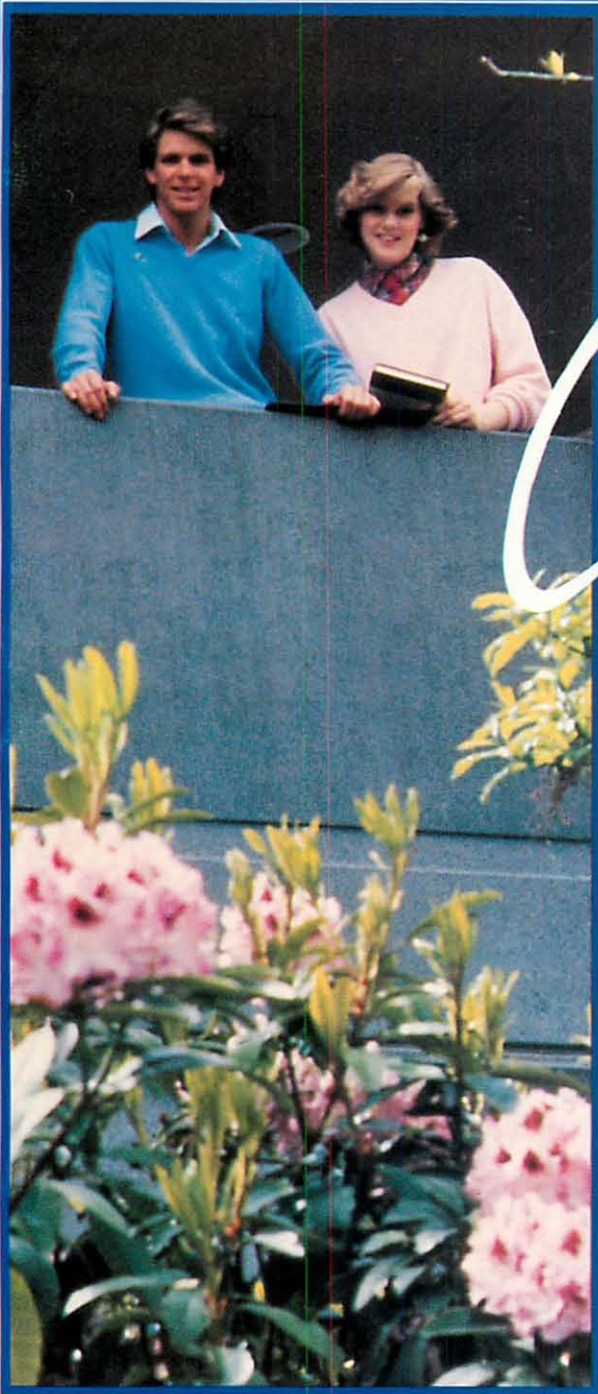


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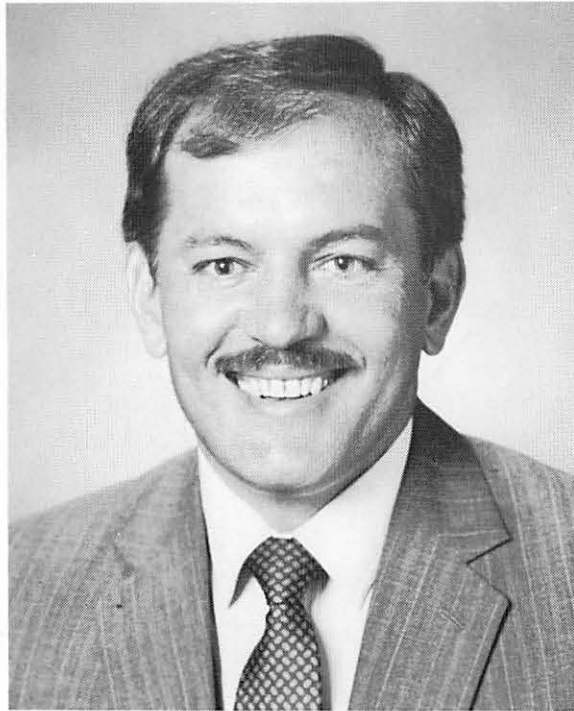


Catalog

1984/86



LETTER FROM THE PRESIDENT

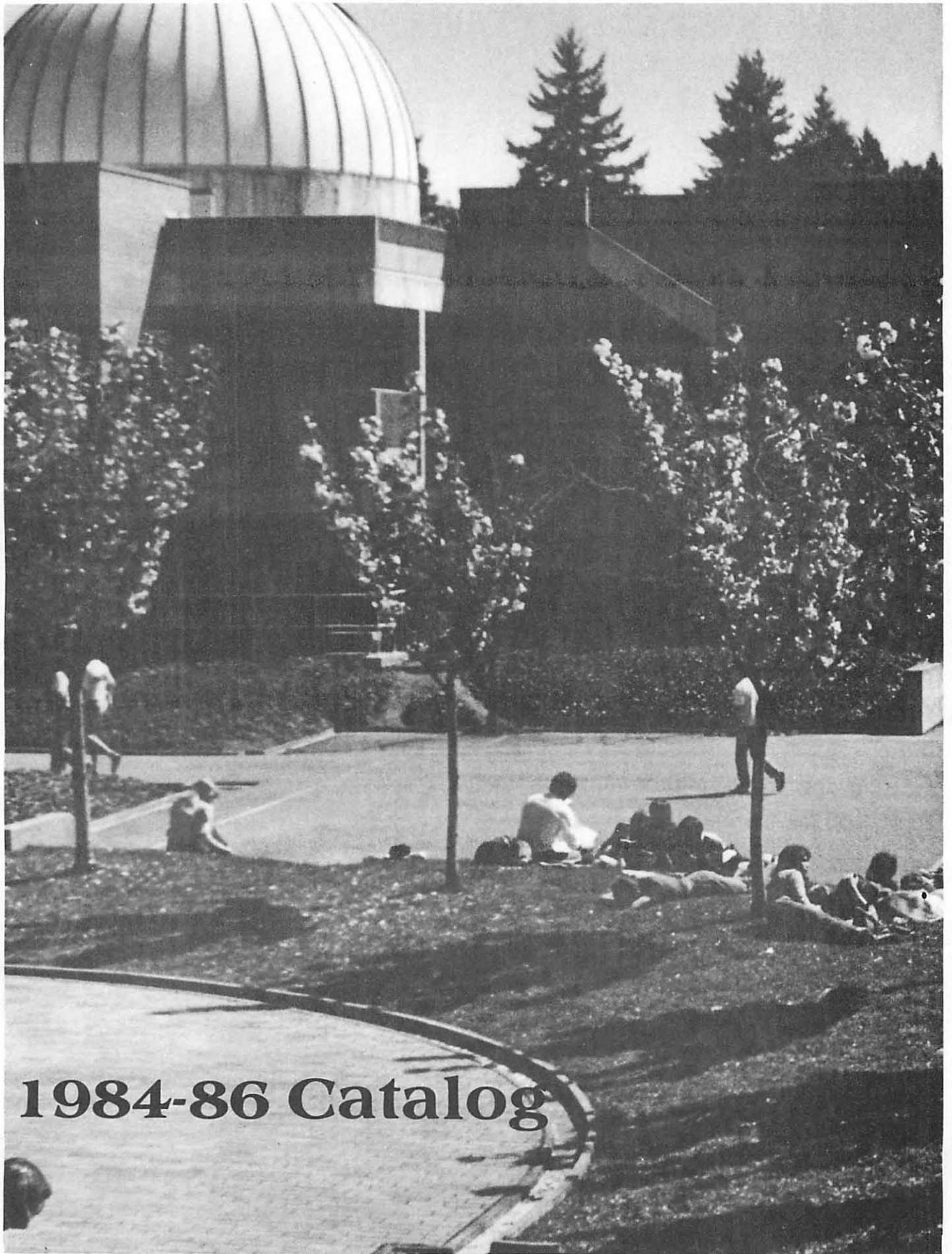


On behalf of the Board of Trustees of Bellevue Community College, it is a pleasure for me to invite you to participate in the wide variety of educational programs and services offered by our college. As you peruse the contents of this catalog, you will get an idea of **what** it is that we have to offer.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





1984-86 Catalog



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College Goals

The goals of the college are to provide quality educational opportunities, to assume educational leadership in the community, to respond to community needs and to cooperate in community development. To these ends, the college's objectives will include:

- A liberal admissions policy

- An educational opportunity at minimal cost to the student

- A comprehensive curriculum including:

- college transfer education

- occupational education

- general education

- continuing education

- Individual, group, vocational and academic counseling programs

- An emphasis on excellent teaching and counseling

- A wholesome activity and extra-curricular program

- A cultural activity center for the community.

Bellevue Community College is 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 Rights

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.

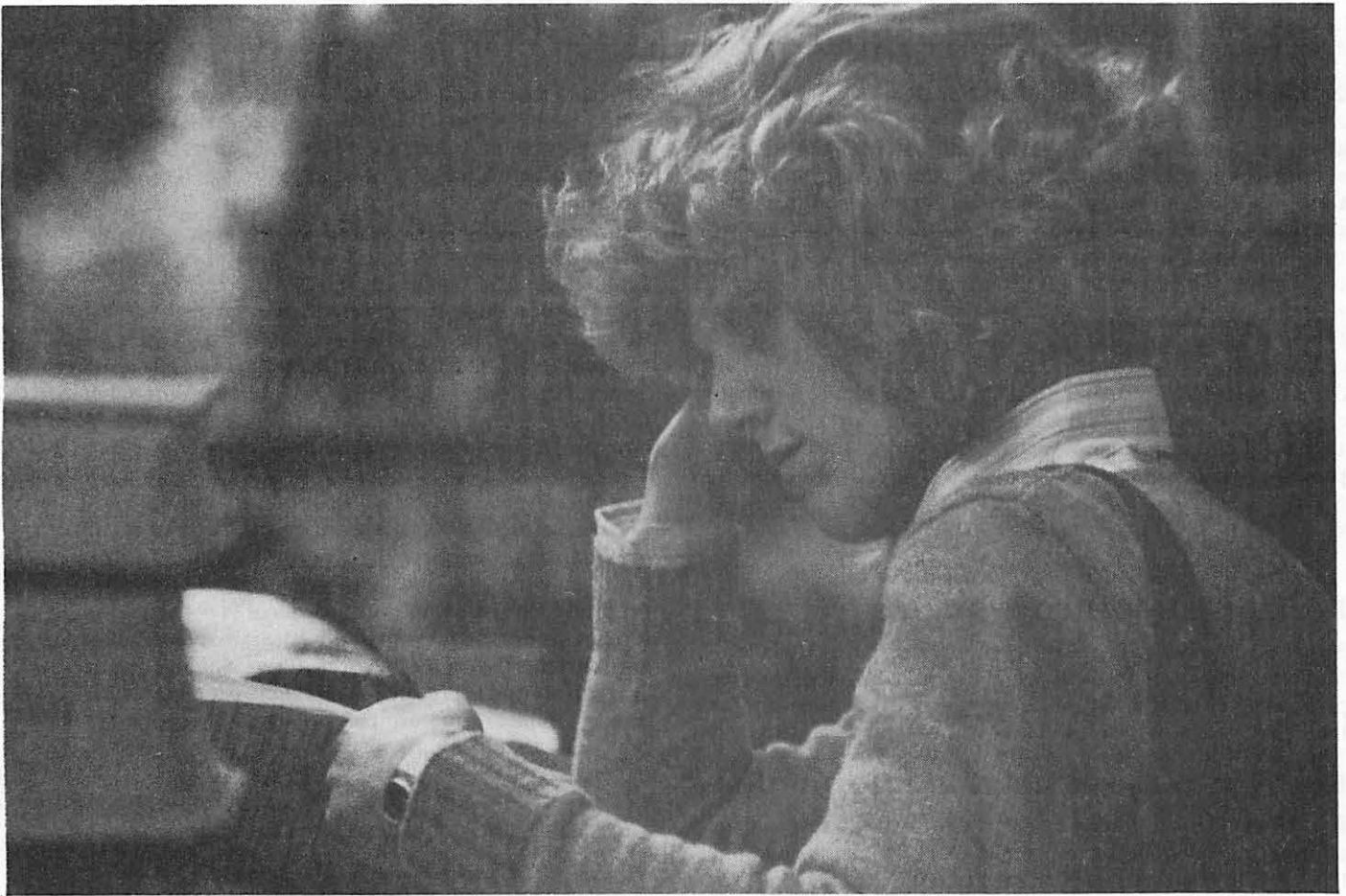
Because of the necessity for periodic change in the curriculum, the provisions of this catalog should not be regarded as an irrevocable contract between the student and the College.

