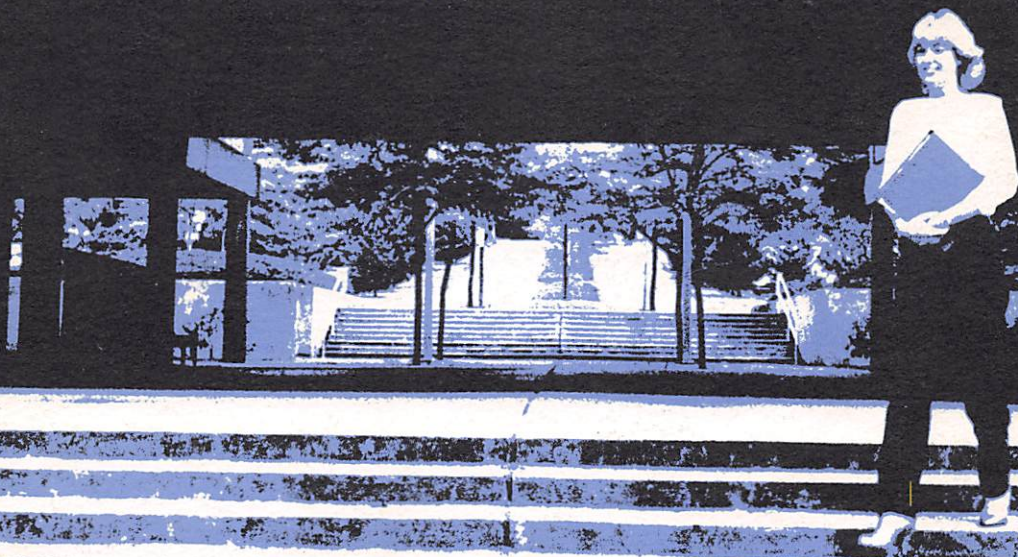
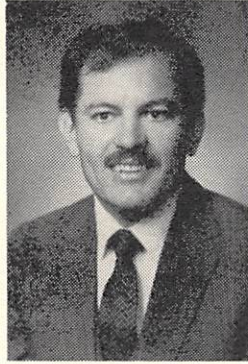


1983-85 Catalog



Bellevue
Community
College

LETTER FROM THE PRESIDENT



On behalf of the Board of Trustees of Bellevue Community College, it is a pleasure for me to invite you to participate in the wide variety of educational programs and services offered by our college. As you peruse the contents of this catalog, you will get an idea of *what* it is that we have to offer. But until you visit the campus

and talk to the students, faculty and staff, you will miss out on the richness and depth of opportunity that awaits you here.

Our uniqueness as a community college comes from the commitment of all those *who* work here to provide quality service to our students whether through classroom instruction, counseling in career selection and preparation, library and media services, student extracurricular activities, or by willing and eager sharing of information regarding admission, registration, financial aid, and transfer options. I say this because *what* we are as a college can only really be known by finding out *who* we are.

Finally, you need to know that we owe our existence to an act of the State Legislature. The contents of this document reveal the scope of the mission given to us by that act to provide for your need for higher education. That is *why* we're interested in serving you. Call or visit our campus any time to let us know what your interests are.

Paul M. Thompson



CATALOG FOR 1983-85 CATALOG FOR
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Bellevue Community College is fully accredited by the Washington State Board of Community College Education and by the Northwest Association of Secondary and Higher Schools which is the national registered association for accreditation and is listed in the latest edition of "Higher Education," published by the United States Office of Education.

Student Responsibility for Catalog Information

Every effort is made to insure the accuracy of the information in this catalog; however, the possibility of changes in areas such as funding, personnel and policy require the College to reserve the option to amend, revise or modify any provision of the catalog and to add or withdraw courses without prior notification.

Because of the necessity for periodic change in the curriculum, the provisions of this catalog should not be regarded as an irrevocable contract between the student and the College.

Affirmative Action Policy

Bellevue Community College, Community College District 8, does not discriminate on the basis of sex, ethnicity or handicap in the educational programs and activities which it operates and is prohibited from discriminating in such a manner by law. All College personnel and persons, vendors and organizations with whom the College does business, are required to comply with all applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Federal Privacy Act

Pursuant to Section 7 of Public Law 93-579 commonly known as the Federal Privacy Act which became effective on September 27, 1975, notice is hereby given that disclosure of a student's social security number for the purpose of admission and registration at Bellevue Community College is voluntary on the student's part. However, the state Board for Community College Education records system requires that each student have a unique nine-digit number. For this reason, Bellevue Community College requests use of each student's social security number rather than assigning a student another nine-digit number. The social security number is used as an identifier in the college record system and is not released to any federal, state or private agency without the written consent of the student. Bellevue Community College will not deny any individual the right, benefit or privilege provided by law because of such individual's refusal to disclose his social security number.



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CATALOG STAFF

Editor: Dawn Reynolds

Assistant Editor: Cheryl Johnson

Community Relations Support Staff:

Charlene Marshall

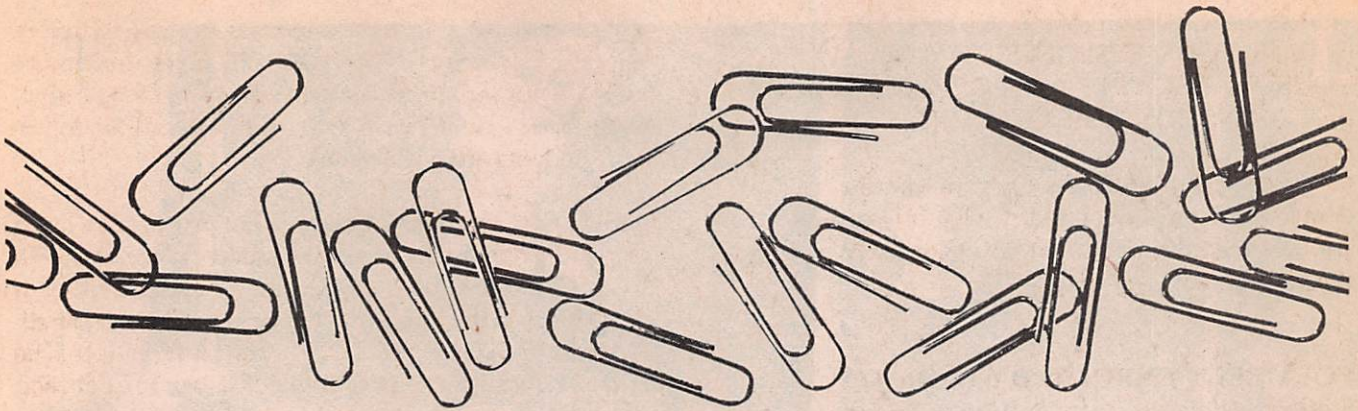
Craig Torstenbo

Graphics Production: Teri Fox

Photography:

Cover: John Wesley

Inside: Glen Lindsey



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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

To apply for admission to Bellevue Community College you are required to complete the "State of Washington Application for Admission or Readmission." This form is available in high school offices and in the BCC Admission Center located in A101. After completing the form, return it to the Office of Admissions.

You will be admitted as a matriculated student to Bellevue Community College in the order, in which your admission materials are completed.

WHAT IS A MATRICULATED STUDENT?

In reading this catalog, you will repeatedly run across the term "matriculated." A matriculated student is one who has submitted an admissions application, provided the college with all previous educational transcripts, and declared a major field of study. One advantage of being matriculated is that you have priority over nonmatriculated students during registration for classes.

WHAT IS A NONMATRICULATED STUDENT?

Nonmatriculated students are those who do not have a current application for admission on file and who have

not been admitted to a college program. If you are a nonmatriculated student you may enroll for college credit courses only on a "space available" basis. The credits you earn will still be applied toward a BCC Associate in Arts degree, Certificates of Achievement or Completion, the college transfer program or a diploma from the Adult High School program. At least 30 credits must be earned as a matriculated student to qualify for an associate degree. Enrollment as a nonmatriculated student implies that the college assumes no commitment to assure your matriculation or participation in college academic or occupational programs at a later date.

ADMISSION PROCEDURES

To be accepted for admission as a matriculated student at Bellevue Community College, you must have the following on file in the Admission's Office:

1. A completed "State of Washington Application For Admission or Readmission."
2. *Transcripts of High School and/or Other College Work.* An official, eight-semester high school transcript is required of all matriculated students. If you are currently a high school senior, you may submit a copy of your Washington Pre-College test or a sixth semester transcript for admissions purposes. Some BCC two-year occupational programs require that you submit a transcript of your seventh semester before they will accept you into their program. Your complete, eight-semester transcript should be filed as soon as you graduate from high school.
3. *Transcripts from other Colleges.* If you have previously completed 45 college quarter credit hours or more, you do not need to submit a high school transcript

--unless the particular program you are entering requests it. IT IS YOUR RESPONSIBILITY TO SEE THAT YOUR TRANSCRIPTS ARE FORWARDED TO THE BCC ADMISSIONS OFFICE.

4. *Washington Pre-College Test.* If you are currently enrolled in high school and plan to attend BCC, it is strongly recommended that you take the Washington Pre-College Test.

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 and submit updated transcripts as required.

RESIDENCE CLASSIFICATION INFORMATION

Residency status is determined at the time the application for admission is processed. A resident is a U. S. Citizen, Permanent Resident, Refugee-Parolee or Conditional Entrant who (1) is financially independent; (2) has established a domicile in the state of Washington for other than educational purposes for a period of at least one full year prior to the beginning date of the quarter; or (3) is a dependent student whose parents or legal guardians have maintained a domicile in the state of Washington for at least one full year prior to the beginning date of the quarter; and (4) who further meets and complies with all applicable requirements of WAC 250-18-030 and 250-18-035.

Students meeting the above criteria who were previously classified as non-residents are responsible for requesting a change in their residency status. Forms and information are available in the Registration Center.

Any questions concerning residence classification should be referred to the Residency Classification Office, Registration Center, A-111, telephone 641-2216.

ADMISSION FOR FOREIGN STUDENTS

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

1. State of Washington Community College Admission form.
2. Translated copies of all scholastic records (i.e. High School, previous College, Language Schools, etc.).
3. Foreign students are also required to submit a Declaration and Certification of Finances or a notarized Affi-

davit of Support. Estimated expenses for a school year at Bellevue Community College are \$7,000. Students who are unable to provide proof of financial responsibility cannot be accepted, since funds to provide financial aid to foreign students are not available.

4. Bellevue Community College is not prepared to teach English to non-English speaking students who also wish to enroll in the regular curriculum. Therefore, proof of proficiency in the English language has to be submitted. A score of 500 on the TOEFL test is required. (The Language Institute, a part of the Continuing Education program, is an alternative for those who wish to improve their English skills prior to enrolling in the credit program.)

As a foreign student, you will be required to enroll for Student Accident and Sickness insurance for each quarter you 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 you should therefore file an application accordingly. Fall quarter applications are accepted on November first of the previous calendar year.

REGISTRATION

REGISTRATION -- NEW MATRICULATED STUDENTS

A registration appointment will be made for all newly matriculated students upon completion of your admission file.

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, you will be given a scheduled registration appointment by total credits earned.

As a matriculated student, you will be assigned an academic adviser from the division of your choice and/or the program in which you expect to major. You must consult with your adviser during your first quarter in residence at BCC and obtain the adviser's signature on the registration form.

REGISTRATION-- NONMATRICULATED STUDENTS

Nonmatriculated students are permitted to enroll in day

and/or evening classes to the extent that space is available.

SCHEDULE CHANGES

Consult the quarterly class schedule for the dates limiting the adding or withdrawing from a course. Adding a course or withdrawing from a course is accomplished by filling out an "Add-Drop" 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 only when the student returns a completed Add/Drop form, available at the Registration Center, to the Registration Center or to their designee. The criteria used for determining grading and recording procedures for official withdrawals are as follows:

(1) Through the tenth day of the quarter the dropped course does not become a part of the transcript record. Instructor's signature is not required.

(2) After the tenth school day of the quarter and through the end of the sixth week of the quarter, the previously described procedures will be followed. The grade of "W" will become a part of the student's transcript record regardless of grade status at this time. Instructor's signature is not required.

(3) From the beginning of the seventh week of the quarter through the end of the tenth week, students must return a completed Add/Drop form signed by the instructor to the Registration Center. The instructor must sign the withdrawal form. Upon signing the withdrawal form, the instructor will assign to the Add/Drop form one of the following grades: students withdrawing with a passing grade will be graded "W" (withdrawal); those not passing at the point of withdrawal will be graded "K" (failing). For those students who are failing after the sixth week who have had extensive illness or other bona fide reasons, may be assigned, at the instructor's discretion, a "W" (withdrawal).

(4) No official withdrawal will be permitted after the tenth calendar week of the quarter.

(5) 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 above except that under unusual circumstances, the student's program adviser, counselor, or the administrator responsible for registration may give permission and the student would receive a "W". Failure to

do this will not constitute an official withdrawal and will cause forfeiture of any refund.

MILITARY WITHDRAWAL

If you submit proof of voluntary enlistment in the Armed Forces, you may receive credit and/or a refund of fees and no credit as follows:

1. During the first one-third course, you would receive a full refund of fees and no credit.

2. During the second one-third of the course, you would receive one-half credit, without a letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of your fees would be refunded.

3. Withdrawal during the last one-third of the course would entitle you to full credit, no letter grade and courses specified. A letter grade may be earned upon recommendation of the instructor. There would be no monetary refund.

REMOVAL OF AN INCOMPLETE GRADE

If you have performed at a passing level during the quarter but due to some reason are unable to complete the course requirements, you may be graded "incomplete." *You, the student, are responsible for initiating the removal of the incomplete grade.* Incomplete grades are never converted to noncredit if not made up.

Although your instructor determines the amount of time allowed for the removal of an incomplete, the college allows a maximum of one year from the receipt of the incomplete. After you complete the course requirements, your instructor is then responsible for returning the "Change of Grade" form to the Records Office for processing.

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 containing students' names, addresses, telephone numbers, etc. This same law permits you to view your educational records upon request. If you would like more detailed information on this policy and how it affects you, please refer to the posted policies and procedures located in the Registration Center, A-111. If you wish to be excluded from the student directory as defined in Public Law 93-380, you must fill out a petition with the Registrar.

RETENTION OF RECORDS

If you have applied to Admissions and fail to register for classes, the credentials that you submitted will be retained in the Records Office for one year. If you have not notified the college of your intent to register by the end this time, your records will be discarded.

All records forwarded to the Admissions Office become the property of the college and will not be returned to you 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. If you wish to transfer from a credit to an audit basis or from audit to a credit basis in a course for which you are presently enrolled, you must arrange for this change of status at the Registration Center within the first 10 days of a quarter.

CREDITS

BCC awards class credit on the basis of the number of class hours registered per week. For example:

- 1 credit for 1 hour of lecture per week*
- 2 credits for 2 hours of lecture per week*
- 3 credits for 3 hours of lecture per week*
- 5 credits for 5 hours of lecture per week*

Exceptions are noted on the quarterly class schedule in which some classes are not scheduled in the same manner as normal college class periods. Laboratory courses often require two or three clock hours of work for each credit hour.

STUDENT CREDIT LOAD

A full-time student credit load is 12 to 16 credit hours. However, if you are enrolled under a government sponsored program (Financial Aid, Veterans, Social Security), you should check with the appropriate agency Financial Services office for the proper credit load requirements. To enroll in more than 16 credit hours you 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 will be mailed to you at the close of each quarter.

If you are planning to transfer, you should examine the catalog of the transfer institution regarding the acceptance of credit for repeated courses.

Bellevue Community College utilizes the following grading system which reflects your achievements:

A-- Outstanding Achievement - 4 points per credit hour

B-- High Achievement - 3 points per credit hour

C--Average Achievement - 2 points per credit hour

D--Minimum Achievement - 1 point per credit hour

E*--Unsatisfactory Achievement - 0 points per credit hour

P-- Passing - No points are calculated for this grade. A "P" grade is issued in two separate instances; for those courses utilizing the "P" grade, and for those traditionally graded courses in which you elect to be evaluated P/Z (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. You may receive this grade if your achievement does not merit the awarding of credit for the course.

W-- Official Withdrawal

K-- See Withdrawal Policy

N--Audit - Not counted for credit or grade-point average. You must declare your intention to audit a course within the first ten 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 you have not completed specific prescribed requirements for a course, generally for unforeseen reasons beyond your control.

*1. You should be aware that each instructor determines whether or not his/her respective class will be evaluated utilizing the grade of "E". Thus, you should seek a determination from the instructor of record on or before the first class session, if you want to avoid the possibility of receiving an "E" grade.

2. 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. If you intend to transfer to a four-year institution, BCC urges you to consult with your transfer school or with the evaluator in the Admissions Office for an explanation of any restrictions you may encounter in transferring course credit graded "P."

3. 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. your decision not to be formally graded in a course, b. terminating a course without completing an official withdrawal, c. failure, for any reason, to realize a minimal achievement level required by the course instructor for awarding credit.

4. 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 you must do to make up the deficiency. It is strongly recommended, but not required, that the contractual form be signed by both the instructor and yourself. The contract, when negotiated, shall contain the specifics of the deficiency. Three copies of this contract shall be provided, with copies going to you, the instructor, 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 you. 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 you 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 you. You 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/FAIL POLICY

An optional Pass/Fail Grading Policy is available to all students and is governed only by the following provisions and stipulations:

1. You may choose to enroll in courses which are graded by using the regular institutional letter grading system on a pass/fail basis upon the approval of your program chairperson (occupational program majors) or the Associate Dean of Student Services (for transfer and general studies degree students). A form with which you may request specific courses and obtain requisite signatures is available at the Registration Center, A111.

2. All courses taken pass/fail 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/fail 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/fail option, except in those courses which have been approved by the institution for pass/fail 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 "fail" on the student grade report-permanent record.

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

REPEATING A COURSE

If you have completed a course, you may repeat the course if you so desire. Both grades received will appear on your permanent record and will be used in computing your cumulative grade-point average. The second grade only will be used in computing grade-point averages for graduation.

HONORS

The college encourages you to achieve the highest level of scholarship in pursuit of your educational goal. If you have earned the Associate in Arts Degree or the Certificate of Achievement and have maintained a cumulative grade-point average of 3.50 or above, you 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 give careful attention to the following important steps.

1. Decide early which four-year college you wish to attend.

2. Obtain a current copy of that institution's catalog and make special note of:

a. Entrance requirements, especially any high school prerequisites which you might not already have.

b. Suggested freshman and sophomore level courses in your chosen field of study. Plan to include these courses in your quarterly schedule.

c. Courses that meet that institution's requirements for basic education. These basic courses are labeled differently from school to school; you may find them referred to as "distribution," "core" or "breadth" requirements. They consist mainly of lower-division courses from a variety of disciplines and are insurance that your education will be as complete and well-

rounded as possible. It is to your advantage to complete as many of these courses as you can prior to transferring.

d. Limitations which the four-year institutions place upon their acceptance of transfer students and/or credits.

3. Advisors are available to help you plan the most effective way to achieve your educational goals. Contact the Educational Planning and Guidance Office early in your planning process. Through this office you will be able to obtain current, up-to-date information pertinent to the courses you wish to take and their transferability. Line numbers assigned to courses in the quarterly schedules do not assure transferability to other institutions due to the fact that each institution has its own system of numbering.

The final authority of BCC transferability is the Director of Student Services and Development.

4. Talk with or write to an admissions officer from the institution where you wish to transfer. They may have information of interest to you that is not included in their catalog.

5. Double check, preferably two quarters prior to the time you expect to transfer, to make certain that you have met-or will meet-all of the necessary requirements. You should also make arrangements to have your files and any other necessary documents transferred at this time.

What 4-Year Institutions Want From You

1. Four-year colleges generally accept any course that is numbered 100 or above if it is not considered to be strictly occupational in nature. Occasionally occupational classes are accepted by four-year colleges, but this possibility should be carefully explored. Likewise, courses numbered 1 through 99 may, in some cases, be accepted by institutions offering similar courses, but don't assume anything-check it out.

2. Most four-year colleges and universities limit the number of credits they will accept from community college transfer students to 90 quarter credits and 3 credits of physical education, but remember that these institutions always reserve the right to make the final determination in deciding which courses and the number of credits they will accept as transferable.

3. Four-year colleges and universities also reserve the right to recompute your accumulated grade-point average in accordance with their own policies and regulations.

4. Although you are allowed to change your major field of study as often as you choose, such changes (especially if they are frequent) can lead to additional problems when

you transfer to another institution. Changes in your major field of study should be made only after careful consideration.

5. If you haven't decided yet to which four-year college you would like to transfer and are uncertain which lower division classes to take now, the program outlined and required for the Associate in Arts Degree in College Premajor is recommended.

DIRECT TRANSFER AGREEMENTS BETWEEN BELLEVUE COMMUNITY COLLEGE AND STATE FOUR-YEAR COLLEGES AND UNIVERSITIES

Eleven 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 and who meet the transfer institution's admission requirements, are admitted as juniors and automatically satisfy the four-year school's general education degree requirements.

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

STUDENT FINANCIAL OBLIGATIONS

All students will be held responsible for any outstanding financial obligations to the college; these include tuition, parking fees, and parking and library fines. In the event that these financial obligations are not met, appropriate legal action will be taken.

TRANSCRIPTS

A transcript is a copy of your official educational record and is signed by the Registrar. Upon your request, a reasonable number of copies of the transcript will be mailed free of charge to the prospective educational institutions or employers of your choice. Copies of the transcript are released only if you have met all of your financial obligations to the college and if you have signed an authorization for the release of the records. Authorization forms can be obtained in the Records Office.

TRANSFERRING CREDITS TO BCC FROM OTHER SCHOOLS OR FROM MILITARY INSTITUTIONS

If you are transferring from another institution to Bellevue Community College, credits which you've accumu-

lated are subject to approval and acceptance by the BCC Admissions/Evaluation Office.

This includes credits earned and accredited through other regional accrediting associations or those from the United States Armed Forces Institute (USAFI).

Students who have completed formal military service school courses while serving in the Armed Forces may also be granted college credit. The American Council on Education publication, "Guide to the Evaluation of Educational Experiences in the Armed Services," is used by BCC as a reference in helping to determine the amount and type of credit, if any, a specific course is worth. For example, Basic Recruit Training may be accepted as three credits in Physical Education.

If you would like to have your military experiences evaluated, you must obtain and complete a special form available through the Admissions/Evaluation Office. Along with this form, you should also submit any documents verifying that you have completed the course or courses in a satisfactory manner.

Successfully completed college level USAFI correspondence courses are also transferable as long they are supported by appropriate documentation. These should be submitted to the Registrar 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 and applied to an associate degree at BCC is 60. Only 30 of the 60 credits can be military courses. This limitation applies to USAFI courses, civilian correspondence credits and all other nontraditional credit programs.

If you are a veteran and are eventually planning to transfer to a four-year college, it is often advantageous to have your military credits officially evaluated by the four-year college/university *after* you have transferred. This could enable you to transfer *more* than the 90 credits usually allowed as transferable from a community college.

NONTRADITIONAL CREDIT PROGRAMS

Bellevue Community College recognizes and believes that flexibility, innovation and independent study are essential ingredients in the educational process. Because of this belief, every effort is made to grant students credit for education and experiences gained outside of traditional credit programs. Though the entire area of non-traditional credit programs is still under development, the following specific programs are available to students:

CLEP

College-Level Examination Program

Subject area College-Level Examination Program tests

(CLEP) are accepted for credit provided that a standard score of 50 or above has been achieved on any of the subject area examinations.

Up to five credits are allowed for a subject area test. Credits obtained through these sources will become a part of your permanent student record only after you've successfully completed 24 quarter credits with a minimum cumulative grade point average of 2.0 at Bellevue Community College.

Credits are not awarded for subject examinations if you've already successfully completed a course that contains essentially the same material and thereby duplicates the content of the exam. Examinations may not be repeated for credit.

CREDIT BY EXAMINATION

BCC recognizes that you may already have gained enough competence in a particular area of study to make taking some courses redundant. It is possible to receive credit for your knowledge without formally taking a course in that area. 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. You must be presently registered at Bellevue Community College.
2. You must have completed 10 quarter credit hours at BCC. Individual departments or programs may require that you complete the next highest sequential course before receiving credit.
3. You are not allowed to take an examination for a course in which you have previously been enrolled or audited at BCC.
4. If you've already taken an examination for credit and failed it, you may not repeat the examination.
5. You cannot receive credit for an examination if you have already completed a more advanced course in that subject area.
6. If you are a foreign student you cannot receive credit by examination for 100-200 level courses in your native language.
7. All credits earned by examination may be used as elective credits but remember only 15 such credits are transferable. These credits cannot be applied to meet your distribution requirements.
8. Although credits received through examination become a part of your transcript they are not added into your G.P.A. until graduation.

9. Credit is allowed only for examinations in which you have received a grade of "C" or better.

10. When you apply for credit by examination, you must petition the Registrar for a "Certificate of Approval." The Registrar will then forward the certificate to the instructor. After you have successfully completed the examination, the instructor then returns the completed form to the Registrar's Office for processing.

11. A fee equal to one half the current tuition rate will be charged.

ADVANCED PLACEMENT AND/OR CREDIT

Advanced placement credits are similar to credits earned by examination but involve successfully completing an entire, more advanced course rather than taking a test. By successfully completing an upper level course and thereby demonstrating an advanced ability, you may petition to receive credits for the lower level course or courses you have skipped. Students may presently earn advanced placement credit in the following course programs:

Foreign Language. If you have successfully completed a second-year language series (201,202 and 203) at BCC, you may petition to receive five advanced placement credits in the first-year 103 course in the same language.

Office 115 - Beginning Shorthand. If you have successfully completed Office 116 and 117 at BCC you may petition to receive five advanced placement credits in Office 115.

If you want to qualify for advanced placement credits you will find the forms you need in the Registrar Center. You will also need a signed statement from the respective program chairman. If the petition is accepted these credits will be entered in your transcript.

VETERANS ADMINISTRATION PROGRAMS

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. In order to receive compensation for full-time programs under the G.I. Bill, you will be expected to carry at least 12 credit hours.

If you are a veteran, the Office of Veterans Affairs at Bellevue Community College can help you to determine your eligibility as a veteran and counsel you in the college's requirements and regulations.

Applications for benefits under Chapters 34 and 35 may be obtained in the Veterans Affairs Office and should be submitted to the Veterans Administration, Regional Office, Sixth and Lenora Building, Seattle, Washington, 98121. Again, please check with the BCC VA office for assistance and counseling.

VA STANDARDS OF SATISFACTORY PROGRESS

MATRICULATION

You must complete the matriculation process before the end of your first quarter of school. For information concerning matriculation contact the Admissions Office, A101.

VA CERTIFICATION

If you are a veteran, the only courses which entitle you to receive VA benefits are program requirements and approved electives. You will be certified for one quarter only until a program credit analysis is submitted to the VA Office. The VA Office at BCC can recommend the program chairperson or adviser best suited to perform this analysis.

ATTENDANCE AND ACADEMIC PROGRESS FOR VETS

Satisfactory attendance and academic progress is required for all BCC students. The Veterans Administration requires that all students receiving VA benefits submit progress and attendance cards twice each quarter. These cards must be signed by your instructor. Failure to submit these cards on time will result in the delay or termination of your educational benefits.

GRADE REQUIREMENTS FOR VETS

Veterans must successfully complete 100% of the credits taken in order to continue to receive benefits. If you fail to complete the certified credit level with letter grades of A, B, C, D or P, you may have to repay some of the benefits you have already received. Although extenuating circumstances (circumstances beyond your control) may be taken into consideration by the VA, it is best to consult with your adviser and to make every effort to meet the established requirements.

PROBATION STATUS FOR VETS

Veterans who are failing to maintain a Grade Point Average of 2.0 or who fail to receive approved grades in 50% of the initial credit enrollment will be placed on probation. If you are placed on probation status for two consecutive quarters, your benefits will be cancelled. Reinstatement of benefits and further certification at BCC can then only occur after completing counseling through the Veterans' Administration.

To receive a two year associate degree from Bellevue

Community College all students, including veterans, must have a minimum cumulative GPA of 2.00.

DEFICIENCY COURSES

Sometimes students are admitted to BCC and enrolled in programs even though it has been recognized that they are deficient in an area of study that is important to their successful continuation in college. Courses that help you catch up in the area you are deficient in are called "deficiency courses." Although the VA imposes some restrictions on taking these courses, you may be allowed to enroll in and receive benefits for a deficiency course for one quarter only.

CHANGE IN VETERAN'S STATUS

Be sure to notify the VA Office if you change your program of study, your credit load, your dependent status, your address or any other change you feel may change your VA status.

TUITION & FEES

Costs	Non-Resident	S.E. Asia Senior Resident	Veteran	Citizen
Cost per credit	\$17.30	67.90	8.15	2.50*
10 to 18 credits	173.00	679.00	81.50	
19 and over	**	+		

(Minimum 2 credit charge.)

*Per class - not more than 2 classes -space available basis.

**Residents will pay \$173.00 plus \$15.15 per additional credit.

Non-residents will pay \$679.00 plus 65.75 per additional credit.

Audit-Noncredit Same as for credit
Continuing Education Varies

See quarterly schedule

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 No Charge

Change of grade No Charge

Credit Examination 8.65 (per credit hour)

Transcript No Charge

GED Test 16.00

retest 4.00

Laboratory breakage card 5.00 (Unused portion refunded)

Parking permit

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

Vehical 7.00

Motorcycle 5.00

Part-time students (less than 10 credit hours) per quarter
 Vehical 4.00
 Motorcycle 3.00
 Second-vehical-per quarter 2.00
 Daily parking --
 vehicles without parking decals per quarter25

Health Insurance

Health insurance information is available in the Registration Center, A111.

WITHDRAWAL AND REFUND POLICY

A refund of fees will be made according to the following policy when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reason will not be eligible for a refund.

TUITION

Prior to the first day of the quarter

Complete withdrawal from college 80%
 Withdrawal from a course(s) (reduction of class load below 10 credits) 80%

Through first week of the quarter

Complete withdrawal from college 50%
 Withdrawal from a course(s) (reduction of class load below 10 credits) 50%

After first week of the quarter

Complete withdrawal from college NO REFUND
 Withdrawal from a course(s) (reduction of class load below 10 credits) NO REFUND
 Cancellation of a course Permission to transfer to another course or full refund upon request

Non-Resident Tuition Differential

(That portion of tuition which non-residents pay in addition to resident tuition.)

Through the first week of the quarter 100%
 After the first week of the quarter NO REFUND
LAB FEES

Prior to first week of quarter 100%
 Through first week of quarter 80%
 After the first week of quarter NO REFUND
PARKING FEES

Prior to first week of quarter 100%
 Through first week of quarter 80%
 After the first week of quarter NO REFUND
INSURANCE FEES

Through first week of quarter only* 100%
 After first week of quarter NO REFUND

*NO REFUND if insurance claim has been filed.

Parking

There are several parking areas at BCC designated for student use, and you will find that there is plenty of on-campus parking available. Parking permits are available through either the Security Department, the Cashier, or the Registration Office. Upon purchase of a permit, you will receive a BCC Student Parking decal which must be placed according to instructions, inside your car.

GRADUATION

General Information

In order to graduate from Bellevue Community College with the Associate in Arts Degree or the Certificate of Achievement you must earn 30 credits as a matriculated student and file an application for graduation with the Evaluations Office. Applications must be filed two quarters prior to the quarter in which you plan to graduate. Deadlines are as follows:

Summer quarter - June 1

Fall quarter - June 1

Winter quarter - November 1

Spring quarter - January 10

If you are transferring to BCC from another institution with 60 credits, you should apply for graduation as soon as you are enrolled. It is your responsibility to ascertain whether or not you will have fulfilled the academic and graduation requirements before applying for graduation. Your faculty adviser can help you in determining your status. Also, be sure you have met all of your financial obligations to the college.

You may elect to graduate under either the provisions of the official catalog in force at the time you first entered the college or under the official catalog in force at the time you apply for graduation.

Remember, that though credits earned and approved by the college earn you an Associate in Arts degree at BCC, these same credits may not be accepted by a four-year college for application toward their baccalaureate degree. All four-year institutions reserve the right to screen and make final judgement on credits they will accept as transferable. Please refer to the "Transfer Information" section of this catalog for more specific advice on insuring the transferability of credits you earn while at BCC.

COMMENCEMENT

Although you may graduate and receive your degree or high school diploma at the end of any quarter during which you have met the requirements for graduation, commencement exercises are only held at the close of spring quarter.

June Commencement Exercises

Each year during spring quarter students are mailed specific instructions regarding participation in June commencement.

If you are planning to participate in these exercises, be sure to follow these instructions and return all of the requested information. Many students find that going through the commencement exercises is a rewarding

and memorable experience, and graduates of any quarter during the academic year are encouraged to participate.

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 IN ARTS DEGREE

Bellevue Community College grants one basic degree, the *Associate in Arts*. In order to receive this degree you must be matriculated and have completed a minimum of 90 quarter credit hours with a cumulative grade-point average of at least 2.0.

At least thirty of the total credit hours you wish to have applied toward the degree must have been earned at Bellevue Community College. As a matriculated student, the last 10 credits before graduation must also have been earned at BCC.

Curricular programs that are approved by the college are organized into three categories or "tracks": a college Pre-major degree program that is transfer oriented; the General Studies degree program; and any one of the established Occupational degree programs. These are all listed and described in the Career Planning section.

Although the General Studies and Occupational degree programs may contain transferable courses, their total transferability must not be assumed. Transferability of courses and programs remain the sole prerogative of the institution to which you are transferring.

Physical Education Credit

Active military service of one year or more may make you eligible to receive three physical activity credits. To receive these credits you must file a petition request form available through the Evaluation Office.

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. Completion the first two years of a baccalaureate program and satisfaction of the general admissions requirements as outlined by the college/university to which you plan to transfer.

CERTIFICATE OF ACHIEVEMENT

Certificates of Achievement are awarded to indicate that you have attained a satisfactory level within a program

that you have selected and that has been arranged through the division and approved by the Dean of Instruction. The following restrictions apply to such programs:

1. Cumulative grade-point average of at least 2.0.
2. Only one-third of the total number of credits you have earned may be credits that you have transferred from another institution.
3. Earning a Certificate of Achievement does not qualify you to participate in graduation exercises.

CERTIFICATE OF COMPLETION

At your request, a Certificate of Completion may be issued upon the satisfactory completion of a course. You must, however, remember that these certificates are issued at the discretion of the division and of themselves do not qualify you to participate in graduation exercises. If you have already fulfilled all of the requirements for a degree and would like to receive a Certificate of Completion in addition to your degree, this can be arranged.

A DUAL DEGREE PROGRAM

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

1. Complete the 90 or more credit hours required for the first degree, *and*
2. Complete all the specific course requirements of the second curricular program, *or*
3. Complete at least 30 quarter credit hours in addition to the credits earned to complete the initial degree. Between options number 2 and 3 you will be required to fulfill whichever program amounts to the *larger total of credits*.

