



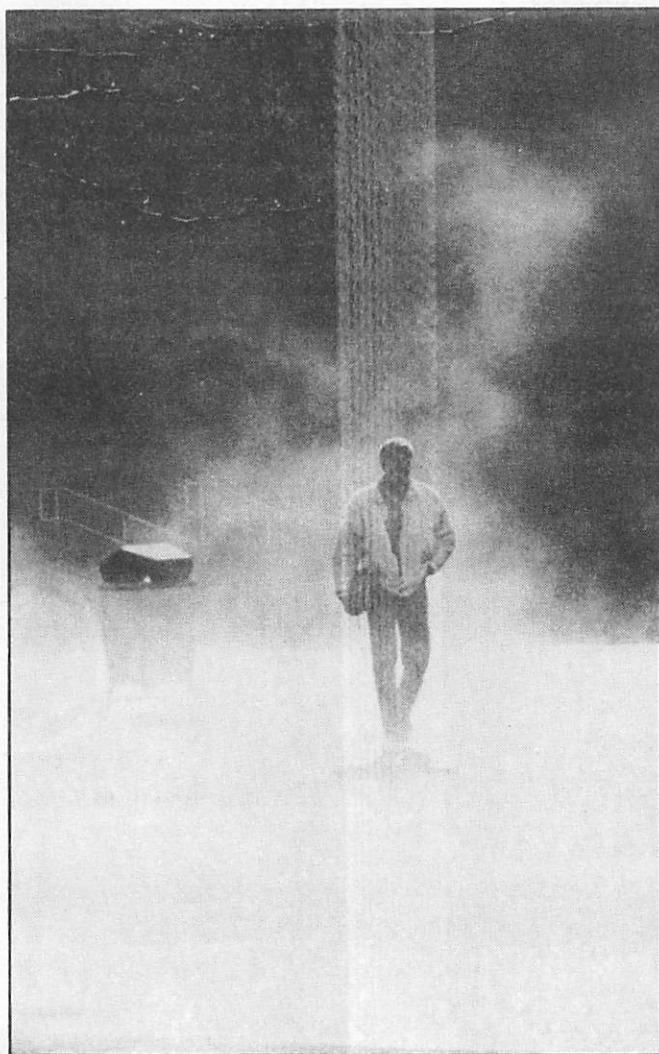
**Bellevue  
Community  
College**

# **Catalog**

**1986-88**

**Second Edition**





# BELLEVUE COMMUNITY COLLEGE CATALOG 1986-88

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# INTRODUCTION: WELCOME TO BCC

## LETTER FROM THE PRESIDENT

Bellevue Community College has been and continues to be a place of opportunity. As a College, we have just passed our 20th birthday and are looking forward to a future which is laden with many more opportunities to contribute to those who wish to participate in what we have to offer.

In the pages which follow you will find information about the variety of programs and services which are available. You will also find that you are responsi-

ble to take the initiative for meeting course requirements, for seeking financial aid and for finding ways to participate in extracurricular activities.

Having said that, I want you to know that the faculty and staff of our College are most helpful and supportive. They will assist you, as needed, in getting answers to your questions, in advising you about career options, and in planning your educational future. These

people have your interests at heart and have contributed to the the success of our former students.

On behalf of the Board of Trustees, I invite you to participate in the continuing search for knowledge, a quest in which we all share at Bellevue Community College. It is a pursuit of excellence and quality that this College represents and it is dedicated to provide the same for you.

# 2 INTRODUCTION: WELCOME TO BCC

## COLLEGE MISSION STATEMENT

The mission of Bellevue Community College is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our district and will be accessible to all those seeking to continue their education.

In order to support this statement, the College provides:

- 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 nationally registered association for accreditation and is listed in the latest edition of "Higher Education," published by the United States Office of Education. The documents of accredi-

tion may be reviewed by current and prospective students in the school library.

## 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 stu-

dent'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 or stated 'undecided' or 'exploratory.' 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 degree, Certificate of Achievement or Completion 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.

# 4 THE COLLEGE POLICIES

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## 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 Non-immigrant 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 \$9,500. 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 will 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 or 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.



# 6 THE COLLEGE POLICIES



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 10 to 18 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. Final examinations will be held at fixed times. Instructors will not give examinations in advance of the regular schedule. Any student who is needlessly absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the students' control, students are unable to be present at an examination at the scheduled time, they may be permitted to take such examination at a later date.

## 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.

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If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately. The instructor receives an audit sheet of all grades he/she has awarded in all classes during the first ten days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has only one year in which to correct a grading error. After one year, grades are not changed for whatever reason.

**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." Courses which students elect to take P/E may not be used to satisfy distribution requirements in the Arts and Sciences or Science degree.

\*\*\* 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/her behalf in resolving an "I" grade when subsequent conditions prevent further direct

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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/her 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 Degree. Students may not use this option for any course which they intend to use to satisfy distribution requirements in the Associate in Arts and Sciences and the Associate in Science degrees.

## 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 an Associate 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.



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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.

6. Courses numbered 100 and above carry college transfer credit and when transferred to another institution will normally apply toward higher degrees. It is the responsibility of the students to know the requirements of the college or university to which they intend to transfer and to meet those requirements.

## **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 Bel-

levue Community College for the acceptance of the Associate in Arts and Sciences 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 have satisfied 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 University, 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.

# 10 THE COLLEGE POLICIES

## 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.



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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 for the transfer degree.

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, 35, and 106 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)

# 12 THE COLLEGE POLICIES

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

### Cost Per Credit

| Credit                 | Resident | Non-Res. | SEA V.A. |
|------------------------|----------|----------|----------|
| 1 or 2                 | \$ 49.20 | \$186.20 | \$19.20  |
| 3                      | 73.80    | 279.30   | 28.80    |
| 4                      | 98.40    | 372.40   | 38.40    |
| 5                      | 123.00   | 465.50   | 48.00    |
| 6                      | 147.60   | 558.60   | 57.60    |
| 7                      | 172.20   | 651.70   | 67.20    |
| 8                      | 196.80   | 744.80   | 76.80    |
| 9                      | 221.40   | 837.90   | 86.40    |
| 10 thru 18             | 246.00   | 931.00   | 96.00    |
| Each Additional Credit | 20.45    | 88.95    |          |

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 - 1/2 the current tuition rate  
Transcript . . . . .No Charge  
GED Test . . . . .16.00  
retest, each test . . . . .4.00

### 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

### LAB 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





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## 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

The college provides adequate parking for all students. For those students who drive, there is no additional fee to park on campus. Students who ride METRO are eligible to purchase monthly passes at a discount (please contact the Cashier for additional METRO PASS details.)

## 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.

### Time Limitation

You may elect to graduate under either the provisions of the official catalog in force at the time you first entered any college or under the official catalog in force at the time you apply for graduation, providing you remain in continuous matriculated enrollment or the lapsed time does not exceed five (5) years.

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 30 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.

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

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 conjunc-

tion 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 Degree/Certificate Requirements should be directed to the Registrar, care of the Evaluation Office.

## GED/HIGH SCHOOL COMPLETION

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### 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

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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.

## **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

communications skills, and further avocational interests. The program is continually being reviewed and modified in order to provide courses current to our community'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 admissions procedures 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 courses, 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 Class Schedules and gives brief descriptions of all courses, times, locations, fees, and other general information. These quarterly schedules are mailed to most area residents and are also available on request from the College.

Radio, television and area newspapers are used to inform the community of registration dates and highlight specific course offerings.

### **Certificates of Completion and Continuing Education Units (CEU's)**

The Continuing Education Unit is a nationally recognized unit of documentation of participation in an organized Continuing Education experience. If you meet the performance criteria for the offering, you will receive a CEU certificate, and a transcript of your participation is kept at the College. CEU's are available for some of our Continuing Education offerings.

You may request and receive a **Certificate of Completion** for any continuing education course you have satisfactorily completed if you notify the instructor at the beginning of the course that you wish to do so.

### **English Language Institute**

The English Language Institute is a special Continuing Education program which offers full-time intensive English language training for foreign students as well as intensive day and evening English language courses for foreign business and professional people. Placement of participants in homes in the community fosters cross-cultural learning for both students and host families. For information call 641-2409.

### **Classes at Your Business or Industry**

Continuing Education also brings classes to your work location. Credit and non-credit courses can be selected from our current offerings or designed to your specifications. Frequently requested offerings have included man-

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agement and supervisory skills and  
introduction to a variety of computer  
software programs. For information  
call 641-2496.





## STUDENT SERVICES

### Where to begin

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.

The Assistant Director of Student Financial Aid is responsible for consumer information. The telephone number of the Financial Aid office is (206) 641-2229.

### 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, column 'A' is a commuter, column 'B' is a resident, and column 'C' is married or single parent:

|                  | A     | B     | C     |
|------------------|-------|-------|-------|
| Tuition & Fees   | 738   | 738   | 738   |
| Books/Supplies   | 405   | 405   | 405   |
| Room & Board     | 1,100 | 3,180 | 5,670 |
| Transportation   | 720   | 720   | 855   |
| Personal Expense | 840   | 1,050 | 2,000 |
| Total Cost       | 3,803 | 6,093 | 9,668 |

# STUDENT SERVICES

## 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 \$2,054 in tuition fees. If you are a married student, you can add \$1,554 for the first child and \$1,170 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.

## Student Responsibilities

- To read all instructions carefully and complete all parts of the application accurately.
- To inform the Financial Aid Office of any increase in income in excess of \$200 from what is reported on the Financial Aid Form.
- To sign and return the Notice of Award and Acceptance within 10 days of receipt.
- To complete and sign the Financial Aid Data Sheet for Washington State Community Colleges including Statement of Educational Purpose which specifies that all funds will be used for educational related expenses only and that if applicable you have registered with the Selective Services.
- To inform the Financial Aid Office of any change of address, Social Security Number, marital status or name.
- To sign for all aid at the time designated.
- To know and understand the terms and conditions of Financial Aid Programs.
- Maintain satisfactory progress as explained on the back of the Award Letter.
- To make required payments if you have withdrawn from school.

- To not owe a repayment on any grant awarded at this institution or be in default on any loan made at this institution.

## GRANTS

### Supplemental Educational Opportunity

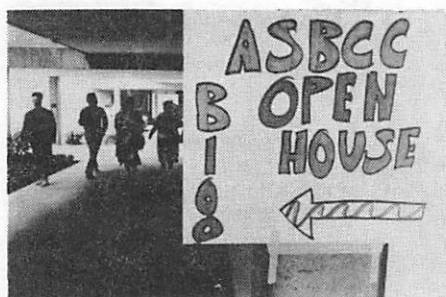
Grants are awarded to undergraduate students from low-income families with exceptional financial need and who are citizens or permanent residents of the United States. Grants range from \$200 to \$1,600 per academic year depending on need and availability of funds. The amount of the grant may not, however, 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 to 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.



## STUDENT SERVICES

### 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. Repayment of Guaranteed Student Loans begin six months after borrower is no longer enrolled for a minimum of six credits.

Repayment of Plus Loans begins sixty days after disbursement of loan.

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.

#### Disbursement

Aid will be disbursed in three quarterly installments beginning the fifth day of classes if you have registered at least 10 days before the beginning of classes. If you are not registered at least 10 days before the beginning of the quarter, your aid will be available within two weeks after the quarter begins.

Your Financial Aid will be applied toward your tuition and fees. The remainder of your aid, if any, will be disbursed to you in a check.

Work Study funds must be earned. Checks are disbursed to you by your supervisor once a month.

Students who receive cash from any Financial Aid Program and withdraw from school officially or unofficially may be required to repay a prorated amount to Financial Aid Programs.

The maximum time frame for a full time student to earn an A. A. Degree while on Financial Aid is nine quarters.

The maximum time frame for a part time student to earn an A. A. Degree while on Financial Aid is 15 quarters.

### 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

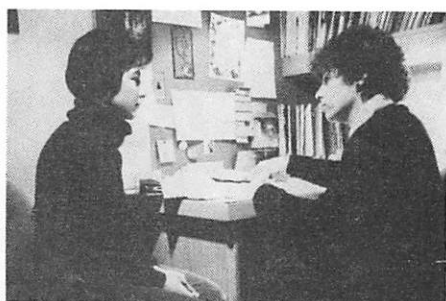
If you are a veteran, or qualify for benefits as a dependent of a deceased or disabled veteran, the Veterans Affairs Office can help you with program information, benefit applications and procedures, tutorial assistance, financial aid and job placement, and individual and group counseling.

## JOB PLACEMENT SERVICES

A free job placement service is offered on campus for currently enrolled students and alumni. This is part of Student Services and is located in A-103. Counselors are available to help you find part- and full-time jobs. Applications are kept on file and every effort is made to help you find a job within your career field or to help you earn money to pay for your education and living expenses.



# STUDENT SERVICES



The Job Placement Office recruits State and Federal work study positions both on and off campus and coordinates student placements. Students may work up to 19½ hours per week, for an established hourly rate of pay. Students must contact the Job Placement Office and Financial Aid to obtain a work study position.

## COUNSELING AND ADVISING SERVICES

The staff and faculty of the Human Development Center provide students career counseling, personal counseling and educational planning. The Human Development Center is located in D104.

The staff includes an Associate Dean of Student Development, eight professionally certified counselors, plus career resource and advising assistants and peer counselors.

**Educational Planning and Advising:** The staff in the Advising Resource Center (D104) provides 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.

Counselor can assist you if you are undecided or still exploring options. They have been professionally trained to help you in long-range career educational planning.

**Career Planning:** Counselors provide career counseling and individual assessment 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, and general information about career trends and employment outlooks. Computer assisted career guidance is available utilizing the programs: DISCOVER for Adults, SIGI Plus, Thoughware, and WOIS.

**Personal Counseling** can help you attain greater self-understanding, overcome crisis, as well as help you to improve your personal decision-making skills and eliminate self-defeating attitudes and behaviors.

**Human Development Studies** provide formal learning experiences for college credit. Courses include: college and career exploration, College Survival and learning, assertiveness training, self-esteem training, stress management, overcoming shyness, eliminating self-defeating behaviors, 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 CENTER

Health Services are available to all Bellevue Community College students registered in credit classes.

The health fee paid at registration entitles each student to unlimited visits during the quarter.

Preventive services, such as immunizations, physical examinations, minor lab tests, and health counseling are offered.

Education and information are offered in all health related areas including contraception, sexually transmitted diseases, nutrition, communicable diseases, and chronic conditions.

# STUDENT SERVICES

All care is completely **confidential**.

## Location:

C Building, Room 227  
Telephone: 641-2480 or 2489

## Hours:

Monday through Friday  
8:30 a.m. - 3:30 p.m.

Monday through Thursday  
5:30 - 8 p.m.

## Staff:

Luana Joslin, ARNP, FNP  
Director of Health Services

## 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 and provides help with computer assisted composition. 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.

**Volunteer Tutor Program:** Trained volunteer tutors are available to help with English as a Second Language or with basic reading and writing. Also, we can help you with your coursework if your problems are related to English as a Second Language or reading prob-

lems. Fill out a request form available in D207, or call the volunteer coordinator at 641-2349.

## 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.

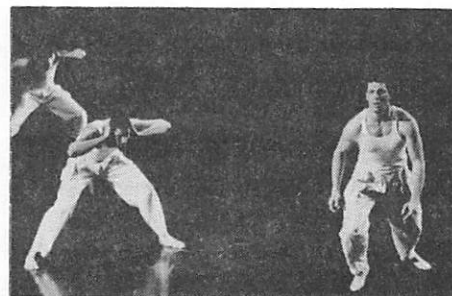
## SERVICES AND PROGRAMS

### 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.

# STUDENT SERVICES



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 seven 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 East Side 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.

## Delta Epsilon Chi

Opportunities for personal and professional development are provided through BCC's award winning Delta Epsilon Chi. Through the Chapter, 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 290 - Marketing Activities. For more information, contact the Business Division: 641-2311 (A242).

## 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.

## 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.

# STUDENT SERVICES

## 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.

## Learning Assistance Program

See Learning Assistance Program under Multi-Cultural Services.

## 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. Thirty-eight 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 over 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 several "free use" manual typewriters and "pay" electric typewriters. On the lower floor, microfiche readers and reader-printers are available. Magnifying lenses for the visually impaired are provided. Meteorological information on dials controlled by the instruments from the weather station which sits atop the Library/Media Center building is also accessible.

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 Western Library Network and the Pacific Northwest Bibliographic Center.

The college television studio housed in the LMC is used principally for videotaping lessons and lectures.

The Library Media Center is open from 8 a.m. to 8:30 p.m. Monday through Thursday and 8 a.m. to 5 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 A255M. Submissions must include name, address, short biography 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.

## Minority Affairs

See Minority Affairs Program section under Multi-Cultural Services.

# STUDENT 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; Learning Assistance Program (LAP); 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
- 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.

## Learning Assistance Program

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

The LAP 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 LAP 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 LAP 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 BCC'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





## STUDENT SERVICES

### 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.

### Puget Sound Telecommunications Center

The Center coordinates the telecommunications activities for Bellevue Community College while providing leadership and coordination of the development of educational telecommunications in the greater Puget Sound area. Through the use of broadcast and cable television, college credit courses are made available to students who cannot attend traditional classes on campus.

The Center is developing a comprehensive East Side cable television channel to provide educational resources in the home and workplace.

For more information, call 641-2258.

### Senior Citizen Programs

TELOS is an educational program designed to fill the needs of senior adults. It is a non-credit day program offering college level classes on Monday, Tuesday and Wednesday at the Northwest Center. Various programs serve seniors not able to attend regular classes.

Class options range from personal growth and exercise through the academics to arts and skills classes including, drawing, painting and bridge. Approximately 30 classes are offered each quarter. For more information call 641-2462.

RSVP, Retired Senior Volunteer Program, offers seniors meaningful volunteer opportunities that meet the needs of the community, while utilizing their knowledge, expertise and skills. For further information call 641-2339.

### Special Facilities

The college has many laboratories and special physical facilities in support of programs and courses. special Programs having labs are listed under occupational programs. we also have other general support labs in Reading, Math, and Writing, as well as in Bio-medical, Natural and Physical Science.

### Student Child Care Center

Child care in a learning environment is available at the Student Child Care & Early Learning Center. The Center is licensed for 42 children per hour and is located in House 1 in the Northeast

corner of the campus. Children, ages 2½ through 6 can be enrolled from 7:15 a.m. to 4:15 p.m. and ages 7 to 9 year olds before school and in the summer. BCC students pay for this service on a sliding scale. Faculty, staff, and community members may 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 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 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

# STUDENT SERVICES

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the Matrix Coffeehouse. Concerts and special events are scheduled throughout the year.

## Volunteer Tutor Program

Trained volunteers are available to help with English as a Second Language or with your course work if your problems are related to English as a Second Language or reading problems. Fill out a request form available in D207 or call the volunteer coordinator at 641-2349.

Interviewing techniques  
Employment assistance  
Individual vocational counseling  
Emotional support group

For more information, call 641-2279.

