



**BELLEVUE COMMUNITY COLLEGE**

This catalog is published for informational purposes only. Every possible effort is made to insure accuracy at the time of printing. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Bellevue Community College reserves the right to change any provision or requirement at any time.



# CATALOG FOR 1975 - 1976



# College Calendar 1975-1976

*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 1975                   | Fall 1975                     | Winter 1976                   | Spring 1976                   |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Applications accepted for new and former students  | Not required                  | Dec. 1 until filled *         | Oct. 1 until filled *         | Jan. 2 until filled *         |
| Nonmatriculated registration appointments accepted   |                               | TBA +                         | Nov. 11                       | Mar. 1                        |
| In person registration for currently enrolled matriculated students — by appointment only                                    | May 7-22                      | May 7-22                      | Nov. 6-21                     | Feb. 19-Mar. 5                |
| In person orientation and registration of new and former returning matriculated students — by appointment only               |                               | TBA +                         | Nov. 24-25-26<br>Dec. 1-2     | Mar. 8-11                     |
| Advance mail registration — Continuing Education classes only  |                               | Sept. 2-12                    | Dec. 1-12                     | Mar. 8-19                     |
| In person registration — nonmatriculated College Credit (summer quarter includes Continuing Education) — by appointment only | June 9-13                     | TBA +                         | Dec. 8-12                     | Mar. 15-19                    |
| Schedule Changes — Late Appointment Window   |                               | May 7-Sept. 17                | Nov. 6-Dec. 26                | Feb. 19-Mar. 19               |
| Classes begin — College Credit and Continuing Education  | June 23                       | Sept. 22                      | Jan. 5                        | Mar. 29                       |
| In person registration — College Credit, day and evening classes — Continuing Education                                      |                               | Sept. 22-26                   | Jan. 5-9                      | Mar. 29-Apr. 2                |
| Schedule changes — College registrants only — by appointment only  |                               | Sept. 23-26                   | Jan. 6-9                      | Mar. 30-Apr. 2                |
| Deadline for acceptance of graduation applicants   | June 1                        | May 1                         | Oct. 1                        | Feb. 1                        |
| Holiday — Independence Day   | July 4                        |                               |                               |                               |
| Noninstructional Day (No classes)  |                               | Oct. 27                       |                               |                               |
| Holiday — Thanksgiving   |                               | Nov. 27-28                    |                               |                               |
| Holiday — Washington's Birthday  |                               |                               | Feb. 16                       |                               |
| Holiday — Memorial Day   |                               |                               |                               | May 31                        |
| Last day to officially withdraw from class and receive a "W"   | See quarterly course schedule | See quarterly course schedule | See quarterly course schedule | See quarterly course schedule |
| Quarter ends   | Aug. 8                        | Dec. 9                        | Mar. 19                       | June 11                       |
| Commencement   |                               |                               |                               | June 11                       |

*\*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 non-matriculated student on a "space available" basis and reapply for matriculated status for a subsequent quarter.*

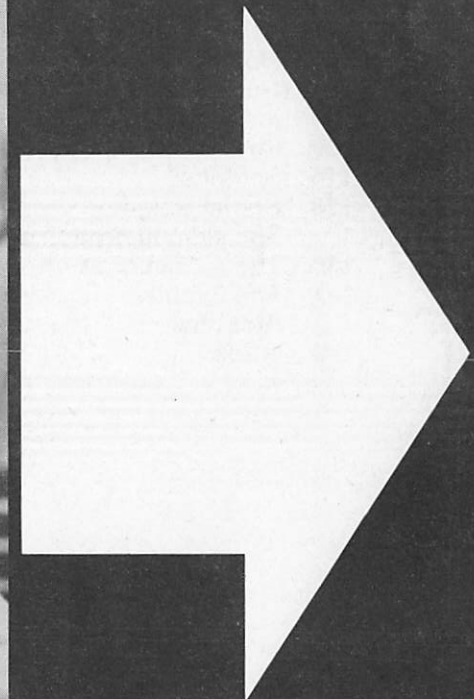
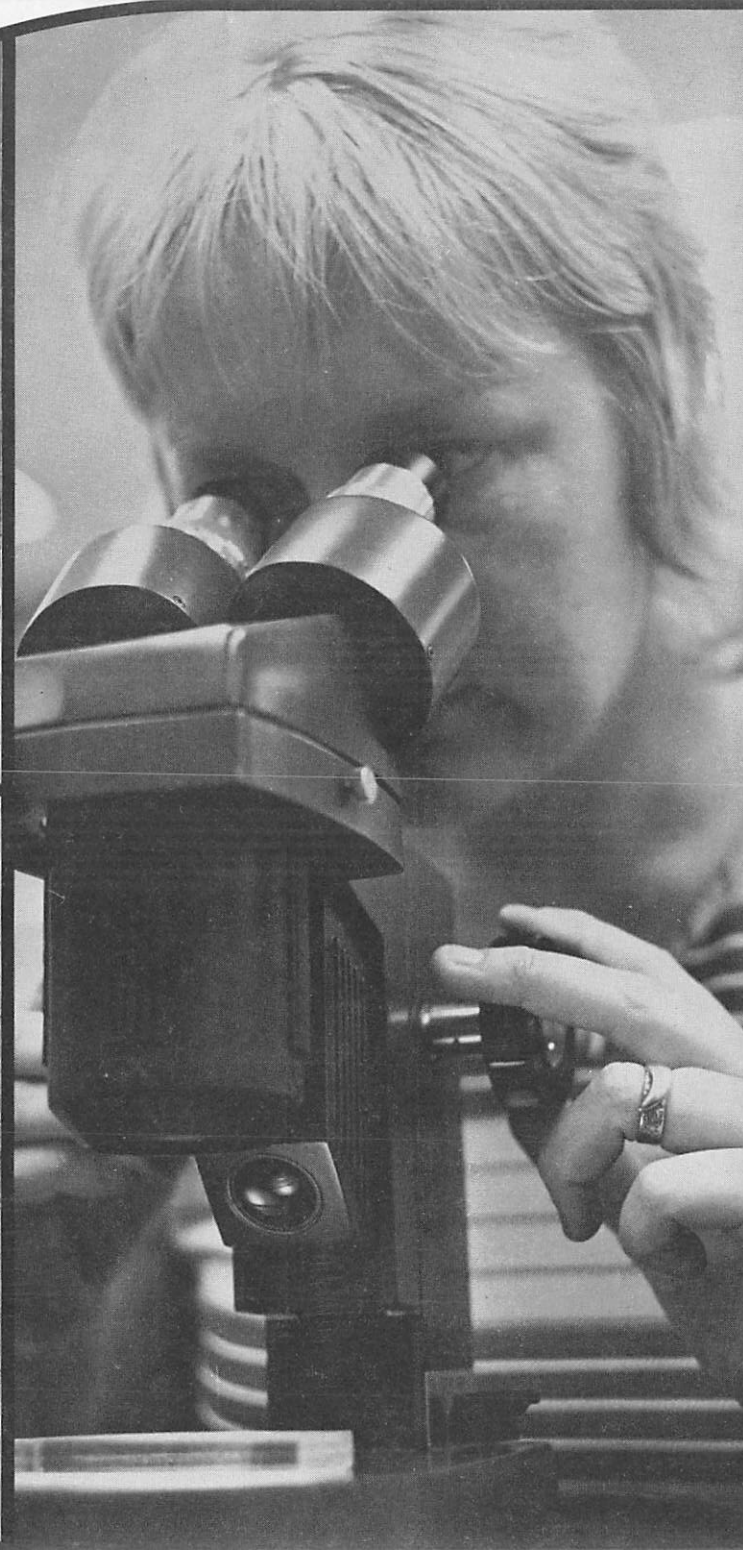
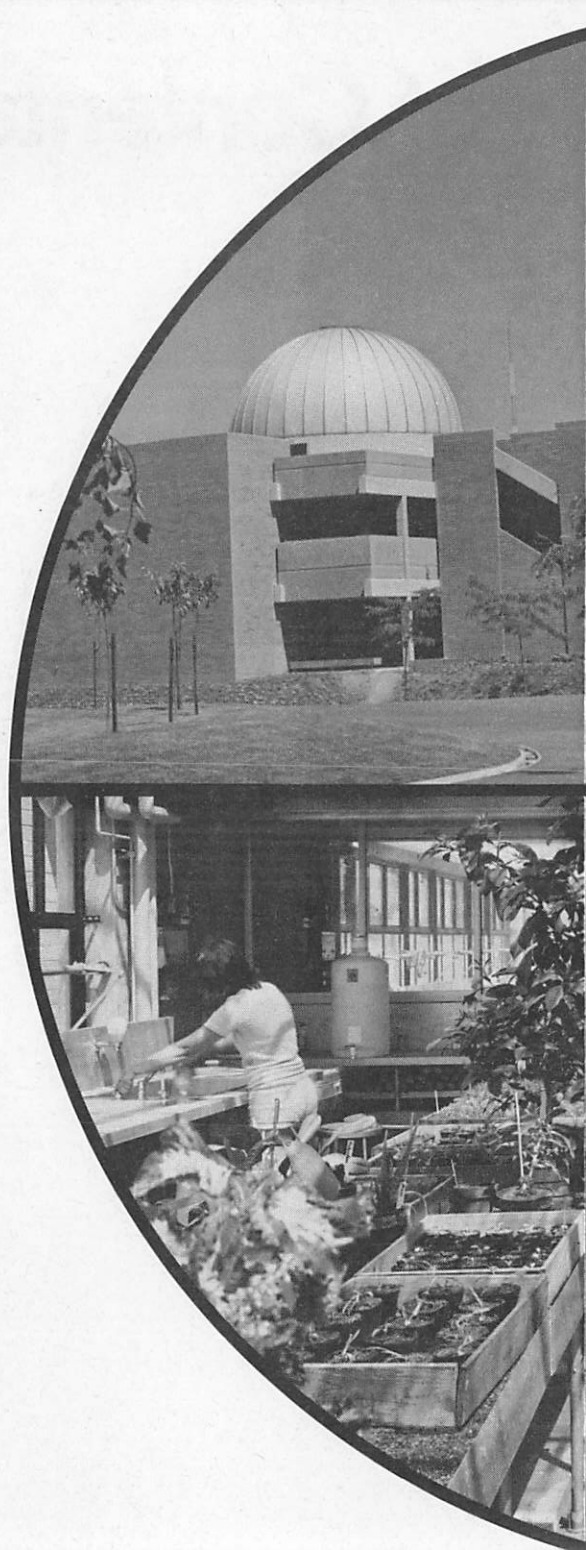
+ To be arranged.



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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 attitudes 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 Human Development 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.

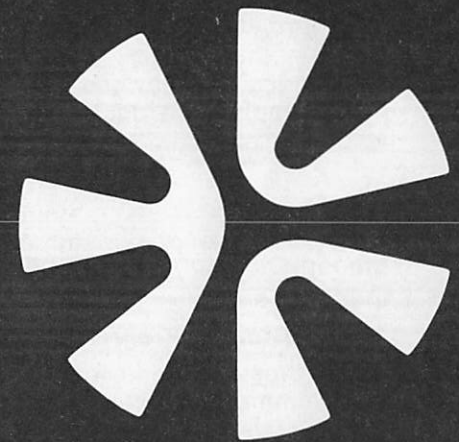
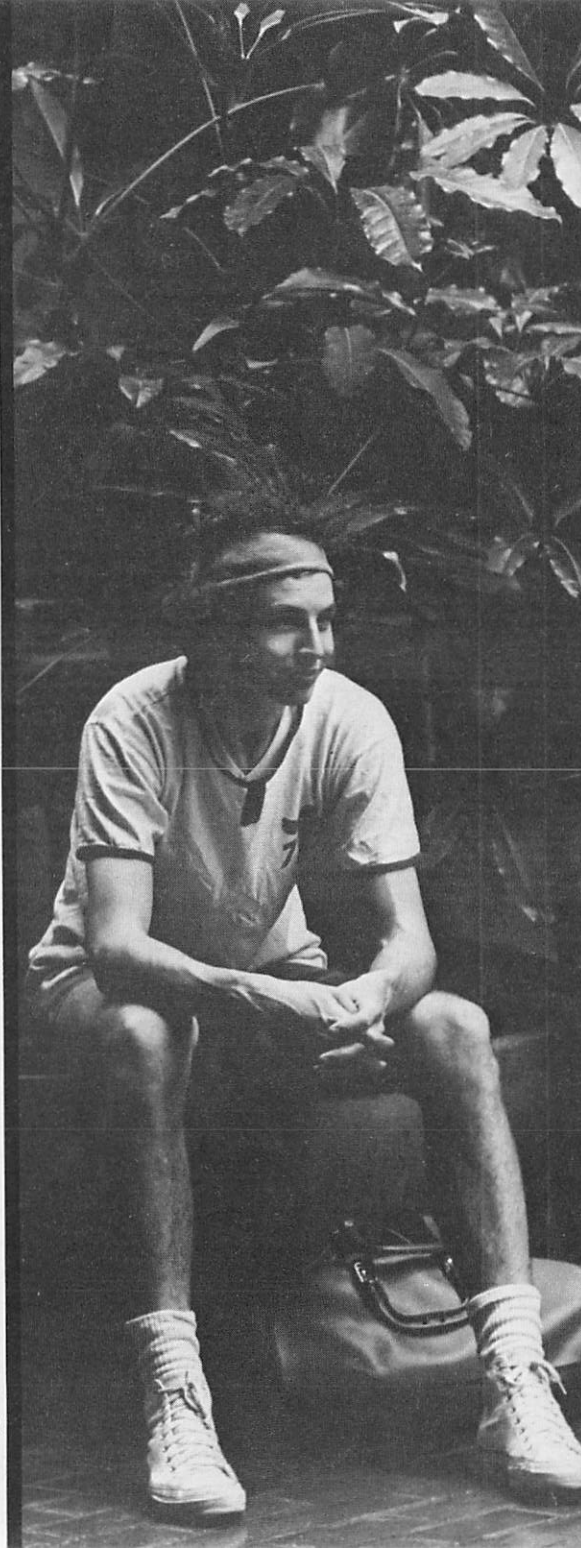
## 8. Community Service

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.**

Art Hupy





# Our Policies

## 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, in the college Student Information Center — A101 and the Registration Center — A111. It should be completed and sent with the \$5.00 application records fee (nonrefundable) to the Director of Admissions.

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 who have submitted their application, all transcripts of previous education and have enrolled in programs leading to a Bellevue Community College degree, certificate, diploma (from the adult high school), an organized college transfer program or an approved program of study.

## NONMATRICULATED STUDENT

Nonmatriculated students are students who do not have a current application for admission on file and who have not been admitted to a college program. Nonmatriculated students may enroll for college credit courses on a "space available" basis. Credits earned will apply toward a Bellevue Community College associate degree, certificate, college transfer program or diploma (from the adult high school). At least 30 credits must be earned as a matriculated student to qualify for an associate degree. Enrollment as a nonmatriculated student implies no commitment on the part of the college regarding matriculated admission to a college academic or occupational program at a later date.

## 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 Admissions Office.

1. A completed "State of Washington Uniform Community College Admission 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 and/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 sixth semes-

ter transcript for admissions purposes. Some two-year occupational programs may require submission of a seventh semester transcript prior to acceptance. Eighth-semester transcripts should be filed upon graduation from high school. Students having previously completed 45 college quarter credit hours or more need not submit a high school transcript unless it is required by the curricular program into which they are seeking admission. It is the student's responsibility to request that a transcript(s) be forwarded to the college Admissions Office.

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.

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.

## FORMERLY ENROLLED STUDENTS

Students who have attended Bellevue Community College as matriculated students 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.

## **RESIDENCE CLASSIFICATION INFORMATION**

Washington state law on residence classification requires that a non-resident student be domiciled; i.e., physically present with the intent to remain in the state of Washington for one year immediately prior to the beginning of the quarter for which he claims the right to pay resident tuition and fees. In addition, the student must have established domicile in the state for other than educational purposes. The law also states that "a nonresident student enrolled for more than six hours per quarter shall be considered as attending for educational purposes only — unless such student proves that he has, in fact, established, a bona fide domicile in this state for other than educational purposes."

In determining whether domicile has been established, no single factor or specific combination of factors provides a guarantee that domicile has been established. Factors which may be considered in a determination of domicile include permanent, full-time employment in the state of Washington, registration to vote for officials in Washington, location of bank accounts, location of personal property and payment of taxes thereon, periods of time spent out of the state of Washington, maintenance of a home or continuous commitment for a rental unit in the form of a lease or other agreement, possession of a professional license to practice in Washington, automobile registration, and a Washington state driver's license.

Regardless of age or domicile, the following are entitled to pay resident tuition and fees: any person who is employed not less than 20 hours per week at a Washington public institution of higher education, and the children and spouses of such person; military personnel and federal employees residing or stationed in the state of Washington, and the children and spouses of such persons; and all veterans whose final permanent duty station was in the state of Washington, so long as such veteran is receiving federal vocational or educational benefits conferred by virtue of his military service.

An alien, in order to qualify for residence classification, must have been physically present in the state for one full year after the date shown on his alien registration card, unless he provides proof of his earlier eligibility and application for an immigrant visa.

Any questions concerning residence classification should be referred to the Residency Classification Officer, Registration Center, A111, telephone 641-2216.

## **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. Applicants will also be required to pass an English examination upon arrival at Bellevue Community College.
5. 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 \$3,000. 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.



6. 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.

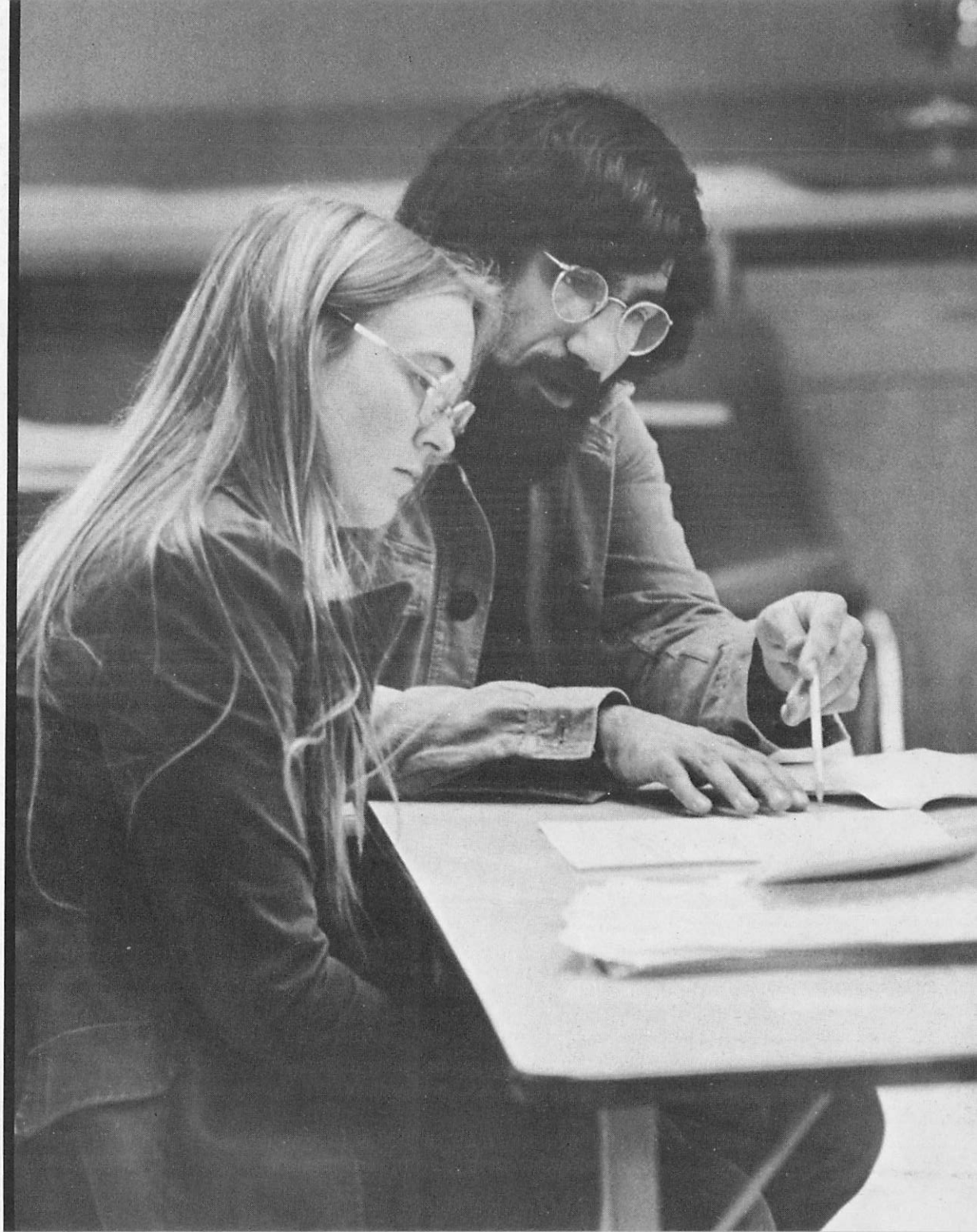
7. Foreign students are required to enroll for Student Accident and Sickness insurance for each quarter they are in attendance at Bellevue Community College.

Presently, Bellevue Community College is not able to admit all foreign 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 December first of each calendar year.

#### **PREREGISTRATION ADVISING**

A registration appointment will be made for all newly matriculated students as soon as each has completed and submitted all required admissions' materials. These include the admission form, together with the \$5.00 application records fee, high school and/or college transcripts, completed student data sheet and payment of the \$20.00 registration fee.

Prior to the student's initial registration appointment, educational planning and guidance assistance is available on an individual and group basis. Informal orientation to the college and its available programs and services also is provided following each initial educational planning session for new students, but attendance is voluntary.





Matriculated students routinely select or are assigned regular advisers, but nonmatriculated students also are provided educational planning services each quarter during their registration period upon request.

#### **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 updated Student Planning Record booklet with him when he reports for his conference.

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

#### **REGISTRATION — PRESENTLY ENROLLED MATRICULATED STUDENTS**

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

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

All matriculated students are assigned an academic adviser from the division of his choice and/or the program in which he expects to major. The student must consult with his adviser during his first quarter in residence at Bellevue Community College

and obtain the adviser's signature on the registration form. Each quarter thereafter neither an advising conference nor signature is required (though strongly recommended) until the student accumulates a total of 60 quarter hour credits.

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

#### **REGISTRATION — NONMATRICULATED STUDENTS**

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

#### **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 Registration Center. A \$2.00 fee is charged for each separate course added. There is no charge for withdrawal from a course or for complete withdrawal from college.

#### **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

completes and submits a "Change of Schedule" form at the Registration Center. Unofficial withdrawals are recorded on the student's record as "NC" (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 Registration Center and return it after completing all required information and signature. 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 Registration Center.
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 Records 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 audit (noncredit) upon payment of the required enrollment fees. Students should notify the class instructor of their desire to enroll for audit. Those who wish to transfer from a credit to an audit basis or from audit to a credit basis in a course for which they are presently enrolled must arrange for this change of status at the Registration Center within the first eight days of a quarter.

## 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 enrolled under government sponsored programs should check with the appropriate agency or the Director, Student Information and Financial Services for the proper credit load requirements. Students who are working while attending college should reduce their class load accord-

ingly. 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. A "P" grade is issued in two separate instances: for those courses institutionally recognized as utilizing the "P" grade, and for those traditionally graded courses in which the student elects to be evaluated P/NC (see Pass/No Credit Grading Policy). All "P's" issued in the latter category must be supported with traditional letter grades.

**NC — Noncredit**  
No points are calculated for this mark. The student will receive this grade if his achievement does not merit the awarding of credit for the course. Students who fail to officially withdraw from a course will also be awarded this grade.

**W — Official Withdrawal**  
No points are calculated for this grade. A student may officially withdraw at any time through the 10th week of the quarter.

**X — Audit**  
Not counted for credit or grade-point average. A stu-

dent must declare his intention to audit a course within the first eight days of a quarter by filing the required petition in the Registration Center.

**Z — Course in Progress**  
This symbol indicates a course which, by authorization of the Dean of Instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent 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 deviation from this procedure will require signatures by both the Dean of Instruction and the Dean for Student Services and Development 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. A student intending to transfer to a four-year institution is urged to consult with his transfer school or with the evaluator in the Admissions Office, for an ex-

planation of any restrictions he may encounter in transferring course credit graded "P".

2. The "NC" grade, separate and distinct from audit, course in progress, incomplete and withdrawal marks, may be awarded for but not necessarily limited to the following reasons: a student's decision not to be formally graded in a course, terminating a course without completing an official withdrawal and failure, for any reason, of a student to realize a minimal achievement level required by the course instructor for awarding credit.

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 the same course by the student. Whenever possible, an instructor should designate a faculty alternate to act from within the same discipline 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 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.

#### **PASS/NO CREDIT POLICY**

An optional Pass/No Credit Grading Policy is available to all students and is governed only by the following provisions and stipulations:

1. Students may choose to enroll in courses which are graded by using the regular institutional letter grading system on a pass/no credit basis upon the approval of their program chairman (occupational program majors) or the Director of Student Information and Financial Services (for transfer and general studies degree students). A form which students may request specific courses and obtain requisite signatures is available at the Registration Center, A111.
2. All courses taken pass/no credit under this policy must be identified at the time of registration and cannot be changed after the regularly designated period for schedule changes (eighth day of the quarter).
3. A pass/no credit option cannot be used for a course in which a student has already received a letter grade.
4. Instructors are required to transmit a traditional letter grade for transcript support for each student who elects

the pass/no credit option, except in those courses which have been approved by the institution for pass/no credit grading; e.g., physical education activity and clinical nursing courses, etc.

The records office will retain the letter grade for later release to authorized agencies who may request it, but will print "pass" or "no credit" on the student grade report-permanent record.

5. No more than 15 credits may be taken pass/no credit, exclusive of those courses not requiring use of the traditional letter grade, to satisfy requirements for an Associate of Arts Degree.

#### **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.

#### **HONORS**

The college encourages students to achieve the highest level of scholarship in pursuit of their educational goal.

To focus recognition on scholarship achievement, the college publishes quarterly a scholarship listing containing the names of students who have earned a 3.50 grade-point average for a minimum of 12 credits exclusive of courses which do not carry grade points.



Students whose quarterly grade-point average is 3.80 or above and who have satisfied all honor roll requirements will receive a special written acknowledgment from the Dean of Instruction and the Dean for Student Services and Development.

Students who have earned the Associate of Arts Degree or the Certificate of Achievement and have maintained a cumulative grade-point average of 3.50 or above will receive special recognition at the June commencement. All students graduating with honors will have their degree and transcript marked "with honors."

#### **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 Human Development 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 admissible 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 from the Student Information Center 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 nonpayment 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**

A transcript is a copy of a student's official educational record and is signed by the Registrar. Two copies of the transcript will be mailed free of charge upon the student's request to potential employers or to institutions to which the student has applied for admission. 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 and signed an authorization for the release of his records.

Students wishing to have grade transcripts sent to prospective employers or to other colleges must personally request this service on authorization forms available in the Admissions Office or the Registration Center.

#### **TRANSFER CREDIT**

Transfer credits earned at an institution which has been accredited by its respective regional accrediting association or those from the United States Armed Forces Institute (USAFI) are subject to acceptance at Bellevue Community College.

Students who have completed formal service school courses while serving in the Armed Forces also 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 reference manual 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.

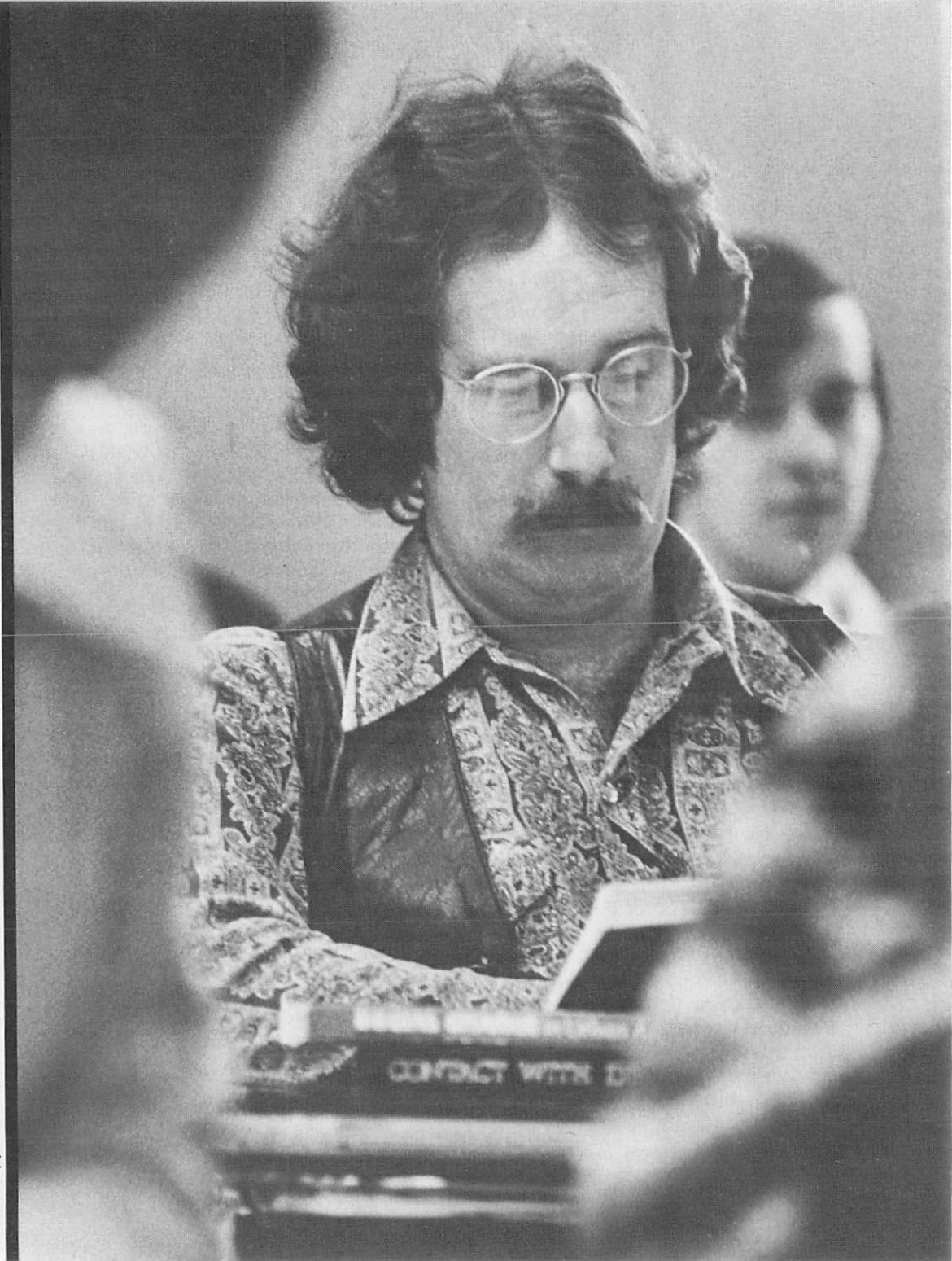
Those who wish to have military experiences evaluated should obtain an application form from the Registration Center. It should be submitted along with all supporting documents that students may have which will show that the course(s) was completed in a satisfactory manner.

College level USAFI correspondence courses which students have completed successfully are accepted for college credit provided completion certification for all such courses is submitted to the Director, Student Information and Financial Services after admission is verified. Since the college-level GED tests are no longer used, credits are not allowed for those examinations.

The maximum number of credits which may be transferred here and applied toward an associate degree is 60. Only 30 credits of the 60 credits may be obtained from military courses, USAFI (or civilian correspondence credits) and all other nontraditional credit programs.

Veterans who are planning to transfer to a four-year college or university are strongly advised to have their military credits officially evaluated and credited to their transcripts by the four-year institution *after* their transfer is effected. This could enable them to transfer into the senior institution more than the 90 credits ordinarily allowed from a community college.

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## **NONTRADITIONAL CREDIT PROGRAMS**

Bellevue Community College believes that flexibility, innovation and independent study are essential ingredients in the educational process. What a person knows is more important than how he came to know it. Every effort is made to recognize and grant students credit for education and experiences regardless of the means by which they were obtained.

Though the entire area of nontraditional credit programs is presently under development, the following specific programs are available to students:

### **CLEP**

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.

## **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:

1. Students must be presently registered at Bellevue Community College.
2. Students must have completed 10 quarters hours of credit at Bellevue Community College. Individual departments or programs may require students to complete the next highest sequential course before they receive credit.
3. No student may take an examination in a course for which he has previously been enrolled for credit or audit at this college.
4. No student will be permitted to repeat an examination in which he did not qualify for credit.
5. 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.
6. A foreign student may not receive credit by examination for 100-200 level courses in his native language.
7. All credits earned by examination apply toward the 30-credit limitation.
8. Credit received by examination will not be included as part of the student grade point, but will be computed for graduation GPA.
9. No credit will be allowed for an examination grade of less than "C."
10. Students applying for credit by examination are to petition the Director,

Student Information and Financial Services 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.