If you are expecting to earn a dual degree you should indicate this objective on your application for graduation. Another option that goes beyond earning a single Associate Degree in Arts is that of earning the degree *and* a Certificate of Achievement. In order to earn a Certificate of Achievement, in conjunction with a degree, you must successfully complete an additional 15 credit hours in an approved program, or you may also elect to complete the specific course requirements of an established Certificate of Achievement Program, whichever is the larger number of credits.

WAIVER OF REQUIREMENTS

Petitions for waivers of any of the Degree/Certificate Requirements should be directed to the Registrar, care of the Registration Office.

CONTINUING EDUCATION

General Information

A wide variety of state funded and self-supporting, non-degree oriented classes and workshops are available to people of all ages through BCC's Continuing Education Program. These classes are designed to help people improve work skills, enhance personal and business communication skills, and further avocational interests. The program is continually being reviewed and modified in order to provide courses current to our society's needs and interests.

In addition to serving the needs of adults, special programs are also offered for children and families. Suggestions for new courses are welcome.

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 in the transfer credit program. Advance mail registration is recommended to insure a place in the course or courses in which you are interested. Complete enrollment information may be obtained through the Registration Center or through the Continuing Education Office.

The Continuing Education Program usually follows the regular BCC calendar although exceptions are made for short course, seminars, special activities, and courses for business. You will be required to provide your own textbooks and supplies in addition to registration fees. In some courses a laboratory fee is charged to cover the costs of supplies furnished.

CONTINUING EDUCATION CLASS SCHEDULES AND COURSE DESCRIPTIONS

Continuing Education bulletins are issued quarterly in the BCC Quarterly Schedules and give brief descriptions of all courses, times, locations, fees and other general information and are mailed to most area residents. These schedules are also 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

If you have satisfactorily completed a course, or a series of courses you may request and be eligible to receive a "Certificate of Completion."

HIGH SCHOOL COMPLETION

If you are an adult who would like to complete your high school education, you may do so through BCC's Continuing Education Program. The BCC Adult High School Completion Program has been approved by the State of Washington and is designed to help you achieve your educational goals.

Adult High School Program assistants are available to help and advise you on getting into and successfully completing the program. 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 semester 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 and is subject only to the same conditions as the usual high school diploma.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

TESTS AND CERTIFICATE

If you are 18 years or older and find it impossible to enter a formal high school completion program, you may be interested in applying for the General Educational Development (GED) tests. Successful completion of the tests will earn you a "Certificate of Educational Competency." Adults, (18 years or older) may apply through the Registration Center. A fee of \$16 is charged. After applying you will be informed of each regular examination session. When you have successfully achieved passing scores on each of the five tests, the results will be forwarded to the State Superintendent of Public Instruction. This office issues the Certificates and will forward one to you via the Chief Examiner who administered the tests. Even if you have successfully satisfied all other requirements, a certificate cannot be awarded to you until you have reached the age of 19 or more.

CLASSES AT YOUR BUSINESS OR INDUSTRY

The Outreach Program brings classes directly to your location. Some popular courses have been First Line Supervision and Computer Programming; credit/non-credit courses are designed to your specifications. For information call: 641-2955.

LIBRARY MEDIA CENTER

The BCC 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, faculty, staff and the community. Forty-

two thousand books, subscriptions to 15 newspapers, 490 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfiche, microfilm, overhead transparencies, and audio and video tape recordings are available.

Seating and study carrels for 400 LMC users are available. There are also ten study/conference rooms that vary in size to meet the needs of different groups. A typing room on the second floor offers seven "free use" typewriters. On the lower floor, microfiche readers and reader-printers are available. Magnifying lenses for the visually impaired are provided and circulated. Meteorological read-out dials are also available for student observation, as well as instruments from the weather station which sits atop the Library/Media Center building.

Individual viewing and listening devices such as slide viewers, filmstrip projectors, and audio and video tape recorders are available in the LMC for independent study.

Reference service and instruction are available on a one-to-one basis and through individually-tailored classroom orientations. Materials not available in the LMC often may be secured through interlibrary loan, utilizing the computerized Washington Library Network and the Pacific Northwest Bibliographic Center.

A dial-access information retrieval system called "Chester" is housed in the Library Media Center and is capable of serving 60 users at one time. Using this equipment, students can receive pre-programmed lessons, lectures, stereo music, and other audio or video information. Also, students and community residents who have touch-tone phones in their homes can "dial" any of the audio programs from their homes. A printed schedule of "Chester" programs is available at the circulation desk and is your guide to 24 hour-a-day dial-access programming.

One of the state's most sophisticated college television studios is housed in the LMC. Although the studio is used principally for video-taping lessons and lectures which are transmitted for televised instruction and information into BCC classrooms, the facility also transmits programming into homes in the community via cable television.

The LMC is also equipped with a media lab and photographic darkrooms. In these areas a variety of audio-visual materials are produced for student and faculty use.

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 librarians and assistants are on duty to serve you.



STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES STUDENT SERVICES

STUDENT SERVICES

The student services program at BCC has been designed to help you attain your educational objectives as quickly as possible. By taking advantage of these services and programs, you will find the process of self-assessment a rewarding one. The process includes identifying your own interests and aptitudes, examining vocational options, and increasing awareness of your personal identity. The following programs and services are included in Student Services.

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--within the limits of available resources--to those who need it. Sources of aid that are currently 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	519	519	519
Room & Board	1,100	2,340	4,680
Books & Supplies	330	330	330
Personal Expense	750	900	1,710
Transportation	660	660	660
Total Cost	3,359	4,749	7,899

APPLICATION FOR FINANCIAL AID

1. For early and maximum consideration, you should complete the appropriate forms as soon as possible and comply with mailing instructions. Financial Aid Forms (FAF) and directions for mailing them are available through the BCC Financial Aid Office or through your high school counselor.

2. You must be admitted to BCC through the normal procedures requested by the Admissions Office.

3. If you are a nonresident, you should plan to pay an additional \$1,518 in tuition fees. If you are a married student, you can add \$1,290 for the first child and \$960 for subsequent children in planning your budget.

Deadlines

You should follow the above procedures as early as possible and not later than three months prior to the

start of the quarter in which you plan to attend. Even though applications are received on a continuing basis, awards can be made to late applicants only if funds are available.

Financial Aid Transcripts

If you have previously attended any other postsecondary institution and have received financial aid while studying there, you must make arrangements through that institution's financial aid office to send a *financial aid transcript* directly to the Financial Aid Office at BCC. No aid can be awarded to you until this requirement has been met.

Notification of Award

Notification of award for each Fall Quarter 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 also made to students entering winter, spring and summer quarters--applications should still be made well in advance.

GRANTS

Supplemental Educational Opportunity

Grants are awarded to undergraduate students from low-income families with exceptional financial need and who are citizens or permanent residents of the United States. Grants range from \$200 to \$1,600 per academic year depending on need and availability of funds. The amount of the grant may not however, 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 you are interested but have been independent less than three years, you 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 and must be enrolled as either part-time or full-time students in a college-level or high school completion program.

PELL Grant (Formerly the Basic Grant)

This program was established by the Federal Higher Education Amendments of 1972. The grant amount is determined by the Aid Index Number stated on the Student Aid Report (SAR). 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 AND OFF CAMPUS EMPLOYMENT

A variety of jobs are made possible through federal and state college Work-Study programs and institutional funds. Students are employed in a wide range of positions and work as typists, landscapers, lab assistants, librarians, etc. in departments throughout the campus. Off campus placement related to a student's major are available in a variety of public and private settings. Placement may be obtained through the Job Placement Center in A-103.

LOANS

Guaranteed Student Loan

This loan is granted by banks, credit unions, and savings and loan associations to students registered for at least eight credits and who are citizens or permanent residents of the United States. The maturity date (date when repayment begins) is nine to twelve months after graduation but can be deferred if the borrower enters the Armed Services, Peace Corps or Vista, or goes on for further education.

The standard repayment rate is about \$50 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.

SPECIAL PROGRAMS

Nursing Student Loan Program

Long-term, low-interest loans are available to students in the Registered Nursing Program who are citizens of the United States. Amount of loan is determined by need. Interest begins to accrue nine months after the student completes training.

Nursing Student Grant Program

This program awards grants ranging from \$100 to \$600 per academic year under the same criteria as required for the Nursing Student Loan Program.

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. The BCC student newspaper, *The Advocate*, publishes announcements on available scholarships.

Veterans Affairs

If you are a veteran, or qualify for benefits as a dependant of a deceased or disabled veteran, the Veterans Affairs Office can help you with program information, benefit applications and procedures, tutorial assistance, financial aid and job placement, and individual and group counseling.

JOB PLACEMENT SERVICES

The Job Placement Center offers students assistance in finding part-time or full-time jobs suited to their skills and class schedules. Student help, federal, state and on and off campus work study, are also handled through this office. The Job Placement Center assists employers through recruiting, interviewing and referral located in A-103.

COUNSELING AND ADVISING SERVICES

Counseling and drop-in advising services take place in the Human Development Center, (D-104), located just behind the Bookstore. The staff and faculty of the Human Development Center provide career and personal counseling, educational planning and advising, personal and career development classes and workshops, testing services and health services. The Health Center is located in C-227, above the cafeteria, and the admissions testing of basic skills takes place in A-103.

Staffing: The faculty and staff of the Human Development Services include an Associate Dean for Student Development, counselors, a health counselor, resource consultants, peer program assistants, and peer counselors.

Educational Planning and Human Development: The staff in the Advising Center (D104) provide drop-in advising services, informal transcript evaluation, information about two- and four-year training and educational programs, and specific transfer requirements for all in-state institutions.

Counselors and peer counselors in the Human Development Center (D104) can assist you if you are undecided or still exploring your options. These counselors have been trained to help you in long range career and educational planning, transfer information, and quarterly schedule planning.

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, can help you in exploring college and career opportunities. A special area set aside within the Human Development Center as 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, the employment forecast, earnings and working conditions. Counselors are available by appointment to work with students in the career resource center.

Personal Counseling can help you in attaining greater self-understanding, as well as helping you to improve your personal decision-making skills.

Human Development Studies provides formalized learning experiences for college credit. Courses include: college and career exploration, a human potential seminar, assertiveness training, personal communication, self-esteem training, stress management, eliminating self-defeating behaviors and college survival skills.

Groups and Workshops offer informal, non-credit learning experiences. Experimental groups for couples, families, single parents, aging students and personal growth groups for men and women are among the offerings available. Throughout the year there are various workshops dealing with career assessment for the working adult, job finding skills, personal development (i.e. assertive communication skills for men and women, overcoming shyness), holistic health (i.e. stress management, and how to stay healthy), and educational guidance (i.e., study skills and returning to learning).

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

Peer Counseling and Training and Supervision offers a course of study in a two-quarter sequence, 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 promote positive health status through services which are available to students, faculty and staff in three major areas:

- ★ education and information in all health related areas including contraception, venereal disease, nutrition, communicable diseases, and chronic conditions.

* preventive services, such as immunizations, physical screening, minor lab tests, and health counseling.

* emergency treatment in cooperation with the campus Security Office.

DEVELOPMENTAL EDUCATION

The Developmental Educational Program is an interdisciplinary program that coordinates the following:

Pre-College Developmental English and Math: These credit courses are offered through the Arts and Humanities divisions, respectively.

Non-Credit Courses: ABE (Adult Basic Education), ESL (English as a Second Language), and GED test preparation (General Education Development.) Quarterly class schedules list complete class offerings and descriptions; these will be found in the Continuing Education section.

Tutorial Services: Free, non-credit tutorial support for all eligible students is offered through the centers listed below. These services are dependent on available funds.

The Math Lab: Student tutors and professionals can provide you with assistance in your math or math related assignments. The Lab has many resources that can be used on location to help students supplement their classroom textbooks. Service is on drop-in basis as time and staffing permit.

The Writing Lab: If you're experiencing difficulty in any of your classes that require writing skills, then the Writing Lab can help. Professional and student tutors provide personal help and can introduce you to reference materials that cover grammar, spelling, term papers, how to write a summary, etc. You may also wish to take advantage of the Writing Lab in preparing resumes or scholarship applications. Service is on a first come first served basis.

The Reading Lab: Whether the class you are in is developmental or non-developmental, the Reading Lab can help you improve your reading skills. Professional and student tutors can provide testing, an analysis of your reading strengths and weaknesses, and can prescribe measures to remedy difficulties you may be having in comprehension, vocabulary, reading rate or reading skills. They can even help you measure your progress. Almost any student can benefit from this useful program, but as with the other Labs, service is on a first come first served basis.

STUDENT PROGRAMS AND ACTIVITIES

In addition to providing special facilities to meet the educational and recreational needs of students, members

of the college community have put together many special programs designed to enhance and enrich your educational experience.

It is important to the college that you be given every opportunity to organize and take part in campus activities and integrate these activities into your educational development.

SERVICES AND PROGRAMS

Bookstore

Textbooks, reference materials, related supplies, and general merchandise such as greeting cards, cassettes, etc. are available in the BCC Bookstore. A large selection of popular paperback books and a special section for children's books are also obtainable.

A Book Refund Policy makes it possible for students to return textbooks for payment. Due to heavy patronage of the Bookstore during the first week of the quarter, refunds at that time will only be given for books returned due to class cancellations and withdrawals. During the second week of the quarter, the Bookstore will make refunds on all other textbooks you wish to return. Original sales receipts are always required. If the books are new and unmarked, a 100% refund will be made, if damaged or marked in any way, a 75% refund will be made. After the second week and up until the time of midterms, a 60% refund will be made; again, be sure to bring in the original sales slip. All other merchandise may be returned with a sales slip, within 7 days of purchase.

A Buy-Back Policy allows students to sell their used textbooks back to the Bookstore for 50% of the original cost, providing the book is in reasonable condition and is going to be in use during the following quarter. The Bookstore also offers market value (20%) or less on books that are not going to be used by the college again but which are accepted by the Nebraska Book Company. Lab or workbooks are accepted only at the discretion of the Bookstore.

College Radio Station

Operated and managed by students, KBCS-FM broadcasts jazz, news and traffic information throughout the Eastside and Seattle. Announcing, engineering, production, operation, traffic control, and news reporting are just some of the ways in which students are involved in the program.

Courses in basic radio are available (COMM 161, 162, 163) but are not required for participation. All operators must, however, hold a valid FCC radio telephone operator's permit.

The station broadcasts at 100w on 91.3 MHz. Studios and classrooms are in House 2.

Cultural Events

A calendar of artists, lecturers, films, drama and dance productions is available regularly in the Student Union building. Noted speakers and performing artists appear at the college throughout the year. Special festivals and events add to the cultural and social environment.

Dance Group

Members of the Moving Company or students who are enrolled in college dance courses, offer several performances each year. For more information contact division of Arts & Humanities.

Disabled Students

See Disabled Students section under Multi-Cultural Services

Drama Club

Members of the BCC Drama Club and students enrolled in drama courses present plays throughout the school year. Emphasis is placed upon production, as well as upon acting. For more information contact Arts & Humanities.

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 Eastside.

Educational Assistance Program

See Educational Assistance Program under Multi-Cultural Services.

Food Services

In addition to offering high quality meals throughout the day in the college cafeteria, the BCC Food Services group also caters community and college groups.

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 serves the needs of the College and community and as a learning laboratory in the Marketing Management and Fashion Merchandising Curriculum. Students gain experience in the areas of merchandise buying, inventory control, pricing, selling and personnel management, promotion, and display.

Health Sciences Support Program

See the Health Science Support Program section under MultiCultural Services.

Intercollegiate Athletics

Three hundred students annually participate in a 12-sport, Intercollegiate Athletic Program at Bellevue Commu-

nity College. As a member of the Northwest Athletic Association of Community Colleges (NWAACC), the college fields varsity teams in cross-country, baseball, basketball, golf, tennis, and track.

Women's athletics were instituted in the fall of 1973 starting with volleyball and basketball, and subsequently cross country, track, and tennis were added. Softball and soccer are available as club sports. BCC teams have won numerous honors and championships over the years and strive for a high level of intercollegiate participation at all times.

All teams are well equipped and provided with a full staff of coaches.

If you are interested in becoming a part of the BCC Intercollegiate Athletic Department, contact the Athletic Department, 641-2396. Scholarships are available.

International Student Services

See the International Student Services under Multi-Cultural Services.

Intramurals

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

Literary/Arts Magazine

Arnazella, the annual BCC literary/arts magazine, publishes poems, short stories, autobiographical sketches, essays, line drawings and photographs. Publication is by competition. Entries must be submitted by February 1 and should be turned in to *Arnazella* adviser, Julianne Seeman, in Room A255B. Submissions must include name, address and a self-addressed envelope for their return.

Students assuming editorial or staff positions on the magazine will learn specific skills in preparing and publishing a literary/arts magazine and can earn up to ten humanities credits. Permission of the adviser and a special permit card are required.

Mid-management Association

Opportunities for personal and professional development are provided through BCC's award winning Mid-management Association. Through the Association students interested in careers in management, marketing, general business and fashion merchandising work with local businesses and are actively involved in the free enterprise system.

Participation in the association also allows you to develop in areas such as communication, human relations, management decision making, leadership and

teamwork skills while building your self confidence by taking an active role in your future. The association is affiliated with the community college division of the Distributive Education Clubs of America (DECA). Competitions, fund raising activities and community service projects are organized throughout the year and provide a great way to meet new friends. College Credit can be obtained by enrolling in MKTG 297 - Marketing Activities. For more information, contact the Business Division: 641-2311 (A242).

Minority Affairs

See Minority Affairs Program section under Multi Cultural Services.

MULTI-CULTURAL SERVICES

MCS is the collective title for the units of Student Services serving the needs of special population groups. These units are: Minority Affairs; Disabled Student Services; International Student Services; Educational Assistance Program (EAP); and the Health Science Support Program. See each of these units under individual headings below for details. MCS is in room A102, telephone number 641-2208.

Disabled Students

Bellevue Community College welcomes students with disabilities to all programs and activities at the college. Disabled Student Services will assist in meeting special needs. Our objective is to help each student to reach the highest level of independence possible.

Disabled Student Services include:

- * Assistance with admission and registration
- * Orientation to campus
- * Readers for the blind
- * Assistance for the deaf
- * Counseling
- * Career Planning assistance
- * Tutoring
- * Notetaking
- * Homebound services
- * Consultation with instructors
- * Referral to campus and community resources
- * Other special needs

Persons with disabilities are encouraged to identify themselves to Disabled Student Services as early as possible during their college planning. Identification is voluntary. This early contact will help in receiving needed services promptly and therefore may mean the difference between success and failure. For further information call 641-2498.

Educational Assistance Program

The Educational Assistance Program (EAP) is a federally funded program designed to provide low-income students with academic support services.

The EAP Learning Skills Lab provides:

1. *Tutoring* - Including individual subject tutoring, group tutoring and study groups. Both professional and peer tutors are used.
2. *Study Skills* - Including individual assistance and group workshops on study skills, habits and attitudes.
3. *Basic Science Skills* - Individual and small group assistance designed to prepare students for success in introductory science course.

Other EAP services include:

- * Initial assessment of academic, vocational and personal needs.
- * Vocational and educational counseling.
- * Assistance in problem resolution and student advocacy.
- * Campus orientation, academic policies and procedures.
- * Assistance with financial aid.
- * Referral to EAP and other campus academic support services.
- * Referral follow-up.
- * Student progress monitoring.
- * Transfer and/or job placement assistance.

Health Sciences Support Program

The purpose of the Health Science Support Program (Open Entry-Exit) is to assist students from diverse backgrounds in developing the skills necessary to successfully complete B.C.C.'s Biomedical Photography, Nursing, X-ray Technology, and Ultra-Sound Programs. Students needing assistance are encouraged to utilize services prior to their application to the Health Sciences Program of their choice.

International Student Services

International students can find assistance with academic advising, personal counseling and immigration matters through the office of Multi-Cultural Services. Multi-Cultural Services cooperates with the college Admissions office to focus on the needs of F-1 students (those with student visas).

Minority Affairs

The Minority Affairs Program provides services to students of Black, Hispanic, Asian, and Native American descent. The primary goals of Minority Affairs are to encourage and facilitate ethnic minority student admissions to BCC; to promote cultural awareness within the college and community; and to provide services which maximize student academic success.

Services include:

- * Campus Orientations
- * Admissions Assistance
- * Personal Counseling
- * Referral to G.E.D. testing and High School Completion Programs
- * Financial Aid and Scholarship Applications Assistance
- * Educational and Career Planning

- * Transportation Assistance
- * Campus and Community Resource Referral
- * The "Open Entry" effort for students interested in preparing for admissions to the Nursing, Biomedical Photography, Ultrasound and Radiologic Technology Programs
- * Cultural Enrichment Activities

Newspaper Production

Students have the opportunity to 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 Communications courses 140, 141, 143, 144, 145, 240 and 241. Offices are in Portable 5.

Phi Theta Kappa

Phi Theta Kappa is an honorary fraternity for the community and junior colleges throughout the United States. It recognizes academic excellence and leadership potential in students and gives them the opportunity to become involved in a variety of activities stressing academics and community services. Each year an Honors Theme is chosen at the national Conference, and this theme is then reflected in the programs developed by the various chapters. Bellevue Community College's Chapter, *Alpha Epsilon Rho* founded in 1979, requires a 3.5 GPA for membership eligibility. For further information contact the Chapter Sponsor or the Dean of Student Programs and Personnel Services.

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 the Bellevue Parks & Recreation, TELOS offers a variety of class options two days a week, at the Northwest Community Center and one day a week at Bellevue Community College. For more information call 641-2462.

RSVP, Retired Senior Volunteer Program, offers seniors opportunities to utilize their expertise and skills in society. For further information concerning program, call 641-2339.

Student Child Care Center.

Child care in a learning environment is available each week day through the BCC Student Child Care Center. More than 100 children participate in the program which is located in house No. 1 in the Northeast corner of the campus. BCC students pay for this service according to a sliding scale. Faculty, staff, and community members enroll on a space available basis at a higher hourly rate.

Student Government

The Associated Students of Bellevue Community College, the student government organization, is composed

of five executive council members, ten senators and three judicial board members. The ASBCC is an integral part of the governance at Bellevue Community College, with elected and appointed students serving on all college committees, councils and boards. Many concerts and special events are sponsored by the student government.

Student Organizations & Areas of Involvement

Clubs and organizations are developed around specific interests, skills, educational programs, ethnic derivations or social causes. All students are urged to participate in already existing organizations or start clubs of their own interests. Drop in the ASBCC office in B-110 for further information.

Opportunities for students to perform or contribute include: Band, Choir, Dance Ensemble ("The Moving Company"), Drama productions, Literary Magazine (*Arnazella*), Mid-Management Program, Model United Nations, the Newspaper (*Advocate*) and Radio Station (KBCS).

Student Union

The Student Union is a center for recreational and social events and includes a Game Room, Cafeteria and the Matrix Coffeehouse. Concerts and special events are scheduled throughout the year.

Women's Center

Information, referral services, pre-admission, guidance services, discussion groups, bulletin board and browsing room, special workshops and pre-employment classa for Displaced Homemakers' are all available through the Women's Center.

TUTORIAL SERVICES

See Developmental Education.



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THREE PATHS TO YOUR FUTURE

College Premajor Program:

Eleven Washington State four-year colleges and universities have direct transfer agreements to admit, as juniors, BCC students who earn the Associate in Arts degree in a college premajor. With help from BCC's advising and Educational planning staff, credits you earn here may count toward your four-year degree.

General Studies Program:

The General Studies Degree is an option for those who are not planning to transfer to a four-year institution. All BCC college credit courses may be applied toward the 90 credit graduation requirements. Students may select a "Major" emphasis from a variety of program areas.

Occupational Education:

Career preparation or job advancement are the goals of BCC's Occupational Education Program. Two-year programs lead to an Associate in Arts degree. One-year certificate programs and short courses in special topics are also available. Several programs offer credit for previous work experience which relates to your area of study. Actual "hands on" work experience is a basic part of many programs. Detailed brochures on most of the topics listed below are available from the Advising or Admissions offices.

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 in Arts Guidelines* endorsed by the Council on Post Secondary Education, the Inter-College Relations Commission, the Bellevue Community College Council, 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.

Students Planning a Non-Arts and Sciences Major: are advised to check carefully with the School or College to which they expect to transfer (at the University of Washington or elsewhere,) for their specific distribution or general education requirements. They are likely to be different from those outlined below and could make it necessary for a student to follow a different degree program.

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* 60 credits
- With a reasonable distribution of not less than 20 credits in each of the following areas:
- (a) Humanities**/Creative Arts***
 - (b) Social Science

(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 25 credits
Must include college-level transferable coursework which may consist of additional general education requirement courses, major field required courses or other electives.

*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.

***Many 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 which 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 designed 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 Education Planning Advisers and/or the instructional divisions offering or recommending these programs.

Occupational Programs:

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 students 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

Accounting 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

This two-year program is designed to provide for practical skills, as well as general education. The broad educational base facilitates 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 **QM 110 or BA 210 or ACCT 140**
- 5 **ACCT 135 and 240**
- 5 **G BUS 101**
- 3 **OFF 104, 105, 106**
- 5 **OFF 125**
- 5 **QM 145**
- 5 **Approved Electives**

46 *Total Credits*

Second Year

Credits

- 12 **ACCT 123 or 235, 250, 260**
- 5 **ACCT 270 or 290**
- 5 **ECON 100 or 200**
- 10 **G BUS 202, 210 or 215**
- 5 **ENGL 101 or SPCH 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 **QM 110 or BA 210 OR ACCT 140**
- 5 **QM 145**
- 5 **ACCT 135 and 240**
- 5 **G BUS 101**
- 3 **OFF 104, 105, 106**
- 5 **OFF 125**
- 5 **Approved Electives**

46 *Total Credits*

ADMINISTRATION OF CRIMINAL JUSTICE

Administration of Criminal Justice is a program designed for people who want to pursue a career in the Criminal Justice field from law enforcement, courts, law, probation and parole, juvenile, corrections or community based social services. Employment opportunities in these areas are usually good either at local, state or federal levels. Graduates of the AA program are also encouraged and advised to continue their education at four year colleges.

Students interested in any of the areas of Criminal Justice are counseled quarterly to assist them in reaching their goal.

ASSOCIATE IN ARTS CURRICULUM

Academic Requirements

Credits

- 5 **ENGL 102***
- 5 **SPCH 220**
- 5 **POLSC 102**
- 5 **SOC 110 or PSYCH 100**
- 10 **SCIENCE**

30 *Total Credits*

ADMCJ Requirements

Credits

- 5 **ADMCJ 100**
- 5 **ADMCJ 101**
- 5 **ADMCJ 102**
- 5 **ADMCJ 104**
- 5 **ADMCJ 111**
- 5 **ADMCJ 200**
- 5 **ADMCJ 202**
- 5 **ADMCJ 204**
- 5 **ADMCJ 206**
- 5 **ADMCJ 253**

50 *Total Credits*

Approved Electives

ADMCJ 295 Special Topics

Other courses may be included as approved by instructors. Commissioned law enforcement officers who have completed approved basic training courses may be granted up to 18 credits in ADMCJ classes.

TOTAL CREDITS REQUIRED 90

*All students in the ADMCJ program are required to be tested for their communication skills in English and will then be placed in the appropriate class to work towards completion of English 102.

Substitutions for any required classes may only be made with the approval of the Program Chairperson.

BIOMEDICAL PHOTOGRAPHY

This program prepares professionals for the growing field of biological and scientific photography. Upon completion of two years study, the graduate student qualifies for the Associate in Arts Degree in Biophotography. The curriculum prepares the graduate for certification as a Registered Biological Photographer (RBP).

Technical skills taught include photomicrography, photomacrography, clinical-dental photography; autopsy, surgery and gross specimen photography; reproduction of X-rays, charts, graphs and illustrations; television and motion picture production.

Admission requirements: Students are expected to meet the requirements for admission to BCC. A separate application is made to the Health Science Area after December 1. Since past photographic experience and/or training is necessary, students must pass a written and a practical examination, and be interviewed by program

faculty. Each student must have a single lens Reflex camera with lens equipment enabling lifesize (1:1) reproduction. Prerequisites also include Biology 101 and English 101 within the last five years. Math up to and including Algebra is also highly desirable.

Clinical experience in the program is provided by actively involving the students in internships in Seattle area hospitals. Each student is assigned equal time in several of the clinical areas, thereby gaining practical experience in skills taught in the classroom. The Seattle hospitals are in turn involved in the direction and the quality of the program.

First Year

Credits

- 11 **BIOMD 101, 111, 121**
- 5 **ZOOL 113**
- 11 **BIOMD 102, 112, 122**
- 5 **ZOOL 114**
- 14 **BIOMD 104, 110, 124**
- 5 **MEDIA 115 or 125**

51 *Total Credits*

Second Year

Credits

- 17 **BIOMD 200, 210, 233**
- 8 **BIOMD 221, 231**
- 5 **ENGL 270**
- 8 **BIOMED 230, 235**
- 3 **Approved Electives***

41 *Total Credits*

*All electives to be approved by Program Chairman.

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 cooperative option will be dependent on completion of all basic requirements which normally require one year to complete.

Basic Requirements

Credits

- 10 **ENGL 101 or 270**
- 14 **ENGR 110, 123, 125, 150, 161**
- 13 **ENGRT 104, 105, 180, 181, 250**
- 10 **MATH 101 and 105**

47 *Total Credits*

Advanced Requirements

Credits

- 22 **ENGRT 154, 161, 163, 246, 261, 266**
- 10 **PHYS 114 and PHYS 115 or CHEM 101**
- 3 **BA 210 or MATH 114**
- 10 **Approved Electives***

45 *Total Credits*

*May be chosen from WELD 150, HORT 111, HORT 112, GEOL 101, GEOL 208, ENVSC 204, CHEM 101, MATH 120, BA 220, or others approved by ENGRT Program advisor.

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

- 6 **OFF 102, 103**
- 29 **OFF 107, 109, 112, 125, 130, 150, 151**
- 5 **ACCT 101**
- 3 **ENGL 105**
- 5 **QM 145**

48 *Total Credits*

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/her an opportunity to obtain real life experience in his/her chosen field. Credits vary with number of work hours, meetings with instructor and project report. Courses 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/her personal development, general education and occupational training. Interested students should check with their program advisers. Within the Business Division, Co-op programs are available in Office Professions, Marketing Management, and Fashion Merchandising. Call 641-2311 or visit A242 for information on Business Division programs.

DATA PROCESSING

This two-year vocational program awards an Associate in Arts degree in Data Processing, preparing graduates to be entry level Business Applications Programmers. Several skills have been identified as being important in adequately preparing programmers, and the complete program addresses these areas: communication (ENGL 101 and ENGL 270), understanding of general business (G BUS 101 and electives), problem solving (MATH 156), and accounting (ACCTG 210 or ACCT 108), in addition to the data processing classes.

Many of the Data Processing courses are sequential and grade of C or above is required both for graduation and in order to continue in the sequence. In addition, all Data Processing courses must be taken at Bellevue Community College in order to earn the Associate in Arts degree from this institution. Non-Data Processing electives may be transferred to fulfill graduation requirements.

In order to take Data Processing classes (those classes with a DP designation), a student must be accepted in the Data Processing program. Applications are available from the Office of Admissions, BCC, Bellevue WA 98007. Students undecided about the field are encouraged to take QM 110 and BA 210 to determine an interest and an aptitude for programming.

First Year

Credits*

- 3 **QM 110**
- 3 **BA 210**
- 5 **G BUS 101**
- 10 **ENGL 101, 270**
- 5 **MATH 156**
- 18 **DP 120, 125, 150, 160**

44 *Total Credits*

Second Year

Credits*

- 25 **DP 250, 260, 265, 270, 297, 298**
- 5 **ACCT 210 or ACCT 108**
- 4 **Computer Language**
- 12 **Approved Electives**

46 *Total Credits*

**Request current program outline from Business Division, A 242 or Admissions, A101.*

DIAGNOSTIC ULTRASOUND TECHNOLOGY PROGRAM

The purpose of the two-year program is to provide didactic education and practical experience as preparation for diagnostic ultrasound technology in a medical setting. Graduates of the program are awarded an Associate in Arts Degree in Diagnostic Ultrasound Technology. The Ultrasound Technologist, with the direction and supervision of a doctor of medicine or osteopathy, assists in gathering data, planning sonographic techniques and performing scanning to provide information relative to diagnosis of patient health care needs or problems.

Application for admission to the Diagnostic Ultrasound Technology Program should be made through the Office of Admissions, BCC, Bellevue WA 98007. Class sizes are limited and applications are received beginning December 1 each year until a desired number of candidates have been admitted. Each candidate will be notified of his/her status following evaluation of transcripts and completion of a personal interview.

Admission Requirements. Requirements for admission to the program include completion of the following prior to acceptance into the program:

2 years of high school Algebra with a minimum grade of "C" or Math 101

2 years of high school Biology with a minimum grade of "C" or Biology 101

1 year of high school Physics with a minimum grade of "C" or Physics 114 and Physics 115

1 semester of high school Chemistry with a minimum grade of "C" or Chemistry 101

English 101 (Written Expression)--5 credits

English 270 (Report Writing) --5 credits

Math 105 (College Algebra) --5 credits

Personal interview

Physical examination and immunizations according to health forms provided.

First Year

Credits

- 29 **DUTEC 100, 101, 110, 111, 120, 121, 130, 140**
- 8 **Elective**
- 3 **PHYS 170**
- 10 **ZOOL 113, 114**

50 *Total Credits*

Second Year

Credits

- 41 **DUTEC 220, 221, 230, 231, 232, 240, 241, and 242**

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 cooperative option will be dependent on completion of all basic requirements which normally require two quarters to one year to complete.

First Year

Credits

- 5 **ENGL 101**
- 11 **ENGR 110, 123, 125, 150**
- 9 **ENGRT 104, 105, 154**
- 10 **DRAFT 101, 102, 103**
- 5 **MATH 101**
- 5 **Approved Electives***

45 *Total Credits*

Second Year

Credits

- 12 **DRAFT 210, 220, 230**
- 16 **ENGRT 161, 163, 180, 181, 250**
- 10 **PHYS 114 and PHYS 115 or CHEM 101**
- 10 **Approved Electives***

48 *Total Credits*

Approved Electives: ART 101, 120, 110, 150; GR 100; MATH 105; BA 210, PHYS 101 or ENGR 210 or any ENGRT courses 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.