## 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.

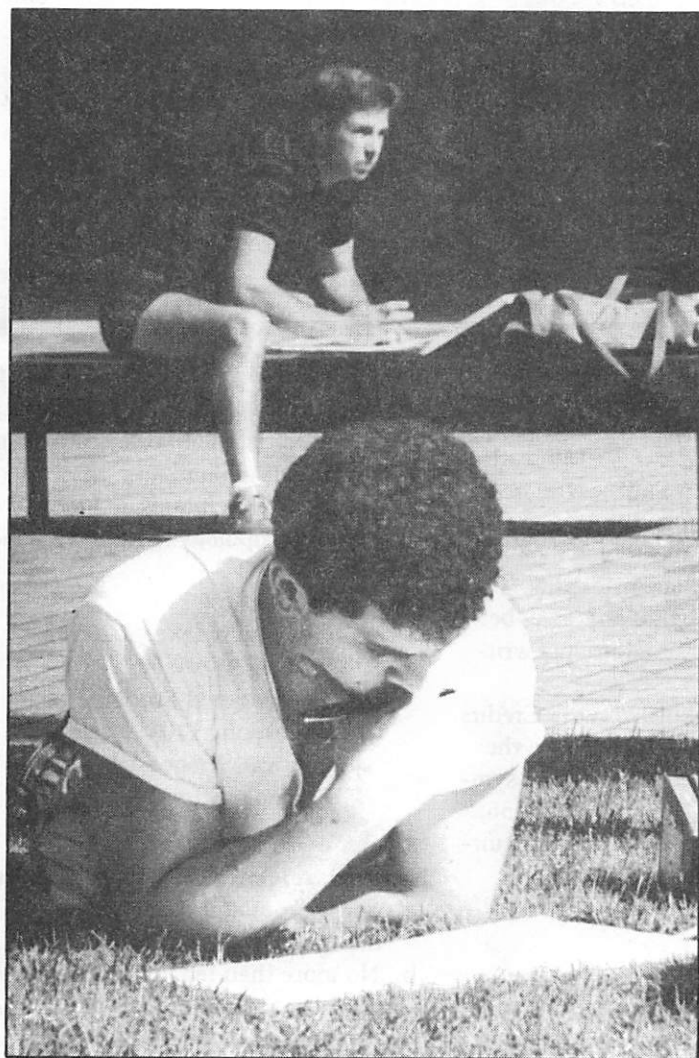
Professional and peer counselors staff the center and provide pre-admission advising, information, support and referral services.

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



## 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. 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. Most 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

# CAREER PLANNING

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 Higher Education Coordinating Council, 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

- a. 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.
- b. 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, or Math 107.

### Humanities ..... 15 - 20 Credits

- a. Select from at least three (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. No more than five (5) credits may be taken in performance/skills or studio art classes;
- d. Suggested disciplines include:  
American Studies  
Anthropology (200 only)  
Art  
Communications (all except 150)  
Drama/Dance  
Foreign Language (preferably 2nd yr.)  
History (see Degree Planning Notes #3)  
Literature  
Music  
Philosophy (all except 110, 120, and 140)  
Speech  
(Performance skills classes in dance, drama and music, and studio art classes are indicated in the class descriptions.)

### Social Science ..... 15-20 Credits

- a. Select from at least (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. Suggested disciplines include:  
Anthropology (except 200, and 201)  
Economics  
Geography (except 205)  
History  
International Studies  
Philosophy 110  
Political Science  
Psychology (except 115)  
Sociology

### Natural Sciences .... 15-20 Credits

- a. Select from at least three (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. Must include one (1) laboratory course;
- d. Suggested disciplines include:  
Anthropology (201 only)  
Astronomy  
Biology  
Botany  
Chemistry  
Environmental Science  
Geology  
Geography (205 only)  
Mathematics (see Degree Planning Notes #3)  
Philosophy (see Degree Planning Notes #3)  
Physics  
Psychology 115  
Zoology

### Electives ..... 15-30 Credits

- a. A minimum of 15 credits shall be in fully transferable courses as defined by the receiving institution.
- b. A maximum of fifteen (15) elective credits may be in college level courses as defined by Bellevue Community College. Remedial

# CAREER PLANNING

courses may not be included in this category.

- c. 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.

## ASSOCIATE IN ARTS IN GENERAL STUDIES PROGRAM

The Associate in Arts in General Studies allows exploration of courses by the student. It is not intended for students planning to transfer to a senior institution and pursue a Baccalaureate Degree.

Requirements for the degree are:

1. Ninety (90) credits, of which it is recommended three (3) be activity courses in physical education.
2. At least sixty (60) credits must be taken from courses numbered 100 or above.
3. English 100 or above.
4. Math 075 or above.
5. It is recommended that students include 30 credits; 10 credits each, in Humanities, Social Science and Science areas.
6. At least thirty (30) of the ninety (90) quarter credit hours required for the Associate in Arts in General Studies degree program must be completed in residence at Bellevue Community College, the last ten (10) of which are to be earned at the college immediately preceding graduation.

## 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 the changing needs of industry, as well as student's 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 man-

# CAREER PLANNING

agement, 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 staff 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
- 2 OFF 125
- 5 QM 145

**43 Total Credits**

### Second Year

#### Credits

- 14 ACCT 123, 235, 250, 260
- 5 ACCT 270 or 290
- 5 ECON 100 or 200
- 10 G BUS 202, or 215
- 5 G BUS 120
- 5 QM 150
- 3 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
- 2 OFF 125

**43 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 Skills Requirement
- Plus
- 5 SPCH 220
- 5 POLSC 102
- 5 PSYCH 100
- 5 SOC 110 or SOC 270
- Plus
- 10 Humanities
- 15 Science
- ENGL 102 of ENGL 270 required

#### ADMCJ Requirements

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

**50 Total Credits**

#### Approved Electives

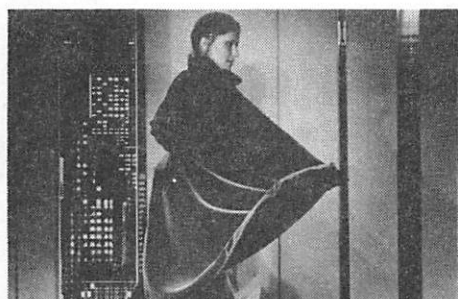
ADMCJ 199, 299 Special Topics

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 be placed in the appropriate class to work towards completion of English 102 or English 270.

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





## CAREER PLANNING

### APPAREL OCCUPATIONS

Apparel Occupations is a vocational program which provides knowledge and skills in the production, 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 Design and Construction or Wholesale and Retail.

#### Design and Construction Specialty

Design and Construction focuses on the materials and technology of producing fashion apparel from concept to a complete line of garments. Students selecting this specialty will attain competencies in apparel design, pattern-making, construction, alteration, grading, etc. (For additional information about the Design and Construction Specialty, contact the Educational Development and Health Sciences Division: 641-2366.)

#### Wholesale and Retail Specialty

Wholesale and Retail focuses on buying, pricing, promotion, displaying, and selling of fashion apparel. Fountain Fashions, a student operated store, is located on campus to provide students with a laboratory where they receive instruction in all aspects of retail management. In addition to the student operated store, students have

opportunities for employment in local businesses, buying trips at Seattle Trade Center, manufactory visits, and tours of distribution centers and major department stores. Upon graduating from the Apparel Occupations program with a specialty in Wholesale and Retailing, students will be qualified for positions, such as, department manager, buyer trainee, sales representative, merchandise assistant, or proprietor of their own retail outlets. (For additional information about the Wholesale and Retail Specialty, contact the Business Division: 641-2311.)

#### Curriculum

##### Core Courses: 45 Credits

AO 100, 101, 201  
GBUS 101  
HOMEC 108, 109, 110, 111  
MKTG 131  
QM 145

##### Support Courses: 20 Credits

CONED 150  
MKTG 154  
Data Processing  
Approved Electives

##### Specialties: 25 Credits

##### Design and Construction:

ART 110, 111, 120  
ENGL 123  
HOMEC 212, 213, 214, 215,  
216, 217

##### Wholesale and Retail:

AO 235, 236, 239  
ENG 100 or 101  
MKTG 135, 234, 290  
SPCH 100

### 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 is awarded the degree of Associate in Arts in Science. The curriculum prepares the graduate for certification as a Registered Biological Photographer(RBP).

Technical skills taught include exposure and development of black and white and color films, reproduction of X-rays, charts, and illustrations; clinical/dental photography, surgical and gross specimen photography and the use of television and motion picture in the sciences.

Admission requirements: Students are expected to meet the requirements for admission to BCC. A separate application is made to the Program after December 1. Since applicants must pass a written exam and submit a portfolio of pictures, past photographic experience or training is necessary. Completion of the Introduction to Biophotography class is recommended. Applicants will also be interviewed by the program faculty. A list of equipment required is available upon request from the program chairman. Prerequisites: Biology 101, English 101. Math to include Algebra is desirable.

Clinical experience for students is provided by participation in internships in hospitals and other facilities in the Seattle area.

# CAREER PLANNING

## First Year

### Credits

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

47 Total Credits

## Second Year

### Credits

- 17 BIOMD 200, 210, 125
  - 13 BIOMD 231, 233, 225
  - 5 ENGL 270
  - 13 BIOMED 230, 235, 221
- Approved Electives\*

48 Total Credits

\*All electives to be approved by Program Chairman.

## CLERK-TYPIST

Students successfully completing this one-year program will have acquired proficiency in typewriting, office machines operation 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 advisor.

### Credits

- 9 OFF 102, 103, 104, 105, 106
- 24 OFF 107, 109, 112, 113, 125, 130, 150
- 5 ACCT 101 or ACCT 108
- 5 ENGL 101 or 105
- 5 QM 145

48 Total Credits

## COOPERATIVE PRACTICAL EXPERIENCE EDUCATION

In an increasing number of academic and occupational programs on campus, the option of "going co-op" is available. Cooperative Education is a learning experience in which actual on-the-job experience is coordinated with the student's academic study--providing him/her an opportunity to obtain real life experience in his/her chosen field. Credits vary with number of work hours, meetings with instructor and project report. Courses may be repeated--at least two quarters of participation is desirable.

Registration continues throughout the quarter for some courses depending on placement availability. Co-op advisers plan work experiences with the student as a 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

Upon completion of this two-year program, an Associate in Arts degree in Data Processing, the graduate is prepared to be an entry level Business Applications Programmer. The skills that have been identified as important

for well-trained programmers are addressed in the complete program. Communication skills, English, problem solving, and accounting, as well as the data processing classes are included.

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. All Data Processing courses applied towards the Associate of Arts degree must be taken at this institution. Non-Data Processing electives may be transferred to fulfill graduation requirements.

Students undecided about the field are encouraged to take QM 110 and BA 210 to determine an interest and level of aptitude for programming.

A night program option allows students to complete all the requirements in three years.

## Data Processing Program

### First Year

#### Credits

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

46 Total Credits

### Second Year

#### Credits

- 26 DP 225, 250, 265, 290, 297, 298
- 5 ACCT 210 or ACCT 108
- 4 Computer Language
- 9 Approved Electives

44 Total Credits



# CAREER PLANNING

## Courses for the Data Processing Professional

Many of the classes offered as a part of the Data Processing Program can be used by the person who is already employed, but desiring further training.

For information concerning the Data Processing Program contact the Business Division, 641-2311.

## DIAGNOSTIC ULTRASOUND TECHNOLOGY PROGRAM

Diagnostic Ultrasound Technology is a full-time, two-year (24 month) Vocational Health Sciences Program. Students limited to a part-time schedule are also encouraged to apply. The purpose of the Program is to provide didactic education and practical experience as preparation for employment as a sonographer in a medical imaging facility. A Sonographer, with the direction and supervision of a Doctor of Medicine or Osteopathy, performs diagnostic scans, plane sonographic techniques and assists in gathering the data relevant to the diagnosis of a patient's health care needs. The Program is divided into two instructional components: four quarters classroom study and four quarters clinical education. Graduates of the Program are awarded an Associate in Arts degree in Diagnostic Ultrasound Technology.

Application for admission to the Diagnostic Ultrasound Technology Program should be made through the Office of Admissions, Bellevue Community College, 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 :

- \*Zoology 113 and 114 (Anatomy and Physiology) -- 10 credits
- English 101 (Written Expression)--5 credits
- English 270 (Report Writing) --5 credits
- \*Math 105 (College Algebra) --5 credits
- Written Application (specify full or part-time status)
- Personal interview
- Physical examination and immunizations according to Health Forms provided.

- \*Some prerequisites may have their own prerequisites, for example: Zoology 113 and 114 have a prerequisite of Biology and Chemistry 101.

The applicant may be enrolled in the prerequisites at the time application is made, but before final acceptance into the Program the student's transcript must show completion of Program prerequisites with a grade of "C" or better in each course.

## First Year Credits

50 DUTEC 101, 105, 106, 107,  
110, 112, 113, 120, 130,  
150, 155, 160, 165, 170, 171

50 Total Credits

## Second Year Credits

48 DUTEC 210, 220, 230, 240

48 Total Credits

Credits - Variable, Dutec 299  
(Optional)

## 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

# CAREER PLANNING

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 HOMEC 256
- 5 PSYCH 100
- 5 SOC 110
- 12 Approved Electives

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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

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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 HOMEC 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 HOMEC 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

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46 **Total Credits**

# GENERAL BUSINESS MANAGEMENT

Leading business people recognize that particular skills are necessary to achieve effective and efficient manage-

ment 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

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45 **Total Credits**

## Second Year

### Credits

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

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45-48 **Total Credits**

\*All electives must be approved by a

## CAREER PLANNING



General Business Program Adviser. A suggested list:

ENGL 270  
G BUS 140, 150, 160  
GEOG 207  
MKTG 131, 234  
OFF 101, 125  
PHIL 110, 140  
POLSC 102  
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 R 111  
5 GR 120  
5 GR 130  
5 GR 140  
3 GR 150  
5 ENGL 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.

### Prerequisites for entering the Interior Design Program.

Credits  
16 ART 101, 110, 120, 201 or 202

### First Year

Credits  
5 ENGL 101  
37 INDES 140, 150, 151, 160, 165, 170, 190 (textiles), 260  
3 Electives

45 Total Credits

### Second Year

Credits  
11 ART 111, 112, 202 or 203  
25 INDES 180, 181, 185, 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.

# CAREER PLANNING

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

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 audiovisual 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 audiovisual equipment. The two-year program sequence leads to an Associate in Arts Degree.

Students successfully completing 45 credits including the required courses and 10 credits of approved electives qualify for a Certificate in the program.

# CAREER PLANNING

## Required Courses for the Certificate

### Credits

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

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### 45 Credits for the Certificate

## Additional Required Courses for the Associate in Arts Degree

### Credits

- 10 ENGL 100, 101, or 101 and 102
- 14 MEDIA 110, 122, 130 and 135
- 3 OFF 101
- 18 Approved Electives

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### 45 Total Credits

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### 90 Total credits for Associate in Arts Degree.

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

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### 57 Total Credits

## Second Year

### Credits

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

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### 52 Total Credits

## NURSING

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

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

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



# CAREER PLANNING

## 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 RESOURCES CENTER

The Real Estate Resource Center at Bellevue Community College offers two Associate of Art Degrees: Real Estate and Escrow. Within the Real Estate degree the student may choose one of three specialties: Residential, Commercial and Mortgage Finance. Certificate of Completion Programs are also available in Real Estate and Escrow



## Associate Degree in Real Estate Escrow

### College Core Courses

#### Credits

- 5 ACCT 108
- 5 ECON 100
- 5 ENGL 101
- 5 G BUS 101
- 5 G BUS 120
- 5 G BUS 202
- 3 SPCH 100

**35 Credits**

### Real Estate Core Courses

#### Credits

- 5 R EST 130
- 3 R EST 131
- 3 R EST 133
- 3 R EST 135
- 3 R EST 230
- 3 R EST 231
- 3 R EST 240

**23 Credits**

### Escrow Core Courses

#### Credits

- 3 R EST 160
- 3 R EST 161
- 3 R EST 165
- 3 R EST 170
- 3 R EST 260

**15 Credits**

**17 Approved Electives**

**90 Total Credits**

# CAREER PLANNING

## Associate Degree in Real Estate Mortgage Finance

### College Core Courses

#### Credits

- 5 ACCT 108
- 5 ECON 100
- 5 ENGL 101
- 5 QM 145
- 5 QM 210
- 3 SPCH 100

**30 Credits**

### Real Estate Core Courses

#### Credits

- 5 R EST 130
- 3 R EST 131
- 3 R EST 132
- 3 R EST 133
- 3 R EST 160
- 3 R EST 161
- 3 R EST 165
- 3 R EST 232

**23 Credits**

### Business Core Courses

#### Credits

- 5 G BUS 101
- 5 G BUS 202
- 5 G BUS 210
- 5 G BUS 215

**20 Credits**

**14 Approved Electives**

**90 Total Credits**

## Associate Degree in Real Estate Commercial or Residential

### College Core Courses

#### Credits

- 5 ACCT 108
- 5 ECON 100
- 5 ENGL 101
- 5 G BUS 101
- 5 G BUS 202

- 5 QM 145
- 5 PSYCH 100
- 5 SPCH 100

**40 Credits**

### Real Estate Core Courses

#### Credits

- 5 R EST 130
- 3 R EST 131
- 3 R EST 132
- 3 R EST 133
- 3 R EST 160

**17 Credits**

### Real Estate Variable Curriculum (choose five)

#### Credits

- 3 R EST 134
- 3 R EST 135
- 4 R EST 150
- 3 R EST 151
- 3 R EST 161
- 3 R EST 165
- 3 R EST 170
- 3 R EST 171
- 3 R EST 230
- 3 R EST 231
- 3 R EST 232
- 3 R EST 235
- 3 R EST 240
- 3 R EST 241
- 3 R EST 242
- 4 R EST 250
- 3 R EST 260

**15/17 Credits**

**18/16 Approved Electives**

**90 Total Credits**

## Certificate in Real Estate

### Required Courses

#### Credits

- 5 R EST 130
- 3 R EST 131
- 3 R EST 132
- 3 R EST 133
- 6/7 Any two additional R EST courses (except 105 and 299)

**20/21 Total Credits**

## Certificate in Real Estate Escrow

### Required Courses

#### Credits

- 5 R EST 130
- 3 R EST 131
- 3 R EST 133
- 3 R EST 160
- 3 R EST 161
- 3 R EST 165

**20 Total Credits**

## 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.

# CAREER PLANNING

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## First Year

### Credits

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

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47 Total Credits

## Second Year

### Credits

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

---

46 Total Credits

## One Year Clerk/Typist Certificate

### Credits

- 5 ACCT 101 or 108
- 5 ENGL 101 or 105
- 33 OFF 102, 103, 104, 105, 106, 107, 109, 112, 113, 125, 130, 150
- 5 QM 145

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48 Total Credits for Certificate

## Two-Year Associate in Arts Degree

### Credits

- 48 Credits from Certificate program
- 16 OFF 110, 111, 151, 155
- 15 G BUS 101, 120, 202
- 11 Electives: 1-5 approved electives outside the program

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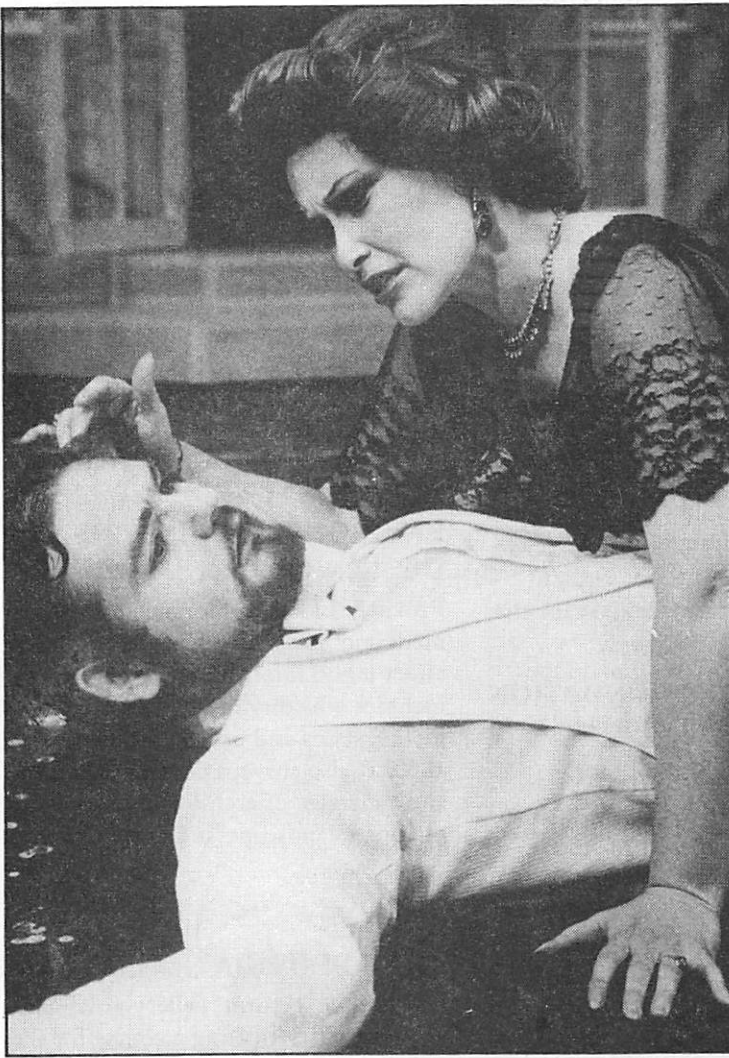
90 Total Credits for Associate in Arts Degree

# SECRETARY

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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 word processing. The student's program will vary with the amount of previous experience. 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 business, economics, accounting, and human relations.