## **ADVANCED PLACEMENT CREDIT**

Students may presently earn advanced placement credit in the following course-programs:

1. **Foreign Language.** Students successfully completing a second-year foreign language series (201, 202, 203) at Bellevue Community College may petition for five advanced placement credits in the first-year 103 course in the same language.
2. **Office 101 - Beginning Typing.** Those Students who successfully complete the Office 102 and 103 courses at Bellevue Community College may petition for two advanced placement credits in Office 101.
3. **Office 115 - Beginning Shorthand.** Students who have successfully completed Office 116 and 117 at Bellevue Community College are eligible to petition for five advanced placement credits in Office 115.

Students wishing to qualify for any of the preceding advanced placement credits may secure the necessary forms in the Registration Center, A111, and upon the payment of a \$2.00 records fee for each petition, together with a signed verification by the respective program chairman, the allowable credit will be posted to the student's transcript.

## 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 Veterans' Affairs 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 Registration Center.

## 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 major 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 Educational Planning and Guidance Office about his plans to transfer and the transferability of given courses. Course numbers do not necessarily assure transferability because numbering systems vary. The final campus authority on the transferability of all courses offered by the college is the Director, Student Services and Development.

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.



**GED Test** ..... 10.00

**CLEP Test Schedule**

**General Examinations:**

1. Examination ..... 15.00
2. Examinations or more .... 30.00

**Subject Examinations:**

Each ..... 15.00

**Laboratory breakage card** ..... 5.00  
(Unused portion refunded)

**Parking permit**

*Full-time students* (10-16 credit hours) per quarter ..... 7.00

*Part-time students* (less than 10 credit hours) per quarter ..... 4.00

*Second car* .... per quarter .... 2.00

*daily parking* — vehicles without parking decal per quarter ..... .25

**Insurance**

24-hour coverage, student only (per quarter) . . . **See Registration**

24-hour coverage, student-spouse-children (per quarter) **Packet**

**Graduation fee** ..... 10.00  
(includes evaluation, rental of cap and gown and diploma)

**Second Award** ..... 5.00  
(Degree or certificate when awarded concurrently)

**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 first week of classes only — 100% \*\*

After first week of classes — NO REFUND.

\*Refund period varies with summer quarter.

\*\*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 for Student Services and Development and Finance and Business Manager.

The Dean of Instruction is assisted by an Associate Dean of Instruction (Library Media Services) and two Associate Deans of Instruction. The Dean of Instruction also is assisted by nine division chairmen: Allied Health, Business, Creative Arts, Home and Community Education, Humanities, Individual Development (ID), Physical Development and Performance, Science and Social Science.

The Dean for Student Services and Development is assisted by a Director of Student Services and Development, an Associate Dean for Student Information, Services and Systems, an Associate Dean for Human Development and an Associate Dean for Student Programs and Activities. He also is aided by a Director of Food Services, a Director of Athletics, a Director for Student Information and Financial Services and a Bookstore Manager.

## 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 three credits in 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.

6. Most senior colleges and universities require students to apply for admission with advanced standing on special application forms. These are available for all state four-year institutions in the Admissions Office and the Office of the Director for College Relations.

## DIRECT TRANSFER AGREEMENTS

Ten Washington four-year colleges and universities have consummated direct transfer agreements with Bellevue Community College for the acceptance of the Associate of Arts Degree in College Premajor.

Students earning the Associate of Arts Degree in College Premajor, who meet the transfer institution's admission requirements, are admitted as juniors and automatically satisfy the four-year school's general education degree requirements.

The four-year schools with which the college now has agreements are: Central Washington State College, Eastern Washington State College, Evergreen State College, Pacific Lutheran University, Seattle Pacific College, Seattle University, St. Martin's College, University of Puget Sound, Washington State University and Western Washington State College.

## SCHEDULE OF FEES

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

**Registration Fee** ..... 20.00  
Payable quarterly, *nonrefundable*, 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

**Audit-Noncredit** .. Same as for credit

**Continuing Education** ..... Varies  
See quarterly evening class bulletin

#### Change of Schedule

(per addition of course or section after completion of registration) ..... 2.00

**Withdrawal from class or complete withdrawal from college** ..... No Charge

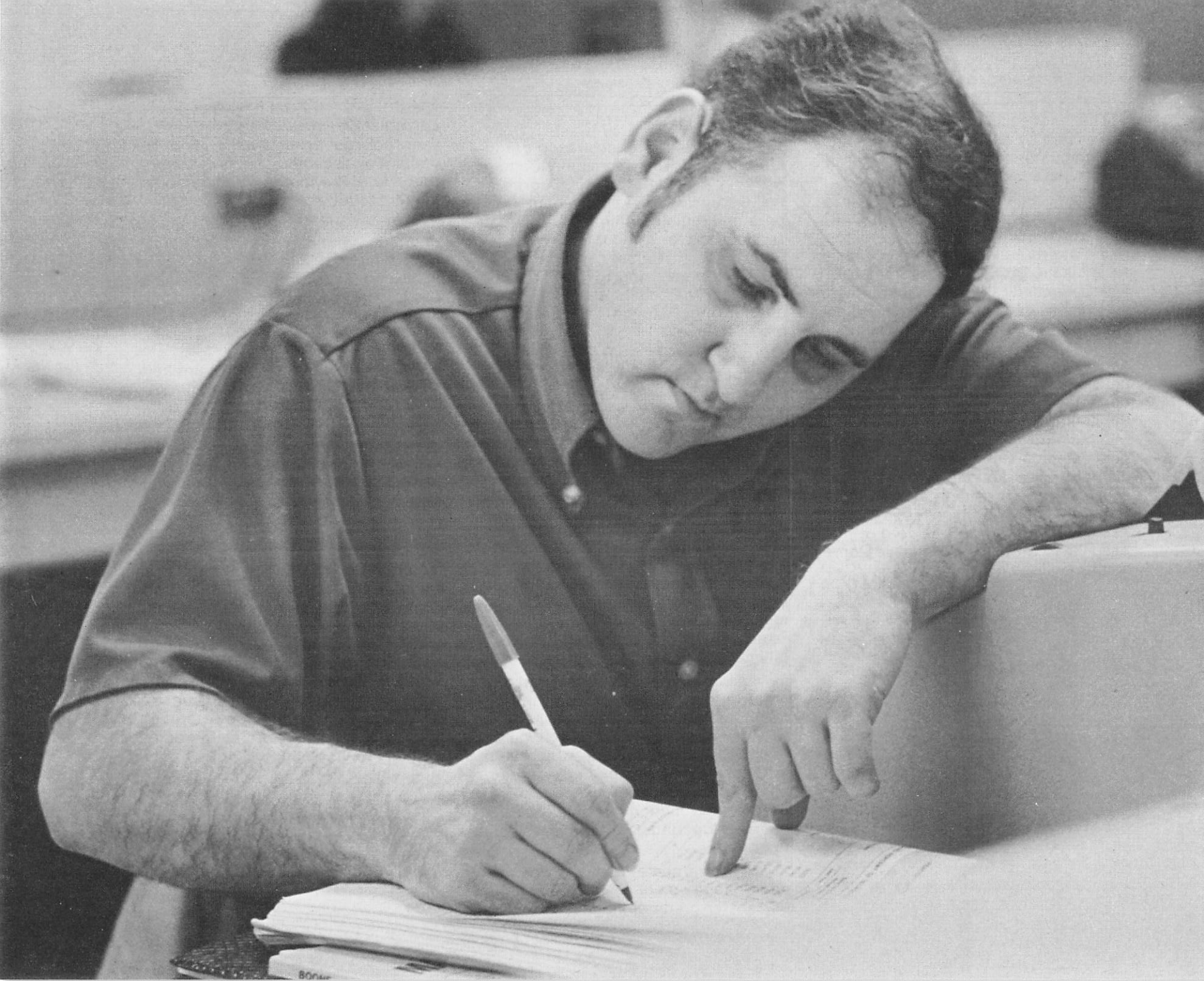
**Removal of incomplete grade** ... 2.00

**Change of grade** ..... 2.00

**Special examinations** ..... 5.00

**Credit examination** ..... 4.15  
(per credit hour)

**Transcript** ..... 1.00  
(First Two, No Charge)



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, College 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 Educational 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 be a matriculated student and file an application for graduation with the Registration Center. 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."

## COMMENCEMENT

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

Degrees are issued at the end of each quarter to students who have completed graduation requirements, except for graduates of the High School Completion Program. High school diplomas are issued once each year following spring quarter.

### 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 all information requested. Students who have earned an Associate of Arts Degree in the summer, fall, winter or spring quarter are entitled to participate in commencement. Only degree covers will be issued at time of commencement.

### Awards

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



## Associate of Arts Degree

Bellevue Community College grants one basic degree, the Associate of Arts, to matriculated students who complete an institutionally recognized curricular program totaling a minimum of 90 quarter credit hours with a cumulative grade-point average of at least 2.00.

Though most curricular programs no longer require physical education activity credits, students are urged to balance their educational endeavors with no less than three, one-credit physical education activity courses. Students who have free elective credit options within their degree programs may use at least six activity course credits to satisfy their elective options.

Specific degree requirements include completion of the following:

1. An approved curricular program as outlined in the "Career Planning" section of this catalog, or
2. The first two years of a baccalaureate 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.

Students who elect to complete curricular programs which require physical activity credits may obtain an exemption by filing a Petition of Waiver with the Division of Physical Activities. Students are eligible for waivers if they are:

1. At least 30 years of age, or
2. Have had at least one year of active military service, or
3. Excused for medical reasons. They require a physician's statement on an official Bellevue Community College medical examination form (blank forms may be obtained from the Registration Center).

Students with one year or more of active military service are eligible to receive three physical activity credits by completing a petition request form in the Registration Center.

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.

## A Dual Degree Program

A student may earn an Associate of Arts Degree in two different curricular programs at Bellevue Community College. To qualify for a second degree, a student must:

1. Complete the 90 or more quarter credit hours required for the first degree, and
2. Complete all the specific course requirements of the second curricular program, or
3. Complete a minimum of 30 quarter credit hours in addition to those credits earned for the initial degree, whichever option (2 or 3) amounts to the larger total of credits. Students expecting to receive a dual degree should indicate this objective on their application for graduation.

Students who wish to earn a Certificate of Achievement in a different curricular program from that in which they will concurrently earn an Associate of Arts Degree will be expected to complete a minimum of 15 credit hours in addition to those credits earned for the degree, or they must complete all specific subject area course credits required in the Certificate of Achievement Program, whichever is the larger total number of credits.



## 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.

### **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.

### **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.

### **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 Adult High School Completion 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 a satisfactory 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 only 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 Registration Center 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 Superintendent 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. Students are not eligible to receive their certificates unless they are 19 years of age or more even though they have satisfied all other requirements.

## **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: Biomedical Photographer, Cashier Training, Civil Engineering Technology, Clerk-Typist, Diver Certification, Drafting Tech-

nology, Early Childhood Education, Environmental Horticulture, Fashion Merchandising, General Business, Graphic Reproduction, Hospitality Management, Insurance Technician, Interior Decoration, Junior Accounting, Law Enforcement, Marketing, Media Technician, Associate Degree Nursing, Occupational Safety and Health Technician, Professional Secretary, 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 Student Information Center or phone 641-2243.

### **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. 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.

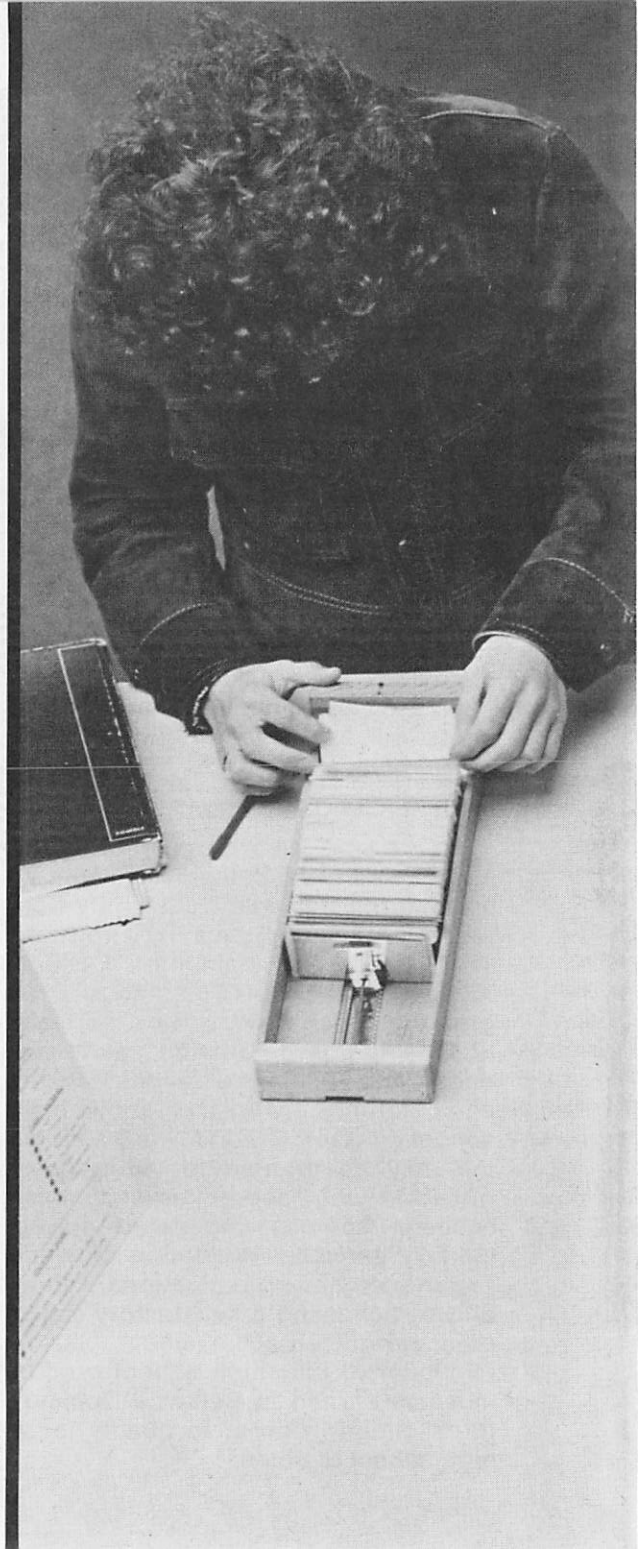
In calling from home or other "off-campus" locations, "touch-dial" 641-2381 and wait for a "ring-click." Then dial the asterisk (\*), or "1" if the phone has no asterisk (\*), and the three numbers of the program code from the weekly schedule. If a weekly schedule of program offerings is unavailable, then "touch-dial" 111. This is the "Voice of Chester" or program information channel. Upon selecting the three-digit code of the program desired, hang up and repeat the process described above.

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.

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.



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# Student Services and Development

## STUDENT SERVICES AND DEVELOPMENT

It is the purpose of a comprehensive student services and development program to facilitate the movement of each student toward completion of an educational objective as quickly as possible. A focus is provided for self-assessment skills which includes vocational search choice, interests, aptitudes and personal identity awareness.

The following programs and services are included in Student Services and Development:

### 1. Student Services and Development

- a. College-University Relations
- b. Adult High School Completion and GED
- c. Nontraditional Credit Programs
- d. Career Development (Including Placement)
- e. Inter-Program Support Service

### 2. Student Information, Services and Systems

Student Information and Financial Services including preadmissions, admissions, registration, records' storage and control, college information services, financial aid, veterans' affairs and part-time placement, placement and forms' management.

### 3. Human Development Services

- a. Educational Planning and Advising
- b. Counseling Services
- c. Human Potential Learning Programs
- d. Student Health Services
- e. Individual Testing
- f. Career Planning and Vocational Development
- g. Peer Counselor Training
- h. Informal Group Processes

### 4. Student Programs and Activities

- a. Student Union
- b. Community Involvement Programs
- c. Intramural and Extramural Activities
- d. Intercollegiate Athletics

### 5. Minority Affairs

### 6. Student Bookstore

### 7. Food Service

## STUDENT SERVICES AND DEVELOPMENT

The student services program is dedicated to assist all learners in their *total* development; to expand and integrate all those supportive humanistic functions essential to successful student integration, maintenance and eventual exit from the institution.

It assumes that man is a growing organism, capable of moving toward self-fulfillment and responsible social development whose potential for both has only been partially realized.

The program seeks to create a climate of learning in which students have freedom to choose their own direction for learning; responsibility for those choices and interpersonal interaction with the learning facilitator that includes challenge, encounter, stimulation, confrontation, excitement; warmth, caring, understanding, acceptance, support; appreciation of individual differences.

At Bellevue Community College some of the outcomes students realize from this major thrust include increased: intellectual understanding and growth, skill competencies, socially responsible behavior, flexibility and creativity, awareness and acceptance of self and others, courage

to explore and experiment, openness to all experience, efficiency and effectiveness in learning, ability to respond positively to change, development of a value system, and satisfaction from one's personal life style.

The Student Services and Development Office works cooperatively with, and in support of, the Dean for Student Services and Development to assist in the coordination of all programs. In addition, the program maintains prime responsibility for college-university relations and articulation, adult high school completion, General Education Development (GED) testing, nontraditional credit programs including CLEP testing, and planning responsibility for the eventual integration and organization of a career development service.

## STUDENT INFORMATION SERVICES AND SYSTEMS

Student Information, Services and Systems is a total system of interaction activities designed to assist students in achieving their educational goals. Student Information, Services and Systems provides student assistance in the following functions: pre-admission information and advising, admission, registration, record maintenance, veterans' affairs, financial aid, and career and job placement. Also provided are forms management, inter-institutional articulation, and pre-college development programs all integrated by predetermined objectives, plans and policies.

## STUDENT INFORMATION AND FINANCIAL SERVICES

The Office of Student Information and Financial Services offers pre-admission, veteran, placement and financial aid information and services to prospective and continuing students.

### Preadmission

Students interested in college courses or programs can be assisted at the preadmission service desk. Applications, program brochures and informal evaluations are available.

### Veterans' Affairs

Through the Veterans' Affairs Office, student veterans can receive assistance with the following: admissions and program information, benefit applications and procedures, tutorial assistance, financial aid and job placement and individual and group counseling.

### Placement Services

Bellevue Community College has established professional placement service 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 Placement Office.

## FINANCIAL AID

### Philosophy

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

### Determining Financial Need

Financial need is determined by comparing student resources (family contribution, student assets, and summer earnings), as reflected by a financial aid application, with the budget for attending Bellevue Community College. An award "package" to cover all or part of the difference between assets and budget is then offered. This package consists of one or more types of aid.

### Budgeting for College

The following standard budgets represent costs for a nine-month (three-quarters) academic year:

|                  | Dependent Student Living With Parents | Single Student Living Away from Parental home | Married Student No Children |
|------------------|---------------------------------------|---|-----------------------------|
| Tuition & Fees   | 249                                   | 249   | 249                         |
| Room & Board     | 600                                   | 1400  | 2025                        |
| Books & Supplies | 180                                   | 180   | 180                         |
| Personal Expense | 450                                   | 450   | 1000                        |
| Transportation   | 280                                   | 280   | 280                         |
| Total Cost       | 1759                                  | 2559  | 3734                        |

Nonresidents should plan to pay an additional \$432 in tuition fees. Married students can add \$600 per dependent child to their budget.

### APPLICATION FOR FINANCIAL AID

1. For early and maximum consideration, students should complete one of the following forms as soon as possible and mail it to the College Scholarship Service. Forms, with the service's address for mailing, are available from high school counselors or the Financial Aid Office.)

*Parent's Confidential Statement* — completed by students who are dependent upon their parents.

*Student's Financial Statement* — completed by students who are independent of parents.

Definition of the independent student: the student who

a. Has not been claimed as an exemption for Federal tax purposes for the calendar year in which aid is given or for the prior calendar year, and

b. Has not received and will not receive financial assistance of more than \$600 including room and board in the calendar year in which aid is received and the prior calendar year.

2. Students should notify the Financial Aid Office when initiating application procedures. High school counselors have cards for this purpose; other applicants should phone or write the Financial Aid Office.

3. Students should be admitted to the college by following procedures outlined by the Director of Enrollment Services.

## **Deadlines**

Students should follow the above procedures as early as possible and not later than August 15. Applications are received on a continuing basis, but awards can be made to late applicants only if funds are available.

## **Notification of Award**

Notification of award will be mailed on or before July 1 to applicants whose files are complete and who are admitted to the college as of June 15. Later notifications will be mailed as soon as possible.

Awards are made also (if funds are available) to students entering winter, spring and summer quarters.

## **GRANTS**

### **Supplemental Educational Opportunity Grant**

Supplemental Educational Opportunity Grants are awarded undergraduate students from low-income families with exceptional financial need who are citizens or permanent residents of the United States. Grants range from \$200 to \$1500 per academic year depending on need and availability of funds. However, the amount of grant may not exceed one-half of a student's need. Applicants for this aid should complete the appropriate confidential statement. If independent, they must submit parental income data.

### **Washington State Need Grant**

This program is administered by the Washington Council on Higher Education and provides up to one-third of a student's need. These grants are awarded to students with

acute financial need who are residents of the state and citizens or permanent residents of the United States. Applicants for this aid should complete the appropriate confidential statement. If independent, they must submit parental income data.

### **Washington State Tuition Waiver Program**

According to state community college regulations, a limited number of tuition waivers will be granted needy students. Recipients must be residents of the state of Washington. They may be enrolled in either college-level or high school completion programs—either part-time or full-time.

### **Basic Educational Opportunity Grant**

This is a new program established by the Federal Higher Education Amendments of 1972. If fully funded, it will provide grants of \$1400 minus expected family contribution, but not to exceed one-half of the cost of attendance. Purpose of this program is to provide an assurance that no student shall be denied access to post-secondary education because of financial need.

## **ON-CAMPUS EMPLOYMENT**

Nearly 200 jobs are made possible through federal college Work-Study programs and institutional funds. Students are employed in a wide range of positions including those of typist, landscaper, lab assistant, and librarian. Students may work approximately 15 hours per week during the quarter and up to 40 hours a week during vacations.

## **LOANS**

### **Federally Insured Loans**

This loan is granted by banks, credit unions, and savings and loan associations to students registered for at least eight credits who are citizens or permanent residents of the United States. The maturity date (date when repayment begins) is nine to 12 months after graduation, but it can be deferred if the borrower enters the Armed Services, Peace Corps or Vista, or continues his studies. The standard repayment rate is about \$30 per month. In cases of demonstrated financial need, interest is paid by the federal government until the maturity date, at which time the borrower assumes the full interest charges. Additional information and application forms are available in the Financial Aid Office.

### **National Direct Student Loans**

This program offers a long-term, low-interest loan to students who are registered for at least eight credits and who are citizens or permanent residents of the United States. Terms and conditions include the following:

1. Loans of up to \$2,500 total may be borrowed during the first two years, with a loan ceiling of \$5,000 for pre-baccalaureate study,
2. The repayment period and interest payments of 3% begin nine months after the borrower leaves school,
3. Partial or total cancelation of the loan principal is available to military personnel serving certain areas and to teachers of handicapped or disadvantaged children, and
4. Repayment is made at a rate of \$30 per month.

## **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.

## **SPECIAL PROGRAMS**

### **Nursing Student Loan Program**

Long-term, low-interest loans are available to students in the Registered Nursing Program who are citizens or permanent residents of the United States. Amount of loan is determined by need. Interest at the rate of 3% begins to accrue nine months after the student completes training. Up to 85% of the loan plus interest may be canceled at the rate of 15-30% for each complete year of full-time nursing in a public or nonprofit institution or agency.

### **Law Enforcement Grants**

This grant program provides funds to cover specific educational expenses for students currently employed in the law enforcement field (police, parole, correction, courts). This grant is awarded without regard to financial need, but the applicant must agree to remain in the service of present employing law enforcement agency for a period of two years. (NOTE: Certain intra-agency transfers can be effected and still satisfy the two-year requirement.)

## **SCHOLARSHIPS**

### **Private Scholarships**

A considerable number of private scholarships are administered through the college. In most cases the recipient is chosen by the donor at the time of graduation from high school. In other instances the college Financial Aid Committee makes the final decision. Students should read the student newspaper, *The Advocate*, for announcements about scholarships.

## **HUMAN DEVELOPMENT SERVICES**

### **Location**

The Human Development Center, formerly known as the Counseling Center, is located just behind the Bookstore in D104. The Health Center is located in C227 above the Cafeteria. The International Student Office is located in B103.

### **Function**

The Human Development Center is a learning center where students plan for a career, explore educational possibilities, learn how to better cope with stress, improve or enhance relationships, and learn more about their own unique potentials. The center's philosophy is based on the assumption that something is right with people; that we are all developing and growing. The activities of the Human Development Center start realistically from where the student is, and are based upon the assumption that each personality is unique. The individual is conceived of and treated as a functioning whole and his development in all areas of living, as a unit.

## **Staff**

The Human Development Center staff includes the Associate Dean for Human Development, counselors, the Educational Planning Coordinator, the Director of Health Services, the International Students' Coordinator, career resource consultants, graduate school interns and peer counselors.

### **Activities**

*Educational Planning and Advising:* Help with planning schedules, transfer information, catalogs and printed information on two- and four-year programs.

*Career Planning:* Counselors provide career choice counseling and individual testing for students who need assistance in planning for a career. A career resource center, staffed by a paraprofessional, is available for students to explore college and career opportunities. The resource center contains information about two- and four-year training programs, out of state college catalogs, specific transfer requirements for all in-state institutions, a human potential library, general information about career trends and employment outlooks, and resource materials such as the *Occupational Outlook Handbook* which describes the nature of various occupations, places of employment, training required, employment outlook, earnings and working conditions. Counselors are available by appointment to work with students in the career resource center.

*Personal Counseling:* Greater self-understanding and responsible, personal decision-making skills through individual counseling.



*Human Development Learning:* Formalized learning experiences for credit including courses in college and career exploration, human potential seminar, creative consciousness, personal communication skills, sense and body awareness and peer counseling.

*Individual Testing:* Vocational, personality, intelligence, aptitude, interest and attitude tests administered and interpreted by trained professionals in the field of tests and measurements.

*Informal Groups and Workshops:* Informal learning experiences, not for credit, such as couples' communication groups, assertive training, family communications, awareness and encounter, meditation, etc.

*Peer Counseling Training and Supervision:* A course of study, which is a three-quarter sequence, offered for credit and experience. Peer counselors who have completed at least one quarter of training are eligible to be placed in different departments on campus and receive pay and credit for their work. The supervision of all peer counselors is coordinated by the Human Development staff. The Peer Counseling Program is coordinated by the center.

*International Student Advising:* Counseling in matters of housing, immigration regulations, social adjustment and referrals for special learning needs.

*Health Services' Programs:* Promotion of positive health status through services which are available to students, faculty and staff in three major areas:

1. Education and information in all health related areas including contraception, venereal disease, nutrition, communicable diseases and chronic conditions.

2. Preventive services as immunizations, physical screening, minor lab tests and health counseling.

3. Emergency treatment in cooperation with the campus Security Office.

## **STUDENT PROGRAMS AND 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:

*The Associated Student Body Government* is composed of an Executive Council, Senate, and Judicial Board. The ASBCC is an integral part of the decision-making processes of Bellevue Community College. Students serve on all college committees and councils.

*The Student Union* offers students a variety of social and recreational areas including a game room, cafe-

teria, student den, matrix coffee house, and formal dining room. A program of entertainment and organized activities continues throughout the year.

*The Student Child Care Center* serves approximately 60 student families a quarter. The center provides 80-90 children a week with a quality early childhood educational program.

*The Women's Center* provides all women of College District No. 8 with the following services: information and referral, career and educational planning resources, guidance services, informal rap groups, special workshops, resource library, current issues, bulletin board and browsing room.

*Cultural Events* are going on daily with a calendar of artists, lecturers, films, drama, dance and literary personnel. A number of noted speakers and performing artists appear throughout the year under the auspices of the *Bellevue Community College Lecture-Artist Series*. Season tickets are available to the public through community outlets and at a reduced rate to students on campus through the Bookstore.

*Clubs & Organizations* are organized around specific interests, skills, ethnic derivation or social causes. All students are urged to participate.

*Intramurals* sponsor a program of team competition and gym activities available to all interested students.

For more information concerning any of the above, students may contact the ASBCC Office, B101, 641-2296; Student Union Office, 641-2320, or Student Programs and Activities Office, B103, 641-2294.



## MINORITY AFFAIRS

The primary thrust of the Minority Affairs Program is directed toward the retention and the academic survival of minority students at Bellevue Community College. Academic advising and counseling services are provided through the program. Other support services include transportation to and from the Seattle area, financial aid, counseling, tutorial assistance, and job referrals. Recruitment is another important aspect of the program; it is an on-going process. The Minority Affairs Office is located in room C221.

## BOOKSTORE

The Bookstore offers many services to the student of Bellevue Community College and to the community as well. Textbooks, school, engineering, and art supplies, magazines, clothing, jewelry, greeting cards, stationery, cigarettes, candy, electronic calculators, tape recorders, and radios are only some of the supplies carried in the Bookstore. The Bookstore also offers a check cashing service for students (\$5.00 maximum).

Bookstore hours are from 8:30 a.m. until 5 p.m. Monday through Friday with extended hours during the rush period of each quarter.

### Book Return Policy

The Bookstore has established a refund policy for the return of textbooks.

1. The return of new books will be accepted for full price up to two weeks after the quarter begins providing the student has:

- a. Original sales receipt
  - b. Book is resalable as new (unmarked)
  - c. Marked books will be accepted at 75% of original cost
2. The return of new books after two weeks until mid-term exams at 60% of original price providing the student has:
- a. Original sales receipt
  - b. Book is resalable as new (unmarked)

### Buy-Back Policy

With sales receipt, the Bookstore offers 50% return on any textbook in reasonable condition which will be used the following quarter.

Or, the Bookstore offers market value (20% or less) on others accepted by Washington Book Store, Inc. All students are urged to save their receipts.

## COLLEGE RADIO STATION

Students may participate in a variety of phases of broadcasting on KBCS-FM, the college educational radio station (announcing, engineering, production, operation, traffic control, news reporting). Courses in basic radio are available (MEDIA 141, 142, 143) but not required for participation. However, those who desire to be station operators must hold a Third Class Radiotelephone operator's permit with broadcast endorsement.

The station broadcasts weekdays on 91.3 MHz. Studios are in House No. 2.

## COLLEGE PUBLICATIONS

Students may gain experience in the field of journalism through work on the student-run newspaper, the *Advocate*. Interested students may concentrate on their own writing interests or may engage in formal journalism training through JOURN 141 (Newsriting Laboratory). Offices and production facilities are in House No. 2.

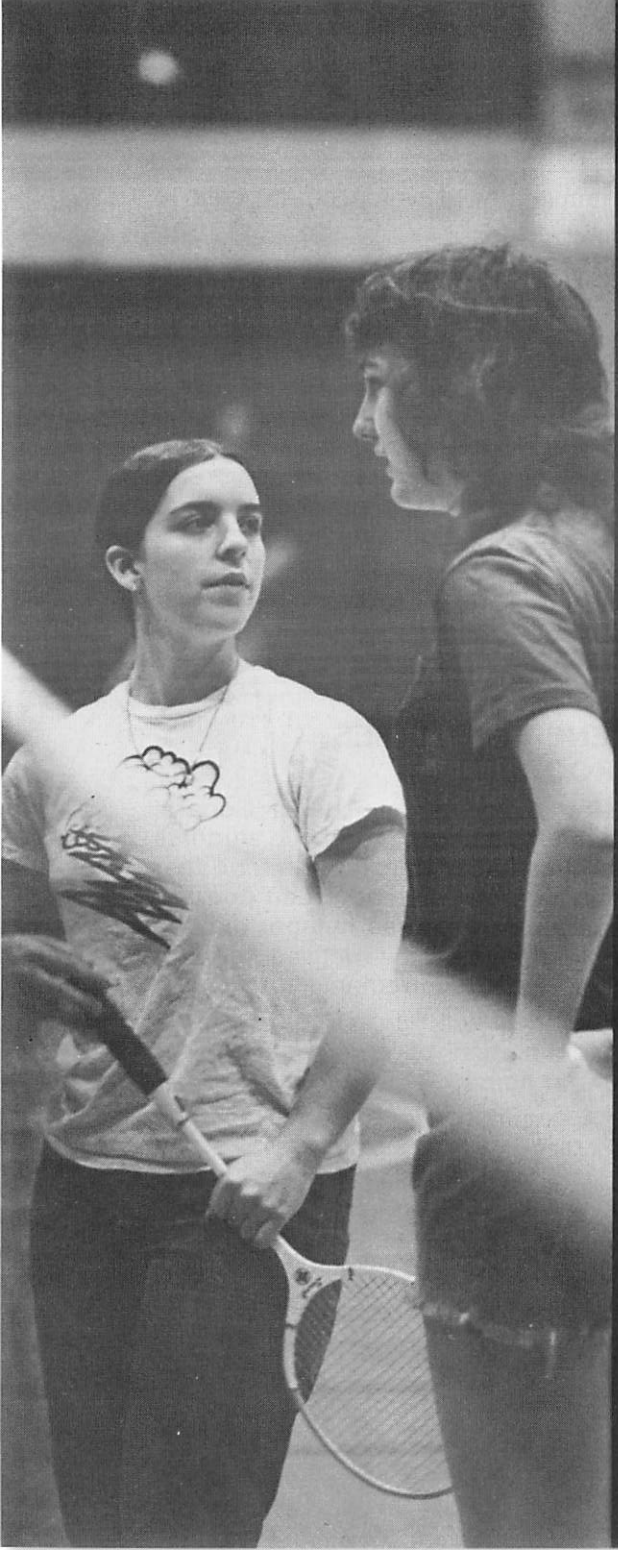
All students are invited to contribute stories, poems, essays and photographs to the magazine *Nightshade*, published once or twice a year. A small number of students edit and produce the publication. Apply to the Journalism Department if interested in editing.

