



BELLEVUE COMMUNITY COLLEGE



Photo by Art Hupy

TABLE OF CONTENTS

	Page No.
CALENDAR	4
ADMINISTRATION	6
POLICIES AND PROCEDURES	10
STUDENT SERVICES	23
CAREER PLANNING	28
CURRICULAR DIVISIONS	39
BUSINESS	40
HUMANITIES	44
INDIVIDUAL DEVELOPMENT OPPORTUNITY	53
PHYSICAL ACTIVITIES	53
SCIENCE	57
SOCIAL SCIENCE	64
FACULTY	72
MAP	79
GLOSSARY	82
TELEPHONE LIST	87
INDEX	88

Cover Photo by Art Hupy

BELLEVUE COMMUNITY COLLEGE CALENDAR 1971-72

Dates in this calendar are subject to change without notice; those appearing in quarterly admissions and registration instructions take precedence over those in this catalog.

Summer Quarter 1971		Oct. 15 until filled*	Applications accepted for new and former students
May 24 through June 4	Advance Mail Registration — College Credit and Continuing Education classes	October 25	HOLIDAY — Veteran's Day
June 10 through 17	In Person Registration — College Credit and Continuing Education — by appointment only	November 25-26	HOLIDAY — Thanksgiving Vacation
June 21	Classes begin	December 7	Last day to officially withdraw and receive a "W"
July 5	HOLIDAY — Independence Day	December 14	Quarter Ends
July 21	Quarter ends	Winter Quarter 1972	
Feb. 1 until filled*	Applications accepted for new and former students	Nov. 18 through Dec. 6	In Person Advance Registration for currently enrolled matriculated students — by appointment only
May 10 through 28	In Person Advance Registration for currently enrolled matriculated students — by appointment only	Dec. 7-8-9	In Person Orientation and Registration of new and former returning students — by appointment only
Sept. 9 through 16	In Person Orientation and Registration of new and former returning students — by appointment only	Dec. 1 through 14	Advance Mail Registration — Continuing Education classes only
Sept. 1 through 13	Advance Mail Registration — Continuing Education classes only	Dec. 10	In Person Late Registration — matriculated students — by appointment only
Sept. 17	In Person Late Registration — matriculated students — by appointment only	Dec. 14-15-16-17	In Person Registration — matriculated college day and evening classes — by appointment only
Sept. 21-22-23-24	In Person Registration — nonmatriculated college day and evening classes — by appointment only	Jan. 3	Classes begin — College and Continuing Education
Sept. 27	Classes begin — College and Continuing Education	Jan. 3 through 7	In Person Registration: College Credit Evening Classes (<i>1st CLASS SESSION ONLY</i>) — Continuing Education Classes — (<i>THROUGH 2nd CLASS SESSION ONLY</i>)
Sept. 27 through Oct. 1	In Person Registration: College Credit Evening Classes (<i>1st CLASS SESSION ONLY</i>) — Continuing Education Classes — (<i>THROUGH 2nd CLASS SESSION ONLY</i>)	Jan. 4-5-6-7	Schedule changes — College registrants only — by appointment
Sept. 28 through Oct. 1	Schedule changes — College registrants only — by appointment	Jan. 15 until filled*	Applications accepted for new and former students
		February 21	HOLIDAY — Washington's Birthday

March 10	Last day to officially withdraw and receive a "W"	March 27	Classes begin — College and Continuing Education
March 17	Quarter Ends	March 27 through 31	In Person Registration: College Credit Evening Classes (<i>1st CLASS SESSION ONLY</i>) — Continuing Education Classes — (<i>THROUGH 2nd CLASS SESSION ONLY</i>)
	Spring Quarter 1972		
Feb. 14 through 29	In Person Advance Registration for currently enrolled matriculated students — by appointment only	March 28-29-30-31	Schedule changes — College registrants only — by appointment
Mar. 1-2-3	In Person Orientation and Registration of new and former returning students — by appointment only	May 29	HOLIDAY — Memorial Day
Feb. 28 through Mar. 10	Advance Mail Registration — Continuing Education classes only	June 3	Last day to officially withdraw and receive a "W"
March 10	In Person Late Registration — matriculated students — by appointment only	June 9	Quarter Ends
March 13-14-15-16	In Person Registration — nonmatriculated college day and evening classes — by appointment only	*Should the college quota for matriculated status be filled, it will not be possible to consider you for matriculated enrollment status even though your application has been received prior to application filing dates. It is suggested that you attempt to enroll as a nonmatriculated student on a "space available" basis and reapply for matriculated status for a subsequent quarter.	

BELLEVUE COMMUNITY COLLEGE

Established 1966

Accredited by the Northwest Association of Secondary
and Higher Schools

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Chairman, Division of Physical Activities (and
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Intramurals)

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Chairman, Department of Recreation

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Chairman, Department of Engineering and Engineering
Technology

Chairman, Department of Life and Health Sciences

Chairman, Environmental Horticulture Program

Chairman, Nursing Education Program

Chairman, Radiologic Technology Program

Chairman, Department of Physical Science and
Mathematics

Chairman, Division of Social Science (and Parent and
Early Childhood Education Programs)

Chairman, Department of Behavioral Sciences

Chairman, Department of Cultural Studies

Chairman, Law Enforcement Program

Chairman, Social Services Program (and Home Economics)

Dean of Student Services

Associate Dean for Counseling Services

Advising, Orientation and College Relations Counselor

Director of Minority Affairs

Director of Student Activities

Director of Food Services

Bookstore Manager

Director of Athletics

Associate Dean for Admissions – Records and Registrar

Financial Aid Officer/Admissions Counselor

INSTITUTIONAL OBJECTIVES AND STATEMENTS OF PURPOSE

A. PHILOSOPHY AND GOALS

Philosophy

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

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

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

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

Goals

Every individual should be provided the opportunity to be aware of and develop to maximum potential. The educational opportunity should be directly related to the needs of each member of society and the community.

Bellevue Community College subscribes to the following:

1. A liberal admissions policy.

In accord with statute and desire, the college operates in accordance with an "open-door" admissions policy. The college is a community learning place where individuals of a requisite age, or by special permission, and without reference to previous instructional experience, may enter in the expectancy of finding an appropriate and individualized learning opportunity.

2. An educational opportunity at minimal cost to the student.

High productivity and efficiencies in instructional, counseling, and management contributions together with a continuous vigilance against increasing tuition and fees will characterize the efforts of the college district's personnel.

3. A comprehensive curriculum expanded to all geographic areas within Community College District No. 8 and designed to include offerings for members of minority and ethnic groups, the poor, the aged, the young, the married, the preparent and the handicapped.

Four principle areas will be included:

College Transfer Education: A college credit program transferable to a four-year college or university.

Occupational Education: A program for students desiring to complete formal education in one or two years and enter employment. This program will include technical, vocational and semi-professional training.

General Education: A nontransferable program of studies to acquaint the student with scientific and socio-economic developments to better prepare him for intelligent citizenship.

Continuing Education: A program for citizens of the community to improve themselves vocationally and culturally.

4. A program of excellence in individual, vocational and academic counseling to help the student assess his potential capabilities, identify his aptitudes and make wise career choices.

Innovative and imaginative approaches to counseling which will provide more efficient and effective learning by adapting to the needs, capabilities and motivations of the individuals will be employed by counseling personnel on all campuses.

Major Objectives

1. An emphasis on excellent teaching.

Innovative and imaginative approaches to all learning opportunities which will provide more efficient and effective learning by adapting to the needs, capabilities and motivations of all learners will be employed by instructional personnel on all campuses of the district.

2. A wholesome activities program that will meet the needs of all students.

Appropriate programs for individuals of all ages will be planned in the areas of individual or group activities, athletics and intramurals.

3. Programs of the colleges will be developed cooperatively and articulated with other colleges, agencies, industrial and cultural groups.

In order to enhance the cultural aspirations of all people within the college district, each community college will seek to become a cultural center for its surrounding community.

4. A process of involvement of students, faculty, administrators and trustees in the formation of policies and operating decisions that affect them.

Cooperative government by means of policy-forming councils, committees, and emphasis upon communication by the use of all appropriate techniques and devices, will be used in developing the decisions by those who are affected by the decisions.

To meet its goals and objectives the college has developed the following functions:

1. The Transfer Program

For those students entering Bellevue Community College who seek to transfer to a senior institution and pursue a baccalaureate degree, the college provides preprofessional courses equivalent to the first two years of a university or senior college. It is the intention of the college to ensure that students transferring from Bellevue will be at least as well prepared to enter upper-division work as are students who begin their work at the senior college.

2. The Occupational Education Program

Occupational education is one of the major objectives of Bellevue Community College. Its curricula is designed to meet the changing needs of employment. It is the goal of the Occupational Education Program to help each individual become a productive citizen, as well as to find personal satisfaction in the occupation for which he is preparing.

3. The Continuing Education Program

The college offers a wide variety of continuing education classes in order to meet the changing needs of the college clientele. These include high school completion courses, specialized employment skill classes and courses fulfilling a student's desire to broaden his cultural and social interests. Continuing education courses are scheduled in several locations within the college district in order to provide educational opportunities convenient for the adults of the community.

4. The General Education Program

The college offers a General Education Program consisting of studies to acquaint the student with scientific and socio-economic developments which better prepare him for intelligent citizenship. It is the college belief that general education has a humanizing effect and students are encouraged to obtain a balanced, comprehensive introduction to the most important areas of man's knowledge.

5. The Developmental Program

Through its Developmental Program the college offers special programs for those students needing addi-

tional preparation before entering into a specific program of study. Developmental clinics and classes are designed to help the student improve his basic academic skills.

6. The Counseling Program

The Counseling Program, through the Student Services Center, supports and facilitates the total developmental needs of all enrolled or potential students served by Bellevue Community College. It is designed to help the student with behavioral problems and includes professional consultation not only for the student, but those involved with him such as faculty, family and other members of the community.

7. The Student Activities Program

Student activities are designed to provide educational experiences basic to the social orientation and personal development of every student. The college believes that its students are competent to participate in decisions affecting their interests; students therefore are represented on all of the college councils. Efforts are made to encourage the involvement of students in social, political, and behavioral problems and projects. The principal concern is the development of all aspects of personality, with particular emphasis on the uniqueness of each student.

8. Community Service

The college recognizes its responsibility to provide educational leadership in the community, to be responsive to the community's needs, and to extend its facilities and influence in community development. Community groups are served with special educational, vocational and cultural offerings. Facilities of the college are available for public groups and the college faculty and staff members are encouraged to become involved in community affairs.

Approved and adopted by:
Board of Trustees
Community College District #8
April 7, 1970

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

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.

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 matriculated students to Bellevue Community College in the order that their admission materials are completed.

MATRICULATED STUDENT

Students who are admitted as matriculated are those presumably enrolled in programs leading to a Bellevue Community College degree, certificate, diploma (including adult high school), an organized college transfer program or an approved program of study and who have completed all admission requirements.

NONMATRICULATED STUDENT

A nonmatriculated student is one who has not matriculated. Nonmatriculated students may enroll for credit on a "space available" basis but their enrollment implies no commitment on the part of the college regarding matriculated admission at some later date. Credits earned as a nonmatriculated student may apply toward a Bellevue Community College associate degree, certificate or diploma (including adult high school). At least 30 credits must be earned as a matriculated student to qualify for an associate degree.

ADMISSION PROCEDURES

To be accepted for admission as a matriculated 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 \$20.00 fee is charged for preparation of registration materials. Students completing registration will have the \$20.00 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 \$20.00 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 matriculated 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 matriculated students take the Washington Pre-College Test.
7. *Health Form.* Each matriculated student is required to submit a completed health form. A health form is mailed to the applicant with the acknowledgement of receipt of his application for admission. This form is to be completed by the applicant and submitted to the college before the student completes his enrollment. A physical examination may be required for specific courses.

