

# BELLEVUE COMMUNITY COLLEGE



1994 - 1996 COURSE CATALOG

**E**ducation . . .

The foundation  
to life long  
success.



Bellevue Community College  
1994-96 Catalog

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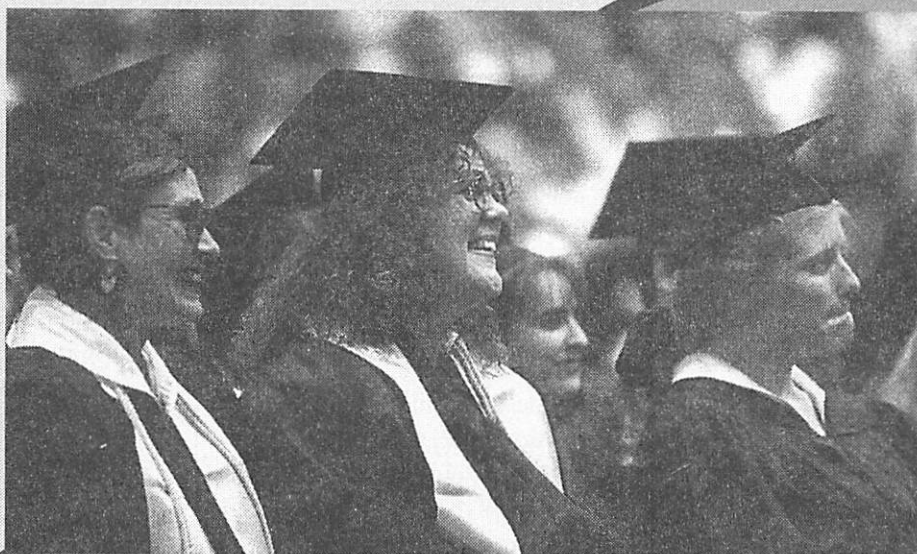
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# Bellevue Community College

## Catalog 1994-96

**G**raduates celebrate their success at commencement.



<b>Introduction .....</b>	<b>3-6</b>
Letter from the President .....	3
College Mission Statement .....	4
Student Rights .....	5
Affirmation of Inclusion .....	6
<b>The College Policies .....</b>	<b>7-20</b>
Admissions .....	7
Assessment and Advising .....	8
Registration .....	9
Grading/Credits .....	9
Transfer Information .....	12
Nontraditional Credit Programs .....	14
Veterans Administration	
Programs .....	15
Tuition and Fees .....	16
Graduation .....	17

## Table of Contents

Degrees .....	17
High School Completion .....	19
General Educational Development (GED) Tests and Certificate of Educational Competence .....	19
Continuing Education .....	19
International Programs .....	20
<b>Student Services .....</b>	<b>21 - 28</b>
Counseling and Advising Services .....	21

Additional Services .....	22
Student Health Services .....	23
Developmental Education .....	23
Library/Media Center .....	23
Parent Education .....	24
Services .....	24
Financial Aid .....	24
Student Programs & Activities .....	26
Total Fitness Center .....	28
<b>Degree Planning .....</b>	<b>29 - 44</b>
General Education: Foundation for Success .....	29
Four Paths to Your Future .....	30
Associate in Arts and Sciences Transfer Program .....	31

# Bellevue Community College Catalog 1994-96

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Associate in Arts in General Studies Program .... 32	<b>Educational Development &amp; Health Sciences Division .. 79 - 96</b>	Chemistry ..... 101
Associate in Sciences Program .. 32	American Sign Language ..... 79	Engineering ..... 102
Occupational Programs ..... 33	Consumer Education ..... 80	Environmental Science ..... 103
Degree Planning ..... 33	Developmental Education ..... 80	Geology ..... 104
<b>Arts &amp; Humanities Division ... 47 - 66</b>	Diagnostic Ultrasound Technology ..... 80	Mathematics ..... 104
American Studies ..... 47	Early Childhood Education ..... 82	Meteorology ..... 106
Art ..... 49	Education ..... 84	Nutrition ..... 106
Communications ..... 50	Health ..... 84	Oceanography ..... 106
Dance ..... 52	Home Economics ..... 84	Physics ..... 106
Drama ..... 52	Individual Development ..... 85	Zoology ..... 107
English ..... 54	Image ..... 85	
Foreign Languages ..... 58	Nuclear Medicine Technology .. 85	<b>Social Science Division ..... 109 - 124</b>
Interior Design Technology ..... 60	Nursing - Associate Degree ..... 87	Administration of Criminal Justice ..... 110
Music ..... 62	Nursing - Continuing Nursing Education ..... 87	Anthropology ..... 111
Philosophy ..... 65	Parent Education ..... 88	Economics ..... 112
Speech ..... 66	Physical Education - Courses .... 88	Geography ..... 113
<b>Business Division ..... 67 - 78</b>	Physical Education - Professional Courses ..... 89	History ..... 114
Accounting ..... 67	Radiation Therapy Technology 91	International Studies ..... 116
Administrative Office Systems . 69	Radiologic Technology ..... 94	Media Communication and Technology ..... 117
Business Administration - Transfer Program ..... 70	Recreation Leadership ..... 95	Political Science ..... 120
Computer Information Systems 71		Psychology ..... 121
Computer Science Transfer Program ..... 74	<b>Human Development ..... 97 - 98</b>	Sociology ..... 123
General Business Management . 75	<b>Science Division ..... 99 - 108</b>	<b>Special Programs ..... 125 - 132</b>
Marketing ..... 76	Astronomy ..... 99	Alcohol/Drug Studies ..... 125
Software Marketing ..... 77	Basic Science ..... 100	Continuing Nursing Education 127
Technical Support ..... 77	Biology ..... 100	Fire Command ..... 128
Real Estate ..... 77	Botany ..... 101	Real Estate ..... 129
		Telecourses ..... 132
		<b>Administration &amp; Faculty .... 133 - 140</b>
		<b>Index ..... 141 - 142</b>

College President Jean Floten (center) reminisces with Trustees; Sally Jarvis, Ruthann Kurose and former Trustee Carol James.



## Letter from the President

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In considering our College in your educational planning you are taking a positive step in reaching your goals.

The faculty, administrators and staff of BCC are committed to providing quality instruction, practical vocational training, innovative teaching, responsive customer service and individualized attention all at an affordable cost. These values are the hallmark of the community college mission.

## Welcome to BCC

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BCC's faculty members are dedicated teachers who are fulfilling their dream of making a difference in the lives of their students. They are committed to the classroom and it shows. You will not find cavernous lecture halls filled with nameless students at BCC. Our faculty and staff members take a genuine interest in ensuring the success of each student on campus.

Studies show that many jobs do not require a four-year degree. Through our occupational programs you can select from a wide variety of challenging and satisfying career choices. Practical training combined with hands-on experience give you what you need to get the job you want. Best of all these programs are guided by boards made up of working professionals in the field. They have the expertise necessary to make sure you are receiving relevant education and experience using state-of-the-art methods.

It is our goal to stay on the cutting edge of learning. Our interactive

# Introduction

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multi-media computer lab features technology rare in community college settings yet is critical to those who wish to work for Microsoft, Nintendo and other industry leaders. Another innovative teaching tool, linked classes, gives you a broad yet related look at how literature, philosophy, astronomy and other seemingly disparate disciplines can be interwoven to a central theme. In response to the need for more flexible class offerings, we have evening and weekend classes designed to accommodate the busiest schedule. In fact, many of our courses are offered via telecourses allowing you to reach your education goals without leaving home!

We want to support you in getting the most from your academic work at the College. To help you succeed, our math, writing and computer labs are available at convenient hours; the Women's Center and its highly regarded Displaced Homemakers Program can assist you in the sometimes daunting transition from home to school; our Fitness Center helps keep your body and soul in top form; and the Child Care Center's professional teachers care for our youngest pupils - your children.

We are proud of our commitment to cultural pluralism. Our Affirmation of Inclusion points to the climate of respect and dignity we strive to maintain on our campus. Through the work of our Cultural Pluralism Committee, the number of students, faculty and staff of color nearly doubles that of the neighboring communities we serve. The staff of the Multi-Cultural Services center is available to assist students of color and disabled students in reaching their educational goals. We welcome the opportunity to include you.

Whether you plan to transfer to a four-year school, begin a new career, brush up on your business skills, or learn English as a second language, BCC has what you are looking for.

Best wishes for a successful experience at BCC!

B. Jean Floten  
President

## College Mission Statement

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### Mission

Our mission at Bellevue Community College is to:

- provide an academic environment which encourages students to become responsible, analytical, creative and productive citizens;
- provide accessible services and educational programs that reflect excellence;
- meet the changing educational needs of our diverse community;
- promote pluralism within our multicultural society;
- be a leader and partner in the culture, technology, and business of our Eastside community.

### Vision

We visualize Bellevue Community College as a place which:

- places student learning at the center of all we do
- values and respects diversity on campus and within our community
- provides equal opportunities to all who seek self-improvement through education
- aspires to excellence in academic and professional achievement

- values shared decision making
- encourages creativity and innovation in the college's faculty and staff
- adapts to the changing demands in educating our community
- provides high quality services to students, visitors and the community

### Goals

To support our mission and vision we commit ourselves to these goals:

#### EDUCATIONAL EXCELLENCE

- provide opportunities for students to achieve diverse educational goals by offering academic/transfer, occupational, developmental, and continuing education programs
- provide curricula that enable students to achieve competence in the outcome areas identified by the college's General Education program
- provide lifelong educational experiences within all college programs
- commit resources to the professional development of college personnel

#### TEAMWORK

- foster a college community in which individuals, campus committees and organizations, and community groups form mutually supportive relationships and partnerships for the common good
- provide an educational and artistic center which joins with the community to foster cultural, civic, artistic, social, environmental, and economic development
- develop connections between the college and the community in order to improve the educational and financial bases of the college

# Introduction

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- incorporate developing technologies, methods, and ideas into instructional programs and administrative services in order to maintain relevant programs and services

## **PLURALISM**

- maintain a campus community in which all constituencies have an active voice in the decision making process
- promote pluralism in all aspects of college life
- demonstrate support for policies within our community that promote pluralism
- provide an environment that supports a diverse student body, faculty and staff

## **QUALITY SERVICE**

- provide the staff and systems necessary to effectively assist students in making appropriate decisions regarding their educational options
- provide high quality library and media services, instructional support services, and counseling services
- provide educational programs and services which meet the complex and changing needs of our community
- maintain the fiscal integrity of the college

## **Student Rights**

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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. Photographs of students may be taken for publicity only.

## **Equal Opportunity/ Antidiscrimination Policy**

Bellevue Community College, Community College District 8, does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of any sensory, mental or physical disability or veteran status in educational programs and activities which it operates and is prohibited from discriminating in such a manner by college policy, and state and federal law. All College personnel and persons, vendors and organizations with whom the College does business, are required to comply with all applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

## **Federal Privacy Act**

Pursuant to Section 7 of Public Law 93-579, commonly known as the Federal Privacy Act, which became effective on September 27, 1975, notice is hereby given that disclosure of a student's social security number for the purpose of admission and registration at Bellevue Community College is voluntary on the student's part. However, the State Board for Community and Technical Colleges 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. Financial Aid students should be aware that they must provide their Social Security Number, as required by Federal Law. Students that choose a college assigned number must pay tuition and fees from their own source.

## **The Family Educational Rights Act of 1974: Public Law 93-380.**

NOTICE IS HEREBY given that Bellevue Community College has adopted institutional procedures in compliance with Public Law 93-380. The Family Educational Rights and Privacy Act of 1974. These policies and procedures are posted on the bulletin board in the Registration Center, A-111. The law permits the college to make public directory information which contains the student's name, address, telephone number, etc. It also provides the student the opportunity to view his/her educational records upon request. Students desiring more detailed information are requested to refer to the posted policies and procedures. Students wishing to be excluded from the student directory as defined in Public Law 93-380 are requested to file a petition with the Registrar.

Taxpayers of Washington State have provided over \$3,066 toward the cost of education of the average full time equivalent student (one taking 45 credit hours per year) in Washington community colleges during the 1994-95 year.

# Introduction

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## *Affirmation of Inclusion*

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Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

As adopted by the  
All College Council 1992

# The College Policies

*The Student Services Building houses Registration, Financial Aid, Advising, Job Placement and many other student services., all in one convenient location*



## 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. Students who have attended other colleges DO NOT need to submit academic transcripts. Official transcripts are required at the time a student applies for graduation.

### Application for Admission

To gain admission to Bellevue Community College, prospective

## Enrollment & Admissions

students 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 Student Service Center located on the first floor of the Student Services building. Completed admissions forms must be submitted in to the Student Services Center.

New students will be admitted to Bellevue Community College in the

order in which admission forms are received.

### Formerly Enrolled Students

Students who have NOT attended Bellevue Community College for two consecutive quarters must complete an application for readmission.

### Residency for Tuition Purposes

#### Eligibility

According to WAC250-18-020, in order for a student to be classified a resident for tuition and fee purposes, the student shall meet the following conditions:

1. Have established a bona fide domicile in the State primarily for

# The College Policies

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purposes other than educational for a period of one year immediately prior to commencement of the first day of the quarter for which the student wishes to attend. The student does not lose a domicile in this State while a member of the civil or military service of this State or of the U.S., if the student returns to the State within one year of discharge.

2. Be financially independent, OR be a dependent student, one or both of whose parents have maintained the domicile requirement listed in #1.
3. Not receive financial assistance provided by another State or governmental unit or agency thereof wherein residency in that State is a continuing qualification for such assistance.
4. Hold permanent resident immigration status, if the student is not a U.S. citizen, and further meets and complies with all applicable requirements.

## Procedures

1. After a student has registered at Bellevue Community College, the residency classification will remain unchanged in the absence of satisfactory evidence to the contrary.
2. Application for a change in residency, available in the Student Services Building, 1st floor, will be accepted up to the 30th calendar day of each quarter.
3. Change in classification must be based upon written and documented evidence.
4. Approval of an application for resident status shall be made only after satisfaction that the requirements of domicile and independency or dependency have been made.

5. Burden of proof of the establishment of a domicile and/or evidence of financial independence lies with the student.

## Admission for International Students

Bellevue Community College is authorized under Federal Law to enroll non-immigrant aliens. International students are admitted only under the following conditions:

1. Completed and signed Bellevue Community College International Student application for admission.
2. Received translated copies of all scholastic records (i.e., high school, previous college, language schools, etc.)
3. Submitted a Declaration and Certification of Finances or a notarized Affidavit of Support is required by international students. Estimated expenses for one academic year (nine months) are \$13,215. Estimated expenses for one full year are \$17,215. Students who are unable to provide proof of financial responsibility cannot be accepted, since funds to provide financial aid to international students are not available.
4. Submitted proof of English language proficiency if desiring to enroll in the regular curriculum. 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.)

International students are required to enroll for Student Accident and Sickness insurance for each quarter of attendance at Bellevue Community College.

BCC maintains no dormitories or housing facilities. There are many nearby apartment complexes.

International students may apply for any quarter throughout the year. Presently, Bellevue Community College is not able to admit all international students applying for admission and accepts students on rolling admission, so there are not set deadlines for each quarter. However, it is suggested that students apply at least sixty days in advance of any given quarter to ensure that their application will be considered.

## Assessment & Advising

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The college expects students to use its support services to:

1. Assess their skill levels and readiness to succeed in specific classes and programs;
2. Make decisions which promote their success;
3. Fulfill the formal requirements for specific classes, programs and degrees.

Bellevue Community College provides assessment testing and advising because research shows that these services, when used together, help students to make better decisions which lead to success. Following admission to BCC, each student is informed of the assessment and advising services and procedures. A variety of options are available to address the specific need of the individual

# The College Policies

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student, including testing to determine eligibility for specific English and math classes, or comprehensive assessment and advising sessions.

The full comprehensive assessment session takes 3.5 hours and includes skills testing in English and math; study skills; a review of college success factors such as money and time; emotional and social support systems; analytical skills; learning styles; self-esteem; and support services of the college

The full assessment session results in a printed report which the student may then take to an advising session. The advisor helps the student to clarify needs, to plan a college program, select classes and identify resources and services.

## Registration

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### Registration -- New Students

A registration appointment will be provided for all new students upon completion of their admission application.

### Registration -- Currently Enrolled Students

Currently enrolled students are registered by appointment prior to the beginning of each quarter on those days designated on the college calendar.

Students will be assigned an academic advisor from the instructional division of their choice and/or the program in which they expect to major. Students must consult with their advisor during their first quarter in residence at BCC.

### Transfer Students

Students transferring credits from other colleges who have earned 45

credits or more (incoming credits plus BCC credits) AND who are pursuing a BCC degree should bring copies of their incoming transcripts to the Student Services Center. For these students, total credits will be used to assign registration appointments for their second resident quarter.

### Schedule Changes

The quarterly class schedule will list the dates for adding or withdrawing from a course. Adding a course or withdrawing from a course is accomplished by filling out a Schedule Change Form obtained in the Registration Office.

### Late Registration

Unrestricted class registration is permitted only during the first three (3) business days of the quarter, during the academic year.

That is, students are permitted to add classes during the first three (3) business days of a quarter, or prior to the third meeting of those classes which meet twice a week. For classes meeting once a week, students may enroll prior to the second meeting of the class. In all instances, students must complete and submit an appropriate Schedule Change Form at the Student Services Center.

During the fourth (4th) through the tenth (10th) business days of the quarter, a student may, on a space available basis, add a class with the permission of the instructor and/or the division chairperson. Students are also required to submit a Permission to Enroll Card with the required, authorized signatures to the Student Services Center.

After the tenth (10th) business day of the quarter, a student may add a class, on a space available basis, if he or she exhibits a bona fide reason for adding the class after the tenth (10th)

day of the quarter. To accomplish this, a gold card must be secured from the appropriate division/unit office; it too must have the authorized signatures and must be filed with the Schedule Change Form to the Student Services Center.

Refer to the Summer Class Schedule for the summer quarter schedule.

## Grading / Credits

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### 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 Schedule Change Form (available at the Registration Office) to the Student Services Center or to its 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 seventh week of the quarter, 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. No official withdrawal will be permitted after the start of the eighth week of the quarter.
4. 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. The Associate Dean for Enrollment Services may grant excep-

# The College Policies

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tions and authorize late withdrawals due to extraordinary circumstances. Failure to comply with these procedures will not constitute an official withdrawal and will cause forfeiture of any refund if any would otherwise be due the student.

5. For summer quarter, please consult the quarterly class schedule.

## Military Withdrawal

If students submit proof of voluntary enlistment in the Armed Forces, they may receive credit and/or a refund of fees subject to the following:

1. During the first one-third of the course, students would receive a full refund of fees and no credit.
2. During the second one-third of the course, students would receive one-half credit, but no letter grade, and the courses would be unspecified. Unspecified credit may later be converted to specific credit and grade by examination. Half of the fees would be refunded.
3. Withdrawal during the last one-third of the course would entitle students 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 students have performed at a passing level during the quarter but, due to some reason, are unable to complete the course requirements, they may be graded "incomplete." Students are responsible for initiating the removal of the incomplete grade. Incomplete grades cannot be converted to noncredit if course requirements are not completed.

Although instructors may designate a lesser amount of time for the removal of an incomplete, the college allows a maximum of one year from the receipt of the incomplete to completion of course requirements. After evaluating the completed course requirements, instructors are then responsible for returning the Change of Grade form to the Records Office for processing.

## Public Law 93-380, The Family Educational Rights & 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. This law permits students to view their educational records upon request. This law also authorizes the college to report the student's address and telephone number as "Directory Information," which can be released to third parties upon request. For more detailed information on our procedures and its affects, students should contact the Associate Dean of Enrollment Services. If a student wishes to be excluded from the student directory as defined in Public Law 93-380, he/she must fill out a petition with the Registrar. Petitions are available in the Student Service Center.

## Retention of Records

All records forwarded to the college become the property of the college and will not be returned to students or duplicated for any reason. BCC will retain records of registered students for one year beyond graduation or withdrawal.

## Auditing a Course

Any person may enroll in a course for audit (non-credit) upon payment of the required enrollment fees. Indi-

viduals (students) who audit a course are required to perform all required activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. If students wish to transfer from a credit to an audit basis or from an audit to a credit basis in a course in which they are presently enrolled, they must arrange for this change of status at the Student Services 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 (some classes are not scheduled in the usual college class periods). Laboratory courses often require two or three clock hours of work for each credit hour.

## Student Credit Load

A full-time student credit load is 12 to 15 credit hours. However, if students are enrolled under a government sponsored program (Financial Aid, Veterans, Social Security), they should check with the appropriate agency's Financial Services Office for the proper credit load requirements. To enroll in more than 18 credit hours, students must meet the following minimum cumulative grade-point average:

19 to 20 credit hour load — 3.0

## Examinations

Final examinations, if given, are held at the end of each quarter. Final

# The College Policies

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examinations will be scheduled at fixed times. Instructors are cautioned against giving final 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 student's 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. Most instructors' syllabi cover this exigency.

## Grading

Bellevue Community College utilizes the following grading system which reflects a student's achievement:

### Outstanding Achievement

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

### High Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

### Average Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

### Minimum Achievement

- D+ 1.3 points per credit hour
- D 1.0 points per credit hour

### Unsatisfactory Achievement\*

- F 0.0 points per credit hour

### Passing \*\*

- P 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 courses graded using "A" - "F" in which a student elects to be evaluated Pass/Fail (P/F). All "P" grades issued in the latter instance must be supported with traditional letter grades.

### Non-Credit \*\*\*

- Z No points are calculated for this grade. The instructor may, at his/her discretion, utilize this grade rather than the "F" if a student's achievement does not merit the awarding of credit for the course.

### Official Withdrawal

- W See withdrawal policy.

### Audit

- N Not counted for credit or grade-point average. You must declare your intention to audit a course within the first ten days of the quarter by filing the required petition in the Registration Center.

### Course in Progress

- Y 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.

### Incomplete \*\*\*\*

- I 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 a student's control.

\* A student should be aware that each instructor determines whether or not his/her respective class will be evaluated utilizing the grade of "F."

\*\* There are certain limitations implicit in the "P" grade. Four-year colleges and universities are not bound to accept the "P" 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, Bellevue Community College students should

consult with their transfer school or with the evaluator in the Admissions Office for an explanation of any restrictions they may encounter in transferring course credit graded "P". Courses which a student elects to take P/F 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 at the discretion of the course instructor should a student terminate a course without completing an official withdrawal or should the student fail, for any reason, to realize a minimal achievement level required by the instructor for awarding credit.

\*\*\*\* If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may, at the course instructors discretion, be able to be graded incomplete.

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 a student must do to make up the deficiency. It is required that the contractual form be signed by both the instructor and the student. The contract shall contain the specifics of the deficiency and date by which the deficiency must be resolved. Although the instructor may designate a lesser amount of time, it is recommended that the limitation for the incomplete being fulfilled be established at one quarter but never longer than one year, as the college allows a maximum of one year from the receipt of the incomplete. Three copies of this contract shall be provided, with copies going to the student, the instructor, and the

# The College Policies

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*Registrar. The nature of the deficiency must be such that the 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 from within the same discipline to act in his/her behalf in resolving an "I" grade should subsequent conditions prevent further direct contact between the student and the original instructor. In the event the original instructor does not designate the required area alternate, the program/department chair shall designate one of their members to serve as such, through simple majority agreement, with ties broken by the program chair.*

*An "I" grade remains permanently on all official records unless the deficiency outlined on the contractual form is resolved by the student within the specified time period. Incomplete grades are never converted to noncredit if the deficiencies are not resolved. At any time during the period allowed by the contract for completion of the incomplete, the student may petition to have the terms of the deficiency or the completion date modified through subsequent communication with the instructor or his/her designated alternate and the Executive Dean.*

## **Removal of an Incomplete Grade**

The student is responsible for initiating the removal of the incomplete grade. After the student completes the course requirements, resolving the deficiency outlined on the contractual form within the negotiated time limitation, the instructor is then responsible for returning the "Change of Grade" form to the Records Office for processing.

## **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. Students may choose to enroll on a pass/fail basis courses where grading is typically the regular letter grading system. A form is available at the Registration Office to request specific courses be graded on a pass/fail basis.
2. All courses taken pass/fail under this policy must be identified by the 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 to satisfy requirements for an Associate Degree. Courses requiring a 'P' grade are not included in the 15 credits. 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**

The number of times a student may repeat the same course is limited to three, unless approval is received from the designated advisor. If the student repeats a course which he/she has previously completed, all grades received for that course will appear on the student's permanent record and will be used in computing the grade-point average. The last grade received for the course will be the only grade used in computing grade-point averages for graduation.

## **Honors**

The college encourages students to achieve the highest level of scholarship in pursuit of their educational goal. Students who have earned an Associate Degree or the Certificate of Achievement and have maintained a cumulative grade-point average of 3.50 or above will receive special recognition at the June commencement. All students graduating with honors will have their degree and transcript marked with "honors."

## **Transfer Information**

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Students have the right to expect fair and equitable treatment from the public colleges and universities of Washington, both sending and receiving institutions. Students have the right to expect reasonable efforts on the part of colleges to make accurate and current information available. They have, in turn, the responsibility of seeking out current information pertaining to their educational objectives and for acquiring appropriate information when they change their academic plans. When a student changes major or degree programs, the student shall assume full responsibility for meeting

# The College Policies

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the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible.

Transfer policies shall be implemented and maintained through the cooperative efforts of the state institutions of higher education, the State Board for Community and Technical College Education, and the Higher Education Coordinating Board.

## General Information

If you who plan to transfer to a four-year college from Bellevue Community College, give careful attention to the following important steps:

1. Decide early which four-year college you will transfer to.
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 have already met.
  - b. Suggested freshman and sophomore level courses in the chosen field of study (essential to include in quarterly schedules).
  - c. Courses that meet that institution's requirements for basic education. These basic courses are labeled differently from school to school; students 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 a student's education will be as complete and well-rounded as possible. It is to the students' advantage to complete as many of these courses as possible prior to transferring.
- d. Limitations which the four-year institutions place upon their acceptance of transfer students and/or credits.
3. Advisors are available to help students plan the most effective way to achieve their educational goals. Students are urged to contact the Advising Center early in their planning process to obtain current, up-to-date information pertinent to the courses they wish to take and to their transferability. Numbers assigned to courses in the quarterly schedules do not assure transferability to other institutions because each institution has its own system of numbering.

The final authority of BCC transferability is the Chief Academic Officer.
4. Talk with or write to an admissions officer from the institution to which the students will transfer. This official may have information that is not included in the institution's catalog.
5. Two quarters prior to the time of transfer, double check to make certain all of the necessary requirements have been met. Also, arrange to have 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 student should not 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 students are cautioned 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 transferee's accumulated grade-point average in accordance with their own policies and regulations.
4. Although students are allowed to change their major field of study often, such changes (especially if they are frequent) can lead to additional problems when transferring to another institution. Changes in a major field of study should be made only after careful consideration.
5. If students are undecided about which four-year college they would like to transfer and are uncertain which lower division classes to take now, the program

# The College Policies

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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**

Eighteen Washington four-year colleges and universities have consummated direct transfer agreements with Bellevue 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; they usually have satisfied the four-year school's general education degree requirements.

The four-year schools with which the college now has agreements are Bastyr College, Central Washington University, City University, Cornish College of the Arts, Eastern Washington University, The Evergreen State College, Gonzaga University, Heritage College, Northwest College, Pacific Lutheran University, Seattle Pacific University, Seattle University, St. Martin's College, University of Puget Sound, Washington State University, Western Washington University, University of Washington and Whitworth College.

## **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. College transcripts will not be released until all obligations have been cleared.

## **Transcripts**

A transcript is a copy of a student's official educational record; it is signed by the Registrar. Upon request, a reasonable number of copies of the transcript will be mailed free of charge to prospective educational institutions or employers of choice. Copies of the transcript are released only if students have met all financial obligations to the college and have signed an authorization for the release of the records. Transcript Request forms can be obtained in the Student Service Center.

## **Transferring Credits to BCC From Other Schools or From Military Institutions**

If transferring from another institution to Bellevue Community College, a student's transfer credits are subject to approval and acceptance by the BCC Evaluation Office. Transfer credits are based on the institution's accreditation, 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 students want their military experiences evaluated, they must obtain and complete a special form available through the Evaluation Office. Along with this form, docu-

ments verifying satisfactory course completion must be submitted.

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 veterans plan to transfer to a four-year college, it is often advantageous to have military credits officially evaluated by the four-year college/university after transfer. This could enable transfer of more than the 90 credits usually allowed as transferable from a community college.

## **Nontraditional Credit Programs**

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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. The following specific programs are available to students at BCC:

### **2 + 2 Tech Prep**

#### **Alternative Credit**

Students from high schools that have 2 + 2 Tech Prep program articulation agreements with Bellevue Community College may earn credit as outlined in the program agreements. Earned credit will be transcribed on the BCC permanent record after the first quarter. BCC admissions procedures and requirements must still be met. Your local high schools can provide interested students with procedures.

# The College Policies

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Current agreements are available in the following areas: accounting, business administration & management, early childhood education, and marketing management.

## 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 the permanent student record only after successful completion of 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 a student has 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 students 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 prior 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. The student must be presently registered at Bellevue Community College.
2. Ten quarter credit hours must have been completed at BCC. Individual departments or programs may require that a student complete the

next highest sequential course before receiving credit.

3. Students are not allowed to take an examination for a course previously enrolled in or audited at BCC.
4. If an examination has already been taken for credit and failed, students may not repeat the examination.
5. Students cannot receive credit for an examination if they have already completed a more advanced course in that subject area.
6. International students cannot receive credit by examination for 100-200 level courses in their native language.
7. Credits earned by examination may be used, but only 15 such credits are transferable. These credits may be applied to meet distribution requirements for the transfer degree, but require a waiver.
8. Although credits received through examination become a part of one's transcript, they are not added into the G.P.A. until graduation.
9. Credit is allowed only for examinations in which students have received a grade of 'C' or better.
10. When applying for credit by examination, students must petition the Registrar for a Certificate of Approval. The Registrar will then forward the certificate to the instructor. After successful completion of the examination, the completed form will be returned 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, students may petition to receive credits for the lower level course or courses they have skipped. Students may presently earn advanced placement credit in the following:

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

If wanting to qualify for advanced placement credits, students will find the forms they need in the Registration Center. Students will also need a signed statement from the respective program chairman. If the petition is accepted, these credits will be entered in the transcript.

## Veterans Administration Programs

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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. In order to receive compensation for full-time programs under the

# The College Policies

G.I. Bill, students will be expected to carry at least 12 credit hours.

The Office of Veterans Affairs at Bellevue Community College can help veterans to determine their eligibility and to counsel them in the college's requirements and regulations.

Applications for benefits under Chapters 30, 31, 32, 35, 106, and 901 may be obtained in the Veterans Affairs Office. Again, please check with the BCC VA office for assistance and counseling.

## VA Standard of Satisfactory Progress

### VA Certification

The only courses which entitle veterans to receive VA benefits are program requirements and approved electives. Veterans will be certified for one quarter only until a credit review is submitted to the VA Office. The VA Office at BCC can recommend the program chairperson or advisor best suited to perform this review.

### Grade Requirements

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

### Probation Status

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 they are

placed on probation status for two consecutive quarters, their benefits will be cancelled. Reinstatement of benefits and further certification at BCC can then only occur after completing counseling through the Veterans Coordinator, B231D.

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 them catch up in the area are called deficiency courses. Although the VA imposes some restrictions on taking these courses, veterans may be allowed to enroll in and receive benefits for a deficiency course for one quarter only.

### Change in Veterans Status

The VA office should be notified of the following changes: program of study, credit load, dependent status, address or any other change that may change VA status.

## Tuition & Fees

### Cost Per Credit \*\*

Credit	Resident	Non-Resident	SE Asia Vet
1 or 2	\$89.30	\$342.50	\$60.80
3	133.95	513.75	91.20
4	178.60	685.00	121.60
5	223.25	856.25	152.00
6	267.90	1,027.50	182.40
7	312.55	1,198.75	212.80
8	357.20	1,370.00	243.20
9	401.85	1,541.25	273.60
10 thru 18	446.50	1,712.50	304.00
19 & over	*	+	

- \* Residents will pay \$446.50 plus \$38.85 per additional credit.
- + Non-residents will pay \$1,712.50 plus \$165.45 per additional credit.
- \*\* Subject to change by Washington State Legislature

Audit-Noncredit .... Same as for credit  
Continuing Education ..... Varies  
(See Quarterly Schedule)

### Other Charges

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

### Health Insurance

Health insurance information is available in the Cashier's Office or Student Service Center.

### 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 reasons will not be eligible for a refund. There is a \$7 fee charged for processing a refund.

### Tuition and Fee Refunds

Tuition and fee refunds, minus \$7 fee, are granted as follows:  
Prior to the third day of the quarter  
Complete withdrawal from college ..... 100%

# The College Policies

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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 ..... 100%  
OR transfer to another course

## **LAB FEES**

(Includes Health Service Fee)

Prior to first week of quarter ..... 100%

Through the fourth  
week of quarter ..... 50%

After the fourth  
week of quarter ..... NO REFUND

## **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%

Prior to the second class session 100%

After second class session ..... NO  
REFUND

## **Continuing Education Workshops**

(Self Supported)

Cancellation received up to  
four (4) working days prior  
to the first session ..... 100%

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's office for additional METRO PASS details).

# Graduation

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## **General Information**

In order to graduate from Bellevue Community College with an Associate Degree, students must earn 90 credits and **file an application** for graduation with the Evaluation Office. Official transcripts from all previous colleges attended must be submitted when graduation applications is filed. There is a \$10 fee for graduation. Deadlines are as follows:  
Summer quarter - June 1  
Fall quarter - June 1  
Winter quarter - November 1  
Spring quarter - January 10

If a student is transferring to BCC from another institution with 60 credits, they should apply for graduation as soon as they are enrolled. Thirty (30) credits are required to be completed at BCC. It is the students's responsibility to ascertain whether or not they will have fulfilled the academic and graduation requirements before applying for graduation. Faculty advisors can help them in determining their status. All general and specific requirements of the college must be met, including all of their financial obligations.

## **Time Limitation**

Students may elect to graduate under either the provisions of the official catalog in force at the time they first entered any college or under the

official catalog in force at the time they apply for graduation, providing they remain in continuous enrollment or the lapsed time does not exceed five (5) years.

Although credits earned and approved by the college qualify students 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 students earn while at BCC.

## **Commencement Exercises**

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

If students are planning to participate in these exercises, be sure to follow these instructions. 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 in the Student Service Center eight weeks after completion of the quarter in which the degree or certificate was earned.

# Degrees

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## **THE ASSOCIATE DEGREE**

Bellevue Community College grants one basic degree, the Associate Degree. In order to receive this degree students must have completed a

# The College Policies

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minimum of 90 quarter credit hours with a cumulative grade-point average of at least 2.0.

At least one-third of the total credit hours students wish to have applied toward the degree must have been earned at Bellevue Community College. 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 an Associate in Arts Degree in any one of the established Occupational degree programs. These are all listed and described in the Career Planning section of the catalog.

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 students 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 students 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 students have attained a satisfactory level of mastery within a program they have selected. These certificates are arranged through the division and approved by the Chief Academic Officer. The following restrictions apply to most programs:

1. In order to receive this certificate, students must complete a minimum of 45 credits and a cumulative grade-point average of at least 2.0.
2. Only one-third of the total number of credits students have earned may be credits that they have transferred from another institution.

## Certificate of Accomplishment

Students and programs may request that a Certificate of Accomplishment be issued students upon satisfactory completion of a series of courses or a unit of study. This certificate is issued at the discretion of the instructional division. Such courses or unit of study is less than a full year, or less than 45 credits. Receipt of this certificate does not qualify students for graduation.

## Certificate of Completion

At a student's request a Certificate of Completion may be issued upon the satisfactory completion of a course. They must, however, remember that these certificates are issued at the discretion of the division. Receipt of this certificate does not qualify students for graduation. If students have already fulfilled all of the requirements for a degree and would

like to receive a Certificate of Completion in addition to their degree, this can be arranged.

## A Dual Degree

Students may earn an Associate in Arts Degree in two different curricular programs at Bellevue Community College. To qualify for a second degree they 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 option amounts to the larger total of credits.

If students are expecting to earn a dual degree they should indicate this objective on their application for graduation. Another option that goes beyond earning a single Associate Degree in Arts is that of earning the degree and a Certificate of Achievement. In order to earn a Certificate of Achievement in conjunction with a degree, students must successfully complete an additional 15 credit hours in an approved program, or they 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 Chief Academic Officer, care of the Evaluation Office.

# The College Policies

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## High School Completion

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If students are 18 years of age or older, and would like to complete their high school education, they may do so at Bellevue Community College. The BCC Adult High School Completion Program has been approved by the State of Washington and is designed to help students achieve their educational goals.

