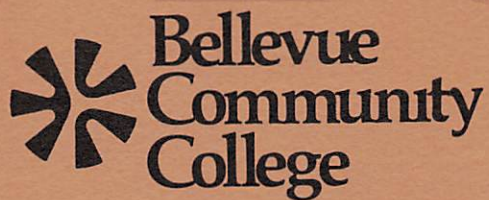


1978
1979



COLLEGE CALENDAR

	Summer 1978	Fall 1978	Winter 1979	Spring 1979
Applications accepted for new and former students	Not required	Dec. 1* Until Filled	Aug. 1* Until Filled	Nov. 1* Until Filled
Registration — College Credit, Continuing Education, Community Service		<i>See quarterly class schedule</i>		
Classes begin — College Credit and Continuing Education	June 19	Sept. 25	Jan. 2	March 26
Deadline for acceptance of graduation applicants	June 1	May 1	Oct. 1	Feb. 1
Holiday — Independence Day	July 3-4			
Holiday — Thanksgiving		Nov. 23-24		
Holiday — Memorial Day				May 28
Last day to officially withdraw from class and receive a "W"		<i>See quarterly class schedule</i>		
Quarter ends	Aug. 3	Dec. 12	March 16	June 8
Commencement				June 1

**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 for a subsequent quarter.*

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 1978-79

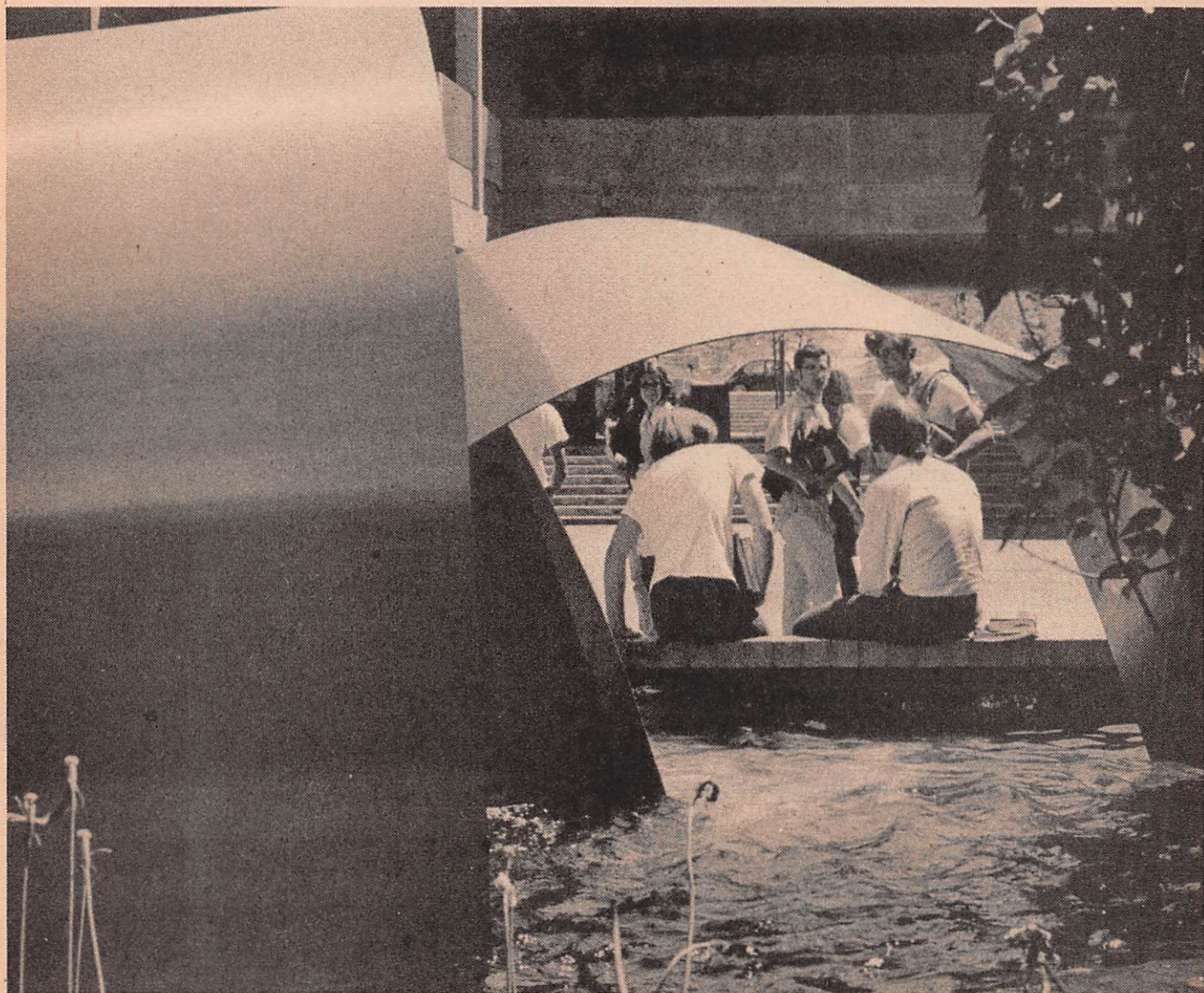


TABLE OF CONTENTS

The College

- 3 Policies
- 3 Admissions
- 4 Registration
- 5 Grading/Credits
- 7 Transfer Information
- 10 Fees
- 11 Graduation
- 11 Degrees
- 12 Continuing Education
- 13 Library-Media Center
- 14 Student Services and Development
- 15 Financial Aid
- 16 Counseling Services
- 17 Student Programs and Activities

Career Planning

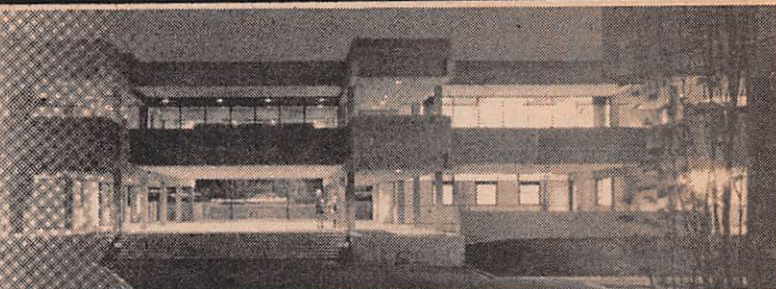
The Curriculum

- 33 Allied Health
- 37 Business
- 45 Creative Arts
- 52 Home and Community Education
- 59 Humanities
- 65 Individual Development
- 68 Physical Development and Performance
- 73 Science
- 82 Social Science

The Administration and Faculty

- 88 The Administration
- 89 The Faculty

THE COLLEGE POLICIES



Admissions

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 Application For Admission or Readmission." 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 \$10.00 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, an Educational Objective/Major Field of Study form, and have declared a major field 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 Admission's Office.

1. A completed "State of Washington Application For Admission or Re/Admission."
2. *Application Records Fee.* This \$10.00 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 semester 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 Admission Office.
4. *Washington Pre-College Test.* It is recommended that all matriculated students take the Washington Pre-College Test.

5. *Educational Objective/Major Field of Study Form*. Students are to submit the data sheet on which they are to state their major field of study.

6. *Registration Fee*. This \$20 fee is charged for preparation of registration materials. Students completing registration will have the \$20 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, an Educational Objective/Major Field of Study form and submit the \$20 registration fee.

RESIDENCE CLASSIFICATION INFORMATION

Washington state law on residence classification requires that a nonresident 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 non-resident 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 Office, 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 \$10.00 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 \$3,400. 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.

Registration

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 \$10.00 application, records fee, high school and/or college transcripts, completed Educational Objective/Major Field of Study form and payment of the \$20 registration fee.

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.

Grading/Credits

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 "Z" (noncredit).

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

1. Through the 10th 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 10th school 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 "Z" 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 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.

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 given an "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.

The time allowed for removal of an incomplete is determined by the instructor. However, the maximum is one year from receipt of incomplete.

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.

PUBLIC LAW 93-380, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with Public Law 93-380 The Family Educational Rights and Privacy Act of 1974, Bellevue

Community College has adopted policies and procedures which permit the college to make public directory information which contains the student's name, address, telephone number, etc. It also provides the student the opportunity to view his educational records upon request. Students desiring more detailed information are requested to refer to the posted policies and procedures located in the Registration Center, A111. Students wishing to be excluded from the student directory as defined in Public Law 93-380 are requested to file a petition with the Registrar.

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 (non-credit) 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 10 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 accordingly. To enroll in more than 16 credit hours a student must meet the following minimum cumulative grade-point average:

- 17 to 18 credit hour load — 2.5*
- 19 to 20 credit hour load — 3.0*

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.

Z— Non credit

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.

N— Audit

Not counted for credit or grade-point average. A student 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.

Y— 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 explanation of any restrictions he may encounter in transferring course credit graded "P."

2. The "Z" 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 chairperson. 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 chairperson (occupational program majors) or the Director of Student Information and Financial Services (for transfer and general studies degree students).

A form with 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 (10th 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.

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."

Transfer Information

GENERAL INFORMATION

Students who plan 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 they wish 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 them 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 their major field of study.* Include these subjects or their equivalents in the students' 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 students are expected to complete during their first two years of study. Transfer students are always at an advantage if these course credits are completed *prior* to their transfer.

d. Any other pertinent limitations which the four-year institutions place upon their acceptance of transfer students and/or credit.

3. Confer with a Bellevue Community College adviser and/or the Educational Planning and Guidance Office about 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 Associate Dean of Instruction, Academic and Continuing Education.

4. Direct contact with the four-year institution is encouraged. Confer with an admissions officer at the senior college of their choice for any further information he/she 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 you expect to transfer, to be certain all requirements are met or will be met by the time of transfer. Any documents or files required by the senior institution also should be submitted.

OTHER TRANSFER INFORMATION

1. Courses numbered 100 and above, and not strictly of an occupational nature, are generally accepted by four-year colleges. Some occupational classes may be accepted for transfer credit, but this possibility must be explored individually with each respective institution. Courses numbered 1 through 99 may in some cases be accepted by institutions offering similar courses, *but their transferability should not be assumed.*

2. Most senior colleges and universities limit the amount of credit they will accept from a community college transfer student to a total of 90 quarter hours of academic credit, plus 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. Students may elect to change a major field of study as well as the senior institution they expect to attend as many times as they wish, but in most instances they will encounter additional problems when transferring as a result of frequent change. Such changes should be made only after careful study and consultation with advisers.

5. If students are uncertain about the senior college-university they plan to attend and thereby do not have a specific school's recommendation for lower division courses to take during the first two years of college, they are urged to consider pursuing the study program outlined and required for the Associate in 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 Evening and Extension Services.

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 in Arts Degree in College Premajor.

Students earning the Associate in 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 University, Eastern Washington University, 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 University.

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 Admissions/Evaluation Office. It should be submitted along with 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.

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 experience 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 standard score of 500 or above on any of the general examinations or a standard score of 50 or above on any of the subject area examinations. 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. Students may take an examination in courses for which they have previously been enrolled for credit or audit at this college.
4. Students will not be permitted to repeat an examination in which they did not qualify for credit.
5. Within a given field of study students shall not receive credit for a course more elementary than that for which they have previously received credit.
6. Foreign students may not receive credit by examination for 100-200 level courses in their 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 chairperson, the allowable credit will be posted to the student's transcript.

VETERANS ADMINISTRATION BENEFITS

Bellevue Community College and its associate degree programs are approved for students eligible for Veterans Administration benefits administered under Vocational Rehabilitation, Veterans Educational Assistance, and Dependents Educational Assistance, Title 38, U.S. Code. In addition to monthly benefits, eligible students may obtain tutorial assistance and educational loans.

Information and applications for VA programs can be obtained in the Veterans Assistance Office, Room A101.

Eligible students should familiarize themselves with the requirements of their respective programs as well as the school's standards of satisfactory progress.

In accordance with Veterans Administration and institutional policies, the following guidelines are in effect for individuals receiving educational assistance from the Veterans Administration.

GRADE REQUIREMENTS

Successful completion of 100% of credits enrolled is required. Failure to complete the minimum number of credits for veteran enrollment certification can result in repayment of benefits. For purposes of these guidelines, those grades which are considered to be unacceptable are: non-credit (NC or Z), withdrawal (W), and incomplete (I).

CLASS SELECTION

Only program requirements and approved electives can be approved for receipt of veteran benefits. Since each student has a unique educational background, course approval will vary. Students are encouraged to contact the Veterans Office for information concerning individual academic evaluations. For a list of approved electives contact the program advisor.

MATRICULATION

Completion of the matriculation process is required. For information concerning matriculation, contact the Admissions Office in A-101. Those individuals maintaining a non-matriculated status for longer than one quarter will not be certified for receipt of veterans educational assistance.

ATTENDANCE

Satisfactory attendance and academic progress are required. The Veterans Affairs Office at Bellevue Community College must be notified within five days of the date veterans stop attending class or fail to make progress in any class. All veterans must submit progress/attendance cards with instructor signatures twice

quarterly. Failure to do so will result in delay or termination of educational benefits. These guidelines have been formulated by Bellevue Community College in order to insure continued approval for veterans' programs from the state approving agency. Any questions relevant to these guidelines should be directed to college officials in the Veterans Affairs Office in A-101.

Fees

SCHEDULE OF FEES

Application \$10.00

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* 101.00

Part-time (less than 10 credit hours) Tuition, Special Service Fees* per credit hour 10.10

Nonresident Students:

Full-time (10-16 credit hours) Tuition, Special Service Fees* 395.00

Part-time (less than 10 credit hours) Tuition, Special Service Fees* per credit hour 39.50

Audit-Noncredit Same as for credit

Continuing Education Varies

See quarterly evening class bulletin

Change of Schedule

(addition of course or section after completion of registration) No Charge

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 5.05 (per credit hour)

Transcript 1.00 (First Two, No Charge)

GED Test 10.00

CLEP TEST SCHEDULE

One test 20.00

Two tests 30.00

Three tests 40.00

Four tests 40.00

Five tests 40.00

Six tests 60.00

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

decals per quarter **.25**

Insurance

24-hour coverage, student only

(per quarter) **See Registration Packet**

24-hour coverage, student-spouse-

children (per quarter)

Graduation fee **10.00**

(includes evaluation, rental of cap and

gown and diploma)

Second Award..... **10.00**

(if awarded concurrently or during the

same academic year) **5.00**

***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.

WITHDRAWAL AND REFUND POLICY

See quarterly course schedule.

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 areas designated Student Parking. Applications for parking permits are available at the Security Division, Cashier or Registration Offices. Copies of the college Parking and Traffic Regulations are also available at these same locations.

Graduation

GENERAL INFORMATION

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 baccalaureate degree at a specific four-year college or university. The acceptance of specific credits is the prerogative of the four-year institution of higher learning.

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

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.

Degrees

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.

Institutionally approved curricular programs are organized into three categories or "tracks": a College Pre-major degree program (transfer oriented); the General Studies degree program; and one of the established Occupational degree programs. These are all listed and described in the Career Planning section. The General

Studies and Occupational degree programs may contain transferable courses, but their total transferability must not be assumed. Transferability of courses and programs remains the sole prerogative of the transfer institution.

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.

WAIVER OF REQUIREMENTS

Petitions for waivers of any of the Degree/Certificate Requirements should be directed to the Graduation Review Committee, care of the College Registration and Records Office.

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 or program assistant. 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 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 \$10.00. Once students apply they are informed of each regular examination session (approximately twice each month). If students complete each of the five examinations with standard scores equal to or higher than the minimum passing level established by the state of Washington, their 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.

Library-Media Center

The college's Library-Media Center (LMC) combines library and audio-visual 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 or into the homes in the community via Cable TV.

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.

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 Government
- b. Student Union
- c. Community Involvement Programs
- d. Intramural and Extramural Activities
- e. Intercollegiate Athletics
- f. Women's Center
- g. Telos

5. Minority Affairs

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; to learn to accept 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.

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: preadmission information and advising, admission, registration, record maintenance, veterans affairs, financial aid, and career and job placement. Also provided are forms management and precollege development programs all integrated by predetermined objectives, plans and policies.

STUDENT INFORMATION AND FINANCIAL SERVICES

The Office of Student Information and Financial Services offers preadmission, 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.