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.



The College Policies

ADMISSIONS

Eligibility

Candidates for admission to Bellevue Community College must be graduates of an accredited high school or at least 18 years of age. Admission may be granted to other individuals by special permission. In addition, special qualifications must be met for some curricula.

Application for Admission

To apply for admission to Bellevue Community College you are required to complete the "State of Washington Community College Application for Admission Form." This form is available in high school offices and in the BCC Admissions 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, Certificate 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 Admissions Office:

1. A completed "State of Washington Community College Application For Admission Form."

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.**

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

Bellevue Community College is authorized under Federal Law to enroll Nonimmigrant Aliens. Foreign students are admitted 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 Affidavit of

Support. Estimated expenses for a school year at Bellevue Community College are \$8,000. 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 English 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 1st 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. The 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. The 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 of 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/E (see Pass/Fail 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, 0 points per credit hour

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.

* 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.

** 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."

*** 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.

**** 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. Advisers 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. 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 Associate Dean for Academic and Instructional Administration.

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 and Sciences Degree 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 and Science Degree.

Students earning the Associate in Arts and Sciences Degree and who meet the transfer institution's admission requirements, are admitted as juniors and usually 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 accumulated 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.

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 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 nontraditional 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.

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	Resident	Non-Resident	S.E. Asia Veteran	Senior Citizen
Cost per credit	\$19.10	75.90	8.15	2.50*
10 to 18 credits	191.00	759.00	81.50	
19 and over	**	+		

(Minimum 2 credit charge.)

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

**Residents will pay \$191.00 plus \$17.25 per additional credit.

Non-residents will pay \$759.00 plus 74.05 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, each test	4.00
Laboratory breakage card	5.00 (Unused portion refunded)
Parking permit	
Students, more than 5 credit hours per quarter	
Vehicle	12.00
Motorcycle	6.00
Part-time students (less than 6 credit hours) per quarter	
Vehicle	6.00
Motorcycle	4.00
Second-vehicle--per quarter	3.00
Daily parking -- vehicles without parking decals per quarter50
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	100%
Withdrawal from a course(s) (reduction of class load below 10 credits)	100%

Through the fourth week of the quarter

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

After the fourth 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 (Includes Health Service Fee)	
Prior to first week of quarter	100%
Through the fourth week of quarter	50%
After the fourth week of quarter	NO REFUND

PARKING FEES

Prior to first week of quarter	100%
Through the fourth week of quarter	50%
After the fourth 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.	

Continuing Education Classes (State and Student Supported)

Prior to the first class session	100%
(Less a \$5.00 Administration Fee)	
Prior to the second class session	100%
(Less a \$15.00 Administration Fee)	
After second class session	NO REFUND

Continuing Education Workshops (Self Supported)

Cancellation received up to four (4) working days prior to the first session 100%
 (Less a \$5.00 Administration Fee)
 After fourth working day prior to the first session NO REFUND

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 an Associate Degree, 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 general and specific requirements of the college, including all of your financial obligations.

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 qualify you for an Associate 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 judgment 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

THE ASSOCIATE DEGREE

Bellevue Community College grants one basic degree, the Associate Degree. 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 four categories or "tracks": an Arts and Sciences degree program that is transfer oriented; the General Studies degree program; the Associate in Science degree 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.

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 of 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.

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.

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.

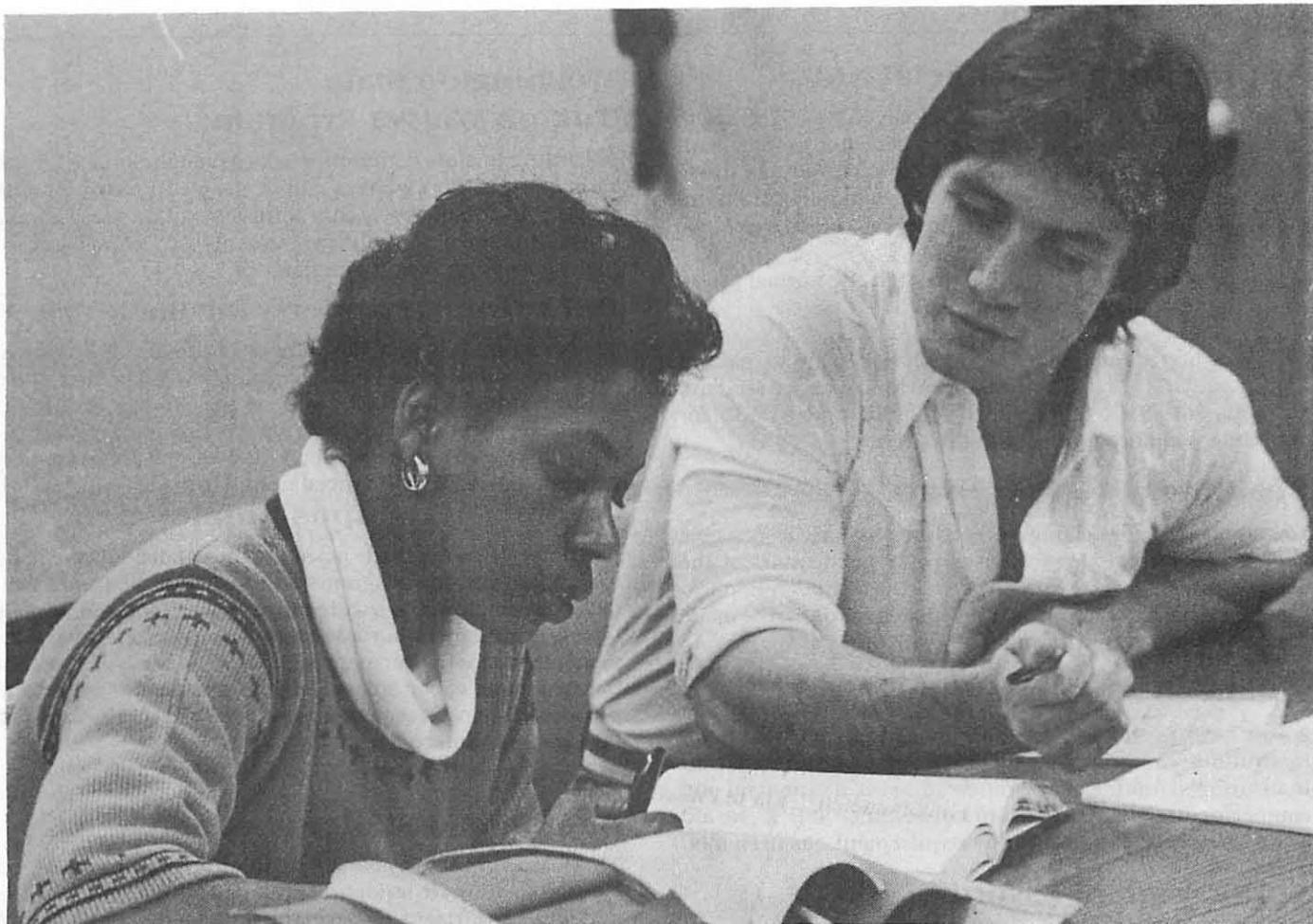
General Educational Development (GED) Tests and Certificates

If you are 19 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, (19

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.



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 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	581	581	581
Room & Board	1,100	2,900	5,360
Books & Supplies	400	400	400
Personal Expense	810	1,020	2,000
Transportation	700	720	850
Total Cost	3,591	5,621	9,191

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 \$1,702 in tuition fees. If you are a married student, you can add \$1,518 for the first child and \$1,133 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, 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 and spring quarters—applications should still be made well in advance. Summer awards are limited to those students determined eligible by the Financial Aid Office.

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 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 six 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 dependent 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 a referral system. The center is located in A-103.

COUNSELING AND ADVISING SERVICES

Counseling and drop-in Advising services take place in the Human Development Center, (D-104). 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.

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

Educational Planning and Advising: 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. Counselors have been professionally trained to help you in long range career and educational planning, transfer information, and quarterly schedule planning.

Career Planning: Counselors provide career counseling and individual testing for students who need assistance in planning for a career. A special area set aside within the Human Development Center called the "Career 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, and general information about career trends and employment outlooks. Resource materials such as the *Occupational Outlook Handbook* describe the nature of various occupations, places of employment, training required, the employment forecast, and earnings and working conditions. Counselors are available by appointment to work with students in the career resource center. Computer assisted career guidance is available through the W.O.I.S. (Washington Occupational Information System) and DISCOVER systems.

Personal Counseling can facilitate your attaining greater self-understanding, as well as helping you to improve your personal decision-making skills and overcoming self-defeating attitudes and behaviors.

Human Development Studies provide formalized learning experiences for college credit. Courses include: college and career exploration, assertiveness training, self-esteem training, stress management, eliminating self-defeating behaviors, college survival methods, social/inter-personal relationships and peer counseling.

Groups and Workshops offer informal, non-credit learning experiences. Experiential 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 and Science 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 a 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, the Writing Lab can help. Professional and student tutors provide personal help and can introduce you to reference materials that cover grammar, organization, how to write a summary, a term paper, etc. The Writing Lab also assists in preparing resumes and 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 prescriptive measures to remedy difficulties you may be having in comprehension, vocabulary, reading rate and/or reading/study skills. They can even help you measure your progress. All students can benefit from this useful program; 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 mid-terms, 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. All check and charge purchases will be refunded by check or credit only.

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. NOTE: VISA and Master Card are now accepted.

College Radio Station

Operated and managed by students, KBCS-FM broadcasts jazz and folk music, 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 hold an FCC permit.

The station broadcasts at 1200 watts (directional) on 91.3 MHz. Studios are in House 2 (641-2424).

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 the Arts & Humanities Division.

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 the Arts & Humanities division.

East King Council

East King Council works toward coordination of human services and planning for human services in East King County. It sponsors the Human Services Advisory Coalition, Eastside Volunteer Bureau and Eastside Human Services Forum and publishes Eastside Directory of Services.

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 Apparel Occupation 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 Multi-Cultural Services.

Intercollegiate Athletics

Three hundred students annually participate in a 12-sport Intercollegiate Athletic Program at Bellevue Community 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, volleyball, soccer 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 Students 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.

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 audiovisual materials are produced for student and faculty use.

The Library Media Center is open from 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. During these hours librarians and assistants are on duty to help you.

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 apparel occupations 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 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 strive to 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 141, 142, 143, 144, 145, 240 and 241. Offices are in Portable 5 (641-2434).

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 Sponsors 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 the 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. The Student Union Office provides catering for campus and community groups.

Tutorial Services

See Developmental Education.

Women's Center

A place for women of all ages and backgrounds, the Women's Center functions as a bridge between the College and the community and helps women seeking life management skills, employment or education.

Professional and peer counselors staff the center and provide support and referral services, information and advising.