Adult High School Program assistants are available to help and advise students on getting into and successfully completing the program. Credit toward a diploma may be granted for work completed in 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. 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 of Educational Competance

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If students are 19 years or older and find it impossible to enter a formal high school completion program, you may be interested in taking a GED

Preparatory Class or apply for the General Educational Development (GED) test. Further information is available through the Assessment Office or the Developmental Education Department.

## Continuing Education

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### General Information

A wide variety of 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.

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 registration is recommended to insure a place in the course or courses in which students are interested. Complete enrollment information may be obtained through the Continuing Education Office, 641-2263.

The Continuing Education Program usually follows the regular BCC calendar although exceptions are made for short courses, seminars, special activities, and courses for business. Students may be required to purchase 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 give 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.

Brochures are developed which describe the Continuing Education offerings in more specific topic areas such as art, foreign languages, computers, business, travel programs, and continuing professional health programs. Students may call Continuing Education to ask that they be put on the mailing list for any of these special area brochures.

### Customized Training

Bellevue Community College also brings classes to work locations. Credit and non-credit courses can be selected from our current offerings or specially designed. Frequent requests are made for training in management skills, English as a Second Language and computer software programs. For information call 641-2496.

### Certificates of Completion and Continuing Education Units (CEUs)

The Continuing Education Unit is a nationally recognized unit of documentation of participation in an organized Continuing Education experience. If students meet the

# The College Policies

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performance criteria for the offering, they will receive a CEU certificate, and a transcript of their participation is kept at the College. CEUs are available for some of our Continuing Education offerings.

Students may request and receive a Certificate of Completion for any continuing education course they have satisfactorily completed if they notify the instructor at the beginning of the course.

## *International Programs*

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The International Program offers several different programs designed for students from other countries. These include full-time intensive English language training for students whose English must be improved prior to regular college study in this country, or who are seeking a study-abroad experience; intensive day and evening English language courses for adults residing in our community; and specially designed short programs in English and professional subjects for groups or individuals from other countries. International Programs courses are generally non-credit. Many students are placed in homes in the community, fostering cross-cultural learning for both students and host families. For information on programs or serving as a host family, call 641-2409.

# Student Services

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*We provide many programs to help students be successful, here a volunteer tutor works with a student on reading skills.*



## ***Counseling & Advising Services***

Counseling and advising services are located on the second floor of the Student Services Building, B230.

Counseling and advising services are provided through the student development programs. These are:

- The Human Development Center
- Multi-Cultural Services
- The Women's Resource Center
- Disabled Student Services
- The Advising Center

## **The Extra Things We Do**

**Human Development Center**  
The Central Campus Counseling Center provides services for all students and prospective students to enable their satisfactory entry, progress and completion of college courses or programs.

Professional faculty counselors help students problem-solve and make their own decisions about individual careers, educational plans, class and

program performance or relationships and related personal, social or academic concerns. Counselors are available at regular drop-in times or by appointment.

The Human Development Center offers seminars, workshops, and classes improve personal, academic and career skills. Examples are Learning and College Survival, Career Exploration, Study Skills, Test Anxiety, Stress Management, Assertive Communications and Cultural Pluralism. Peer counselor training is also available to give students the opportunity to gain work experience in a helping role.

# Student Services

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## Multi-Cultural Services

Multi-Cultural Services provides personal advising, counseling and academic support services to low-income students and students of color. The program goal is to provide an environment which will help each student reach the highest level of personal and career success.

The program also provides services and advocacy for African-American, Hispanic, Asian, Pacific Islander, Native American students, and other students of color. The program facilitates the education of students of color and promotes cultural awareness within the college and community.

## Women's Resource Center

The Women's Resource Center provides services to women and Displaced Homemakers (male or female) regardless of age, background or circumstances in life. It is a support resource for those on campus and in the community. Our services are provided by trained peer counselors and professionals. Our services include:

- campus orientation
- informational referral
- initial orientation to career exploration
- first step advising for women thinking of returning to college or work
- legal referral
- self-esteem and communication skills building
- workshops and classes on life/coping skills
- individual support and Displaced Homemaker Support Groups
- a six-month Mentorship Program for women
- financial aid and scholarship information for women
- job board and job search information
- opportunities to gain valuable volunteer experience

The Women's Center is a bridge: first between the College and the community generally; second between BCC and 4-year educational institutions; third between Displaced Homemakers and mentors; and last among women of all ages and backgrounds.

The Displaced Homemaker's Program offers a 51-hour Career and Life Planning class to widowed, divorced, separated and low-income working people to become independent and productively employed. It includes vocational/interest testing, resume/job seeking skills, exploration of career choices and classes for building self confidence.

## Disabled Student Services

Disabled Student Services provides individual assessment, advising, counseling, or referrals for students with disabling conditions. The program arranges appropriate accommodations for those students with special needs due to their disabling conditions (20 days advance notice is required when requesting special accommodations).

## The Advising Center

The Advising Center provides information about educational and training programs in vocational-technical institutes, BCC and other two-year colleges and four-year colleges. Informal advising and scheduling information is available along with referral to appropriate faculty program advisors.

## Additional Student Services

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### The Assessment Office

The Assessment Office provides assessment sessions, information, and referrals. Program staff work closely with advising, admissions, placement

testing, registration, and counseling services. The program goal is to provide the best possible basis for students and advisors to make success-oriented decisions about student readiness for courses and programs.

## Health Sciences Support Program

The Health Science Support Program provides assistance to students from diverse backgrounds to develop or enhance the skills necessary to be successful in BCC's Nursing, Radiologic Technology, Ultrasound, Alcohol/Drug Studies and Transfer Programs. Students needing assistance are encouraged to use the assessment and advising services of the college prior to their application to the Health Sciences Programs.

## The Career Resource Center

The Career Resource Center provides informational materials on occupations, labor market trends, job search and resume writing skills, and other career development issues, as well as SIGI-Plus, a career exploration computer program. These resources, and assistance in using them, are available on a free, drop-in basis to students and community members. Career assessments are offered as part of career exploration classes, workshops and individual counseling. These classes and workshops are offered for credit, through the Human Development Center, and on a non-credit basis through the Continuing Education department. Individual career counseling is available free to BCC students, and for a moderate fee to community members.

## High School Completion

Adults, 18 years of age or older, may complete the requirements for a high school diploma through BCC. Those interested must obtain an official

transcript from their high school and attend a full assessment session at BCC. They also must contact the High School Completion Advisor to evaluate their status regarding credits, classes and diploma at 641-2369.

### **Classes for High School Students**

You may be able to enroll in college credit classes which will also fulfill high school requirements. If you are now in high school, a Special Student Authorization form is needed. These may be obtained from the Office of Academic and Instructional Administration and must be signed by parents or guardians and authorized by your high school principal. For more information, call 641-2361.

### **Certificate of Educational Competence (General Educational Development Certificate)**

To receive information about the GED Exam contact the Assessment/GED Office, 641-2243. For GED Preparatory class information, please call 641-2347.

## **Student Health Center**

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The Student Health Center's focus is health promotion, disease prevention and wellness. The staff is available for classroom and campus wide presentations and programs, and services to individual students.

Some of the services available are:

- vision, hearing and blood pressure evaluations
- diabetic screenings
- Family planning information/counseling/referrals
- STD/AIDS counseling
- assistance to students in obtaining HIV testing

- treatment of acute minor illnesses
- general health and nutrition information & counseling
- screenings, evaluations in other health related areas
- referrals to appropriate community agencies
- continuity of care

Appointments have priority.

All individual services are confidential.

## **Developmental Education**

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The Developmental Educational Program coordinates the following:

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

**ABE/ESL and GED 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.

**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:** If you need help understanding the topics covered in your math class, the Math Lab is the place for you! Professional and student tutors are available to provide free tutorial assistance on a drop-in basis. The Lab has additional resources, such as computer tutorials, which may be used on location to supplement classroom activities. Check the lab, located in D205, for hours of operation.

**The Writing Lab:** If you are 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.

**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.

**Volunteer Tutor Program:** Trained volunteer tutors are available to help with English as a Second Language or with basic reading and writing. Fill out a request form available in D207, or call the volunteer coordinator at 641-2349.

## **Library/Media Center**

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The Bellevue Community College Library Media Center (LMC) combines library and media services and makes a wide variety of print and nonprint materials available and readily accessible to students, faculty, staff and the community. Forty thousand books, subscriptions to 15 newspapers, 490 current periodicals, numerous pamphlets and documents, filmstrips, slides,

# Student Services

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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 10 study/conference rooms that vary in size to meet the needs of different groups. A typing room on the second floor offers several free manual typewriters and use of electric typewriters for a fee. On the lower floor, microfilm 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, using the computerized Western Library Network.

The college television studio housed in the LMC is used principally for instruction in the Media Communication program. Some lectures and lessons are also video-taped in the studio. The college also operates Channel 28, a comprehensive eastside cable television channel, to provide education and personal enrichment opportunities in the home and work place.

The Library Media Center is open from 7 a.m. to 8:30 p.m., Monday through Thursday, 7 a.m. to 5 p.m. on Friday, and 1 to 5 p.m. Sunday. During these hours librarians and

assistants are on duty to help you. Please call for summer hours.

## Art Gallery

The Library Gallery Space is immediately to the right as one enters the Library Media Center. There are changing monthly exhibits by community artists and by BCC Art Department faculty, as well as an annual show of selected student work from BCC studio art classes.

## Parent Education

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Parent Education is a program to increase the capacities of families to understand and nurture their children. These continuing education classes provide opportunities for parents of newborns through age six to learn with their children in Child Study Laboratories located in communities throughout the Bellevue Community College service area including North Bend, Carnation, Preston, Sammamish Plateau, Issaquah, Bellevue and Mercer Island, as well as both Main and Upper Campuses. The Bellevue Community College Parent Education program philosophy is based on the assumption that parents who are confident and competent in their parenting roles are more likely to raise healthy, productive children. The Parent Education office is located in Room D207, or call 641-2366. Registration begins February for the following school year.

## Services

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### Bookstore

Textbooks, reference materials, related supplies, and general merchandise such as greeting cards, cassettes, insignia clothing, etc. are available in the BCC Bookstore.

Popular paperback books and children's books are also available. VISA and Master Card are accepted.

**A Book Refund Policy** makes it possible for students to return textbooks for payment. The first two weeks from the opening day of the quarter a refund of 100% will be given if books are in perfect condition and accompanied by the sales receipt. Twenty-five percent of price paid for new books will be deducted if books are marked or soiled in any way. Please do not write or mark in your books until you are sure that you are taking the class. Absolutely no refunds can be made without a sales receipt. After the first two weeks, refunds up to mid-terms will be at 60% with original sales receipt. All books have to be stamped with the Bookstore stamp. No refunds will be made on books purchased one week prior to, or during finals. All other merchandise may be returned with sales receipt within 7 days of purchase and in perfect condition.

**A Buy-Back Policy**, on specific days, 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 a used book company. Lab or workbooks are accepted only at the discretion of the Bookstore.

## Financial Aid

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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

# Student Services

grants. The Financial Aid Office reviews each applicant's needs and attempts to put together a financial aid package which utilizes one or more of the resources available.

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

**Cost of Attendance:** The following standard budgets represent costs for a nine-month (three quarters) academic year: column A is a student living at home; and column B is a student living away from home.

	A	B
Tuition & Fees**	1340*	1340*
Books/Supplies	678	678
Room & Board	1,974	4,380
Transportation	1008	1008
Personal Expense	<u>741</u>	<u>1,416</u>
<b>Total Cost</b>	<b>5,741</b>	<b>8,822</b>

\* If you are a nonresident, you should plan to pay an additional \$3,797 in tuition fees.

\*\*Tuition and fees are estimated and subject to change. See the Quarterly Class Schedule for actual rates.

## Determining Financial Need:

Financial need is determined by subtracting the expected family contribution from the cost of attendance. The family contribution is determined by congressionally mandated method. Bellevue Community College will award the maximum available aid to meet the determined need. This award consists of one or more types of aid.

## Application for Financial Aid:

For early and maximum consideration, complete the appropriate forms by April 1. Forms and instructions are available through the BCC Financial Aid Office.

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

**Deadlines:** Follow the above procedures as early as possible and complete the process no later than June 1 for fall quarter; November 1 for winter quarter; and February 1 for spring quarter. Even though applications are received on a continuing basis, awards will be made to late applicants only if funds are available.

**Financial Aid Transcripts:** If you have previously attended any other post-secondary 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.

**Disbursement:** Aid will be disbursed in three quarterly installments beginning the second day of classes if you have registered at least two days before the beginning of classes. If you are not registered at least two days before the beginning of the quarter, your aid will be delayed.

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.

## Student Responsibilities:

- To read all instructions carefully and complete all parts of the application accurately.
- To sign and return the Notice of Award and Acceptance within two weeks of receipt.
- 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.
- To not owe a repayment on any grant awarded at an educational institution or be in default on any loan made at any educational institution.

## SATISFACTORY PROGRESS

Students receiving financial aid are required to make satisfactory progress in a course of study. A copy of the complete policy is available in the Financial Aid Office.

The maximum time frame for a full-time student to earn a degree while on financial aid is nine quarters.

The maximum time frame for a part-time student to earn a degree while on financial aid is 15 quarters.

## REFUND AND REPAYMENT

Students who receive assistance from any Financial Aid Program and withdraw from school officially or unofficially are required to repay a prorated amount to the financial aid programs.

## GRANTS:

**Supplemental Educational Opportunity:** Grants are awarded to undergraduate students from low-income families with exceptional financial need and who are citizens or permanent

# Student Services

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residents of the United States. Grants range from \$200 to \$1,600 per academic year depending on need and availability of funds.

**Washington State Need Grant:** This program is administered by the Higher Education Coordinating Board. 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 grant should complete the entire application (including asset information).

**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.

**PELL Grant:** This program was established by the Federal Higher Education Amendments of 1972. The grant amount is determined by the Student Aid Report (SAR). The purpose of this program is to provide an assurance that no student shall be denied access to post-secondary education because of financial need.

## Employment:

**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, library assistants, 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 on the second floor of the Student Services Building, B231.

## LOANS:

**Stafford 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 Stafford Loans begins six months after the borrower is no longer enrolled for a minimum of six credits.

Repayment of unsubsidized Stafford Loans and 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.

## 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 Scholarship Committee makes the final decision. Scholarship information is available in the scholarship book maintained by the Financial Aid Office..

**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 Center

A free job placement service is offered on campus for currently enrolled students and alumni. Staff is available to help you find part-time and

full-time jobs with community employers. 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.

The Job Center recruits State and Federal work study positions both on- and off-campus and coordinates student placements. Students may work up to 19 hours per week, for an established hourly rate of pay. Students must contact the Job Center and the Office of Financial Aid to obtain a work study position.

## Student Programs & Activities

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In addition to providing special facilities to meet the educational and recreational needs of students, the college community provides student 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. To get involved, contact the Student Program's Office

## College Radio Station

Operated and programmed by students and community volunteers, KBCS 91.3 FM broadcasts jazz and folk music, news and traffic information throughout the Eastside and Seattle 24 hours a day. 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 a FCC permit.

# Student Services

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The station broadcasts at 2800 watts at 91.3 FM. Studios are in D272 (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 are dancers with training in a variety of styles and techniques. A major production is held spring quarter. Auditions are the first Monday of fall and winter quarters. For more information, contact the Dance Program Chairman, Arts and Humanities. Humanities credit (V1-5).

## 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 merchandising, management, and marketing are actively involved in the community and 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).

## 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.

## Food Services

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

## Intercollegiate Athletics

Two hundred students annually participate in a 13-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, softball, basketball, golf, tennis, volleyball, soccer and track.

Womens athletics were instituted in the fall of 1973 starting with volleyball and basketball, subsequently cross country, golf, track, softball, and tennis were added. BCC teams have won numerous honors and championships over the years and strive for a high level of intercollegiate participation at all times. Several BCC athletes have gone on to prominence in major college, professional or international amateur competition.

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.

## Intramurals

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

## Literary/Arts Magazine

*Arnazella*, the annual BCC literary/arts magazine, publishes poems, short stories, autobiographical sketches, essays, line drawings, photographs, and photographs of sculpture and ceramics. Publication is by competition. Entries must be submitted by February 1 and should be turned in to Arnazella, in Room A255. 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.

## 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 the following Communications courses: COMM 141, 142, 143, 144, 145, 240 and 241. Offices are in House 2 (641-2434).

## Phi Theta Kappa

Phi Theta Kappa is an honorary society for the community, junior and technical colleges throughout the United States. It recognizes academic excellence and leadership potential in

# Student Services

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students and gives them the opportunity to become involved in a variety of activities emphasizing academics and community services. Each year an Honors Theme is chosen and this theme is reflected in programs developed by the various chapters. Bellevue Community Colleges Chapter, Alpha Epsilon Rho, founded in 1979, requires a 3.5 GPA for membership eligibility. For further information contact the Director of Student Programs, in room C106.

## Senior Citizen Program

TELOS is an educational program designed to fill the needs of senior adults. It is a non-credit day program offering college level cultural enrichment classes at the Northwest Center, the BCC campus and Providence Point. 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.

## 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 70 children per hour and is located in House 1 in the Northeast corner of the campus. Children, ages 2 through 6 can be

enrolled from 7:15 a.m. to 4:15 p.m. and ages 7 to 9 years old 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 many college committees, councils and boards. The ASBCC is eager to work with the students in making BCC a positive educational environment. Please stop by C106 for more information.

## 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*), DEC, 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, meeting rooms and an information desk. Concerts and special events are scheduled throughout the year.

## Total Fitness Center

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The Center is open to all students, faculty, staff and the community-at-large who are enrolled in either Physical Education Life Fitness Training or the Adult Community Outreach Program.

Assessments offered are: cardio-respiratory function (aerobic capacity), body composition (lean to fat ratio), flexibility, muscle strength and endurance, lung function — all important components of physical fitness.

Following assessment, all data are analyzed and returned in report form. Counseling is available for general and specific fitness development as well as body composition improvement. Efficient and effective strategies are prescribed for each individual.

Workout facilities are attractive and well equipped with 14 individual weight training stations, one multi-station, computerized bikes, stationary bikes, rowing machines, and treadmill. The professional staff is dedicated to your fitness needs and goals. For more information call, 641-2397 (P.E. Life Fitness) or 641-2380 (Adult Outreach).

# Degree Planning

*Many degree programs include internships which provide valuable hands on experience.*



## General Education: Foundation for Success

This section describes Bellevue Community College's program offerings — courses of study from which you can choose. Some programs allow a wide-ranging choice of courses, but in others the freedom to select courses is limited. Typically, occupational programs are most directive in specifying courses required for graduation.

Regardless of your course choices, all students are "in" the General Educa-

## What class for which degree?

tion program, because general education is part of every course. It consists of the critically important learning objectives common to all courses, programs, and faculty, and provides the core abilities you must master for both academic and lifelong success.

Because we are convinced that

- many personal and career problems and dilemmas you will face in the future cannot be

completely foreseen; and that

- improving your range of skills and core competencies will enable you to make a positive difference in those situations in which you will live and work.

the college provides instruction in core general education abilities in three ways, each of which is intended to reinforce the others. The three components of the General Education program are:

- Essential skills
- Exploration of the range of human knowledge
- Development of intellectual qualities and perspectives

# Degree Planning

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## Essential skills

BCC's General Education program rests on a base of competency in reading, writing, and mathematics. Successful completion of English composition and mathematics courses is required by all college transfer and most occupational programs, and developing these competencies is strongly encouraged no matter what your academic or occupational purpose. To gain maximum benefit from all your courses, you should be at or progressing toward college-level mastery of these skills.

## Exploration of the range of human knowledge

Most degree programs require students to take several courses in each of three academic areas: Arts and Humanities; Science; and Social Science. By developing an "informed acquaintance" with many ways of thinking, you will develop the mental flexibility necessary for creative responses to the challenges you face throughout your life.

## Development of intellectual qualities and perspectives

In every class you will be provided opportunities for developing the intellectual skills and habits which distinguish educated persons. BCC's faculty has identified six core abilities and kinds of knowledge. As you will experience during your studies, instructors use a variety of methods and emphasis to incorporate the following six abilities and kinds of knowledge are:

- I. Creative and Cognitive Skills
- II. Communication Skills
- III. Quantitative Skills
- IV. Personal Skills
- V. Cultural Tradition and Social Change
- VI. Science and the Environment

## Assessment

The General Education program's effectiveness will be evaluated in several ways over the course of your studies, including, for example, in an initial placement evaluation of your essential skills, in classroom-based assessments, and in research studies conducted by faculty and institutional researchers.

## Tools for the future

We invite you to accept the challenge the General Education program offers. As you take courses and participate in student life, embrace the opportunity to experience and learn about a wide range of ideas, people, and cultures. Seek to make connections between the knowledge you gain in each class to your other classes. By doing so, you will be better able to meet the future with the skills, knowledge, and qualities you need for success.

## Four Paths to Your Future

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### Arts and Sciences Transfer Program

Most 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, students may earn credits at BCC that will count toward their baccalaureate degree requirements.

### Associate in 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 students intend to complete a non-arts/science baccalaureate degree at a four-year institution, they may earn this degree by declaring their intention at least two quarters prior to the time they expect to graduate. Students are expected to complete a program that is precisely parallel with the first two years of a baccalaureate degree plan at the institution to which they expect to transfer, and complete degree requirements with a cumulative GPA of 2.0.

Students will not be guaranteed the benefits that accrue to the Arts and Sciences degree transferee, but will often realize the same results since their curriculum has paralleled that which is required by the non-Arts and Sciences program at the institution to which they 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 as follows:

- Business Administration
- Engineering
- Physical Education and/or Recreation Leadership

### Occupational Education

Career preparation and job advancement are the goals of BCC's Occupational Education Program. Two-year

# Degree Planning

programs lead to an Associate in Arts Degree. One-year certificate programs and short courses in special topics are also available. Several programs offer credit for previous work experience which relates to a student's area of study. Actual "hands on" work experience is a basic part of many programs. Detailed brochures on most program majors are available from the Advising or Admissions office.

## 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 Degree Guidelines endorsed by the Higher Education Coordinating Council, the Inter-College Relations Commission, The Bellevue Community College 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 are based on the assumption that the transfer student will be a recipient of the Associate in Arts and Sciences Degree.

### Specific Requirements:

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 or higher is recommended and required by some receiving institutions).
2. A maximum of sixty (60) quarter credit hours of General Education (distribution) courses distributed as follows.

### Basic Skills -- 15 Credits

1. Communication Skills, 10 Credits  
Must include at least two courses in English composition which totals not less than six credits. The remaining credits, if any, may be in basic speech or additional writing courses.
2. Quantitative Skills, 5 or 10 Credits
  - a. Intermediate Algebra (5 credits)  
May be satisfied by completion of high school mathematics through second year algebra, by course challenge or other examination demonstrating mastery of intermediate algebra skills, or by completion of a mathematics course for which intermediate algebra is a prerequisite, and
  - b. One of the following (5 credits)
    - i. Symbolic Reasoning course
    - ii. Quantitative reasoning course in computer statistics, mathematics, or other discipline for which intermediate algebra is a prerequisite.

### Humanities -- 15 - 20 credits

(See Distribution Course Option List for a more extensive listing of courses which may be used to satisfy distribution and general education requirements.)

- 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 year)

History (see Degree Planning Notes #3)

Literature

Music

Philosophy (all except 102, 120, and 140)

Speech

(Performance skills classes in dance, drama and music, and studio art classes are indicated with an asterisk in the class descriptions.)

### Social Science -- 15-20 Credits

(See Distribution Course Option List for a more extensive listing of courses which may be used to satisfy distribution and general education requirements.)

- 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 (if not used as Humanities credit)  
International Studies  
Philosophy 102  
Political Science  
Psychology (except 115)  
Sociology

### Natural Sciences -- 15-20 Credits

(See Distribution Course Option List for a more extensive listing of courses which may be used to satisfy distribution and general education requirements.)

- 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 (please see specific information in the Science Division section of this catalog;

# Degree Planning

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- d. Suggested disciplines include:
- Anthropology (201 only)
  - Astronomy
  - Biology
  - Botany
  - Chemistry
  - Environmental Science
  - Geology
  - Geography (205 and 206 only)
  - Mathematics (see Degree Planning Notes #3)
  - Philosophy (see Degree Planning Notes #3)
  - Physics
  - Psychology 115
  - Zoology

## Electives -- 15 - 30 Credits

- A minimum of 15 credits shall be in fully transferable courses as defined by the receiving institution.
- A maximum of fifteen (15) elective credits may be in college level courses as defined by Bellevue Community College. Remedial courses may not be included in this category. (See Distribution Course Option List for more extensive listing of courses which may be used to satisfy distribution and general education requirements.)
- 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 requirement may not be used to satisfy general education (distribution) requirements.
- Courses taken pass/fail may not be used to satisfy General Education Distribution requirements.

## Degree Planning Notes

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

- 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.
- Specific courses within one discipline may be credited towards no more than one distribution or skill area requirement.
- Within each distribution area, integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses are encouraged.
- First year foreign language courses are encouraged to include cultural aspects of study.
- 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 to transfer into special programs such as Pharmacy or Engineering, should be prepared to satisfy additional requirements after their transfer, if such requirements are not included within the BCC degree plan. The AAS degree will not be altered by special admission criteria which may be established by four-year institutions.
- At least thirty (30) of the ninety (90) quarter credit hours required for the Associate in Arts and Science 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 Arts in General Studies Program*

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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:

- Ninety (90) credits, three (3) of which it is recommended to be activity courses in physical education.
- At least sixty (60) credits must be taken from courses numbered 100 or above.
- English 100 or above.
- Math 075 or above.
- It is recommended that students include 30 credits or 10 credits each in Humanities, Social Science and Science areas.
- 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*

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The Associate in Science degree permits the student to complete the first two years of selected, non-liberal arts, professional programs at baccalaureate institutions. Courses must be selected to precisely parallel first-two-year courses at the institution to which the student intends to transfer.

## Occupational Programs

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The following occupational degree programs are those in which students may earn the Associate in Arts degree at Bellevue Community College.

Approval for program course requirements completed at other institutions must be obtained from respective program chairpersons.

Changes in program offerings will reflect the changing needs of industry, students interests, the availability of resources, and general education options. The following suggested yearly program offerings may be altered to accommodate these needs. In such a case, the student should consult with the appropriate program chairperson to select suitable alternatives.

## Degree Planning

### Accountant -- Paraprofessional

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Bellevue Community College offers two excellent academic options to help you enter the exciting and growing field of accounting: a two-year Associate in Arts Degree and a one-year certificate program. The one-year Certificate of Achievement program is designed to prepare students for employment as full-charge bookkeepers. The 45 credits earned may be applied to the Associate Degree program. The one-year program emphasizes practical skills for those who seek early

employment but may wish to work toward a degree later. The two-year Associate in Arts Degree provides not only a strong background in accounting and business skills, but also a strong general education track along with a variety of supporting courses. It is designed to prepare graduates for immediate accounting positions and future supervisory roles in business and government. Students are given a well-rounded background to allow rapid advancement to middle management levels within an organization.

#### First Year

##### Credits

- 20 ACCT 101, 102, 103, 135
- 10 AOS 161 or CIS 105, AOS 165
- 5 ENGL 101
- 5 GBUS 145
- 5 GBUS 101

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45 Total Credits

#### Second Year

##### Credits

- 5 ACCT 172
- 20 ACCT 240, 250, 260, 270
- 5 ACCT 285
- 5 ACCT 234
- 5 GBUS 202

---

45 Total Credits

#### Certificate of Achievement -- Paraprofessional Accounting

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

- 20 ACCT 101, 102, 103, 135
- 5 AOS 161 or CIS 105
- 5 ENGL 101
- 5 AOS 165 or approved elective
- 10 GBUS 101, 145

---

45 Total Credits

#### Certificate of Accomplishment

A two-quarter course designed to provide the basic minimum educational requirements for an entry-level clerical bookkeeping position.

##### Credits

- 5 ACCT 102
- 5 ACCT 103
- 5 ACCT 172
- 5 GBUS 145
- 5 ACCT 135
- 5 CIS 105/AOS 161

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30 Total Credits

## Administration of Criminal Justice

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Administration of Criminal Justice is a program designed for people who want to pursue a career in the criminal justice field from law enforcement, law, corrections, probation, parole and community based social services. Employment opportunities in these areas are usually good at local, state and 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 areas of criminal justice are counseled quarterly to assist them in reaching their goal.

The student may choose from one of several curriculum options -- the two-year vocational curricula, or the transfer track options designed for those students who are planning on transferring to a baccalaureate institution.

Criminal justice students planning a career in law enforcement must be aware of stringent physical and background requirements for successful entry into the profession.

# Degree Planning

A one-year certificate program in corrections is currently being planned.

## Associate in Arts Curriculum Occupation Degree

### Requirements

#### ADMCJ Requirements

##### Credits

- 55 ADMCJ 101, 102, 104, 106, 111, 200, 202, 206, 210, 220, 253, 260, 271

#### Other Requirements

##### Credits

- 5 ENGL 102
- 5 ENGL 270 or 271
- 5 SPCH 200
- 15 Choose three
  - 5 ANTH 202
  - 5 POLSC 102
  - 5 PSYCH 100
  - 5 SOC 110
  - 5 SOC 270
- 5 Choose one
  - 5 CS 110
  - 5 CIS 105
  - 5 AOS 161

35 Total Credits

#### Approved Electives

ADMCJ 199, 210, 271, 299

Individual Studies on Criminal Justice

*\*ADMCJ course requirements vary with the type of program selected (vocational or academic transfer track).*

## Associate in Arts and Science Curriculum

### Academic Degree Requirements\*

#### Credits

- 15-20 Basic Skills
- 15-20 Humanities
- 15-20 Social Science
- 15-20 Natural Science
- 15-30 ADMCJ

*\*Please see ADMCJ advisor for specific course requirements.*

## Administrative Office Systems

The Administrative Office Systems Program prepares students for office occupations in business, industry, and government. Students develop competencies and skills in office administration and supervision, secretarial functions, and software applications. The program emphasizes the technological changes occurring in modern offices.

#### Credit

- 3 AOS 102
- 3 AOS 104
- 5 ENGL 101
- 5 AOS 164
- 3 AOS 130, 131, OR 132
- 5 AOS 150, 152, OR 153
- 20 Choose 4
  - 5 AOS 161
  - 5 AOS 162
  - 5 AOS 163
  - 5 AOS 165
  - 5 AOS 167
  - 5 AOS 168
  - 5 ACCT 101
  - 5 ACCT 102
- 5 GBUS 145
- 5 GBUS 101 OR
- 5 INTST 150
- 5 GBUS 120
- 2 GBUS 215
- 5 GBUS 221
- 5 ENGL 270
- 5 SPCH 220
- 5 SCIENCE
- 5 ELECTIVE

91 Total Credits

## Certificate of Achievement -- Administrative Assistant

Upon completion of the one-year program, the student will be able to assume responsibility, exercise initiative, make decisions and perform a full range of tasks required

of administrative assistants in business offices today. Credits earned may be applied to the Associate Degree Program.

#### Credits

- 5 ACCT 101
- 5 GBUS 120
- 5 GBUS 145
- 16 AOS 102, 104, ENGL 101 and AOS 164
- 3 AOS 130, 131, OR 132
- 5 AOS 150, 152 OR 153
- 10 AOS 161, 162, 163, 165, 167, 168
- 49 Total Credits

## Certificate of Accomplishment -- Word Processing

Office workers with expertise in word processing are sought by all types of businesses. Students specializing in medical or legal word processing will find job opportunities as word processing specialists, office assistants, secretaries, transcribing specialists and proofreaders in private law offices, legal departments of large firms, government agencies, private doctors' offices, medical centers, hospitals, and health agencies.

Credits earned may be applied to the Certificate of Achievement and the Associate Degree Program.

## Certificate of Accomplishment -- Business Software Applications

Business professionals must frequently use word processing, spreadsheet, graphics and database applications to increase personal and business productivity. Opportunities for employment increase dramatically for the student who is computer competent and who is skilled in operating a variety of applications. Job opportunities such as general office and accounting technician, receptionist/secretary, and word and information processor,

# Degree Planning

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are available in all types of businesses and government agencies.

## Credit

- 3 AOS 102
- 3 AOS 104
- 3 AOS 130, 131, or 131
- 10 AOS 161, 162, or 163

---

19 Total Credits

Credit earned may be applied to the Certificate of Achievement and the Associate Degree Program.

## Credit

- 6 Choose 2
- 3 AOS 102
- 3 AOS 104
- 3 AOS 130
- 20 Choose 4
- 5 AOS 161
- 5 AOS 162
- 5 AOS 163
- 5 AOS 164
- 5 AOS 165
- 5 AOS 166
- 5 AOS 167
- 5 AOS 168

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26 Total Credits

## American Studies Program

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The two-year American Studies program leads to (1) an Associate in Arts and Science Degree fully transferable to other Washington colleges and universities or (2) preparation for vocational students in gaining a broadened perspective for flexibility in careers like law, social work, government service, or business.

The course focuses on 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 future implications of the topics. Instructors from various departments teach in the program.

## General Course Work

### Credits

- 10 ENGL 101,102, 270, 271, or 272
- 5 Math, 107, 124, 156, 147, or PHIL 120
- 60 Humanities, Math/Natural Science, Social Science

## Major Course Work

### Credits

- 3 AMST 101
- 2 AMST 102
- 10 AMST 285,286, 287, 288, 294-297

## Computer Information Systems

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The Associate of Arts Degree in Computer Information Systems allows students to select either the Programming Option or the Technical Support Option. Students take classes that emphasize skills in four areas: communication skills (oral, written and listening), specific technical skills, general business skills, and problem solving skills. In order to understand the choices available and to enroll in the appropriate beginning classes, students should meet with a Computer Information Systems advisor prior to enrolling. A night program allows students to complete all of the requirements in three years. Optional internships allow students ready to graduate the opportunity to get paid on the job training with local employers.

Students with previous bachelor's degrees or significant programming experience may earn a 45-credit

Certificate of Achievement. All classes must be completed at Bellevue Community College. See an advisor to determine if you qualify for a Certificate of Achievement.

## Programming Option

The Computer Programming Option educates students to be entry-level programmer/analysts. Within the technical skills area, students specialize in one programming language: C or RPG 400.

## First Year

### Credits

- 30 CIS 101,110,120,130,160, 260
- 5 CIS 105 (if needed)
- 5 GBUS 101
- 5 ENGL 101

---

45 Total Credits

## Second Year

### Credits

- 15 CIS 205,235,290
- 15 CIS 230,232,233 or CIS 245,247,249
- 5 MKTG 110 5
- 5 ACCTG 101 or 210
- 5 ENGL 270

---

45 Total Credits

## Technical Support Option

The Technical Support Option educates students to provide software technical support to internal and external customers. A required internal internship gives students practical experience in solving technical problems and helping clients.

## First Year

### Credits

- 20 CIS 101,110,120,170
- 5 CIS 105 (if needed)
- 10 CIS/AOS Electives
- 5 GBUS 101
- 5 ENGL 101

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45 Total Credits

# Degree Planning

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## Second Year

### Credits

- 20 CIS 205,217,219,235
- 10 CIS/AOS Electives
- 6 CIS Internal Internship
- 5 MKTG 110
- 5 ENGL 270

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46 Total Credits

## Course for the Computer Information Systems Professional

Many of the classes offered as a part of the Computer Information Systems Program can be used by the person who is already employed, but desiring further training. For information concerning the Computer Information Systems Program contact the Business Division, 641-2311.

## Certificates of Achievement

Short term Certificates (1 year) are available for Microcomputer Support Specialist, C Programmer, and RPG/400 Programmer. These three certificates are the second year of the degree and it is assumed students have appropriate work experience prior to being accepted into a certificate program..

## Certificates of Achievement - Microcomputer Support Specialist

### Credits

- 15 AOS XXX, 1 class each in: Word Processing, Spreadsheet & Database
- 5 CIS 105/AOS161
- 5 AOS 164
- 5 CIS 205
- 5 CIS 217
- 5 CIS 219
- 5 MKTG 110

---

45 Total Credits

## Certificates of Achievement - C Programmer

### Credits

- 5 CIS 160
- 5 CIS 260
- 5 CIS 205
- 5 CIS 235
- 5 CIS 245
- 5 CIS 247
- 5 CIS 249
- 5 CIS 290
- 5 ENGL 270

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45 Total Credits

## Certificates of Achievement - RPG/400 Programmer

### Credits

- 5 CIS 160
- 5 CIS 260
- 5 CIS 205
- 5 CIS 235
- 5 CIS 230
- 5 CIS 232
- 5 CIS 233
- 5 CIS 290
- 5 ENGL 270

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45 Total Credits

For entrance into a Certificate of Achievement, please contact a Computer Information Systems advisor.

