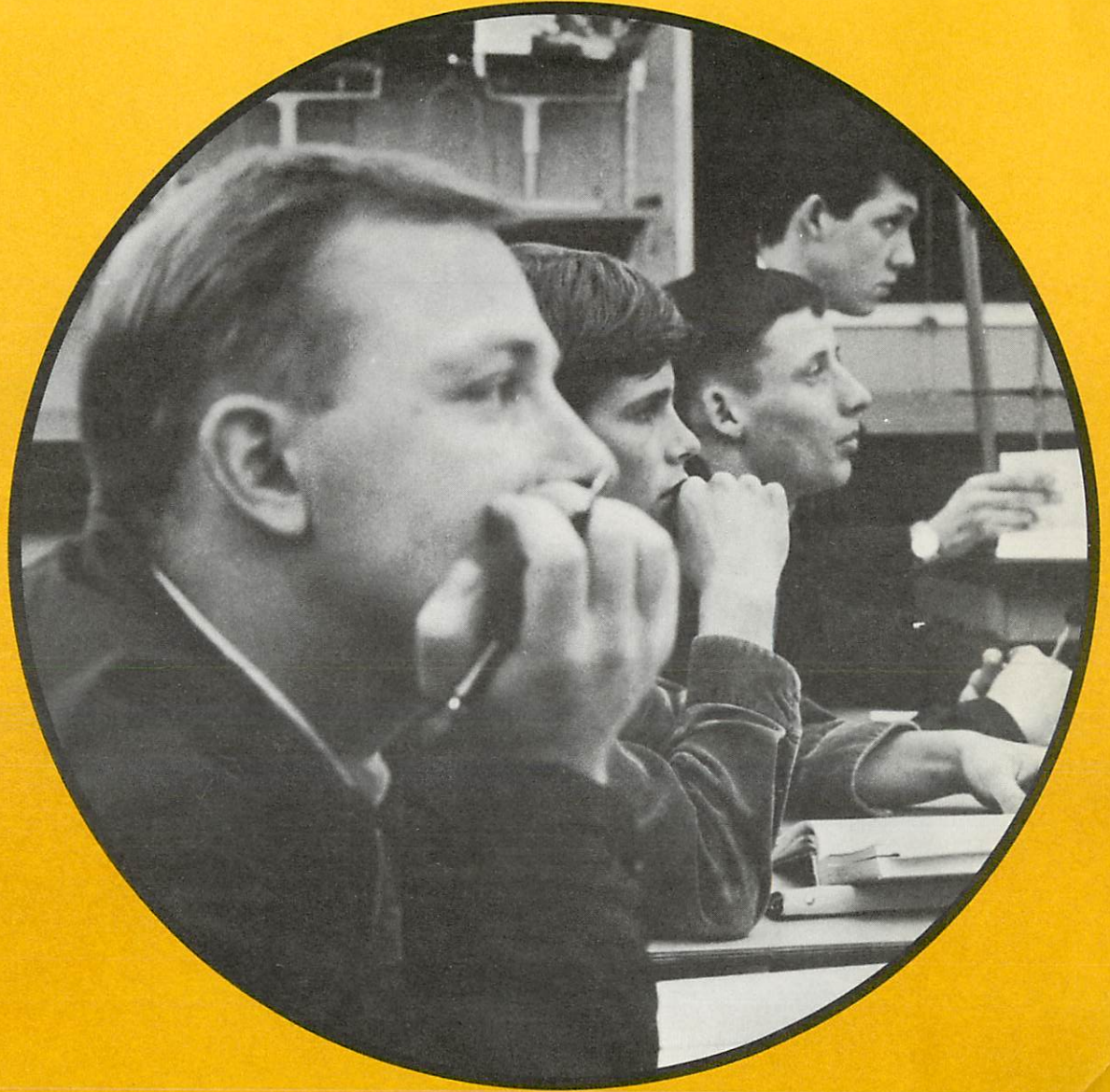


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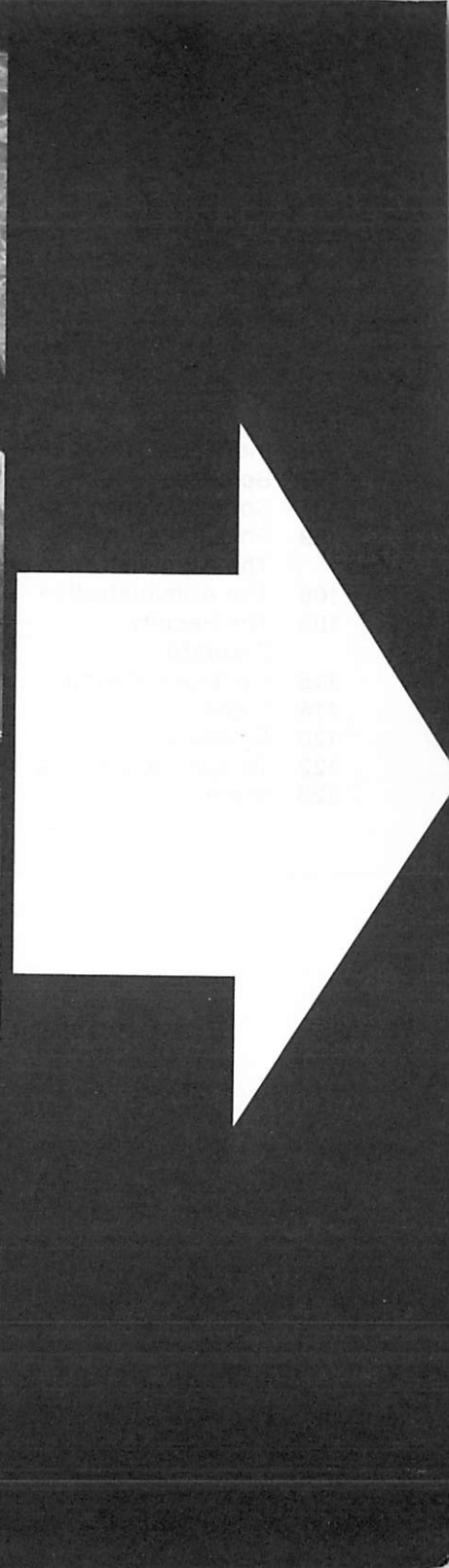
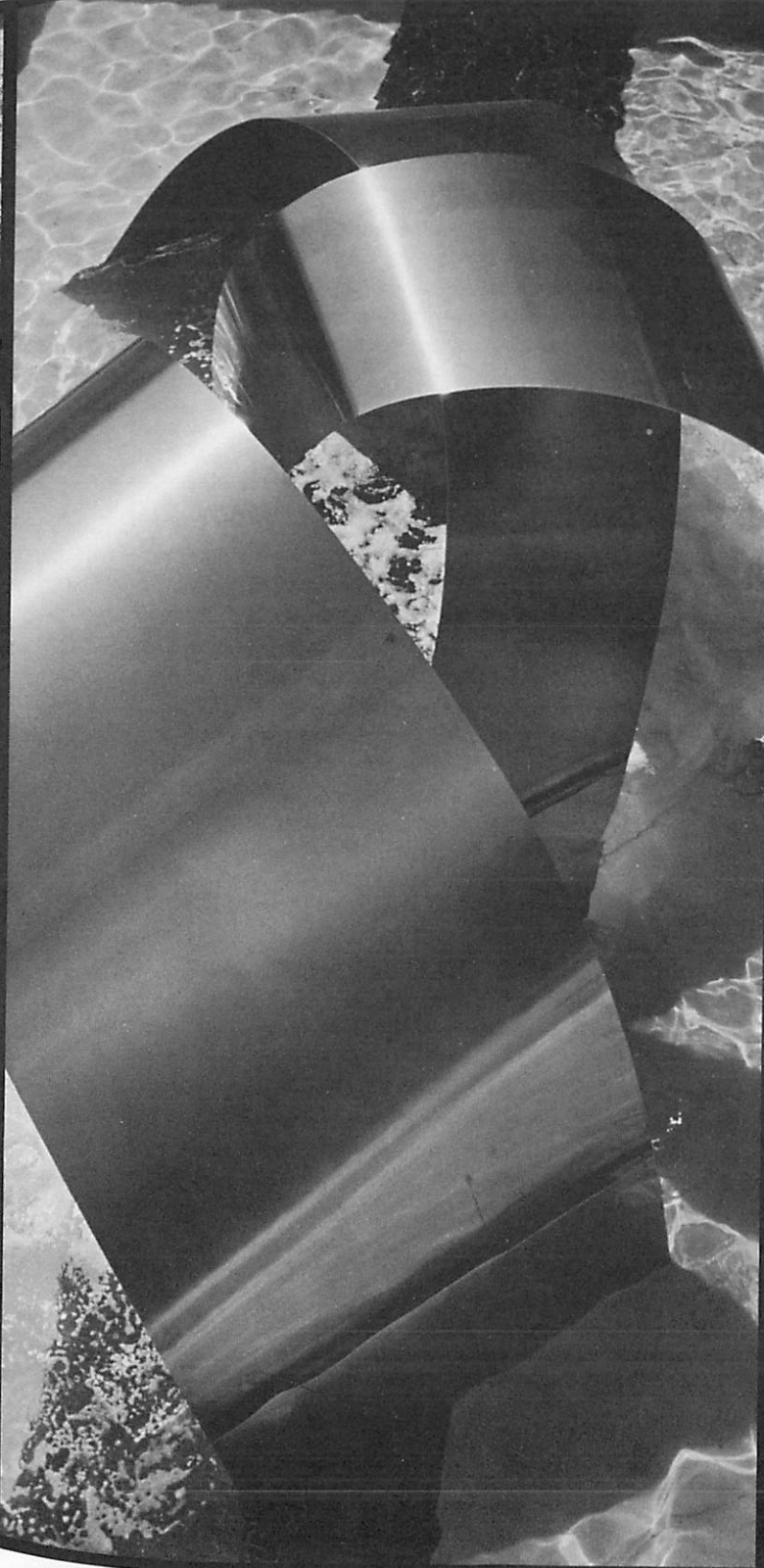


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THE COLLEGE

Our Objectives

OUR 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.

OUR 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 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 socioeconomic 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.

OUR 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 additional 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

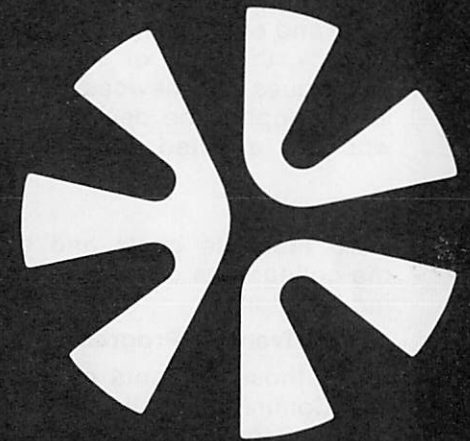
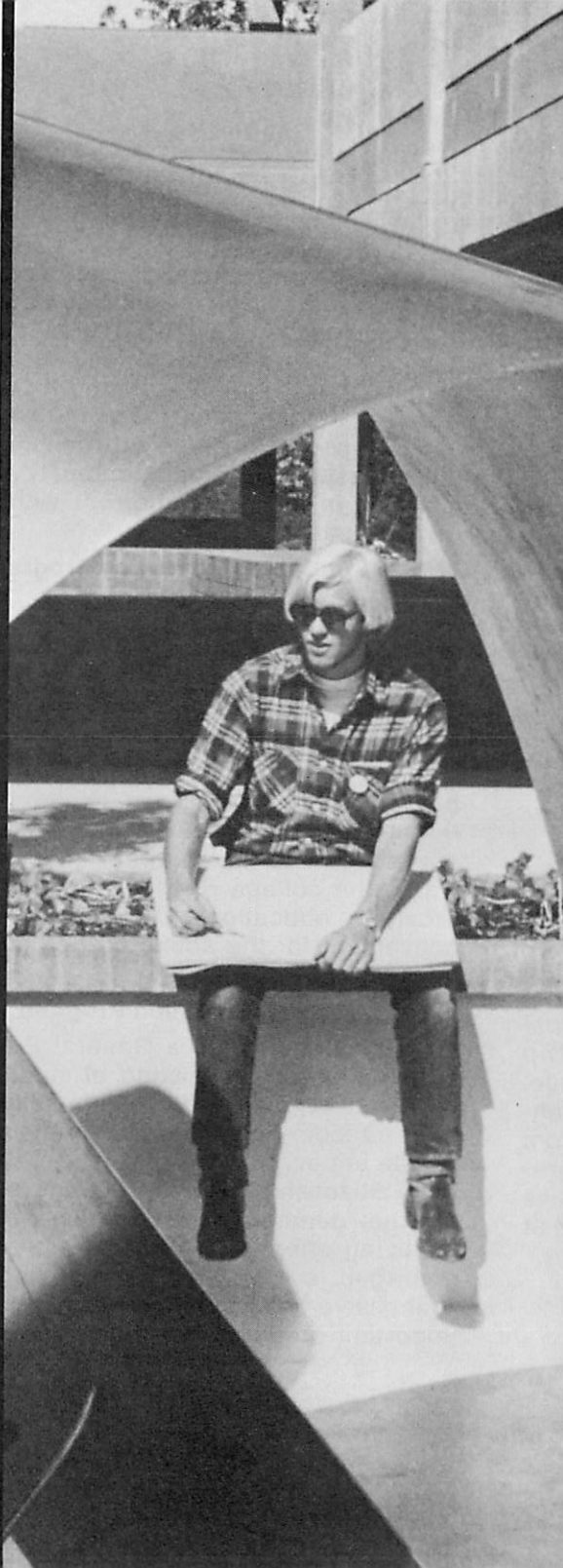
Student activities are designed to provide educational experiences basic to the social orientation and personal development of every student. The college believes that its students are competent to participate in decisions affecting their interests; students therefore are represented on all of the college 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 No. 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.



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 the "State of Washington Uniform Community College Admission Form." This form is available in high school offices and in the college office and should be completed and sent with the \$5.00 application records fee (nonrefundable) to the Registrar.

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 "State of Washington Uniform Community College Application Form."
2. *Application Records Fee.* This \$5.00 nonrefundable fee is paid only once by each entering student and should accompany the application for admission. It must be paid before the application can be processed.
3. *Transcripts of High School or Other College Work.* An official eight-semester high school transcript is required of all matriculated students. Currently enrolled high school seniors may submit a copy of their Washington Pre-College test or a seventh semester transcript for admissions purposes. Eighth-semester transcripts

should be filed upon graduation from high school. It is the student's responsibility to request that a transcript(s) be forwarded to the college Office of Admissions.

4. *Washington Pre-College Test.* It is recommended that all matriculated students take the Washington Pre-College Test.

5. *Student Data Sheet.* Students are to submit the data sheet on which they are to state their major field of study and complete the requested health information.

6. *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.

ADMISSION OF NONRESIDENTS OF WASHINGTON

Students whose permanent 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 and intends to make Washington his permanent residence 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 either parent.

4. The resident status of a wife is that of her husband (except that a resident woman student who marries a non-resident 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, to the Academic Standing Committee, c/o Director of Admissions, his request for admission.
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. Applicants are to have on file an Application for Admission and the \$5.00 records fee.
2. Applicants must also have on file translated copies of all secondary school scholastic records.
3. Bellevue Community College is not prepared to teach English to non-English speaking students. Therefore, it is required that all foreign students take the TOEFL (Test of English as a Foreign Language) examination. More

information about TOEFL may be obtained by corresponding with the Educational Testing Service, Princeton, New Jersey 08540. E.T.S. will forward the test results to the college.

4. Foreign students must also provide the college with a Declaration and Certification of Finances or a notarized Affidavit of Support. Estimated expenses for a school year at Bellevue Community College are \$2,000. Students unable to provide proof of financial responsibility will not be accepted. The college currently does not have funds available to provide financial assistance to foreign students.

5. Students are also required to provide the college with the name of a local United States citizen who is their sponsor while in the United States.

Presently, Bellevue Community College is not able to admit all students applying for admission. It is suggested that fall quarter is the most opportune time for gaining acceptance, and students should therefore file an application accordingly. Fall quarter applications are accepted on February first of each calendar year.

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 non-matriculated students.

REGISTRATION — NEWLY 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 — NON-MATRICULATED STUDENTS

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

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 noncredit.

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. Students who have completely withdrawn from school may not re-enroll or register for the same quarter without the approval of the Registrar.

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 per week*
- 2 credits for 2 hours per week*
- 3 credits for 3 hours per week*
- 5 credits for 5 hours per 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 en-

rolled 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 Development Center (ID) courses, physical activity courses, continuing education classes, and in those instances specifically approved by the Dean of Instruction upon request by the student.

NC — Noncredit
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. It is strongly recommended, but not required, that the contractual form 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 cumulative GPA is below 2.0 will be placed on low scholarship.

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.