## 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.



Art Hupy

## INTERCOLLEGIATE ATHLETICS

One hundred and fifty students participate annually in an 11-sport Intercollegiate Athletic Program at Bellevue Community College. As a member of the Conference of the Northwest Athletic Association of Community Colleges (NWAACC), the college fields varsity teams in cross-country, baseball, basketball, golf, soccer, tennis and track. Women's athletics were instituted in the fall of 1973 starting with volleyball and basketball, and in 1974 tennis and track were added. Softball and badminton were intramural teams in 1974 and will become intercollegiate in 1975.

The Helmsmen's strong finish in state competition for the 1973-74 season is evidence of the degree of excellence that prevails throughout the Athletic Department. The BCC golf team won the state and divisional championship; the tennis and baseball teams reached the finals in tournament play, and BCC's soccer team won the state championship. The Athletic Department strives for a high level of intercollegiate participation at all times.

All teams are well equipped and provided with a full staff of coaches. In the future the BCC athletic program should be even stronger, with increased women's intercollegiate competition and the completion of a track facility by June of 1975.

## PARKING

The college provides adequate parking space for all students. Students are required to purchase and properly display parking decals for each car and park in assigned areas. Parking permits (decals) are available only at the time that a student registers and during the first week of each quarter. Students petitioning for a parking refund must return their parking decals.

# 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, he also is encouraged to select from a varied distribution of courses outside his career area or major discipline.

## COLLEGE PREMAJOR PROGRAM

The Associate of Arts in College Premajor is defined as that degree which is awarded students who successfully complete a transfer curricula that conforms to the state-wide *Associate of Arts Guidelines* endorsed by the Council on Higher Education; the Inter-College Relations Commission, the Bellevue Community College Instruction and College Management Councils, the Board of Trustees, and the college President. Direct transfer agreements with four-year colleges and universities are negotiated solely on the basis of this degree structure, and the benefits that accrue to students thereby are based on the assumption that the transfer student will be a recipient of the Associate of Arts Degree in College Premajor.

### Specific Requirements are:

1. Ninety quarter credit hours of transferable credit with a minimum cumulative GPA of 2.0, which must include:
2. Written Expression (Composition) ..... 5 credits
3. General Education\* ....55 credits  
With a reasonable distribution of not less than 15 or more than 20 credits in each of the following areas:  
(a) Humanities\*\*  
(b) Social Sciences  
(c) Natural Sciences and Mathematics  
(The student is encouraged to structure these credits to comply with the General Education requirements of the senior college or

university to which he expects to transfer.)

4. Unprescribed electives .....30 credits  
A maximum of 15 credits from this section may be completed in any college courses which the student's adviser or program chairman will approve and recommend.  
\*Lower division major discipline requirements may not be used to satisfy General Education requirements.  
\*\*Composition courses may not be used to satisfy the Humanities portion of the General Education requirement.

## GENERAL STUDIES 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.
2. A cumulative grade-point average of 2.0.
3. At least 30 of the 90 quarter credit hours required for the General Studies Degree Program must be completed in residence at Bellevue Community College, the last 10 of which are to be earned at the College immediately preceding graduation.



## ACCOUNTANT

Art Hupy



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

- 20 Accounting
- 5 G BUS 101
- 5 Mathematics
- 5 OFF 125
- 3 QM 110 or ACCT 120
- 5 Typewriting
- 4 Approved Electives
- 47 Total Hours

#### Second Year

Credit  
Hours

- 22 Accounting
- 5 Economics
- 5 G BUS 202
- 5 English or Speech 225
- 5 QM 150
- 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

- 25 Accounting
- 5 G BUS 101
- 5 Mathematics
- 4 OFF 125
- 6 QM 110, QM 200
- 2 Typewriting
- 47 Total Hours

## BIOMEDICAL PHOTOGRAPHY

Bruce Beaton



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

- 5 BIOMD 101
- 5 ZOOL 113
- 3 MEDIA 175
- 3 ENGL 270
- 5 BIOMD 102
- 5 ZOOL 114
- 5 HLTHS 101
- 3 ART 109
- 14 BIOMD 110
- 48 Total Hours

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**Second Year**

Credit  
Hours

|    |                       |
|----|-----------------------|
| 14 | BIOMD 210             |
| 5  | CINE 141 or MEDIA 183 |
| 3  | MEDIA 176             |
| 5  | CINE 299              |
| 6  | BIOMD 220             |
| 3  | BIOMD 211             |
| 5  | BIOMD 230             |
| 5  | GR 120                |
| 46 | Total Hours           |

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**CASHIER TRAINING**

Phil Finger



This is an eleven-week program designed to prepare students for jobs as cashiers in supermarkets and related retail areas. The course includes development of skills in the operation of a cash register, mathematics, human relations and product awareness. Training is provided through lecture-discussion, laboratory and cooperative (on-the-job) training experiences. All inquiries and applications for entry are handled through the Business Division, either in person or by phone (641-2311).

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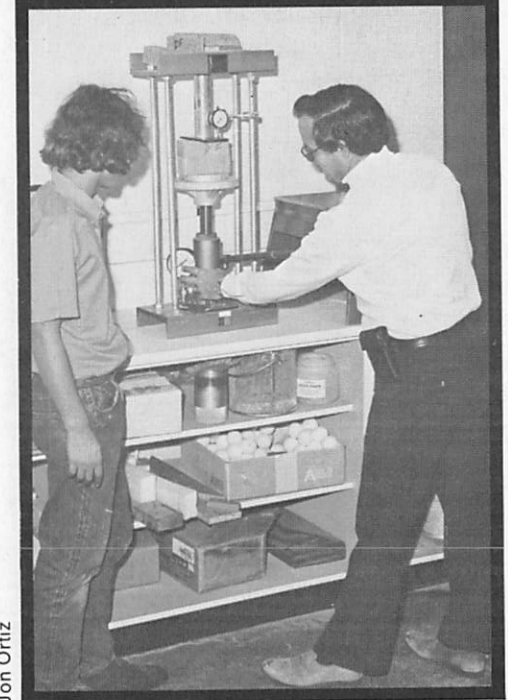
Credit  
Hours

|    |             |
|----|-------------|
| 15 | C T 100     |
| 15 | Total Hours |

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**CIVIL ENGINEERING TECHNOLOGY**

Jon Ortiz



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

A cooperative education option has been added recently to the Civil Engineering Technology Program. Under this option, the student alternates periods of academic study with on-the-job work experience, thus providing a combined theoretical/practical education which greatly enhances the student's abilities to fulfill the

needs of employers. Acceptance to the coop-option will be dependent on completion of all basic requirements which normally require one year to complete.

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**Basic Requirements**

Credit  
Hours

5 ENGL 100 or 101, 105, 270  
10 ENGR 100, 101, 103, 121  
20 ENGRT 104, 105, 106, 154, 180, 181  
8 MATH 101, 114  
43-46 Total Hours

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**Advanced Requirements**

Credit  
Hours

25 ENGRT 161, 163, 230, 246  
260, 266  
10 PHYS 114, 115  
3 ECON 211

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**6-9 Approved Electives\***

44-47 Total Hours

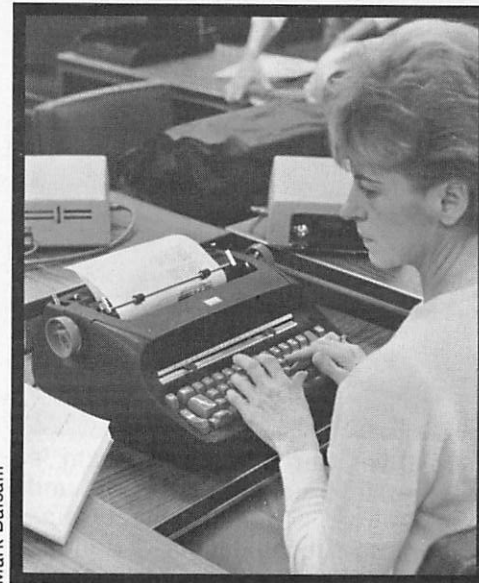
\* May be chosen from ENGR 111;  
ENGRT 261, 264, 265, 267, 290, 291,  
292, 293, 294, 295, 296, 297, 298, 299;  
CHEM 101 or 140; HORT 111, PHYS  
116.

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**COOPERATIVE EDUCATION**

In an increasing number of academic and vocational programs on campus, the option of "going co-op" is available. Cooperative Education is a learning experience in which actual on-the-job experience is coordinated with the student's academic study — providing him an opportunity to obtain real life experience in his chosen field. Co-op advisers plan work experiences with the student as part of his personal development, his general education, and his vocational training. Interested students should check with their program advisers or the campus co-op coordinator.

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**CLERK-TYPIST**

Mark Balsam

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.

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Credit  
Hours

5 ACCT 101  
8 \*OFF 101, 102, 103  
27 OFF 100, 109, 112, 122, 125, 130,  
140, 230  
5 QM 145  
45 Total Hours

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\* Placement dependent upon previous  
typing experience.



## DIVER CERTIFICATION PROGRAM

Craig Groshart



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 **P E 168**
- 3 **HLTH 292**
- 5 **OCEAN 101**
- 23 **DIVING 100, 150, 160, 200, 250**
- 33 **Total Hours**

## DRAFTING TECHNOLOGY

Craig Groshart



A two-year associate degree program is offered to prepare students for employment in technical areas. While the program develops skill and experience with modern drafting techniques, it also provides a basic technical background that will enable the graduate to develop beyond the draftsman level.

The Drafting Technology Program also offers a cooperative education option. Under this option the student alternates periods of academic study with on-the-job work experience, thus providing a combined theoretical/practical education which greatly enhances the student's abilities to fulfill the needs of employers. Acceptance to the coop-option will be dependent on completion of all basic requirements which normally require two quarters to one year to complete.

### First Year

Credit  
Hours

- 8 **ENGL 100 or 101, 270**
- 10 **ENGR 100, 101, 102, 103**
- 12 **ENGRT 104, 105, 106, 154**
- 8 **MATH 101, 114**
- 3 **GR 100**
- 3 **ART 109**
- 44 **Total Hours**

### Second Year

Credit  
Hours

- 11 **ENGRT 161, 163, 180**
- 10 **PHYS 114, 115**
- 3 **ECON 211**
- 21 **Approved Electives**
- 45 **Total Hours**



## EARLY CHILDHOOD EDUCATION TWO-YEAR PROGRAM



Art Hupy

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. 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

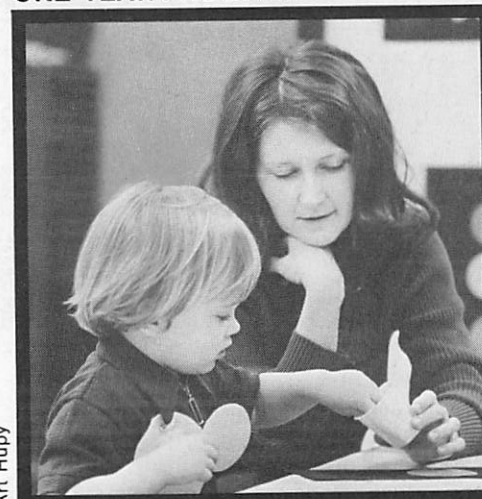
|    |                            |
|----|----------------------------|
| 15 | <b>EC ED 171, 172, 181</b> |
| 5  | <b>ENGL 101</b>            |
| 3  | <b>HOMECE 256</b>          |
| 5  | <b>PSYCH 100</b>           |
| 5  | <b>SOC 110</b>             |
| 12 | <b>Approved Electives</b>  |
| 45 | <b>Total Hours</b>         |

### *Second Year*

Credit  
Hours

|    |                                      |
|----|--------------------------------------|
| 23 | <b>EC ED 191, 192, 193, 201, 204</b> |
| 3  | <b>HLTH 292</b>                      |
| 5  | <b>SPCH 100</b>                      |
| 14 | <b>Electives</b>                     |
| 45 | <b>Total Hours</b>                   |

## EARLY CHILDHOOD EDUCATION ONE-YEAR PROGRAM



Art Hupy

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

|    |  |
|----|--|
| 33 | <b>EC ED 171, 172, 191, 192, 193, 201, 204</b> |
| 3  | <b>HLTH 292</b>                                |
| 3  | <b>HOMECE 256</b>                              |
| 6  | <b>Electives</b>                               |
| 45 | <b>Total Hours</b>                             |

## ENVIRONMENTAL HORTICULTURE



Phil Finger

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 propagators; foremen, or assistant superintendents for nurseries, golf courses, cemeteries, public parks, private estates, botanical gardens, and various other public and private institutions' grounds; representatives of commercial nurseries, landscape service companies, golf course construction com-

panies, 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

- 2 **PHYS 102**
- 5 **BOTAN 111**
- 39 **HORT 081, 082, 101, 102, 103, 111, 112, 121, 131, 132, 141, 142, 143**
- 46 **Total Hours**

#### Second Year

Credit  
Hours

- 5 **BIOL 101**
- 10 **BOTAN 112, 113**
- 3-10 **ENGL 101 or 102 or 270**
- 5 **G BUS 101**
- 10 **HORT 209, 223 or 224 or 225 & 261**
- 3 **Physical Education Activity**
- 2-9 **Approved Electives**
- 45 **Total Hours**

### Landscape Design

#### First Year

Credit  
Hours

- 2 **PHYS 102**
- 12 **ART 105, 109, 110, 129**
- 5 **BOTAN 111**
- 26 **HORT 101, 102, 103, 111, 112, 121, 141, 143**
- 45 **Total Hours**

#### Second Year

Credit  
Hours

- 3 **ART 259**
- 5 **BOTAN 113**
- 3-10 **ENGL 101, or 102 or 270**
- 5 **G BUS 101**
- 6 **HORT 142, 209**
- 15 **HORT 204, 205, 206**
- 3 **Physical Education Activity**
- 0-6 **Approved Electives**
- 47 **Total Hours**

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**Turf Management**

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**First Year**

Credit  
Hours

- 2 **PHYS 102**  
38 **HORT 081, 082, 101, 102, 103, 111,  
112, 121, 131, 132, 141, 142**  
5 **Approved Electives**  
45 Total Hours
- 

**Second Year**

Credit  
Hours

- 10 **BOTAN 111, 112**  
3-10 **ENGL 101, or 102 or 270**  
5 **G BUS 101**  
10 **HORT 209, 223, 261**  
1-5 **HORT 291-5**  
3 **Physical Education Activity,  
including P E 110 or equivalent**  
2-12 **Approved Electives**  
45 Total Hours
- 

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**FASHION MERCHANDISING**

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Everett Reagan

Fashion Merchandising is an interdisciplinary program which provides training in the merchandising of ready-to-wear apparel and/or the construction and merchandising of custom-garments. The curriculum includes a unified combination of business, home economics and support courses.

The Fashion Merchandising Program provides the student an opportunity to work in one or more local businesses. This practical experience is designed to provide a realistic view of the opportunities available in the field of Fashion Merchandising and can be a strong factor in obtaining employment after graduation.

Graduates of the Fashion Merchandising Program will be able to construct and merchandise custom-made garments. Students will be eligible for positions as managers, buyers, salesmen and designers. Career opportunities are available in department stores, boutiques, fabric shops and self-employment.

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**First Year**

Credit  
Hours

- 3 **ART 109**  
5 **G BUS 101**  
10 **HOME 109, 110, 111**  
2-6 **HOME 198 or MKTG 98**  
13 **MKTG 131, 135, 154**  
5 **QM 145**  
3-7 **Approved Electives**  
45 Total Hours
- 

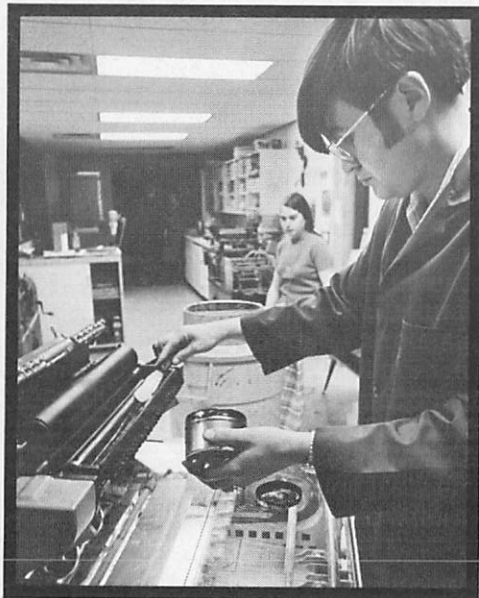
**Second Year**

Credit  
Hours

- 5 **ACCT 108 or ACCT 101**  
8 **HOME 212, 222**  
2-6 **HOME 298 or MKTG 98**  
5 **MKTG 234**  
3 **MKTG 236**  
18-22 **Approved Electives**  
45 Total Hours
-



## GRAPHIC REPRODUCTION TECHNICIAN



Art Hupy

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**

Credit  
Hours

- 3 G R 100
- 5 G R 110 or 111
- 5 G R 120
- 5 G R 130
- 5 G R 140
- 3 G R 150
- 19 Approved Electives
- 45 Total Hours

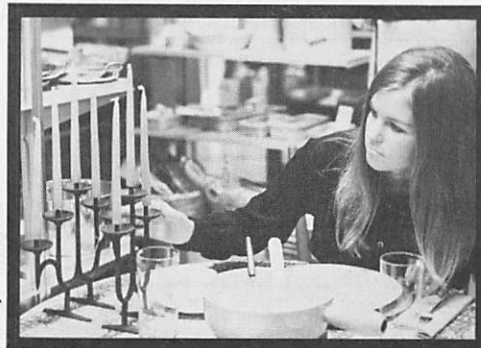
### **Second Year**

Second-year students are required to take GR 260 and minimum of 25 additional graphics credits.

Credit  
Hours

- 3 G R 260 (Required)
- 25 Additional hours from G R 110 or 111, 200, 210, 220, 240, 261
- 17 Approved Electives
- 45 Total Hours

## INTERIOR DESIGN TECHNOLOGY



Rocky Friedman

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

### **First Year**

Credit  
Hours

- 6 ART 105, 109
- 2 PHYS 102
- 20 HOMEC 110, 168, 169, 170, 175, 199
- 3 OFF 109
- 5 PSYCH 110
- 5 SPCH 100
- 3 Approved Electives
- 44 Total Hours

### **Second Year**

Credit  
Hours

- 5 ACCT 101
- 5 ECON 100
- 10 G BUS 101, 120
- 13 HOMEC 222, 270, 299
- 3 MKTG 131
- 10 Approved Electives
- 46 Total Hours

## LAW ENFORCEMENT

Frank Anderson



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.

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#### First Year

Credit  
Hours

- 25 **LAWEN 100, 101, 102, 104 and 111**
- 5 **ENGL**
- 5 **POLSC**
- 5 **SOC 110**
- 5 **SPCH**
- 1 **Physical Education Activity**
- 46 **Total Hours**

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#### Second Year

Credit  
Hours

- 10 **LAWEN 202 and 206**
- 5 **MATH or Science**
- 5 **PSYCH**
- 5 **SOC 270**
- 20 **Approved Electives**
- 2 **Physical Education Activities**
- 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 P E 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.*

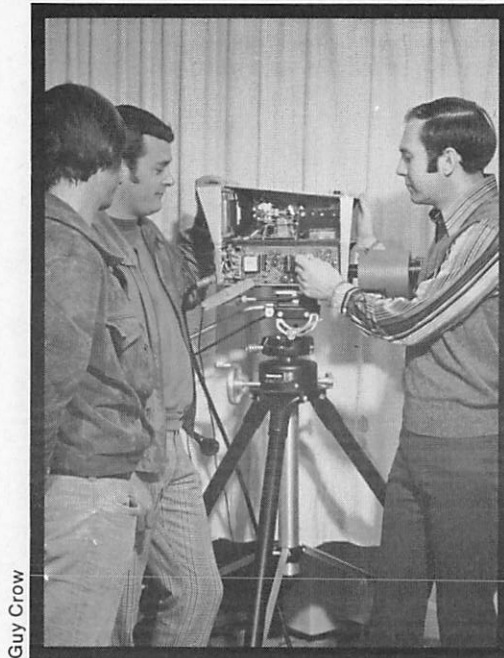
The Law Enforcement Program is currently undergoing changes and each student is advised to check with the Law Enforcement Program chairman to obtain current and up-to-date information with regard to graduation requirements, course content and curriculum.



## Criminal Justice System

Special arrangements can be made for students interested in probation, parole, juvenile work, social helping agencies and related fields. See the program chairman for further information.

## MASS MEDIA PROGRAMS



Guy Crow

These two-year programs provide several directions for a student interested in library media 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 in the various skills needed to function 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 10 credits of approved electives qualify for a Certificate in the program.

### **Required Courses for the Certificate**

Credit  
Hours

28 **MEDIA 175, 176, 180, 181, 182, 183, 184, 185**

5 **ART 150 or 151**

2 **OFF 122**

35 Total Hours

### **Additional Required Courses for the Associate of Arts Degree**

Credit  
Hours

10 **ENGL 101, 102**

5 **MEDIA 177, 186**

5 **CINE 141**

2 **OFF 101**

3 **ART 109**

25 Total Hours

### **Related Courses**

To be selected from art, business, cinema, mass media, and speech courses approved by program adviser. 15-20 Total Hours

### **Electives**

Sufficient to bring total credits to 90.

### 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

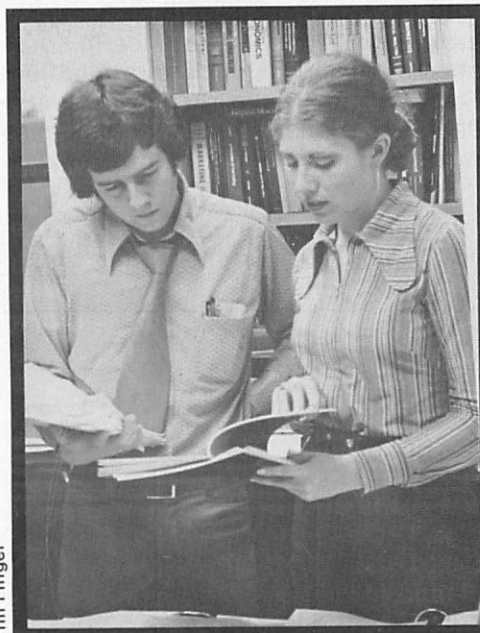
### Newspaper Support Technician

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



Phil Finger

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 Management

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. 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.

#### First Year

Credit  
Hours

|                  |                          |
|------------------|--------------------------|
| 5                | ACCT 108                 |
| 5                | ECON 100                 |
| 5                | G BUS 101                |
| 20               | FDSER 100, 101, 105, 201 |
| 10               | QM 145, 150              |
| **45 Total Hours |                          |

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**Second Year**

Credit  
Hours

20 **G BUS 120, 121, 210, 202**  
15 **FDSER 205, 207, 210**

**\*10 Approved Electives**

**\*45 Total Hours**

*\*HOMECE 130 (5) is a required course for those students preparing to enter food service in health care institutions.*

*\*\*Proficiency in English and speech are requirements for graduation, and either or both ENGL 100 and SPCH 100 may be required on an individual basis.*

Work experience in the food service/hospitality industries is a requirement for graduation. This requirement may be fulfilled by the equivalent of one summer of full-time employment. The student should plan to enroll in FDSER 90 to receive credit for this experience.

**General Business Management**

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.*

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**First Year**

Credit  
Hours

5 **ACCT 108**  
5 **ECON 100**  
5 **ENGL 100 or 101**  
5 **G BUS 101**  
5 **MKTG 154**  
2 **OFF 120**  
5 **SPCH 100**

**13 QM 110, 145, 150**

**45 Total Hours**

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**Second Year**

Credit  
Hours

35 **G BUS 120, 121, 202, 210, 215, 220, 241**

**\*10 Approved Electives**

**\*45 Total Hours**

*\* All electives must be approved by a General Business Program adviser.*

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**Marketing Management**

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.

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**First Year**

Credit  
Hours

5 **ACCT 108**  
5 **G BUS 101**  
20 **MKTG 97 or 98, 130, 131, 135, 154**  
8 **QM 110, 145**  
7 **Approved Electives**  
**45 Total Hours**

---

**Second Year**

Credit  
Hours

20 **G BUS 120, 121, 202, 215**  
14 **MKTG 97 or 98, 234, 235**  
11 **Approved Electives**  
**45 Total Hours**

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## NURSING

Phil Finger



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.

Application for admission should be made to The Registrar, Bellevue Community College, Bellevue, WA 98007. Since the class size is limited, applications will be accepted beginning December 1 each year until 250 have been received or until March 1, whichever comes first. An admissions committee screens all applications according to the "Time Line and Procedure for Selection." For information regarding criteria for selection contact the Admissions Office. Brochures describing the program are available on request.

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. Chemistry must be taken within the 10 years prior to acceptance into the program.

### **First Year**

Credit  
Hours

5 **BIOL 201**  
30 **NURS 100, 101, 102**  
10 **PSYCH 100, 204**  
10 **ZOOL 113, 114**  
55 Total Hours

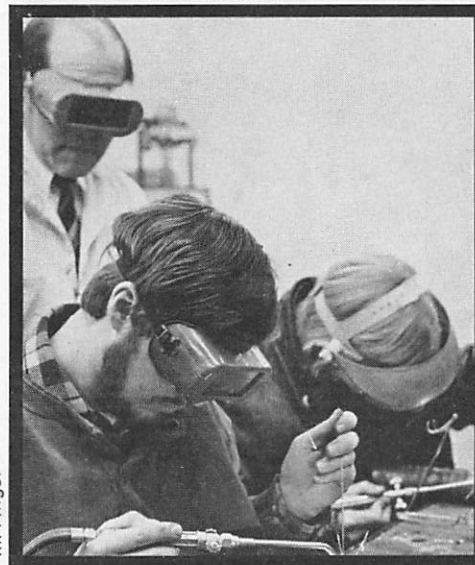
### **Second Year**

Credit  
Hours

14 **Electives**  
32 **NURS 200, 201, 202**  
5 **SOC 110**  
51 Total Hours

## OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN

Phil Finger



This two-year program is still in the planning stages. Check the "Curriculum" section for individual courses which are presently offered.



## QUALITY CONTROL TECHNOLOGY



Dan Rottman

### Certificate Program

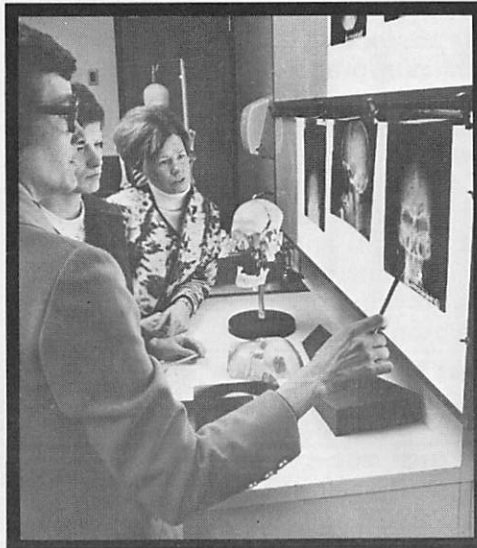
The following sequence of courses in quality control has been developed in cooperation with the American Society for Quality Control and is primarily for individuals presently engaged in quality control who would like to upgrade their skills.

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



Art Hupy

The Radiologic Technology Program prepares the student to become a diagnostic radiologic technologist capable of carrying out the responsibilities of the staff technologist and includes a general educational background. This program is approved by the American Medical Association, The American Society of Radiologic Technologists and the American Registry of Radiologic Technologists. The program consists of eight consecutive quarters of combined class work and clinical experience including summer quarters.

Upon successful completion of the program, the student will receive an Associate of Arts Degree in Radiologic Technology from Bellevue Community College and is eligible to write the National Registry Examination for Certification as a Radiologic Technologist.

Students will be admitted to the program in June of each year. Application for admission must be made to the Admissions Office at Bellevue Community College, and includes an application to (1) Bellevue Community College, and (2) the Radiologic Technology Program. Since the class size is limited, applications will be accepted from December 1 to February 1 of each year, or until 100 applications are received, whichever comes first.

Admission to the program requires that the applicant be a graduate of an accredited high school, or the equivalent thereof, with a minimum grade-point average of 2.25. In addition, the candidate's high school record must include the following courses (with a grade of "C" or above): (a) two years of English, (b) two years of mathematics, and (c) one year of physics. More complete information on admission criteria will be supplied on request.

### First Year

Credit  
Hours

8 ENGL 101, 270  
10 ZOOL 113, 114  
5 Approved Elective  
5 HLTHS 101  
13 RATEC 101, 102, 103, 104  
9 RATEC 107, 108, 109  
3 RATEC 120  
17 RATEC 111, 112, 113, 114  
70 Total Hours



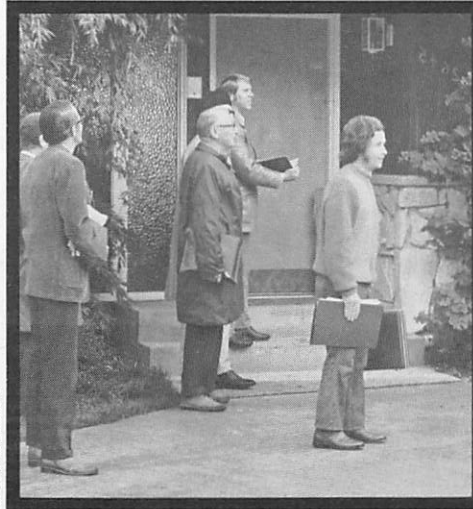
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**Second Year**

Credit  
Hours

- 5 RATEC 206, 207
  - 36 RATEC 210, 211, 212, 213
  - 2 RATEC 220
  - 5 SPCH 100 or SPCH 220
  - 48 Total Hours
- 

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**REAL ESTATE**

Mark Balsam

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.

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**First Year**

Credit  
Hours

- 5 English
  - 5 G BUS 101
  - 5 R EST 140
  - 3 R EST 142
  - 3 R EST 143
  - 3 R EST 105
  - 5 G BUS 202
  - 5 QM 145
  - 5 Psychology or Sociology
  - 6 Approved Electives
  - 45 Total Hours
- 

**Second Year**

Credit  
Hours

- 3 R EST 141
  - 3 R EST Elective\*
  - 3 R EST Elective\*
  - 3 R EST Elective\*
  - 3 R EST Elective\*
  - 5 Accounting 108
  - 5 Economics
  - 5 SPCH 220
  - 15 Approved Electives
  - 45 Total Hours
- 

\* Real Estate electives to be selected from R EST 240, 241, 242, 243, 244, 245, 246.

### 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.

#### Required

Credit  
Hours

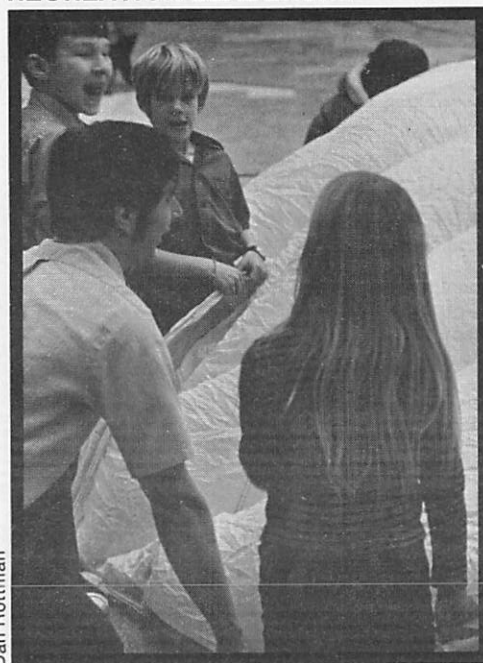
- 5 **R EST 140**
- 3 **R EST 141**
- 3 **R EST 142**
- 3 **R EST 241**

#### Elective

From the following courses a total of six credits needed.

- 3 **R EST 143**
- 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 **P E 164, 165, 166, 190, 265, 290**
- 3 **Physical Education Activity**  
(to include P E 105, Canoeing)
- 10 **Science**
- 5 **SPCH 220**
- 47 Total Hours

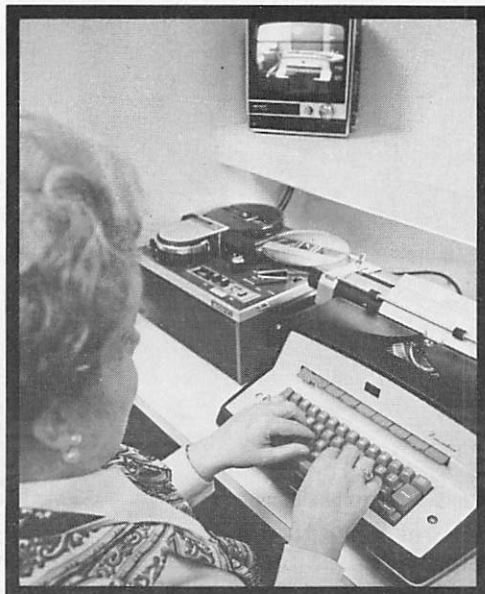
#### Second Year

Credit  
Hours

- 2 **P E 209**
- 4 **DRAMA 211**
- 4 **P E 264, 266**
- 5 **PSYCH 100**
- 22 **RECED 154, 240, 244, 245, 254, 274, 290**
- 5 **SOC 110**
- 4 **Approved Elective**
- 46 Total Hours

## SECRETARY

Art Hupy



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. Students may elect to enter the cooperative work training program by special arrangement through the program chairman.

