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BELLEVUE COMMUNITY COLLEGE
March 1997

Welcome to BCC

Letter from the President

Welcome to Bellevue Community College! We are glad that you are considering our college as a step in reaching your educational and personal goals.

Our mission is to provide you with high-quality, innovative instruction; practical training; up-to-date equipment; responsive student services; and enriching activities, all in a positive environment and at an affordable price. At BCC you will find energetic, committed instructors who take a genuine interest in their students. Small class sizes ensure that you get the individual assistance and encouragement you need. We strive to accommodate busy schedules with evening and weekend classes, and convenient telecourse degree programs.

BCC offers a full spectrum of courses for students who plan to transfer to four-year colleges and universities. Studies indicate that BCC transfer students do as well or better as students who spent their freshman and sophomore years at baccalaureate schools.


Our occupational training programs offer a wide range of high-quality instruction and hands-on experience to help students retrain for new jobs. Each of these programs is kept relevant with the guidance of an advisory board of local practicing professionals.

We are especially excited about the NorthWest Center for Emerging Technologies, which will be built, equipped and ready for students by winter of 1998. The new building will house state-of-the-art computer labs and multimedia equipment rarely found in a community college setting. Students will soon be able to earn an Associate in Arts degree in Advanced Technology which will prepare them to launch into careers in high-tech industries.

We want to give you the support you need to succeed at Bellevue Community College. Assessment, counseling and financial aid can help you plan and finance your studies. The math, writing and computer labs are open at convenient hours. Developmental Education and English as a Second Language instruction offer vital basic skills preparation. Multi-Cultural Services, Disabled Students Services and the Women's Center offer specialized assistance to help students reach their educational and personal goals. On-site child care, work-study, employment resources and sports programs are just some of the supportive features of campus life.

The college is strongly committed to cultural pluralism and is proud of its efforts to attract a diverse student body, faculty and staff. The college's vibrant international student community adds a welcome global perspective.

Again, welcome, and thank you for your interest in our college. The faculty and staff join me in wishing you the very best at BCC.



B. Jean Floten,
President

College Mission, Vision and Goals

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; and
- 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; and
- 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.
- 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.

(adopted by the Board of Trustees, January 1994)

Affirmation of Inclusion

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.

(Adopted by the All College Council, June 1992)

Accreditation

Bellevue Community College is fully accredited as an institution of higher education by the Northwest Association of Schools and Colleges, Commission on Colleges. This accreditation was most recently reaffirmed in 1995.

About This Catalog

Every effort is made to ensure that the information in this catalog is accurate at the time of publication. Acknowledging that policies, personnel, curricula and funding can change, however, Bellevue Community College reserves the right to amend, revise or modify any provision printed in this catalog. Because curricula are regularly reviewed and revised, the college also reserves the right to add or withdraw courses without prior notification. This catalog is therefore not to be regarded as an irrevocable contract between the student and the college.

Four Paths to Educational Success

STUDENTS AND LEARNING

Students at Bellevue Community College should expect to improve their ability to

- communicate effectively;
- reason quantitatively;
- think critically;
- value and communicate across other cultures.

In the Learning Outcomes Assessment Program we look at the work students produce in the classroom and for student service programs. We also interview students to find out about their experiences at BCC and their attitudes toward school and learning. Finally, we interview teachers and staff. The information we gather helps teachers discover if their teaching techniques are successful, it helps departments determine whether their courses meet student needs, and it helps the whole school improve its programs.

Path 1 ACADEMIC TRANSFER EDUCATION

Associate in Arts and Sciences Degree

- is designed for students who plan to transfer to a baccalaureate college or university.
- requires completion of 90 college-level credits within specified distribution areas.
- conforms to the state wide Direct Transfer Agreement endorsed by the Inter-College Relations Council.
- is accepted as fulfillment of the general educational requirements by Washington state baccalaureate institutions.
- is not altered by special admission criteria which may be established by a specific baccalaureate institution.
- grants junior status to students upon admissions at institutions endorsing the Direct Transfer Agreement.

Associate in Science Degree

- requires students to complete a minimum of 90 college-level credits in a program that is precisely parallel with the lower

level (first two years) of a baccalaureate degree plan at the institution to which they expect to transfer.

- is intended to prepare students for admission to a specific baccalaureate program.
- does not necessarily meet the Direct Transfer agreement guidelines.
- has been awarded in the following major disciplines:
 - Business Administration
 - Engineering
 - Pre-Pharmacy
 - Recreation Leadership.