Financial Aid

PHILOSOPHY

Bellevue Community College believes that every individual should have the opportunity to achieve his/her 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	310	310	310
Room & Board	850	1725	2805
Books & Supplies	225	225	225
Personal Expense	660	660	1230
Transportation	495	495	495
Total Cost	2540	3415	5065

APPLICATION FOR FINANCIAL AID

1. For early and maximum consideration, students should complete the appropriate form as soon as possible and comply with mailing instructions. Financial Aid Forms (FAF), with the service's address for mailing, are available from high school counselors or the Financial Aid Office.
2. Students should notify the Financial Aid Office when initiating application procedures. High school counselors have cards for this purpose; other applicants should contact the Financial Aid Office.
3. Students should be admitted to the college by following procedures outlined by the Admissions Office.

Nonresidents should plan to pay an additional \$897 in tuition fees. Married students can add \$1,000 for the first child and \$800 for subsequent children to their budget.

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 August 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.

Washington State Need Grant

This program is administered by the Washington Council on Postsecondary Education. These grants are awarded to students with 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 program was established by the Federal Higher Education Amendments of 1972. The grant amount is determined by the Eligibility Index Number stated on the Student Eligibility Report (SER). The purpose of this program is to provide an assurance that no student shall be denied access to postsecondary education because of financial need.

ON-CAMPUS EMPLOYMENT

A variety of 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. The number of hours worked is determined by the amount of the Work-Study award and the needs of the job supervisor.

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 prebaccalaureate study,
2. The repayment period and interest payments of 3% begin nine months after the borrower leaves school,

3. Partial or total cancellation 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 minimum rate of \$30 per month.

Emergency Loans

Emergency or short-term loans are available in amounts to cover tuition 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.

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.

Counseling Services

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.

Function

The faculty and staff of the Human Development Center provide counseling, personal development learning, career planning, and educational guidance services to any prospective or enrolled student at the college. 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, Health Counselor, career resource consultants 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 peer counselors, 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, assertive training, personal communication skills, sense and body awareness, stress management, survey of human potential methods, college survival skills, and exploring sexual attitudes.

Groups and Workshops: Informal learning experiences, not for credit, which include experiential groups for couples, families, single parents, aging students and personal growth groups for men and women. Throughout the year there are various workshops dealing with job opportunities, job search skills and career exploration and decision-making.

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

Peer Counseling Training and Supervision: A course of study, which is a two-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, such as the Advising Center, the Women's Center, and the Human Development Center. The supervision and assignment of peer counselors is coordinated through the Human Development Center.

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 such as immunizations, physical screening, minor lab tests and health counseling.
3. Emergency treatment in cooperation with the campus Security Office.

Student Programs and Activities

Students with their questioning minds and enthusiastic vigor make the college campus what it is today. The total educational experience is a composite of many factors and much of the learning process which takes place on campus occurs outside the classroom. It is important that students be given the opportunity to organize and take part in campus activities which become an integral part of their growth and development.

SERVICES AND PROGRAMS

Intercollegiate Athletics

Three hundred students participate annually in a 12-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 was added. Softball, cross-country track and soccer are club sports.

The Helmsmen's strong finish in state competition for the 76-77 season is evidence of the degree of excellence that prevails throughout the Athletic Department. The BCC golf team finished second in state and divisional championships; the tennis and baseball teams reached the finals in tournament play. BCC's basketball team won the league 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 use of the newly installed all-weather track.

Intramurals

The Intramural Program sponsors open team competition, gym activities, sports clubs, outdoor programs, indoor recreational activities and community recreation.

Student Government

The Associated Students of Bellevue Community College, the student government organization, is composed of five executive council members, 10 senators and four judicial board members. The ASBCC is an integral part of the decision-making process of the college. Elected and appointed students serve on all college committees, councils and boards.

Student Union

The Student Union offers a variety of social and recreational atmospheres including Game Room, Cafeteria, Student Den and Matrix Coffeehouse. A program of entertainment and organized activities continues throughout the year.

Student Child Care Center

The Student Child Care Center serves approximately 75 student families a quarter. The center provides a quality early childhood educational program for approximately 100 children a week.

Women's Center

The Women's Center provides all women of the college district with the following services: community college information and referral, career and educational planning, guidance services, informal rap groups, special workshops, a resource library, bulletin board, and browsing room.

Senior Citizen Programs

TELOS is an educational program taught, coordinated and sponsored by seniors wishing a special college curriculum geared to their interests. Co-sponsored by Bellevue Parks and Recreation, TELOS offers a variety of class options one day a week at the Northwest Community Center and one day a week at Bellevue Community College. RSVP, another senior program, offers seniors opportunities to utilize their expertise and skills in society. For further information concerning either of the above programs, call 641-2339.

Cultural Events and Lecture-Artist Series Programs

A calendar of artists, lecturers, films, drama and dance productions is available weekly in the Student Union, Theatre and Coffeehouse. Noted speakers and performing artists appear at the college throughout the year under the auspices of the 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 and Student Union Office.

Clubs and Organizations

Clubs and Organizations are organized around specific interests, skills, ethnic derivations or social causes. All students are urged to participate in any group already organized or start a club of their interest.

EAST KING COUNTY VOLUNTEER BUREAU

The Volunteer Bureau provides students a placement service for credit or non-credit volunteer internship opportunities with social and health agencies on the East Side.

MINORITY AFFAIRS

The Minority Affairs Program is a support services program directed toward the retention and academic survival of minority students at Bellevue Community College. The program provides academic advising, personal counseling, transportation from the Seattle area to the campus, and assistance with financial aid, tutorial and job referral matters. The Minority Affairs office is located in room B103. Information regarding the program is available by calling 641-2208.

BOOKSTORE

The Bookstore offers many services to the students of Bellevue Community College and to the community at large. Textbooks, reference materials, related supplies and general items, such as greeting cards, cassette tapes, batteries, and gift items are stocked. A large selection of paperback books is available for general reading. Other services include Lecture Artist Series tickets, BCC Catalog sales and a check cashing service (\$5.00 maximum).

Book Return Policy

The Bookstore has established the following refund policy for the return of textbooks:

1. *With original sales receipt*, a refund during the first two weeks of the quarter will be:
 - a. 100% for books which are unmarked and resaleable as new
 - b. 75% of new cost for books which have been marked in any way.
2. *With original sales receipt*, a return of books after two weeks until mid-term exams will be accepted at 60%.

Buy-Back Policy

The store buys back books during Finals week of each quarter. 50% of the new cost will be offered on any textbook, in reasonable condition, *which has been adopted* for the following quarter. Or, the Bookstore offers market value (20% or less) on non-adopted texts which are accepted by Nebraska Book Company. Any lab or workbook will be accepted only at our discretion.

FOUNTAIN FASHIONS

Fountain Fashions is a student managed clothing store, located in the Bookstore, featuring men's and women's apparel, jewelry and accessories. The store has a two-fold purpose. As a retail outlet it services the needs of the College and community and is used as a learning laboratory in the Marketing Management and Fashion Merchandising Curriculum. The students get exposure in areas of merchandise buying, inventory control, pricing, selling, personnel management, promotion and display. Through this involvement the students get true working experience in the management and operation of a retail store.

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 (COMM 161, 162, 163) 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 at 100 w. on 91.3 MHz. Studios are in D171A.

COLLEGE NEWSPAPER

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 COMM 141 (Newsriting Laboratory). Offices and production facilities are in Portable Three.

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.

CAREER PLANNING



Career Planning Introduction

The following section concerning educational 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 in 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, students should plan carefully with the assistance of their advisers so that they may make the best possible course selections pertinent to their educational goals.

Students 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 their goals. To insure emphasis upon students' total personal, intellectual and cultural development, they also are encouraged to select from a varied distribution of courses outside their career area or major discipline.

College Premajor Program

The Associate in 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 Post Secondary 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 in 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**/Creative Arts***
 - (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/she expects to transfer.)

4. Unprescribed electives 30 credits
A maximum of 15 credits from this section may be completed in 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.

***Most Creative Arts classes will satisfy the General Education requirements in the Humanities area.

General Studies Program

The Associate in 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.

A General Studies degree may be structured so as to allow students to plan a major emphasis within a program or an academic discipline area. An example of this is the Humanities Division design for an Associate in Arts degree in General Studies with a major emphasis in the Humanities. Students interested in pursuing such a degree program may obtain further information from their Educational Planning Advisers and/or the instructional divisions offering or recommending these programs.

Associate in Arts Program

The following occupational degree programs indicate those areas in which students may earn the Associate in Arts degree at Bellevue Community College. Approval for course requirements completed at other institutions must be obtained from respective program chairpersons.

Changes in program offerings will reflect changing needs of industry, as well as student interest and availability of resources. The following suggested yearly program offerings may be altered to accommodate these needs. In such a case the program student should consult with the appropriate program head to select suitable alternatives.

Accountant

The accountant's work is essential to the efficient management of business enterprises. Besides being a vocation in itself, accountancy is indispensable in many other vocations such as business management, law, banking, public administration, and criminal investigation.

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

ASSOCIATE DEGREE PROGRAM

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

First Year

Credits

15	ACCT 101, 102, 103
3	ACCT 120 or QM 110 or BA 210
5	ACCT 135, 292 (or other)
5	G BUS 101
6	OFF 101, 102 (or 104, 105 or 106)
5	OFF 125
5	QM 145
3	Approved Electives
47	Total Credits

Second Year

Credits

17	ACCT 235, 240, 250, 260
5	ACCT 270 or 290
5	ECON 100 or 200
5	G BUS 202
5	English 101 or Speech 225
5	QM 150
5	Approved Electives
47	Total Credits

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.

Credits

15	ACCT 101, 102, 103
3	ACCT 120 or QM 110 or BA 210
5	ACCT 135, 292 (or other)
5	G BUS 101
6	OFF 101, 102 (or 104, 105 or 106)
5	OFF 125
3	Approved Electives
47	Total Credits

Administration of Criminal Justice

This program is designed for young men and women who desire to pursue an education in the criminal justice 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 criminal justice graduates.

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

PRESERVICE PROGRAM

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

First Year

Credits

25	ADM CJ 100, 101, 102, 104 and 111
5	ENGL
5	POLSC
5	SOC 110
5	SPCH
1	Physical Education Activity
46	Total Credits

Second Year

Credits

25	ADM CJ 200, 202, 204, 206 and 253
10	Science
10	Approved Electives
2	Physical Education Activities
47	Total Credits

IN SERVICE PROGRAM

The In Service Program is designed for law enforcement officers who wish to obtain their Associate Degree in Administration of Criminal Justice 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 50 credits in criminal justice subjects of their choice. With three PE credits a total of 93 credits is required for graduation. A certain number of credits from certain law enforcement training academies may be allowed in lieu of the criminal justice 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 criminal justice 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 Administration of Criminal Justice is currently undergoing changes and each student is advised to check with the Administration of Criminal Justice 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.

Biomedical Photography

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

First Year

Credits

11	BIOMD 101, 111, 121
5	ZOOL 113
11	BIOMD 102, 112, 122
5	ZOOL 114
5	ART 252
14	BIOMD 100, 110
51	Total Credits

Second Year

Credits

14	BIOMD 200, 210
3	MEDIA 125
16	BIOMD 221, 224, 225, 231
10	BIOMD 230, 233, 235
43	Total Credits

Civil Engineering Technology

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.

Basic Requirements

Credits

5	ENGL 100 or 101, 105, 270
11	ENGR 100, 101, 103, 121
20	ENGRT 104, 105, 106, 154, 180, 181
8	MATH 101 and 114 or BA 210
44-47	Total Credits

Advanced Requirements

Credits

25	ENGRT 161, 163, 230, 246, 260, 266
10	PHYS 114, 115
3	ECON 211 or 100 or 200
6-9	Approved Electives*
44-47	Total Credits

*May be chosen from ENGR 111; ENGRT 261, 264, 265, 267, 295; CHEM 101 or 140; HORT 111, PHYS 116.

Clerk-Typist

Students successfully completing this one-year program will have acquired proficiency in typewriting, office machines operations, and general office practice, all of which will prepare them for the many general office positions available in local business establishments. Students completing this one-year program may receive a Certificate of Achievement. See business division for an adviser.

Credits

23	OFF 100, 109, 112, 125, 130, 230
6	OFF 102, 103
3	ENGL 105
5	QM 145
5	ACCT 101
3	Approved Electives*
45	Total Credits

*All electives must be approved by an Office Professions Advisor or from the suggested list: OFF 104, 105, 106, 197; GR 165; ECON 100; QM 110.

Secretary

The Professional Secretary Program leads to an Associate of Arts Degree. There is a constant 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

Credits

16	OFF 109, 112, 130, 125
6	OFF 102, 103
3	ENGL 105
8	QM 110, 145
5	G BUS 101
5	ACCT 101
43	Total Credits

Second Year

Credits

10	OFF 230, 231
17	*OFF 115, 116, 117, 118
6	**OFF 197
10	G BUS 120, 202
5	SPCH 220
48	Total Credits

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

**See Cooperative Program Chairman.

REGULAR PROGRAM

First Year

Credits

13	OFF 100, 109, 112, 125
6	OFF 102, 103
3	ENGL 105
5	QM 145
5	ACCT 101
10	G BUS 101, 120
3	*Approved Electives
45	Total Credits

Second Year

Credits

15	OFF 130, 230, 231
15	**OFF 115, 116, 117
5	G BUS 202
5	SPCH 220
3	QM 110
2	Approved Electives
45	Total Credits

*All electives must be approved by an Office Professions Advisor or from the suggested list: OFF 104, 105, 106, 107, 118, 197; GR 165; ECON 100.

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

Cooperative Practical Experience Education

In an increasing number of academic and occupational 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. Credits vary with number of work hours, meetings with instructor and project report. Course may be repeated—at least two quarters of participation is desirable. Registration continues throughout the quarter for some courses depending on placement availability. Co-op advisers plan work experiences with the student as part of his personal development, his general education, and his occupational training. Interested students should check with their program advisers or the campus co-op coordinator.

Drafting Technology

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

Credits

8	ENGL 100 or 101, 270
11	ENGR 100, 101, 102, 103
12	ENGRT 104, 105, 106, 154
10	DRAFT 101, 102, 103
5	MATH 101
46	Total Credits

Second Year

Credits

8	DRAFT 210, 220 or 230
17	ENGRT 161, 163, 180, 266
10	PHYS 114, 115
12	Approved Electives
47	Total Credits

Approved Electives: ART 120, 110, 112; GR 100; MATH 114; BA 210, any ENGR or ENGRT course not listed above.

Early Childhood Education Two-Year Program

The Early Childhood Education two-year program is designed for the student considering employment as a teacher assistant in preschools, child care centers, kindergartens, primary grades or other occupations where a knowledge of the young child is necessary. The student who completes this degree will find the door open to many employment possibilities.

The curriculum is designed to prepare the student to meet the challenge of the young child in a variety of activities including art, recreation, music, literature, dramatic play, science and field trips. 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

Credits

15	EC ED 171, 172, 181
5	ENGL 101
3	HOMECE 256
5	PSYCH 100
5	SOC 110
12	Approved Electives
45	Total Credits

Second Year

Credits

23	EC ED 191, 192, 193, 201, 204
3	HLTH 292
5	SPCH 100
14	Electives
45	Total Credits

Early Childhood Education One-Year Program

Opportunities for employment are available to those completing the one-year program in early childhood education. The course of study includes specific skills to enable the student to function effectively in the care of the young child.

Subjects

Credits

38	EC ED 171, 172, 181, 191, 192, 193, 201, 204
3	HLTH 292
3	HOMECE 256
1	Elective
45	Total Credits

Environmental Horticulture

The field of environmental horticulture pertains to the aesthetics of outdoor surroundings-landscapes, whether found in home lawn and garden, the seaside and mountain retreats, the state and national parks, or the many diversified recreational areas.

The Environmental Horticulture Program contains three categories from which a student may select an option. These are: Landscape/Environmental Management, Turf Management, and Landscape Design. Completion of one of the major categories offered in Environmental Horticulture will prepare students for such positions as: foreman for landscape contracting and/or maintenance firms, nurseries or garden centers; salesmen for seed, fertilizer, nursery, garden center firms and other supply houses; plant propagators; foremen, or assistant superintendents for nurseries, golf courses, cemeteries, public parks, private estates, botanical gardens, and various other public and private institutions' grounds; representatives of commercial nurseries, landscape service companies, golf course construction companies, and equipment supply dealers; landscape designers and consultants.