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



## ARTS AND HUMANITIES DIVISION

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 Columnists humorists. Contemporary forms of humor such as cartoons, cinema, and stand-up comics' routines may also be included.

#### AMST 286

##### POPULAR CULTURE (5)

Analysis of popular culture forms in mass media. Varying topics examined include: Western and romance novels,

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## ARTS AND HUMANITIES DIVISION

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 symbol in the American myth. Historical view from Puritan New England Promised Land to Twentieth-century space exploration includes interdisciplinary perspective.

### AMST 294, 295, 296, 297

#### 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, 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)

Provides a look at the visual environment and how various aspects of design affect it and interrelate. The course includes a history of design movements, styles and noted designers since 1850. It also surveys current designers and the fields of architecture, urban planning, landscape, industrial and interior design.

### ART 105

#### ART APPRECIATION (3)

Offers slide lectures, gallery visits and visiting artists creating a course for the non-art major to discover more about the fine arts. Art 105 includes design in everyday life, evaluating art, a historic survey and an introduction of various art media.

### 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) This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### 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) This is a studio art course whose use in the distribution area of



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the Arts and Sciences transfer degree is limited to 5 credits. **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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **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. Pencil and charcoal are primary media used. (Six hours laboratory) This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## 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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **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) This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## 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) This is a studio art course whose use in the distribution area of the Arts and Sciences transfer

degree is limited to 5 credits. **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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 150 or permission of instructor

## ART 199 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

## ART 201 HISTORY OF WESTERN ART (5)

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

## ART 202 HISTORY OF WESTERN ART (5)

Deals with a descriptive survey of the

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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 and dye, silk screening. (Six hours laboratory) This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **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 lab) This course is offered alternate years. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 110

### ART 212 ADVANCED STUDIO: TEXTILES (5)

Offers studio experience in textiles beyond ART 210 or 211. This is a studio art course whose use in the distribution area of the Arts and Sciences

transfer degree is limited to 5 credits. **Prerequisite:** 210 or 211, and permission of the instructor

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

Provides studio experience in drawing beyond the basic courses. Lab fee required. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 111, 122 and permission of instructor

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

Gives studio experience in drawing beyond ART 221. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** 221 and permission of instructor

### ART 240 OIL PAINTING (V 3-5)

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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### ART 242 ADVANCED STUDIO: PAINTING (5)

Offers studio experience in painting beyond ART 240. Course offered alternate years. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is

limited to 5 credits. **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 is 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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 111, 120, 151, or permission of instructor

### ART 253 ADVANCED PHOTO 1: (BLACK AND WHITE) (3)

Advanced exploration of the history and techniques of photography with assignments in creative solving of visual problems. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **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. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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## ART 280 SCULPTURE (5)

Instruction in techniques of popular contemporary media are given, as well as guidance in composition as appropriate to individual expressive needs. Materials include metal, wood, plastics, and plaster. (Six hours laboratory). This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## ART 281 ADVANCED STUDIO: SCULPTURE (5)

Presents studio experience in sculpture beyond ART 280. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 112, 121, 280, and permission of instructor

## ART 282 ADVANCED STUDIO: SCULPTURE (5)

Gives studio experience in sculpture beyond ART 281. This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** ART 281 and permission on instructor

## ART 299 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. This is a studio art course whose use in the distribution area of

the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Permission of instructor

## COMMUNICATIONS

### COMM 141 REPORTING AND NEWSWRITING (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. **Prerequisite:** ENG 100 or 101 placement

### COMM 142 INTERMEDIATE REPORTING (2)

Presents 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, headline writing. **Prerequisite:** COMM 141 and permission of instructor

### COMM 144 NEWSPAPER DESIGN (2)

Deals with newspaper design and coverage strategies: headline schedules, page makeup, assignment planning, and 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 IMPROVING ANNOUNCING (3)

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

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### COMM 163 RADIO PRODUCTION (3)

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 instructor - Enrollment only by arrangement with the Communications Program

### COMM 261 RADIO NEWS BROADCASTING (2)

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

### COMM 262 RADIO NEWS STAFF (1)

Teaches radio news staff writing, editing and producing news for radio. **Prerequisite:** COMM 261 and permission of instructor

### COMM 264 PUBLIC AFFAIRS PROGRAMMING (2)

Enables students to produce individual and group projects in public affairs programming to be broadcast on KBCS-FM. Developing 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 RADIO OPERATIONS STAFF (1)

Gives the student three to six hours per week working at KBCS-FM in an operator capacity. Limited evaluation of performance is given. No more than six hours can apply to graduation. **Prerequisite:** Appropriate FCC licensing, successful audition, and permission of instructor

### COMM 266 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 299 SPECIAL PROJECTS IN COMMUNICATIONS (V1-5)

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

## DANCE

### DANCE 130 JAZZ TECHNIQUE I (3)

Consists of movement studies designed for students interested in developing techniques in a highly energized theatrical style of jazz dance. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DANCE 131 JAZZ TECHNIQUE II (3)

Continues DANCE 130. Students are expected to perform at a more advanced level and pick up on the more subtle nuances of style, rhythm, and dynamics. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** DANCE 130 or permission of instructor

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## DANCE 151 CONTEMPORARY DANCE I (3)

Introduces technique work at the barre and center floor designed to tune the dancer's instrument. The purposes of the course are: to gain flexibility and strength; to extend the student's movement vocabulary; to develop an awareness of the use of shape and space, time and energy. The course may be taken for PE credit instead of Dance credit by signing up for PE 151. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## 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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## DANCE 201 DANCE ENSEMBLE I (V1-5)

Consists of 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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is

limited to 5 credits. **Prerequisite:** Audition and/or permission of instructor

## 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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** DANCE 201 or permission of instructor

## DANCE 203 DANCE ENSEMBLE III (V1-5)

A performing group of dancers and movement-oriented actors. A variety of styles are included in performance, but emphasis is on dance as an art form. Course includes a "company class," formal and informal improvisation, solo or small group work. Stress is on performance. Students combine technical and performing skills and experience the production aspects of concerts (tech and dress rehearsals with lighting, costuming, makeup, etc). This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** DANCE 202 or permission of instructor

## DRAMA

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

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

### DRAMA 102 PLAY ANALYSIS (5)

Provides descriptive analysis of plays, both modern and historical, and assists students in developing their ability to read a drama text creatively and critically.

### DRAMA 112 THEATRE PRODUCTION I (V2-5)

Consists of actual practice in rehearsal and production, providing performing and/or technical experience. Course may be repeated for a maximum of 15 credits. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DRAMA 114 STUDIO THEATRE I (V2-5)

Involves actual practice in direction, rehearsal, scripting, and production of Stop Gap Studio Theatre performance. Course may be repeated for a maximum of 15 credits. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Audition and/or permission of instructor.



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### DRAMA 120

#### **STAGECRAFT: SETS/PROPS (5)**

Provides intensive lecture/laboratory course in basic theories, techniques, and equipment of set and property construction and scene painting. Crew work required in addition to scheduled class hours. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### 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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DRAMA 122

#### **STAGECRAFT: LIGHT/SOUND (5)**

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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DRAMA 125

#### **GREAT PLAYS (5)**

Appraises and analyzes great plays, ones 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)**

Using recent internationally representative plays students appraise and analyze contemporary stage techniques, acting theories and practices. Emphasis is on the analysis of local theatre productions of contemporary plays.

Course is offered alternate years. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DRAMA 146

#### **THEATRE VOICE AND SPEECH (3)**

Provides stage vocal techniques and exercises. Concentration is on practical application of these techniques on the stage and in other performance situations. Course is offered alternate years. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### DRAMA 151

#### **ACTING: MOVEMENT (5)**

Concentrates on tuning the actor's body; relaxation, fluidity, flexibility, agility, and developing specific skills such as tumbling, stage fights, juggling, and manipulation (mime). Projects include work on specific dramatic situations that incorporate both character work and strenuous physical activity. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### 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 partner's behavior. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

### 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 theater piece to be presented at the end of the quarter at a public performance. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Audition and/or permission of instructor

### DRAMA 161

#### **COMMUNITY MUSICAL PRODUCTION (V1-5)**

Is a full-scale musical, opera or operetta which provides 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. This is a perfor-

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mance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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

A course designed to teach potential organizers of children's dramatic activities the skills of play selection, direction, rehearsal, publicity, and production. Focus is on story telling, puppetry, folk songs, pantomime, and other children's dramatic activities utilizing non-specialized, inexpensive resources. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## **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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## **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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited

to 5 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. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite: Permission of instructor**

## **DRAMA 239 STAGE MAKE-UP (2)**

Practice in designing and applying make-up in a wide range of theatrical situations. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

## **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, and scene analysis. Emphasis is on realistic acting with introduction to styles and genres. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite: DRAMA 151, 152, 153 or permission of instructor**

## **DRAMA 299 INDIVIDUAL RESEARCH (V2-5)**

Is an advanced individual study in the areas of acting, stage, costume and

lighting design, publicity, playwriting, or directing. This is a performance classes whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite: Permission of instructor**

## **ENGLISH**

The Reading and Writing Labs are available to BCC students for free non-credit tutorial support. See the Student Services Chapter for description of services and location of labs.

## **ENGL 080 STRATEGIES FOR LEARNING ENGLISH (V1-5)**

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)**

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**

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### ENGL 085

#### READING II (5)

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)

This course will emphasize 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)

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 094

#### DEVELOPMENTAL ENGLISH I - ESL (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 095

#### DEVELOPMENTAL ENGLISH I (5)

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

### ENGL 096

#### DEVELOPMENTAL ENGLISH II ESL (5)

Is an extension of Developmental English I, for the student who requires further instruction in these skills. **Prerequisite:** ENGL 094/Placement test/English must be a second language.

### 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

#### DEVELOPMENTAL ENGLISH III - ESL (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 096, placement test, English must be a second language

### ENGL 099

#### DEVELOPMENTAL ENGLISH III (5)

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

### ENGL 100

#### DEVELOPMENTAL ENGLISH IV (5)

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



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## 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 are partly determined by the needs of the participants. **Prerequisite:** English 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 program chairperson

## 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 explanation 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)

Is a study of 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 130, 131 INTRODUCTION 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 consists of 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, roman-

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ces, and histories. Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series

### ENGL 232 INTRODUCTION TO SHAKESPEARE II (5)

Is a continuation of English 231 offering comedies, tragedies and histories not covered in 231. Recommended prerequisites: 101, 102 or a literature course in the 100 series

### ENGL 241 THE BIBLE AS LITERATURE (5)

Combines lecture/discussion exploring the oral and written traditions of literature in the Old and New Testaments, emphasizing the historical, cultural, and literary aspects of Scripture. Recommended prerequisite: ENGL 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: DUNNE 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 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 others, 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





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272 in 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:** English 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 294, 295, 296, 297 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. May be repeated for a maximum of 15 credits.

## ENGL 299 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

# FOREIGN LANGUAGES

## FRNCH 101 BEGINNING FIRST-YEAR FRENCH (5)

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

## FRNCH 102 INTERMEDIATE FIRST-YEAR FRENCH (5)

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

## FRNCH 103 ADVANCED FIRST-YEAR FRENCH (5)

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

## FRNCH 111, 112, 113 BEGINNING INTERMEDIATE & FIRST-YEAR 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 or permission of instructor

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### GERM 101 BEGINNING FIRST-YEAR GERMAN (5)

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

### GERM 102 INTERMEDIATE FIRST-YEAR GERMAN (5)

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

### GERM 103 ADVANCED FIRST-YEAR GERMAN (5)

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

### GERM 104v (FLAP) INDIVIDUALIZED FIRST- YEAR GERMAN (V1-10)

Requires that each student bears 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 10 credits for completing the equivalent of two quarters' study of German in one quarter.

### GERM 111, 112, 113 BEGINNING, INTERMEDIATE & FIRST-YEAR 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.

### GERM 201 BASIC SECOND-YEAR GER- MAN (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

### GERM 202 INTERMEDIATE SECOND- YEAR GERMAN (5)

Continues GERMN 201. **Prerequisite:** GERMN 201 or permission of instructor

### GERM 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 course level or permission of instructor

### SPAN 103 ADVANCED FIRST-YEAR SPANISH (5)

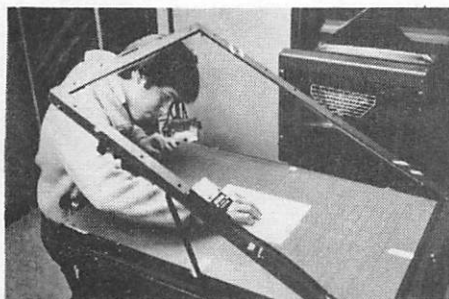
Continues SPAN 102. **Prerequisite:** 102 level course or permission of instructor

### SPAN 111, 112, 113 BEGINNING, INTERMEDIATE, & FIRST-YEAR SPANISH (3) (3) (4)

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



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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 have different emphasis on 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-comprehensive 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. Courses offered in French, German and Spanish. **Prerequisite:** FLAP 101: permission of

instructor; FLAP 102: 101 or permission of instructor; FLAP 103: 102 or permission of instructor

## 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 may have an option of studying a curriculum titled "Business French for the International Market." This option for French language students, based on group and not on individual choice, provides the second year student with a knowledge of the vocabulary of commerce and the skill to read, translate, and answer business letters. Courses offered in French, German, and Spanish. **Prerequisite:** FLAP 201: 103 or permission of instructor; FLAP 202: 201 or permission of instructor; FLAP 203: 202 or permission of instructor

## GRAPHIC REPRODUCTION

### GR 100 COPY PREPARATION (3)

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

### GR 101 SURVEY OF GRAPHIC REPRODUCTION (3)

Is designed to give all students a brief overview into 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, photodirect and direct image platemaking.

### GR 140 OFFSET PRESS OPERATION (5)

Introduces offset lithography using 10 x 15 to 15 x 18 offset duplicators. The

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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)

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

### GR 200 ADVANCED COPY PREPARATION (5)

Is a course for advanced students in the area of publication design and pasteup or in multiple color copy preparation. This course may be repeated for a maximum of 10 credits. Six hours lab per week TBA. **Prerequisite:** second year status or permission of instructor

### GR 210 ADVANCED TYPESETTING (5)

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

### GR 220 ADVANCED PROCESS CAMERA (5)

Presents a course in advanced line, half-tone 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. Six hours lab per week TBA. **Prerequisite:** second year status or permission of instructor

### 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. 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 includes the taking of inventory and purchasing. **Prerequisite:** Permission of instructor

### GR 299 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

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## HUMANITIES

### HUMAN 194, 195, 196, 197 SPECIAL TOPICS IN HUMANITIES (V1-5)

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

### HUMAN 294, 295 296, 297 SPECIAL TOPICS IN HUMANITIES (V1-5)

Provides opportunity for focused study of subjects which cross several disciplines in the humanities, specifically, the liberal arts, generally. Appropriate subjects could be nuclear armament dilemmas, the creative artist in the twentieth century, or concentration on single figures, particular multidisciplinary themes, regional creative artists. Subjects can be determined by student request and are announced before each quarter. Course may be repeated for a maximum of 15 credits.



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## HUMAN DEVELOPMENT

### HD 101 BUILDING SELF-ESTEEM (3)

Includes theory and practice of self-esteem through small-group discussion, structured exercises, and readings. Emphasis on changing cognitive beliefs and learning behavioral skills that build self-confidence.

### HD 120 COLLEGE SURVIVAL & LEARNING (V 1-3)

Provides students the opportunity to understand and adopt effective methods for lifelong learning and to be successful in school.

### 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) Assertiveness Training, 2) Stress Management, 3) Social/Interpersonal Skills, 4) Eliminating Self-Defeating Behaviors, and 5) Human Potential Seminar.

### HD 173 CAREER EXPLORATION: DIFFERENT TITLES EACH SECTION (V 1-3)

Addresses concepts and skills relating to: 1) Self-Assessment (interests, skills, values, personality styles, etc.), 2) Occupational and Career Information and Research, 3) Career Planning and Decision-Making, and 4) Relation of Career to Educational and Training

Options. Career testing, career computers and the job library are used; includes group activities, guest speakers, informational interviews, etc.

### HD 195 PEER COUNSELING I (V 1-5)

Provides the first course in a two-quarter training program designed to prepare students for peer counseling positions both on and off campus. Students learn counseling/advising skills, knowledge of campus and community services and programs, referral skills, and educational/career guidance information. One extended session (10-12 hours) is scheduled to enhance personal awareness and interpersonal skills. Prerequisite: Interview and permission of instructor

### HD 196 PEER COUNSELING II (V 1-5)

Is a second course of a two-quarter sequenced training program (see HD 195) which provides higher level skills, more comprehensive information, and specific training in a three to five hour per week internship placement either on or off campus. One extended session (10-12 hours) is held for personal growth and awareness. 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 make up the format for the course with assigned read-

ings and projects. Some topics include: space planning, color and materials, furniture, windows, floors, and lighting.

### INDES 150 HISTORY OF FURNITURE (3)

Provides a lecture/slide presentation course which details the dominant influences and characteristics of interior furnishings from ancient times to the 20th century. Famous people, social conditions and technology of each period are studied.