Additional disciplines may be available, and students must discuss specific transfer plans with an advisor to plan their degree.

Students may transfer to a baccalaureate institution prior to completing their degree. Without the associate degree, however, students risk losing credits which are normally accepted within the degree or they may lack general education requirements, sometimes called general undergraduate requirements (GUR's). In order for the Direct Transfer Agreement to apply, a student must have completed 90 credits which are applicable and transferable to the receiving institution OR have completed the degree.

Path 2 OCCUPATIONAL EDUCATION

Associate in Arts

degrees, with emphasis in certain program fields, require completion of at least 90 college-level credits.

Certificates of Achievement

provide training in a focused program in a specific occupational field and require 45 credits or more of prescribed courses.

Certificates of Accomplishment

provide dedicated training and require less than 45 credits of specific courses.

Occupational program offerings and course requirements listed in this catalog may be altered by the college to reflect the needs of

industry, student interests, availability of resources and general education options.

Path 3 GENERAL STUDIES

Associate in Arts in General Studies

degree is designed for students who do NOT plan to transfer to a baccalaureate institution but wish to receive recognition for completion of 90 credits in college credit courses.

Skill Development

courses do not lead to a degree or certificate, but are designed to develop or build basic skills. Development of basic skills is available for students requiring basic reading, writing or mathematics. English as a Second Language offers non-native students an opportunity to learn English.

General Education Development (GED)

courses are available for students 19 years or older who may find it impossible to enter the high school completion program. Free courses are available to prepare for the GED exam. The exam has a minimal fee and is available through the Assessment Office.

High School Completion

is for students who are 19 years of age or older and would like to complete their high school education. Credit toward the diploma may be granted for work completed in accredited secondary schools. The student must complete 10 credits in residence at BCC. The high school diploma is accepted for admission to baccalaureate colleges and is subject to the same conditions as the usual high school diploma.

Path 4 CONTINUING EDUCATION

In our quickly changing world, education is now a life-long process. BCC Continuing Education offerings meet on-going learning needs, after, or in between formal degrees. These classes keep knowledge and skills current without the constraints of working for credit or degrees. Options range from three-hour workshops to ten-week classes. Content includes work-related and personal enrichment subjects, with instruction generally focused on immediate use. Students may request a certificate of completion. Continuing Education Units (CEU's) are available for some offerings.

Offerings are continually updated to meet current needs. Course descriptions, schedules and fees are published in the quarterly schedules mailed to all district households, and are also available by calling the Continuing Education Office at 641-2263.

Degrees

The following degrees offered at BCC require at least 90 college-level credits for completion. Programs designated with a pound sign (#) indicate selective admissions criteria:

Associate in Arts and Sciences

Associate in Science

Associate in General Studies

Associate in Arts

- Accounting Paraprofessional
- Administration of Criminal Justice
- Administrative Office Systems
 - Office Management
- Diagnostic Ultrasound #
- Early Childhood Education
- Early Childhood Special Education
- Fire Command and Administration
- Fire Investigator
- General Business Management
- Information Technology (previously named Computer Information Systems)
 - Programming
 - Technical Support
- Interior Design (three-year program)
- International Business
- Marketing Management
- Media Communication and Technology offers endorsements in:
 - Computer Animation and Graphics
 - Multimedia Design and Authoring
 - Video-Computer Interface
 - Video Production
 - Web Authoring
- Nursing #
- Radiation Therapy #
- Radiologic Technology #
- Real Estate
 - Appraisal
 - Commercial Practices
 - Escrow
 - Mortgage Finance
 - Residential Practices
 - Title Insurance
- Recreation Leadership

Degrees and Certificates

Certificate Programs

Certificates offer short-term training in a wide variety of areas and programs. Certificates of Achievement require 45 or more credits. The Certificates of Accomplishment require fewer than 45 credits. The credits required for completion are shown in parentheses.