Students planning to enter the Environmental Horticulture Program should prepare themselves with high school agricultural sciences, biology, mathematics, chemistry and physics.

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

LANDSCAPE/ENVIRONMENTAL MANAGEMENT

First Year

Credits

2	PHYSC 102
5	BOTAN 111
39	HORT 081, 082, 101, 102, 103, 111, 112, 121, 131, 132, 141, 142, 143
46	Total Credits

Second Year

Credits

5	BIOL 101
10	BOTAN 112, 113
5-10	ENGL 101 and 102, or 270
5	G BUS 101
10	HORT 209, 223, or 224 or 225 & 261
5-12	Approved Electives
45	Total Credits

LANDSCAPE DESIGN

First Year

Credits

2	PHYSC 102
12	ART 100, 110, 112, 120
5	BOTAN 111
26	HORT 101, 102, 103, 111, 112, 121, 141, 143
45	Total Credits

Second Year

Credits

5	BOTAN 113
5-10	ENGL 101 and 102, or 270
5	G BUS 101
6	HORT 142, 209
15	HORT 204, 205, 206
4-9	Approved Electives
45	Total Credits

TURF MANAGEMENT

First Year

Credits

2	PHYSC 102
38	HORT 081, 082, 101, 102, 103, 111, 112 121, 131, 132, 141, 142
5	Approved Electives
45	Total Credits

Second Year

Credits

10	BOTAN 111, 112
5-10	ENGL 101 and 102, or 270
5	G BUS 101
11	HORT 143, 209, 223, 261
1-5	HORT 291
1	P E 110
8-17	Approved Electives
45	Total Credits

Fashion Merchandising

Fashion Merchandising is an interdisciplinary program which provides training in the merchandising of ready-to-wear apparel at the retail level.

The Fashion Merchandising Program provides the opportunity for students 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. Also, a student-operated clothing store is located on campus. This store provides an opportunity for students to receive training in all aspects of store management including buying, pricing, promotion and display.

As a Graduate of the Fashion Merchandising Program students will be eligible for such positions in the fashion field as manager, buyer, sales representative, promotion and fashion coordination. Career opportunities are available in department stores, boutiques, fabric shops and self-employment.

First Year

Credits

5	G BUS 101
12	HOMECE 108, 109, 110, 111
2-10	HOMECE 198 or MKTG 197
13	MKTG 131, 135, 154
5	QM 145
0-8	Approved Electives
45	Total Credits

Second Year

Credits

3	FM 236
5	FM 239
5	ACCT 101 or 108
5	HOMECE 212
3	CONED 150
10	MKTG 234, 235
2-9	HOMECE 298 or MKTG 197
5	SPCH 100
0-7	Approved Electives
45	Total Credits

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.

First Year

Credits

5	ACCT 108
5	ECON 100
5	ENGL 100 or 101
5	G BUS 101
5	MKTG 154
5	SPCH 100 or 220
13	QM 110, 145, 150
3	Approved Electives*
46	Total Credits

Second Year

Credits

30	G BUS 120, 121, 202, 210, 215, 241
15	Approved Electives*
45	Total Credits*

*All electives must be approved by a General Business Program Adviser. A suggested list:

MKTG 131	G BUS 150
MKTG 135	SPCH 225
MKTG 234	GEOG 207
OFF 101	PHIL 110
OFF 125	POLSC 102
REST 140	ENGL 270

Graphic Reproduction Technician

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

Credits

3	GR 100
5	GR 110 or 111
5	GR 120
5	GR 130
5	GR 140
3	GR 150
19	Approved Electives
45	Total Credits

Second Year

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

Credits

3	GR 260 (Required)
25	Additional hours from GR 110 or 111, 200, 210, 220, 240, 261
17	Approved Electives
45	Total Credits

Interior Design Technology

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

First Year

Credits

20	ART 100, 110, 120, 210, 211
5	HOMECE 110
12	INDES 168, 170, 175, 199
3	MKTG 131
3-5	OFF 109 or ENGL 101
5	SPCH 100 or 220
48-50	Total Credits

Second Year

Credits

6	ART 111, 112
22	INDES 164, 176, 270, 271, 272, 299
4	INDES Electives*
3	OFF 101 or 102
5	PSYCH 110
5	QM 145
45	Total Credits

*Interior Design Technology electives to be selected from INDES 165, 166.

Mid-Management

The Mid-Management Program is designed to meet the growing need of business and industry for trained middle management personnel.

This program currently offers two options for students interested in mid-management. These options are General Business Management and Marketing Management. The Marketing Management option provides the student with course work directly applicable to the marketing field. The General Business Management option is somewhat more flexible and less specialized in terms of specific course work. Both options are flexible and can be altered to suit the needs and background experience of the individual student.

For specific program information see: General Business Management Program (page 26) and Marketing Management Program (page 28).

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, sales representative, advertising, product planning, marketing representative, research and many other marketing related areas. Practical experience is stressed and credit is available for students currently working in a job which relates to their career goal.

Persons interested in the program should contact the Business Division (641-2311).

First Year

Credits

5	ACCT 108
5	G BUS 101
16-26	MKTG 197 or 297, 130, 131 or 132, 135, 154
8	QM 110, 145
1-11	Approved Electives
45	Total Credits

Second Year

Credits

15	G BUS 120 or 121, 202, 215
12-22	MKTG 197 or 297, 234, 235
8-18	Approved Electives
45	Total Credits

Media Technician Program

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

Credits

32	MEDIA 100, 101, 105, 110, 115, 120, 121, 125, 150
5	ART 150 or 151
37	Total Credits

Additional Required Courses for the Associate of Arts Degree

Credits

10	ENGL (101, 102 recommended)
3	MEDIA 130
3	MEDIA 126*
8	CINE 100 and 141
3	OFF 101
3	ART 110
2	GR 165
32	Total Credits

*Optional elective to be decided by student and adviser.

69 total credits plus 21 more elective credits to total 90 credits.

Materials Testing

The Materials Testing Program is still in the planning stages at this time. Some aspects of materials testing are covered in ENGRT 161 which involves introduction to stress, strain, and material properties.

Nondestructive Testing

The NDT Program is a full two-year program designed to give the individual a strong background in physics, basic engineering, and NDT test methods. Those who complete the two-year program will be awarded an Associate of Arts Degree in NDT Technology.

The courses offered in ultrasonic, radiography, magnetic particle, liquid penetrant, and eddy current testing will meet the requirements for Level I and Level II Qualification as recommended by the American Society for Nondestructive Testing.

People trained in the operation of nondestructive testing equipment are readily employable. Those who complete the 2-year course should be able to assume a responsible position as a NDT technician. Others who only take a few courses can find employment as operators and NDT technician trainees.

Applicants to the program are expected to meet the general requirements for admission to Bellevue Community College and will be interviewed prior to being accepted into the program. However, students may take selected courses without applying for admission to the full 2-year program.

First Year

Credits

5	ENGL 100
6	ENGR 101, 103
9	ENGRT 104, 105, 154
8	MATH 101, 104
13	NDT 100, 110, 120, 130, 140
6	PHYSC 102, 103, 104
47	Total Credits

Second Year

Credits

10	ENGL 101, 270
7	ENGRT 161, 163
11	NDT 210, 220, 230, 240
15	PHYS 114, 115, 116
6	WELD 150, 151
49	Total Credits

Nursing

The demand for qualified nurses increases annually. Students who pursue this career at Bellevue Community College acquire both a general and nursing education. Upon successful completion of the two-year program in nursing the graduate will receive an Associate of Arts Degree in Nursing 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 Office of Admissions, Bellevue Community College, Bellevue, Washington 98007. Since class size is limited, applications will be accepted beginning December 1st each year until the desired number has been received. The "Guidelines for Selection of the Nursing Class" are published annually and are available on August 1st. For a copy of the guidelines 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. The high school chemistry requirement can be satisfied by taking CHEM 101 or PHYSC 101 and 102; this must be completed by the end of the fall quarter prior to admission into the program. If chemistry is taken prior to fall quarter, it must be taken within five years of entering the program. Credits for anatomy and physiology, microbiology, sociology and psychology are acceptable if they are "C" or above and have been taken within five years prior to entrance into the nursing program; are from an accredited college; are comparable to BCC courses, and are five quarter credits each.

First Year

Credits

5	BIOL 201
32	NURS 100, 101, 102
10	PSYCH 100, 204
10	ZOOL 113, 114
57	Total Credits

Second Year

Credits

14	Electives
33	NURS 210, 211, 212, 213
5	SOC 110
52	Total Credits

Radiologic Technology

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 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.

Requirements for Admission to the Program

1. Minimum grade point average of 2.25.
 - a. Upon graduation from an accredited high school OR
 - b. After completion of 30 quarter credits of college-level work.
2. Course prerequisites (must receive a grade of "C" or better in all courses).
 - a. Two years of high school English or ENGL 100.
 - b. One year of high school algebra or MATH 074.
 - c. One year of high school physics; PHYSC 101, 102, 103 (BCC only); or one quarter Introduction to Physics course.
 - d. BIOL 101.
3. Additional Requirements:
 - a. Eighteen years of age or older.
 - b. Visit to affiliate hospital X-ray department for a minimum of eight hours during a regular work day by arrangement with affiliate hospital.
 - c. Evidence of good physical and mental health.
 - d. A willingness to help sick and disabled persons.
 - e. Personal interview with Radiologic Technology Admissions Committee.

All the above prerequisites must be completed and transcripts received in the Registrar's Office no later than January 10.

Specified immunizations will be required of all students accepted into the program prior to beginning the program.

First Year

Credits

5	ENGL 101
10	ZOOL 113, 114
10	SPCH 100 or 220 and 225
13	RATEC 101, 102, 103, 104
9	RATEC 107, 108, 109
3	RATEC 120
11	RATEC 113, 114
5	Approved Elective
66	Total Credits

Second Year

Credits

5	ENGL 270
5	RATEC 206, 207
42	RATEC 210, 211, 212, 213
2	RATEC 220
54	Total Credits

Real Estate

Two programs in real estate are offered; one leads to an Associate of Arts Degree in Real Estate and the other to a Certificate of Completion in Real Estate.

Associate Degree Program

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

First Year

Credits

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

Second Year

Credits

3	R EST 141
12	R EST Electives*
5	Accounting 108
5	Economics
5	SPCH 220
15	Approved Electives
45	Total Credits

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

Recreation Leadership

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

First Year

Credits

5	English
8	HLTH 250, 292
14	PE 164, 165, 166, 190, 265, 290
3	Physical Education Activity (to include PE 105, Canoeing)
2	RECEC 160
10	Science
5	SPCH 220
47	Total Credits

Second Year

Credits

2	PE 209
4	DRAMA 211
4	PE 264, 266
5	PSYCH 100
22	RECEC 154, 240, 244, 245, 254, 274, 290
5	SOC 110
4	Approved Electives
46	Total Credits

Social/Human Services

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.

Credits

10	PSYCH 100, 204
28	SOCWK 100, 105, 110, 112, 165 200, 210, 215, 220
10	SOC 110, 255
48	Total Credits

Social/Human Services

This program leads to the Associate of Arts Degree in Social/Human Services. It is designed to give academic and pre-professional training for beginning level positions in various areas of gerontological, correctional, legal and judicial, mental health, and social welfare services.

First Year

Credits

5	ENGL 100 or 101
5	PSYCH 100
14	SOCWK 100, 105, 110, 112, 165
5	SOC 110
5	SPCH 100
11	Approved Electives
45	<i>Total Credits</i>

Second Year

Credits

5	PSYCH 204
29	SOCWK 200, 210, 215, 220, 280, 281, 282
6	Approved Electives
5	SOC 255
45	<i>Total Credits</i>

Welding Technology

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.

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

Cutting and Burning

Welding Metalurgy

Electrode Identification

Welding Symbols

Shielded Metal Arc Welding

Welding Power Sources

Gas Tungsten Arc Welding

Gas Metal Arc Welding

Plasma Arc Welding

Air Arc Gauging

Second Year

ENGL 100, 270

ENGR 101, 103

ENGRT 104, 105, 154

MATH 101, 104

NDT 110, 120

WELD 204, 265

WELD SEMINAR 201, 202, 203

THE CURRICULUM





Biomedical Photography

BIOMD 100

INTRODUCTION TO BIOPHOTOGRAPHY (7)

Course includes biomedical graphics, optimum negatives, advanced lab and hospital photography (clinical, OR, X-rays, safety, legal aspects of medical photography). *Prerequisite: Official acceptance into program.*

BIOMD 101

SCIENTIFIC PHOTOGRAPHY I (5)

Course consists of theory of light, optics, sensitized materials, filters, exposure and development, darkroom layout, processing techniques and overview of medical photography. *Prerequisite: Official acceptance into program.*

BIOMD 102

SCIENTIFIC PHOTOGRAPHY II (5)

Image quality, modern lens types, origins of photography, latent image concept, image structure, color materials, theory, lighting for color, and the chemistry of color. *Prerequisite: BIOMD 101.*

BIOMD 110

CLINICAL INTERNSHIP (7)

Practical application of theory in one-to-one relationship with associate faculty in hospitals and clinics. *Prerequisite: BIOMD 122.*

BIOMD 111

BASIC CAMERA TECHNIQUES (3)

Study of the camera as a whole and in parts; camera handling, lighting of the subject and subject evaluation. *Prerequisite: Official acceptance into program.*

BIOMD 112

ADVANCED CAMERA TECHNIQUES (3)

The View camera and its movements, lenses and shutters, tungsten and flash lighting equipment, the flash in practice; copy of charts and documents. *Prerequisite: BIOMD 111.*

BIOMD 121

BASIC LAB PROCEDURES (3)

Study of processing facilities and preparation; developers and development; fixing, washing, drying; printing and finishing. *Prerequisite: Official acceptance into program.* Lab fee.

BIOMD 122

ADVANCED LAB PROCEDURES (3)

Tonal reproduction, developers and fixation, archival processing, and unusual printing effects. *Prerequisite: BIOMD 121.* Lab fee.

BIOMD 200

ADVANCED MEDICAL PHOTOGRAPHY (7)

Course includes photomicrography, photomacrography, exposure and development, introduction to medical television, advanced lab procedures and forensic photography. *Prerequisite: Completion of the first year of the Biomed program.* Lab fee.

BIOMD 210

CLINICAL INTERNSHIP IN HOSPITALS (7)

Practical application of theory learned in one-to-one relationship with associate faculty in hospitals and clinics. *Prerequisite: BIOMD 110.*

BIOMD 221

SCIENTIFIC PHOTOGRAPHY III (5)

Macrography, micrography, IR, UV, and special techniques. *Prerequisite: BIOMD 200.* Lab fee.

BIOMD 224

EXPOSURE AND DEVELOPMENT CONTROL (3)

Photographic chemistry and exposure and development control. *Prerequisite: BIOMD 200.* Lab fee.

BIOMD 225

MOTION PICTURE PRODUCTION IN MEDICINE (5)

Course offers the mechanics of motion picture production in medicine. *Prerequisite: BIOMD 200.* Lab fee.

BIOMD 230

SCIENTIFIC PHOTOGRAPHY IV (5)

A comprehensive review of course content, aimed at preparing graduate to participate in the Registered Biological Photographer Certification Program. *Prerequisite: BIOMD 210.*

BIOMD 231

PORTFOLIO PREPARATION (3)

Compiling individual portfolios for presentation to prospective employers. *Prerequisite: BIOMD 210.*

BIOMD 233

STUDIO MANAGEMENT (2)

Broad overview of supervising a photography studio; record keeping, maintenance of photo and electric equipment, darkroom design, etc. *Prerequisite: BIOMD 210.*

BIOMD 235

AUDIOVISUAL PREPARATION (3)

Will include sound recording, synchronization of sound with pictures and preparation of titles. *Prerequisite: BIOMD 210.*

Nursing

CONTINUING NURSING EDUCATION

The Bellevue Community College Continuing Nursing Education Program is accredited by the American Nurses' Association. Therefore, all courses offered are recognized at the state and national levels as meeting the requirements of continuing education for registered nurses. These courses provide instruction in current nursing practice, knowledge, and skills.