### INDES 151 FURNITURE DESIGN (3)

Presents a lecture/slide presentation course covering the 20th century in furniture design. It includes study of the furniture architects, designers and movements that began in the late 19th century and continued to the present. Social conditions, technology, design criteria and human values are analyzed in each period.

### INDES 160 GRAPHIC COMMUNICATIONS I (5)

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 120 or permission of instructor

### INDES 165 VISUAL PRESENTATIONS (5)

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

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### INDES 170 SPACE PLANNING I (5)

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)

Provides information on the resources and services available to interior designers, procedures for entering the residential interior design profession, responsibilities for working with clients, showrooms and service personnel, and includes procedures to follow when seeking employment. **Prerequisites:** 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)

Provides individually tailored observations and experiences in either residential or commercial interior design. The student, in conjunction with his/her advisor, selects a work experience compatible with future employment expectations. **Prerequisites:** ART 110, INDES 150, 160, 170 and permission of instructor

### INDES 190 MATERIALS AND CONSTRUCTION (3)

Provides a lecture/discussion class covering the materials and construction used in interior design. It begins with information about basic properties of building materials. It also covers specific information about building systems, finishes and equipment, along with vocabulary, appropriate use and relative cost.

### INDES 194, 195, 196, 197 SPECIAL TOPICS IN INTERIOR DESIGN (V1-5)

Provides opportunities for focused study--often advanced--of varied aspects of interiors and interior design not regularly part of the curriculum. This course allows special knowledge of instructors and/or experts within the Seattle area design industry to be used by the program. Subjects can be determined by student request, and they are announced before each quarter. Courses may be repeated for a maximum of 15 credits.

### INDES 260 GRAPHIC COMMUNICATIONS II (5)

Continues Graphic Communications I, refining basic drafting skills, developing comprehension of architectural construction details, 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 covers 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)

Is a second work-study experience that provides the student with design experiences similar to the type hoped for in future employment. **Prerequisites:** ART 110, INDES 150, 160, 170 and permission of instructor

### INDES 294, 295, 296, 297 SPECIAL TOPICS IN INTERIOR DESIGN (V1-5)

Provides opportunities for focused study--often advanced--of varied aspects of interiors and interior design not regularly part of the program's curriculum. This course allows special knowledge of instructors and/or experts within the Seattle area design



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industry to be used by the program. Subjects can be determined by student request and they are announced before each quarter. Courses may be repeated for a maximum of 15 credits.

## **INDES 299 INDIVIDUAL STUDIES IN INTERIOR DESIGN (V 1-5)**

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

## **MUSIC**

Suggested minimum program for music majors and minors is:

**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. This is a performance course whose

use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 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 6 credits. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 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. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 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, inde-

pendence of part, and sensitivity. Two hours minimum rehearsal per week is required. The course may be repeated for a maximum of 12 credits. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 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. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Concurrent membership in MUSIC 100 and prior enrollment in MUSIC 105 or permission of instructor

## **MUSIC 106 JAZZ BAND (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. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 cred-

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its. **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. Class concludes with short historical survey of music from medieval times to present and is 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 113 SURVEY OF MUSIC HISTORY (ANTIQUITY TO 1800) (5)

Presents an overview of the origins of music from its earliest forms to its development as a major art form by 1800. Course work includes reading, research work on prominent composers and styles and development of some listening skills.

### MUSIC 114 SURVEY OF MUSIC HISTORY (1800 TO PRESENT) (5)

Presents an overview of the composers, music and philosophy of the Romantic period through Impressionism, Expressionism and music of the 20th Century. Course work includes lectures, demonstrations, listening exercises, and research work on composers and their most famous works. Though this course begins where MUSIC 113 ends, it is intended to be non-sequential, and does not require 113 as a prerequisite.

### MUSIC 120 CLASS VOICE (GROUP VOCAL INSTRUCTION) (2)

Is intended for major and non-major students who have never received any vocal training on an individual basis. Prior knowledge of music notation is not necessary as it is covered in the course. Voice science, vocal production, pronunciation, style, music notation, and some music literature are included. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits.

### MUSIC 130 GROUP PIANO INSTRUCTION I (2)

Prepares the beginning music major for the eventually required piano competency and provides basic keyboard experience for nonmajors. Course includes basic music reading, keyboard technique, interpretation, and simple chording. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits.

### 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. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** MUSIC 130 or permission of music program chairperson



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## 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 six credits in three quarters) This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Permission of instructor

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

## MUSIC 143 FIRST-YEAR PRIVATE INSTRUCTION II (2)

Provides instruction at advanced and intermediate levels for serious music students. Forty-five minute 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) This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Permission of instructor

## MUSIC 200 CASCADIAN CHORALE (1)

Is an established East Side chorus that has earned a reputation for excellence. It is a mixed-voice chorus whose members are of all ages. Musical selections vary from classical to pop. Sight-reading and vocal production are taught. Public performances are made each quarter, and a costume is required. It may be repeated for a maximum of six credits. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Ability to pass a vocal audition with the director

## MUSIC 206 BELLEVUE COMMUNITY COLLEGE NIGHT JAZZ BAND (1)

Provides a large instrumental group with the instrumentation of the traditional stage band. Its goals include sight-reading the latest available arrangements and performing quarterly concerts. The course may be repeated for a maximum of six credits. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** Pass audition for available chair. Do not register without instructor permission.

## MUSIC 210, 211, 212 SECOND-YEAR THEORY (3) (3) (3)

Continues 110, 111, 112 Music Theory sequence. Music 210 covers review of 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. This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits. **Prerequisite:** for MUSIC 210 is MUSIC 112 or one year of college level music theory; for MUSIC 211 is MUSIC 210 or equivalent; for MUSIC 212 is 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 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

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## ARTS AND HUMANITIES DIVISION

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credits in three quarters.) This is a performance course whose use in the distribution areas of the Arts and Sciences transfer degree is limited to 5 credits.

**Prerequisite:** three 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:** Three quarter of MUSIC 140 or 143 and permission of instructor

### MUSIC 299 INDIVIDUAL PROJECTS IN MUSIC (V1-3)

Allows the 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

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## PHILOSOPHY

### PHIL 095 BASIC CONCEPTS OF LOGIC (5)

Introduces the various types of logical thinking required in all college classes. This course enables students who do

not qualify for ENGLISH 101 on the English Placement Examination to succeed in symbolic logic, PHIL 120.

### PHIL 100 INTRODUCTION TO PHILOSOPHY (5)

Investigates the problems and history of philosophy through a careful study of some original writings of the great philosophers on issues of lasting importance.

### PHIL 102 CONTEMPORARY MORAL PROBLEMS (5)

Provides philosophical consideration of some of the main moral problems of modern society and civilization such as abortion, euthanasia, war, sexual morality, governmental paternalism, reverse discrimination, and capital punishment. Topics vary.

### PHIL 115 PRACTICAL REASONING (5)

Introduces the concepts and methods useful for practical analysis of arguments in everyday contexts. Meaning, syllogisms, logical diagrams, inductive and statistical inference, informal fallacies, argument structure, and perhaps some beginning symbolic logic are included.

### 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 of inquiry. This course transfers as science credit. **Prerequisite:** Qualification for English 101 Placement

### 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 299 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 is written in connection with five to ten hours private conference with the instructor. **Prerequisite:** PHIL 100 and 120 and permission of instructor

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## SPEECH

### SPCH 070 LISTENING AND SPEAKING FOR FOREIGN BORN STUDENTS (5)

Is designed to help students for whom English is a second language build oral communication skills. Emphasis is on pronunciation and the course features practical every-day experiences that involve oral communication.

### SPCH 100 BASIC PRINCIPLES OF ORAL COMMUNICATION (5)

Explores the characteristics of effective communication in the one-to-one, small group, and one-to-many settings. Students analyze their communication

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## ARTS AND HUMANITIES DIVISION

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skills and practice techniques to become more effective. Eighty percent of the class time is devoted to student participation.

### **SPCH 102 SURVEY OF SPEECH COMMUNICATION (5)**

Provides the learner with a basic understanding of speech communication. The course includes a general overview of the communication process and the understanding of models. Intrapersonal, interpersonal, organizational and intercultural communication are explored.

### **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 will be 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 will be explored including leadership, conflict management, conformity, consensus, active listening, nonverbal cues 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 examine 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 student's 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.

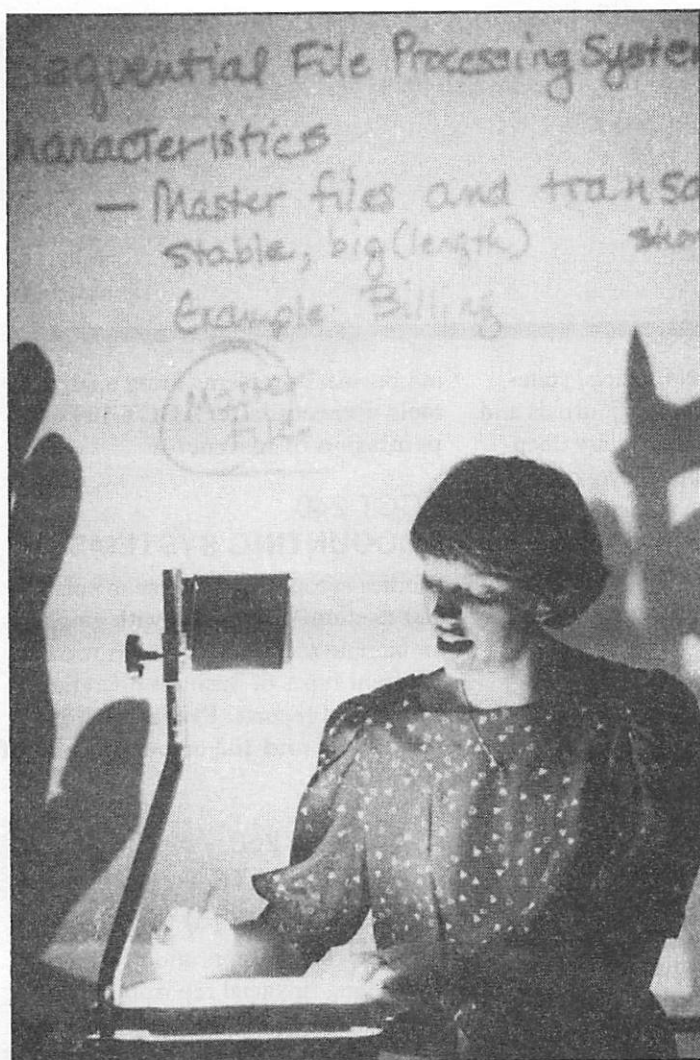
### **SPCH 294, 295, 296, 297 SPECIAL TOPICS IN SPEECH (V1-5)**

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 are announced in the quarterly schedules. Students may retake the course for credit as content changes. Course may be repeated for a maximum of 15 credits.







## BUSINESS DIVISION

The Business Division offers seven vocational programs and 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 descriptions 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.

#### 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, preparation of financial statements partnerships, and introduction to corporations. (These courses are not recommended

for students transferring to four-year colleges.) **Prerequisite:** ACCT 101 for ACCT 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 of instructor.

# BUSINESS DIVISION

## 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. It is specifically designed for second-year accounting program students. **Prerequisite:** Permission of instructor

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

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

## ACCT 140 COMPUTER AUGMENTED ACCOUNTING (3)

Introduces the accounting student to the use of the micro computer through a pre-programmed series of exercises. These are followed by specific applica-

tions in areas such as financial statements, payroll, inventory, journals and ledgers, and related subsidiary documents. This is an upper-level course for 2nd year program students. **Prerequisite:** ACCT 101 or experience in accounting and permission of instructor

## ACCT 172 INTEGRATED ACCOUNTING ON THE MICROCOMPUTER (3)

A course to familiarize the accounting students 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 solv-

ing 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 manual accounting records used in different types of business operation and annual reports. **Prerequisite:** ACCT 101 and 102 or permission of instructor

## ACCT 250, 260 INTERMEDIATE ACCOUNTING (5) (5)

Includes the concepts and principles underlying financial reporting. Topics are financial reporting, in-depth analysis of balance sheet classifications, accounting for taxes, leases and other specialized topics, as well as current value accounting. **Prerequisite:** ACCT 250 for ACCT 260 or permission of instructor

## ACCT 270 COST ACCOUNTING (5)

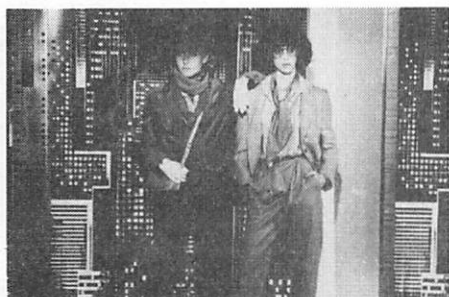
Covers the accounting fundamentals and principles of cost accounting. Cost control is studied by learning application of process, job and standard cost procedures. Additional topics are planning and budgeting.

## ACCT 285 FEDERAL INCOME TAXES (5)

Introduces the student to the preparation of federal income tax returns.

## ACCT 290 ADVANCED ACCOUNTING (5)

Emphasizes accounting concepts and problems involved with partnerships,



## BUSINESS DIVISION

business combinations, and consolidated financial statements. **Prerequisite:** Permission of instructor

### ACCT 199/299 INDIVIDUAL STUDIES IN ACCOUNTING (V 1-10)

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

## APPAREL OCCUPATIONS

### AO 100 ORIENTATION TO APPAREL OCCUPATIONS (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.

### AO 101 PROFESSIONAL DEVELOPMENT IN FASHION CAREERS (3)

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

### AO 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."

### AO 235 EXTENDED FIELD LEARNING EXPERIENCE (2)

The New York Extended Learning Experience provides students the opportunity to visit Market Week, become oriented with the garment district, explore leading department stores, develop an understanding of the fashion evolution.

### AO 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 includes a trip to the Seattle Trade Center. **Prerequisite:** MKTG 135, QM 145 or permission of instructor

### AO 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.

## BUSINESS ADMINISTRATION- TRANSFER PROGRAM

### ACCOUNTING

### ACCTG 210 FUNDAMENTALS OF ACCOUNTING (5)

Includes the nature and social setting of accounting; uses of accounting information; introduction to basic accounting concepts; and 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; 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

# BUSINESS DIVISION

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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 220 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

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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 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 classroom 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 concepts and problems. The emphasis is toward computer literacy and societal issues rather than technical prerequisites for advanced 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, audiovisual presentations, lectures and discussions.

# DATA PROCESSING

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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 pro-

# BUSINESS DIVISION

ject, using a system approach, is designed and coded by students. **Prerequisite:** C or above in BA 210

## DP 150 COBOL I (5)

Introduces ANS COBOL with an emphasis on structured coding techniques. Students develop and code programs. COBOL verbs, edits, updates, control breaks and tables are covered. **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 portion. **Prerequisite:** C or above in QM 110 and ENG 101 or permission of instructor

## DP 220 PROGRAMMING IN PASCAL (4)

Emphasizes structured programming with scientific and mathematical applications. **Prerequisite:** Computer experience and knowledge of a programming language

## DP 225 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:** Computer experience and knowledge of a programming language

## DP 230 PROGRAMMING IN RPG II (4)

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

## DP 235 OPERATING SYSTEMS (2)

Defines what a Computer Operating System is and how it works. The course is designed to help the applications programmer become familiar with the system available, its resources and its services. **Prerequisite:** Computer experience and previous programming language

## 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:** Computer experience and knowledge of a programming language

## DP 245 PROGRAMMING IN "C" (4)

Includes programming in the "C" computer language. Structured programming techniques are used to solve general, scientific and mathematical applications. Programs are written, debugged, then executed on the compu-

ter. **Prerequisite:** computer experience & previous programming language

## 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

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 are also 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



## BUSINESS DIVISION



### DP 280

#### **CDP REVIEW (CERTIFICATE IN DATA PROCESSING) (5)**

Presents a ten week lecture/workshop designed to improve your chances of passing the CDP exam. The class spends two weeks on each of the five areas (hardware, software, quantitative methods, systems analysis and design, and management). Students take a sample test each session and discuss answers. Designed for the Data Processing professional who wants a structured review.

### DP 290

#### **DATA BASE MANAGEMENT (5)**

Provides students with a broad knowledge of fundamental database concepts to enable them to evaluate a database application in a given situation. Students participate in database design and understand basic implementation concerns. **Prerequisite:** DP 160 or industry experience

### DP 297

#### **WORK EXPERIENCES IN DATA PROCESSING I (3)**

Exposes students to five hours weekly at 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 students write a short paper outlining his/her experiences, and a proposal for a project for work experiences. Grading is on a pass/no credit basis. **Prerequisite:** Permission of instructor

### DP 298

#### **WORK EXPERIENCES IN DATA PROCESSING II (V 1-10)**

Continues DP 297. Students work at least 15 hours weekly in industry on projects outlined during DP 297. Possible projects might 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

## **GENERAL BUSINESS MANAGEMENT**

See Quantitative Methods page 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 are also looked at, 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 dynam-

ics, 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. 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 con-



# BUSINESS DIVISION

tracts, 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 TECHNOLOGY (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, interview-

ing, 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 the principles of organization and management 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, G BUS 210 or permission of instructor

## G BUS 199/299 INDIVIDUAL STUDIES IN GENERAL BUSINESS (V1-10)

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

# MARKETING

## MKGT 131 MARKETING--PRINCIPLES OF SALESMANSHIP (3)

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

## MKGT 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.

## MKTG 198 SEMINAR IN MARKETING (V1-10)

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 Occupations 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

# BUSINESS DIVISION

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## 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 can be repeated for a maximum of 15 credits. Lab six hours a week TBA. **Prerequisite:** Permission of instructor by appointment only

## MKTG 290

### MARKETING ACTIVITIES - DEC (3)

Offers opportunities to develop leadership, communication, and human relation skills. Students become active in the Bellevue Community Delta Epsilon Chi Chapter, which is the junior collegiate level of Distributive Education Clubs of America (DECA). See Delta Epsilon Chi under Student Programs and Activities. A total of 12 credits (two per quarter) may be accumulated.

## MKTG 299

### INDIVIDUAL STUDIES IN MARKETING (V1-10)

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

## OFFICE PROFESSIONS

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### OFF 18

#### PRACTICE LAB (0)

Offers non-instructional lab practice and is designed for students enrolled in office courses and for community residents desiring to renew their secretarial skills through individual application on electric typewriters, machine transcription, calculators, and shorthand transcription. (Open continuous enrollment)

### OFF 101

#### BEGINNING TYPEWRITING (3)

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

### OFF 102

#### INTERMEDIATE TYPEWRITING (3)

**Prerequisite:** OFF 101 or one year typing instruction on the electric typewriter within the last two years. **Enrollment in OFF 18 is suggested.**

### OFF 103

#### ADVANCED TYPEWRITING (3)

**Prerequisite:** OFF 102 or college typewriting instruction on the electric 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; 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.**

# BUSINESS DIVISION

## OFF 107 WORD PROCESSING ORIENTATION (5)

Introduces this dynamic new field through lecture and discussion. Course also introduces use of the IBM Displaywriter. **Prerequisite:** OFF 102 or currently enrolled

## OFF 108 KEYBOARDING (1)

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 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 101 or 105

## OFF 110 WORD PROCESSING I (5)

Provides an operational course in basic functions and procedures on word processing equipment. Training includes repetitive letters, multi-page documents, and tabular formats. A minimum of two hours lab outside class is recommended. Enrollment in OFF 18 is suggested. **Prerequisite:** OFF 102 or instructor permission

## 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, multi-page documents, tabular formats, column layout, merge and filing. Four hours of lab outside of class is recommended.

