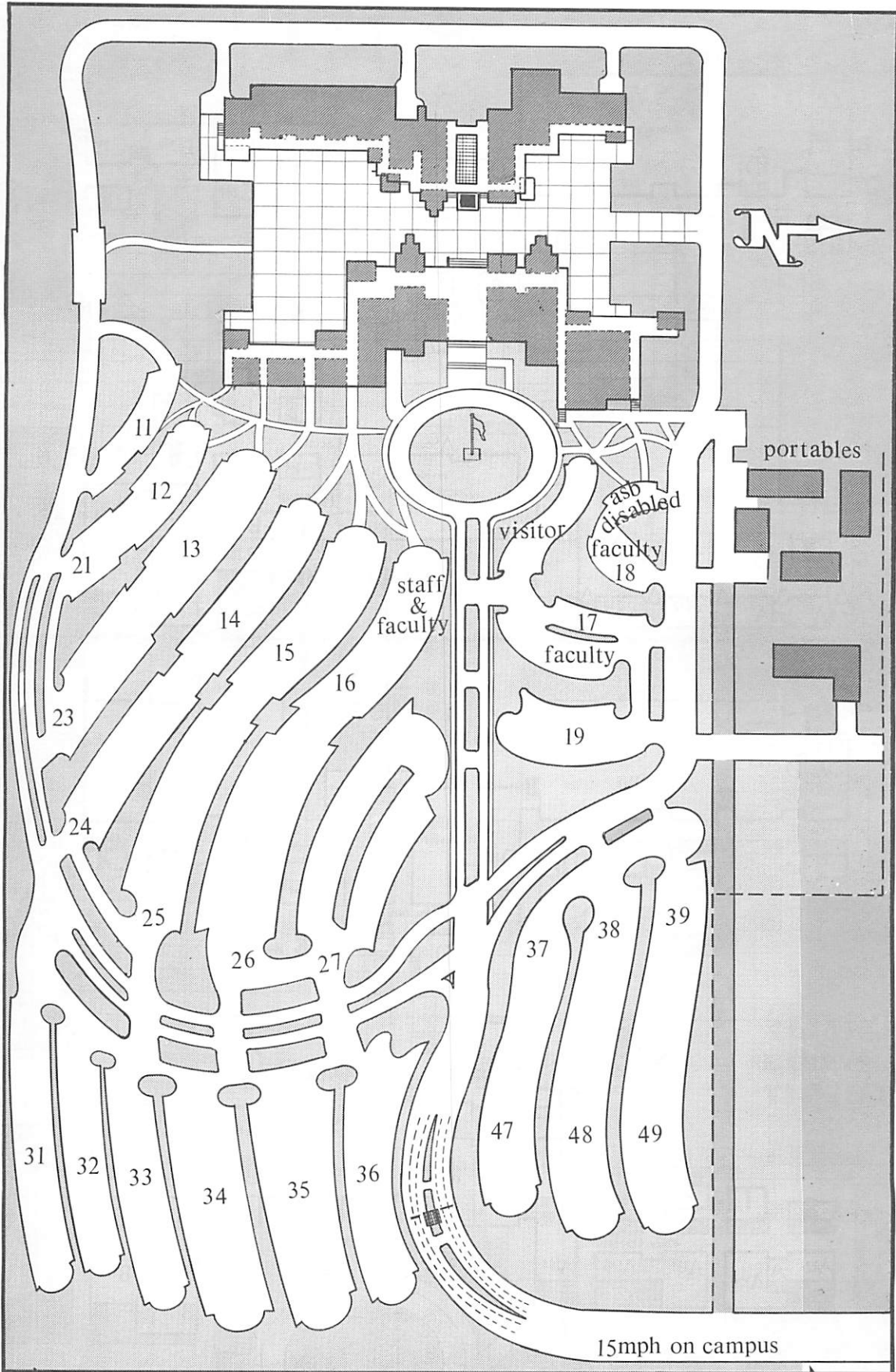
# BELLEVUE COMMUNITY COLLEGE



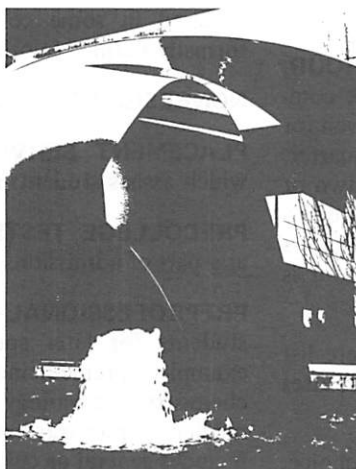
• map • parking • campus  
• classrooms

98007  
3000 • 145th place SE • BELLEVUE WASHINGTON









## GLOSSARY



## GLOSSARY

**ACCREDITED**—Certified as fulfilling standards or requirements. Accreditation means that the constituent parts of a college or university are satisfactory and that its courses are recognized as being equal to or compatible with those of other collegiate institutions.

**ADVANCED PLACEMENT**—The assignment of a college student to an advanced class in a sequence on the basis (1) of previous work and/or experience, and (2) the successful completion of an examination on the subject. Advance placement may be granted with or without credit.

**ADVANCED STANDING**—The status given a student who has taken work in another collegiate institution and has earned acceptable credit there, or who has earned college credit by taking an examination.

**AUDIT STUDENT**—A person who attends classes regularly, but does not wish to take the final examination nor receive grades or credit for work undertaken.

**COUNSELORS**—College personnel with special preparation in the social and behavioral sciences who assist students with concerns or questions related to scholastic success, personal adjustment, etc.

**CREDIT HOUR (SEMESTER HOUR, QUARTER HOUR, TERM HOUR)**—A measurement of curricular work completed satisfactorily. Ordinarily, one credit hour is given for one class attendance a week for the period of a quarter. However, in some cases such as laboratory courses, two or three "clock hours" of attendance a week are required to earn one credit hour. A specified number of credit hours must be earned for a degree. A quarter or term hour is two-thirds of a semester hour.

**CURRICULUM (Plural CURRICULA)**—The complete list of courses offered by a college. Also, the series of courses required for a specific degree.

**ELECTIVE**—A subject or course which is open to choice; that is, a subject which is optional and not required.