### Cooperative Work Program

#### First Year

Credit  
Hours

|    |                                  |
|----|----------------------------------|
| 5  | ACCT 101                         |
| 10 | G BUS 101, 120                   |
| 8  | *OFF 101, 102, 103               |
| 17 | OFF 100, 109, 112, 122, 125, 140 |
| 5  | QM 145                           |
| 45 | Total Hours                      |

#### Second Year

Credit  
Hours

|    |                             |
|----|-----------------------------|
| 5  | G BUS 202                   |
| 23 | OFF 104, 130, 131, 230, 231 |
| 15 | *OFF 115, 116, 117          |
| 6  | **OFF 96                    |
| 49 | Total Hours                 |

\*Placement dependent upon previous typing and shorthand experience.

\*\*See Cooperative Program Chairman.

### Regular Program

#### First Year

Credit  
Hours

|    |                                  |
|----|----------------------------------|
| 5  | ACCT 101                         |
| 10 | G BUS 101, 120                   |
| 8  | *OFF 101, 102, 103               |
| 17 | OFF 100, 109, 112, 122, 125, 140 |
| 5  | QM 145                           |
| 45 | Total Hours                      |

#### Second Year

Credit  
Hours

|    |                            |
|----|----------------------------|
| 5  | G BUS 202                  |
| 23 | OFF 104, 130, 131, 230 231 |
| 15 | *OFF 115, 116, 117         |
| 2  | Approved Electives         |
| 45 | Total Hours                |

\*Placement dependent upon previous typing and shorthand experience — see Program Chairman.



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**Special Program**  
**Bilingual Secretary**

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**First Year**

Electives: **Foreign Language 101, 102, 103**  
**15 credits FLAP (Foreign Language Alternative Programs) or equivalent**

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**Second Year**

Electives: **FLAP 201, 202, 203**  
**5-15 credits**

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*(See section on Foreign Languages.)*

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**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.

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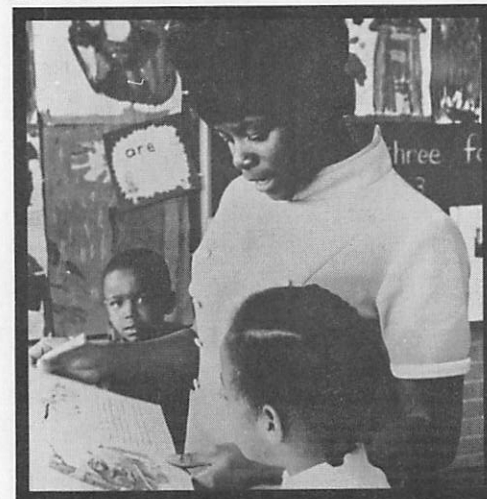
Credit  
Hours

5 **ENGL 100 or 101**  
11 **HOMECE 222, 255, 256**  
5 **PSYCH 110**  
19 **SOCWK 100, 105, 110, 112, 165**  
200, 210  
3 **SOC 265**  
43 **Total Hours**

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

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**First Year**

Credit  
Hours

5 **ENGL 100 or 101**  
5 **PSYCH 110**  
11 **SOCWK 100, 105, 110, 112, 165**  
5 **SOC 110**  
5 **SPCH 100**  
14 **Approved Electives**  
45 **Total Hours**

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**Second Year**

Credit  
Hours

- 5 **ECON 100 or 200**  
11 **HOMEK 221, 255, 256**  
18 **SOCWK 190, 200, 210, 290**  
3 **SOC 265**  
8 **Approved Electives**  
45 **Total Hours**
- 

**WELDING TECHNOLOGY**

Dan Rottman

The Welding Technology Program is a two-year program where the students may enter at any time during the quarter on a first-come, space available basis.

During the first year, the student is given broad training in all commonly used welding processes. These courses prepare the student to pass a welding certification test that will lead to a job in industry.

In the second year there are no welding lab classes.

Positions as welding technicians are available in a wide range of industries that include aerospace, airplane, shipbuilding, truck building and building construction.

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**First Year**

The first year consists of a series of learning experiences under the course title Vocational Welding 101. In this course sequence students will cover the following topics:

**Safety**  
**Property of Gases**  
**Oxy-Acetylene Welding**  
**Cutting and Burning**  
**Property of Metals**  
**Electrodes**  
**Welding Symbols**  
**Introduction to Arc Welding**  
**Power Supplies**  
**Arc Welding**  
**GTA Welding**  
**GMA Welding**  
**PAW Welding**

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**Second Year**

**ENGL 100, 270**  
**QC 112 or 115**  
**ENGR 101, 102, 103**  
**ENGRT 104, 105, 154, 161, 163**  
**WELD SEMINAR 201, 202, 203**

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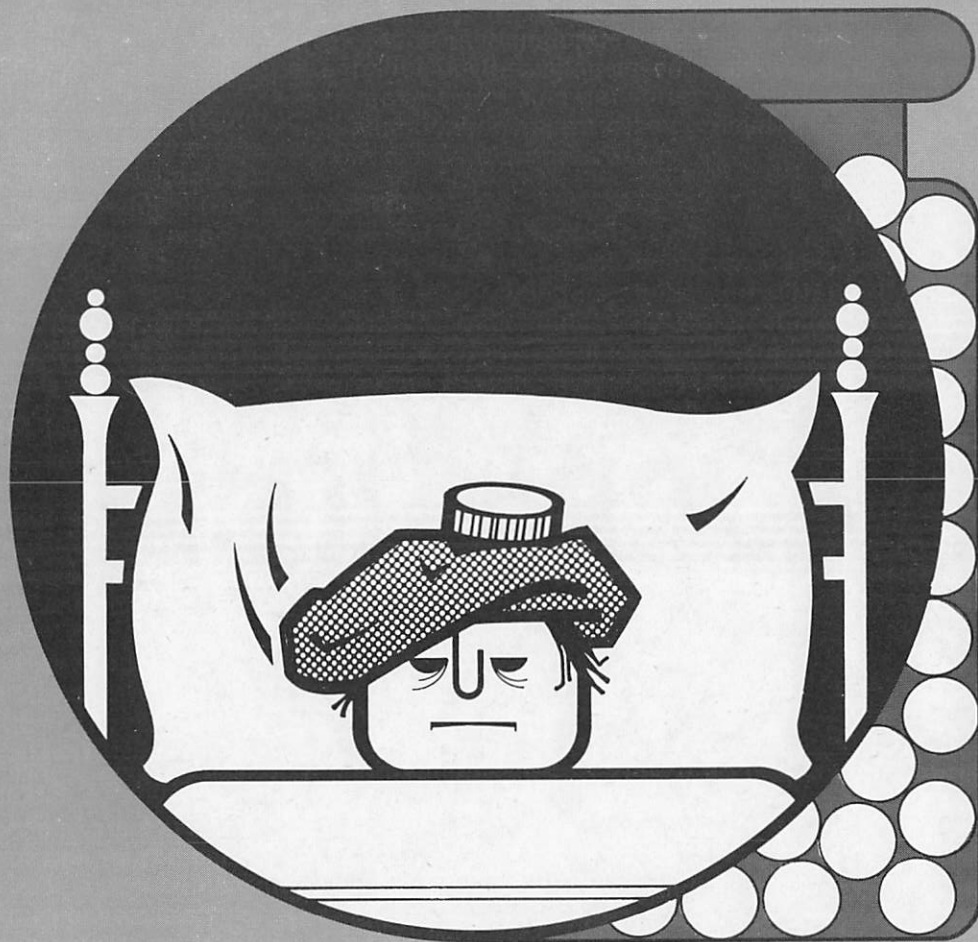
### ***Note to Transfer Students***

The transferability of the following courses is not guaranteed by Bellevue Community College.

Students wishing to obtain information about the transferability of specific courses should contact their advisers or the Office of College Relations.

# **THE CURRICULUM**





**Allied Health**



## **BIOMEDICAL PHOTOGRAPHY**

BIOMD 101, 102

### **SCIENTIFIC PHOTOGRAPHY I, II (5) (5)**

Basic theory and technique of photographic reproduction, lighting, exposure, camera technique and film processing. Focuses on using photography for assessment documentation, comparative analysis, education in medicine, photographing patients, and copying of X-rays. Prerequisite: official acceptance into the Biomedical Photography Program. *Prerequisite for BIOMED 102: BIOMD 101.* Lab fee.

BIOMD 110

### **BIOMEDICAL CLINICAL PHOTOGRAPHY (14)**

Handling the patient, bedside photography, studio photography, surgical operating room photography, autopsy room photography, patient's records, diagnostic cross reference filing, technical records, medical safety and aseptic techniques. *Prerequisite: BIOMD 102.*

BIOMD 210.

### **BIOMEDICAL PHOTOGRAPHY AND MICROSCOPY (14)**

Processing of color film, exhibit transparencies and prints; portraits, photomacrography and photomicrography to include bright field, dark field, polarized light, fluorescent light, interference and phase contrast. *Prerequisite: BIOMD 110.*

BIOMD 211

### **MEDICAL GRAPHICS (3)**

This course is designed to supplement the training of biomedical photographers by developing skills and techniques in presenting work for displays, exhibits or publications. Included are planning and preparing layouts, copying and finishing prints, retouching and labeling camera-ready illustrations. *Prerequisite: BIOMD 210.* Lab fee.

BIOMD 220

### **BIOMEDICAL PHOTOGRAPHY SPECIALTY ALTERNATIVES (6)**

Choice of theory and practice in motion picture production or slide, sound production. Either tract is combined with technical and production aspects of instructional television programming. *Prerequisite: BIOMED 210.*

BIOMED 230

### **SCIENTIFIC PHOTOGRAPHY III (5)**

Culmination of concept integration utilizing the criteria of Biological Photographers' Association requirements as a total to measure levels of achievement. *Prerequisite: BIOMD 220.*

## **HEALTH SCIENCE**

HLTHS 101

### **ALLIED HEALTH MILIEU (5)**

A course designed to experientially introduce the student to the protocol of the environment where health needs are met. *Prerequisite: current enrollment in an Allied Health program.*

## **NURSING**

NURS 070, 071, 072, 073

### **CRITICAL CARE SEMINARS (1, 1, 1, 1)**

A series of workshops designed to give registered nurses who provide critical care nursing to patients the opportunity to examine the pathophysiology and nursing implications for the critically ill patient.

NURS 070: FLUID & ELECTROLYTE BALANCE

NURS 071: ACUTE RESPIRATORY FAILURE

NURS 072: MULTIPLE TRAUMA

NURS 073: PRE AND POST NEUROSURGERY

*Prerequisite: registered nurses working or preparing to work in a critical care area, or employed in situations where the need to render critical care exists. Lab fee.*

NURS 074

### **EMERGENCY CARE NURSING TELELECTURE (3)**

This course is designed to give registered nurses the theoretical background to qualify them for beginning function in the emergency care setting. *Prerequisite: must be a registered nurse employed in emergency care setting. Lab fee.*

NURS 075

### **NURSING REFRESHER THEORY I(8)**

This course is designed for the registered nurse who wishes to return to practice. Theoretical basis of nursing practice which includes a review of anatomy/physiology and nursing process. The lab experience is designed to offer the returning regis-

tered nurse the opportunity to practice nursing skills. *Prerequisite: must be a registered nurse and MUST have current active license to practice professional nursing in the state of Washington. Lab fee.*

NURS 076

### **NURSING REFRESHER THEORY II (9)**

This course is designed for the registered nurse who wishes to return to practice. Theoretical basis of nursing practice which includes a review of anatomy/physiology and nursing process. The lab experience is designed to practice nursing skills. This is an extension of Nursing Refresher Theory I. *Prerequisite: NURS 075. Lab fee.*

NURS 077

### **FUNDAMENTALS OF CORONARY CARE NURSING (7)**

This course is designed to give registered nurses the theoretical background to qualify them for beginning function in the coronary care setting.

NURS 078

### **CORONARY CARE UNIT NURSING PRECEPTORSHIP (4)**

This is an advanced course in coronary care nursing which has been preceded by a basic course in coronary care. *Prerequisite: must be a registered nurse and have an active license to practice, and must have had a basic course in coronary care nursing.*

NURS 079

### **INTENSIVE CARE NURSING (5)**

The objectives will include providing the registered nurse with the necessary skills and knowledge to evaluate the patient and recognize changes in his condition by understanding the clinical features of disorders and complications frequently seen in intensive care situations.

NURS 081

### **CRITICAL CARE SEMINAR IMMUNOSUPPRESSIVE DRUGS (1)**

A course designed to teach registered nurses the use of immunosuppressive drugs and their nursing implications. *Prerequisite: must be licensed to practice nursing in the state of Washington.*

NURS 082

### **ADVANCED CORONARY CARE NURSING (3)**

A course designed for registered nurses in coronary care who have completed a basic course in coronary care nursing. *Prerequisite: must be licensed to practice nursing in the state of Washington. Lab fee.*

NURS 083

### **WRITING OBJECTIVES FOR NURSE EDUCATORS (1)**

A course designed to teach in-service education personnel in hospitals how to write behavioral objectives and evaluate success. *Prerequisite: must be licensed to practice nursing in the state of Washington.*

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**NURS 087**

**TOPICS FOR GERIATRIC NURSES (2)**

A course designed to assist RN's and LPN's in increasing their knowledge and skills in the care of geriatric patients. *Prerequisite: current RN license to practice nursing in the state of Washington, or current LPN license with permission of instructor.* Lab fee.

**NURS 090**

**PRACTICAL APPLICATION OF PSYCH-MENTAL HEALTH PRINCIPLES (2)**

Current theories of psychiatric-mental health nursing will be explored for practical application potential in assisting nursing personnel to deal more effectively with the patient who demonstrates emotional problems. Group discussions and role playing will be extensively used as learning tends to bridge the gap between theory and application in practice. *Prerequisite: must be a health care worker, or special permission.*

**NURS 098, 099**

**NURSING REVIEW (2) (4)**

Lab course designed to assist students who will be admitted into the program the following quarter. *Prerequisite: permission of program chairman.*

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**ASSOCIATE DEGREE NURSING**

Objectives of the program are achieved through individual student and small group participation on campus and in the clinical agencies.

**NURS 100**

**NURSING I (10)**

Focus is on beginning nursing care for adults and children. Communication skills are established at this level and carried throughout the program. NURS 100 also provides an opportunity for practicing fundamental skills in the clinical agency. This course consists of four segments: 100w, x, y and z. *Prerequisite: official acceptance into the program.* Lab fee.

**NURS 101**

**NURSING II (10)**

Learning builds on previous experience from NURSING I and is in greater scope, depth and application. In addition, mental health concepts are introduced. NURS 101 also provides an opportunity for practicing fundamental skills in the clinical agency. This course consists of four segments: 101w, x, y and z. *Prerequisite: NURS 100.* Lab fee.

**NURS 102 and 200**

**NURSING III and IV (10, 10)**

Focus is on experience in the specialty areas of maternity nursing and psychiatric nursing and more advanced experiences in medical-surgical nursing in care of children and adults. NURS 102 consists of two segments, 102x and z; NURS 200 consists of two segments, 200x and z. *Prerequisite: NURS 101 for 102, and NURS 102 for 200.*

**NURS 201**

**NURSING V (10)**

Focus is on intensive care and emergency care of adults and children. There also is special emphasis on geriatric nursing. This course consists of two segments, NURS 201x and z. *Prerequisite: NURS 200.*

**NURS 202**

**NURSING VI (12)**

Special emphasis is on the health team, nursing organizations, legal aspects of nursing and professional licensure. Experience in agencies focuses on community nursing, long-term illness and perspectives in nursing care. This course consists of two segments, NURS 202x and z. *Prerequisite: NURS 201.*

## **OCCUPATIONAL SAFETY AND HEALTH**

### **OSH 071 OCCUPATIONAL SAFETY & HYGIENE (1)**

Review of OSHA Act of 1970. Analysis of accidents, costs, fatalities and injuries. Definitions of work accidents and injuries. Accident causes. Prevention responsibility. Industrial hygiene problems. Washington Industrial Insurance. Motivating for safety.

### **OSH 100 SAFETY MANAGEMENT (3)**

A survey course of the organization and management of an occupational safety and health program as required by the Federal OSHA Act of 1970.

### **OSH 110 LEGAL REQUIREMENTS (3)**

A course designed to acquaint students with the legal responsibilities as outlined by federal and local regulations regarding occupational safety and health. It includes OSHA, WISHA, and Workmen's Compensation.

### **OSH 120 PHYSICAL HAZARDS CONTROL I (3)**

An examination of physical hazards in the work environment and methods of control.

### **OSH 200 ELEMENTS OF INDUSTRIAL HYGIENE (3)**

A basic introduction to the field of industrial hygiene. A survey of the effects of toxic agents on the body and general methods of control.

## **PHOTOGRAPHY**

### **PHOTO 100 INTRODUCTION TO SCIENTIFIC PHOTOGRAPHY (5)**

This course is designed for the student who has limited or no photo experience. Basic camera handling, developing, printing. Application of skills to the health milieu; e.g., hospitals, doctor's offices, nursing homes. Lab fee.

## **RADIOLOGIC TECHNOLOGY**

### **RATEC 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (3)**

Medical ethics, types and operation of radiology departments in hospitals. Study of photographic effect of X rays; films, screens, chemistry of film processing, methods of processing, construction of film processing areas. Two hours lecture and two hours of lab per week. *Prerequisite: official acceptance into the program.*

### **RATEC 102 RADIOGRAPHIC PHYSICS (4)**

Components of X-ray circuits; tubes; X-ray equipment, design and application, troubleshooting and maintenance; test equipment, etc. Three hours lecture and two hours of lab each week. *Prerequisite: RATEC 103.*

### **RATEC 103 PRINCIPLES OF RADIOGRAPHIC EXPOSURE (3)**

A study of the prime factors of radiologic technique and other factors influencing radiographic technique. Two hours lecture and two hours of lab each week. *Prerequisite: RATEC 101.*

### **RATEC 104 ADVANCED RADIOGRAPHIC PROCEDURES (3)**

The theory and principles of the use of contrast media in radiologic examinations; specialty areas (nuclear medicine, radiation therapy, etc.) *Prerequisites: RATEC 103, 109, 120.*



**RATEC 107**  
**POSITIONING AND RELATED**  
**ANATOMY I (3)**

A study of basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen and upper extremities including film evaluation. Two hours lecture and two hours of lab each week. *Prerequisite: official acceptance into the program.*

**RATEC 108**  
**POSITIONING AND RELATED**  
**ANATOMY II (3)**

Demonstration and laboratory experience in positioning and related anatomy of the spine, pelvis, and lower extremities including film evaluation. Two hours lecture and two hours lab each week. *Prerequisite: RATEC 107.*

**RATEC 109**  
**POSITIONING AND**  
**RELATED ANATOMY III (3)**

Demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mastoids including film evaluation. Two hours lecture and two hours laboratory each week. *Prerequisite: RATEC 108.*

**RATEC 111**  
**X-RAY PRACTICUM (3)**

Clinical experience in affiliated hospitals. Students perform support work, become familiar with X-ray equipment in affiliate hospital and basic radiologic examinations under supervision. Students will be scheduled for three 40-hour weeks during daytime

hours between the end of summer quarter and the beginning of fall quarter. *Prerequisites: RATEC 101, 107, 120.*

**RATEC 112**  
**X-RAY PRACTICUM (4)**

Clinical experience in affiliated hospitals. Students perform simple radiographic procedures under the supervision of registered technologists. Students will be scheduled for 10 hours per week between noon and 7 p.m. (Mon.-Fri.), 7 a.m. and 1 p.m. (Sat.) and five eight-hour days during Christmas vacation. *Prerequisite: RATEC 111.*

**RATEC 113**  
**X-RAY PRACTICUM (5)**

Clinical experience in affiliated hospitals. Students perform routine radiography and mobile radiography under the supervision of registered technologists. Students will be scheduled for 15 hours per week between noon and 7 p.m. (Mon.-Fri.), 7 a.m. and 1 p.m. (Sat.) and three eight-hour days during spring break. *Prerequisite: RATEC 112.*

**RATEC 114**  
**X-RAY PRACTICUM (5)**

Clinical experience in affiliated hospitals. Students perform routine radiography, mobile radiography, and skull radiography under the supervision of registered technologists. Students will be scheduled for 15 hours per week in the hospital between the hours of noon and 7 p.m. (Mon.-Fri.) or 7 a.m. and 1 p.m. (Sat.). *Prerequisite: RATEC 113.*

**RATEC 120**  
**NURSING PROCEDURES (3)**

Basic nursing procedures to acquaint the radiologic technology student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of X-ray technician in various nursing situations. *Prerequisite: official acceptance into the program.*

**RATEC 206**  
**SPECIAL PROCEDURES (3)**

Study of special procedures implementation (film changers, injectors, physiological monitoring) and methodology. Includes cardiac studies, vessel studies, magnification and tomography. *Prerequisite: RATEC 102, 104, 120.*

**RATEC 207**  
**CONCEPT INTEGRATION (2)**

A comprehensive review of all areas in preparation for taking National Registry Exam. *Prerequisite: RATEC 220.*

**RATEC 210**  
**X-RAY PRACTICUM (8)**

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. Forty hours per week between spring quarter and fall quarter with a two-week vacation. Students may be assigned to various shifts after August 1. *Prerequisite: RATEC 114.*

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**RATEC 211**

**X-RAY PRACTICUM (6)**

Clinical 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. Twenty hours per week. Students may be assigned to various shifts. *Prerequisite: RATEC 210.*

**RATEC 212**

**X-RAY PRACTICUM (10)**

Clinical 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. Thirty hours per week. Students may be assigned to various shifts. *Prerequisite: RATEC 211.*

**RATEC 213**

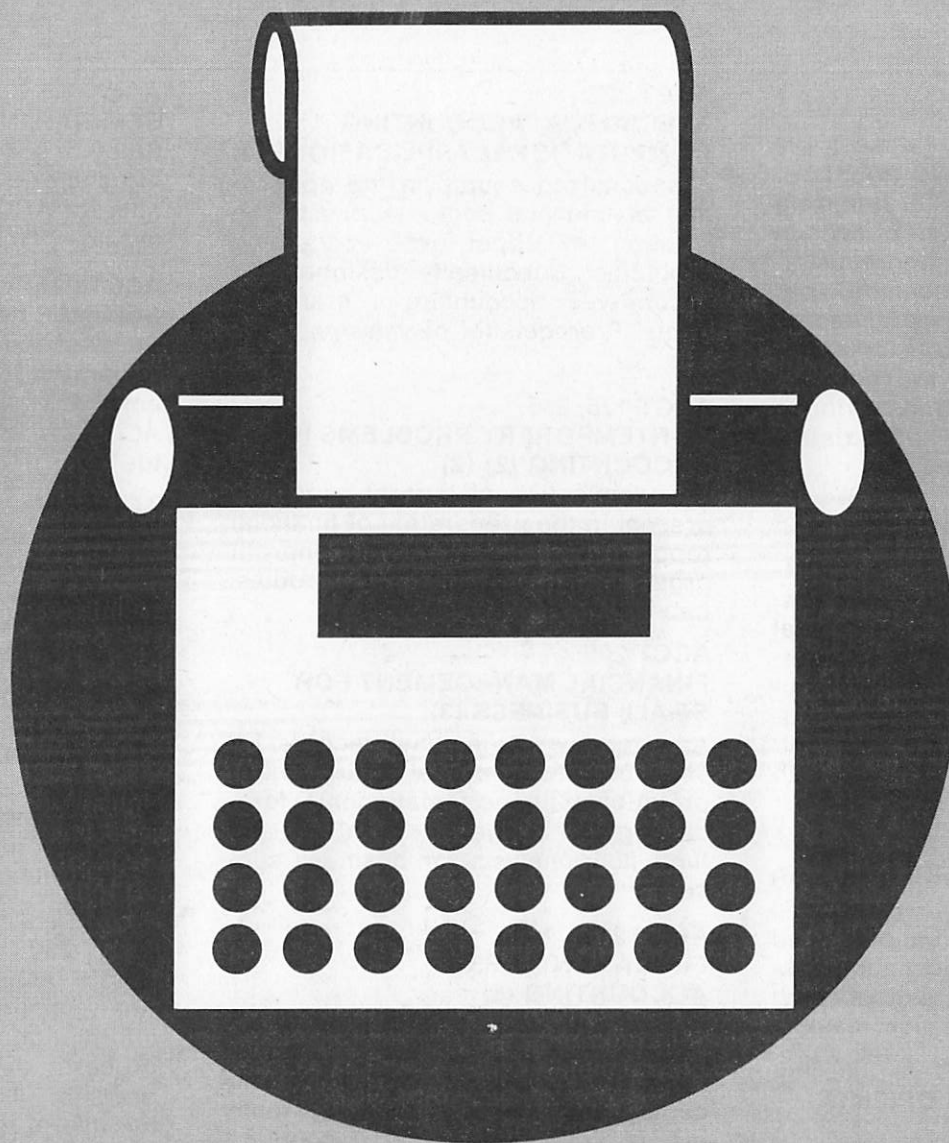
**X-RAY PRACTICUM (12)**

Clinical 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. Thirty-seven hours per week. Students may be assigned to various shifts. *Prerequisite: RATEC 212.*

**RATEC 220**

**PATHOLOGY FOR  
RADIOGRAPHERS (2)**

To acquaint the student with certain changes which occur in disease and injury and their application to radiologic technology. *Prerequisite: RATEC 206.*



**Business**

## ACCOUNTING

ACCT 101, 102

### **PRACTICAL ACCOUNTING (5) (5)**

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 102. Lab fee.

ACCT 103

### **PRACTICAL ACCOUNTING (5)**

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. Lab fee.

ACCT 108

### **INTRODUCTORY ACCOUNTING FOR MID-MANAGEMENT (5)**

An introduction to principles and methods of capturing accounting data with emphasis on the use of such data in managerial decision making.

ACCT 120

### **ACCOUNTING CAREER ORIENTATION (3)**

An introduction to accounting careers by examination of the various occupational opportunities in accounting.

ACCT 123

### **SPECIALIZED ACCOUNTING COMPUTATIONAL APPLICATIONS (3)**

A specialized course in the application of financial computations to the solution of upper-level accounting problems. Specifically designed for second-year accounting program students. *Prerequisite:* permission of instructor.

ACCT 135, 235

### **CONTEMPORARY PROBLEMS IN ACCOUNTING (2) (2)**

An examination of current problems present in the preparation of financial reports for business firms, nonprofit organizations, governmental bodies. Lab fee.

ACCT 200

### **FINANCIAL MANAGEMENT FOR SMALL BUSINESS (3)**

An overview of financial records for small business; internal control; interpretation of financial statements; forecasting and budgeting; cash flow and fund flow analysis for business success.

ACCT 210

### **FUNDAMENTALS OF ACCOUNTING (5)**

Nature and social setting of accounting; uses of accounting information; introduction to basic accounting concepts; and some accounting techniques. This is the first accounting course required of business administration transfer students. Lab fee.

ACCT 215

### **SEMINAR IN ACCOUNTING (2)**

Study of special problems in accounting and/or training of teaching assistants for ACCT 210. *Prerequisite:* permission of instructor.

ACCT 216

### **SEMINAR IN ACCOUNTING (2)**

Study of special problems in accounting and/or training of teaching assistants for ACCT 220. *Prerequisite:* ACCT 210 and permission of instructor.

ACCT 217

### **SEMINAR IN ACCOUNTING (2)**

Study of special problems in accounting and/or training of teaching assistants for ACCT 230. *Prerequisite:* ACCT 220 and permission of instructor.

ACCT 220

### **FUNDAMENTALS OF ACCOUNTING (5)**

Basic concepts used in financial reporting; interpretation of financial statements. *Prerequisite:* ACCT 210. Lab fee.

ACCT 230

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

Analysis and evaluation of accounting information as part of the managerial process 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 234

**MANAGERIAL ACCOUNTING (5)**

Designed for accounting program students. The course provides instruction in making business decisions with the aid of managerial accounting techniques. Topics include various aspects of long-range and short-range financial planning. Emphasis on management planning and control and solving business problems using analytical tools.

ACCT 240

**ACCOUNTING SYSTEMS (5)**

A study of accounting systems in small and medium-sized firms with emphasis on accounting records used in different types of business operation. Lab fee.

ACCT 245

**ACCOUNTING INTERNSHIP (3)**

This course provides training in accounting for nonprofit organizations. Students must have approval for placement by the Associated Students of Bellevue Community College in addition to permission of instructor. *Prerequisite: permission of instructor.*

ACCT 250, 260

**INTERMEDIATE ACCOUNTING (5) (5)**

Concepts and principles underlying the presentation and interpretation of current items, investments, plant assets, long-term liabilities and stockholders' equities in financial statements. *Prerequisites: ACCT 250 for ACCT 260 and 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 281-285

**FEDERAL INCOME TAXES (1)-(5)**

An introduction to the preparation of federal income tax returns. *Prerequisite: permission of instructor.*

ACCT 290

**ADVANCED ACCOUNTING (5)**

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

ACCT 292-295

**SPECIAL PROBLEMS IN ACCOUNTING (2)-(5)**

A course designed to enable the student to pursue an instructional area of accounting to meet particular needs of his program, his interests, or his employment. Approval of program chairman required. *Prerequisite: permission of instructor.*

**BUSINESS ADMINISTRATION**

BA 100

**ORIENTATION TO BUSINESS CAREERS (3)**

Exploration of functional areas and careers in business administration. An introduction to various careers in business administration supported by student aptitude tests. Orientation to philosophy and goals of baccalaureate business administration studies.

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## **CASHIER TRAINING**

C T 100

### **CASHIER TRAINING (15)**

A course designed to train students for positions as grocery store cashiers. The course includes approximately 300 hours of instruction in lecture, laboratory and cooperative situations. *Prerequisite: permission of instructor.*

## **GRAPHIC REPRODUCTION TECHNICIAN**

G R 100

### **REPRODUCTION COPY PREPARATION (3)**

A study of the techniques involved in the arrangement and design of materials for printing. Graphic Design (ART 205) is recommended to be taken before or concurrently with reproduction copy preparation.

G R 110

### **TAPE COMMAND TYPESETTING (MTST-MTSC) (5)**

An indepth study in the operating, scheduling and programming of magnetic tape composing and typesetting equipment. Application of these skills and techniques will be those used in job printing, publishing and duplicating. Students may take either G R 110 or 111 or both to satisfy program requirements. *Prerequisite: OFF 104.*

G R 111

### **TAPE COMMAND TYPESETTING (790-744) (5)**

An indepth study in the operating, scheduling and programming of perforated tape composing and typesetting equipment. Application of these skills and techniques will be those used in job printing, publishing and duplicating. Students may take either G R 110 or 111 or both to satisfy program requirements. *Prerequisite: permission of instructor.*

G R 120

### **PROCESS CAMERA TECHNIQUES (5)**

A study of the process camera processes using inspection, time and gray scale exposure and developing techniques. The later part of this program includes the making of halftones using the densitometer and exposure calculator.

G R 130

### **NEGATIVE STRIPPING AND OFFSET PLATEMAKING (5)**

Principles and practice of preparing process negatives into flats for metal and foil printing plates, encompassing negative scribing, multiple burns, step and repeat processes, and page and booklet layout. Also principles and operation of electrostatic, photo-direct and direct image platemaking.

G R 140

### **OFFSET DUPLICATOR OPERATION (5)**

An introduction to offset lithography using 10 x 15 to 15 x 18 offset duplicators. The emphasis is on quality offset duplication, the ability to make all duplicator operator adjustments, and the trouble shooting of printing problems.

G R 150

### **BINDERY TECHNIQUES (3)**

A study of the skills of assembling, collating, folding and securing of printed materials and the operation of related equipment.

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**G R 200**

**ADVANCED COPY PREPARATION (5)**

A course for advanced students in the area of publication design and paste-up or in multiple color copy preparation. This course may be repeated for a maximum of 10 credits. *Prerequisite: second year status or permission of instructor.* Lab fee.

**G R 210**

**COLD-TYPE PREPARATION (5)**

A course for advanced students in the field of cold-type preparation, either strike on or photo composition. This course may be repeated for a maximum of 10 credits. *Prerequisite: second-year status or permission of instructor.* Lab fee.