The Women's Center offers:

- Information and referral
- Vocational exploration
- Emotional support
- First step advising for women thinking of returning to college or work
- Paralegal information
- Self-esteem and communication skills discussion groups
- Workshops on life/coping skills
- Financial aid information

A special program for Displaced Homemakers (widowed, divorced or separated homemakers) features:

- Intensive pre-employment class with:
 - Self-concept testing
 - Interest testing
 - Job search skills
 - Resume writing
 - Interviewing techniques
 - Employment assistance
 - Individual vocational counseling
 - Emotional support group

For Further information, call 641-2279.



Career Planning

FOUR PATHS TO YOUR FUTURE

Arts and Sciences Transfer 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 and Sciences 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.

Associate in Science Program

If you intend to complete a non-Arts baccalaureate degree at a four-year institution, you may earn this degree by declaring your intention at least two quarters prior to the time you expect to graduate. You will be expected to complete a program that is precisely parallel with the first two years of a baccalaureate degree plan at the institution to which you expect to transfer, with a cumulative GPA of 2.0.

Students will not be guaranteed the benefits that accrue to the Arts & Sciences degree transferees, but will often realize essentially the same results since their curriculum has paralleled that which is required by the non-Arts and Sciences program at the institution to which you intend to transfer.

Recipients of the Associate in Science degree will have the appropriate suffix added to their degree title, reflecting the major emphasis of their study. The major disciplines in which students may presently earn Associate in Sciences degrees are:

- Business Administration
- Engineering
- Physical Education

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.

ASSOCIATE IN ARTS AND SCIENCES TRANSFER PROGRAM

The Associate in Arts and Sciences degree 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 and Sciences Degree.

Specific Requirements are:

1. The completion of ninety (90) quarter credit hours of College-level transferable credit with a cumulative GPA of not less than 2.0. (A GPA of 2.5 is recommended.)

2. A maximum of sixty (60) quarter credit hours of **General Education** (distribution) courses distributed as follows:

Basic Skills 15 Credits

1. Communication Skills, 10 Credits

Must include at least two courses in English Composition which totals not less than six credits. The remaining credits, if any, may be in basic speech or additional writing courses.

2. Quantitative Skills, 5 Credits

Must be a math course above the level of Intermediate Algebra; symbolic reasoning (logic), Math 156, or a Data Processing course requiring Quantitative skills above the level of Intermediate Algebra.

Humanities 15 - 20 Credits

1. Select from at least three (3) disciplines;

2. No more than ten (10) credits from any one discipline;

3. No more than five (5) credits in performance/skills or studio art classes;

4. Suggested disciplines include:

American Studies	Literature
Anthropology (200 only)	Music
Art	Philosophy (all except 110,
Communications (all	120, and 140)
except 150)	Drama/Dance
Foreign Language	Speech
(preferably 2nd yr.)	

History (see Degree Planning Notes #3)

Social Science 15-20 Credits

1. Select from at least (3) disciplines;

2. No more than ten (10) credits from any one discipline;

3. Suggested disciplines include:

Anthropology (except	International Studies
200, and 201)	Philosophy 110
Economics	Political Science
Geography (except 205)	Psychology (except 115)
History	Sociology

Natural Sciences 15-20 Credits

1. Select from at least three (3) disciplines;

2. No more than ten (10) credits from any one discipline;

3. Must include one (1) laboratory course;

4. Suggested disciplines include:

Anthropology	Mathematics (see Degree
Astronomy	Planning Notes #3)
Biology	Philosophy (see Degree
Botany	Planning Notes #3)
Chemistry	Physics
Geology	Psychology 115
Geography (205 only)	Zoology
Environmental Science	

Electives 15-30 Credits

1. A maximum of fifteen (15) elective credits may be in college level courses as defined by Bellevue Community College. Remedial courses may not be included in this category.

2. Electives will be the portion of the degree plan in which students will want to include their lower-division major discipline requirements. Major-field course requirements may not be used to satisfy general education (distribution) requirements.

Degree Planning Notes

1. Disciplines listed under each of the preceding four (4) major components of the General Education requirements are intended to be descriptive and not prescriptive.

2. Within appropriate distribution areas, students are encouraged to develop an understanding of and sensitivity to cultural differences, completing courses requiring study of cultures other than their own. To most, this should include Non-Western ethnic, minority, or other area studies.

3. A specific course may be credited towards no more than one distribution or skill area requirement.

4. Within each distribution area, integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses are encouraged.

5. First year foreign language courses are encouraged to include cultural aspects of study.

6. The Associate in Arts and Sciences degree is designed to assist the student in satisfying college and university General Education requirements. Students planning to transfer to institutions with unique requirements such as religion or philosophy courses, or special programs such as Pharmacy or Engineering, should be prepared to satisfy additional requirements after their transfer, if not included within the degree plan. The AAS degree will not alter special admission criteria which may be established by four-year institutions.

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.

ASSOCIATE IN SCIENCES PROGRAM

The Associate in Science degree permits the student to complete the first two years of selected, non-liberal arts, professional programs at four-year institutions.

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 chairperson 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
- 8 QM 210 and ACCT 172
- 5 ACCT 135 and 240
- 5 G BUS 101
- 3 OFF 104, 105, 106
- 4 OFF 125
- 5 QM 145

45 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 G BUS 120
- 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
- 8 QM 210 and ACCT 172
- 5 QM 145
- 5 ACCT 135 and 240
- 5 G BUS 101
- 3 OFF 104, 105, 106
- 4 OFF 125

45 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 & 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 the baccalaureate level where needed.

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

- 15 BCC Basic Skill Requirement

Plus

- 5 SPCH 220
- 5 POLSC 102
- 5 PSYCH 100
- 5 SOC 270

Plus

- 10 HUMANITIES
- 15 SCIENCE
- ENGL 270 required

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

ADMJC 295 Special Topics

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

*All students in the ADMCJ program are required to be tested for their communication skills in English and will then placed in the appropriate class to work towards completion of English 270.

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

APPAREL OCCUPATIONS

Apparel Occupations is a vocational program which provides knowledge and skills in the production, merchandising, and retail and wholesale management of fashion apparel. To augment traditional classroom instruction, the program includes opportunities for first hand exposure to all facets of the apparel industry through field studies, fashion shows, national and international tours, professional conferences and industry work experiences. Students enrolling in the Apparel Occupations program can opt to specialize in either Retailing and Promotion, or Design and Construction.

Retail and Promotion Tracks

A student operated apparel store, Fountain Fashions, is located on campus to provide students with a laboratory where they receive training in all aspects of management including buying, pricing, promotion, and display. In addition to the store, students have numerous opportunities for field experiences: employment in local businesses, buying at Seattle Trade Center, manufacturing visitations, distribution center tours, major department store tours, and an annual fall trip to New York City.

As a graduate of the Retail Track, students will be prepared for such positions in the fashion industry as, Department Manager, Buyer Trainee, Sales Representative, Merchandise Assistant, or owning or managing their own boutique. Graduates of the Promotional Track will be prepared for positions in Fashion Coordination, Promotional Director, Display

Assistant, or Writer or Editor for a fashion periodical. Career opportunities for both tracks are available in department stores, boutiques, fashion shops, local publications, and self employment.

Retail and Promotion Tracks are managed through the Business Division; call 641-2311 for further information.

Design and Construction Track

The Design and Construction option focuses on the materials and technology of producing fashion apparel from concept to a complete line of garments. Students selecting this option will attain competencies in apparel production, such as, apparel design, patternmaking, construction, alterations, etc. (For additional information concerning the Design and Construction option, contact the Educational Development and Health Sciences Division - 641-2366).

Core Courses:

45 Credits

AM 100, 101, 201
GBUS 101
Homec 108, 110, 111
MKTG 131
QM 145

Support Courses:

20 Credits

CONED 150
MKTG 154

Specializations: 25-30 Credits**Design:**

ART 110, 111, 120
HOMEC 212, 213, 214, 217

Production:

ENG 123
HOMEC 212, 214, 215, 216, 217

Promotion:

ART 150
ENG 281/100
AM 239
GR 100
HOMEC 217
MKTG 234

Retailing:

AM 236, 239
MKTG 135, 234, 297
ENG 100/101
Approved Electives

BIOMEDICAL PHOTOGRAPHY

This program prepares professionals for the growing field of biological and scientific photography. Upon completion of two years of 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 Division 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 5 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
- 12 BIOMD 110, 125
- 3 MEDIA 115 or 125

49 Total Credits

Second Year

Credits

- 15 BIOMD 200, 210, 124
- 8 BIOMD 231, 233
- 5 ENGL 270
- 13 BIOMED 230, 235, 221
- 3 Approved Electives*

44 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. Students may be able to receive credit for work experience related to Civil Engineering.

Basic Requirements

Credits

- 10 ENGL 101 and 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
- 3 BA 210 or MATH 114
- 3 ENGR 200
- 10 Approved Electives*

48 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

- 9 OFF 102, 103, 104, 105, 106
- 26 OFF 107, 109, 112, 125, 130, 150, 151
- 5 ACCT 101 or ACT 108
- 5 ENGL 105
- 5 QM 145

50 Total Credits

COOPERATIVE PRACTICAL EXPERIENCE EDUCATION

In a 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 Apparel Occupations. 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 (GBUS 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 a 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 of 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, P. O. Box 92700, Bellevue WA 98009-2037. Students undecided about the field are encouraged to take QM 110 and BA 210 to determine an interest and an aptitude for programming.

Day Program

First Year

Credits

- 3 QM 110
- 3 BA 210
- 5 GBUS 101
- 10 ENGL 101, 270
- 5 MATH 156
- 20 DP 120, 150, 160, 260

46 Total Credits

Second Year

Credits

- 26 DP 125, 250, 265, 270, 297, 298
- 5 ACCT 210 or ACCT 108
- 4 Computer Language
- 9 Approved Electives

44 Total Credits

Night Program

A night program allows students to complete all the requirements in three years. Request a current program outline from the 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, P.O. Box 92700, Bellevue WA 98009-2037. 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.

Diagnostic Ultrasound is currently undergoing curriculum reorganization. Any specific course and scheduling information can be obtained by contacting the Program Chairperson, Anne Colwell, at 641-2316.

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. Students may be able to receive credit for work experience in drafting while attending BCC.

First Year

Credits

- 5 ENGL 101
- 11 ENGR 110, 123, 125, 150
- 11 ENGRT 104, 105, 154
- 10 DRAFT 101, 102, 103
- 5 MATH 101
- 5 Approved Electives
- 3 ENGR 200

50 Total Credits

Second Year

Credits

- 12 DRAFT 210, 220, 230
- 16 ENGRT 161, 163, 180, 250
- 10 PHYS 114 and PHYS 115 or CHEM 101
- 5 Approved Electives
- 5 Communication Elective
- BA 210

48 Total Credits

Approved Electives: ART 101, 120, 110, 150; GR 100; MATH 105; PHYS 101 or ENGR 210 or any ENGRT course not listed above.

EARLY CHILDHOOD EDUCATION

Two-Year Program

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

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.

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.

Credits

- 36 EC ED 131, 132, 135, 136, 172, 181, 201, 204
- 3 HLTH 292
- 3 HOMEC 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 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

GENERAL BUSINESS MANAGEMENT

Leading business people 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
- 10 G BUS 101, 120
- 5 MKTG 154
- 13 QM 110, 145, 150
- 2 Approved Electives

45 Total Credits

Second Year

Credits

- 25 G BUS 202, 210, 215, 221, 241
- 5 QM 210
- 5 SPCH 220
- 10-13 Approved Electives*

45-48 Total Credits

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

- | | |
|---------------------|---------------|
| ENGL 270 | OFF 101, 125 |
| G BUS 140, 150, 160 | PHIL 110, 140 |
| GEOG 207 | POLSC 102 |
| MKTG 131, 234 | R EST 140 |

GRAPHIC REPRODUCTION TECHNICIAN

The two year Associate in Arts degree program in Graphic Reproduction offers specialized training for students 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 a 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 professional interior designers or others seeking careers in related fields. 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 furnishings. 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 business and design showrooms.