Business Programs

Accounting

- Bookkeeping (30)
- Paraprofessional Accounting (45)

Administrative Office Systems

- Administrative Assistant (45)
- Business Software Applications (31)
- Word Processing (24)

General Business Management

- Entrepreneurship (30)

Information Technology

- Microcomputer Support Specialist (45)
- Programmer
 - C (45)
 - Client Server - Visual Basic (45)

Marketing

- Retail Management (30)
- Sales and Marketing (28)

Early Childhood

- Early Childhood Education (45)
- Early Childhood Special Education (45)

Fire Command

- Fire Command and Administration (45)

Health Sciences Programs

- Alcohol/Drug Studies (61)
- Nuclear Medicine Technology (63)
- Radiation Therapy Technology (62)

Media Communication and Technology

- Graphics and Animation for Multimedia (45)
- Multimedia Authoring (45)
- New Media: Studies in Emerging Technologies (45)
- Video-Computer Interface (45)
- Video Production (45)
- Web Authoring (45)

Real Estate

- Appraisal (21.5)
- Escrow (20)
- Mortgage Finance (23)
- Property Management (21)
- Real Estate (21)
 - Title Insurance (20)

Washington Academy of Languages

In cooperation with the Washington Academy of Languages (WAL), BCC offers credit for the certificate programs listed below. Application for admission to these programs must be made through WAL.

- Interpretation (22)
- Translation (22)

Certificates of Completion

Students in Continuing Education courses may request a certificate of completion for any individual course, but must make that request by the beginning of the first class meeting.

Continuing Education Units (CEU's)

The Continuing Education Unit is a nationally recognized unit of documentation for participation in an organized continuing education experience. Selected Continuing Education offerings offer CEU's and if students meet performance criteria, they will receive a CEU certificate.

Enrollment Information

Admissions

Eligibility

1. Bellevue Community College admits high school graduates and adults 18 years of age or older. Currently enrolled high school students may take college courses with written approval from their school official. Applicants who do not meet these criteria will be considered for admission on a case-by-case basis.
2. Some college programs have *selective admissions*, whereby not all applicants who are qualified for admission into the program can be accommodated. These programs accept students in the fall ONLY and publish their admissions requirements no later than Spring Quarter. Students should contact the Admissions Office or the programs directly for entrance requirements, deadlines and applications.

The following programs have *selective admissions*:

- Diagnostic Ultrasound Technology
- Nuclear Medicine Technology
- Nursing
- Radiation Therapy Technology
- Radiologic Technology

Application Process

New Students

To gain *general* admission to Bellevue Community College, prospective students are required to complete the Application for Admission, available in high school offices and in the BCC Student Services Center. New students will be admitted to Bellevue Community College in the order in which their admissions forms are received. If the student has attended other colleges or universities, official transcripts are NOT REQUIRED until they apply for graduation or request an official evaluation of transferred-in credits.

General admissions deadlines are:

- Summer – May 31
- Fall – July 31
- Winter – November 15
- Spring – February 28

Students applying for *selective admissions* into a degree or certificate program must meet different application deadlines and entrance requirements and must follow the guidelines prescribed by the specific program. Students should contact the Admissions Office or the programs for application information.

Formerly Enrolled Students

In order to regain admission, students who have not attended Bellevue Community College for two consecutive quarters (excluding Summer Quarter) must complete the Application for Admission. If a student takes a one quarter leave, their continuing student status remains.

International Students

The college is authorized under federal law to enroll non-immigrant aliens. International students may enroll either in the college's credit programs (provided they meet requirements) or in an intensive English program (if they do not meet English proficiency requirements).

1. International students are admitted to regular credit programs upon meeting the following requirements:
 - a. Complete and sign the International Student Application for Admission.
 - b. Provide translated copies of all scholastic records (e.g., high school, previous college, language schools, etc.).
 - c. Provide Declaration and Certification of Finances or a notarized Affidavit of Support.
 - d. Submit a passport-sized photograph.
 - e. Once admitted, show proof of medical insurance for each quarter of attendance, or enroll for insurance at the time of registration.

- f. Provide a \$35.00 (U.S. dollars) non-refundable application fee.
- g. Submit proof of English language proficiency in one of the following ways:
 - score 500 or above on the TOEFL test; OR
 - demonstrate two years of successful completion (GPA of 2.5 or higher) of regular English courses in a US high school, supplemented by a personal interview; OR
 - transfer directly from BCC's English Language Institute upon successful completion of Level 5, and pass BCC's waiver exam (including recommendation from program faculty); OR
 - transfer from a US language institute, college, or university with a GPA of 2.5 or higher.

2. International students are admitted to the intensive English Program (the English Language Institute) upon meeting the following requirements:

- a. Complete and sign the International Student Application for Admission.
- b. Pay the \$150 application fee.
- c. Provide certification of finances.