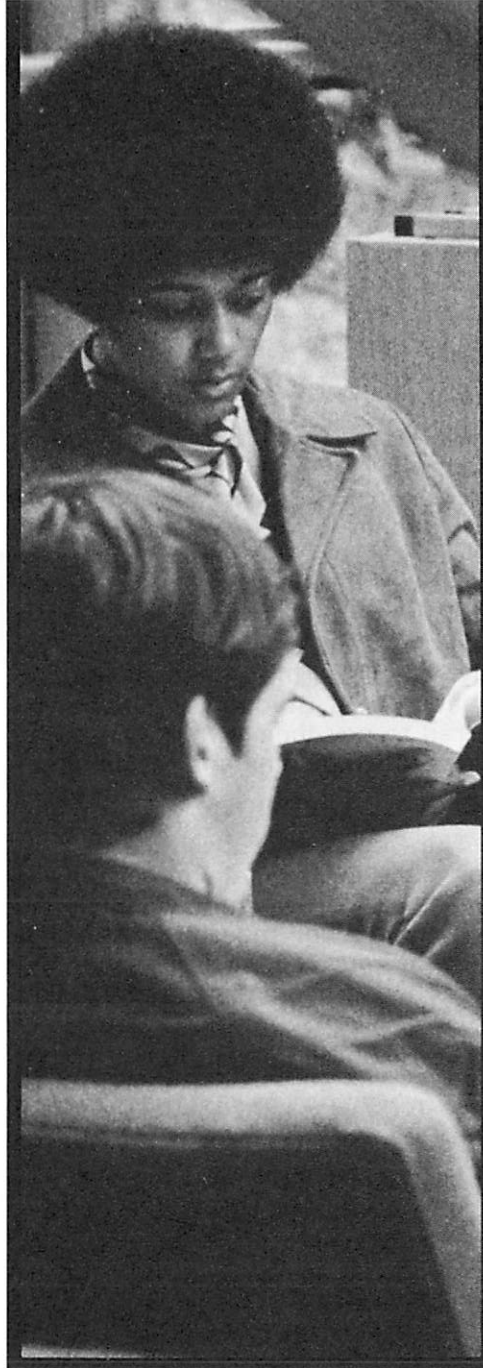
TRANSFER CREDIT

Transfer credits earned at an institution which has been accredited by its respective regional accrediting associations 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, college level, 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 (50%) 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.

No credit will be awarded for any subject examination successfully completed where the student has already earned credit in a course essentially duplicating the content of the examination in question. Students shall not be permitted to repeat any examination for credit.

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 10 quarters hours of credit at Bellevue Community College. Individual departments or programs may require stu-

dents to complete the next highest sequence course before they receive credit.

c. No student may take an examination in a course for which he has previously been enrolled for credit or audit at this college.

d. No student will be permitted to repeat an examination in which he did not qualify for credit.

e. Within a given field of study no student shall receive credit for a course more elementary than that for which he has previously received credit.

f. A foreign student may not receive credit by examination for 100-200 level courses in his native language.

g. All credits earned by examination apply toward the 30-credit limitation.

h. Credit received by examination will not be included as part of the student grade point, but will be computed for graduation GPA.

i. No credit will be allowed for an examination grade of less than "C".

j. Students applying for credit by examination are to petition the Registrar's Office for a "Certificate of Approval." Upon approval and payment of the required fee, the Records Office will forward the "Certificate of Approval" to the instructor. Upon satisfactory completion of the examination an instructor will complete the Certificate of Approval and return it to the Records Office for processing.

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

GENERAL INFORMATION

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

1. Decide early which four-year college he wishes to attend.

2. Obtain a current copy of the catalog from that college. Make a special note of:

- (a) its *entrance* requirements, particularly any high school prerequisites which the student presently might not have. In almost every instance it will be advantageous for him to make up high school prerequisites in the community college where facilities exist to obtain these courses.

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

- (c) Note carefully the transfer institution's general or basic education requirement. This is common to most degree programs and may be labeled differently at various schools; e.g., core, breadth, or distribution requirement. It will consist mainly of lower-division courses that the student is expected to complete during his first two years of study. The transfer student is always at an advantage if these course credits are completed *prior* to his transfer.



(d) 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 Developmental 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.

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 in College Premajor.

COMMENCEMENT

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

Diplomas are issued at the end of each quarter to 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 time of 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	\$ 5.00
Payable only once when applying for admission, <i>nonrefundable</i>	
Registration Fee	20.00
Payable quarterly, <i>nonrefundable</i> , applies toward tuition upon registration	
Quarterly Registration Fees	
Resident Students:	
Full-time (10-16 credit hours)	
Tuition, Special Service Fees*	83.00
Part-time (less than 10 credit hours) Tuition, Special Service Fees* per credit hour	
	8.30
Nonresident Students:	
Full-time (10-16 credit hours)	
Tuition, Special Service Fees*	227.00
Part-time (less than 10 credit hours)	
Tuition, Special Service Fees* per credit hour	22.70
Noncredit	Same as for credit
Continuing Education	
See quarterly evening class bulletin	
Change of Schedule	3.00
(after completion of registration)	
Complete withdrawal from college	3.00
Removal of incomplete grade ...	2.00
Change of grade	2.00
Special examinations	5.00
Credit examination	4.15
(per credit hour)	

Transcript	1.00
(First Two, No Charge)	
GED Test	7.50
Laboratory breakage card	5.00
(Unused portion refunded)	
Parking permit	
<i>Full-time students</i> (10-16 credit hours) per quarter	
	7.00
<i>Part-time students</i> (less than 10 credit hours) per quarter	
	4.00
<i>Second car</i>per quarter	2.00
<i>daily parking</i> — vehicles without parking decal per quarter	
	.25
Insurance	
24-hour coverage, student only (per quarter) ...	
See Registration Packet	
24-hour coverage, stu- dent-spouse-children (per quarter)	
Graduation fee	10.00
(includes evaluation, rental of cap and gown and diploma)	

SPECIAL FEES

*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 at the time of the first class meeting.

REFUND POLICY

A refund of fees is made only when a student withdraws from college. No fees are refunded when a student reduces his credit hour load after completing registration. A student who is requested to withdraw for disciplinary reasons will not be eligible for refund. Upon withdrawal from college the tuition fees are refunded as follows:

Tuition & Fees

Lab Fees — 100% prior to 1st day of classes
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

Parking Fees

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

Insurance Fees

Through eighth day of classes only — 100% *
After eighth day of classes — NO REFUND

* NO REFUND if insurance claim has been filed.

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 are the Executive Assistant to the President and director of Personnel, Director of College District Planning, Director of Public Information, 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 (ID), 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 aided by a Director of Student Activities, a Director of Food Services, a Director of Athletics, an Admissions and Financial Aid Counselor 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 an application for graduation with the Registrar's Office. Applications must be filed prior to the deadline date for the student's anticipated quarter of graduation. Deadline dates are as follows:

Summer quarter — June 1

Fall quarter — May 1

Winter quarter — October 1

Spring quarter — February 1

Students transferring to Bellevue Community College with 60 acceptable credits should make application their first quarter of enrollment. It is the responsibility of the student to ascertain that he has fulfilled academic and graduation requirements before applying 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 last entered the college or under the official catalog which is in force at the time he applies for graduation. When a student makes application for graduation he must specify the catalog under which he elects to graduate.

Credits earned at Bellevue Community College do not assure the student of transfer credit applicable to a bac-



calaureate 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 90 quarter hours plus three credit hours in physical education 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 provided that the student has satisfied the general admission requirements of the specified four-year institution 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). Students who have one year of active military service will receive three physical activity credits. 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 will be required to fulfill the 90-credit graduation requirement (exclusive of physical education activity credits).

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

Certificate of Achievement

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

1. Cumulative grade-point average of at least 2.00.

2. A maximum of one-third 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 director. 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 standard scores equal to or higher than the minimum passing level 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, tod-



ler 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.

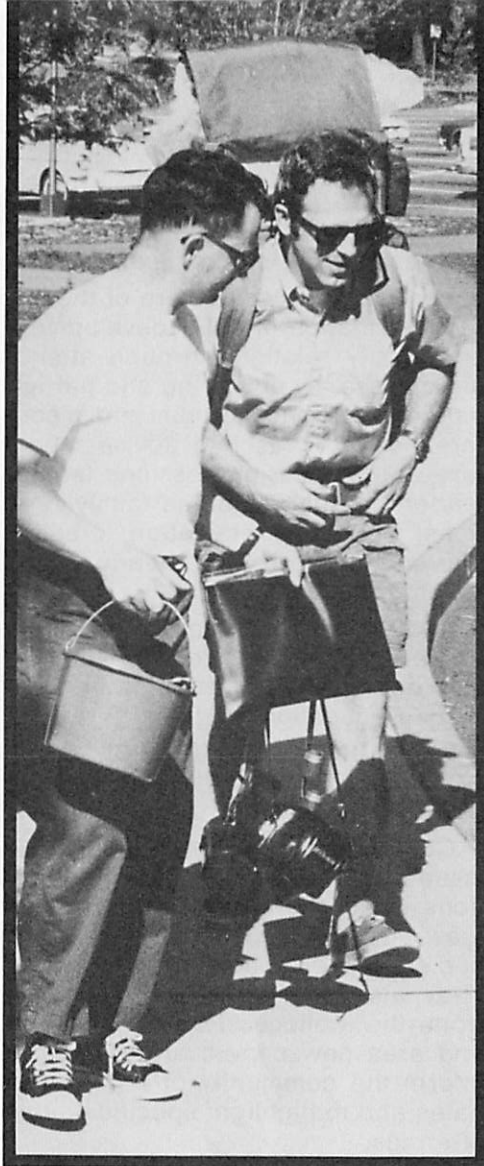
Another aspect of the Parent Education program is the preschool leadership course offered through the Continuing Education program.

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
Photography
Oil Painting
Watercolor Painting
Textile Design
Furniture Design
Art History



Business

Inventory Controls
Accounting
Typing
Shorthand
Office Practices
Your Income Tax
Stockmarket: Principles of Investment
Duplicating Reproduction
Office Machines
Practical Management for Small Business

Foreign Languages

Japanese
French
German
Italian
Russian
Swedish
Spanish
Reading Knowledge of Scientific German

Homemaking

Knitting
Art and Crafts for the Home
Flower Arranging
Family Home Management
Family Money Management
Clothing Construction
Tailoring
Family Meal Management
Patternmaking and Design
Rug Braiding
International Foods
Gourmet Foods
Oriental Cooking
Cake Decoration
Slipcovering and Draperymaking
Upholstery
Interior Design
Handweaving
Self-Improvement
Consumer Education

Humanities

English for the Foreign Born
Speed and Power Reading
Effective Speaking
Poetry
High School English
Philosophy
Communications
Writing for Fun and Money
Individual Development
Power Reading
Modern Short Stories
Contemporary Novels
Magazine Article Writing
Drama
Report Writing

Law Enforcement

Police and the Public
Industrial Security Management
Law and Justice

Mathematics

Basic Skills
Algebra
Geometry

Occupational Education

Auto Mechanics
Basic Waterworks
Welding
Intro. to Computers and Data Processing
Technical Report Writing

Parent Education

Preschool Leadership Training
Today's Woman
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
Landscape Design
Plant Propagation

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 Homeowners
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 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.

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, and 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: Accountant, Bio-medical Photographer, Civil Engineer-

ing Technology, Clerk-Typist, Diver Certification, Drafting Technology, Early Childhood Education, Environmental Horticulture, Food Service Management, General Business, Interior Decoration, Graphic Reproduction, Law Enforcement, Marketing, Media Technician, Nursing, Professional Secretary, Professional Ski Instructor, Quality Control, Radiologic Technology, Real Estate, Recreation Leadership, Social Services, and Welding Technology.

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 35,000 books, more than 400 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfiche, 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

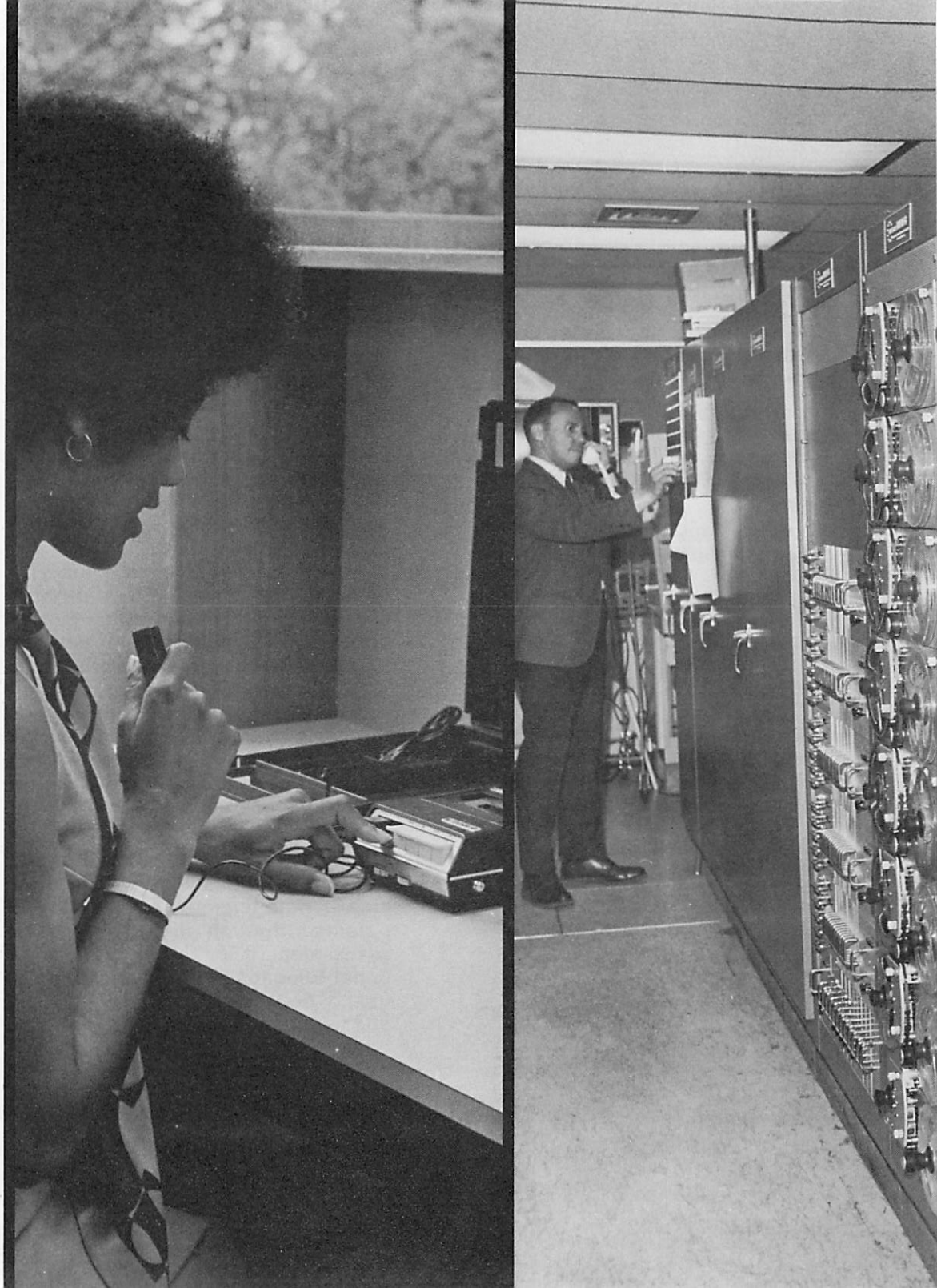
telephones. (Ask at the main circulation for the "off-campus" number.) In this way, the audio offerings on the dial-access system are available for student use on a 24-hour seven day a week basis.

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 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 and Activities

STUDENT SERVICES

It is the purpose of a comprehensive student development and services program to relate the many phases of student life outside the classroom to the learning process. An attempt is made to assist each student in achieving his educational objective as quickly as possible.

The following services are included in the Student Personnel Services area: Admissions, Records and Registration, Counseling and Testing, Student Activities, Minority Affairs, Financial Aid, Placement, Student Bookstore, Food Services and Inter-collegiate Athletics.

STUDENT DEVELOPMENT CENTER

The focal point for a variety of important services for Bellevue Community College students is the Student Development Center located just west of the college bookstore and scheduled to be opened in April 1972. (NOTE: Until the new center is opened, most of the services described here, except the ID Center, can be found in the present Student Services Center, Room B-100).

Student Development Center services include counseling, job and career placement, social and psychological referral to community agencies, psychological testing, college and career exploration programs, academic advising and educational planning, high school competency testing (GED), high school completion programs and financial aid. In addition,

the Student Development Center also houses the college's individual developmental skills program (ID Center).

COUNSELING SERVICES

Professional counseling services provide the student with personalized assistance in furthering his psychological, social, educational, and vocational development. Through the Student Development 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. The 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 Development 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 Development Center.

PLACEMENT SERVICES

Through the Student Development 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 Development Center.

COLLEGE AND CAREER EXPLORATION

College and career exploration and development is a cooperative program of the counseling faculty and the faculty of the ID Center. This program is designed to assist students in identifying meaningful career goals and related educational objectives. College and career exploration actively involves the student with counseling and instructional faculty as well as community resources. Enrollment in the course, College and Career Exploration, carries credit toward a Bellevue Community College Associate of Arts 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 and advisement of newly matriculated students is by appointment.

Students may request a change of advisers at any time by applying to the Advising Office in the Student Development 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 ap-

plicant'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 in the Student Development Center.

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 10 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 10-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 a high school counselor.

STATE TUITION WAIVERS

Waivers of tuition, based on financial need are available for students in both the College and High School Completion Programs.

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 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 a "State of Washington Uniform Community College Admission Form" from a 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 development and growth.

Relevant programs and experiences are available to all students: (1) community service involvement; (2) human relations and communication labs; (3) campus, city, state politics; (4) lectures, concerts, films, symposiums, festivals, plays; (5) student operated experimental college, and (6) a student ombudsman program — drop-in service center.

New to Student Activities this year is an extension of the student union area to provide a game room, coffee house, and student den for greater variety of recreational, social, and leisure environments.

Clubs and organizations develop each year around specific interest, skills, ethnic derivation, or social action, and all students are urged to participate.

An active intramural program of team competition and sports clubs will be greatly extended through the addition of new gymnasium facilities.

Intramurals serve as one of the most active centers of esprit de corps' on campus.

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 the course, JOURN 141, News-writing 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.