Special Education Degree Option

The Early Childhood Education Special Education two-year degree program is designed for the student considering employment as a teacher assistant for the young handicapped child. Career opportunities would be in preschools, public schools, child care centers or other settings where the young handicapped child is served. 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, 200 or 225**
- 14 **Electives**

45 *Total Credits*

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*

EARLY CHILDHOOD SPECIAL EDUCATION

(Optional Track)

First Year

Credits

- 15 **EC ED 131, 172, 181**
- 5 **ENGL 101**
- 5 **PSYCH 100**
- 5 **SOC 110**
- 3 **HOMECE 256**
- 12 **Approved Electives**

45 *Total Credits*

Second Year

Credits

- 21 **EC ED 132, 135, 136, 201, 204**
- 3 **HLTH 292**
- 5 **SPCH 100 or 225**
- 4 **SIGN LAN ID 135, 136**
- 12 **Approved Electives**

45 *Total Credits*

One-Year Program

This program provides knowledge and training to enhance the opportunity for employment with programs assisting the young handicapped child.

Subjects

Credits

- 36 **EC ED 131, 132, 135, 136, 172, 181, 201, 204**
- 3 **HLTH 292**
- 3 **HOMECE 256**
- 4 **SIGN LAN ID 135, 136**

46 *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: Landscape/Environmental Management, Turf Management, and Landscape Design. Completion of one of the major categories offered in Environmental Horticulture prepares 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; and 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

- 3-5 **CHEM 100 or 101**
- 5 **BOTAN 111**
- 39 **HORT 081, 082, 101, 102, 103, 111, 112, 121, 131, 132, 141, 142, 143**

47-49 *Total Credits*

Second Year

Credits

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

45-50 *Total Credits*

Landscape Design First Year

Credits

- 3-5 **CHEM 100 or 101**
- 14 **ART 101, 110, 112, 120**
- 5 **BOTAN 111**
- 26 **HORT 101, 102, 103, 111, 112, 121, 141, 143**

47-50 *Total Credits*

Second Year

Credits

- 3 **ART 112**
- 5 **BOTAN 113**
- 10 **ENGL 101, 102 or 270**
- 5 **G BUS 101**
- 6 **HORT 142, 209**
- 15 **HORT 204, 205, 206-**
- 1-6 **Approved Electives**

45-50 *Total Credits*

Turf Management First Year

Credits

- 3-5 **CHEM 100 or 101**
- 38 **HORT 081, 082, 101, 102, 103, 111, 112, 121, 131, 132, 141, 142**
- 4 **Approved Electives**

45-47 *Total Credits*

Second Year

Credits

- 10 **BOTAN 111, 112**
- 10 **ENGL 101, 102 or 270**
- 5 **G BUS 101**
- 11 **HORT 143, 209, 223, 261**
- 1-5 **HORT 291**
- 8-14 **Approved Electives**

45-55 *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.

A student-operated clothing store, Fountain Fashions, is located on campus to provide students with an occupational laboratory where they receive training in all aspects of store management including buying, pricing, promotion, and display. In addition, the Fashion Mer-

chandising Program offers the opportunity for students to work in one or more local businesses. This practical experience is important in giving students a realistic view of the opportunities available in the field of Fashion Merchandising and can be a strong factor in obtaining employment after graduation.

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

First Year

Credits

- 5 **G BUS 101**
- 6 **FM 100, 101**
- 1 **HOMECE 108, 109, 110, 111**
- 2-5 **HOMECE 200, MKTG 197 or MKTG 235**
- 13 **MKTG 131, 135, 154**
- 5 **QM 145**
- 0-5 **Approved Electives**

45 *Total Credits*

Second Year

Credits

- 5 **ACCT 101 or 108**
- 3 **CONED 150**
- 5 **ENGL 100 or 101**
- 8 **FM 236, 239**
- 5 **HOMECE 212**
- 2-15 **HOMECE 200 or MKTG 197**
- 10-15 **MKTG 234, 235**
- 5 **SPCH 200 or 225**

45 *Total Credits*

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.

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 or 200**
- 5 **ENGL 100 or 101**
- 5 **G BUS 101**
- 5 **MKTG 154**
- 5 **SPCH 100 or 220**
- 13 **QM 110, 145, 150**
- 2 **Approved Electives**

45 *Total Credits*

Second Year

Credits

- 30 **G BUS 120, 202, 210, 215, 221, 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 140	POLSC 102	MKTG 135
G BUS 150	ENGL 270	MKTG 234	G BUS 160
SPCH 225	OFF 101	GEOG 207	OFF 125
PHIL 110	REST 140	PHIL 140	

GRAPHIC REPRODUCTION TECHNICIAN

The two year Associate in Arts degree program in Graphic Reproduction offers specialized training for stu-

dents seeking graphic reproduction technician jobs in the printing-publishing industry. Students will receive training in the terminology, principles, and techniques of graphic reproduction, including extensive "hands on" work experience in each step of the graphic reproduction process, from planning, pricing, and preparation of copy to binding the completed project.

Graduates of the program will be qualified to enter employment in the graphic reproduction industry, which includes print shops in governmental agencies and private businesses, large publishers of periodicals, and letter shops.

Persons interested in the program should contact the Arts and Humanities division (641-2341). For specific program information, see the Graphic Reproduction Program as listed under the Arts and Humanities Division "Curriculum" section of this catalog.

First Year

Credits

- 3 **GR 100**
- 5 **GR 111**
- 5 **GR 120**
- 5 **GR 130**
- 5 **GR 140**
- 3 **GR 150**
- 5 **ENG 101**
- 14 **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 111, 200, 210, 220, 240, 261**
- 17 **Approved Electives**

45 *Total Credits*

INTERIOR DESIGN TECHNOLOGY

Interior Design at Bellevue Community College is a 90-credit two-year program intended for those interested in working as a professional interior designer or others seeking a career in a related field. An Associate in Arts degree is awarded upon successful completion of the program.

Instruction is provided in basic design and color principles, drawing, drafting, space planning and layout, professional practices, and history of art and interior furnish-

ings. Courses are also offered in which design principles and knowledge of materials and furnishings are combined with presentation techniques in order to achieve solutions to actual interior design problems.

Practical experience related to the design field is provided through work programs with cooperating interior design and home furnishings businesses and design showrooms.

First Year

Credits

- 16 **ART 101, 110, 120, 201 or 202**
- 5 **HOMECE 110**
- 15 **INDES 150, 160, 165, 170, 185**
- 5-3 **ENGL 101 or OFF 109**
- 4 **Electives**

43-45 *Total Credits*

Second Year

Credits

- 11 **ART 111, 112, 202 or 203**
- 25 **INDES 180, 181, 260, 270, 271, 272, 285**
- 9 **Electives**

45 *Total Credits*

INTERNATIONAL STUDIES PROGRAM

The International Studies Program is a two-year program leading to an A. A. degree in International Studies fully transferrable to the University of Washington.

In other four-year institutions/universities it is transferable either as a major in the discipline or as distribution credit.

The major in International Studies provides a rigorous liberal arts education that forms a strong basis for either direct entry into a career upon completion of AA/BA or for further study in graduate or professional school. Graduates of this program are in a favorable position to compete for positions in the rapidly increasing fields of International Business, Banking, Law, Health, Journalism and other related areas.

The interdisciplinary nature of the program allows students to become acquainted with several disciplines, (Politics, Languages, Economics, History, Anthropology, etc.), as well as interdisciplinary approaches to problem solving.

Requirements for A.A. Degree

Minimum of 90 credit hours and 2.75* GPA upon graduation (*subject to change).

General Course Work

Credits

- 5 **ENGL 101 or equivalent**
- 60 **HUMANITIES, MATH/NATURAL SCIENCE, SOCIAL SCIENCE, Course work in Major**
- 5 **ECON 200**
- 5 **ECON 201**
- 5 **INTST 200**
- 5 **INTST 201**
- 5 **INTST 202**
- 30 **Foreign Language or equivalent Proficiency**

90 *Total Credits*

MARKETING MANAGEMENT

The Marketing Management Program prepares the student for the many opportunities that exist in the field of Marketing. Individuals are trained for middle-management positions in business such as sales representative, sales manager, marketing manager, department manager, and buyer. Related areas include advertising, distribution, marketing research, and customer service. Students also acquire knowledge and skills useful in operating their own business.

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 221, 202, 215**
- 12-22 **MKTG 197 or 297, 234, 235**
- 8-18 **Approved Electives**

45 *Total Credits*

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: 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 and Marketing Management Program.

MEDIA TECHNICIAN PROGRAM

The two-year Media Technician Program is designed to train students in the various skills needed to function as audio-visual 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 audio-visual equipment. The two-year program sequence leads to an Associate in 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

- 35 **MEDIA 100, 105, 115, 120, 121, 125, 150**
- 5 **ART 150 or 151**
- 5 **Approved Electives**

45 *Total Credits*

Additional Required Courses for the Associate in Arts Degree

Credits

- 10 **ENGL 100, 101 or 102**
- 3 **MEDIA 110**
- 3 **OFF 101**

16* *Total Credits*

*Optional electives to be decided by student and advisor total 90 credits for Associate in Arts Degree.

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 in Arts Degree in NDT Technology.

The course 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 Non-destructive Testing.

People trained in the operation of nondestructive testing equipment are readily employable. Those who complete the two-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 two-year program.

First Year

Credits

- 6 **ENGR 123, 125**
- 9 **ENGRT 104, 105, 154**
- 8 **MATH 101, 104**
- 13 **NDT 100, 110, 120, 130, 140**
- 15 **PHYS 114, 115, 116**

51 *Total Credits*

NURSING

The Associate Degree Nursing program is designed to help you become an intellectually and technically competent professional, prepared to give quality patient-centered nursing care in first-level positions.

New students are accepted into the 6-quarter program each fall. Graduates are awarded the Associate in Arts Degree in Nursing and are eligible to take the State Board examination to obtain a license as a registered nurse.

The program is open to men and women of all ages; your education will include both classroom instruction and clinical experience.

Since class sizes are limited, students should apply well in advance of the fall quarter when you plan to begin the program. "Guidelines for Selection of the Nursing Class," published annually, are available from the Admissions Office each August 1st. Applications are accepted beginning December 1st each year until the desired number have been received.

All prerequisites (see "Admission Requirements") must be completed and all admission materials and transcripts must be received in the Admissions Office by the date specified in the "Guidelines for Selection of the Nursing Class" (referred to as "Guidelines" in future). Applicants enrolled in high schools or colleges with a semester system will have until February 10th to submit transcripts.

Admission. Student must be a high school graduate with a minimum grade point average of 2.5. During high school the student must have completed the following courses with a "C" grade or higher: three semesters of English, two semesters of mathematics (including at least one of algebra) and one semester of chemistry. The chemistry course must be completed not more than five years prior to your admission to the nursing program. If the individual has been out of high school for more than five years he/she may substitute college chemistry (101 or equivalent) or completion of physical Science 101. You must complete the chemistry requirement (with a "C" or better) by the end of the fall quarter prior to admission into the program.

Previously earned credits for anatomy, physiology, microbiology, sociology, and psychology can be applied toward the BCC nursing program if: (1) they have been taken from an accredited college within the past five years, (2) they are comparable to similar BCC courses, (3) they are five quarter credits each.

If the student wishes he/she may complete any or all of the required non-nursing courses before entering the nursing program.

You will also need a complete physical examination including chest X-ray, tuberculin test, dental exam, and evidence of required immunizations.

The Associate Degree Program in Nursing is fully accredited by the Washington State Board of Nursing and the National League for Nursing.

First Year

Credits

- 5 **BIOL 210**
- 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 education background. This program is approved by the American Medical Association, the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, and consists of 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 in 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. Applications are accepted after December 1st.

Requirements for Admission to the Program

1. Admission to BCC and to RATEC program after December 1.
2. GPA - 2.25
3. Completion of recommended prerequisites with a C or better
 - a. English 100 or 2 years high school English
 - b. College Math 090 or 1 year high school algebra
 - c. College Chemistry 100 or 1 year high school physics or 1 year high school chemistry
4. Visit to affiliate hospital X-Ray Department for a minimum of 8 hours
5. Personal interview with RATEC Board

First Year

Credits

- 5 ENGL 101
- 10 ZOOL 113, 114
- 13 RATEC 101, 102, 103, 104
- 9 RATEC 107, 108, 109
- 3 RATEC 120
- 11 RATEC 113, 114
- 15 Approved Electives

66 Total Credits

Second Year

Credits

- 5 RATEC 206, 207
- 42 RATEC 210, 211, 212, 213
- 2 RATEC 220
- 5 Approved Electives

54 Total Credits

REAL ESTATE

Two programs in real estate are offered; one leads to an Associate in 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
- 5 R EST 105
- 5 R EST 140
- 3 R EST 142
- 3 R EST 143
- 5 QM 145
- 5 Psychology or Sociology
- 9 Approved Electives*

45 Total Credits

Second Year

Credits

- 3 R EST 141
- 5 G BUS 202
- 15 R EST Electives*
- 5 ACCT 108
- 5 ECON 100 or 200
- 5 SPCH 220
- 7 Approved Electives*

45 Total Credits

*Real Estate electives to be selected from R EST 240, 241, 242, 243, 244, 245, 246, 247, 248.

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 ENGL 100 or 101
- 8 HLTH 250, 292
- 14 PE 164, 165, 166, 190, 265, 290
- 3 Physical Education Activity (to include PE 105, Canoeing)
- 2 RECED 160
- 10 Science (Lab Science Preferred)
- 5 SPCH 220

47 Total Credits

Second Year

Credits

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

46 Total Credits

SECRETARY

The Professional Secretary Program leads to an Associate in 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.

First Year

Credits

- 6 **OFF 102, 103**
- 29 **OFF 107, 109, 112, 125, 130, 150, 151**
- 5 **ACCT 101**
- 3 **ENGL 105**
- 5 **QM 145**

48 *Total Credits*

Second Year

Credits

- 13 **OFF 104, 105, 106, 110, 111**
- 15 ***OFF 115, 116, 117**
- 15 **GBUS 101, 120, 202**

43 *Total Credits*

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

WELDING

Welding Technology Program is a two-year program into which 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 can 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 Metallurgy
- 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

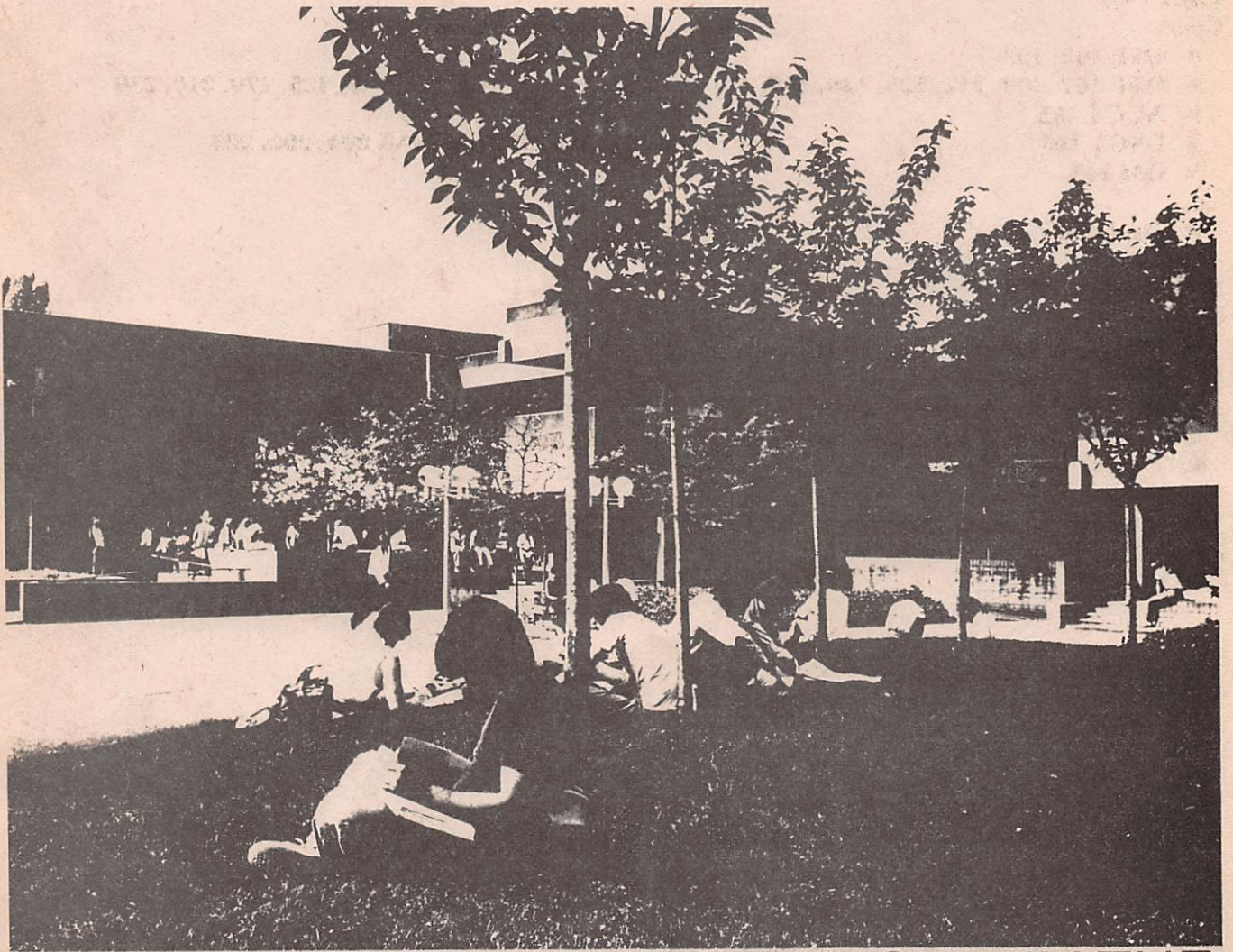
Second Year

ENGL 101, 270

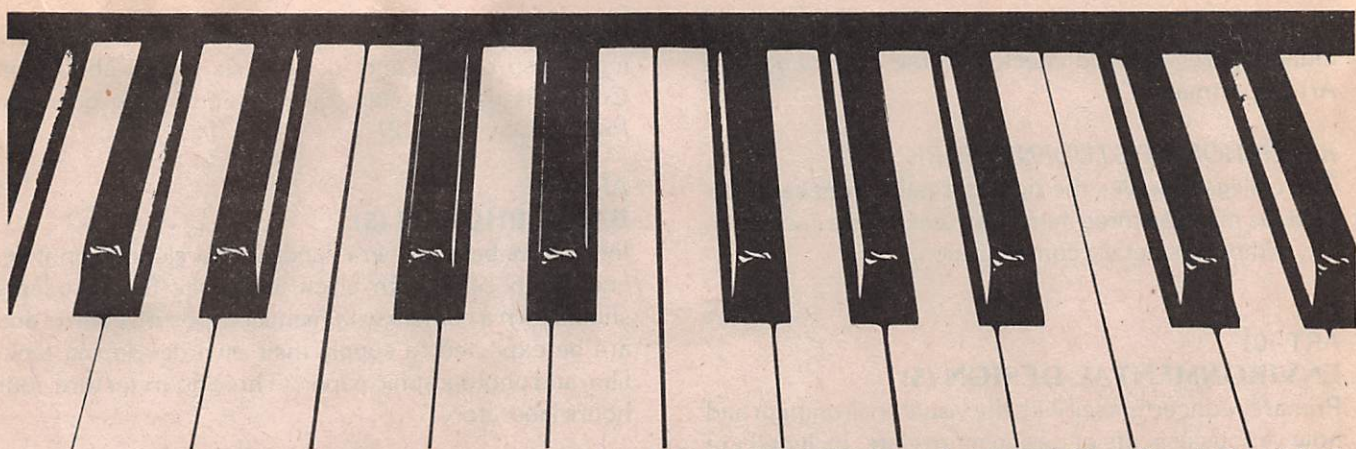
ENGR 110, 111, 123, 125, 170, 210, 230

MATH 104, 105

WELD SEMINAR 201, 202, 203



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ARTS AND HUMANITIES

American Studies, Art, Communications, Dance, Drama, English, Graphic Reproduction, Human Development, Interior Design, Languages, Music, Philosophy, Speech

AMERICAN STUDIES

AMST 286

POPULAR CULTURE AND MASS MEDIA (5)

Analyzes popular culture forms as evidenced in the mass media. Topics vary and include: comic strips, cartoons, advertisements, and other contemporary forms. This course transfers as either a social science or humanities credit.

AMST 287

AMERICAN STUDIES: THE SELF-MADE MYTH (5)

Offers a series of interdisciplinary courses which incorporate several streams of disciplinary ideas under a cohesive topic. This course transfers as either a social science or humanities credit.

AMST 288

AMERICAN STUDIES: THE LANDSCAPE (5)

Presents a series of interdisciplinary courses which incorporate several streams of disciplinary ideas under a cohesive topic. This course transfers as either a social science or humanities credit.

AMST 289

AMERICAN STUDIES: IDEOLOGIES AND STAGES OF LIFE (5)

Provides a series of interdisciplinary courses which

incorporate several streams of disciplinary ideas under a cohesive topic. This course transfers as either a social science or humanities credit.

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 101, 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.

Admission to advanced studio courses is dependent upon the successful completion of both foundation and basic studio course work. Check with your advisor or instructor to make certain you have met the prerequisites.

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 101

ENVIRONMENTAL DESIGN (5)

Primarily concerns itself with the visual environment and how various aspects of design interrelate. Included are discussions of the visual impact of various art disciplines: architecture, landscape, graphic, interior, and industrial design and crafts.

ART 110

BASIC DESIGN (3)

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

ART 111

DESIGN: COLOR (3)

Provides a continuation of principles used in ART 110, with emphasis on color theory. Students learn to use and mix paint, understand environmental and psychological use of color, and apply this knowledge to their design work. (Six hours laboratory) *Prerequisite: ART 110 and ART 111.*

ART 112

THREE-DIMENSIONAL DESIGN (3)

Introduces a basic course emphasizing three-dimensional design. Students develop design concepts involving mass, space, time, and light. (Six hours laboratory) This is usually offered winter and spring quarters. *Prerequisite: ART 110.*

ART 120

BASIC DRAWING (3)

Deals with visual and drawing skills, working mostly from "still life" objects and structural forms in the studio and around the campus. Media is mostly pencil and charcoal. (Six hours laboratory)

ART 121

BASIC AND FIGURE DRAWING I (3)

Is a continuation of ART 120, but includes the human figure. (Six hours laboratory.) The course is usually offered winter and spring quarters. *Prerequisite: ART 120.*

ART 122

BASIC AND FIGURE DRAWING II (3)

Apply skills gained in ART 120 and 121 to problems of composition in drawing. Originality and independent

observation are stressed. Additional work in figure drawing is also offered and includes six hours laboratory. Course is usually offered winter and spring quarters. *Prerequisite: ART 121.*

ART 150

BASIC PHOTO I (5)

Introduces basic camera handling, developing, printing, and composition with black and white film. Students should own a camera with manual exposure control and are expected to supply their own developing tank, film, and photographic paper. (Three hours lecture, four hours laboratory)

ART 151

BASIC PHOTO II (5)

Provides 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. The course also includes 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.*

ART 153

DARKROOM LABORATORY TECHNIQUES (1)

Includes darkroom privileges for students not presently enrolled in a photography class. It is designed for students with a working understanding of processes who wish to gain experience in darkroom work. *Prerequisite: ART 150 or permission of instructor.*

ART 201

HISTORY OF WESTERN ART (5)

Introduces art history terminology and concepts. History of the art of ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, and Gothic period in Europe is discussed through slide lectures.

ART 202

HISTORY OF WESTERN ART (5)

Deals with a descriptive survey of the art of Europe and America, Renaissance, Baroque, and 18th century Europe.

ART 203

HISTORY OF WESTERN ART (5)

Offers a descriptive survey of the art of Europe and America in the 19th and 20th centuries.

ART 210

TEXTILE DESIGN: PRINTING AND DYEING (3)

Introduces textile techniques, with emphasis on the design of the object. Processes include batik, tie dye, silk screening. (Six hours laboratory) *Prerequisite: ART 110.*

ART 211**TEXTILE DESIGN: CONSTRUCTION (3)**

Introduces textile techniques, with emphasis on the design of the object. Processes include simple weaving, stitchery, applique, macrame, and rug knotting. (Six hours laboratory.) This course is offered alternate years. *Prerequisite: ART 110.*

ART 212**ADVANCED STUDIO: TEXTILES (3)**

Offers studio experience in textiles beyond ART 210 or 211. *Prerequisite: ART 210 or 211, and permission of instructor.*

ART 221**ADVANCED STUDIO: DRAWING (3)**

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

ART 222**ADVANCED STUDIO: DRAWING (3)**

Gives studio experience in drawing beyond ART 221. *Prerequisite: ART 221 and permission of instructor.*

ART 240**OIL PAINTING (3)**

Is an introduction to painting, with instruction in modeling in light and shade, composition, color theory, and technique. (Six hours laboratory) The course is offered alternate years.

ART 242**ADVANCED STUDIO: PAINTING (3)**

Offers studio experience in painting beyond ART 240. Course offered alternate years. *Prerequisite: ART 111, 121, and 240, or permission of instructor.*

ART 252**BASIC COLOR PHOTO (5)**

Introduces basic color theory, processing techniques of negative and positive materials and 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 they apply to the process of visual communication, are given. *Prerequisite: ART 111, 120, 151, or permission of instructor.*

ART 253**ADVANCED STUDIO: PHOTO (BLACK AND WHITE) (3)**

Gives studio experience in photography beyond ART 151. *Prerequisite: ART 110, 120, 151, or permission of instructor.*

ART 260**BASIC CERAMICS I (3)**

Gives the student the opportunity to work primarily on hand building processes for high fire clay bodies and glaze work. Limited work on the wheel is included. This course is usually offered winter quarter.

ART 280**SCULPTURE (3)**

Gives instruction in techniques of popular contemporary media, as well as guidance in composition as appropriate to individual expressive needs. Materials include metal, wood, plastics, and plaster. (Six hours laboratory)

ART 281**ADVANCED STUDIO: SCULPTURE (3)**

Presents studio experience in sculpture beyond ART 280. *Prerequisite: ART 112, 121, 280, and permission of instructor.*

ART 282**ADVANCED STUDIO: SCULPTURE (3)**

Gives studio experience in sculpture beyond ART 281. *Prerequisite: ART 281 and permission of instructor.*

ART 291**INDIVIDUAL PROJECTS IN ART (V1-3)**

Provides 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. Course may be repeated for credit. *Prerequisite: Permission of instructor.*

COMMUNICATIONS**COMM 130****MAGAZINE ARTICLE WRITING AND MARKETING (3)**

Provides the opportunity for students to learn to write articles for various commercial publications, to analyze the market for article possibilities, and to market articles.

COMM 131**WRITER'S WORKSHOP (3)**

Teaches students to write articles and copy assigned by and under the direction of the editor. Work includes writing at least two such articles for publication during the quarter. *Prerequisite: COMM 130.*

COMM 133**GRAPHIC ARTS FOR THE EDITOR (3)**

Gives the aspiring editor sufficient familiarity with printing, art and photography used in printing and enhances comprehension of the production aspects of editing.

COMM 134

MAGAZINE EDITING (3)

Continues as the second course in an editing sequence intended to prepare general publications editors. A follow-up of "Graphic Arts for the Editor," this teaches the student to conceive, plan, design, and produce a publication. The magazine, being the most complex publication, is the instructional vehicle. *Prerequisite: COMM 133.*

COMM 135

EDITOR'S WORKSHOP (3)

Is the final of three courses in the editing sequence and is intended to give the student supervised instruction and experience on an editorial staff of a magazine being professionally published. *Prerequisite: COMM 133, 134.*

COMM 141

NEWSPAPER STAFF (5)

Gives students practice in reporting and newswriting, through production of the student newspaper, Bellevue Community College Advocate. (No more than ten hours of COMM 141 may apply toward the Associate in Arts Degree.)

COMM 143

EDITING TECHNIQUES (2)

Deals with techniques and responsibilities of newspaper editing; emphasis is upon copyreading, headline writing, paste-up, and design. *Prerequisite: COMM 141, and permission of instructor.*

COMM 144

EDITORIAL STAFF (2)

Is the practical application of editing techniques in conjunction with Advocate editorial positions. *Prerequisite: COMM 143.*

COMM 145

ADVERTISING STAFF (3)

Teaches the student typography, paste-up, design and sales, and includes practical work on student newspaper. *Prerequisite: Permission of instructor.*

COMM 150

INTRODUCTION TO MASS MEDIA (5)

Deals with organization, operation, and control of the American mass media; influence upon social organization, social values, and social change; relations between media and government, media and their audiences. This course transfers to the University of Washington as a social science credit.

COMM 155

THE DOCUMENTARY FILM (5)

Is a seminar course which examines the role of the film in mass communications as a force for shaping, as well as for perpetuating social values. Special attention is paid to

controversial feature films, to the documentary as propaganda and to the techniques of visual persuasion used by TV commercials.

COMM 161

BASIC BROADCASTING (5)

Develops announcing skills and audio operations. Course includes preparation in FCC Rules and Regulations and introduction to commercials, news, and production.

COMM 162

RADIO BROADCASTING (5)

Improves broadcasting technique and includes on-air and in-class practice and critique. Students audition for broadcasting duties on KBCS-FM. *Prerequisite: COMM 161, appropriate FCC licensing, and permission of instructor.*

COMM 163

RADIO PRODUCTION (4)

Develops audio production skills and improvement of voicing skills. Tape editing and mixing are covered and production values are developed through class projects. *Prerequisite: COMM 161 and permission of instructor.*

COMM 240

ADVANCED NEWSWRITING (3)

Concentrates on covering special assignments and interpretative and investigative reporting. *Prerequisite: COMM 141.*

COMM 241

PHOTOJOURNALISM (3)

Involves the use of photography in print communications: conventional pictures (portraits, group pictures, feature stories, sports pictures); and special occasion pictures. Publication values include news angle, cut lines, legal constraints, cropping, and half-toning. *Prerequisite: ART 150 and permission of instructor.*

COMM 245

PRACTICUM IN JOURNALISM (5)

Is practical work in community journalism involving 10 hours per week working on the staff of a local community newspaper under the supervision of one or more departmental editors. *Prerequisite: Permission of the instructor. Enrollment only by arrangement with the Communications Program.*

COMM 261

RADIO NEWS BROADCASTING (3)

Offers writing, editing, producing and delivering news for radio. *Prerequisite: COMM 141 and 161, and permission of instructor.*

COMM 265

PRACTICUM IN BROADCASTING (1)

Gives the student three to six hours per week working at

KBCS-FM in an operator capacity; with limited performance evaluation. No more than six hours can apply to graduation. *Prerequisite: Appropriate FCC licensing, successful audition, and permission of instructor.*

COMM 266

ADVANCED PRACTICUM IN BROADCASTING (5)

Provides ten hours a week working in a local broadcast outlet. The course may be repeated for a maximum of ten credits. *Prerequisite: Permission of instructor.*

COMM 291

SPECIAL PROJECTS IN COMMUNICATIONS (V1-5)

Involves individual projects in broadcasting, journalism and advertising, which enhance the knowledge, skills, and experience gained in specific communications courses. Arrangements should be made with a communications instructor. *Prerequisite: Previous Communication enrollment and permission of instructor.*

DANCE

DANCE 130

JAZZ TECHNIQUE I (3)

Consists of movement studies designed for students interested in developing technique in a highly energized theatrical style of jazz dance.

DANCE 131

JAZZ TECHNIQUE II (3)

Continues DANCE 130. Students are expected to perform at a more advanced level and explore subtle nuances of style, rhythm, and dynamics. *Prerequisite: DANCE 130 or permission of instructor.*

DANCE 151

CONTEMPORARY DANCE I (3)

Introduces technique work at the barre and center floor designed to tune the dancer's instrument. The purpose of the course is to gain flexibility and strength; to extend the student's movement vocabulary; and to develop an awareness of the use of shape and space, time and energy.

DANCE 152

CONTEMPORARY DANCE II (3)

Continues 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 six credits.

DANCE 161

COMMUNITY MUSICAL PRODUCTION (V1-5)

Is a full-scale musical, opera or operetta which provides possibilities for participation in the production through Music, Drama, or Dance Programs, and provides 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. Course may be repeated for credit. *Prerequisite: Audition and/or instructor permission.*

DANCE 201

DANCE ENSEMBLE I (V1-5)

Is 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. Emphasis is on improving technique. *Prerequisite: Permission of instructor or by audition.*

DANCE 202

DANCE ENSEMBLE II (V1-5)

Involves 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, solo or small group work. Emphasis is on rehearsing for specific dance works. Choreographic experience is offered to those with more experience and ability. *Prerequisite: DANCE 201 or permission of instructor.*

DANCE 203

DANCE ENSEMBLE III (V1-5)

Is 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, solo or small group work. Emphasis is on performance. Students combine technical and performing skills and experience the production aspects of concerts (tech and dress rehearsals with lighting, costuming, make-up, etc.) *Prerequisite: DANCE 202 or permission of instructor.*

DRAMA

DRAMA 101

INTRODUCTION TO THE THEATRE (5)

Surveys the modern theatre and the lively arts. A lecture-discussion course, with guest speakers representing the many phases of theatre.

engaged in some phase of theatre and its broad spectrum is provided.

DRAMA 102

PLAY ANALYSIS (5)

Explores 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)

Consists of actual practice in rehearsal and production, with reference to performing and/or technical experience. Course may be repeated for a maximum of 15 credits.

DRAMA 114

STUDIO THEATRE I (V2-5)

Involves actual practice in direction, rehearsal, scripting, and production of a Stop Gap Studio Theatre performance. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor and/or audition.*

DRAMA 120

STAGECRAFT: SETS/PROPS (3)

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

DRAMA 121

STAGECRAFT: COSTUMES (3)

Is an intensive lecture/laboratory course in basic theories, techniques, and equipment involved in stage costume construction. Crew work is required in addition to scheduled class hours.

DRAMA 122

STAGECRAFT: LIGHT/SOUND (3)

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

DRAMA 125

GREAT PLAYS (5)

Gives an appraisal and analysis of great plays that formulate changes in the main current of dramatic literature and philosophy, including concept, story, character, dialogue, and criticism. Course is offered alternate years.

DRAMA 126

CONTEMPORARY THEATRE (5)

Studies recent internationally representative plays through the appraisal and analysis of contemporary stage techniques, acting theories and practices. Empha-

sis is on the analysis of local theatre productions of contemporary plays. Course is offered alternate years.

DRAMA 146

THEATRE VOICE AND SPEECH (3)

Provides stage vocal techniques and exercises with concentration on practical application of these techniques on the stage and in other performance situations. Course is offered alternate years.

DRAMA 151

ACTING: MOVEMENT (5)

Concentrates on tuning the actor's body; relaxation, fluidity, flexibility, agility, and developing specific skills: tumbling, stage fights, juggling, and manipulation (mime). Projects include work on specific dramatic situations that will incorporate both character work and strenuous physical activity.

DRAMA 152

ACTING: IMPROVISATION (5)

Concentrates on the actor's body; working individually and with others; loosening up; thinking on one's feet; developing a spontaneous sense of play and interplay through exercises focusing on developing a situation; listening; playing objectives; and playing off partners' behavior.