## Diagnostic Ultrasound Technology Program

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The Diagnostic Ultrasound Program is a two-year (24 month) accredited Vocational Allied Health Science Program. The purpose of the program is to provide didactic education and clinical experience as preparation for employment and national certification as a Diagnostic Medical Sonographer. The program is approved by a joint

review committee in diagnostic medical sonography.

The program is divided into two instructional components. These components include eight consecutive, full-time academic and clinical education quarters. This includes summers. Students must be enrolled full-time throughout the duration of the program. Classroom education includes a core curriculum of study that places emphasis on ultrasound acoustical principles, properties and physics, pathophysiology, abdominal, obstetrical and gynecologic sonography, echocardiology, and vascular technology. Other topics of study include, neurosonography, intraoperative sonography and patient care techniques.

The Diagnostic Sonographer/Vascular Technologist is a highly skilled individual qualified by academic and clinical experience to provide diagnostic patient services using ultrasound and related diagnostic techniques. Graduates of the program are awarded an Associate in Arts Degree in Diagnostic Medical Sonography and are eligible to take the American Registry of Diagnostic Medical Sonographers' National Certification examination.

Applications for admission to the Diagnostic Medical Sonography Program should be submitted to the Office of Admissions, Bellevue Community College, 3000 Landerholm Circle SE, Bellevue WA 98007-6484.

Admission is selective: class size is limited. Applications for admission to the program may be submitted between December 1 and March 31 each calendar year. Classes begin each Fall Quarter. Candidates will be notified of their status following evaluation of transcripts and personal interviews which take place during the Academic Spring Quarter.

# Degree Planning

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## Admission Requirements

Admission is selective for class size is limited. Applications for admission to the college and to the program may be submitted between Dec. 1 and March 31 of each calendar year. New classes begin each Fall Quarter. Applicants will be notified of their acceptance status following evaluation of their transcripts and of their personal interviews: these take place during Spring Quarter.

## Admission

Prospective students may be those who are taking prerequisite course work at the time of application; such course work must be completed, however, by the end of the Spring Quarter for applicants to be considered for acceptance to the class starting the following Fall Quarter.

To be considered for admission to the Diagnostic Ultrasound Program, applicants must comply with the following:

- Attend a program orientation and advising session prior to making application. (These are provided to acquaint prospective students with prerequisites and with information about the field of Diagnostic Medical Sonography. Contact the program office, Room B243 or phone 641-2316 to schedule a session.)
- Be a high school graduate with a GPA of 2.5 or above or have completed the GED with a score of 50 or above.
- Completed the following prerequisites:  
ZOOL 113 & 114: Human Anatomy & Physiology  
ENGL 270: Technical Report Writing  
MATH 105: College Algebra  
SOC 110: Intro to Sociology

- Some prerequisites may have their own prerequisites, e.g., ENGL 101 is a prerequisite for ENGL 270.
- Attain a 3.0 GPA or above in program prerequisites or equivalents. Preference will be shown applicants who perform strongly in science, mathematics and English requirements.
- Secure two letters of recommendation.
- Complete a personal interview(s) with the Diagnostic Ultrasound Program Selection Committee.
- With the exception of ENGL 101 and SOC 110, complete all program prerequisites within five years of application for admission to the Diagnostic Ultrasound Program.

Applicants who are accepted into the program do so with the understanding that they must be full-time enrolled students.

## First Year

### Credits

53 DUTEC 101, 105, 106, 107, 110, 112, 113, 120, 130, 150, 155, 160, 170, 171, 180.

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50 Total Credits

## Second Year

### Credits

50 DUTEC 169, 10, 220, 230, 240

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50 Total Credits

Credits - Variable, DUTEC 299  
(optional - special arrangements with the Program Chair)

## Early Childhood Education

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### Two-Year Program

The Early Childhood Education two-year program is designed for the student considering employment as a teacher in preschools, child care centers and Head Start; an assistant in kindergartens, primary grades; or working in other occupations where a knowledge of the young child is necessary. 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.

### 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 disabled child. Career opportunities would be in preschools, public schools, child care centers or other settings where the young disabled 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 with young children.

### First Year

#### Credits

15 ECED 171, 172, 181  
5 ENGL 101  
3 HOMEC 256  
5 PSYCH 100  
5 SOC 110  
5 CIS 105  
7 Approved Electives

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45 Total Credits

# Degree Planning

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## Second Year

### Credits

- 23 ECED 191, 192, 193, 201, 204
- 3 HLTH 292
- 5 SPCH 100, 200 or 225
- 5 Science
- 9 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 ECED 171, 172, 181, 191, 192, 193, 201, 204
- 3 HLTH 292
- 3 HOMECE 256
- 1 Elective

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45 Total Credits

## Early Childhood Special Education

(Optional Track)

### First Year

#### Credits

- 20 ECED 131, 172, 171, 181
- 5 ENGL 101
- 5 PSYCH 100
- 5 SOC 110
- 3 HOMECE 256
- 5 CIS 105
- 2 Approved Electives

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45 Total Credits

### Second Year

#### Credits

- 21 ECED 132, 135, 136, 201, 204
- 3 HLTH 292
- 5 SPCH 100 or 225
- 10 ASL (American Sign Language) 135, 136
- 5 Science
- 1 Approved Electives

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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

- 41 ECED 131, 132, 135, 136, 171, 172, 181, 201, 204
- 3 HLTH 292
- 3 HOMECE 256
- 10 SASL (American Sign Language) 135, 136

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57 Total Credits

## General Business Management

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A General Business Management degree from Bellevue Community College is a powerful tool to help shift gears in careers, enhance existing skills or obtain a strong, broad-based knowledge of manufacturing, retail and service industries. The program promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

The two-year program provides a strong and diverse background for use in a variety of jobs. The program prepares graduates for a variety of positions in small business operations, supervision, marketing functions, product management. A variety of graduates are able to manage in trainee positions which lead to greater management responsibility and advancement.

Students planning to transfer to a four-year college or university in Business Administration should see a Business advisor.

## First Year

### Credits

- 5 ACCT 101 or ACCT 210
- 5 ECON 100 or 200
- 10 GBUS 101 or INSTS 150, GBUS 120
- 5 MKTG 154
- 10 GBUS 145 and GBUS 155
- 5 AOS 161 or CIS 105
- \*5-8 Approved Electives\*

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42-45 Total Credits

## Second Year

### Credits

- 5 ACCT 234
- 5 ENGL 100 or 101
- 20 GBUS 202 or BA 200, GBUS 210, 221, 241
- 5 SPCH 220
- 5 Science Elective
- 5 MKTG 200 or MKTG 234
- 5-8 Approved Electives\*

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45-48 Total Credits

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

## Certificate of Accomplishment - Entrepreneurship

Short term Certificate of Accomplishment (less than 1 year) is available for Entrepreneurship.

### Credits

- 5 MKTG 154
- 5 MKTG 110
- 5 GBUS 221
- 5 CIS 105/AOS 161
- 5 ACCT 102
- 5 GBUS 150

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30 Total Credits

## Interior Design Technology

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The Interior Design program at Bellevue Community College Offers a

# Degree Planning

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broadly-based and professionally-relevant curriculum that leads to a three-year Associate of Arts Degree. The program challenges students to achieve excellence, and is designed to enable graduates to successfully compete for jobs and to function as professional interior designers. Classes are supervised by professionally-active instructors, and requirements include at least two internships that provide current work experience in the field.

The interior design curriculum is balanced with academic, technical and practical instruction. This three-year outline gives a complete list of the required courses, as well as a plan for completing the Interior Design degree. This outline should serve as a guide only. You will need to plan your own schedule each quarter. It is a good idea to develop a long-range plan that takes into account your personal timetable, work, family and other commitments; many students take longer than three years to complete the program. Courses may be offered more than once a year and may be taken in different order as long as prerequisites have been met.

Twenty-six elective credits are included in the three-year degree. These electives provide the opportunity for "rounding out" your education with exposure to different subject areas, and should fulfill General Education requirements. Elective courses can be chosen based on individual needs and anticipated work preference, but they usually must include at least one course (5 credits) in each of the following categories: humanities; social science; science or math; and business of professional. Art 108, Introduction to Hand and Power Tools, is also considered an elective. You may want to consult with your advisor when choosing elective subjects.

## First Year Credits

5	ENGL 101
3	INDES 140
5	HOMECE 110
30	ART 110, 111, 112, 120, 201 (or 202, 203)
10	Electives
55	Total Credits

## Second Year Credits

36	INDES 150, 152, 160, 165, 170, 185, 190, 191, 260
5	ART 101
4	Electives
45	Total Credits

## Third Year Credits

30	INDES 152, 180, 181, 185, 270, 271, 272, 285
3	ENGL 200
12	Electives
45	Total Credits

## International Studies Program

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The International Studies Program is a two-year program leading to an Associate of Arts Degree in International Studies fully transferrable to the University of Washington. In other four-year institutions/universities, it is transferable either as a major in the discipline or as distribution credit.

The major in International Studies provides a rigorous liberal arts education that forms a strong basis, if combined with courses in international business, for a direct entry into a career upon completion of a BA degree or for further study in a 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.

## Degree Requirements

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
10	ECON 200, 201
20	INTST 105, 200, 201, 202
30	Foreign Language or equivalent Proficiency

Persons interested in the program should contact the Social Science Division (D100).

## Marketing Management

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The Marketing Management Program prepares the student for the many opportunities that exist in the field of marketing. Individuals are trained for entry level and middle-management positions in business including sales representative, sales manager, marketing manager, department manager, and buyer. Related areas include advertising, distribution, marketing research, and customer services. Students in the program receive training in the functional areas of business with specialized training in marketing. The curricu-

# Degree Planning

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lum is balanced with theoretical instruction and practical applications. An evening program option allows students to complete all the requirements in three years.

Also see Delta Epsilon Chi in Student Services.

Persons interested in the program should contact the Business Division (641-2311 or 2312).

## First Year

### Credits

- 5 ENGL 100 or 101
- 5 ACCT 101
- 10 GBUS 101, 120
- 13 MKTG 131, 154, 110
- 10 GBUS 145, SPCH 220
- 3 Approved Electives\*

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46 Total Credits

## Second Year

### Credits

- 10 GBUS 202, ACCTG 234, or GBUS 241
- 20 MKTG 200, 234, 210, 135
- 5 AOS 161 or CIS 105
- 5 Science Course
- 4 Approved Electives\*

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44 Total Credits

### \*Approved Electives

- ECON 101, 200 or 201
- GBUS 221, 210
- INSTS 150
- MKTG 199/299, 236, 290
- GBUS 155

NOTE: Students must receive a "C" grade or better in required courses.

## Certificates of Accomplishment

Short term Certificates of Accomplishment (less than 1 year) are available for Retail Management and Sales and Marketing.

## Certificate of Accomplishment - Retail Management

### Credits

- 5 MKTG 236
- 5 ACCT 234
- 5 MKTG 135
- 5 GBUS 120
- 5 CIS 105/AOS 161
- 5 MKTG 110

---

30 Total Credits

## Certificate of Accomplishment - Sales and Marketing

### Credits

- 5 MKTG 154
- 3 MKTG 131
- 5 MKTG 110
- 5 MKTG 234
- 5 SPCH 220
- 5 CIS 105/AOS 161

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28 Total Credits

## Marketing - Software

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See Software Marketing

## Media Communication and Technology Program

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The Media Communication and Technology Program is designed for people interested in using, managing, and creating high-quality media-based resources for educational, business, industrial, and personal communication. The primary focus of the Program is on the production and application of the merging technologies of video and computers.

The program includes training in basic telecommunication, studio and field video production, computer-based media production such as digital business presentations, computer graphics and animation, and the integration of computers and video into interactive multimedia and image manipulation.

Students can earn either a 90-credit Associate of Arts Degree in Media Communication and Technology or can specialize with a 45-credit Certificate in either Video or Computer Media Production.

The program also offers a Production Assistant Certificate that provides students with advanced-level training and on-the-job experience in BCC-TV telecourse and community productions. Previous training and/or experience required.

## Required Courses for the Associate in Arts Degree

### Credits:

- 70 MEDIA 101, 105, 112, 121, 122, 210, 212, 214, 221, 223, 227, 240, 250
- 10 ENGL 100 and 101, or ENGL 101 and 102
- 5 CIS 105
- 5 Approved Electives

---

90 Credits for Associate in Arts Degree

## Required Courses for the Certificate with Video Emphasis

### Credits:

- 45 MEDIA 101, 105, 112, 121, 210, 212, 214, 240, 250

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45 Credits for Certificate with Video Emphasis

## Required Courses for the Certificate with Computer Media Emphasis

### Credits:

- 45 MEDIA 101, 105, 112, 121, 121, 223, 225, 227, 250

- 45 Credits for Certificate with  
Computer Media Emphasis

## Required Courses for the Production Assistant Certificate (Advanced Track)

### Credits:

- 45 MEDIA 252, 254, 256, 262, 264,  
266, 272, 274, 276, 282, 284, 286

## Nuclear Medicine Technology

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The Nuclear Medicine Technology program of Bellevue Community College is a cooperative effort with Virginia Mason Medical Center. All of the technical classes are offered at Virginia Mason Medical Center.

Nuclear medicine is the ideal career for people who enjoy giving patient care as well as working with the technical aspects of advanced medical technology. The Nuclear Medicine Technologist (NMT) must be able to give reassurance to patients who may be anxious about treatment, or unfamiliar with the world of nuclear medicine. The NMT must be able to explain medical procedures and their risks and benefits to each patient. Other patient-related activities include the preparation and administration of radiopharmaceutical, as well as positioning patients for the imaging process. Patient care is a primary concern of the NMT.

Upon successful completion of this twelve month, full-time program, the student receives a certificate and is eligible to sit for the national certification exams.

The program begins in September. Applications must be completed for both Bellevue Community College and the program. Applications are December 1 through March 1.

## Admission to Program

To be considered, applicants are required to have one year each of college level biology, chemistry, mathematics, physics and English composition. An interview with an admissions Committee is required.

### Program

NMTEC 200, 201, 202, 203, 205,  
206, 210, 211, 230, 231, 232, 233,  
240, 241, 260, 261, 262, 275

63 Total Credits

## Nursing

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The Associate Degree Nursing (ADN) program is designed to help students become intellectually and technically competent professionals, prepared to give quality patient-centered nursing care in first-level positions.

New students are accepted into the six-quarter program each fall. Graduates are awarded the Associate in Arts Degree in Nursing and are eligible to take the NCLEX licensing examination. NOTE: The license to practice nursing in the State of Washington is granted by the Department of Licensing, State Board of Nursing. Graduation from an accredited nursing program is only one factor that the State Board considers before issuing a license. To be eligible to write the NCLEX, the licensure exam, the State Board requires applicants to provide the following information: any criminal charges that have been filed; any diagnosis as having a psychiatric condition; or any diagnosis of having a physical or mental condition.

The two-year program includes both classroom instruction and clinical experience.

Since class sizes are limited, students should apply well in advance of the fall quarter when they plan to begin

the program. "Guidelines for Selection of the Nursing Class," published annually, are available from the Admissions Office each August 1. Applications are accepted beginning December 1 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 10 to submit transcripts.

## Admission

To be considered for admission to the ADN Program, applicants must comply with the following:

- Be a high school graduate with a GPA 2.5 or above OR have completed the GED with a score of 50 or above. However, if high school GPA is below 2.5 or GED score is below 50, applicants are admissible if they have completed 15 credits in General Education Program requirements (which may include BIO 101) with a cumulative GPA of at least 2.5.
- Qualified for placement in ENGL 101 at BCC; qualified for placement in MATH 101 at BCC within two (2) quarters prior to the application deadline in January of each year. Applicants who are not BCC students must meet these qualifications by the application deadline set in January. Check with the Admissions Office for application deadlines. Placement test appointments can be made in B231 (641-2243).
- Completed one semester of high school chemistry or CHEM 101

# Degree Planning

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with 2.0 or above. The chemistry requirement must be completed within seven years prior to admission to nursing program.

## Program Admissions

Students must meet the admission requirements (listed above) to be admitted in to the ADN Program, but meeting the minimum programs requirements does not ensure admittance. Historically, many more applicants have met minimum requirements than there have been ADN program places; those students who have been admitted into the program have completed all general education requirements (see General Education requirements section) or have been recent high school graduates. Applicants are advised that, for 1993 and 1994 classes, class selection was made from a pool of applicants who had accumulated at least 44 credits in general education program requirements, but not all students with 44 credits were admitted in 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 for anatomy, physiology, and microbiology), (2) they are comparable to similar BCC courses, (3) they are five quarter credits each.

If the students wish they may complete any or all of the required non-nursing courses before entering the nursing program.

An LPN transition program may be available for licensed practical nurses who are currently practicing in the health care field. When the program is offered a transition course is provided summer quarter. Upon successful completion of this course

students are eligible to enter the second year of the ADN program.

Students will be required to provide evidence of immunizations and rubella screen.

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 250
- 37 NURS 100, 101, 102
- 10 PSYCH 100, 204
- 10 ZOOL 113, 114

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62 Total Credits

### Second Year Credits

- 14 Electives
- 37 NURS 210, 211, 212, 213, 214
- 5 SOC 110 or ANTH 202

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56 Total Credits

118 Total Credits for Associate Degree Nursing

## Practical Work Experience

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Practical Work Experience is a learning opportunity in which actual on-the-job experience is coordinated with students' academic study—providing them an opportunity to obtain real life experience in their chosen fields. 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. Program advisers plan work experiences with students as a part of their personal

development, general education and occupation training. Interested students should check with their program advisers. Within the Business Division, work experience programs are available in Marketing Management and Computer Information Systems. Call 641-2311 or visit A242 for information on Business Division programs.

## Software Marketing

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The computer industry is one of the fastest growing business segments in the State of Washington. The industry's major trade and professional association, The Washington Software Association, has predicted a shortage of qualified candidates for entry-level positions in the industry in marketing, marketing support, customer relations, and sales. In response to this need, the Software Marketing Program at Bellevue Community College provides students with solid academic course work as well as interaction with professionals active in this rapidly changing industry, and work experience in area software companies.

The program prepares students for entry-level positions in marketing, sales, marketing communications, or marketing support in the computer software industry. Through the program, students are exposed to diverse business areas, gain in-depth knowledge of marketing, and receive up-to-date know-how through interaction and work experience with software marketing professionals. Software marketing courses will be scheduled to be convenient for those new to the field and for those currently employed in the software marketing industry who want to improve their skills and increase their knowledge.

# Degree Planning

Students with Bachelor's degrees or significant programming experience may earn a 45 credit Certificate of Achievement. all classes must be completed at Bellevue Community College. See an advisor to determine if you qualify for a Certificate of Achievement.

## First Year

### Credits

- 5 ACCT 101
- 5 ENGL 101
- 5 CIS 101
- 5 CIS 105, AOS 161 OR CIS 110
- 5 GBUS 101
- 5 GBUS 120
- 5 MKTG 110
- 5 MKTG 154
- 5 MKTG 234

45 Total Credits

## Second Year

### Credits

- 5 CIS/MEDIA 221
- 5 MKTG 131
- 5 MKTG 200 or 210
- 5 MKTG 250
- 5 MKTG 260
- 5 MKTG 270
- 5 SPCH 220 or 100
- 2 Electives
- 10 Electives or Internships

45 Total Credits

## Certificate of Achievement - Software Marketing

Short term Certificate (one year) is available for Software Marketing.

### Credits

- 5 AOS 167
- 5 CIS105 or AOS 161
- 5 CIS 221
- 5 MKTG 110
- 5 MKTG 154
- 5 MKTG 250
- 5 MKTG 260
- 5 MKTG 270
- 5 SPCH 220

45 Total Credits

## Radiologic Technology

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

Upon successful completion of the program, students will receive an Associate in Arts Degree in Radiologic Technology, and are eligible to write the National Registry Examination for Certification as a Radiological 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 1.

## Admission

Approximately 30 students are admitted each year to the Radiologic Technology Program at BCC. The curriculum begins in June.

To be eligible for admission, students must meet these criteria:

- Have a minimum grade point average of 2.25 (where "A" is four points)

- Be a graduate of an accredited high school or have completed the GED with a score of 50 or above.
- Have completed satisfactorily 30 quarter credits of college level work.
- Have completed or attained these course prerequisites with a grade of "C" or better:
  - College ENGL 100 or placement in ENGL 101.
  - College MATH 101 at BCC, or placement in MATH 105.
  - College CHEM 100 or 1 year of high school chemistry or high school physics.
  - BIOL 101 or high school biology.
  - SOC 110 or HIST 101/102.

(Any person in their senior year of high school with excellent grades in chemistry and biology and whom attains placement in ENGL 101 and MATH 105 at BCC is encouraged to apply.)

## Special Requirements

Students must arrange with a BCC hospital affiliate a visit to its x-ray department for at least eight hours during a regular work day. This visit to an x-ray department must precede the student's personal interview with the Radiologic Technology Admissions Committee. (See "Additional Requirements" below.)

The hospital affiliates and their phone numbers are:

Harborview Medical Center	223-3346
The Swedish Hospital Medical Center	386-2241
University Hospital	546-6200
Veterans Admin. Medical Center	764-2444
Virginia Mason Medical Center	223-6851
Overlake Hospital Medical Center	462-5101

# Degree Planning

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Northwest Hospital 364-0500  
Group Health  
Cooperative - Central 326-3260  
Group Health  
Cooperative - Eastside 883-5166

## Additional Requirements:

- Evidence of good physical and mental health.
- A willingness to help sick and disabled people.
- A personal interview with the Radiologic Technology Admissions Committee occurs near the end of winter quarter.

## First Year

### Credits

- 5 ENGL 101
- 10 ZOOL 113, 114
- 43 RATEC 101, 102, 103, 104, 107, 108, 109, 120, 110, 111, 113, 114
- 3 Electives

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63 First Year Credits

## Second Year

### Credits

- 56 RATEC 206, 207, 210, 211, 212, 213, 220, 230, 240
- 3 Electives

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52 Second Year Credits

115 Total Credits

## Radiation Therapy Technology

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Radiation therapy is an important component in cancer treatment and cure. Radiation therapy technologists are vital members of cancer care teams. The program of study is highly technical, but it is based on a sound general education background.

Radiation therapists administer radiation therapy treatments according to the prescription and instruction of the radiation oncologist (a physician). Therapists use a variety of therapeutic modalities in the treat-

ment of cancer, including high energy linear accelerators and radioactive isotopes. They also assist in treatment planning procedures involving computerized treatment planning, simulation, and dosimetry. Radiation therapists are also the caregivers who daily monitor patients during the course of treatment. They are responsible for maintaining accurate treatment records, assessing patients' psychosocial needs and providing support and comfort to the cancer patient.

The Radiation Therapy Technology Program is an Associate Degree Program which prepares the student to become a radiation therapist, capable of carrying out the responsibilities of the staff therapist. This program is approved by the American Medical Association, the American Society of Radiation Therapy Technologists and the American Registry of Radiation Therapy 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 Radiation Therapy Technology, and is eligible to write the National Registry Examination for Certification as a Radiation Therapist.

Students will be admitted to the program in September of each year. Application for admission must be made to the Admissions Office at Bellevue Community College. This includes an application to (1) Bellevue Community College and (2) the Radiation Therapy Technology Program. Applications are accepted through February 28.

## Admission

- Candidates may apply for admission to Bellevue Commu-

nity College and to the Radiation Therapy Program after December 1st of any year.

- Be a high school graduate (2.5 GPA) or have completed the GED.
- To be eligible for the program, candidates must meet or attain the following criteria:
  - Have taken MATH 101, Intermediate Algebra; or attained placement in MATH 105, College Algebra.
  - Completed ENGL 100; or attained placement in ENGL 101, Written Expression.
- Candidates must have completed the following prerequisites:
  - ZOOL 113, 114, Anatomy & Physiology
  - SOC 110, Introduction to Sociology; or equivalent.
  - College courses in basic computer skills: AOS 161 or equivalent.
- Achieve a minimum GPA of 2.5. However, applicants should demonstrate strong performance in science, math and English (a GPA of 3.0 preferred).
- Visit a radiation therapy department (affiliate hospital preferred) for a minimum of eight hours.
- A personal interview with Radiation Therapy Admissions Board is required. Interviews are normally held in late March and early April.

## First Year

### Credits

- 22 RADON 100, 101, 102, 103, 120, 150, 195, 196, 230
- 28 RADON 111, 112, 113, 114

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50 Total credits

## Second Year

### Credits

20 RADON 201, 202, 203, 220, 221, 222, 225, 240

41 RADON 211, 212, 213, 214, 224

61 Total Credits

111 Total Program Credits

## Real Estate Resource Center

The Associate in Arts Degree in Real Estate offers investors or real estate professionals the academic background to deal with the real estate marketplace. The student may wish to concentrate his or her study in any of the following areas:

- Residential Practices
- Commercial Practices
- Appraisal
- Mortgage Lending
- Escrow
- Land Title
- Facilities Management

Certificates are offered to indicate that the student has attained a satisfactory level within a selected program. The Professional Certificate is earned by students who have completed specific courses. Professional Certificates are available in:

- General Real Estate Practice
- Appraisal
- Mortgage Finance
- Escrow
- Land Titles
- Corporate Real Estate
- Property Management

## Associate Degree in Real Estate RESIDENTIAL PRACTICES

### College Core Courses

#### Credits

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Core Courses

20 REST 130, 131, 133, 135, 141, 160

### Real Estate Specialization

15 REST 134, 142, 151, 235, 240  
10 Electives

90 Credits

## Associate Degree in Real Estate COMMERCIAL PRACTICES

### College Core Courses

#### Credits

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Core Courses

20 REST 130, 131, 133, 135, 141, 160

### Real Estate Specialization

16 REST 230, 231, 235, 240, 250  
9 Electives

90 Credits

## Associate Degree in Real Estate APPRAISAL

### College Core

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Core Courses

20 REST 130, 131, 133, 135, 141, 160

### Real Estate Specialization

13.5 REST 140, 142, 143, 144, 145  
11.5 Electives

90 Credits

## Associate Degree in Real Estate MORTGAGE FINANCE

### College Core Courses

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Business Core Courses

20 REST 130, 131, 133, 135, 141, 160

### Real Estate Specialization

12 REST 142, 170, 171, 232  
13 Electives

90 Credits

## Associate Degree in Real Estate ESCROW

### College Core Courses

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Core Courses

20 REST 130, 131, 133, 135, 141, 160

### Real Estate Specialization

12 REST 161, 165, 171, 260  
13 Electives

90 Credits

## Associate Degree in Real Estate TITLE INSURANCE

### College Core Courses

5 ECON 100, 200 or 201  
5 ENGL 101 or higher  
5 PSYCH 100 or Soc 110  
5 SPCH 100, 200 or 225

### Business Core Courses

5 ACCTG 210  
5 CIS 105 or AOS 161  
15 G BUS 101, 145, 202

### Real Estate Core Courses

20 REST 130, 131, 133, 135, 141, 160

# Degree Planning

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## Real Estate Specialization

15 REST 161, 165, 166, 167, 260

10 Electives

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90 Credits

## Associate Degree in Real Estate FACILITIES OPERATIONS

### Core Requirements

5 ENGL 101 or higher

5 HOMEC 110

27 ART 101, 110, 111, 112, 120, 201,  
203

4 ENGR 220

### Real Estate Core Courses

17 REST 130, 200, 201, 215, 216

### Specialization Requirements

69 INDES 140, 150, 151, 152, 160,  
165, 170, 180, 181, 185, 190, 191,  
260, 270, 271, 272, 285

8 Electives

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135 Credits

## Certificates of Accomplishment

Certificates of Accomplishment are available (less than one year) for: Appraisal, Escrow, Mortgage Lending, Property Management, Real Estate, and Title Insurance.

## Certificate of Accomplishment - Appraisal

### Credits

5 REST 130

1.5 REST 140

3 REST 141

3 REST 142

3 REST 143

3 REST 144

3 REST 146

3 REST 240

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21.5 Total Credits

## Certificate of Accomplishment - Escrow

### Credits

5 REST 130

3 REST 131

3 REST 133

3 REST 160

3 REST 101

3 REST 165

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20 Total Credits

## Certificate of Accomplishment - Mortgage Lending

### Credits

5 REST 130

3 REST 131

3 REST 133

3 REST 160

3 REST 170

3 REST 171

3 REST 172

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23 Total Credits

## Certificate of Accomplishment - Property Management

### Credits

5 REST 130

3 REST 133

3 REST 186

4 REST 250

4 REST 251

3 REST 252

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22 Total Credits

## Certificate of Accomplishment - Real Estate

### Credits

5 REST 130

3 REST 131

3 REST 132

3 REST 133

6-7 Any two additional Real Estate  
courses

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20-21 Total Credits

## Certificate of Accomplishment - Title Insurance

### Credits

5 REST 130

3 REST 133

3 REST 160

3 REST 165

3 REST 166

3 REST 167

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20 Total Credits

## Recreation Leadership

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The recreation leader may assist the professional recreation leader in planning, organizing, and leading recreation activities.

The student graduate will be prepared for positions in city and county recreation, medical institutions, industrial recreation, camping, and various youth-service organizations. They also will be prepared for entry into the upper division courses at four-year colleges or universities which offer baccalaureate degrees in Professional Recreation, after completion of their associate degree requirements.

### First Year

#### Credits

11 RECD 154, 245, 290

9 PE 101, 166, 265, 266

8 HLTH 250, 292

5 SPCH 220

5 Lab Science

12 Approved electives

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50 Total Credits

### Second Year

#### Credits

10 RECD 244, 254, 274

5 PE 209, 290

5 Science elective

5 SOC 110

5 ENGL 101

5 PSYCH 100

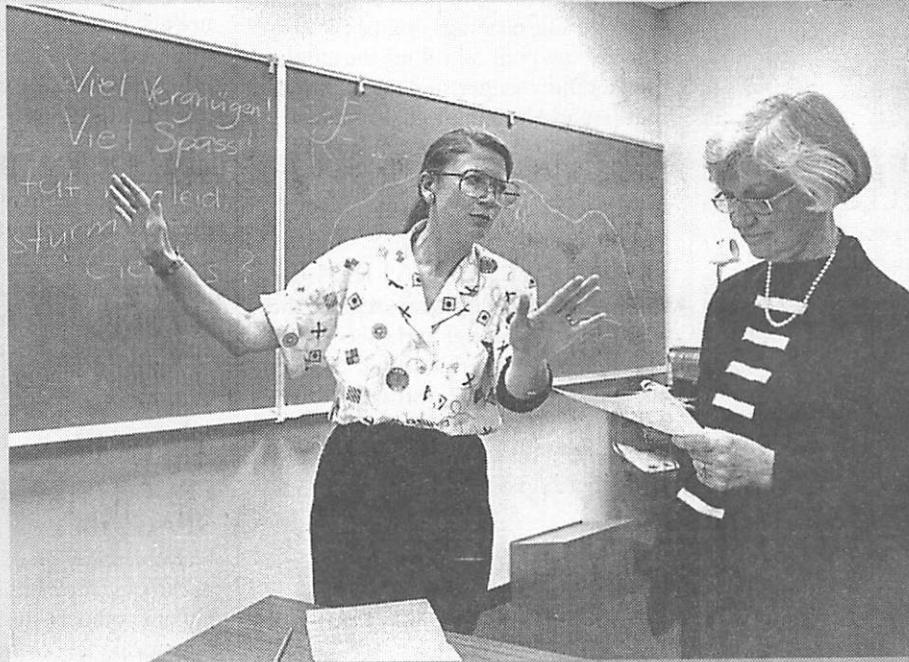
13 Approved electives

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48

# Arts & Humanities Division

*Foreign Language students practice German with a spirited dialogue.*



The Division of Arts and Humanities offers a widely diversified range of disciplines, through 11 programs and departments. These courses of study are the traditional humanities (American Studies; Communications; English; French, German, Japanese, and Spanish languages; Philosophy; Speech), fine and performing arts (Art, Dance, Drama, Music) and an occupational program with kinship to the arts (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 programs Reading Lab and Writing Lab.

## The Art of Expression

### 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 future 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 vocational students to investigate the unique experience of American culture and to gain that broadening perspective as an aid to flexibility in careers.

#### AMST 101 INTRODUCTION TO AMERICAN MYTH (3)

Overviews American Studies by analyzing the meanings and dimensions of the myth of America as it

# Arts & Humanities Division

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appears in American life and thought, considering the form of the myth in literature, the arts and mass media. The course would enable students to determine the basis of their value system by careful attention to critical thinking. Applications to most disciplines will be considered.

## **AMST 102 INTRODUCTION TO AMERICAN CULTURE (2)**

Overviews separate disciplines in relation to a central theme in American Studies. The head of the department would arrange for 1-2 week presentations by faculty from art, literature, performing arts, history, geography, political science, sociology, anthropology, geology, environmental studies, computer science, languages, music, etc. depending on the central theme requirements. Examples of themes: American Myth in Life, Comparative Culture: U.S. and Central America.

## **AMST 114 AMERICAN 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. Focus of study is on the feature-length film as a novelistic form; may also examine documentary. Special focus upon the American film's history and cultural tradition.

## **AMST 150 MASS MEDIA IN AMERICA (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.

## **AMST 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. Same as Anthropology 180.

## **AMST 200 CULTURAL PLURALISM (5)**

This course is designed to explore the role that race, gender and class differences play in our social, economic and political structure. It examines the impact that racism, classicism, and sexism have on our lives and our society.

## **AMST 260 ECONOMIC DEVELOPMENT OF THE U.S. (5)**

This course analyzes the industrialization and transformation of the U.S. economy from the colonial period to the present. Major emphasis will be on rapid transformations after the Civil War, the Great Depression of the 1930's, and the contributions of the social attitude toward immigrant and native groups. Prerequisite: Recommend 30 prior college credits.

## **AMST 285 AMERICAN HUMOR (5)**

Provides a history and analysis of American humor. Topics may include, for the 19th century, Down East, Old Southwest and Literary Comedian; 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, 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, American Stages of Life, Modernity in America, Immigrant Women. Subject can be influenced by student request and is announced before each quarter.

## **AMST 299 INDIVIDUAL STUDIES IN AMERICAN STUDIES (V1-5)**

Covers directed reading, special projects, and independent study by an individual student.

# Arts & Humanities Division

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## ART

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Declared art majors - students whose focus is the studio arts (painting, photography, etc.), commercial art, should take the courses outlined as follows:

- FIRST-YEAR FOUNDATION COURSES: ART 101, 108, 110, 111, 112, 120, 121
- SECOND-YEAR: ART 201, 202, 203
- And nine credits of studio courses

Students 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 an advisor in 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 (V3-5)

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. Not recommended for art or interior design majors.

### ART 108 INTRODUCTION TO HAND/POWER TOOLS (1)

An introduction to the safe use of hand and power tools in the wood shop, through lectures, demonstrations, use and testing.

### ART 110\* TWO-DIMENSIONAL DESIGN (5)

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

### ART 111\* DESIGN: COLOR (5)

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

### ART 112 THREE-DIMENSIONAL DESIGN (5)

A basic course introducing students to three-dimensional design concepts.

Students work in wood, acrylic, metal, etc., developing objects which emphasize mass, space, time and light. Additional lab time will be required. Prerequisite: ART 108.

### ART 120\* DRAWING I (5)

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. Additional lab time will be required.

### ART 121\* DRAWING II (5)

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

### ART 150\* BASIC PHOTO I (5)

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

### ART 151\* BASIC PHOTO II (5)

Provides advanced techniques in black and white photography, with emphasis on the creative seeing: the play between light and dark, between soft focus and sharp focus, the use of smaller forms against larger forms, the use of cropping, etc. (Three hours lecture, four hours laboratory.) Prerequisite: ART 150 or permission of instructor.

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

# Arts & Humanities Division

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## **ART 153\*** **DARKROOM LABORATORY** **TECHNIQUES (1)**

Includes darkroom privileges for students not presently enrolled in a photography class. It is designed for students with a working understanding of processes who wish to gain experience in darkroom work. Prerequisite: ART 150 or permission of instructor. Course may be repeated for a total of three (3) credits.

## **ART 199/299** **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. 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 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 century.

## **ART 221\*** **ADVANCED STUDIO:** **DRAWING (5)**

Provides studio experience in drawing beyond the basic courses. Prerequisite: ART 121 and permission of instructor.

## **ART 222\*** **ADVANCED STUDIO:** **DRAWING (5)**

Gives studio experience in drawing beyond ART 221. Prerequisite: Art 221 or permission of instructor.

## **ART 240\*** **OIL PAINTING (V3-5)**

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

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

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

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

Introduces basic color theory, processing techniques of negative and positive materials and color enlarging. Emphasis 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. Prerequisite: ART 151 or permission of instructor.

## **ART 253\*** **PHOTO III (5)**

Advanced exploration of the history and techniques of photography with

assignments in creative solving of visual problems. \*Prerequisite: Art 110, 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.