**G R 220**

**ADVANCED PROCESS CAMERA (5)**

A study of color processing from color separation through color proofs and offset platemaking. To be taken in conjunction with G R 240. Course may be repeated for a maximum of 15 credits. *Prerequisite: permission of instructor.*

**G R 240**

**OFFSET PRESS OPERATION (5)**

A course to develop skill and proficiency in operating large offset duplicators and small offset presses with emphasis on high quality printing. Course may be repeated for a maximum of 15 credits. *Prerequisite: permission of instructor.*

**G R 260**

**PRINTING JOB ORGANIZATION (3)**

Practical experience in pricing and estimating. Beginning with accepting a printing job, trainees will become familiar with the ordering of special papers, supplies and other printing materials in a realistic production oriented shop. The trainees will experience cost estimating, scheduling for production and arranging for outside services when necessary. *Prerequisite: permission of instructor.*

**G R 261**

**PRACTICUM IN GRAPHIC REPRODUCTION (5)**

Practical training in production problems connected with the operation of a printing duplicating facility. Training may be either in the College graphic reproduction facility or on work release to an outside print shop, and will include the taking of inventory and purchasing. *Prerequisite: permission of instructor.*

**G R 292-295**

**GRAPHIC REPRODUCTION SPECIAL PROJECTS (2)-(5)**

These courses are designed to allow a student to explore areas of graphic reproduction in greater depth. *Prerequisite: second-year status and permission of instructor.*

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**MID-MANAGEMENT  
FOOD SERVICE**

**FD SER 90**

**FOOD SERVICE SEMINAR (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.*

**FD SER 100**

**FOOD SERVICE ORIENTATION (5)**

Historical development and organizational structure of the hospitality service industries. Course will orient students to the industry and allow them to explore the various facets.

**FD SER 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. Lab fee.

**FDSER 105**

**FOOD SERVICE MANAGEMENT I (5)**

Course will deal with purchasing as it relates to food service operations. This includes general purchasing practices, staple products, perishable products, supplies, market availability, vendor relations and sanitation and safety standards and practices as they relate to food service industry. *Prerequisite: FDSER 101 or permission of instructor.*

**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: FDSER 101 or permission of instructor.*

**FDSER 205**

**FOOD SERVICE MANAGEMENT II (5)**

Course deals with planning as it relates to the food service industry both in terms of physical and fiscal planning of new or remodeled facilities. The course allows the student to decide upon a concept in food service and then apply knowledge gained in other courses and practical experience to completely plan a food facility. This includes market studies, sales forecasting, financial projections and feasibility, facility master plan and finite planning of a portion of the facility. *Prerequisite: FDSER 105 or permission of instructor.*

**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: ACCT 108 or permission of instructor.*

**FDSER 210**

**FOOD SERVICE MANAGEMENT III (5)**

Course deals with special management problems in food service industry in supervision, sales promotion, guest relations, control and other operational problems. *Prerequisite: FDSER 205, 207 or permission of instructor.* Lab fee.

**MID-MANAGEMENT  
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.



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**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 210**

**BUSINESS FINANCE (5)**

How financial system works; basic functions of financial management (anticipate needs, acquire and allocate resources); money markets (government; fiscal/monetary policy; banking securities markets); business cycle, growth, financial economics; interest, leverage, creation of money; profit targets, financial statement analysis, capital structure planning, master budget, cash flow. *Prerequisite: G BUS 101, ACCT 101 and 102 or 108, or permission of instructor.*

**G BUS 215**

**BUSINESS ANALYSIS AND DECISIONS (5)**

Lecture/case study/problem discussion to instruct students in decision making on management subjects: market research and demand determination; profit target establishment; capital structure optimization; present value theory; breakeven analysis; buy vs. lease vs. keep (sunk cost); master budgeting; profit/investment center analysis; valuation of the firm; pay system determination; etc. *Prerequisite: G BUS 101, MKTG 154, ECON 100, QM 145, 150; ACCT 108, or permission of instructor.*

**G BUS 220**

**PRODUCTION MANAGEMENT (5)**

An introductory analysis as to allocation of productive resources, i.e. capacity, control and productivity. A survey of the development of modern industry and scientific management, and introduction to the operating principles of production. Production techniques introduced are relevant to many types of business including retailing and service organizations. *Prerequisite: G BUS 101, ACCT 108, QM 150 or permission of instructor.*

**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 210 or permission of instructor.*

**G BUS 292-295**

**GENERAL BUSINESS SPECIAL PROJECTS (2)-(5)**

These courses are designed to allow a student to explore areas of business of special interest in greater depth. *Prerequisite: permission of instructor.*

## **MID-MANAGEMENT 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.

**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.

**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.

**MKTG 132**

### **SALES TRAINING FOR PROFESSIONAL SALESMEN (3)**

A course designed to improve the competencies of current salesmen or provide training for those interested in professional selling. Topics include basic selling skills, communication processes, goal setting, time management, etc.

**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.

**MKTG 154**

### **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.

**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.

**MKTG 235**

### **RETAILING MANAGEMENT (5)**

Will provide the fashion merchandising and marketing management student with experience in managing an on-going retail store. Students will be involved in all functions concerned with the operation of a clothing store including: buying and pricing merchandise, selling and cashiering, setting up displays, etc. *Prerequisite: permission of program chairman.*

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**MKTG 236****FASHION BUYING (3)**

A course designed to prepare the student with the knowledge and skills necessary to effectively perform the functions concerned with buying fashion merchandise. Specific topics include customer demand, budgeting, buying plans, market trips, selection of fashion merchandise, fashion coordination, etc. When feasible the course will include a buying trip to a market.

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**OFFICE PROFESSIONS****OFF 18****PRACTICE LAB (0)**

(Open, continuous enrollment.) Non-instructional practice lab designed for students enrolled in office courses and for community residents desiring to renew their secretarial skills through individual application on the selectric typewriter, executive typewriter or machine transcription.

**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. *Prerequisite: permission of cooperative chairman.*

**OFF 100****ORIENTATION TO SECRETARIAL CAREERS (2)**

An introduction to secretarial careers by examination of various vocational opportunities. Includes: job application, resume, interview and reference books used in a secretarial career.

**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. Lab fee.

**OFF 102****INTERMEDIATE TYPING (3)**

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

**OFF 103****ADVANCED TYPING (3)**

*Prerequisite: OFF 102 or college type-writing instruction within the last two years.* Lab fee.

**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.* Lab fee.

**OFF 109****BUSINESS COMMUNICATIONS (3)**

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

**OFF 112****FILING AND RECORDS MANAGEMENT (3)**

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. Lab fee.

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. Lab fee.*

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. Lab fee.*

OFF 120

**OFFICE MACHINES FOR  
BUSINESS (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. *Prerequisite: QM 145 or permission of instructor. Lab fee.*

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. Lab fee.

OFF 125

**OFFICE MACHINES (5)**

Basic instruction and practice on the operation of the 10-key, accounting machine, printing, electronic and rotary calculators and the application of these machines to business. *Prerequisite: QM 145. Lab fee.*

OFF 130

**MACHINE TRANSCRIPTION (5)**

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

OFF 131

**ADVANCED MACHINE  
TRANSCRIPTION (5)**

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

OFF 140

**PERSONAL DEVELOPMENT FOR  
THE CAREER WOMAN (2)**

A study of the basic principles of make-up, hair, figure control, visual grace, wardrobe, business and social etiquette. Lab fee.

OFF 230

**OFFICE PROCEDURES (5)**

The course is designed to provide skill and confidence in performing secretarial operations. *Prerequisite: OFF 100, 101 or equivalent. Lab fee.*

OFF 231

**SECRETARIAL PROCEDURES (5)**

The top-level secretary performs both operational and managerial functions. In the operational role the secretary demonstrates an in-depth knowledge of office and secretarial procedures but needs a high degree of competency in administrative skills as studied in this course. *Prerequisite: OFF 230. Lab fee.*



## 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 (3)**

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: permission of instructor.* Lab fee.

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 (3)**

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

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.*

QM 212

### **COBOL PROGRAMMING (5)**

Students will learn to use the most popular programming language for business data processing applications. Students will also learn enough about keypunching to prepare their own programs for computer runs. Lab fee.

## REAL ESTATE

R EST 92

### **REAL ESTATE SEMINAR (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 105

### **REAL ESTATE PRELICENSE (3)**

This course covers the concepts, term license law, and mathematical skills included in the Washington real estate salesmen's license exam. The course is designed to assist a student in passing the state license exam through the use of lecture-discussion classes, math review problems and mock license exams. *Prerequisite: permission of instructor.*

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.

**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.

**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.

**R EST 240****REAL ESTATE OFFICE ADMINISTRATION (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 SALES PRACTICES (3)**

A study of the basic essentials and techniques of salesmanship and advertising as it specifically relates to real estate.

**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.

**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 142.*

**R EST 244****REAL ESTATE ESCROW (3)**

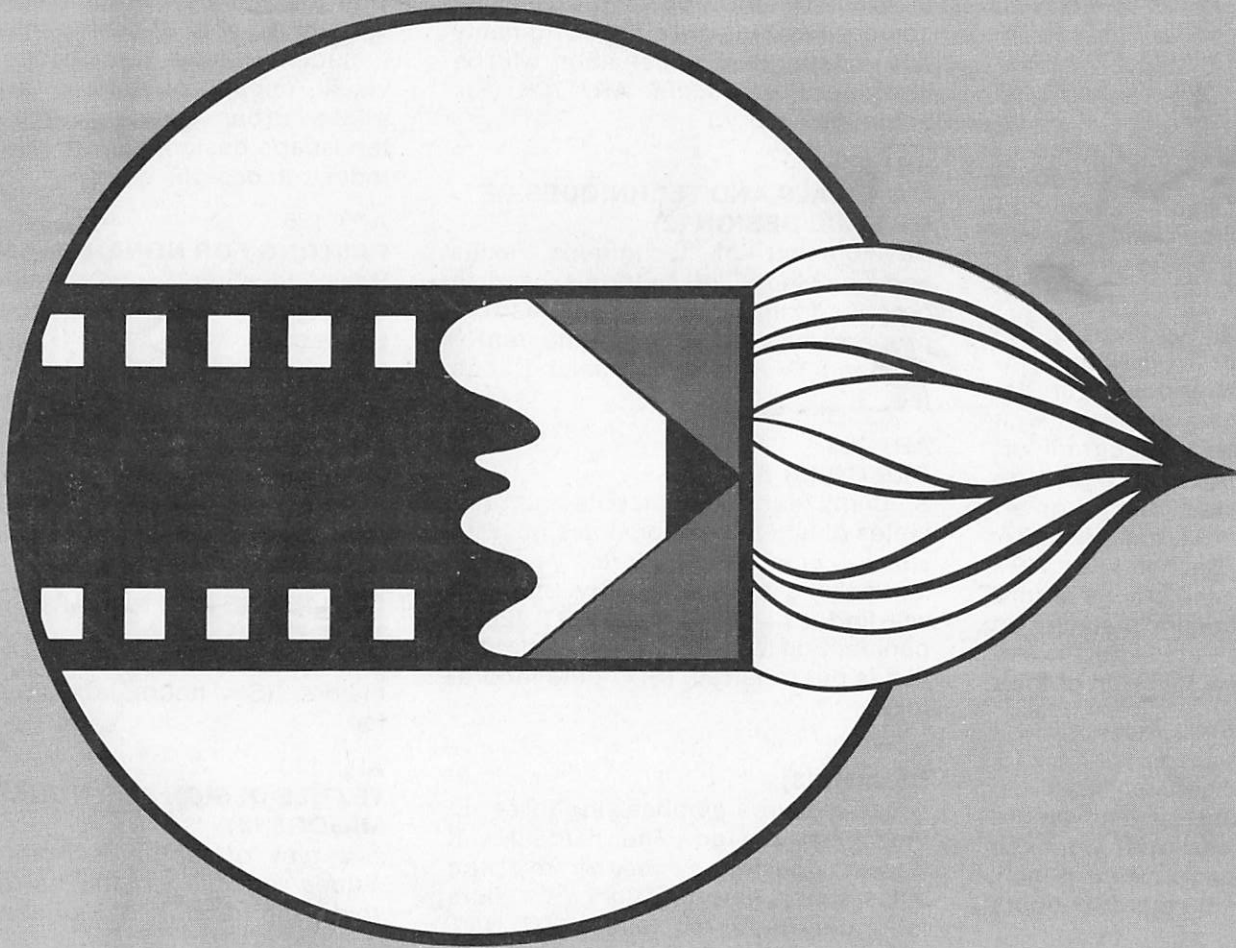
A study of the basic concepts of closing a real estate transaction involving equities, mortgages and real estate contracts. Subjects covered include title report, prorations, lien rights and escrow law. *Suggested prerequisite: R EST 140.*

**R EST 245****REAL ESTATE INVESTMENT STRATEGY (3)**

This course will assist the student in developing a personal real estate investment strategy by introducing the terminology and methods of real estate investment analysis. Various types of real estate investments, such as land, apartments and commercial buildings will be discussed and analyzed. *Suggested prerequisite: R EST 140.*

**R EST 246****REAL ESTATE APPRAISAL PRACTICE (3)**

This course will give a student supervised, practical experience in appraising real estate. The course will expose the student to the conditions and problems experienced in actual appraisal work. *Prerequisite: R EST 142 and 243.*



**Creative  
Arts**

## 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 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.

### 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 108 MATERIALS AND TECHNIQUES OF GRAPHIC DESIGN (2)

Development of techniques, skills and knowledge of materials used in graphic design. Students will learn to prepare materials for graphic reproduction, TV and sign making. Lab fee.

### 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 laboratory.)

### 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.

### 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 135  
**PAINTING FOR NONART MAJORS (3)**  
Basic oil and/or acrylic painting for nonmajors. (Six hours laboratory.) Lab fee.

ART 136  
**WATERCOLOR FOR NONART MAJORS (3)**  
Basic watercolor techniques for nonmajors. (Six hours laboratory.) Lab fee.

ART 137  
**SCULPTURE FOR NONART MAJORS (3)**  
Basic sculpture techniques for nonmajors. (Six hours laboratory.) Lab fee.

ART 140  
**TEXTILE DESIGN FOR NONART MAJORS (3)**  
A survey of fabric decoration techniques including batik, tie-dye, silk-screening and block-printing. Lab fee.

ART 145  
**TEXTILE DESIGN FOR NONART MAJORS — CONSTRUCTION (3)**  
Survey of construction and design of various textile techniques; mostly stitchery and appliqué, but some work in weaving (without a loom), macramé and rug knotting is included.



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**ART 146****JEWELRY DESIGN FOR NONART MAJORS (3)**

Basic jewelry design and techniques for nonmajors. (Six hours laboratory.) Lab fee.

**ART 150****BEGINNING PHOTOGRAPHY (5)**

Basic camera handling, developing, printing, and composition with black and white film. Students should own a camera with manual exposure control. They will be expected to supply their own developing tank, film, and photographic paper. (Three hours lecture, four hours laboratory.) Lab fee.

**ART 151****INTERMEDIATE PHOTOGRAPHY (5)**

Advanced techniques in black and white photography with emphasis on the creative seeing: the play between light and dark, between soft focus and sharp focus, the use of smaller forms against larger forms, the use of cropping, etc. Discovery of personal style through the use of cameras and dark room techniques. *Prerequisite: ART 150 or permission of instructor.* (Three hours lecture, four hours laboratory.) Lab fee.

**ART 152****COLOR PHOTOGRAPHY (5)**

Basic color theory, processing techniques of negative and positive materials. Color enlarging. Emphasis will be on establishing a firm technical base for the creative approach to color photography. Regular critique sessions on technique and composition as it applies to the process of visual communication. *Prerequisite: ART 151 or permission of instructor.* Lab fee.

**ART 165****DARKROOM LABORATORY TECHNIQUES (1)**

Darkroom privileges for students not presently enrolled in a photography class. Designed for students with working understanding of processes who wish to gain experience in darkroom work. *Prerequisite: ART 150 or permission of instructor.* Lab fee.

**ART 191, 192, 193****INDIVIDUAL PROJECTS (1) (2) (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. May be repeated for a maximum of nine credits. *Prerequisites: ART 105, 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.

**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 (3)**

Exploration of creative approaches to simple layout and display techniques. Design and composition of pen and brush lettering will be included. *Prerequisite: ART 109.* (Six hours laboratory.) Lab fee.

**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.

**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.

**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, 106, 109 or permission of instructor.* (Six hours laboratory.)

ART 257

**PAINTING (3)**

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

ART 265, 266

**ADVANCED DRAWING (3)**

Builds on and further develops skills gained in ART 105, 106, and 107. No lab fee unless included with ART 106. *Prerequisite: ART 107 for 265; ART 265 for 266.* Lab fee.

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, 106, 109, 110 or permission of instructor.* (Six hours laboratory.) Lab fee.

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. May be repeated for a maximum of nine credits. *Prerequisites: sophomore standing in art, ART 105, 109 and permission of instructor.*

## **CINEMA**

CINE 100

**INTRODUCTION TO FILM STUDY (3)**

A general introduction to the motion picture as a medium of communications. Includes study of selected short films to acquaint students with the conventions of film language, how movies are made, and the various genres of film: dramatic, documentary, animation and experimental. One short project in film making. Lab fee.

CINE 130

**HISTORY OF FILM (5)**

An historical survey of international cinema, its origins and emergence as an art form. Classics of film history are screened and discussed. In combination with readings, a series of nine video lectures are presented covering major trends and styles in the development of motion picture art. *Suggested prerequisite: CINE 100.* Lab fee.

CINE 140

**ART OF THE FILM (5)**

An introduction to the movies as an artistic medium. Develops in students a fuller appreciation of richness and variety in film art, a critical awareness of methods of cinematic expression. Work of major directors is viewed and discussed for style and technique. Readings in film theory and criticism. *Suggested prerequisite: CINE 100.* Lab fee.

CINE 141

**BASIC FILM-MAKING I (Camera, Lighting, Cutting) (5)**

An introduction to the various stages of film production with emphasis on use of the camera, lighting, and cutting. Individual and group projects in framing, opticals, camera angle and movement, lighting, and editing. Students may work in either 8mm or 16mm. *Prerequisite: CINE 100 or permission of instructor.* Lab fee.

CINE 142

**BASIC FILM-MAKING II (Script and Direction) (5)**

A course devoted to developing, writing, and directing individual film scripts of dramatic, documentary and commercial nature. Production units are formed with each student acting as writer-producer-director of his own short film. *Prerequisite: CINE 141.* Lab fee.

CINE 250

**THE FILM AND SOCIETY (5)**

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. *Prerequisite: CINE 100 or 130 or 140.*

CINE 291, 292, 293, 294, 295

**INDIVIDUAL PROJECTS IN  
CINEMA (1) (2) (3) (4) (5)**

A directed study and/or production course for students in cinema. The course is designed to afford advanced students an opportunity to work independently on approved production or research projects in cinema. *Prerequisite: permission of instructor.*

CINE 299

**ADVANCED CINEMA WORKSHOP (5)**

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. *Prerequisite: permission of instructor.* Lab fee.

**DANCE**

DRAMA 130

**THEATRE DANCE TECHNIQUE (1)**

One-quarter course offering in advanced technique in various aspects of theatre dance. Subject matter to include partnering, jazz, and musical comedy styles. May be repeated for a maximum of six credits. See time schedule for specific offering. *Prerequisite: DANCE 151 or instructor permission.*

DANCE 151

**CONTEMPORARY DANCE I(2)**

Study of the art of motion of the human body. Formal instruction in technique for men and women intended to extend the student's body awareness and movement vocabulary. Movement studies using elements of space, shape, time and energy. Course may be repeated once for credit. Lab fee.

DANCE 152

**CONTEMPORARY DANCE II(2)**

A development of Contemporary Dance I. Technique studies include longer and more challenging movement combinations. Course is open to men and women students with previous dance experience. If uncertain of ability, confer with Dance Program adviser. Course may be repeated twice for credit. Lab fee.

DANCE 161, 162, 163, 164, 165

**COMMUNITY MUSICAL  
PRODUCTION (1) (2) (3) (4) (5)**

A full-scale musical, opera or operetta which will provide possibilities for participation in the production through Music, Drama, or Dance Programs. Experience for solo or chorus dancers, singers, actors and technical person-

nel. (See MUSIC 161, 162, 163, 164, 165 and DRAMA 161, 162, 163, 164, 165.) Course and credit determined by student's role in production. May be repeated for credits. *Prerequisite: audition and/or instructor permission.*

DANCE 200

**DANCE ENSEMBLE (2)**

A performing group of dancers and movement-oriented actors. A variety of styles are included in performance, but emphasis is on dance as an art form. Course includes a "company class," formal and informal improvisation and solo or small group work. Membership by audition. *Prerequisite: permission of instructor or by audition.*

DRAMA 250

**HISTORY OF THEATRE DANCE (2)**

The course covers the revolutionary years of modern dance to the present. Concentration is on events and artists which have contributed to the development of modern and contemporary dance in the 20th Century. Course will include guest artists, slides and film.

DANCE 291, 292, 293

**INDIVIDUAL RESEARCH (1) (2) (3)**

Individual study in areas of special interest by arrangement with instructor(s). *Prerequisite: permission of instructor.*

## **DRAMA**

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

A survey of the modern theatre and the lively arts. 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)**

Actual practice in rehearsal and production, with reference to performing and/or technical experience. May be repeated for maximum of six credits.

### **DRAMA 120, 121, 122 STAGECRAFT (3)**

Intensive lecture, laboratory course in basic theories, techniques and equipment of stage scenery, lighting, costumes and scene painting. 120: scene construction and scene painting; 121: costume; 122: lighting and technical stage procedures. Crew work required in addition to scheduled class hours.

**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 other performance situations.

**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 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 161, 162, 163, 164, 165**

### **COMMUNITY MUSICAL PRODUCTION (1) (2) (3) (4) (5)**

A full-scale musical, opera or operetta which will provide possibilities for participation in the production through Music, Drama, or Dance Programs. Experience for solo or chorus dancers, singers, actors, and technical personnel. (See DANCE 161, 162, 163, 164, 165 and MUSIC 161, 162, 163, 164, 165.) Course and credit determined by student's role in production. May be repeated for credit. *Prerequisite: audition and/or instructor permission.*

**DRAMA 185**

**HISTORY OF BLACK THEATRE (5)**  
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 210**

### **COMMUNITY THEATRE PRODUCTION (5)**

A full-scale drama production which will provide possibilities for participation in the production as a member of the cast or technical crew. Provides experience in working with community and college personnel in the theatre. *Prerequisite: permission of instructor.*

### **DRAMA 211 CHILDREN'S THEATRE (4)**

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 212 CREATIVE DRAMATICS (5)**

Analysis and application of basic principles and techniques of the creative process in informal drama. Emphasis on leader participation in creative dramatics activities. Creative dramatics involves the improvised acting of stories, ideas, and feelings through creative play; it encourages individual and social development of children and young people.

### **DRAMA 221 IMPROVISATIONAL THEATRE (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 239**

**STAGE MAKE-UP (2)**

The design and application of theatrical make-up in theory and practice.

**DRAMA 243**

**THEATRE CLASSICS (5)**

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

**DRAMA 251, 252, 253**

**ADVANCED ACTING (5) (5) (5)**

Intensive course sequence in acting with integrated laboratory work in movement and voice. Improvisation, mime, scene analysis and emphasis on realistic acting with introduction to styles and genres. *Prerequisite: DRAMA 151, 152, 153, 154, 155 and 156 or permission of instructor.*

**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, costume and lighting design, publicity, playwriting and directing. *Prerequisite: permission of instructor.*

**DRAMA 297**

**THEATRE MANAGEMENT (5)**

An introduction to the managerial/producing aspects of theatre, including budgets, personnel, bookkeeping, advertising, box office operations, facility maintenance, etc.

**DRAMA 298**

**THEATRE MANAGEMENT (3)**

Practical application of basic knowledge gained in DRAMA 297 through work in box office, house management, etc. *Prerequisite: DRAMA 297.*

**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 249**

**READER'S THEATRE (5)**

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

## **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.

## **MUSIC**

### **MUSIC 100**

#### **COLLEGE CHOIR (3) (Maximum 18 credits)**

Open to all students interested in singing. Selected voices chosen by audition for various ensembles from entire choir membership. Five hours of rehearsal per week plus all scheduled rehearsals and performances. Designed to promote understanding and skills essential to group and choral singing. May be repeated for a maximum of 18 credits.

### **MUSIC 101**

#### **THALIA YOUTH SYMPHONIES (1) (Maximum six credits)**

College credit for BCC students playing in Thalia's Youth Symphonies. Participants 18 years or older may choose orchestra experience from beginning, intermediate or advanced levels. Rehearsal one evening a week, minimum of one public concert each quarter. Admission by audition. May be repeated for a maximum of six credits. *Prerequisite: audition with current orchestra director.*

### **MUSIC 102**

#### **BELLEVUE COMMUNITY BAND (1) (Maximum of six credits)**

An existing community band, composed of high school graduates and college students 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 consent of director of band. May be repeated for a maximum of six credits. *Prerequisite: permission of instructor.*

### **MUSIC 104**

#### **SMALL INSTRUMENTAL ENSEMBLES (2) (Maximum of 12 credits)**

Woodwinds, strings, brass, stage band. Literature and performance to develop technique, independence of part, and sensitivity. Two hours minimum rehearsal per week. May be repeated for a maximum of 12 credits. *Prerequisite: prior instrumental experience.*

### **MUSIC 105**

#### **VOCAL JAZZ AND RECORDING ENSEMBLE (2) (Maximum of 12 credits)**

A vocal ensemble selected by audition from the membership of the college concert choir. This group explores and develops the vocal techniques, performance and recording skills necessary to the contemporary recording studio singer may be repeated for a maximum of 12 credits. *Prerequisite: concurrent membership in college choir — MUSIC 100.*

### **MUSIC 106**

#### **LAB BAND (3)**

Performance and interpretation of contemporary as well as traditional jazz stylings. Performance of student compositions and arrangements. Much emphasis is given to exposing the student to the performance demands of a professional musician. May be repeated for a maximum of 18 credits. *Prerequisite: audition and/or instructor permission.*

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 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 140

**PRIVATE INSTRUCTION (1)**

Private instruction with qualified teacher in instruments listed below. Fees for private study are in addition to normal college fees. Arrangements for lessons must be made through the college Music Program and a permission signature from the program is required before registration. No previous experience required. Beginning through advanced instruction available in all instruments. (Maximum three credits in three quarters)

|                   |                           |
|-------------------|---------------------------|
| Piano             | Horn                      |
| Voice             | Trombone                  |
| Violin/Viola      | Tuba                      |
| Cello             | Percussion                |
| Double Bass       | Harp                      |
| Organ             | Classical Guitar/Mandolin |
| Flute             | Folk Guitar/              |
| Oboe English Horn | Jazz Guitar               |
| Clarinet          | Baritone Horn             |
| Bassoon           | Jazz/Popular              |
| Saxophone         | Piano                     |
| Trumpet           | Accordian                 |

MUSIC 161, 162, 163, 164, 165

**COMMUNITY MUSICAL PRODUCTION (1) (2) (3) (4) (5)**

A full-scale musical, opera or operetta which will provide possibilities for participation in the production through Music, Drama or Dance Programs. Experience for solo or chorus dancers, singers, actors and technical personnel. (See DANCE 161, 162, 163, 164, 165 and DRAMA 161, 162, 163, 164, 165.) Course and credit determined by student's role in production. May be repeated for credit. *Prerequisite:* audition and/or instructor permission.

MUSIC 170

**CAREERS IN MUSIC (3)**

A course designed to assist the student to explore in detail the background required, the rewards and problems, and the demand for different musical careers. In addition to general background, lectures by guests from various professions will be combined with a project of student's choice to explore one or more careers in detail.

MUSIC 210, 211, 212

**SECOND YEAR THEORY (3) (3) (3)**

Continued study of two-part tonal harmony. MUSIC 210 primarily concerns refinement of competent piano technique; MUSIC 211 introduces altered nonharmonic tones, secondary dominants, modulation to related keys and borrowed chords; MUSIC 212 deals with augmented sixth chords, altered dominants, chromatic third relationships, modulation to foreign

keys and ninth, 11th and 13th chords. *Prerequisite: MUSIC 112 or permission for 210; MUSIC 210 or permission for 211; MUSIC 211 or permission for 212.*

#### **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**

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

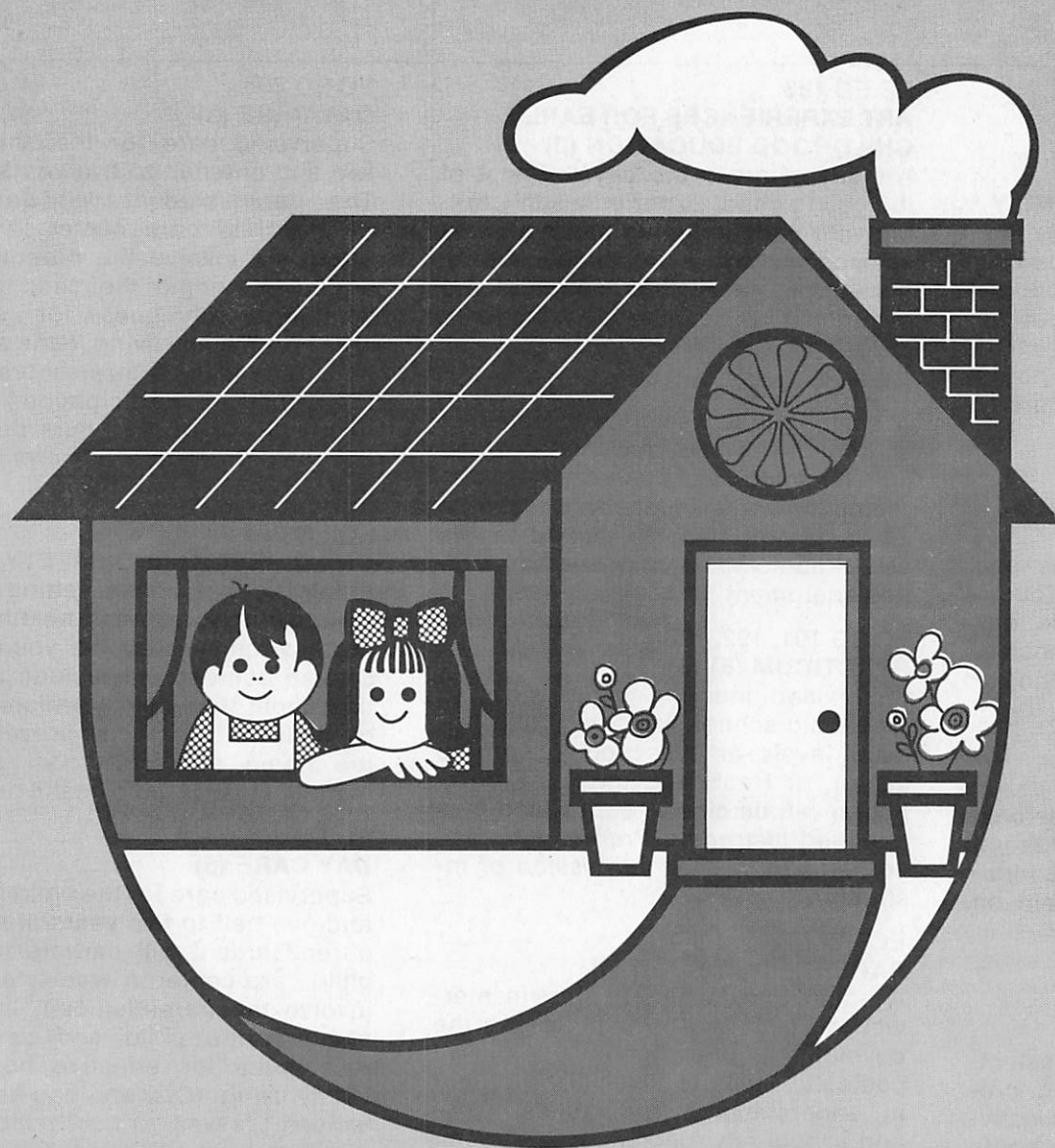
Second year of private instruction. See description under MUSIC 140. *Prerequisite: three quarters instruction in instrument at the MUSIC 100 level. (Maximum three credits in three quarters.)*

#### **MUSIC 291, 292, 293**

##### **INDIVIDUAL PROJECTS IN MUSIC (1) (2) (3)**

An individual study course worked out by student and instructor in any area of music approved by instructor. At least five hours of individual consultation with instructor, with a summary paper, performance or presentation. Credit level varies with nature of project. Student must have permission of instructor supervising project before registering for course. May be repeated. *Prerequisite: permission of instructor.*





# Home and Community Education

## **EARLY CHILDHOOD EDUCATION**

EC ED 150, 151, 152

### **SPECIAL EXPERIENCE FOR FAMILY DAY CARE MOTHERS (1) (1) (1)**

A sequence of courses designed to give family day care mothers opportunities to explore different skill areas of art, music, parent contacts, child development and others. Nine hours of lecture to be offered on Saturday mornings.

EC ED 171

### **INTRODUCTION TO EARLY CHILDHOOD EDUCATION (5)**

An introduction to the theories and practices of Early Childhood Education. Observations in preschools, day care centers, Headstart agencies, Kindergartens and elementary schools.

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.

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 183

### **ART EXPERIENCES FOR EARLY CHILDHOOD EDUCATION (3)**

A study of art in the development of the young child. Experiences in working with various media and materials as used with the young child. Lecture, discussion and participation are included.

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.

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. *Prerequisite: five hours in EC ED or permission of instructor.*

EC ED 201

### **PARENT EDUCATION (5)**

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 203

### **DAY CARE (3)**

Supervised care for the child from two and one-half to five years of age. The parent/student will participate in the child care center. A weekly class will involve the parent/student in understanding the child and developing techniques for effective home and family living. (One and one-half hours lecture, three hours laboratory, directed participation.) Use of center for up to 15 hours per week. Lab fee. *Prerequisite: permission of instructor.*

EC ED 204

### **CHILD HEALTH AND SAFETY (3)**

Emphasis will be on setting up and maintaining a safe and healthy learning environment for the young child. Course content will include information about the basic nutritional needs of children, accident prevention in the home and classroom and the identification of good health practices.