DRAMA 153

ACTING: SCENE STUDY (5)

Involves working with text; character analysis; textual analysis; rehearsal tools; acting one's age; playing against type, underplaying, overplaying; rhythm, timing, pacing, and achieving an objective through work on scenes and monologues. Project includes: 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)

Is a full-scale musical, opera or operetta which provides possibilities for participation in the production through Music, Drama, or Dance Programs. It provides 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. Course may be repeated for credit.

DRAMA 211

CHILDREN'S THEATRE (4)

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

DRAMA 212

CREATIVE DRAMATICS (5)

Analyzes and applies basic principles and techniques of the creative process in informal drama. Emphasis is 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)

Allows participation in a full-scale drama production as a member of the cast or technical crew while providing work experience. Course may be repeated for a maximum of 15 credits. *Prerequisite: DRAMA 112; audition or permission of instructor.*

DRAMA 214

STUDIO THEATRE II (V2-5)

Provides actual practice in direction, rehearsal, scripting, and production of Stop Gap Studio Theatre performance. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

DRAMA 239

STAGE MAKE-UP (2)

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

DRAMA 251, 252, 253

ADVANCED ACTING (5) (5) (5)

Is an 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)

Provides history of the western theatre and its drama to the present. It is designed to acquaint the student with the magnitude and scope of the theatre as a vital part of the history of man and civilization.

DRAMA 292

INDIVIDUAL RESEARCH (V2-5)

Is an advanced individual study in the areas of acting, stage, costume and lighting design, publicity, playwriting, and directing. *Prerequisite: Permission of instructor.*

ENGLISH

The Reading and Writing Labs are available to BCC students for free non-credit tutorial support. See page 17 for descriptions of services and location of labs.

ENGL 080, 081, 082

STRATEGIES FOR LEARNING ENGLISH (V1-5) (5) (5)

Is designed for the foreign student who is new to the American College setting and reads at levels 2-4. This course emphasizes oral communication skills, vocabulary skills, grammatical skills, and study skills, and is suggested for the student taking English 083.

ENGL 083

READING I (5)

Is designed for the student who scores below 25 on CGP. This course emphasizes word pronunciation skills, vocabulary building, literal comprehension skills, and simple study skills. The student works in the Reading Lab one or two days per week with individualized materials. This course may be taken by the foreign student also taking English 080. *Prerequisite: Placement Test.*

ENGL 085

READING II (5)

Is for the student who scores 26-34 on CGP. This course emphasizes literal reading skills (finding the main idea, identifying details, identifying patterns of organization in paragraphs), vocabulary building, and study skills (use of dictionary, simple outlining). The student works in the Reading Lab one or two days per week with individualized materials. This class is compatible with English 095. *Prerequisite: Placement Test.*

ENGL 087

READING III (5)

Is for the student who scores 35-44 on CGP. This course emphasizes improving literal and simple inferential comprehension skills. Secondary emphasis includes improving vocabulary skills and reading rate. The student works in the Reading Lab one to two days per week with individualized materials. This class is compatible with English 097 or 099. *Prerequisite: Placement Test.*

ENGL 089

READING IV (5)

Is for the student who scores 45-55 on CGP. This course emphasizes improving inferential comprehension, vocabulary, reading study-skills (textbook reading), and reading rate. The student works in the Reading Lab one to two days per week with individualized materials. This class is compatible with English 100 or 101. *Prerequisite: Placement Test.*

ENGL 090

INDIVIDUALIZED BASIC ENGLISH (5)

Provides singular instruction in developmental English subjects upon recommendation of the Program Chairman of Developmental Education. *Prerequisite: Permission of the Program Chairman.*

ENGL 095

DEVELOPMENTAL ENGLISH I (5)

Emphasizes sentence structure, punctuation, spelling and recognition of basic parts of speech. On completion, student is able to write complete sentences and has been introduced to the paragraph unit. *Prerequisite: Placement Test.*

ENGL 096

SPELLING I (5)

Designed to improve spelling skills, coordinates sight with sound, pronunciation, and dictations. The morphological approach is used.

ENGL 097

DEVELOPMENTAL ENGLISH II (5)

Is an extension of Developmental English I, for the student who requires further instruction in these skills. *Prerequisite: ENGL 095 or Placement Test.*

ENGL 098

SPELLING II (5)

Continues ENGL 096.

ENGL 099

DEVELOPMENTAL ENGLISH III (5)

Emphasizes building basic, 100-word paragraphs. Coursework includes topic sentence, focus, development of supporting detail and related usage problems; and punctuation and spelling. *Prerequisite: ENGL 097 or Placement Test.*

ENGL 100

DEVELOPMENTAL ENGLISH IV (5)

Emphasizes writing clear and complete sentences; sustaining a definite focus and point of view in a 200-350 word paper; linking ideas in a progressive, flowing sequence; making accurate paragraph distinctions and correctly signaling them; and spelling and punctuating accurately. *Prerequisite: ENGL 99 or placement test.*

ENGL 101

WRITTEN EXPRESSION (5)

Provides practice on a more advanced level than ENGL 100, in writing clearly and effectively. The course particularly emphasizes 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: ENGL 100 or placement Test or Waiver Essay.*

ENGL 102

WRITTEN EXPRESSION (5)

Emphasizes research, analytical writing techniques, and the functions of language.

Prerequisite: ENGL 101 or Departmental Waiver Essay.

ENGL 103

FINDING FACTS (3)

Is designed to familiarize students with effective ways of assessing information through a variety of general reference sources, indexes and databases. Also examined are the social and psychological barriers impeding free access to information.

ENGL 105

MECHANICS OF ENGLISH, A SURVEY (3)

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 106

COLLEGE READING AND ANALYSIS (5)

Is for the student who reads at levels 12-15. This course emphasizes the development of critical reading and thinking skills (analysis, synthesis, evaluation) necessary for successful completion of college level course in the Humanities, Social Sciences and Sciences. *Prerequisite: Placement Test.*

ENGL 107, 108

ENGLISH AS A FOREIGN LANGUAGE (5) (5)

Includes enrollment of non-native speakers only, after completion of three English courses numbered below 100. The course validates "foreign language" development for non-native speakers. (Enrollment in 108 requires additional 15 credits below 100.) *Prerequisite: Permission of the Program Chairman.*

ENGL 110

READING POETRY (5)

Introduces major poets and a wide range of 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

READING DRAMA (5)

Broadly introduces 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

READING FICTION (5)

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

ENGL 114

THE FILM AS LITERATURE (5)

Introduces the critical study of the motion picture as an expressive medium bearing close affinities to the forms and styles of literary art but possessing its own unique language, history, formal conventions and critical bibliography. Focus of study is on the feature-length film as a novelistic form, but the documentary as an expository form is also examined.

ENGL 123

ETYMOLOGY (WORD HISTORY) (3)

Provides students the opportunity to better understand the English language, its vocabulary and the function of that vocabulary. The course is designed to stress Latin, Greek, Anglo-Saxon and Indo-European derivations.

ENGL 130, 131

INTRO TO LITERATURE (5) (5)

Is an introduction to Literature course for evening students only. Its focus is to combine genres (fiction, drama, poetry) each quarter to broaden the evening student's exposure to literature. Format is class discussion with minimal lecture; material varies according to instructor. Five transferable Humanities credits.

ENGL 210

INTRODUCTION TO EUROPEAN LITERATURE (5)

Intensively examines the fiction, drama, and poetry of European cultures. Content varies but is limited to 19th and 20th Century works in translation. *Recommended prerequisite: ENGL 101, 102 or a literature course in the 100 series.*

ENGL 215

FOLKLORE: MYTH, FOLKTALE, AND LEGEND (5)

Surveys the stories of selected cultures in order to evolve principles concerning common motifs and styles, to explore relationships between cultural perspectives and folklore, and to examine theories concerning its origins and significance. *Recommended prerequisite: ENGL 101, 102 or a literature course in the 100 series.*

ENGL 216, 217

ETHNIC LITERATURE (5) (5)

Involves a selection of the writings of Black, Asian, Native American, and Hispanic authors. One or more of these traditions may be covered in a quarter. *Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series.*

ENGL 231

INTRODUCTION TO SHAKESPEARE (5)

Surveys the development of Shakespeare's dramatic and literary art. Through a lecture/discussion structure, the course offers study in representative comedies, tragedies, romances, and histories. *Recommended prerequisite: English 101, 102 or a literature course in the 100 series.*

ENGL 241

THE BIBLE AS LITERATURE (5)

Combines lecture/discussion to explore the oral and written traditions of literature in the Old and New Testaments, emphasizing the historical, cultural, and literary aspects of Scripture. *Recommended prerequisite: English 101, 102 or a literature course in the 100 series.*

ENGL 263

ENGLISH LITERATURE: BEOWULF THROUGH SHAKESPEARE (5)

Introduces 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 264

ENGLISH LITERATURE: DONNE THROUGH JOHNSON (5)

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

ENGL 265

ENGLISH LITERATURE: BLAKE THROUGH HARDY (5)

Surveys 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 266

ENGLISH LITERATURE: TWENTIETH CENTURY WRITERS (5)

Surveys modern British writers with emphasis on major movements and figures, including Eliot, Yeats, Conrad, Joyce, Lawrence, Auden, Thomas, Woolf, and Forster. *Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series.*

ENGL 267

AMERICAN LITERATURE: BEGINNINGS THROUGH CIVIL WAR (5)

Provides readings from authors such as Edwards, Frank-

lin, Thoreau, Hawthorne, Melville, Twain and considers 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)

Gives 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)

Offers 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)

Incorporates organization, development and expression of ideas with practical problems in logical and concise writing. Technical periodicals and reference works with proper bibliographical usage are emphasized. *Prerequisite: ENGL 101.*

ENGL 271, 272

EXPOSITORY WRITING (5) (5)

Provides a chance for further development of writing skills, learned in ENGL 101 or 102, and extended practice in developing ideas and finding the prose form best suited to each subject. Emphasis is on 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 is the prerequisite for 272.*

ENGL 273, 274, 275

VERSE AND SHORT STORY SERIES (CREATIVE WRITING) (5) (5) (5)

Analyzes contemporary styles in poetry and fiction. Course includes class analysis of student manuscripts.

ENGL 276

WOMEN IN LITERATURE (5)

Combines lecture/discussion to explore the rich diversity of style, themes, and subjects in women's writings from the 12th to the 20th Centuries. Content emphasizes current, contemporary writers. *Recommended*

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

ENGL 281

CREATIVE WRITING CONFERENCE (V1-5)

Allows students to contract with the instructor to complete a particular kind or piece of writing. This course is open to students who have completed the creative writing series in either fiction or poetry, with high achievement. *Prerequisite: Permission of instructor.*

ENGL 291

DIRECTED READING AND RESEARCH (V1-5)

Allows individual study of given authors or areas of special interest by arrangement with instructor. Course may be repeated for a maximum of 15 credits. *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, or concentration on single figures, regional writers or particular themes. Subject matter can be determined by student request and is announced before each quarter. Course may be repeated for a maximum of 15 credits.

FOREIGN LANGUAGES

FRNCH 101

BEGINNING FIRST-YEAR FRENCH (5)

The methods and objectives are primarily audio-lingual, practice with cassettes being an integral part of the course. Basic reading and writing skills are gradually introduced.

FRNCH 102

INTERMEDIATE FIRST-YEAR FRENCH (5)

Is a continuation of FRNCH 101. *Prerequisite: 101 level course or permission of instructor.*

FRNCH 103

ADVANCED FIRST-YEAR FRENCH (5)

Is a continuation of FRNCH 102. *Prerequisite: 102 level course or permission of instructor.*

FRNCH 111, 112, 113

BEGINNING FRENCH (3) (3) (4)

Provides 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. *Prerequisite: for FRNCH 112 is FRNCH 111; prerequisite for 113 is 112; or permission of instructor.*

FRNCH 201

BASIC SECOND YEAR FRENCH (5)

Reviews French grammar and is designed for students who have already acquired a basic knowledge of all four French language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand fluency in French while acquainting students with France and the French-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. *Prerequisite:* 103 level course or permission of instructor.

FRNCH 202

INTERMEDIATE SECOND YEAR FRENCH (5)

Continues FRNCH 201. *Prerequisite:* 201 level course or permission of instructor.

FRNCH 203

ADVANCED SECOND-YEAR FRENCH (5)

Continues FRNCH 202. *Prerequisite:* 202 level course or permission of instructor.

GERMN 101

BEGINNING FIRST-YEAR GERMAN (5)

Methods and objectives are primarily audio-lingual. Practice with cassettes is required.

GERMN 102

INTERMEDIATE FIRST-YEAR GERMAN (5)

Continues GERMN 101. *Prerequisite:* 101 level course or permission of instructor.

GERMN 103

ADVANCED FIRST-YEAR GERMAN (5)

Continues GERMN 102. *Prerequisite:* 102 level course or permission of instructor.

GERMN 104v (FLAP)

INDIVIDUALIZED FIRST-YEAR GERMAN (V1-15)

Requires that each student bear the major responsibility for his/her own learning. Emphasis lies on a balanced approach to the "Four skills" of language learning: listening, speaking, reading, and 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 proceeds at his/her 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 111, 112, 113

BEGINNING GERMAN (3) (3) (4)

Introduces 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. *Prerequisite:* for 112 is 111; *prerequisite* for 113 is 112; or permission on instructor.

GERMN 201

BASIC SECOND-YEAR GERMAN (5)

Reviews German grammar and is designed for students who have already acquired a basic knowledge of all four German language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand fluency in German while acquainting students with Germany and the German-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. *Prerequisite:* 103 level course or permission of instructor.

GERMN 202

INTERMEDIATE SECOND-YEAR GERMAN (5)

Continues GERMN 201. *Prerequisite:* GERMN 201 or equivalent.

GERMN 203

ADVANCED SECOND-YEAR GERMAN (5)

Continues GERMN 202. *Prerequisite:* GERMN 202 or equivalent.

SPAN 101

BEGINNING FIRST-YEAR SPANISH (5)

Is primarily audio-lingual in its methods and objectives. Practice with cassettes is an integral part of the course. Basic reading and writing skills are gradually introduced.

SPAN 102

INTERMEDIATE FIRST-YEAR SPANISH (5)

Continues SPAN 101. *Prerequisite:* 101 level course or permission of instructor.

SPAN 103

ADVANCED FIRST-YEAR SPANISH (5)

Continues SPAN 102. *Prerequisite:* 102 level course or permission of instructor.

SPAN 111, 112, 113

BEGINNING SPANISH (3) (3) (4)

Provides the basic study of Spanish grammar and idiomatic usage of the language. The three courses correspond to SPAN 101 and 102. Students may transfer into 103 after completing 113. *Prerequisite:* for 112 is 111; *prerequisite* for 113 is 112; or permission of instructor.

SPAN 201

BASIC SECOND YEAR-SPANISH (5)

Reviews Spanish grammar and is designed for students who have already acquired a basic knowledge of all four Spanish language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand fluency in Spanish while acquainting students with Spain and the Spanish-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. *Prerequisite:* 103 level course or permission of instructor.

SPAN 202

INTERMEDIATE SECOND-YEAR SPANISH (5)

Continues of SPAN 201. *Prerequisite:*

SPAN 201 or equivalent.

SPAN 203

ADVANCED SECOND-YEAR SPANISH (5)

Continues SPAN 202. *Prerequisite:* SPAN 202 or equivalent.

FOREIGN LANGUAGE ALTERNATIVE PROGRAM (FLAP)

Students who are interested in the FLAP program 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 varies 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)

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/her previous background and makeup of the FLAP course. *Prerequisite:* FLAP 101:

permission of instructor; FLAP 102: 101 or permission of instructor; FLAP 103: 102 or permission of instructor. Offered in French, German and Spanish.

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

These advanced language courses are tailored to individual skill levels and needs of language students, and they provide students with choices of academic or vocational curricular tracks. FLAP program courses are open to all second year students, as well as to students in the Office Professions, Communications, and International Studies Programs. Students enrolling in the French FLAP 203 course have an option of studying a curriculum titled "Business French for the International Market." This option for French language students provides the second year student with a knowledge of the vocabulary of commerce and the skill to read, translate, and answer business letters. *Prerequisite:* FLAP 201: 103 or permission of instructor; FLAP 202: 201 or permission of instructor; FLAP 203: 202 or permission of instructor. Offered in French, German, and Spanish.

GRAPHIC REPRODUCTION

GR 100

COPY PREPARATION (3)

Gives a study of the techniques involved in the arrangement and design of materials for printing.

GR 101

SURVEY OF GRAPHIC REPRODUCTION (3)

Briefly overviews graphic arts. Students are allowed to explore the many careers within the industry and have hands-on-experience with some of the tools and equipment used.

GR 111

PHOTO TYPESETTING (5)

Is an in-depth study in the operating, scheduling and programming of composing and typesetting equipment. Applications of these skills and techniques are those used in the printing, publishing and duplicating industry. *Prerequisite:* Permission of instructor and the ability to type 30 words per minute.

GR 120

PROCESS CAMERA TECHNIQUES (5)

Teaches 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.

GR 130

NEGATIVE STRIPPING AND OFFSET PLATE-MAKING (5)

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

GR 140

OFFSET PRESS OPERATION (5)

Introduces 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.

GR 150

PAPER TECHNOLOGY AND BINDERY (3)

Students will be taught qualities, characteristics and pricing of papers, inks, design, and bindery practices. Course emphasis is on paper making, paper texture, paper weights and psychology of paper color and textures. Students are instructed in matching customer printing needs with appropriate paper, design, ink, binding and their costs.

GR 200

ADVANCED COPY PREPARATION (5)

Is 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 6 hours lab per week TBA.*

GR 210

ADVANCED TYPESETTING (5)

Is a course for advanced students in the field of phototypesetting 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 instructors.*

GR 220

ADVANCED PROCESS CAMERA (5)

Presents a course in advanced line, halftone and special effect photographic techniques, color proofs and fake color. This is to be taken in conjunction with GR 240 Advanced Offset Press (5). Course may be repeated for a maximum of 15 credits. *Prerequisite: Second-year status or permission of instructor, 6 hours lab per week TBA.*

GR 240

ADVANCED OFFSET PRESS (5)

Develops skill and proficiency in operating large offset duplicators and small offset presses with emphasis on high quality printing and is to be taken in conjunction with GR 220. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

GR 260

PRINTING JOB ORGANIZATION (3)

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

GR 261

PRACTICUM IN GRAPHIC REPRODUCTION (5)

Provides 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)

Allows a student to explore areas of graphic reproduction

in greater depth. May be repeated for a maximum of 15 credits. *Prerequisite: Second-year status and permission of instructor.*

HUMAN DEVELOPMENT

HD 099

COLLEGE SURVIVAL METHODS (2)

Is designed to acquaint students with study in the community college 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. It is suggested for the general exploratory/undecided student and the college pre-major (transfer) student.

HD 101

BUILDING SELF-ESTEEM (3)

Includes theory and practice of self-esteem through small group discussion, structured exercises, readings, and tapes. Students select a personal project to learn how to apply awareness, responsibility, and action skills toward a more positive self-identity.

HD 157

HUMAN DEVELOPMENT (2)

Focuses on various methods of learning personal, interpersonal, and group skills. The emphasis differs 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.

HD 172, 173

CAREER EXPLORATION (2) (3)

Offers a comprehensive course in career and life planning designed to increase self-awareness and employability skills for students of all ages. Self-awareness skills include skill evaluation, values clarification, interest and aptitude analysis. Vocational testing is included as part of the course. Career opportunities and training programs are presented using guest speakers, student research, the career library and a career computer. Employability skills explored include goal setting, decision-making, resumes, interviewing, and job search techniques. (The two credit course is an abbreviated version of the three credit course, the main difference being less emphasis on job search skills.)

HD 195

PEER COUNSELING I (5)

Is 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)

Is the second of a two-quarter sequence (see HD 195). The course is an 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.*

HUMANITIES

HUMAN 101

SPECIAL TOPICS IN HUMANITIES (3 or 5 cr.)

Incorporates varying presentations in course or workshop format in the humanities subject area.

INTERIOR DESIGN TECHNOLOGY

INDES 150

HISTORY OF FURNITURE (3)

Studies the dominant influences and characteristics of interior furnishings from ancient to modern times with emphasis on the twentieth century.

INDES 160

GRAPHIC COMMUNICATIONS I (3)

Presents lectures and laboratory experiences in theories and processes of graphic communications for interior design: drafting, isometric drawing, orthographic projection, perspectives, and lettering. *Prerequisite: ART 110 and ART 120 or permission of instructor.*

INDES 165

VISUAL PRESENTATIONS (3)

Covers concepts and techniques of presentation using color boards, transfer type, different media, and perspective drawing. Design and development of a student portfolio is included. *Prerequisite: INDES 160, 170.*

INDES 170

INTERIOR DESIGN I (3)

Introduces the elements and principles of design in relation to space planning. Proportion, flexibility and spaciousness are key concepts studies. *Prerequisite: ART 110 and ART 120 or permission of instructor.*

INDES 180

PROFESSIONAL PRACTICES I (2)

Includes a description of the resources and services

available to interior designers, procedures for entering the field professionally, support services, professional procedures with clients, and client communications. *Prerequisite: INDES 160, 170.*

INDES 181

PROFESSIONAL PRACTICES II (2)

Clarifies levels of employment in the interior design field, employer expectations, ethics, procedures, business forms, professional organizations, and job related problems. *Prerequisite: INDES 180.*

INDES 185

PRACTICUM IN INTERIOR DESIGN (3)

Deals with selected observations and experiences in interior design technology and furniture merchandising. *Prerequisite: ART 110, INDES 150, 160, 170, and permission of instructor.*

INDES 260

GRAPHIC COMMUNICATIONS II (3)

Continues Graphics Communications I, refining basic drafting skills, developing comprehension of architectural construction details, and electrical plans, and advanced perspective drawing. *Prerequisite: INDES 160.*

INDES 270

INTERIOR DESIGN II (5)

Studies the field of interior design and 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 160, 165, 170.*

INDES 271

INTERIOR DESIGN III (5)

Continues INDES II, focusing on techniques of design problem-solving through client situation analysis, identifying and using style concepts in contract and residential design, making specifications and estimates. *Prerequisite: INDES 270.*

INDES 272

INTERIOR DESIGN IV (5)

Continues INDES III, and includes problem-solving work that will cover residential and contract projects. A final individual project is given that encompasses a total design solution using traffic patterns, space planning, furniture selection, layouts, estimating, specifications, and presentation techniques. *Prerequisite: INDES 271.*

INDES 285

PRACTICUM IN INTERIOR DESIGN (3)

Includes study, analysis, and practice in interior design technology and furniture merchandising. *Prerequisite: INDES 185 and permission of instructor.*

INDES 291

SPECIAL TOPICS IN INTERIOR DESIGN (V1-5)

Studies selected topics or approved work experience in the field of Interior Design Technology. Course may be repeated for a maximum of 10 credits. *Prerequisite:* INDES major and permission of instructor.

MUSIC

Suggested minimum program for those majoring or minoring in music.

First year:

MUSIC 110, 111, 112--First Year Theory MUSIC 140--First Year Private Instruction I and participation in at least one performing group each quarter.

Second year:

MUSIC 210, 211, 212--Second Year Theory MUSIC 240--Second Year Private Instruction I and participation in at least one performing group each quarter.

MUSIC 100

COLLEGE CHOIR (3)

Is open to all students interested in singing. Selected voices are chosen by audition for various ensembles from entire choir membership. Choir includes five hours of rehearsal per week plus all scheduled rehearsals and performances. Course is designed to promote understanding and skills essential to group and choral singing. It may be repeated for a maximum of 18 credits.

MUSIC 101

COMMUNITY SYMPHONIES (1)

Provides college credit for BCC students playing in approved community or symphony groups. Usual rehearsal time is one evening per week. See Music Program for approved groups. Course 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)

Presents 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. Course 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)

Includes woodwinds, strings, brass, and stage band.

Literature and performance are to develop technique, independence of part, and sensitivity. Two hours minimum rehearsal per week is required. The course may be repeated for a maximum of 12 credits. *Prerequisite:* Prior instrumental experience.

MUSIC 105

VOCAL JAZZ AND RECORDING ENSEMBLE (2)

Consists of 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. It 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

JAZZ WORKSHOP (3)

Is open to all instrumentalists within the Stage Band instrumentation (trumpet, trombone, saxophone, and rhythm section). Auditions for chairs are held during the first week of the quarter. Emphasis is on the art of jazz improvisation, performance and interpretation of contemporary and traditional jazz, and exposure to the performance demands of a professional musician. The course may be repeated for a maximum of 18 credits. *Prerequisite:* Ability to read music and competency on student's instrument.

MUSIC 107

FUNDAMENTALS OF MUSIC (5)

Offers a one-quarter survey class, which studies the structure of music and its notation. The goal of the class is to learn the elements of music and how to use them. Some of these include reading and writing basic pitch and rhythm notation, constructing scales and chords, writing melodies, and some basic keyboard skills. The course is intended for non-majors or beginners with little or no musical experience.

MUSIC 108

LISTENING TO MUSIC (5)

Helps develop a more direct awareness of music; class emphasizes listening in order to recognize how a 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, and the function of form. Materials are drawn from all styles and periods of music; the course ends with a short historical survey of music from medieval times to present. It is designed for the general student.

MUSIC 110, 111, 112

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

Consists of three courses which comprise the first three

quarters of a two-year, six quarter sequence of Music Theory. It is primarily intended for music majors, but also for students who wish to compose or perform. The courses cover notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight-singing and ear training are included as well. This sequence is also recommended for piano instructors who wish to fulfill their theory requirement. *Prerequisite: for MUSIC 110 is a basic knowledge of music notation, and performance capability on an instrument or voice; prerequisite for MUSIC 111 is MUSIC 110 or equivalent; prerequisite for MUSIC 112 is MUSIC 111 or equivalent.*

MUSIC 130

GROUP PIANO INSTRUCTION I (2)

Prepares the beginning music major for the eventually required piano competency and provides basic keyboard experience for non-majors. Course includes basic music reading, keyboard technique, interpretation, and simple chording.

MUSIC 131

GROUP PIANO INSTRUCTION II (2)

Expands 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 chairpersons. *Prerequisite: MUSIC 130 or permission of music program chairperson.*

MUSIC 140

FIRST-YEAR PRIVATE INSTRUCTION I (2)

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

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

MUSIC 143

FIRST-YEAR PRIVATE INSTRUCTION II (3)

Provides instruction at advanced and intermediate levels for serious music students. Forty-five minutes to one-

hour lessons are held each week for ten weeks with a college approved instructor. There is a fee for private study in addition to normal college fees. (Maximum nine credits in three quarters) *Prerequisite: Permission of instructor.*

MUSIC 162

COMMUNITY MUSICAL PRODUCTION (V1-5)

Provides possibilities for participation in a full-scale musical, opera or operetta through the Music, Drama or Dance Programs. This course offers 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. Course may be repeated for credit. *Prerequisite: Audition and/or instructor permission.*

MUSIC 170

CAREERS IN MUSIC (3)

Assists students in a detailed exploration of 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 are 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)

Continues 110, 111, 112 Music Theory sequence. Music 210 reviews first year theory techniques, secondary dominants, modulation, linear embellishing, chords, harmonic analysis, figured bass, and composition. Music 211 covers Neopolitan chords, augmented 6th chords, chromatic modulation, harmonic analysis and composition. Music 212 covers 20th Century compositional techniques, planing, jazz notation, extended tertian harmony, modes, synthetic scales, pandiatonicism, quartal and secundal harmony, polytonality, 12-tone techniques, analysis and composition. *Prerequisite: MUSIC 210 - MUSIC 112 or one year of college level music theory; MUSIC 211 - MUSIC 210 or equivalent; MUSIC 212 - MUSIC 211 or equivalent.*

MUSIC 231

HISTORY OF JAZZ (3)

Surveys the development of jazz from its origins through "jazz age" of 20's, the big bands of the "Swing Era," the development of Bop, and foundations of modern jazz to contemporary experiments of the past few years. Recorded examples illustrate lectures. This is class usually offered once a year.

MUSIC 232

HISTORY OF ROCK(3)

Surveys rock beginnings in 1954 to present day through lecture and recordings. The importance of early Rock 'n

Roll as an American cultural phenomenon is contrasted with contemporary rock as international music. This class aims at a musical and historical understanding of rock, and explore its success in satisfying emotional and musical needs of youth while other musical forms have failed. It is usually offered once a year.

MUSIC 240

SECOND-YEAR PRIVATE INSTRUCTION I (2)

Consists of half-hour weekly lessons with college-approved teacher on all instruments listed in MUSIC 140. A special fee, in addition to normal college fees, is required. (Maximum six credits in three quarters.) *Prerequisite: Students must have earned at least three quarters of college credit on the same instrument for which enrollment in this course is intended, and permission of instructor.*

MUSIC 243

SECOND-YEAR PRIVATE INSTRUCTION II (3)

Is a continuation of MUSIC 143 and is intended for the serious music student. The course consists of a minimum of 45 minutes to one-hour lesson weekly for 10 weeks with a college-approved teacher. A special fee, in addition to normal college fees, is required. (Maximum nine credits in three quarters.) *Prerequisite: Students must have earned at least three quarters of college credit on the same instrument for which enrollment in this course is intended, and permission of instructor.*

MUSIC 291

INDIVIDUAL PROJECTS IN MUSIC (V1-3)

Allows the music student to work out an individual course of study with an instructor in any area of music approved by instructor. It includes at least five hours of individual consultation with instructor, with a summary paper, performance or presentation. Credit levels vary with the nature of the project. The course may be repeated. *Prerequisite: Permission of instructor.*

PHILOSOPHY

PHIL 100

INTRODUCTION TO PHILOSOPHY (5)

Investigates 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)

Examines the nature of a good social order and right

social action. Also surveyed in the course are the concepts of human rights, civil disobedience, individualism, and collectivism. This course transfers as social science credit.

PHIL 120

INTRODUCTION TO LOGIC (5)

Provides a thorough study of the formal conditions of valid argumentation. The student may profitably apply this knowledge in all fields. This course transfers as science credit.

PHIL 140

ETHICAL THEORY AND BUSINESS (5)

Is an integrated course which investigates issues from both a philosophical and business point of view. Common principles of decision making in business and ethics are analyzed and the human and social impact of corporate and government policies on economic systems is assessed. See G BUS 140.

PHIL 267

INTRODUCTION TO PHILOSOPHY OF RELIGION (5)

Offers 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)

Is based upon selected readings on a topic in philosophy or a philosopher of the student's or teacher's choice. A paper will be written in connection with five to ten 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 explores the characteristics of effective communication in the one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to become more effective. Eighty percent of the class time is devoted to student participation.

SPCH 200

INTERPERSONAL COMMUNICATION (5)

Studies interpersonal communication as a dynamic process. Students participate in a variety of exercises and self-assessments designed to validate course readings and discussions. The course is designed to allow students to experience effective interpersonal communication.

tion by investigating others' perceptions of them and by practicing techniques to improve interpersonal skills. Course topics include self-esteem, assertiveness training, sensory awareness, handling stress, empathy, self-disclosure, trust, risk taking, making conversation and dealing with shyness, motivation, holistic health, and self-actualization.

SPCH 220

INTRODUCTION TO PUBLIC SPEAKING (5)

Sets forth the essentials of effective public speaking including: Preliminary selection, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches. Emphasis is upon persuasive speaking with two-thirds of time devoted to student performance.

SPCH 225

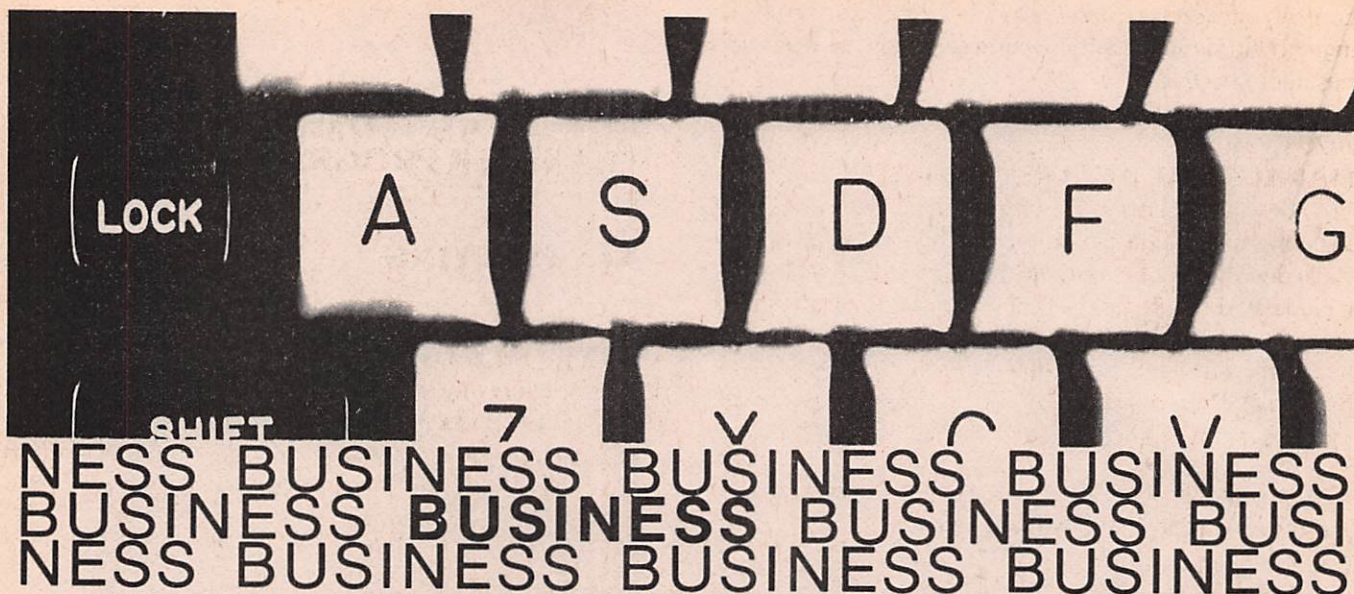
INTRODUCTION TO GROUP DISCUSSION (5)

Focuses on understanding and utilizing interpersonal communication skills in problem-solving and fact-finding groups. Various aspects of group process are explored including leadership, conflict management, conformity, consensus, active listening, nonverbal cues, and problem-solving methodologies. This course transfers to the University of Washington as a social science credit.

SPCH 299

NONVERBAL COMMUNICATION (5)

Examines nonverbal behavior and its effects on people. Students study each general area of nonverbal communication, such as body language, physical characteristics, touching behavior, personal space, para-language, artifacts and dress, environment, use of time, color, emotions, silence, nonverbal signals, nonverbal rules, and lying. Emphasis is on the students' examinations of their personal nonverbal communication. Students are taught techniques for developing nonverbal language sensitivities, and practice making their nonverbal communication congruent with their verbal utterances.