## OFF 112 RECORDS MANAGEMENT (3)

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.

## OFF 113 OFFICE AUTOMATION (3)

Offers instruction on the IBM Personal Computer--its use and care, use of a printer, proficiency in using a word processing program, a graphing program and a database program to perform secretarial tasks. Course may be taken twice for credit. A user fee is charged. **Prerequisite:** Beginning typing

## OFF 125 OFFICE MACHINES (2)

Provides basic instruction and practice in the operation of electronic display calculators and the application of these machines to business. **Prerequisite:** QM 145 OR permission of instructor. Enrollment in OFF 18 is suggested.

## OFF 130 MACHINE TRANSCRIPTION (3)

Instructs students in the operation of transcribing equipment with the application of good transcribing fundamentals including spelling, grammar, and punctuation. Attention is given to setting up letters, manuscripts, memos and reports. **Prerequisite:** ENGL 101 or 105, OFF 102 or instructor permission

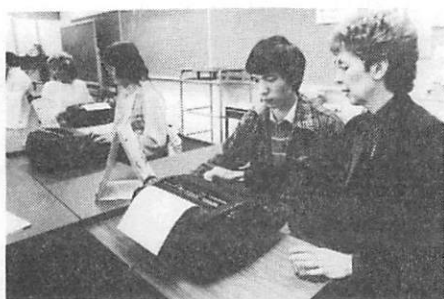
## OFF 131 MEDICAL TRANSCRIPTION (2)

Introduces medical terminology/transcription for students who are proficient in keyboarding and have a working knowledge of transcription equipment. Includes typing medical forms and reports from recorded dictation. **Prerequisite:** OFF 130, course in Medical Terminology recommended

## OFF 132 LEGAL TRANSCRIPTION (2)

Introduces legal terminology/transcription. Students learn to prepare top-quality client and court documents and correspondence from recorded dictation with a minimum of rough drafting. **Prerequisite:** GB 202 and OFF 130

## BUSINESS DIVISION



### OFF 150 SECRETARIAL PROCEDURES (5)

Provides skill and confidence necessary in performing secretarial operations.

**Prerequisite:** OFF 102 or permission of instructor

### 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

### OFF 152 MEDICAL SECRETARIAL PROCEDURES (2)

Presents a self-paced course in which the student prepares a practice set which includes the preparation, handling and tabulation of the patient care records, articles for publication and case histories. Proficiency in typewriting and a working knowledge of transcription equipment is recommended.

**Prerequisite:** OFF 130 and 150

### OFF 153 LEGAL SECRETARIAL PROCESSING (2)

Provides a self-paced course in which the student prepares a practice set to simulate five days of secretarial work in a small law office. Proficiency in typewriting and a working knowledge of transcription equipment is recommended. **Prerequisite:** OFF 110, 130, 150 and GB 202

### OFF 155 OFFICE PROFESSIONS-- STATE-OF-THE-ART (1)

Offers a weekly seminar for secretarial majors. Students meet representatives of the business community who have first-hand knowledge of or direct experience with the latest technology and innovations in the Office Professions field. Students can compare various secretarial fields and make career decisions. **Prerequisite:** For Office Professions majors

### OFF 198 SEMINARS (2)

(Offered for secretarial majors only) provides on-the-job experience combined with a one-hour weekly seminar. **Prerequisite:** Permission of the cooperative chairman

### OFF 199 INDIVIDUAL STUDIES IN OFFICE PROFESSIONS (V 1-5)

Is designed to enable students to pursue an area of Office Professions to meet particular needs of his/her program interests or employment. **Prerequisite:** Permission of program 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. Four hour lab per week TBA.

# BUSINESS DIVISION

## REAL ESTATE

### R EST 105 REAL ESTATE PRELICENSE (5)

Is geared specifically to assist students in preparing for the Washington Real Estate Salesperson's Examination. There is a heavy emphasis on mock testing. Students with no background in real estate are strongly encouraged to take R EST 130, Principles, first. As this course is a pre-licensing class, students receive NO state clock hour credit. **Prerequisite:** R EST 130 recommended, not required

### R EST 130 PRINCIPLES OF REAL ESTATE (5)

Is the entry level course in real estate designed for entering agents, investors, and consumer education. This course overviews the entire field of real estate. It encompasses legal titles and instruments, finance, valuation, land economics, and description, contracts and agency. Fulfills Washington State Pre-Salesperson's License specific clock hour requirement. Fulfills LPO Cont. Ed. requirement. Course is approved for R EST clock hour credit.

### R EST 131 REAL ESTATE FINANCE (3)

Outlines the policies, problems and methods involved in financing various types of real property. These include loans and lenders, debt and security, primary and secondary money markets, financing alternatives, institutional and government sources. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 132 APPRAISING RESIDENTIAL PROPERTIES (3)

Reviews the principles and techniques used in estimating the value of real property. Focusing on the market data and cost methods of appraisal, the course also enters into a discussion of the income approach. The class participates in an appraisal project. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 133 REAL ESTATE LAW (3)

Studies the principles of statutory and common law governing interests in real estate including acquisition encumbrances, transfer, rights and obligations of the parties, and the regulations of Washington State. **Prerequisite:** R EST 130

### R EST 134 REAL ESTATE SALES PRACTICES (3)

Studies the basic essentials of salesmanship and advertising as they specifically relate to real estate. The qualification of clientele, listing and sales techniques and agreements, agency relationships, and time management are some of the topics covered. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130 recommended

### R EST 135 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. A forecasting project is required of students. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 150 RESIDENTIAL PROPERTY MANAGEMENT (4)

Is an introductory course focusing on the application of the management process to residential properties. It is geared to the property manager, rather than the on-site manager. Class is required to meet outside of classroom hours (7-10 hours) for development of an apartment management plan. Students receive five elective credits from the Institute of Real Estate Management toward the CPM (Certified Property Manager) designation. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 151 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. Course fulfills pre-Broker's License specific requirement. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130 recommended

# BUSINESS DIVISION

## R EST 160

### REAL ESTATE ESCROW (3)

Is an extremely practical course and is recommended for all real estate practitioners. The course studies of the basic concepts of closing a real estate transaction. Subjects covered include title clearance, prorations, lien rights, escrow law, and escrow agent, loan processor and real estate agent/client cooperation. Escrow problems include a minimum of cash, contract, assumption, and new mortgage closings. The course fulfills LPO Cont. Ed. requirement. Approved for State Board of Accountance Cont. Ed. credit and is approved for R EST clock hour credit. **Prerequisite: R EST 130 or current escrow or mortgage employment**

## R EST 161

### ADVANCED REAL ESTATE ESCROW (3)

Is designed specifically for working and potential escrow officers and mortgage closers. Following R EST 160, this course enters into more complicated areas of escrowing. Exchanges, wraps, mobile homes, personal property, equity interests, condos and co-ops, and various mortgage closings are covered. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite: R EST 160 or one year full-time in BOTH straight escrow and mortgage closing, or permission of instructor**

## R EST 165

### LAND TITLES INSURANCE AND CLEARANCE (3)

Is designed for individuals employed or considering employment in the real estate, mortgage, escrow or title insurance fields. Title insurance and coverages, liens, exceptions and clouds that

affect real property, formal and informal methods of title clearance, and legal rights and responsibilities are covered. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite: R EST 130**

## R EST 170

### MORTGAGE LOAN ADMINISTRATION (3)

Is designed for individuals employed or considering employment in the real estate mortgage, or escrow field. The course covers lending practices, including land development, construction, FHA/VA and conventional financing. It follows various loans from initial application through processing, underwriting, insuring, closing, servicing, marketing and shipping. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite: R EST 130**

## R EST 230

### ELEMENTS OF COMMERCIAL REAL ESTATE (4)

Is designed for the potential commercial investor or agent, or the commercial agent interested in a basic background in other areas of the field. The course focuses specifically on the various types of commercial real estate dealings and investments. Industrial, office and retail leasings; investment, mobile home and apartment sales are examined. Course is approved for R EST clock hour credit. **Prerequisite: R EST 130**

## R EST 231

### COMMERCIAL REAL ESTATE FINANCE (3)

Covers the financing of various types of commercial properties (retail, shopping centers, office and industrial, land development, mobile home parks and special purpose real estate). Areas covered include: financing patterns and methods (syndications, participation, etc); leasehold and fee title financing; packaging the loan and lender negotiations. **Prerequisite: R EST 130**

## R EST 232

### APPRAISAL OF INCOME PROPERTIES (3)

Reviews the principles and techniques used in estimating the value of real property. (See R EST 132). The major focus of the course is the income approach to appraisal. The class participates in an appraisal project. Course is approved for R EST clock hour credit. **Prerequisite: R EST 130**

## R EST 235

### REAL ESTATE INVESTMENT STRATEGY (3)

Covers the fundamentals of analyzing real estate investments that are income producing, depreciable, and financially leveraged. The course covers the various elements of the analysis process and their interrelationship. Students examine how real estate investments and their changing characteristics (with respect to time and market conditions) might relate to their own goals, objectives and financial circumstances. Course is approved for R EST clock hour credit. **Prerequisite: R EST 130**



## BUSINESS DIVISION

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### **R EST 240 LAND PLANNING AND DEVELOPMENT (3)**

Involves the study of the legislation, ordinances and procedural requirements involved in the land use and development processes. The areas of zoning, subdivision, comprehensive planning, environmental codes and land economics are covered. **Prerequisite:** R EST 130

### **R EST 250 COMMERCIAL PROPERTY MANAGEMENT (4)**

Covers all types of properties involved in the management process. It includes a study of the important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspections, building codes tenant relations, operating policies and financial result analysis. The class is required to meet outside of classroom hours (7-10 hours) for the development of a Marketing Plan. Students also receive five elective credits from the Institute of Real Estate Management toward the CPM (Certified Property Manager) designation. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### **R EST 260 COMMERCIAL ESCROW (3)**

Is designed specifically for working and potential escrow officers and mortgage closers. Third in a series (See R EST 160 and R EST 161), this course deals with the escrowing of income producing entities and non-standard properties. Among others, this course covers business escrows, office, industrial and shopping complexes, developmental properties and farm and land escrows. Course is approved for LPO

Cont. Ed. credit and approved for R EST clock hour credit. **Prerequisite:** R EST 161 OR three years full-time experience in BOTH mortgage closings and straight escrows, OR permission of instructor

### **R EST 299 INDIVIDUAL STUDIES IN REAL ESTATE (V 1-10)**

Is designed to accommodate student needs for flexibility within the Real Estate Program. The course allows students to explore in-depth areas of special interest in real estate. **Prerequisite:** Permission of program chairperson

1. Einleitung  
 2. Grundlagen  
 3. Methoden  
 4. Ergebnisse  
 5. Diskussion  
 6. Fazit  
 7. Literaturverzeichnis  
 8. Anhang  
 9. Index  
 10. Abbildung  
 11. Tabelle  
 12. Formel  
 13. Diagramm  
 14. Skizze  
 15. Zeichnung  
 16. Bild  
 17. Fotografie  
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1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to determine what consumers want and what problems they are trying to solve.

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1. The first group of people who are interested in the study of the history of the United States are the people who are interested in the history of the United States. This group of people is interested in the history of the United States because they want to know more about the country they live in. They want to know about the people who lived in the United States and about the things that happened in the United States. They want to know about the history of the United States because they want to know more about the country they live in.

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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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 used in satisfying the various degree options for the Associate in Arts and Sciences degree.

### BIOMEDICAL PHOTOGRAPHY

#### BIOMD 101 SCIENTIFIC PHOTOGRAPHY I (5)

Consists of an overview of biophotography, theory of light, optics, sensitized materials, exposure, development and calibration of personal camera gear. **Prerequisite:** Acceptance into the program or permission of instructor

#### BIOMD 102 SCIENTIFIC PHOTOGRAPHY II (5)

Introduces clinical photography, lighting with flash, copying document, and illustrations, X-rays and ECG's, surgical and gross specimen photography, slide preparation and portraiture. **Prerequisite:** BIOMD 101

#### BIOMD 103 COLOR CONCEPTS (3)

Studies the theory and practice of color photography. The course includes an evaluation of a variety of films and processes. **Prerequisite:** Acceptance into program or instructor permission

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### BIOMD 104 INTRODUCTION TO CLINICAL LAB (4)

Includes safety in the hospital environment, closely tied to BIOMD 110, the Clinical Internship, allows feed back from hospital lab to the classroom. Problem solving in the production lab is also experienced. **Prerequisite:** BIOMD 102

### BIOMD 110 CLINICAL INTERNSHIP I (7)

Presents practical application of theory in one-to-one relationship with associate faculty in hospital and other institutions. **Prerequisite:** BIOMD 102

### BIOMD 111 BASIC CAMERA TECHNIQUES (3)

Presents the camera as a scientific tool. Assignments given in BIOMD 101 are exposed, processed and evaluated. **Prerequisite:** Acceptance into the program

### BIOMD 112 ADVANCED CAMERA TECHNIQUES (3)

In a clinical setting, works with reproduction ratios, using flash for close-up exposures. Assignments given in BIOMD 102 are exposed, processed and critiqued. **Prerequisite:** BIOMD 101

### BIOMD 121 BASIC LAB PROCEDURES (3)

Involves printing the negative, fixing, washing, and drying. Care and maintenance of darkroom equipment is taught. **Prerequisite:** Acceptance into the program

### BIOMD 122 ADVANCED LAB PROCEDURES (3)

Provides printing and processing of assignments given in BIOMD 102 and 112. Special photographic techniques are also learned. **Prerequisite:** BIOMD 101

### BIOMD 124 EXPOSURE AND DEVELOPMENT CONTROL (3)

Teaches critical exposure measurement, processing of film for contrast control, as well as use of camera movements in large format cameras. **Prerequisite:** Permission of instructor

### BIOMD 125 PHOTOGRAPHY IN THE NATURAL SCIENCES (5)

Uses photography as a tool in exploring the natural sciences. Includes close-up and photomacrography of plants and animals in their environment, as well as specimens prepared for laboratory use. **Prerequisite:** Permission of instructor

### BIOMD 200 PHOTOMICROGRAPHY (5)

Includes photography through the microscope, and macroscope; processing and printing in black and white and color. **Prerequisite:** Permission of instructor

### BIOMD 210 CLINICAL INTERNSHIP II (7)

Is a practical application of theory learned in one-to-one relationship with associate faculty in hospitals and other facilities. **Prerequisite:** BIOMD 110

### BIOMD 221 SCIENTIFIC PHOTOGRAPHY III (5)

Allows solving special problems in macrography, micrography, infrared, ultraviolet, microspecimen lighting, and photographic preservation of evidence. **Prerequisite:** BIOMD 200

### BIOMD 225 MOTION MEDIA IN MEDICINE (5)

Explores the mechanics of motion picture and video production, demonstration and use of specialized equipment, and critique of films and video tapes. **Prerequisite:** Permission of instructor

### BIOMD 230 SCIENTIFIC PHOTOGRAPHY IV (5)

Comprehensively reviews course content, aimed at preparing the graduate for the written portion of the Registered Biological Photographer Certification. **Prerequisite:** Permission of instructor

### BIOMD 231 PORTFOLIO PREPARATION (3)

Allows students to compile and finish working portfolios and resumes.

### BIOMD 233 PHOTO LAB MANAGEMENT (5)

Covers designing, staffing, equipping and supplying the photographic laboratory. **Prerequisite:** BIOMD 110 and 210

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## **BIOMD 235 AUDIOVISUAL PREPARATION (3)**

Provides the student with the opportunity to prepare and present a slide-sound program. Course includes sound recording techniques, script writing, preparation of titling, and pulsing the sound track. **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 consumerism, and consumer protection agencies.

### **CONED 150 INTRODUCTION TO CONSUMER BEHAVIOR (5)**

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

### **CONED 200 PERSONAL AND FAMILY FINANCE (5)**

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

### **CONED 250 CONSUMER LAW (5)**

Analyzes and evaluates the rules established by the legislation, judicial decisions, or customs concerning consumer rights and responsibilities in the United States.

### **CONED 290 SPECIAL INTERESTS IN CONSUMER EDUCATION (V1-5)**

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

## **DIAGNOSTIC ULTRASOUND TECHNOLOGY**

### **DUTEC 101 CONCEPTS OF PATIENT CARE (3)**

Prepares the student for patient care and psychomotor/communication skills required in the health professions working environment, specifically focusing on concerns of medical sonography. Legal/ethical and psycho-social aspects of patient care are emphasized. Medical terminology is integrated throughout the course. **Prerequisite:** Official acceptance into the program

### **DUTEC 105 PATHOPHYSIOLOGY I (3)**

Studies the pathogenesis (sequence of events) in the development of a disease. Emphasis is placed on pathological conditions identifiable with diagnostic imaging techniques. An extensive review of normal physiology is also

presented. **Prerequisite:** Zoology 113 and 114; official acceptance in the program

### **DUTEC 106 PATHOPHYSIOLOGY II (3)**

Is a continuation of Pathophysiology I. The course focuses on the disease process and disease states relevant to obstetrics and gynecology, neurology and urology. **Prerequisite:** DUTEC 105 and official acceptance in the program

### **DUTEC 107 HUMAN CROSS- SECTIONAL ANATOMY (3)**

Presents the human anatomy in orthogonal planes of cross-sectional longitudinal, coronal and oblique. Emphasis is on correlation with clinical diagnostic imaging techniques. **Prerequisite:** ZOOL 113 and 114, official acceptance in the program, and permission of instructor

### **DUTEC 110 ULTRA-SOUND I - ABDOMINAL SCANNING AND TECHNIQUES (4)**

Studies basic ultrasound techniques and terminology, as well as scanning techniques of the abdomen. Emphasis is on normal anatomy and selected pathologies. **Prerequisite:** ZOOL 113 and 114 and official acceptance in the program

### **DUTEC 112 PATHOPHYSIOLOGY III (3)**

Is a continuation of Pathophysiology II and III. Emphasis is on the physiology and pathology of the cardio-vascular and the peripheral vascular system. **Prerequisite:** DUTEC 105, 106, and official acceptance in the program



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## DUTEC 113

### **PATHOPHYSIOLOGY IV (3)**

Presents a continuation of Pathophysiology III. Emphasis is on the physiology and the pathology of the cardiovascular and cerebral vascular lesions. **Prerequisite:** DUTEC 105, 106, and official acceptance in the program

## DUTEC 120

### **ULTRASOUND II - OBSTETRICAL AND GYNECOLOGICAL SCANNING AND TECHNIQUES (4)**

Provides current theory and scanning techniques for medical sonographers focusing on obstetrics and gynecology procedures and pathologies. **Prerequisites:** DUTEC 105, DUTEC 107, and official acceptance in the program

## DUTEC 130

### **ULTRASOUND III - SMALL PARTS & INTRAOPERATIVE SCANNING TECHNIQUES (4)**

Studies scanning techniques involved in imaging small human body parts (thyroid, adrenals, brain, breast, etc.) Emphasis is on anatomy and any pathologies. Intraoperative scanning focuses on surgical procedures, sterile technique and special care and maintenance of equipment. **Prerequisite:** DUTEC 107, 120, 115 and official acceptance in the program

## DUTEC 150

### **ULTRASOUND IV BASIC ECHOCARDIOGRAPHY (4)**

Studies basic ultrasound scanning techniques of the heart. Emphasis is on anatomy, physiology, pathology and echocardiographic pattern recognition.