Courses regularly offered include: Nursing Refresher I and II (two quarters), Intensive Nursing Care, Coronary Care Nursing, Pharmacology, Review of Anatomy and Physiology, and Physical Assessment. Many other courses and workshops of various nursing topics are offered and vary with each quarter. Information about these courses is available from the Allied Health Division Office.

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. Communication skills are established at this level and carried throughout the program and mental health concepts are introduced. NURS 100 also provides an opportunity for practicing fundamental skills in the clinical agency. This course consists of three segments: 100x, y, and z. *Prerequisite: Official acceptance into program.* Lab fee.

NURS 101

NURSING II (11)

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

NURS 102

NURSING III (11)

A didactic group experience permitting the student to interact with peers and instructors, utilizing group process as the forum for sharing and evaluating nursing theory. Clinical laboratory includes planned experiences in health agencies which correlate with and implement nursing theory. *Prerequisite: NURS 101.* Lab fee.

NURS 210

NURSING IV (7)

Nursing of children—selected observations and experiences in caring for the well, handicapped and ill child. Concurrent theory emphasizes growth and development and the similarities and differences in the nursing care offered to adults and children. *Prerequisite: NURS 102.* Lab fee.

NURS 211

NURSING V (7)

Maternity nursing—theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the postnatal period), and care of the normal newborn. *Prerequisite: NURS 102.* Lab fee.

NURS 212

NURSING VI (7)

Psychiatric nursing—theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and community programs which will assist the student in more fully understanding the behavior demonstrated by persons having psychological problems in society today. *Prerequisite: NURS 102.* Lab fee.

NURS 213

NURSING VII (12)

Special emphasis is on the health team, nursing organizations, legal and ethical aspects of nursing and professional licensure. Also, theory and clinical practice focuses on community nursing, long-term illness perspectives in nursing care and concept integration. This course consists of two segments: NURS 213x and 213z. *Prerequisite: NURS 212.* Lab fee.

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 077

RADIOLOGY UP-DATE (1)

Videotaped seminar to include discussion, question and answer sessions, testing and evaluation. Topics to be covered include: basic approach to angiography, bone age, computerized transaxial tomography, diagnostic ultrasound, nursing home radiography, R.S.R.O. and tuberculosis.

RATEC 101

INTRODUCTION TO RADIOLOGIC TECHNOLOGY (2)

Medical ethics, types and operation of radiology departments in hospitals. Basic radiation protection, chemistry of film processing, methods of processing, construction of film processing areas. *Prerequisite: Official acceptance into program.*

RATEC 102

RADIOGRAPHIC PHYSICS (5)

Components of X-ray circuits; tubes; X-ray equipment, design and application, troubleshooting and maintenance; test equipment image intensification and cineradiography. *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 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 113

X-RAY PRACTICUM (5)

Students will become familiar with the organization and functioning of the Department of Radiology, other related departments within the hospital, and perform basic radiologic exams under the direct supervision of registered technologists. Students will be scheduled for 16 hours per week between 12:00 noon and 5:00 p.m. (Mon-Fri.), 7:00 a.m.-1:00 p.m. (Sat.) and three eight-hour days during spring break. *Prerequisite: Successful completion of first two quarters of the program.* Lab fee.

RATEC 114**X-RAY PRACTICUM (6)**

Students perform routine and mobile radiographic examinations in the affiliate hospitals under the direct supervision of radiologic technologists. Students will be scheduled for 20 hours/week to include two eight-hour and one 40-hour shift between 7:00 a.m.-5:00 p.m. (Mon.-Fri.), 7:00 a.m.-1:00 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 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.*

RATEC 211**X-RAY PRACTICUM (10)**

The student will perform routine and special radiographic examinations in the affiliate hospitals under the supervision of registered technologists to develop the ability to master these procedures. Students will be assigned to thirty-two hours per week to include three eight-hour assignments and 10 eight-hour days during Christmas break. *Prerequisite: RATEC 210.*

RATEC 212**X-RAY PRACTICUM (12)**

The student will perform routine and special radiographic examinations in the affiliate hospitals under the supervision of registered technologists to develop the ability to master these procedures. Students will be assigned to 37 hours per week to include four eight-hour assignments, and three eight-hour assignments during spring break. *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. Lab fee.

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, non-profit organizations, governmental bodies. *Prerequisite: ACCT 102 or permission of instructor.* 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, receiving a grade of "C" or better. 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. *Prerequisite: ACCT 103 or permission of instructor.*

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. *Prerequisite: ACCT 101 and 102, or permission of instructor. Lab fee.*

ACCT 245

ACCOUNTING INTERNSHIP (3)

This course provides training in accounting for non-profit organizations. *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. *Prerequisite: ACCT 250 for ACCT 260 or 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

FEDERAL INCOME TAXES (V1-5)

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

SPECIAL PROBLEMS IN ACCOUNTING (V2-5)

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. *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.

BA 200

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.

BA 210

INTRODUCTION TO COMPUTER PROGRAMMING (3)

An introduction to computer programming (using BASIC as language); application to business problems. Techniques used apply to other computer languages. *Students write and run programs on computer terminals on campus outside of classroom hours. Prerequisite: MATH 074 or 1 year of high school Algebra. Lab fee.*

BA 220

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.*

BA 230

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.

BA 240

**STATISTICAL ANALYSIS (5)
(Same as MATH 171)**

A survey of statistical techniques useful in guiding business decisions; introduction to probability, decision making, linear programming, correlation, and regression. *Prerequisite: MATH 105 or equivalent, or permission of instructor.*

BA 241

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.*

Fashion Merchandising

FM 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. *Prerequisite: MKTG 135 or permission of instructor. (Was designated MKTG 236 in 77-78).*

FM 239

DISPLAY DESIGN (5)

This course will develop the student's ability to plan, construct, and evaluate merchandising displays. The students will be able to apply the elements of design to development of effective displays. Topics include elements of design, visual merchandising and physical elements of display such as: merchandise, props, backgrounds, lighting, etc. Students will develop trade and retail displays including window, counter, and interior types.

General Business Management

G BUS 101

INTRODUCTION TO BUSINESS (5)

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

G BUS 120

HUMAN RELATIONS (5)

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

G BUS 121

PERSONNEL MANAGEMENT (5)

This course concentrates on the mechanical aspects of personnel work in the business and industrial setting. Topics include: job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration, and performance evaluation. Labor-management relations will be studied relative to history, collective bargaining and grievance procedures.

The course is conducted primarily as these subjects relate to the line manager and his role in personnel work.

G BUS 150

SMALL BUSINESS MANAGEMENT (3)

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

G BUS 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: ACCT 101 and 102 or 108 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

GENERAL BUSINESS SPECIAL PROJECTS (V2-5)

This course is designed to allow a student to explore areas of business of special interest in greater depth. *Prerequisite: Permission of instructor.*

Graphic Reproduction Technician

GR 100

REPRODUCTION COPY PREPARATION (3)

A study of the techniques involved in the arrangement and design of materials for printing. Lab fee.

GR 101

SURVEY OF GRAPHIC REPRODUCTION (3)

This course is designed to give all students a brief overview into graphic arts. Students will be allowed to explore the many careers within the industry and have hands-on-experience with some of the tools and equipment used.

GR 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 GR 110 or 111 or both to satisfy program requirements. Lab fee.

GR 111

TAPE COMMAND PHOTOTYPE (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 GR 110 or 111 or both to satisfy program requirements. *Prerequisite:* Permission of instructor. Lab fee.

GR 120

PROCESS CAMERA TECHNIQUES (5)

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

GR 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, photodirect and direct image platemaking.

GR 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 troubleshooting of printing problems. Lab fee.

GR 150

BINDERY TECHNIQUES (3)

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

GR 165

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.

GR 200

ADVANCED COPY PREPARATION (5)

A course for advanced students in the area of publication design and pasteup 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.

GR 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.

GR 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 GR 240. Course may be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor. Lab fee.

GR 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. To be taken in conjunction with GR 220. Course may be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor. Lab fee.

GR 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.

GR 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.

GR 292

GRAPHIC REPRODUCTION SPECIAL PROJECTS (V2-5)

This course is designed to allow a student to explore areas of graphic reproduction in greater depth. *Prerequisite:* Second-year status and permission of instructor.

Marketing Management

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 SALESPERSONS (3)

A course designed to improve the competencies of current salespersons 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.

MKTG 197

PRACTICUM IN MARKETING (2-4)

A program of on-the-job experience combined with a one-hour weekly seminar. Marketing and Fashion Merchandising program students working in an approved cooperative training station can receive up to 12 credits. *Prerequisite: Permission of instructor.*

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)

Provides the student with hands-on experience in managing a retail store. Students will be involved in all functions concerned with the operation of Fountain Fashions (an on-campus clothing store) including: store management, personnel management, financial management, merchandise buying, pricing, promotion, display, etc. Students will be involved in the store during lab hours as well as meeting in class twice a week. This course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of program chairperson.*

MKTG 297

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. *Prerequisite: Permission of instructor.*

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 electric typewriters, machine transcription, calculators and shorthand transcription.

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 (3)

Beginning course in typewriting. Instruction on IBM Selectric typewriters. (See program chairman for advance placement.) *Enrollment in OFF 18 is suggested.* Lab fee.

OFF 102

INTERMEDIATE TYPING (3)

Prerequisite: OFF 101 or OFF 251 or one year high school typing on the IBM Selectric typewriter within the last two years. *Enrollment in OFF 18 is suggested.* Lab fee.

OFF 103

ADVANCED TYPING (3)

Prerequisite: OFF 102 or OFF 251 or college typewriting instruction on the IBM Selectric typewriter within the last two years. *Enrollment in OFF 18 is suggested.* Lab fee.

OFF 104

TYPING REVIEW AND SPEED BUILDING (1)

An intensive 18-day course designed for the student who wishes to improve basic typewriting techniques and to increase typing speed. Grade is based on words-per-minute increase at completion of course. May be taken concurrently with OFF 102 or 103. *Prerequisite: OFF 101 or 251 or equivalent. Enrollment in OFF 18 is suggested.*

OFF 105

PRODUCTION TYPING (1)

An intensive 18-day course with emphasis on timed production work involving rearranging rough draft material; editing and composing communications at the typewriter. *Prerequisite: OFF 101 or 104 or 251. Enrollment in OFF 18 is suggested.*

OFF 106

STATISTICAL TYPING (1)

An intensive 18-day course designed to help develop statistical typing skills. Statistical typing contains number drills, a wide variety of tabulation problems and tabulation tests to help develop proficiency in statistical typing and tabulation. *Prerequisite: OFF 101 or 104 or 251. Enrollment in OFF 18 is suggested.*

OFF 107

MEMORY TYPEWRITER (3)

An operational course in the basic functions and procedures on the IBM Memory Typewriter. Training and practice includes repetitive letters, multiple-page documents and tabular formats. Four hours lab per week. *Prerequisite: OFF 102 and 130 or 252 or permission of instructor. (Was designated GR 114 in 77-78.) Lab fee.*

OFF 109

BUSINESS COMMUNICATIONS (3)

Study and application of the principles of communication theory to achieve effective written communications in business. Emphasis placed on solving communication problems, making decisions involving selection and organization of content, and choosing appropriate formats for presentation of information.

OFF 112

FILING AND RECORDS MANAGEMENT (3)

Principles of managing, storing, and retrieving business records. Practice materials for indexing, coding and filing records by alphabetic, geographic, numeric, and subject methods.

OFF 115

BEGINNING GREGG SHORTHAND (5)

For beginning students only. Mastery of Gregg shorthand theory; development of reading skill; introduction to recording and transcribing skills. *Prerequisite: Typing experience on electric typewriter OR currently enrolled in typing class. (See program chairman for advance placement). Lab fee.*

OFF 116

INTERMEDIATE GREGG SHORTHAND (5)

Continuation of OFF 115. Sustained dictation. Increased emphasis on recording and transcribing skills. Review of spelling, punctuation, letter placement, etc. *Prerequisite:*

OFF 115 OR one quarter shorthand instruction within the last year. Experience on electric typewriter OR currently enrolled in typing class. Enrollment in OFF 18 is suggested. Lab fee.

OFF 117

ADVANCED GREGG SHORTHAND (5)

Continuation of OFF 116. Sustained dictation at higher speeds. Increased attention on development of accurate transcription ability. *Prerequisite: OFF 116 OR one year shorthand instruction within the last year. Experience on electric typewriter OR currently enrolled in typing class. Enrollment in OFF 18 is suggested. Lab fee.*

OFF 118

SHORTHAND TRANSCRIPTION (2)

A two-hour course designed to combine the skills of shorthand, typing, and English in the process of dictation and typewritten transcription. Emphasis on transcription techniques. Attention to production abilities. Spring quarter only. *Prerequisite: One year shorthand instruction within the last year OR currently enrolled in OFF 117. Typing experience on electric typewriter or currently enrolled in typing class.*

OFF 125

OFFICE MACHINES (5)

Basic instruction and practice in the operation of the 10-Key adding machine, electronic printing and electronic display calculators and the application of these machines to business. *Prerequisite: QM 145 OR permission of instructor. Enrollment in OFF 18 is suggested. Lab fee.*

OFF 130

MACHINE TRANSCRIPTION (5)

A course in the operation of the IBM Executory Transcribing Unit with the application of good transcribing fundamentals including spelling, grammar, and punctuation. Attention is given to setting up letters, manuscripts, etc., in good form. *Prerequisite: Typing ability equivalent to OFF 102 and use of the IBM Selectric. Enrollment in OFF 18 is suggested. Lab fee.*

OFF 197

PRACTICUM IN OFFICE PROFESSIONS (2)

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 the cooperative chairman.*

OFF 230

BEGINNING SECRETARIAL PROCEDURES (5)

The course is designed to provide skill and confidence in performing secretarial operations. *Prerequisite: OFF 100, 102. Enrollment in OFF 18 is suggested. Lab fee.*

OFF 231

ADVANCED 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. Enrollment in OFF 18 is suggested. Lab fee.*

OFF 250

EXECUTIVE TYPEWRITER (1)

Self-paced instruction on the IBM Executive typewriter. Executive office applications related to rough draft and proper format. *Prerequisite: OFF 103 and 130 OR equivalent.* (Offered on pass/no credit basis only.)

OFF 251

SELECTRIC TYPEWRITER (1)

Self-paced instruction on use of the Selectric typewriter. *Prerequisite: Typing ability.* (Offered on pass/no credit basis only.)

OFF 252

BASIC MACHINE TRANSCRIPTION (1)

Self-paced audio/tutorial instruction on the correct techniques and efficient use of the IBM Executary transcription machine. *Prerequisite: OFF 101 OR 251.* (Offered on pass/no credit basis only.)

OFF 253

CORRECTING SELECTRIC II TYPEWRITER (1)

Self-paced audio/tutorial instruction on use of the Correcting Selectric II typewriter and its application to business. *Prerequisite: OFF 101 OR equivalent.* (Offered on pass/no credit basis only.)

OFF 254

OFFICE MACHINES (1)

Self-paced audio/tutorial instruction for students wishing to develop skill on one of the following machines: 10-Key adding machine, electronic printing calculator, electronic display calculator. *Prerequisite: QM 145 OR permission of instructor.* (Offered on pass/no credit basis only.)

Quantitative Methods

QM 110

ELECTRONIC DATA PROCESSING ORIENTATION (3)

The computer in today's society as it affects the individual both as a business person and a member of society. Topics include computers in business, accounting, marketing, government, medicine and transportation.

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. *Prerequisite: QM 145 or permission of instructor.*

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, terms, 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. Grading is on a pass/no credit basis. It is suggested that students with no previous real estate experience take R EST 140 before taking R EST 105.

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)

Policies, problems and methods involved in financing various types of real property. This includes taxation analysis, exchanges, sources of loan funds, types of financing methods, institutional and government policies and operations of the money market. *Prerequisite: R EST 140.*

R EST 142

REAL ESTATE APPRAISAL (3)

Reviews the principles and techniques used in estimating the value of real property. The application of cost, income and market data approaches to the valuation of single-family residential properties. *Prerequisite: R EST 140.*

R EST 143

REAL ESTATE LAW (3)

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof. *Prerequisite: R EST 140.*

R EST 240

REAL ESTATE 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. *Prerequisite: R EST 140 or two years of full-time real estate sales experience.*

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. *Prerequisite: R EST 140 or two years of full-time real estate sales experience.*

R EST 242

PROPERTY MANAGEMENT (3)

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

Prerequisite: R EST 140.