## **COMMUNICATIONS**

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### **COMM 101** **THE FUTURE OF** **TELECOMMUNICATIONS (5)**

Surveys the spectrum of global telecommunication, with emphasis on past, present and future technologies, the effects of telecommunication on our society and career opportunities in telecommunication fields. Special emphasis is made on the computer-video revolution. Either Comm 101 or Media 101 may be taken for credit — not both.

### **COMM 102** **THE TECHNOLOGY OF** **PERSUASION (5)**

Presents technological and communication techniques of film and video that allow information to be targeted at specific individuals and groups to create opinions, generate sales, develop propaganda and other forms of persuasion. Class gives students the opportunity to test persuasion techniques with simple media presentations. Either Comm 102 or Media 102 may be taken for credit — not both.

### **COMM 141** **REPORTING AND** **NEWSWRITING (5)**

Introduces the fundamentals of reporting: researching, covering events,

# Arts & Humanities Division

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interviewing. Also introduces the fundamentals of newswriting: story organization, style, succinctness. Includes: newspaper function, elements of libel, classroom instruction, and practical assignments to be submitted to the student newspaper. Cannot be repeated for credit. Prerequisite: Eligibility for English 101.

## **COMM 142 INTERMEDIATE REPORTING (5)**

Improves skills in newsgathering, interviewing, and newswriting. Emphasizes investigation, research, and team reporting. Fulfills basic skills writing requirement for Arts and Sciences Degree. Prerequisite: COMM 141 and ENGL 101.

## **COMM 143 EDITING TECHNIQUES (3)**

Deals with techniques and responsibilities of newspaper editing; emphasizes copy reading, headline writing. Prerequisite: COMM 141 and ENGL 101.

## **COMM 144 NEWSPAPER DESIGN (3)**

Deals with newspaper design and coverage strategies: headline schedules, page makeup, assignment planning, and picture editing. Prerequisite: COMM 141 and ENGL 101.

## **COMM 145 ADVERTISING STAFF (3)**

Teaches the student typography, paste-up, design, and sales and includes practical work on student newspaper.

## **COMM 146 NEWS STAFF (3)**

Offers students more practical application of skills developed in Comm 141 and Comm 142. Typically involves 10 major reporting assign-

ments per quarter. May be repeated twice. Prerequisite: Permission of the 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 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 163 RADIO OPERATIONS: ANNOUNCING/ PRODUCTION (5)**

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.

## **COMM 201 HISTORY OF COMMUNICATION (5)**

Development of communication from prehistoric times to the present. Influence of communication on historical changes in the United States and in other nations of the world. Covers social and technological change.

## **COMM 220 LAW OF MASS COMMUNICATIONS (5)**

Object of the course is to familiarize students and those individuals interested in communication law with authoritative judicial reasoning on key principles in the discipline. Most cases are drawn from supreme court decisions and stand as precedents which other courts in the nation must follow. However, several local cases decided at the state and lower federal court level will also be discussed. Current challenges to established procedure are included.

## **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: Permission of instructor.

## **COMM 245 PRACTICUM IN JOURNALISM (5)**

Provides 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 (5)**

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

# Arts & Humanities Division

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## **COMM 266 PRACTICUM IN BROADCASTING (5)**

Provides 10 hours a week spent working in a local broadcast outlet. The course may be repeated for a maximum of 10 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 communication courses. Arrangements should be made with a communications instructor. No more than 10 credits may apply to an AAS degree. Prerequisite: Permission of instructor.

## **DANCE**

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### **DANCE 130\* JAZZ TECHNIQUE I (2)**

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

### **DANCE 131\* JAZZ TECHNIQUE II (2)**

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. Prerequisite: DANCE 130 or permission of instructor.

### **DANCE 140\* BALLET TECHNIQUE I (2)**

Introduction of principles, techniques and vocabulary of classical ballet. Emphasis will be on placement,

flexibility, strength and coordination for the beginning and advanced beginning student.

### **DANCE 151\* CONTEMPORARY DANCE I (2)**

Introduces technique work at the barre and center floor designed to tune the dancers instrument. The purposes of the course are: to gain flexibility and strength; to extend the student 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.

### **DANCE 152\* CONTEMPORARY DANCE II (2)**

Continues Contemporary Dance I. Technique studies include longer and more challenging movement combinations. If uncertain of ability, confer with Dance Program advisor. Course may be repeated for a maximum of six credits.

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

Consists of a performing group of dancers and movement oriented actors. A variety of styles is included in performance, but emphasis is on dance as an art form. Course includes a company class, formal and informal improvisation and solo or small group work. Emphasis is on improving technique. Prerequisite: 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. 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). Prerequisite: DANCE 202 or permission of instructor.

## **DRAMA**

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

Surveys the modern theater and its history starting with the Greek theater. Course includes lecture-discussions, guest lectures and opportunity to do one scene in class.

### **DRAMA 110 SCENE TECHNOLOGY (4)**

Intensive lecture/lab course in basic theories. Techniques and equipment of sets and property construction and painting. Prerequisite: Concurrent registration in DRAMA 290.

# Arts & Humanities Division

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## **DRAMA 112**

### **STAGE LIGHTING (4)**

Intensive lecture/lab course in basic theories, techniques and equipment in theater lighting. Prerequisite: Concurrent registration in DRAMA 290.

## **DRAMA 125**

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

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

## **DRAMA 126**

### **CONTEMPORARY THEATER (5)**

Studies scripts written in the past five years. Emphasis is on analysis of scripts and trends of theater today.

## **DRAMA 151**

### **ACTING: IMPROVISATION (5)**

Concentrates on the actor's body; working individually and with others; loosening up; thinking on ones 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.

## **DRAMA 152\***

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

Concentrates on tuning the actors 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.

## **DRAMA 153**

### **ACTING: SCENE STUDY (5)**

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

## **DRAMA 200**

### **DRAMA COLLOQUIUM (3)**

This course is an in-depth analysis/view of the history and literature of the period of the spring drama production/and a dialogue with the director, designers and technical director of the production.

## **DRAMA 251**

### **ADVANCED ACTING: SCENE STUDY (5)**

Rehearsal and classroom performance of scenes from dramatic literature of various periods and styles leading to a final in class performance of selected scenes. Emphasis on 19th century and contemporary theater. Prerequisite: Permission of instructor.

## **DRAMA 252**

### **ADVANCED ACTING: SCENE STUDY (5)**

Rehearsal and classroom performance of sciences from dramatic literature of various periods and styles leading to a final in class performance of selected scenes. Emphasis on mythological content and influence on dramatic literature, Greek and Roman theater. Prerequisite: Permission of instructor.

## **DRAMA 253**

### **ADVANCED ACTING: SCENE STUDY (5)**

Rehearsal and classroom performance of scenes from dramatic literature of various periods and styles leading to

a final in class performance of selected scenes. Emphasis on Elizabethan, 17th century and 18th century theater. Prerequisite: Permission of instructor.

## **DRAMA 280**

### **STUDIO THEATER (5)**

Lecture/Lab course focusing on the history, analysis and performance of a play with limited production values in the studio theater. All members of the class will be cast in the play. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

## **DRAMA 290**

### **TECHNICAL PRACTICE (1)**

The course is offered as the crew component of Drama 110, 111 and 112. A minimum of 33 hours of backstage work on the studio theater production is required.

## **DRAMA 291**

### **THEATER PRACTICUM (2)**

Offers the student hands-on experience in the production of the yearly mainstage show, or for advanced students, special projects on the quarterly studio production.

## **DRAMA 299**

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

Provides advanced individual study in the areas of acting, stage, costume and lighting design, publicity, playwrighting, or directing. Prerequisite: Permission of instructor.

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

# Arts & Humanities Division

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## ENGLISH

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### **ENGL 080 IMPROVING READING SKILLS (READING LAB) (V1-2)**

English 080 is a course which allows a student to work in the Reading Lab to improve reading skills. Skills are assessed so that each student works on an individually prescribed program of study, under the supervision of the Reading Lab Director and other lab staff. Grades will be Pass/Fail. One hour credit equals 20 hours of lab work.

### **ENGL 085 READING II (5)**

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 094, 095, 096 or 097. Prerequisite: Placement Test.

### **ENGL 087 READING III (5)**

English 087 is designed for students whose assessment scores range from levels 6 - 7.9. It is the second of a sequence of reading classes, coordinated with parallel Reading Lab sections, which emphasize acquisition of vocabulary and development of literal and inferential comprehension skills. This class is compatible with ENGL 096, 097, 098 or 099. Prerequisite: Placement Test.

### **ENGL 089 READING IV (5)**

English 089 is designed for students whose assessment scores range from

levels 8 - 11.9. It is the third of a sequence of reading classes, coordinated with parallel Reading Lab sections, which emphasize acquisition of vocabulary and development of literal and inferential comprehension skills. This class is compatible with ENGL 098, 099, 100, or 100X. Prerequisite: Placement Test.

### **ENGL 090 STRATEGIES FOR IMPROVING WRITING SKILLS (V1-5)**

English 090 is an independent studies program that allows a student to work individually on an area of special need by arrangement with an instructor. Prerequisite: Permission of instructor.

### **ENGL 094 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 095 COMPOSITION FOR NON- NATIVE SPEAKERS I (5)**

Introduces students to conventions of college writing and gives them practice in composing and editing short summaries, narratives and expository papers. Emphasizes ability to edit for correct sentence structure, grammar and syntax in papers written both outside of class and within once class period. Prerequisite: Placement test and English must be a second language.

### **ENGL 096 DEVELOPMENTAL ENGLISH II (5)**

Is an extension of Developmental English I, for the student who requires further instruction in these skills. Prerequisite: ENGL 094 or placement test.

### **ENGL 097 COMPOSITION FOR NON- NATIVE SPEAKERS II (5)**

Gives students additional practice in composing and editing. Emphasizes ability to write well-developed summaries, narratives and expository papers and to edit for correct sentence structure, grammar and syntax. Skills are demonstrated in papers written both outside of class and within one class period. Prerequisite: ENGL 095 or placement test. English must be a second language.

### **ENGL 098 DEVELOPMENTAL ENGLISH III (5)**

Emphasizes building basic 100-word paragraphs. Course work includes topic sentence, focus, development of supporting detail and related usage problems, and punctuation and spelling. Prerequisite: ENGL 096 or placement test.

### **ENGL 099 COMPOSITION FOR NON- NATIVE SPEAKERS III (5)**

Gives students practice in composing and editing more complex essays. Emphasizes paragraph and essay structure, sentence variety, advanced editing skills and editing speed. Students read, discuss and respond in writing to articles and stories. Skills are demonstrated in papers written both outside of class and within one class period. Prerequisite: ENGL 097 or placement test. English must be a second language.

# Arts & Humanities Division

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## **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 098 or placement test.

## **ENGL 100X COMPOSITION FOR NON- NATIVE SPEAKERS IV (5)**

Provides practice in forms of analytical thinking and writing expected in college level courses. Emphasizes development of complex ideas, practice of advanced editing skills and editing speed. Students read, discuss and write about contemporary issues. Skills are demonstrated in papers written both outside of class and within one class period. Prerequisite: ENGL 099 or placement test. English must be a second language.

## **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. Fulfills basic skills writing requirement for Arts and Sciences Degree. Prerequisite: A or B in ENGL 100 or placement test.

**ENGL 102  
WRITTEN EXPRESSION (5)**  
Emphasizes research, analytical writing techniques, and the functions of language. Fulfills basic skills writing

requirement for Arts and Sciences Degree. Prerequisite: ENGL 101.

## **ENGL 103 ACCESSING INFORMATION TODAY (V1-3)**

Is designed to familiarize students with effective ways of accessing information through a variety of general reference sources, indexes and databases. Also examined are the social and psychological barriers impeding free access to information. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 105 MECHANICS OF ENGLISH, A SURVEY (5)**

College-level course, not remedial. Emphasizes grammar, usage, sentence structure, and punctuation in the context of the student's own writing. The content and goals will be partly determined by the needs of the participants. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 106 COLLEGE READING AND ANALYSIS (5)**

For the student who reads at levels 12-13.9. 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. Parallel Lab emphasizes vocabulary and comprehension skills. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 107 ENGLISH AS A FOREIGN LANGUAGE (5)**

Includes enrollment of non-native speakers only, after completion of 15 credits in English courses numbered

below 100. The course validates foreign language development for non-native speakers. Prerequisite: Permission of program chairperson.

## **ENGL 108 ENGLISH AS A FOREIGN LANGUAGE (5)**

Includes enrollment of non-native speakers only, after completion of 15 credits in English courses numbered below 100. The course validates foreign language development for non-native speakers. (Enrollment in 108 requires an 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 explication of poems and group discussion in order to build skill in interpretation. Prerequisite: Recommend ENGL 101 placement or higher.

## **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. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 112 READING FICTION (5)**

Is a study of fictional forms ranging from short stories to novels, exploring the techniques and effects achieved. Prerequisite: Recommend ENGL 101 placement or higher.

# Arts & Humanities Division

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## **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. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 130 INTRO TO LITERATURE (5)**

Focus is a combination of genres (fiction, drama, poetry) to broaden the students' exposure to literature. Format consists of class discussion with minimal lecture; material varies according to instructor. Prerequisite: Recommend ENGL 101 placement or higher.

## **ENGL 131 INTRO TO LITERATURE (5)**

Focus is a combination of genres (fiction, drama, poetry) to broaden the students' exposure to literature. Format consists of class discussion with minimal lecture; material varies according to instructor. Prerequisite: Recommend ENGL 101 placement or higher.

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

Intensively examines the fiction, drama, and poetry from European cultures. Content varies but mainly focuses on 19th and 20th Century works in translation. Prerequisite: Recommend prior completion of 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 origins and significance. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 221 POPULAR LITERATURE (5)**

Investigation of themes, conventions and cultural assumptions of genre-based popular literature such as science fiction, mystery and detective fiction, modern utopian and non-utopian novels, mass-market autobiography. Individual instructor's specific focus will be designated by added wording in course title. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 223 CHILDREN'S LITERATURE (5)**

An examination of the imaginative literature that forms a part of children's experience and a portion of our larger literary heritage, with attention to its moral, psychological and political implications. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 231 INTRODUCTION TO SHAKESPEARE (5)**

Surveys the development of Shakespeare's dramatic and literary art. Through a lecture/discussion structure, the course offers study in representative comedies, tragedies,

romances and histories. Prerequisite: Recommend prior completion of 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. Prerequisites: Recommend prior completion of ENGL 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. Prerequisite: Recommend prior completion of 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. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 264 ENGLISH LITERATURE: DONNE THROUGH JOHNSON (5)**

Surveys major literary figures, styles, and themes of the 17th and 18th Centuries, including early periodicals and the beginnings of the English novel. The course typically features

# Arts & Humanities Division

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figures such as Milton, Dryden, Congreve, Richardson, Fielding, Goldsmith, Pope, and Swift. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 265 ENGLISH LITERATURE: BLAKE THROUGH HARDY (5)**

Surveys the major Romantic (Blake, Wordsworth, Coleridge, Byron, The Shelleys, Keats) and Victorian (Tennyson, The Brownings, G. Eliot, Hardy, Arnold) writers as they reflect the changing attitudes of their time in literature and culture. Prerequisite: Recommend prior completion of 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. Prerequisite: Recommend prior completion of 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. Prerequisite: Recommend prior completion of 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. Prerequisite: Recommend prior completion of 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 expatriates and the experimental, including such writers as Fitzgerald, Hemingway, Steinbeck, Faulkner, Flannery O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. Prerequisite: Recommend prior completion of 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. Computer use is required. Fulfills basic skills writing requirement for Arts and Science Degree. Prerequisite: ENGL 101.

## **ENGL 271 EXPOSITORY WRITING (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. Fulfills basic skills writing requirement for Arts and Science Degree. Prerequisite: ENGL 101.

## **ENGL 272 EXPOSITORY WRITING (5)**

Provides a chance for further development of writing skills, learned in ENGL 101 or 102, and extended practice in developing ideas and finding the prose form best suited to each subject. Emphasis is on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews and upon individual projects. ENGL 272 is planned for those wishing to continue work begun in ENGL 271. Fulfills basic skills writing requirement for Arts and Science Degree. Prerequisite: ENGL 101.

## **ENGL 273/274/275 VERSE AND SHORT STORY SERIES (CREATIVE WRITING) (5)**

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

## **ENGL 276 WOMEN WRITERS (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. Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

# Arts & Humanities Division

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## **ENGL 279 KING ARTHUR, THE ROUND TABLE AND THE GRAIL (5)**

Explore the Celtic and medieval origins of the legends of King Arthur through lecture, seminar discussions and writing. Were Arthur and his knights real people? How have the stories and characters evolved over time? What did they mean in their original cultural context? What do they mean to us? Prerequisite: Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

## **ENGL 281 CREATIVE WRITING CONFERENCE (V1-5)**

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

## **ENGL 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.

## **FOREIGN LANGUAGES**

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### **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 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: Recommend permission of instructor.

### **FRNCH 202 INTERMEDIATE SECOND YEAR FRENCH (5)**

Continues FRNCH 201. Recommended prerequisite: Permission of instructor.

### **FRNCH 203 ADVANCED SECOND- YEAR FRENCH (5)**

Continues FRNCH 202. Recommended prerequisite: Permission of instructor.

### **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 GERM 101. Prerequisite: 101 level course or permission of instructor.

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

Continues GERM 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

# Arts & Humanities Division

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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 201 BASIC SECOND-YEAR GERMAN (5)**

Reviews German grammar and is designed for students who have already acquired a basic knowledge of all four German language skills: listening, speaking, reading and writing. Besides reinforcing and expanding fluency in German, major emphasis is placed on the business, economic as well as scientific aspect of the German language with extensive readings and translations in these areas. Prerequisite: Recommend permission of instructor.

**GERM 202  
INTERMEDIATE SECOND-YEAR GERMAN (5)**  
Continues GERM 201. Prerequisite: Recommend permission of instructor.

**GERM 203  
ADVANCED SECOND-YEAR GERMAN (5)**  
Continues GERM 202. Prerequisite: Recommend permission of instructor.

## **JAPAN 101 BEGINNING FIRST-YEAR JAPANESE (5)**

A beginning course in learning to speak standard modern Japanese language as well as recognizing the syllabaries of the written language as they are currently used. Emphasis is on the acquisition of a new set of linguistic habits and their fluent and automatic reproduction.

## **JAPAN 102 INTERMEDIATE FIRST-YEAR JAPANESE (5)**

An intermediate course in learning to speak standard modern Japanese language as well as recognizing the syllabaries of the written language as they are currently used. Continues Japanese 101.

## **JAPAN 103 ADVANCED FIRST-YEAR JAPANESE (5)**

Advance course in learning to speak standard modern Japanese language as well as recognizing the syllabaries of the written language as they are currently used. A continuation of Japanese 102.

## **JAPAN 201 BASIC SECOND-YEAR JAPANESE (5)**

A beginning second year Japanese language course which besides continuing reinforcement of skills obtained in first year courses also undertakes to broaden student knowledge of Japan's natural setting, economy, culture and history through more involved grammatical patterns.

## **JAPAN 202 INTERMEDIATE SECOND-YEAR JAPANESE (5)**

An advanced course concentrating on Japanese writing and building upon earlier courses in Japanese.

## **JAPAN 203 ADVANCED SECOND-YEAR JAPANESE (5)**

An advanced course concentrating on the Japanese newspaper and building upon earlier experience with written texts.

## **SPAN 101 BEGINNING FIRST-YEAR SPANISH (5)**

Is primarily audio-lingual in its methods and objectives. Practice with video and audio 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 201 BASIC SECOND-YEAR SPANISH(5)**

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

## **SPAN 202 INTERMEDIATE SECOND-YEAR SPANISH (5)**

Continues SPAN 201. Prerequisite: Recommend permission of instructor.

# Arts & Humanities Division

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## **SPAN 203**

### **ADVANCED SECOND-YEAR SPANISH (5)**

Continues SPAN 202. Prerequisite: Recommend permission of instructor.

## **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.

These classes are designed for students:

- who have the ability and want to share the classroom activities within the same structured units and earn 5 credits.
- who had French, German or Spanish in the past and need to review it in an individualized situation, earning 5 to 15 credits.
- who need to review an appropriate section or course offering so as to be able to sign up for the highest sequential offering.
- who want to review first-year college grammar in one quarter in order to carry on in foreign language study at BCC or the transfer college of their choice.

In the second year, students may choose academic or vocational tracks congruent with their objectives, or a combination of both. Emphasis is placed on oral expression through the

study of culture and civilization. Special audio-visual materials are used to meet the above objective. Students may also have a choice of any individual approach with a great emphasis on reading and writing skills, as well as, a grammar review.

The FLAP Program includes arrangements through which we combine our second year classes with our most advanced first-year group each quarter.

## **INTERIOR DESIGN TECHNOLOGY**

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### **INDES 110 TEXTILES (5)**

Textiles is a comprehensive course covering the information that designers need to know for selecting and specifying textiles. It includes a general, scientific study of natural and synthetic fibers, yarns, fabric structure, fabric finishes, application, regulations and end-use performance. Information will be conveyed via lecture/discussion and laboratory work.

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

Surveys Interior Design. Course is open to all interested students and includes lectures, discussions and slides, with assigned readings and projects. Some topics include color, space, form, light, furniture, windows, floors and accessories.

### **INDES 150 HISTORY OF FURNITURE (5)**

Provides lectures, discussions and slides and covers the dominant characteristics and motifs of furniture

from antiquity to the 20th century. Class explains how people, social conditions and technology influenced the design of furniture each period.

### **INDES 151 20TH CENTURY FURNITURE (5)**

Continues INDES 150 with same format. Class includes study of furniture designers and movements from Victorian period to present. Furniture of each period is analyzed in terms of human values, social conditions, technology and design criteria.

### **INDES 152 FURNITURE DESIGN AND CONSTRUCTION (3)**

Is a studio course in which students will design, draft and construct furniture and learn about materials for the construction of furniture, engineering basics, manufacturing processes, joinery and finishes. Prerequisites: ART 108, INDES 150, 151, 160 & 190.

### **INDES 160 GRAPHIC COMMUNICATIONS I (5)**

Introduces the variety of graphic tools, techniques and conventions used for effective visual communication in design. The course focuses on three basic aspects of graphic communication: architectural drafting, lettering and freehand pencil sketching. Prerequisite: Art 110, 120.

### **INDES 162 INTRODUCTION TO COMPUTER AIDED DESIGN (3)**

Computer aided design using AutoCAD on the PC. Covers important elements of CAD systems,

# Arts & Humanities Division

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including hardware and software; describes the role of CAD in graphic communication, and discusses appropriate applications for use in Interior Design. Students use hands-on time in the CAD lab to learn the capabilities of the system and to create drawings in two dimensions. Prerequisite: INDES 160, AOS 161 or and CIS 105 or PC/DOS experience or permission of instructor.

## **INDES 165 VISUAL PRESENTATIONS (5)**

Introduces tools and techniques for illustrative graphic presentations of design ideas, concepts, and final products. Course concentrates on relatively simple and rapid techniques, in both black and white and colored media, including graphite, ink, colored pencils, felt-tipped markers, pastel, watercolor and collage, along with various reproduction, transfer and mounting techniques. Prerequisite: INDES 160, ART 111.

## **INDES 170 INTERIOR DESIGN I- METHODS (5)**

Introduces fundamental concepts for planning, organizing and arranging spaces. It deals with architectural and interior space needs based on the activities and priorities of the users, and concentrates on making the best functional and aesthetic use of minimum space. Work focuses on the designing of the residential lifespace. Prerequisite: ART 112, INDES 140, 160.

## **INDES 180 PROFESSIONAL PRACTICES I (3)**

Gives procedures for becoming a residential interior designer and provides information about available resources and services, responsibilities for working with showrooms, service

personnel, and clients. Course also includes information about seeking employment and managing a small business. Prerequisite: INDES 170.

## **INDES 181 PROFESSIONAL PRACTICES II (3)**

Continues to prepare students for work as professional interior designers. Emphasis is on working with commercial interior design firms. Students learn every aspect of commercial interior design work: client interviewing, programming, specifying, design procedures, becoming familiar with fabricators and suppliers, productive business procedures and various employment opportunities in the design industry. Prerequisite: INDES 180.

## **INDES 185 PRACTICUM IN INTERIOR DESIGN (3)**

Provides individually tailored experiences in either residential or commercial interior design. The student, with his/her advisor, selects a work experience with future employment expectations. Prerequisite: INDES 170.

## **INDES 190 MATERIALS AND CONSTRUCTION (3)**

Provides basic knowledge of the physical components used in the building trades. Industry-wide classification systems, standards and resources, the basic physical properties of building materials, and the basics of building construction systems are covered, along with interior finishing systems, millwork and cabinetry, equipment, and mechanical and electrical systems. Prerequisite: INDES 140.

## **INDES 191 LIGHTING (3)**

An introduction to the design of lighting for the built environment. Information about properties of light, perception and how we see, natural and artificial light sources, lighting devices and controls, and specific design problems is included. Prerequisite: INDES 160 and 190.

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

Allows the student to pursue a specialized or in-depth study of a particular subject relating to interior design. Supplements the information in the required courses in a subject area in order to accommodate student interests. The course may be repeated for a maximum of 10 credits. Special elective courses are offered under this number as well. These are enrichment courses for one or two credits offered in the form of labs or seminars, often taught by visiting professionals. The credits count as electives. Prerequisite: Permission of Program Chairman or instructor.

## **INDES 260 GRAPHIC COMMUNICATIONS II (5)**

Introduces specific professional applications for graphic communication skills. It delineates the design and construction process, and specifically deals with the technical drawings needed by tradespersons for construction. Information about specification, building trades, building materials and methods is included. Prerequisite: INDES 160 and 190.

# Arts & Humanities Division

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## **INDES 270**

### **INTERIOR DESIGN II (5)**

Focuses on the problem-solving discipline of the design process and its application to any interior design problem. It involves working with instructors, who are practicing professionals, on a variety of professionally-relevant interior design studio projects. The projects require students to apply theoretical knowledge and technical skills from other classes, incorporate new information about specific subject areas, and then propose and present concepts and solutions. This course explores the particular demands and challenges of barrier-free design or residential design. Prerequisite: INDES 165, 170, 260 and permission of Program Chairman.

## **INDES 271**

### **INTERIOR DESIGN III (5)**

Focuses on the problem-solving discipline of the design process and its application to any interior design problem. It involves working with instructors, who are practicing professionals, on a variety of professionally-relevant interior design studio projects. The projects require students to apply theoretical knowledge and technical skills from other classes, incorporate new information about specific subject area, and then propose and present concepts and solutions. This course explores the particular demands and challenges of hospitality design, retail design or design for public spaces. Prerequisite: INDES 165, 170, 260 and permission of Program Chairman.

## **INDES 272**

### **INTERIOR DESIGN IV (5)**

Focuses on the problem-solving discipline of the design process and its application to any interior design problem. It involves working with instructors, who are practicing

professionals, on a variety of professionally-relevant interior design studio projects. The projects require students to apply theoretical knowledge and technical skills from other classes, incorporate new information about specific subject areas, and then propose and present concepts and solutions. This course explores the particular demands and challenges of commercial and office space planning. Prerequisite: INDES 165, 170, 260 and permission of Program Chairman.

## **INDES 285**

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

Is a second work-study experience that provides the student with perspective on interior design work opportunities similar to the type hoped for in future employment. Prerequisites: INDES 170.

## **INDES 294/295/296/297**

### **SPECIAL TOPICS IN INTERIOR DESIGN (V1-5)**

Allows the student to pursue a specialized or in-depth study of a particular subject relating to interior design. Supplements the information in the required courses in a subject area in order to accommodate student interests. The course may be repeated for a maximum of 10 credits. Special elective courses are offered under this number as well. These are enrichment courses for one or two credits offered in the form of labs or seminars, often taught by visiting professionals. The credits count as electives. Prerequisite: Permission of Program Chairman or instructor.

## **INDES 299**

### **INDIVIDUAL STUDIES IN INTERIOR DESIGN (V1-5)**

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**

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

## **MUSIC 101\***

### **COMMUNITY SYMPHONIES (1)**

Provides college credit for BCC students playing in approved community or symphony groups. Usual rehearsal time is one evening per week. See Music Program for approved groups. Course may be repeated for a maximum of six credits. Prerequisite: Prior enrollment in Music 101 or permission of music program chairperson.

# Arts & Humanities Division

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## **MUSIC 102\***

### **COMMUNITY BAND (1)**

Presents two existing community bands, composed of high school graduates and college students from the Bellevue/Renton area. The bands meet once a week to rehearse symphonic band literature. It performs publicly several times each year. Membership for Bellevue Community College students open by consent of director of band. Course may be repeated for a maximum of six credits. Prerequisite: Prior enrollment in Music 102 or permission of music program chairperson.

## **MUSIC 104\***

### **SMALL INSTRUMENTAL ENSEMBLES (2)**

Includes woodwinds, strings, brass, and stage band. Literature and performance are to develop technique, independence of part, and sensitivity. Two hours minimum rehearsal per week is required. The course may be repeated for a maximum of 12 credits. Prerequisite: Permission of instructor.

## **MUSIC 105\***

### **VOCAL JAZZ AND RECORDING ENSEMBLE (3)**

Is a performance class that consists of a vocal ensemble selected by audition from the membership of the college concert choir. This group explores and develops the vocal techniques, performance and recording skills necessary to the contemporary recording studio singer. It may be repeated for a maximum of 12 credits. Prerequisite: Concurrent membership in Music 100 and prior enrollment in Music 105 or permission of instructor.

## **MUSIC 106\***

### **JAZZ BAND (3)**

Is a performance class open to all instrumentalists within the Stage Band instrumentation (trumpet, trombone, saxophone, and rhythm section). Auditions for available chairs are held during the first week of the quarter. Emphasis is on the art of jazz improvisation, performance and interpretation of contemporary and traditional jazz, and exposure to the performance demands of a professional musician. The course may be repeated for a maximum of 18 credits. Prerequisite: Prior enrollment in Music 106 or permission of instructor.

## **MUSIC 107**

### **FUNDAMENTALS OF MUSIC (5)**

Is a one-quarter lecture/demonstration 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)**

Is a lecture/demonstration class that 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**

### **FIRST-YEAR THEORY (5)**

Is a lecture/demonstration series that 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: Recommend basic knowledge of music notation and performance capability on an instrument or voice.

## **MUSIC 111**

### **FIRST-YEAR THEORY (5)**

Is a lecture/demonstration series that 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: MUSIC 110 or equivalent.

## **MUSIC 112**

### **FIRST-YEAR THEORY (5)**

Is a lecture/demonstration series that consists of three courses which

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

# Arts & Humanities Division

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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: MUSIC 111 or equivalent.

## **MUSIC 113 SURVEY OF MUSIC HISTORY (ANTIQUITY TO 1800) (5)**

Is a lecture/demonstration class that 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)**

Provides a lecture/demonstration class that 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 a studio class 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.

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

Presents a studio class that prepares the beginning music major for the eventually required piano competency and provides basic keyboard experience for non-majors. Course includes basic music reading, keyboard technique, interpretation and simple chording.

## **MUSIC 131\* GROUP PIANO INSTRUCTION II (2)**

Is a studio class that expands basic keyboard and music reading skills taught in MUSIC 130 to more keys, chord combinations and performance of more complex compositions. For specific course objectives, see music program chairpersons. Prerequisite: MUSIC 130 or permission of music program chairperson.

## **MUSIC 140\* FIRST-YEAR PRIVATE INSTRUCTION I (1)**

Provides individual studio instruction on all instruments listed below with college-approved teacher. Beginning through advanced levels are half-hour lessons weekly for 10 weeks. Fee for private study is in addition to normal college fees.

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

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  
Trombone  
Trumpet  
Tuba  
Violin/Viola  
Voice

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

Provides individual studio 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.) Prerequisite: Permission of instructor.

**MUSIC 150  
MUSIC TECHNOLOGY (5)**  
Music 150 is a lecture/demonstration course designed to familiarize students with electronic and synthesized music. It presents an overview of sound theory, description and demonstration of hardware and

# Arts & Humanities Division

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software presently available for music sequencing and writing activities.

## **MUSIC 210\***

### **SECOND-YEAR THEORY (3)**

Is a lecture/demonstration class that 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. Prerequisite: Music 112 or one year of college level music theory.

## **MUSIC 211\***

### **SECOND-YEAR THEORY (3)**

Is a lecture/demonstration class that continues 110, 111, 112 Music Theory sequence. Music 211 covers Neapolitan chords, augmented 6th chords, chromatic modulation, harmonic analysis and composition. Prerequisite: Music 210 or equivalent.

## **MUSIC 212**

### **SECOND-YEAR THEORY (3)**

Is a lecture/demonstration class that continues 110, 111, 112 Music Theory sequence. Music 212 covers 20th Century compositional techniques, planning, jazz, notation, extended tertian harmony, modes, synthetic scales, pandiatonicism, quartal and secondal harmony, polytonality, 12-tone techniques, analysis and composition. Prerequisite: Music 211 or equivalent.

## **MUSIC 231**

### **HISTORY OF JAZZ (3)**

Provides a lecture/demonstration class that 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)**

Presents individual studio instruction that consists of half-hour weekly lessons with college-approved teacher on all instruments listed in Music 140. A special fee, in addition to normal college fees, is required. (Maximum three credits in three quarters.) Prerequisite: Three quarters of Music 140 or 143, and permission of instructor.

## **MUSIC 243**

### **SECOND-YEAR PRIVATE INSTRUCTION II (2)**

Consists of individual studio instruction that 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 quarters of Music 140 or 143 and permission of instructor.

## **MUSIC 299**

### **INDIVIDUAL PROJECTS IN MUSIC (V 1-3)**

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 for up to 12 credits. Prerequisite: Permission of instructor.

## **PHILOSOPHY**

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### **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 and capital punishment. Topics vary. Course transfers as a Social Science credit.

### **PHIL 115**

#### **PRACTICAL REASONING (5)**

Introduces 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 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 a science credit. Recommended prerequisite: ENGL 101 placement or PHIL 115.

# Arts & Humanities Division

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## **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.

## **SPEECH**

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### **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 skills and practice techniques to become more effective. Students will be involved in giving speeches to inform and/or persuade.

### **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 will be explored.

### **SPCH 195 SPECIAL TOPICS IN SPEECH (V1-5)**

### **SPCH 199/299 INDIVIDUAL STUDIES IN SPEECH COMMUNICATIONS (V1-5)**

Covers directed readings, special projects and independent study by an individual student.

### **SPCH 200 INTERPERSONAL COMMUNICATION (5)**

Studies interpersonal communication as a dynamic process. The course focuses on the analysis of interpersonal communication in a variety of situations. Students test theories by practice and application, examining the entire communication event. Course topics include perception, language, self-concept, empathy, reasoning styles, emotion, self-disclosure, ethical communication, relationships, conflict, listening and communication climate.

### **SPCH 220 INTRODUCTION TO PUBLIC SPEAKING (5)**

Sets forth the essentials of effective public speaking including: preliminary selection, library research methods, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches.

### **SPCH 225 INTRODUCTION TO GROUP DISCUSSION (5)**

Focuses on understanding and utilizing interpersonal communications 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 methods and creativity. This course transfers as a social science credit.

### **SPCH 230 INTERCULTURAL COMMUNICATION (5)**

Studies the effect that culture has on the communication process. Students will learn about the different dimen-

sions and elements of cultures and the influence of culture in creating differences in language and nonverbal communication. Students will discuss and practice skills that contribute to intercultural effectiveness.

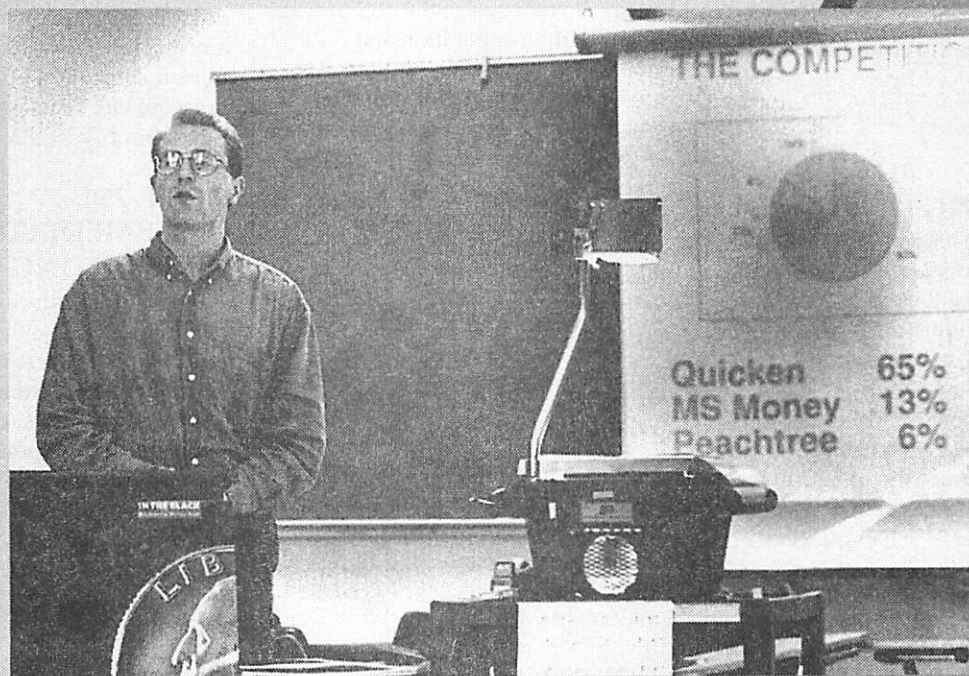
### **SPCH 285 NONVERBAL COMMUNICATION (5)**

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, paralanguage, artifacts and dress, environment, use of time, color, emotions, silence, nonverbal signals, nonverbal rules and deception. Emphasis is on the students' examinations of their personal nonverbal communication. Students are taught techniques for developing nonverbal language sensitivities and practice making their nonverbal communication congruent with their verbal utterances.