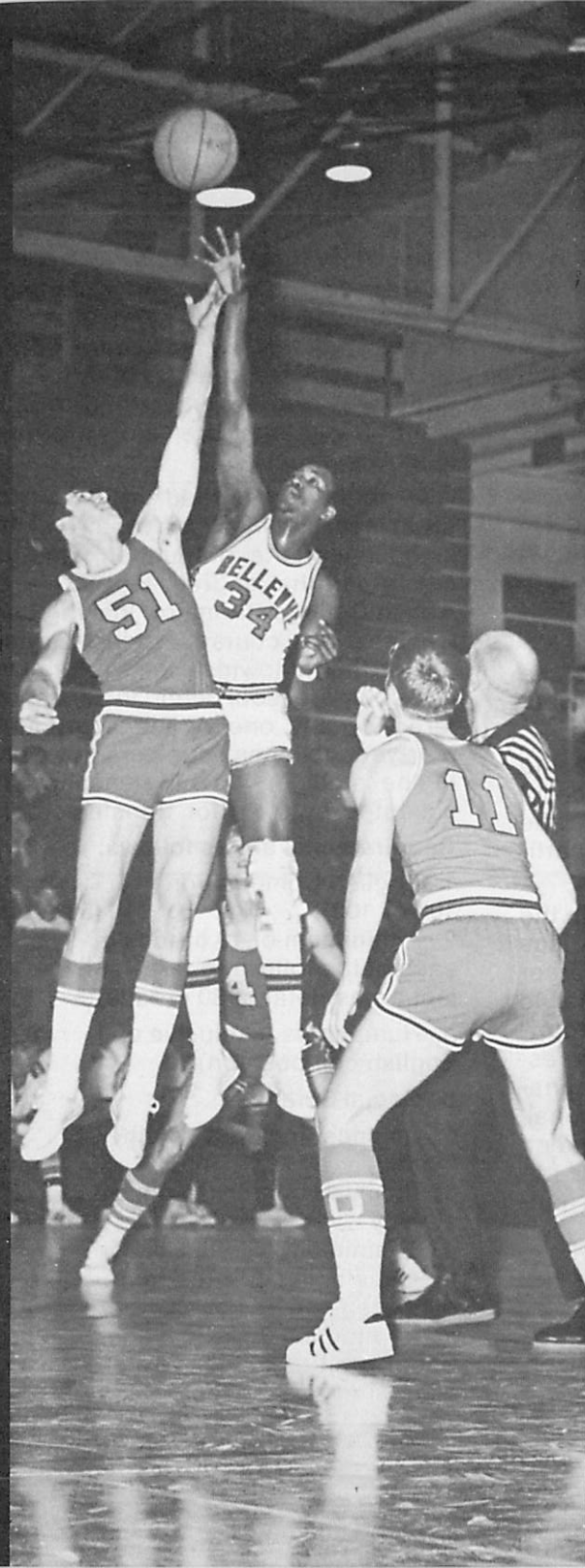
INTERCOLLEGIATE ATHLETICS

Some 100 students participate annually in a six-sport intercollegiate 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.

The Helmsmen's strong finish in the State competition for the 1970-71 season is evidence of the high quality throughout the athletic department. The BCC tennis team won the state and divisional championship; the

baseball and golf teams each took their divisional championship and placed second in the state; cross-country placed fifth in the state, and the track team came in seventh.

All teams are well equipped and provided with a full staff of coaches. Head coaches are all full-time BCC staff members. In the future the BCC athletic program should be even stronger as athletic facilities on campus are nearing completion.



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 insure 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 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 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 five credits required may use these to meet Humanities distribution requirements.

COLLEGE DEGREE PROGRAM

The Associate 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 90 quarter hours (plus three physical education credits).
2. A cumulative grade-point average of 2.0.
3. Three activity credits in physical education.
4. Thirty quarter hours applied toward the degree must be taken at Bellevue Community College. The last 10 credits earned before graduation must all be earned at Bellevue Community College.

ACCOUNTANT

Dan Rottman



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

The two-year program is designed to provide for practical skills as well as general education. The broad educational base will facilitate advancement on the job and adaptation to future changes in the labor market. Upon successful completion of the pro-

gram students are qualified for employment as junior accountants in private, public and governmental (federal, state, municipal) accounting.

First Year

Credit
Hours

- 10 Accounting
- 10 English
- 5 G BUS 101
- 10 Mathematics
- 6 OFF 120, 121, 122
- 3 QM 110
- 2 Typewriting
- 46 Total Hours

Second Year

Credit
Hours

- 15 Accounting
- 10 Economics
- 5 G BUS 202
- 5 Speech
- 7 QM 200, 201
- 5 Approved Electives
- 47 Total Hours

Certificate Program

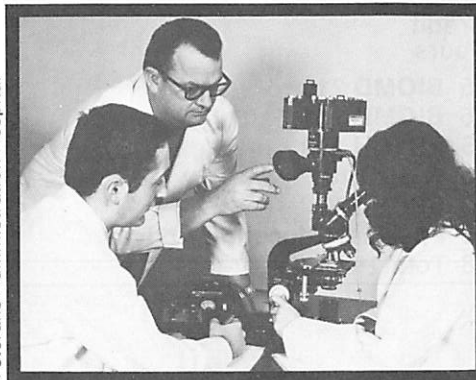
The one-year program emphasizes practical skills for those who seek early employment as full-charge bookkeepers or accounting clerks. Credits earned may be applied to the Associate Degree Program.

Credit
Hours

- 10 Accounting
- 10 English
- 5 G BUS 101
- 5 QM 145
- 6 OFF 120, 121, 122
- 2 Typewriting
- 7 Approved Electives
- 45 Total Hours

BIOMEDICAL PHOTOGRAPHY

Courtesy
Veterans Administration Hospital



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

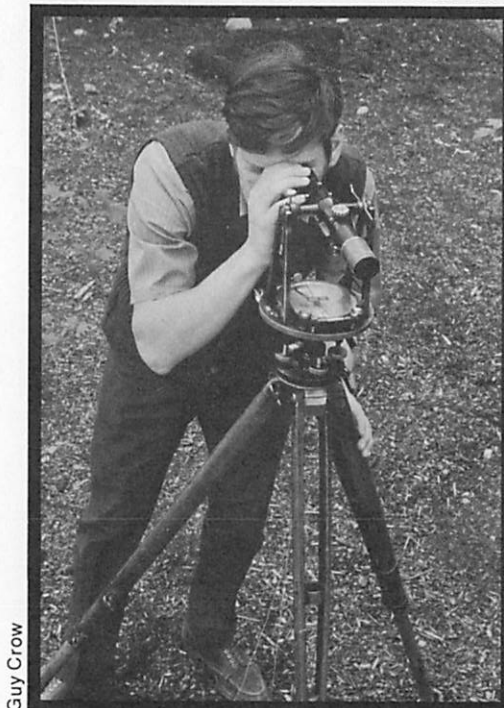
Credit
Hours

- 10 ZOOL 113, 114
- 6 PHOTO 101, 102
- 5 ENGL 101
- 5 PHYS 100
- 3 ART 109
- 15 BIOMD 110
- 1 ELECTIVE
- 45 Total Hours

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 YearCredit
Hours

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

CIVIL ENGINEERING TECHNOLOGY

Guy Crow

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 YearCredit
Hours

5	ENGL 101
13	ENGR 100, 101, 102, 103, 111
12	ENGRT 154, 163, 156, 161
13	MATH 101, 104, 105
2	MATH 114
3	Physical Education Activity
48	Total Hours

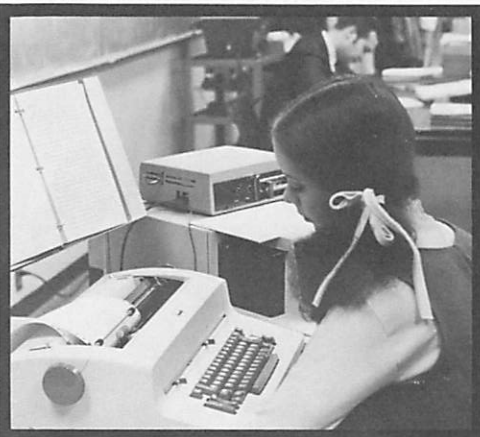
Second YearCredit
Hours

3	ENGL 270
9	ENGRT 244, 246, 266
15	PHYS 114, 115, 116
3	ECON 211
5	ENGR 121
10	ENGRT Electives*
45	Total Hours

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

CLERK-TYPIST

Rocky Friedman



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.

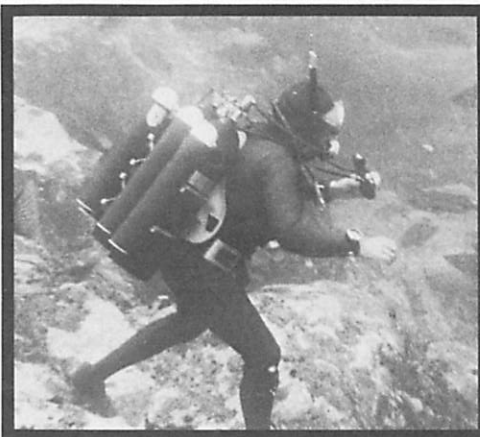
Subjects

Credit
Hours

- 4 **ACCT 101**
- 10 **G BUS 101, 120**
- 22 **OFF 109, 112, 120, 121, 122, 130, 131, 230**
- 9 ***OFF 101, 102, 103, 104**
- 3 **Approved Electives**
- 48 **Total Hours**

*Placement dependent upon previous typing experience.

DIVER CERTIFICATION PROGRAM



The Diver Certification Program is designed to train highly skilled and versatile divers. The curriculum trains engineering, 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 and diving safety standards. 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 varying skill levels and provides for individual development in the student's area of special interest.

Credit
Hours

- 2 **PE 168**
- 10 **RECED 295, 296**
- 5 **OCEAN 101**
- 23 **DIVING 100, 150, 160, 200, 250**
- 40 **Total Hours**

DRAFTING TECHNOLOGY

Dan Rottman



A two-year Associate Degree Program is offered by the Engineering Department. Interested students should contact the Science Division for specific details of the program.

EARLY CHILDHOOD EDUCATION TWO-YEAR PROGRAM

Rocky Friedman



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

- 13 **EC ED 171, 172, 181**
- 5 **ENGL 101**
- 8 **HOMECEC 130, 256**
- 5 **PSYCH 100**
- 5 **SOC 110**
- 10 **Approved Electives**
- 46 **Total Hours**

Second Year

Credit
Hours

- 18 **EC ED 191, 192, 193, 201**
- 3 **HLTH 292**
- 3 **HOMECEC 220**
- 5 **SOC 255**
- 5 **SPCH 100**
- 5 **Science Elective**
- 3 **Physical Ed. Activity**
- 5 **Electives**
- 47 **Total Hours**

EARLY CHILDHOOD EDUCATION ONE-YEAR PROGRAM

Everett Reagan



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

- 36 **EC ED 171, 172, 181, 185, 191, 192, 193, 201**
- 3 **HLTH 292**
- 6 **HOMECEC 220, 256**
- 45 **Total Hours**

ENVIRONMENTAL HORTICULTURE



Dan Rottman

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/Environmental 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 propa-

gators; 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

- 5 BOTAN 111
- 42 HORT 081, 082, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142, 143
- 47 Total Hours

Second Year

Credit
Hours

- 5 BIOL 101
- 10 BOTAN 112, 113
- 10 ENGL 101, 102
- 5 G BUS 101
- 10 HORT 209, 223, 261
- 3 Physical Education Activity
- 3 Approved Elective
- 46 Total Hours

Landscape Design

First Year

Credit
Hours

- 12 ART 105, 109, 110, 129
- 5 BOTAN 111
- 29 HORT 101, 102, 103, 111, 112, 121, 141, 142, 143
- 46 Total Hours

Second Year

Credit
Hours

- 3 ART 259
- 5 BOTAN 113
- 10 ENGL 101, 102
- 5 G BUS 101
- 3 HORT 209
- 15 LNDES 204, 205, 206
- 3 Physical Education Activity
- 3 Approved Electives
- 47 Total Hours

Turf Management

First Year

Credit
Hours

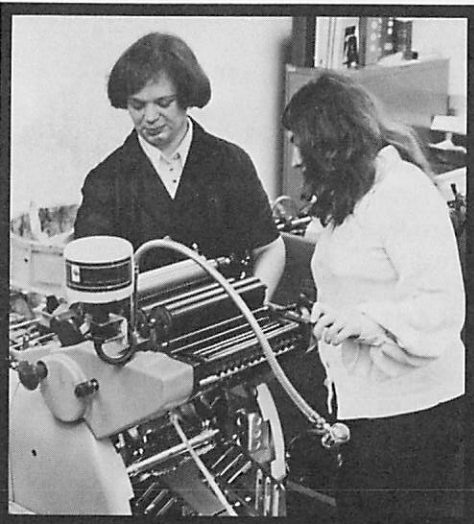
- 44 HORT 081, 082, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142
- 44 Total Hours

Second Year

Credit
Hours

- 10 BOTAN 111, 112
- 10 ENGL 101, 102
- 5 G BUS 101
- 11 HORT 209, 223, 261
- 3 Physical Education Activity
- 8 Approved Electives
- 47 Total Hours

GRAPHIC REPRODUCTION TECHNICIAN



Dan Rottman

This two-year program in Graphic Reproduction offers training to the individual so that he may be qualified in a technical area of the printing-publishing industry. Individuals will receive training in skills of preparing a printing job, the reproduction and finishing of the printed materials.

Employment in the Graphic Reproduction industry ranges from print shops in governmental agencies and private shops to large publishers of periodicals and small litho and letter shops.

Completion of this program will qualify students for employment in an industry that ranks in the top 10 of the nation's industries when measured by either the payroll or the total number of employees, and the largest industry when considering the number of establishments.

First Year

Reproduction copy preparation
Tape command type setting
Process camera techniques
Offset duplicator operation
Negative stripping and offset plate making
Bindery and finishing techniques

Second Year

Job organization
Shop management
Offset press operation
Three- and four-color process printing

INTERIOR DECORATION



Rocky Friedman

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

First Year

Credit
Hours

4 **ACCT 101**
9 **ART 105, 109, 110**
5 **CHEM 101**
5 **ENGL 100 or 101**
5 **G BUS 101**
14 **HOMECEC 110, 169, 170, 199**
5 **Elective**
47 **Total Hours**

Second Year

Credit
Hours

5 **ECON 100 or 200**
10 **HOMECEC 270, 299**
6 **MIDMG 131**
5 **PSYCH 100**
5 **SOC 110**
5 **SPCH 100**
3 **Physical Education Activity**
10 **Electives**
46 **Total Hours**

LAW ENFORCEMENT



This program is designed for young men and women who desire to pursue an education in the Law Enforcement profession and related fields. 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.

The Associate Degree Program is available to those students who meet physical, mental and moral standards of the profession. Admissions to the Law Enforcement Program is subject to approval by the program chairman.

Preservice Program

The preservice program is for men and women who wish to obtain their degree prior to entering the profession.

First Year

Credit
Hours

- 20 **LAWEN 100, 101, 102, 104**
- 5 **ENGL 100 or 101**
- 5 **SOC 110**
- 5 **SPCH 100 or 220**
- 5 **POLSC 202**
- 5 **PSYCH 100 or 110**
- 1 **Physical Education Activity**
- 46 Total Hours

Second Year

Credit
Hours

- 15 **LAWEN 111, 202, 206**
- 5 **SOC 270**
- 5 **PHIL 100**
- 5 **Contemporary Social Problems Elective**
- 15 **Approved Electives**
- 2 **Physical Education Electives**
- 47 Total Hours

In Service Program

The In Service Program is designed for Law Enforcement officers who wish to obtain their Associate Degree in Law Enforcement or who wish to further their education in their chosen profession. In general they are required to take the same *Academic* subjects outlined above in the Preservice Program together with approximately 30 credits in Law Enforcement subjects of their choice. With three PE credits a total of 93 credits is required for graduation. A certain number of credits from certain law enforcement training academies may be allowed in lieu of the Law Enforcement requirements for successful graduation, subject to approval by the program chairman.

Students who wish to transfer to four-year institutions or who wish to pursue courses related to the Law Enforcement profession will be given special guidance and counseling to meet their particular needs.

Substitutions for required courses may be made with permission of the program chairman to meet individual needs.

The Law Enforcement Program is currently undergoing changes and each student is advised to check with the Law Enforcement program chairman to obtain current and up-to-date information with regard to graduation requirements, course content and curriculum.

MASS MEDIA PROGRAMS



These two-year programs provide several directions for a student interested in library technical services, publishing, or broadcasting. In addition to possible articulation with further study at a four-year college, each program can prepare a student for employment in audiovisual operations in schools or industry, in newspaper publishing, or in radio or television broadcasting.

Media Technician

The two-year Media Technician Program is designed to train students as audiovisual media technicians in schools, business, and industry. The skills learned will include photography, organization and production of instruction materials, audio and video recording techniques, and the operation, maintenance and repair of audiovisual equipment. The two-year program sequence leads to an Associate of Arts Degree. Students successfully completing 45 credits including the required courses and six credits of approved electives qualify for a Certificate in the program.

Required Courses

Credit
Hours

33 MEDIA 175, 176, 180, 181, 182,
183, 184, 185, 186
6 PHOTO 101, 102
39 Total Hours

Students are expected to take 54 credits of approved electives. In addition to courses listed below, electives may include such subject areas as: English, speech, human relations, education, electronics, cinema, and science.

Approved Electives

Credit
Hours

6 ART 109, 205
5 MEDIA 110
10 CINE 141, 142
2 OFF 101 or 102
3 QM 110
26 Total Hours

Broadcasting Support Technician

This proposed program would prepare students in the various skills needed to function as support personnel in the broadcasting industry. For every on-microphone or on-camera person, another eight to 10 persons perform tasks which contribute to the broadcasting operation. Such individuals would work in broadcasting traffic departments, continuity departments, or in library departments.