R EST 243

ADVANCED REAL ESTATE APPRAISAL (3)

This course is a continuation of R EST 142 and delves more deeply into the three basic approaches to estimating value with major emphasis on the income approach.

Prerequisite: R EST 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. *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. *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

DECLARED ART MAJORS—Students whose area of focus is the studio arts (painting, photography, etc.), Commercial Art, Interior Design (not to be confused with BCC's Interior Design Technology Program) should take the courses outlined as follows:

FIRST-YEAR FOUNDATION COURSES: ART 100, 110, 111, 112, 120, 121, 122.

SECOND YEAR: ART 201, 202, 203; and nine credits of studio courses.

Students who plan to follow this sequence of courses, especially those who plan to transfer to a university or art school, should see an art adviser for detailed schedule planning as early as possible.

PREREQUISITES:

Students should be aware that many courses have prerequisites which must be followed in all cases.

Advanced studio courses require the student to have successfully completed several foundation courses in addition to the studio course which immediately precedes the one in question.

TRANSFERABILITY:

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.

RETENTION OF STUDENT WORK

The college reserves the right to retain, from each student, as many as three items from each class each quarter, without monetary compensation.

ART 100

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: architecture, landscape, graphic, interior, and industrial design and crafts.

ART 110

BASIC DESIGN (3)

Students learn the elements and principles of two-dimensional design, with special emphasis on creative problem-solving. (Six hours laboratory.)

ART 111

DESIGN: COLOR (3)

A continuation of principles used in ART 110, with emphasis on color theory. Students will learn to use and mix paint, understand environmental and psychological use of color, and apply it to their designing. (Six hours laboratory.) *Prerequisite:* ART 110.

ART 112

THREE-DIMENSIONAL DESIGN (3)

A basic course emphasizing three-dimensional design. The student will develop design concepts involving mass, space, time, and light. (Six hours laboratory.) Usually offered winter quarter. *Prerequisite:* ART 110.

ART 120

BASIC 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 121

BASIC AND FIGURE DRAWING I (3)

Continuation of ART 120. Emphasis on drawing the human figure. (Six hours laboratory.) Usually offered winter quarter. *Prerequisite:* ART 120. Lab fee.

ART 122

BASIC AND FIGURE DRAWING II (3)

Students learn to apply skills gained in ART 120 and 121 to problems of composition in drawing. Originality and independent observation will be stressed. More work in figure drawing. (Six hours laboratory.) *Prerequisite:* ART 121. Lab fee.

ART 150

BASIC PHOTO I (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

BASIC PHOTO II (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 darkroom techniques. (Three hours lecture, four hours laboratory.) *Prerequisite:* ART 150 or permission of instructor. Lab fee.

ART 153

DARKROOM LABORATORY TECHNIQUES (1)

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

ART 191

INDIVIDUAL PROJECTS IN ART (V1-3)

An opportunity for expansion of basic skills outside of the regular curriculum. The student must have had the appropriate foundation level course relative to the work he or she wishes to do. *Prerequisite:* 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

HISTORY OF WESTERN ART (5)

A descriptive survey of the art of Europe and America. Renaissance, Baroque, and 18th century Europe.

ART 203

HISTORY OF WESTERN ART (5)

A descriptive survey of the art of Europe and America. The 19th and 20th centuries in Europe and the United States.

ART 210

TEXTILE DESIGN: PRINTING AND DYEING (3)

Introduction to textile techniques, with emphasis on the design of the object. Processes include batik, tie and dye, silk screening. (Six hours laboratory.) Offered alternate years. Lab fee.

ART 211

TEXTILE DESIGN: CONSTRUCTION (3)

Introduction to textile techniques, with emphasis on the design of the object. Processes include simple weaving, stitchery, appliqué, macramé, and rug knotting. (Six hours laboratory.) Offered alternate years.

ART 212

ADVANCED STUDIO: TEXTILES (3)

Studio experience in textiles beyond ART 210 or 211. *Prerequisite:* ART 111 or 112, 120, 210 or 211, and permission of instructor.

ART 221

ADVANCED STUDIO: DRAWING (3)

Studio experience in drawing beyond the basic courses. *Prerequisite:* ART 111, 122 and permission of instructor. Lab fee.

ART 222

ADVANCED STUDIO: DRAWING (3)

Studio experience in drawing beyond ART 221. *Prerequisite:* ART 221 and permission of instructor. Lab fee.

ART 240

OIL PAINTING (3)

An introduction to painting, with instruction in modeling in light and shade, composition, color theory, and technique. (Six hours laboratory.) Offered alternate years.

ART 241

WATERCOLOR PAINTING (3)

Basic painting with watercolors. (Six hours laboratory.)

ART 242

ADVANCED STUDIO: PAINTING (3)

Studio experience in painting beyond ART 240 or 241. *Prerequisite:* ART 111 and 121 and 240 or 241 and permission of instructor.

ART 252

BASIC COLOR PHOTO (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 111, 121, 151 and permission of instructor. Lab fee.

ART 253

ADVANCED STUDIO: PHOTO (BLACK AND WHITE) (3)

Studio experience in photography beyond ART 151. *Prerequisite:* ART 110, 120, 151, and permission of instructor. Lab fee.

ART 270

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. (Six hours laboratory.) Lab fee.

ART 280

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. (Six hours laboratory.) Lab fee.

ART 281

ADVANCED STUDIO: SCULPTURE (3)

Studio experience in sculpture beyond ART 280. *Prerequisite:* ART 112, 121, 280 and permission of instructor. Lab fee.

ART 282

ADVANCED STUDIO: SCULPTURE (3)

Studio experience in sculpture beyond ART 281. *Prerequisite:* ART 281 and permission of instructor. Lab fee.

ART 291

INDIVIDUAL PROJECTS IN ART (V1-3)

An opportunity for expansion of individual skills outside of the regular curriculum. The student must have had the appropriate foundation level courses relative to the basic studio course. *Prerequisite:* 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

INDIVIDUAL PROJECTS IN CINEMA (V1-5)

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

DANCE 130

BEGINNING JAZZ TECHNIQUE (2)

Course consists of movement studies designed for students interested in developing technique in a highly energized theatrical style of jazz dance. Concurrent enrollment in DANCE 151 recommended. May be repeated for a maximum of 4 credits.

DANCE 151

CONTEMPORARY DANCE I (2)

Technique work at the barre and center floor designed to tune the dancer's instrument; to gain flexibility and strength; to extend the student's movement vocabulary; to

develop an awareness of the use of shape and space, time and energy. May be repeated for a maximum of 4 credits. Lab fee.

DANCE 152

CONTEMPORARY DANCE II (2)

A continuation 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 advisor. Course may be repeated for a maximum of 6 credits. Lab fee.

DANCE 161

COMMUNITY MUSICAL PRODUCTION (V1-5)

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 MUSIC 161 and DRAMA 161.) Course and credit determined by student's role in production. May be repeated for credits. *Prerequisite: Audition and/or instructor permission.*

DANCE 201

DANCE ENSEMBLE (V1-5)

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

INDIVIDUAL RESEARCH (V1-3)

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

PLAY ANALYSIS (3)

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

DRAMA 112

THEATRE PRODUCTION I (V2-5)

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

peated for a maximum of 15 credits.

DRAMA 120

STAGECRAFT: SETS/PROPS (3)

Intensive lecture/laboratory course in basic theories, techniques, and equipment of set and property construction and scene painting. Crew work required in addition to scheduled class hours.

DRAMA 121

STAGECRAFT: COSTUMES (3)

Intensive lecture/laboratory course in basic theories, techniques, and equipment of stage costumes. Crew work required in addition to scheduled class hours.

DRAMA 122

STAGECRAFT: LIGHTS/SOUND (3)

Intensive lecture/laboratory course in basic theories, techniques, equipment, and control of lighting and sound production. Crew work required in addition to scheduled class hours.

DRAMA 125

GREAT PLAYS (5)

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

DRAMA 126

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. Offered alternate years.

DRAMA 146

THEATRE VOICE AND SPEECH (3)

Stage vocal techniques and exercises with a concentration on practical application of these techniques for use on the stage and in other performance situations.

DRAMA 151

ACTING: MOVEMENT (5)

Tuning the actor's instrument; relaxation, fluidity, flexibility, agility. Develop specific skills: tumbling, stage fights, juggling, and manipulation (mime). Projects: work on specific dramatic situations that will incorporate both character work and strenuous physical activity; i.e., a fight.

DRAMA 152

ACTING: IMPROVISATION (5)

Working with the actor's instrument: working individually and with others; loosening up; thinking on one's feet; developing a positive sense of play and interplay through games; words; developing a situation; listening; playing objectives; playing the situation. Projects: the ensemble creation of a theatre piece through improvisation, and/or a practical examination of the different problems involved with rehearsing a play which was written through improvisations.

DRAMA 153

ACTING: SCENE STUDY (5)

Working with text; character analysis; textual analysis; rehearsal tools. Acting one's age; playing against type, underplaying, overplaying; rhythm, timing, pacing,

achieving an objective through work on scenes and monologues. Project: working as an ensemble on a theatre piece to be presented at the end of the quarter at a public performance.

DRAMA 161

COMMUNITY MUSICAL PRODUCTION (V1-5)

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 and MUSIC 161.) Course and credit determined by student's role in production. May be repeated for credit. *Prerequisite: Audition and/or instructor permission.*

DRAMA 211

CHILDREN'S THEATRE (4)

A course designed to teach potential organizers of children's dramatic activities the skills of play selection, direction, rehearsal, publicity, and production. Focus will be on story telling, puppetry, folk songs, pantomime, and other children's dramatic activities utilizing non-specialized, inexpensive resources.

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 213

THEATRE PRODUCTION II (V3-5)

Participation in a full-scale drama production as a member of the cast or technical crew. Provides working experience. May be repeated for a maximum of 15 credits. *Prerequisite: DRAMA 112; audition or permission of instructor.*

DRAMA 239

STAGE MAKE-UP (2)

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

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 or permission of instructor.*

DRAMA 274

GREAT AGES OF THE WESTERN THEATRE (5)

History of the western theatre and its drama to the present. Designed to acquaint the student with the magnitude and scope of the theatre as a vital part of the history of man and civilization. Lecture and discussion. Offered alternate years with SPCH 249.

DRAMA 292

INDIVIDUAL RESEARCH (V2-5)

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. *Prerequisite: DRAMA 101 or permission of instructor.*

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. Offered alternate years with DRAMA 274.

Music

Suggested minimum program for music majors and minors:

First year:

MUSIC 110, 111, 112—First Year Theory

MUSIC 140—1st Year Private Instruction I

Participation in at least one performing group each quarter

Second year:

MUSIC 210, 211, 212—Second Year Theory

MUSIC 240—2nd Year Private Instruction I

Participation in at least one performing group each quarter

MUSIC 100

COLLEGE CHOIR (3)

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

COMMUNITY SYMPHONIES (1)

College credit for BCC students playing in approved community or symphony groups. Usual rehearsal time is one evening a week. See Music Program for approved groups. May be repeated for a maximum of six credits. *Prerequisite: Prior enrollment in MUSIC 101 or permission of Music Program chairperson.*

MUSIC 102

BELLEVUE COMMUNITY BAND (1)

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: Prior enrollment in MUSIC 102 or permission of music program chairperson.*

MUSIC 104

SMALL INSTRUMENTAL ENSEMBLES (2)

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)

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 MUSIC 100 and prior enrollment in MUSIC 105 or permission of instructor.*

MUSIC 106

STAGE 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: Prior enrollment in MUSIC 106 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. Ear-training a part of course. Desirable to have some performance experience on any instrument. If uncertain of ability, confer with Music Program. *Prerequisite: 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 130

GROUP PIANO INSTRUCTION I (2)

For the beginner. To prepare the music major for eventual piano competency requirement and provide beginning keyboard experience for nonmajors. Basic music reading, keyboard technique, interpretation, simple chording.

MUSIC 131

GROUP PIANO INSTRUCTION II (2)

Expansion of basic keyboard and music reading skills taught in MUSIC 130 to more keys, chord combinations, and performance of more complex compositions. For specific course objectives, see music program chairperson. *Prerequisite: MUSIC 130 or permission of music program chairperson.*

MUSIC 140

FIRST-YEAR PRIVATE INSTRUCTION I (2)

Private instruction on all instruments listed below with college-approved teacher. Beginning through advanced levels, half-hour lesson weekly for 10 weeks. Fee for private study in addition to normal college fees. (Maximum six credits in three quarters.) *Prerequisite: Permission of Music Program chairperson.*

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

MUSIC 143

FIRST-YEAR PRIVATE INSTRUCTION II (3)

Intended primarily for the serious music student; instruction at intermediate through advanced levels. Weekly lessons of 45 minutes to one hour for 10 weeks with college-approved teacher. Fee for private study in addition to normal college fees. (Maximum nine credits in three quarters.) *Prerequisite: Permission of Music Program chairperson.*

MUSIC 161

COMMUNITY MUSICAL PRODUCTION (V1-5)

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 and DRAMA 161.) 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 9th, 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

SECOND-YEAR PRIVATE INSTRUCTION I (2)

Continuation of MUSIC 140

Half-hour weekly lesson with college-approved teacher on all instruments listed in MUSIC 140. Fee in addition to normal college fees. (Maximum six credits in three quarters.) *Prerequisite: For students who have earned at least three quarters of college credit on the same instrument for which enrollment in this course is intended, and permission of the Music Program chairperson.*

MUSIC 243

SECOND-YEAR PRIVATE INSTRUCTION II

(3)

Continuation of MUSIC 143; intended for serious music student. Minimum of 45 minutes to one-hour lesson weekly for 10 weeks with college-approved teacher. Fee for private study in addition to normal college fees. (Maximum nine credits in three quarters.) *Prerequisite: For students who*

have earned at least three quarters of college credit on the same instrument for which enrollment in this course is intended, and permission of the Music Program chairperson.

MUSIC 291

INDIVIDUAL PROJECTS IN MUSIC (V1-3)

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. May be repeated. *Prerequisite: Permission of instructor.*

HOME AND COMMUNITY EDUCATION



Administration of Criminal Justice

ADMCJ 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.

ADMCJ 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.

ADMCJ 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, a survey of model organization charts for various size agencies. An introduction to police budgets and financing.

ADMCJ 104

CRIMINAL LAW I (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.

ADMCJ 111

INTERVIEWING AND DETECTION OF DECEPTION (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.

ADMCJ 200

CRIMINAL EVIDENCE (5)

An analysis not only of the statutes and recent decisions of the courts dealing with the production and presentation of evidence in criminal trials, but also of the three major classifications of evidence—direct, circumstantial, and real.

ADMCJ 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, methods of obtaining information from people, development of informational sources and a brief survey of the interrelationship of the criminal laboratory functions together with agencies in the criminal justice system.

ADMCJ 204

CRIMINAL LAW II (5)

This second year course provides examination of arrest and the necessity for probable cause of the exclusionary rules, of search and seizure, of the Hearsay Rule and its exceptions and of civil and criminal liability of law enforcement officers. *Prerequisite: ADMCJ 104 or permission of instructor.*

ADMCJ 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.

ADMCJ 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.

ADMCJ 253

DRUGS AND ALCOHOL (5)

A study of the effects of drugs and alcohol on contemporary society. The course is designed to provide criminal justice system practitioners and students with information about laws relating to the use, possession and sale of various drugs and information about the identification of drugs.

ADMCJ 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.*

ADMCJ 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.*

ADMCJ 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.

ADMCJ 295

SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (VI-5)

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

Consumer Education

CONED 100

INTRODUCTION TO 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, price, identifying quality, some legal aspects of consumership, and consumer protection agencies. (This course was designated HOMECE 222 in 1977-78.)

CONED 150

INTRODUCTION TO CONSUMER BEHAVIOR (3)

A study of the dynamics of consumer behavior and of the

awareness critical to effective, responsible consumerism in a free enterprise system. (This course was designated HOMECE 224 in 1977-78.)