There are no established quarterly admission deadlines for international students; however, it is suggested that credit students apply at least 60 days in advance of any given quarter to ensure their applications will be considered. Intensive English Program applications should be submitted 30 days in advance of the beginning of the quarter. International students may apply for any quarter throughout the year, although the college may not be able to admit all international credit students applying for admission.

Registration

Credit Courses

1. New and former students (new to BCC or returning after an absence of two or more quarters) who will be taking credit courses receive a registration appointment date along with information on assessment and registration. New and former students who miss the quarterly admission application deadlines register according to the last four digits of their social security number. The registration calendar is published in the Quarterly Class Schedule.

2. Continuing Students (or those students who have been absent for one quarter only) register using the Touchtone telephone system according to their scheduled access time. System access for adding or dropping courses ends on the second day of each quarter. Students choosing not to register through Touchtone may do so in person the day after their scheduled access.
3. Transfer Students must apply for admission and follow the new and former student process.
4. Late Registration is permitted only during the first two business days of the quarter during the academic year (Fall, Winter and Spring Quarters) and during the first day of the quarter during Summer Quarter.

Withdrawal, Dropping/ Adding Courses

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals do not require instructor's signature and are classified as official only when the student withdraws via the Touchtone telephone system, submits a completed Schedule Change Form to the Registration Office, or submits a signed request in writing. There are consequences for failure to meet deadlines; students should refer to the Grades section of the catalog for additional information on the "W" grade.

Continuing Education (non-credit) courses

Registration for Continuing Education courses takes place at any time after the Quarterly Class Schedule is available and through the second class meeting on a space-available basis. Appointments are not necessary. Continuing Education students may register by mail, fax, e-mail or phone.

Credit Loads

Definition

Credit is recorded in quarter hours. Each quarter credit hour represents one 50-minute period of class time each week for a duration of 11 weeks, or the equivalent in laboratory time, field work, or approved independent study.

Full time credit load

For academic purposes, 12 credit hours is considered to be a full-time load. To complete a degree program within two years, a student should average 15 credit hours per quarter.

Overload

To enroll in more than 18 hours per quarter, a student must have a 3.0 cumulative GPA. Students not meeting this GPA requirement must request permission from the Associate Dean of Enrollment Services.

Transfer from Other Colleges and Universities

Official transcripts are ONLY required when the student applies for graduation or for an official evaluation of credits. *Official* transcripts that are submitted with an admission application are returned to the student and become an *unofficial* transcript.

Registration appointments for continuing students are based on total credits completed. Therefore, students who have earned at least 45 credits towards their degree from accredited institutions AND who are planning to pursue a degree at BCC, are encouraged to bring an *unofficial* copy of each of their college transcripts to the Student Services Center. Future registration appointments will reflect the cumulative credits earned at other institutions for as long as the student remains a continuing student.

Transfer credits are:

- applied to an associate degree at BCC for a maximum of 60 credits.
- used *only* as they apply toward a degree or certificate.
- applied to a certificate at BCC based on program chair approval, for a maximum of two-thirds of the credits required to complete the certificate (certain programs have a time limit in order for the credits to apply).
- accepted on official transcripts only, including those electronically transmitted directly from the institution.

- based on course and credit equivalency, applicability to the program, and the institution's accreditation
- normally accepted from institutions accredited by an association equivalent to the Northwest Association of Schools and Colleges or from institutions accredited through other regional accrediting associations.
- subject to approval by the Evaluations Office.

Transfer to Other Colleges and Universities

Baccalaureate colleges and universities:

- normally accept transfer college-level courses which are numbered 100 or above.
- accept as part of a Transfer Associate degree some courses not normally transferable, such as occupational courses. Occasionally, occupational classes are accepted without a transfer degree, but this should be carefully explored at the institution to which the student will be transferring.
- usually limit the number of credits they will accept from community college transfer students to ninety (90) quarter credits.
- may not accept a course graded with a "P" grade, credits earned by exam, or Advanced Placement (AP) credits.
- reserve the right to require a higher admission GPA than the minimum required for graduation at BCC and to recompute a student's accumulated grade-point average in accordance with their policies.

Tuition and Fees

Tuition and fees may be paid through VISA, MasterCard, check or cash. Checks returned because of stop payment will be charged \$25, and the student will be immediately withdrawn from all courses. All other returned

checks will result in a student being withdrawn after being notified of the reason for withdrawal with a \$15 fee for reinstatement. After the third returned check, including third-party personal checks, the privilege of check-writing will be denied.