Courses for this program would include:

1. Broadcasting introduction and basic processes
2. Secretarial and office skills
3. Basic audiovisual media production
4. Continuity, traffic skills and practical experience

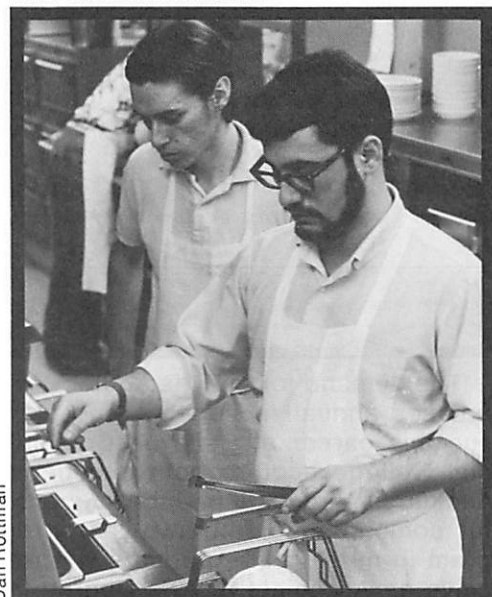
Newspaper Support Technician

This proposed program would prepare students in the skills needed to function as support personnel in the community newspaper industry. Individuals completing this program would be prepared to perform a variety of tasks in a newspaper office from machine operating to routine writing and selling.

Courses for this program would include:

1. Secretarial and office skills
2. Basic newspaper writing and advertising skills
3. Tape command typesetting and paste-up

MID-MANAGEMENT



Dan Rottman

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

The food service industry, which extends into restaurants, hotels, hospitals, colleges and universities, industrial food services, extended care facilities and school lunch programs offers many opportunities from the technical areas through top management to qualified individuals. The primary emphasis of this program is for middle management and supervisory positions in this field.

The two-year Food Service Program leads to an Associate of Arts Degree in Food Service. For those individuals with experience in the industry there is also a one-year program leading to a Certificate of Completion. Currently the specialized courses in food service are offered during the day. A student may complete the general core requirements in business and accounting at night but should expect to complete the food service courses during the day. Work experience in the field is a requirement for graduation.

This curriculum has been designed for the student who intends to enter the food service industry upon completion of the two-year program. Students planning to enter a four-year Hotel or Restaurant Management Program upon completion of the first two years should see a food service adviser.

The Certificate of Completion Program is arranged to fit individual needs and normally requires 48 credits for completion.

First Year

Credit
Hours

- 5 **G BUS 101**
 - 17 **FDSER 100, 101, 103, 105, 201**
 - 5 **SPCH 100 or 220**
 - 8 **QM 110, 145**
 - 2 **OFF 120**
 - 8 **Approved Electives**
 - 45 **Total Hours**
-

Second Year

Credit
Hours

- 20 **G BUS 120, 121, 202, 241**
 - 7 **ACCT 101, 102**
 - 8 **FDSER 206, 207**
 - 5 **QM 150**
 - 8 **Approved Elective**
 - 48 **Total Hours**
-

HOMECE 130 (5) 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 effective and efficient management in the 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 courses necessary for entrance into any field of business and offers maximum flexibility to the student. It also is intended for the student who has not decided upon a definite area of specialization.

It is recommended that students have actual work experience in some phase of business prior to graduation. This program is designed for the student who plans to enter the business world upon completion of the program.

Students planning to transfer to a four-year college or university in Business Administration should see a business adviser.

First Year

Credit
Hours

- 5 English
- 15 G BUS 101, 120, 121
- 8 QM 110, 145
- 10 Business Electives
- 8 Approved Electives
- 46 Total Hours

Second Year

Credit
Hours

- 7 ACCT 101, 102
- 10 Business Electives
- 20 G BUS 201, 202, 241, 254
- 5 QM 150
- 5 Approved Electives
- 47 Total Hours

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. Persons interested in the program should contact the Business Division.

First Year

Credit
Hours

- 7 ACCT 101, 102
- 10 G BUS 101, 254
- 12 MKTG 97 or 98, 130, 135
- 5 OFF 109, 120
- 8 QM 110, 145
- 5 Approved Electives
- 47 Total Hours

Second Year

Credit
Hours

- 20 G BUS 120, 121, 202, 241
- 20 MKTG 131, 231, 234, 235
- 6 Approved Electives
- 46 Total Hours

NURSING



Guy Crow

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

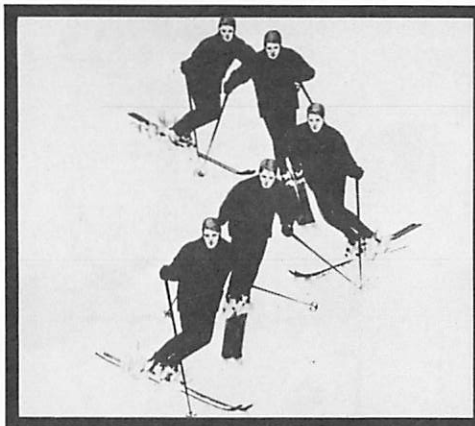
- 5 BIOL 201
- 24 NURS 100, 101, 102
- 10 PSYCH 100, 204
- 2 Physical Education Activity
- 10 ZOOL 113, 114
- 51 Total Hours

Second Year

Credit
Hours

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

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

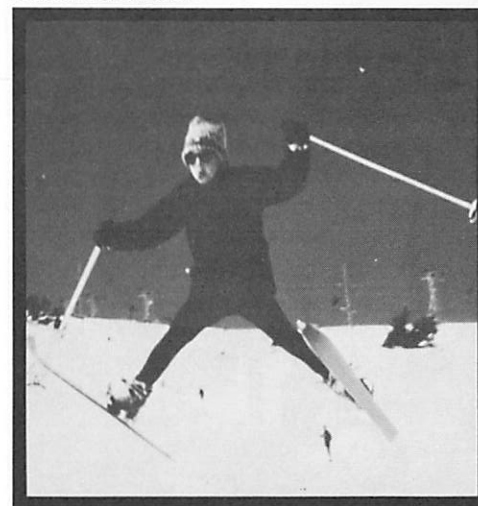
- 5 English Composition
- 8 HLTH 250, 292
- 12 OUTED 149, 149a, 150, 151, 152
- 10 PE 190, 290, 165
- 3 Physical Education Activity
- 10 Science
- 48 Total Hours

Second Year

Credit
Hours

- 5 Language (French or German)
- 9 OUTED 249, 250, 270
- 6 PE 164, 265, 266
- 5 PSYCH 100
- 16 RECD 154, 240, 244, 254, 274
- 5 SPCH 220
- 46 Total Hours

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

- 3 HLTH 292
- 12 OUTED 149, 149a, 150, 151, 152
- 15 Total Hours

Second Year

Credit
Hours

- 10 OUTED 249, 250, 270, 290

QUALITY CONTROL TECHNOLOGY



Dan Rotman

Certificate Program

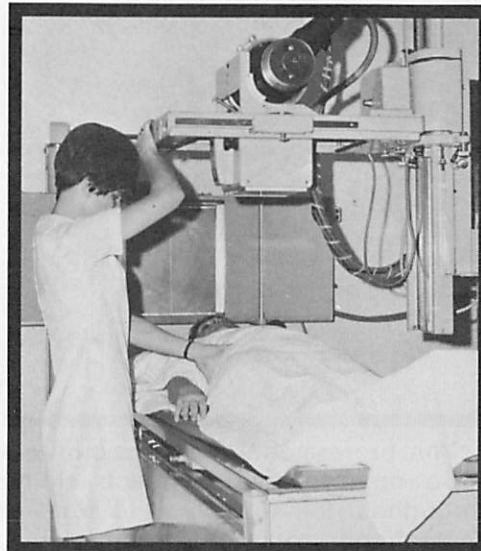
The following sequence of courses in quality control has been developed in cooperation with the American Society for Quality Control and is primarily for individuals presently engaged in quality control who would like to upgrade their skills.

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

Credit
Hours

18 QC 112, 113, 114, 115, 116, 117
18 Total Hours

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. This program is approved by the American Medical Association, the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists and 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

8 ENGL 101, 270
5 PHYS 100
5 PSYCH 100
9 RATEC 101, 102, 103 Radiologic
Tech.
3 RATEC 107, 108, 109 Radiologic
Posit.
3 RATEC 111, 112, 113 Radiologic
Prac.
10 RATEC 190, 199
10 ZOOL 113, 114
53 Total Hours

Second Year

Credit
Hours

12 RATEC 205, 206, 207 Radiologic
Tech.
20 RATEC 211, 212, 213, 215 Radio-
logic Prac.
5 SOC 110
5 SPEECH 220
42 Total Hours

Summer Session (14 weeks)

560 Hours Internship

REAL ESTATE



Dan Rottman

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.

First Year

Credit
Hours

- 5 English
- 5 G BUS 101
- 5 R EST 140
- 3 R EST 141
- 3 R EST 142
- 5 G BUS 202
- 5 QM 145
- 5 Psychology or Sociology
- 10 Approved Electives
- 46 Total Hours

Second Year

Credit
Hours

- 3 R EST 143
- 3 R EST 240
- 3 R EST 241
- 3 R EST 242
- 3 R EST 243
- 4 Accounting
- 3 OFF 109
- 5 Economics
- 5 SPCH 220
- 15 Approved Electives
- 47 Total Hours

Certificate Program

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

Required

Credit
Hours

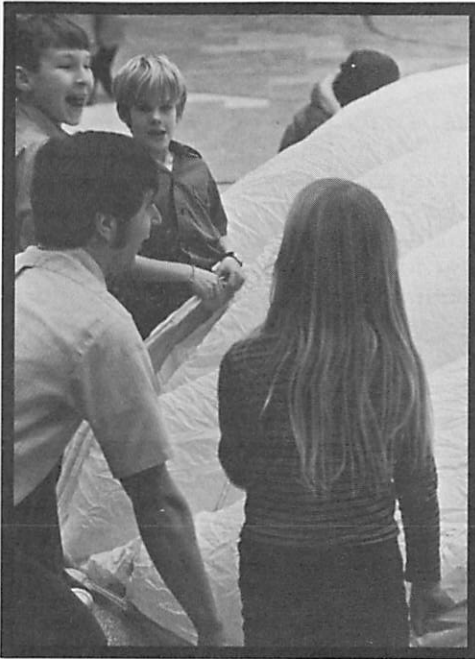
- 5 R EST 140
- 3 R EST 141
- 3 R EST 142
- 3 R EST 143

Elective

From the following courses a total of six credits needed.

- 3 R EST 240
- 3 R EST 241
- 3 R EST 242
- 3 R EST 243
- 20 Total Hours

RECREATION LEADERSHIP



Dan Rottman

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.

First Year

Credit
Hours

- 5 English
- 8 HLTH 250, 292
- 16 PE 164, 165, 166, 190, 265, 290
- 3 Physical Education Activity (to include PE 105, Canoeing)
- 10 Science
- 5 SPCH 220
- 47 Total Hours

Second Year

Credit
Hours

- 3 RECD 154
- 5 PSYCH 100
- 5 RECD 244, 274
- 5 SOC 110
- 12 HORT 111, 131, 132, 209
- 2 PE 164
- 8 LAWEN 101, 104
- 3 RECD 240
- 5 SPCH 220
- 3 PE 285
- 51 Total Hours

SECRETARY



Glenn Powell

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 and human relations. Office seminar is required for cooperative students.

Cooperative Work Program

First Year

Credit
Hours

5 G BUS 101
6 *OFF 101, 102, 103
15 *OFF 115, 116, 117
10 OFF 120, 121, 130, 131
6 OFF 96
5 QM 145
47 Total Hours

Second Year

Credit
Hours

7 ACCT 101, 102
5 ECON 100
10 G BUS 120, 202
15 OFF 104, 109, 112, 122, 230
6 OFF 96
3 Approved Electives
46 Total Hours

**Placement dependent upon previous
typing and shorthand experience.*

Regular Program

First Year

Credit
Hours

5 English
5 G BUS 101
9 *OFF 101, 102, 103, 104
15 *OFF 115, 116, 117
7 OFF 109, 120, 121
5 QM 145
46 Total Hours

Second Year

Credit
Hours

7 ACCT 101, 102
10 G Bus 120, 202
5 Econ 100
15 OFF 112, 122, 130, 131, 230
10 Approved Electives
47 Total Hours

**Placement dependent upon previous
typing and shorthand.*

SOCIAL SERVICES



Guy Crow

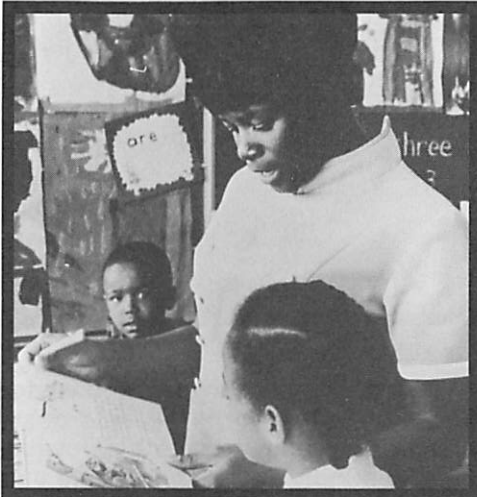
One Year Certificate Program

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.

Credit
Hours

5 ENGL 100 or 101
14 HOMEC 220, 221, 255, 256
5 PSYCH 110
15 SOCWK 100, 105, 110, 112, 165,
200, 220
3 SOC 265
5 SOC or PSYCH Elective
47 Total Hours

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 legal and judicial services, mental health services, and social welfare services.

First Year

Credit
Hours

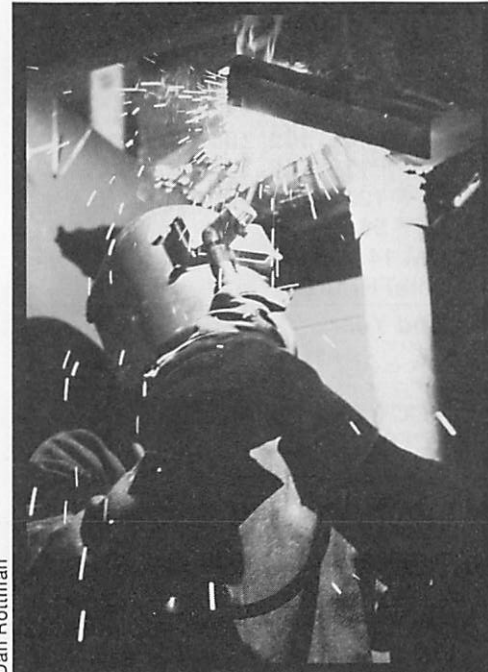
- 5 ENGL 100 or 101
- 5 HOME 130
- 5 PSYCH 110
- 15 SOCWK 100, 105, 110, 112, 165, 190
- 5 SOC 110
- 5 SPCH 100
- 5 Elective
- 45 Total Hours

Second Year

Credit
Hours

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

WELDING TECHNOLOGY



Dan Rottman

Bellevue Community College will offer a program in Welding Technology. The program will include courses which prepare a student for industrial welding examinations. Details of the program are being developed with an advisory committee. Students interested in the program should contact the Science Division for details.

THE CURRICULUM



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 the preparation of federal income tax returns.

ACCT 290

ADVANCED ACCOUNTING (5)

Advanced accounting concepts and problems with emphasis on partnerships, business combinations and consolidated financial statements. *Prerequisite: 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)

An exploration of personal budgeting, consumer economics, credit, investments, insurance, real estate, estate planning, and other areas of personal money management.

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. Eligible for Social Science transfer distribution credits unless a required part of program.

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.* Eligible for Social Science transfer distribution credits unless a required part of program.

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. Eligible for Social Science transfer distribution credits unless a required part of program.

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. Eligible for Social Science transfer distribution credits unless a required part of program.

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.

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

LAW AND BUSINESS (5)

Principles of the law of contracts, sales, personal property security, negotiable instruments, agency, partnerships and corporations.

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 or permission of instructor.*

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. A computer-run business game is used as a practical application of the course material.

**MID-MANAGEMENT
FOOD SERVICE**

FDSER 90

FOOD SERVICE — SEMINARS (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.* (This course was designated MIDMG 90 in 1971-72.)

FDSER 100

ORIENTATION (1)

A basic orientation and introduction to 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. (this course was designated MIDMG 100 in 1971-72.)

FDSER 101

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. (This course was designated MIDMG 101 in 1971-72.)

FDSER 103

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 products themselves. (This course was designated MIDMG 103 in 1971-72.)

FDSER 105

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. (This course was designated MIDMG 105 in 1971-72.)

FDSER 107

**TABLE SERVICE DINING AND
CATERING FOR THE GOURMET
AND RESTAURANTEUR (5)**

Students will operate a restaurant-type facility as their laboratory experience. Each member of the class will rotate through the positions of bus person, waiter/waitress, headwaiter, host-cashier and manager in the "front of the house" and plan, organize and prepare gourmet foods in the "back of the house" for the restaurant. There will be opportunity for buffet, banquet and individual cart service at the table.

FDSER 201

QUANTITY FOODS (5)

A laboratory course relating to 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.* (This course was designated MIDMG 201 in 1971-72.)

FDSER 206

EQUIPMENT, LAYOUT AND DESIGN (3)

Food facilities planning, time and motion studies, principles of motion economy as they apply to food service operations, preliminary programming and planning, space requirements, equipment selection, proper flow and a review of food service layouts relating various layouts to operational costs. (this course was designated MIDMG 206 in 1971-72.)