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 matriculated students.

ADMISSION OF FOREIGN STUDENTS

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

1. Complete all the admissions procedures required of matriculated 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 six months in advance of fall quarter.

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 \$20.00 registration fee.

PREREGISTRATION ADVISING

An appointment for registration will be made for each

matriculated student when he has submitted his application for admission, high school or college transcripts, completed, student data sheet, and paid the \$20.00 registration and \$5.00 application records fee.

A preliminary planning form is sent to each matriculated 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 nonmatriculated students.

REGISTRATION – NEW MATRICULATED 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 MATRICULATED STUDENTS

Presently enrolled matriculated 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.

All matriculated students are assigned an academic adviser from the division of his choice and/or the program in which he expects to major. The student must consult with his adviser during his first quarter in residence at Bellevue Community College and obtain the adviser's signature on the registration form. Each quarter thereafter neither an advising conference nor signature is required (though strongly recommended) until the student accumulates a total of 60 quarter hour credits.

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.

REGISTRATION – NONMATRICULATED STUDENTS

Nonmatriculated students are permitted to enroll in day and/or evening classes to the extent that space is available.

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 for late registration.

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. A \$3.00 fee is charged for each petition filed.

WITHDRAWAL FROM A COURSE

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official when the student petitions through the Records Office and pays the processing fee of \$3.00. Unofficial withdrawals are recorded on the student's record as non-credit.

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

1. Through the eighth calendar day of the quarter students should obtain a withdrawal petition form from the Registrar's Office and return it with the \$3.00 fee. The course does not become a part of his transcript record.
2. After the eighth day of the quarter and prior to the 11th week of the quarter, the procedure is the same as number one above. The withdrawal grade of "W" will become a part of the student's record regardless of his grade status at this time.
3. No official withdrawal will be permitted after the 10th 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 grade of "NC" in all courses.

MILITARY WITHDRAWAL

Students submitting proof of being drafted or voluntary enlistment in the Armed Forces may receive credit and/or refund of fees as follows:

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

degree prior to his induction into the Armed Forces by action of the Graduation Committee.

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 student is responsible for initiating the removal of his incomplete grade.

A fee of \$2.00 is charged for the conversion of each incomplete grade. Incomplete grades are never converted to noncredit if not made up.

Incompletes will be converted to letter grades only after the following procedures have been accomplished:

1. Student is to pay the required \$2.00 fee at the Registrar's Office.
2. Student is to present the validated "Change of Incomplete Grade" card to the instructor.
3. The instructor is responsible for grading the card, recording his signature as proof of validation and returning the "Change of Incomplete Grade" card to the Registrar's Office for processing.

Incomplete grade changes for the quarter enrolled are processed the sixth calendar week of the following quarter. Incomplete grade changes turned in after this period will be updated during the next processing period.

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 for noncredit upon payment of the required enrollment fees. Students should notify the class instructor of their desire to enroll for noncredit.

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 10 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

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.

Bellevue Community College, consistent with its philosophy of giving priority to the welfare of its students, utilizes a grading system which operates within a framework of the student's achievements. This system produces a permanent record of grades which reflects, to varying degrees, successful course completion. Such an approach to grading encourages the student to assess and possibly redirect his efforts in areas suitable to his aptitudes and interests without the stigma of failure. Grades and grade points are based on the following criteria:

- A – Maximum Achievement
4 points per credit hour
- B – High Achievement
3 points per credit hour
- C – Moderate Achievement
2 points per credit hour
- D – Minimum Achievement
1 point per credit hour
- P – Passing
No points are calculated for this grade. "P" is used primarily in Individual Developmental Opportunity (IDO) Center courses, physical activity courses, continuing education classes, and in those instances specifically approved by the Dean of Instruction upon request by the student.
- NC – Non-credit
No points are calculated for this mark. The student will receive this mark if for *any* reason he does not complete a course for credit, except for withdrawal

or incomplete work as defined below.

- W – Official Withdrawal
No points are calculated for this grade. A student may officially withdraw at any time through the tenth week of the quarter.
- I – Incomplete
No points are calculated for this grade. "I" indicates that the student has not completed specific prescribed requirements for a course, generally for unforeseen reasons beyond the student's control.

Any deviations from this procedure will require signatures by both the Dean of Instruction and the Dean of Student Services prior to its implementation on an experimental basis.

1. Students are cautioned that there are certain limitations implicit in the "P" grade. Four-year colleges and universities are not bound to accept the "P" grade as meeting either admission or graduation requirements, since the "P" may reflect any level of letter grade performance from "A" through "D", inclusive.
2. The "NC" mark, separate and distinct from Incomplete and Withdrawal status, may include the following conditions: a student's decision not to be graded formally in a course or to request audit enrollment in a course, continuing enrollment in a course beyond the end of a regularly scheduled quarter, or terminating a course without completing official withdrawal.
3. An "I" will not be posted to a transcript unless the instructor's grade sheet is accompanied by a statement on the contractual form which specifically indicates the work the student must do to make up the deficiency. We strongly recommend, but do not require, the contractual form to be signed by both instructor and student. The contract, when negotiated, shall contain the specifics of the deficiency. Three copies of this contract shall be provided, with copies going to the instructor, the student and the Registrar. The nature of the deficiency must be such that removal of an "I" grade is not contingent on subsequent enrollment in this same course by the student. Whenever possible, an instructor should designate a same area faculty alternate to act in his behalf in resolving an "I" grade when subsequent conditions prevent further direct contact between the student and the original instructor. In the event the original instructor does not designate the required area alternate, the same area faculty shall then designate one of their members to serve as such, through simple majority agreement, with ties broken by the department or program chairman. An "I" grade remains permanently on all official records until such time as the deficiency outlined is resolved by the student. A student may petition at any time to have the terms of the deficiency modified through subsequent communication with the instructor, or his area designated alternate.

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

The purpose of a low scholarship policy and procedure is to provide the student with a fuller understanding of his academic status and to encourage an ongoing evaluation of his educational goals. Any student whose quarterly GPA is 1.75 or lower will be placed on low scholarship. Any student attempting six hours or more who does not successfully complete two or more classes attempted during the quarter will be placed on low scholarship irrespective of his quarterly GPA.

Each student on low scholarship will be contacted in writing by the Associate Dean for Counseling Services and encouraged to seek assistance and consultation from his faculty adviser or a staff counselor. Concurrently, each faculty adviser will be notified in writing of low scholarship status among his advisees. Any student on low scholarship status for two subsequent quarters may be referred upon recommendation of his faculty adviser or a staff counselor to the Academic Standing Committee.

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.

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 and submit it during the scheduled admission period for the quarter for which he plans to return.

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.

Students who complete courses while serving in the Armed Forces may be granted college credit. The American Council on Education publication, "Guide to the Evaluation of Educational Experiences in the Armed Services" is used as the criteria for determining the amount and type of credit, if any, a specific course is worth. Included among creditable military service courses is Basic Recruit Training for which three credits in Physical Education are allowed.

Those who wish to have military experiences evaluated should obtain an application form from the Admissions Office. It should be submitted along with all supporting documents that students may have which will show that the course(s) was completed in a satisfactory manner.

USAFI correspondence courses are accepted for college credit. Completion certificates for these courses also should be submitted to the Admissions Office. Since the college-level GED tests are no longer used, credits are not allowed for those examinations.

College-Level Examination Program tests (CLEP) are accepted for credit provided the student obtains a score of 500 (59%) or above on the national norms in any of the five test categories. Up to nine credits may be allowed for successful completion of a general area test and up to five credits for a subject area test. Credits obtained through these sources will become a part of the student's record only after he has satisfactorily completed 24 quarter credits at Bellevue Community College with a minimum cumulative grade point average of 2.0.

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 (USAFI-CLEP) and/or credit examination.

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 noncredit 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.
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.

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.

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.

COMMENCEMENT

Commencement exercises are held only at the close of spring quarter.

Diplomas are issued at the end of each quarter to those students who have completed graduation requirements.

June Commencement Exercises

During spring quarter of each year students are mailed specific instructions regarding participation in June commencement. Participants should follow instructions and return any information requested. All students who have earned an Associate of Arts degree in the summer, fall, winter or spring quarter are entitled to participate in commencement. Only diploma covers will be issued at commencement.

Diplomas

Degrees and certificates will be available for distribution approximately eight weeks after completion of the quarter in which the degree was earned.

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)

Full Time (10-16 credit hours)
Tuition, Special Service Fees* \$3.00 **

Part Time (less than 10 credit hours)
Tuition, Special Service Fees* \$1.30 **
per credit hour

NONRESIDENT STUDENTS

Full Time (10-16 credit hours)
Tuition, Special Service Fees* \$27.00 **

Part Time (less than 10 credit hours)

Tuition, Special Service Fees*

per credit hour \$2.70 **

NONCREDIT 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

G.E.D. Test 7.50

LABORATORY BREAKAGE CARD (Unused portion refunded) 5.00

PARKING PERMIT see class quarter schedule

INSURANCE see class quarter schedule

GRADUATION FEE (includes evaluation, rental of cap and gown and diploma) 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.

**As you make your plans to enroll at Bellevue Community College for the fall quarter 1971, it seems fair that you be made aware that the current yearly resident fees of \$210.00 and nonresident fees of \$510.00 may be increased by the 1971 legislature. No final figures have yet been announced and probably will not be until at least early summer. This increase projection for tuition and fees will affect all public colleges and universities in Washington.

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:

Tuition

- Through first week of classes — 80% of refundable fees
- During second week of classes — 50% of refundable fees
- After second week of classes — NO REFUND

Reduction of credit hour load — NO REFUND

Cancellation of course — Permission to transfer to another course or full refund upon request.

P.E. Fees and Lab Fees — Refunded on same percentage basis as tuition

Parking Fees

- Prior to first day of classes — 100%
- Through first week of classes — 80%
- During second week of classes — 50%

Insurance Fees

- Prior to first day of classes only — 100%
- After first day of classes — 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 Executive Assistant to the President and Director of Personnel, Dean of Instruction, Dean of Student Services and 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 Financial Aid Officer 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.

GRADUATION

Each student who desires to graduate from Bellevue Community 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

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.

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 credit hours in physical activities (only three credits may apply toward a degree). The following students are exempt from physical activity courses if they have filed a petition of waiver with the division of physical activities:
 - a. Students over 30 years of age, or
 - b. Students who have had at least one 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 physical activity credits. (See the "Career Planning" section of this catalog for the specific programs which contain the physical activity exemption.)

Exempt students, except students who have had active military service, will be required to fulfill the 93 credit graduation requirement. Students who have one year of active military service will receive three physical activity credits.

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

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

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 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

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. Advance registration is recommended to insure a place in the desired course. Students may enroll during the first week of classes on a space available basis.

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.

GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTS AND CERTIFICATE

Older adults who find it impossible to enter a formal high school completion program may be interested in applying for the General Educational Development (GED) tests, the successful completion of which earns for the examinee, the Certificate of Educational Competency.

Students interested in the GED and who are 18 years of age or older may apply in the Admissions Office by completing the application form and by paying a fee of \$7.50. Once a student applies, he is informed of each regular examination session (approximately once each month). If the student completes each of the five examinations with scores equal to or higher than the minimum passing level record established by the State of Washington, his results are forwarded to the state Office of Public Instruction. This office issues the certificate, and it is forwarded to the student via the center and the Chief Examiner who administered the tests.

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 bulletins are issued quarterly giving brief descriptions of all courses, times, locations, fees and other general information and are mailed to most area residents. They also are available on request from the college. Radio, television and area newspapers are utilized to inform the community of registration dates and to highlight specific course offerings.