First Year**Credits**

- 16 ART 101, 110, 120, 201 or 202
- 5 HOMEC 110
- 18 INDES 140, 150, 160, 165, 170, 185
- 5 ENGL 101
- 1-2 Electives

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

Persons interested in the program should contact the Social Science Division (D100) or Steven Hamernyik (A100E).

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 ENGL 100 or 101
- 5 ACCT 108
- 10 G BUS 101, 120
- 14 MKTG 197 or 297, 130, 131 or 132, 135, 154
- 8 QM 110, 145
- 3 Approved Electives

45 Total Credits

Second Year**Credits**

- 10 G BUS 202, 215 or 241
- 13 MKTG 297, 234, 235
- 5 QM 210
- 17 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 instructional 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 and Sciences 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 Credits for the Certificate

Additional Required Courses for the Associate in Arts Degree

Credits

- 10 ENGL 100, and 101, or 101 and 102
- 5 MEDIA 110
- 3 OFF 101
- 29 Approved Electives

45 Total Credits

90 Total credits for Associate in Arts Degree.

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). 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, anthropology 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 (seven years for introductory sociology and psychology), (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 and rubella titer.

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 201
- 32 NURS 100, 101, 102
- 10 PSYCH 100, 204
- 10 ZOOL 113, 114

57 Total Credits

Second Year

Credits

- 14 Electives
- 33 NURS 210, 211, 212, 213
- 5 SOC 110 or ANTH 202

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
- 20 RATEC 110, 111, 113, 114
- 1 Approved Electives

67 Total Credits

Second Year

Credits

- 11 RATEC 206, 207, 220, 230, 240
- 44 RATEC 210, 211, 212, 213
- 55 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 RECD 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 RECD 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.

Core Courses for Two-year Secretarial Degree

Credits

- 6 OFF 102, 104, 105, 106
- 26 OFF 107, 109, 112, 125, 150, 151
- 8 QM 110, 145
- 5 ACCT 101 or 108
- 15 GB 101, 120, 202
- 5 ENGL 105

-
- 65 Total Credits in Core
 - 25 Approved Credits from options

90 Total Credits for Associate Degree

Options

Word Processing

Credits

- 65 Core Course Credits
- 20 OFF 103, 110, 111, 130, 197
- 5 Approved Electives

90 Total Credits for Associate Degree

Medical

Credits

- 65 Core Course Credits
- 10 OFF 103, 130, 197
- 15 Approved Electives

90 Total Credits for Associate Degree

Legal

Credits

- 65 Core Course Credits
- 10 OFF 103, 130, 197
- 15 Approved Electives

90 Total Credits for Associate Degree

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.

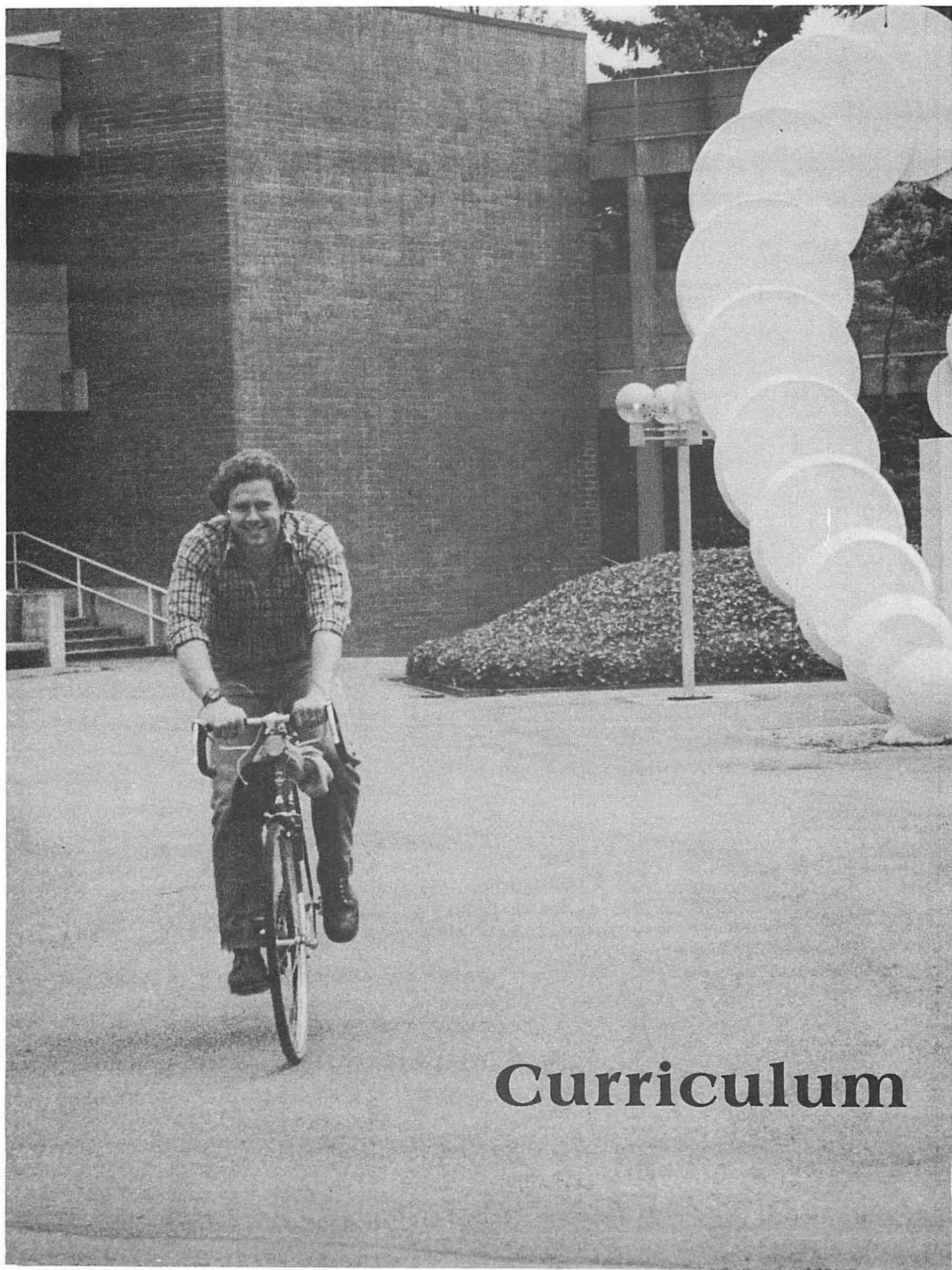
First Year

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



Curriculum



Arts & Humanities

The Division of Arts and Humanities offers a widely diversified range of disciplines, 15 in all, and offers these through 13 programs or departments. These courses of study are the traditional humanities (American Studies; Communications; English; French, German, and Spanish languages; Philosophy; Speech), fine and performing arts (Art, Dance, Drama, Music), guidance and college survival courses (Human Development), and occupational programs with kinship to the arts (Graphic Reproduction Technician and Interior Design Technology). In addition, the English Department provides faculty and staffing and sequenced courses in developmental or remedial reading and writing for the Developmental Education Program; and it provides directors for that program's Reading Lab and Writing lab.

AMERICAN STUDIES

The American Studies Program offers a study of American thought and character. Each course pursues a major theme and leads students to explore this theme as it is treated by several disciplines. Students are encouraged to develop individual and innovative projects incorporating ethnic and regional studies and to investigate the futuristic implications of the topic. Instructors for various departments teach in the program.

The courses are designed for both academic transfer (for such majors as business, international studies, art) and for vocational students to investigate the unique experience of American culture and to gain that broadening perspective as an aid to flexibility in careers.

AMST 285

AMERICAN HUMOR (5)

Provides a history and analysis of American humor. Topics may include, for the 19th Century, the Down East, Old Southwest, and Literary Comedians; for the 20th Century, the Purple Cow and Collyumnists humorists. Contemporary forms of humor such as cartoons, cinema, and stand-up comics' routines may also be included.

AMST 286

POPULAR CULTURE (5)

Analyzes popular culture forms in mass media. Varying topics examined include: Western and romance novels, cartoons, advertisements, folklore, film, musical comedy, and other contemporary forms.

AMST 287

AMERICAN HEROES (5)

Investigates the American hero incorporated within the American Dream, including the different ideologies for men and women and ethnic minorities. Interdisciplinary approach indicates changing values of heroes in literature, autobiography, history, film, art, and music.

AMST 288

FRONTIERS--LAND AND SPACE (5)

Explores land--wilderness, frontier, urban development--and space as the major symbols in the American myth. Historical view from Puritan New England Promised Land to Twentieth-Century space exploration includes interdisciplinary perspectives.

AMST 299 SPECIAL TOPICS

IN AMERICAN STUDIES (V1-5)

Provides opportunity for focused study of various American Studies topics by capitalizing on the special knowledge of college instructors. Appropriate subjects could be American Women Artists, Anthropology of American Life, American Stages of Life, Modernity in America, and Immigrant Women. Subject can be influenced by student request and is announced before each quarter.

ART

DECLARED ART MAJORS—Students whose 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 it to their designing. (Six hours laboratory) Prerequisite: ART 110

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)

Applies 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 (5)**

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 (5)**

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 (5)**

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 (5)**

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 (5)**

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 PHOTO I:
(BLACK AND WHITE) (3)**

Explores the history and techniques of photography with assignments in creative solving of visual problems. Prerequisite: ART 110, 120, 151, or permission of instructor.

ART 260**BASIC CERAMICS I (5)**

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 (5)**

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 (5)**

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

ART 282**ADVANCED STUDIO: SCULPTURE (5)**

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 141**REPORTING AND NEWS WRITING (5)**

Introduces the fundamentals of reporting: researching, event coverage, interviewing. Also introduces the fundamentals of newswriting: story organization, style succinctness. Includes newspaper function and elements of libel. Classroom instruction and practical assignments.

**COMM 142
INTERMEDIATE REPORTING (5)**

Provides practical assignments in investigative reporting, team reporting, feature writing, and beat coverage. Prerequisite: COMM 141.

**COMM 143
EDITING TECHNIQUES (2)**

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

**COMM 144
NEWSPAPER DESIGN (2)**

Deals with newspaper design and coverage strategies: headline schedules, page make-up, assignment planning, picture editing. Prerequisite: COMM 141 and permission of instructor.

**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.

**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 radio history and regulations and introduction to commercials, news, production, and station organization.

**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 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 262
RADIO NEWS STAFF (1)**

Deals with writing, editing, and producing news for radio. Prerequisite: COMM 261 and permission of instructor.

**COMM 264
PUBLIC AFFAIRS PROGRAMMING (3)**

Gives students the opportunity to produce individual and group projects in Public Affairs programming to be broadcast on KBCS-FM. Course includes development of program ideas, researching of data, working with Community Ascertainment Information; field reporting, telephone reporting, and producing of completed programs. Prerequisite: COMM 261 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 spent 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. May be taken for PE or Dance credit.

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 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.

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. Emphasis 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 a 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. Prerequisite: Audition and/or permission of instructor.

**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 story telling, 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 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 18 for descriptions of services and location of labs.

ENGL 080 **STRATEGIES FOR IMPROVING READING SKILLS (1-5)**

Is designed for the student whose skills are not compatible with materials/methodology offered in regular reading classes. English 080 is Independent Studies in the Reading Lab. Skills are assessed so that each student enrolled works on an individually prescribed program under the supervision of the Reading Lab Director and an assigned tutor. **Prerequisite:** Permission of instructor.

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 095 **DEVELOPMENTAL ENGLISH I (5)**

Emphasizes sentence structure, punctuation, spelling and recognition of basic parts of speech. On completion, the 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. Course-work 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 099 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.

ENGL 102 **WRITTEN EXPRESSION (5)**

Emphasizes research, analytical writing techniques, and the functions of language. **Prerequisite:** ENGL 101.