ACCOUNTING

Four year transfer program: See Business Administration page 57.

TWO-YEAR ASSOCIATE DEGREE PROGRAM

ACCT 101, 102

PRACTICAL ACCOUNTING (5) (5)

For reporting business transactions, makes use of special journals, general ledgers, and subsidiary ledgers and covers 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.

ACCT 103

PRACTICAL ACCOUNTING (5)

Covers accounting procedures for corporations and branch operations: introduction to basic analysis of financial statements; fundamentals of accounting for manufacturers, and cost accounting. (Not recommended for students transferring to four-year colleges.) *Prerequisite:* ACCT 102.

ACCT 108

INTRODUCTORY ACCOUNTING FOR MID-MANAGEMENT (5)

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

ACCT 120

ACCOUNTING CAREER ORIENTATION (3)

Examines the various occupational opportunities in accounting.

ACCT 123

SPECIALIZED ACCOUNTING COMPUTATIONAL APPLICATIONS (2)

Is a specialized course in the solution of upper-level accounting problems. It is specifically designed for second-year accounting program students. *Prerequisite:* Permission of instructor.

ACCT 135, 235

CONTEMPORARY PROBLEMS IN ACCOUNTING (2) (2)

Examines current problems present in the preparation of financial reports for business firms, non-profit organizations, and governmental bodies. *Prerequisite:* ACCT 102 or permission of instructor.

ACCT 140

COMPUTER AUGMENTED ACCOUNTING (3)

Introduces the accounting student to the use of the computer itself through a pre-programmed series of exercises. These are followed by specific applications in areas such as financial statements, payroll, inventory, journals and ledgers, and related subsidiary documents. *Prerequisite:* ACCT 101 or experience in accounting and permission of instructor.

ACCT 200

FINANCIAL MANAGEMENT FOR SMALL BUSINESS (3)

Overviews financial records for small business; internal

control; interpretation of financial statements; forecasting and budgeting; cash flow and fund flow analysis for business success.

ACCT 234

MANAGERIAL ACCOUNTING (5)

Provides instruction in making business decisions with the aid of managerial accounting techniques and is especially designed for accounting program students. Topics include various aspects of long-range and short-range financial planning. Emphasis is on management planning and control and solving business problems using analytical tools. *Prerequisite: ACCT 103 or permission of instructor.*

ACCT 240

ACCOUNTING SYSTEMS (3)

Studies 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.*

ACCT 250, 260

INTERMEDIATE ACCOUNTING (5) (5)

Includes the 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)

Covers the 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)

Introduces the student to the preparation of federal income tax returns. *Prerequisite: Permission of instructor.*

ACCT 290

ADVANCED ACCOUNTING (5)

Emphasizes advanced accounting concepts and problems involved with partnerships, business combinations, and consolidated financial statements. *Prerequisite: Permission of instructor.*

ACCT 292

SPECIAL PROBLEMS IN ACCOUNTING (V2-5)

Is designed to enable the student to pursue an instructional area of accounting to meet particular needs of his/her program, interests, or employment. *Prerequisite: Permission of instructor.*

BUSINESS ADMINISTRATION-TRANSFER PROGRAM

ACCOUNTING

ACCTG 210

FUNDAMENTALS OF ACCOUNTING (5)

Includes the 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.

ACCTG 220

FUNDAMENTALS OF ACCOUNTING (5)

Overviews basic concepts used in financial reporting and interpretation of financial statements. *Prerequisite: ACCTG 210 receiving a grade of "C" or better.*

ACCTG 230

BASIC ACCOUNTING ANALYSIS (3)

Incorporates analysis and evaluation of accounting information as part of the managerial process of control, planning, and decision making. The course concentrates on the use of information by those managing the business and making decisions. *Prerequisite: ACCTG 220 receiving a grade of "C" or better.*

ACCTG 245

ACCOUNTING INTERNSHIP (3)

Provides training in accounting for non-profit organizations and/or special projects. *Prerequisite: Permission of instructor.*

ACCTG 295

SEMINAR IN ACCOUNTING (2)

Studies special problems in accounting and/or training of teaching assistants for ACCTG 210. *Prerequisite: Permission of instructor.*

ACCTG 296

SEMINAR IN ACCOUNTING (2)

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

ACCTG 297

SEMINAR IN ACCOUNTING (2)

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

BUSINESS ADMINISTRATION

BA 200

BUSINESS LAW--LEGAL FOUNDATIONS (5)

Examines 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)

Uses BASIC as the language and applies it 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 90 or equivalent, or one year of High School Algebra.*

BA 220

INTRODUCTION TO FORTRAN PROGRAMMING (4)

Includes programming and use of the computer; flow charting; problem organization; basic computer statements; application to engineering problems for engineering students; and application to business problems for business students. *Prerequisite: MATH 105.*

BA 230

COBOL PROGRAMMING

Introduces the most popular programming language used in business data processing applications. Students write their own programs and run them on our computer on campus outside of class hours.

BA 240

STATISTICAL ANALYSIS (5)

Surveys statistical techniques useful in guiding business decisions; introduction to probability, decision making, linear programming, correlation, and regression. *Prerequisite: MATH 156 or permission of instructor.*

BA 241

TIME SERIES AND INDEX NUMBERS (2)

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

BA 250

INTRODUCTION TO DATA PROCESSING (3)

Includes the practical components of data processing; how a computer works, data structures, development of

data processing applications on the computer, algorithms, and different levels of programming.

DATA PROCESSING

DP 120

STRUCTURED PROGRAMMING CONCEPTS (5)

Introduces students to the use of an interactive editor to create programs and files, and use structured programming techniques to flowchart and code programs. Edit, update and control break logic is discussed. A major project, using a system approach, is designed and coded by students. *Prerequisite: C or above in BA 210 and acceptance in the DP Program.*

DP 125

JOB CONTROL LANGUAGE (3)

Prepares and provides the student with practical experience in writing JCL for compiling, linking, and running programs in various languages. Topics covered include sorts, procedures, generation data sets, system utilities and access methods. *Prerequisite: C or above in QM 110, BA 210, and DP major.*

DP 150

COBOL I (5)

Introduces COBOL with an emphasis on structured coding techniques. *Prerequisite: C or above in DP 120, and DP major.*

DP 160

SYSTEMS ANALYSIS (5)

Includes problem solving cycle, problem identification, information gathering techniques, structured analysis concepts, report analysis, systems flow charts, decision tables, and data dictionary. This course is an in-depth initiation to the system development life cycle, emphasizing the earlier portions. *Prerequisite: C or above in QM 110 and ENGL 101, DP major or permission of instructor.*

DP 220

PROGRAMMING IN PASCAL (4)

Emphasizes structured programming with scientific and mathematical applications. *Prerequisite: C or above in DP 120 or BA 220, and C or above in MATH 105 or MATH 106/156 or permission.*

DP 230

PROGRAMMING IN RPG II (4)

Focuses on techniques necessary to use RPG II in the production of reports in data processing allows students to gain understanding of the fixed program logic a Report Generator uses to record, classify, sequence, summar-

ize or store data and studies file manipulation techniques used in the execution of RPG II programs. *Prerequisite:* DP 120 or permission.

DP 240

PROGRAMMING IN ASSEMBLER (5)

Includes principles and theory of BAL on IBM System 360-370. The course also covers writing and debugging programs with an emphasis on business applications.

Prerequisite: DP 150 or permission of instructor.

DP 250

COBOL II (5)

Continues COBOL I and emphasizes tables, subroutines, and file organization methods. *Prerequisite:* C or above in DP 150, COBOL I.

DP 260

SYSTEMS DESIGN (5)

Pursues the system development life cycle where Systems Analysis (DP 160) leaves off. *Prerequisite:* C or above in DP 160.

DP 265

MAINTENANCE (3)

Provides practical experience by giving the student existing programs to update and document. Debugging, program testing, validating changes, and core dumps will also be discussed. Emphasis is placed on practical problems the programmer faces in industry. *Prerequisite:* C or above in DP 150.

DP 270

TEAM PROJECT (5)

Utilizes a team environment to demonstrate application system development and project management. Students manage a project of moderate complexity and participate in all aspects, including project leadership, scheduling, analyzing a given system, designing physical input and output, building test data, writing modules, documentation, structured walkthroughs, testing modules in a top-down fashion, writing operating manuals, and program documentation. *Prerequisite:* C or above in DP 250 and DP 260.

DP 297

WORK EXPERIENCES IN DATA PROCESSING I (2)

Involves students five hours weekly in a business, observing and learning a computer system. Meetings with other students are used to share experiences, and present special topics. At the end of the quarter, the student writes a short paper outlining his/her experiences, and a proposal for a project for work experiences. Grading is on a pass/no credit basis. *Prerequisite:* Permission of instructor.

DP 298

WORK EXPERIENCES IN DATA PROCESSING II (V3-5)

Continues DP 297. Students work at least 15 hours weekly in industry on projects outlined during DP 297. Possible projects include maintenance, coding, designing, testing, and running programs, or documentation. Students keep journals of time spent and activities, as well as meeting weekly with other students to discuss projects. Grading is on a pass/no credit basis. *Prerequisite:* DP 297, and permission of instructor.

FASHION MERCHANDISING

FM 100

ORIENTATION TO FASHION MERCHANDISING (3)

Introduces the Fashion Merchandising Program and the apparel industry through the examination of a wide variety of career opportunities, including history of the apparel industry, industry and career research, and career planning.

FM 101

PROFESSIONAL DEVELOPMENT FOR FASHION CAREERS (3)

Develops professionalism and the image necessary to maximize fashion career potential.

FM 236

FASHION BUYING (3)

Prepares students 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 trip to the Seattle Trade Center. *Prerequisite:* MKTG 135 or permission of instructor.

FM 239

DISPLAY DESIGN (5)

Develops the ability to plan, construct, and evaluate merchandising displays. The students 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 develop and install window, showcase and interior displays for Fountain Fashions, the student-operated clothing store on campus.

GENERAL BUSINESS MANAGEMENT

See Quantitative Methods page 63 for additional program courses.

G BUS 101

INTRODUCTION TO BUSINESS (5)

Examines the role of business in a modern economy; its growth, structure, organization and relationship to the environment. Business firms; their objectives, functions, and management is also explored, as well as problems of organization, decision-making, controls, and related aspects.

G BUS 120

HUMAN RELATIONS (5)

Looks into 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 140

ETHICAL THEORY AND BUSINESS (5)

Is an integrated course which investigates issues from both a philosophical and business point of view; analyzes common principles of decision-making in business and ethics; and assesses human and social impact of corporate and government policies on economic systems. See PHIL 140.

G BUS 150

SMALL BUSINESS MANAGEMENT (3)

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 160

THE WOMAN MANAGER IN THE AMERICAN ECONOMY (3)

Analyzes economic aspects of women's changing role in the labor force with emphasis on women as managers in business. The course examines stereotypes, traditional attitudes, the realities of management responsibility, and the impact of federal and state legislation.

G BUS 202

LAW AND BUSINESS (5)

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

G BUS 210

BUSINESS FINANCE (5)

Looks into how the 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, and cash flow. *Prerequisite: G BUS 101, ACCT 101 and 102 or 108, or permission of instructor.*

G BUS 215

BUSINESS ANALYSIS AND DECISIONS (5)

Through lecture/case study/problem discussion, instructs students in decision making on management subjects. Topics include 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 221 (formerly G BUS 121)

PERSONNEL MANAGEMENT (5)

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 are studied relative to history, collective bargaining and grievance procedures. The course is conducted primarily as these subjects relate to the line manager and his/her role in personnel work.

G BUS 241

PRINCIPLES OF ORGANIZATION AND MANAGEMENT (5)

Details these elements as applied to both profit and non-profit organizations. 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)

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

MARKET MANAGEMENT

MKTG 130

MARKETING ORIENTATION (1)

Investigates the various career areas associated with marketing. Students choose a career area related to marketing, and gather information about careers including job responsibilities, qualifications needed, and salaries paid.

MKTG 131

MARKETING--PRINCIPLES OF SALESMANSHIP (3)

Studies the elements and techniques of selling as a form of persuasive communication basic to business and various types of interpersonal relationships. Sales presentations and case studies are used to develop your persuasive skills.

MKTG 132

SALES TRAINING FOR PROFESSIONAL SALESPERSONS (3)

Is 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)

Examines the fundamental principles and practices of retail merchandising. Included in the course is an overview of the field of retailing and a look into some of its potential opportunities and rewards. Qualities necessary for success are also identified. Different types of retail outlets, store policies, location, layout, organization, the buying-selling functions, profit planning, operating controls, advertising, and sales promotion are integrated parts of the course work.

MKTG 154

PRINCIPLES OF MARKETING (5)

Takes up the study of the business activities concerned with planning, pricing, promoting, and distributing goods and services. Fundamental principles and business cases are combined to provide an understanding of the role of marketing in our economy, and the processes used to make decisions within a firm.

MKGT 197

PRACTICUM IN MARKETING (V2-4)

Allows students who are currently working at business related jobs an opportunity to receive up to 12 credits for their on-the-job experience and to participate in a weekly one hour seminar. Although primarily designed for Marketing and Fashion Merchandising students, the course

offers any business student a chance to discuss job-related problems and explore new techniques in dealing with business issues. *Prerequisite: Permission of instructor.*

MKTG 234

ADVERTISING (5)

Recognizes the place of advertising in our society and studies the way in which it relates to marketing activity and serves as a communication process. Elements of the course include discussion of the institutions and media involved in advertising as well as planning, preparing and placing advertisements. Course work for the class includes development of an advertising campaign.

MKTG 235

RETAILING MANAGEMENT (5)

Provides the student with hands-on experience in managing a retail store. Students are 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 are 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 instructor by appointment only. Lab 6 hours a week TBA.*

MKTG 292

MARKETING SPECIAL PROJECTS (V2-5)

Allows students to explore in-depth areas of special interest in marketing and is designed to accommodate student needs for flexibility within both the Marketing and Fashion Merchandising Programs. *Prerequisite: Permission of instructor.*

MKTG 297

MARKETING ACTIVITIES (2)

Offers opportunities to develop leadership, communication, and human relation skills. Students become active in the Bellevue Community Mid-Management Association which is the junior collegiate level of Distributive Education Clubs of America (DECA). See Mid-Management Association under Student Programs and Activities. 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.) Offers non-instructional lab practice and is 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 101

BEGINNING TYPING (3)

Offers an introductory course in typewriting. Instruction is on IBM Selectric typewriter. *Enrollment in OFF 18 is suggested.*

OFF 102

INTERMEDIATE TYPING (3)

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

OFF 103

ADVANCED TYPING (3)

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

OFF 104

TYPING REVIEW AND SPEED BUILDING (1)

Provides an intensive 18-day course designed for the student who wishes to improve basic typewriting techniques and to increase typing speed. Course grades are based on individual words-per-minute increase at the completion of the course. This course may be taken concurrently with OFF 102 or 103. *Prerequisite: OFF 101 or equivalent. Enrollment in OFF 18 is suggested.*

OFF 105

PRODUCTION TYPING (1)

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

OFF 106

STATISTICAL TYPING (1)

Offers 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. Enrollment in OFF 18 is suggested.*

OFF 107

WORD PROCESSING ORIENTATION (3)

Introduces this dynamic new field through lecture and discussion. Course also presents of automated, text-editing typewriter equipment. *Prerequisite: OFF 102 or currently enrolled.*

OFF 109

BUSINESS COMMUNICATIONS (3)

Includes study and application of the principles of communication theory to achieve effective written communications in business. Emphasis is placed on solving communication problems, making decisions involving selection and organization of content, and choosing appropriate formats for presentation of information. *Prerequisite: ENGL 105.*

OFF 110

WORD PROCESSING I (5)

Provides an operational course in the basic functions and procedures on automated, text-editing typewriters. Training and practice includes repetitive letters, multiple-page documents and tabular formats. Each week consists of four hours lab and three hours of lecture. *Prerequisite: OFF 107 and 130 or permission of instructor.*

OFF 111

WORD PROCESSING II (5)

Offers a sequential progression of word processing functions and procedures begun in OFF 110. Training and practice includes repetitive letters, multiple-page documents, and tabular formats, including general office correspondence, legal and medical projects. Each week consists of four hours of lab and three hours of lecture. *Prerequisite: OFF 110 or permission of instructor.*

OFF 112

FILING AND RECORDS MANAGEMENT (3)

Introduces the principles of managing, storing, and retrieving business records. Also included in the course are practice materials for indexing, coding, and filing records by alphabetic, geographic, numeric, and subject methods.

OFF 115

BEGINNING GREGG SHORTHAND (5)

Is offered for beginning students only. This course introduces mastery of Gregg shorthand theory, development of reading skills, and recording and transcribing skills. *Prerequisite: Typing experience on electric typewriter OR currently enrolled in typing class. (See program chairman for advance placement.)*

OFF 116

INTERMEDIATE GREGG SHORTHAND (5)

Offers a continuation of OFF 115 and includes sustained dictation, and an increased emphasis on recording and transcribing skills. Spelling, punctuation, letter placement, etc., are reviewed. *Prerequisite: ENGL 105 and 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.*

OFF 117

ADVANCED GREGG SHORTHAND (5)

Continues OFF 116 and involves sustained dictation at higher speeds, and places 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.*

OFF 125

OFFICE MACHINES (5)

Provides basic instruction and practice in the operation of electronic display calculators and the application of these machines to business. *Prerequisite: QM 145 OR permission of instructor. Enrollment in OFF 18 is suggested. Includes a 2 hour lab per week TBA.*

OFF 130

MACHINE TRANSCRIPTION (5)

Instructs students in the operation of the IBM Executory Transcribing Unit with the application of transcribing fundamentals including spelling, grammar, and punctuation. Attention is given to setting up letters, manuscripts, etc. *Prerequisite: ENGL 105 and typing ability equivalent to OFF 102 and use of the IBM Selectric OR equivalent. Enrollment in OFF 18 is suggested.*

OFF 150 (formerly OFF 230)

BEGINNING SECRETARIAL PROCEDURES (5)

Provides skill and confidence necessary in performing secretarial operations. *Prerequisite: OFF 102 or currently enrolled. Enrollment in OFF 18 is suggested.*

OFF 151 (formerly OFF 231)

ADVANCED SECRETARIAL PROCEDURES (5)

Offers training necessary to top-level secretaries who must perform both operational and managerial functions. In the operational role, the secretary demonstrates an in-depth knowledge of office and secretarial procedures. A high degree of competency in administrative skills is studied in this course. *Prerequisite: OFF 102 and OFF 150. Enrollment in OFF 18 is suggested.*

OFF 197

PRACTICUM IN OFFICE PROFESSIONS (2)

Offered for secretarial majors only. This program provides on-the-job experience combined with a one-hour weekly seminar. Students may earn up to six credits. *Prerequisite: Permission of the cooperative chairman.*

QUANTITATIVE METHODS

QM 110

ELECTRONIC DATA PROCESSING ORIENTATION (3)

Overviews 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)

Presents 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)

Introduces problems and methods of collecting, organizing, analyzing, and presenting data as an aid to management decision making. Also included in the course are the characteristics of frequency distributions, central tendencies, variability, time series, index numbers, and business forecasting. This course is not recommended for the transfer student. *Prerequisite: QM 145 or permission of instructor.*

REAL ESTATE

R EST 92

REAL ESTATE SEMINAR (2)

Offers a program of on-the-job experience combined with a one-hour weekly seminar. Students 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 105

REAL ESTATE PRELICENSE (5)

Covers the concepts, terms, license law, and mathematical skills included in the Washington real estate salesmen's license exam. This course is designed to assist a student in passing the state license exam through the use of lecture-discussion classes and mock license exams. There is a heavy emphasis on mathematical calculations and problems as they relate to real estate transactions. Grading is on a pass/no credit basis. *Prerequisite: It is suggested that students with no previous real estate experience take R EST 140 before taking R EST 105. Students not desiring a real estate license should take R EST 140 as R EST 105 is specifically an exam preparation course.*

R EST 140

PRINCIPLES OF REAL ESTATE (5)

Overviews 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)

Outlines the 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 operation 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)

Takes up the 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 BROKERAGE MANAGEMENT (3)

Studies the 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)

Studies the basic essentials and techniques of salesmanship and advertising as they specifically relate to real estate. *Prerequisite: R EST 140 or two years of full-time real estate experience.*

R EST 242

PROPERTY MANAGEMENT (3)

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)

Continues 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)

Studies of the basic concepts of closing a real estate transaction involving equities, mortgages and real estate contracts. Subjects covered include title report, proration, lien rights, and escrow law. *Prerequisite: R EST 140.*

R EST 245

REAL ESTATE INVESTMENT STRATEGY (3)

Assists 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)

Gives 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.*

R EST 247

LAND PLANNING AND DEVELOPMENT (3)

Studies of the legislation, ordinances and procedural requirements involved in land use and development processes. The areas of zoning, subdivision, comprehensive planning, environmental and land use legislation, highest and best use; building codes and land economics will be covered. *Prerequisite: R EST 140 unless waived by instructor.*

R EST 248

REAL ESTATE FORECASTING AND ECONOMICS (3)

Includes forecasting techniques and urban economics applied to the local real estate market. The student is introduced to economic principles, forecasting tools and local economic data sources. These tools are applied to forecasting of supply and demand in the real estate market. This course assists real estate practitioners and investors in planning for their business and investment needs. *Prerequisite: R EST 140 - "Principles" is suggested.*

THE FIRST PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1954.

THE SECOND PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1955.

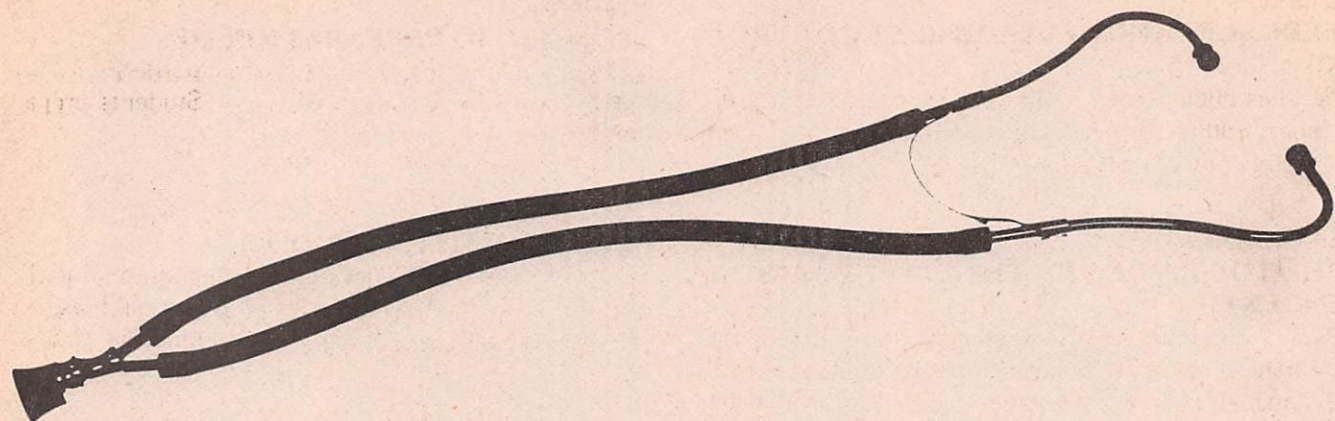
THE THIRD PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1956.

THE FOURTH PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1957.

THE FIFTH PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1958.

THE SIXTH PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1959.

THE SEVENTH PART OF THE
REPORT IS A SUMMARY OF THE
WORK DONE DURING THE
YEAR 1960.



EDUCATIONAL DEVELOPMENT & HEALTH SCIENCE EDUCATIONAL DEVELOPMENT & HEALTH SCIENCE EDUCATIONAL DEV

Biomedical Photography, Consumer Education, Developmental Education, Diagnostic Ultrasound Technology, Early Childhood Education, Health, Home Economics, Nursing, Parent Education, Physical Education, Radiologic Technology, Recreation Education

BIOMEDICAL PHOTOGRAPHY

BIOMD 101

SCIENTIFIC PHOTOGRAPHY I (5)

Consists of overview of biophotography, theory of light, optics, sensitized materials, exposure, and development. *Prerequisite: Official acceptance into program.*

BIOMD 102

SCIENTIFIC PHOTOGRAPHY II (5)

Introduces clinical photography, lighting copy of graphic X-Rays, EKG's, surgical photography, and portraiture. *Prerequisite: BIOMD 101.*

BIOMD 103

COLOR CONCEPTS (3)

Comprehensively studies the theory of color photography. Each student exposes and processes Ektachrome E-6 color film in the lab. *Prerequisite: BIOMD 102.*

BIOMD 104

INTRODUCTION TO CLINICAL LAB (4)

Includes dental photography, medical photography, safety in the hospital environment, and practical application of techniques in photomacrography. It also is closely tied to

BIOMD 110--the Clinical Internship--allowing feedback from hospital lab to classroom. *Prerequisite: BIOMD 102.*

BIOMD 110

CLINICAL INTERNSHIP (7)

Presents practical application of theory in one-to-one relationship with associate faculty in hospital and clinics. *Prerequisite: BIOMD 122.*

BIOMD 111

BASIC CAMERA TECHNIQUES (3)

Studies 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)

Includes the use of personal cameras, the clinical camera, and 4x5 view cameras in close-up situations. Specialized lighting requirements for clinical and surgical photography are also covered. *Prerequisite: BIOMD 111.*

BIOMD 121

BASIC LAB PROCEDURES (3)

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

BIOMD 122

ADVANCED LAB PROCEDURES (3)

Involves tonal reproduction, developers and fixation, archival processing, and unusual printing effects. *Prerequisite: BIOMD 121.*

BIOMD 124

EXPOSURE AND DEVELOPMENT CONTROL (3)

Teaches photographic chemistry, exposure, and development control. *Prerequisite: Acceptance into program or permission of instructor.*

BIOMD 125

PHOTOGRAPHY IN THE NATURAL SCIENCES (4)

Uses photography as an investigative tool in exploring the natural sciences. Included is photography of plants and animals in their environment, as well as specimens prepared for laboratory use. The camera may be attached to the microscope or the telescope. The specimens may be living, preserved or fossilized.

Prerequisite: Instructor permission.

BIOMD 200

ADVANCED MEDICAL PHOTOGRAPHY (5)

Includes photomicrography, photomacrography, forensic photography and advanced lab procedures. *Prerequisite: Completion of the first year of the BIOMD program.*

BIOMD 210

CLINICAL INTERNSHIP IN HOSPITALS (7)

Is a practical application of theory learned in one-to-one relationship with associate faculty in hospitals and clinics. *Prerequisite: Completion of first year of the BIOMD program.*

BIOMD 221

SCIENTIFIC PHOTOGRAPHY III (5)

Allows solving special problems in macrography, micrography, IR, UV, micro-specimen lighting, and photographic preservation of evidence. *Prerequisite: BIOMD 200.*

BIOMD 225

MOTION PICTURE PRODUCTION IN MEDICINE (5)

Explores the mechanics of motion picture production, a study of specialized equipment needed and the processing lab. Course includes critiques of a number of medical films. *Prerequisite: Completion of first year of BIOMD program.*

BIOMD 230

SCIENTIFIC PHOTOGRAPHY IV (5)

Comprehensively reviews course content, aimed at preparing graduate to participate in the written portion of the Registered Biological Photographer Certification Program. *Prerequisite: Completion of first year of BIOMD Program.*

BIOMD 231

PORTFOLIO PREPARATION (3)

Allows students to compile individual portfolios for presentation to prospective employers. Students prepare and present a resume.

BIOMD 233

STUDIO MANAGEMENT (2)

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

BIOMD 235

AUDIOVISUAL PREPARATION (3)

Provides the student with the opportunity to prepare and present a slide-sound show of some aspect of their training or profession. Course includes sound recording techniques, script writing, preparation of title slides, and synchronizing pictures with sound. *Prerequisite: BIOMD 210.*

CONSUMER EDUCATION

CONED 100

INTRODUCTION TO CONSUMER EDUCATION (3)

Is 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.

CONED 150

INTRODUCTION TO CONSUMER BEHAVIOR (3)

Studies the dynamics of consumer behavior and of the awareness critical to effective, responsible consumerism in a free enterprise system.

CONED 200

PERSONAL AND FAMILY FINANCE (5)

Studies the acquisition and utilization of family economics resources and the effect of values, standards, and goals on family spending.

CONED 250

CONSUMER LAW (5)

Analyzes and evaluates 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 (V1-5)

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

DIAGNOSTIC ULTRASOUND TECHNOLOGY

DUTEC 100

INTRODUCTION TO DIAGNOSTIC ULTRASOUND TECHNOLOGY (3)

Provides background information on Ultrasonography as a profession and describes the role of the Diagnostic Ultrasound Technologist on the health care team. Course introduces fundamentals of medical ultrasound and a problem-oriented approach to patient evaluation. *Prerequisite: Official acceptance into the program.*

DUTEC 101

CONCEPTS OF PATIENT CARE (3)

Prepares the student for patient care and psychomotor/communication skills required in ultrasonography. Legal/ethical aspects of care are emphasized. Medical terminology is integrated throughout the course. *Prerequisite: Official acceptance into the program.*

DUTEC 110

ULTRASOUND PHYSICS & TECHNOLOGY I (3)

Studies basic acoustical physics relative to ultrasound and human tissue. Course also introduces transducers and basic knobology. *Prerequisite: DUTEC 100 and PHYS 170.*

DUTEC 111

ULTRASOUND PHYSICS & TECHNOLOGY II (3)

Studies in-depth the theory, function and construction of the transducer, and the internal workings of an ultrasound unit. *Prerequisite: DUTEC 100 and 110. Lab fee.*

DUTEC 120

SCANNING ANATOMY & TECHNIQUE I (4)

Studies basic ultrasound techniques and terminology, as well as scanning techniques of the reproductive organs including cross sectional anatomy of the pelvis, non-pregnant uterus, pregnant uterus and fetus and any pathologies. *Prerequisite: DUTEC 100, ZOOL 113 and 114.*

DUTEC 121

SCANNING ANATOMY & TECHNIQUE II (4)

Provides scanning techniques of the abdomen, including

DUTEC 130

CLINICAL PRACTICUM (7)

Gives clinical experience in an ultrasound department with the supervision and direction of a medical sonographer. *Prerequisite: DUTEC 101, 111, 120.*

DUTEC 140

CLINICAL SEMINAR (2)

Presents and reviews ultrasound studies completed in the clinical setting. Focus includes anatomy, pathology, lab studies, medical terminology, and legal/ethical aspects of care. *Prerequisite: DUTEC 101, 111, 120.*

DUTEC 220

ULTRASOUND SCANNING ANATOMY & TECHNIQUES III (3)

Allows scanning techniques of the heart and other body parts, including normal anatomy and any pathologies. *Prerequisite: DUTEC 121.*

DUTEC 221

ULTRASOUND SCANNING ANATOMY & TECHNIQUE IV (2)

Includes scanning techniques of other body parts (thyroid, adrenals, etc.) including normal anatomy and any pathologies. *Prerequisite: DUTEC 121.*

DUTEC 230, 231, 232

CLINICAL PRACTICUM (8) (11) (11)

Gives clinical experience in an ultrasound department with the supervision and direction of a medical sonographer. *Prerequisite: DUTEC 130 for DUTEC 230; DUTEC 230 for 231; DUTEC 231 for 232.*

DUTEC 240, 241, 242

CLINICAL SEMINAR (2) (2) (2)

Presents and reviews ultrasound studies completed in the clinical setting. Focus includes anatomy, pathology, lab studies, medical terminology, and legal/ethical aspects of care. *Prerequisite: DUTEC 140 for 240; DUTEC 240 for 241; DUTEC 241 for 242.*

EARLY CHILDHOOD EDUCATION

EC ED 131

ORIENTATION TO THE HANDICAPPED CHILD (5)

Acquaints 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 is also explored. Course includes lecture and participation.

EC ED 132

TECHNIQUES FOR TEACHING THE HANDICAPPED CHILD (3)

Overviews information related to systematic instruction of children with special needs. Subjects to be covered are initial and on-going assessment, individualized education programs, measurements, and management of child change and performance.

EC ED 135, 136

PRACTICUM FOR SPECIAL EDUCATION (5) (5)

Presents supervised learning experiences in a specific school setting for handicapped children at the primary or preschool level. Participation is closely supervised by a qualified instructor. Course includes seven hours directed participation and two hours lecture. *Prerequisite: 5 hours in Early Childhood Education or permission of instructor.*

EC ED 150, 151, 152

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

Is 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)

Presents theories and practices of Early Childhood Education, as well as observations in preschools, day care centers, Headstart agencies, kindergartens and elementary schools.

EC ED 172

FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION (5)

Presents materials, methods and professional practices relevant to the subject. It considers the influence of the cultural environment on the developing child. Course includes laboratory participation.

EC ED 181

CHILDREN'S CREATIVE ACTIVITIES (5)

Gives practical aspects of planning, selecting, preparing, and presenting creative curriculum materials and activities to the young child. Laboratory participation included.

EC ED 183

ART EXPERIENCES FOR EARLY CHILDHOOD EDUCATION (3)

Studies art in the development of the young child. Provides 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)

Introduces a basic course designed to acquaint students with the new instructional materials and media used in the classrooms for Early Childhood Education. Students are shown how to 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)

Gives supervised learning experience in a specific school situation at the primary levels or preschool, day care center, or Headstart agency. Participation is closely supervised by a qualified instructor. *Prerequisite: Five hours in EC ED or permission of instructor.*

EC ED 201

PARENT EDUCATION (5)

Provides a lecture and discussion class in interviewing techniques, emphasizing the development of competency in parent contacts. Parent involvement in understanding the child's home and school environment is emphasized. Community resources and referral agencies are used.

EC ED 203

DAY CARE (3)

Gives supervised care for the child from two and one-half to five years of age. The parent/student participates in the child care center. A weekly class involves the parent/student in understanding the child and developing techniques for effective home and family living. Course includes one and one-half hours lecture, three hours laboratory, and directed participation. Use of center is allowed for up to 15 hours per week. *Prerequisite: Permission of instructor.*

EC ED 204

CHILD HEALTH AND SAFETY (3)

Emphasizes setting up and maintaining a safe and healthy learning environment for the young child. Course content includes 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)

Allows supervised care for the child from two and one-half to five years of age. The parent/student participates in the child care center. A weekly class involves the parent/student in understanding the child and developing techniques for effective home and family living. (Course includes one and one-half hours lecture, seven hours laboratory, and directed participation.) Full use of the center is provided. *Prerequisite: Permission of instructor.*

EC ED 210

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

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

EC ED 293

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

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

EC ED 295

SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION (V1-5)

Studies selected topics or approved work experience in the field of Early Childhood Education. Course 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)

Studies selected topics or special seminars in Early Childhood Education. Course may be repeated for a maximum of 15 credits. *Prerequisite: EC ED major and permission of instructor.*

EDUCATION

EDUC 110

INTRODUCTION TO EDUCATION (5)

Details 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.