Class must be taken concurrently with DUTEC 112. **Prerequisite:** DUTEC 107 and official acceptance into program

## DUTEC 155

### **ULTRASOUND VI ECHOCARDIOGRAPHY II (3)**

Continues Basic Echocardiography. Emphasis is on Doppler echocardiographic techniques and congenital heart disease as it applies to the practice of adult echocardiography. Class must be taken concurrently with DUTEC 113. **Prerequisite:** DUTEC 150, 112 and official acceptance in the program

## DUTEC 160

### **ULTRASOUND V PERIPHERAL VASCULAR DOPPLER SCANNING TECHNIQUES (4)**

Provides current theory and scanning techniques for medical sonographers focusing on Doppler techniques used in the diagnosis of peripheral vascular and cerebral vascular pathologies. Course must be taken concurrently with DUTEC 112. **Prerequisite:** DUTEC 107 and official acceptance in the program

## DUTEC 210

### **CLINICAL PRACTICUM I (12)**

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 101, 105, 106, 112, 115, 120, 150, 160, 180 and official acceptance in the program

## DUTEC 220

### **CLINICAL PRACTICUM II (12)**

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 210

## DUTEC 230

### **CLINICAL PRACTICUM III (12)**

Gives clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 210 and 220

## DUTEC 240

### **CLINICAL PRACTICUM IV (12)**

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 210, 220 and 230

## DUTEC 299

### **SPECIAL TOPICS PRACTICUM (V8-12)**

Provides clinical experience in a diagnostic imaging facility with the supervision and direction of a medical sonographer or doctor of medicine or osteopathy or associate research fellow. **Prerequisite:** Permission of instructor



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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

### 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 opportuni-

ties 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.

#### ECED 184 MUSIC FOR CHILDREN (3)

Focuses on developmentally appropriate musical activities with emphasis on movement, songs, and simple dances. Students learn basic skills on the audioharp or other simple musical instruments. Lecture, discussion, and participation are included in the class.

#### 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 in interviewing techniques, emphasizing the development of competency in parent contacts. Skills learned involve the parent in understanding the child's home and school environment. Community resources and referral agencies are used.

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## 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 293

### **BASIC TECHNIQUES & NEW IDEAS FOR THE PRE- SCHOOL 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 I 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

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## 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

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## 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, as well as to function for themselves and 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.

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## HOME ECONOMICS

### HOMECEC 100 INTRODUCTION TO HOME ECONOMICS (1)

Is an orientation to the field of home economics with emphasis on philosophy and subject matter content. Attention is given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

### HOMECEC 108 INTRODUCTION TO FASHION (2)

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

### HOMECEC 109 HISTORY OF APPAREL IN THE UNITED STATES (2)

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

### HOMECEC 110 TEXTILES (5)

Studies the physical and chemical properties of natural and manmade fibers and finishes, identification of construction methods, and principles related to use and care of fabrics.

### HOMECEC 111 CLOTHING STUDY (2)

Deals with the aesthetic, economic, psy-

chological, and sociological aspects of clothing selection.

### HOMECEC 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.

### HOMECEC 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.

### HOMECEC 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.

### HOMECEC 171 HOME FURNISHINGS AND EQUIPMENT (3)

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

### HOMECEC 172 DESIGNING & 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.

### HOMECEC 200 SPECIAL INTERESTS IN HOME ECONOMICS (V1-5)

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

### HOMECEC 212 CLOTHING CONSTRUCTION (5)

Offers sewing and finishing skills and techniques applicable to a variety of garments and fabrics; including fitting and pattern alterations. Prerequisite: HOMECEC 112 or sewing experience

### HOMECEC 213 DRAPING (4)

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

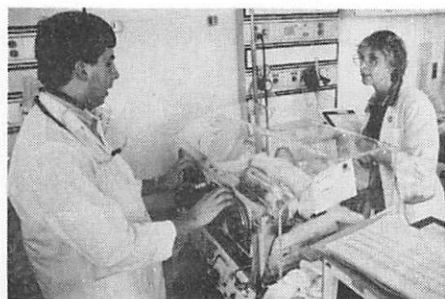
### HOMECEC 214 PATTERN DRAFTING (4)

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

### HOMECEC 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: HOMECEC 212 or sewing experience

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## HOME 216

### COMMERCIAL SEWING (2)

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

## HOME 217

### PRODUCING A LINE (4)

Provides practical experience in the creation of a contemporary line of apparel for a specific market. **Prerequisite:** Home 212, or sewing experience, Home 213, 214, 215, 216

## HOME 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.

## HOME 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:** HOME 130

## HOME 255

### MARRIAGE AND THE FAMILY (5)

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

## HOME 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.

## HOME 257

### HUMAN GROWTH AND DEVELOPMENT (3)

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

## HOME 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, 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 found in 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 (14)

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: 100x and z. **Prerequisite:** Official acceptance into the program

## NURS 101

### NURSING II (15)

Presents 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 set-



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tings are utilized for clinical laboratory experience. This course consists of two segments: 101x and z **Prerequisite:** NURS 100

## NURS 102 NURSING III (15)

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 (9.5 - 10)

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 (9.5 - 10)

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:** NURS 102

## NURS 212 NURSING VI (9.5 - 10)

Presents psychiatric nursing--theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and com-

munity programs which assist the student in more fully understanding the behavior demonstrated by persons having psychological problems in society today.

## NURS 213 NURSING VII (15)

Provides the final course in medical-surgical nursing and allows the student to integrate nursing theory from all previous courses. Providing comprehensive patient care to a group of patients with complex pathophysiological and psycho-socio-cultural problems is an expected outcome. In-patient facilities in acute care settings are utilized for clinical laboratory experience. This course consists of two segments: NURS 213x and 213z

## NURSING - CONTINUING NURSING EDUCATION

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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.

## OUTDOOR EDUCATION

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### OUTED 149A SKI INSTRUCTOR CONDI- TIONING (1)

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

## PARENT EDUCATION

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### PARED 131 FOSTER PARENT EDUCA- TION (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 EDUCA- TION II (3)

Supplies a workshop dealing with foster parents' roles as modifiers of behavior and counselors. Particular attention is given to developing communications 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.

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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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### PHYSICAL EDUCATION - COURSES

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

#### PE 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.

#### PE 103 **AEROBIC EXERCISE (2)** (Coed)

Provides cardiovascular improvement, changes metabolism and burns body fat. This fun exercise class is done to music the entire period. A low impact option of coed aerobic exercise is also available. This section promotes cardiovascular benefit; fat burning, and toning without the stress of jumping.

#### PE 104 **SWIMNASTICS (1)**

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

#### PE 105 **CANOEING (1)**

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

#### PE 107 **BASKETBALL (1)**

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

#### PE 108 **TENNIS (1)**

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

#### PE 109 **PICKLEBALL (1)**

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

#### PE 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.

#### PE 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.

#### PE 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.

#### PE 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.

#### PE 122 **BADMINTON (1)**

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

#### PE 123 **ARCHERY (1)**

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

#### PE 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.

#### PE 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.

#### PE 128 **WEIGHT TRAINING (1)**

Emphasizes physical conditioning, strength development and lifting techniques.

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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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PE 129

### **SAILING (1)**

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

PE 130

### **INTERMEDIATE SAILING (1)**

Offers the study of aerodynamics, trimming of sheets, rules of the road, and racing techniques.

PE 132

### **INTERMEDIATE BADMINTON (1)**

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

PE 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.

PE 137

### **SPORTS CONDITIONING (2)**

Provided to condition athletes for varsity sports. The class includes general conditioning skills and techniques.

PE 138

### **INTERMEDIATE RACQUETBALL (1)**

Offered for those who wish to play racquetball at higher skill levels, concentrated game situations, and the learning of more advanced racquetball techniques.

PE 139

### **SELF-DEFENSE (1)**

Gives insight into different forms of combative arts and the differences 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.

PE 141, 241

### **VARSITY CROSS COUNTRY (2) (2) (Maximum 8 credits)**

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

PE 142, 242

### **VARSITY CROSS COUNTRY (2) (2)**

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

PE 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

PE 144, 244

### **VARSITY TRACK (2) (2) (Maximum 8 credits)**

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

PE 146, 246

### **VARSITY BASEBALL (2) (2) (Maximum 8 credits)**

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

PE 147, 247

### **VARSITY TENNIS (2) (2)**

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

PE 148, 248

### **VARSITY GOLF (2) (2)**

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

PE 151

### **CONTEMPORARY DANCE I (3)**

Is open to men and women. See DANCE 151.

PE 152

### **CONTEMPORARY DANCE II (2)**

Provides a class for men and women. See DANCE 152.

PE 158

### **INTERMEDIATE TENNIS (1)**

Covers techniques beyond those of beginning tennis. Serve and volley are stressed along with review of basic strokes. Strategy and basic principles of doubles play are also discussed. Prerequisite: PE 108 or permission of instructor

PE 178

### **INTERMEDIATE VOLLEYBALL (1)**

Challenges the better volleyball player by teaching new and better techniques of serving, spiking, placement, and team play. There is tournament play with two-to six-man teams. Prerequisite: PE 118 or a skills test

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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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PE 180, 280

### **VARSITY SOCCER (2) (2)**

Is a course for varsity (gifted soccer players) only (during fall quarter).

**Prerequisite:** Permission of instructor

PE 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

PE 184, 284

### **VARSITY SOCCER (Women) (2) (2)**

Is a course for varsity (gifted soccer players) women only.

PE 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.

PE 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.

PE 195, 295

### **VARSITY VOLLEYBALL (Women) (2) (2)**

Provides a class for varsity (gifted volleyball players) only (during fall quarter).

PE 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:** PE 158 or permission of instructor

## **PHYSICAL EDUCATION - PROFESSIONAL COURSES**

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PE 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 topics are covered.

PE 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.

PE 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.

PE 166

### **SKILLS AND MATERIALS IN TEAM SPORTS (2)**

Provides practical experience in baseball, basketball, field hockey, football, volleyball, softball, soccer, and touch football.

PE 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, helps the student gain proficiency and knowledge about track and field.

PE 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

PE 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.



# 91 EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

## PE 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

## PE 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.

## PE 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.

## PE 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 WSYSA Intermediate Coaching course. Student should be in good physical condition and have soccer skills.

## PE 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:** PE 198 or permission of instructor

## PE 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.

## PE 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.

## PE 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:** Permission of instructor

## PE 245 FUNDAMENTALS OF VOLLEYBALL (3)

Allows students to develop new and advanced levels of movements and knowledge involved in the sport of volleyball. Students learn skills and acquire knowledge which prepares them for competitive programs and coaching volleyball in physical education and recreational settings. **Prerequisite:** PE 178 or permission of instructor

## PE 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.

## PE 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.

## PE 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.



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## PE 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

## PE 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:** PE 270 or permission of instructor

## PE 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.

## PE 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

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### RATEC 077 RADIOLOGY UP-DATE (1)

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

### RATEC 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (2)

Covers medical ethics, types and operation of radiology departments in hospitals. Also included are basic radiation protection, chemistry of film processing, methods of processing, and construction of film processing areas. **Prerequisite:** Official acceptance into program

### RATEC 102 RADIOGRAPHIC PHYSICS (5)

Deals with components of X-ray circuits; tubes; X-ray equipment, design and application, troubleshooting and maintenance; test equipment, image

intensification and cineradiography 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

# 93 EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

## **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 six hours per week at a clinical education center. During this supervised experience the student observes and performs diagnostic radiologic procedures. **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 (2)**

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 (3)**

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

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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## 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 (3)

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 second year student

## RECREATION LEADERSHIP

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## 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 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

The Media Technician program provides instruction in 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 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 audiovisual 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 105 AUDIOVISUAL EQUIPMENT--OPERATION AND MAINTENANCE (5)**

Examines projection techniques, magnetic and optical sound systems, and the characteristics of audiovisual equipment. Course includes operation of audiovisual equipment, development of preventive maintenance procedures, and application of specific equipment for specific situations.

## **MEDIA 110 MANAGEMENT OF MEDIA CENTERS (3)**

Involves processes for selection and cataloging of audiovisual materials, media center operation and management, and other related areas such as budgeting and inventory.

## **MEDIA 115 UTILIZATION OF SINGLE CAMERA AND SMALL FORMAT TELEVISION EQUIPMENT (5)**

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

# MEDIA TECHNICIAN

## MEDIA 120

### AUDIOVISUAL MEDIA PRODUCTION I (5)

Covers the preparation of audio and video displays. This includes recording techniques, sound slide shows, overhead transparencies, bulletin boards, microcomputers, 35mm slide preparation, and duplicating techniques.

## MEDIA 121

### AUDIOVISUAL MEDIA PRODUCTION II (5)

Is an extension of Audiovisual Media Production I. It includes multimedia presentations and more elaborate audio and visual displays. Specialized dark-room techniques are studied. Emphasis is on the production of instructional media and duplication of software.

**Prerequisite:** MEDIA 120

## MEDIA 122

### AUDIO FOR MEDIA (3)

Is intended to provide the media student a background in basic audio systems and audio production. Emphasis is on public address system set-up, as well as sound mixing for audio recordings for audio, video and multi-image presentations.

## 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 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 135

### ELECTRONICS OF VIDEO PRODUCTION (5)

Emphasizes the relationship between the video production (single or multi-camera) and the electronic image. The importance of creating a quality image is stressed. Advanced techniques in the technical and production aspects of instructional industrial and other types of television programming are examined. Interactive video and teleconferencing are studied.

## 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.

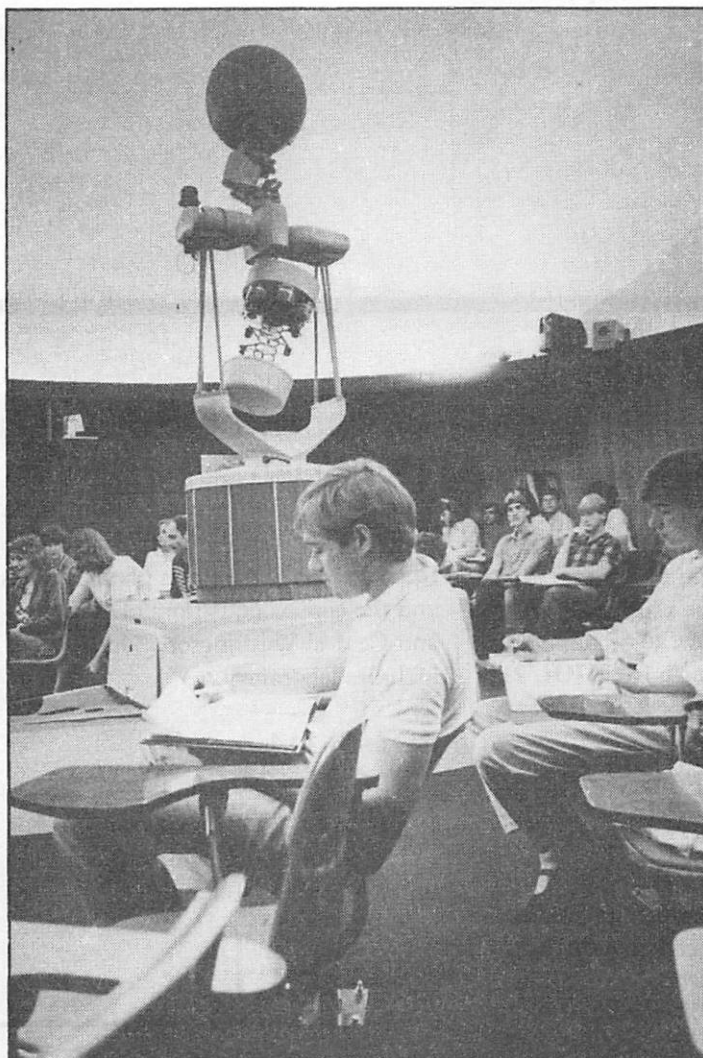
**Prerequisite:** Permission of instructor

## 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 enrollment and permission of instructor





## SCIENCE DIVISION

The division of science offers a variety of first and second year courses in Life sciences, Physical sciences, Engineering and Mathematics (including developmental mathematics). 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 non-math survey of astronomy including the moon, planets, solar system, stars, galaxies and cosmology. Classes meet in the planetarium.

#### ASTR 199 SPECIAL PROBLEMS (2)

Deals with individual projects related to planetarium/astronomy topics. **Prerequisite:** Permission of instructor

#### ASTR 201 MODERN ASTRONOMY (5)

Presents a follow up course to ASTR 101, emphasizing modern views of the initial formation of the universe (the "Big Bang") through the evolution of galaxies. Modern cosmology and planetary astronomy may be considered together with the ultimate fate of the cosmos. **Prerequisite:** ASTR 101

### BIOLOGY

#### BIOL 101 GENERAL BIOLOGY (5)

Introduces major concepts of biology as they relate to structural and functional analysis of biological organization. Includes survey of cell physiology, reproduction, genetics, growth,

# SCIENCE DIVISION

development, evolution, and ecology. 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 instructor

## BIOL 201

### MICROBIOLOGY (5)

Explores the nature of bacterial cells, bacterial process in nature, relationship of microbes to man and other living organisms; the nature of viruses and some aspects of modern microbiological research. 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

## BIOL 230

### NUTRITION AND THE HUMAN BODY (5)

Studies human nutrition and health. Course includes digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin and mineral requirements. Food additives, food fads and diet are also discussed. World hunger is addressed. Credit cannot be received for both BIOL 230 and HOME EC 130. **Prerequisite:** BIOL 101 recommended

# 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

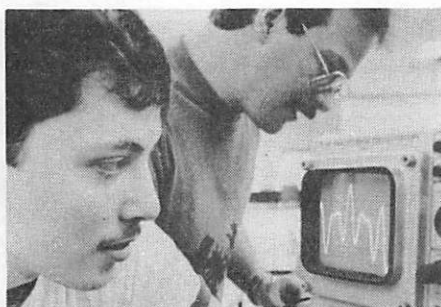
### CHEMICAL CONCEPTS (3)

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 CHEMIS- TRY (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.



## SCIENCE DIVISION

### CHEM 102 INTRODUCTION TO ORGANIC CHEMISTRY (5)

Presents organic and biochemistry. Emphasis is on functional groups and reaction synthesis. This course includes lecture/discussion and 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, biological science, premedical, and engineering majors who intend to take a year or more of college chemistry. **Prerequisite:** High school chemistry and MATH 101 or equivalent

### CHEM 140, 150, 160 GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5) (5) (4)

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. This course includes laboratory. **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 (V1-6)

Offers individualized projects dealing with chemistry-related problems. Course may be repeated to a maximum of 6 credits. This course includes laboratory. **Prerequisite:** Permission of instructor and two quarters of college 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 engineering drawing project. **Prerequisite:** DRAFT 101; **Corequisite:** ENGR 125

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

Further develops the student's 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, civil, electrical, mechanical, 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 architectural, civil, electrical, mechanical, and structural drafting. **Prerequisite:** DRAFT 210



# SCIENCE DIVISION



## DRAFT 230 DRAFTING TECHNOLOGY SPECIALTIES III (4)

Advances the student's exposure to general study and design projects in the area of architectural, civil, electrical, mechanical, and structural drafting. **Prerequisite:** DRAFT 220

## ENGINEERING

### ENGR 110 ENGINEERING ORIENTATION (2)

Includes lectures, discussions, and reading assignments on the functions of engineering, and the various fields of the profession. (Offered on pass/no credit basis only.)