FDSER 207

INTERNAL CONTROL (5)

Specialized course in quantity food service operational control. Items to be covered include an application of general accounting principles to the food service industry with special emphasis on the analysis and interpretation of financial statements as a tool in both planning and control; various methods of control applicable to food service operations in the areas of food, beverage and personnel. *Prerequisite: permission of instructor.* (This course was designated MIDMG 207 in 1971-72.)

MARKETING

MKTG 97

MARKETING PROBLEMS (2)

A course designed to aid the Marketing Program student meet his particular occupational goals by working on a marketing problem project tailored to his individual needs. A total of 12 credits (two per quarter) may be accumulated. Not open to students enrolled in MKTG 98. *Prerequisite: permission of instructor.*

MKTG 98

MARKETING SEMINAR (2)

A program of on-the-job experience combined with a one-hour weekly seminar. Marketing program students working in an approved cooperative training station can receive up to 12 credits, two each quarter. *Prerequisite: permission of instructor.* Not open to students enrolled in MKTG 97. (this course was designated MIDMG 98 in 1971-72.)

MKTG 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 then is discussed with the class. (This course was designated MIDMG 130 in 1971-72.)

MKTG 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. Sales presentations and case studies are used to develop the students persuasive capabilities. (This course was designated MIDMG 131 in 1971-72.)

MKTG 135

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. (this course was designated MIDMG 135 in 1971-72.)

MKTG 231

CREDIT 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. (This course was designated MIDMG 231 in 1971-72.)

MKTG 234

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. The course includes development of an advertising campaign. (This course was designated MIDMG 134 in 1971-72.)

MKTG 235

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 and readings on retail management are studied in order to develop analytical and decision-making abilities. (This course was designated MIDMG 235 in 1971-72.)

OFFICE PROFESSIONS

OFF 96

OFFICE SEMINAR (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 (3)

An operational course in the basic essentials of operating and scheduling of automated typesetting equipment. *Prerequisite: OFF 103 or permission of instructor.*

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 and accounting 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 131

ADVANCED MACHINE TRANSCRIPTION (3)

This course is designed to build and strengthen secretarial skills in machine transcription and dictation through realistic office experiences. *Prerequisite:* OFF 130.

OFF 230

OFFICE PROCEDURES (5)

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

QUANTITATIVE METHODS

QM 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.

QM 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 course or permission of the instructor.

QM 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.

QM 150

BASIC STATISTICS — DESCRIPTIVE (5)

Problems and methods of collecting, organizing, analyzing and presenting data as an aid to management decision making. Characteristics of frequency distributions, central tendencies, variability, time series, index numbers and business forecasting. Not recommended for the transfer student.

QM 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.

QM 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.

QM 202

TIME SERIES AND INDEX NUMBERS (2)

The study of indices which measure the changes that occur in prices, production, cost of living, etc. The analysis of time series both long and short term as it applies to business and economic conditions. *Prerequisite:* permission of instructor.

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

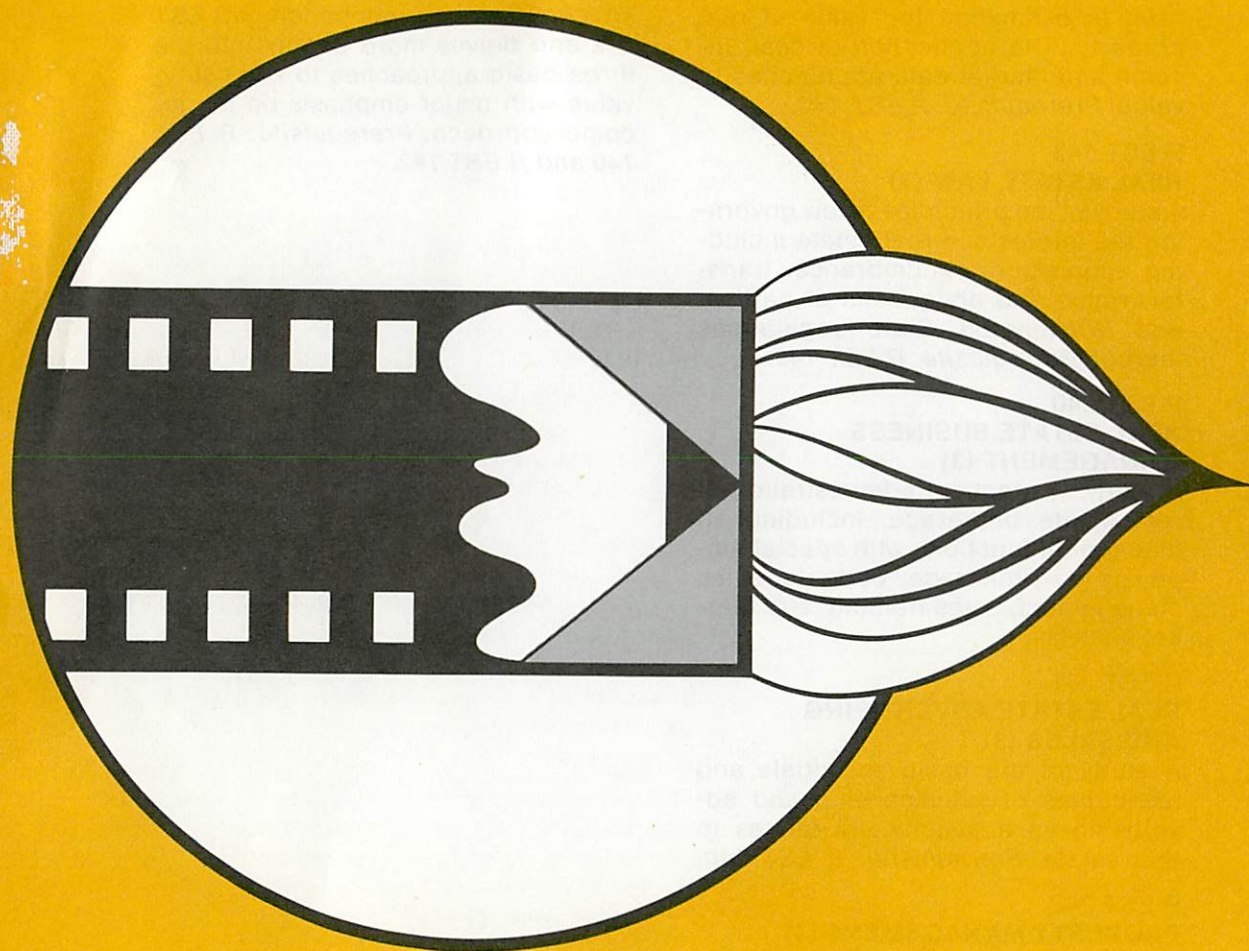
PROPERTY MANAGEMENT (3)

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 class instruction and/or display.

Prerequisites must be followed in all cases. Students in doubt about transferability of art courses from other colleges and art schools to Bellevue Community College should check with the chairman of the Art Department.

Following is an outline of art courses recommended for art majors, commercial art majors, and interior design majors (not to be confused with the Interior Decoration Program offered by the college) who plan to transfer to a four-year college or art school. First year: ART 105, 106, 107; ART 109, 110, 129. Second year: ART 201, 202, 203, plus nine credits of other art courses. Students planning to follow this sequence are urged to see an art adviser for a discussion of their plans.

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)

Students learn to observe and record graphically. Students will work on still-life and landscape, using pencil, charcoal, pen and ink, etc. (Six hours laboratory.)

ART 106

DRAWING (3)

Continuation of ART 105. Emphasis on drawing the human figure. *Prerequisite: ART 105.* (Six hours laboratory. Lab fee \$4.00)

ART 107

DRAWING (3)

Students learn to apply skills gained in ART 105 and 106 to problems of composition in drawing. Originality and independent observation will be stressed. *Prerequisite: ART 106.* (Six hours laboratory.)

ART 109

DESIGN (3)

Students learn the elements and principles of two-dimensional design, with special emphasis on creative problem-solving and color theory. Students will find it helpful to take ART 129 in conjunction with this class, although this is not required. (Six hours lab)

ART 110

DESIGN (3)

A basic course emphasizing three dimensional design. The student will develop design concepts involving mass, space, time, and light. (Six hours laboratory.) *Prerequisite: ART 109.* Lab fee \$2.

ART 129

ENVIRONMENTAL DESIGN (3)

The course is primarily concerned with the visual 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 150

BEGINNING PHOTOGRAPHY (3)

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

ART 151

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, 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: ART 150 or permission of instructor.*

ART 193

INDIVIDUAL PROJECTS (3)

An opportunity for first year students to learn in areas not covered by regular art classes. Students must make arrangements with the instructor they wish to work with before registering. *Prerequisites: ART 105, ART 109 and permission of instructor.*

ART 201

HISTORY OF WESTERN ART (5)

An introduction to art history terms and concepts. History of the art of ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, and Gothic period in Europe is discussed with slide lectures and small group sessions.

ART 202, 203

HISTORY OF WESTERN ART (3) (3)

A descriptive survey of the art of Europe and America. ART 202: Renaissance, Baroque, and 18th Century Europe. ART 203: The 19th and 20th Centuries in Europe and the United States.

ART 205

GRAPHIC DESIGN (5)

Exploration of creative approaches to simple layout 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. *Prerequisite: ART 110 or permission of instructor.* (Six hours laboratory.) Lab fee \$5.

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.) *Prerequisite: ART 109 or permission of instructor.* Lab fee \$3.

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.) *Prerequisite: ART 109 or permission of instructor.*

ART 256

PAINTING (3)

An introduction to painting with instruction in modeling in light and shade, composition, color theory and technique. *Prerequisite: ART 105, ART 106, 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 watercolors. *Prerequisites: ART 105, ART 106 and ART 109 or permission of instructor.* (Six hour 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, ART 106, ART 109 and ART 110 or permission of instructor.* (Six hours laboratory.) Lab fee \$3.

ART 273

SCULPTURE (3)

A continuation of ART 272. *Prerequisite: ART 272.* (Six hours laboratory.) Lab fee \$3.

ART 274

SCULPTURE (3)

A continuation of ART 273. *Prerequisite: ART 273.* (Six hours laboratory.) Lab fee \$3.

ART 293

INDIVIDUAL PROJECTS (3)

An opportunity for students to learn in areas not covered by regular art classes. Students must make arrangements with the instructor they wish to work with before registering. *Prerequisites: Sophomore standing in art, ART 105, 109 and permission of instructor.*

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 (3)

A seminar course examines the role of the film in mass communications as a force for shaping as well as for perpetuating social values. Special attention will be paid to controversial feature films, 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. Courses must be taken in conjunction with DRAMA 154, 155 and 156 respectively.

DRAMA 154, 155, 156

**MOVEMENT FOR THE ACTOR I, II
III (2) (2) (2)**

Basic movement for the actor unified through structure and guided improvisations; use of masks in characterizations, animal rhythms, dance forms. Must be taken in conjunction with DRAMA 151, 152, 153 respectively.

DRAMA 185, 186, 187

**HISTORY OF BLACK
THEATRE (3) (3) (3)**

A survey of the literary figures, styles and themes of black American dramatists. Intensive examination of plays by producing scenes of plays in class. DRAMA 185 covers writers from the period 1800-1900. DRAMA 186 covers writers from the period 1900-1950. DRAMA 187 covers writers from the period 1950 to present.

DRAMA 211

CHILDREN'S THEATRE (3)

A course designed to teach potential organizers of Children's Theatre productions the skills of play selection, direction, rehearsal, publicity, and production. Focus will be on the creation of a Children's Theatre production through the utilization of non-specialized inexpensive resources. Strongly advised for students majoring in Recreation Education Drama, and Early Childhood Education.

DRAMA 221, 222, 223

**IMPROVISATIONAL THEATRE (3) (3)
(3)**

Intensive development of the voice, body and imagery responses for the actor and the nonactor. Students to be assembled into a theatre company in order to create and perform their own production. Admission by informal auditions only.

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) (3) (4) (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 partly determined by the needs and goals of the participants. Emphasis falls upon writer's voice, the focus of writing, and the organization of the parts and the whole of writing. Individual help is available in mechanics.

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 conven-

tions 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. (Offered in summer.)

ENGL 198

BLACK LITERATURE: BEGINNINGS TO HARLEM RENAISSANCE (5)

Includes folk literature, slave narratives, petitions, selected poetry and short stories of Hughes, Hammon, McKay, Toomer, Schuyler and others.

ENGL 199

BLACK LITERATURE: POST HARLEM RENAISSANCE TO 1960 (5)

Selected poems, short stories, essays, and novels of Wright, Ellison, Brooks, Bontemps, Walker, Kelley.

ENGL 200

BLACK LITERATURE: 1960 TO PRESENT (5)

Extensive reading and analysis of selected writers (Williams, Baraka, Giovanni, Neal or others).

ENGL 210

INTRODUCTION TO EUROPEAN LITERATURE (5)

Intensive examination of works of fiction, drama, and poetry from European cultures. Content will vary but will be limited to 19th and 20th Century works.

ENGL 243

THEATRE CLASSICS (3)

The plays of ancient Greece and of Shakespeare; a directing-acting approach to selected classical plays for the teacher, the potential director, the student actor and those interested in the drama.

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)

Analysis of contemporary styles in poetry and fiction. Class analysis of student manuscripts.

ENGL 291, 292, 293, 294, 295

DIRECTED READING AND RESEARCH (1) (2) (3) (4) (5)

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

ENGLISH 299

SPECIAL STUDIES IN LITERATURE (5)

Provides opportunity for class study of literatures infrequently included in curricula and the opportunity to utilize the special knowledge of faculty on an occasional basis. Science fiction, folklore, concentration upon single figures or regional literatures, upon particular themes in literature would make appropriate subject matter for this course, to be announced before the quarter in which offered.

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

See ANTHRO 200

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 nine hours of JOURN 141 may apply toward the Associate of Arts 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 10 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 only by arrangement 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 which is required for French literature. Introduction to the 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. *Prerequisites:* GERMN 103.

GERMN 202

INTERMEDIATE SECOND YEAR GERMAN (5)

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

GERMN 203

INTRODUCTION TO GERMAN LITERATURE (5)

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

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 GERMN 261. GERMN 261 for GERMN 262.

RUSS 101, 102, 103

BEGINNING RUSSIAN (5) (5) (5)

Objective is to help develop basic skills in understanding, speaking, reading and writing. Method used is audio-lingual. Development of audio-lingual skills is supplemented by laboratory practice. *Prerequisites:* RUSS 102: 101, or equivalent; RUSS 103: 102, or equivalent. Offered alternate years. Combination offering for credit and noncredit students.

RUSS 201

BASIC SECOND YEAR RUSSIAN (5)

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

RUSS 202

INTERMEDIATE SECOND YEAR RUSSIAN (5)

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

RUSS 203

INTRODUCTION TO RUSSIAN LITERATURE (5)

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

SPAN 101, 102, 103

BEGINNING SPANISH (5) (5) (5)

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

SPAN 201

BASIC SECOND YEAR SPANISH (5)

Intensive practice in reading and writing Spanish. A systematic review of Spanish grammar is included. 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. A transition is made 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 141

RADIO BROADCASTING LABORATORY (3)

Practice in broadcasting, focused on operation of the student radio station, KBCS. Meets four hours per week, with two additional hours a week of station responsibilities. Students will develop skills in two areas of operation: announcing, studio operation, directing, traffic control, scripting, and producing.

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 176

INSTRUCTIONAL TELEVISION PRODUCTION (3)

Advanced technique in the technical and production aspects of instructional television programming. Emphasis will be on studio and control room operation, program planning, production and direction of instructional programs. Students will produce videotapes for Media Services for utilization by various departments within the college. *Prerequisite: MEDIA 175.*

MEDIA 180

INTRODUCTION TO AUDIOVISUAL MEDIA (3)

Acquaints the student with the role of audiovisual media in the teaching-learning process. Includes brief history of audiovisual movement in education, and an introduction to theories of communication, learning and perception and to the multimedia and systems approaches. Examines the strengths and limitations of each medium. Special attention is given to the newer media and technological devices and systems such as audio cassettes, videotape recordings, computer-assisted instruction, audio-tutorial and dial-access retrieval systems.

MEDIA 181

ORGANIZATION AND MANAGEMENT OF AUDIOVISUAL MATERIALS AND EQUIPMENT (5)

Includes the evaluation, selection, acquisition, cataloging, classification, processing, distribution and utilization of audiovisual materials. Sources of media and various methods of organizing and managing audiovisual materials and equipment are examined and evaluated. *Prerequisite: MEDIA 180 or permission of instructor.* (Three hour laboratory to be arranged.)

MEDIA 182

AUDIOVISUAL EQUIPMENT — OPERATION AND MAINTENANCE (3)

Develops the principles of operation for all types of audiovisual equipment. Examines the unique characteristics of each type of equipment as well as projection techniques, and magnetic and optical sound systems. Includes maintenance of audiovisual equip-

ment, the development of preventive maintenance procedures to minimize breakdowns, and the application of specific equipment for specific instructional or learning situations. Within the first five weeks, students must complete a self-instructional laboratory on equipment operation. *Prerequisite: MEDIA 180 or permission of instructor.* (two hour laboratory to be arranged.)