CONED 160

CONSUMER ALTERNATIVES IN THE MARKETPLACE: HOUSING AND TRANSPORTATION (3)

The planning, evaluating, and purchasing of consumer goods and services to provide information, exercises, and other reasoning tools for effective consumer decision-making.

CONED 161

CONSUMER ALTERNATIVES IN THE MARKETPLACE: HOME FURNISHINGS AND EQUIPMENT (3)

The planning, evaluating, and purchasing of consumer goods and services to provide information, exercises, and other reasoning tools for effective consumer decision-making. (This course was designated HOMECE 169 in 1977-78.)

CONED 162

CONSUMER ALTERNATIVES IN THE MARKETPLACE: PROFESSIONAL AND SEMI-PROFESSIONAL SERVICES (3)

The planning, evaluating, and purchasing of consumer goods and services to provide information, exercises, and other reasoning tools for effective consumer decision-making.

CONED 200

PERSONAL AND FAMILY FINANCE (5)

A study of the acquisition and utilization of family economics resources and the effect of values, standards, and goals on family spending. (This course was designated HOMECE 221 in 1977-78.)

CONED 250

CONSUMER LAW (5)

An analysis and evaluation of the rules established by the legislation, judicial decisions, or customs concerning consumer rights and responsibilities in the free enterprise system.

CONED 290

SPECIAL INTERESTS IN CONSUMER EDUCATION (3)

Seminars, supervised individual study, and/or workshops in special projects or topics in consumer education.

Early Childhood Education

EC ED 131

ORIENTATION TO THE HANDICAPPED CHILD (5)

An introductory course designed to acquaint students with the educational, social and developmental patterns of the handicapped child. The impact of a disability on the child, on his family, and on his future also will be explored. Lecture and participation.

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.

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 IN EARLY CHILDHOOD EDUCATION (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. *Prerequisite: Permission of instructor. Lab fee.*

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

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 CHILDHOOD EDUCATION (V1-5)

A study of selected topics or approved work experience in the field of Early Childhood Education. May be repeated for a maximum of 15 credits. *Prerequisite: 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. May be repeated for a maximum of 15 credits. *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

HOMEC 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.

HOMEC 108

INTRODUCTION TO FASHION (2)

An overview of the fashion industry: its structure, economic importance, terminology, designers, dynamics of fashion, consumer guidelines, and careers in fashion.

HOMEC 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.

HOMEC 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. Lab fee.

HOMEC 111

CLOTHING STUDY (3)

A study of the aesthetic, economic, psychological, and sociological aspects of clothing selection. Construction of apparel using commercial patterns, stressing basic skills.

HOMEC 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.

HOMEC 198

PRACTICUM IN FASHION MERCHANDISING (3)

Selected observations and in-store experiences in the merchandising of ready-to-wear apparel. *Prerequisite: Permission of instructor.*

HOMEC 200

SPECIAL INTERESTS IN HOME ECONOMICS (2)

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

HOMEC 212

CLOTHING CONSTRUCTION (5)

Intermediate to advanced clothing construction including wardrobe analysis, special fitting techniques, custom finishing, and consumer concerns. *Prerequisite: HOMEC 111 or permission of instructor.*

HOMEC 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.

HOMEC 235

NUTRITION AND DISEASE (5)

Application of the principles of human nutrition, including underlying biochemical and physiological components, to therapeutic needs, dietary treatment of nutrition-related diseases, malnutrition, and nutrition in the prevention of disease. *Prerequisite: HOMEC 130.*

HOMEC 255

MARRIAGE AND THE FAMILY (5) (Same as SOC 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.*

HOMEC 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.

HOMEC 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. *Prerequisite: HOMEC 256.*

HOMECE 298

PRACTICUM IN FASHION MERCHANDISING (5)

Study, analysis and practice in the merchandising of ready-to-wear apparel and development of job finding skills. *Prerequisite:* HOMECE 198 or MKTG 197.

Interior Design Technology

INDES 164

VISUAL PRESENTATIONS (3)

This course will cover concepts and techniques of presentations using boards, transfer type, different media, perspectives, models and photography. Design and development of a student portfolio will be included. *Prerequisite:* INDES 170, 175.

INDES 165

PROFESSIONAL PRACTICES I (2)

This course will include a description of the resources and services available to interior designers, and procedures for entering the field professionally, support services, professional procedures with clients, and client communications. *Prerequisite:* INDES 170, 175.

INDES 166

PROFESSIONAL PRACTICES II (2)

This course will clarify levels of employment in the interior design field, employer expectations, ethics, procedures, business forms, professional organizations, and job related problems. *Prerequisite:* INDES 170, 175.

INDES 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.

INDES 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.

INDES 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.

INDES 176

ARCHITECTURAL DRAWING AND CONSTRUCTION (3)

A course for refining basic drafting skills, developing comprehension of architectural construction details, and developing an awareness of the materials, characteristics and methods of residential construction. *Prerequisite:* INDES 175.

INDES 199

PRACTICUM IN INTERIOR DESIGN TECHNOLOGY (3)

Selected observations and experiences in interior design technology and furniture merchandising. *Prerequisite:* ART 110, INDES 168, 170, 175 or permission of instructor.

INDES 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. *Prerequisite:* INDES 170, 175.

INDES 271

INTERIOR DESIGN III (3)

A course focusing on techniques of design problem-solving through an actual client situation, identifying and using style concepts in contract and residential design, making specifications and estimates. *Prerequisite:* INDES 170, 175, 270.

INDES 272

INTERIOR DESIGN IV (3)

This course includes problem-solving work that will cover residential and contract projects. A final individual project will be given that will encompass a total design solution using traffic patterns, space planning, furniture selection, layouts, estimating, specifications, and presentation techniques. *Prerequisite:* INDES 170, 175, 270.

INDES 299

PRACTICUM IN INTERIOR DESIGN TECHNOLOGY (5)

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

PARED 135

SPECIAL TOPICS IN PARENT EDUCATION (V1-5)

A study of selected topics or special seminars in parent education.

Social Work

SOCWK 100

ORIENTATION TO SOCIAL/HUMAN SERVICES (3)

An overview of the Social/Human Services field and the new professional role within the major helping disciplines. Introduction to the training curriculum, occupational careers, attitudes, values, behavioral and cultural differences, basic knowledge and skills, individual and group relationships, and system and community awareness.

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 a 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)

Analysis of 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 (3)

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

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 or permission of instructor.*

SOCWK 215

GROUP PROCESSES AND LEADERSHIP (3)

A course focused on group work including the knowledge of group structures, processes and methods; further emphasis on skills in leadership, decision-making, goal setting, problem-solving and communication patterns affecting groups will be studied. Training will be provided through group participation, role-playing and interactional simulations. *Prerequisite: SOCWK 200 or permission of instructor.*

SOCWK 220

COMMUNITY ORGANIZATION AND CHANGE (3)

A course focusing on basic community organization skills; emphasis on identifying community needs, strategies affecting institutional change and the implementation of social planning, social action, program development and management to organize and change communities. The roles of change agent, client advocate and community planner will be examined. *Prerequisite: SOCWK 200 or permission of instructor.*

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 280

PRACTICUM IN SOCIAL/HUMAN SERVICES

(5)

Orientation to agencies providing Social/Human Services. Introduction to people needs, the scope of helping services and practical service delivery. Beginning knowledge and understanding of functions and work-related skills through on-the-job application and supervision. *Prerequisite: SOCWK 100, 105, 110, 112 and 165 or permission of instructor.*

SOCWK 281

PRACTICUM IN SOCIAL/HUMAN SERVICES

(5)

Supervised participation and practical field experiences, acquiring competence in the delivery of social services. Emphasis upon understanding the agency, its structure, functions and clientele; and accepting services assignments focused on the helping process. *Prerequisite: SOCWK 280 or permission of instructor.*

SOCWK 282

PRACTICUM IN SOCIAL/HUMAN 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 281 or permission of instructor.*

SOCWK 291

SPECIAL SKILLS IN SOCIAL/HUMAN SERVICES (V1-5)

A course focusing on various skills, methods and practice fields within social/human services. Course provides specialized study, training and skills as indicated by the interests and needs of students, service agencies and the community. *Prerequisite: Permission of instructor.*

HUMANITIES



Communications

COMM 140

NEWSWRITING (2)

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

COMM 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 COMM 140. (No more than nine hours of COMM 141 may apply toward the Associate in Arts Degree.)

COMM 143

EDITING LABORATORY I (3)

Techniques and responsibilities of newspaper editing; emphasis upon copyreading, headline writing, pasteup and design. (Individualized instruction.) *Prerequisite: Permission of instructor.*

COMM 144

EDITING LABORATORY II (3)

Techniques and responsibilities of newspaper editing; emphasis upon story assignment, selection of news, selection of wire copy, page display, photo editing. (Individualized instruction.) *Prerequisite: Permission of instructor (COMM 143 recommended).*

COMM 145

ADVERTISING LABORATORY (4)

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

COMM 147

MAGAZINE EDITING LABORATORY (2)

Typography, editing techniques, book design. (Individualized instruction.) *Prerequisite: Permission of instructor.*

COMM 150

UNDERSTANDING THE COMMUNICATION MEDIA (5)

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

COMM 151

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.)

COMM 155

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.

COMM 161

BASIC BROADCASTING (4)

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

COMM 162

RADIO BROADCASTING LABORATORY (3)

Practice in broadcasting, focused on operation of the student radio station, KBCS. Students will develop skills in announcing, directing, and producing. *Prerequisite:*

COMM 161 and permission of instructor and Radio-Telephone Third Class Operator permit with broadcast endorsement.

COMM 163

RADIO PRODUCTION LABORATORY (3)

Program production focused on operation of KBCS. No more than nine hours of COMM 163 may apply toward the Associate of Arts Degree. *Prerequisite:* COMM 162 and permission of instructor and Radio-Telephone Third Class Operator permit with broadcast endorsement.

COMM 200

THE COMMUNICATIONS PROCESS (5)

Studies the means by which humans relate and share. Looks at the full spectrum of communications behavior, verbal and non-verbal, in small groups, as well as through mass media. Investigates by observing the theories in their application. Considers communication failures and successes in daily life.

COMM 240

ADVANCED NEWSWRITING (3)

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

COMM 241

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 and permission of instructor. Lab fee.

COMM 245

PRACTICUM IN JOURNALISM (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:* COMM 140, 141 and permission of the instructor. Enrollment only by arrangement with the Communications Program.

COMM 250

LEGAL ASPECTS OF COMMUNICATIONS (5)

Regulations governing publication and broadcasting in the mass media.

COMM 261

RADIO NEWS BROADCASTING (3)

Writing, editing, and producing news for radio. *Prerequisite:* COMM 140 and 161 and permission of instructor.

COMM 262

TELEVISION NEWS (3)

Writing, editing, and producing news for television. *Prerequisite:* COMM 261 and permission of instructor. (CINE 141 and MEDIA 125 also desirable.) Lab fee.

COMM 265

PRACTICUM IN BROADCASTING (5)

Ten hours a week spent working in a local broadcast outlet. By arrangement only with the Communications Program. *Prerequisite:* Permission of instructor.

COMM 266

ADVANCED PRACTICUM IN BROADCASTING (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. No more than 9 hours can apply to graduation. *Prerequisite:* Third-class (with broadcast endorsement), second-class or first-class Radio-Telephone Operator's license and permission of instructor.

COMM 291

SPECIAL PROJECTS IN COMMUNICATIONS (V1-5)

Individual projects in broadcasting, journalism and advertising, which will enhance the knowledge, skills and experiences gained in specific communications courses. Arrangements should be made with a communications instructor. *Prerequisite:* Previous Communication enrollments and permission of instructor.

English

ENGL 100

DEVELOPMENTAL ENGLISH (5)

A course in basic English communication skills, its content and goals to be partly determined by the needs and goals of the participants. Emphasis falls upon writer's voice, the focus of writing, and the organization of the parts and the whole of writing. Individual help is available in mechanics.

ENGL 101

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, which is college-level, not remedial, emphasizes grammar, usage, sentence structure, and punctuation in the context of the student's own writing. The content and goals will be partly determined by the needs of the participants.

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)

A broad introduction to major plays including a variety of works from traditional and modern playwrights. Its primary objective is to enable the student to enjoy drama more fully through understanding its conventions, styles, and techniques.

ENGL 112

INTRODUCTION TO LITERATURE—FICTION (5)

A study of fictional forms ranging from short stories to novels, exploring the techniques and effects achieved.

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: BEOWULF 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 (5)

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

DIRECTED READING AND RESEARCH (V1-5)

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

ENGL 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 5 to 15 credits depending on his previous background and makeup of the FLAP course. *Prerequisite: 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 great 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, 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. *Prerequisite: FRNCH 102: 101 or equivalent; FRNCH 103: 102 or equivalent.*

FRNCH 111, 112, 113

BEGINNING FRENCH (3) (3) (4)

Basic study of French grammar and idiomatic usage of the language. The three courses correspond to FRNCH 101, 102. Students may transfer into 103 after completing 113.

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. *Prerequisite: GERMN 102: 101 or equivalent; GERMN 103: 102 or equivalent.*

GERMN 104v (FLAP)

INDIVIDUALIZED FIRST-YEAR GERMAN (V1-15)

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 1 and 15 credits for completing the equivalent of an entire year's study of German in one quarter.

GERMN 104t

INDIVIDUALIZED GERMAN (on cable TV) (V1-15)

The student is permitted to progress at his own speed. No minimum or maximum work is required in a given period. Students may earn between 1 and 15 credits. Emphasis is placed on reading, writing, and translating German. Unit quizzes will have to be taken in the department under supervision.

GERMN 111, 112, 113

BEGINNING GERMAN (3) (3) (4)

Basic study of German grammar and idiomatic usage of the language. The three courses correspond to GERMN 101, 102. Students may transfer into 103 after completing 113.

GERMN 201

BASIC SECOND-YEAR GERMAN (5)

Intensive practices in reading and writing German. Systematic review of German grammar. All practice based on selected pieces of German literature. Free oral composition. *Prerequisite: GERMN 103 or equivalent.*

GERMN 202

INTERMEDIATE SECOND-YEAR GERMAN (5)

Continuation of GERMN 201. *Prerequisite: GERMN 201 or equivalent.*

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 equivalent.*

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. *Prerequisite: 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. *Prerequisite: SPAN 102: 101 or equivalent; SPAN 103: 102 or equivalent.*

SPAN 111, 112, 113

BEGINNING SPANISH (3) (3) (4)

Basic study of Spanish grammar and idiomatic usage of the language. The three courses correspond to SPAN 101, 102. Students may transfer into 103 after completing 113.

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.*

Media Technician

MEDIA 100

INTRODUCTION TO AUDIOVISUAL MEDIA

(3)

Acquaints the student with the role of audiovisual media. Includes a brief history of the audiovisual movement in education, and an introduction to theories of communication, learning, and perception. Examines the strengths and limitations of each medium. The varied skills needed to be a media technician are covered.

MEDIA 101

MEDIA TECHNICIAN CAREER ANALYSIS (2)

Encourages the student to seriously evaluate the many opportunities in today's media market. Examines the problems of getting and keeping a job in media. (Designed to be taken concurrently with MEDIA 100.)

MEDIA 105

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, and application of specific equipment for specific situations.

MEDIA 110

MANAGEMENT OF MEDIA CENTERS (5)

Processes for selection and cataloging of audiovisual materials, media center operation and management, and other related areas such as budgeting and inventory will be covered.

MEDIA 115

UTILIZATION OF SINGLE CAMERA AND SMALL FORMAT TELEVISION EQUIPMENT (3)

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

MEDIA 120

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, 8mm filming, 35mm slide preparation, and duplicating techniques. Lab fee.

MEDIA 121

AUDIOVISUAL MEDIA PRODUCTION II (5)

This course is an extension of Audiovisual Media Production I. It includes multimedia presentations and more elaborate audio and visual displays. Specialized darkroom techniques are studied. Emphasis will be placed on the production of instructional media and duplication of software. *Prerequisite: MEDIA 120.* Lab fee.