EC ED 205

### **DAY CARE (5)**

Supervised care for the child from two and one-half to five years of age. The parent/student will participate in the child care center. A weekly class will involve the parent/student in understanding the child and developing techniques for effective home and family living. (One and one-half hours lecture, seven hours laboratory, directed participation.) Full use of the center. Lab fee. *Prerequisite: permission of instructor.*

EC ED 210

**TEACHERS INTRODUCTION TO  
MANAGEMENT OF AUXILIARY  
HELPERS IN THE CLASSROOM (1)**

A short course designed to assist teachers with the task of training students enrolled in Early Childhood Education programs to become aides, assistants, associates or nursery school and day care teachers. The teachers will have the assistance of the college instructor in an on-the-job training program and will learn the skills for managing auxiliary helpers in the classroom.

EC ED 293

**BASIC TECHNIQUES & NEW IDEAS  
FOR THE PRESCHOOL TEACHER (3)**

Class will explore fundamental aspects of good teaching and preschool techniques. Observations, lectures, demonstration, films and discussion will be included. Special topics will explore teacher attitudes and new approaches in the field. Resource speakers will include transitions, music, puppetry, science, and special techniques with the individual child.

EC ED 295

**SPECIAL TOPICS IN EARLY CHILD-  
HOOD EDUCATION (5)**

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

EC ED 296

**SPECIAL SEMINAR IN EARLY  
CHILDHOOD EDUCATION (5)**

A study of selected topics or special seminars in Early Childhood Education. *Prerequisite: EC ED major and permission of instructor.*

## **EDUCATION**

EDUC 110

**INTRODUCTION TO EDUCATION (5)**

An introduction to the history, development, purposes, and processes of education. Class sessions and laboratory experiences are used to clarify and focus feeling and thought involved in the teaching-learning process.

## **GERONTOLOGY**

GERON 100

**PERSPECTIVES IN AGING (3)**

A survey of several problem areas of gerontology including theories of aging, physiological and psychological problems, housing, economical and political status, recreation, and community planning.

GERON 105

**RETIREMENT PLANNING (3)**

A critical analysis of retirement components, including financial, social and physical barriers and emotional consideration accompanying retirement. Major focus of the course will be the development and individualization of a comprehensive retirement package applicable to all age groups for actual implementation.

GERON 110

**PSYCHO-SOCIAL ASPECTS OF  
AGING (3)**

The course will explore psychological, emotional and social changes affecting aging, focusing on the relationships of these factors. Emphasis is on mental, personality and physiological changes which accompany the aging process.

GERON 140

**DEVELOPMENT AND EVALUATION  
OF AGING PROGRAMS (3)**

Course to cover organizing, survey methods and general planning for aged. Program development will further relate to planning, budgeting, management and evaluation of services and aging programs.

## **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 is given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

**HOMECE 109**

### **HISTORICAL DEVELOPMENT OF FASHION (2)**

A study of the history and development of fashion in the United States and of the economic, social, and psychological factors that influence fashion.

**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 laboratory periods.) Lab fee.

**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. (One laboratory period.)

**HOMECE 130**

### **HUMAN NUTRITION (5)**

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

**HOMECE 168**

### **HISTORY OF FURNITURE AND ACCESSORIES (3)**

A study of the dominant influences and characteristics of American furnishings from the Middle Ages to the present.

**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 175**

### **GRAPHIC COMMUNICATIONS FOR DESIGNING (3)**

Lectures and laboratory experiences in theories and processes of graphic communications for designing: drafting, isometric drawing, orthographic projection, perspectives, descriptive geometry, shade and shadow and lettering. (Two laboratory periods.)

**HOMECE 198**

### **PRACTICUM IN FASHION MERCHANDISING (3)**

Selected observations and experiences in the merchandising of ready-to-wear apparel and/or the constructing and merchandising of custom-made garments. *Prerequisite: permission of instructor.*

**HOMECE 199**

### **PRACTICUM IN INTERIOR DESIGN TECHNOLOGY (3)**

Selected observations and experiences in interior design technology and furniture merchandizing. *Prerequisite: ART 109, HOMECE 169, 170.*

**HOMECE 200**

### **SPECIAL INTERESTS IN HOME ECONOMICS (2)**

Group seminars and/or individual study in special projects or topics in home economics.

**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. (Two laboratory periods.) *Prerequisite: HOMECE 111 or permission of instructor.*

**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 FINANCE (3)**

A study of the acquisition and utilization of family economic resources and the effect of values, standards, and goals on family spending.

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**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 257**

**HUMAN GROWTH AND DEVELOPMENT (3)**

A study of the physical, social and emotional growth and development of the individual from adulthood through old age and of the requisite conditions and fitnesses for optimum adjustment.

**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 laboratory periods.) *Prerequisite:* HOMECE 170, 175.

**HOMECE 298**

**PRACTICUM IN FASHION MERCHANDISING (5)**

Study, analysis and practice in the merchandising of ready-to-wear apparel or the construction and merchandising of custom-made garments. *Prerequisite:* HOMECE 198 or MKTG 98.

**HOMECE 299**

**PRACTICUM IN INTERIOR DESIGN TECHNOLOGY (5)**

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

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**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 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 within the criminal justice system 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 in the criminal justice system.

**LAWEN 202**

**PRINCIPLES OF INVESTIGATION (5)**

A survey of fundamental investigative techniques that can be used within the criminal justice system including the discovery, preservation, and presentation of evidence, the methods of obtaining information from people, the development of informational sources and a brief survey of the inter-relationship of the criminal laboratory functions together with agencies in the criminal justice system.

**LAW 206**

**CRIME PREVENTION (5)**

A survey of the causes of crime and juvenile delinquency and the methods used by criminal justice system agencies to deter crime and prevent recidivism with emphasis on innovative practices in crime prevention within the criminal justice system.

**LAWEN 250**

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

A study of the basic fundamentals of supervision designed to give criminal justice system practitioners and students an insight into field supervision. Includes a study in planning, reporting, improving, directing and evaluating.

**LAWEN 253**

**DRUGS AND ALCOHOL (3)**

A study of the effects of drugs and alcohol on present day society designed to give criminal justice system practitioners and students an insight into laws relating to the use, possession, and sale of various drugs and the identification of drugs together with effects of drugs and alcohol on contemporary society.

**LAWEN 254**

**SPECIAL PROBLEMS IN THE CRIMINAL JUSTICE SYSTEM (5)**

A course designed to give criminal justice system students the opportunity to pursue a given topic within the criminal justice system. *Prerequisite: permission of instructor.*

**LAWEN 255**

**MIDDLE MANAGEMENT (3)**

A course to cover management by objectives, team management, communications of management, decision making, budgeting, and a variety of other related topics which will assist the middle manager in fulfilling his goals. *Prerequisite: lieutenants, captains or equivalent.*

**LAWEN 256**

**COMMUNITY RELATIONS (3)**

A course designed to educate the student with the total scope of criminal justice/community relations. The course will show how vital these relationships are in maintaining a peaceful, homogeneous community.

**LAWEN 295, 296, 297, 298, 299**

**SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (1) (2) (3) (4) (5)**

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

## **PARENT EDUCATION**

PARED 131

### **FOSTER PARENT EDUCATION I (3)**

A lecture and discussion class in exploring concerns of foster parents. Skills to involve the foster parent in understanding expectations and needs of the foster child, agency and foster parents.

PARED 133

### **FOSTER PARENT EDUCATION II (3)**

A workshop dealing with foster parents' roles as modifiers of behavior and counselors. Particular attention will be given to developing communication skills, understanding of family relations and adjustment. Field trips to appropriate community agencies serving youth will be included.

## **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 (3)**

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 120

### **WOMEN IN THE HELPING PROFESSIONS (3)**

This course will examine the history of women healers; effects of socialization and social control upon American women; volunteer versus professional work; women and welfare; women and madness; women and health care;

women as administrators; women in the criminal justice system; resources for women; and strategies for social change.

SOCWK 125

### **CHILD WELFARE SERVICES (3)**

Analyze the historical development and contemporary social work practice in child welfare services, in labor laws, education, adoptions, foster homes, child protection, illegitimacy, group homes, day care, children's institutions, dependency and delinquency.

SOCWK 130

### **CRIMINALITY: THEORIES OF CAUSATION AND TREATMENT (5)**

Theoretical overview and analysis of criminality; its nature and extent as deviant behavior, as social problems and legal implications; major focus on dilemmas of the criminal justice system, on identifying various causal factors and differential treatment strategies in the correctional field.

SOCWK 135

### **PROBATION AND PAROLE: JUVENILE AND ADULT (5)**

An analysis of the development and operation of probation and parole in relation to the total criminal justice and correctional system; emphasis on organizational structure, administration, decision making process, policy formation, social control, service delivery, referral resources, and society and community responsibilities at the juvenile and adult level.

**SOCWK 165****COMMUNITY RESOURCES (2)**

An introduction to community resources including ways of utilizing community resources to aid clients.

**SOCWK 190****FIELD EXPERIENCE IN SOCIAL SERVICES (5)**

Supervised participation and practical field experiences, acquiring beginning competence in the delivery of social services. Emphasis upon orientation and understanding the agency, its structure, functions and clientele; and accepting beginning services assignments focused on the helping process. *Prerequisite: SOCWK 100, 105, 110, 112 and 165 or permission of instructor.*

**SOCWK 200****INTRODUCTION TO SOCIAL WORK METHODS (5)**

This course provides an introduction to casework, group work and community organization. Emphasis is placed on the similarities and differences which characterize these helping processes and on their application in Social Services settings. *Prerequisite: SOCWK 100, 105, 165 or permission of instructor.*

**SOCWK 210****SOCIAL CASEWORK (3)**

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. *Prerequisite: SOCWK 200.*

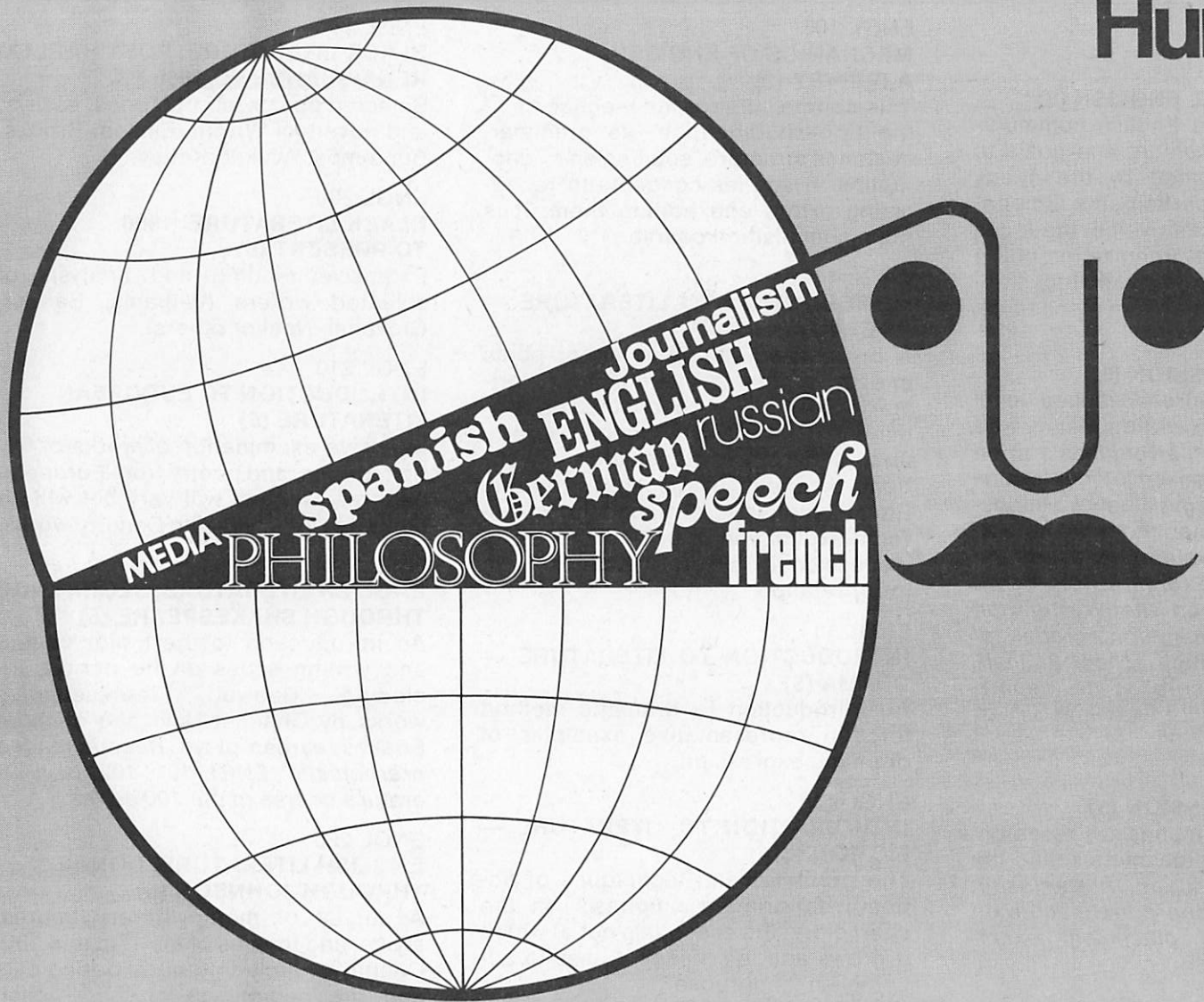
**SOCWK 230****CORRECTIONAL COUNSELING (3)**

Study and training in counseling and treatment techniques and strategies appropriate in institutional and community correctional settings; special focus on socialization process, social control, behavioral change, reality therapy, responsible behavior, legitimate use of authority, counselor roles, decision making process and various dilemmas associated with correctional counseling. *Prerequisite: SOCWK 130, 135 or permission of instructor.*

**SOCWK 290****FIELD EXPERIENCE IN SOCIAL SERVICES (5)**

Continued supervised participation and practical field experiences, emphasis on assuming increased responsibility for delivery of social services, and active involvement in the helping process through direct contact with agency clientele: individuals, groups, organizations or communities. *Prerequisite: SOCWK 190.*

# Humanities



## 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

#### **WRITTEN EXPRESSION (5)**

Practice, on a more advanced level than ENGL 100, in writing clearly and effectively. Particular emphasis upon developing awareness of one's surroundings, acquiring fluency, choosing the kind of language most natural to each writer, and learning to edit the final manuscript. *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

#### **WRITTEN EXPRESSION (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 105

#### **MECHANICS OF ENGLISH, A SURVEY (2)**

This course surveys the mechanics of the English language: its grammar, sentence structure, spelling and punctuation. It applies concepts to recognizing errors and editing them. It is not a composition course.

### ENGL 110

#### **INTRODUCTION TO LITERATURE — POETRY (5)**

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

### ENGL 111

#### **INTRODUCTION TO LITERATURE — DRAMA (5)**

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

### ENGL 112

#### **INTRODUCTION TO LITERATURE — FICTION (5)**

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

### ENGL 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 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, 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, 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, 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, 102, or a literature course in the 100 series.*

ENGL 268

**AMERICAN LITERATURE: CIVIL WAR TO END OF WORLD WAR I (5)**

Readings in American literature emphasizing the realistic period and including such writers as Dickinson, James, Adams, Howells, Crane, Dreiser, and Twain. *Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series.*

ENGL 269

**AMERICAN LITERATURE: END OF WORLD WAR I TO PRESENT (5)**

Readings in American literature emphasizing the expatriots and the experimental, including such writers as Fitzgerald, Hemingway, Steinbeck, Faulkner, Flannery O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. *Recommended prerequisite: ENGL 101, 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)**

A chance for further development of writing skills learned in ENGL 101 or 102. Extended practice in developing ideas and finding the prose form best suited to each subject, with emphasis upon personal essays, information and opinion papers, reviews, profiles, articles based upon interviews, and upon individual projects. ENGL 272 is planned for those wishing to continue work begun in ENGL 271. *Prerequisite: ENGL 101, 102, or an equivalent for 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 focused study of various literatures utilizing the special knowledge of instructors. Appropriate subject matter could be science fiction, folklore, myth, or concentration on single figures, regional writers or particular themes. Subject matter can be determined by student request and will be announced before each quarter. May be repeated for a maximum of 15 credits.

## LANGUAGES

### FOREIGN LANGUAGE ALTERNATIVE PROGRAM (FLAP)

Students who are interested in the FLAP program will register for the language of their choice and for the designated hour and location of that section. FLAP students in their first year may have a different emphasis on language skills. In their second year they may expect greater individualization of instruction as the instructor offers materials more congruent with student objectives, whether vocational or academic.

#### FLAP 101, 102, 103(5) (5) (5)

The methods and objectives are primarily audio-lingual; however, students may have a greater emphasis on writing and reading as well as audio-comprehension skills congruent with their objectives. Working at different levels, the student may earn from five to 15 credits depending on his previous background and make-up of the FLAP course. *Prerequisite: FLAP 101: permission of instructor; FLAP 102: 101 and permission of instructor; FLAP 103: 102 and permission of instructor.* Offered in French, German, Russian, and Spanish.

#### FLAP 201, 202, 203 (5) (5) (5)

Bearing a greater responsibility for his own learning, the student may have a choice of academic or vocational tracks congruent with his objectives. So far the FLAP program is open to vocational programs of Office Professions, Communications, Ski Instructor Training School, and Early

Childhood Education. *Prerequisite: FLAP 201: 103 and permission of instructor; FLAP 202: 201 and permission of instructor; FLAP 203: 202 and permission of instructor.* Offered in French, German, Russian, and Spanish.

#### 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 104 (FLAP)

##### INDIVIDUALIZED FIRST-YEAR GERMAN (0-15)

In this individualized language course, the student will bear the major responsibility for his own learning. Emphasis lies on a balanced approach to the "four skills" of language learning: listening, speaking, reading, writing, with ample opportunity to engage in extra practice in any of these skills. With the help of an instructor on a one-to-one basis, the student will proceed at his own pace earning credits based on achievement: any student may earn between zero credits for no work satisfactorily completed during the quarter, to 15 credits for completing the equivalent of an entire year's study of German in one quarter.

**GERMN 105**  
**GERMANY AND GERMAN**  
**CULTURE (5)**

A study of the German people, their language and customs, including a three-four week field trip to Germany where the students will live with German families. This course presents an inexpensive and unique opportunity to learn about the German cultural heritage and offers, at the same time, an intimate encounter with one of the world's greatest and most interesting people. Travel arrangements are separate.

**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.*

**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.*

**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.*

**RUSS 202**  
**INTERMEDIATE SECOND YEAR**  
**RUSSIAN (5)**  
Continuation of RUSS 201. *Prerequisite: RUSS 201 or equivalent.*

**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.*

## 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: ART 151 or permission of instructor.*

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 Advocate. 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 (4)

Techniques and responsibilities of newspaper editing. (Individualized instruction.) *Prerequisite: permission of instructor.*

JOURN 145

### ADVERTISING LABORATORY (4)

Typography, paste-up, design, and sales. Practical work on student newspaper. (Individualized instruction.) *Prerequisite: permission of instructor. MKTG 234 recommended.*

JOURN 147

### MAGAZINE EDITING LABORATORY (2)

Typography, editing techniques, book design. (Individualized instruction.) *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, 141 and permission of the instructor.* Enrollment only by arrangement with the Journalism Program.

JOURN 240

### ADVANCED NEWSWRITING (3)

Concentration on covering special assignments, interpretative reporting. *Prerequisite: JOURN 140, 141 and permission of instructor.*

## MASS MEDIA

MEDIA 100

### MEDIA AND CULTURE (3)

Examination of impact of print and broadcast journalism upon modern society. Explores economics, profits and problems inherent in the communication industry. (Offered by radio and dial-access.)

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 115

### POPULAR CULTURE AND MASS MEDIA (5)

The course will allow the student to analyze popular culture as he is exposed to it in the mass media. Through this analysis the student will gain a better understanding of the mass media world to which he is exposed daily.

MEDIA 141

### BASIC BROADCASTING (3)

Develop skill in announcing and audio operation. Preparation to take FCC licensing test for Third Class Radio-Telephone Operator License.

MEDIA 142

### RADIO BROADCASTING LABORATORY (3)

Practice in broadcasting, focused on operation of the student radio station, KBCS. Students will develop skills in announcing, directing, and produc-

ing. *Prerequisite: MEDIA 141 or permission of instructor and Radio-Telephone Third Class Operator permit with broadcast endorsement.*

**MEDIA 143**  
**RADIO PRODUCTION**  
**LABORATORY (3)**

Program production focused on operation of KBCS. No more than nine hours of MEDIA 143 may apply toward the Associate of Arts Degree. *Prerequisite: MEDIA 142 or permission of instructor and Radio-Telephone Third Class Operating permit with broadcast endorsement.*

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

This course is designed as an initial exposure to television production. It is intended for those persons who would like an opportunity to know more about television and how to work with it. The goal of the class will be to have the students produce television programs.

**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 177**  
**UTILIZATION OF TELEVISION AND**  
**VIDEO RECORDINGS IN**  
**INSTRUCTION (2)**

Examines ways in which television and video recordings can be used. Includes discussion and evaluation of various video recording techniques.

**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, audiovisual-tutorial and dial-access retrieval systems.

**MEDIA 181**  
**INTRODUCTION TO THE ORGANIZA-**  
**TION AND MANAGEMENT OF AUDIO-**  
**VISUAL MATERIALS AND**  
**EQUIPMENT (3)**

Introduces the student to 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.

**MEDIA 182**  
**AUDIOVISUAL EQUIPMENT —**  
**OPERATION AND MAINTENANCE (3)**

Examines projection techniques, magnetic and optical sound systems and the characteristics of audiovisual equipment. Includes maintenance of audiovisual equipment, development of preventive maintenance procedures to minimize breakdowns, and application of specific equipment for specific instructional or learning situations.

**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. Lab fee.

**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.* Lab fee.



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

Students will be individually assigned as assistants in Media Services programs to gain practical 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. *Prerequisite: permission of instructor.*

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

Includes electrical and mechanical repair of audiovisual equipment (tape recorders, projectors, record players, etc.). Also included will be some instruction in electronics. Preventive maintenance procedures will be emphasized throughout the course. *Prerequisite: MEDIA 182 or permission of instructor.* Lab fee.

**MEDIA 241****RADIO NEWS BROADCASTING (3)**

Writing, editing, and producing news for radio. *Prerequisite: JOURN 140 and MEDIA 141 or permission of instructor.*

**MEDIA 242****TELEVISION NEWS (3)**

Writing, editing, and producing news for television. *Prerequisite: CINE 141, MEDIA 175 and 241.*

**MEDIA 243****RADIO TRAFFIC AND CONTINUITY (3)**

Control of radio broadcast traffic; basic continuity. Practical application on KBCS. *Prerequisite: permission of instructor.*

**MEDIA 249****BROADCAST INTERNSHIP (5)**

Ten hours a week spent working in a local broadcast outlet. By arrangement only with the Mass Media Department. *Prerequisite: permission of instructor.*

**MEDIA 250****BROADCAST PRACTICE (3)**

Six hours a week spent working on KBCS-FM in an operator capacity. Limited evaluation of performance and endorsement of FCC Radio Telephone Operator's license. Can apply to graduation only once. *Prerequisite: third-class (with broadcast endorsement), second-class or first-class Radio Telephone Operator's license and permission of instructor.*

**MEDIA 291, 292, 293, 294, 295****SPECIAL PROJECTS IN THE MASS MEDIA (1) (2) (3) (4) (5)**

Individual projects in audio-visual, broadcasting, journalism, or television media which will enhance the knowledge, skills and experiences gained in specific media courses. Arrangements should be made with a media instructor. *Prerequisite: previous media enrollments and permission of instructor.*

**PHILOSOPHY****PHIL 100****INTRODUCTION TO PHILOSOPHY (5)**

An introduction to the problems and history of 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 119****LOGIC IN PRACTICE (5)**

Recognition and analysis of basic patterns of reasoning in deductive and inductive logic; informal fallacies; definitions; development of an understanding of language as an instrument of sound thinking; logical analysis and criticism.

**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)**

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 or 110 or 120 or permission of instructor.*

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**PHIL 220**

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

A study of the philosophy of the Pre-Socratics, Plato, Aristotle, the Stoics and Epicureans, Plotinus, and Augustine. *Prerequisite: PHIL 100 or 120 or permission of instructor.*

**PHIL 221**

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

A study of the philosophy of Descartes, Hobbes, Kant, and/or other modern philosophers as well as more recent and contemporary sources. *Prerequisite: PHIL 100 or 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 120 or permission of instructor.*

**PHIL 267**

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

A systematic study of philosophical writings designed to affect the understanding of the nature of God and the relation of religion to truth 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 to 10 hours private conference with the instructor. *Prerequisite: PHIL 100 and 120 and permission of instructor.*

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**SPEECH**

**SPCH 100**

**BASIC SPEECH IMPROVEMENT (5)**

Training in the fundamentals of good speech such as organization, effective use of voice, and meaningful communication. Emphasis will be on informative speaking; three-fourths time devoted to student performance.

**SPCH 220**

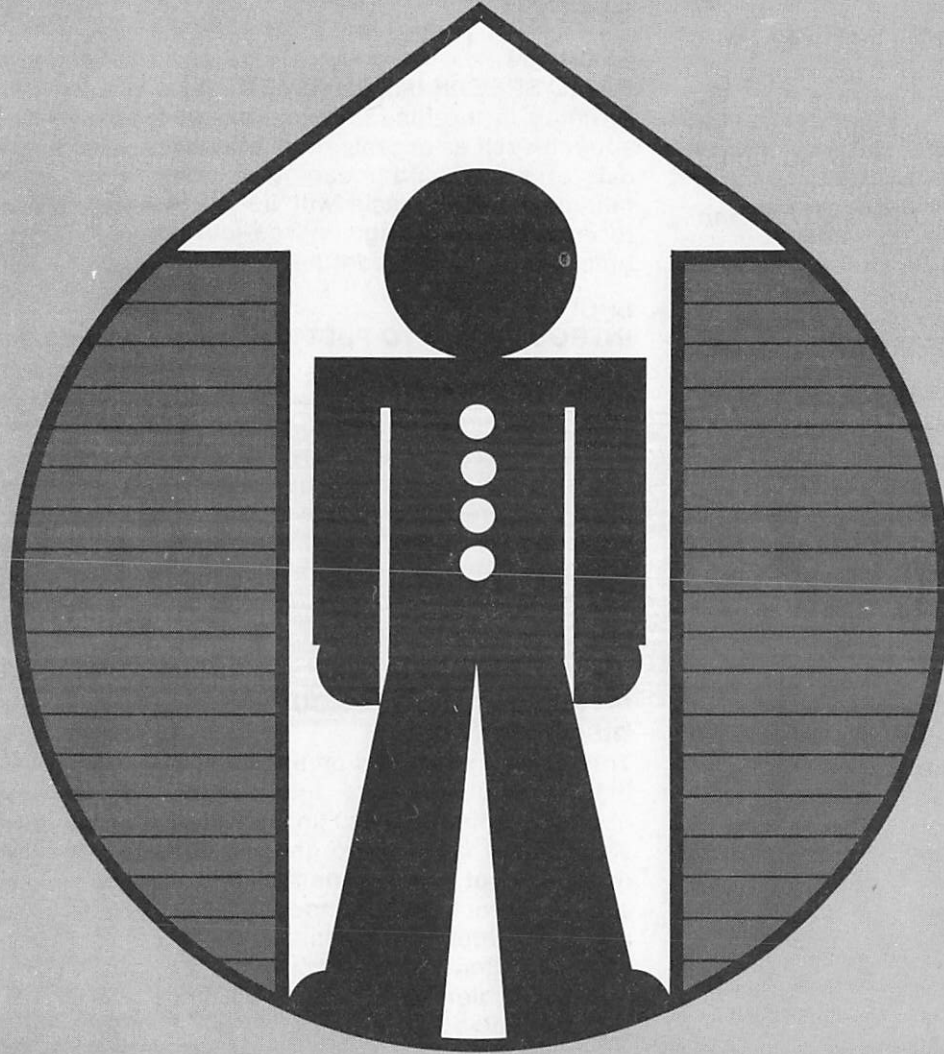
**INTRODUCTION TO PUBLIC  
SPEAKING (5)**

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. Various 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.



# Individual Development

## INDIVIDUAL DEVELOPMENT

This division's center and its personnel provide educational guidance to help students develop meaningful courses of study which are commensurate with their ability.

Improvement skills courses are based on a high degree of interaction with the 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 ID Math Lab allows students to review and extend their mathematical skills. Within the math area each student proceeds at his/her own pace. Drop-in tutorial help is available to students enrolled in regular college mathematics and science courses.

Either Pass/NC or letter grades are available. Most courses above 100 transfer as social science electives to the University of Washington.

ID 071-075

### INDIVIDUAL IMPROVEMENT (MATHEMATIC SKILLS) (1-5)

Provides students with an opportunity to increase their mathematics skill level. Arithmetic skills are emphasized. Other topics including algebra and applied mathematics are available. Students select their own program of study in consultation with the instructor who offers testing, guidance and assistance throughout the quarter. May be repeated for a maximum of 10 credits. Lab fee.

ID 114

### FUNCTIONAL MATHEMATICS (4)

This course will provide an opportunity for students to develop mathematical skills related to problem solving in technical, science, business or general fields. Topics in the history and structure of mathematics will be presented. Studies of concepts and skills of special interest in the student's program available at his/her option. *Prerequisite: an ID 070 series class or permission of instructor.* Lab fee.

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. Lab fee.

ID 105

### WRITING AIDS (5)

This course will provide students the opportunity to have control over words by utilizing their own ability relative to the basic structures in writing. It includes improving sentence structure, developing paragraphs and paragraph unity and the general mechanics of writing. Lab fee.

ID 123

### ETYMOLOGY OF WORDS (3)

This course will provide students the opportunity to better understand the English language, its vocabulary and the function of that vocabulary. It is designed to stress Latin, Greek and Anglo-Saxon derivations. The intent

is to help broaden the vocabulary and gain a better understanding of the American-English language.

ID 140-149

### READINGS: ON READING AND LEARNING (1-10)

Courses to help students improve reading skills, vocabulary, comprehension, speed and to enhance general knowledge of human learning. Special attention is given to memory, forgetting and unlearning. Emphasis is placed on the latest techniques for the improvement of reading. Lab fee.

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. Lab fee.

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. Variable Credit. Lab fee.

ID 285

**SPECIAL READINGS (5)**

Created for those wishing to analyze current works of literature. Discussion and readings are contemporary fictional and nonfictional pertinent to self-development, relationships with others, life values, problems centering on anomalous behavior, methods for clear thinking, memory, character analysis, problems of society and universal and spatial concepts.

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. Each class may be repeated for a maximum of 15 credits. *Prerequisite: permission of instructor.*

ID 152x

**HUMAN POTENTIAL SEMINAR I (2)**

An initial course to enable students to realize individual potential of self-awareness, self-affirmation, possibilities of relating authentically to others, of self-motivation and self-determination. Identifies positive strengths and capacities of the student toward college and personal life goals.

ID 157

**HUMAN DEVELOPMENT (2)**

The purpose of this course is to focus on various methods of learning personal, interpersonal, and group skills. The focus will differ somewhat depending upon the instructor, the group and the quarter. The schedule may include but not be limited to the following: personal communication skills, assertive training, sense and body awareness. May be repeated for a maximum of six credits. *Prerequisite: permission of instructor.*

ID 172-175

**COLLEGE AND CAREER EXPLORATION (2-5)**

Individual and group activities to learn how to explore and develop one's career potentials. The emphasis will vary according to individual need and will include areas of motivation (interests, etc.), abilities, and training and work opportunities. Lab fee.