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 (5)**

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. **Prerequisite:** ENGL 100 or placement test.

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.

ENGL 210**INTRODUCTION TO
EUROPEAN LITERATURE (5)**

Intensively examines the fiction, drama, and poetry from 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 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, Franklin, 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
PROFESSIONAL
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.

**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 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)**

Is a course whose 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 of 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 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 will have different emphasis of the basic four language skills of comprehension, speaking, reading, and writing than regular language classes. 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

GR100**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 PLATEMAKING (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 cost.

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 instructor.

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-advicing, 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 (V1-3)**

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) assertiveness training, (3) advanced assertiveness training, (4) sense and body awareness, (5) attitudes in sexuality, (6) managing stress, and (7) personal encounter. Course may be repeated for a maximum of 10 credits.

HD 173**CAREER EXPLORATION (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.

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:** HD 195 and permission of instructor.

INTERIOR DESIGN TECHNOLOGY

INDES 140**INTRODUCTION TO INTERIOR DESIGN (3)**

Surveys the field of interior design. It is open to all students interested in interior design. Lecture, discussion, and slide presentations will be the format for the course, with assigned readings and projects. Some topics include: space planning, color and materials, furniture, windows, floors, and lighting.

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**SPACE PLANNING (3)**

Introduces the elements and principles of design in relation to space planning. Proportion, flexibility and spaciousness are key concepts studied. **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:** Permission of instructor.

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 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 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 120 CLASS VOICE (2)

Is intended for major and non-major students who have never received any vocal training on an individual basis. Knowledge of music notation is not necessary as it is covered in the course. Voice science, vocal production, pronunciation, styles, music notation, and some music literature are included.

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 (1)

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 three 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/ Mandolin
Clarinet	Folk Guitar/Jazz Guitar
Accordion	Piano/Jazz-Popular
Baritone Horn	

MUSIC 143 FIRST-YEAR PRIVATE INSTRUCTION II (2)

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 six credits in three quarters) **Prerequisite:** Permission of instructor.

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 class is usually offered once a year.

MUSIC 240 SECOND-YEAR PRIVATE INSTRUCTION I (1)

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 three credits in three quarters.) **Prerequisite:** 3 quarters of MUSIC 140 OR 143 AND permission of instructor.

MUSIC 243 SECOND-YEAR PRIVATE INSTRUCTION II (2)

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 six credits in three quarters.) **Prerequisite:** 3 quarters of MUSIC 140 OR 143 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 by 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 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.

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 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)**

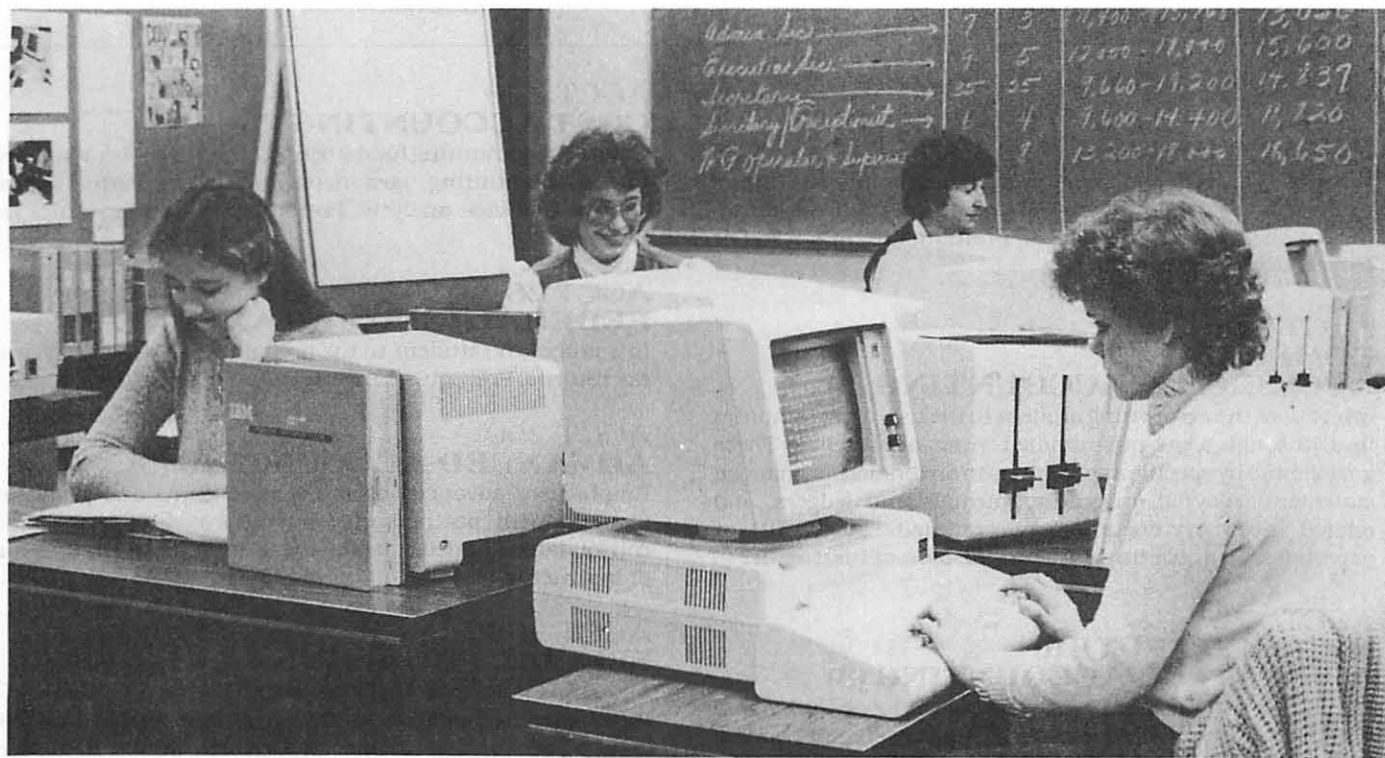
Focuses on understanding and utilizing interpersonal communication skills in problem-solving and fact-finding groups. Various aspects of group process are explored including leadership, conflict management, conformity, consensus, active listening, nonverbal cues, and problem-solving methodologies. This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

**SPCH 285
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.

**SPCH 299
SPECIAL TOPICS IN SPEECH (V1-5)**

This course offers the opportunity to explore specific focuses in the field of speech-communication not offered by the core courses. Subjects may include: parliamentary procedure, voice improvement, forensics, expository speaking, Greek and Roman rhetoric and contemporary public address. Course contents will be announced in quarterly schedule. Students may retake the course for credit as content changes. May be repeated for a maximum of 15 credits.



Business

The Business Division offers seven vocational programs as well as an academic transfer program. Students can obtain Associate in Arts degrees in the following vocational programs: Apparel Occupations, Data Processing, General Business Management, Marketing Management, Accounting, Office Professions and Real Estate. Three areas offer one year certificates: Accounting, Office Professions and Real Estate. See the Career Planning section of the catalog for a description of these programs.

For those interested in transferring to a four-year institution, the Business Administration Program provides the first two-years of a baccalaureate degree. Students enrolled in this program can receive an Associate in Arts College Pre-major degree.

ACCOUNTING

Four year transfer program: See Business Administration page 56.

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 or permission.

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)

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

ACCT 135, 235 CONTEMPORARY PROBLEMS IN ACCOUNTING (2) (2)

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 172 MICROCOMPUTER AUGMENTED ACCOUNTING (3)

Familiarizes the accounting student with the operation and functions of the microcomputer. This introductory course applies specific accounting problems to the microcomputer using pre-programmed software to efficiently manage accounts receivable, accounts payable, depreciation, payroll, ledgers and produce financial statements. Prerequisite: ACCT 102 or 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)

Works with the nature and social setting of accounting; uses of accounting information; introduction to basic accounting concepts; and accounting procedures. This is the first accounting course required of business administration students who are planning to transfer to a four-year college or university.

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
SPECIAL PROJECTS (V1-3)

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 of 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 (5)

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
COMPUTERS IN SOCIETY (3)

Provides a broad overview of computer courses. Course content includes the fundamentals of hardware and software (programming). These technical topics require no previous experience or prerequisite courses. Applications of the computer in business, government, and other fields of human affairs are described, demonstrated and discussed. The course format includes a mix of hands-on computer exercises, audio-visual presentations, lectures and discussion.

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 of instructor.

**DP 230
PROGRAMMING IN RPG II (4)**

Focuses on techniques necessary to use RPG II in the production of reports in data processing. Students gain understanding of the fixed program logic a Report Generator uses to record, classify, sequence, summarize or store data. Also studied are the file manipulation techniques used in the execution of RPG II programs. **Prerequisite:** DP 120 or permission of instructor.

**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 280
CERTIFICATE
IN DATA PROCESSING REVIEW (5)**

Presents a ten week lecture/workshop designed to improve your chance of passing the CDP exam. The class will send two weeks on each of the five areas (Hardware, Software, Quantitative Methods, Systems Analysis and Design, and Management). Students will take a sample test each session and discuss answers. Designed for the Data Processing professional who wants a structured review.

**DP 292
DATA PROCESSING
SPECIAL TOPICS (V2-5)**

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

**DP 297
WORK EXPERIENCES IN DATA PROCESSING I (V1-3)**

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 Practicum II. Grading is on a pass/no credit basis. **Prerequisite:** Permission of instructor.

**DP 298
WORK EXPERIENCES IN DATA PROCESSING II (V1-10)**

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.

APPAREL OCCUPATIONS

Formerly Fashion Merchandising.

**AM 100
ORIENTATION TO APPAREL
MERCHANDISING
AND TECHNOLOGY (3)**

Introduces the Apparel Occupations 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.

**AM 101
PROFESSIONAL DEVELOPMENT
IN FASHION CAREERS (3)**

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

AM 201
TRENDS IN APPAREL
MERCHANDISING AND
TECHNOLOGY (3)

Studies the direction a style or fashion is moving. The term in industry used to describe this phenomenon is "forward fashion."

AM 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, QM 145 or permission of instructor.

AM 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 62 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)

Surveys laws applicable to business transactions. Course emphasizes laws 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
MANAGEMENT ACCOUNTING
AND FINANCIAL ANALYSIS
TECHNIQUES (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
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 120 and 210 or permission of instructor.

G BUS 292 GENERAL BUSINESS SPECIAL PROBLEMS (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 Apparel Merchandising students, the course offers any business students 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 the Marketing Program. Prerequisite: Permission of instructor.

MKTG 297 MARKETING ACTIVITIES (3)

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 short-hand 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 (5)

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

OFF 108 KEYBOARDING (1)

Is an intensive 18-day course to master the basic touch skills necessary to input data through the use of the typewriter keyboard. Speed and accuracy will be stressed -- speed so one can operate the equipment quickly and accuracy so correct information will be input and retrieved. No typing experience is necessary.

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 (4)

Introduces the principles involved in the creation, control, use and disposition of records. Included in the course are practice materials for arranging records by alphabetic, geographic, numeric, and subject methods. Course offers information and some demonstration involving micrographic and electronic media using modern software packages.

OFF 125 OFFICE MACHINES (4)

Provides basic instruction and practice in the operation of electronic display calculators and the application of these machines to business. Prerequisite: GM 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 Executary Transcribing Unit with the application of good 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. Enrollment in OFF 18 is suggested.

OFF 150 BEGINNING SECRETARIAL PROCEDURES (5)

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

OFF 151 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.

QM 210 MICROCOMPUTERS IN BUSINESS (5)

Presents an overview of the use of microcomputers in business. The most common business applications programs are studied including word processing, electronic spreadsheet and data base management. Students use microcomputers to develop reports, mailing lists, budgets and inventory control programs. Computer business graphics and telecommunications are also studied. **Prerequisite:** G BUS 101, and ACCT 101 or 108; or permission of instructor. 4 hour lab per week TBA.