Art

Ceramics
Sculpture
All Media Painting
Drawing
Jewelry Design

Clay
Oil Painting
Watercolor Painting
Textile Design
Furniture Design

Business

Inventory Controls
Accounting
Typing
Shorthand
Office Practices
Your Income Tax

Stockmarket: Principles of
Investment
Duplicating Reproduction
Office Machines
Practical Management for
Small Business

English and Literature

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

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

Foreign Languages

Japanese
French
German
Italian
Russian

Swedish
Spanish
Reading Knowledge of
Scientific German

Homemaking

Knitting
Art and Crafts for Homemakers
Flower Arranging
Family Home Management
Family Money Management
Clothing Construction
Tailoring
Family Meal Management
Gourmet Foods
Patternmaking

Guide to Home Buying
Cake Decoration
Slip Covers and Drapery
Making
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

Auto Mechanics
Basic Waterworks
Welding
Blueprint Reading

Intro. to Computers and
Data Processing
Technical Report Writing

Humanities

Arts of Black America

Parent Education

Preschool Leadership Training
Adolescence: A Developmental
Phase
Family Relationships
Health Education for Children

Reflections on Womanhood
Creative Experiences for
Young Children
Discipline and Guidance
Making Marriage Work

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

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

Far East
The Negro in U.S. History
U.S. History
Viet Nam and East Asia
Formation of Modern
Europe
Man and Environment

Special Subjects

Contract Bridge
Landscape Design for Home-
owners
Sex Education

Football for Spectators
Introduction to Law
First Aid
Horse Management

OCCUPATIONAL EDUCATION

Occupational Education has developed as one of the major objectives of Bellevue Community College. The curricula is constantly revised as the college plans to meet the changing needs of employment. The teaching methods and equipment are continually updated to prepare the student for positions 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



Photo by Rocky Friedman

the individual with a general education foundation and provides for the development of required skills. 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 positions.

A student who has not yet decided on a definite vocation will be provided with expert counseling help 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 a range of occupational programs in the following areas: Associate Degree Nursing, Bio-medical Photographer, Civil Engineering Technology, Clerk-Typist, Early Childhood Education, Environmental Horticulture, Food Service Supervision, General Business, Interior Decoration, Junior Accountant, Law Enforcement, Marketing, Park and Recreation Leadership, Professional Secretary, Professional Ski Instructor, Quality Control, Radiologic Technology, Real Estate, Recreation Leadership, Social Services, and Underwater Diver Certification.

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 33,000 books, more than 400 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, micro-

fiche, microfilm, overhead transparencies, and audio and video tape recordings.

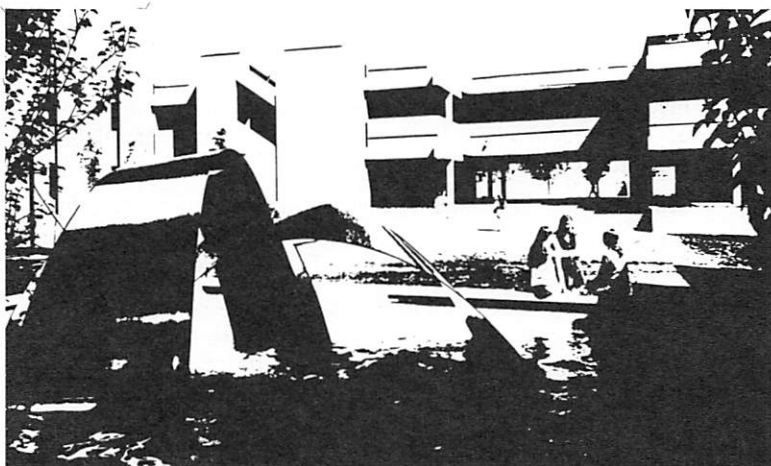
A dial-access information retrieval system has been installed in the Library-Media Center and is capable of serving 60 users at one time. Using this equipment, students can receive preprogrammed lessons, lectures, stereo music, and other audio or video information. Also, students can "dial" any of the audio programs from their homes, if they have touch-tone telephones at home. (Ask at the main circulation for the "off-campus" number.) In this way, the audio offerings on the dial-access system are available for student use on a 24-hour seven day a week basis.

A television studio has been incorporated into the LMC. It is utilized principally for videotaping lessons and lectures and for transmitting films and 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 are 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 8:00 a.m. to 9:30 p.m., Monday through Thursday; 8:00 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 to serve students and faculty.



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, Records and Registration, Counseling and Guidance Services, Student Activities, Minority Affairs, Student Bookstore, Food Services and Athletics.

STUDENT SERVICES CENTER

The focal point for a variety of important programs serving Bellevue Community College students is the Student Services Center. The student programs include counseling services, job and career placement services, social and psychological referral services, psychological testing services, career exploration and development, academic advising information, high school competency (GED) testing, and information concerning high school completion through Bellevue Community College. Information concerning these student programs and services are available to all citizens of the community.

COUNSELING SERVICES

Professional counseling services provide the student with personalized assistance in furthering his psychological, social, educational, and vocational development. Through the Student Services Center, counseling can assist the student in identifying educational and career goals and objectives, as well as provide a framework designed to facilitate greater self-understanding and encourage responsible, personal, decision-making. Specific areas in which professional services are provided include: social and psychological counseling, social and psychological testing and assessment, and career exploration and development.

SOCIAL AND PSYCHOLOGICAL REFERRAL SERVICES

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

TESTING AND ASSESSMENT

Individual and group testing services designed to assist the student in assessing his own personal, educational, and vocational growth and development are available and administered through the staff of the Student Services Center.

PLACEMENT SERVICES

Through the Student Services Center, Bellevue Community College has established and is developing, professional

placement services to assist its students in securing part-time or full-time employment in the community both during and upon the completion of the student's formal college program. In addition, students interested in establishing a personal set of career placement credentials, which can be sent to prospective employers at the student's request, should contact the college's placement counselor in the Student Services Center.

CAREER EXPLORATION AND DEVELOPMENT

Career exploration and development is a cooperative program between the Student Services Center staff and the staff of the I DO Center. It is designed to assist students in identifying career goals and in reaching related educational and occupational objectives. Career exploration and development actively involve the student, instructional faculty, counseling faculty, and community resource persons. Enrollment in career exploration and development carries credit toward a Bellevue Community College Associate Degree.

ADVISING, ORIENTATION AND COLLEGE RELATIONS

The primary purpose of the Advising, Orientation and College Relations programs is to provide the student with continuous assistance and program guidance necessary for his steady development of intelligent and responsible self-management while he progresses through his college experience.

The assignment of an adviser at the time of admission is made according to the declared academic interest or major of the student. Initial orientation of newly matriculated students as well as all advisement is by appointment.

Students may request a change of advisers at any time by applying to the Advising Office in the Student Services Center and completing an Adviser Transfer Form.

The Advising Office also provides students wishing to transfer to four-year colleges or universities with the materials, information and assistance necessary to transfer.

FINANCIAL AID

Philosophy

Bellevue Community College believes that every individual should have the opportunity to achieve his educational goals. The college's Financial Aid Office was established to provide assistance for those who need it to the limits of the resources available. The criteria used in selecting recipients are need, scholastic standing, and professional promise. The Financial Aid Office reviews each applicant's needs and attempts to put together an individualized program which utilizes one or more of the resources available.

EMPLOYMENT

On-campus Employment

The Higher Education Act of 1965 has expanded part-time job opportunities through the College Work-Study Program.

Under this federally-financed plan, the College is authorized to offer part-time work to students from homes of average or below-average incomes. Students may work up to 15 hours per week while attending classes full-time. During summer vacation, 40 hours per week is allowed.

Off-campus Employment

A current listing of off-campus jobs with a brief resume of qualifications required, salary, and work hours is maintained in the Placement Office.

LOANS

EMERGENCY LOANS — Emergency or short-term loans are available in amounts to cover school expenses. These loans must be repaid prior to the end of the quarter in which the loan is granted. Individual repayment plans are approved for all loans. Promissory notes, signed by the borrower, are required. No loans are made for personal expenses. Students are expected to plan their yearly budget wisely and to pay fees at the time of registration.

GUARANTEED LOANS — An arrangement among the college, the student's bank, and a federal agency provides long-term loan assistance. This loan allows a student to borrow money for college at a low-interest rate, the federal government paying part of the interest. The loan transaction usually is made with a bank in the community where the applicant and his family are known. Information concerning the applicant's enrollment and academic status is given by the college. Repayment does not begin until after the student is graduated and becomes employable. Total family income is not a major factor.

LAW ENFORCEMENT LOANS — The Law Enforcement Education Program provides loans for in-service law enforcement personnel and preservice students planning a career in one of the many fields of law enforcement.

NATIONAL DEFENSE STUDENT LOAN PROGRAM — An eligible student may borrow in one year a sum not exceeding \$1,000. The average student loan, however, is approximately \$500. Quarterly repayment of the loan begins nine months after the borrower ceases to be a full-time student and must be completed within ten years. No interest on the loan will accrue prior to the beginning of the repayment period and interest thereafter is at the rate of 3% per year.

NURSING STUDENT LOAN PROGRAM — Full-time Nursing students with financial need may borrow up to \$1500 per academic year. However, the average loan would be considerably smaller than this. Repayment begins nine months after the student leaves school and must be completed within a ten-year period. Interest at the rate of 3% begins to accrue at the time repayment begins. Nursing students are not eligible for the NDSL Program.

GRANTS

SCHOLARSHIPS — The college receives scholarships from private sources and community groups each year which are awarded to qualified students. The Financial Aid Office

maintains a current listing of all scholarship opportunities. Many community organizations offer scholarships or loans to students. Usually the best source of information about those available is your high school counselor.

EDUCATIONAL OPPORTUNITY GRANTS — Federally-supported Educational Opportunity Grants are meant for students with exceptional financial need, who would be unable to continue in school without assistance. Awards range from \$200 to \$1000 a year. The award amount must be matched from other sources. For example, a student receiving a \$200 scholarship from a community group might receive a \$200 Educational Opportunity Grant. Eligible students, that is, those who show academic or creative promise, may receive a grant for each year of their higher education.

LAW ENFORCEMENT GRANTS — Law Enforcement personnel presently employed with a local, state or federal agency are eligible for grants up to the amount of tuition and fees.

NURSING STUDENT SCHOLARSHIPS — Nursing students with exceptional financial need are eligible to receive scholarships through this program.

APPLICATION PROCEDURES

Step 1

Obtain the form, "Application for Admissions for Washington Higher Institutions" from your high school counselor, or from the Bellevue Community College Admissions Office. Complete and submit by May 1. No financial aid awards will be made unless a student has been accepted for admission.

Step 2

Mail a completed "Parents' Confidential Statement" (Student Confidential Statement if independent or married) to the return address given on the form. This statement is required of all students.

Step 3

Students will receive written notification regarding awards beginning May 15. Applications for financial aid received after that date will be considered if funds are available.

Address all correspondence to Financial Aid Office, Bellevue Community College, Bellevue, Washington 98007.

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. 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 campus activities which become an integral part of his growth and development.

A variety of relevant programs and experiences are available to all students: (1) community service involvement; (2)



Photo by Art Hupy

human relations and communication labs; (3) campus, state, and city politics; (4) extensive cultural programming comprised of lectures, artists, films, symposiums, festivals, plays; and (4) a student-oriented experimental college.

A wide range of clubs and groups are organized around mutual skills, interests, cultures, social action, and all interested students are urged to participate.

Bellevue Community College has an extensive and active intramural program of team competition and sports clubs even though gymnasium facilities will not be available on campus until 1972.