HEALTH

HLTH 102

HOW TO STAY HEALTHY (2)

Emphasizes individual rights and responsibilities, self

care, and self help in matters pertaining to health. Students are instructed in how to take an active role in health care rather than passive; to function for themselves and their families to prevent, detect and treat common illness and injury, promote positive health habits, and supplement primary health care.

HLTH 250

HEALTH SCIENCE (5)

Allows student involvement, health visitation 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)

Is a lecture laboratory course. The student may meet requirements of both a Standard Red Cross First Aid certificate and Cardiopulmonary Resuscitation (CPR) certificate.

HOME ECONOMICS

HOMECEC 100

INTRODUCTION TO HOME ECONOMICS (1)

Is 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.

HOMECEC 108

INTRODUCTION TO FASHION (2)

Studies the nature and dynamics of fashion and of the role fashion plays in the lives of individuals, families, and communities.

HOMECEC 109

HISTORY OF APPAREL IN THE UNITED STATES (2)

Studies apparel and the American economic, political, psychological and social factors that influenced fashion in dress.

HOMECEC 110

TEXTILES (5)

Studies 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.

HOMECEC 111

CLOTHING STUDY (3)

Deals with the aesthetic, economic, psychological, and

sociological aspects of clothing selection. Construction of apparel using commercial patterns stresses basic skills.

HOMECE 130

HUMAN NUTRITION (5)

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

HOMECE 170

INDIVIDUAL AND FAMILY HOUSING (3)

Explores housing alternatives for individuals and families and the economic, political and social factors to consider in meeting housing needs.

HOMECE 171

HOME FURNISHINGS AND EQUIPMENT (3)

Studies furniture and appliances in reference to the home; including construction, selecting, use, and care.

HOMECE 172

DESIGNING AND DECORATING THE HOME (3)

Presents the basic principles of design as a focus for the understanding of aesthetic and practical elements of creating a pleasant and comfortable home environment.

HOMECE 200

SPECIAL INTERESTS IN HOME ECONOMICS (VI-5)

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

HOMECE 212

CLOTHING CONSTRUCTION (5)

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

HOMECE 220

HOME MANAGEMENT (3)

Teaches principles of management related to family activities throughout the family life cycle, as well as the effect of values, standards, goals, and resources upon decision making.

HOMECE 235

NUTRITION AND DISEASE (5)

Applies 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: HOMECE 130.*

HOMECE 255

MARRIAGE AND THE FAMILY (5)

(Same as SOC 255)

Studies the family as an institution and mode for personal living; marital adjustment; parent-child relationships; changing family patterns; and family disorganization and reorganization. *Prerequisite: SOC 110 or PSYCH 100.*

HOMECE 256

CHILD DEVELOPMENT AND GUIDANCE (3)

Studies the physical, social, and emotional development of the child from infancy to adolescence and the guidance necessary for optimal development.

HOMECE 257

HUMAN GROWTH AND DEVELOPMENT (3)

Studies the physical, social and emotional growth and development of the individual from adulthood through old age and the requisite conditions and fitnesses for optimum adjustment. *Prerequisite: HOMECE 256.*

INDIVIDUAL DEVELOPMENT

ID 291-295

INDEPENDENT STUDIES (1) (2) (3) (4) (5)

Offers coursework and projects in specific student-initiated topical areas. Possible subject matter areas depend on the availability of instructors in individual areas of student interest and need. Approval of project or course of study is dependent upon thoroughness of initial design, plan of student-faculty consultation relative to learning objectives, progress, and evaluation. Entire process must be coordinated with and approved by the Division Chairman. Achievement level is determined by nature of project and extent of credits awarded. Each class may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor of record (Division Chairman).*

NURSING, ASSOCIATE DEGREE

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

Didactic group experiences permit the student to interact with peers and instructors, utilizing group process as the forum for sharing and evaluating nursing theory and practice.

NURS 100

NURSING I (10)

Serves as the structural framework of the program.

Skills are developed to enable the student to meet basic physiological and psycho-socio-cultural needs of the hospitalized adult. In-patient facilities in acute or convalescent care settings are utilized for clinical laboratory experiences. This course consists of two segments: 100v and z. *Prerequisite: Official acceptance into program.*

NURS 101

NURSING II (11)

A sequential progression of nursing theory and practice focusing on health concepts and problems associated with medical-surgical nursing. In-patient facilities in acute care settings are utilized for clinical laboratory experience. This course consists of two segments: 101v and z. *Prerequisite: NURS 100.*

NURS 102

NURSING III (11)

Continues Nursing 101 focusing on health concepts and problems associated with medical-surgical nursing. In-patient facilities in acute care settings are utilized for clinical laboratory experience. The course consists of two segments: 102x and z. *Prerequisite: NURS 101.*

NURS 210

NURSING IV (7)

Studies 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.*

NURS 211

NURSING V (7)

Teaches maternity nursing--theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the post-natal period), and care of the normal newborn. *Prerequisite: NURSE 102.*

NURS 212

NURSING VI (7)

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

NURS 213

NURSING VII (12)

Provides the final course in medical-surgical nursing and allows the student to integrate nursing theory from all previous courses. Providing comprehensive patient care to a group of patients with complex pathophysiological

and psycho-socio-cultural problems is an expected outcome. In-patient facilities in acute care settings are utilized for clinical laboratory experience. This course consists of two segments: NURS 213x and 213z. *Prerequisite: NURS 212.*

NURSING

CONTINUING NURSING EDUCATION

The Bellevue Community College Continuing Nursing Education Program is accredited by the Western Regional Accrediting Committee of the American Nurses' Association. All courses and workshops are recognized at the state and national levels. Offerings are designed to meet the needs of registered nurses, facilitating learning that updates, expands and enriches the role of the nurse in health care.

Courses regularly offered include: Nursing Refresher I and II (two quarter course), Critical Care Nursing, Physical Assessment of the Adult and Child, topics in Medical-Surgical Nursing, Obstetrical Nursing, and Pharmacology.

OUTDOOR EDUCATION

OUTED 149A

SKI INSTRUCTOR CONDITIONING (1)

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

PARENT EDUCATION

PARED 131

FOSTER PARENT EDUCATION I (3)

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

PARED 133

FOSTER PARENT EDUCATION II (3)

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

PARED 135

SPECIAL TOPICS IN PARENT EDUCATION (VI-5)

Studies selected topics or special seminars in parent education.

PHYSICAL EDUCATION ACTIVITY COURSES

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

P E 102

CONDITIONING EXERCISES (1) (Women)

Improves 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.

P E 104

SWIMNASITCS (1)

Designed to attain and maintain physical fitness through water activities.

P E 105

CANOEING (1)

Provides, for men and women, fundamentals of carrying, launching, boarding, various canoe positions, strokes, and rescue techniques.

P E 107

BASKETBALL (1)

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

P E 108

TENNIS (1)

Presents, for men and women, fundamental techniques of the serve, forehand drive, backhand drive, volley, grip and footwork; rules; and etiquette.

P E 109

PICKLEBALL (1)

Takes the beginner in pickleball through the basic skills in both singles and doubles pickleball and develops proficiency in play and strategy.

P E 115

GYMNASITCS (1)

Provides for men and women, beginning through intermediate instruction. It is presented on all competitive events, as well as tumbling and trampoline. Emphasis is placed on skill development.

P E 118

VOLLEYBALL (1)

Presents for 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; and rules of rotations, scoring and play.

P E 119

RACQUETBALL (1)

Offers 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 is placed on acquiring basic skills, knowledge of rules, and developing the ability to enjoy game situations.

P E 120

KARATE (1)

Offers for men and women, emphasizes the philosophy, as well as the skills and etiquette of Karate. The class stresses the development of self-reliance and self-confidence.

P E 121

INTERMEDIATE KARATE (1)

Offers men and women intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self-defense is also provided.

P E 122

BADMINTON (1)

Gives men and women the fundamental techniques; grips, footwork, body balance, forehand and backhand strokes, serve; rules; and techniques of singles and doubles games.

P E 123

ARCHERY (1)

Presents men and women with the fundamental techniques of stringing and handling a bow; handling an arrow and shooting; safety; and upkeep of equipment.

P E 124

BODY CONDITIONING (1)

Gives men and women exercises and routines designed to improve body function and appearance. Concept of body mechanics and figure control to normalize body proportions is also covered. Mats, jump rope and other gym apparatus are used.

P E 125

SKIING (1)

Provides for men and women fundamentals and skills in skiing; mastery of techniques and knowledge of skiing, emphasizing its recreational phase with some instruction in competitive skiing; rules and ethics; equipment; cold weather survival; and first aid.

P E 128

WEIGHT TRAINING (1)

Offered for men only, emphasizes physical conditioning, strength development and lifting techniques.

P E 129

SAILING (1)

Presented for men and women, the procedure for capsize, theory of sailing, points of sailing, getting underway, coming about, jibing, wearing, docking and safety procedures are covered.

P E 130

INTERMEDIATE SAILING (1)

Offers men and women the study of Aerodynamics, trimming of sheets, rules of the road, and racing techniques. *Prerequisite: P E 129 or permission of instructor.*

P E 132

INTERMEDIATE BADMINTON (1)

Provides men and women with intermediate techniques, team play for doubles and mixed doubles, and techniques of singles play. *Prerequisite: P E 122.*

P E 135

HIKING (1)

Presents men and women with principles and techniques of basic hiking. Topics included are safety, basic equipment, survival, and related areas. Course taught in conjunction with summer field trips.

P E 137

SPORTS CONDITIONING (2)

Provided to help get athletes ready for varsity sports. The class includes general conditioning skills and techniques.

P E 138

INTERMEDIATE RACQUETBALL (1)

Offered for those who wish to play racquetball at higher skill levels, concentrated game situations, and learn more advanced racquetball techniques. *Prerequisite: P E 119 or permission of instructor.*

P E 139

WOMEN'S SELF-DEFENSE (1)

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

P E 141, 241

VARSAITY BASKETBALL (2) (2)

(Maximum 8 credits)

Is a course for varsity players only (during winter quarter).

P E 142, 242

VARSAITY CROSS COUNTRY (2) (2)

Is a course for varsity only (during fall quarter).

P E 143, 243

VARSAITY BASKETBALL FOR WOMEN (2) (2)

(Maximum 8 credits)

Is a course for varsity players only (during winter quarter). *Prerequisite: Permission of instructor.*

P E 144, 244

VARSAITY TRACK (2) (2)

(Maximum 8 credits)

Is a course for varsity only (during spring quarter).

P E 146, 246

VARSAITY BASEBALL (2) (2)

(Maximum 8 credits)

Is a course for varsity players only (during spring quarter).

P E 147, 247

VARSAITY TENNIS (2) (2)

Is a course for varsity players only (during spring quarter). *Prerequisite: Permission of instructor.*

P E 148, 248

VARSAITY GOLF (2) (2)

Is a course for varsity players only (during spring quarter).

P E 151

CONTEMPORARY DANCE I (2)

Open to men and women. See DANCE 151.

P E 152

CONTEMPORARY DANCE II (2)

Provides a class for men and women. See DANCE 152.

P E 158

INTERMEDIATE TENNIS (1)

Covers techniques beyond those of beginning tennis. Serve and volley is stressed along with review of basic strokes. Strategy and basic principles of doubles play is also discussed. *Prerequisite: P E 108 or permission of instructor.*

P E 178

INTERMEDIATE VOLLEYBALL (1)

Challenges the better volleyball player by learning new and better techniques of serving, spiking, placement, and team play. There is tournament play with two-to six-man teams. *Prerequisite: P E 118 or a skills test.*

P E 180, 280

VARSAITY SOCCER (2) (2)

Is a course for varsity players only (during fall quarter). *Prerequisite: Permission of instructor.*

P E 182, 282

VARSITY SOFTBALL (WOMEN) (2) (2)

Is a course for varsity players only (during spring quarter). *Prerequisite: Permission of instructor.*

P E 183, 283

VARSITY TRACK (Women) (2) (2)

(Maximum 8 credits)

Is a course for varsity players only (during spring quarter). *Prerequisite: Permission of instructor.*

P E 184, 284

VARSITY SOCCER (Women) (2) (2)

Is a course for varsity women only. *Prerequisite: Permission of Instructor.*

P E 187, 287

SOCCER CLINIC (1) (1)

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

P E 189, 289

SPORTS CLINIC (1)

Presents a clinic for general teaching, coaching and playing techniques for most sports with emphasis on current concepts, materials and skills. Participants obtain experience in fundamentals of their sport and perfection of their skills.

P E 191

BASKETBALL CLINIC (1)

Includes a seminar covering selected basketball topics. Instruction is given by successful coaches from throughout the United States.

P E 195, 295

VARSITY VOLLEYBALL (Women) (2) (2)

Provides a class for varsity players only (during fall quarter). *Prerequisite: Permission of instructor.*

P E 198

ADVANCED TENNIS (1)

Instructs students in the advanced techniques of tennis. Strategy for singles and doubles are thoroughly examined, along with instruction on the lob, drop shot, over-head, and other advanced elements of tennis. *Prerequisite: P E 158 or permission of instructor.*

P E 215

INTERMEDIATE GYMNASTICS (1)

Offers men and women a class designed for the student with previous gymnastics experience. Routine and series work is emphasized. Course includes one exhibition. *Prerequisite: P E 115, 165 or permission of instructor.*

PROFESSIONAL COURSES

P E 101

INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION (3)

Includes the various aspects of a professional physical education career. Students are expected to take this course their first quarter or as soon as practical thereafter. History and philosophies; personnel qualifications, training and preparation opportunities; organizations; and related fields are covered.

P E 164

SKILLS AND MATERIALS IN AQUATICS (2)

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

P E 165

SKILLS AND MATERIALS IN GYMNASTICS (2)

Helps students understand the fundamental concepts and applications of skills and techniques in the teaching of gymnastics; gives progressive sequence of learning and teaching gymnastic skills.

P E 166

SKILLS AND MATERIALS IN TEAM SPORTS (2)

Provides practical experience in baseball, basketball, field hockey (women only), football, volleyball, softball, soccer, and touch football.

P E 176

PRINCIPLES AND TECHNIQUES OF TRACK AND FIELD (3)

Designed to teach 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.

P E 201

KINESIOLOGY (5)

Studies the science of human motion. Principles of anatomy, physiology and mechanics are applied to gain an understanding of human movement, body development, and body maintenance. *Prerequisite: BIOL 101 or equivalent Anatomy class.*

P E 209

SKILLS AND MATERIALS OF RECREATIONAL DANCE (2)

Allows practice of skills in folk, square and social dance, and presents background, terminology and rhythmic analysis of dances. Methods of teaching and presenting dances are also included.

P E 223

FUNDAMENTALS OF BASEBALL (3)

Applies 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 are also provided. *Prerequisite: Permission of instructor.*

P E 224

FUNDAMENTALS OF BASKETBALL (3)

Teaches modern techniques and methods of basketball training and conditioning. Course designed primarily for those students interested in developing fundamental skills for competitive basketball.

P E 225

FUNDAMENTALS OF SOCCER (3)

Applies general teaching, coaching and playing techniques for soccer with emphasis upon current concepts, materials and skills in this area. Practical experience in fundamentals of soccer and perfection of these skills are also provided.

P E 226

ADVANCED SOCCER COACHING (3)

Prepares coaches for the United States Soccer Federation licensing courses. Subjects include physical fitness, technique tactics, team management, psychology of coaching, and care of soccer-related injuries. *Prerequisite: Two or more years of coaching at an intermediate level and completion of the WSYS Intermediate Coaching course. Student should be in good physical condition and have soccer skills.*

P E 227

FUNDAMENTALS OF TENNIS (3)

Familiarizes students with necessary skills and knowledge to be a competitive participant in the sport of tennis. Students learn behavior and movements to prepare them for on and off court action. *Prerequisite: P E 198 or permission of instructor.*

P E 230

TECHNIQUES IN BASKETBALL (3)

Presents an advanced class in the theories and methods of modern basketball. Course content covers such areas as philosophy, program organization, training and conditioning, care and treatment of injuries, fundamentals, offensive and defensive play, game strategy and psychology.

P E 231

TECHNIQUES IN VOLLEYBALL (3)

Provides an advanced class in the theories of volleyball. Topics include philosophy, physiology, and psychosocial aspects of human movement involved in sports.

P E 232

TECHNIQUES IN TENNIS (3)

Teaches an advanced class in the theories of competitive tennis. Topics include philosophy, physiology, and psychosocial aspects of human movement involved in sports.

P E 245

FUNDAMENTALS OF VOLLEYBALL (3)

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

P E 264

SKILLS AND MATERIALS IN TRACK AND FIELD AND WEIGHT TRAINING (2)

Studies 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, as well as development of weight training programs are covered.

P E 265

SKILLS AND MATERIALS FOR ACTIVITIES OF THE ELEMENTARY CHILD (2)

Deals with progressive activity skills for games, relays, team activities; practical instruction; and gives the opportunity to analyze performance of children of various ages.

P E 266

SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)

Provides practical experience in archery; bowling; badminton; golf; tennis; fencing; track and field; wrestling; and recreational games.

P E 270

PRINCIPLES OF ATHLETIC TRAINING (3)

Offers experience in the area of athletic training for those entering the fields of physical education; recreation and coaching. Course content includes 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, hydrocollator packs, whirlpools, etc., are 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 are also discussed. *Prerequisite: P E 270 or permission of instructor.*

P E 290

SPORTS OFFICIATING (3)

Includes 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' ratings.

P E 291

BASKETBALL OFFICIATING (3)

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

RADIOLOGIC TECHNOLOGY

RATEC 077

RADIOLOGY UP-DATE (1)

Presents videotaped seminar to include discussion, question and answer sessions, testing and evaluation. Topics 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)

Covers medical ethics, types and operation of radiology departments in hospitals. Also included are basic radiation protection, chemistry of film processing, methods of processing, and construction of film processing areas. *Prerequisite: Official acceptance into program.*

RATEC 102

RADIOGRAPHIC PHYSICS (5)

Deals with 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)

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

RATEC 104

ADVANCED RADIOGRAPHIC PROCEDURES (3)

Presents the theory and principles of the use of contrast media in radiologic examinations and specialty areas (Nuclear medicine, radiation therapy, etc.). *Prerequisite: RATEC 103, 109, 120.*

RATEC 107

POSITIONING AND RELATED ANATOMY I (3)

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen and upper extremities, plus film evaluation, is included with two hours lecture and two hours of lab each week. *Prerequisite: Official acceptance into program.*

RATEC 108

POSITIONING AND RELATED ANATOMY II (3)

Provides 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)

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

RATEC 110

CLINICAL EDUCATION I (5)

Introduces the first in a series of clinical education courses. During this experience the beginning student of RATEC is assigned to one of the clinical education centers affiliated with the BCC RATEC program for 4 weeks, 40 hours per week. The student receives an orientation to hospital and department procedures, participates in ancillary Radiology activities and observes and performs diagnostic radiologic procedures. *Prerequisite: RATEC 101, 107, 120.*

RATEC 111

CLINICAL EDUCATION II (2)

Provides the second in a series of clinical education courses. The student is assigned 6 hours per week at a clinical education center. During this supervised experience the student observes and performs diagnostic radiologic procedures. Objectives and expected levels of competence, as they related to the specific radiologic procedures provided. *Prerequisite: RATEC 110.*

RATEC 113**CLINICAL EDUCATION III(5)**

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

RATEC 114**CLINICAL EDUCATION IV (6)**

Allows students to perform routine and mobile radiographic examinations in the affiliate hospitals under the direct supervision of radiologic technologists. Students are 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)**

Includes 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)**

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

RATEC 207**CONCEPT INTEGRATION (2)**

Comprehensively reviews all areas in preparation for taking National Registry Exam. *Prerequisite: RATEC 220.*

RATEC 210**CLINICAL EDUCATION V (13)**

Allows students to perform routine radiography including 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. Course includes 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**CLINICAL EDUCATION VI (9)**

Provides students with the opportunity to perform routine and special radiographic examinations in the affiliate hospital under the supervision of registered technologists to develop the ability to master these procedures. Students are 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**CLINICAL EDUCATION VII (10)**

Allows the student to 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 are 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**CLINICAL EDUCATION VIII (12)**

Offers 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)**

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

RATEC 230**QUALITY ASSURANCE (3)**

Presents the student with theory and practical experience to develop a proficiency for operating a successful quality assurance program in a diagnostic radiology department. The student should become aware of the importance of such a program with respect to rising costs of health care, radiation exposure to patients, and improvement of the diagnostic quality of films. *Prerequisite: RATEC 102, 103.*

RATEC 240**RADIATION BIOLOGY & PROTECTION (2)**

Covers the various types of radiation, their interaction with matter and the effects of those interactions. Stress is placed on protection to be afforded the patient and the technologist. *Prerequisite: Must be 2nd year student.*

RECREATION LEADERSHIP

RECED 154

RECREATIONAL RESOURCE (3)

Presents 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)

Is 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)

Gives training in conservation, safety, and camp craft experiences; emphasizing hiking, trailing, stalking, and route finding.

RECED 242

BACKPACKING (5)

Offers a two and one-half week workshop during summer field trips. Topics include organization of and materials taken on backpacking trips, care of equipment, safety, outdoor living, survival, camp-craft, sanitation and cooking. Lab fee is required.

RECED 244

CAMP COUNSELING (3)

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

RECED 245

RECREATIONAL USE OF ART CRAFTS (3)

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

RECED 254

PRACTICUM IN PLAYGROUND LEADERSHIP (5)

Teaches motivating and conducting a diversified program; techniques; program planning and organization; and operational methods. Class includes directed on-the-job experience in recreational activities and program services for the enhancement of leadership techniques.

RECED 274

PRACTICUM IN SOCIAL RECREATION (2)

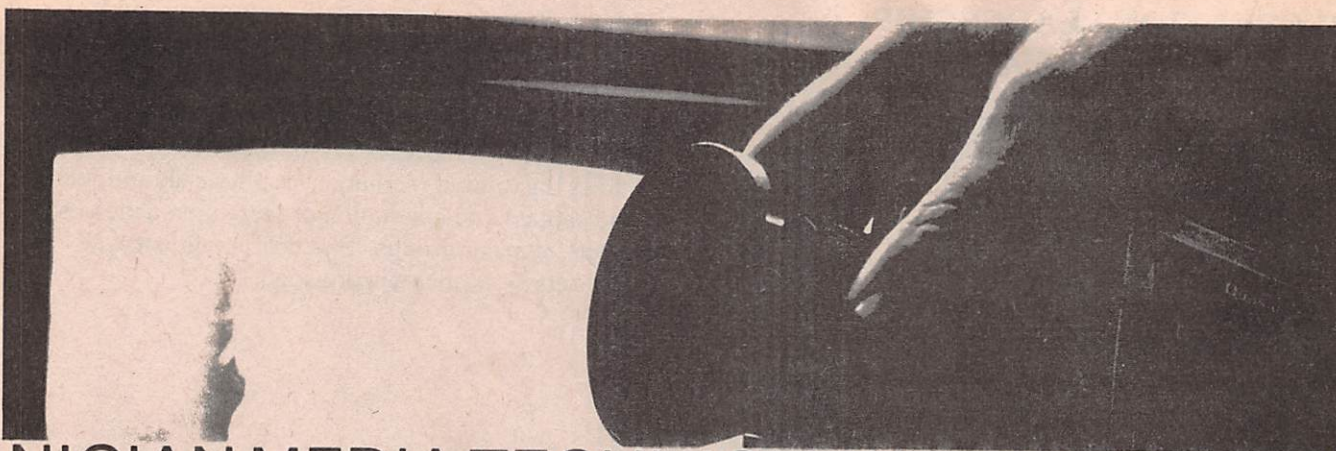
Presents games for family recreation, parties, picnics,

clubs, and civic centers. Directed on-the-job experience in recreational activities with adults is included.

RECED 290

ADAPTIVE RECREATION (3)

Studies 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 is provided.



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MEDIA 100

INTRODUCTION TO AUDIOVISUAL MEDIA (5)

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

MEDIA 102

CATALOGING AND PROCESSING OF AUDIOVISUAL MATERIALS (2)

Presents an in-depth look at the cataloging and processing functions of a media center. Students are taught the skills needed to catalog and process audiovisual materials.

MEDIA 105

AUDIOVISUAL EQUIPMENT--OPERATION AND MAINTENANCE (5)

Examines projection techniques, magnetic and optical sound systems, and the characteristics of audiovisual equipment. Course includes maintenance of audiovisual equipment, development of preventive maintenance procedures, and application of specific equipment for specific situations.

MEDIA 110

MANAGEMENT OF MEDIA CENTERS (3)

Involves processes for selection and cataloging of audiovisual materials, media center operation and management, and other related areas such as budgeting and inventory.

MEDIA 115

UTILIZATION OF SINGLE CAMERA AND SMALL FORMAT TELEVISION EQUIPMENT (5)

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

MEDIA 120

AUDIOVISUAL MEDIA PRODUCTION I (5)

Covers the preparation of audio and video displays. This includes recording techniques, sound slide shows, overhead transparencies, bulletin boards, microcomputers, 35mm slide preparation, and duplicating techniques.

MEDIA 121

AUDIOVISUAL MEDIA PRODUCTION II (5)

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

MEDIA 125

INTRODUCTION TO SMALL STUDIO TELEVISION PRODUCTION (5)

Gives 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 is to have the students produce useful television productions.

MEDIA 126

**INTERMEDIATE TELEVISION PRODUCTION
(3)**

Teaches advanced technique in the technical and production aspects of instructional and other types of television programming. Emphasis is on studio and control room design, advanced production techniques, program coordination, and microcomputer programming. *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 is some instruction in electronics. Preventive maintenance procedures are emphasized throughout the course. *Prerequisite: MEDIA 105 or permission of instructor.*

MEDIA 150

PRACTICUM IN AUDIOVISUAL MEDIA (5)

Gives students the opportunity to be individually assigned as assistants in Media Services programs to gain practical experience in the production of instructional materials; in the operation, maintenance, and repair of equipment; in photography, graphics, and television production; and in the management of audiovisual services. *Prerequisite: Previous media enrollment and permission of instructor.*

MEDIA 291

SPECIAL PROJECTS IN MEDIA (V1-5)

Offers individual projects in audiovisual television media which enhances 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.*



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ADMINISTRATION OF CRIMINAL JUSTICE

ADMCJ 100

CAREERS IN CRIMINAL JUSTICE (5)

Surveys the historical development of law enforcement, its functions and the jurisdictions of local, state and federal law enforcement agencies. The course shows the development of the American Legal System and is a Career Exploration Class.

ADMCJ 101

CRIMINAL JUSTICE SYSTEM (5)

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

ADMCJ 102

POLICE ORGANIZATION AND ADMINISTRATION (5)

Presents the structure of organization according to functional responsibility, staff and line concepts, and chain of command in a hierarchy with its advantages and limitations. The course surveys the model organizational charts for various size agencies, and introduces police budgets and financing.

ADMCJ 104

CRIMINAL LAW I (5)

Involves a study of constitutional law, the role of the legislature, the difference between civil law and criminal law, classification of felonies and misdemeanors, require-

ments 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)

Examines the principles and techniques of interviewing and detection of deception, studied from communication, physiological and psycho-social points of view. The course also introduces the use of the polygraph and laws pertaining to confessions and admissions.

ADMCJ 200

CRIMINAL EVIDENCE (5)

Analyzes the statutes and recent decisions of the Supreme Court dealing with the production and presentation of evidence in criminal trials and of the three major classifications of evidence--direct, circumstantial, and real.

ADMCJ 202

PRINCIPLES OF INVESTIGATION (5)

Presents 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)

Is a second year course which provides examination of arrest, necessity for probable cause, the exclusionary rules of search and seizure, and a study of U.S. Supreme Court decisions. *Prerequisite: Permission of instructor.*

ADMCJ 206

CRIME PREVENTION (5)

Surveys 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 253

DRUGS AND ALCOHOL (5)

Studies the effects of drugs and alcohol on contemporary society. The course is designed to provide criminal justice system practitioners and students with information about the physiological effects of drugs.

ADMCJ 295

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

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

ANTHROPOLOGY

ANTH 100

INTRODUCTORY ANTHROPOLOGY (5)

Studies man's origins, physical character and social relations through investigation of the remains of past human life, divisions of the races of man, their distribution, interrelations, and human speech and its relation to human development.

ANTH 200

INTRODUCTION TO LINGUISTICS (5)

Begins 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)

Introduces physical anthropology. Course presents the basic principles of human genetics, the evidence of human evolution, and the study of race. *Credit given as Natural Science only.*

ANTH 202

CULTURAL ANTHROPOLOGY (5)

Comparatively studies man's behavior and social institutions in various human cultures around the world. Ethnographic studies are used to illustrate both the unity and diversity of the ways of men in different cultures.

ANTH 205

PRINCIPLES OF ARCHEOLOGY (5)

Shows the aims of archeology and methods of reconstructing prehistory and world culture history by archeological data.

ANTH 210

INDIANS OF NORTH AMERICA (5)

Analyzes the Indian groups of North American Continent, including Indians of the Eastern Woodland, Great Plains, Southwest, California, Great Basin, Northwest Coast, McKenzie area, and Eskimoans. The course studies their cultures before they were significantly influenced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, and economy.

ANTH 254

ANTHROPOLOGY AND WORLD PROBLEMS (5)

Offers data and techniques of physical and cultural anthropology applied to the solution of social and political problems. Particular emphasis is 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)

Investigates 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., is 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)

Surveys 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 is illustrated through specific studies. *Prerequisite: ANTH 202 and PSYCH 100 or permission of the instructor.*

ANTH 296

SPECIAL PROJECTS IN ANTHROPOLOGY (VI-5)

Provides supervised reading and/or research in selected areas in anthropology. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

ECONOMICS

ECON 100

INTRODUCTION TO BASIC ECONOMIC PRINCIPLES (5)

Is 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 who want a one-quarter overview of economics. Students who plan to transfer to a 4-year institution should generally take ECON 200/201 rather than ECON 100.

ECON 140

ECONOMIC ISSUES FOR CONSUMERS (3)

Presents 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: MACRO-ECONOMICS (5)

Investigates current macroeconomic problems: inflation, unemployment, stagnation, and exchange rates. Course work also covers major theories of business cycles and examines economic policies aimed at controlling inflation and unemployment in an industrialized capitalist nation. *Prerequisite: 30 college credits or permission of instructor.*

ECON 201

INTRODUCTION TO ECONOMICS: MICRO-ECONOMICS (5)

Investigates pricing and output decisions of firms and the economic forces that determine wages and profits. The course may also include analysis of collective bargaining, the economics of underdeveloped countries, non-capitalist forms of economics, organization. *Prerequisite: 30 college credits or permission of instructor.*

ECON 202

SPECIAL SEMINAR IN ECONOMICS (V1-5)

Discusses special problems of economics. *Prerequisite: Completion of ECON 200 and ECON 201 and permission of instructor.*

ECON 255

ECONOMICS OF LABOR (5)

Looks at the role of labor in our economy. The history of the labor movement, labor markets, the role of minimum wage, and the political role of labor are discussed as part of the course work. Also viewed will be related legislation such as the Wagner Act, the Taft Hartley Act, current legislative efforts, collective bargaining institutions, procedures, and the economic impact of labor.

ECON 260

ECONOMIC DEVELOPMENT OF THE WESTERN WORLD (5)

Analyzes the transition from feudalism to capitalism, the dynamics of European expansion and colonization, the industrial revolution, the economic process that led to the current pattern of development (U.S., Europe, Japan) and the underdevelopment (Latin America, Africa, Asia), and the formation of modern industrial economics. *Prerequisite: 30 college credits or permission of instructor.*

GEOGRAPHY

GEOG 100

INTRODUCTION TO GEOGRAPHY (5)

Surveys the concepts and methods of geography by examining man's influence on his environment, as well as the environment's impact on man. Focus will be on patterns and processes of world climates, culture, population, urbanization, economic activities and resources.

GEOG 100x

INTRODUCTION TO GEOGRAPHY: SELF-PACED (5)

Provides a *self-paced* program that introduces the student to the concepts and methods of geography by examining man's influence on his environment, as well as the environment's impact on man. Focus is on the patterns and processes of world climates, culture, population, urbanization, economic activities and resources.

GEOG 200

HUMAN GEOGRAPHY (5)

Surveys the noneconomic components of the patterns and systems of human occupancy of the world. Emphasis is on cultural processes, dynamic change, functional relations and networks.

GEOG 205

PHYSICAL GEOGRAPHY (5)

Looks at the character and location of different types of land forms, climates, soils, vegetation, minerals and water resources, and the ways in which these elements are significant to human occupancy. (*Credit given as a Natural Science only*)

GEOG 205x

PHYSICAL GEOGRAPHY: SELF-PACED (5)

Surveys the character and location of different types of land forms, climates, soils, vegetation, minerals, and water resources, together with their significance to human occupancy. This course will be *self-paced*. (*Credit given as a Natural Science only*)

GEOG 207

ECONOMIC GEOGRAPHY (5)

Introduces 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 is presented.

GEOG 230

WORLD REGIONAL GEOGRAPHY (5)

Studies 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)

Surveys 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.

GEOG 299

SPECIAL TOPICS IN GEOGRAPHY (V1-5)

Intensively investigates and analyzes special problems in geography. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

HISTORY

HIST 101

HISTORY OF CIVILIZATION: THE GREAT CULTURAL TRADITIONS (5)

Studies the historical 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.; and the fall of Rome and the rise of Christianity.

HIST 102

HISTORY OF CIVILIZATION: MIDDLE AGES IN WORLD CIVILIZATION (5)

Presents the progress and comparisons of civilization from 500 A.D. to 1815, Napoleon's defeat, 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)

Studies Europe after Napoleon, the Industrial Revolution, Marxism, Nationalism, Europe's involvement in the Far East and Africa, the horror of the 1st World War, new nations, the rise of the Dictators, World War II, the emergence of free India and Communist China, the end of Colonialism, cold-war alignments and conflicts, and present day crises and problems.

HIST 120

GLOBAL HISTORY (5)

Surveys Comparative World History, focusing on periods of history that saw great achievements in religion, ethics, law, and technology. Great personalities are emphasized. Course acceptable for transfer credits in Social Science and for any student with an interest in International Studies.

HIST 135

HISTORY OF THE UNITED STATES SINCE 1940 (5)

Examines the critical social factors that have altered American life in the last thirty-five years. Aspects of both formal and popular culture are investigated as well as the most important events of foreign and domestic policy.

HIST 150

ETHNIC MINORITIES IN THE UNITED STATES (5)

Surveys the major ethnic minorities in America with a background of their cultural contributions and assimilation problems.

HIST 200

HISTORY OF MODERN EUROPEAN THOUGHT (5)

An introductory survey of the major currents of modern European thought. It seeks to examine the questions, presuppositions, and ideas of Western intellectual culture that have come to shape the horizon of contemporary life and culture, concentrating upon the Scientific Revolution, the Enlightenment, nineteenth century ideologies, and the cultural crisis of the twentieth century. The course includes a focus on the writings of prominent and representative thinkers.