**FACULTY ADVISER**—A member of the faculty who confers regularly with students concerning career selection, objectives and demands. Each regularly enrolled student is assigned an adviser from his area of major interest. Advisers may be changed by student or faculty request.

**GRADE POINT**—A numerical value given a grade conventionally as follows; for each credit hour of A, 4 grade points are assigned; for B, 3 points; for C, 2 points; for D, 1 point, for E, no points.

**GRADE-POINT AVERAGE (GPA)**—The numerical average computed by dividing total grade points (see above) by total credit hours attempted in a quarter. For example:

Credit Hours Attempted	Grade	Grade Points	GPA
3	A	12	
3	B	9	
3	C	6	
3	D	3	
3	E	0	
—		—	
<b>TOTAL</b>	<b>15</b>	<b>30</b>	<b>2.0</b>

A cumulated grade-point average is the total grade points on a student's record divided by the total hours he has attempted. A grade-point deficiency is a lack of sufficient grade points to meet minimum scholastic requirements.

**INCOMPLETE**—A grade indicating that a student's work in a course is not complete, usually allowed because of conditions beyond his control.

**MAJOR**—The subject or field of study selected by a student in college in which he concentrates his academic efforts.

**MATRICULATED**—Those students enrolled in programs leading to Bellevue Community College degrees, certificates, high school diplomas and organized college transfer programs.

**MINOR**—The subject or field of study which is second in interest and concentration to the major study. "Minors" are required in some colleges and universities, but are not formally defined in others.

**NONRESIDENT STUDENT**—(See RESIDENT STUDENT)

**PLACEMENT SERVICE**—A college or university office which assists students and graduates to secure employment.

**PRECOLLEGE TESTS**—Achievement tests given students as a part of admissions procedures.

**PREPROFESSIONAL**—Referring to courses which prepare students for later specialized or technical training. For example, "premedicine" includes preprofessional courses in chemistry and biology preliminary to later specialization in medicine upon transfer. A preprofessional program usually includes general or cultural courses.