BOOKSTORE

The 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, greeting cards, stationery, cigarettes and candy 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 rush period 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 unmarked, new condition. Therefore, the student must have his receipt for all returns, exchanges and for the end of the quarter buy-back.

MINORITY AFFAIRS

The Minority Affairs Program at Bellevue Community College functions as an agent through which minority students and minority faculty are recruited to train and work on campus. The Director of Minority Affairs implements this program working closely with the Puget Sound Regional Minority Affairs Consortium. Minority students

are aided in areas such as transportation, financial aid, tutorial and other support services, and job placement.

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.

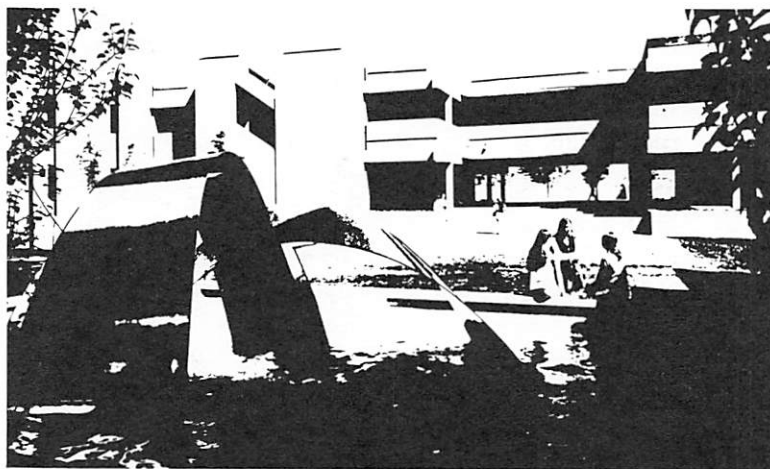
LECTURE-ARTIST SERIES

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.

INTERCOLLEGIATE ATHLETICS

Some 100 students participate annually in a six-sport inter-collegiate athletic program at Bellevue Community College. As a member of the Northwest Athletic Association of Community Colleges Conference (NWACC), the college fields varsity teams in cross-country, basketball, golf, tennis, track and baseball.

High quality is seen in the Helmsmens' strong finishes in state competition. Bellevue Community College teams recently won the divisional championship in baseball and third in the state, second in golf, ninth in track, fifth in cross-country and sixth in tennis. All teams are well equipped and provided with a full staff of coaches.



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 occupational, 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 and are accepted by them for transfer credit.

Requirements are as follows:

1. English Composition 101 or 102 5 credits
2. A minimum of 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 physical activity credits 3 credits
4. A minimum of 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

*Lower division major requirements may not be used to satisfy distribution requirements.

**Students with English Composition credits in excess of the 5 credits required may use these to meet Humanities distribution requirements.

COLLEGE DEGREE PROGRAM

The Association of Arts in General Studies is a degree for those students not planning to transfer to a four-year institution. All college credit courses regardless of course number may be applied toward the degree requirements. The requirements for the degree are as follows:

1. Completion of a minimum of 93 quarter hours.
2. A cumulative grade-point average of 2.00.
3. Three activity credits in physical education.
4. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten credits earned before graduation must be earned at Bellevue Community College.

Students entering Bellevue Community College during the 1970-71 academic school year are eligible for this degree.

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.

Two occupational programs in accounting are offered at Bellevue Community College. One leads to an Associate of Arts Degree in Accounting and the other to a Certificate of Achievement in Accounting.

ASSOCIATE DEGREE PROGRAM

Students who satisfactorily complete the Associate Degree 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.

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

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

Certificate Program

This one-year program is designed to prepare students for employment as full-charge bookkeepers. The credit earned may be applied to the Associate Degree Program described above. The one-year program emphasizes practical skills for those who seek early employment, but may wish to work toward a degree at a later date.

	Credit Hours
Accounting	10
English	10
G BUS 101	5
QM 145	5
OFF 120, 121, 122	6
Typewriting	2
Approved Electives	<u>7</u>
Total	45

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 medical applications of photographic techniques.

First Year	Credit Hours
HLTHS 100	1
ZOOL 113, 114	10
PHOTO 101, 102	6
ENGL 101	5
PHYS 100	5
ART 109	3
BIOMD 110	15
ELECTIVE	<u>3</u>
Total	47

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

Second Year	Credit Hours
BIOMD 210	15
BIOMD 211	15
PSYCH 100	5
G BUS 101	5
SPCH 220	5
Physical Education Activity	<u>3</u>
Total	48

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 Hours
ENGL 101	5
ENGR 100, 101, 102, 103, 111	13
ENGRT 154, 163, 156, 161	12
MATH 101, 104, 105	13
QM 200	2
Physical Education Activity	<u>3</u>
Total	48

Second Year	Credit Hours
ENGL 270	3
ENGRT 244, 246, 266	9
MATH 157	4
PHYS 114, 115, 116	15
ECON 211	3
ENGR 121	5
ENGRT Electives*	<u>6</u>
Total	45

*May be chosen from ENGRT 260, 261, 264, 265, 267

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.

Subjects	Credit Hours
ACCT 101 or 210	4
English	5
G BUS 101, 120	10
OFF 109, 112, 120, 121, 122, 130, 230	19
QM 110	3
OFF 101, 102, 103*	6
Approved Electives**	1
Total	<u>48</u>

*Placement dependent upon previous typing experience.

**Recommend Office Seminar each quarter.

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
Total	<u>45</u>

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.

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

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

ENVIRONMENTAL HORTICULTURE

The field of environmental horticulture pertains to the aesthetics of outdoor surroundings—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 environmental horticulture program contains three categories from which a student may select an option. These are: landscape/environment management; turf management, and landscape design. Completion of one of the major categories offered by Bellevue Community College in environmental 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 environmental horticulture program should prepare themselves with high school agricultural sciences, biology, mathematics, chemistry and physics.

A Certificate of Completion may be awarded at the end of the first year program. A student may receive the Associate of Arts degree upon fulfillment of the second year requirements.

Landscape/Environmental Management

First Year	Credit Hours
BOTAN 111	5
HORT 081, 082, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142, 143	
Total	<u>42</u>

Second Year

BIOL 101
 BOTAN 112, 113
 ENGL 101, 102
 G BUS 101
 LNDES 101
 HORT 209, 223, 261
 Physical Education Activity
 Approved Elective

Total

Landscape Design**First Year**

ART 105, 109, 110, 129
 BOTAN 111
 HORT 101, 102, 103,
 111, 112, 121,
 141, 142

Total

Second Year

ART 259
 BOTAN 113
 ENGL 101, 102
 G BUS 101
 HORT 143, 209
 LNDES 204, 205, 206
 Physical Education Activity
 Approved Electives

Total

Turf Management**First Year**

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

Total

Second Year

BIOL 101
 BOTAN 112
 ENGL 101, 102
 G BUS 101
 HORT 143, 209, 223, 261
 Physical Education Activity
 Approved Electives

Total

Credit
Hours

5
 10
 10
 5
 2
 10
 3
 6
46

Credit
Hours

12
 5

33
45

Credit
Hours

3
 5
 10
 5
 4
 15
 3
 3
48

Credit
Hours

5

41
46

Credit
Hours

5
 5
 10
 5
 11
 3
 8
47

INTERIOR DECORATION

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

First Year

ACCT 101
 ART 105, 109, 110
 CHEM 101
 ENGL 100 or 101
 G BUS 101
 HOMEC 110, 169, 170, 199
 Elective

Total

Credit
Hours

4
 9
 5
 5
 5
 14
5

47

Credit
Hours**Second Year**

ECON 100 or 200
 HOMEC 270, 299
 MIDMG 131, 132
 PSYCH 100
 SOC 110
 SPCH 100
 Physical Education Activity
 Electives

Total

5
 10
 6
 5
 5
 5
 3
7

46

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 organization 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

ENGL 101
 LAWEN 100, 101, 102, 103, 104
 106, 108, 110, 112
 Physical Education Activity
 POLSC 202
 SOC 110

Credit
Hours

5
 25
 2
 5
 5

SPCH 220	5
Total	47

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
Total	46

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 two options for those students who have decided upon a course of study in a specialized area: food service and marketing. These options provide the student with course work directly applicable to the field of his choice and develop 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 third 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. A student may elect to complete the requirements for the Associate Degree or the Certificate at night by extending the time span of the program.

First Year	Credit Hours
ACCT 101* and 102	7
English 100 or 101	5
G BUS 101*	5
MIDMG 100, 101*, 103*, 105*	12
OFF 120	2
Approved Electives	10
Total	46

Second Year	Credit Hours
G BUS 120*, 121*, 202, 241*	18
MIDMG 201*, 204**, 206*, 207*	11 (14)
OFF 109	3
QM 110	3
Approved Electives	12 (9)
Total	47

*Denotes those classes required for the Certificate.

**MIDMG 204 is a required course for those students preparing to enter food service in Health Care Institutions.

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 designed for the student who plans to enter the business world upon completion of the program.

First Year	Credit Hours
English	5
G BUS 101, 120, 121	15
QM 110, 145	8

Business Electives	10
Approved Electives	8
Total	46
	Credit Hours
Second Year	
ACCT 101, 102	7
Business Electives	10
G BUS 201, 202, 241, 254	18
Approved Electives	12
Total	47

Marketing

This program is designed to prepare students for the many opportunities which exist in the various marketing related fields such as the retailing, wholesaling and service industries and the marketing activities of manufacturing firms. Students are trained for positions leading to careers in middle management in various organizations, as well as for independent store ownership. Specific occupations include store management, department management, merchandise buying, store operations, personal selling, advertising, product planning, marketing research and many other marketing related areas.

First Year	Credit Hours
ACCT 101, 102, or 210, 220	7
English	5
G BUS 101, 254	10
MIDMG 130, 131, 135	9
OFF 109, 120	5
QM 110	3
Approved Electives	7
Total	46

Second Year	Credit Hours
G BUS 120, 121, 202, 241	18
MIDMG 134, 231, 235	11
QM 145	5
Approved Electives	13
Total	47

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. Applications to the Chairman of Nursing Education are accepted between February 1st and May 15th each year prior to entrance into the program the following fall. Selection of the class of students will be made by the faculty selection committee as soon after May 15th as possible.

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
NURS 100, 101, 102	24
PSYCH 100, 204	10
Physical Education Activity	2
ZOOL 113, 114	10
Total	51

Second Year	Credit Hours
Electives	14
NURS 200, 201, 202, 203, 204	29
Physical Education Activity	1
SOC 110	5
Total	49

PARK AND RECREATION LEADERSHIP

The purpose of the park and recreation leader program is to train students for future managerial and supervisory positions in public and privately owned parks. The student shall be prepared for positions in city, county, state, and national parks, being able to relate to park patrons, overseeing employees, and being knowledgeable of the care and preservation of our natural resources. Students will be prepared for entry into upper division courses of four-year colleges or universities.

First Year	Credit Hours
English	5
RECE 100	5
HLTH 250, 292	8
P E 190	5
Biology	10
HORT 081, 099, 101	9
Physical Education Activity	3
Total	45

Second Year	Credit Hours
RECEDE 154	3
PSYCH 100	5
RECEDE 244, 274	5
SOC 110	5
HORT 111, 131, 132, 209	12
P E 164	2
LAWEN 101, 104	8
RECEDE 240	3
SPCH 220	5
P E 285	3
Total	51

PROFESSIONAL SKI INSTRUCTOR

The professional ski instructor will have opportunities to teach skiing throughout the world and to work in recreational areas other than skiing. The trend is toward developing year-around recreational centers at the ski areas with opportunities for the professional ski instructor.