HIST 201

U.S. HISTORY: DISCOVERY TO INDEPENDENCE (5)

Synthesizes the European heritage and colonial experience and their effect in forming distinctive American ideas and institutions; the course also covers 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 are discussed.

HIST 202

U.S. HISTORY: THE FIRST CENTURY OF INDEPENDENCE (5)

Examines 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 are also discussed.

HIST 203

U.S. HISTORY: U.S. IN THE GLOBAL AGE (5)

Looks into the emergence of modern American. Attempts to solve the problems created by industrialization and urbanization are seen in such movements of reform as populism, progressivism, and the New Deal. The course includes America's reaction to world power status in the 20th Century.

HIST 210

THE FAR EAST IN THE MODERN WORLD (5)

Examines the emergence of the Far East from areas of exploitation to importance in economic, political and cultural affairs of the modern world. The course recognizes the value systems of these cultures and of their problems in today's world and emphasizes the 20th Century, with the necessary background. China, India, Japan, Southeast Asia, and Korea are the countries studied.

HIST 223

TWENTIETH CENTURY RUSSIA (5)

Basically views 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)

Studies 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 is developed by comparing and contrasting important "revolutions" such as those in England, America, France, Russia, and China.

HIST 245

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

Deals essentially with this nation's foreign policy since its rise to world power status in 1898. The course will examine not only the external determinants of foreign policy, but also the impact of domestic political factors on that policy.

HIST 250

UNITED STATES MILITARY HISTORY (5)

Overviews the major wars fought by the United States and the political and strategic conceptions that helped shape the national response.

HIST 264

WASHINGTON AND THE PACIFIC NORTHWEST (5)

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

HIST 295

INTRODUCTION TO JAPANESE CIVILIZATION (5)

Introduces the origins and development of Japanese civilization from prehistory to the end of the Tokugawa shogunate in 1867, the beginning of civilization in Japan and the distinction between civilization and the earlier primitive cultures, and the origins and development of feudalism, and its interpretation/definition.

INTERNATIONAL STUDIES

INTST 200

STATES AND CAPITALISM: THE ORIGINS OF THE MODERN GLOBAL SYSTEM (5)

Explores the origins, development and global impact of the modern state system and tries to shed light on the political consequence of economic change under capitalist, socialist or mixed auspices (time period: From 16th century to the end of World War II).

INTST 201

INTRODUCTION TO INTERNATIONAL POLITICAL ECONOMY (5)

Looks at the study of international economics through the examination of major facets of the post-World War II era, the analysis of the post-war economic order and its crisis in the 1970's-1980's, North/South relations, the post-war political order and its East/West rivalry.

INTST 202

CULTURAL ENCOUNTERS AND TENSIONS (5)

Deals with the contemporary world from a cultural standpoint. Problems of intercultural relations will be examined with particular emphasis on divergent "world views."

POLITICAL SCIENCE

POLSC 101

INTRODUCTION TO POLITICS (5)

Incorporates political life in the modern world and 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)

Presents 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)

Looks into the struggle for power and peace and present day methods by which affairs are conducted between national states.

POLSC 104

STATE AND LOCAL GOVERNMENT (5)

Introduces 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 105

METROPOLITAN GOVERNMENT AND POLITICS (5)

Introduces the complex problems of government and politics in metropolitan areas. Theory and comparative methods provide the basis for analysis of the impact of rapid urbanization on government and politics in the King County metropolitan area. Major focus is on: Inter-governmental relations, participation, governmental reform, and urban growth policies.

POLSC 197, 198, 199

THE UNITED NATIONS (1) (1) (3)

Provides 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. The Fall and Winter quarters present structure and purpose of the United Nations organization while spring quarter deals with the particular country assigned to the college. Course may be repeated for a maximum

of 10 credits with permission of instructor. *Prerequisite:* A course in political science or permission of instructor.

POLSC 201

INTRODUCTION TO POLITICAL THEORY (5)

Is designed to outline those political and social theories and values which are indispensable for the understanding of the political systems, governments, international conflicts, and cooperation of the present world.

POLSC 202

INTRODUCTION TO POLITICAL ECONOMY (5)

Is designed to promote awareness of interdependence of politics and economics. Course surveys major theoretical writings on mercantilism, capitalism, socialism, etc. Explores how and to what extent economic theories influence forms of governments, policies, and social values.

POLSC 205

COMPARATIVE GOVERNMENT (5)

Studies 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)

Studies 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)

Studies 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)

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

POLSC 220

ENVIRONMENTAL POLITICS AND ADMINISTRATION (5)

Shows the relationship between politics, power and environmental problems.

POLSC 230

REVOLUTIONS IN THE MODERN WORLD (5)

(Same as HIST 230)

Studies 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 is 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)

Gives 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 250

HUMAN URBAN ISSUES (5)

Provides general knowledge and skills in urban/suburban processes and development, helps prepare students for understanding of the physical and human environment as represented historically and the major developments of the social, economic, and political perspectives in urbanization, and a dynamic forum for the exchange of ideas, knowledge, and experience in urban studies.

POLSC 265

URBAN COMMUNITY (3)

(Same as SOC 265)

Is a comparative and analytic study of the organizations and activities of urban communities. Major problems presented by urban environments, sources of change, and the effectiveness of attempts at change are examined.

POLSC 280, 281

INDIVIDUAL CONFERENCE AND RESEARCH (4) (5)

Is 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)

Emphasizes terminology, methodology, concepts, and principles of psychology. Major areas of psychology include: psychophysiology, sensation and perception, learning and memory, motivation, developmental stages, emotions, personality, abnormal, therapeutic interaction, self and social interactions. Participation as subject in psychological experiments may be required.

PSYCH 105

INTRODUCTION TO GROUP PROCESSES (5)

Emphasizes developing a working knowledge of groups is explored. Students will actively learn how to be more effective in their communication skills and more aware of their motivations. Both participatory and observational skills are developed during the course of the quarter.

PSYCH 110

APPLIED PSYCHOLOGY (5)

Applies theories of psychology to vocational and organizational settings, and includes the study of motivation and attitudes in adjusting to organized life and work settings. Supervised applications of applied psychology in life and/or work settings may be required.

PSYCH 115

PSYCHOLOGY AS A NATURAL SCIENCE (5)

Introduces Psychology as a scientific discipline. The course includes lectures, demonstrations, films, etc., in research methods, sensory discrimination, perception, learning, memory and psychosomatic effects, as well as psychopathology, along with its treatment. The course stresses the bio-physical aspects of behavior. Students may be required to conduct, or take part in psychological experiments and/or investigations.

PSYCH 170

PSYCHOLOGY OF SEX DIFFERENCES (5)

Is designed to present and vigorously question cultural assumptions regarding women in the light of new information, and to present a supportive body of information around which people can focus resources for life decisions.

PSYCH 180

GROUP PROCESSES (5)

Allows an in-depth approach to learning the theories, techniques, and experiences that underlie modern Group Processes. Course includes training concerned with self/-group awareness, leadership characteristics and training, and membership traits. Advantages and limitations of group structures, as well as common misconceptions about groups are discussed. Opportunities are provided for developing skills as a group leader.

PSYCH 181

SPECIAL TOPICS IN PSYCHOLOGY (V1-5)

May vary from quarter to quarter as to its emphasis. Content takes into consideration student interest. Proposed topics to be covered should be made by student petition during previous quarters to the Psychology Department for their faculty's approval. Course may be repeated for a maximum of 15 credits.

PSYCH 190

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

Introduces the philosophy and methods of research in the Behavioral Science through the use of lecture, demonstration, and student experiences. Students conduct and report on research while learning the use of effective research designs and evaluation processes.

PSYCH 197

PRACTICUM IN PSYCHOLOGY (V3-9)

Allows an 11-week assignment within an institution, agency, corporation or company which has agreed to provide learning experiences relevant to the academic/vocational aspects of the student's occupational goals. Activities are supervised by Psychology Department faculty. *Prerequisite: Psychology faculty approval of practicum plan.*

PSYCH 200

ABNORMAL PSYCHOLOGY (5)

Introduces maladaptive behavior emphasizing the bio-social aspects. Definitions, descriptions, functions, and treatments are covered. Field trips to various institutions for observation and evaluation may be required. *Prerequisite: PSYCH 100 or permission of instructor.*

PSYCH 202

**SURVEY OF PHYSIOLOGICAL
PSYCHOLOGY (5)**

Generally introduces the central nervous system and the endocrine system, and how they influence behavior. Detailed examination of development, learning, memory, sleep, senses, emotions and physiological basis for abnormal behavior are provided. Class intended primarily for students who are interested in how the body does all the things that make us behave the way we do, think the thoughts we do, and see things the way we see them, and who will not specialize in physiological or genetic psychology.

PSYCH 203

HUMAN LEARNING AND PERFORMANCE (5)

Presents lectures, demonstrations, and student participation in selected aspects of human performance, emphasizing sensations, perceptions, and learning and memory.

PSYCH 204

**GENERAL DEVELOPMENTAL PSYCHOLOGY
(5)**

Surveys developmental psychology encompassing the full life cycle. Emphasis is mainly on the interaction of human maturation and environmental factors. Particular interest in stages of development and their place in major contemporary theories are covered. *Prerequisite: PSYCH 100 or permission of instructor.*

PSYCH 205

INTRODUCTION TO PERSONALITY (5)

Is a theoretical approach to the study of experts' opinions and generalized rules of human behavior based on readings and testing. Emphasis being given to: (1) formalized descriptions of personality characteristics within different theories; (2) antecedents of self-awareness and self-development; and (3) ways in which individuals differentiate and organize their experiences and behavior. *Prerequisite: PSYCH 100 or permission of instructor.*

PSYCH 240

SOCIAL PSYCHOLOGY (5)

(Same as SOC 240)

Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception, and personality. *Prerequisite: PSYCH 100 or SOC 110 or permission of instructor.*

PSYCH 260

SEMINAR IN PSYCHOLOGY (5)

Studies approved selected psychology topics which are of current interest. Petition must be made during immediate prior quarter. Course may be repeated for a maximum of 15 credits. *Prerequisite: Approval by Psychology Faculty of student's topic and methodology.*

SOCIOLOGY

SOC 105

SOCIOLOGY OF BLACK AMERICANS (5)

Addresses itself to the socio-historical background of Black Americans. As such, it focuses on the analyses of: (1) Black cultural heritage; (2) Black institutions; (3) Roles and functions of Blacks in the larger political and stratification systems; and (4) the ongoing Black movement as a force for social change.

SOC 110

INTRODUCTION TO SOCIOLOGY (5)

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

SOC 170

**SOCIAL PROBLEMS OF CONTEMPORARY
SOCIETY (5)**

Analyzes the social problems generated by and occurring in and between contemporary societies. Emphasis is on both macro- and micro-level problems (e.g., pollution to drug use). Course designed for the entering student.

SOC 223

BASIC SOCIAL STATISTICS (5)

Introduces the ways statistics can be used to challenge or support social theories. No mathematical background is assumed. *Prerequisite: SOC 110, or PSYCH 100, or ANTH 100 or permission of instructor.*

SOC 240

SOCIAL PSYCHOLOGY (5)

(Same as PSYCH 240)

Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception and personality. *Prerequisite: SOC 110 or PSYCH 100 or permission of instructor.*

SOC 255

MARRIAGE AND THE FAMILY (5)

(Same as HOMECE 255)

Examines 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 or PSYCH 100 or permission of instructor.*

SOC 256

INTRODUCTION TO SEX AND SEXUALITY (5)

Provides 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)

Analyzes 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)

Compares and analyzes 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)

Formally analyzes 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)

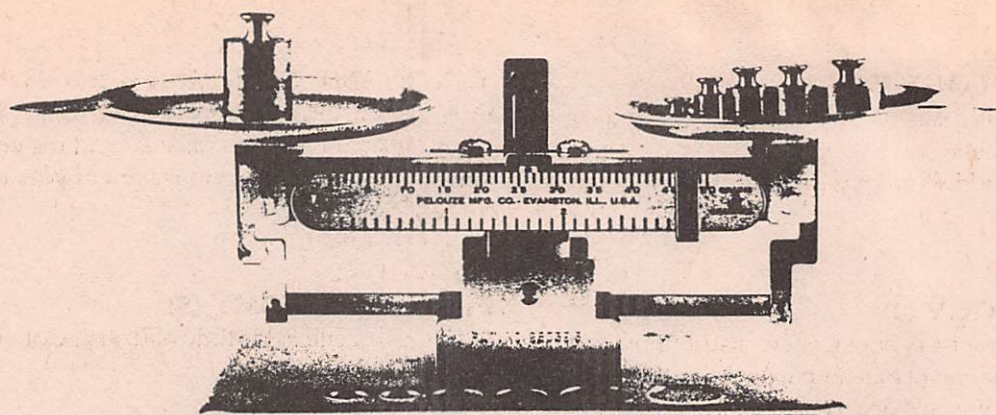
Intensively investigates a given topic. See quarterly bulletin for details. Course may be repeated for a maximum of 15 credits. *Prerequisite: Permission of instructor.*

SOCIAL SCIENCE

SOCSC 140, 150, 160

SPECIAL TOPICS IN SOCIAL SCIENCE (V1-5)

Selects studies in various social sciences. Courses offered may also include opportunities in college governance, community, and campus involvement. Course may be repeated fall, winter, and spring for maximum of 15 credits. See current quarterly schedule for details. *Prerequisite: Permission of instructor.*



SCIENCE SCIENCE SCIENCE SCIENCE SCI SCIENCE SCIENCE SCIENCE SCIENCE SCIENCE SCIENCE SCIENCE SCIENCE SCI

The division of science offers a variety of first and second year courses in Life sciences, Physical sciences, Engineering and Mathematics (including developmental mathematics) as well as occupational programs leading to degrees or certificates in Horticulture, Welding, and Engineering technologies. These courses are used extensively as program requirements across campus, as distribution credit in the natural sciences, and as prerequisites or requisites for a wide variety of majors. Students should check courses for prerequisites, transferability, sequence starts and other pertinent data prior to registration. Additional information can be obtained from advisors in the science division office.

ASTRONOMY

ASTR 101

INTRODUCTION TO ASTRONOMY (5)

Offers a general nonmath survey of astronomy including the moon, planets, solar system, stars, galaxies and cosmology. Classes will meet in the planetarium.

ASTR 102

OBSERVATIONAL ASTRONOMY (5)

Incorporates a non-math general survey of astronomy and includes the study of telescopes and their operation in observing celestial objects. The class includes night field trips. *Prerequisite: Permission of the instructor.*

ASTR 103

ASTROPHOTOGRAPHY (5)

Provides an introduction to astrophotography and spec-

troscopy. The course includes photographing and taking the spectrum of several objects such as the moon, planets, and bright stars with a large telescope. Basic technique in spectrum analysis, developing, and printing will be taught. The class will include night field trips. *Prerequisite: ART 150, ASTR 101 or 102, and permission of the instructor.*

ASTR 104

PLANETARIUM ASTRONOMY (V1-3)

Utilizes the planetarium to illustrate the motions of the moon and planets. The planetarium instrument is 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)

Deals with individual projects related to planetarium/astronomy topics. *Prerequisite: Permission of instructor.*

BIOLOGY

BIOL 101

GENERAL BIOLOGY (5)

Introduces major concepts of biology as they relate to structural and functional analysis of biological organization. Course includes survey of cell physiology, reproduction, genetics, growth, development, evolution, and ecology and is intended as an introduction to all other life sciences.

BIOL 102

GENERAL BIOLOGY (5)

Surveys man's basic life processes, plant and animal phyla, and animal behavior, as well as the position of man in the biological world. *Prerequisite: BIOL 101 or permission of instructor.*

BIOL 114

MARINE BIOLOGY (3)

Focuses on the structure, occurrence, distribution, and identification of marine plants and animals in their habitats. Emphasis is on ecological relationships.

BIOL 199

SPECIAL PROBLEMS (V1-5)

Offers students the opportunity to investigate special biological phenomena and taxa. *Prerequisite: Permission of the instructor.*

BIOL 201

MICROBIOLOGY (5)

Explores the nature of bacterial cells, bacterial process in nature, relationship of microbes to man and other living organisms; and the nature of viruses and some aspects of modern microbiological research. *Prerequisite: BIOL 101 or permission of instructor.*

BIOL 210, 211, 212

INTRODUCTORY BIOLOGY (5) (5) (5)

Examines 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 are studied. *Prerequisite: for BIOL 210 is CHEM 140 (can be currently enrolled in CHEM 140 or have equivalent); prerequisite for BIOL 211 is BIOL 210; and prerequisite for BIOL 212 is BIOL 211.*

BOTANY

BOTAN 111

ELEMENTARY BOTANY (5)

Offers a first step in the structure, physiology and reproduction of plants with emphasis on seed producing groups.

BOTAN 112

PLANT KINGDOM (5)

Introduces the major groups of the plant kingdom, to include structure, reproduction and theories of evolutionary development. *Prerequisite: BOTAN 111 or BIOL 101 or permission of instructor.*

BOTAN 113

TAXONOMY OF FLOWERING PLANTS (5)

Provides an introduction to plant classification; field study and laboratory identification of the common plant families and the conspicuous flora of Western and Central Washington.

BOTAN 114

FIELD TAXONOMY (3)

Offers an on-site field study of British Columbia or other regional flora.

CHEMISTRY

CHEM 100

CHEMICAL CONCEPTS (3)

Explores the atomic and molecular interpretation of matter and the role energy plays. It also provides insight into the ways in which nature functions. The course introduces how atoms cluster together to form mixtures and compounds and how these clusters move about to permit rearrangements or chemical reactions to occur.

CHEM 101

INTRODUCTION TO CHEMISTRY(5)

Looks into simplified atomic and molecular theory. Quantitative relationships in chemical process, which require basic mathematical skills, are presented, as well as the chemistry of solutions, gases, and solids. This course includes lecture/discussion and laboratory.

CHEM 102

INTRODUCTION TO ORGANIC CHEMISTRY (5)

Presents organic and biochemistry. Emphasis is on functional groups and reaction synthesis.

CHEM 105

QUANTITATIVE PREPARATION FOR CHEMISTRY (4)

Is for students who need additional preparation before taking CHEM 140. This is the basic introduction to chemistry for physical science, biology 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)

Represent 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:* for CHEM 140 is MATH 101 or equivalent and CHEM 101 or 105 or equivalent; *prerequisite* for CHEM 150 is CHEM 140 or equivalent; *prerequisite* for CHEM 160 is CHEM 150 or equivalent.

CHEM 199

SPECIAL PROBLEMS (1 or 2, Maximum 6 credits)

Offers individualized projects dealing with chemistry-related problems. *Prerequisite:* Permission of instructor and two quarters of college chemistry.

CHEM 221

QUANTITATIVE ANALYSIS (5)

Is an introductory course with emphasis on some contemporary instrumental techniques. *Prerequisite:* Two quarters of chemistry.

CHEM 231

ORGANIC CHEMISTRY (5)

Is for students planning two or three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of organic compounds are studied. Laboratory is included. *Prerequisite:* CHEM 150.

CHEM 232

ORGANIC CHEMISTRY (5)

Provides a continuation of CHEM 231. Laboratory is included. *Prerequisite:* CHEM 231.

CHEM 233

ORGANIC CHEMISTRY (4)

Offers a 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)

Is a practical introduction to engineering drafting that includes use of tools and equipment. Students receive practice in the principles of orthographic projection with emphasis on quality of linework, lettering and drafting technique; inking, printing, and mechanical lettering. *Corequisite:* ENGR 123.

DRAFT 102

DRAFTING TECHNOLOGY PRACTICUM II (4)

Includes further exploration of drafting room practices and specifications. Instruction and practice in blueprint reading, dimensioning, and checking of drawings are a part of the course, as well as work on a basic engineering drawing project. *Prerequisite:* DRAFT 101; *Corequisite:* ENGR 150.

DRAFT 103

DRAFTING TECHNOLOGY PRACTICUM III (3)

Further develops the student's drafting skills. Features of the course work include descriptive geometry as applied to civil engineering problems, graphical vector solutions and reprographics. *Prerequisite:* DRAFT 101; *Corequisite:* ENGR 125.

DRAFT 210

DRAFTING TECHNOLOGY SPECIALTIES I (4)

Entails general study and design projects in the area of architectural, civil, electrical, mechanical, and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite:* DRAFT 103 and ENGR 154.

DRAFT 220

DRAFTING TECHNOLOGY SPECIALTIES II (4)

Pursues general study and design projects in the area of architectural, civil, electrical, mechanical, and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite:* DRAFT 210.

DRAFT 230

DRAFTING TECHNOLOGY SPECIALTIES III (4)

Advances the student's exposure to general study and design projects in the area of architectural, civil, electrical, mechanical, and structural drafting. Students may study all areas or develop a specialty in one. *Prerequisite:* DRAFT 220.

ENGINEERING

ENGR 110

ENGINEERING ORIENTATION (2)

Includes 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 111

ENGINEERING PROBLEMS (3)

Introduces some of engineering's fundamental principles, including dimensional analysis, theory of measurements, vector algebra, and engineering statics. The course is designed to develop the ability to analyze and solve problems related to engineering. *Prerequisite:* An appropriate score on an approved reading placement test is required for admission, also high school physics, trigonometry, and MATH 105 or permission of instructor.

ENGR 123

ENGINEERING GRAPHICS (3)

Deals with orthographic projection and principles for solution of problems involving points, lines, and planes. Students also work on layout drawings, lettering and standard practices on engineering drawings, as well as sketching, pictorial drawing, sectional views and dimensioning. *Prerequisite:* An appropriate score on an approved reading placement test.

ENGR 125

APPLIED DESCRIPTIVE GEOMETRY (3)

Treats the principles and techniques of descriptive geometry and includes intersection and development revolution principles and graphical solution of engineering problems. *Prerequisite:* ENGR 123.

ENGR 150

ENGINEERING DESIGN & SYNTHESIS (3)

Continues ENGR 123, and introduces the basic steps in the engineering design process. Tolerances, threads and fasteners, assembly and detail drawings are all explored with students working a design project to complete the course. *Prerequisite:* ENGR 123.

ENGR 161

PLANE SURVEYING (3)

Involves methods which include the use of the 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. Also included are the use of stadia surveying and study of the public land system, and topographic mapping. *Prerequisite:* Trigonometry.
Corequisite: ENGR 123 or permission of instructor.

ENGR 170

FUNDAMENTALS OF MATERIALS SCIENCE (4)

Explores 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 also considered. *Prerequisite:* CHEM 150.

ENGR 210

STATICS (4)

Pursues a fundamental and rigorous course in engineering statics using the vector notation. *Prerequisite:* ENGR 123, 111 and MATH 125. (MATH 125 may be taken concurrently.)

ENGR 230

DYNAMICS (4)

Offers 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 are all considered, as well as Euler's Equations of Motion. *Prerequisite:* ENGR 210, MATH 125, PHYS 121.

ENGINEERING TECHNOLOGY

ENGRT 104

ENGINEERING TECHNOLOGY FUNDAMENTALS I -- CALCULATOR TECHNIQUES (2)

Offers introductory problem solving methods and format including hand calculators for multiplication, division, square roots, ratios, trigonometry and logarithms; theory of measurements; accuracy and precision; and estimation.

ENGRT 105

ENGINEERING TECHNOLOGY FUNDAMENTALS II--APPLIED MATH (2)

Explores fundamental engineering problems including dimensional analysis and direct application of algebraic and trigonometric concepts to engineering problems. *Prerequisite:* ENGRT 104, MATH 090, and corequisite of MATH 101.

ENGRT 154

ENGINEERING TECHNOLOGY MECHANICS (5)

Involves a study of vectors, methods of solving for forces in structures by mathematical and graphical means; use of methods of joints, methods of sections, friction, mass properties, centroids, and moment of inertia. Course work also looks into beams, kinematics of particles and rigid bodies. *Prerequisite:* ENGRT 105 or permission of instructor.

ENGRT 161

MECHANICS OF MATERIALS (4)

Introduces problems related 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 are also

treated, as well as bending stresses, beam deflections, and the use of handbooks and tables. Students also explore columns critical loads, combined loads and joints. *Prerequisite: ENGRT 154*

ENGRT 163

PROPERTIES OF MATERIALS (3)

Entails the use, analysis, handling of engineering materials, mechanical, thermal, and electrical properties, phase diagrams, creep, temperature stress and strain relationship, heat testing, thermal conductivity, and properties of concrete, soil and asphalts. *Prerequisite: ENGRT 154 and corequisite: ENGRT 161.*

ENGRT 180

CIVIL ENGINEERING DRAFTING (4)

Offers a study in the preparation of plans, drawings, maps and associated techniques used in the field of civil engineering. Topics include topographic maps; hydrographic charts, property description maps; and structural drawings. *Prerequisite: ENGR 123 and corequisite ENGR 150.*

ENGRT 181

CIVIL ENGINEERING DRAFTING II (3)

Continues ENGRT 180 and involves more complicated studies, reduction of field notes, and problems typical to present civil engineering practice. Topics include highway alignment problems; plan and profile; earthwork and hydrology problems. *Prerequisite: ENGRT 180.*

ENGRT 197

PRACTICUM IN DRAFTING TECHNOLOGY (V3-5)

Places the student in the field for an 11-week assignment with an employer who has agreed to provide learning experience relevant to the student's occupational and skill goals. *Prerequisite: Permission of instructor.*

ENGRT 198

PRACTICUM IN ENGINEERING TECHNOLOGY (V3-5)

Offers further practical experience for the student during an 11-week work assignment with an employer who has agreed to provide learning experience relevant to the student's occupational and skill goals. *Prerequisite: Permission of instructor.*

ENGRT 246

MATERIALS LABORATORY (3)

Involves the taking and reduction of data, significant figures and accuracy, sampling and probability. Students also learn techniques used in the testing of metals, concrete, wood, and soil samples to determine typical engineering properties. *Corequisite: ENGRT 161.*

ENGRT 250

STRUCTURES (2)

In urban and natural environments is the focus of this course. Students are introduced to basic concepts of structural analysis--using works of engineering and architecture which have some significant historical or social impact. Examples are taken from natural and animal structures, as well as man-made structures. *Prerequisite: ENGRT 154 or permission of the instructor.*

ENGRT 260

STRUCTURAL DRAFTING (4)

Includes the drafting of bridge and building structures of steel, concrete and timber. Shop drawings are also a part of the course work. *Prerequisite: ENGRT 161*

ENGRT 261

STRUCTURAL DESIGN (4)

Looks into the design of beams, columns and connections in steel, concrete and timber, as well as simple design of footings. *Prerequisite: ENGRT 161, 260.*

ENGRT 264

INTERMEDIATE SURVEYING (3)

Presents design and layout of highway and railway curves, solar and stellar observations, adjustments of instruments, basic photogrammetry, and use of electronic distance measuring equipment. *Prerequisite: ENGR 161 or permission of instructor.*

ENGRT 266

BASIC HYDRAULICS (V3-6)

Studies theoretical and experimental fluid behavior. Topics include hydrostatic forces, flow in pipes and open channels, orifices, weirs and basic hydrologic theory. *Prerequisite: ENGRT 161.*

ENGRT 295

DIRECTED STUDIES (V1-5)

Investigates individual civil engineering technology areas in more detail and depth. Enrollment is restricted to second-year civil engineering technology or drafting technology students. *Prerequisite: Permission of instructor.*

ENVIRONMENTAL HORTICULTURE

HORT 081, 082

MANUAL AND MECHANICAL TOOLS (3) (3)

Introduces equipment and tools used in the industry and a study of their care, maintenance and safety precautions. The course includes the sharpening of hand tools, manual and power lawn mowers and other related equipment, also the troubleshooting and repair of small engines.

HORT 099

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 function within the horticulture history.

HORT 101, 102, 103

PLANT IDENTIFICATION (3) (3) (3)

Looks at 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)

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

HORT 112

IRRIGATION AND DRAINAGE (3)

Studies 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)

Relates to the soil soluble salts and their effect on plant growth and soil structure. The course includes a study of fertilizers, their sources, availability, deficiency signs and symptoms, formulations, analyses, ratios, field application and cost comparisons. *Prerequisite: HORT 111, CHEM 100, or permission of instructor.*

HORT 121

TURF AND TURF GRASSES (5)

Studies 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 permission of instructor.*

HORT 131

INSECTS AND INSECT CONTROL (2)

Identifies insects and related pests, their control methods and the field application of pesticides. The principal animal pests of turf, trees and shrubs will also be studied.

HORT 132

WEEDS AND WEED CONTROL (2)

Identifies weeds, their control methods and the field

application of herbicides, as well as studying the common annual and perennial weeds of turf, garden and related growing areas.

HORT 141

PLANT PROPAGATION AND GROWING PROCEDURES (3)

Includes propagation of plants from seeds and cuttings. Planting, balling, burlapping, transplanting, irrigation and feeding methods and related plant management practices are also studied.

HORT 142

ORNAMENTAL PRUNING (3)

Explores 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)

Offers a practical approach to 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)

Offers a variety of beginning graphic techniques including models and planting plans; site and program analysis; interview and presentation techniques; basic design principles; and case projects of residential properties. *Prerequisite: ART 105, 109, HORT 101, 102 or 103 and HORT 111, or permission of instructor.*

HORT 205

LANDSCAPE DESIGN PROBLEMS (5)

Deals with advanced presentation techniques as applied to residences, multi-residence units, and commercial projects. *Prerequisite: HORT 204 or permission of instructor.*

HORT 206

LANDSCAPE DESIGN PROBLEMS (5)

Deals with advanced presentation techniques applied to commercial, institutional, and park projects. *Prerequisite: HORT 204, 205, or permission of instructor.*

HORT 209

DENDROLOGY (3)

Is the classification and identification of trees. The course also includes application as environmental, shade trees, street trees; specimen trees, etc.

HORT 223

PRACTICUM IN TURF MANAGEMENT (5)

Studies turf construction and maintenance problems

throughout the season. The course 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)

Looks into 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)

Entails 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)

That effect trees and shrubs will be studied. In this course students learn the identification of plant diseases, their nature, causes and methods of control. The influence of environment and the role of microorganisms will also be covered. The course is offered as needed. *Prerequisite: BIOL 101, BOTAN 111, or permission of instructor.*

HORT 291

SPECIAL PROBLEMS (V1-5)

That are currently occurring 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.*

ENVIRONMENTAL SCIENCE

ENVSC 204

INTRODUCTION TO ENVIRONMENTAL PROCESSES (5)

Surveys the nature of ecosystems, including the processes of energy flow, nutrient cycling, climate and weather patterns and the organization and dynamics of natural community types, as well as the identification of current problems of the environment. This course is 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 alterations of ecosystems associated with human activities.

ENVSC 299

SPECIAL PROBLEMS (V1-5)

Allows the student to take up individual projects dealing with environment-related problems. *Prerequisite: ENVSC 204 and permission of the instructor.*

GEOLOGY

GEOL 101

SURVEY OF GEOLOGY (5)

Studies the physical processes which have been important throughout geological times, both on and beneath the surface, in giving the earth its present form. The course includes field and laboratory study of minerals and rocks.

GEOL 103

GENERAL HISTORICAL GEOLOGY (5)

Deals with the study of the geologic history of the earth and the important life forms which dominated each phase. Elements of stratigraphy and paleontology will also be covered. The course is designed for nonmajors and includes a laboratory. *Prerequisite: GEOL 101 or permission of instructor.*

GEOL 150

FIELD GEOLOGY (3)

Takes up basic geologic principles which are discussed and applied to pertinent areas within the region. Field methods are 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. Course may be repeated for a maximum of 6 credits with instructor's permission.

GEOL 208

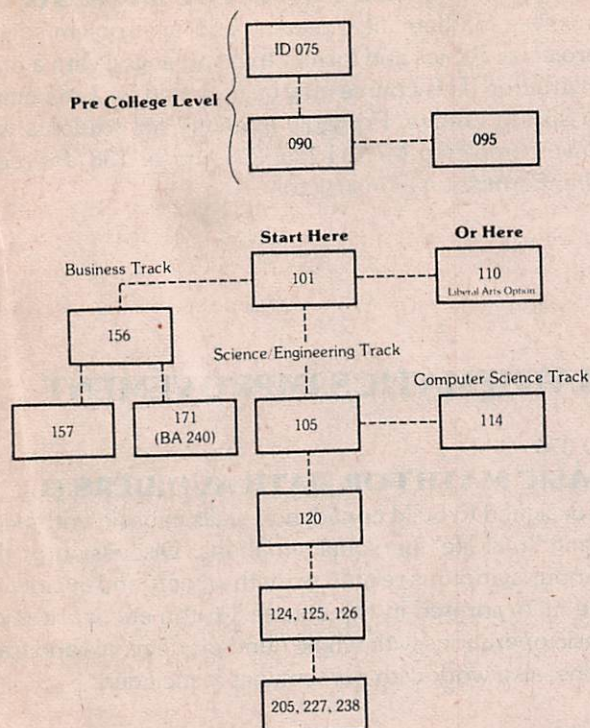
GEOLOGY OF THE NORTHWEST (5)

Is a course in geologic processes, using local examples to enable full understanding of the evolution of present landscapes. The approach is historical in nature and begins with the oldest rocks and mountain chains. *Prerequisite: GEOL 101, GEOL 205 or permission of instructor.*

MATHEMATICS

The Math Lab is available to BCC students for free, non-credit, tutorial support. See page 17 for description of services and location of lab.

SUGGESTED MATH SEQUENCES



MATH 090

INTRODUCTION TO ALGEBRA (5)

Provides an introduction to basic algebraic concepts and operations. The course includes solution of first and second degree equations, polynomials, factoring, exponents, and a brief introduction to linear graphs. It is equivalent to one year of high school algebra.

MATH 095

GEOMETRY (5)

Introduces the methods of mathematical proof with emphasis on the relation of geometry to other branches of mathematics. Study includes points, lines, planes, and three-dimensional topics and entails the use of deductive reasoning with direct application to geometric proofs. The course is equivalent to high school geometry. *Prerequisite: MATH 090 or equivalent.*

MATH 101

INTERMEDIATE ALGEBRA (5)

Extends development of the axiomatic approach through a course which includes a study of mathematical systems, solutions of equalities, functions, exponents and logarithms, and coordinate systems. It is similar to second-year algebra in high school. *Prerequisite: Math 090 or equivalent.*

MATH 104

PLANE TRIGONOMETRY (3)

Provides a concise, practical approach to trigonometry. Fundamental trigonometric ratios, identities and graphs are applied to the solution of triangles in practical prob-

lems. This course is only available upon request through the Mathematics Individual Development Lab.

MATH 105

COLLEGE ALGEBRA (5)

Is a pre-calculus course with emphasis on graphs and functions. It includes polynomial functions, graphs, the theory of equations, rational functions, exponential functions, inverse functions and logarithmic functions. *Prerequisite: 2 years of high school algebra or MATH 101 or permission.* Credit cannot be obtained for both MATH 105 and MATH 156.