**PREREQUISITE**—A requirement for registration in a particular course. For example, a beginning course in psychology may be a "prerequisite" to an advanced course. In some cases, the prerequisite may be concurrent enrollment in the complementary course. This information is included in the course descriptions under Curricular Divisions.

**PROBATION**—A status imposed upon a student because of consistently low grades or improper conduct, usually with specific conditions which must be met within a given period.

**REGISTRATION**—The process of official enrollment in a college. Registration is usually required at the beginning of each quarter and includes the process of selecting courses of

study for that period, payment of fees, etc.

**RESIDENT STUDENT**—A student who because of his legal residence within the state of Washington is not subject to special nonresident fees. If the student's transcript is from out of the state, his address or that of his parents is out of the state, or the student is an alien, the burden of proof must rest with the student to show that he is actually domiciled within the state and thus qualified for the lower resident student fees.

**SPECIAL STUDENT (Nonmatriculated)**—A student who is unable or unwilling to meet all the admissions requirements for enrollment as a matriculated student.

**TERMINAL COURSES**—Courses arranged specifically for

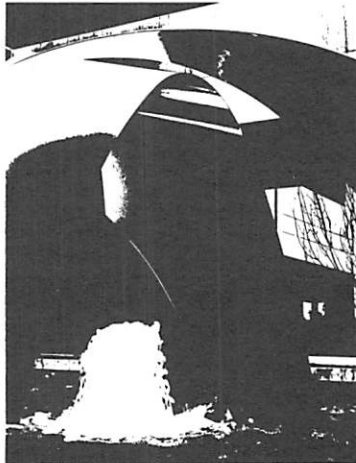
students who expect to enter business or industry immediately after completing one or two years of college. Terminal courses generally do not carry credits which are transferable to senior institutions.

**TRANSCRIPT**—An official copy of a student's academic record, showing courses completed, grades and credit earned, and other data concerning the student.

**UNIT**—A measurement of high school work representing two semesters or one full year of work in a single subject. A specified number of units, and in some cases specific units, are required for admission to four-year colleges and universities.



(COURTESY PUGET POWER)



## TELEPHONE LISTINGS AND INDEX

# TELEPHONE LISTINGS

**GENERAL INFORMATION** ..... 641-0111

**CONTINUING EDUCATION INFORMATION** ..... 641-2216

## **ADMINISTRATIVE OFFICES**

Accounting ..... 641-2235  
College District Planning ..... 641-2261  
Employment ..... 641-2271  
Finance & Business Office ..... 641-2231  
President ..... 641-2301  
Public Relations ..... 641-2281  
Purchasing ..... 641-2241  
Security ..... 641-2201

## **INSTRUCTION**

Academic & Continuing Education ..... 641-2361  
Dean of Instruction ..... 641-2305  
Division of Business ..... 641-2311  
Division of Humanities ..... 641-2341  
Division of Physical Activities ..... 641-2351  
Division of Science ..... 641-2321  
Division of Social Science ..... 641-2331  
Library Circulation Desk ..... 641-2251  
Library-Media Center Offices ..... 641-2255  
Media Services ..... 641-2253  
Occupational Education & Special Programs ..... 641-2371

## **STUDENT SERVICES**

Admissions-Records & Registration ..... 641-2222  
Bookstore ..... 641-2285  
Counseling Services ..... 641-2213  
Dean of Students ..... 641-2326  
Food Services ..... 641-2291  
Student Activities ..... 641-2294

Street Address: 3000 - 145th Place S.E.