ID 195x

**PEER COUNSELING I (5)**

The initial course in a three-quarter sequence which prepares students to effectively and properly advise and counsel their peers in volunteer or paid campus program roles. *Prerequisite: permission of instructor.*

ID 195y

**PEER COUNSELING II (5)**

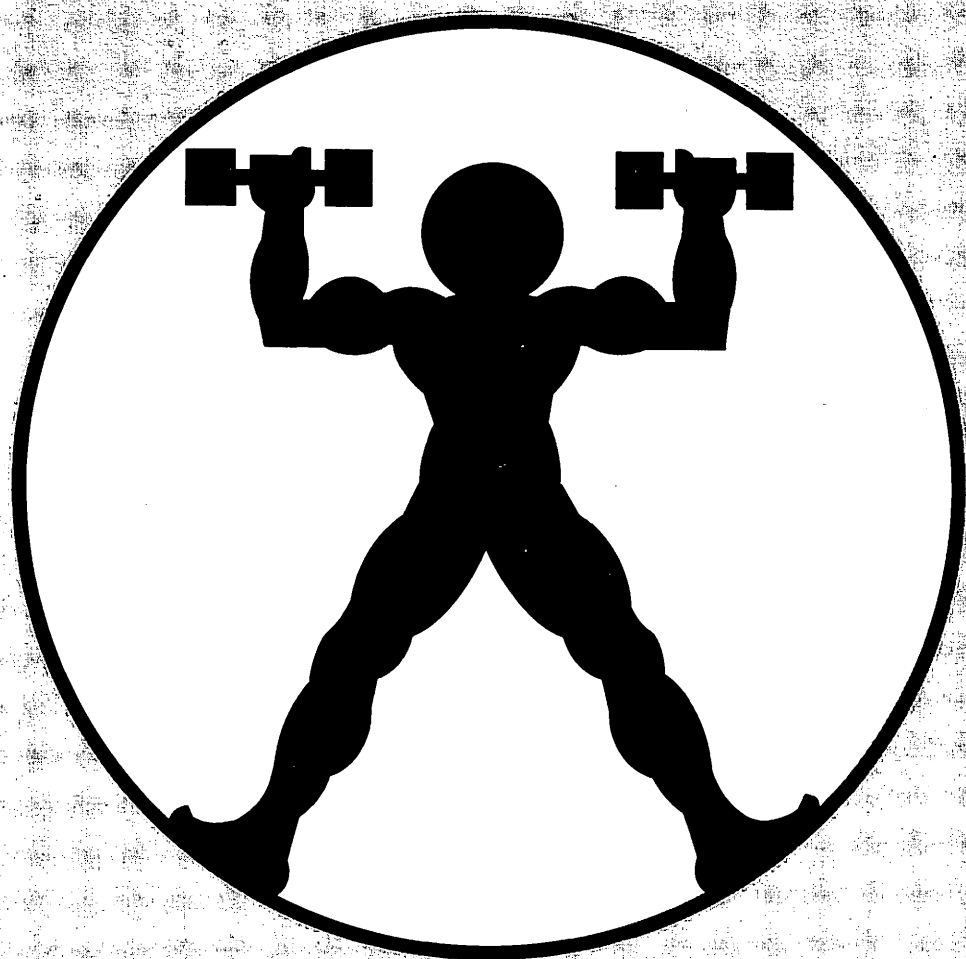
The second of a three-quarter sequence (see ID 195x). Extension and elaboration of ID 195x plus at least two hours per week of clinical placement in a college or relevant program is required. *Prerequisite: permission of instructor and ID 195x.*

ID 195z

**PEER COUNSELING III (5)**

The third of a three quarter sequence (see ID 195x). Consists primarily of at least 10 hours per week of supervised clinical, on-the-job training in campus or equivalent program areas with occasional participation in workshops. *Prerequisite: permission of instructor and ID 195y.*





# **Physical Development and Performance**

## ACTIVITY COURSES

P E 105

### **CANOEING (1)**

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

P E 107

### **BASKETBALL (1)**

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

P E 108

### **TENNIS (1)**

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

P E 110

### **GOLF (1)**

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

P E 111

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

Men and women. Review and analysis of the fundamental skills of driving, pitching, chipping, and putting; trouble shot techniques; golf strategy from tee to hole; match and medal play. *Prerequisite: P E 110 or golfing experience.* Lab fee.

P E 113

### **FENCING (1)**

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

P E 114

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

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

P E 115

### **GYMNASTICS (1)**

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

P E 116

### **RIDING I (1)**

Men and women. Basic riding includes the walk, sitting trot, posting trot and canter. Fundamentals covered are: mounting and dismounting; position of reins and hands; use of weight, hand and leg aids. Lab fee.

P E 118

### **VOLLEYBALL (1)**

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

P E 120

### **KARATE (1)**

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

P E 121

### **INTERMEDIATE KARATE (1)**

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

P E 122

### **BADMINTON (1)**

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

P E 123

### **ARCHERY (1)**

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

P E 124

### **BODY CONDITIONING (1)**

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

P E 125

### **SKIING (1)**

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

P E 126

**RIDING II (1)**

Men and women. Extensive work on individual control of the horse in the walk, sitting trot, posting trot, canter and hand gallop. Stress is on correct position, leads and use of the weight, hand and leg aids. English style emphasized. *Prerequisite: P E 116 or permission of instructor.* Lab fee.

P E 128

**WEIGHT TRAINING (1)**

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

P E 129

**SAILING (1)**

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

P E 130

**INTERMEDIATE SAILING (1)**

Men and women. Study of Aerodynamics, trimming of sheets, rules of the road and racing techniques. *Prerequisite: P E 129 or permission of instructor.* Lab fee.

P E 132

**INTERMEDIATE BADMINTON (1)**

Men and Women. Intermediate techniques; team play for doubles and mixed doubles; techniques of singles play. *Prerequisite: P E 122.* Lab fee.

P E 133

**INTERMEDIATE ARCHERY (1)**

For the student with archery experience; emphasis on individual technique development. Includes tournament shooting, skills of target archery, field archery and bow hunting, building and repairing of equipment. *Prerequisite: P E 123 or permission of instructor.* Lab fee.

P E 135

**HIKING (1)**

Men and women. Principles and techniques of basic hiking. Topics included are safety, basic equipment, survival and related areas. Taught in conjunction with summer field trips.

P E 136

**BASIC MOUNTAIN CLIMBING (1)**

Men and Women. Principles and techniques of rock climbing, snow climbing and glacier travel. Other topics included are clothing, equipment, map reading, first aid, foods, and camping. Weekend field trips. Students will furnish own equipment. Lab fee.

P E 137

**SPORTS CONDITIONING (1)**

The purpose of this class is to get athletes ready for varsity sports. The class will include general conditioning skills and techniques. Lab fee.

P E 138

**CONDITIONING EXERCISES (1)**

Women only. A course designed to improve muscle tone, flexibility and endurance. Relaxation techniques, isometric exercises and exercises for figure control are included. The major portion of the course consists of exercising to music. Lab fee.

P E 141, 241

**VARSITY BASKETBALL (2) (2)**

Varsity players only. Winter quarter. Lab fee.

P E 142, 242

**VARSITY CROSS COUNTRY (2) (2)**

Varsity players only. Fall quarter. Lab fee.

P E 143, 243

**VARSITY BASKETBALL FOR WOMEN (2) (2)**

Varsity players only. Winter quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 144, 244

**VARSITY TRACK (2) (2)**

Varsity players only. Spring quarter. Lab fee.

P E 146, 246

**VARSITY BASEBALL (2) (2)**

Varsity players only Spring quarter. Lab fee.

P E 147, 247

**VARSITY TENNIS (2) (2)**

Varsity players only. Spring quarter. Lab fee.

P E 148, 248

**VARSITY GOLF (2) (2)**

Varsity players only. Spring quarter. Lab fee.

P E 151

**CONTEMPORARY DANCE I (2)**

Men and women.  
See DANCE 151

P E 152

**CONTEMPORARY DANCE II (2)**

Men and women.  
See DANCE 152

P E 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. Lab fee.

P E 157

**INTERMEDIATE SWIMMING (1)**

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

P E 158

**INTERMEDIATE TENNIS (1)**

Course will cover techniques beyond those of beginning tennis. Serve and volley will be stressed along with review of basic strokes. Strategy and basic principles of doubles play will also be discussed. *Prerequisite* P E 108 or permission of instructor. Lab fee.

P E 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. *Prerequisite: medical certificate.* Lab fee.

P E 176

**PRINCIPLES & TECHNIQUES OF TRACK & FIELD (1)**

This class is designed to expose the techniques of all the track and field events, and by active participation in the events, help the student gain proficiency and knowledge about track and field. Lab fee.

P E 178

**INTERMEDIATE VOLLEYBALL (1)**

A course designed to challenge the better volleyball player by learning new and better techniques of serving, spiking, placement, and team play. There will be tournament play with two- to six-man teams. *Prerequisite: P E 118 or a skills test.* Lab fee.

P E 180, 280

**VARSITY SOCCER (2) (2)**

Varsity players only. Fall quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 181

**VARSITY BADMINTON (Women) (2)**

Varsity players only. Winter quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 182

**VARSITY SOFTBALL (Women) (2)**

Varsity players only. Spring quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 183

**VARSITY TRACK (Women) (2)**

Varsity players only. Spring quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 186

**RIDING III (1)**

English style only. Advanced equitation, beginning jumping and drill team maneuvers. Course is designed to develop rider's competition level. *Prerequisite: permission of instructor.* Lab fee.

P E 188

**INTERMEDIATE WEIGHT TRAINING (1)**

Men only. This class gives the opportunity to those in a weight training program to continue the program and further their skills. *Prerequisite: P E 128.* Lab fee.

P E 189

**BASEBALL CLINIC (1)**

A one-day clinic for general teaching, coaching and playing techniques for baseball with emphasis on current concepts, materials and skills. Participants will obtain experience in fundamentals of baseball and perfection of these skills.

P E 195, 295

**VARSITY VOLLEYBALL (Women) (2) (2)**

Varsity players only. Fall quarter. *Prerequisite: permission of instructor.* Lab fee.

P E 215

**INTERMEDIATE GYMNASTICS (1)**

Men & Women. This class is designed for the student with previous gymnastics experience. Routine and series work is emphasized. Will include one exhibition. *Prerequisite: P E 115, 165 or permission of instructor.* Lab fee.

## 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 students may meet requirements of both a Standard Red Cross First Aid certificate and Cardiopulmonary Resuscitation (CPR) certificate. First aid is a lecture-laboratory course.

## OUTDOOR EDUCATION

OUTED 149A

### **SKI INSTRUCTOR CONDITIONING (1)**

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

## PROFESSIONAL COURSES

P E 161

### **SKILLS AND MATERIALS IN LIFE SAVING (2)**

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

P E 164

### **SKILLS AND MATERIALS IN AQUATICS (2)**

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

P E 165

### **SKILLS AND MATERIALS IN GYMNASTICS (2)**

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

P E 166

### **SKILLS AND MATERIALS IN TEAM SPORTS (2)**

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

P E 190

### **INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION AND RECREATION (5)**

Survey of and orientation to the professional fields of physical education, health education, recreational leadership and coaching. History and philosophies; personnel qualifications, training and preparation opportunities; organizations, related fields.



P E 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. Lab fee.

P E 223

**FUNDAMENTALS OF BASEBALL (3)**

Application of general teaching, coaching and playing techniques for baseball with emphasis upon current concepts, materials and skills in this area. Practical experience in fundamentals of baseball and perfection of these skills. *Prerequisite: permission of instructor.*

P E 224

**FUNDAMENTALS OF BASKETBALL (3)**

Modern techniques and methods for basketball training and conditioning. Course designed primarily for those students interested in developing fundamental skills for competitive basketball. Lab fee.

P E 230

**TECHNIQUES IN BASKETBALL (3)**

An advanced class in the theories and methods of modern basketball. Course content will cover such areas as philosophy, program organization, training and conditioning, care and treatment of injuries, fundamentals, offensive and defensive play, game strategy and psychology. Lab fee.

P E 264

**SKILLS AND MATERIALS IN TRACK AND FIELD AND WEIGHT TRAINING (2)**

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

P E 265

**SKILLS AND MATERIALS FOR ACTIVITIES OF THE ELEMENTARY CHILD (2)**

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

P E 266

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

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

P E 290

**SPORTS OFFICIATING (3)**

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

**RECREATION EDUCATION**

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 242

**BACKPACKING (5)**

A two and one-half week workshop during summer field trips. Topics to include organization of and materials taken on backpacking trips, care of equipment, safety, outdoor living, survival, camp craft, sanitation and cooking.

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.

**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 and medical certificate.* Lab fee.

DIVING 101

**DIVING SAFETY CLINIC (2)**

This course is designed to develop safety awareness in the management of scuba diving operations and to evaluate the procedures of safe diving techniques. Field training in open water teaches aspects of open water rescue.

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.* Lab fee.

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.* Lab fee.

DIVING 200

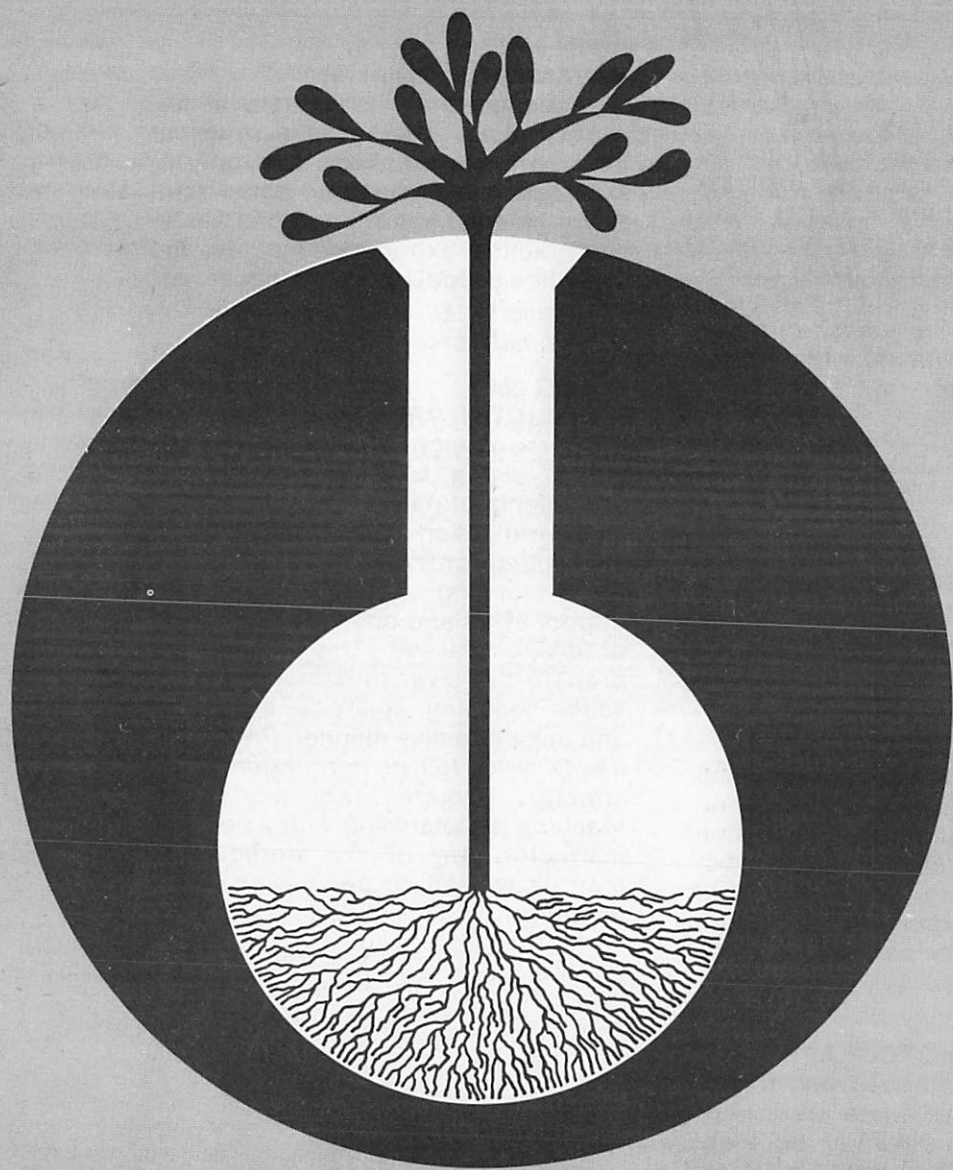
**ADVANCE DIVING III (5)**

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.* Lab fee.

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.



**Science**

## ASTRONOMY

ASTR 101

### **INTRODUCTION TO ASTRONOMY (5)**

A general nonmath survey of astronomy including the moon, planets, solar system, stars, galaxies and cosmology. Classes will meet in the planetarium.

ASTR 102

### **GENERAL ASTRONOMY (5)**

General principles of the science of astronomy. The solar system and stellar systems, including methods used to investigate the heavens. *Prerequisite: some knowledge of trigonometry, high school physics, PHYS 100 or permission of instructor.*

ASTR 103

### **ASTRONOMY FOR TEACHERS (5)**

A practicum wherein each teacher studies and then makes small models, sets up lab apparatus or demonstration equipment to illustrate a topic in astronomical science and plans and runs programs on the planetarium projector. Apparatus will include refracting and reflecting telescopes; prism and grating spectroscopes, sextants and the Spitz A4 projector. *Prerequisite: ASTR 102 or permission of instructor.*

## 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 ecology. 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 and animal behavior. 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 or permission of instructor.*

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

#### **INTRODUCTION TO CHEMISTRY (5)**

A simplified introduction to atomic and molecular theory. Quantitative relationships in chemical processes requiring basic mathematical skills are presented. The chemistry of solutions, gases, and solids is described. This course includes lecture/discussion and laboratory. Lab fee.

### CHEM 102

#### **GENERAL CHEMISTRY (5)**

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

### CHEM 105

#### **INTRODUCTION TO GENERAL INORGANIC AND PHYSICAL CHEMISTRY (4)**

For students who need additional preparation before taking CHEM 140. Basic introduction to chemistry for physical science, biological science, premedical, and engineering majors who intend to take a year or more of college chemistry. *Prerequisite: high school chemistry.*

### CHEM 140, 150, 160

#### **GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5) (5) (6)**

This is a sequence of courses intended for science majors and presented in a series of lectures, group discussions and laboratory exercises. These courses deal with stoichiometry, oxidation reduction reactions, electrochemistry, thermodynamics, equilibria, acids, bases, solutions, reaction

kinetics, properties of matter, atomic structure, molecular structure, qualitative analysis, quantitative instrumental methods and related topics. *Prerequisites: MATH 101 and CHEM 105 or equivalent for CHEM 140; CHEM 140 or equivalent for 150; CHEM 150 or equivalent for 160.* CHEM 140, CHEM 150. Lab fee.

### CHEM 221

#### **QUANTITATIVE ANALYSIS (6)**

An introductory course in quantitative analysis with emphasis on some contemporary instrumental techniques. *Prerequisite: two quarters of chemistry.* Lab fee.

### 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.*

### CHEM 231

#### **ORGANIC CHEMISTRY (5)**

For students planning two or three quarters of organic chemistry. Structure, nomenclature, reactions and synthesis of organic compounds. Laboratory included. *Prerequisite: CHEM 150.* Lab fee.

### CHEM 232

#### **ORGANIC CHEMISTRY (5)**

Continuation of CHEM 231 for students planning only two quarters of organic chemistry. Laboratory included. *Prerequisite: CHEM 231.* Lab fee.

## COOPERATIVE EDUCATION

### CO-OP 100

#### **COOPERATIVE EDUCATION ORIENTATION (1)**

This course prepares students for participation in the Cooperative Education Program. Prerequisites, preparation, responsibilities and requirements for classroom related on-the-job work experience will be discussed during the first quarter. The second quarter will be involved with writing objectives and discussing actual on-the-job problems. *Prerequisite: permission of co-op coordinator.*



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## **DRAFTING**

### **DRAFT 101**

#### **DRAFTING TECHNOLOGY PRACTICUM I (3)**

Companion course to ENGR 101. To be taken concurrently by drafting technology students. Course covers same material as ENGR 101, providing in-depth, concentrated study to develop drafting skills. *Prerequisite: must be taken concurrently with ENGR 101.* Lab fee.

### **DRAFT 102**

#### **DRAFTING TECHNOLOGY PRACTICUM II (4)**

Companion course to ENGR 102. To be taken concurrently by drafting technology students. Course covers same material as ENGR 102, providing in-depth, concentrated study to develop drafting skills. *Prerequisite: DRAFT 101, and must take ENGR 102 concurrently.* Lab fee.

### **DRAFT 103**

#### **DRAFTING TECHNOLOGY PRACTICUM III (3)**

Companion course to ENGR 103. To be taken concurrently by drafting technology students. Course covers same material as ENGR 103, providing in-depth, concentrated study to develop drafting skills. *Prerequisite: DRAFT 102, and must be taken concurrently with ENGR 103.* Lab fee.

### **DRAFT 210**

#### **DRAFTING TECHNOLOGY SPECIALTIES I (4)**

General study in the area of architectural, civil, electrical, mechanical and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite: DRAFT 103 and ENGRT 154.*

### **DRAFT 220**

#### **DRAFTING TECHNOLOGY SPECIALTIES II (4)**

General study in the area of architectural, civil, electrical, mechanical and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite: DRAFT 210.*

### **DRAFT 230**

#### **DRAFTING TECHNOLOGY SPECIALTIES III (4)**

General study in the area of architectural, civil, electrical, mechanical and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite: DRAFT 220.*

## **ECOLOGY**

### **ECOL 100**

#### **INTRODUCTION TO ECOLOGY (5)**

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 man's impact on the environment, in the areas of resource development, pollution, and population, when 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, pictorial drawing, sectional views and dimensioning.

ENGR 102

### ENGINEERING GRAPHICS (3)

Continuation of ENGR 101. Introduction to basic steps in the engineering design process. 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 and development revolution principles. Graphical solution of engineering problems. *Prerequisite: ENGR 101.*

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 or permission of instructor.*

ENGR 112

### STATICS (4)

A fundamental and rigorous course in engineering statics using the vector notation. *Prerequisites: ENGR 101, 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.*

ENGR 230

### DYNAMICS (4)

A general treatment of the dynamics of particles and rigid bodies using vector analysis. Kinematics, kinetics, momentum and energy principles for particles and rigid bodies. Euler's Equations of Motion. *Prerequisite: ENGR 112, MATH 125, PHYS 121.*

## ENGINEERING TECHNOLOGY

ENGRT 104

### ENGINEERING TECHNOLOGY FUNDAMENTALS I — SLIDE RULE (1)

Introductory problem solving methods and format, use of slide rule for multiplication, division, square roots, ratios, trigonometry and logarithms.

ENGRT 105

### ENGINEERING TECHNOLOGY FUNDAMENTALS II — APPLIED PROBLEMS (3)

An introduction to fundamental engineering problems including dimensional analysis, theory of measurements and direct application of algebraic and trigonometric concepts to engineering problems. *Prerequisites: ENGRT 104, MATH 074; and corequisite of MATH 101.*

ENGRT 106

### ENGINEERING TECHNOLOGY FUNDAMENTALS III — APPLIED PROBLEMS (3)

Further study of fundamental engineering problems involving use of graphing, formula rearrangement, systems of equations, quadratic equations, logarithms and exponents. *Prerequisite: ENGRT 104 and MATH 074.*

ENGRT 154

### ENGINEERING TECHNOLOGY MECHANICS (5)

A study of vectors, methods of solving for forces in structures by mathematical and graphical means; use of method of joints, method of sections, friction, mass properties centroids, moment of inertia. Beams. Kinematics of particles and rigid bodies. *Prerequisite: ENGRT 105 or permission of instructor.*

**ENGRT 161****MECHANICS OF MATERIALS (4)**

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: ENGRT 154.*

**ENGRT 163****PROPERTIES OF MATERIALS (3)**

Use, analysis, handling of engineering materials, mechanical, thermal, and electrical properties, phase diagrams, creep, temperature stress and strain relationship, heat testing, thermal conductivity; properties of concrete, soil and asphalts. *Prerequisites: ENGRT 111, 154. Corequisite: ENGRT 161.*

**ENGRT 180****CIVIL ENGINEERING DRAFTING (4)**

A study in the preparation of plans, drawings, maps and associated techniques used in the field of civil engineering. Topics include highway alignment problems; plan and profiles; topographic maps; hydrographic charts and property description maps. *Prerequisite: ENGR 101 and corequisite ENGR 103. Lab fee.*

**ENGRT 181****CIVIL ENGINEERING DRAFTING II (4)**

A continuation of ENGRT 180 involving more complicated studies, reduction of field notes, and problems typical of present civil engineering practice. *Prerequisite: ENGRT 180. Lab fee.*

**ENGRT 230****CONSTRUCTION PRACTICES (5)**

A study of construction methods, materials, equipment inspection, estimation and safety, introduction to specification codes, contracts and scheduling of typical civil engineering construction projects. *Prerequisite: ENGRT 260, 266.*

**ENGRT 246****MATERIALS LABORATORY (3)**

Taking and reduction of data, significant figures and accuracy, sampling and probability. Testing of metals, concrete, wood, and soil samples to determine typical engineering properties. *Corequisite: ENGRT 161.*

**ENGRT 260****STRUCTURAL DRAFTING (4)**

Drafting of bridge and building structures of steel, concrete and timber. Shop drawings. *Prerequisite: 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, 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****BASIC HYDRAULICS (6)**

Theoretical and experimental study of fluid behavior. Topics include hydrostatic forces, flow in pipes and open channels, orifices, weirs and basic hydrologic theory. *Prerequisite: 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.*

**ENGRT 290, 291, 292, 293, 294****FIELD WORK EXPERIENCE (1) (2) (3) (4) (5)**

Field experience in the technical area of civil engineering. Arrangements and registration must be completed prior to start of quarter. May be repeated for a maximum of five credits. *Prerequisite: permission of instructor only.*

ENGRT 295, 296, 297, 298, 299

**DIRECTED STUDIES (1) (2) (3) (4) (5)**

Directed studies to investigate individual civil engineering technology areas in more detail and depth. *Prerequisite: permission of instructor.*

**GEOLOGY**

GEOL 101

**SURVEY OF GEOLOGY (5)**

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

GEOL 103

**GENERAL HISTORICAL GEOLOGY (5)**

Study of the geologic history of the earth and the important life forms which dominated each phase. Elements of stratigraphy and paleontology. For nonmajors. Laboratory. *Prerequisite: GEOL 101 or permission of instructor.*

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 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,*

GEOL 210

**MINERALOGY (5)**

An introduction to mineralogy including mineral identification, elementary crystallography, and optical theory. *Prerequisite: GEOL 101 or 205.*

## **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. *Prerequisite: HORT 111 or permission of instructor.*

HORT 113

### **SOIL CHEMISTRY (3)**

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

HORT 121

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

A study of soils and mixes for turf, the field preparation and planting of lawns, golf greens, etc., mowing and maintenance practices, irrigation, feeding, etc. *Prerequisite: HORT 111, 112, or special permission.*

HORT 131

### **INSECTS AND INSECT CONTROL (2)**

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

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 204

### **LANDSCAPE DESIGN (5)**

Beginning graphic techniques including models and planting plans; site and program analysis; interview and presentation techniques; basic design principles; case projects of residential properties. *Prerequisite: ART 105, 109, HORT 101, 102 or 103, and HORT 111, or special permission.*



**HORT 205**

**LANDSCAPE DESIGN PROBLEMS (5)**

Advanced presentation techniques applied to residences, multiresidence units, and commercial projects. *Prerequisite: HORT 204 or permission of instructor.*

**HORT 206**

**LANDSCAPE DESIGN PROBLEMS (5)**

Advanced presentation techniques applied to commercial, institutional, and park projects. *Prerequisite: HORT 204, 205 or permission of instructor.*

**HORT 209**

**DENDROLOGY (3)**

Classification and identification of trees; application as environmental, 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 including field training. *Prerequisite: HORT 121 and 15 credits in environmental horticulture or permission of instructor.*

**HORT 224**

**NURSERY AND GREENHOUSE MANAGEMENT (5)**

A study of the construction, maintenance, and operation of nursery and greenhouse facilities with in-service training in the B.C.C. Greenhouse or with commercial businesses. *Prerequisite: 20 credits in environmental horticulture or permission of instructor.*

**HORT 225**

**LANDSCAPE MANAGEMENT (5)**

A study of the construction and maintenance operations of the environmental landscapes with in-service training in residential, commercial, industrial and institutional management. *Prerequisite: 20 credits in environmental horticulture or permission of instructor.*

**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. *Prerequisite: BIOL 101, BOTAN 111, or special permission.*

**HORT 291, 292, 293, 294, 295**

**SPECIAL PROBLEMS (1) (2) (3) (4) (5)**

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

**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 (3)**

A first course in computer programming with applications to science and engineering including flow charts, format, branching, loops, arrays, and subprograms. *Corequisite: MATH 105.* Lab fee.

**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. *Prerequisite: MATH 104, 105 or permission for MATH 124; MATH 124 for 125; MATH 125 for 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. Corequisite: MATH 114 or QM 200 or permission of instructor.*

**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.*

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## **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.

## **PHYSICAL SCIENCE**

PHYSIC 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.

PHYSIC 101

### **DYNAMICS AND ENERGY (2)**

A study of different forces and related motions. This course will emphasize force and energy balances as they apply to man's interaction with mechanical, thermal, electrical and nuclear energy.

PHYSIC 102

### **CHEMICAL CONCEPTS (2)**

An atomic and molecular interpretation of matter and the role energy plays will be studied to provide an insight into the ways in which nature functions. An introduction to show how atoms cluster together to form mixtures and compounds and how these clusters move about to permit rearrangements or chemical reactions to occur.

PHYSIC 103

### **ELECTRICITY AND RADIATION (2)**

An introduction to electricity including static electricity, electrical current, circuits and sources. Radiation includes X-rays, gamma rays, alpha and beta particles.

PHYSIC 104

### **WAVE PHENOMENA (2)**

A study of man's interaction with waves that transmit sound and light (radio, music, color). To include the properties of waves, how they are produced, transmitted and displayed.

PHYSIC 105

### **ENVIRONMENTAL APPLICATIONS (2)**

Basic principles of physical science will be applied to the atmosphere (meteorology), the waters of the earth, the earth itself (geology), and places distant from the earth (astronomy).

## PHYSICS

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 for use in homes, cars and planes. EM waves, radio, and TV. *Prerequisite: PHYS 114 or permission of instructor.*

Topics in PHYS 116 include: Properties of light, lens action, optical instruments, color, polarization, diffraction, atomic spectra, the photoelectric effect, quantum theory, lasers, radioactivity, the nucleus, fission and fusion, nuclear power and current problems in the structure of atoms, stars and the universe. *Prerequisite: PHYS 114 or 115 or permission of instructor.*

PHYS 121, 122, 123

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

This sequence provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real and practical problems. The laboratory serves to acquire the basic methods and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare the student for future research problems.

Topics in PHYS 121: MECHANICS. Newton's laws, energy and work, rotation, collisions, inertia, gravitation, motion of gyroscopes, planets and oscillatory systems. *Prerequisite: high school physics or equivalent and MATH 124 or permission of instructor.*

Topics in PHYS 122: SOUND, THERMODYNAMICS, ELECTROMAGNETISM. Wave propagation, Doppler Effect, real and ideal gases, Brownian motion, heat engines, entropy, electrostatics, fields, dielectrics, magnetic force, induction, EM waves. *Prerequisite: PHYS 121 and MATH 125 or permission of instructor.*

Topics in PHYS 123: OPTICS and QUANTUM PHYSICS. Optical instruments, interference, diffraction, polarization, the atom, photons, line spectra, the Uncertainty Principle. *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.*

**VOCATIONAL WELDING**

**WELD 101**  
**FULL-TIME VOCATIONAL**  
**WELDING (15)**

This is a full one-year vocational welding program aimed at preparing a student for a job in industry. The course includes classroom discussions on safety, welding theory, welding metallurgy, power supplies, blueprint reading, welding symbols, and other related subjects. Students will be trained in oxy-acetylene, shielded metal arc (SMAW), gas tungsten arc (GAW), gas metal arc (GMAW), and plasma arc (PAW) welding. Emphasis will be placed on individual progress and enrollment will be on a continuous registration basis based upon need and numerical order of application. All inquiries and applications for entry are handled through the Welding Department, either in person or by telephone (641-2321). A maximum of 45 credits may be earned. *Prerequisite: acceptance into program; aptitude test and personal interview.* Lab fee.

**WELD 101A**  
**FULL-TIME VOCATIONAL**  
**WELDING (10)**

Similar to Vocational Welding 101. Offered summer quarter. Lab fee.

**WELD 150**  
**GAS WELDING (3)**

A beginning course in oxy-acetylene welding. Basic safety and fundamentals of welding will be stressed. The course is also suitable for novice and hobby-oriented students. The student should anticipate an additional cost for pliers, goggles and a welding tip kit. Lab fee.

**WELD 150x**  
**GAS WELDING (2)**

A beginning course in oxy-acetylene welding. Basic safety and fundamentals of welding will be stressed. The course is also suitable for novice and hobby-oriented students. The student should anticipate an additional cost for pliers, goggles and a welding tip kit. Lab fee.

**WELD 151**  
**ARC WELDING (3)**

This course is open to applicants who have taken WELD 150 or have equivalent training. The objective will be to develop professional skills leading to welding certification. Instruction will be given in arc welding, gas metal arc welding (MIG), gas tungsten arc (TIG) and plasma arc welding. Students should anticipate an additional cost for protective leathers and equipment. *Prerequisite: permission of instructor.* Lab fee.

**WELD 151x**  
**ARC WELDING (2)**

This course is open to applicants who have taken WELD 150 or have equivalent training. The objective will be to develop professional skills leading to welding certification. Instruction will be given in arc welding, gas metal arc welding (MIG), gas tungsten arc (TIG) and plasma arc welding. Students should anticipate an additional cost for protective leathers and equipment. *Prerequisite: permission of instructor.* Lab fee.