MATH 110

MATHEMATICAL IDEAS (5)

Offers a non-technical survey of the nature of mathematics and its role in society, science and the arts. This course is recommended for the student who is not preparing for calculus or the sciences. *Prerequisite: Math 090 or equivalent.* Students may not receive credit for both MATH 101 and MATH 110.

MATH 114

ELEMENTARY COMPUTER PROGRAMMING (3)

Introduces computer programming with applications to science and engineering including flow charts, format, branching, loops, arrays, and subprograms. *Corequisite: MATH 105.*

MATH 120

PRECALCULUS (5)

Functions as intensive preparation for the MATH 124-5-6 sequence. It includes functional trigonometry; polar coordinates; translation and rotation of axes, as well as plane analytic geometry; lines and planes in space; quadratic surfaces and nonlinear systems. *Prerequisite: MATH 105 or "B" average in 3 1/2 years of high school math.*

MATH 124, 125, 126

CALCULUS I, II, III (5) (5) (5)

Involves differentiation of algebraic and transcendental functions, antiderivatives, definite integrals, technique of integration, vector algebra, solid analytic geometry, infinite series, partial derivatives, and applications. *Prerequisite: MATH 124: MATH 120 or "B" average in 4 years of high school math; MATH 125: MATH 124; MATH 126: MATH 125.*

MATH 156

COLLEGE ALGEBRA FOR BUSINESS AND SOCIAL SCIENCE (5)

Is required for all students who take MATH 157. It includes graphs; nontrigonometric elementary functions; systems of equations and inequalities; and probability. Its emphasis is on applications to business and social science. *Prerequisite: MATH 101 or equivalent.* (Credit cannot be obtained for both MATH 105 and MATH 156.)

MATH 157

ELEMENTS OF CALCULUS (5)

Surveys the differential and integral calculus. Course is intended for students who wish only a brief course in calculus, particularly those who desire business and social science applications. No more than five credits from MATH 124 and MATH 157 may be counted toward any degree. *Prerequisite: MATH 156 or permission of instructor.*

MATH 171

INTRODUCTION TO STATISTICAL ANALYSIS (5)

Explores the application of statistical data and methods to business and economical problems, with emphasis being placed on descriptive measures, statistical inference (probability, sampling, quality control), and forecasting (correlation). *Prerequisite: MATH 156 or equivalent or permission of instructor.*

MATH 205

INTRODUCTION TO LINEAR ALGEBRA (5)

Intends to unify the algebra of vectors and matrices for science and engineering students. Matrix methods are used to study the solution of systems of linear equations, linear transformations and n-dimensional space. In the process students are introduced to the vocabulary of abstract vector spaces. Practical applications may be drawn from such diverse areas as economic modeling and computer graphics. *Prerequisite: MATH 124 or permission of instructor.*

MATH 227

SEVERAL VARIABLE CALCULUS (5)

Concepts are extended to functions of two and three variables. Partial derivatives are used to study extremal problems, and multiple integrals are applied to volume and mechanical problems. Three dimensional applications are emphasized through introductory work with vector-valued functions, gradient, curl and divergence operators, line integrals and Green's Theorem. *Prerequisite: MATH 125.*

MATH 238

ELEMENTS OF DIFFERENTIAL EQUATIONS (4)

Uses tools from algebra and calculus to obtain explicit solutions to first order and second order linear differential equations. Substantial attention is paid to applications of differential equations in modeling physical situations. Power series methods and numerical techniques are introduced in cases where explicit solutions are unavailable. Topics such as Laplace Transforms and systems of differential equations are treated as time permits. *Prerequisite: MATH 126 or permission of instructor.*

MATH 299

DIRECTED STUDY IN MATHEMATICS (V1-2)

Involves mathematical reading and/or problem solving projects. Topics and format to be arranged with a math instructor. This course 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.*

MATHEMATICS IMPROVEMENT

ID 070

BASIC MATH FOR MATH AVOIDERS (3)

Is designed to build confidence/skills in basic arithmetic using "real life" personal situations. Discussion of the various symptoms related to math anxiety and avoidance are incorporated in the course. Arithmetic work is on basic operations with whole number, decimals and fractions; also work with percentages is included.

ID 071

METRICS FOR CONSUMERS (1)

Focuses primarily on the metric system as it relates to everyday activities. Emphasis is placed on the phenomenon of converting to the metric system and its effect on our lives.

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. Course may be repeated for a maximum of 10 credits.

ID 270

TUTORIAL PRACTICUM (3)

Offers tutoring in a drop-in lab setting with exposure to a variety of students and questions. Tutors provide the assistance that students are seeking and also reinforce their own skills in the subject matter. Formal discussion of and instruction in tutorial methods are included during the quarter.

Prerequisite: Permission of instructor.

METEOROLOGY

METR 101

INTRODUCTION TO THE WEATHER (5)

Is a quest into the workings of the weather. Included in

the course are discussions of the properties and processes of the atmosphere. The whys of air pollution, precipitation and severe storms, weather analyses and forecasting, field trips, and guest lecturers may be included.

NONDESTRUCTIVE TESTING

NDT 100

INTRODUCTION TO NONDESTRUCTIVE TESTING (3)

Surveys the principles and operation of commonly used testing techniques. Included in the course are the principles and operations of ultrasonic, radiographic, magnetic particle, liquid penetrant, and eddy current testing.

NDT 110

INTRODUCTION TO ULTRASONIC TESTING, LEVEL I (3)

Presents the theory and technique of ultrasonic testing as taught through classroom study and laboratory application. Students will learn to operate the equipment and to detect defects in prepared specimens. The shear wave and longitudinal wave inspection techniques are covered as they relate to welds, plates, bonding surfaces and thickness testing, as well as other applications.

NDT120

INTRODUCTION TO RADIOGRAPHIC TESTING, LEVEL I (3)

Includes the theory of x-ray generation and testing techniques which are taught through classroom and laboratory applications. Also included are the practical aspects of setting up equipment, making radiographic exposures, film developing and interpretation of x-ray film. Stress is placed on the safe operation of equipment and basic radiation safety.

NDT 130

INTRODUCTION TO MAGNETIC PARTICLE AND LIQUID PENETRANT TESTING, LEVEL I (2)

Provides a comprehensive course in magnetic particle and liquid penetrant that deals with theory of operation, equipment set-up, and actual detection of flaws and defects in metals.

NDT 140

INTRODUCTION TO EDDY CURRENT TESTING, LEVEL I (2)

Covers the eddy current theory and the use of eddy current for non-destructive testing. Various types of equipment, as well as sensing probes are discussed, and students learn to operate this equipment.

NDT 210

ADVANCED ULTRASONIC TESTING, LEVEL II (3)

Reviews the concepts of ultrasonic testing in depth. Students learn to organize and report nondestructive testing investigations. *Prerequisite:* NDT 110.

NDT 220

ADVANCED RADIOGRAPHIC TESTING, LEVEL II (3)

Reviews the theory and application of radiographic testing in depth, including the organizing and reporting of nondestructive testing investigations. *Prerequisite:* NDT 120.

NDT 230

ADVANCED MAGNETIC PARTICLE AND LIQUID PENETRANT TESTING, LEVEL II (2)

Reviews the theory and application of magnetic particle and liquid penetrant testing, including the organizing and reporting of nondestructive testing investigations. *Prerequisite:* NDT 130.

NDT 240

ADVANCED EDDY CURRENT TESTING, LEVEL II (3)

Continues a review of the theory and application of eddy current testing in greater depth, including the organizing and reporting of nondestructive testing investigations. *Prerequisite:* NDT 140.

OCEANOGRAPHY

OCEAN 101

SURVEY OF OCEANOGRAPHY (5)

Discusses the origin and extent of the oceans, the cause and effects of tides and currents, the nature of the sea bottom, as well as animal and plant life in the sea.

PHYSICS

PHYS 101

ENERGY FROM SOURCE TO CONSUMPTION (2)

Outlines the sources of today's available energy and how that energy is used (and misused) throughout the world. Also described are the sources of energy that are now considered to be "alternative" such as solar, wind, tides, and nuclear fusion.

PHYS 103

NUCLEAR ENERGY (2)

Looks into the many advantages and disadvantages of nuclear energy. Course work covers the physical principles of getting useful energy from the nucleus of an atom

which in turn leads to a description of the various types of nuclear reactors. The major problems of waste disposal are discussed, as well as the effects of ionizing on living organisms.

PHYS 104

PHYSICS OF ART AND MUSIC (2)

Explores the underlying principles of two elements of life which we enjoy yet take for granted. Both colors in art and sounds in music are wave phenomena and this course examines the electromagnetic waves which make up the spectrum of visible colors, as well as the pressure waves which constitute the sounds we hear. The mechanisms for observing waves will be discussed, as will the phenomena of diffraction, refraction, superposition, etc., which are common to both.

PHYS 114, 115, 116

GENERAL PHYSICS (5) (5) (5)

Outlines 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. Also discussed are the properties of solids, liquids and gas, as well as simple harmonic motion waves, sound, acoustics, and music. A lab fee is required. Topics of PHYS 115 include: heat and transfer and thermodynamics, electric fields, current laws, magnetism, alternating current, electrical equipment for use in homes, cars and planes. Further discussion includes EM waves, radio, and TV. *Prerequisite: PHYS 114 or permission of instructor.* Topics of PHYS 116 include: Properties of light, lens action, optical instruments, color, polarization, diffraction, atomic spectra, the photoelectric effect, quantum theory, lasers, radioactivity, the nucleus, fission and fusion, nuclear power and current problems in the structure of atoms, stars and the universe. *Prerequisite: PHYS 114 or 115 or permission of instructor.*

PHYS 121, 122, 123

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

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 acquaint the student with 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. Motion, Newton's laws, work, energy, momentum, rotation, and gravity are included. *Prerequisite: High school physics or equivalent, and MATH 124 or permission of instructor.* Topics in PHYS 122: ELECTRICITY and MAGNETISM. Electrostatics, current electricity circuits, magnetism induction, gener-

ation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's equations are discussed. *Prerequisite: PHYS 121 and MATH 125 or permission of instructor.* Topics in PHYS 123: OPTICS and THERMODYNAMICS. Simple harmonic motion, waves, sound, light, optical instruments, interference, and diffraction polarization are covered. *Prerequisite: PHYS 122.*

PHYS 170

PHYSICS FOR ULTRASOUND (3)

Is designed to give the principles of physics needed in the field of diagnostic ultrasound. The topics include the propagation of ultrasound, beam shape, and focusing ultrasound wave behavior. *Prerequisite: PHYS 114 and 115.*

WELDING

WELD 101

FULL-TIME VOCATIONAL WELDING (15)

Offers 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 (GTAW), gas metal arc (GMAW), and plasma arc (PAW) welding. Emphasis is placed on individual progress, and enrollment is 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). 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; personal interview.*

WELD 101A

FULL-TIME VOCATIONAL WELDING (12)

Is similar to Vocational Welding 101. The course is 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 in the program.*

WELD 150

GAS WELDING (3)

Offers 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.

WELD 150x

GAS WELDING (2)

Provides 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.

WELD 151

ARC WELDING (3)

Is designed for, and 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 is 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.

WELD 151s

ARC WELDING (1)

For those applicants who have taken WELD 150 or equivalent training, develops professional skills leading to welding certification. Instruction is 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.

WELD 151x

ARC WELDING (2)

For those applicants who have taken WELD 150 or have equivalent training, develops professional skills leading to welding certification. Instruction is 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.

WELD 160

FERROUS WELDING METALLURGY (3)

Provides a comprehensive course in ferrous metallurgy with special emphasis on welding. Fundamentals of metallurgy 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)

Offers a comprehensive course in non-ferrous metal-

lurgy 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 are covered in detail.

WELD 162

WELDING POWER SUPPLIES (3)

Is 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 are 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)

Studies current and new welding processes. Students are required to investigate the newest welding techniques and processes which are currently used in this area. Some laboratory work is done on new techniques and processes. *Prerequisite for 202: completion of WELD 101. Permission of instructor. Prerequisite for 203: Permission of instructor.*

WELD 204

WELD THEORY (3)

Is a lecture course dealing with the theory of welding and covers 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)

Offers 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 113, 114

ANATOMY AND PHYSIOLOGY (5) (5)

Studies 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. Prerequisite for ZOOL 114 is 113.*

ZOOL 199

ANATOMY AND PHYSIOLOGY--SPECIAL TOPICS SEMINAR (3)

Provides a special topics seminar with intensive study of selected human physiological process. The course is designed primarily for students in allied health programs. *Prerequisite: ZOOL 114 or permission of instructor.*



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B.A., M.S., San Diego State University

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B.S., M.A., University of Washington

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

B.A., University of Washington;

B.A., Seattle Pacific College

*Part-time Instructor

- Anderson, Marilyn D.**, *Mathematics*
B.S., University of Redlands;
M.S., University of Washington
- *Aragon, Daniel C.**, *Welding*
- *Bartschot, Rita M.**, *Chemistry*
B.A., Lone Mountain College;
M.S., University of Washington
- Belcher, Jacquelyn E.**, *Associate Dean of Instruction (Occupational and Special Programs)*
B.S., Marymount College;
M.N., University of Washington
- *Benezra, Lee D.**, *Mathematics Lab Teaching Assistant*
B.S., University of Washington
- Bennett, James L.**, *Division Chairman, Division of Educational Development and Health Sciences*
B.A., Macalester College
M.S., Mankato State University
- *Bennett, Linda**, *English*
B.A., M.A., Eastern Washington University
- *Bennett, Paula, Dr.**, *English*
B.A., M.A., Ph.D., University of Washington
- *Berg, Carole A.**, *Chemistry*
B.S., Washington State University;
M.S., University of Washington
- Bitterman, Wayne W.**, *Chairman, Media Technician Program, Media Specialist*
B.A., B.Ed., M.Ed., Western Washington University
- Bolliger, Jean R.**, *Associate Dean for Student Development; Chairman, Human Development Program*
B.A., Long Beach State University;
M.Ed., University of Washington
- *Bolvin, Boyd M., Dr.**, *Media Technician*
A.B., B.Ed., University of Puget Sound;
M.L., University of Washington;
Ph.D., University of Southern California
- Bonow, W. Burnett**, *Chairman, Engineering Transfer Program; Engineering*
B.S., Antioch College, Registered Professional Engineer
- *Brashen, Henry, Dr.**, *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
- *Brown, Scott F.**, *Writing Lab Teaching Assistant*
Bellevue Community College
- Brumbaugh, Harley A.**, *Music*
B.A., M.Ed., Central Washington State College
- Brune, Mary Ellen**, *Director of Women's Programs*
M.A., L.L.B., University of Paris;
M. Ed., Seattle University
- Burke, Robert A.**, *Chairman, Speech Program, Speech*
B.A., University of Washington;
M.A., University of Hawaii
- *Burnard, Patricia A.**, *Graphics*
A.A., Bellevue Community College
- *Cabatit, Raymond P.**, *Graphics Specialist*
A.A., Columbia Basin College;
B.S., Western Washington University
- Caine, Peter F.**, *Chairman, General Business Program*
A.B., M.B.A., Stanford University
- *Carl, Robert B.**, *Real-Estate and General Business*
B.S., University of Washington
- *Carter, Ronald N.**, *Men's Soccer Coach*
- *Chacko, Jacob T.**, *Diagnostic Medical Ultrasound*
B.S., Kerala University, India;
B.S., Seattle University
- *Chiles, Paul T.**, *Real Estate*
B.A., Seattle University;
M.A., University of Washington
- *Christensen, Janet S.**, *Nursing*
B.S., Pacific Lutheran University;
M.N., University of Washington
- Christiansen, Pauline Grabill**, *English*
B.A., M.A., University of Washington
- Coeuille, Gerard R.**, *Administration of Criminal Justice*
B.A., M.A., California State University
- Coleman, Charles C.**, *Chairman, Junior Accounting Program, Business*
B.S., Montana State University;
M.A., Colorado State College
- *Cook, Samuel S.**, *Physical Education*
B.A., M.S., University of Washington
- Cowan, Susan C.**, *General Business*
B.S., University of Oregon;
M.S., Oregon State University
- Criss, Warren R.**, *Chairman, Biomedical Photography Program, Biomedical Photography*
South Dakota State College;
A. & M. College of Texas
- Cross, Steven W.**, *Counselor*
B.A., M.Ed., Ohio University
- Curnutt, Larry A.**, *Chairman, Mathematics Program, Mathematics*
B.A., M.S., Western Washington University
- *Dalziel, Billy L.**, *Physical Activities*
B.A., University of Washington
- Daniel, Vasantha C.**, *Nursing*
B.S., College of Nursing, Vellore, India;
M.N., University of Washington
- Darrough, Carolyn A.**, *Chairman, Dance Program; Physical Activities and Dance*
B.S., University of Oklahoma;
M.Ed., University of Arkansas
- DeCoster, Barara L.**, *Librarian*
B.A., M.L., University of Washington

*Part-time Instructor

Demaris, Colleen H., Dr., Director, Business/
Industrial and Special Programs, English
B.A., University of Washington;
M.A., San Francisco State College;
Ph.D., University of Kentucky

***Dickson, Leal G., Dr.,** Oceanography and Biology
B.A., Columbia Union College;
M.S., Ph.D., University of Maryland

Dolan, R. Edmund, Dean of Instruction
B.A., University of Santa Clara;
M.Ed., Ph.D., Loyola University

Doughty, Charles I., Counselor
B.A., University of Iowa;
B.D., Starr King School for the Ministry;
M.S.W., University of Washington

Douglas, Mary Ann, Nursing
B.A., Hastings College;
M.N., University of Washington

***Eastman, Margaret,** Radiologic Technology
B.A., M.S.C., University of Manitoba

Ellingson, John Wesley, Art
B.A., Moorhead State College

***Felton, Sharon A.,** Nursing, Coordinator/Health
Science Support Program, Counselor
R.N., Pasadena City College
B.A., University of California
M.Ed., University of Washington

***Femling, Frank,** Accounting
B.S., Seattle University

***Field, Nancy H.,** Biology
B.S., University of Wisconsin;
M.S., South Dakota State University

Flory-Barnes, Linda F., Counselor/Educational
Planner
B.A., Seattle University;
M.Ed., University of Washington

***Freeland, Constance R.,** English
B.A., University of Washington;
M.A., Western Washington University

Friedel, Fred E., Chairman, History Department,
History
B.S., M.A., University of Oregon

***Funkhouser, Bruce R.,** Communications
B.A., Princeton University

***Gebremedhin, Naomi,** Nursing
B.S., St. Olaf College;
M.S. University of Washington

***Gellermann, Carolyn S.,** English
B.A., Whitworth College;
M.A., University of Washington

Gibson-Breda, Susan, English
B.A., M.A., Western Washington University

Gleason, Dale L., Chairman, Music Program, Music
B.A., University of Washington;
M.Ed., Western Washington University

Gould, David D., Law and Accounting
B.A., M.B.A., Washington State University;
J.D., University of Washington

***Gould, Janice O.,** Office Professions
B.A., University of Washington

***Graves, Kathleen,** Radiologic Technology
A.A., Bellevue Community College;
B.A., University of Washington

Gruber, Ebtisam, Nursing
B.S., Cairo University;
B.S., Indiana University;
M.A., University of Washington

Habib, Berthe, Mathematics Improvement, Mathe-
matics
B.A., M.A.T., University of Washington

***Hagemeyer, Eva V.,** German
B.A., Western Washington University;
M.A., Ph.D., University of Washington

***Haines, Arthur E.,** Life Science
B.S., B.Ed., Washington State University;
M.S., Oregon State University

Hamernyk, Steven, Dr., Chairman, International
Studies Department, Political Science
B.A., Portland State University;
Ph.D., University of Washington

Hamilton, Robert K., Associate Dean of Instruction
(Academic and Instructional Administration)
B.A., M.A., Walla Walla College

***Hancock, Helen M.,** Mathematics
B.S., University of Florida;
M.A., Western Carolina University

***Hansard, Janet,** Music
B.A., M.A., University of Washington

***Hansen, Kathleen I.,** Office Professions
B.A., College of Idaho;
M.A., University of Idaho

Hanson, E. Marilynne, Nursing
B.S., Pacific Lutheran University;
M.N., University of Washington

Harryman, James W., Director of Sports Programs,
Physical Activities
B.A., M.A., University of Washington

Hartwich, Jacqueline A., English
B.A., Tufts University;
M.A., University of Washington

Hein, Michael F., Chairman, Drafting Technology
Program; Chairman, Civil Engineering Technology
Program; Engineering Technology
B.S., Tulane University;
M.S., Princeton University

Hickox, Kaye D., Director, Student Financial Aid,
Veterans and Job Placement
B.A., Idaho State University
M.A., Washington State University

*Part-time Instructor

- Houck, B. Karen**, *Reading Lab Director, English*
B.A., Mississippi State College for Women;
M.A., Louisiana State University;
M.A., California Lutheran College
- *Hould, G. Peter**, *Drafting and Engineering*
B.A., M.A.T., Seattle Pacific University
- *Hsu, Nancy**, *Mathematics*
B.A., Taiwan University;
M.A., Columbia University;
M.S., Michigan State University
- Hurrell, Mary-Ann C.**, *Nursing*
B.S.N., University of Alberta
- Hutchison, Kae R.**, *Director of Evening and Continuing Education*
B.A., Whitworth College;
M.A., Eastman School of Music of the University of Rochester
- Ingle, Gary L.**, *Chairman, Developmental Mathematics; Mathematics Lab Director; Mathematics*
B.A., M.A., University of Washington
- Jackson, Leonard R., Dr.**, *Counselor*
B.S., M.S., University of Oregon;
Ph.D., University of Washington
- Jackson, Robert C.**, *Theatre Manager; Design and Technical Theatre*
B.S., Northwestern University;
M.F.A., University of Washington
- Jensen, Ray**, *Art*
B.A., University of Washington;
M.F.A., Cornell University
- Johnson, Dale A.**, *Director of Finance*
B.A., Seattle University
- Johnson, Shirley M.**, *Acting Director Library/Media*
B.A., University of Washington;
M.S.L.S., University of Southern California
- Johnson, Steven V.**, *Chairman, Life Sciences Program, Life Science*
B.A., Greenville College;
M.A., Washington State University
- Johnston, Margaret H.**, *Librarian*
Media
B.A., M.L.S., University of Washington
- *Jordan, Elizabeth Q.**, *Office Professions*
B.A., University of South Carolina
- Jurji, E. David, Dr.**, *Chairman, Anthropology Department, Anthropology*
B.A., Albright College;
M.A., New York University;
Ph.D., University of Washington
- Kahn, Louis, Dr.**, *Psychology*
B.S., Lewis and Clark College;
M.Ed., University of Washington;
Ed.D., Washington State University
- *Katz, Doris**, *Interior Design Program*
B.S., M.S., University of Wisconsin
- Kennedy, Jerrie L.**, *Chairman, Developmental Education, English*
B.A., M.A., Washington State University
- Khan, Aslam**, *Chairman, Political Science Department, Political Science*
B.A., Gonzaga University;
M.A., University of Washington
- *Kinsella, Patrick J.**, *Welding*
- *Knoblich, Scott B.**, *Physical Education*
B.S., University of Idaho
- *Kotker, Joan G.**, *Writing Lab Director; English*
B.A., M.A., Ohio State University
- Krapt, Barry B.**, *Welding*
A.A., Everett Community College
- LaFond, Daniel J.**, *Counselor*
B.A., St. Martin's College;
M.S.W., University of Washington
- Lyons, Elizabeth S.N.**, *Geology*
B.A., University of Alaska
- *Mace, A. Vernon, Jr.**, *Accounting, Business Administration*
B.B.A., University of Houston
- Madge, Sally**, *Early Childhood Education*
B.A., Scripps College;
M.A., Pacific Oaks College
- Magelssen, Gerald**, *Media Technician*
B.A., Western Washington University
M.A., Central Washington University
- *Magnuson, Betty**, *Physical Development, Physical Activities Instructor*
B.A., Whitworth College
- Magnuson, Russell C.**, *Division Chairman, Division of Science, Mathematics*
B.S., River Falls State College;
M.A.T., Washington State University
- *Magruder, Michael S.**, *Karate*
B.A., Central Washington University
- *Mahn, Gary D.**, *Marketing*
B.S., Iowa State University;
M.S., Mankato State University
- Maki, Gerald D.**, *Chairman, Environmental Horticulture Program, Horticulture*
B.S., University of Washington
- Mandt, Carol L.**, *Counselor*
B.A., Whitman College;
M.A., Washington State University
- Matkovick, Edward**, *Chairman, Foreign Language Program, French*
Prof. Diploma--State Professor, Komensky's University, Bratislava, Czechoslovakia;
B.A., M.A., University of British Columbia
- *Mauldin, Diane M.**, *Life and Health Sciences*
B.A., University of Washington
- Mayer, Dalmen D.**, *Chairman, Philosophy Program, Philosophy*
B.A., M.A., University of Washington

*Part-time Instructor

McCarthy, Kay R., Dr., Counselor

B.A., Webster College;
M.A.Ed., Washington University;
Ph.D., Saint Louis University

McFall, Douglas L., Real Estate

B.A., University of California;
M.S., University of Oregon

McGlocklin, Gary A., Division Chairman, Division

of Arts and Humanities; English
B.A., Whitworth College;
M.A., University of Washington

Meehan, J. Timothy, Counselor

B.A., Gonzaga University;
M.A., University of Oregon

Melvoin, Peter, Sociology

A.B., University of Illinois;
M.A., Arizona State University

Mercer, Gloria A., English and Reading

B.Ed., Seattle University;
M.Ed., University of Washington

***Merenyi, Klara C., Dr.,** Spanish

M.A., Cenbree University of Budapest;
Ph.D., American University

Merrill, M. Craig, Dean of Student Programs and
Personnel Services

B.A., Colorado College

Miller, Robert C., Chairman, Administration of
Criminal Justice Program, Administration of Criminal Justice

A.A., Seattle Community College;
B.A., Seattle University

***Mohundro, James,** Instructor, Real Estate Program

Molvik, Nilmar L., Mathematics

B.S., M.Ed., Seattle Pacific College

***Mott, Margaret, Jr.** Accounting

A.A., Bellevue Community College

***Mutch, Harvey A.,** Accounting

B.S., University of Idaho

***Newton, Harriet L.,** Physical Activities

B.S., Oklahoma College

Nissley, Meta J., Librarian

B.A., California State University;
M.L., University of Washington

Noble, Donald N., Associate Dean of Student
Services

B.A., University of Washington;
M.P.A., Pacific Lutheran University

Norris, Kathryn W., Business Administration and
General Business

B.B.A., M.B.A., Midwestern University

Norris, Molly A., Chairman, Office Professions Pro-
gram, Office Professions

B.A., Central Washington University

Neuman, Neal N., Director of Plant Operations

O'Connell, Thomas E., Dr., Spanish and English

A.B., Dartmouth College;
M.P.A., Syracuse University;
L.H.D., Williams College;
Ed.D., University of Massachusetts

Osmundson, John S., Anthropology

B.A., University of Washington;
M.A., Washington State University

***Owens, Judith K. J.,** Reading Lab Teaching Assistant

B.A., University of Colorado

Paulsen, Steven D., Chairman, Graphic Reproduc-
tion Program, Graphics

B.S., M.S., Northern Illinois University

Paustain, Frank B., Dean of Administrative Services

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

***Peck, Gloria B.,** Art

B.A., Vassar College;
M.A., University of Washington

***Penewell, Royal E.,** Mathematics

B.A., Western Washington University

Pfister, Franz J., Dr., German

B.A., Bowling Green State University;
M.A., University of Illinois;
Ph.D., University of Washington

Phillips, A. Laverne, Dr., Chairman, Home Eco-
nomics Program; Chairman, Consumer Education

Program; Consumer Education and Home Economics
B.S., Florida A & M University;
M.Ed., Ph.D., Pennsylvania State University

***Pitkin, Anne W.,** English

B.A., Vanderbilt University;
M.A.T., Mills College

Poliak, Joan, Child Development Consultant

B.A., Smith College;
M.S.W., New York School of Social Work, Columbia
University

Polis, Gloria Owens, Chairman, Early Childhood
Education Program; Early Childhood Education,
Parent Education

B.A., University of Washington

Powell, Glenn D., Life Science

B.A., Fresno State College;
M.E.S., University of New Mexico

***Purdy, William A., Jr.** Accounting

B.S., U.S. Military Academy;
M.A., Vanderbilt University

Purser, Robert S., Dr., Chairman, Art Program, Art

B.A., Central Washington University;
M.F.A., University of Washington;
Ph.D., University of Oregon

Radvilas, Ronald S., Radiologic Technology

B.S., University of Massachusetts;
M.S., State University of New York

***Randall-Brown, Ronna R.,** Anthropology

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

***Rasmussen, Darrell R.,** Mathematics

B.A., M.A., University of Montana

*Part-time Instructor

- *Reha, Janice E.**, Counselor, Human Development
M.A., Seattle University
- Reid, Larry D.**, Speech
B.A., Central Washington University;
M.A., University of California
- Relf, James A.**, Mathematics
B.A., Geneva College;
M.A., University of Washington
- Richardson, Rosemary K.**, Biology and Horticulture
B.S., University of Michigan;
M.S., University of Washington
- Robertson, Charles E.**, Physics and Chemistry
B.S., M.S., University of Washington
- *Roelfeldt, V. LaDelle**, Nursing
B.S., Walla Walla College;
M.N., University of Washington
- *Ross, Geraldine Y.**, Biology
B.A., Seton Hill College;
M.S., Northwestern University
- Rostirolla, Jim**, Planetarium Director, Astronomy and Physics
B.A., M.A., San Francisco State University
- *Rousso, Denise**, French, and ESL
B.A., M.A., University of Washington
- *Sage, Lynne S.**, Mathematics Improvement
B.A., M.Ed., Western Washington University
- *Samford, Lynn E.**, Chairman, Recreation Leadership Technician Program, Physical Activities
B.A., University of Wyoming;
M.Ed., Central Washington University
- Sanders, M. Craig**, Chairman, Communications Program, Chairman, English Program, English and Journalism
B.A., Pennsylvania State University;
M.A., University of Idaho;
M.Comm., University of Washington
- *Schwager, Callie L.**, Marketing
B.A., Eastern Washington University
- Schwenker, John A.**, Reading Specialist and English
B.S., University of Vermont;
M.A., Montclair State College
- Scott, Donna L.**, Chairman, Fashion Merchandising Program, Fashion Merchandising
B.A., Washington State University
- Scott, G. Lynne**, Chairman, Continuing Education Nursing Program, Nursing
B.S.N., Marquette University;
M.N., University of Washington
- Seeman, Julianne**, English
B.A., M.A., University of Washington
- Sharpe, Bonnie L.**, Health Counselor
B.S., University of Hawaii, Public Health Nurse
- Shea, H. Denise**, Chairman, Associate Degree Nursing Program, Nursing
B.S.N., Montana State University;
M.N., University of Washington
- *Shepherd, Gertrude C.**, Parent Education and Early Childhood Education
B.A., Colorado College
- Shuman, James E.**, Division Chairman, Division of Business; Chairman, Marketing Program; Marketing
B.S., Northern Arizona University;
M.B.A., University of Washington
- Smith, Mary Elizabeth**, Nursing
B.S.N., Seattle University;
M.N., University of Washington
- *Stark, Barbara B.**, Radiologic Technology
A.A., Bellevue Community College
- Surendranath, Jakkalavidika**, Chairman, Physical Science Program
B.S., University of Madras;
M.S., Washington State University
- Talbott, Michael L., Dr.**, Division Chairman, Division of Social Science; Chairman, Geography Department, Geography
B.A., M.A., Ph.D., University of Washington
- Taylor, Dolores, F.**, Coordinator, Parent Education Program, Parent Education
B.A., University of Puget Sound
- Taylor, Helen K.**, Counselor
B.A., Pomona College;
M.A., Seattle University
- Taylor, Kit Sims**, Chairman, Economics Department, Economics
A.B., University of California;
M.A., University of Florida
- Thompson, Paul N., Dr.**, President
B.A., Gustavus Adolphus College;
A.M., Ph.D., University of Illinois
- Tooley, Lynn E.**, Mathematics
B.S., M.S., University of Washington
- *Troxclair, Madelyn**, English
B.A., Louisiana State University;
M.A., Western Washington University
- Trujillo, Cecilia M.**, Chairman, Physical Education Program, Physical Activities and Women's Tennis Coach
B.A., New Mexico Highlands University;
M.S., University of Washington
- Uchida, Jack M.**, Chairman, Welding Technology Program, Welding
B.S., University of Washington
- *VanAuken, Harold L.**, Coordinator/Counselor, Disabled Student Services
B.A., California State University, Northridge;
M.S., California State University, Los Angeles
- Volland, Walter V., Dr.**, Chemistry
B.S., Long Beach State College;
Ph.D., University of Washington
- Wallace-Hoffman, Bonnie**, Chairman, Drama Program, Drama
A.B., Cornell University

*Part-time Instructor

- Walsmith, Charles R.**, *Chairman, Psychology Department, Psychology*
B.A., M.A., University of Denver
- Wanamaker, Dennis L., Dr.**, *Psychology*
B.A., M.Ed., Central Washington University;
Ed.D., Washington State University
- Washburn, Ray C.**, *Chairman, Health Education Program, Physical Activities, Baseball Coach*
B.A., Whitworth College;
M.Ed., Seattle University
- Wheeler, Dena L.**, *Radiologic Technology*
B.A., University of Albuquerque
- Wildin, Howard W.**, *Chairman, Real Estate Program, Real Estate*
B.A., University of Washington
- *Wilke, James F.**, *Communications*
B.A., State University of Iowa
- Williams, E. Scott**, *English*
B.A., Portland State College;
M.A., San Francisco State College
- Williams, Marcia C.**, *Chairman, Data Processing Program, Business Administration; Mathematics*
B.A., Wheaton College;
M.Ed., University of Washington
- Williams, Patricia A., Dr.**, *English*
B.S., Northwestern Oklahoma State University;
M.A., Oklahoma State University;
Ph.D., University of New Mexico
- *Williamson, Thomas**, *Media Technician, Media Production*
B.A., M.A., University of Washington
- *Wood, Gordon A.**, *Communications*
A.B., M.A., Syracuse University
- Woods, Ernest R.**, *Head Basketball Coach, Physical Activities*
B.S., Washington State University;
M.S., University of Southern California
- Wulff, Jon V.**, *Philosophy*
B.A., Washington State University;
M.A., Ohio State University
- *Young, Glenn O.**, *Office Professions, Tennis Coach*
B.A., M.Ed., University of Washington
- Zarkowski, Barbara J.**, *Chairman, Business Management Transfer Program, Accounting*
B.A., M.B.A., University of Washington

*Part-time Instructor

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