Mailing Address: Bellevue, WA 98007

# INDEX

<b>A—</b>		Geography . . . . .	59
Accounting . . . . .	36	Geology . . . . .	52
Activities, Student . . . . .	20	Grading . . . . .	11
Admission		Graduation . . . . .	15
Application . . . . .	8	Grants . . . . .	20
Eligibility . . . . .	8		
Procedure . . . . .	8	<b>H—</b>	
Advising, Pre-registration . . . . .	9	Health Education . . . . .	49
Anthropology . . . . .	58	History . . . . .	59
Application . . . . .	8	Home Economics . . . . .	60
Art . . . . .	40	Horticulture . . . . .	53
Assessment . . . . .	20	Humanities . . . . .	40, 43
Athletics . . . . .	22		
Auditing a Course . . . . .	10	<b>I—</b>	
		Individual Development Opportunity . . . . .	46
<b>B—</b>		Interior Decoration . . . . .	26
Biology . . . . .	51		
Bookstore . . . . .	22	<b>J—</b>	
Botany . . . . .	51	Journalism . . . . .	43
Business, General . . . . .	34		
		<b>L—</b>	
<b>C—</b>		Languages . . . . .	43
Calendar, College . . . . .	3	Law Enforcement . . . . .	26
Career Planning . . . . .	23	Lecture Series . . . . .	22
Chemistry . . . . .	51	Library-Media Center . . . . .	18
Civil Engineering Technology . . . . .	25		
Clerk Typist . . . . .	25	<b>M—</b>	
College, organization of . . . . .	14	Marketing . . . . .	27
College Publications . . . . .	22	Mathematics . . . . .	55
Continuing Education . . . . .	16	Minority Affairs . . . . .	22
Counseling Department . . . . .	20	Music . . . . .	44
Credits			
by examination . . . . .	12	<b>N—</b>	
Military . . . . .	12	Nursing	
transfer of . . . . .	12	Associate Degree . . . . .	28
		Practical Classes . . . . .	56
<b>D—</b>			
Drama . . . . .	22, 41	<b>O—</b>	
		Occupational Education . . . . .	18
<b>E—</b>		Office Professions . . . . .	38
Early Childhood Education . . . . .	26	Organization of the College . . . . .	14
Economics . . . . .	34	Outdoor Education . . . . .	49
Education . . . . .	59		
Eligibility, Admission . . . . .	8	<b>P—</b>	
Employment . . . . .	20	Parking . . . . .	14
Engineering . . . . .	51	Philosophy . . . . .	45
English . . . . .	42	Physical Education	
Examinations . . . . .	11	Activities . . . . .	47
		Professional . . . . .	49
<b>F—</b>		Physics . . . . .	56
Faculty . . . . .	71	Placement Services . . . . .	20
Fees, Schedule of . . . . .	14	Policies & Procedures . . . . .	7
Financial Aid . . . . .	20	Political Science . . . . .	62
Food Services . . . . .	27	Probationary Status . . . . .	11
		Psychology . . . . .	62
<b>G—</b>		Publications, College . . . . .	22
General Business . . . . .	34		

<b>R—</b>	
Radiologic Technology . . . . .	30
Re-Admission . . . . .	11
Recreation Education . . . . .	50
Registration	
Advising . . . . .	9
Late . . . . .	9
New Students . . . . .	9
Presently enrolled students . . . . .	9
Removal of Incomplete Grade . . . . .	10
Repeating a Course . . . . .	11
Retention of Records . . . . .	10
<b>S—</b>	
Schedule Changes . . . . .	9
Scholarships . . . . .	20
Secretarial Studies . . . . .	34, 40
Selective Service . . . . .	13
Services	
Social . . . . .	20
Student . . . . .	19
Psychological . . . . .	20
Sociology . . . . .	63
Speech . . . . .	46

Sports . . . . .	22
Staff . . . . .	5
Student Activities . . . . .	20
Student Credit Load . . . . .	11
Student Loans . . . . .	20
Student Services . . . . .	19
<b>T—</b>	
Transcripts . . . . .	11
Transfer of Credits . . . . .	12
Transfer to Other Colleges . . . . .	13
Telephone Listings . . . . .	86
<b>V—</b>	
Veterans Administration Programs . . . . .	13
<b>W—</b>	
Withdrawal	
from College . . . . .	10
from course . . . . .	9
Military . . . . .	10
<b>Z—</b>	
Zoology . . . . .	57