### ENGR 111 ENGINEERING PROBLEMS (3)

Introduces some of engineering's fundamental principles, including dimensional analysis, theory of measurements, vector algebra, and engineering statics. The course is designed to develop the ability to analyze and solve problems related to engineering. **Prerequisite:** An appropriate score on an approved reading placement test is required for admission, also high school physics, trigonometry, and MATH 105 or permission of instructor.

### ENGR 123 ENGINEERING GRAPHICS (3)

Deals with orthographic projection and principles for solution of problems involving points, lines, and planes. Students also work on layout drawings, lettering and standard practices on engineering drawings, as well as sketching,

pictorial drawing, sectional views and dimensioning. **Prerequisite:** An appropriate score on an approved reading placement test

### ENGR 125 APPLIED DESCRIPTIVE GEOMETRY (3)

Treats the principles and techniques of descriptive geometry and includes intersection and development revolution principles and graphical solution of engineering problems. **Prerequisite:** ENGR 123

### ENGR 150 ENGINEERING DESIGN & SYNTHESIS (3)

Continues ENGR 123, and introduces the basic steps in the engineering design process. Tolerances, threads and fasteners, assembly and detail drawings are all explored with students working a design project to complete the course. **Prerequisite:** ENGR 123

### ENGR 161 PLANE SURVEYING (3)

Involves methods which include the use of the engineer's level, transit and tape, computation of bearings, plane coordinates, areas, theory of measurements and errors, and the application of probability to engineering measurements. Also included are the use of stadia surveying and study of the public land system, and topographic mapping. **Prerequisite:** Trigonometry; **Corequisite:** ENGR 123 or permission of instructor

### ENGR 170 FUNDAMENTALS OF MATERIALS SCIENCE (4)

Explores elementary principles underlying the structure and properties of

materials. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Metals, ceramics, multiphase systems and natural and synthetic polymeric materials are included.

Mechanical stress, electromagnetic fields, irradiation and thermal and chemical changes are also considered.

**Prerequisite:** CHEM 150

### ENGR 190 INTRODUCTION TO LOGICAL SYSTEM DESIGN (4)

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

### ENGR 200 INTRODUCTION TO CAD/D (3)

Introduces CAD/D and includes description of computer aided design systems, advantages, applications and operational skills with emphasis on construction geometry and developing a data base. **Prerequisite:** ENGR 123 and ENGR 125

### ENGR 201 COMPUTER AIDED DESIGN II (3)

Continues ENGR 200 with applications involving more complex 3-dimensional drawings utilizing both

# SCIENCE DIVISION

keyboard and cursor entry forms. **Prerequisite:** ENGR 125, ENGR 200 and 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. **Prerequisite:** 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

## ENGR 260 THERMODYNAMICS (4)

Introduces the basic principles of thermodynamics, from a predominately macroscopic point of view. Development of the basic laws of ther-

modynamics together with application to energy transformations and state changes in engineering problems.

## ENGINEERING TECHNOLOGY

### ENGRT 104 ENGINEERING TECHNOLOGY FUNDAMENTALS 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. **Prerequisite:** ENGRT 104, MATH 090; **Corequisite:** 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 method of joints, method of sec-

tions, friction, mass properties, centroids, moment of inertia, beams; kinematics of particles and rigid bodies. **Prerequisite:** ENGRT 105 or permission of instructor

### ENGRT 161 MECHANICS OF MATERIALS (4)

Introduces problems related to stress, strain and material properties. Tension and compression, Hooke's law, temperature beam, shear and moment diagrams, section properties, centroids and moment of inertia are also treated, as well as bending stresses, beam deflections, and the use of handbooks and tables. Students also explore columns, critical loads, combined loads and joints. **Prerequisite:** ENGRT 154

### ENGRT 163 PROPERTIES OF MATERIALS (3)

Entails the use, analysis, handling of engineering materials, mechanical, thermal, and electrical properties, phase diagrams, creep, temperature stress and strain relationship, heat testing, thermal conductivity, and properties of concrete, asphalt and soils. **Prerequisite:** ENGRT 154; **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:** ENGRT 123; **Corequisite** ENGR 125

# SCIENCE DIVISION

## ENGRT 181 CIVIL ENGINEERING DRAFTING II (3)

Continues ENGRT 180 and involves more complicated studies, reduction of field notes, and problems typical to present civil engineering practice. Topics include highway alignment problems; plan and profile; earthwork and hydrology problems. **Prerequisite:** ENGRT 180

## ENGRT 197 PRACTICUM IN DRAFTING TECHNOLOGY (V3-5)

Places the student in the field for an 11-week assignment with an employer who has agreed to provide learning experience relevant to the student's occupational and skill goals. **Prerequisite:** Permission of instructor

## ENGRT 198 PRACTICUM IN ENGINEERING TECHNOLOGY (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)

Urban and natural environments are 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 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 250 PUGET SOUND ECOLOGY (5)

Explores the geological formation, present physical characteristics, major biological/ecological components, and the prominent pollution issues of the Sound. Course includes lectures, labs, guest speakers and field trips. **Prerequisite:** ENVSC 204 or ecology course recommended





## SCIENCE DIVISION

### 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 six 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:** One of the following or permission: GEOL 101 or GEOG 206 or EARTH 180

## MATHEMATICS

### Math Lab

The Math Lab is available to BCC students for free, non-credit tutorial support. See the Student Services chapter for description of services and location of lab.

### 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 reason-

ing 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, solution of equations, inequalities, functions, exponents and logarithms, and coordinate systems. It is similar to second-year algebra in high school. **Prerequisite:** Placement Test

### 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 precalculus 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. Credit cannot be obtained for both MATH 105 and MATH 156. **Prerequisite:** Two years of high school algebra or MATH 101 or permission of instructor

### MATH 107 MATHEMATICAL MODELS (5)

Involves the study of statistics and matrices. Additional topics could

# SCIENCE DIVISION

include voting theory, functional models, or game theory. Readings of a historical/cultural nature supplement.

## 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. Students may not receive credit for both MATH 101 and MATH 110. **Prerequisite:** MATH 090 or equivalent

## 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 a "B" average in three and a half years of high school math

## MATH 124

### CALCULUS I (5)

Introduces the ideas of limits, derivatives and integrals. It includes techniques and applications of derivatives of algebraic and transcendental functions, and it begins the concept of an

antiderivative. **Prerequisite:** MATH 120 or "B" average in four years of high school mathematics

## MATH 125

### CALCULUS II (5)

Continues the study of integration and emphasizes applications and special techniques of integration. Transcendental functions are included. **Prerequisite:** MATH 125

## MATH 126

### CALCULUS III (5)

Emphasizes the study of infinite sequences and series including power series. It includes plane analytic geometry, graphing in polar coordinates, and an introduction to vectors. **Prerequisite:** 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. (Credit cannot be obtained for both MATH 105 and MATH 156.) **Prerequisite:** MATH 101 or equivalent

## 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

## 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)

Introduces the study of matrices and a variety of their applications. This is then extended to the study of linear transformations in n-dimensional space and an introduction to abstract vector spaces. **Prerequisite:** MATH 125 (or MATH 124 with permission of instructor)

## MATH 227

### SEVERAL VARIABLE CALCULUS (5)

Extends the concepts of calculus to vector-valued functions and functions of several variables. Partial derivatives are included. **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

# SCIENCE DIVISION

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 credits. Primarily intended for students who have completed MATH 126, 205 and/or 238. **Prerequisite:** Permission of instructor

## MATHEMATICS IMPROVEMENT

### ID 070 BASIC MATH FOR MATH AVOIDERS (3)

Is designed to build confidence/skills in basic arithmetic using "real life" personal situations. Discussion of the various symptoms related to math anxiety and avoidance are incorporated in the course. Arithmetic work is on basic operations with whole number, decimals and fractions; also work with percentages is included.

### ID 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 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.

## 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.

# SCIENCE DIVISION

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. Topics of PHYS 114 include: vectors, static forces, motion, work and power, circular motion, orbits, and gravity fields. Also discussed are the properties of solids, liquids and gas, as well as simple harmonic motion waves, sound, acoustics, and music. A lab fee is required. Topics of PHYS 115 include: heat and transfer and thermodynamics, electric fields, current laws, magnetism, alternating current, electrical equipment for use in homes, cars and planes. Further discussion includes EM waves, radio, and TV. 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. These courses include labs. **Prerequisite:** High school trigonometry is recommended, but not required if math background is strong; for PHYS 115 is PHYS 114 or permission of instructor; for PHYS 116 is PHYS 114 or 115 or permission of instructor

PHYS 121, 122, 123

## GENERAL ENGINEERING PHYSICS (5) (5) (5)

Provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real and practical problems. The laboratory serves to acquaint the student with the basic methods and skills of experimen-

tal 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. 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. Topics in PHYS 123: OPTICS and THERMODYNAMICS. Simple harmonic motion, waves, sound, light, optical instruments, interference, and diffraction polarization are covered. These courses include labs. **Prerequisite:** For PHYS 121 is high school physics or equivalent and MATH 124 or permission of instructor; for PHYS 122 is PHYS 121 and MATH 125 or permission of instructor; for PHYS 123 is PHYS 122

PHYS 170

## PHYSICS FOR ULTRASOUND (3)

Is designed to give the principles of physics needed in the field of diagnostic ultrasound. The topics include the propagation of ultrasound, beam shape, and focusing ultrasound wave behavior. **Prerequisite:** PHYS 114 and 115

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)

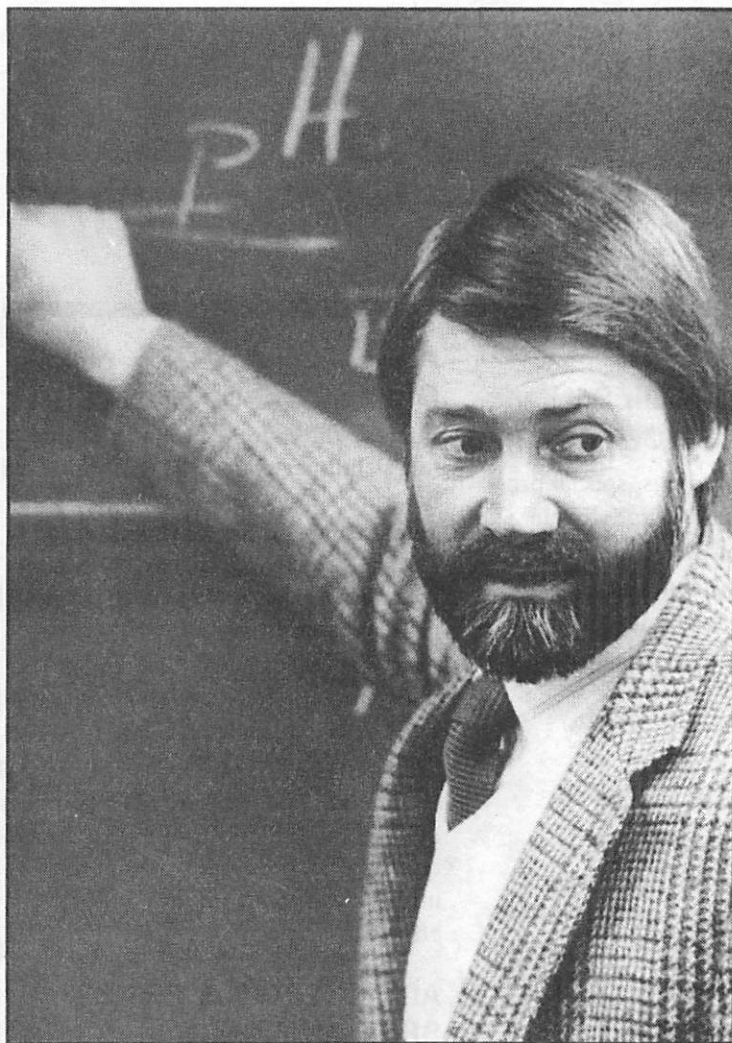
Provides intensive study of selected human physiological processes. The course is designed primarily for students in allied health programs. **Prerequisite:** ZOOL 114 or permission of instructor

# 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. These courses include labs. **Prerequisite:** BIOL



## SOCIAL SCIENCE DIVISION

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

#### ADM CJ 100 CAREERS IN CRIMINAL JUSTICE (5)

Surveys the historical development of the criminal justice system. This course studies the development of local courts, corrections and community-based agencies. Students explore careers in the present criminal justice system.

#### ADM CJ 101 CRIMINAL JUSTICE SYSTEM (5)

Surveys the whole criminal justice process from arrest through release, while explaining the relationship and respec-

tive 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.

#### ADM CJ 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.



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## **ADM CJ 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.

## **ADM CJ 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.

## **ADM CJ 194, 195, 196, 197 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

## **ADM CJ 198 SEMINAR IN CRIMINAL JUSTICE (V1-10)**

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

## **ADM CJ 199 INDIVIDUAL STUDIES IN CRIMINAL JUSTICE (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

## **ADM CJ 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.

## **ADM CJ 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 inter-relationship of the criminal laboratory functions together with agencies in the criminal justice system.

## **ADM CJ 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 U.S. Supreme Court decisions.

## **ADM CJ 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.

## **ADM CJ 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.

## **ADM CJ 294, 295, 296, 297 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)**

(See ADM CJ 194)

## **ADM CJ 298 SEMINAR IN CRIMINAL JUSTICE (V1-10)**

(See ADM CJ 198)

## **ADM CJ 299 INDIVIDUAL STUDIES IN CRIMINAL JUSTICE (V1-10)**

(See ADM CJ 199)

# **ANTHROPOLOGY**

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## **ANTH 100 INTRODUCTORY ANTHROPOLOGY (5)**

Is the study of human social and cultural relations, the cultures and peoples of the past, and language. This course is a general overview of anthropology

and deals with all parts of the field without emphasizing some parts and de-emphasizing others.

**ANTH 180**  
**ANTHROPOLOGY OF**  
**AMERICAN LIFE (5)**

Examines the nature of American culture from the standpoint of the social sciences. The historical origins of cultural and political values, the effects of economic changes and the impact of mass culture on American consciousness are among the issues considered.

**ANTH 194, 195, 196, 197**  
**SPECIAL TOPICS IN**  
**ANTHROPOLOGY (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

**ANTH 198**  
**SEMINAR IN**  
**ANTHROPOLOGY (V1-10)**

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

**ANTH 199**  
**INDIVIDUAL STUDIES IN**  
**ANTHROPOLOGY (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

**ANTH 200**  
**INTRODUCTION TO**  
**LINGUISTICS (5)**

Begins the scientific study of language, semantics and communication, relation-

ship 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 the anthropological approach to human biology. Course presents the basic principles of genetics, the nature of primates, the fossil evidences for human evolution and the study of the variation of living populations. (Credit given as Natural Science only)

**ANTH 202**  
**CULTURAL**  
**ANTHROPOLOGY (5)**

Introduces the theoretical principles involved in the comparative study of human cultures. Ethnographic studies are used to illustrate both the unity and diversity of the ways of humanity around the world.

**ANTH 205**  
**PRINCIPLES OF**  
**ARCHEOLOGY (5)**

Surveys archeology and how it reconstructs the cultures of the past; the development of human cultures from the earliest cultures to civilization.

**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, Subarctic and Arctic. The course studies their cultures before they were significantly influ-

enced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, and economy.

**ANTH 294, 295, 296, 297**  
**SPECIAL TOPICS IN**  
**ANTHROPOLOGY (V1-10)**  
(See ANTH 194)

**ANTH 298**  
**SEMINAR IN**  
**ANTHROPOLOGY (V1-10)**  
(See ANTH 198)

**ANTH 299**  
**INDIVIDUAL STUDIES IN**  
**ANTHROPOLOGY (V1-10)**  
See ANTH 199)

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**ECONOMICS**

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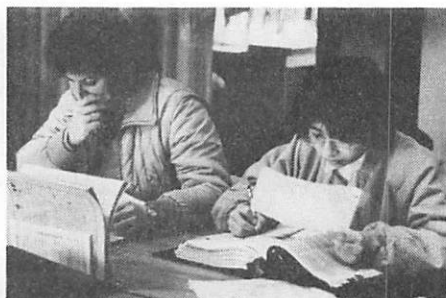
**ECON 100**  
**INTRODUCTION TO BASIC**  
**ECONOMIC PRINCIPLES (5)**

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 and Economic majors who plan to transfer to a four year institution should generally take ECON 200/201 rather than ECON 100.

**ECON 194, 195, 196, 197**  
**SPECIAL TOPICS IN**  
**ECONOMICS (V1-10)**

Covers unusual courses, self-support

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classes for college credit and television courses. See current quarterly schedule for details.

## **ECON 198 SEMINAR IN ECONOMICS (V1-10)**

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

## **ECON 199 INDIVIDUAL STUDIES IN ECONOMICS (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

## **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 microeconomics theory. **Prerequisite: 30 college credits or 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 are also 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 economics. **Prerequisite: 30 college credits or permission of instructor**

## **ECON 294, 295, 296, 297 SPECIAL TOPICS IN ECONOMICS (V1-10)**

(See ECON 194)

## **ECON 298 SEMINAR IN ECONOMICS (V1-10)**

(See ECON 198)

## **ECON 299 INDIVIDUAL STUDIES IN ECONOMICS (V1-10)**

(See ECON 199)

# **GEOGRAPHY**

## **GEOG 100 INTRODUCTION TO GEOGRAPHY (5)**

Surveys the concepts and methods of geography by examining human influence on the environment, as well as the environment's impact on human activities. 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 human influence on the environment, as well as the environment's impact on human activities. Focus is on the patterns and processes of world climates, culture, population, urbanization, economic activities and resources.

## **GEOG 102 WORLD REGIONAL GEOGRAPHY (5)**

Studies world geographical relationships which includes the analysis and interpretation of the distribution of

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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 105x PHYSICAL GEOGRAPHY: SELF-PACED (5)**

(Credit given as a Natural Science only) Is a self-paced program that provides the student with a general survey of the pattern and processes of the physical environment and its relationship to humankind. This course examines earth-sun relationships, weather, climates and vegetation, as well as the dynamic aspects of landforms and landform processes. (Credit not given if student takes Physical Geography 205 and/or Physical Geography 206)

## **GEOG 194, 195, 196, 197 SPECIAL TOPICS IN GEOGRAPHY (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

## **GEOG 198 SEMINAR IN GEOGRAPHY (V-1-10)**

Includes seminars, workshops, etc. for which college credit is offered. See current quarterly schedule for details.

## **GEOG 199 INDIVIDUAL STUDIES IN GEOGRAPHY (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be

repeated for a maximum of 15 credits.  
**Prerequisite:** Permission of instructor

## **GEOG 205 PHYSICAL GEOGRAPHY (5)**

Surveys the patterns and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of weather, climates, vegetation and soils. Attention is given to the human significance of different natural, as well as human-altered, environments. (Transfers as Natural Science credit only. If both GEOG 205 and GEOG 206 are taken, they transfer as natural science sequence to the University of Washington.)