MEDIA 125

INTRODUCTION TO SMALL STUDIO TELEVISION PRODUCTION (3)

This course is designed as an initial exposure to studio 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 useful television productions.

MEDIA 126

INTERMEDIATE TELEVISION PRODUCTION

(3)

Advanced technique in the technical and production aspects of instructional and other types of television programming. Emphasis will be on studio and control room design, advanced production techniques, program coordination, and direction of special programs. *Prerequisite: MEDIA 125.*

MEDIA 130

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 105 or permission of instructor. Lab fee.*

MEDIA 150

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 of maintenance, and repair of equipment; in photography, graphics, and television production; and in the management of audiovisual services. *Prerequisite: Permission of instructor.*

MEDIA 291

SPECIAL PROJECTS IN MEDIA (V1-5)

Individual projects in audiovisual 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. This course transfers as social science credit.

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. This course transfers as science credit.

PHIL 160

AN HISTORICAL INTRODUCTION TO THE PHILOSOPHY OF SCIENCE (5)

Study of the historical development of selected concepts from science and from the philosophy of science.

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 religion and the relation of religion to truth, morality, God, and salvation. *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 connection with five to 10 hours private conference with the instructor. *Prerequisite: PHIL 100 and 120 and permission of instructor.*

Speech

SPCH 100

BASIC PRINCIPLES OF ORAL COMMUNICATION (5)

This course involves training in interpersonal communication. Emphasis is on analyzing and experiencing communication variables affecting human relationships such as person perception, feedback, idea development, nonverbal cues, etc. Student participation will be emphasized.

SPCH 220

INTRODUCTION TO PUBLIC SPEAKING (5)

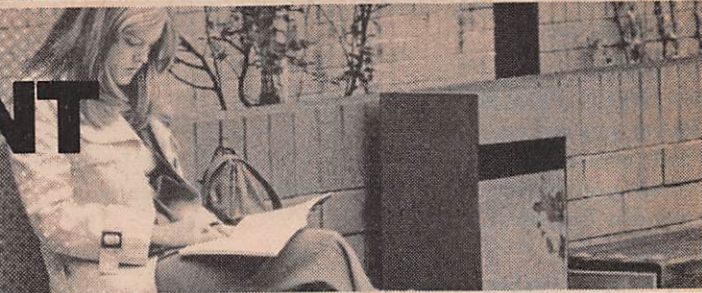
A beginning course in public speaking; preliminary selection, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches. Emphasis will be upon persuasive speaking. Two-thirds of time devoted to student performance.

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. This course transfers as upper division social science credit at University of Washington.

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 courses.

Either Pass or letter grades are available. Most courses above 100 transfer as electives to four-year institutions.

PROGRAM FOR DISABLED/HANDICAPPED STUDENTS

Bellevue Community College encourages disabled/handicapped students to attend BCC and has launched a program which focuses on assisting students in achieving and maximizing independence through emphasis on self-worth and individualization of each student.

The program concentrates on integrating a student with a disability into the campus community through various supportive services which have been designated to allow assimilation into the mainstream of campus life.

ID 071

METRICS FOR CONSUMERS (1)

This course will mainly focus on the metric system as it relates to everyday activities. Emphasis will be placed on the phenomenon of converting to the metric system and its effect on our lives. Lab fee.

ID 073-075

IMPROVING MATH SKILLS (3-5)

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:* ID 073 or 075 or permission of instructor.

ID 083

BASIC READING SKILLS (5)

Course designed to provide developmental reading skills for adults.

ID 085

READINGS ON SUCCESS (5)

Designed to assist students who are reading at the third to fifth level (including foreign born, handicapped and dyslexics). The course emphasizes word attack skills, basic sounds and comprehension. Lab fee.

ID 091-099

WRITTEN COMMUNICATION SKILLS (1-5)

This series of courses assists students who are having problems with basic language (writing) skills. Course is designed to be individually adaptable to various levels of ability and to bring the student's work up to college level. Any combination of 090 courses may be taken up to 15 credits. Lab fee.

ID 091

WRITTEN COMMUNICATIONS (1)
(Writing lab.)

ID 093-095

WRITTEN COMMUNICATIONS (3-5)
(Basic grammar.)

These courses are arranged so that students will learn written grammatical facets and structure of Standard American English. Lab fee.

ID 096

WRITTEN COMMUNICATIONS (5)
(Spelling.)

This course is designed to improve spelling skills. Lab fee.

ID 097

WRITTEN COMMUNICATIONS (5)
(Grammar.)

This course is a continuation of ID 095. Lab fee.

ID 098

WRITTEN COMMUNICATIONS (5)
(Spelling.)

This course is a continuation of ID 096. 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 (WORD HISTORY) (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, Anglo-Saxon and Indo-European derivations.

ID 143-149

READINGS: ON READING AND LEARNING
(3-5)

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 163-169

READINGS: ON READING AND THINKING
(3-5)

This course is designed to assist the student to 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 the student in coping with his own thought processes. Lab fee.

ID 183-189

READINGS: ON READING AND CHANGE (3-5)

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. 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

INDEPENDENT STUDIES (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. Each class may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

HD 099

COLLEGE SURVIVAL (1)

This course is designed to acquaint students with the community college concept and to explore a broad range of education survival strategies (i.e. study skills, exam taking, self-advising, etc.) which are important for the achievement of individual educational goals. Suggested for the general exploratory/undecided student and the college pre-major (transfer) student.

HD 100

SURVEY OF HUMAN POTENTIAL METHODS
(3)

An introductory survey course which acquaints students with the many opportunities which are available in the personal growth field, such as bioenergetic analysis, psychosynthesis, encounter, gestalt, etc. Class includes both discussion and group exercises which explain the theoretical background and specific techniques employed in each process.

HD 152

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.

HD 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. Among the courses offered are (1) personal communication training, (2) assertive training, (3) advanced assertive training, (4) sense and body awareness, (5) attitudes in sexuality, (6) managing stress, and (7) personal encounter. May be repeated for a maximum of 10 credits. *Prerequisite: Permission of instructor.*

HD 172-173

COLLEGE AND CAREER EXPLORATION (2-3)

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.

HD 177

JOB SEARCH SKILLS (2)

This course assists students who are in the process of seeking employment by providing specific job search strategies. Areas to be covered include clarifying career goals, identifying skills, assessing the job market, researching employers, initiating contacts, interviewing, and surviving on the job. Emphasis will be on skill training in self-assertion and systematic career planning. *Prerequisite: Permission of instructor.*

HD 195

PEER COUNSELING I (5)

The initial course in a two-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.*

HD 196

PEER COUNSELING II (5)

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

PHYSICAL DEVELOPMENT AND PERFORMANCE



Activity Courses

P E ACTIVITY COURSES MAY BE REPEATED FOR A MAXIMUM OF TWO CREDITS.

P E 102

CONDITIONING EXERCISES (1) (Women)

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 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 109

PICKLEBALL (1)

The course will take the beginner in pickleball through the basic skills in both singles and double pickleball and develop proficiency in play and strategy. 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 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 119

RACQUETBALL (1)

A beginning course for those individuals who wish to enter into a new world of racquetball through basic instruction, taking the novice from the beginnings of racquetball to game situations. Emphasis will be placed on acquiring basic skills, knowledge of rules and developing the ability to enjoy game situations. 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 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. Lab fee.

P E 137

SPORTS CONDITIONING (2)

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 139

WOMEN'S SELF-DEFENSE (1)

This course is designed to give women an insight into different forms of combative arts and the difference between each. Emphasis on practical offensive and defensive techniques which can be used for self-defense from the art of Karate, Judo and Aikido; offers women an insight into physical fitness programs as they relate to self-defense.

P E 141, 241

VARSITY BASKETBALL (2) (2)

(Maximum 8 credits)

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)

(Maximum 8 credits)

Varsity players only. Winter quarter. *Prerequisite: Permission of instructor.* Lab fee.

P E 144, 244

VARSITY TRACK (2) (2)

(Maximum 8 credits)

Varsity players only. Spring quarter. Lab fee.

P E 146, 246

VARSITY BASEBALL (2) (2)

(Maximum 8 credits)

Varsity players only. Spring quarter. Lab fee.

P E 147, 247

VARSITY TENNIS (2) (2)

Varsity players only. Spring quarter. *Prerequisite: Permission of instructor.* 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.

P E 157

INTERMEDIATE SWIMMING (1)

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

P E 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.*

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 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, 282

VARSITY SOFTBALL (Women) (2) (2)

Varsity players only. Spring quarter. *Prerequisite: Permission of instructor.* Lab fee.

P E 183, 283

VARSITY TRACK

(Women) (2) (2) (Maximum 8 credits)

Varsity players only. Spring quarter. *Prerequisite: Permission of instructor.* Lab fee.

P E 184, 284

VARSITY SOCCER

(Women) (2) (2)

Varsity players only. Spring quarter. *Prerequisite: Permission of instructor.* Lab fee.

P E 187, 287

SOCCER CLINIC (1) (1)

A one-day clinic for teaching, coaching and playing techniques for soccer. Participants will obtain experience in fundamentals of soccer and perfection of these skills.

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, 289

BASEBALL CLINIC (1) (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 198

ADVANCED TENNIS (1)

This class is designed to instruct students in the advanced techniques of tennis. Strategy for singles and doubles will be thoroughly examined, along with instruction on the lob, drop shot, overhead and other advanced elements of tennis. *Prerequisite: P E 158 or permission of instructor.*

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. Lab fee.

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.

P E 164

SKILLS AND MATERIALS IN AQUATICS (2)

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

P E 165

SKILLS AND MATERIALS IN GYMNASTICS (2)

Understanding the fundamental concepts and application of skills and techniques in the teaching of gymnastics; progressive sequence of learning and teaching gymnastic skills. 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 176

PRINCIPLES AND TECHNIQUES OF TRACK AND FIELD (3)

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 190

INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION (3)

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 215

INTERMEDIATE GYMNASTICS (1)

Men and 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.

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.* Lab fee.

P E 224

FUNDAMENTALS OF BASKETBALL (3)

Modern techniques and methods of 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 245

FUNDAMENTALS OF VOLLEYBALL (3)

A course which allows students to develop new and advanced levels of movements and knowledges involved in the sport of volleyball. Students will learn skills and acquire knowledges which will prepare them for competitive programs and coaching volleyball in physical education and recreational settings. *Prerequisite: P E 178 or permission of instructor.* 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 270

PRINCIPLES OF ATHLETIC TRAINING (3)

A course designed to offer experience in the area of athletic training for those entering the fields of physical education, recreation and coaching. Course content will include recognition of athletic injuries, emergency care and treatment, rehabilitation and experience in treatment and prevention of injuries. *Prerequisite: HLTH 292 or permission of instructor.*

P E 271

ATHLETIC INJURY MANAGEMENT (3)

Provides information and development of skills for follow-up after the initial recognition and treatment phase. Use of various modalities: ice packs, hydroculator packs, whirlpools, etc. will be discussed as they relate to different injuries. Rehabilitation programs for regaining range of motion and strength; functional tests to determine the athlete's readiness to return to action; use of protective pads and advanced techniques of taping will be discussed. *Prerequisite: P E 270 or permission of instructor.*

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.

P E 291

BASKETBALL OFFICIATING (3)

A course designed to provide men and women with the basic skills and knowledge to officiate basketball at the intramural and recreation level. The course will provide individuals with sufficient rules knowledge to take the National Basketball Federation Rules examination.

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 160

BASIC PARK MAINTENANCE (2)

A course designed to meet the needs of students in the areas of park and recreation maintenance. Areas covered are special tool recognition, common electrical problems, common plumbing problems, sprinkler systems operation and maintenance, small engine maintenance, safety procedures, common insurance liability, simple repair procedures, repair of games room equipment and gymnasium floor maintenance.

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. Lab fee.

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

PRACTICUM IN 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

PRACTICUM IN SOCIAL RECREATION (2)

Games for family recreation, parties, picnics, clubs, and civic centers. Directed on-the-job experience in recreational activities with adults.

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 200

ADVANCED DIVING TECHNOLOGY (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. Lab fee.

Diving

DIVING 100

INTERMEDIATE SCUBA DIVING (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 and Scuba Certificate and medical certificate.* Lab fee.

DIVING 150

ADVANCED DIVING (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.

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.*

ASTR 104

PLANETARIUM ASTRONOMY (V1-3)

The planetarium will be used to illustrate the motions of the moon and planets. The planetarium instrument will be used to study the reason behind the yearly motion, rising and setting positions of the sun. Create your own planetarium show (optional). Particularly useful to youth leaders and teachers.

ASTR 199

SPECIAL PROBLEMS (2)

Individual projects related to planetarium/astronomy topics. *Prerequisite: 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. Lab fee.

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.* Lab fee.

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 process 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.* Lab fee.

BIOL 210, 211, 212

INTRODUCTORY BIOLOGY (5) (5) (5)

Introduction to the phenomena of life for students intending to go on to more advanced biology courses and into pre-professional programs. Both plant and animal cellular structure, metabolism and energetics, genetic regulation and development, and the nature and evolution of species and groups of organisms. *Prerequisite: One year college chemistry for BIOL 210; BIOL 210 for BIOL 211; BIOL 211 for BIOL 212.* Lab fee.

Botany

BOTAN 111

ELEMENTARY BOTANY (5)

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

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.* Lab fee.

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. Lab fee.

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 and MATH 101 or equivalent.*

CHEM 140, 150, 160

GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5) (5) (4)

These are sequential courses intended for science majors. CHEM 140 and 150 include laboratory experiments. CHEM 160 does not include a laboratory. These courses are intended to teach the student concepts in physical properties of matter, chemical properties of matter, stoichiometry, oxidation-reduction, electro-chemistry, thermodynamics, solutions, acids, bases, equilibria, structure, kinetics radioactivity and related topics. *Prerequisite: MATH 101 or equivalent and CHEM 101 or 105 or equivalent for CHEM 140; CHEM 140 or equivalent for 150; CHEM 150 or equivalent for CHEM 160.* Lab fee for CHEM 140 and 150.

CHEM 199

SPECIAL PROBLEMS

(1 or 2, Maximum 6 credits)

Individualized projects dealing with chemistry-related problems. *Prerequisite: Permission of instructor and two quarters of college chemistry.* Lab fee.

CHEM 221

QUANTITATIVE ANALYSIS (5)

An introductory course in quantitative analysis with emphasis on some contemporary instrumental techniques. *Prerequisite: Two quarters of chemistry.* Lab fee.

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. Laboratory included. *Prerequisite: CHEM 231.* Lab fee.

CHEM 233

ORGANIC CHEMISTRY (4)

Continuation of the lecture portion of CHEM 231 and 232. Topics include functional groups and biologically important compounds. *Prerequisite: CHEM 232.*

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 indepth, concentrated study to develop drafting skills. *Prerequisite: Must be taken concurrently with ENGR 101.*

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 indepth, concentrated study to develop drafting skills. *Prerequisite: DRAFT 101, and must take ENGR 102 concurrently.*

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 indepth, concentrated study to develop drafting skills. *Prerequisite: DRAFT 101; corequisite, ENGR 103.*

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 speciality in one. *Prerequisite: DRAFT 103 and ENGR 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 speciality 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 speciality in one. *Prerequisite: DRAFT 220.*

Ecology

ECOL 100

INTRODUCTON TO ECOLOGY (5)

Survey of climates and weather patterns, geological processes, natural selection, competition, predator-prey interactions, and dynamics of plant and animal communities. Intended for persons wishing to obtain a broad picture of the basic processes taking place in natural environments and of their implications for the kinds of manipulations and degradations of environments associated with human use of the land.

Electronic Soldering

ELSOL 075

ELECTRONIC SOLDERING (3)

This course is for persons working or desiring to work in the electronic industry as solderers whose skills can meet existng military specifications MIL-STD-454, requirements 5, MIL-S-45743C, NHB 5300.4. Students successfully completing the course will be certified to solder per the above requirements. Lab fee.