First Year	Credit Hours
English Composition	5
HLTH 250, 292	8
OUTED 149, 149a, 150, 151, 152	12
P E 190, 290, 165	10
Physical Education Activity	3
Science	10
Total	48

Second Year	Credit Hours
Language (French or German)	5
OUTED 249, 250, 270	9
P E 164, 265, 266	6
PSYCH 100	5
RECEDE 154, 240, 244, 254, 274	16
SPCH 220	5
Total	46

SEMI-PROFESSIONAL SKI INSTRUCTOR

Those entering this phase of the ski instructor training program would supplement their profession. Some of these people may be summer resort owners, fishermen, or may have other seasonal occupations.

First Year	Credit Hours
HLTH 292	3
OUTED 149, 149a, 150, 151, 152	12
Total	15

Second Year	Credit Hours
OUTED 249, 250, 270, 290	10

QUALITY CONTROL TECHNOLOGY Certificate Program

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.

	Credits
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

RADIOLOGIC TECHNOLOGY

The Radiologic Technology program, (X-Ray), prepares the student to become a Radiologic Technologist, (R.T.), capable of carrying out the responsibilities of the staff technologist in hospitals, clinics and in doctor's offices. The two-year curriculum as required by the American Medical Association, the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists consists of seven quarters of combined class work and clinical experience, in addition to the summer session following graduation, as an intern in an affiliated hospital.

Upon completion of the program, the student fulfills the requirements for an associate degree and is eligible to write the examination for certification as a Radiologic Technologist.

Students are admitted to the program in September of each year and are an integral part of the college student body. Students in Radiologic Technology may participate in any and all phases of the college's student activities program.

First Year	Credit Hours
ENGL 101, 102	10
PHYS 100	5
PSYCH 100	5
RATEC 101, 102, 103 Radiologic Tech.	9

RATEC 107, 108, 109 Radiologic Posit.	3	OFF 109	3
RATEC 111, 112, 113 Radiologic Prac.	3	Economics	5
RATEC 190, 199	10	SPCH 220	5
ZOOL 113, 114	10	Approved Electives	12-15
Total	55	Total	47

Second Year	Credit Hours	Certificate Program
RATEC 205, 206, 207 Radiologic Tech.	12	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.
RATEC 211, 212, 213, 215 Radiologic Prac.	20	
SOC 110	5	
SPEECH 220	5	
Total	42	
Summer Session (14 weeks)		
560 Hours Internship		

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.

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

First Year	Credit Hours
English	5
G BUS 101	5
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	12
Total	46

RECREATION LEADERSHIP

The recreation leader may assist the professional recreation leader in planning, organizing and leading recreation activities. The student shall be prepared for positions in city and county recreation, medical institutions, industrial recreation, camping and various youth-service organizations. Students also will be prepared for entry into the upper division courses of four-year colleges or universities in preparation for the professional recreation leader, after completion of their formal education at the end of the two-year period.

Second Year	Credit Hours	First Year	Credit Hours
R EST 143	3	English	5
R EST 240	3	HLTH 250, 292	8
R EST 241	3	P E 164, 165, 166, 190, 265, 290	16
R EST 242	3	Physical Education Activity	3
R EST 243	3	Science	10
Accounting	4-7	SPCH 220	5
		Total	47

Second Year	Credit Hours
DRAMA 101	5
P E 264, 266	4
PSYCH 100	5
RECE 154, 240, 244, 245 254, 274, 290	22
SOC 110	5
Approved Electives	6
Total	47

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.

First Year	Credit Hours
English	5
G Bus 101	5
*OFF 101, 102, 103, 104 115, 116, 117	23
OFF 109, 120, 121	7
**Approved Electives	6
Total	46

Second Year	Credit Hours
ACCT 101, 102 or 210, 220	7
G Bus 120, 202	8
Econ 100	5
OFF 112, 122, 130, 205, 230	17
QM 110, 145	8
**Approved Electives	2
Total	47

*Placement dependent upon previous typing and shorthand.

**Recommend Office Seminar.

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 100 or 101	5
HOMEC 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
	47

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 100 or 101	5
HOMEC 130	5
PSYCH 110	5
SOCWK 100, 105, 110 112, 165, 190	15
SOC 110	5
SPCH 100	5
Elective	5
Total	45

Second Year	Credit Hours
ECON 100 or 200	5
HOMEC 220, 221, 255, 256	14
SOCWK 191, 200, 220	10
SOC 265	3
Electives	13
Physical Education Activities	3
Total	48

UNDERWATER DIVER CERTIFICATION

Underwater diver certification is designed to train highly skilled and versatile divers. The curriculum trains industrial, technical or scientific personnel who have a need to penetrate the marine environment for work or research. The program is versatile in order to meet the many varied needs for diving techniques, and it is predicated upon the use of the most recent diving technology stressing training in environmental factors. The program will develop the mental and physical aptitude to work and live for long periods in the sea. The program can accommodate candidates at vary-

ing skill levels and provides for individual development stressing diver safety factors.

P E 168
RECEIVED 295
OCEAN 101
DIVING 100, 150, 160,
200, 220, 230

Credit
Hours

2
5
5

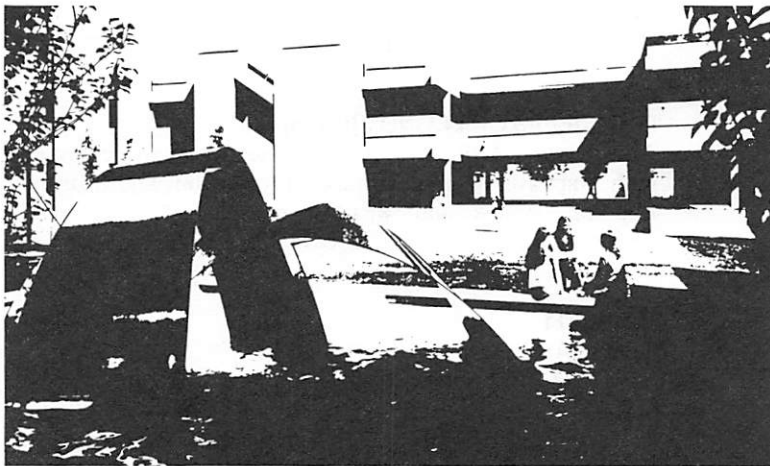
28

Total

40



Photo by Guy Crow



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 103

PRACTICAL ACCOUNTING (3)

Accounting procedures for corporations and branch operations: introduction to basic analysis of financial statements; fundamentals of accounting for manufacturers and cost accounting. (Not recommended for students transferring to four-year colleges.) Prerequisite: 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 receiving a grade of "C" or better.

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 receiving a grade of "C" or better.

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: permission of instructor.

ACCT 270

COST ACCOUNTING (5)

Accounting fundamentals and principles as applied to cost accounting, cost determination procedures, cost control, and cost analysis. Prerequisite: 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.

ACCT 290

ADVANCED ACCOUNTING (5)

Advanced accounting concepts and problems with emphasis on partnerships, business combinations and consolidated financial statements. Prerequisite: ACCT 260 or permission of instructor.

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 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 study of the dynamics of the business organization and its human resources. Attitudes are examined to develop a positive attitude toward the human element in business. Topics include: motivation, leadership, group dynamics, organization theory, participatory management and communication. The course relates the behavioral science approach to management.

G BUS 121

PERSONNEL MANAGEMENT (5)

This course concentrates on the mechanical aspects of personnel work in the business and industrial setting. Topics include: job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration, and performance evaluation. Labor-management relations will be studied relative to history, collective bargaining and grievance procedures. The course is conducted primarily as these subjects relate to the line manager and his role in personnel work. (This course was designated G BUS 121 and 122 in 1970-71.)

G BUS 150

SMALL BUSINESS MANAGEMENT (3)

This course deals with organizing and operating a small business. Topics include: success and failure factors in small business, source of capital, record keeping and interpretation of financial statements, taxation, marketing, credits and collections, legal problems, and management principles.

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 planning, pricing, promoting and distributing goods and services. 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 is used as a practical application of the course material.

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.

...IDMG 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

FOOD SERVICE—BASIC FOODS (5)

A laboratory course based upon the fundamentals of foods and their preparation, basic food chemistry, nutritive values, and basic quality standards for prepared food products. Food groups to be included: sugars; starches and cereals; fruits and vegetables; fats and oils; eggs; dairy products, meat, fish and poultry; bakery products; 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 control and standard products.

MIDMG 103

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 105

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. 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 130

MARKETING ORIENTATION (1)

An introduction to marketing by examination of the various vocational areas concerned with marketing. Students choose a job or job area related to marketing and gather information about the job which is discussed with the class.

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 various types of interpersonal relationships.

MIDMG 134

MARKETING – ADVERTISING (5)

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 135

MARKETING – PRINCIPLES OF RETAILING (5)

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, store policies, location, layout, organization, the buying-selling functions, profit planning, operating controls, advertising and sales promotion.

MIDMG 201

FOOD SERVICE – QUANTITY FOODS (5)

A laboratory course relating in quantity terms the principles learned in basic foods. Laboratory periods are used to further acquaint the students with production methods in quantity food preparation. Students will prepare recipes in quantity. Lectures will stress the organization of food production units, menu planning, food merchandising, cost and scheduling. Prerequisite: MIDMG 101 or permission.

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 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 opera-

tions, 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 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 235

MARKETING – RETAILING MANAGEMENT (3)

This course is designed to help develop managerial capabilities useful to the planning, organizing and controlling functions within a retail business firm. Case studies of actual business problems are studied in order to develop analytical and decision-making abilities.

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 five hours per week.

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 COMMUNICATIONS (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 230**OFFICE PROCEDURES (5)**

"Polishing-up course." The last course in the office professions sequence. Prerequisites: OFF 103, 120, 122, 130.

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

Introduction to use and applications of data processing; characteristics of equipment; coding methods; discussion of planning, writing and executing computer programs.

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)**

An introduction to computer programming (using BASIC as language); application to business problems; flow charting. Students write and run programs on computer terminals. Techniques used apply to other computer languages.

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 areas 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.

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 with major emphasis on the income approach. 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 (5)

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. Individual and group projects in lighting, directing, editing, framing, camera movement, opticals, camera angle, lighting, cutting. 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 the 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. 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. Every student gains experience in most aspects of production. 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.

CINE 299

ADVANCED CINEMA WORKSHOP (3)

The course is designed to give the advanced cinema student the opportunity to work in a semi-professional capacity on the production of a 16mm sound film. In the course of the production, he learns to apply what he has learned of lighting, scripting, shooting, and editing to the practical

problems of an ongoing production. In addition, he learns how to prepare film for the laboratory, the techniques of A&B editing and double system sound.

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 102, 103

PLAY ANALYSIS (3) (3)

Descriptive analysis of plays, both modern and historical, to provide tools for the student to read a text creatively and critically.

DRAMA 110

THEATRE PRODUCTION (2) Max. (6)

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

DRAMA 146, 147

THEATRE VOICE AND SPEECH (3) (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, 153

ACTING (3) (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; 153: analysis and practice in styles for modern realistic acting.

DRAMA 185

HISTORY OF BLACK THEATRE (3)

A study of the history of Black theatre in America with analysis of the plays it has produced through in-class scenes.

DRAMA 225

GREAT PLAYS (5)

An appraisal and analysis of great plays that formulated changes in the main current of dramatic literature and philosophy; concept, story, character, dialogue, and criticism.

DRAMA 226

CONTEMPORARY THEATRE (5)

A study of recent internationally representative plays through the appraisal and analysis of contemporary stage techniques, acting theories and practices. Emphasis will be on the analysis of local theatre productions of contemporary plays.

DRAMA 275

HISTORY OF WESTERN THEATRE AND DRAMA (5)

Classic and Medieval. Analysis of theatre forms and methods of production with collateral analysis of dramatic literature and critical theories.