**MEDIA 183
AUDIOVISUAL MEDIA
PRODUCTION I (5)**

Media production will cover the preparation of audio and video displays. This includes recording techniques, sound-slide shows, overhead transparencies, bulletin boards, 8 mm filming, 35mm slide preparation, ditto and other duplicating techniques. *Prerequisite: MEDIA 180 or permission of instructor.*

**MEDIA 184
AUDIOVISUAL MEDIA
PRODUCTION II (5)**

This course is an extension of Audiovisual Media Production I. Includes multimedia presentations and more elaborate audio and visual displays. Emphasis will be placed on the production of instructional kits and mass duplication of "soft ware," such as multilith, audio and video tape duplication. *Prerequisite: MEDIA 183.*

**MEDIA 185
PRACTICUM IN AUDIOVISUAL
MEDIA (3)**

Students will be individually assigned as assistants in Media Services for actual experience in the production of instructional materials; in the operation, maintenance and repair of equipment; in photography, graphics, and television production; and in the management of audiovisual services. Each student will be assigned according to his interests and capabilities and will have the opportunity to gain practical experience in several areas or in just one aspect of media services. *Prerequisite: permission of instructor.* (Six hour laboratory to be arranged.)

**MEDIA 186
AUDIOVISUAL EQUIPMENT
REPAIR (3)**

Includes electrical and mechanical repair of audiovisual equipment (tape recorders, projectors, record players, etc.). Also included will be instruction in basic electronics. Preventive maintenance procedures will be emphasized throughout the course. *Prerequisite: permission of instructor.*

**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 six credits may be earned while in residence at Bellevue Community College.)

**MUSIC 102
BELLEVUE COMMUNITY BAND (1)**

An existing community band, composed of high school and college students and graduates from the Bellevue area. The band meets once a week to rehearse symphonic band literature. It performs publicly several times each year. Membership for Bellevue Community College students open by audition with director of band. (Maximum of six credits may be earned while in residence at the college.)

**MUSIC 103
VOCAL ENSEMBLE (1)**

A performing group of voices dealing with chamber literature representative of the widest possible variety. Maximum of 16 members. Membership by audition. (Maximum of six credits may be earned while in residence at the college.)

**MUSIC 108, 109
COMMUNITY MUSICAL THEATER
(1) (2)**

A full-scale musical, opera or operetta which will provide possibilities for participation in the production through music, drama or dance departments, experience for solo or choral work, acting and technical

production. (See also DRAMA 110 and DANCE 110.) Course and credit will be determined by student's role in production. *Prerequisite: permission of instructor.*

MUSIC 110, 111, 112

FIRST YEAR THEORY (5) (5) (5)

A three-quarter sequence intended primarily for music majors and other students who wish to compose or perform. In-depth study of notation and performance of rhythmic patterns, notation and handling of scales and modes, creation of chord patterns, functions and uses of tonal, modal and blues harmonies, combining melody and harmony. Eartraining a part of course. Desirable to have some performance experience on any instrument. If uncertain of ability, confer with music department. *Prerequisites: MUSIC 110 or equivalent for 111; MUSIC 111 or equivalent for 112.*

MUSIC 113

**HOW TO READ MUSIC
(SIGHTSINGING) (2)**

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. Some ear-training included.

MUSIC 119

FUNDAMENTALS OF MUSIC (5)

A one-quarter course which covers material similar to first year theory, but in less depth. Intended primarily for nonmajors and beginners with

little or no experience in reading and writing music. To provide basic skills and understanding of creative processes involved in composing and performing music. Reading and writing pitches and rhythms, chord and melody construction, playing simple melody with chordal accompaniment on piano. Students construct simple instruments and write a composition for them.

MUSIC 120

LISTENING TO MUSIC (5)

To help develop a more direct awareness of music, class emphasizes listening to recognize how composer uses the musical materials to create different effects. Studies include texture, rhythm, melodic motion and shape, harmony, sounds of instruments, how the composer organizes his materials, the function of form. Studies drawn from all styles and periods of music. Class concludes with short historical survey of music from medieval times to present. For the general student.

MUSIC 121

MUSIC IN SEATTLE (3)

A guided tour of music of all types being performed in Seattle. Study of instruments, voices, forms, and varied uses of music accompany attendance at approximately 10 performances, which may include symphony, opera, choral, chamber music, solo recitals, jazz, folk, and rock groups, or rehearsals of these groups. Lab fee covers cost of tickets to performances. (Fee is nonrefundable). For the general student. Usually offered fall quarter only.

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. History of opera development with recorded illustrations. For the general student. Usually offered winter quarter only.

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 10 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 three credits in three quarters)

Piano
Voice
Violin/Viola
Cello
Double Bass
Organ
Flute
Oboe Eng-
lish Horn
Clarinet
Bassoon
Saxophone
Trumpet

Horn
Trombone
Tuba
Percussion
Harp
Classical Gui-
tar/Mandolin
Folk Guitar/
Jazz Guitar
Baritone Horn
Jazz/Popular
Piano
Accordian

MUSIC 206

JAZZ ENSEMBLE (1)

Training in jazz repertoire, improvisation and ensemble playing. *Prerequisite: permission of instructor by audition.* (Maximum of six credits may be earned while at the college.)

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. Usually offered once a year.

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. Usually offered once a year.

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. Usually offered once a year.

MUSIC 240-261

PRIVATE INSTRUCTION (1)

Second year of private instruction. See description under MUSIC 140-160. *Prerequisite: three quarters instruction in instrument at the MUSIC 100 level.* (Maximum three credits in three 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 ETHICAL THEORY (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/or others. *Prerequisite: PHIL 100, 110 or 120 or permission of instructor.*

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 are included.
Prerequisite: PHIL 100, 120 or permission of instructor.

PHIL 221

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

Readings in Descartes, Hobbes, Spinoza, Leibnitz, Locke, Berkeley, Hume and/or Kant. *Prerequisite: PHIL 100 120 or permission of instructor.*

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. *Prerequisite: PHIL 100 or 102 or permission of instructor.*

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. *Prerequisite: PHIL 100 or 120 or permission of instructor.*

PHIL 280

CONFERENCE IN PHILOSOPHY (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: PHIL 100 or 120 and permission of the instructor.*

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

SPCH 225

INTRODUCTION TO GROUP DISCUSSION (5)

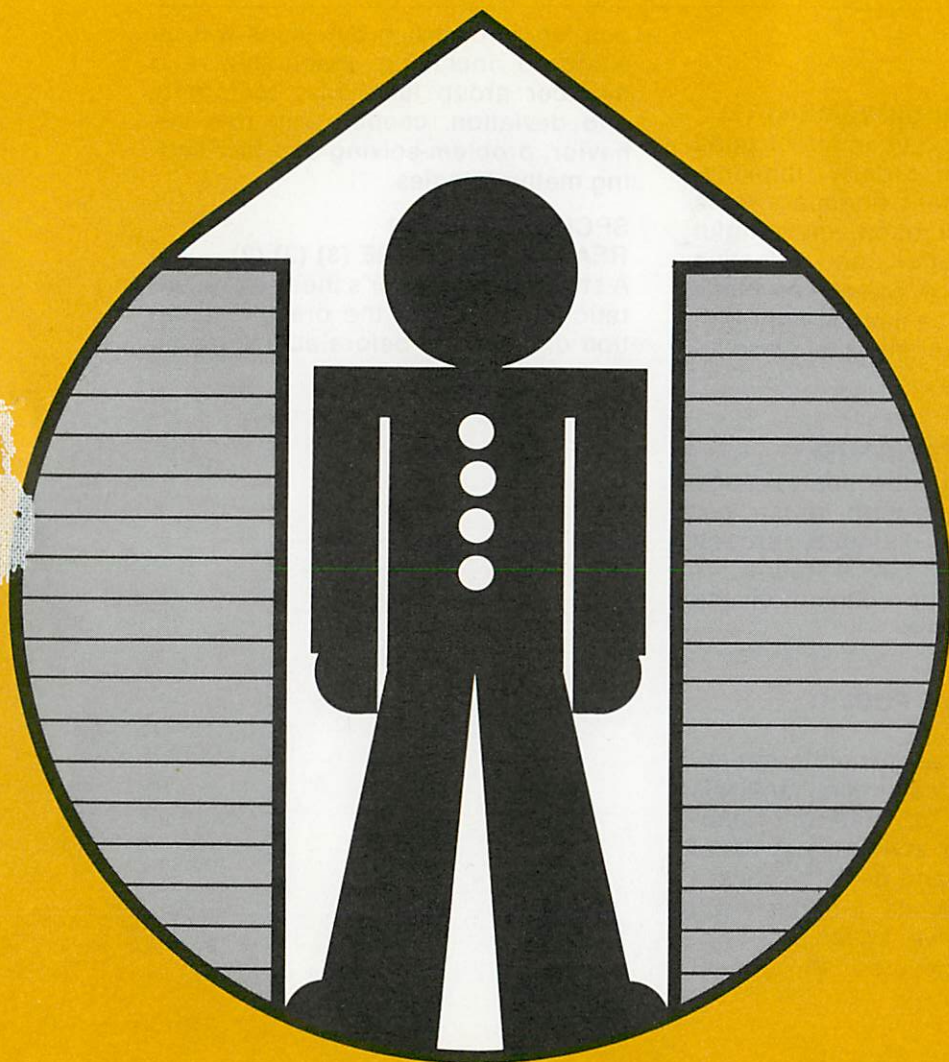
This course will focus on understanding and utilization of interpersonal communication skills in problem-solving and fact-finding groups. Vari-

ous facets of group dynamics will be explored including leadership and member group functions, conformity and deviation, cooperation, role behavior, problem-solving and fact-finding methodologies.

SPCH 249, 250, 251

READER'S THEATRE (3) (3) (3)

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



Individual Development

INDIVIDUAL DEVELOPMENT

Bellevue Community College's newest division is the Individual Development Division. 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 Readings is instrumental in expanding vocabulary skills and comprehension. Career 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/NC or letter grades are available. Courses above 100 transfer as Social Science electives to the University of Washington.

ID 071-075

INDIVIDUAL IMPROVEMENT (MATHEMATIC SKILLS) (1-5)

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

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. Variable Credit.

ID 160-169

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

This course 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 his own thought processes. Variable Credit.

ID 180-189

READINGS: ON READING AND CHANGE (1-10)

This course assists the student in understanding the concepts of theories of reading and change. Pertinent applications from the literature of reading and change will be made to their own personal lives.

ID 172-175

COLLEGE AND CAREER EXPLORATION (2-5)

Individualized course designed to facilitate student development of a career identity. Activities designed to assist understanding of those aspects of the world of work which affects the student including resources available through higher education. Individual and small group discussions, resource classes and seminars, direct exposure to career areas, and opportunities to assess student interest, aptitude, personal preference and values. Variable Credit.

ID 192-195

VOCATIONAL AND CAREER EXPLORATION (2-5)

Course objectives generally parallel ID 172-175, for students who have completed ID 172-175, or wish to explore specific career areas in greater depth through special projects, or are unable to schedule ID 172-175. Variable Credit.

ID 291-295

INDIVIDUAL COURSES (1-5)

Individual study courses in specific subjects. Possible subject matter areas depend on the availability of instructors who will approve initial designs, consult with student on progress and evaluation, and coordinate with the ID chairman. Achievement level will determine the nature and extent of credits. Variable Credit. May be repeated.



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. *Prerequisite: Official acceptance into the program.*

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. *Prerequisite: BIOMD 110.*

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. *Prerequisite: BIOMD 210.*

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 British Columbia or other regional flora.

CHEMISTRY

CHEM 101

GENERAL CHEMISTRY (5)

A simplified introduction to atomic and molecular theory. Quantitative relationships in chemical processes requiring basic mathematics skills 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)

A basic coverage of scientific ecological principles and an 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 used 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. (Offered on pass-no credit basis only.)

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 (3)

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. Prerequisite or Corequisite: ENGRT 161 and PHYS 116.*

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 nonmajors. 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 nonmajors. 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 studies 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 beginning 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.

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.

HORT 101, 102, 103

PLANT IDENTIFICATION (3) (3) (3)

Identification of environmental plant materials used in the landscape with respect to growth form; leaf and flower structures; exposure; soil; nutrients and moisture; landscape uses; aesthetics and ecology.

HORT 111

SOILS (5)

An introduction to soils with regard to the chemical, physical, and biological properties; the conservation and management procedures for plant growth and productivity.

HORT 112

IRRIGATION AND DRAINAGE (3)

A study of the basic principles of irrigation, drainage and soil conservation with application of techniques through field observation and construction.

HORT 113

SOIL CHEMISTRY (3)

A study of the soil soluble salts and their effect on plant growth and soil structure. Includes a study of fertilizers, their sources, availability, deficiency signs and symptoms, formulations, analyses, rations, field application and cost comparisons. *Prerequisite: HORT 111, CHEM 102, or special permission.*

HORT 121

TURF AND TURF GRASSES (5)

A study of soils and mixes for turfs, the field preparation and planting of lawns, golf greens, etc., mowing and maintenance practices, irrigation, feeding, etc.

HORT 131

INSECTS AND INSECT CONTROL (2)

Identification of insects and related pests, their control methods and the field application of pesticides. A study of the principal animal pests of turf, trees and shrubs.

HORT 132

WEEDS AND WEED CONTROL (2)

Identification of weeds, their control methods and the field application of herbicides. A study of the common annual and perennial weeds of turf, garden and related growing areas.

HORT 141

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.

HORT 142

ORNAMENTAL PRUNING (3)

Horticultural and artistic aspects of pruning, shaping and training of environmental trees and shrubs, fruit trees, berries, grapes, etc. used in the landscape or home gardens.

HORT 143

GROWING STRUCTURES (1)

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

HORT 209

DENDROLOGY (3)

Classification and identification of trees; application as environmentals, 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; there will be field training.

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 microorganisms. Offered as needed.

HORT 295, 296, 297, 298, 299

SPECIAL PROBLEMS (1) (1) (1) (1) (1)

Current problems may be investigated by the student with the scientific approach to obtain data that may be used for future research or may be applied to the principles in the field.

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 074 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 074 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 114**ELEMENTARY COMPUTER PROGRAMMING (2)**

A first course in computer programming with applications to science and engineering including flow charts, format, branching, loops, arrays, and subprograms.

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 191, 192**TECHNICAL MATHEMATICS (5) (3)**

A nonrigorous approach to mathematics essential in technical areas including integrated studies of functions and graphs, trigonometric functions, equation solving, systems of equations, inequalities, vectors, exponents, logarithms, and ratio and proportion. *Prerequisite: MATH 074 or equivalent and MATH 075 or equivalent.*

MATH 205**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)**

Foundations of single-variable calculus. This course is designed for students who plan to pursue theoretical mathematics. *Prerequisite: MATH 126.*

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

Elementary methods of solution, linear differential equations of second and higher order. *Prerequisite: MATH 126.*

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. *Prerequisite: official acceptance into the program.*

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. *Prerequisite: NURS 100 for 101; NURS 101 for 102.*

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. *Prerequisite: NURS 102.*

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 society today. *Prerequisite: NURS 102.*

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. *Prerequisite: NURS 102.*

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. *Prerequisite: NURS 202*

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. *Prerequisite: NURS 102.*

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)

A nonmathematical introduction to the basic laws that govern all physical sciences. Topics include satellites, stars, galaxies, geological history of the earth, heat flow, weather, smog, wave motion, sound, music, color, light, atoms, molecules, and nuclear power. Not for science majors.

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 of 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, the 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 the 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. *Prerequisite: official acceptance into the program.*

RATEC 102

RADIOGRAPHIC PHYSICS (3)

Components of X-ray circuits; tubes; X-ray equipment, design and application, troubleshooting and maintenance; test equipment, etc. *Prerequisite: RATEC 101.*

RATEC 103

PRINCIPLES OF RADIOGRAPHIC EXPOSURE (3)

A study of the prime factors of radiologic technique and other factors influencing radiographic technique. *Prerequisite: RATEC 102.*

RATEC 107

RADIOGRAPHIC POSITIONING (1)

A study of principles of positioning to include the extremities and the spine. *Prerequisite: official acceptance into the program.*

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.) *Prerequisite: RATEC 107.*

RATEC 109

RADIOGRAPHIC POSITIONING (1)

A study of positioning of the skull and facial bones. *Prerequisite: RATEC 108.*

RATEC 111

X-RAY PRACTICUM (1)

Clinical experience in affiliated hospitals. Students perform support work under supervision (film filing, processing, etc.). *Prerequisite: acceptance into the program.*

RATEC 112

X-RAY PRACTICUM (1)

Clinical experience in affiliated hospitals. Students perform simple radiographic procedures under the supervision of registered technologists. *Prerequisite: RATEC 111.*

RATEC 113

X-RAY PRACTICUM (1)

Clinical experience in affiliated hospitals. Students perform routine radiography and mobile radiography under the supervision of registered technologists. *Prerequisite: RATEC 112.*

RATEC 190 — Summer Qtr, 1st Yr.

X-RAY PRACTICUM (5)

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. *Prerequisite: RATEC 113.*

RATEC 199 — Summer Qtr — 1st Year

X-RAY PRACTICUM (5)

Students perform routine radiography to include mobile radiography and simple specialized procedures under



Social Science

the supervision of registered technologists in addition to daily film conferences for continued and additional experience in clinical atmosphere. *Prerequisite: RATEC 113.*

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.) *Prerequisites: RATEC 103, RATEC 109.*

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). *Prerequisite: RATEC 205.*

RATEC 207

RADIOGRAPHIC PRINCIPLES (2)

A basic review in preparation for taking National Registry Exam. *Prerequisite: RATEC 206.*

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. *Prerequisites: RATEC 199 for 211; RATEC 211 for 212; RATEC 212 for 213 and RATEC 212 for 215.*

WELDING TECHNOLOGY

WELD 150

ACETYLENE WELDING (3)

Basic theory and application of the art and science of thermal metal-joining by the use of Oxy-Acetylene Welding process. The course is a prerequisite for Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), and Shielded Metal-Arc Welding.