### **SPCH 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.

*The Software Marketing brings "real world" experience to the classroom. Here, a student polishes his software presentation before his "clients."*



The Business Division offers eight vocational programs and two academic transfer degrees. Students can obtain Associate in Arts degrees in the following vocational programs: Administrative Office Systems, Computer Information Systems - Computer Programming or Technical Support, General Business Management, Marketing Management, Paraprofessional Accounting, Real Estate, and Software Marketing.

The Business Division offers a variety of educational opportunities including short-term Certificates of Achievement and/or Accomplishment in several programs. For more information, contact the Business Division.

## Learning for the Real World

For those interested in transferring to a four-year institution, The Business Administration Transfer Program provides the first two years of a baccalaureate degree. Students pursuing this curriculum can receive an Associate in Sciences or Associate in Arts and Sciences degree.

Students who want to major in Computer Science can complete most of the first two years of the baccalaureate degree at BCC. An advisor in

the Business or Science Division can describe the options available.

## ACCOUNTING

Four-year transfer program. See Business Administration.

### TWO-YEAR ASSOCIATE DEGREE PROGRAM

#### ACCT 101 SURVEY OF ACCOUNTING (5)

An introduction to fundamental concepts involved in financial accounting for service, merchandising and manufacturing type business.

# Business

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The focus will be on understanding financial statements of an organization and how they are used in the management planning, control and decision making process. Primary emphasis of this class is to present fundamentals of accounting to all business majors.

## **ACCT 102 PRACTICAL ACCOUNTING I (5)**

For reporting business transactions; makes use of special journals, general ledgers, and subsidiary ledgers and covers periodic adjustments, closing procedures, and preparation of financial statements. (Not recommended for students transferring to four-year colleges.) Prerequisite: ACCT 101 or permission of instructor.

## **ACCT 103 PRACTICAL ACCOUNTING II (5)**

Covers accounting procedures for corporations and partnerships; 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 101 and 102 or permission of instructor.

## **ACCT 135 BUSINESS PAYROLL TAX ACCOUNTING (5)**

Covers Payroll Tax Accounting in depth; introduces students to Fair Labor Standards Act, Social Security Act, Payroll accounting systems and operations. Preparation of Form 941, 940 and W-2's. Students utilize a computerized payroll system also. Includes Washington State business tax preparation for State B & O, L & I and Employment Security. Prerequisite: ACCT 101, and 102 or permission of instructor.

## **ACCT 172 INTEGRATED ACCOUNTING ON MICROCOMPUTER (5)**

A course to familiarize the accounting student with the operation and functions of the microcomputer. This 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 101 and 102; or permission of instructor.

## **ACCT 199/299 INDIVIDUAL STUDIES IN ACCOUNTING (V1-10)**

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.

## **ACCT 234 MANAGERIAL ACCOUNTING (5)**

Provides instruction in making business decisions with the aid of managerial accounting techniques and is especially designed for accounting program students. Topics include various aspects of long-range and short-range financial planning. Emphasis is on management planning and control and solving business problems using analytical tools. Same as GBus 215. Prerequisite: ACCT 101.

## **ACCT 240 ADVANCED SPREADSHEET ACCOUNTING (5)**

Introduces the accounting student to the use of the PC and how to use spreadsheet software to solve

accounting problems. Students create real life practical applications of accounting principles. These are followed by specific applications including: financial statements, payroll, inventory, depreciation, amortization, sinking funds and related subsidiary documents. Prerequisite: First year accounting classes and AOS 165.

## **ACCT 250 INTERMEDIATE ACCOUNTING (5)**

Provides in-depth coverage of accounting and its theoretical foundation. Covers FASB standards and more advanced aspects of accounting issues such as Cash Flow, Revenue Recognition, Lease Accounting and Advanced Financial Reporting issues. Prerequisite: Completion of first year accounting classes or permission of instructor.

## **ACCT 260 ACCOUNTING FOR NON- PROFIT AGENCIES (5)**

Provides overview of framework for accounting and financial reporting for Governmental and Not-for-Profit Organizations. Fund accounting work for general and special funds for Hospitals, United Way agencies, Colleges and Universities and other governmental agencies. Prerequisite: Completion of first year accounting classes 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. Prerequisite: Completion of first year accounting classes or permission of instructor.

## **ACCT 285 FEDERAL INCOME TAXES (5)**

Introduces the student to the preparation of personal federal income tax returns. Prerequisite: Recommend ACCT 101, 102, 103.

## **ADMINISTRATIVE OFFICE SYSTEMS**

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### **AOS 101 KEYBOARDING I (3)**

An introductory course in which students use personal computers to develop basic keyboarding and formatting skills. No previous computer experience necessary.

### **AOS 102 DOCUMENT FORMATTING (3)**

Provides experience in formatting and producing documents found in a typical business office: letters, memos, tables, forms and reports. Prerequisite: Previous keyboarding experience required.

### **AOS 104 KEYBOARDING REVIEW AND SPEED BUILDING (3)**

Designed for the student who wishes to increase keyboarding speed.

### **AOS 130 MACHINE TRANSCRIPTION (3)**

Teaches students to use transcription equipment and to develop good listening skills. Spelling, grammar and punctuation proficiency emphasized. Prerequisite: Previous keyboarding experience recommended.

### **AOS 131 MEDICAL TRANSCRIPTION (3)**

Introduces medical transcription to students who are proficient in keyboarding and who have a working knowledge of transcription equipment. Course in medical terminology strongly suggested. Prerequisite: Previous keyboarding experience recommended.

### **AOS 132 LEGAL TRANSCRIPTION (3)**

Introduces legal transcription and terminology to students who are proficient in keyboarding and who have a working knowledge of transcription equipment. Prerequisite: Previous keyboarding experience recommended.

### **AOS 133 MEDICAL TERMINOLOGY (2)**

Focuses on basic principles of medical word building, such as word roots, prefixes, suffixes, combined word forms, and correct pronunciation.

### **AOS 150 OFFICE ADMINISTRATION (5)**

Introduces modern office procedures and prepares students to work successfully in a variety of office situations. Students use personal computers and office-related software to handle routine office tasks. Prerequisite: AOS 102.

### **AOS 152 MEDICAL OFFICE ADMINISTRATION (5)**

Introduces modern medical office procedures and prepares students to work successfully in a variety of office situations. Students use

personal computer and office-related software to handle routine office tasks. Prerequisite: AOS 102 or permission of instructor.

### **AOS 153 LEGAL OFFICE ADMINISTRATION (5)**

Introduces modern legal office procedures and prepares students to work successfully in a variety of office situations. Students use personal computers and office-related software to handle routine office tasks. Prerequisite: AOS 102.

### **AOS 161 BEGINNING COMPUTER APPLICATIONS (5)**

A microcomputer course for the beginner. Ten day modules in word processing, charting, database, spreadsheet and computer literacy. Basic computer operations, use of integrated software and document formatting, and Windows are stressed. Prerequisite: Introduction module.

### **AOS 162 WORDPERFECT ON THE PC (5)**

Fundamentals and special features of the WordPerfect program taught on the IBM PC or compatible computers. Formatting skills emphasized. Prerequisite: Previous computer experience.

### **AOS 163 MICROSOFT WORD ON THE PC (5)**

Beginning through advanced features of Microsoft WORD taught on IBM PC or compatible computers. Formatting skills emphasized. Prerequisite: Previous computer experience.

# Business

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## **AOS 164**

### **DOS/WINDOWS (5)**

Students learn to distinguish between and use IBM's systems software (DOS) and WINDOWS software. Prerequisite: Previous computer experience recommended.

## **AOS 165**

### **SPREADSHEET**

### **APPLICATIONS**

#### **(Lotus or Excel) (5)**

Explores the concepts of a spreadsheet and shows how an electronic spreadsheet should be planned, constructed and manipulated. Provides students opportunities to solve realistic problems using spreadsheet software and helps them become more marketable to the business community. Prerequisite: Recommend GBUS 145.

## **AOS 167**

### **DESKTOP PUBLISHING WITH PAGEMAKER (5)**

Introduces students to Aldus Pagemaker software on the IBM-PC. This course provides thorough coverage of design and elements to produce professional looking publications such as newsletters, advertisements, stationary and announcements. Prerequisite: Previous computer experience recommended.

## **AOS 168**

### **DATABASE APPLICATIONS (5)**

Introduces students to database software and prepares them to work in an environment where data is managed electronically. Course emphasizes basic principles of form analysis and design, creation, storing, retrieval, and manipulation of electronic files and report generation. Prerequisite: Previous computer experience recommended.

## **AOS 199/299**

### **INDIVIDUAL STUDIES IN ADMINISTRATIVE OFFICE SYSTEMS (V1-10)**

Is designed to enable students to pursue an area of AOS to meet particular needs of his/her program interests or employment. Prerequisite: Permission of Program Chairman.

## **BUSINESS ADMINISTRATION- TRANSFER PROGRAM**

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## **ACCTG 199/299**

### **INDIVIDUAL STUDIES IN ACCOUNTING (V1-10)**

Is designed to enable students to pursue an instructional area of accounting to meet particular needs of their program, interests, or employment. Prerequisite: Permission of instructor.

## **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 (5)**

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

## **ACCTG 245**

### **ACCOUNTING SPECIAL PROJECTS (V1-3)**

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

## **ACCTG 295**

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

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

## **ACCTG 296**

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

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

**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.

**BA 240**  
**STATISTICAL ANALYSIS (5)**

Surveys statistical techniques used in decision making and understanding technical information and research studies. Descriptive and inferential statistics are covered including: probability, measures of central tendency, measures of variability, normal and t-distributions, hypothesis testing, correlation, regression, chi-square and time series analysis. Transfers to four-year institutions in business administration, nursing, pharmacy, engineering and others. Class uses extensive word problems, cases and statistical software package. Prerequisite: Math 156 or permission of instructor.

**BA 199/299**  
**INDIVIDUAL STUDIES IN BUSINESS ADMINISTRATION (V1-10)**

Directed readings, special projects and independent studies: all courses are arranged by individual students with Instructor. Designed to augment the Business Administration-Transfer Program Curriculum. Prerequisite: Permission of instructor.

## COMPUTER INFORMATION SYSTEMS

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**CIS 101**  
**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (5)**

Comprehensive introduction to computer information systems and how the computer relates to a business. Topics include: information systems, computer technologies and vocabulary, hardware and software, files and databases, telecommunications, artificial intelligence in business and how business problems are analyzed. Students will learn how the computer impacts various careers.

**CIS 105**  
**INTRODUCTION TO PERSONAL COMPUTERS AND APPLICATIONS (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 database management. Students use microcomputers to develop reports for management decision making. Computer generated business graphs and telecommunications are also studied. No prior knowledge of computers is required.

**CIS 110**  
**INTRODUCTION TO PROGRAMMING (5)**

A comprehensive introduction to programming in using Visual BASIC, emphasizing structured programming. Students analyze specifica-

tions, design algorithms and write code for several business problems. Designed for the CIS major, as well as the student wanting an introduction to programming. Prerequisite: MATH 101 or 2 years high school algebra or placement test.

**CIS 120**  
**STRUCTURED PROGRAMMING CONCEPTS (5)**

Introduces students to the use of an interactive editor to create programs and files, and use structured programming techniques to flowchart and code programs. Edit, update and control break logic is discussed. A major project, using a system approach, is designed and coded by students. Prerequisite: C or above in CIS 110 or instructor's permission.

**CIS 130**  
**INTRODUCTION TO VISUAL BASIC (5)**

Students will learn to program business applications in a visual, event-driven programming environment. Topics include program design and development, modularization, user interface design, arithmetic logic and procedural algebra, structures, values, variables and error trapping and debugging. Students will design, code, test and debug programs of increasing complexity. Prerequisite: CIS 110 or permission of instructor.

**CIS 150**  
**COBOL I (5)**

Introduces ANSI COBOL with an emphasis on structured coding techniques. Students develop, code programs. COBOL verbs, edits, updates, control breaks and tables are covered. Students write their own programs and run them on BCC's

computer on campus outside of classroom hours. Either CIS 150 or CS 150 may be taken for credit — not both. Prerequisite: Previous computer experience or permission of instructor.

## **CIS 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: ENGL 101. Recommended: CIS 101 or permission of instructor.

## **CIS 170 PROBLEM SOLVING STRATEGIES (5)**

Provides techniques and practice in solving technical problems. Topics include: Concise problem definition, generation of possible causes, and cause analysis. Teaches specific creative techniques including: pattern restructuring, fractionation, reversal, brainstorming, and evaluating alternatives. Students practice techniques on specific technical problems. Emphasis is placed on the process of arriving at a solution, rather than the solution. Prerequisite: CIS 105 and CIS 110, or permission of instructor.

## **CIS 199/299 INDIVIDUAL STUDIES IN CIS (V1-10)**

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

## **CIS 205 ADVANCED MICROCOMPUTER APPLICATIONS (5)**

This course will provide an in-depth look at advanced features of microcomputer application software. Topics include: macros, dynamic data exchange, object linking and imbedding, importing and exporting data and troubleshooting application's problems. Emphasizes data transfer. Students will create an application that integrates word processing, spreadsheet and database programs and data.

## **CIS 217 MICROCOMPUTER HARDWARE & SOFTWARE INSTALLATION (5)**

Students will learn how to install and configure microcomputer systems. Students will install and troubleshoot expansion cards, memory modules and other hardware components. Students will install operating systems software and common applications software. Emphasis will be on compatibility issues and configuration alternatives. Students will prepare and present a topic concerning configuration. Prerequisite: CIS 205 or permission of instructor.

## **CIS 219 DATA COMMUNICATIONS AND NETWORKING (5)**

Provides a management perspective and technical understanding of data communications systems involving microcomputers. A conceptual network model will introduce the elements involved in the system. Students will install, monitor and troubleshoot hardware and software components. Other topics will include industry trends, telecommu-

nications, protocols and network management. Prerequisite: CIS 205 or permission of instructor.

## **CIS 221 DESKTOP MEDIA PRESENTATION (5)**

Use of desktop presentation and related software for the creation and utilization of computer-based presentations for business, industry and education, including a survey of equipment and presentation techniques, discussions of basic communication theory, development of goals and objectives. (Either CIS 221 or MEDIA 221 may be taken for credit—not both.) Prerequisite: CIS 105 or Media 121.

## **CIS 223 INTRODUCTION TO INTERACTIVE MULTIMEDIA (5)**

Covers the hardware requirements and software applications for the creation of interactive multimedia materials as well as the processes for multimedia development including message design, interactive authoring and the step-by-step development of an interactive multimedia production. (Either CIS 223 or MEDIA 223 may be taken for credit—not both.) Prerequisite: CIS 105 or MEDIA 221.

## **CIS 227 INTRODUCTION TO COMPUTER GRAPHICS AND IMAGING (5)**

Prepares students to create and use digital graphics, including text, print, illustrations and photographs for use in presentations, interactive multimedia, video graphics and other applications in the business, industry and media production environments. (Either CIS 227 or MEDIA 227 may be taken for credit—not both.) Prerequisite: CIS 105 or MEDIA 121.

## **CIS 229** **APPLICATIONS IN** **MULTIMEDIA (5)**

Provides students with practical experience in the design and production of interactive multimedia applications through the creation of working interactive modules. Students will learn fundamentals of multimedia software applications as well as planning, designing, producing, and evaluating an interactive multimedia application. (Either CIS 229 or MEDIA 229 may be taken for credit—not both.) Prerequisite: CIS or MEDIA 223.

## **CIS 230** **BEGINNING** **AS/400 RPG/400 (5)**

Description of techniques necessary to use RPG 400 on an AS/400 computer system. The language will be used to generate reports in industry. An understanding of Structured Design available in RPG/400 will be emphasized. Techniques will be applied to programs used to classify, sequence, summarize, store and update data. Batch and interactive processing will be emphasized. These basics will be followed by extensive study of array and table processing. Various file types will be used as well in the development of some fairly sophisticated business applications. Prerequisite: CIS 120 or permission of instructor.

## **CIS 232** **ADVANCED** **AS/400 RPG/400 (5)**

Continuation of tools necessary to use an RPG/400 computer system. The advanced course concentrates on External File types and on interactive programming. The inclusion of Command Language programming will allow the development of substantive interactive applications.

Program maintenance, debugging and testing will be emphasized as well. There will be an emphasis on Sub files. Prerequisite: CIS 230.

## **CIS 233** **AS/400 SYSTEMS &** **COMMAND LANGUAGE (5)**

Presents an overview of the AS/400 operating system. Topics include: menus and navigation, help and special keys, command language objects, libraries, files, members, security, authority, system utilities and connectivity. Prerequisite: CIS 230.

## **CIS 235** **OPERATING SYSTEMS (5)**

Computer operating system concepts with emphasis on definition, configuration, and concepts. Allocation of the computers resources and control of peripheral devices. Students will learn to assess the system and make use of its resources, applications and utilities. Designed for applications programmers. Prerequisite: CIS 110, 120 or 150 or permission of instructor.

## **CIS 238** **INTERMEDIATE VISUAL** **BASIC (5)**

Students will extend their knowledge of Visual Basic in User Interface Design, advanced error handling, using dynamic Data Exchange, Object Linking and Embedding and OLE automation. Data management techniques using the VB Data Manager is stressed. Prerequisite: CIS 130.

## **CIS 240** **PROGRAMMING IN** **ASSEMBLER (5)**

Includes principles and theory of BAL for IBM mainframes. Concepts learned can be applied to any hardware. The course also covers writing and debugging programs

with an emphasis on business applications. Prerequisite: CIS 110, 120 or 245 or permission of instructor.

## **CIS 245** **PROGRAMMING IN "C" (5)**

Includes programming in the "C" computer language. Structured programming techniques are used to solve some general, scientific, and mathematical applications. Programs are written, debugged, and solved on the computer. Prerequisite recommended: Computer experience and previous programming language.

## **CIS 247** **ADVANCED C WITH DATA** **STRUCTURES (5)**

Instruction in the development of data structures and advanced programming techniques independent of a specific programming language. Student must have a working knowledge of one of the following computer languages: "C", PASCAL, or Assembler. Learned techniques are used to solve some general scientific and mathematical applications. Prerequisite: CIS 245 or comparable experience.

## **CIS 248** **UNIX OPERATING** **SYSTEMS (4)**

Presents an overview of the UNIX operating system from a programmer's perspective. Topics include: the UNIX file system, memory management, networking, electronic mail, customizing the UNIX environment, text editors, shell programming and different varieties of UNIX. Prerequisite: CIS 245 or permission of instructor.

## **CIS 249 PROGRAMMING IN C++ (5)**

Includes programming in C++. Structured programming techniques are used to solve general, scientific and mathematical applications. Emphasis on object-oriented programming. Prerequisite: CIS 245 or equivalent experience.

## **CIS 260 SYSTEMS DESIGN (5)**

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

## **CIS 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 in order to understand basic implementation concerns. Prerequisite: Completion of 30 CIS credits.

## **CIS 291 COMPUTER INFORMATION SYSTEMS INTERNSHIP I (1)**

Provides students with skills necessary to secure employment in the Data Processing field. Topics covered include: resumes, cover letters, interviews, job research and developing a data processing portfolio. Grading is on a credit/no credit basis. Prerequisite: Permission of instructor.

## **CIS 292 COMPUTER INFORMATION SYSTEMS INTERNSHIP II (V1-5)**

Continues CIS 291. Students work at least 15 hours weekly in industry on

projects outlined during CIS 291. 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: Permission of instructor.

## **CIS 293 HELP DESK I (3)**

Technical support students apply their academic computer and communications skills in a work environment supporting computer applications at BCC. Students gain practical, on-the-job experiences in computer technology. Grading is on a pass/no credit basis. Prerequisite: Permission of instructor.

## **CIS 294 HELP DESK II (3)**

A continuation of CIS 293. In addition to supporting computer applications at BCC, students participate in training other students in the help desk functions. Grading is on a pass/no credit basis. Prerequisite: Permission of instructor.

# **COMPUTER SCIENCE TRANSFER PROGRAM**

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## **CS 110 INTRODUCTION TO COMPUTERS AND APPLICATIONS (5)**

Introduces the capabilities, applications and limitations of the computer as a problem solving tool with applications in business and other

fields of human affairs. Students are introduced to the use of computers in word processing, spreadsheets and database systems. The emphasis is on computer literacy and provides a broad overview of computer concepts and applications. Students will learn what the components of a computer system are and how they function.

## **CS 120 INTRODUCTION TO FORTRAN PROGRAMMING (4)**

Includes programming and use of the computer; pseudo code; problem organization; basic computer statements; real-world applications. Prerequisite: MATH 105 or 3-1/2 years of high school math or permission of instructor.

## **CS 150 COBOL PROGRAMMING (5)**

Introduces ANS COBOL with emphasis on structured coding techniques. Students develop and code programs. COBOL verbs, edits, updates, control breaks and table are covered. Students write their own program and run them on BCC's computer on campus outside of classroom hours. Either CS 150 or CIS 150 may be taken for credit — not both. Prerequisite: Previous computer experience or permission of instructor.

## **CS 199/299 INDEPENDENT STUDY IN COMPUTER SCIENCE (V1-10)**

Covers directed readings, special projects and independent study by an individual student. Prerequisite: Permission of instructor.

## **CS 210 FUNDAMENTALS OF COMPUTER SCIENCE I (5)**

Introduction to computer science. Intended as the first programming course for computer science majors. Design and implementation of algorithms; programming in a structured, modular language. Emphasis on problem solving, program design and style. Prerequisite: Recommended Math 105 or 3 1/2 yrs of high school math or permission of instructor.

## **CS 211 FUNDAMENTALS OF COMPUTER SCIENCE II (5)**

Continuation of CS 210. Data structures, and programming and design techniques using a structured modular language. Data structures include arrays, records, lists, stacks queues, binary trees, strings & sets. Other topics include searching & sorting, abstract data types, recursion & hashing. Prerequisite: CS 210.

## **GENERAL BUSINESS MANAGEMENT**

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### **GBUS 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 will also be looked at, as well as problems of organization, decision-making, controls, and related aspects. Transfers as social science for non-business majors.

### **GBUS 120 HUMAN RELATIONS (5)**

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

### **GBUS 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 economics and description, contracts and agency. Fulfills Washington State Pre-Salespersons License specific clock hours requirements. Fulfills LPO continuing education requirements. Course is approved for real estate clock hour credit.

### **GBUS 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.

### **GBUS 150 ENTREPRENEURSHIP (5)**

Deals with organizing and operating a small business. Potential topics include: development of a business plan, failure factors in small business, source of capital, recordkeeping and interpretation of financial statement, taxation, marketing, legal and regulatory issues and management principles.

### **INTST 150 INTERNATIONAL BUSINESS (5)**

Provides an overview of international business and trade. Focuses on the inter-relationships between technology, culture, law and economics within the contemporary global environment. May be used by non-business majors for social science distribution or the Arts and Sciences transfer degree.

### **GBUS 155 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. This course is not recommended for the transfer student. Prerequisite: GBUS 145 or permission of instructor.

### **GBUS 199/299 INDIVIDUAL STUDIES (V1-10)**

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

### **GBUS 202 LAW AND BUSINESS (5)**

Surveys laws applicable to business transactions. Course emphasizes law of contracts sales, negotiable instruments and agency.

### **GBUS 210 STOCK MARKET INVESTMENT STRATEGY (V1-5)**

College students can use this stock market simulation to get real world experience. The simulation is user-

friendly interactive competition that gives students a hands-on risk-free opportunity to manage a stock portfolio. Students start with a fictional \$500,000 on account and 30 trades at their disposal. They buy and sell using "real" brokers using toll-free 800 service. In depth study of 1) the money and capital markets; 2) stock, bond and commodities markets; 3) money and banking; 4) fiscal and monetary policies and business cycles; and 5) financial statement analysis, including liquidity, solvency, profitability, leverage and activity ratios.

## **GBUS 215 MANAGEMENT ACCOUNTING AND FINANCIAL ANALYSIS TECH. (5)**

Provides instruction in making business decisions with the aid of managerial accounting techniques and is especially designed for accounting program students. Topics include various aspects of long-range and short-range financial planning. Emphasis is on management planning and control and solving business problems using analytical tools. Same as Acct 234. Prerequisite: ACCT 101.

## **GBUS 221 HUMAN RESOURCE MANAGEMENT (5)**

Concentrates on the functional areas of Human Resource Management and the laws that govern this field. Topics include: job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration and performance evaluation and labor-management. This course is an introductory course for the line or staff person.

## **GBUS 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.

# **MARKETING**

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## **MKTG 110 COMMUNICATION SKILLS FOR CLIENT AND CUSTOMER RELATIONS (5)**

A lecture, discussion, small group and project oriented class providing skill development in client and customer relations. The focus is on efficient and dynamic ways to deliver quality service and products to clients and customers. Topics include functions of client and customer service personnel; projecting a professional image over the phone, in person, and in writing; instructing and training clients and customers in the use of the firm's services and/or products; handling, troubleshooting and following-up to manage and avoid customer complaints; working with culturally diverse clients and customers; ethical issues in client and customer relations.

## **MKTG 131 PRINCIPLES OF PROFESSIONAL SELLING (3)**

Studies the principles and techniques of professional selling as a form of persuasive communication basic to business and interpersonal relationships. The course blends marketing concepts and contemporary research findings to develop a comprehensive selling model that provides a

framework for the students' learning. At the same time the course uses cases, examples, vignettes, exercises and a wealth of real-life applications to bridge the gap from theory to practice.

## **MKTG 135 PRINCIPLES OF RETAILING (5)**

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

## **MKTG 154 PRINCIPLES OF MARKETING (5)**

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

## **MKTG 199/299 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. Allows students who are currently working at business related jobs an opportunity to receive up to ten credits for their on-the-job experience. Prerequisite: Permission of instructor.

## **MKTG 200 INTERNATIONAL MARKETING (5)**

Focuses on marketing management opportunities, problems, techniques and strategies necessary to incorporate the marketing concept into the framework of today's global markets. Topics include mode of entry, micro and macro forces, barriers and restrictions and cultural dynamics. The case study approach is used throughout, and students have the opportunity to gain expertise in a country or region of their choice.

## **MKTG 210 MARKETING RESEARCH (5)**

Structure and use of marketing research as a tool for managerial decision making. Topics include developing meaningful research objectives, methods and techniques of research, analysis and interpretation of data and creation of the report. The course stresses sound marketing theory and communications skills as critical elements for success.

## **MKTG 234 ADVERTISING (5)**

Recognizes the place of advertising in society, and its relationship to marketing activities and the communication process. Topics include discussion of the institutions and media involved in advertising, media terminology, media planning and selection, creative copywriting and art direction. Course work for the class includes the development of an advertising campaign.

## **MKTG 236 MERCHANDISE MANAGEMENT (5)**

Prepares students with the knowledge and skills necessary to effectively perform the functions concerned with buying merchandise.

Specific topics include customer demand, budgeting, buying plans, market trips, selection of merchandise. Mktg 135 and GBus 145 recommended.

## **MKTG 250 SOFTWARE PRODUCT MARKETING (5)**

A course which covers a variety of product marketing topics examined specifically from a software marketing perspective. The focus is on product management and customer issues, including: assessment of customer needs, market research, cost analysis, product positioning, pricing, packaging production and distribution channels.

## **MKTG 260 SOFTWARE MARKETING COMMUNICATIONS (5)**

A course which covers a variety of marketing communications topics examined specifically from a software marketing perspective. The focus is on communication and promotional issues, including: public and media relations, advertising, trade shows and special events, sales promotion, collateral materials, merchandising and direct marketing.

## **MKTG 270 SOFTWARE MARKETING PROJECTS (5)**

A hands-on, synthesis course which integrates a variety of software marketing topics into a quarter-long application project. Team assignments address the full range of software marketing decisions, including: software product definition, price determination, distribution channel development and implementation of marketing communications programs.

## **MKTG 290 MARKETING ACTIVITIES D.E.C.A. (3)**

Offers opportunities to develop leadership, communication and human relations skills. Students become active in the Bellevue Community College Delta Epsilon Chi Chapter, which is the junior collegiate level of National Distributive Education Clubs of America (DECA). See Delta Epsilon Chi under Student Programs and Activities. A total of nine (9) credits (three per quarter) may be applied toward a marketing degree.

## **SOFTWARE MARKETING**

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Bellevue Community College offers a degree in Software Marketing. Classes for this major are within the Marketing Management, General Business, CIS programs and specialized software marketing classes. See an advisor in the Business Division for specific program requirements.

## **TECHNICAL SUPPORT**

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Bellevue Community College offers a degree in Technical Support. Classes for this major are within the Computer Information Systems program. See an advisor in the Business Division for specific program requirements.

## **REAL ESTATE**

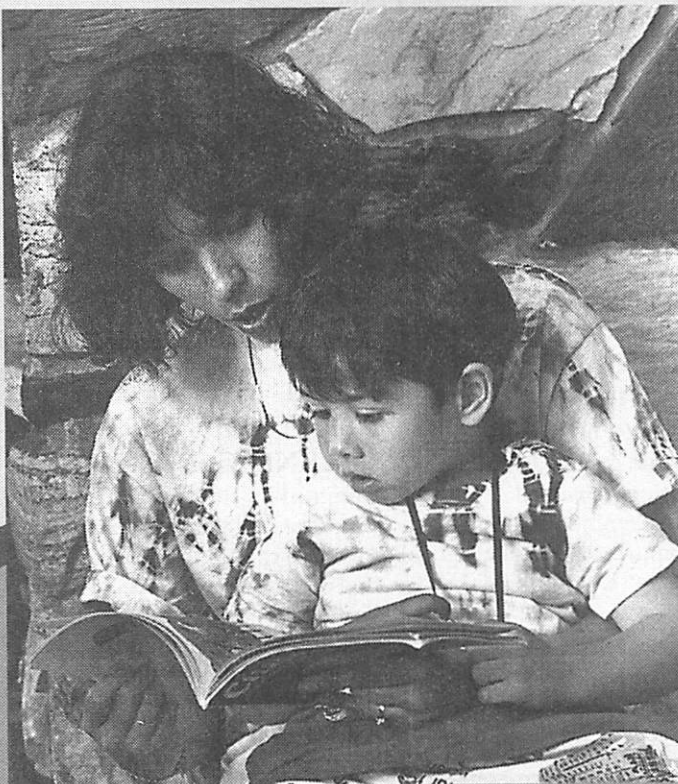
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Please see the Special Programs chapter for the Real Estate Course listings.

# Educational Development & Health Sciences

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*\* \* \**  
**E**arly Childhood Education teaches students the art and beauty of caring for young children.



The Educational Development and Health Sciences Division provides a diverse array of program and course offerings. The health science programs of Nursing, Diagnostic Ultrasound, Radiologic Technology, Radiation Therapy, Nuclear Medicine and Imaging 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

## The Helping Professions

programs of Consumer Education, Early Childhood Education, Home Economics, 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

program offerings can be used in satisfying the various degree options for the Associate in Arts and Sciences degree.

## AMERICAN SIGN LANGUAGE

### ASL 135 AMERICAN SIGN LANGUAGE I (5)

Provides an introduction to the basic vocabulary and grammar in ASL for the beginning student. Focus is also directed on the cultural aspects of deafness.

# Educational Development & Health Sciences

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## **ASL 136 AMERICAN SIGN LANGUAGE II (5)**

The course is designed for the student who has an introductory knowledge of ASL. The focus of the course is on the rules of grammar, idioms, vocabulary building, signing and reading of signs. Prerequisite: Recommend ASL 135.

## **ASL 137 AMERICAN SIGN LANGUAGE III (5)**

Continues ASL 136. Emphasis is placed on rules and syntax, introduction of Stokoe rotation using a linguistic text as reference, and use of illustrated techniques to describe signs. Prerequisite: Recommend ASL 135 and 136.

## **CONSUMER EDUCATION**

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### **CONED 100 INTRODUCTION TO CONSUMER EDUCATION (5)**

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 250 CONSUMER LAW (5)**

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

## **DEVELOPMENTAL EDUCATION**

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### **DEVED 081 STRATEGIES FOR LEARNING ENGLISH (5)**

Designed for students whose second language is English in order to prepare for credit classes. Course emphasizes oral communication (speech), vocabulary, writing letters and reports, and reading in English. Course may be taken for credit three times.

### **DEVED 082 STRATEGIES FOR LEARNING ENGLISH (5)**

Designed for students whose second language is English in order to prepare for credit classes. Course emphasizes oral communication (speech), vocabulary, writing letters and reports, and reading in English. Course may be taken for credit three times.

## **DIAGNOSTIC ULTRASOUND TECHNOLOGY**

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

Prepares the student for patient care and psychomotor/communication skills required in the health profession's working environment,

specifically focusing on concerns of medical sonography.. Legal, ethical, psychological and aspects of patient care are emphasized. Medical terminology is integrated throughout the course. Prerequisite: Official acceptance into 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: ZOOL 113 and 114; and official acceptance into 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 into the program.

### **DUTEC 107 HUMAN CROSS- SECTIONAL ANATOMY (4)**

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, 114; official acceptance into the program.

### **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

# Educational Development & Health Sciences

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pathologies. Prerequisite: 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: Official acceptance into the program, or instructor permission.

## **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, 112 and official acceptance into the program or permission of the instructor.

## **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. Prerequisite: Official acceptance into the program or permission of the instructor.

## **DUTEC 130**

### **ULTRASOUND III - SMALL PART & INTRAOPERATIVE SCANNING TECHNIQUE (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: Official acceptance into the program or permission of instructor.

## **DUTEC 150**

### **BASIC**

### **ECHOCARDIOGRAPHY (3)**

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: Official acceptance into the program or permission of the instructor.

## **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. Prerequisite: Successful completion of DUTEC 150. Official acceptance into the program or permission of the instructor.

## **DUTEC 160**

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

Provides current theory and scanning techniques for medical sonographers focusing on Doppler techniques used to diagnose peripheral vascular and cerebral vascular pathologies. Prerequisite: Official acceptance into the program or permission of the instructor.

## **DUTEC 169**

### **PREPARATION FOR ACOUSTICS (2)**

Introduction to acoustical principles, properties and physics theory as they pertain to diagnostic ultrasound.

Strong emphasis on physics and ultrasound instrumentation. Prepares student for certifying exams. Course highlights mathematical analysis and physics theories. Prerequisite: Completion of MATH 105, or permission of the instructor, and official acceptance into the ultrasound program.

## **DUTEC 170**

### **ULTRASOUND PHYSICS AND INSTRUMENTATION I (3)**

Give the principles of physics needed in the field of diagnostic ultrasound. The topics include heat energy, electricity and magnetism, fluid dynamics and the physics of waves including reflection, refraction, resonance, and interference and Doppler effects. Prerequisite: Official acceptance into the program.

## **DUTEC 171**

### **ULTRASOUND PHYSICS AND INSTRUMENTATION II (3)**

Continuation of DUTEC 170 and ultrasound/tissue interaction, transducers, Doppler techniques, bio effects and acoustic power measurements, computers in ultrasonics and quality assurance procedures. Prerequisite: Official acceptance into the program.

## **DUTEC 180**

### **ADVANCED STUDIES AND CLINICAL APPLICATIONS OF DIAGNOSTIC ULTRASOUND (3)**

Was designed specifically for the student entering clinical practicum. Students will select between two specialty areas for more in-depth study. Abdominal and obstetrics/ cardiology. Prerequisite: Official acceptance into the program or permission of the instructor.

# Educational Development & Health Sciences

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## **DUTEC 210**

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

Provides clinical experience in an ultrasound department under the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. Prerequisite: Official acceptance into the program. Successful completion of all prerequisite coursework with a passing grade of 75% or better.