REAL ESTATE

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 APPRAISING RESIDENTIAL PROPERTIES (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**APPRAISING****INVESTMENT PROPERTIES (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 recommended but not required.

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, prorations, 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 are discussed and analyzed. **Prerequisite:** R EST 140.

R EST 247**LAND PLANNING****AND DEVELOPMENT (3)**

Studies 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 are 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.

R EST 250**ELEMENTS OF COMMERCIAL REAL ESTATE (3)**

Focuses specifically on the various types of commercial real estate dealings and investments: industrial, offices and retail leasings; investments, mobile homes, land and apartment sales. A marketing plan is required of students. This course is designed for the potential commercial real estate investor or agent, or the residential agent interested in a basic background in other areas of the field. **Prerequisite:** R EST 140 or one year full-time licensed agent or permission of instructor.



Educational Development & Health Sciences

The Educational Development and Health Sciences Division provides a diverse array of program and course offerings. The health science programs of Nursing, Biomedical Photography, Diagnostic Ultrasound and Radiologic Technology provide instruction and preparation to enable students to pass the licensing examinations required for entry into these career areas. Developmental Education courses and services assist students in developing their basic and sometimes pre-college level academic skills to the point that they can compete positively in collegiate-level educational opportunities. The programs of Consumer Education, Early Childhood Education, Home Economics and Parent Education provide skills and training for students whose educational objectives are in parenting, child development and/or productive personal and family living concepts. Physical Education, Recreation Leadership, and Health provide the basis for developing and maximizing fitness, health, and safety competencies. All of the Division's program offerings can be utilized in satisfying the various degree options for the Associate in Arts and Sciences degree.

BIOMEDICAL PHOTOGRAPHY

**BIOMD 101
SCIENTIFIC PHOTOGRAPHY I (5)**
Consists of overviews of biophotography, theory of light, optics, sensitized materials, exposure, and development. **Prerequisite:** acceptance into program.

**BIOMD 102
SCIENTIFIC PHOTOGRAPHY II (5)**
Introduces clinical photography, lighting copy of graphic X-Rays, EKG's, surgical and specimen 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:** permission of instructor.

**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 102.

**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:** 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:** permission of instructor.

BIOMD 125
PHOTOGRAPHY IN THE NATURAL SCIENCES (5)

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:** permission of instructor.

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:** BIOMD 110.

BIOMD 221
SCIENTIFIC PHOTOGRAPHY III (5)

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

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:** permission of instructor.

BIOMD 230
SCIENTIFIC PHOTOGRAPHY IV (5)

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

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 (5)

Broadly overviews supervising a photography studio, record keeping, maintenance of photo and electric equipment, dark-room 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:** permission of instructor.

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 (5)

Studies the dynamics of consumer behavior and 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 economic resources and the effect of values, standards, and goals on family spending.

CONED 250
CONSUMER LAW (5)

Analyzes and evaluates the rules established by legislation, judicial decisions, or customs concerning consumer rights and responsibilities in the free enterprise system.

CONED 290
SPECIAL INTERESTS IN CONSUMER EDUCATION (VI-5)

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

DIAGNOSTIC ULTRASOUND TECHNOLOGY

Diagnostic Ultrasound is currently undergoing curriculum reorganization. Any specific course and scheduling information can be obtained by contacting the Program Chairman, Anne Colwell, at 641-2316.

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.

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.

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.

EC ED 201 PARENT EDUCATION (5)

Provides a lecture and discussion class, emphasizing the development of competency in parent contacts. Parent involvement in understanding the child's home and school environment is explored. 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)**

Presents 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

HOMECE 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.

HOMECE 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.

HOMECE 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.

HOMECE 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.

HOMECE 111**CLOTHING STUDY (2)**

Deals with the aesthetic, economic, psychological, and sociological aspects of clothing selection.

HOMEC 112
BEGINNING
CLOTHING CONSTRUCTION (2)

Provides instruction in basic sewing skills and techniques with use of commercial pattern and woven cotton fabric; including terminology, use and care of sewing machines, body measurements and simple fitting.

HOMEC 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.

HOMEC 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.

HOMEC 171
HOME FURNISHINGS
AND EQUIPMENT (3)

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

HOMEC 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.

HOMEC 200
SPECIAL INTERESTS
IN HOME ECONOMICS (V 1-5)

Provides individual or group projects, seminars or work experience in the field of home economics.

HOMEC 212
CLOTHING CONSTRUCTION (5)

Offers sewing and finishing skills and techniques applicable to a variety of garments and fabrics; including fitting and pattern alterations.

HOMEC 213
DRAPING (4)

Presents instruction in developing a pattern through the draping process using a commercial dress form. **Prerequisite:** HOMEC 212 or sewing experience.

HOMEC 214
PATTERN DRAFTING (4)

Gives instruction in developing a basic pattern by the drafting method and fashioning different styles from the basic pattern. **Prerequisite:** HOMEC 212 or sewing experience.

HOMEC 215
ALTERATIONS AND GRADING (4)

Teaches the alteration of a design through the flat pattern method and grading of patterns to different sizes with emphasis on figure irregularities. **Prerequisite:** HOMEC 212.

HOMEC 216
COMMERCIAL SEWING (4)

Instructs in the use and care of selected industrial sewing equipment and machines, including practice on commercial construction techniques. **Prerequisite:** HOMEC 212 or sewing experience.

HOMEC 217
PRODUCING AND
MERCHANDISING A LINE (4)

Provides practical experience in the designing, producing, and merchandising of a line from conception through promotion.

HOMEC 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.

HOMEC 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:** HOMEC 130.

HOMEC 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.

HOMEC 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.

HOMEC 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:** HOMEC 256.

HOMEC 258
COPING WITH FAMILY VIOLENCE (5)

Analyzes family violence with emphasis on cause, effect and coping strategies. Skills for working with abusive family members are developed including identification of abuse reporting, procedures for treatment and prevention.

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 postnatal 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 psychosocio-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 102.

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, Pediatric Nursing, 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 (V1-5)

Studies selected topics or special seminars in parent education.

PHYSICAL EDUCATION ACTIVITY COURSES

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

P E 102

AEROBIC DANCE (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

SWIMNASTICS (1)

Is designed to attain and maintain physical fitness through water activities.

P E 105

CANOEING (1)

Provides 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 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 double pickleball and develops proficiency in play and strategy.

P E 118

VOLLEYBALL (1)

Presents basic skills of serving, setting up and spiking the ball; strategy of play in front and back courts and at nets; and rules of rotations, scoring and playing the sport.

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)

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 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 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 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)

Provides exercises and routines designed to improve and maintain physical fitness. Concept of body mechanics, weight room training and aerobic exercise are involved.

P E 125

SKIING (1)

Provides 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)

Emphasizes physical conditioning, strength development and lifting techniques.

P E 129

SAILING (1)

Covers the procedure for capsizing, theory of sailing, points of sailing, getting underway, coming about, jibing, wearing, docking and safety procedures.

P E 130

INTERMEDIATE SAILING (1)

Offers 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)

Teaches intermediate techniques, team play for doubles and mixed doubles, and techniques of singles play. Prerequisite:

P E 122.

P E 135

HIKING (1)

Presents principles and techniques of basic hiking along with topics on safety, basic equipment, and survival. Course taught in conjunction with summer field trips.

P E 137

SPORTS CONDITIONING (2)

Provided to condition athletes 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

SELF-DEFENSE (1)

Gives 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.

P E 141, 241

VARSITY BASKETBALL (2) (2)

(Maximum 8 credits)

Is a course for varsity (gifted basketball participants) only (during winter quarter).

P E 142, 242

VARSITY CROSS COUNTRY (2) (2)

Is a course for varsity (gifted distance runners) only (during fall quarter).

P E 143, 243

VARSITY BASKETBALL FOR WOMEN (2) (2)

(Maximum 8 credits)

Is a course for varsity (gifted basketball players) only (during winter quarter). Prerequisite: Permission of instructor.

P E 144, 244

VARSITY TRACK (2) (2)

(Maximum 8 credits)

Is a course for varsity (gifted runner, jumper or field specialist) only (during spring quarter).

P E 146, 246

VARSITY BASEBALL (2) (2)

(Maximum 8 credits)

Is a course for varsity (gifted baseball players) only (during spring quarter).

P E 147, 247

VARSITY TENNIS (2) (2)

Is a course for varsity (gifted tennis players) only (during spring quarter). Prerequisite: Permission of instructor.

P E 148, 248

VARSITY GOLF (2) (2)

Is a course for varsity (gifted golfer) 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

VARSITY SOCCER (2) (2)

Is a course for varsity (gifted soccer players) only (during fall quarter). Prerequisite: Permission of instructor.

P E 183, 283

VARSITY TRACK (Women) (2) (2)

(Maximum 8 credits)

Is a course for varsity (gifted track participants) only (during spring quarter). Prerequisite: Permission of instructor.

P E 184, 284

VARSITY SOCCER (Women) (2) (2)

Is a course for varsity (gifted soccer players) 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

ALL 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 195, 295

VARSITY VOLLEYBALL (Women) (2) (2)

Provides a class for varsity (gifted volleyball 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, overhead, and other advanced elements of tennis. **Prerequisite:** P E 158 or permission of instructor.

PHYSICAL EDUCATION 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 to various age and skill levels. The course researches aquatic activities of the Pacific Northwest and career opportunities.

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, 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, psycho-social aspects of human movement involved in the sport.

P E 232**TECHNIQUES IN TENNIS (3)**

Teaches an advanced class in the theories of competitive tennis. Topics include philosophy, physiology, and psycho-social aspects of human movement involved in the sport. **Prerequisite:** PE 198 or permission of instructor.

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 knowledges 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 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, hydroculator 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 cine-radiography and advanced imaging procedures. **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 special positioning. 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 of 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 relate to the specific radiologic procedures are provided. Prerequisite: RATEC 110.

RATEC 113 CLINICAL EDUCATION III(5)

Provides the third in the series of clinical education courses which demands 16 hours per week at a Clinical Education Center. Specific performance objectives are provided for the student. Prerequisite: Successful completion of first two quarters of the program.

RATEC 114 CLINICAL EDUCATION IV (6)

Presents the fourth in the series of clinical education courses which demands 20 hours per week at a Clinical Education Center. Specific performance objectives are provided for the student. 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 Radiologic Technologist in various nursing situations. Medical terminology is incorporated in this course. 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 American Registry of Radiologic Technologists exam. Prerequisite: RATEC 220.

RATEC 210 CLINICAL EDUCATION V (13)

Is the fifth in the series of clinical education courses which demands 40 hours per week for 11 weeks. Specific performance objectives are provided for the student. Prerequisite: RATEC 114.

RATEC 211 CLINICAL EDUCATION VI (9)

Teaches the sixth in the series of clinical education courses which demands 28 hours per week. Specific performance objectives are provided for the student. Prerequisite: RATEC 210.

RATEC 212 CLINICAL EDUCATION VII (10)

Provides the seventh in the series of clinical education courses which demands 32 hours per week. Specific performance objectives are provided for the student. Prerequisite: RATEC 211.