WELD 152

SHIELDED METAL-ARC WELDING (3)

Basic theory and application of the art and science of thermal metal-joining by the use of the Shielded Metal-Arc Welding process (commonly called coated electrode arc welding). Included will be lectures on welding metallurgy, elementary weld designs, and practical examples of welding. *Prerequisite: WELD 150 or permission of instructor.*

WELD 153

GAS METAL-ARC WELDING (GMAW) and GAS TUNGSTEN-ARC WELDING (GTAW) (3)

Basic theory and application of the art and science of thermal metal-joining by the use of GMAW and GTAW. Included will be lectures on welding metallurgy, basic power supply theory, and welding theory. *Prerequisites: WELD 150 and WELD 152 or permission of instructor.*

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; 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.*

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

ANTH 254 ANTHROPOLOGY AND WORLD PROBLEMS (5)

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

**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 the 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 the instructor.*

**ANTH 296, 297, 298, 299
SPECIAL PROJECTS IN
ANTHROPOLOGY (2) (3) (4) (5)**
Supervised reading and/or research in selected areas in anthropology.

EARLY CHILDHOOD EDUCATION

EC ED 171

INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3)

An introduction to the theories and practices of 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. Three hours lecture-discussion, four 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. Three hours lecture and four 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 two 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; one and one-half 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.

EC ED 295

SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION (5)

A study of selected topics or approved work experience in the field of Early Childhood Education. *Prerequisites: Early Childhood Education major and permission of instructor.*

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, with emphasis upon 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; the western world of the Middle Ages.

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 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 an understanding of the "Black Rage" in White America.

HIST 170 HISTORICAL AND CULTURAL PROBLEMS OF NATIVE AMERICANS (5)

Comprehensive, exploratory course to promote awareness and understanding of historical and cultural problems facing contemporary native Americans on and off the reservation. Native American philosophy is included as the basis for the survival of native Americans as a people.

HIST 189, 190, 191, 192, 193 SPECIAL TOPICS IN HISTORY (1) (2) (3) (4) (5)

Selected studies in various Social Sciences. See current quarterly schedule for details.

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 210

THE FAR EAST IN THE MODERN WORLD (5)

The emergence of the Far East from areas of exploitation to importance in 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 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 245

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

A survey of the main concepts and practices of America's foreign relations, with emphasis on the 20th Century.

HIST 264

WASHINGTON AND THE PACIFIC NORTHWEST (5)

Establishes the physical background of the settlement of the area by aboriginal and white inhabitants. Traces the broad historical themes and environmental factors that influenced the development of the social, economic, and political structure of the Pacific Northwest today.

HIST 271

ENGLISH POLITICAL AND SOCIAL HISTORY (5)

English history from earliest times to the Glorious Revolution of 1688. The origins of American institutions and social patterns are noted in the development of the English common law, political thought, Parliamentary government, and the growth of the middle class as a social economics, and political force. Significant figures in English history, and contemporary readings are used to provide an understanding of the attitudes of medieval and early modern Englishmen.

HIST 272

ENGLISH POLITICAL AND SOCIAL HISTORY (5)

Great Britain from 1688 to the present day. Developments covered include, the American Revolution, the expansion of the British Empire, the evolution of Parliamentary government, and the Industrial Revolution. Readings reveal the personalities and attitudes of the times.

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. (Two lab periods) (Satisfies science credit)

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. (Satisfies science credit)

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 222 CONSUMER EDUCATION (3)

A critical analysis of consumer information, problems, and practices. Discussion topics include: role of the consumer in the American economy, factors influencing consumer behavior, factors influencing price, identifying quality, some legal aspects of consumership, and consumer protection agencies.

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 optimal 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. (Two lab periods) *Prerequisite:* HOMECE 170.

HOMECE 299
PRACTICUM IN INTERIOR
DECORATION (5)

Study, analysis, and practice in interior decorating and furniture merchandising. *Prerequisite: HOMECE 199.*

LAW ENFORCEMENT

LAWEN 100
INTRODUCTION TO LAW ENFORCEMENT (5)

A survey of the historical development of law enforcement; functions and jurisdictions of local, state and federal law enforcement agencies. Development of the American Legal System.

LAWEN 101
CRIMINAL JUSTICE SYSTEM (5)

A survey of the whole criminal justice process from arrest through release; explaining the relationship and respective responsibilities of the police, the prosecutor, the courts, the prisons, the probation and parole systems as each integrates into a system designed to reduce criminal behavior.

LAWEN 102
POLICE ORGANIZATION AND ADMINISTRATION (5)

The structure of organization according to functional responsibility, staff and line concepts, chain of command in a hierarchy with its advantages and limitations, survey of model organization charts for various size agencies. An introduction to police budgets and financing:

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, assault and suicide. (This is an optional course subject to availability of the instructor.)

LAWEN 104
CRIMINAL LAW (5)

A study of constitutional law, the role of the legislature, the difference between civil law and criminal law, classification of felonies and misdemeanors, requirements for arrest, search and seizure, rules of evidence, and a brief survey of the Revised Code of Washington.

LAWEN 111
INFORMATIONAL SYSTEMS (5)

A study of how information is obtained, stored and transmitted with emphasis on the uses of modern communication systems and the present and future role of computers and data processing.

LAWEN 202
PRINCIPLES OF INVESTIGATION (5)

A survey of fundamental investigative techniques including the discovery and preservation of evidence, interview of witnesses, interrogations of suspects, development of information sources and a brief survey of criminal laboratory functions.

LAWEN 206
CRIME PREVENTION (5)

A survey of the causes of crime and juvenile delinquency and the methods used by law enforcement agencies to deter crime with emphasis on innovative practices and the premise that crime prevention is a fundamental police responsibility.

LAWEN 250

**BASIC ELEMENTS OF FIRST
LINE SUPERVISION (5)**

A study of the basic fundamentals of law enforcement supervision designed to give the law enforcement officer an insight into field supervision. Includes a study in planning, reporting, improving, directing and evaluating.

LAWEN 251

**HUMAN RELATIONS IN
SUPERVISION (5)**

An advanced study in interpersonal relations, supervision, communication, as applied to real life situations in law enforcement. Includes the relationship between supervisor and subordinate and also the relationship between supervisors and other supervisors. *Permission of the instructor required.*

LAWEN 252

CRISIS INTERVENTION (5)

A study of methods for dealing with persons in crisis including suicide, drug related problems, family crisis, coping with disturbed persons, emotions and energy, territories, conflict, problems in communications, community dynamics and law enforcement and special problems. Designed for working law enforcement officers. Must be a commissioned law enforcement officer or permission of the instructor.

LAWEN 253

DRUGS AND ALCOHOL (3)

A study of the effects 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 254

SPECIAL PROBLEMS (5)

A course designed to give law enforcement students the opportunity to pursue a given topic within the law enforcement field. *Permission of instructor required.*

LAWEN 295, 296, 297, 298, 299

**SPECIAL TOPICS IN LAW
ENFORCEMENT (1) (2) (3) (4) (5)**

An intensive investigation of a given topic. See quarterly bulletin for details. *Prerequisite: permission of the 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.

POLSC 160

**THE A, B, C'S OF POLITICAL
CAMPAIGNS (3)**

The course is designed to prepare students in the understanding of modern techniques used in political campaigns. It will also emphasize how to be effective in political campaigns.

POLSC 200

**STATE AND LOCAL
GOVERNMENT (5)**

Designed to introduce concepts of lobbying, executive power and judicial selection and review on the state level; political machines, race and urban ecology on the local level. The student is introduced to fictional as well as nonfictional readings with the objective of developing the tools for modern theory building and comparative analysis of state and community problems.

POLSC 201

MODERN GOVERNMENT (5)

Political life in the modern world; the ideas behind its democratic and non democratic forms. It is 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 250

BLACK POLITICS (5)

A survey of political, economic and social developments leading to the contemporary black-white situation in the U.S. with emphasis on inner city politics.

POLSC 270, 271

THE LEGISLATIVE PROCESS (5) (5)

Organization and procedure of state legislative politics, including relation with the executive department, pressure groups, and the public.

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) (Same as SOC 223)

An introduction to the philosophy, methodology and evaluation of behavior. Illustrations will be through

reference to reported studies. Students will conduct and report on studies. *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 nonpsychiatric 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 the 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. (Both courses must be taken to receive credit.)*

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

A study of approved selected psychology topics which are of current interest. *Prerequisite: permission of the instructor.*

SOCIOLOGY

SOC 110 INTRODUCTION TO SOCIOLOGY (5)

A survey of basic principles and perspectives in the analysis of interpersonal and intergroup relationships.

SOC 223 INTRODUCTION TO QUALITATIVE METHODS OF SOCIAL RESEARCH (5) (Same as PSYCH 190)

Methods and sources of investigation in the behavior 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 250 PROJECT ACCOMPLISH (5)

This course provides opportunities to explore practical career possibilities by voluntary service to community agencies.

SOC 251 SOCIOLOGY PRACTICUM (5)

Provide an opportunity to explore practical sociology vocational possibilities by voluntary service in community agencies while stimulating interest and awareness of meeting society's needs. This is a work-study program to develop field research methods.

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 256 INTRODUCTION TO SEX AND SEXUALITY (5)

A rational and sober approach to sexual knowledge, attitudes, and behavior. Topics included are sex anatomy and physiology and development. Gender analysis, sexual stimulation, behavior, problems and ethics. Emphasis is on both academic and personal development.

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 by permission of the 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 nonverbal 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 selected human service agencies.

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.*



Physical Activities

ACTIVITY COURSES

PE 104

HUNTING (1)

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

PE 105

CANOEING (1)

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

PE 107

BASKETBALL (1)

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

PE 108

TENNIS (1)

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

PE 110

GOLF (1)

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

PE 113

FENCING (1)

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

PE 114

INTERMEDIATE FENCING (1)

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

PE 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.

PE 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 English and Western style of riding. (Maximum of two credits may be earned while at the college.)

PE 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.

PE 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.

PE 119

SKATING (ICE) (1)

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

PE 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.

PE 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.

PE 122

BADMINTON (1)

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

PE 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.

PE 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.

PE 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.

PE 127

BOWLING (1)

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

PE 128

WEIGHT TRAINING (1)

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

PE 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.

PE 130

INTERMEDIATE SAILING (1)

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

PE 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: PE 123 or permission of instructor.*

PE 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.

PE 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.

PE 156

BEGINNING SWIMMING (1)

Men and women. For nonswimmers 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.

PE 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.

PE 141, 241

VARSITY BASKETBALL (1) (1)

Varsity players only. Winter quarter.

PE 142, 242

VARSITY CROSS COUNTRY (1) (1)

Varsity players only. Fall quarter.

PE 144, 244

VARSITY TRACK (1) (1)

Varsity players only. Spring quarter.

PE 146, 246

VARSITY BASEBALL (1) (1)

Varsity players only. Spring quarter.

PE 147, 247

VARSITY TENNIS (1) (1)

Varsity players only. Spring quarter.

PE 148, 248

VARSITY GOLF (1) (1)

Varsity players only. Spring quarter.

PE 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. (Maximum of two credits may be earned while at the college.)

PE 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.

PE 168

SKIN & SCUBA DIVING (2)

Men and Women. Diving theory covering safety, physiological aspects, equipment and environment. Pool skills leading to open water, orientation and certification.

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 (includes four all-day sessions).

OUTED 149A

SKI INSTRUCTOR CONDITIONING (1)

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

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, biomechanics, 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 110

DANCE PRODUCTIONS (1) Maximum of six credits

Laboratory course for dancers performing in operas, plays or dance productions. Experience in solo or choral work. *Prerequisite: Being cast in a production.*

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).

PE 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.

PE 164

SKILLS AND MATERIALS IN AQUATICS (2)

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

PE 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.

PE 166

SKILLS AND MATERIALS IN TEAM SPORTS (2)

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

PE 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.

PE 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.

PE 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.

PE 266

SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)

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

PE 285

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

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

PE 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 civic 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

BASIC SEAMANSHIP & PILOTING (5)

An introductory course in the principles of seamanship and piloting with emphasis on professional techniques for safeguarding life and property at sea. Small craft handling; stability and seaworthiness; sea and weather; rules and regulations; safety methods and emergencies; equipment and maintenance; piloting and basic navigation. Practical applications on a marine vessel.

RECED 296

FUNDAMENTALS OF NAVIGATION (5)

Intensive study and practice of piloting and basic navigation techniques. Piloting; inland and coastwise navigation; light and buoyage systems; publications and services; charts and projections; instruments and methods; plotting and dead reckoning. Fundamentals of celestial navigation; coordinate systems; the sailings; time, sextant and observations; sight reductions and plotting.

DIVING

DIVING 100

ADVANCE DIVING I (5)

Theory covering open water rescue, search recovery, underwater exploration, underwater hunting, food care, and marine natural history for northwest divers. The course provides for 50 hours of practical open water diving experience. *Prerequisite: Basic Skin & Scuba Certificate.*

DIVING 150

ADVANCE DIVING II (5)

Theories and techniques of umbilical diving. Advance scuba equipment, recompression and decompression theory and applications of scientific-engineering diving. Fifty hours of practical diving experience. *Prerequisite: Diving 100 or permission of the instructor.*

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 III (5)

Introduction to the use of special diving systems. Theory and practical field sessions. Studying and operating hyperbaric chamber equipment. Environmental control and gas analysis. Practical experience includes the operation of undersea station systems. *Prerequisite: DIVING 150 or permission of instructor.*

DIVING 250

INSTRUCTOR PREP (5)

A course designed to orient the potential diving instructor to the requirements of national scuba instructor certification examining boards. The course provides for cadet classroom teaching experience, teaching of pool skills and open water conduct of diving classes. This course will prepare the diver to demonstrate his scuba teaching ability in the safest and most effective manner. *Prerequisite: DIVING 150 or permission of instructor.* Requires two quarters of teaching assistantship with a certified instructor. Any of the prerequisites may be waived by permission of the instructor.

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.

THE ADMINISTRATION & FACULTY

The Administration

BELLEVUE COMMUNITY COLLEGE / Established 1966
Accredited by the Northwest Association of Secondary and Higher Schools

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ADMINISTRATION OF BELLEVUE COMMUNITY COLLEGE

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Mr. Fred E. Friedel Chairman, Division of Social Science
Mr. Peter Melvoin Chairman, Department of Behavioral Sciences
Mr. Donald B. Distad Chairman, Department of Cultural Studies
Mr. Robert C. Miller Chairman, Law Enforcement Program
Mrs. Gloria M. Owens Chairman, Parent and Early Childhood Education Programs
Dr. A. Laverne Phillips Chairman, Social Services and Interior Design Programs

Office of Student Services

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Dr. Richard L. Batdorf Associate Dean for Counseling Services
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Mr. Jacob E. Collins Director of Minority Affairs
Mrs. F. Jean Bolliger Director of Student Activities
Mr. H. A. Divine Director of Food Services
Mr. Robert C. Hanscom Bookstore Manager
Mr. James W. Harryman Director of Athletics
Mr. Frank B. Paustain Associate Dean for Admissions — Records and Registrar
Mr. Frank Bosone Financial Aid Officer/Admissions Counselor

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Coastal School of Deep Sea Diving / Everett Community College

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Wulff, Jon V. Philosophy
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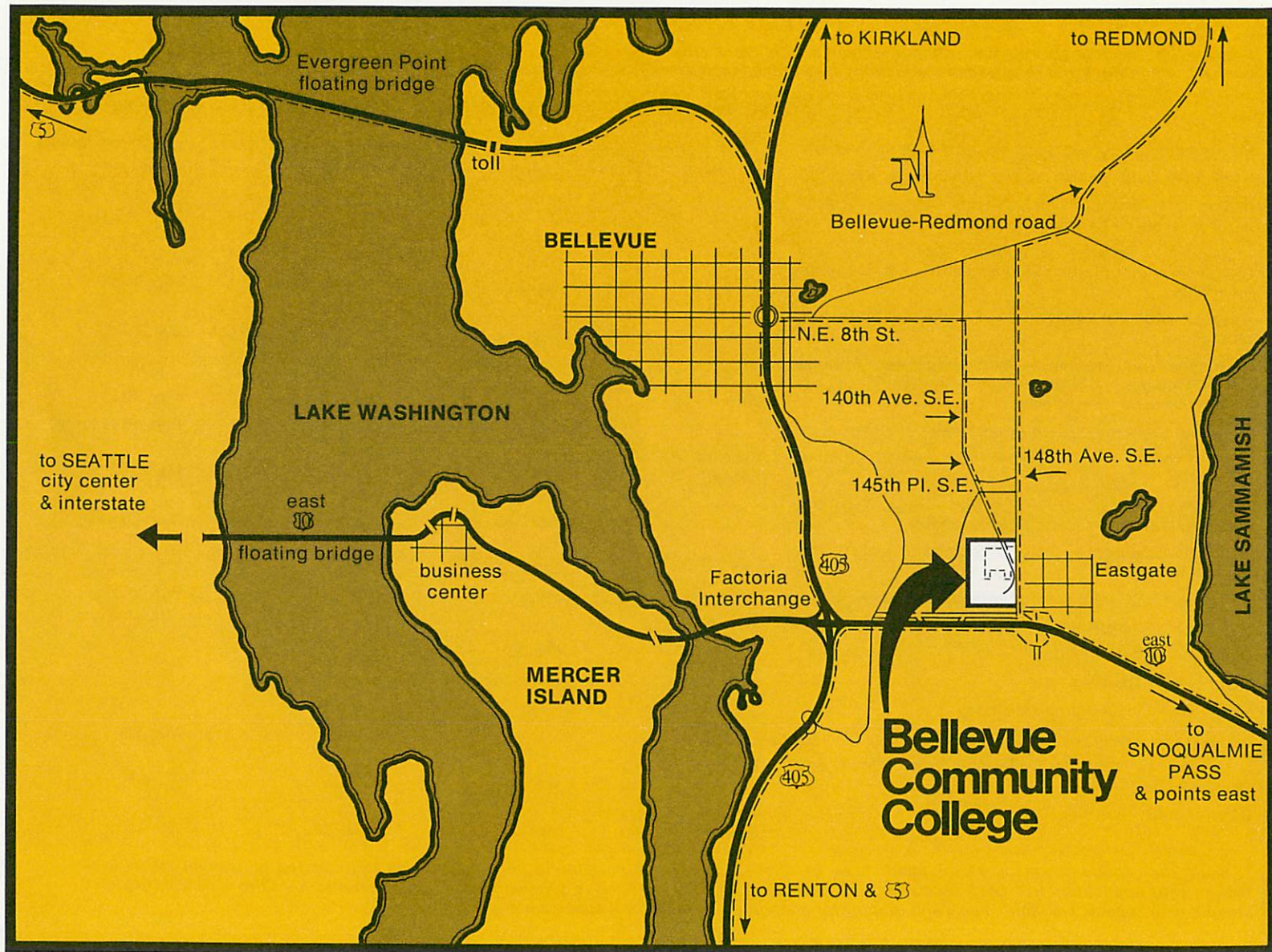
ETCETERA