## **DUTEC 220**

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

Provides clinical experience in an ultrasound department under the supervision of a medical sonographer and doctor of medicine or osteopathy. Prerequisite: Official acceptance into the program. Successful completion of all prerequisite coursework with a passing grade of 75% or better.

## **DUTEC 230**

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

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. Prerequisite: Official acceptance into the program. Successful completion of all prerequisite coursework with a passing grade of 75% or better.

## **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: Official acceptance into the program. Successful completion of all prerequisite coursework with a passing grade of 75% or better.

## **DUTEC 296**

### **SPECIAL TOPICS-VASCULAR TECHNOLOGY (3)**

Provides current theory and scanning techniques for medical sonographers focusing on Doppler techniques used to diagnose peripheral vascular and cerebral vascular pathologies. Prerequisite: Official acceptance into the program or permission of the instructor.

## **DUTEC 299**

### **INDIVIDUAL STUDIES DIAGNOSTIC ULTRASOUND (V1-12)**

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.

## **EARLY CHILDHOOD EDUCATION**

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## **ECED 131**

### **ORIENTATION TO THE SPECIAL NEEDS CHILD (5)**

Acquaints students with the educational, social and developmental patterns of the disabled child. The impact of a disability on the child, on his family, and on his future is also explored. Course includes lecture and participation.

## **ECED 132**

### **TECHNIQUES FOR TEACHING THE SPECIAL NEEDS 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.

## **ECED 135**

### **PRACTICUM FOR SPECIAL EDUCATION (5)**

Presents supervised learning experiences in a specific school setting for disabled 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.

## **ECED 136**

### **PRACTICUM FOR SPECIAL EDUCATION (5)**

Presents supervised learning experiences in a specific school setting for disabled 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.

## **ECED 150**

### **SPECIAL EXPERIENCE FOR CHILDCARE/PRESCHOOL TEACHERS (V1-2)**

Is a sequence of courses designed to give family day care, child care and preschool teachers opportunities to explore different skill areas of science, language, parent contacts, child development and others.

## **ECED 151**

### **SPECIAL EXPERIENCE FOR CHILDCARE/PRESCHOOL TEACHERS (V1-2)**

Is a sequence of courses designed to give family day care, child care and preschool teachers opportunities to explore different skill areas of science,

# Educational Development & Health Sciences

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language, parent contacts, child development and others.

## **ECED 152 SPECIAL EXPERIENCE FOR CHILDCARE/PRESCHOOL TEACHERS (V1-2)**

Is a sequence of courses designed to give family day care, child care and preschool teachers opportunities to explore different skill areas of science, language, parent contacts, child development and others.

## **ECED 153 DAY CARE TECHNIQUES (3)**

Basic techniques for the Day Care Provider. Class will explore fundamental aspects of good Day Care through observations, and on the job training. Special topics will include attitudes and new approaches in the field. Resource speakers will include child development, nutrition, first aid, and the business component of Day Care.

## **ECED 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.

## **ECED 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.

## **ECED 181 CHILDREN'S CREATIVE ACTIVITIES (5)**

Gives practical aspects of planning, selecting, preparing, and presenting creative curriculum materials and activities to the young child. Covers techniques of using creative activities in group-time presentations. Laboratory participation included.

## **ECED 183 ART EXPERIENCES FOR EARLY CHILDHOOD EDUCATION (3)**

Studies creativity and 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.

## **ECED 191 PRACTICUM IN EARLY CHILDHOOD EDUCATION (5)**

Covers various topics in a two-hour lecture/discussion/participation class format. Gives supervised learning experience in a specific school situation at the primary levels or preschool, child care center, or Headstart agency. Seven hours lab time. Participation is closely supervised by a qualified instructor. Prerequisite: Permission to enroll card required.

## **ECED 192 PRACTICUM IN EARLY CHILDHOOD EDUCATION (5)**

Covers various topics in a two-hour lecture/discussion/participation class format. Gives supervised learning experience in a specific school situation at the primary levels or preschool, child care center, or Headstart agency. Seven hours lab time. Participation is closely supervised by a qualified instructor. Prerequisite: Permission to enroll card required.

## **ECED 193 PRACTICUM IN EARLY CHILDHOOD EDUCATION (5)**

Covers various topics in a two-hour lecture/discussion/participation class format. Gives supervised learning experience in a specific school situation at the primary levels or preschool, child care center, or Headstart agency. Seven hours lab time. Participation is closely supervised by a qualified instructor. Prerequisite: Permission to enroll card required.

## **ECED 198/298 SPECIAL SEMINAR IN EARLY CHILDHOOD EDUCATION (V3-5)**

Studies selected topics or special seminars in early childhood education. Course may be repeated for a maximum of 15 credits. Prerequisite: ECED major and permission of instructor.

## **ECED 199 INDEPENDENT STUDIES IN EARLY CHILDHOOD EDUCATION (V1-5)**

Studies selected approved topics in the field of early childhood education through supervised independent

# Educational Development & Health Sciences

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work. Course may be repeated for a maximum of 15 credits. Prerequisite: Permission to enroll card required.

## **ECED 201 PARENT INVOLVEMENT IN EARLY CHILDHOOD 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.

## **ECED 203 EXPLORING DAY CARE CURRICULUM (V3-5)**

Explores developmentally appropriate curriculum used with the day care child. Students through lecture, on-site observations and participation, demonstrations, videos, films and discussions will develop specific curriculum to use in teaching.

## **ECED 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.

## **ECED 206 CHILDCARE MANAGEMENT TECHNIQUES I (3)**

Provides an in-depth but practical look at the fundamentals of directing a quality childcare, early childhood education program.

## **ECED 207 CHILD CARE MANAGEMENT TECHNIQUES II (5)**

This course is a continuation of ECED 206. It is designed to continue building and developing practical skills needed to be an effective administrator in the various day care fields. Prerequisite: Recommend ECED 206.

## **ECED 293 BASIC TECHNIQUES & NEW IDEAS FOR THE PRESCHOOL TEACHER (3)**

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

## **ECED 295 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION (V1-5)**

Studies selected topics or approved work experience in the field of early childhood education. The course may be repeated for a maximum of 15 credits. Prerequisite: ECED 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 120B BASIC LIFE SUPPORT/ ADULT AND PEDIATRIC (V.5-1)**

Provides knowledge and skills necessary for successful treatment of victims of life threatening cardiac/respiratory problems or cardiac arrest.

## **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 CPR (4)**

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

## **HOME ECONOMICS**

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## **HOMEC 130 HUMAN NUTRITION (5)**

Studies foods and nutrition in relation to health and disease, and the processes by which nutrients function in the human body. Only one of the following courses which are cross-listed can be taken for credit - Homec 130, Biol 130 or Nutr 130.

# Educational Development & Health Sciences

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## **HOMECE 256**

### **CHILD DEVELOPMENT AND GUIDANCE (3)**

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

## **INDIVIDUAL DEVELOPMENT**

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### **ID 080**

#### **IMPROVING READING SKILLS (READING LAB) (V1-2)**

Allows a student to work in the Reading Lab to improve reading skills. Skills are assessed so that each student works on an individually prescribed program of study, under the supervision of the Reading Lab Director and other lab staff. Grades will be a Pass/Fail. One hour of credit equals 20 hours of lab work.

## **INDEPENDENT STUDIES**

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### **IS 295**

#### **INDEPENDENT STUDIES (V1-5)**

Offers coursework and project in specific student-initiated topical areas. Possible subject matter 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.

## **IMAGE**

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### **IMAGE 270**

#### **CT AND MRI CLINICAL PRACTICUM I (12)**

Clinical Practicum is designed to provide students with "hands-on" experience in the clinical setting. Students will perform designated tasks associated with CT and MRI Scanning and procedures under direct and indirect supervision. Completion of this course will enable the student to begin work at entry level position in a CT or MRI department.

### **IMAGE 271**

#### **CT AND MRI CLINICAL PRACTICUM II (12)**

Clinical Practicum is designed to provide students with "hands-on" experience in the clinical setting. Students will perform designated tasks associated with CT and MRI Scanning and procedures under direct and indirect supervision. Completion of this course will enable the student to begin work at entry level position in a CT or MRI department.

## **NUCLEAR MEDICINE TECHNOLOGY**

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### **NMTEC 200**

#### **APPLIED ANATOMY AND PHYSIOLOGY (1)**

Study of human anatomy and physiology as applies to nuclear

medicine imaging. Specific organ systems studied include skeletal, circulatory, cardiac, pulmonary, gastrointestinal, excretory, endocrine and central nervous systems. Additional topics include immunology and electrocardiography. Prerequisite: Official acceptance into the program or permission of the instructor.

### **NMTEC 201**

#### **PHYSICS OF NUCLEAR MEDICINE (2)**

A study of the basic science of nuclear medicine, including types of radiation, half-life and radioactive decay, interactions of radiation with matter, detection instruments, production of radionuclides, statistics of radiation counting and basic radiation protection. Prerequisite: Official acceptance into the program or permission of the instructor.

### **NMTEC 202**

#### **INSTRUMENTATION (2)**

An in-depth study of the nuclear medicine gamma camera. Basic electronics, collimators, cathode ray tubes and oscilloscopes, digital cameras, and on-line correction systems are discussed as are necessary modifications to acquire quality tomographic studies. Emphasis is placed on quality control, including troubleshooting camera problems. Prerequisite: Official acceptance into the program or permission of the instructor.

### **NMTEC 203**

#### **COMPUTERS IN NUCLEAR MEDICINE (2)**

Deals with the use of computers in nuclear medicine, emphasizing analysis of static, dynamic and tomographic images. Prerequisite: Official acceptance into the program or permission of the instructor.

# Educational Development & Health Sciences

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## **NMTEC 205 LABORATORY EXERCISES I (1)**

This class provides hands-on experiences related to the major topics of NMTEC 201 and 210. The exercises include half-life determination, radiation protection, dose calibrators, Geiger-Muller meters, scintillation detectors, white blood cell labelling and body mechanics. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 206 LABORATORY EXERCISES II (1)**

This course offers exercises on all aspects of gamma camera imaging, including collimators, uniformity, resolution, sensitivity and image enhancement, as well as dynamic and tomographic techniques and pitfalls. A session is devoted to the theory and practice of intravenous injections. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 210 RADIOPHARMACY (1)**

Studies all commonly used nuclear medicine pharmaceuticals, their preparation, indications for use, dosages and contraindications. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 211 NON-IMAGING STUDIES (1)**

Covers areas of nuclear medicine which do not involve imaging per se, such as thyroid uptake, bone densitometry, Schilling tests and measurement of blood volume. Main emphasis of the course is on the use of radionuclides in competitive binding

assays to measure various substances in blood samples (radioimmunoassay). Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 230/231/232/233 CLINICAL EDUCATION I- IV (11/11/11/13)**

Supervised instruction in all clinical aspects of nuclear medicine technology, including imaging, patient care, radiopharmacy, camera quality control, and computer analysis.

Students are expected to advance in proficiency according to a predefined set of objectives; advancement will be determined through frequent evaluations. Prerequisite: Official acceptance into the program.

## **NMTEC 240 RADIATION SAFETY (1)**

Provides instruction in calculation of radiation absorbed doses from nuclear medicine procedures, personnel monitoring, radiation safety principles, licensing of a nuclear medicine department, proper handling and disposal of radioactive materials and radionuclide therapy. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 241 RADIATION BIOLOGY (1)**

Course focuses on the potential harmful effects of radiation on humans. Topics include the basic chemistry of radiation interactions in living cells, experimental evidence of biological damage, the effects of large amounts of radiation exposure and the potential long term effects of accumulated radiation damage. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NMTEC 260 CLINICAL NUCLEAR MEDICINE I (1)**

Presents nuclear medicine from the standpoint of the nuclear medicine physician, emphasizing the diagnosis of disease and ways in which the technologist can improve the physician's ability to make a correct diagnosis. NMTEC 260 lectures are coordinated with NMTEC 200. Prerequisite: Official acceptance into the program.

## **NMTEC 261 CLINICAL NUCLEAR MEDICINE II (1)**

Presents nuclear medicine from the standpoint of the nuclear medicine physician, emphasizing the diagnosis of disease and ways in which the technologist can improve NMTEC 261 is presented as interesting case conferences, journal clubs and special lectures. Prerequisite: Official acceptance into the program.

## **NMTEC 262 CLINICAL NUCLEAR MEDICINE III (1)**

Presents nuclear medicine from the standpoint of the nuclear medicine physician, emphasizing the diagnosis of disease and ways in which the technologist can improve the physician's ability to make a correct diagnosis. NMTEC 262 is presented as interesting case conferences, journal clubs and special lectures. Prerequisite: Official acceptance into the program.

## **NMTEC 275 BOARD PREPARATION (1)**

Prepares the student for taking the NMTCB exam by giving practice exams and providing assistance as the student reviews all aspects of nuclear medicine technology. The review

# Educational Development & Health Sciences

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exams emphasize the practical application of the basic science knowledge the student has gained through the program. Prerequisite: Official acceptance into the program or permission of the instructor.

## **NURSING - ASSOCIATE DEGREE**

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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 (11)**

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 (13)**

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 settings are utilized for clinical laboratory experience. This course consists of two segments: 101x and 101z. Prerequisite: NURS 100, ZOOL 113.

### **NURS 102 NURSING III (13)**

Is a continuation of 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, ZOOL 114, PSYCH 100.

### **NURS 210 NURSING IV (7)**

Studies nursing of children—selected observations and experiences in caring for the well, handicapped and ill child. Concurrent theory emphasizes growth and development and the similarities and differences in the nursing care offered to adults and children. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

### **NURS 211 NURSING V (7)**

Teaches maternity nursing—theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the postnatal period), and care of the normal newborn. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

### **NURS 212 NURSING VI (7)**

Is psychiatric nursing—theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and community programs which assists the student in more fully understanding the behavior demonstrated by persons having psychological problems in society today. Prerequisite: NURS 102, BIOL 250, PSYCH 100.

### **NURS 213 NURSING VII (10)**

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. Elements of role transition from student to an RN are integrated. In-patient facilities in acute care settings utilized for clinical laboratory experience. This course consists of two segments: NURS 213X and 213Z. Prerequisite: NURS 212.

### **NURS 214 NURSING VIII (6)**

Presents the normal biological and psychosociocultural aspects of aging and ways of coping with problems. Discussion of the attitudes of society and individuals toward older adults provides a greater appreciation of the aging process. Commonly occurring health problems are reviewed. Clinical experience takes place in extended care facilities and community centers. Prerequisites: NURS 100, 101 and 102.

## **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

# Educational Development & Health Sciences

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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.

## PARENT EDUCATION

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### PARENT EDUCATION

	Fall	Win	Spr
Parent and Infant	011	021	031
Toddler	012	022	032
Child Study	013	023	033
Child Study	014	024	034
Child Study	015	025	035
Creative Activity	016	026	036

Parent Education is a unique program dedicated to the understanding of children of all ages. Parent and child learn together in the Parent Education Child Study Laboratories. Students will learn methods and techniques through observation, active participation and classes. Parents may enroll in any one of the programs:

- Parent/Infant Classes
- Parent/Pre-Toddler Observation Classes
- Parent/Toddler Observation Classes
- Cooperative Preschools
- Creative Development Discovery, and Early Activities Laboratories

## PHYSICAL EDUCATION

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

### PE102

#### AEROBIC DANCE (1)

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.

### PE103

#### AEROBIC EXERCISE (2)

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.

### PE106

#### BEGINNING GOLF (1)

Designed to provide the basic knowledge needed for beginning golfers to play the game of golf. This includes but is not limited to, grip, stance, swing, driving, putting, and approach shots, as well as the rules of golf and golf etiquette.

### PE107

#### 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 double pickleball and develops proficiency in play and strategy.

### PE 110/111/112

#### LIFE FITNESS TRAINING (2)

Presents educational developmental and training course designed to assist each student in the process of upgrading his/her present level of functioning in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Each student will undergo testing prior to participating in the computerized development training program.

### PE 117

#### JOGGING (2)

Provides cardiovascular improvement, burns body fat, and lifetime skills in aerobic fitness. Emphasis on stretching, safety, motivation and enjoying jogging. Done in a supportive environment, mostly on soft terrain. Offered for the beginning jogger, walker through competitive runner.

### 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

# Educational Development & Health Sciences

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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. Prerequisite: KARATE 120 or instructor's permission.

## **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 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 132**

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

Teaches intermediate techniques, team play for doubles and mixed

doubles, and techniques of singles play. Prerequisite: PE 122 or instructor's permission.

## **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 151**

### **CONTEMPORARY DANCE I (2)**

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 is stressed along with review of basic strokes. Strategy and basic principles of doubles play is also discussed.

## **PE 178**

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

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

## **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.

## **PE 287**

### **SOCCER CLINIC (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.

## **PHYSICAL EDUCATION - PROFESSIONAL**

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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 fields are covered.

## **PE 166**

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

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

# Educational Development & Health Sciences

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## **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, help the student gain proficiency and knowledge about track and field.

## **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.

## **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.

## **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 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.

## **PE 234**

### **TECHNIQUES IN GOLF (3)**

Designed for advanced golfers to review and improve on the basics of golf to include grip, swing, timing, approach shots, course strategy, special lies, putting and the mental approach to golf.

## **PE 240**

### **SELF DEFENSE (2)**

This course in self defense is designed to introduce self defense techniques and applications that would be practical in a variety of self defense situations. Along with the training and development of self defense applications, the class will be involved with theory and learning general awareness concerning personal safety.

## **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 prepare them for competitive programs and coaching volleyball in physical education and recreational settings. Prerequisite: PE 178.

## **PE 250**

### **AEROBIC STRENGTH AND CONDITIONING (2)**

This program of physical conditioning is designed to prepare the student for successful completing of the physical agility portion of civil service testing for law enforcement and fire fighting, and follows the guidelines set by the Washington State Criminal Justice Training Commission.

# Educational Development & Health Sciences

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## **PE 261**

### **PRINCIPLES OF EXERCISE PHYSIOLOGY (5)**

Study of nature of neuromuscular activity, circulation and respiration adjustment during exercise, including metabolic and environmental aspects, fatigue and training, fitness and health. Includes laboratory experiments.

## **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.

## **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.

## **RADIATION THERAPY TECHNOLOGY**

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### **RADON 100**

#### **INTRODUCTION TO RADIATION THERAPY TECHNOLOGY (2)**

This course is an orientation to the basic concepts of Radiation Oncology including modes of treatment, clinical application, medical ethics, body mechanics, basic radiation protection and an orientation to the program and the hospital. Prerequisite: Official acceptance into the program.

### **RADON 101**

#### **CLINICAL APPLICATIONS (2)**

Studies the basic principles and techniques for calculation of monitor unit/minute settings to deliver a radiation therapy treatment. Prerequisite: Official acceptance into the program.

### **RADON 102**

#### **RADIOGRAPHIC PHYSICS (2)**

Deals with components of x-ray circuit tubes, x-ray equipment, design and application, troubleshooting and maintenance, test equipment, image intensification and cineradiography, advanced imaging procedures and basic operation of the linear accelerator. Prerequisite: Official acceptance into the program.

### **RADON 103**

#### **RADIOGRAPHIC TECHNIQUE (2)**

Studies the prime factors of radiographic technique. Prerequisite: Official acceptance into the program.

# Educational Development & Health Sciences

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## **RADON 111 CLINICAL EDUCATION I (5)**

Introduces the first of a series of clinical education courses. Students receive an orientation to the hospital setting. In addition, the student receives supervised clinical instruction at one of the clinical education centers affiliated with BCC Radon Program. The student will be assigned approximately 16 hours per week of clinical instruction. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Prerequisite: Official acceptance into the program.

## **RADON 112 CLINICAL EDUCATION II (5)**

The second in a series of eight clinical education courses. The student receives approximately 16 hours per week of supervised clinical instruction, progressing through a competency-based educational process. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Prerequisite: Official acceptance into the program.

## **RADON 113 CLINICAL EDUCATION III (5)**

The third in a series of eight clinical education courses. The student receives approximately 16 hours per week of supervised clinical instruction, progressing through a competency-based educational process. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Prerequisite: Official acceptance into the program.

## **RADON 114 CLINICAL EDUCATION IV (13)**

The fourth in a series of eight clinical education courses. The student receives 40 hours per week of supervised clinical instruction

progressing through a competency-based educational process. The student may be assigned to a clinical education center outside of the greater Seattle area. RADON 114 is 11 weeks in length. Prerequisite: Official acceptance into the program.

## **RADON 120 NURSING PROCEDURES (2)**

Includes basic nursing procedures to acquaint the radiation therapy technology student with nursing procedures and techniques used in the general care of the patient with the emphasis on the role of the radiation therapy technologist in various nursing situations. Medical terminology, medical ethics and patient lifting techniques are covered in this course. Prerequisite: Official acceptance into the program.

## **RADON 150 PATHOLOGY (4)**

Acquaints the student with certain changes which occur in disease and injury; and their application to radiologic technology. Also covered are basic concepts of oncologic pathology. Prerequisite: Official acceptance into the program.

## **RADON 194/195/196/197 SPECIAL TOPICS IN RADIATION THERAPY (V1-5)**

Special Topics in Radiation Therapy is designed to offer instruction on issues of special interest to students and radiation technologists in the community. These courses can be used as continuing education classes for certified Radiation Therapy Technologists and/or to supplement current courses offered in the program.

## **RADON 199/299 INDIVIDUAL STUDY IN RADIATION THERAPY TECHNOLOGY (V1-5)**

Covers a variety of topics to acquaint the radiologic technologist with the role of radiation oncology in cancer management. Prerequisite: Official acceptance into the program.

## **RADON 201 RADIATION THERAPY PHYSICS (3)**

Topics include basic concepts of radiation therapy physics, high energy treatment units, interaction of ionizing radiation with matter, measurement of radiation, brachytherapy techniques, radioactive decay, and radiation protection. Prerequisite: Official acceptance into the program.

## **RADON 202 CLINICAL DOSIMETRY I (3)**

Introduction to principles and application of dose calculations. Topics include dose calculation methods (Percentage Depth Dose, Tissue Air Ratio, Tissue Maximum Ratio and Tissue Phantom Ratio), radiation therapy treatment equipment and basic treatment planning technique. Prerequisite: Official acceptance into the program.

## **RADON 203 CLINICAL DOSIMETRY II (3)**

A continuation of principle and application of dose calculation. Topics include calculation of monitor unit settings and treatment times, isodose distributions, off-axis calculations, and special treatment planning techniques. Prerequisite: Official acceptance into the program.

# Educational Development & Health Sciences

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## **RADON 211**

### **CLINICAL EDUCATION V (8)**

The fifth in a series of eight clinical education courses. The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based educational process. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Attendance at evening clinical competency testing required two evenings per quarter. Prerequisite: Official acceptance into the program.

## **RADON 212**

### **CLINICAL EDUCATION VI (8)**

The sixth in a series of eight clinical educational courses. The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based education process. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Attendance at evening clinical competency testing required two evenings per quarter. Prerequisite: Official acceptance into the program.

## **RADON 213**

### **CLINICAL EDUCATION VII (8)**

The seventh in a series of eight clinical education courses. The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based educational process. In addition, attendance at one 8 hour Saturday clinical education workshop is required. Attendance at evening clinical competency testing required two evenings per quarter. Prerequisite: Official acceptance into the program.

## **RADON 214**

### **CLINICAL EDUCATION VIII (15)**

The eighth in a series of eight clinical education courses. The student receives approximately 40 hours per week of supervised clinical instruction progressing through a competency-based educational process. The student may be assigned to a clinical education center outside the greater Seattle area. RADON 214 is 11 weeks in length. Prerequisite: Official acceptance into the program.

## **RADON 220**

### **RADIATION ONCOLOGY TECHNIQUE I (3)**

An introduction to the basic principles of cancer management. This course provides information on cancer epidemiology, etiology, detection, diagnosis, classification, treatment and management of treatment side effects. Selected sites of cancer will be studied. Prerequisite: Official acceptance into the program.

## **RADON 221**

### **RADIATION ONCOLOGY TECHNIQUE II (2)**

A continuation of RADON 220 covering additional sites of cancer. Prerequisite: Official acceptance into the program.

## **RADON 222**

### **RADIATION ONCOLOGY TECHNIQUE III (2)**

A continuation of RADON 221 covering additional sites of cancer. Other topics include an introduction to the principles of chemotherapy and an introduction to the principles of hyperthermia. Prerequisite: Official acceptance into the program.

## **RADON 224**

### **CONCEPT INTEGRATION (2)**

Comprehensively reviews all areas in preparation for sitting for the American Registry of Radiologic Technologist examination. Prerequisite: Official acceptance into the program.

## **RADON 225**

### **QUALITY ASSURANCE IN RADIATION THERAPY (1)**

This course provides an introduction to the concepts of a quality assurance program in radiation therapy and provides specific procedures for quality assurance testing. Prerequisite: Official acceptance into the program.

## **RADON 230**

### **PSYCHO-SOCIAL ASPECTS OF CHRONIC ILLNESS (2)**

This course provides information on psychosocial issues related to the care of patients with chronic illness. Lectures, role-playing and outside resources will be utilized. Prerequisite: Official acceptance into the program.

## **RADON 240**

### **RADIATION BIOLOGY (3)**

Covers the various types of radiation, their interaction with matter and the effects of those interactions in human tissue. Also covered are areas of radiation dose to occupational workers and the general public and principles of radiation protection. Prerequisite: Official acceptance into the program.

## **RADON 294/295/296/297**

### **SPECIAL TOPICS IN RADIATION THERAPY (V1-5)**

Special Topics in Radiation Therapy

# Educational Development & Health Sciences

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is designed to offer instruction on issues of special interest to students and radiation therapists in the community. These courses can be used as continuing education classes for certified Radiation Therapists and/or to supplement current courses in the program.

## **RADIOLOGIC TECHNOLOGY**

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### **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 the 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: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

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

Presents the theory and principles of the use of contrast media in radiologic examinations and special positioning. Prerequisite: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

### **RATEC 111 CLINICAL EDUCATION II (5)**

Provides the second in a series of clinical education courses. The student is assigned 6 hours per week at a clinical education center. During this supervised experience, the student observes and performs diagnostic radiologic procedures. Prerequisite: Admission to the program or permission of the instructor.

### **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: Admission to the program or permission of the instructor.

### **RATEC 114 CLINICAL EDUCATION IV (5)**

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

# Educational Development & Health Sciences

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for the student. Prerequisite: Admission to the program or permission of the instructor.

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

Includes basic nursing procedures to acquaint the radiologic technology student with nursing procedures and techniques used in general care of the patient with emphasis on the role of radiologic technologist in various nursing situations. Seven hours of AIDS education and bloodborne pathogen information is incorporated in this course. Prerequisite: Admission to the program or permission of the instructor.

## **RATEC 125 MEDICAL TERMINOLOGY (1)**

Presents a systematic approach to medical terminology by using a word building process which utilizes word roots, combining vowels, prefixes and suffixes. Prerequisite: Admission to the program or permission of the instructor.

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

Comprehensively reviews all areas in preparation for taking American Registry of Radiologic Technologists exam. Prerequisite: Admission to the program or permission of the instructor.

## **RATEC 210 X-RAY PRACTICUM (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: Admission to the program or permission of the instructor.

## **RATEC 211 CLINICAL EDUCATION VI (8)**

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: Admission to the program or permission of the instructor.

## **RATEC 212 CLINICAL EDUCATION VII (8)**

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: Admission to the program or permission of the instructor.

## **RATEC 213 CLINICAL EDUCATION VIII (8)**

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: Admission to the program or permission of the instructor.

## **RATEC 220 PATHOLOGY I (3)**

Acquaints the student with certain changes which occur in disease and injury, and their application to radiologic technology. Systems covered include respiratory, skeletal, gastrointestinal and urinary. Prerequisite: Admission to the program or permission of the instructor.

## **RATEC 221 PATHOLOGY II (2)**

A continuation of RATEC 220 designed to acquaint the student with

the etiology, symptoms, prognosis and imaging of disease processes of the cardiovascular, nervous, hemoparetic, endocrine and reproductive systems. Prerequisite: Admission to the program or permission of the instructor.

## **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: Admission to the program or permission of the instructor.

## **RATEC 240 RADIATION BIOLOGY & PROTECTION (3)**

Covers the various types of radiation, their interaction with matter and the effects of those interactions. Emphasis is placed on protection to be afforded the patient and the technologist. Prerequisite: Admission to the program or permission of the instructor.

## **RECREATION LEADERSHIP**

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## **RECED 154 RECREATIONAL RESOURCES (5)**

Presents directed observations of recreational resources including general and community, public, school, youth-serving agencies, hospitals, institutional and industrial organizations, etc.

# Educational Development & Health Sciences

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## **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 under represented groups. Practical experience at local social service agencies is provided.

# Human Development

*S*haron Felton demonstrates effective note taking to Study Skills students.



Human Development classes offer students the opportunity to build personal and academic skills. These classes also offer students the opportunity to learn to help other students as peer counselors.

## **HD 092 COLLEGE SURVIVAL (3)**

Covers the basic study skills and strategies for learning that will enable students to handle college level course work. Includes time management, test taking, note taking and memory techniques. Recommended for students with reading skills below college level.

## Reaching Your Potential

### **HD 101 SELF-ESTEEM AND LIFE GOALS (3)**

Includes theory and practice of positive 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 LEARNING STRATEGIES FOR STUDENT SUCCESS (V1-5)**

Provides students with the opportunity to adopt effective study techniques and learning strategies, explore and utilize campus resources and develop the skills that support college success.

### **HD 135 21ST CENTURY; CRITICAL SKILLS & CHOICES (5)**

Develops knowledge, skills and attitudes associated with personal, academic and career success. Explores the need for conscious choice,

# Human Development

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within the context of contemporary and environmental issues and societal trends.

## **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) assertive communication; 2) stress management; 3) cross-cultural communication; 4) eliminating self-defeating behaviors; 5) effective parenting.

## **HD 165 PEER COUNSELING I (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 hours) is scheduled to enhance personal awareness and interpersonal skills. Prerequisite: Interview and permission of instructor.

## **HD 166 PEER COUNSELING II (5)**

The second course of a two-quarter sequenced training program (see HD 165) which provides higher level skills, more comprehensive information and specific training. A three to five hour per week internship placement either on or off campus is required in addition to regular class time. One extended session (10 hours) is held for personal growth and awareness. Prerequisite: HD 165 and permission of instructor.

## **HD 173 CAREER EXPLORATION: DIFFERENT TITLES EACH SECTION (V1-5)**

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 185 MANAGING CAREER CHANGE (V1-7)**

Variable credit course designed for Workforce Training students consisting of 4 modules: career exploration; job search; education/training orientation; study skills. The purpose of course is to assist career transition. Prerequisite: Permission of instructor.

## **HD 194/195/196/197 SPECIAL TOPICS IN HUMAN DEVELOPMENT (V1-10)**

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

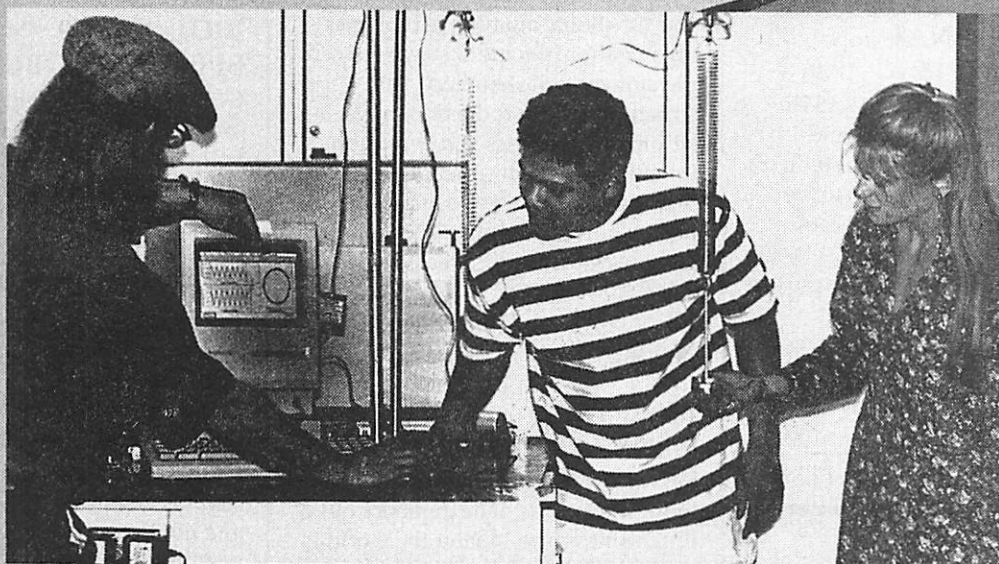
## **HD 198 SEMINARS IN HUMAN DEVELOPMENT (V1-10)**

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

## **HD 199 INDIVIDUAL STUDIES IN HUMAN DEVELOPMENT (V1-5)**

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

*Instructor Robert Hobbs leads students through a computerized physics experiment.*



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.

## A Discovery in Life's Elements

### 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 will meet in the planetarium.

#### ASTR 112 ASTRONOMY FIELD TRIP (5)

Provides a 10-day intensive, on-site introduction to astronomical observation. The course may include a basic introduction to astronomy, telescopic viewing, and astrophotography. The students must provide for their own camp equipment and food for the 10-day field trip. Prerequisite: Permission of instructor.

#### ASTR 194/195/196/197 SPECIAL TOPICS IN ASTRONOMY (V1-5)

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

# Science

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## **ASTR 199/299 INDIVIDUAL STUDIES IN ASTRONOMY (V1-5)**

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

## **ASTR 201 OBSERVATIONAL ASTRONOMY (5)**

Presents a follow-up course to ASTR 101, emphasizing observation and instrumental techniques in the study of astronomy. Attention is given to the scientific and experimental process involved in the investigation of celestial objects. The course may include the use of the college telescope and night observation. A good understanding of basic mathematics is recommended.  
Prerequisite: ASTR 101.

## **BASIC SCIENCE**

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### **BASCI 098 BASIC SCIENCE SKILLS (5)**

Developmental course designed to prepare students for success in introductory college science courses. The content includes a cross section of material relating to biology, chemistry and physics, with the emphasis on problem solving, terminology and study skills.

## **BIOLOGY**

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### **BIOL 100 INTRODUCTORY BIOLOGY (5)**

An introduction to biology for the non-science student, emphasizing fundamental life processes and concepts common to all living organisms, with the human example. Emphasis is on biological applications

in today's society. Laboratory included. This course was formerly Biology 110.

### **BIOL 101 GENERAL BIOLOGY (5)**

Introduces major concepts of cell biology as they relate to structural and functional analysis of biological organization. Includes survey of cell physiology, cell chemistry, cell structure, cell reproduction, molecular biology, genetics and evolution. Intended as an introduction to Biology 102 and a prerequisite to professional programs. This course includes laboratory. Prerequisite: BASCS 098 or CHEM 100 or CHEM 101 or one year of high school chemistry.

### **BIOL 102 GENERAL BIOLOGY (5)**

Surveys systems and processes of living organisms. The diversity of organisms which inhabit the world is studied. This course includes laboratory. Biology 101 and Biology 102 complete the general introduction to biology for the non-major. Prerequisite: BIOL 101 or permission of instructor.

### **BIOL 130 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. Only one of the following courses which are cross-listed can be taken for credit - Biol 130, Nutr 130 or Homec 130. Prerequisite: Recommend BIOL 101, but not required.

### **BIOL 194/195/196/197 SPECIAL TOPICS IN BIOLOGY (V1-5)**

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

### **BIOL 199/299 SPECIAL PROBLEMS (V1-5)**

Offers students the opportunity to investigate special biological phenomena and taxa. Prerequisite: Permission of instructor.

### **BIOL 201 INTRODUCTORY BIOLOGY FOR MAJORS (5)**

This is a course for science majors and pre-professional students. The major topics covered are: cellular structure, metabolism and energetics, genetic regulation and development, diversity, vertebrate systems, the nature and evolution of species, taxonomy and ecology. Prerequisite: Biology 101 and Chemistry 140 or equivalent.

### **BIOL 202 INTRODUCTORY BIOLOGY FOR MAJORS (5)**

This is a course for science majors and pre-professional students. The major topics covered are: cellular structure, metabolism and energetics, genetic regulation and development, diversity, vertebrate systems, the nature and evolution of species, taxonomy and ecology. Prerequisite: Biology 201.

### **BIOL 203 INTRODUCTORY BIOLOGY FOR MAJORS (5)**

This is a course for science majors and pre-professional students. The major topics covered are: cellular structure, metabolism and energetics, genetic regulation and development, diversity,

vertebrate systems, the nature and evolution of species, taxonomy and ecology. Prerequisite: Biology 202.

## **BIOL 250 MICROBIOLOGY (5)**

Explores the nature of bacterial cells, bacterial process in nature, relationship of microbes to humans 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.