Engineering

ENGR 100

ENGINEERING ORIENTATION (2)

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, treads 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. *Prerequisite: 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. *Prerequisite: 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 170

FUNDAMENTALS OF MATERIALS SCIENCE

(4)

Elementary principles underlying the structure and properties of materials. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Metals, ceramics, multiphase systems and natural and synthetic polymeric materials are included. Mechanical stress, electromagnetic fields, irradiation and thermal and chemical changes are considered. *Prerequisite: CHEM 150.*

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 — CALCULATOR TECHNIQUES (1)

Introductory problem solving methods and format, use of slide rule or calculators 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. *Prerequisite: 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 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 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 to present civil engineering practice. *Prerequisite: ENGRT 180. Lab fee.*

ENGRT 197

PRACTICUM IN DRAFTING TECHNOLOGY (V3-5)

An 11-week work assignment with an employer who has agreed to provide learning experiences relevant to the student's occupational and skill goals. *Prerequisite: Permission of instructor.*

ENGRT 198

PRACTICUM IN ENGINEERING TECHNOLOGY (V3-5)

An 11-week work assignment with an employer who has agreed to provide learning experiences relevant to the student's occupational and skill goals. *Prerequisite: Permission of instructor.*

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. *Prerequisite: 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 diatomacens earth filters, flocculation systems and chlorinators.
Prerequisite: ENGRT 266.

ENGRT 295

DIRECTED STUDIES (V1-5)

Directed studies to investigate individual civil engineering technology areas in more detail and depth. Enrollment restricted to second-year civil engineering technology or drafting technology students. *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. Lab fee.

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.* Lab fee.

GEOL 150

FIELD GEOLOGY (3)

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

GEOL 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.* Lab fee.

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. Lab fee.

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 history. Lab fee.

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 nutrient and moisture requirements, 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. Lab fee.

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, PHYS 102, or special permission.* Lab fee.

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, baling, burlapping, transplanting, irrigation and feeding methods and related plant management practices. Lab fee.

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 of 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.* Lab fee.

HORT 205**LANDSCAPE DESIGN PROBLEMS (5)**

Advanced presentation techniques applied to residences, multiresidence units, and commercial projects. *Prerequisite: HORT 204 or permission of instructor.* Lab fee.

HORT 206**LANDSCAPE DESIGN PROBLEMS (5)**

Advanced presentation techniques applied to commercial, institutional, and park projects. *Prerequisite: HORT 204, 205 or permission of instructor.* Lab fee.

HORT 209**DENDROLOGY (3)**

Classification and identification of trees; application as environmental, shade trees, street trees, specimen trees, etc.

HORT 223**PRACTICUM IN 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 inservice training in the B.C.C. Greenhouse or with commercial businesses. *Prerequisite: 20 credits in environmental horticulture or permission of instructor.*

HORT 225**PRACTICUM IN LANDSCAPE MANAGEMENT (5)**

A study of the construction and maintenance operations of the environmental landscapes with inservice 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.* Lab fee.

HORT 291**SPECIAL PROBLEMS (V1-5)**

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. *Prerequisite: Permission of instructor.*

Materials Testing

The Materials Testing Program is still in the planning stages at this time. Some aspects of Materials Testing are offered in ENGRT 161 which covers introduction to stress, strain, and material properties.

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. 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**ELEMENTARY FUNCTIONS (5)**

A precalculus course with emphasis on functions. Includes polynomial functions, graphs, theory of equations, rational functions, exponential functions, inverse functions and logarithmic functions. *Prerequisite: 2 years of high school algebra or MATH 101 or permission.*

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.*

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, infinite series, partial derivatives, applications. *Prerequisite: MATH 104 and 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 BA 210 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)**

(Same as BA 240)

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: MATH 105 or equivalent or permission of instructor.*

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 228**ELEMENTS OF DIFFERENTIAL EQUATIONS (3)**

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

MATH 299**DIRECTED STUDY IN MATHEMATICS (V1-2)**

Mathematical reading and/or problem solving projects. Topics and format to be arranged with a math instructor. May be repeated for a maximum of six (6) credits. Primarily intended for students who have completed MATH 126, 205 and/or 238. *Prerequisite: Permission of instructor.*

Meteorology

METR 101**INTRODUCTION TO THE WEATHER (5)**

A quest into the workings of the weather. Discussions of the properties and processes of the atmosphere. The whys of air pollution, precipitation and severe storms. Weather analyses and forecasting. Will include field trips and guest lecturers.

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. Lab fee.

Physical Science

PHYS 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.

PHYS 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.

PHYS 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.

PHYS 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.

PHYS 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. Lab fee.

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.* Lab fee.

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.* Lab fee.

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.* Lab fee.

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.* Lab fee.

Topics in PHYS 123: OPTICS and QUANTUM PHYSICS. Optical instruments, interference, diffraction, polarization, the atom, photons, line spectra, the Uncertainty Principle. *Prerequisite: PHYS 122.* Lab fee.

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. All persons taking oxy-acetylene welding are required to purchase a tip kit. A partial refund will be given when the tip kit is returned. *Prerequisite: Acceptance into program; aptitude test and personal interview.* Lab fee.

WELD 101A

FULL-TIME VOCATIONAL WELDING (12)

Similar to Vocational Welding 101. Offered summer quarter. All persons taking oxy-acetylene welding are required to purchase a tip kit. A partial refund will be given when the tip kit is returned. *Prerequisite: Official acceptance into the program.* 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. Students are required to furnish their own pliers and goggles. This course may be repeated for a maximum of 9 credits. All persons taking oxy-acetylene welding are required to purchase a tip kit. A partial refund will be given when the tip kit is returned. 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. Students are required to furnish their own pliers and goggles. This course may be repeated for a maximum of 8 credits. All persons taking oxy-acetylene welding are required to purchase a tip kit. A partial refund will be given when the tip kit is returned. 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 are required to furnish their own protective leathers and personal hand tools. This course may be repeated for a maximum of 36 credits. Lab fee.

WELD 151s**ARC WELDING (1)**

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 are required to furnish their own protective leathers and personal hand tools. This course may be repeated for a maximum of 36 credits. 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 are required to furnish their own protective leathers and personal hand tools. This course may be repeated for a maximum of 36 credits. Lab fee.

WELD 160**FERROUS WELDING METALLURGY (3)**

A comprehensive course in ferrous metallurgy with special emphasis on welding. Fundamentals of metallurgy will deal with atomic and crystal structures, processing of iron, the making of steel, heat treating, alloying of steels, effects of welding on steels and the practical application of metallurgy to welding.

WELD 161**NON-FERROUS WELDING METALLURGY (3)**

A comprehensive course in non-ferrous metallurgy with special emphasis on welding and crystal structure of metals and the metallurgy of most non-ferrous metals such as zinc, copper, lead, aluminum, beryllium, magnesium and titanium. The effects of welding and the weld ability of these metals will be covered in detail.

WELD 162**WELDING POWER SUPPLIES (3)**

A comprehensive course covering the basic principles of transformer type welders and their various control circuits. The operation and control of circuits of commonly used welding power supplies will be discussed. The operation of MIG power supplies and the relationship of voltage, slope and inductance will be covered in detail.

WELD 201, 202, 203**WELDING SEMINAR (1) (1) (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.*

WELD 204**WELD THEORY (3)**

A lecture course dealing with the theory of welding and will cover such items as the atomic theory, physics of arc energies and the use of chemical and electrical energies to join metals. *Prerequisite: WELD 101; 2nd year standing and permission.*

WELD 265**WELD DESIGN (3)**

A theory course of joint design, weld sequence, fixturing, and dimensional control while fusion welding. *Prerequisite: WELD 101 and 204; 2nd year standing and permission.*

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.* Lab fee.

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.* Lab fee.

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.* Lab fee.

SOCIAL SCIENCE



Anthropology

ANTH 100

INTRODUCTORY ANTHROPOLOGY (5)

The study of man's origins, physical character and social relations through investigation of the remains of past human life, of the divisions of the races of man, of their distribution, 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 of 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 applied 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 subfield of anthropology will be illustrated through specific studies. *Prerequisite: ANTH 202 and PSYCH 100 or permission of the instructor.*

ANTH 296

SPECIAL PROJECTS IN ANTHROPOLOGY (V1-5)

Supervised reading and/or research in selected areas in anthropology. May be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

Economics

ECON 100

INTRODUCTION TO BASIC ECONOMIC PRINCIPLES (5)

A survey course which introduces 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

ECONOMIC ISSUES FOR CONSUMERS (3)

A survey course which looks at basic economic principles from the consumer point of view. It includes consumer protection, principles of personal budgeting, credit investment, insurance, real estate, health care 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

SPECIAL SEMINAR IN ECONOMICS (V1-5)

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.

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 205

PHYSICAL GEOGRAPHY (5)

(Credit given as Natural Science also)

A survey of the character and location of different types of land forms, climates, soils, vegetation, minerals and water resources, together with their significance to human occupancy. *Prerequisite: GEOG 100 advisable but not necessary.*

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.

GEOG 230

WORLD REGIONAL GEOGRAPHY (5)

A study of world geographical relationships which includes the analysis and interpretation of the distribution of demographic, economic, political, social and resource patterns of the contemporary world; the processes responsible for these distributions; and the varying interrelationships from place to place of these geographical patterns.

GEOG 277

INTRODUCTION TO URBAN GEOGRAPHY (5)

A survey of the site and regional location of cities and urban areas. It includes the analysis of the internal structure of the city and problems of urban development and expansion. Particular emphasis is placed on local urban problems in the Seattle-Bellevue area.

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 the 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 172

CONTEMPORARY INDIAN PROBLEMS (5)

The course is designed to give students an awareness of the whole, complicated spectrum of life (bi-cultural dilemma) imposed upon the Indian by society, the federal government, the Bureau of Indian Affairs, state governments and academic institutions.

HIST 189

SPECIAL TOPICS IN HISTORY (V1-5)

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

HIST 201

U.S. HISTORY: DISCOVERY TO INDEPENDENCE (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

U.S. HISTORY: 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

U.S. HISTORY: U.S. IN THE GLOBAL AGE (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 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.

Political Science

POLSC 101

INTRODUCTION TO POLITICS (5)

Political life in the modern world; the ideas behind its democratic and nondemocratic 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 195

PRACTICUM IN PUBLIC ADMINISTRATION (V3-9)

An 11-week work assignment with a branch of state or local government which has agreed to provide learning experiences relevant to the student's occupational goals. *Prerequisite: Permission of instructor.*

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 235

PRACTICUM IN STATE GOVERNMENT (V3-9)

An 11-week work assignment with the legislative branch of government at the state level which will provide learning experiences relevant to the student's occupational goals. *Prerequisite: Permission of instructor.*

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.

**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 105**INTRODUCTION TO THEORIES OF GROUP
DEVELOPMENT (5)**

Theories of health personality growth i.e., Maslow, Adler, etc. will be explored. Opportunity will be provided for experiential work with each theory.

PSYCH 110**APPLIED PSYCHOLOGY: A VOCATIONAL
APPROACH (5)**

An application of theories of Psychology and vocational settings; will include the study of motivation, and attitudes within the organized setting.

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 180**GROUP PROCESSES (5)**

Theory techniques and experience in Group Processes. Training laboratory concerned with awareness, leadership, membership, and organizational analysis.

PSYCH 181**SPECIAL TOPICS IN PSYCHOLOGY (V1-5)**

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. May be repeated for a maximum of 15 credits.

PSYCH 190**INTRODUCTION TO RESEARCH METHODS
IN THE SOCIAL SCIENCES (5)**

(Same as SOC 223)

Introduction to the philosophy and methods of research in the Behavioral Sciences. Students may conduct and report on research of special interest to them. *Prerequisite: PSYCH 100, or SOC 110, or ANTH 100 or permission of instructor.*

PSYCH 197**PRACTICUM IN PSYCHOLOGY (V3-9)**

An 11-week work assignment with an institution or agency which has agreed to provide learning experiences relevant to the student's occupational goals. *Prerequisite: Permission of instructor.*

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

A learning theory approach to human behavior, with emphasis on stages of development in social and interpersonal learning, language development, and reinforcement theories. The course is particularly useful for persons planning a career in human service areas. *Prerequisite: PSYCH 100.*

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

An overall 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 100.*

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 100 or permission of the instructor.*

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

An introductory study of the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception and personality. *Prerequisite: PSYCH 100, 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 260**SEMINAR IN PSYCHOLOGY (5)**

A study of approved selected psychology topics which are of current interest. May be repeated for a maximum of 15 credits. *Prerequisite: Permission of the instructor.*

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Established 1966

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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 RESEARCH METHODS IN THE SOCIAL SCIENCES (5)

(Same as PSYCH 190)

Introduction to the philosophy and methods of research in the Behavioral Sciences. Students may conduct and report on research of special interest to them. *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 interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception and personality. *Prerequisite: SOC 110, PSYCH 100 or permission of instructor.*

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 relationship, 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. *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

SPECIAL TOPICS IN SOCIOLOGY (V1-5)

An intensive investigation of a given topic. See quarterly bulletin for details. May be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

Social Science

SOCSC 140, 150, 160

SPECIAL TOPICS IN SOCIAL SCIENCE (V1-5)

Selected studies in various social sciences. Courses offered will include opportunities in college governance, community and campus involvement. May be repeated fall, winter and spring for maximum of 15 credits. See current quarterly schedule for details.

SOCSC 201, 202, 203

IMPROVING INTERPERSONAL RELATIONS (3) (3) (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.*

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***Anderson, Arthur L., Welding**

Anderson, Betty M., Chairperson, Sociology Program
B.S., M.A., University of Washington

***Anderson, Katherine, Early Childhood and Parent Education**

B.A., University of Washington;

B.A., Seattle Pacific College

****Anderson, Dr. Stig, Obstetrician/Gynecologist**

Andrew, Fred M., Chairperson, Health Education Program; Chairperson, Industrial First Aid Program; Physical Activities, Cross-country Coach and Track Coach

B.A., M.Ed., Central Washington State College

***Asmussen, Lilah, Individual Development, Financial Instructor; Foreign Student Advisor**

A.A., Bellevue Community College;

B.A., University of Washington

****Auve, Dean, Medical Photographer**

Barnes, Linda F., Counselor/Educational Planner

B.A., Seattle University;

M.Ed., University of Washington

***Barnett, Marjorie M., Graphics**

Belcher, Jacquelyn E., Chairperson, Division of Allied Health; Nursing

B.S., Marymount College;

M.N., University of Washington

****Bell, Dr. Charles, Obstetrician/Gynecologist**

***Bell, Karil H., Counselor, Human Development**

B.A., University of California;

M.A., Ohio State University

***Bennett, Linda, English**

B.A., M.A., Eastern Washington State College

***Berg, Carole A., Chemistry**

B.S., Washington State University;

M.S. University of Washington

***Bielka, Dolores A., Home Economics, Parent Education**

B.A., Central Washington State College;

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Biever, Keith J., Chairperson, Physical Science Program, Chemistry

B.S., South Dakota State University;

M.S., University of Nebraska

Birnbaum, Hilde M., Dr., Chairperson, Economics Program, Economics

M.A., University of Washington;

L.L.D., University of Frankfurt, Germany

Bitterman, Wayne W., Chairperson, Media Technician Program, Media Specialist

B.A., B.Ed., M.Ed., Western Washington State College

Bolliger F. Jean, Associate Dean for Student Programs and Activities

B.A., Long Beach State University;

M.Ed., University of Washington

Bolvin, Boyd M., Dr., Associate Dean of Instruction (Library Media Services)

A.B., B.Ed., University of Puget Sound;

M.L., University of Washington;

Ph.D., University of Southern California

Bonow, W. Burnett, Chairperson, Engineering Program; Chairperson, Quality Control Program, Engineering
B.S., Antioch College, Registered Professional Engineer

***Boose, Dale A., General Business**

B.A., Washington State University

Bosone, Frank P., Associate Dean for Student Information, Services and Systems

B.A., M.Ed., University of Portland

***Brashen, Henry, Speech Instructor**

B.A., M.A., Ph.D., University of Washington

Brewster, Dorothy S., Early Childhood Education

B.A., University of Washington;

M.A., Teachers' College, Columbia University

Brumbaugh, Harley A., Chairperson, Music Program, Music

B.A., M.Ed., Central Washington State College

***Brune, Mary Ellen, Women's Center Coordinator, Counselor, Human Development**

M.A., L.L.B., University of Paris;

M.Ed., Seattle University

***Bruzas, William C., Psychology**

B.S., University of Puget Sound;

M.Ed., University of Washington

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B.S., Cornell University;

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

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