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WELD 201, 202, 203

**WELDING SEMINAR (1)**

A study in current and new welding processes. Students will be required to investigate the newest welding techniques and processes which are currently used in this area. Some laboratory work will be done on new techniques and processes. *Prerequisite for 201: completion of WELD 101. Prerequisite for 202: permission of instructor. Prerequisite for 203: 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

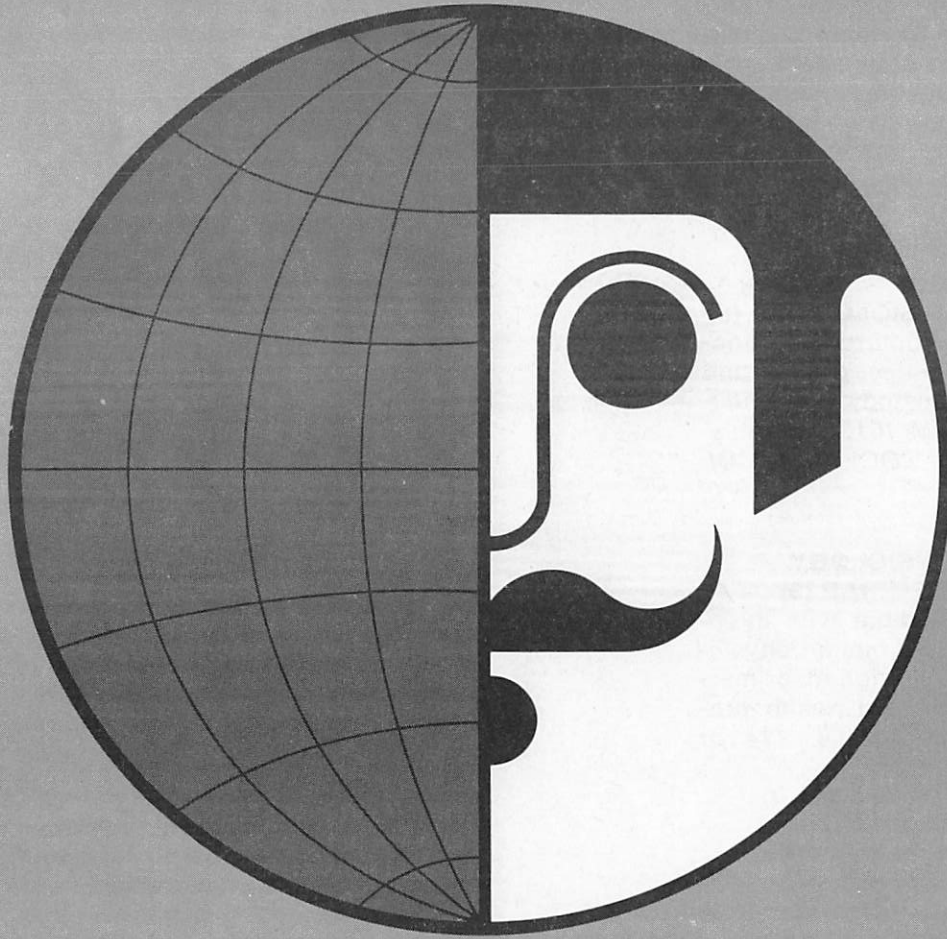
**ANATOMY AND PHYSIOLOGY (5) (5)**

The study of the structure and function of the cells, tissues, organs and systems of the human body. *Prerequisite: BIOL 101, CHEM 101, or permission of instructor for ZOOL 113; ZOOL 113 for 114.*

ZOOL 199

**ANATOMY AND PHYSIOLOGY —  
SPECIAL TOPICS SEMINAR (3)**

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



**Social Science**

## **ECONOMICS**

ECON 100

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

This is a survey course introducing students to economic thinking and gives them some tools toward understanding or evaluating the complex economic problems encountered in modern society. The course is directed at students majoring in the sciences, the humanities or the social sciences.

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. American capitalism compared with communism and socialism. *Prerequisite: 30 college credits or permission of instructor.*

ECON 201

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

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

ECON 202, 203, 204, 205

### **SPECIAL SEMINAR IN ECONOMICS (2) (3) (4) (5)**

Discussion of special problems in economics and training of teaching assistants. *Prerequisite: completion of ECON 200 and permission of instructor.*

ECON 211

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

Survey of basic principles of economics; determination of national income, price analysis and allocation of resources. Primarily for engineering and forestry students. No credit if ECON 100, 200 or 201 have been taken.

ECON 260

### **AMERICAN ECONOMIC HISTORY (5)**

An analysis of American economic growth and change interpreted as part of the general expansion of the North Atlantic economy, 1500 to present. Stresses the historical background to contemporary American economic problems.

## **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 only)*  
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 213**  
**CULTURES OF AFRICA (5)**

An introduction to the cultures and societies of Africa. Both sub-Saharan and North African areas are included. The effects of European influence and the various myths concerning Africa also are discussed.

**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. *Prerequisite: permission of instructor.*

**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 200**  
**HUMAN GEOGRAPHY (5)**

Survey of noneconomic components of patterns and systems of human occupancy of the world. Emphasis on cultural processes, dynamic change, functional relations and networks. *Prerequisite: GEOG 100 desirable.*

**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 to 500 A.D.; the fall of Rome and rise of Christianity.

### **HIST 102**

#### **HISTORY OF CIVILIZATION: MIDDLE AGES IN WORLD CIVILIZATION (5)**

The progress and comparisons of civilization from 500 A.D. to 1750. The fall of Rome; Christianity and Islam, medieval institutions, the Renaissance, the rise of science, the age of explorations and the National State. Asia from the great empires in 500 A.D. to the shock of western arrival.

### **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 (5)**

The synthesis of European heritage and colonial experience to form distinctive American ideas and institutions. The War of Independence and formation of the Federal Union as a reflection of this synthesis. Important aspects such as puritanism, mercantilism, westward expansion, colonial self-government, and Anglo-American constitutional thought will be discussed.

### **HIST 202**

#### **AMERICAN CIVILIZATION: THE FIRST CENTURY OF INDEPENDENCE (5)**

The problems involved in creating a new nation. The establishment of a federal government and the formation of political parties. Such developments as the democratization of American society, national expansion, increasing sectionalism, the Civil War, and reconstruction will be discussed.

### **HIST 203**

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

The emergence of modern America. Attempts to solve the problems created by industrialization and urbanization are seen in such movements of reform as populism, progressivism, and the New Deal. America's reaction to world power status in the 20th Century.



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 230

**REVOLUTIONS IN THE MODERN WORLD (5)**

A study of the forces which produce significant changes in the social, economic, or political ideas and institutions of a nation. An understanding of the concept of revolution will be developed by comparing and contrasting important "revolutions" such as those in England, America, France, Russia and China.

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 251

**HISTORY OF CHINA (5)**

From earliest times to the present, with emphasis in the modern period. The value system from Confucianism to Maoism.

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 270

**ENGLAND: 1500 to 1914 (5)**

The course begins with Henry VIII, emphasizes the Reformation, Puritanism, and the Civil War in the 16th and 17th Centuries, and traces England's rise to world dominance through industrialization and the expanding Empire. Origins of American institutions are noted in the development of English common law, political thought, and parliamentary government.

HIST 295

**HISTORY OF MODERN JAPAN (5)**

From earliest times to the present with emphasis on the modern period from western contact in 1853.

**POLITICAL SCIENCE**

POLSC 101

**INTRODUCTION TO POLITICS (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 102

**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 103

**INTERNATIONAL RELATIONS (5)**

International struggle for power and peace; present day methods by which affairs are conducted between national states.

POLSC 104

**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 160

**THE A, B, C'S OF POLITICAL CAMPAIGNS (5)**

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 197, 198, 199

**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.*

POLSC 205

**COMPARATIVE GOVERNMENT (5)**

A comparative study of Western liberal political institutions, the welfare-state and the Common Market. Specific countries discussed are Great Britain, France, Germany and Sweden. Attention is given to theoretical and institutional-procedural aspects characteristic of modern government and society.

POLSC 206

**COMPARATIVE GOVERNMENT (5)**

A comparative study of Marxist Socialist governments as they are represented by the governments of the Soviet Union, the People's Republic of China and Yugoslavia. Special attention is given to Marxist-Leninist-Maoist-Titoist theories of society, government and economics and their application to the practical task of government.

POLSC 207

**COMPARATIVE GOVERNMENT (5)**

A comparative study of Third World governments (African, Asian, Latin American). Special emphasis is given to the problems of political development and modernization such as nation-building, economic development and social transformation faced by the Third World societies.

POLSC 210

**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 211

**INDEPENDENT BLACK STUDIES (5)**

Course will expand, amplify, and analyze patterns in the "Black Experience" based on a theoretical model developed previously in POLSC 210. The goal of this class will be to prepare and publish a series of scholarly essays. *Prerequisite: POLSC 210.*

POLSC 220

**ENVIRONMENTAL POLITICS AND ADMINISTRATION (5)**

Relationship between politics, power and environmental problems.

POLSC 230

**REVOLUTIONS IN THE MODERN WORLD (5)**

A study of the forces which produce significant changes in the social, economic, or political ideas and institutions of a nation. An understanding of the concept of revolution will be developed by comparing and contrasting important "revolutions" such as those in England, America, France, Russia and China.

POLSC 265

**URBAN COMMUNITY (3)  
(Same as SOC 265)**

A comparative and analytic study of the organizations and activities of urban communities. Major problems presented by urban environments, sources of change, and the effectiveness of attempts at change are examined.

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. *Prerequisite: POLSC 201, 202, or 203 or permission of instructor.*

POLSC 280, 281

**INDIVIDUAL CONFERENCE AND RESEARCH (4) (5)**

Open to qualified majors in the field in order to offer an opportunity to exceptional students to acquire a working familiarity with independent research work and deeper knowledge in the particular area under study. *Prerequisite: 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 120 BEHAVIOR MODIFICATION (5)**

The course includes theory and training in the principles of operant conditioning. Included are reinforcement, fading, extinction and generalization. Lecture discussion will be supplemented by supervised laboratory experience in programming behavior.

### **PSYCH 150 INTRODUCTION TO PERSONAL RELATIONS (5)**

Experiential approach to the dynamics of behavior. Emphasis on developing awarenesses and relating to group members and self. Particular

reference to more effective and productive communication awareness and performance.

### **PSYCH 180 FIELDS OF PSYCHOLOGY (5)**

The emphasis of this course is variable from quarter to quarter. Content will take into consideration instructor and student interest. Proposed topics to be covered include, but are not restricted to behavioristic theory, Gestalt theory, etc.

### **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 area of education. Particular emphasis will be given to: (1) stages of development and learning, and (2) effective learning within both formal and informal settings. *Prerequisite: PSYCH 100.*

### **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.*

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**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 110 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) (5) (5) (Same as PSYCH 190)**

Methods and sources of investigation in the behavioral sciences emphasizing the qualitative strategies. *Prerequisite: SOC 110 or PSYCH 100 or ANTH 100 or permission of instructor.*

**SOC 240**

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

An introductory study of the influence of the social structure upon the individual, emphasizing aspects of social learning on perception and personality during critical developmental periods. *Prerequisite: one course in social science.*

**SOC 255**

**MARRIAGE AND THE FAMILY (5) (Same as HOMEC 255)**

The family as an institution and mode for personal living, marital adjustment, parent-child relationships, changing family patterns, family disorganization and reorganization. *Prerequisite: SOC 110, PSYCH 100 or permission of instructor.*

**SOC 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. *Prerequisite: one course in social science or permission of instructor.*

**SOC 262**

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

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

**SOC 265**

**URBAN COMMUNITY (3) (same as POLSC 265)**

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. May be repeated for a maximum of 15 credits. *Prerequisite: permission of the instructor.*

**SOCIAL SCIENCE**

SOCSC 140, 141, 142, 143

**SPECIAL TOPICS IN SOCIAL  
SCIENCE (2-5)**

Selected studies in various social sciences. Courses offered will include such opportunities as administrative internships, college governance, legislative processes, campus, and community involvement. May be repeated for a maximum of 15 credits. See current quarterly schedule for details.

SOCSC 201, 202, 203

**IMPROVING INTERPERSONAL  
RELATIONS (3)**

An experiential approach to changing personal behavior by learning new possibilities when relating to others. The focus of the class will be in improving personal awareness and sensitivity. *Prerequisite: SOCSC 201 for 202; SOCSC 202 for 203.*



# **THE ADMINISTRATION & FACULTY**



# The Administration

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**BELLEVUE COMMUNITY COLLEGE** / Established 1966

Accredited by the Northwest Association of Secondary and Higher Schools

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**Andrew, Fred M.,** *Chairman, Ski  
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**Barnes, Linda F.,** *Counselor/  
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**\*Beaudry, Richard P.,** *General  
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**\*Berg, Carole A.,** *Chemistry*  
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**\*Bielka, Dolores A.,** *Home Economics,  
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M.S., University of Nebraska

**\*Bigham, Myrna,** *Chairman, Mathe-  
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Mathematics*  
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**Birnbaum, Hilde M.,** *Chairman,  
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L.L.D., University of Frankfurt, Germany

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**Bonow, W. Burnett,** *Chairman,  
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Professional Engineer

**\*Boose, Dale A.,** *General Business*  
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**Bosone, Frank P.,** *Director for  
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**Brewster, Dorothy S.,** *Early Childhood  
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Chairman, Industrial First Aid  
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**Divine, H. A. (Andy)**, *Chairman,*  
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*Chairman, Hospitality Program,*  
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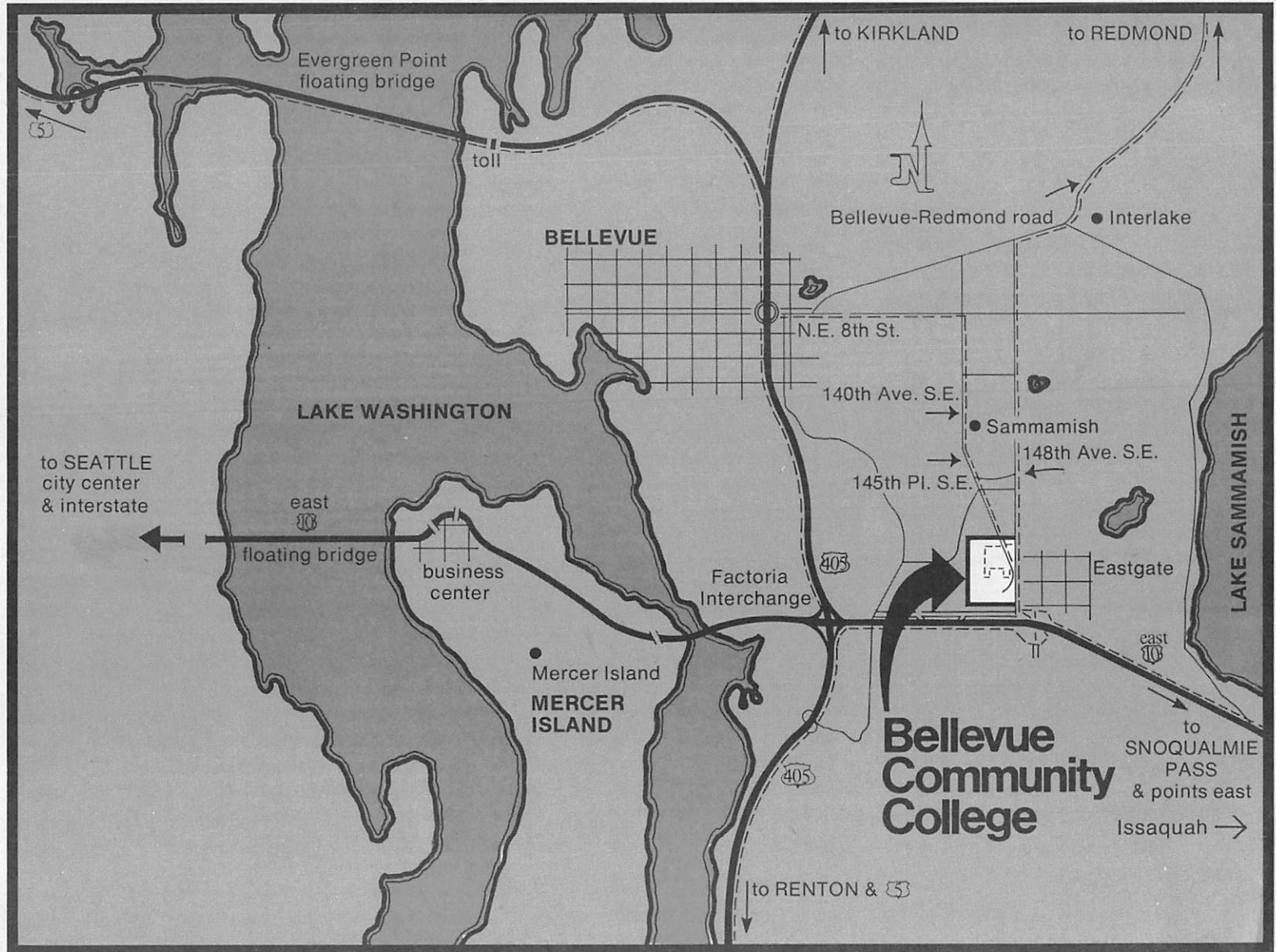
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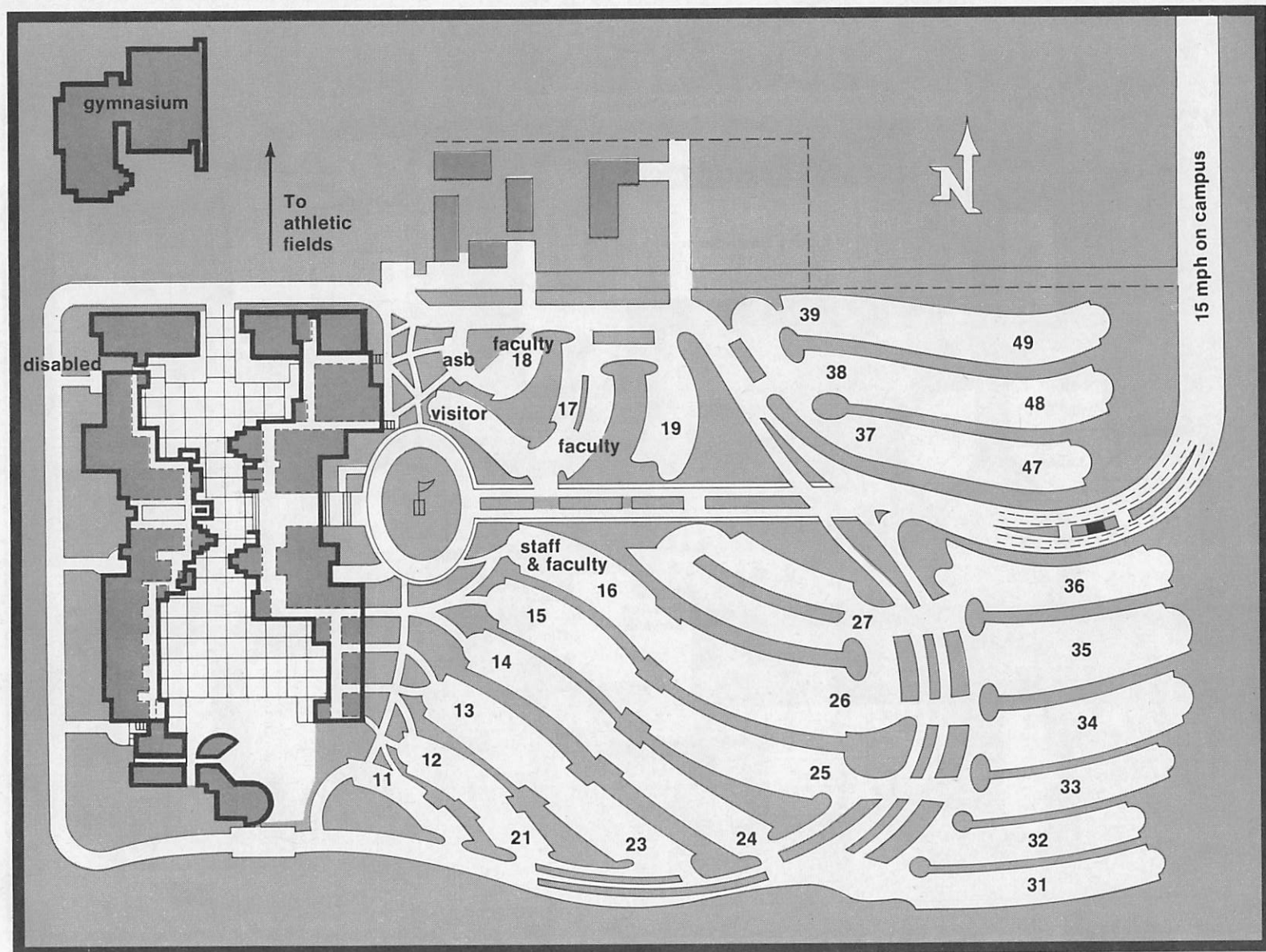
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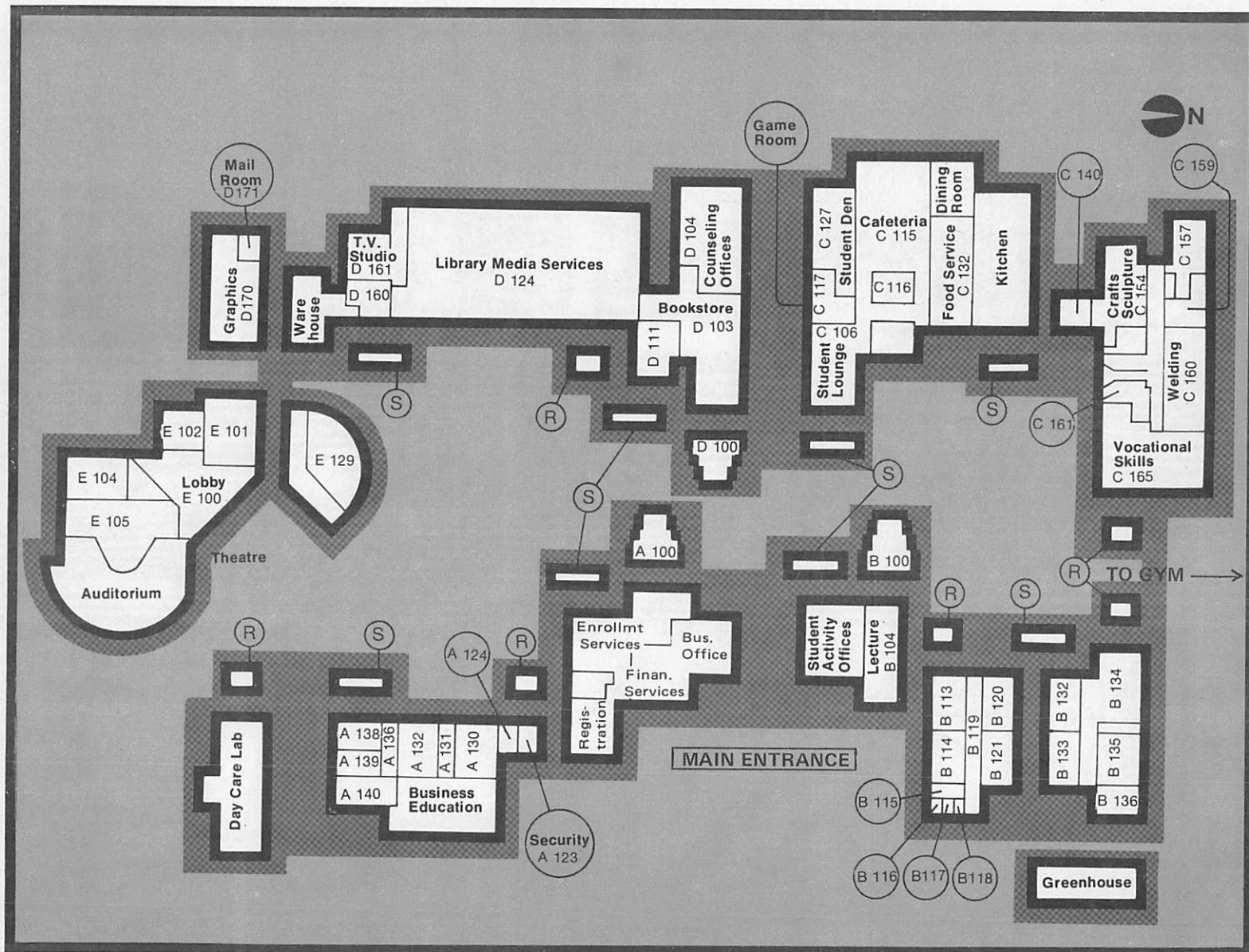




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# Main Floor



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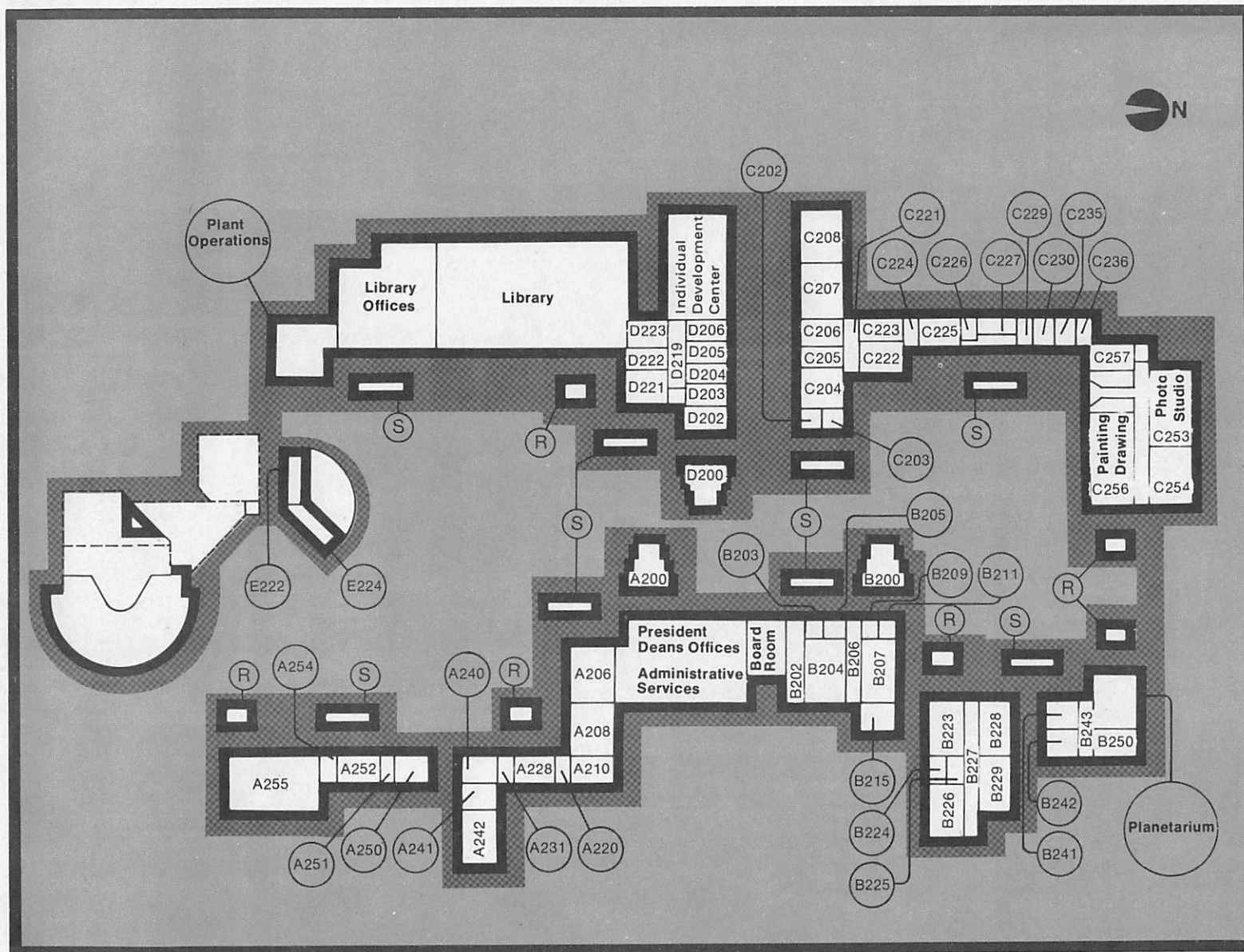
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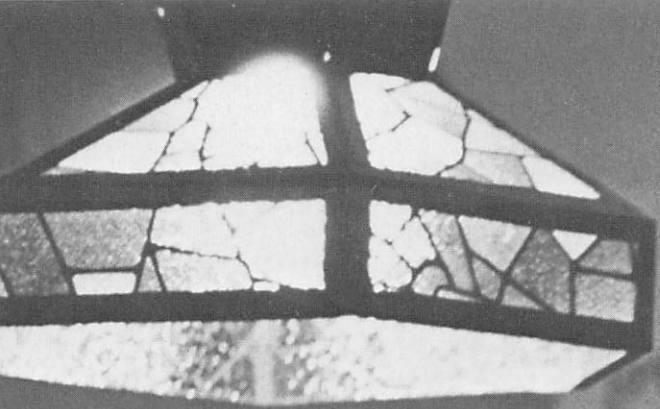
Allied Health B-134  
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Man must evolve  
from all human conflict a method  
that rejects revenge and retaliation.  
The foundation of such a  
method is love -  
reconciliation.





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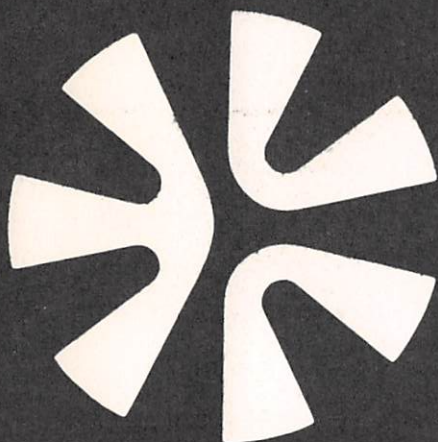
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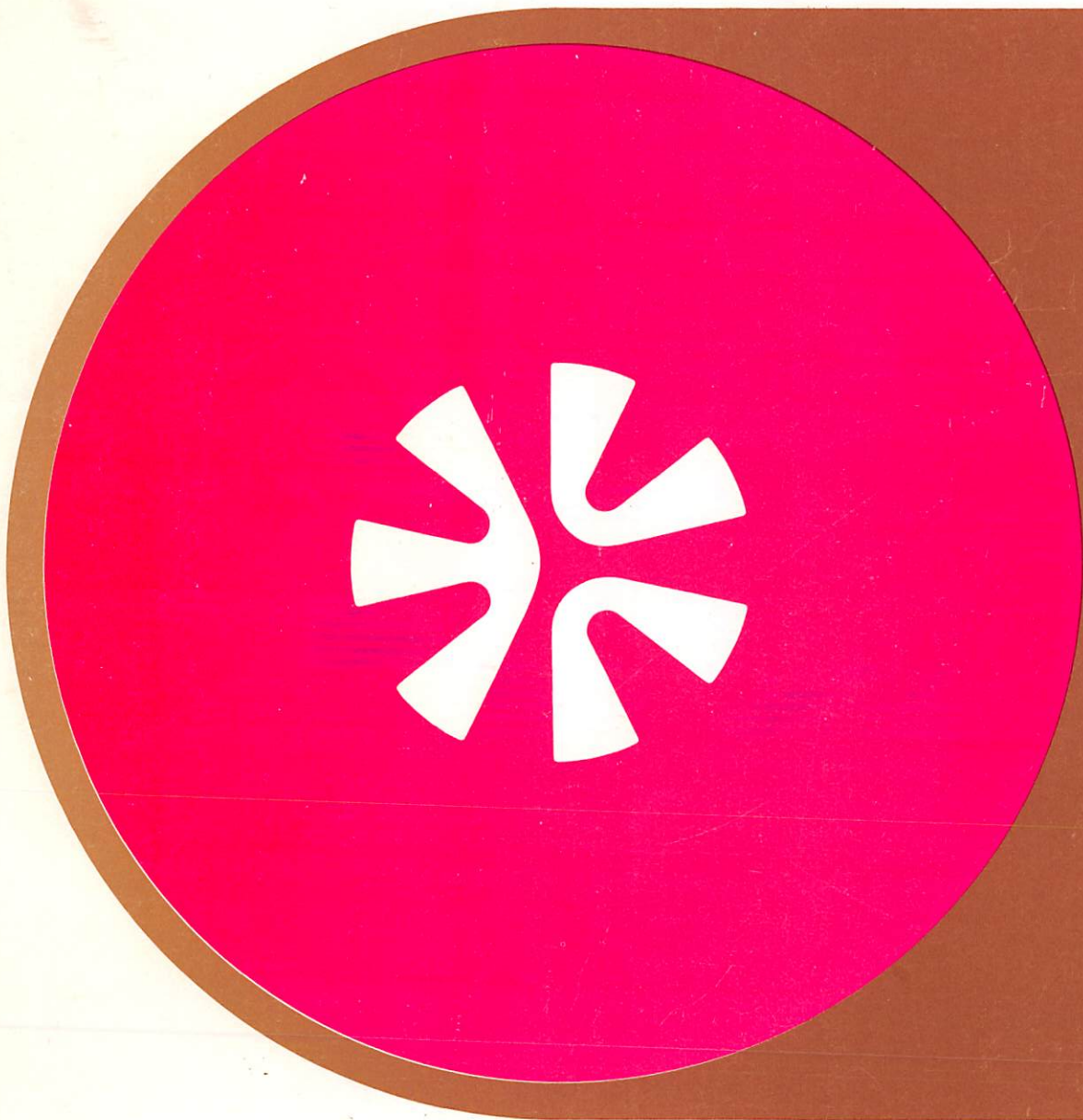
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