## **BOTANY**

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### **BOTAN 110 INTRODUCTORY PLANT BIOLOGY (5)**

Basic concepts in plant biology for the non-major, with emphasis on the attributes of living plants, unity and diversity and plant growth and reproduction. Current ideas on agricultural, horticultural, medicinal uses, biotechnology, ecology, conservation and environmental issues are discussed. Laboratories include greenhouse and field studies.

### **BOTAN 111 ELEMENTARY BOTANY (5)**

Offers a first step in the cell structure, morphology, physiology and reproduction of plants, with an emphasis on seed producing groups. Intended as an introduction to Botany 112. This course includes a laboratory.

### **BOTAN 112 PLANT KINGDOM (5)**

A survey of the plant kingdom and related organisms. Includes morphology, reproduction and theories of evolutionary development. This course includes laboratory. Prerequisite: Botany 111 or Biology 101 or permission of instructor.

### **BOTAN 113 PLANT IDENTIFICATION AND CLASSIFICATION (5)**

Topics covered include nomenclature, classification, field study and laboratory identification of the common plant families with emphasis on the conspicuous flora of Western and Central Washington. Laboratory includes several local area and two full-day field trips to Central Washington.

## **CHEMISTRY**

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### **CHEM 100 CHEMICAL CONCEPTS (5)**

Relatively non-mathematical approach to chemical principles of dimensional analysis, atomic and molecular structure, the difference between chemical and physical change, equilibrium, acids and bases, the periodic table. Some general topics will be included such as social and environmental role of chemistry.

### **CHEM 101 INTRODUCTION TO CHEMISTRY (5)**

Looks into simplified atomic and molecular theory. Quantitative relationships in chemical process, which require basic mathematical skills, are presented, as well as the chemistry of solutions, gases, and solids. This course includes lecture/discussion and laboratory. Prerequisite: MATH 090 or equivalent.

### **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 equivalent.

### **CHEM 103 INTRODUCTION TO BIOCHEMISTRY (5)**

Introduces the student to the structures and functions of biochemical compounds. It includes a study of biotechnology and uses some of these new techniques in laboratory work. Prerequisite: CHEM 101 and 102 or equivalent.

### **CHEM 105 QUANTITATIVE PREPARATION FOR CHEMISTRY (4)**

Is for students who need additional preparation before taking CHEM 140. This is the basic introduction to chemistry for physical science, biology science, premedical, and engineering majors who intend to take a year or more of college chemistry. Prerequisite: High school chemistry and MATH 101 or equivalent.

### **CHEM 140 GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5)**

Sequential lecture/discussion courses including laboratory for science and engineering students. These courses quantitatively teach concepts including atomic structure, stoichiometry, solutions, gas laws, periodic law, bonding, molecular orbital theory, colligative properties, radioactivity, thermochemistry, equilibrium, acids, base, oxidation-reduction, electrochemistry, kinetics, simple organic chemistry and appropriate related topics. Prerequisite: MATH 101 or equivalent and high school chemistry (1 year), or CHEM 101 or CHEM 105 or equivalent.

# Science

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## **CHEM 150 GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5)**

Sequential lecture/discussion courses including laboratory for science and engineering students. These courses quantitatively teach concepts including atomic structure, stoichiometry, solutions, gas laws, periodic law, bonding, molecular orbital theory, colligative properties, radioactivity, thermochemistry, equilibrium, acids, base, oxidation-reduction, electrochemistry, kinetics, simple organic chemistry and appropriate related topics. Prerequisite: CHEM 140 or equivalent.

## **CHEM 160 GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5)**

Sequential lecture/discussion courses including laboratory for science and engineering students. These courses quantitatively teach concepts including atomic structure, stoichiometry, solutions, gas laws, periodic law, bonding, molecular orbital theory, colligative properties, radioactivity, thermochemistry, equilibrium, acids, base, oxidation-reduction, electrochemistry, kinetics, simple organic chemistry and appropriate related topics. Prerequisite: CHEM 150 or equivalent.

## **CHEM 199/299 INDIVIDUAL STUDIES IN CHEMISTRY (V1-5)**

Offers individualized projects dealing with chemistry-related problems. Course may be repeated to a maximum of ten (10) credits. This course may include laboratory work. Prerequisite: Permission of instructor and two (2) 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 140, 150 and 160 or a full year of general college chemistry.

## **CHEM 232 ORGANIC CHEMISTRY (5)**

Provides a continuation of CHEM 231. Laboratory is included. Prerequisite: CHEM 231 or equivalent.

## **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 or equivalent.

# COMPUTER SCIENCE

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(See Business Division)

# ENGINEERING

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## **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 engineering fundamental principles, including dimen-

sional 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: MATH 120.

## **ENGR 123 ENGINEERING GRAPHICS (4)**

Freehand sketching, lettering, scales, use of instruments, drawing layout, orthographic projection, pictorials, auxiliary views, section views, dimensioning, descriptive geometry, thread and fastener specifications and tolerances. Includes communication of technical information in engineering design and research and an introduction to computer-aided drafting. Note: A user fee of \$5 for computer time will be charged. Prerequisite: MATH 101.

## **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 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, multi-phase 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 199/299 INDIVIDUAL STUDIES IN ENGINEERING (V1-5)**

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.

## **ENGR 200 COMPUTER-AIDED DRAFTING I (3)**

Uses a commercial CAD software package to introduce the fundamentals of drawing with a CAD system. Students use drawing and editing commands to create and revise a variety of drawings. Includes description of CAD systems, advantages, applications and operational skills. Prerequisite: ENGR 123 or permission of instructor.

## **ENGR 201 COMPUTER AIDED DRAFTING II (3)**

Continuation of ENGR 200 with applications involving more complex cad techniques. Prerequisite: ENGR 200 or permission of instructor.

## **ENGR 210 STATICS (4)**

Principles of statics, vector algebra, force-couple relationships, equilibrium analysis, structures, area properties, beams and friction. Vector algebra used throughout the course. Prerequisite: Successful completion or current enrollment in PHYS 121 or MATH 126 or ENGR 111 in order to register for this course.

## **ENGR 215 ELECTRICAL CIRCUITS (4)**

Fundamental concepts of electrical science are introduced. Resistors,

sources, capacitors, inductors and operational amplifiers are presented as individual components and as circuit systems. Solution methods using simultaneous algebraic equations and differential equations are applied. Prerequisite: PHYS 122 and MATH 238.

## **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 such as rods, shafts, and beams, and the stresses, deflection and load carrying capacity of these elements under tension, compression, torsion, bending and shear forces. Prerequisite: Successful completion or current enrollment in ENGR 210.

## **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: Successful completion or current enrollment in ENGR 210.

## **ENGR 260 THERMODYNAMICS (4)**

Introduction to the basic principles of thermodynamics, from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics together with application to energy transformations and state changes in engineering problems. Prerequisite: Recommended - CHEM 150 and MATH 125.

## **ENVIRONMENTAL SCIENCE**

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### **ENVSC 204 INTRODUCTION TO THE ECOSPHERE (5)**

Surveys the nature of ecosystems, including the processes of energy flow, matter cycling, climate, weather patterns, the organization and dynamics of natural communities and the identification of current environmental problems. This course provides a broad picture of the basic processes changing natural environments and reviews some implication of ecosystem alterations associated with human activities. Written projects are a significant part of this course.

### **ENVSC 250 PUGET SOUND ECOLOGY (5)**

Explores the geological formation, present physical characteristics, major biological/ecological components, and the prominent environmental issues of the Puget Sound. Course includes lectures, labs, guest speakers and field trips.

### **ENVSC 299 INDIVIDUAL STUDIES IN ENVIRONMENTAL SCIENCE (V 1-5)**

Allows the student to take up individual projects dealing with environment-related problems. Prerequisite: ENVSC 204 or current enrollment in ENVSC 204 and permission of the instructor.

## **GEOLOGY**

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### **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 non-majors 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 studies are the relative ages of various rock units as determined by fossils and other criteria. Though this class includes laboratory functions, it is not a laboratory science class that satisfies transfer degree requirements. Course may be repeated for a maximum of six credits with instructors permission.

### **GEOL 194/195/196/197**

#### **SPECIAL TOPICS IN GEOLOGY (V1-5)**

Covers unusual courses, self-support classes for college credit and televi-

sion courses. See current quarterly schedule for details. Prerequisite: Permission of instructor.

### **GEOL 199/299**

#### **INDIVIDUAL STUDIES IN GEOLOGY (V1-5)**

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.

### **GEOL 208**

#### **GEOLOGY OF THE NORTHWEST (5)**

Is a course in geologic processes, using local examples to enable full understanding of the evolution of present landscapes. The approach is historical in nature and begins with the oldest rocks and mountain chains. Prerequisite: GEOL 101 or GEOG 206 or permission of instructor.

## **MATHEMATICS**

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### **MATH LAB**

The Math Lab Tutorial Center offers free drop-in tutorial assistance to students currently enrolled in courses offered by the BCC mathematics program. The Math Lab is located in D206. See the Student Services chapter for more information about lab services.

### **ID 270**

#### **TUTORIAL PRACTICUM (3)**

Offers students the opportunity to work as tutors in a lab setting with a variety of students and topics. ID 270 tutors provide assistance to students seeking help and, in doing so, reinforce their own skills in the subject matter. Discussions/ instruc-

tion of tutorial methods are included. For more information contact the Writing Lab Director or Math Lab Director. Prerequisite: Permission of instructor.

### **MATH 070**

#### **BASIC MATH FOR MATH AVOIDERS (5)**

Designed to build confidence and skills in arithmetic and pre-algebra. Discussion of the various symptoms related to math anxiety and avoidance, as well as suggestions for overcoming math anxiety, are incorporated into the course. Topics include operations with whole numbers, fractions, decimals and percentages as well as geometry and pre-algebra. This course is graded pass/fail.

### **MATH 075**

#### **IMPROVING BASIC MATH SKILLS (5)**

Provides opportunity to improve math skills through an individualized program. Topics may include arithmetic, pre-algebra, and/or beginning algebra. Course uses self/group study format. Instructor provides guidance, assistance, and testing. May be repeated for up to 10 credits. Not intended as a substitute for Math 101.

### **MATH 080**

#### **ELEMENTARY ALGEBRA I (5)**

First of a two-quarter sequence of basic algebra using a lecture/workshop format. Workshops provide self/group study and individual assistance. Intended for students with little/no algebra. Includes linear equations, exponents, polynomials, applications. Student must also complete the second quarter MATH 085 to complete the equivalent of MATH 090. Prerequisite: Basic arithmetic skills.

## **MATH 085 ELEMENTARY ALGEBRA II (5)**

Second of a two-quarter sequence of basic algebra using a lecture/workshop format. Topics include quadratic equations, rational expressions, lines and graphs, systems of equations, and radical. Student must complete both MATH 080 (or equivalent) and MATH 085 to complete the equivalent of MATH 090. Prerequisite: C or better in MATH 080 or permission of instructor.

## **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 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: B or better in MATH 090 within last two years or placement test within last two quarters.

## **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: A or B in MATH 101 or placement test.

## **MATH 107 MATHEMATICAL MODELS AND APPLICATIONS (5)**

Some applications of contemporary mathematics for liberal arts students: networks, scheduling, data analysis, voting methods. Additional topics will be selected from linear programming, game theory, growth and decay and fair division problems. Readings of a cultural/historical nature supplement problem solving. Prerequisite: MATH 101.

## **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 equivalent.

## **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 124.

## **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; non-trigonometric 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: A or B in MATH 101 or placement test.

## **MATH 157 ELEMENTS OF CALCULUS (5)**

Surveys the differential and integral calculus. Course is intended for students who wish only a brief course in calculus, particularly those who desire business and social science applications. No more than five credits from MATH 124 and MATH 157 may be counted toward any degree. Prerequisite: MATH 156 or permission of instructor.

## **MATH 171 INTRODUCTION TO STATISTICAL ANALYSIS (5)**

Explores the application of statistical data and methods to business and economical problems, with emphasis being placed on descriptive measures, statistical inference (probability, sampling, quality control), and forecasting (correlation). Prerequisite: MATH 156 or equivalent or permission of instructor.

## **MATH 199/299 INDIVIDUAL STUDIES IN MATHEMATICS (V1-5)**

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

## **MATH 208 INTRODUCTION TO LINEAR ALGEBRA (5)**

Introduces the vocabulary, algebra and geometry of vector spaces in  $\mathbb{R}^n$  and function spaces. Matrix methods and vectors are used to study systems of linear equations, linear transformations and some applications. Elementary theory of eigenvalues is presented. Prerequisite: MATH 125 or 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 126 or permission of instructor.

## **MATH 238 ELEMENTS OF DIFFERENTIAL EQUATIONS (4)**

Uses tools from algebra and calculus are used to obtain explicit solutions to first order and second order linear differential equations. Substantial attention is paid to applications of differential equations in modeling physical situations. Power series methods and numerical techniques are introduced in cases where explicit solutions are unavailable. Topics such

as Laplace Transforms and systems of differential equations are treated as time permits. Prerequisite: MATH 126 or permission of instructor.

## **METEOROLOGY**

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### **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.

## **NUTRITION**

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### **NUTR 130 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. Only one of the following courses which are cross-listed can be taken for credit - Biol 130, Nutr 130 or Homec 130. Prerequisite: Recommend BIOL 101, but not required.

## **OCEANOGRAPHY**

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### **OCEAN 101 SURVEY OF OCEANOGRAPHY (5)**

An introduction to plate tectonics, physical and chemical oceanography, marine biology and environmental issues. Course includes lab and/or field studies.

## **PHYSICS**

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### **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 106 BASIC CONCEPTS IN PHYSICS (5)**

Basic concepts in physics designed for students with no previous background in physics but wish to take PHYSICS 114 or 121. This class will involve discovery of physical concepts through hands-on work. The topics to be covered include geometric optics, electricity and motion. Prerequisite: MATH 101.

### **PHYS 114 GENERAL PHYSICS (5)**

Provides the fundamental concepts of physics needed for allied health, building construction, biology, forestry, architecture and other programs. The topics of PHYS 114 include units, kinematics, vectors, dynamics, work and energy, momentum, rotational motion and harmonic motion. Includes a laboratory, and a lab fee may be required. Prerequisite: Math 120 or permission of instructor. Prior completion of PHYS 106 is strongly recommended for students who have no previous background in physics.

## **PHYS 115**

### **GENERAL PHYSICS (5)**

Provides the fundamental concepts of physics needed for allied health, building construction, biology, forestry, architecture and other programs. The topics will include heat, temperature, thermodynamics, electricity and magnetism. Includes a laboratory. Prerequisite: PHYS 114.

## **PHYS 116**

### **GENERAL PHYSICS (5)**

Provides the fundamental concepts of physics needed for allied health, building construction, biology, forestry, architecture and other programs. The topics will include wave motions, sound, light, geometric and physical optics, relativity and modern physics. Includes a laboratory. Prerequisite: PHYS 115.

## **PHYS 121**

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

Provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real and practical problems. The laboratory serves to acquaint the student with the basic methods and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare the student for future research problems. Topics include mechanics, motion, Newton's laws, work, energy, momentum, rotation, and gravity. This course includes a lab. Prerequisite: Math 105 or equivalent.

## **PHYS 122**

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

Provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real

and practical problems. The laboratory serves to acquaint the student with the basic methods and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare the student for future research problems. Topics include electricity and magnetism, electrostatics, current electricity circuits, magnetism induction, generation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's equations are discussed. Prerequisite: PHYS 121 and MATH 125 or permission of instructor.

## **PHYS 123**

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

Provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real and practical problems. The laboratory serves to acquaint the student with the basic methods and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare the student for future research problems. Topics include waves and optics, simple harmonic motion, waves, sound, light, optical instruments, interference, and diffraction polarization are covered. Prerequisite: PHYS 122.

## **PHYS 199/299**

### **INDIVIDUAL STUDIES IN PHYSICS (V1-5)**

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.

## **ZOOLOGY**

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## **ZOOL 113**

### **ANATOMY AND PHYSIOLOGY (5)**

Studies the structure and function of tissues, organs and systems of the human body. Both ZOOL 113 and 114 are needed for a complete study of the anatomy and physiology of all human systems. This course includes a lab. Prerequisite: BIOL 101 and CHEM 101; or permission of instructor.

## **ZOOL 114**

### **ANATOMY AND PHYSIOLOGY (5)**

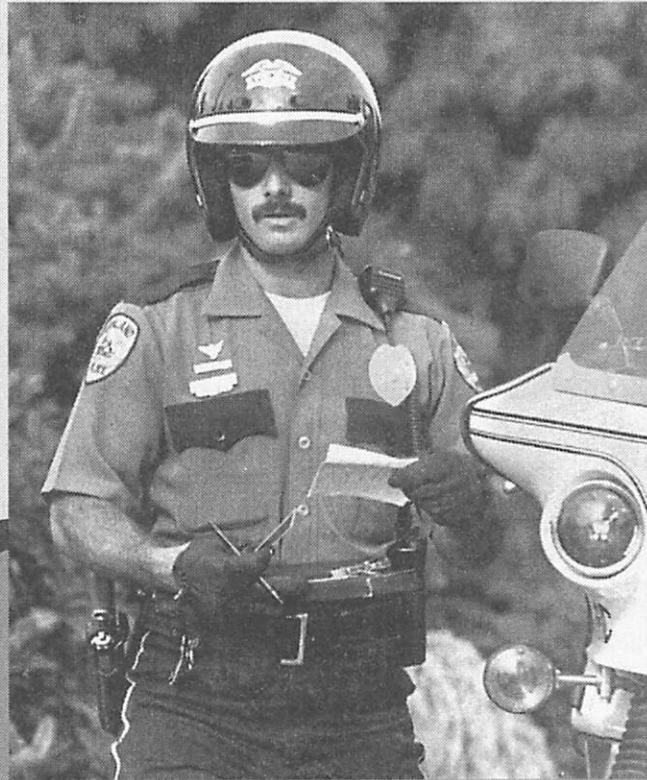
Continues the study of tissues, organs, and systems of the human body. Both ZOOL 113 and 114 are needed for a complete study of the anatomy and physiology of all human systems. This course includes a lab. Prerequisite: ZOOL 113.

## **ZOOL 199/299**

### **SPECIAL PROJECTS IN ZOOLOGY (5)**

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.

*The Administration of Criminal Justice program prepares students for a variety of challenging careers in law enforcement, corrections, parole and community based-social services.*



The Division of Social Sciences and Telecommunications offers a variety of first and second year courses in the areas of academic transfer and occupational programs. Departments in the academic transfer area include Anthropology, Economics, Geography, History, International Studies, Political Science, Psychology, and Sociology. The division also offers two occupational programs, one leading to an A.A. degree in Administration of Criminal Justice and the second leading to an A.A. degree in Media Communication and Technology. The Media Communication and Technology Department also offers a number of one-year certificate programs including video

## The Human Experience

production, advanced video production, and computer media. While most courses offered within the academic transfer departments are used to fulfill not only degree requirements and distribution credits in the social sciences, some fulfill requirements in the natural sciences and humanities. These courses are also used as prerequisites or course requirements for various programs and departmental majors across campus. Students should check

courses for prerequisites, transferability, sequencing and other pertinent data prior to registration.

The Telecommunications Program promotes, plans, designs, produces, delivers, and evaluates electronic media communications material that instructs, informs, and/or enhances the lives of students, faculty, staff, and community members. The departments of the Telecommunications Program include the Telecourse and Teleconferencing Department, BCC-TV Channel 28/Media Production Department, Media Communications and Technology Department, Media Maintenance Department, and the Interactive Multimedia Depart-

ment. Additional information can be obtained from the Social Sciences and Telecommunications office.

## **ADMINISTRATION OF CRIMINAL JUSTICE**

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### **ADMCJ 101 SURVEY OF LAW ENFORCEMENT AND THE ADMINISTRATION OF CRIMINAL JUSTICE (5)**

Surveys the whole criminal justice process from arrest through release, while explaining the relationship and respective responsibilities of the police, the prosecutor, the courts, the prisons, and the probation and parole systems as each integrates into a system designed to reduce criminal behavior.

### **ADMCJ 102 SURVEY OF POLICE ORGANIZATION AND ADMINISTRATION (5)**

Presents the structure of organization according to functional responsibility, staff and line concepts, and chain of command in a hierarchy with its advantages and limitations. The course surveys the model organizational charts for various size agencies, and introduces police budgets and financing.

### **ADMCJ 106 INTRODUCTION TO CORRECTIONS (5)**

This course will introduce the student to the broad spectrum of systems, processes, and people that constitute the field of corrections. The course will examine where corrections in America originated, where it is today, where it

seems to be going from here, and what issues need to be resolved. Incarceration, rehabilitation, probation, parole and restitution will be studied, particularly in their relationships with the overall criminal justice system.

### **ADMCJ 111 PRINCIPLES OF CRIMINAL INTERROGATION (5)**

The principles and techniques of interviewing victims, witnesses and suspects in a crime related situation, and the detection of deception, studied from a psychological and physiological point of view. Covers application of IV, V, VI and XIV Amendments of the Constitution to the Interview/Interrogation process as applied to a person charged with a criminal offense. The course also includes the use of the polygraph as an interrogation tool.

### **ADMCJ 194/195/196/197 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)**

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

### **ADMCJ 198/298 SEMINAR IN CRIMINAL JUSTICE (V1-10)**

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

### **ADMCJ 199/299 INDIVIDUAL 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.

### **ADMCJ 200 CRIMINAL EVIDENCE AND PROCEDURE FOR THE POLICE OFFICER (5)**

A survey of the patterns and processes relative to the collection of both real and circumstantial evidence in a criminal case. Emphasis will be placed on the criminal statutes, legal theories, and case decisions which pertain to evidence collection and case presentation at time of trial, and an in-depth survey of the legal processes engaged from time of investigation of the offense through the trial process.

### **ADMCJ 202 PRINCIPLES OF CRIMINAL 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.

### **ADMCJ 206 COMMUNITY-ORIENTED POLICING (5)**

Will present an in-depth analysis of the philosophy and strategies essential to Community-Oriented Policing. Special emphasis is given to the dynamics of the interaction between the police and their constituents, and the impact of the police role upon American society.

## **ADMCJ 210 SURVEY OF NATIONAL AND INTERNATIONAL TERRORISM (5)**

Deals with contemporary terrorism focusing on national, regional and global perspectives. Special attention will be given to state-sponsored terrorism; past, current and future trends; and governmental plus international responses.

## **ADMCJ 220 PRINCIPLES OF FORENSIC EXAMINATION (5)**

For students of law enforcement and law enforcement personnel charged with the processing and investigation of crime be it a simple burglary or a multiple murder. This course emphasizes the presentation of knowledge critical to aiding the completion of an investigator's duties in the course of an investigation and, ultimately, the reconstruction of a crime. Actual case studies will be used to illustrate specific principles and tactics.

## **ADMCJ 253 PRINCIPLES OF DRUG AND ALCOHOL ENFORCEMENT (5)**

A study of the unique demands that alcohol and drug offenses place on the criminal justice system. The course will cover how the societal impact, investigation, information management and prosecution of these particular crimes differ from that of other criminal offenses in both process and procedure as well as societal impact.

## **ADMCJ 260 APPLIED ETHICS IN CRIMINAL JUSTICE (5)**

The course presents an in-depth analysis of the theoretical and applied association between morality and the function of the criminal justice process. Special attention is given to the unavoidable ethical and legal dilemmas regularly confronted by police practitioners.

## **ADMCJ 271 INTRODUCTION TO CRIMINOLOGY (5)**

A survey of legal definitions, types of criminal behavior, trends and patterns, recidivism, characteristics of offenders, environmental influences, diagnostic methods, prediction, theories of crime and delinquency prevention and social policy.

## **ADMCJ 294/295/296/297 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. May be repeated for a maximum of 15 credits.

# **ANTHROPOLOGY**

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

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. 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. SAME AS AMST 180.

## **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 198/298 SEMINARS IN ANTHROPOLOGY**

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

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

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. 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, relationship of linguistics to human behavior and the mechanism of understanding and misunderstanding as related to the problem of communication. Credit given as humanities only.

# Social Science

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## **ANTH 201 PHYSICAL ANTHROPOLOGY (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 203 COMPARATIVE RELIGION (5)**

Same as INTST 203. Student may use as credit for only one, not both. 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" belief and practices is shown through ethnographic examples. Either ANTH 203 or INTST 203 may be taken for credit-not both.

## **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, Sub-arctic and Arctic. The course studies their cultures before they were significantly influenced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, and economy.

## **ANTH 294/295/296/297 SPECIAL TOPICS IN ANTHROPOLOGY (V1-10)**

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

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

## **ECON 198/298 SEMINAR IN ECONOMICS (V1-10)**

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

## **ECON 199/299 INDIVIDUAL STUDIES IN ECONOMICS (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. 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. Recommended 30 prior college credits.

## **ECON 201 INTRODUCTION TO ECONOMICS: MICROECONOMIC (5)**

Investigates pricing and production decisions of firms, the economic forces determining wages and the structure of labor markets and the distribution of income. Evaluates the means and efficacy of government intervention in markets. Applies economic reasoning to such possible topics as environmental degradation,

**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, the Civil War, and the impact of industrialization are discussed.

**HIST 203****U.S. HISTORY: U.S. IN THE GLOBAL AGE (5)**

Looks into the emergence of modern American society. Examines the problems created by industrialization and urbanization seen in such movements of reform as Populism, Progressivism, and the New Deal. Studies the emergence of the multicultural society in an age of global interdependence.

**HIST 207****INTRODUCTION TO INTELLECTUAL HISTORY (5)**

Is an introductory survey of the major currents of modern Western thought. It seeks to examine the assumptions and ideas extant before the Renaissance, and demonstrates how new presuppositions about the nature of the cosmos and humanity grew after 1500. The course will concentrate on the Scientific Revolution, the Enlightenment, nineteenth century ideologies, and the philosophical crisis of the twentieth century. A special emphasis will be placed on the reciprocal interaction of major trends of thought and the culture from which they emanate. A focus on the writings of prominent thinkers/theorists will be included.

**HIST 210****THE FAR EAST IN THE MODERN WORLD (5)**

Examines the emergence of the Far East from an age of exploitation to importance in economic, political and cultural affairs of the modern world. The course recognizes the value systems of these cultures and of their problems in today's world and emphasizes the 20th Century. 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 sports 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 overviews 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. Same as POLSC 230. Either HIST 230 or POLSC 230 can be taken for credit - not both.

**HIST 242****THE AGE OF EXPLORATION AND DISCOVERY (5)**

Examines the role of great explorers in world history from Marco Polo to David Livingstone. The course illuminates the factors which give rise to the process of exploration and discovery from medieval to modern times and the impact on various peoples who became part of a wider world community.

**HIST 245****THE UNITED STATES IN WORLD AFFAIRS: 1898 TO THE PRESENT (5)**

Deals essentially with this nation's foreign policy since its rise to world power status in 1898. The course will examine not only the external determinants of foreign policy, but also the impact of domestic political factors on that policy.

**HIST 250****UNITED STATES MILITARY HISTORY (5)**

Overviews the major wars fought by the United States and the political and strategic conceptions that helped shape the national response.

**HIST 264****WASHINGTON AND THE PACIFIC NORTHWEST (5)**

Establishes the physical background of the settlement of the area by aboriginal and white inhabitants and traces the broad historical themes and environmental factors that influenced the development of the social, economical, and political structure of the Pacific Northwest today.

# Social Science

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## **HIST 280**

### **HISTORY OF AFRICA (5)**

Is a survey course examining the history of the continent from the early origins of the human species to the present. Emphasis is given to the rise and fall of ancient African kingdoms and civilizations; the impact of the wider world from Greek and Roman times to the 20th Century and Africa's role in international affairs. The same as INTST 280. Either HIST 280 or INTST 230 may be taken for credit - not both.

## **HIST 294/295/296/297**

### **SPECIAL TOPICS IN HISTORY (V1-10)**

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

## **INTERNATIONAL STUDIES**

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## **INTST 105**

### **GEOGRAPHY OF WORLD AFFAIRS (5)**

Is a geographical survey investigating the interrelationships of selected economic, demographic, social, political, cultural, and environmental problems confronting the contemporary world. Emphasis will be placed on patterns, processes, and potential solutions. Same course as GEOG 105. Either INTST 105 or GEOG 105 may be taken for credit - not both.

## **INTST 150**

### **INTERNATIONAL BUSINESS (5)**

Provides an overview of international business and trade. Focuses on the inter-relationships between technol-

ogy, culture, law and economics within the contemporary global environments.

## **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 198/298**

### **SEMINAR IN INTERNATIONAL STUDIES (V1-10)**

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

## **INTST 199/299**

### **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.

## **INTST 200**

### **STATES AND CAPITALISM: THE ORIGINS OF THE MODERN GLOBAL SYSTEM (5)**

Explores the origins, development and global impact of the modern state system and tries to shed light on the political consequence of economic change under capitalist, socialist or mixed auspices (time period: From 16th century to the end of World War II).

## **INTST 201**

### **INTRODUCTION TO INTERNATIONAL POLITICAL ECONOMY (5)**

Looks at the study of international economics through the examination of major facets of the post-World War II era, the analysis of the post-war economic order and its crisis in the 1970's-1980's, North/South relations, the post-war political order and its East/West rivalry.

## **INTST 202**

### **CULTURAL ENCOUNTERS AND TENSIONS (5)**

Deals with the contemporary world from a cultural standpoint. Problems of intercultural relations will be examined with particular emphasis on divergent "world views."

## **INTST 203**

### **COMPARATIVE RELIGION (5)**

Introduces world's religions. The history of Judaism, Christianity, Islam, Hinduism and Buddhism are presented in their cultural contexts. The relationship between these major traditions and actual "folk" beliefs and practices is shown through ethnographic examples. Same as ANTH 203. Either INTST 203 or ANTH 203 may be taken as credit - not both.

## **INTST 204**

### **GLOBAL HISTORY (5)**

(Same as HIST 120) 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. (Either INTST 204 or HIST 120 can be taken for credit—not both.)

## **INTST 280**

### **HISTORY OF AFRICA (5)**

Is a survey course examining the history of the continent from the early origins of the human species to the present. Emphasis is given to the rise and fall of ancient African kingdoms and civilizations; the impact of the wider world from Greek and Roman times to the 20th Century and Africa's role in international affairs. The same as INTST 280. Either INTST 280 or HIST 280 may be taken for credit - not both.

## **INTST 294/295/296/297**

### **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.

## **MEDIA COMMUNICATION AND TECHNOLOGY**

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### **MEDIA 101**

#### **THE FUTURE OF TELECOMMUNICATIONS (5)**

Surveys the spectrum of global telecommunication, with emphasis on past, present, and future technologies, the effects of telecommunication on our society and career opportunities in telecommunication fields. Special emphasis is made on the computer-video revolution. Either Media 101 or Comm 101 may be taken for credit — not both.

### **MEDIA 102**

#### **THE TECHNOLOGY OF PERSUASION (5)**

Presents technological and communication techniques of film and video that allow information to be targeted at specific individuals and groups to create opinions, generate sales, develop propaganda and other forms of persuasion. Class gives students the opportunity to test persuasion techniques with simple media presentations. Either Media 102 or Comm 102 may be taken for credit — not both.

### **MEDIA 103**

#### **MEDIA AND MESSAGES (5)**

Presents the mechanics and aesthetics of media production including lighting, editing, color and audio. Through a series of lectures which include clips from a variety of videos, films and digital media as well as guest speakers. Students will gain insight into the aesthetics of media production and how production skills can make a presentation more powerful to impact the effect on the viewer.

### **MEDIA 104**

#### **CULTURAL IMAGES IN MEDIA (5)**

Surveys and develops critical viewing skills to analyze the origin, impact and meanings of ethnic, gender and racial images in the media from personal and cultural perspectives. Combines analysis, criticism, writing and debating skills, guest lecturers, class discussions, written assignments and a variety of media examples.

### **MEDIA 105**

#### **COMPUTER/VIDEO/AV OPERATION AND MAINTENANCE (5)**

An introduction to basic computer

and video equipment applications, including set-up and operation, basic hardware maintenance and adjustment, equipment evaluation and selection, signal flow, troubleshooting and utilization for business, education and personal application. Also includes basic audio and fundamentals of electronics.

### **MEDIA 112**

#### **INTRODUCTION TO VIDEO PRODUCTION (5)**

An introduction to the basics of video production in both the field and studio environments. Students study video technologies, basic equipment operation, video composition, basic lighting and production planning. Students will work in groups to produce an electronic field production that utilizes post-production editing.

### **MEDIA 121**

#### **COMPUTERS IN MEDIA (5)**

An introduction to the use of computers for creating media materials. Includes instruction in basic computer operation, resume writing, computer clip-art and drawing programs, hypermedia, videodisc technology, and an introduction to interactive multimedia. Students will create their own resume, print materials, overhead transparencies, computer art and hypermedia stacks utilizing different computer platforms.

### **MEDIA 122**

#### **INTRODUCTION TO AUDIO AND RECORDINGS (3)**

An introduction to basic audio for use in video and computer production applications. Includes basic sound characteristics, microphones, recording, mixing and sound reinforcement and enhancement and basic digital applications.

# Social Science

## **MEDIA 194/195/196/197 SPECIAL TOPICS IN MEDIA COMMUNICATION AND TECHNOLOGY (V1-10)**

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

## **MEDIA 198/298 SEMINAR IN MEDIA COMMUNICATION AND TECHNOLOGY (V1-5)**

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

## **MEDIA 199/299 SPECIAL PROJECTS IN MEDIA (V1-10)**

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

## **MEDIA 210 VIDEO FIELD PRODUCTION (5)**

Continuation of Media 112 in field setting, including intermediate and advanced shooting and editing techniques, field lighting, field audio, production budgeting and planning, scriptwriting and storyboarding. Includes utilization of "desktop" video production techniques and editing with a computer-based post-production system. Prerequisite: MEDIA 112.

## **MEDIA 212 STUDIO VIDEO PRODUCTION (5)**

Continuation of Media 112 in a television studio setting, including studio production planning, lighting,

production techniques, studio audio, video engineering. Students rotate through all crew positions and produce programs for cablecast over the college's Channel 28. Prerequisite: MEDIA 112.

## **MEDIA 214 ADVANCED VIDEO PRODUCTION (5)**

Production techniques for a variety of video applications including theatrical, electronic news gathering and documentary productions. Presents production planning and budgeting, and scriptwriting. Includes advanced lighting and audio techniques. Prerequisite: MEDIA 210, 212.

## **MEDIA 221 DESKTOP MEDIA PRESENTATION (5)**

The study and use of software for the creation and utilization of computer-based presentations for business, industry and education, including a survey of equipment and presentation techniques, discussions of basic communication theory, development of goals and objectives. Same as CIS 221. Prerequisite: MEDIA 121 or CIS 105 or AOS 161.

## **MEDIA 223 INTRODUCTION TO INTERACTIVE MULTIMEDIA (5)**

The hardware requirements and software applications for the creation of interactive multimedia materials as well as the processes for multimedia development including message design, interactive authoring and the step-by-step development of an interactive multimedia production. (Either Media 223 or CIS 223 may be taken for credit — not both.) Same as CIS 223. Prerequisite: MEDIA 221 or CIS 105 or AOS 161.

## **MEDIA 227 INTRODUCTION TO COMPUTER GRAPHICS AND IMAGING (5)**

Introduces basic computer graphic design, computer art applications, computer animation, and image scanning and manipulation as applied to multimedia applications and product development. Same as CIS 227. Prerequisite: MEDIA 121 or CIS 105 or AOS 161.

## **MEDIA 229 APPLICATION IN MULTIMEDIA (5)**

Provides students with practical experience in the design and production of interactive multimedia applications through the creation of working interactive modules. Students will learn fundamentals of multimedia software applications as well as planning, designing, producing and evaluating an interactive multimedia application. Same as CIS 229. Either MEDIA 227 or CIS 227 may be taken for credit — not both. Prerequisite: MEDIA 223 or CIS 223.

## **MEDIA 240 IN-HOUSE PRODUCTION (5)**

Students work under the supervision of a professional producer to create video and multimedia products for Bellevue Community College, BCC Channel 28, and off-campus clients. Prerequisite: MEDIA 214.

## **MEDIA 242 IN-HOUSE PRODUCTION (5)**

Students work under a supervisor to create media products for on-campus clients and learns skills that relate to the technology of a production setting (production assistant). Prerequisite: MEDIA 214.

## **MEDIA 244**

### **IN-HOUSE PRODUCTION (5)**

Students work under a supervisor to create media products for on-campus clients and learn skills that relate to the technology of a production setting (production assistant). Prerequisite: MEDIA 214.

## **MEDIA 250**

### **PRACTICUM IN MEDIA COMMUNICATION & TECHNOLOGY (5)**

Students participate in an internship with a professional media-related company or organization to gain practical experience in the production and management of media materials in video, computer media, or interactive multimedia. Prerequisite: Permission of instructor.