DRAMA 276

HISTORY OF WESTERN THEATRE AND DRAMA (5)

Renaissance and Elizabethan. Analysis of theatre forms and methods of production with collateral analysis of dramatic literature and critical theories.

DRAMA 277

HISTORY OF WESTERN THEATRE AND DRAMA (5)

Modern. Analysis of theatre forms and methods of production with collateral analysis of dramatic literature and critical theories.

DRAMA 292, 293, 294, 295

INDIVIDUAL RESEARCH (2-5)

Advanced individual study in the areas of acting, stage design and directing. Prerequisite: permission of instructor.

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 five 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 143

EDITING LABORATORY (2)

Techniques and responsibilities of editing in all levels of newspaper editorial management. Prerequisite: permission of instructor.

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.



Photo by Art Hupy

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.

GERMN 260, 261, 262**SCIENTIFIC GERMAN (2) (2) (2)**

A purely grammatical approach to the German language which will enable the student to translate scientific and technical material. Recommended to students who will major in science or technical subjects. Prerequisite: GERMN 260 for 261. GERMN 261 for 262.

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.

MASS MEDIA**MEDIA 110****UNDERSTANDING THE COMMUNICATION MEDIA (5)**

Survey of Communications History: Study of individual media as to function, organization: radio broadcasting, television broadcasting, newspaper publishing.

MEDIA 175**INTRODUCTION TO TV PRODUCTION (3)**

The tools and crafts of production of television programs, culminating in closed-circuit presentations and recordings of student-created programs subject to critical evaluation.

MEDIA 220**LEGAL ASPECTS OF COMMUNICATIONS (5)**

Regulations governing publication and broadcasting in the mass media.

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 109**THE COMMUNITY MUSICAL (1)**

A full-scale musical or operetta which will provide possibilities for participation in the production through music or drama departments, experience for solo or choral work, acting and technical production. (See also DRAMA 110).

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 accom-

plished during the first quarter's work. Ear training and keyboard work. Prerequisite: MUSIC 110 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 111 or equivalent.

MUSIC 113

SO YOU WANT TO READ MUSIC!

(SIGHTSINGING) (1)

For the student who wants to improve his ability to read printed music. Reading in both treble and bass clefs, with emphasis on singing and/or playing printed notation by sight.

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

MUSIC IN SEATTLE (3)

A guided tour of music of all kinds being performed in Seattle. Study of instruments, voices, forms, and varied concert uses of music will accompany attendance at symphony, opera, chamber music performances, solo recitals, jazz and rock groups. Rehearsals are visited to see how music is put together. Fee will cover tickets to concerts. (Fee is nonrefundable).

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 140-161

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	161 Accordion

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 232

HISTORY OF ROCK (3)

Rock is studied, through lecture and recordings, from beginnings in 1954 to present day. The importance of early Rock 'n Roll as an American cultural phenomenon is contrasted with contemporary rock as international music. The class aims to achieve a musical and historical understanding of rock, and to explore why rock has succeeded in satisfying emotional and musical needs of youth while other musical forms have failed.

MUSIC 240-261

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 110**INTRODUCTION TO SOCIAL ETHICS (5)**

The nature of a good social order and right social action. Examination of the concepts of human rights, civil disobedience, revolution, individualism, and collectivism.

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)**

Advanced techniques in black and white photography with emphasis on the creative seeing: 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. Discovery of personal 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.

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. Emphasis upon persuasive speaking. Two-thirds of time devoted to student performance.

SPCH 249, 250, 251**READER'S THEATRE (3) (3) (3)**

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

INDIVIDUAL DEVELOPMENT OPPORTUNITY (IDO)

Bellevue Community College's newest division is Individual Development Opportunity. This Division's Center and its personnel provide educational guidance to help students develop personal and meaningful courses of study which are commensurate with their ability.

Improvement Skills courses are based on a high degree of interaction with Center staff. The reading-discussion core of Power Reading is instrumental in expanding vocabulary skills and comprehension. Vocational Exploration provides the opportunity for individual assessment and direct experience with employment opportunities.

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

Either Pass/Fail or letter grades are available.

ID 071-075

INDIVIDUAL IMPROVEMENT (MATHEMATICS SKILLS) (1-5)

This course is designed to assist the student needing basic skills in arithmetic formerly (MATH 080), and in preparing to take other courses in mathematics. Initial testing and consultation assist the student in contracting appropriate units of study.

ID 091-095

INDIVIDUAL IMPROVEMENT (COMMUNICATION SKILLS) (1-5)

Communication skills assists students who are having problems with the basic language skills — reading and writing. The course is individually designed so that each may develop language skills necessary for college level work.

ID 160-169

READINGS: ON READING, THINKING, AND BECOMING (1-10)

Power Reading is designed to assist the student develop his reading skills and thinking processes. The course deals with the pertinent issues of our times, the ideas of great men of the past and present. It also assists him in coping with himself. Variable Credit.

ID 180-189

READINGS: ON READING, CHANGING, AND BEING (1-10)

A continuation of (160-169). The readings center on theories of change, individual development and current problems students face. Students use this course for self improvement and for the development of communication skills.

ID 172-175

VOCATIONAL AND CAREER EXPLORATION (2-5)

Individualized course focuses on the world of work and the aspects of that world which affect the student. Individual

and small group discussions, reading about and direct exploration about the world of work, and interest inventory and other assessment tools assist the student in developing a vocational identity and occupational career strategy.

ID 192-195

VOCATIONAL AND CAREER EXPLORATION (2-5)

Continuation of ID 172-175.

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, and coordinate with the program chairman. Achievement level will determine the nature and extent of credits.

PHYSICAL ACTIVITIES

ACTIVITY COURSES

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. Beginning through intermediate instruction is presented on all competitive events as well as tumbling and trampoline. Emphasis is placed on skill development.

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. Weekend field trips. Students will furnish own equipment.

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 147, 247**VARSITY TENNIS (1) (1)**

Varsity players only. Spring quarter.

P E 148, 248**VARSITY GOLF (1) (1)**

Varsity players only. Spring quarter.

P E 151**CONTEMPORARY DANCE I (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.

P E 152**CONTEMPORARY DANCE II (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 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 experiences; 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.

RECED 295

NAVIGATION, PILOTING, AND SMALL BOAT HANDLING (5)

This course will familiarize the student with basic rigging techniques and procedures, as well as navigation, piloting and small boat handling.

DIVING

DIVING 100

ADVANCE DIVING I (5)

Theories and techniques of open water rescue and first aid, search, and underwater navigation. In addition to the lectures, the course provides 50 hours of actual diving practice. Prerequisite: basic skin and scuba diving certificate.

DIVING 150

ADVANCE DIVING II (5)

Theories and techniques of line tending, diving, equipment, sport diving and scientific diving applications. Fifty hours of actual diving practice in addition to lectures. Prerequisite: basic skin and scuba diving certificate.

DIVING 160

UNDERWATER PHOTOGRAPHY (3)

Fundamentals of various types of films and cameras, underwater housings, the physics of underwater light absorption, and special lighting effects will be included. Prerequisite: basic skin and scuba diving certificate.

DIVING 200

ADVANCE DIVING SYSTEMS I (5)

An introduction to the use and care of the following equipment: (a) heavy gear; (b) mixed gas; (c) decompression chambers. The physics and physiology of mixed gas, and the treatment of diving accidents and diseases will be included in this course.

DIVING 220

ADVANCE DIVING SYSTEMS II (5)

This course is designed to train divers in the use of bells, submersibles and habitats. The student will become familiar with basic submarine systems.

DIVING 230

ADVANCE DIVING SYSTEMS III (5)

A practical application in system analysis, instrumentation analysis and actual station operations.

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)

Major concepts of biology as they relate to structural and functional analysis of biological organization. Includes survey of cell physiology, reproduction, genetics, growth, development, evolution and adaptation of living systems. Intended as an introduction to all other life sciences.

BIOL 102

GENERAL BIOLOGY (5)

Survey of man's basic life processes, plant and animal phyla, environmental interactions of populations and communities and the history of life. The position of man in the biological world. Prerequisite: BIOL 101 or permission of instructor.

BIOL 114

MARINE BIOLOGY (3)

Structure, occurrence, distribution and identification of marine plants and animals in their habitats. Emphasis on ecological relationships.

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.

CHEM 199

SPECIAL PROBLEMS (1 or 2, Maximum 6 credits)

Individualized work on projects in experimental chemistry. Prerequisite: Permission of chemistry instructor and two quarters of college chemistry.

ECOLOGY

ECOL 100

INTRODUCTION TO ECOLOGY (3)

Examination of the role of the natural and social sciences in relationship to ecology. Emphasis is placed on how these disciplines, guided by ecological criteria, can be part of an interdisciplinary effort to create an improved 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 problems involving points, lines, and planes. Layout drawings, lettering and standard practices on engineering drawings. Sketching, sectional views and dimensioning.

ENGR 102

ENGINEERING GRAPHICS (3)

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

ENGR 103

APPLIED DESCRIPTIVE GEOMETRY (3)

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

ENGR 111**ENGINEERING PROBLEMS (3)**

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

ENGR 112**STATICS (4)**

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.

ENGINEERING TECHNOLOGY**ENGRT 154****STATICS (3)**

A study of vectors, methods of solving for stresses in structures by mathematical and graphical means; use of methods of joints, method of sections, three force systems, friction, mass properties centroids, moment of inertia. Beams. Prerequisite: ENGR 111.

ENGRT 156**DYNAMICS (3)**

Dimensions and units, kinematics of particles and rigid bodies, rectilinear motion, curvilinear motion, kinetics, Newton's laws, impact, impulse and momentum, work, power and energy. Prerequisites: ENGR 111, ENGRT 154.

ENGRT 161**MECHANICS OF MATERIALS (3)**

Introduction to stress, strain and material properties. Tension and compression, Hooke's law, temperature beam, shear and moment diagrams, section properties, centroids and moment of inertia. Bending stresses, beam deflections; use of handbooks and tables. Columns critical loads, combined loads and joints. Prerequisite: ENGR 111, ENGRT 154.

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. Prerequisites: ENGR 111, ENGRT 161, PHYS 116 or may be taken concurrently.

ENGRT 244**HYDRAULICS LABORATORY (3)**

Measurement techniques, manometers, orifices, pipe flow, flow measurement; modeling Reynolds number, Froude number, laminae and turbulent flow. Open channel flow, weirs and spillways. Prerequisites: ENGR 111, ENGRT 156, ENGRT 266 or may be taken concurrently.

ENGRT 246**MATERIALS LABORATORY (3)**

Taking and reduction of data, significant figures and accuracy, sampling and probability. Testing of metals, wood, and soil samples in compression tension and shear to determine strength and elastic and plastic properties. Prerequisites: ENGR 103, ENGR 111, ENGRT 161.

ENGRT 260**STRUCTURAL DRAFTING (2)**

Drafting of bridge and building structures of steel, concrete and timber. Shop drawings. Prerequisite: ENGR 103, ENGR 111, ENGRT 161.

ENGRT 261**STRUCTURAL DESIGN (3)**

Design of beams, columns and connections in steel, concrete and timber. Simple design of footings. Prerequisite: ENGRT 161, ENGRT 260.

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 266**HYDRAULICS (3)**

Hydrostatic forces, buoyancy, metacentric computation, flow of gases and liquids in pipes, flow in open channels, orifices, weirs, stream flow culverts, basic hydrologic theory, Hazen Williams formula, Manning's formula, dimensional analysis and modeling. Prerequisites: ENGR 111, ENGRT 156, ENGRT 161.