## **GEOG 206 PHYSICAL GEOGRAPHY (5)**

Surveys the pattern and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of landforms and landform processes. Attention is given to the human significance of different natural, as well as human-altered, landforms. (Transfers as Natural Science credit only. If both GEOG 205 and GEOG 206 are taken they transfer as a natural science sequence to the University of Washington.)

## **GEOG 250 GEOG PACIFIC NORTHWEST (3)**

Is a regional survey course, designed to familiarize the student with elementary geographical concepts and their application to the Pacific Northwest. The course concentrates on geomorphological and climatological processes and

their relationship to settlement patterns, population dynamics, and economic activities.

## **GEOG 294, 295, 296, 297 SPECIAL TOPICS IN GEOGRAPHY (V1-10)** (See GEOG 194)

## **GEOG 298 SEMINAR IN GEOGRAPHY (V-1-10)** (See GEOG 198)

## **GEOG 299 INDIVIDUAL STUDIES IN GEOGRAPHY (V1-10)** (See GEOG 199)

# **HISTORY**

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## **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

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## SOCIAL SCIENCE DIVISION

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 First 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 194, 195, 196, 197 SPECIAL TOPICS IN HISTORY (V1-10)

Covers unusual courses, self-support

classes for college credit, and television courses. See current quarterly schedule for details.

### HIST 198 SEMINAR IN HISTORY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### HIST 199 INDIVIDUAL STUDIES IN HISTORY (V1-10)

Covers directed readings, special projects and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

### 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; and 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 207 INTRODUCTION TO INTELLECTUAL HISTORY (5)

Is 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 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 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 an emphasis on what organized sports have meant to American culture.

**HIST 223**  
**TWENTIETH CENTURY  
RUSSIA (5)**

Basically overviews 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 290**  
**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.

**HIST 294, 295, 296, 297**  
**SPECIAL TOPICS  
IN HISTORY (V1-10)**

(See HIST 194)

**HIST 298**  
**SEMINAR  
IN HISTORY (V1-10)**

(See HIST 198)

**HIST 299**  
**INDIVIDUAL STUDIES  
IN HISTORY (V1-10)**

(See HIST 199)

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**INTERNATIONAL  
STUDIES**

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**INTST 194, 195, 196, 197**  
**SPECIAL TOPICS  
IN INTERNATIONAL  
STUDIES (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

**INTST 198**  
**SEMINAR  
IN INTERNATIONAL  
STUDIES (V1-10)**

Includes seminars, workshops, etc, for which college credit is offered. See current quarterly schedule for details.

**INTST 199**  
**INDIVIDUAL STUDIES  
IN INTERNATIONAL  
STUDIES (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.  
**Prerequisite:** Permission of instructor

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## SOCIAL SCIENCE DIVISION

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### 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."

### INTST 203 COMPARATIVE RELIGION (5)

Introduces the world's religions. The history of Judaism, Christianity, Islam, Hinduism and Buddhism is presented in their cultural contexts. The relationship between these major traditions and actual "folk" beliefs and practices is shown through ethnographic examples.

### INTST 294, 295, 296, 297 SPECIAL TOPICS IN INTERNATIONAL STUDIES (V1-10)

(See INTST 194)

### INTST 298 SEMINAR IN INTERNATIONAL STUDIES (V1-10)

(See INTST 198)

### INTST 299 INDIVIDUAL STUDIES IN INTERNATIONAL STUDIES (V1-10)

(See INTST 199)

## POLITICAL SCIENCE

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### 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 121, 122, 123 THE UNITED NATIONS (1) (1) (3)

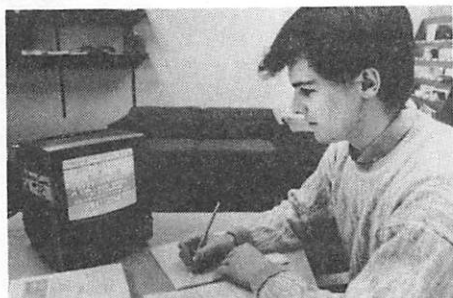
Provides a seminar meeting, once a week each quarter, designed as a prerequisite for those students who hope to participate in Model United Nations delegation in the spring. The Fall and Winter quarters present structure and purpose of the United Nations organization while spring quarter deals with the 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 194, 195, 196, 197 SPECIAL TOPICS IN POLITICAL SCIENCE

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### POLSC 198 SEMINAR IN POLITICAL SCIENCE (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.



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## **POLSC 199, 299 INDIVIDUAL STUDIES IN POLITICAL SCIENCE (V1-10)**

Covers direct readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

## **POLSC 201 INTRODUCTION TO POLITICAL THEORY (5)**

Is designed to outline 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 205 WESTERN EUROPEAN GOVERNMENTS AND POLITICS (5)**

Studies Western liberal political institutions, the welfare state and the Common Market. Specific countries discussed are Great Britain, France, and Germany. Attention is given to theoretical and institutional-procedural aspects characteristic of modern government and society.

## **POLSC 206 COMMUNIST GOVERNMENTS AND 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-Titoist theories

of society, government and economics and their application to the practical task of government.

## **POLSC 207 THIRD WORLD GOVERNMENTS AND 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 208 INTRODUCTION TO QUANTITATIVE POLITICAL ANALYSIS (5)**

Is a study of analytical and scientific methods and the application of these methods to Political Science. Emphasis is on developing skills in data evaluation, utilization, quantification and processing; recognizing fallacious arguments; methods of optimal decision making. **Prerequisite: POLSC 101 or 102 or 201 recommended, not required**

## **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 294, 295, 296, 297 SPECIAL TOPICS IN POLITICAL SCIENCE**

(See POLSC 194)

## **POLSC 298 SEMINAR IN POLITICAL SCIENCE (V1-10)**

(See POLSC 198)

## **POLSC 299 INDIVIDUAL STUDIES IN POLITICAL SCIENCE (V1-10)**

(See POLSC 199)

## **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 102 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

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## SOCIAL SCIENCE DIVISION

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required to conduct, or take part in psychological experiments and/or investigations. (If both PSYCH 100 and PSYCH 102 are taken, only one transfers to the University of Washington.)

### 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)

Is an introductory level course stressing application of psychological theory. Students survey the following major areas: industrial/organizational, consumer, clinical/counseling, environmental/engineering, school, and consulting psychology including topics of law, medicine, education, and athletics. The focus is on how these psychologists perform their professional functions in a job setting.

### 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 194, 195, 196, 197 SPECIAL TOPICS IN PSYCHOLOGY (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### PSYCH 198 SEMINAR IN PSYCHOLOGY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### PSYCH 199 INDIVIDUAL STUDIES IN PSYCH (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.

### PSYCH 200 DEVIAANT PERSONALITY (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 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 209 FUNDAMENTALS OF PSYCHOLOGICAL RESEARCH (5)

Covers the theories, techniques, and application of: psychological research methodology, literature review, hypothesis testing in a variety of research paradigms, ranging from uncontrolled field observation to laboratory experiments. Social and physical environmental issues which may effect research results, data analysis, and report writing are covered. **Prerequisite: PSYCH 100**

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## PSYCH 213 ELEMENTARY PSYCHOLOGICAL STATISTICS (5)

Studies the classification and reporting of data, hypotheses testing and evaluation and probability theory using t tests, other means tests, analysis of variance and designs with supplemental computations for ANOV, correlations and related topics, non-parametric tests, miscellaneous tests of significance and indices of relationships. **Prerequisite:** PSYCH 100

## 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 257 PSYCHOLOGY OF SEX DIFFERENCE (V5)

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 decision.

## PSYCH 294, 295, 296, 297 SPECIAL TOPICS IN PSYCHOLOGY (V1-10)

(See PSYCH 194)

## PSYCH 298 (See PSYCH 198)

## PSYCH 299 INDIVIDUAL STUDIES IN PSYCH (V1-10)

(See PSYCH 199)

## 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 194, 195, 196, 197 SPECIAL TOPICS IN SOCIOLOGY (V1-10)

Covers unusual courses, self-support

classes for college credit, and television courses. See current quarterly schedule for details.

### SOC 198 SEMINAR IN SOCIOLOGY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### SOC 199 INDIVIDUAL STUDIES IN SOCIOLOGY (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

### SOC 223 BASIC SOCIAL STATISTICS (5)

Introduces the ways statistics can be used to challenge or support social theories. No mathematical background is assumed. **Prerequisite:** SOC 110 or PSYCH 100, or ANTH 100 and MATH 090 or equivalent 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:** PSYCH 100 or SOC 110, or ANTH 100 or permission of instructor



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## SOCIAL SCIENCE DIVISION

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### SOC 250

#### **ADULTHOOD AND AGING (5)**

Traces the developmental progression from adulthood to old age and death with special emphasis on critical periods as they are affected by changes in the social, intellectual, personal, and physiological processes. Theoretical approaches, as well as case studies, are employed.

### 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 260

#### **DEATH AND DYING (5)**

Studies death and dying from a sociological perspective. The course deals with the relationships between death and many concepts such as socialization, stratification and culture. The

course addresses various community resources and skills needed for interacting with the dying.

### 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 (5)**

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 294, 295, 296, 297

#### **SPECIAL TOPICS IN SOCIOLOGY (V1-10)**

(See SOC 194)

### SOC 298

#### **SEMINAR IN SOCIOLOGY (V1-10)**

(See SOC 198)

### SOC 299

#### **INDIVIDUAL STUDIES IN SOCIOLOGY (V1-10)**

(See SOC 199)

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## SOCIAL SCIENCE

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### SOCSC 194, 195, 196, 197

#### **SPECIAL TOPICS IN SOCIAL SCIENCE (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### SOCSC 198

#### **SEMINAR IN SOCIAL SCIENCE (V1-10)**

Includes seminars, workshops, etc. for which college credit is offered. See current quarterly schedule for details.

### SOCSC 199

#### **INDIVIDUAL STUDIES IN SOCIAL SCIENCE (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

### SOCSC 294, 295, 296, 297

See SOCSC 194

### SOCSC 298

(See SOCSC 198)

### SOCSC 299

(See SOCSC 199)



# ADMINISTRATION AND FACULTY

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**Mrs. Carol James**, Vice Chairman, Bellevue

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**Dr. Paul N. Thompson**, Executive Officer

Bellevue Community College

Established 1966

Accredited by the Northwest Association of  
Schools and Colleges

## ADMINISTRATION OF BELLEVUE COMMUNITY COLLEGE

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**Dr. R. Edmund Dolan**, Dean of Instructional  
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**Dr. Jacquelyn Meredith Belcher**, Associate  
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**Dolores Taylor**, Coordinator, Parent Education  
**Marlena Scordan Weglin**,

Telecommunications Center Manager

**Howard W. Wildin II**, Division Chairman,  
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# 120 ADMINISTRATION AND FACULTY

Craig Merrill, Dean of Student Programs and Personnel Services  
 Julia Adame-Quesnell, Director of Educational Assistance Program  
 Mary Ellen Brune, Director of Women's Programs  
 Linda D. Flory-Barnes, Director of Multi-Cultural Services

Dr. Jewell C. Manspeaker, Dean of Administrative Services  
 Dale A. Johnson, Director of Finance  
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 Doris Katz, Chairman, Interior Design Technology Program  
 Dalmen D. Mayer, Chairman, Philosophy Program  
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 Molly A. Norris, Chairman, Office Professions Program  
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 Marcia C. Williams, Chairman, Data Processing Program

Barbara J. Zarkowski, Chairman, Business Administration Transfer Program

### Educational Development and Health Sciences

Anne M. Colwell, Chairman, Diagnostic Ultrasound Technology Program  
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 Steven W. Cross, Chairman, Developmental Education  
 Dr. A. Laverne Phillips, Chairman, Home Economics Program; Consumer Education Program  
 Gloria Owens Polis, Chairman, Early Childhood Education Program  
 Ronald S. Radvilas, Chairman, Radiologic Technology Program  
 G. Lynne Scott, Chairman, Continuing Education Nursing Program  
 Mary Elizabeth Smith, Chairman, Associate Degree Nursing Program  
 Dolores Taylor, Coordinator, Parent Education Program  
 Ray C. Washburn, Chairman, Health Education Program; Recreation Leadership Technology Program; Physical Education Program

### Media Technician

Wayne W. Bitterman, Chairman, Media Technician Program

### Science

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 Rosemary K. Richardson, Chairman, Life Sciences Program  
 Jim Rostirolla, Planetarium Director  
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 Scott W. Winter, Chairman, Engineering Transfer Program

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 Fred E. Freidel, Chairman, History Department  
 Dr. Steven Hamernyik, Chairman, International Studies Department  
 Dr. Louis Kahn, Chairman, Psychology Department

Robert C. Miller, Chairman, Administration of Criminal Justice Program  
 M. Aslam Khan, Chairman, Political Science Department  
 John S. Osmundson, Chairman, Anthropology Department  
 Dr. Michael L. Talbott, Chairman, Geography Department  
 Kit Sims Taylor, Chairman, Economics Department

## ADMINISTRATION AND FACULTY

\*Amen, Timothy G., *Political Science*  
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 \*Apacible, Ricardo M. P., *Psychology*  
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 Becker, Adele Thornburn, Dr., *Director of Continuing Education Work-Related Programs*  
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 M.A., Portland State University  
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# 121 ADMINISTRATION AND FACULTY

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- \*Bernhard, Kathleen, Dr., *Psychology***  
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- Brenner, Lalanne D., *Mathematics***  
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M.A., Colorado State College
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Registry: National Society Cardiopulmonary Technologist
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M.S., Oregon State University
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South Dakota State College  
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M.Ed., University of Arkansas
- DeCoster, Barbara L., Dr., *Librarian***  
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- \*DeNure, John W., *Graphics***
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M.N., University of Washington

**Harryman, James W., Physical Activities**

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M.S., University of Connecticut

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**\*Hovanic, Catherine E., Life Science**

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B.A., University of San Francisco

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M.S.L.S., University of Southern California

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Ph.D., University of Washington

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M.Ed., University of Washington  
Ed.D., Washington State University

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**Kennedy, Jerrie L., English**

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**Kennedy, Ruthmary, Educational Planning Coordinator**

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M.Ed., University of Washington

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**\*Kruck, Marilyn Tober, Mathematics**

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**\*Leber, Mary Reeves, Dr., Speech**

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Ph.D., University of Washington

**\*Lyons, Elizabeth S.N., Geology**

B.A., University of Alaska

**\*MacIsaac, Steven D., Political Science**

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**\*Magnuson, Russell C., Mathematics**

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M.A., Boston University  
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Prof. Diploma—State Professor, Komensky's University, Bratislava, Czechoslovakia;  
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**McFall, Douglas L., Real Estate**

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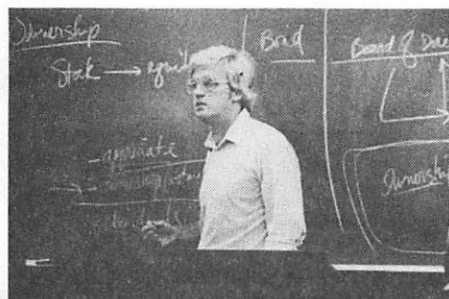
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M.A., University of Oregon
- Meilleur, Raoul J., Director of Continuing Education International Programs**  
B.A., University of Washington  
M.A., University of Paris
- Melvoin, Peter, Sociology**  
A.B., University of Illinois  
M.A., Arizona State University
- Mercer, Gloria A., English and Reading**  
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- \*Merenyi, Klara C., Dr., Spanish**  
M.A., Central University of Budapest  
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- Merrill, M. Craig, Dean of Student Programs and Personnel Services**  
B.A., Colorado College
- Miller, Robert C., Chairman, Administration of Criminal Justice**  
A.A., Seattle Community College  
B.A., Seattle University
- \*Mohundro, James, Real Estate**
- Molvik, Nilmar I., Chairman, Developmental Mathematics, Chairman, Mathematics Program, Mathematics**  
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- \*Morgan, Linda R., Communications**  
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- \*Mutch, Harvey A., Accounting**  
B.S., University of Idaho
- \*Neuberger, Anne K.P., English**  
B.A., University of Southern California  
M.A., University of Washington
- Nielsen, Thomas R., Interior Design**  
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B.A., University of Washington
- Noble, Donald N., Associate Dean of Student Services**  
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- Norris, Kathryn W., Business Administration and General Business**  
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- Norris, Molly A., Chairman, Office Professions Program, Office Professions**  
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- \*Peck, Gloria B., Art**  
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- \*Penewell, Royal E., Mathematics**  
B.A., Western Washington University
- \*Perry, Thornton A., History**  
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- \*Peterson, Carole E., Data Processing**  
B.A., University of Washington  
B.A., Eastern Washington University  
A.A., Bellevue Community College
- Pfister, Franz J., Dr., German**  
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- Phillips, A. Laverne, Dr., Chairman, Home Economics Program; Chairman, Consumer Education Program; Consumer Education and Home Economics**  
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M.A.T., Mills College
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- Powell, Glenn D., Life Science**  
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- \*Puckett, John R., Dr., English**  
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- Relf, James A., Division Chairman, Science Division; Mathematics**  
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# 124 ADMINISTRATION AND FACULTY

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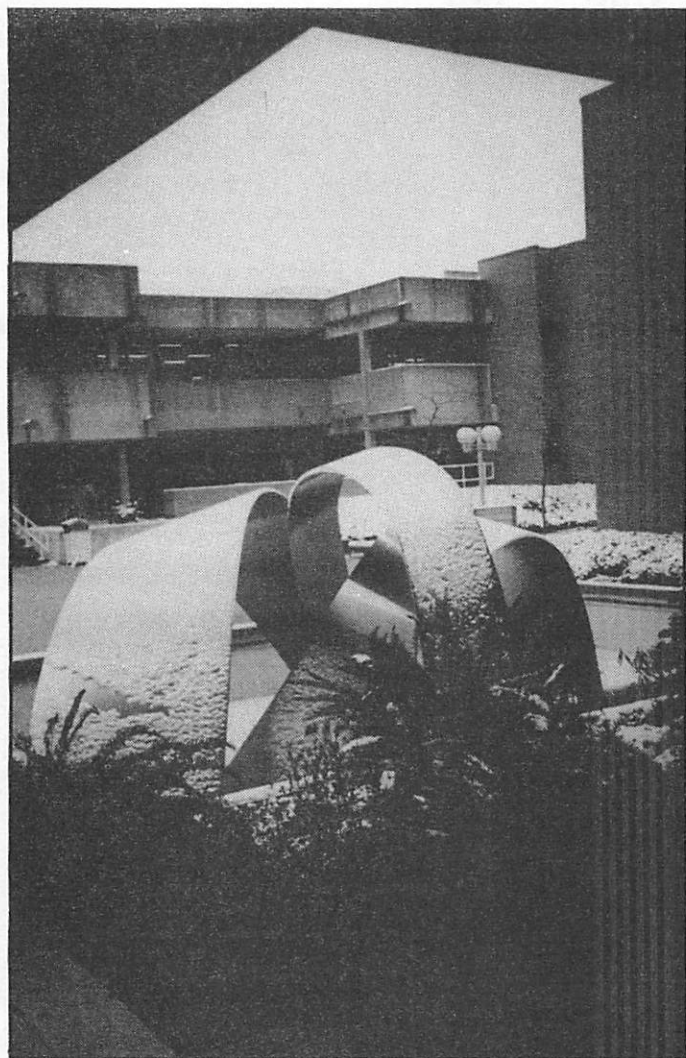
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