RATEC 213 CLINICAL EDUCATION VIII (12)

Is the eighth in the series of clinical education courses which demands 36 hours per week. Specific performance objectives are provided for the student. 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 (2)**

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 RESOURCES (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)**

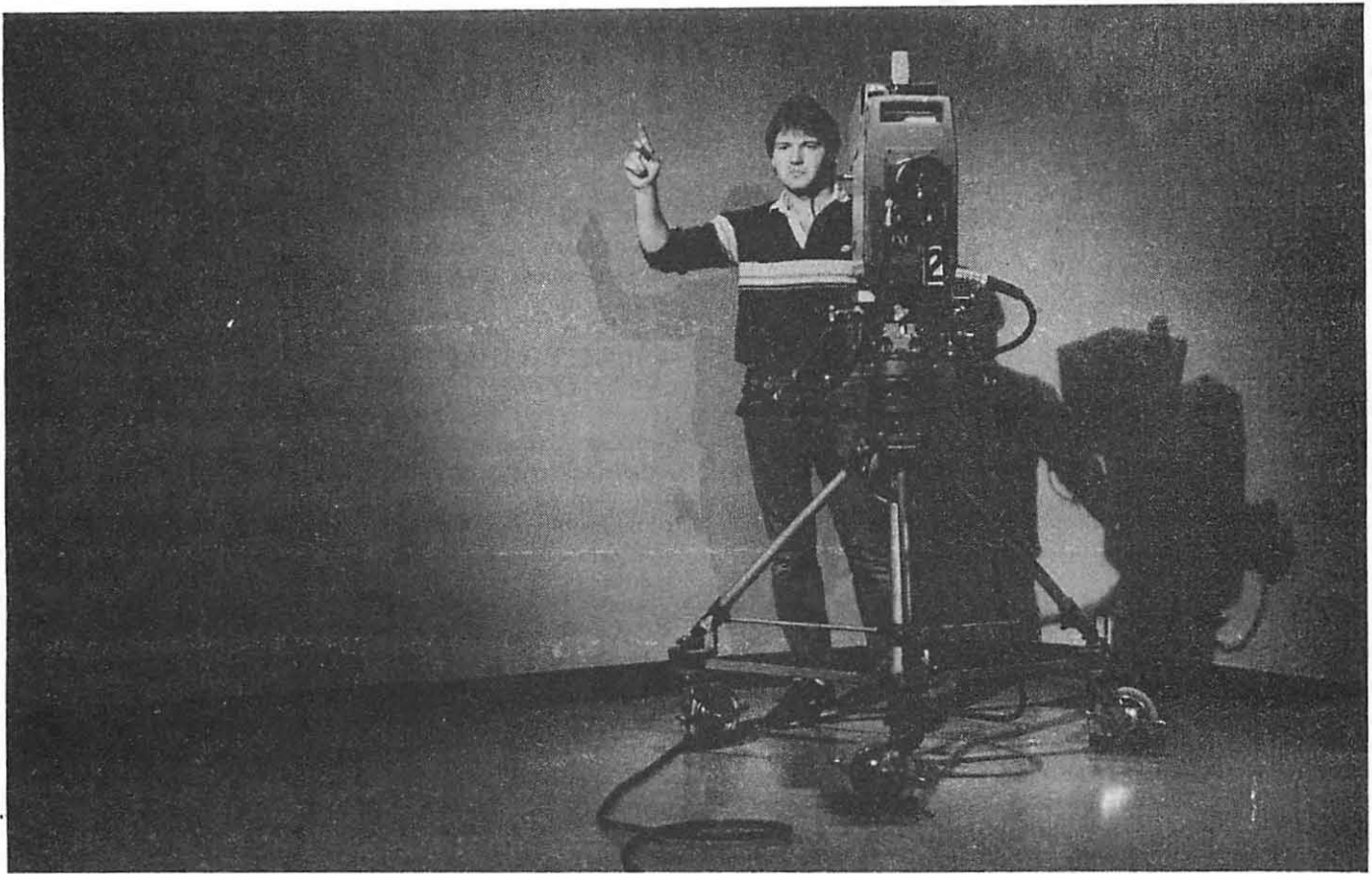
Teaches motivating and conducting a diversified program; techniques; program planning and organization; and operational methods. Class includes directed on-the-job experience in recreational activities and program services for the enhancement of leadership techniques.

**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 underrepresented groups. Practical experience at local social service agencies is provided.



Media Technician Program

The Media Technician program provides instruction in 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 and Sciences degree and may satisfy the first two years of a baccalaureate program at some institutions. The two-year program is designed to train students in the various skills needed to function as audio-visual media technicians in schools, business, and industry.

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 SINGLE CAMERA AND FILM STYLE VIDEO (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, graphic displays, 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)**

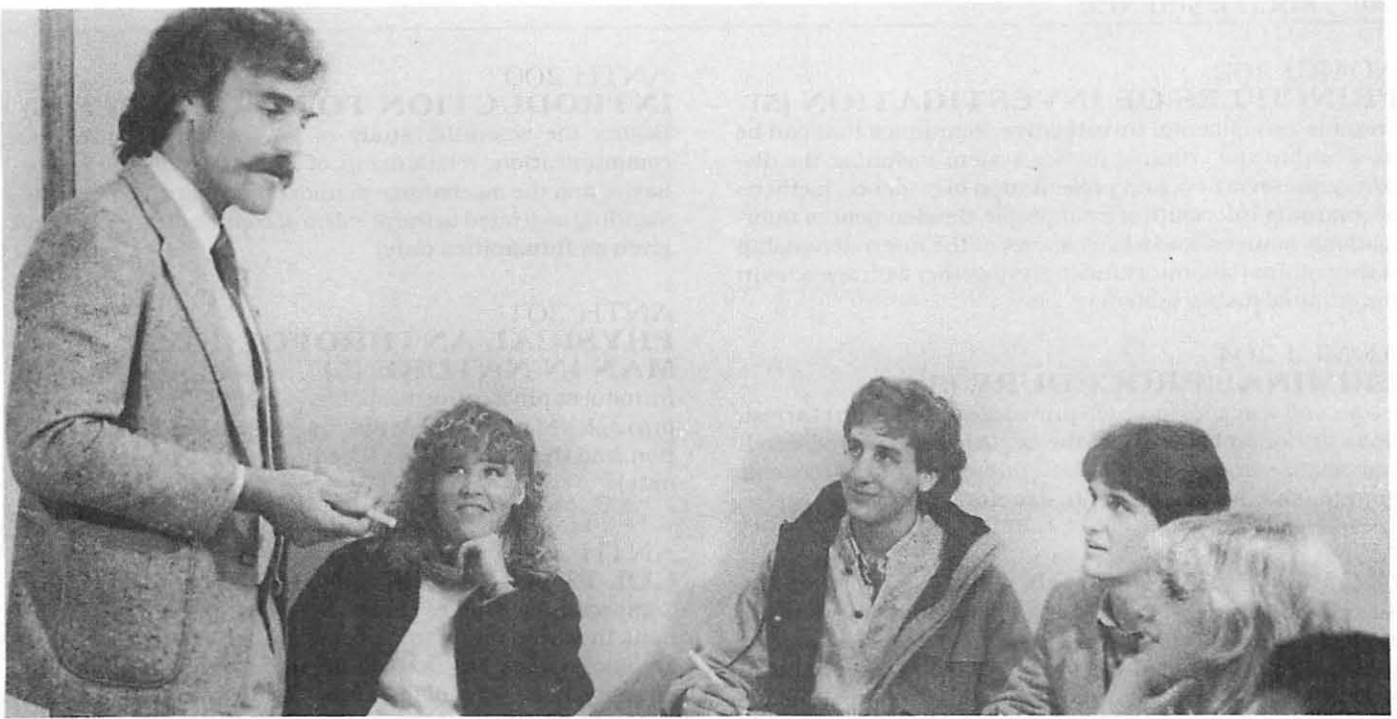
Includes electrical and mechanical repair of audiovisual equipment (tape recorders, projectors, record players, etc.) Also included is some instruction in electronics. Preventive maintenance procedures are emphasized throughout the course. **Prerequisite:** MEDIA 105 or permission of instructor.

**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.



Social Science

The Division of Social Science offers a variety of first and second year courses in Anthropology, Economics, Geography, History, International Studies, Political Science, Psychology, Sociology, and Social Science. The Division also offers an occupational program leading to a degree in Administration of Criminal Justice. The courses offered within the Social Science Division are used to fulfill degree requirements, as distribution credits primarily in the social sciences, and as prerequisites or course requirements for various programs and departmental majors across campus. Students should make sure to check courses for prerequisites, transferability, sequencing and other pertinent data prior to registration. Additional information can be obtained from the Social Science Division office.

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 **INTRODUCTION TO CRIMINAL LAW (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, requirements for arrest, search and seizure, rules of evidence, and a brief survey of the Revised Code of Washington.

ADMCJ 111 **INTERVIEWING AND DETECTION OF DECEPTION (5)**

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 PROCEDURE (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 290**SEMINAR IN CRIMINAL JUSTICE (V1-5)**

Investigates a particular topic in Criminal Justice. Each time the seminar is offered a subject such as arson investigation, criminalistics, forensics, accident reconstruction, or homicide investigation is dealt with in depth. Prerequisite: Permission of instructor.

ADMCJ 295**SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-5)**

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. (Credit given as Humanities only)

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 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 (V1-5)**

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. Business or Economics Majors who plan to transfer to a 4-year institution should generally take ECON 200/201 rather than ECON 100.

ECON 200 INTRODUCTION TO ECONOMICS: MACROECONOMICS (5)

Investigates current macroeconomic problems: inflation, unemployment, stagnation, and international issues. Course work also covers major theories of business cycles and examines economic policies aimed at controlling inflation and unemployment in an industrialized capitalist nation. It may also cover the development policies of underdeveloped countries. Prerequisite: 30 college credits or permission of instructor.

ECON 201 INTRODUCTION TO ECONOMICS: MICROECONOMICS (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, pricing under socialist systems, and/or other topics which provide an application of microeconomic theory. 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 and labor organizations in the world economy, with primary emphasis on the U.S. economy. Labor markets, the history of the labor organization in the U.S., a comparison of U.S. labor organizations with that in other countries, and the political role of labor are all elements of the course content. The goals, impact, and procedures of collective bargaining, as well as the methods used to enforce collective bargaining agreements, will also be included.

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 economies. 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 is 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)

Surveys the patterns and processes of different types of climates, vegetation, soils, minerals, water resources and landforms, together with their significance to human occupancy. (Credit given as a Natural Science only)

GEOG 205X PHYSICAL GEOGRAPHY: SELF-PACED (5)

Surveys the patterns and processes of different types of climates, vegetation, soils, minerals, water resources and landforms, 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 200
HISTORY OF MODERN
EUROPEAN THOUGHT (5)

An introductory survey of the major currents of modern European thought. It seeks to examine the questions, pre-suppositions, 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 America. Attempts to solve the problems created by industrialization and urbanization are seen in such movements of reform as populism, progressivism, and the New Deal. 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 212
SPORT IN AMERICA:
A SOCIAL HISTORY (5)

Is an introductory survey of the role of sport in society. It examines the development of games and sports in the context of western history, with emphasis on what organized sports have meant to American culture.

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 examines 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 are 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: Intergovernmental 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 merchantilism, capitalism, socialism, etc. Explores how and to what extent economic theories influence forms of governments, policies, and social values.

**POLSC 205
WESTERN EUROPEAN
GOVERNMENTS & POLITICS (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
COMMUNIST GOVERNMENTS
& POLITICS (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-Theoretist theories of society, government and economics and their application to the practical task of government.

**POLSC 207
THIRD WORLD GOVERNMENTS
& POLITICS (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. Students 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 circle. 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, 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 HOMECEC 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 257
AGING IN AMERICA (5)

Is a comprehensive course on aging, covering topics such as changing life span and expectancy, social and psychological factors related to well-being in older age, and social services available to the elderly.