## **MEDIA 252**

### **PRODUCTION SYSTEM (4)**

Covers the understanding of the systematic approach to production management and operation; understanding and diagramming the systems within BCC-TV operations; working effectively as a team member; use of word processing software. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 254**

### **TECHNICAL OPERATION (4)**

Covers set-up and operation of BCC-TV studio and field equipment; including video recorders, audio systems, lighting systems, character generator, field cameras and tripods, and editing systems. Introduction to computer animation program and A/B-roll linear editor also covered. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 256**

### **PRODUCTION PRACTICUM (4)**

Covers the functions for a camera operator, audio technician, control room technician, or other crew members for designated productions. Also includes, operation of various stations in the Channel 28 headend (including duplication, computer graphics, satellite downlinking). Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 262**

### **PRODUCTION DESIGN**

Covers systems approach to the production process, including design, treatments, storyboards, publicity, budgets and scripts; scouting locations and assembling a crew; compiling and analyzing audience profiles, impact and feedback; increasing audio, video and post-production values; ethics and integrity. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 264**

### **COMPUTER-VIDEO INTEGRATION I (4)**

Covers operation of computer animation software to create function animations; integration digital switcher into linear editing system; operation of non-linear editor system. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 266**

### **PRODUCTION PRACTICUM II (4)**

Covers the editing of programs for air on linear and non-linear systems; functioning in crew positions of technical director, floor director, assistant producer, and assistant

director; market, organize and operate videoconferences, including publicity publications created on desktop publishing software. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 272**

### **ART OF DIRECTING (4)**

Covers elements of directing, directing fiction (including writing scripts, developing characters, staging the actor and camera), directing non-fiction (including interviews, demonstration, new programs, commercials). Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 274**

### **COMPUTER-VIDEO INTEGRATION II (4)**

Covers advanced design and applications of computer animation program, word processing program, and digital video switcher for television and business. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 276**

### **PRODUCTION PRACTICUM III (3)**

Students receive production ideas; interview clients; establish target audience and production purpose; establish production timeline and budget; conduct content research; manage production book; supervise and direct location and studio production; complete post-production requirements; and evaluate program. Prerequisite: Acceptance to Production Assistant Certificate Program.

# Social Science

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## **MEDIA 282**

### **PRODUCTION RESUME (3)**

Students will ascertain and develop employment strategy; design a production resume to established specifications; compile and edit a resume videotape; write and publish a written resume; execute networking strategy; and conduct job interviews. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 284**

### **PROFESSIONAL INTERNSHIP (6)**

Students will identify internship opportunities; secure an internship; complete a contract of employment; and fulfill the requirements of the internship. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 286**

### **PRODUCTION PRACTICUM IV (3)**

Students will seek out and create multiple production projects; work with the producer to develop concepts; oversee the quality of productions; evaluate results and audience feedback. Prerequisite: Acceptance to Production Assistant Certificate Program.

## **MEDIA 294/295/296/297**

### **SPECIAL TOPICS IN MEDIA COMMUNICATION AND TECHNOLOGY (V1-10)**

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

## **POLITICAL SCIENCE**

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### **POLSC 101**

#### **INTRODUCTION TO POLITICS (5)**

Explores the origins and evolution of major political concepts dating from ancient Greece to present day period. Incorporates political life in the modern world and the ideas behind its democratic and non-democratic forms. It is a systematic and comparative study of political structures, cultures, and institutions.

### **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**

#### **THE UNITED NATIONS (1)**

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.

### **POLSC 122**

#### **THE UNITED NATIONS (2)**

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: Permission of instructor.

### **POLSC 123**

#### **THE UNITED NATIONS (2)**

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: Permission of instructor.

### **POLSC 194/195/196/197**

#### **SPECIAL TOPICS IN POLITICAL SCIENCE (V1-10)**

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

**POLSC 198/298**  
**SEMINAR IN POLITICAL SCIENCE (V1-10)**

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

**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 those political and social theories and values which are indispensable for the understanding of the political systems, governments, international conflicts, and cooperation of the present world.

**POLSC 202**  
**INTRODUCTION TO POLITICAL ECONOMICS (5)**

Is designed to promote awareness of interdependence of politics and economics. Course surveys major theoretical writings on mercantilism, capitalism, socialism, etc. Explores how and to what extent economic theories influence forms of governments, policies, and social values.

**POLSC 205**  
**INTRODUCTION TO 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, Germany, and Sweden. Attention is given to theoretical and institutional-procedural aspects characteristic of modern government and society.

**POLSC 206**  
**INTRODUCTION TO THE GOVERNMENTS AND POLITICS OF DEVELOPING NATIONS (5)**

Studies various developmental theories and strategies followed by Russia, China, African nations, and Latin American nations. Special emphasis is given to problems of political development and modernization such as nation-building, political parties, political economy, and social transformation.

**POLSC 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. Same as HIST 230. Either POLSC 230 or HIST 230 can be taken for credit - not both.

**POLSC 270**  
**INTRODUCTION TO POLITICAL ECONOMY (5)**

A survey familiarizing students with the interplay between politics and economics and its consequences. The course includes methodological and theoretical understandings derived from political science and economics and attempts to explain a range of substantial issues.

**POLSC 294/295/296/297**  
**SPECIAL TOPICS IN POLITICAL SCIENCE (V1-10)**

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

## PSYCHOLOGY

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**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 required to conduct, or take part in psychological experiments and/or investigations.

**PSYCH 110**  
**APPLIED PSYCHOLOGY (5)**

Is an introductory course stressing application of psychological theory. Students survey how psychology

# Social Science

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interfaces with other disciplines focusing on how psychologists perform their professional functions in a career setting.

## **PSYCH 191 PRACTICUM IN PSYCHOLOGY (V1-10)**

Allows an 11-week assignment within an institution, agency, corporation or company which has agreed to provide learning experiences relevant to the academic/vocational aspects of the student's occupational goals. Activities are supervised by Psychology Department faculty. Prerequisite: Psychology faculty approval of practicum plan.

## **PSYCH 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 198/198 SEMINAR IN PSYCHOLOGY (V1-10)**

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

## **PSYCH 199/299 INDIVIDUAL STUDIES IN PSYCHOLOGY (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.

## **PSYCH 200 ABNORMAL PSYCHOLOGY (5)**

Introduces maladaptive behavior emphasizing the bio-social aspects. Definitions, descriptions, functions, and treatments are covered. Field trips to various institutions for observation and evaluation may be required.

## **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)**

Is the study of developmental psychological theory including traditional stage theory and modern transition theory that impact individual functioning at various ages or times in life. Students will be exposed to the literature of modern developmental research in a cross-cultural and global context. Prerequisite: PSYCH 100

## **PSYCH 205 INTRODUCTION TO PERSONALITY (5)**

Is a theoretical approach to the study of human behavior including an examination of the philosophical assumptions concerning the nature of humankind. Students will be exposed to the mainstream theoretical schools of psychological theory in general and will focus on specific theorists in detail. Psychometric techniques will be discussed including common traits that characterize a

group of individuals and individual dispositions. Students will be encouraged to participate in learning activities designed for practical application of personality theory. Prerequisite: PSYCH 100.

## **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.

## **PSYCH 213 ELEMENTARY PSYCHOLOGICAL STATISTICS (5)**

Studies the classification and reporting of data, hypothesis 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)**

Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception, and personality. Same as SOC 240. Either PSYCH 240 or SOC 240 may be taken for credit - not both. Prerequisite: PSYCH 100 or SOC 110.

## **PSYCH 250 CROSS-CULTURAL PSYCHOLOGY (5)**

Examines assumptions, theories and research in psychology from a cross-cultural perspective. Using data from different cultures, covers topics of cognition, development, emotion, motivation, sex roles, disorders, group behavior, conflict, stereotyping and prejudice. Highlights impact of culture and ethnicity on behavior as well as universal human themes.

## **PSYCH 257 PSYCHOLOGY OF SEX DIFFERENCES (5)**

Examines sex differences and similarities from an interdisciplinary perspective, including biological, psychological, social, and historical viewpoints. Research on perceived and actual differences between men and women is analyzed in an attempt to understand status differences, stereotypes, and gender role development. Communication and language differences are explored, along with gender issues in employment, education, mental health, and personal relationships.

## **PSYCH 294/295/296/297 SPECIAL TOPICS IN PSYCHOLOGY (V1-10)**

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

## **SOCIOLOGY**

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## **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 198/298 SEMINAR IN SOCIOLOGY (V1-10)**

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

## **SOC 199/299 INDIVIDUAL STUDIES IN SOCIOLOGY (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current

quarterly schedule for details. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

## **SOC 240 SOCIAL PSYCHOLOGY (5)**

Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception and personality. Same as PSYCH 240. Either SOC 240 or PSYCH 240 may be taken for credit - not both. Prerequisite: PSYCH 100 or SOC 110.

## **SOC 255 MARRIAGE AND THE FAMILY (5)**

Examines the family as an institution and mode for personal living, marital adjustment, parent-child relationship, changing family patterns, family disorganization and reorganization. Same as HOMECE 255. Either SOC 255 or HOMECE 255 may be taken for credit - not both. Prerequisite: SOC 110 or PSYCH 100.

## **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: SOC 110.

## **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

# **Social Science**

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anti-semitism, racism. Prerequisite: One course in social science. Prerequisite: SOC 110.

## **SOC 265 THE 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)**

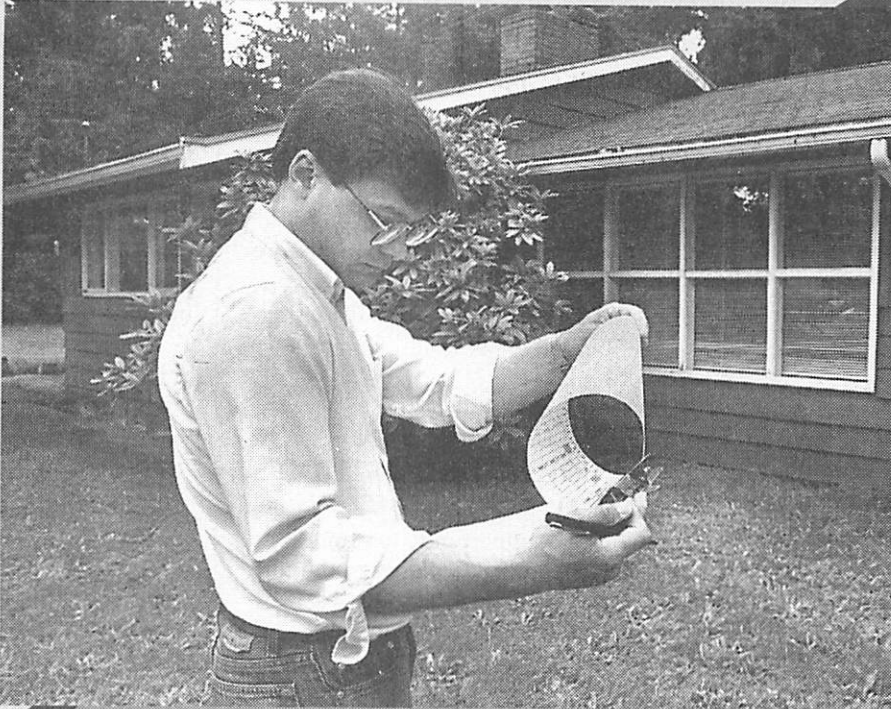
Formally analyzes the processes of social and personal disorganization and reorganization in relation to poverty, crime, suicide, family disorganization, mental disorders, and similar social problems. Prerequisite: One course in social science. Prerequisite: SOC 110.

## **SOC 294/295/296/297 SPECIAL TOPICS IN SOCIOLOGY (V1-10)**

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

# Special Programs

*The Real Estate Resource Center offers practical training in Appraisal, Escrow, Title Insurance and many other aspects of real estate.*



## ALCOHOL/DRUG STUDIES

### ALDAC 101 SURVEY OF CHEMICAL DEPENDENCY (3)

Provides an overview of drinking and drug use, alcoholism and drug addiction, relevant theories and research, definitions, treatment rationale and modalities. Covers social, psychological, physical and legal aspects of chemical dependency.

## Responding to a Changing World

### ALDAC 102 PHYSIOLOGICAL ACTIONS OF ALCOHOL AND OTHER DRUGS (3)

Covers the nature of alcohol and other psychoactive drugs, including ingestion, absorption, metabolism, action and interaction. Includes lectures on the physiological and psychological effects of alcohol and

other psychoactive drugs on the individual and the consequences of use and abuse. Prerequisite: ALDAC 101 or instructor permission.

### ALDAC 103 INTRODUCTION TO CHEMICAL DEPENDENCY COUNSELING (3)

Describes the various counseling theories, modalities and techniques, including the treatment of chemical dependency. Covers theory, understanding of process and skill development. Provides a basic understanding about counseling.

# **Special Programs**

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## **ALDAC 105 CHEMICAL DEPENDENCY IN THE FAMILY (V.5-3)**

Addresses how family systems are impacted by chemical use and discusses treatment modalities designed to effectively intervene in this dysfunctional system. Provides opportunities for counselors to clarify their own issues and understand their limitations in working with clients. Prerequisite: ALDAC 101 or permission of instructor.

## **ALDAC 106 CHEMICAL DEPENDENCY COUNSELING TECHNIQUES (V1-3)**

Didactically reviews the theories, practices and techniques of chemical dependency counseling and the counselor's responsibilities and relationship to the client. Includes some role playing and case review. Prerequisite: ALDAC 103 or Coordinator permission.

## **ALDAC 108 CASE MANAGEMENT OF THE CHEMICALLY DEPENDENT CLIENT (3)**

Seminar to assist the counselor/health care professional case file management (Designed for drug and alcohol abuse counselors)

## **ALDAC 110 GRIEVING AND LOSS IN ADDICTION RECOVERY (V.5-3)**

Overview of loss and grief specifically related to the recovery of addicted or co-dependent persons. Emphasizes contemporary approaches and models for grief counseling and how these relate to the 12-step programs. Offers students an opportunity for

personal assessment of their ability to work with the grieving client. Prerequisite: ALDAC 106 or coordinator permission.

## **ALDAC 194 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 195 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 196 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 197 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 198 SEMINARS/ALDAC (V1-10)**

Includes seminars and workshops in alcohol/drug studies for which college credit is offered. Classes are announced in the quarterly schedule.

## **ALDAC 199 INDIVIDUAL STUDIES/ ALDAC (V1-10)**

Covers directed readings, special projects and independent study by an individual student.

## **ALDAC 204 PREVENTING CHEMICAL DEPENDENCY IN THE PRE- ADOLESCENT (V.5-3)**

Provides an overview of chemical dependency prevention and problems relative to pre-adolescence: dysfunctional families and other contributing problems; warning signs of chemical dependency; assessment of problems and interaction techniques appropriate to dealing with parents and children. Prerequisite: ALDAC 101, 105, 106, & PSYCH 204.

## **ALDAC 206 GROUP PROCESS IN CHEMICAL DEPENDENCY TREATMENT (3)**

Deals in theory and experientially with dynamics, goals and methods of chemical dependency group work. Group facilitating skills are developed and enhanced. Prerequisite: ALDAC 106.

## **ALDAC 207 COUNSELING IN THE AGE OF AIDS (V.5-2)**

Provides current information on prevention and infection control of HIV/AIDS and assists the chemical dependency counselor in the development of counseling skills that are

# Special Programs

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appropriate in working with at-risk clients or HIV diagnosed clients. Prerequisite: ALDAC 103; recommend ALDAC 106 and 206.

## **ALDAC 208 COUNSELING CLIENTS WITH CONCURRENT SUBSTANCE USE AND PSYCHIATRIC DISORDERS (V.5-5)**

Covers the assessment and treatment strategies of the mentally ill, chemically addicted client and familiarizes the student with the DSM-III-R and psychotropic medications. Focuses on Axis I diagnosis and sociopathic and borderline personalities. Prerequisite: ALDAC 106.

## **ALDAC 210 ALCOHOL/DRUG INFORMATION SCHOOL (ADIS) INSTRUCTOR TRAINING (3)**

Designed to teach chemical dependency counselors or trainees how to conduct the 9-12 hour class that is required for non-chemically dependent persons convicted for driving under the influence. Prerequisite: ALDAC 101 and 102.

## **ALDAC 212 CHEMICAL DEPENDENCY: ETHICS AND THE LAW (V.5-4)**

Provides an overview of the court and probation system, the laws and regulations including confidentiality, deferred prosecution and involuntary commitment. Ethical and legal codes and issues like benchmark legal decisions regarding malpractice which are crucial to chemical dependency counseling are covered. Prerequisite: ALDAC 106 or coordinator permission.

## **ALDAC 215 ADDICTIONS AND THE LAW (V.5-4)**

This course is designed for alcohol/drug abuse counselors to provide up-to-date information on addictions and the law.

## **ALDAC 220 ADDICTIONS COUNSELING CLINICAL PRACTICUM (V1-10)**

Field experience which provides training and supervised work in an agency, treatment facility or court probation. Prerequisite: ALDAC 101, 102, 105, 106, 108, 206 & 207 or coordinator permission.

## **ALDAC 294 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 295 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 296 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 297 SPECIAL TOPICS IN ALCOHOL/DRUG STUDIES (V.5-4)**

Offers the opportunity to explore specific topics not offered by the core courses in alcohol drug studies. Courses are announced in the quarterly schedule.

## **ALDAC 298 SEMINARS/ALDAC (V1-10)**

Includes seminars and workshops in alcohol/drug studies for which college credit is offered. Classes are announced in the quarterly schedule.

## **ALDAC 299 INDIVIDUAL STUDIES/ ALDAC (V1-10)**

Covers directed readings, special projects and independent study by an individual student.

## **CONTINUING NURSING EDUCATION**

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The Bellevue Community College Continuing Nursing Education Program is accredited by the American Nurses Credentialing Center's Commission on Accreditation. 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.

# Special Programs

## **FIRE COMMAND & ADMINISTRATION**

### **FCA 120 BASIC FIRE INVESTIGATION (3)**

Includes methods of determining fire origin, fire causes, fire spread and other aspects of fire behavior, recognition of accidental and incendiary fires, securing and preserving evidence, witness interrogation, arson laws and court procedures, coordination with other investigative agencies, and compilation of reports and records. Case histories will be reviewed.

### **FCA 130 FIRE SUPERVISION I (3)**

Addresses the basic supervisory and leadership skills essential to effective first-level supervision. The course presents a program of basic management techniques specifically aimed at first line supervisors. The techniques are presented in a logical and interesting manner so that their application to the everyday work situation is assured.

### **FCA 137 FIRE PROTECTION SYSTEMS I (3)**

Topics discussed include water type fire extinguishing sprinkler systems for special hazards, and fire alarm protection systems. Opportunity is offered for visits to local facilities that have fire protection equipment and systems so that critical appraisals may be made.

### **FCA 152 BUILDING CONSTRUCTION (3)**

Covers the classifications of buildings, what a rated building is, and the

fire and life safety devices required by the U.B.C. Includes the installation of fire assemblies and appliances.

### **FCA 160 FIRE TACTICS I (3)**

Includes the planning, implementation and evaluation of basic fire tactics at the responding officer level. Principle elements include: Pre-fire planning, size-up, fire simulation, fire behavior, organizational structures, tactics, strategy, resource requirements and proper allocation of resources.

### **FCA 161 INCIDENT MANAGEMENT I (3)**

Study of emergency incident management as it applies to the fire service at the fire company level. Emphasizes basic command structure and components, incident safety considerations, personnel accountability and application of the management process to a variety of emergency situations.

### **FCA 170 HAZARDOUS MATERIALS I (3)**

Establishes a base on which all individuals who find themselves in a command situation, at a hazardous materials incident, will be able to: identify the material involved, evaluate the information gained from shipping papers, and know where assistance can be obtained.

### **FCA 180 FIRE ADMINISTRATION I (3)**

Content provides an introduction to the supervisory and technical responsibilities of the company officer. Instruction includes various

components of the fire service organization of typical jurisdictions and identifies lines of authority, line and staff functions including personnel management, fire suppression activities, public relations, safety practices, reports and records, communication skills and leadership.

### **FCA 190 UNIFORM FIRE CODE AND INSPECTION PROCEDURES (4)**

A study of the Uniform Fire Code as it applies to fire prevention inspections at the fire company level. Included is the fire codes' relationship to the Uniform Building Code and other recognized standards. Special attention is given to general provisions of the UFC maintenance of exit way, fire protection, flammable and combustible liquids, liquefied petroleum gases, places of assembly and general precautions against fire. Discussions of public relations and alternate methods and materials will give the course a realistic approach to field applications.

### **FCA 230 FIRE SUPERVISION II (3)**

Continues the advancement of basic supervisory leadership skills covered in Supervision I. The course includes accepted methods implementing EEO, hiring procedures, promotional procedures, assignment of personnel, task planning, organization, motivating techniques for individuals and groups toward established goals, personnel counseling, and handling of complaints and grievances. Prerequisite: FCA 130.

### **FCA 260 FIRE TACTICS II (3)**

Includes planning, implementing and evaluating of basic and advanced fire

# **Special Programs**

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tactics at the command officer level. Principle elements include: Chain of command duties and responsibilities; mutual aid; common and special hazards by occupancy; planning, organizing, directing and controlling of emergency operations; overall strategy; tactics; resource requirements; available resources; fire loading and its impact and fireground communications. Prerequisite: FCA 160.

## **FCA 270 HAZARDOUS MATERIALS II (3)**

Designed to assist the incident commander in his/her abilities to handle an incident involving hazardous materials and discusses actions that can be taken during a spill or fire situation involving hazardous materials. Prerequisite: FCA 170.

## **FCA 280 FIRE ADMINISTRATION II (3)**

Content directed at the company officer level to provide a continuation of supervision and technical responsibilities covered in the Fire Administration I course. Instruction includes provisions in identifying the utilization of data processing equipment, interpretation of data output, record keeping systems and their maintenance. Prerequisite: FCA 180.

## **REAL ESTATE**

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### **REST 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-Salespersons License specific clock hour requirement. Fulfills LPO continuing education requirement. Course is approved for real estate clock hour credit.

### **REST 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 continuing education requirement and is approved for real estate clock hour credit. Prerequisite: Recommend REST 130.

### **REST 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: Recommend REST 130.

### **REST 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 real estate clock hour credit. Prerequisite: Recommend REST 130.

### **REST 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 continuing education requirement and is approved for real estate clock hour credit. Prerequisite: Recommend REST 130.

### **REST 136 REAL ESTATE AGENCY AND ETHICS (3)**

No consumer or professional agent or consumer can afford to be ignorant of the potential liability that exists with conflicting interests and multiple agency representation. A five week examination of agency relationship and agency law followed by a five week study of ethical considerations in real estate. Prerequisite: REST 130 recommended.

### **REST 140 STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (1.5)**

Focuses on the requirements for ethical behavior and competent performance set forth in the Uniform Standards of Professional Appraisal Practice and Washington State regulations. This is a Pass/Fail course. Prerequisite: REST 141 and 142.

# Special Programs

## **REST 141 2**

### **FOUNDATIONS OF REAL ESTATE APPRAISAL (3)**

The introductory course in the curriculum required for appraiser certification. Provides the foundation needed to progress through increasingly complex courses. Designed to help entry-level and experienced real estate professionals gain a basic understanding of real estate appraisal. Prerequisite: Recommend REST 130.

## **REST 142**

### **APPRAISING THE SINGLE FAMILY RESIDENCE (3)**

Second course in the Appraiser Certification series. Provides students with a working knowledge of the procedures and techniques required to estimate the market value of vacant and improved single-family residential properties. Prerequisite: REST 141 or permission of instructor.

## **REST 143**

### **REAL ESTATE APPRAISAL METHODS (3)**

Third course in the Appraiser Certification series. Focuses on the particular aspects of property that creates value, which are measured mathematically in the 3 approaches to value. The methods used to apply the sales comparison and cost approaches are emphasized. Direct capitalization is demonstrated with special emphasis on accurate expense and income analysis. Prerequisite: REST 142 or permission of instructor.

## **REST 144**

### **PRINCIPLES OF CAPITALIZATION (3)**

Fourth course in the Appraiser Certification series. Designed to provide students with an understanding of the mathematical procedures

used to analyze data to derive sound value estimates for income-producing properties. Focuses on the ability to assess the significance of available data, to apply procedures to derive necessary information and to interpret and test the reasonableness of mathematical calculations. Prerequisite: REST 143 or permission of instructor.

## **REST 146**

### **APPRAISING APARTMENTS (3)**

The appraisal of multi-family dwellings. Market data, cost and income approaches are used. Students are expected to complete appraisal reports on a small and a medium size apartment building. Prerequisite: Rest 141 and 142 recommended.

## **REST 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-Brokers License specific requirements. Prerequisite: REST 130.

## **REST 160**

### **REAL ESTATE ESCROW (3)**

Is an extremely practical course and is recommended for all real estate practitioners. The course studies 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, 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 Continuing Education requirement. Approved for State Board of Accountancy Continuing Education credit, CLE's for attorneys, and is approved for real estate clock hour credit. Prerequisite: REST 130 or current escrow or mortgage employment.

## **REST 161**

### **ADVANCED REAL ESTATE ESCROW (3)**

Is designed specifically for working and potential escrow officers and mortgage closers. Following REST 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 Continuing Education requirement, CLE's for attorneys, and is approved for real estate clock hour credit. Prerequisite: REST 160 or one year full-time in both straight escrow and mortgage closing, or permission of instructor.

## **REST 165**

### **LAND TITLES INSURANCE & 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 continuing education requirement and is approved for real estate clock hour credit. Prerequisite: Recommend REST 130.

# **Special Programs**

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## **REST 166**

### **LAND TITLES: EXAMINING (3)**

Presents the why, what, where and how of searching land titles. The students compile all relevant data from the "public record," identify the land parcel and an examination starting point, and "chain" a title. Students then examine that title for all relevant insurable and uninsurable matters including liens, court matters and other encumbrances.

## **REST 167**

### **LAND TITLES: UNDERWRITING (3)**

Through lecture and case study the student assumes the role of the title insurance underwriter. The course covers the identification of various underwriting problems including, encroachments, legal authority, marital status, probate, liens, homestead, foreclosure, bankruptcy, easements, wetlands and many others. The student is expected to make reasoned decisions regarding the risk, insurability and/or amelioration of specific title problems. Prerequisite: REST 166 or permission of instructor.

## **REST 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 underwriting, insuring, closing, servicing, marketing and shipping. Course fulfills LPO continuing education requirement is approved for real estate clock hour credit. Prerequisite: Recommend REST 130.

## **REST 171**

### **MORTGAGE LOAN PROCESSING (3)**

Designed for individuals employed or considering employment in the fields of real estate, mortgage or escrow. The nuts and bolts of processing various types of conventional, FHA and VA mortgages. Qualifying buyers., Dealing with the idiosyncracies of lenders. Prerequisite: Recommended REST 130 or one year full-time in real estate or permission of program chairman.

## **REST 172**

### **REAL ESTATE LOAN OFFICER (5)**

Designed to prepare a student for a career in mortgage lending as a real estate loan officer. FNMA loan applications and requirements. Basic loans and consumer benefits. Qualifications of borrowers, and the creation of a personal marketing plan. Prerequisite: Rest 130 recommended.

## **REST 230**

### **ELEMENTS OF COMMERCIAL REAL ESTATE (3)**

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 real estate clock hour credit. Prerequisite: Recommend REST 130.

## **REST 231**

### **COMMERCIAL REAL ESTATE FINANCE (3)**

The financing of various types of commercial properties (retail, shopping centers, office & industrial, land development, mobile home parks & special purpose real estate. Financing patterns & methods (syndications & participation, etc). Leasehold & fee title financing. Packaging the loan & lender negotiations. A knowledge of real estate principle & vocabulary is necessary. Prerequisite: Recommend REST 130.

## **REST 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 real estate clock hour credit. Prerequisite: Recommend REST 130.

## **REST 240**

### **LAND PLANNING AND DEVELOPMENT (3)**

Involves the study of the legislation, ordinances and procedural requirements involved in land use and development processes. The areas of zoning, subdivision, comprehensive planning, environmental and land use legislation, highest and best use; building s and land economics will be covered. Prerequisite: REST 140 unless it is waived by the instructor. Prerequisite: Recommend REST 130.

# Special Programs

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## **REST 241**

### **ADVANCED LAND PLANNING & DEVELOPMENT (3)**

Residential subdivision and commercial development. Case studies, problem analysis and income evaluation on site-specific developments.

## **REST 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 real estate clock hour credit. Prerequisite: Recommend REST 130.

## **REST 251**

### **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 real estate clock hour credit. Prerequisite: Recommend REST 130.

## **REST 252**

### **COMMERCIAL PROPERTY MANAGEMENT (3)**

A survey course on commercial properties focusing on the application of the management and leasing processes of shopping centers, office and medical buildings and industrial properties. Upon completion of the course, the student will have a background in the techniques of operating, managing and leasing commercial properties. Prerequisite: Recommend REST 250.

## **REST 260**

### **COMMERCIAL ESCROW (3)**

Is designed specifically for working and potential escrow officers and mortgage closers. Third in a series (see REST 160 and REST 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 continuing education credit and approved for real estate clock hour credit. Prerequisite: REST 161 or three years full-time experience in both mortgage closings and straight escrows, or permission of instructor.

## **REST 299**

### **INDIVIDUAL STUDIES IN REAL ESTATE (V1-10)**

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 instructor.

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We produce live interactive-telecourses at the college and are expanding our offerings throughout our district.

The Telecourses/Teleconference Office also coordinates video teleconferencing and related productions. This, too, is a rapidly growing area of our service to both on and off-campus clients in education, business and government.

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\* \*  
\* **A**rt Instructor,  
Bob Purser,  
shares a smile  
with a student.



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<b>A</b>		
ABE .....	23	
Accounting .....	33, 67	
Administration and Faculty .....	123	
Administration of		
Criminal Justice .....	33, 101	
Admissions .....	7	
Administrative Office Systems .....	33, 67	
Advising/Assessment .....	8	
Advising Services/Counseling .....	21	
Affirmation of Inclusion .....	5	
Alcohol/Drug Studies .....	115	
American Studies .....	34, 45	
Anthropology .....	103	
Apparel Occupations .....	35, 67	
Art .....	46	
Art Gallery .....	23	
Arts & Humanities .....	45	
Arts & Science Transfer Program .....	30	
Assessment and Advising .....	8	
Associate in Arts and		
Sciences Transfer Program .....	30	
Associate in Arts in		
General Studies Program .....	30, 32	
Associate in Science Program .....	30, 32	
Astronomy .....	93	
Athletics, Intercollegiate .....	27	
<b>B</b>		
Basic Science .....	94	
Biology .....	94	
Bookstore .....	24	
Botany .....	94	
Business .....	65	
Business Administration		
Transfer Program .....	69	
Business Management, General .....	37, 73	
<b>C</b>		
Career Planning .....	32	
Chemistry .....	95	
Child Care Center, Student .....	27	
Childhood Education, Early .....	37, 78	
College Mission Statement .....	4	
College Policies .....	7	
Communications .....	49	
Computer Information Systems .....	35, 70	
Computer Science Transfer Program .....	72	
Consumer Education .....	75	
Continuing Education .....	19	
Counseling and Advising Services .....	21	
Credits/Grading .....	9	
Criminal Justice,		
Administration of .....	33, 101	
Cultural Events .....	26	
<b>D</b>		
Dance .....	50	
Dance Group .....	26	
Degrees .....	17	
Delta Epsilon Chi .....	26	
Developmental Education .....	23, 76	
Diagnostic Ultrasound		
Technology .....	36, 76	
Disabled Student Services .....	22	
Drama .....	50	
Drama Club .....	26	
<b>E</b>		
Early Childhood Education .....	37, 78	
Economics .....	104	
Education .....	79	
<b>Educational Development and</b>		
Health Sciences .....	77	
Engineering .....	95	
English .....	51	
Environmental Science .....	96	
Equal Opportunity/Antidiscrimination Policy .....	5	
ESL .....	23	
<b>F</b>		
Faculty .....	123	
Fees/Tuition .....	16	
Financial Aid .....	24	
Fire Command .....	117	
Fitness Center, Total .....	28	
Foreign Language .....	55	
Food Services .....	27	
Four Paths to Your Future .....	30	
<b>G</b>		
GED/High School Completion .....	18	
General Business Management .....	37, 73	
General Education .....	29	
Geography .....	105	
Geology .....	97	
Grading/Credits .....	9	
Graduation .....	17	
Grants .....	25	
<b>H</b>		
Health .....	79	
Health Sciences,		
Educational Development and .....	77	
Health Sciences Support Program .....	22	
Health Services .....	22	
High School Completion .....	22	

# Index

History ..... 106  
 Home Economics ..... 79  
 Human Development ..... 21, 91  
 Humanities, Arts and ..... 45

## I

Individual Development ..... 81  
 Intercollegiate Athletics ..... 27  
 Interdisciplinary Studies ..... 118  
 Interior Design Technology ..... 38, 58  
 International Studies Program . 38, 108  
 Intramurals ..... 27

## J

Job Placement Services ..... 25, 26

## L

Languages, Foreign ..... 55  
 Learning Assistance Program ..... 23  
 Library/Media Center ..... 23  
 Literary/Arts Magazine ..... 27  
 Loans ..... 25

## M

Marketing Management ..... 39, 74  
 Mathematics ..... 97  
 Media Communications &  
     Technology Program ..... 39, 109  
 Meteorology ..... 199  
 Minority Affairs ..... 22  
 Music ..... 60  
 Multi-Cultural Services ..... 22

## N

Newspaper Production ..... 27  
 Nontraditional Credit Programs ..... 14

Nuclear Medicine Technology ... 40, 81  
 Nursing - Associate Degree ..... 40, 82  
 Nursing, Continuing  
     Nursing Education ..... 83, 117

## O

Occupational Education ..... 30  
 Occupational Programs ..... 32  
 Oceanography ..... 99

## P

Parent Education ..... 24, 83  
 Phi Theta Kappa ..... 27  
 Philosophy ..... 62  
 Physical Education ..... 83, 85  
 Physics ..... 99  
 Political Science ..... 111  
 Practical Experience Education ..... 41  
 Psychology ..... 112

## R

Radio Station, College ..... 26  
 Radiation Therapy Technology . 41, 87  
 Radiologic Technology ..... 41, 89  
 Real Estate (Resource Center) .. 41, 118  
 Recreation Leadership ..... 44, 90  
 Registration ..... 9

## S

Science Division ..... 93  
 Scholarships ..... 26  
 Services ..... 24  
 Social Science ..... 101  
 Sociology ..... 113  
 Special Programs ..... 115  
 Speech ..... 63

Student Child Care Center ..... 27  
 Student Government ..... 27  
 Student Organizations and  
     Areas of Involvement ..... 27  
 Student Programs and Activities .... 26  
 Student Rights ..... 4  
 Student Services ..... 21  
 Student Union ..... 28

## T

Telecourses ..... 122  
 Total Fitness Center ..... 28  
 Transfer Information ..... 12  
 Tuition/Fees ..... 16  
 Tutorial Services  
     (Developmental Education) ..... 23

## U

Ultrasound, Diagnostic ..... 36, 76

## V

Veterans Administration  
     Programs ..... 15  
 Volunteer Tutor Program ..... 23

## W

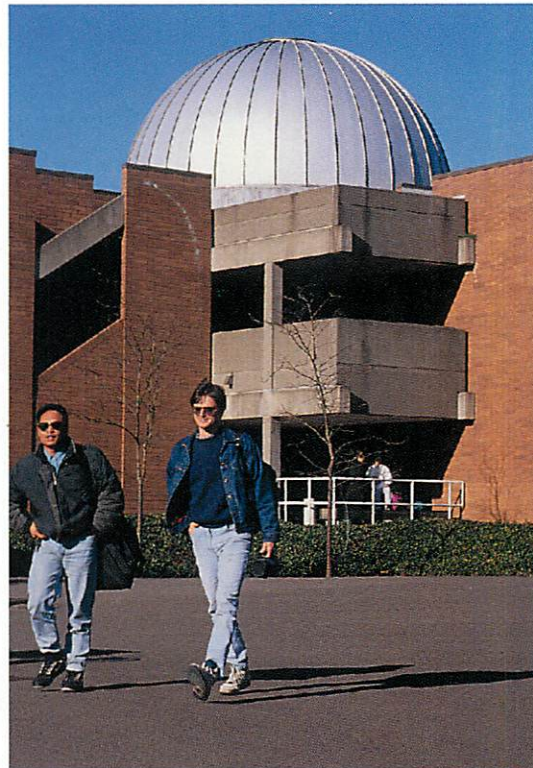
Women's Resource Center ..... 22

## Z

Zoology ..... 100

Life shrinks or  
expands in  
proportion to  
one's courage.

*Anais Nin*



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