ENGRT 267**WATER AND SEWAGE TREATMENT (3)**

Hydrology, estimation of demands, runoff, storage and

distribution systems, piping and channels. Introduction to design and operation of septic tanks, sewage lagoons, Imhoff tanks, trickling filters, activated sludge plants, sedimentation tanks, bar screens, sand and diatomaceous earth filters, flocculation systems and chlorinators. Prerequisite: ENGRT 266.

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. Not offered during 1971-72.

GEOL 103

GENERAL HISTORICAL GEOLOGY (5)

Study of the geologic history of the earth and the important life forms which dominated each phase. Elements of stratigraphy and paleontology. For non-majors. Laboratory. Prerequisite: GEOL 101 or permission. Not offered during 1971-72.

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. Not offered during 1971-72.

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. Not offered during 1971-72.

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. Not offered during 1971-72.

ENVIRONMENTAL 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 099

A SURVEY OF ENVIRONMENTAL 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, ratios, 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 209**TREES (3)**

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

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 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.

MATHEMATICS**MATH 074****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 075**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 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 QM 201).

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 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 (8)**

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**PSYCHIATRIC NURSING (6)**

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 202**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 203**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 204**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, electrochemistry 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

RADIOLOGIC TECHNOLOGY (3)

Basic radiologic technology and the types of and operation of radiology departments in hospitals. Study of the photographic effect of x-rays; films, screens, chemistry of film processing, methods of processing, construction of film processing areas.

RATEC 102

RADIOGRAPHIC PHYSICS (3)

Components of X-Ray circuits; tubes; X-Ray equipment, design and application, troubleshooting and maintenance; test equipment, etc.

RATEC 103

PRINCIPLES OF RADIOGRAPHIC EXPOSURE (3)

A study of the prime factors of radiologic technique and other factors influencing radiographic technique.

RATEC 107**RADIOGRAPHIC POSITIONING (1)**

A study of principles of positioning to include the extremities and the spine.

RATEC 108**RADIOGRAPHIC POSITIONING (1)**

A study of positioning to include thoracic and abdominal cavities and routine procedures requiring special preparation (i.e., U.G.I., I.V.P., I.V.C., etc.)

RATEC 109**RADIOGRAPHIC POSITIONING (1)**

A study of positioning of the skull and facial bones.

RATEC 111**X-RAY PRACTICUM (1)**

Clinical experience in affiliated hospitals. Students perform support work under supervision (film filing, processing, etc.)

RATEC 112**X-RAY PRACTICUM (1)**

Clinical experience in affiliated hospitals. Students perform simple radiographic procedures under the supervision of registered technologists.

RATEC 113**X-RAY PRACTICUM (1)**

Clinical experience in affiliated hospitals. Students perform routine radiography and mobile radiography under the supervision of registered technologists.

RATEC 190 – Summer Qtr, 1st Yr. (5)**X-RAY PRACTICUM**

Students perform routine radiography to include mobile radiography and simple specialized procedures under the supervision of registered technologists in addition to daily film conferences for continued and additional experience in clinical atmosphere.

RATEC 199 (5) – Summer Qtr – First Year**X-RAY PRACTICUM**

Students perform routine radiography to include mobile radiography and simple specialized procedures under the supervision of registered technologists in addition to daily film conferences for continued and additional experience in clinical atmosphere.

RATEC 205**ADVANCED RADIOGRAPHIC PROCEDURES (5)**

A study of nursing procedures pertinent to radiographic procedures; the theory and principles of the use of contrast media in radiologic examinations; specialty areas (nuclear medicine, radiation therapy, etc.)

RATEC 206**ADVANCED RADIOGRAPHIC EQUIPMENT (2)**

A study of special procedure implementation (generators,

equipment, i.e. film changers, image intensification, cine, T.V., tape, physiological monitoring).

RATEC 207**RADIOGRAPHIC PRINCIPLES (2)**

A basic review in preparation for taking National Registry Exam.

RATEC 211, 212, 213, 215**X-RAY PRACTICUM (5, 5, 5, 5)**

Clinic experience in affiliated hospitals. The student performs routine and special radiographic procedures as well as assisting in Radiation Therapy under the supervision of a registered technologist to develop ability 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. BIOL 101 or CHEM 101 recommended, but not required.

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.

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.

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 205**PRINCIPLES OF ARCHEOLOGY (5)**

The aims of archeology and methods of reconstructing prehistory. World culture history as shown by archeological data.

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

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 280**SEMINAR IN ANTHROPOLOGY (5)**

Investigation of a particular topic in anthropology. Each time the seminar is offered a subject such as methods in cultural anthropology, primitive religion, modern American culture, etc., will be dealt with in depth through readings, lectures and discussion. Prerequisite: 10 credits in Anthropology and permission of instructor.

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 202 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 participation; 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)

Introduction to the purposes and processes of education through participation in selected environments. Major method uses class sessions, tutoring and classroom visitations to clarify and focus feelings, thoughts and behaviors involved in learning.

GEOGRAPHY

GEOG 100

INTRODUCTION TO GEOGRAPHY (5)

A survey of the 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 areal 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 CONTEMPORARY 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 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

HOMECE 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.

HOMECE 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)

HOMECE 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)

HOMECE 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.

HOMECE 169

HOME FURNISHINGS AND EQUIPMENT (3)

A study of furniture and appliances in reference to the home including construction, selection, use, and care.

HOMECE 170

INTERIOR DESIGN I (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.

HOMECE 199

PRACTICUM IN INTERIOR DECORATION (3)

Selected observations and experiences in interior decorating and furniture merchandizing. Prerequisite: ART 109, 110; HOMECE 169, 170.

HOMECE 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)

HOMECE 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.

HOMECE 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.

HOMECE 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.

HOMECE 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 II (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 merchandizing. 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 (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 206**JUVENILE CONTROL (3)**

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

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) (Same as SOC 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: 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. Prerequisite: PSYCH 100 or SOC 110 plus PSYCH 240 or permission of instructor.

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)

(Same as HOMEC 255).

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 291, 292, 293, 294, 295

SPECIAL TOPICS IN SOCIOLOGY (1) (2) (3) (4) (5)

An intensive investigation of a given topic. See quarterly bulletin for details. Prerequisite: one course in Social Science or permission of instructor.

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. Prerequisite: SOCWK 110.

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

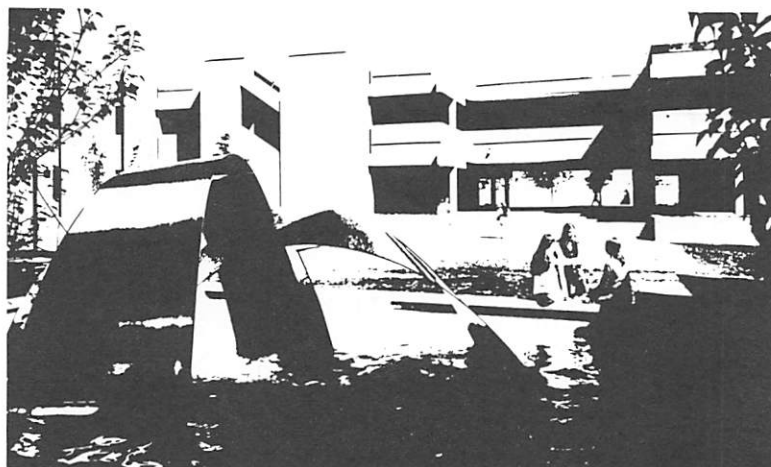
SOCIAL CASEWORK (3)

A continuation of SOCWK 200. Prerequisite: SOCWK 200.

NOTE TO TRANSFER STUDENTS

The transferability of the preceeding courses is not guaranteed by Bellevue Community College. The office of College Relations is presently preparing an addendum to this Catalog which will list each course offered by the college and its transferability to selected four-year schools in the state of Washington. When completed, this addendum will be available to all students.

Students wishing to obtain information about the transferability of specific courses before the addendum is available should contact their advisers or the office of College Relations.