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 and 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 (VI-5)

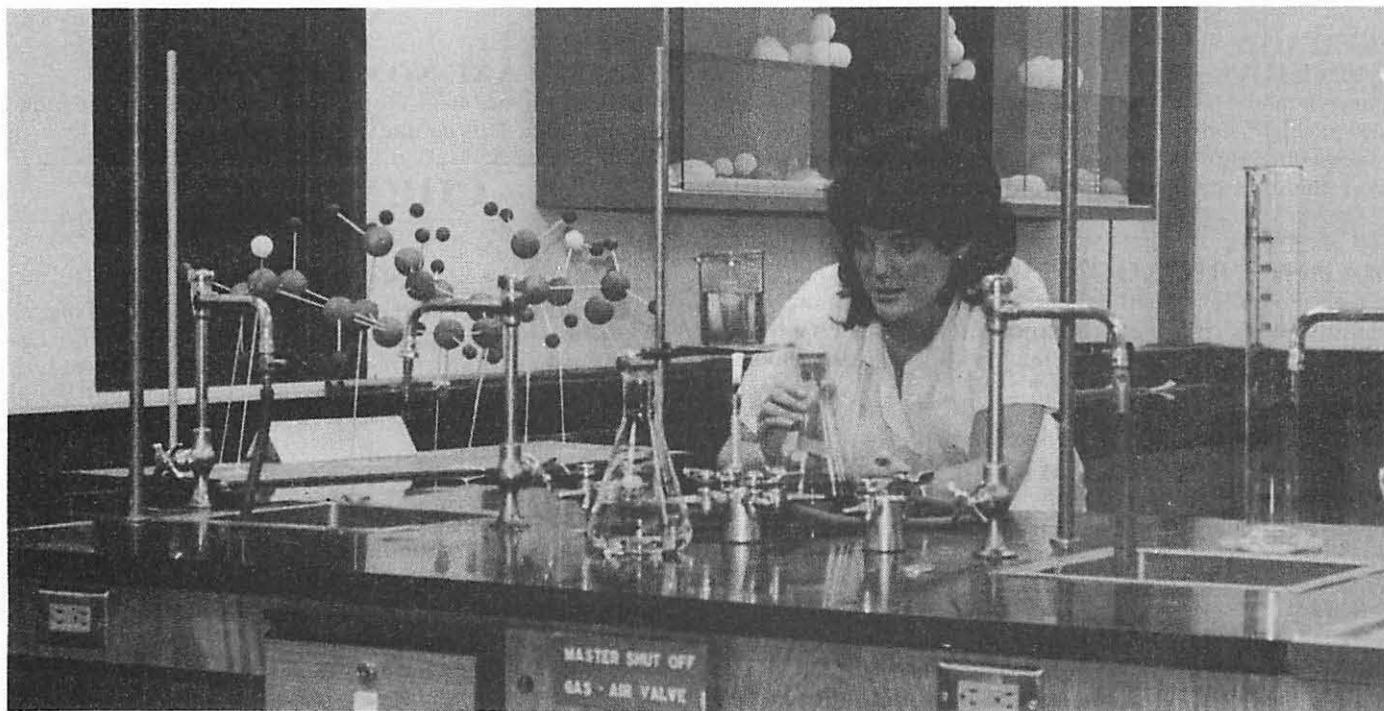
Intensively investigates a given topic. See quarterly bulletin for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

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

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 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 spectroscopy. 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 includes 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. This course includes laboratory.

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. This course includes laboratory. **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. This course includes laboratory.

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. This course includes laboratory. **Prerequisite:** BIOL 101 or permission of instructor.

BIOL 210, 211, 212**BIOLOGICAL SCIENCE (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. This course includes laboratory. **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. This course includes laboratory.

BOTAN 112**PLANT KINGDOM (5)**

Introduces the major groups of the plant kingdom, to include structure, reproduction and theories of evolutionary development. This course includes laboratory. **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. This course includes laboratory.

BOTAN 114**FIELD TAXONOMY (3)**

Offers an on-site field study of British Columbia or other regional flora. This course includes laboratory.

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. This course includes laboratory. **Prerequisite:** CHEM 101 or permission of instructor.

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. This course includes laboratory. **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. This course includes laboratory. **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 (3)**

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 mechanical assembly drawing project. **Prerequisite:** DRAFT 101; **Corequisite:** ENGR 125.

DRAFT 103**DRAFTING TECHNOLOGY PRACTICUM III (3)**

Further develops the drafting skills. Topics of the class include perspective drawing, sheet metal layout, isometrics and scaling. **Prerequisite:** DRAFT 101; **Corequisite:** ENGR 150.

DRAFT 210**DRAFTING TECHNOLOGY SPECIALTIES I (4)**

Entails general study and design projects in the area of architectural, and structural drafting. **Prerequisite:** DRAFT 103 and ENGR 154.

DRAFT 220**DRAFTING TECHNOLOGY SPECIALTIES II (4)**

Pursues general study and design projects in the area of electrical and mechanical drafting. **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 electrical and electronics drafting. **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 crystal-line 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. **Pre-requisite:** CHEM 150.

ENGR 190 INTRODUCTION TO LOGICAL SYSTEM DESIGN (4)

Introduces the concepts of logical design of specific classes of systems primarily observed in digital logics. Includes number systems, Boolean algebra, topological representation of logical combinational functions, complexity reduction and optimization, time-dependent sequential logics and register transfer. **Prerequisites:** MATH 126 and sophomore standing or permission of instructor.

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 220 INTRODUCTION TO MECHANICS OF MATERIALS (4)

Introduces the concepts of stress, deformation and strain in solid materials. Development of basic relationships between loads on structural and machine elements, and load carrying capacity of these elements under tension, compression, torsion, bending and shear forces. **Prerequisites:** ENGR 210, MATH 126 which 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 FUNDMENTALS I - CALCULATOR TECHNIQUES (3)

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. Techniques for programming calculators are taught.

ENGRT 105 ENGINEERING TECHNOLOGY FUNDAMENTALS II - APPLIED MATH (3)

Explores fundamental engineering problems including dimensional analysis and direct application of algebraic and trigonometric concepts to engineering problems. Further exercises in programming calculators are provided. **Pre-requisite:** 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 stresses, 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 and handling of construction materials. Properties studied include strength, stiffness, hardness, thermal, acoustic and electrical. Primary materials are steel, aluminum, wood, concrete, asphalt and soils. **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 125.

**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 TECHNOLOG (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 (V1-10)**
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 (4)**
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 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 are also 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 PROBLEMS(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 120, 110, 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 landscape 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 affect trees and shrubs are 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 are also 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 are also 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 are the relative ages of various rock units as determined by fossils and other criteria. This course includes laboratory. Course may be repeated for a maximum of 6 credits with instructor's permission.

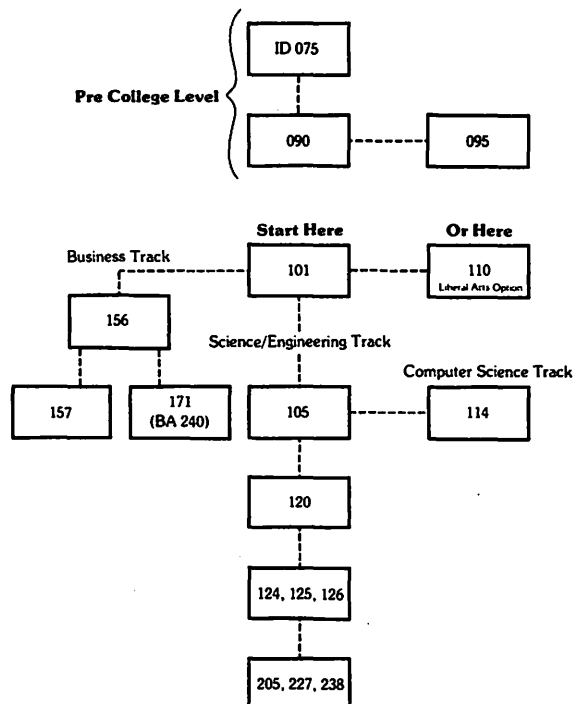
GEOL 208 GEOLOGY OF THE NORTHWEST (5)

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 18 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 problems. 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; quadric 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 of single variable calculus 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 205, 227 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 075 IMPROVING MATH SKILLS (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.

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. Course includes laboratory.

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 are discussed, as well as 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. 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. These courses include laboratory.

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, generation 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. These courses include laboratory.

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 are trained in oxy-acetylene, shielded metal arc (SMAW), gas tungsten arc (GTA), 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 101S 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 are 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 150S GAS WELDING (2)

Provides a beginning course in oxy-acetylene welding. Basic safety and fundamentals of welding are 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 is 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 (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 metallurgy with special emphasis on welding and crystal structure of metals and the metallurgy of most non-ferrous metals such as zinc, copper, lead, aluminum, beryllium, magnesium, and titanium. The effects of welding and the weld ability of these metals 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 are 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 of instructor.**

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 of instructor.**

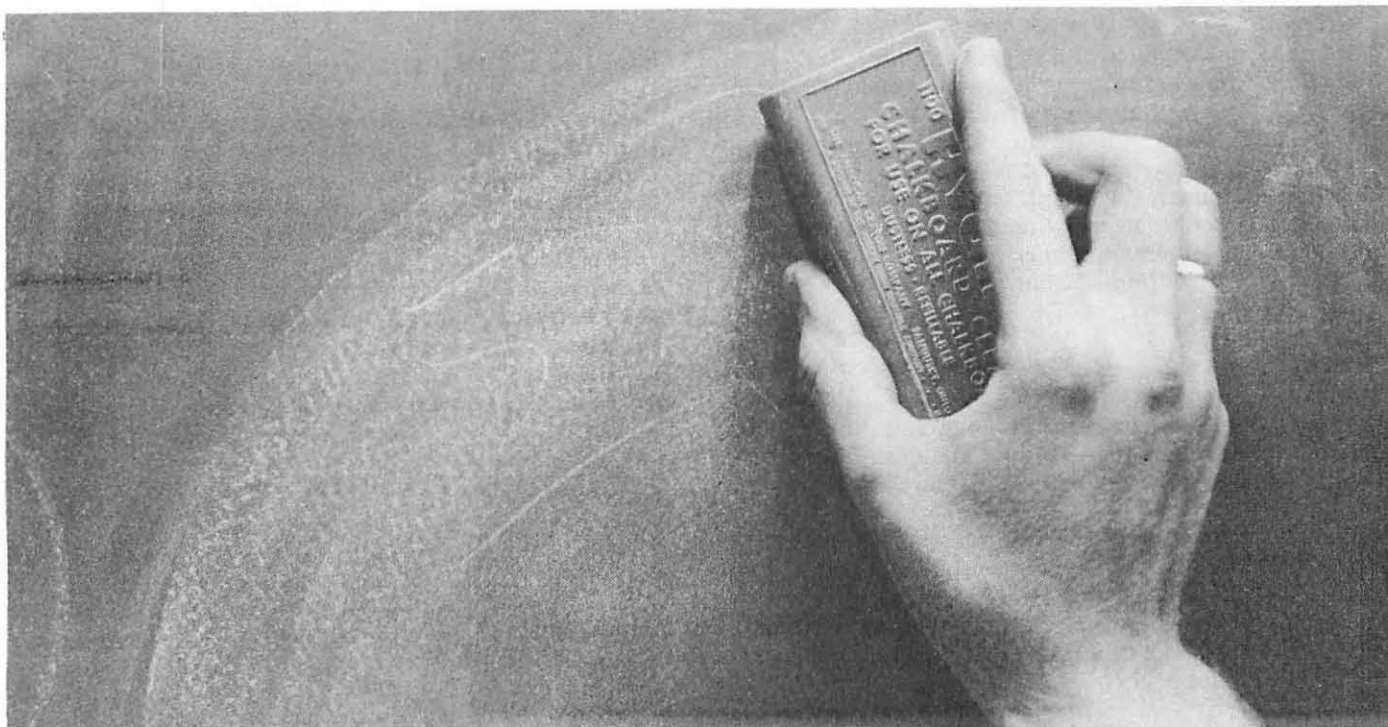
ZOOLOGY

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 intensive study of selected human physiological processes. The course is designed primarily for students in allied health programs. **Prerequisite: ZOOL 114 or permission of instructor.**



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