College Calendar 1972-1973

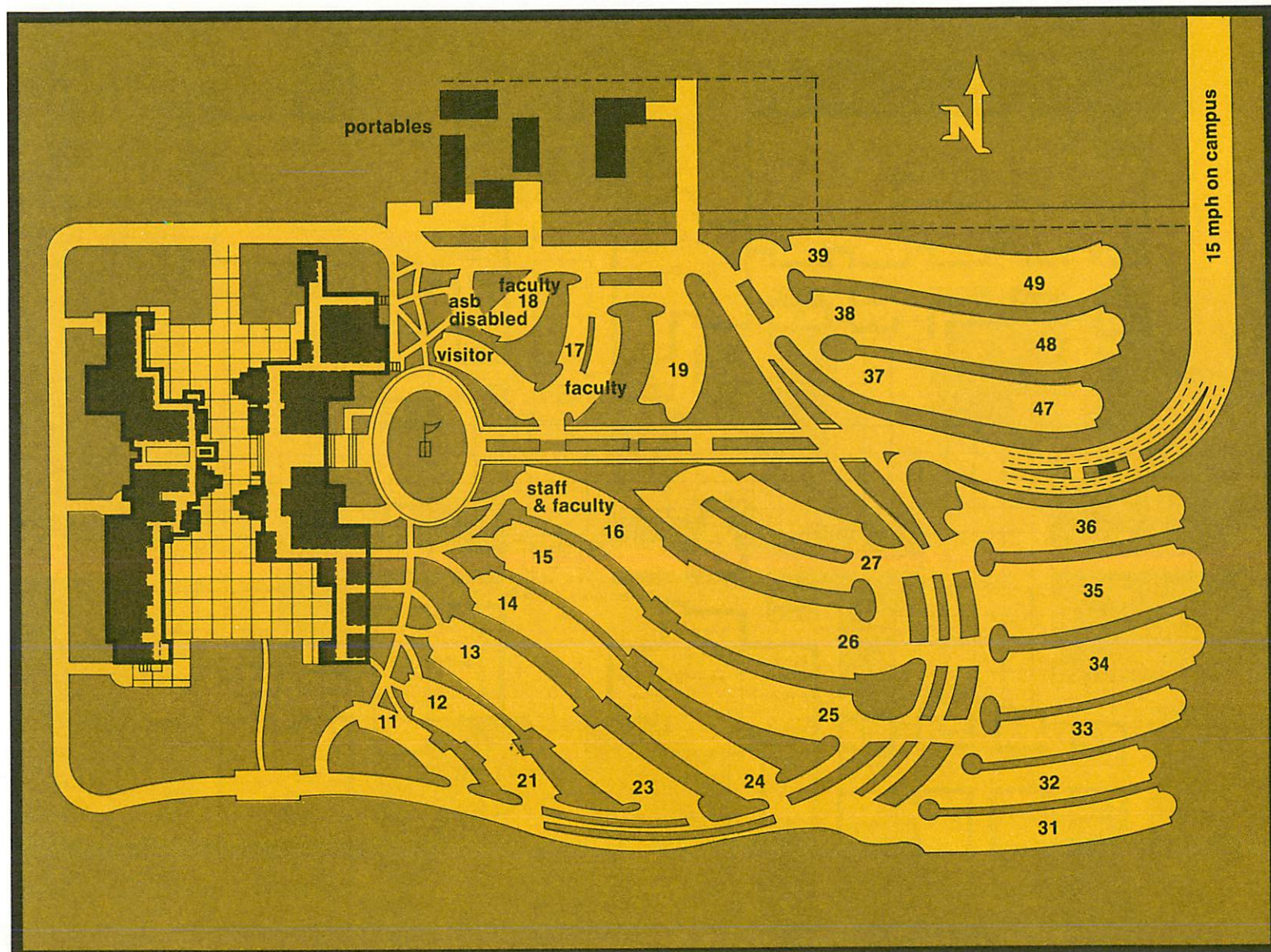
Dates in this calendar are subject to change without notice; those appearing in the quarterly admissions and registration instructions take precedence over those in this catalog.

	Summer 1972	Fall 1972	Winter 1973	Spring 1973
Applications accepted for new and former students		Feb. 1 until filled*	Oct. 1 until filled*	Jan. 2 until filled*
Nonmatriculated registration appointments accepted		Sept. 1	Dec. 1	March 1
In person Registration for currently enrolled matriculated students — by appointment only		May 10 - 26	Nov. 9 - 22	Feb. 15 - Mar. 1
In person Orientation and Registration of new and former returning matriculated students — by appointment only		Sept. 7 - 15	Nov. 28 - Dec. 1	Mar. 5 - 8
Advance Mail Registration — Continuing Education classes only		Sept. 1 - 15	Dec. 1 - 15	Mar. 1 - 12
In person Registration — nonmatriculated College Credit (summer quarter includes Continuing Education) — by appointment only	June 7 - 15	Sept. 18 - 21 May 10 - Sept. 20	Dec. 12 - 15 Nov. 9 - Dec. 27	Mar. 13 - 16 Feb. 15 - Mar. 21
Schedule Changes — Late Appointment Window				
Classes begin — College Credit and Continuing Education	Session "A" June 19 Session "B" July 20	Sept. 25	Jan. 2	Mar. 26
In person Registration — College Credit, Day and Evening classes — Continuing Education		Sept. 25 - 29	Jan. 2 - 5	Mar. 26 - 30
Schedule changes — College registrants only — by appointment only		Sept. 26 - 29	Jan. 3 - 8	Mar. 27 - 30
Deadline for acceptance of graduation applications	June 1	May 1	Oct. 1	Feb. 1
HOLIDAY — Independence Day	July 3-4			
HOLIDAY — Veterans Day		Oct. 23		
HOLIDAY — Thanksgiving		Nov. 23-24		
HOLIDAY — Washington's Birthday			Feb. 19	
HOLIDAY — Memorial Day				May 28
Last day to officially withdraw from class and receive a "W"	Session "A" July 12 Session "B" Aug. 14	Dec. 1	Mar. 9	June 1
Quarter ends	Session "A" July 19 Session "B" Aug. 18	Dec. 12	Mar. 16	June 8

*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.

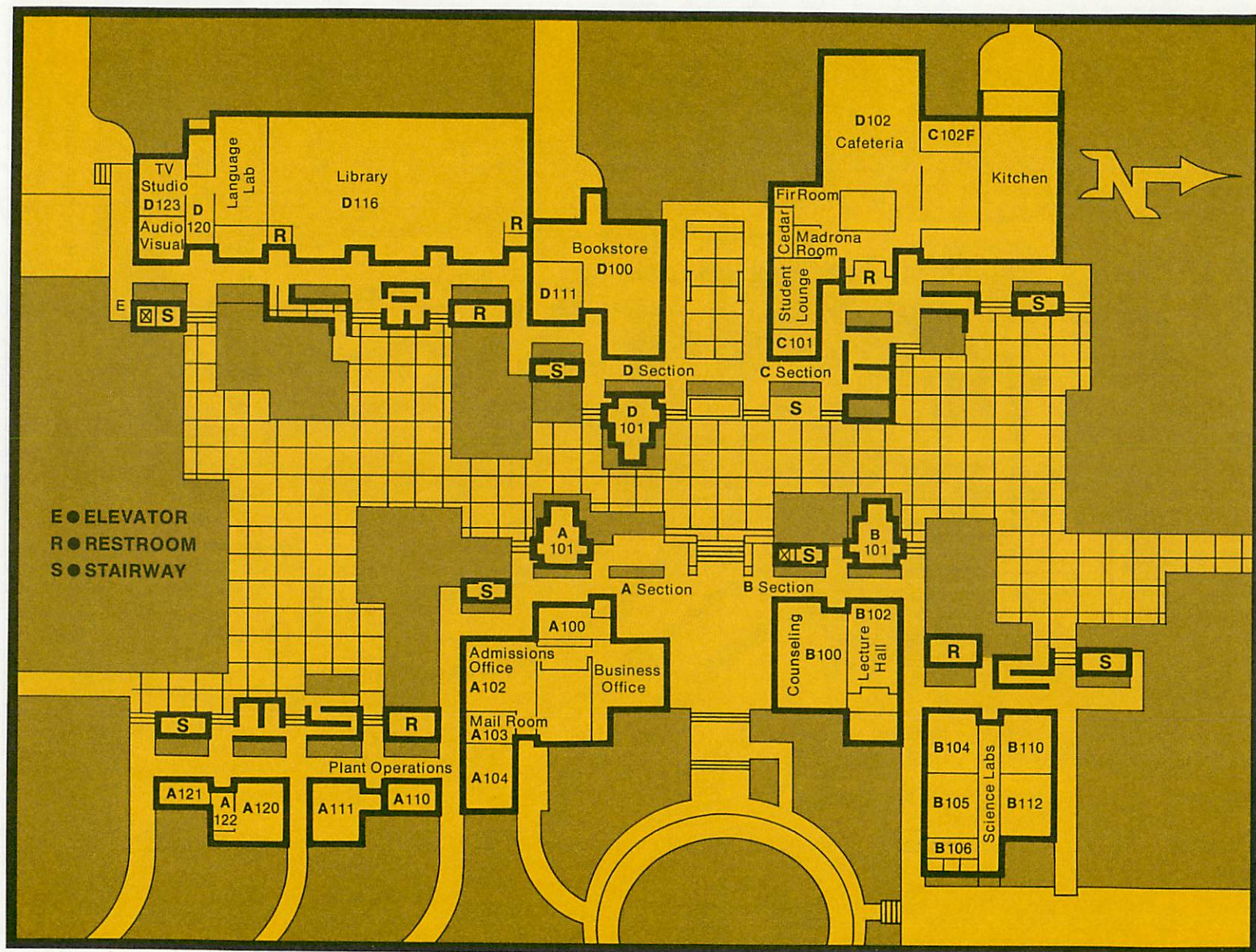


Bellevue Community College
3000 145th Pl. S.E., Bellevue, Wa. 98007



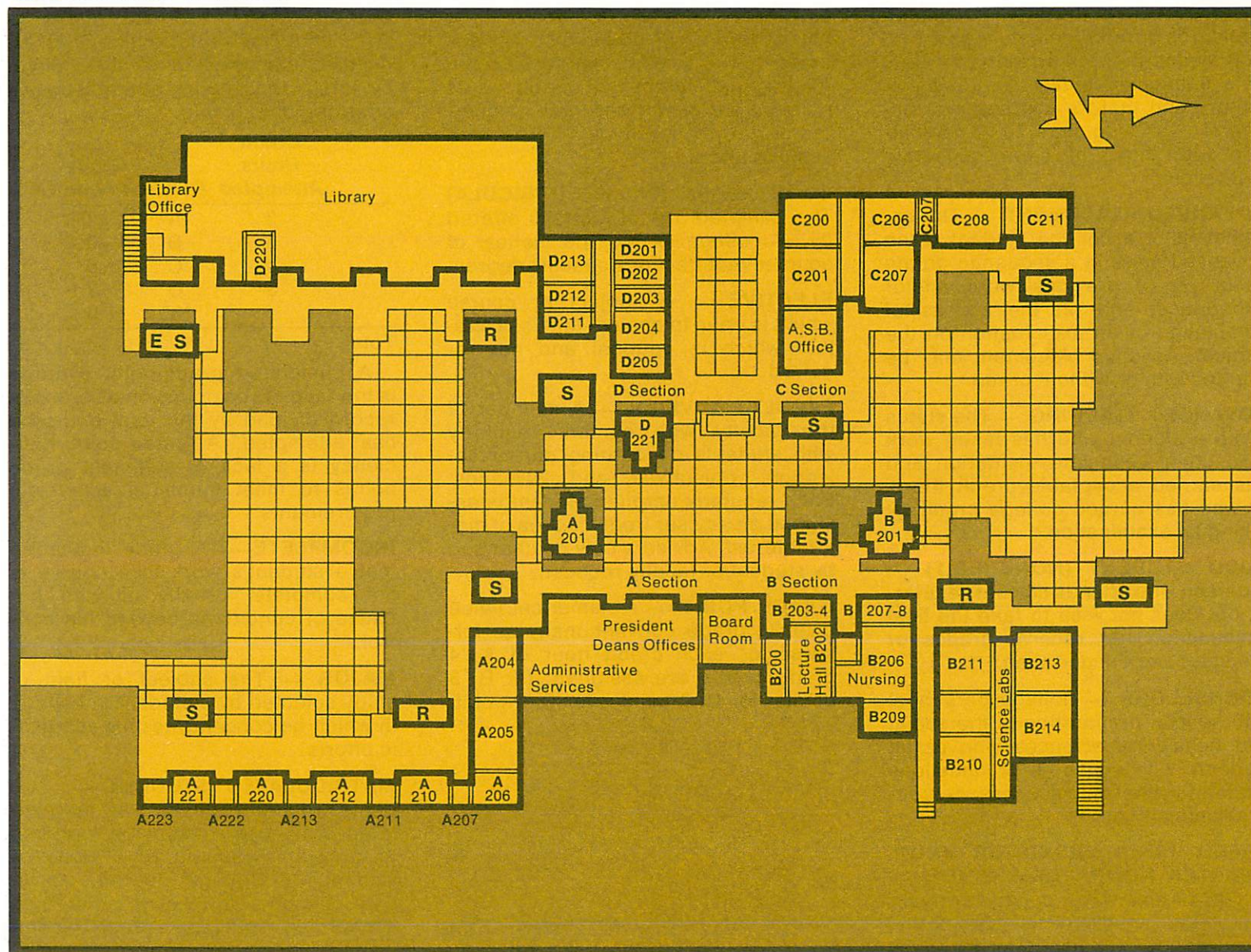
Parking

Main Floor



Classrooms

Second Floor



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.

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	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 process of selecting courses of study for that period, payment of fees, etc.

RESIDENT STUDENT — A student who because of his legal residence within the state of Washington is not subject to special nonresident fees. If the student's transcript is from out of the state, his address or that of his parents is out of the state, or the student is an alien, the burden of proof must rest with the student to show that he is actually domiciled within the state and thus qualified for the lower resident student fees.

TERMINAL COURSES — Courses arranged specifically for students who expect to enter business or industry immediately after completing one or two years of college. Terminal courses generally do not carry credits which are transferable to senior institutions.

TRANSCRIPT — An official copy of a student's academic record, showing courses completed, grades and credit earned, and other data concerning the student.

UNIT — A measurement of high school work representing two semesters or one full year of work in a single subject. A specified number of units, and in some cases specific units, are required for admission to four-year colleges and universities.

Telephone Listings

- 641-0111 **General Information**
- 641-2216 **Continuing Education Information**

ADMINISTRATIVE OFFICES

- 641-2235 **Accounting**
- 641-2261 **College District Planning**
- 641-2271 **Employment**
- 641-2231 **Finance & Business Office**
- 641-2301 **President**
- 641-2281 **Public Relations**
- 641-2241 **Purchasing**
- 641-2201 **Security**

INSTRUCTION

- 641-2361 **Academic & Continuing Education**
- 641-2305 **Dean of Instruction**
- 641-2311 **Division of Business**
- 641-2341 **Division of Humanities**
- 641-2347 **Division of Individual Development (ID)**
- 641-2351 **Division of Physical Activities**
- 641-2321 **Division of Science**
- 641-2331 **Division of Social Science**
- 641-2251 **Library Circulation Desk**
- 641-2255 **Library-Media Center Offices**
- 641-2253 **Media Services**
- 641-2371 **Occupational Education & Special Programs**

STUDENT SERVICES

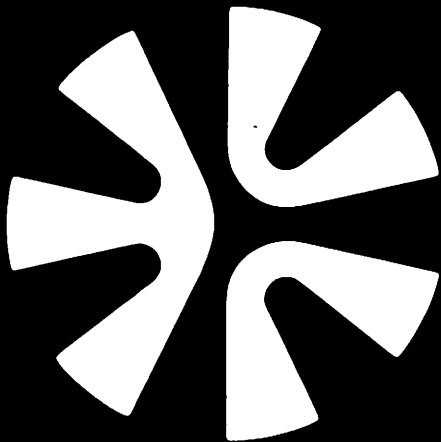
- 641-2222 **Admissions-Records & Registration**
- 641-2285 **Bookstore**
- 641-2213 **Counseling Services**
- 641-2326 **Dean of Student Services**
- 641-2291 **Food Services**
- 641-2294 **Student Activities**

Street Address: 3000 - 145th Place S.E. • Mailing Address: Bellevue, Washington 98007

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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.

CREDITS

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