FACULTY

1971 – 1972

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>	
BENNETT, GEORGE L.	Finance and Business Manager
<i>A.B., University of Washington</i>	
<i>M.B.A., Harvard University</i>	
BIEVER, KEITH J.	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
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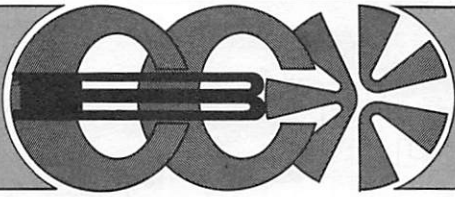
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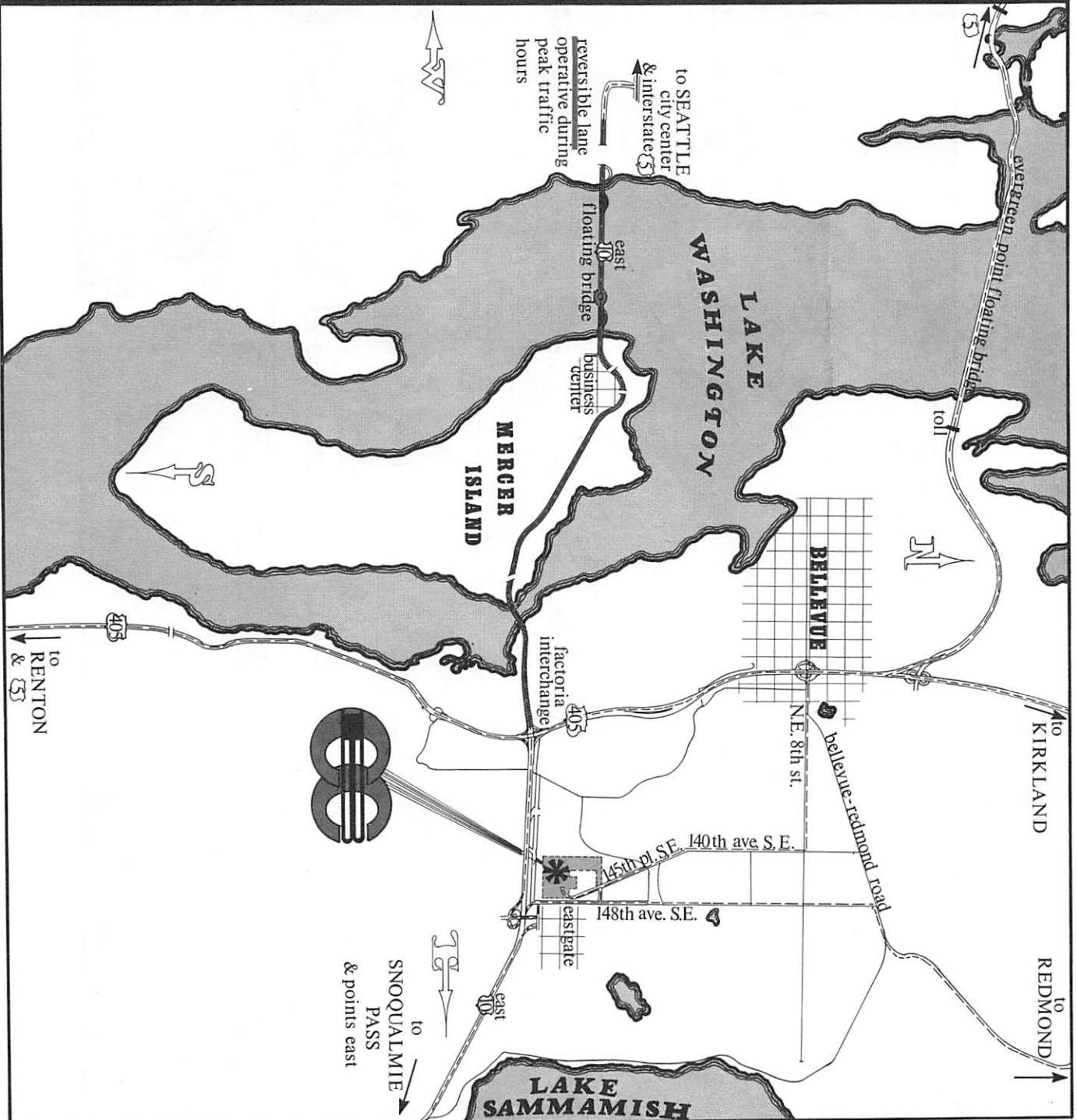
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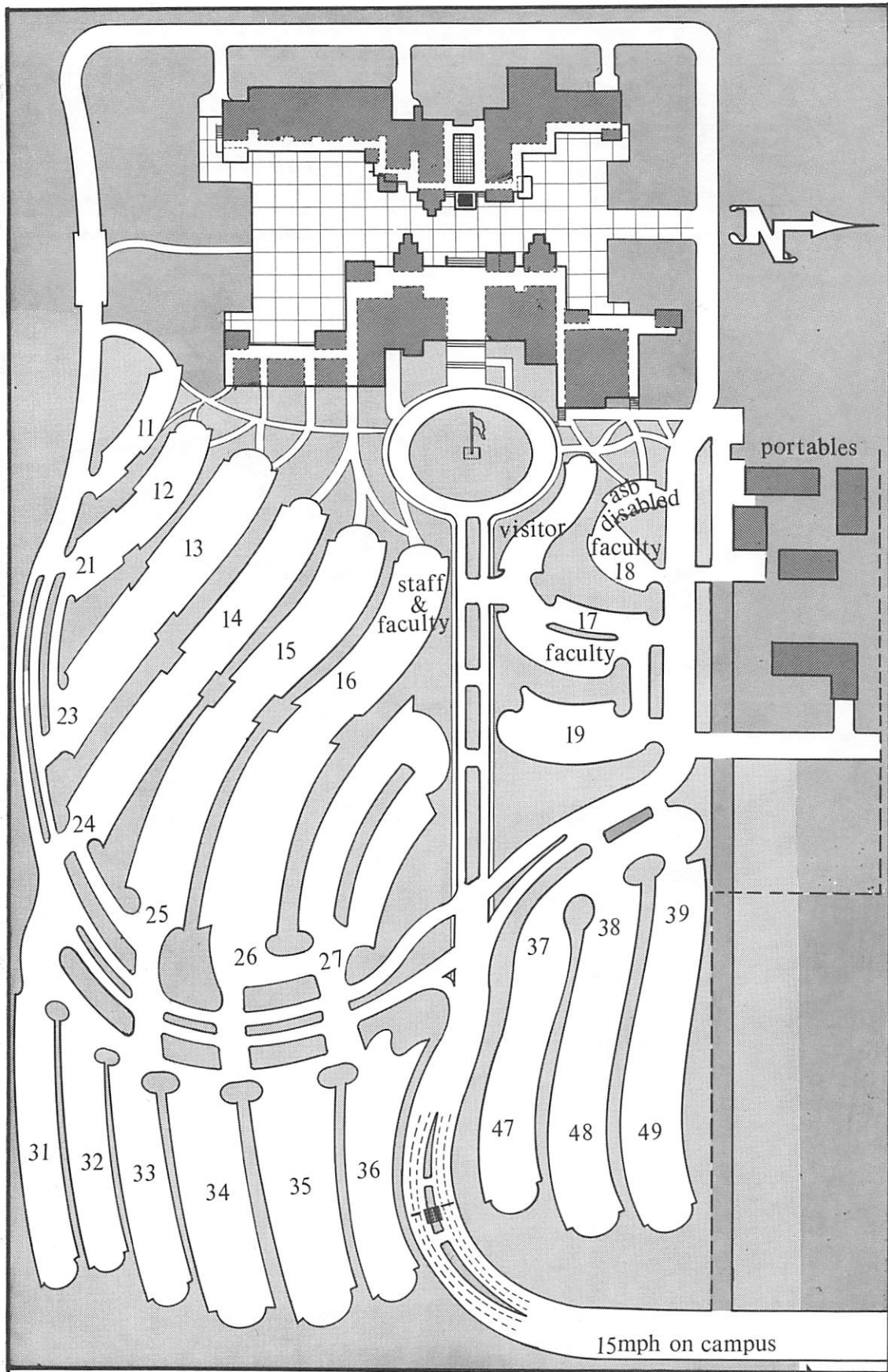


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• classrooms

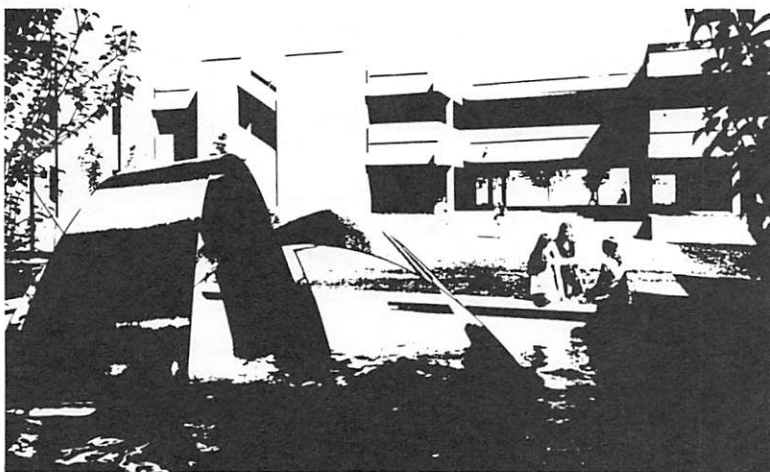
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GLOSSARY

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 (NONCREDIT)—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	
	NC	0	
—		—	
TOTAL	12	30	2.5

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 STUDENT—Students who are admitted as matriculated are those presumably enrolled in programs leading to a Bellevue Community College degree, certificate, diploma (including adult high school), an organized college transfer program or an approved program of study and who have completed all admission requirements.

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.

NONMATRICULATED STUDENT—A nonmatriculated student is one who has not matriculated. Nonmatriculated students may enroll for credit on a "space available" basis but their enrollment implies no commitment on the part of the college regarding matriculated admission at some later date. Credits earned as a nonmatriculated student may apply toward a Bellevue Community College associate degree, certificate or diploma (including adult high school). At least 45 credits must be earned as a matriculated student to qualify for an associate degree.

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

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.

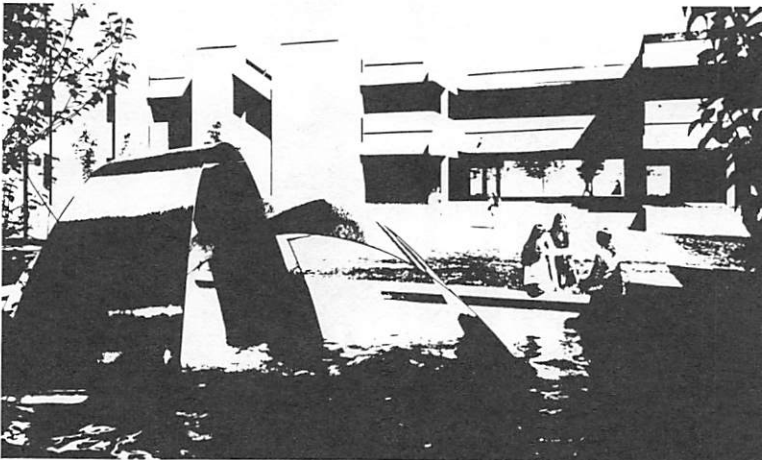
TERMINAL COURSES—Courses arranged specifically for special nonresident fees. If the student's transcript is from out of the state, his address or that of his parents is out of the state, or the student is an alien, the burden of proof must rest with the student to show that he is actually domiciled within the state and thus qualified for the lower resident student fees.

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.



Photo by Guy Crow



TELEPHONE LISTINGS AND INDEX

TELEPHONE LISTINGS

GENERAL INFORMATION 641-0111

CONTINUING EDUCATION INFORMATION 641-2216

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Accounting 641-2235

College District Planning 641-2261

Employment 641-2271

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Purchasing 641-2241

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Division of Physical Activities 641-2351

Division of Science 641-2321

Division of Social Science 641-2331

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Library-Media Center Offices 641-2255

Media Services 641-2253

Occupational Education & Special Programs 641-2371

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Bookstore 641-2285

Counseling Services 641-2213

Dean of Students 641-2326

Food Services 641-2291

Student Activities 641-2294

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INDEX

A—	
Accounting	40
Activities, Student	25
Admission	
Application	11
Eligibility	11
Procedure	11
Advising, Pre-registration	12
Anthropology	64
Application	11
Art	44
Assessment	24
Athletics	27
Auditing a Course	13
B—	
Biology	57
Bookstore	27
Botany	38
Business, General	40
C—	
Calendar, College	4
Career Planning	28
Chemistry	58
Civil Engineering Technology	30
Clerk Typist	30
College, organization of	18
College Publications	27
Continuing Education	19
Counseling Department	24
Credits	
by examination	15
Military	15
transfer of.	15
D—	
Drama	27, 46
E—	
Early Childhood Education	31
Economics	40
Education	66
Eligibility, Admission	11
Employment.	24
Engineering	58
English.	46
Examinations	14
F—	
Faculty	72
Fees, Schedule of	17
Financial Aid	24
Food Services	33
G—	
General Business	33

Geography	66
Geology	60
Grading	14
Graduation	17
Grants	25
H—	
Health Education.	55
History	66
Home Economics.	67
Horticulture	60
Humanities	44, 47
I—	
Individual Development Opportunity.	53
Interior Decoration	32
J—	
Journalism	48
L—	
Languages.	48
Law Enforcement	32
Lecture Series	27
Library-Media Center	22
M—	
Marketing.	34
Mathematics	61
Minority Affairs.	27
Music.	50
N—	
Nursing	
Associate Degree	34
Practical Classes	62
O—	
Occupational Education	21
Office Professions	42
Organization of the College	18
Outdoor Education	55
P—	
Parking	17
Philosophy	51
Physical Education	
Activities	53
Professional	55
Physics.	62
Placement Services	24
Policies & Procedures	10
Political Science	69
Probationary Status	15
Psychology	69
Publications, College.	27

R—		
Radiologic Technology	35	Sports 27
Re-Admission	15	Staff 6
Recreation Education	56	Student Activities 25
Registration		Student Credit Load 14
Advising	12	Student Loans 25
Late	12	Student Services 24
New Students	12	
Presently enrolled students	12	T—
Removal of Incomplete Grade	13	Transcripts 15
Repeating a Course	15	Transfer of Credits 16
Retention of Records	13	Transfer to Other Colleges 16
		Telephone Listings 87
S—		
Schedule Changes	13	V—
Scholarships	25	Veterans Administration Programs 16
Secretarial Studies	37	
Selective Service	16	W—
Services		Withdrawal
Social	24	from College 13
Student	24	from course 13
Psychological	24	Military 13
Sociology	70	
Speech	52	Z—
		Zoology 64

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the subject and the objectives of the study.

2. The second part of the report is a detailed description of the methodology used in the study. It includes a discussion of the data sources, the data collection methods, and the data analysis methods.

3. The third part of the report is a discussion of the results of the study. It includes a discussion of the findings of the study and a comparison of the findings with the results of previous studies.

4. The fourth part of the report is a conclusion and a discussion of the implications of the study. It includes a discussion of the limitations of the study and the need for further research.

5. The fifth part of the report is a list of references. It includes a list of the books, articles, and other sources used in the study.

6. The sixth part of the report is an appendix. It includes a list of the tables, figures, and other materials used in the study.