The following tuition and fees are subject to change by the Washington State Legislature. Students should refer to the Quarterly Class Schedule for the most current tuition rates. The following are estimates based on 96-97 rates:

96-97 Tuition and Fee Rates		
<i>Credits</i>	<i>Resident</i>	<i>Non-Resident</i>
1 or 2	\$96.40	370.40
3	144.60	555.60
4	192.80	740.80
5	241.00	926.00
6	289.20	1,111.20
7	337.40	1,296.40
8	385.60	1,481.60
9	433.80	1,666.80
10-18	482.00	1,852.00
19 & over	(1) below	(2) below

(1) Residents will pay \$482.00 plus \$42.00 per additional credit
 (2) Non-Residents will pay \$1,852.00 plus \$179.00 per additional credit

Comprehensive Fee

The comprehensive fee is calculated in the student's tuition and fees charged during registration and offers services for no additional charge. These services include but are not limited to parking, transcripts, catalog and health services.

Other Charges

Fees for self-support, telecourses or Continuing Education classes are listed with the courses in the Quarterly Class Schedule. Residency in the state of Washington is not required for these classes, and students are charged the amount listed regardless of residency.

Tuition and Fee Refunds

Refunds are paid when a credit student withdraws from the college OR when a credit student withdraws from courses(s) that reduce the total credits below 10. Certain fees are non-refundable and are identified as such.

Students withdrawn for disciplinary reasons will not be eligible for a refund. This policy does not apply to Continuing Education non-credit courses or self-support courses (these courses may have a separate refund listed in the Quarterly Class Schedule).

Refunds are processed after the third day of the quarter. Students may request a refund earlier by visiting or contacting the Cashier's Office. The College Calendar, published in the Quarterly Class Schedule, identifies the deadlines for each quarter. For Fall, Winter and Spring Quarter withdrawals are refunded as follows:

- 100% refund (minus \$7 fee) PRIOR to the third instructional day of the quarter.
- 80% refund (minus \$7 fee) FROM the third through the fifth instructional day of the quarter.
- 50% refund (minus \$7 fee) THROUGH the twentieth calendar day of the quarter.
- No refunds are given after the twentieth calendar day.

For Summer Quarter withdrawals are refunded as follows:

- 100% refund (minus \$7 fee) PRIOR to the second instructional day of the quarter.
- 80% refund (minus \$7 fee) FROM the second through the fourth instructional day of the quarter.
- 50% refund (minus \$7 fee) THROUGH the twelfth calendar day of the quarter.

No refunds are given after the twelfth calendar day.

Tuition and Fee Waivers

Tuition and Fee Waivers currently approved by the Board of Trustees include:

1. GENERAL WAIVERS

Vocational Training over 18 credits

Waives overload fees for resident or non-resident students enrolled in more than 18 credits in a vocational or occupational program.

Vietnam/Southeast Asian Veterans

Waives the difference between current regular tuition and a frozen base rate (Fall 1977) for resident students who were on active military duty in Southeast Asia between August 5, 1964, and May 7, 1975, and who were enrolled in a state of Washington institution before May 7, 1990.

This waiver expires on June 30, 1997.

Persian Gulf Veterans

Waives the difference between current regular tuition and a frozen base rate (1990-91) for resident students who were on active military duty in a Persian Gulf combat zone. This waiver expires on June 30, 1997.

Children of Deceased or Disabled Law Officers and Firefighters

Waives all or a portion of tuition and services and activities fees.

Children of Deceased POWs and MIAs

Waives all or a portion of tuition and services and activities fees.

Timber Workers

Waives State Board-approved resident and non-resident tuition and services and activities fees.

Student Scholarships

Waives all tuition and services and activities fees for state-approved WAVE and Scholars recipients selected prior to June 1994.

Needy

Waives all or a portion of tuition and services and activities fees for resident and non-resident needy students as designated by the Financial Aid Office.

High School Completion

Waives all or a portion of tuition and services and activities fees for resident students 19 years or older who are enrolled in a high school completion program.

Concurrent Enrollment with Other Community Colleges

Allows interdistrict enrollment of resident and non-resident students; regular tuition rates apply.

2. WAIVERS OF NON-RESIDENT DIFFERENTIAL IN TUITION AND FEES:

Congressional Dependents

Waives all or a portion of the non-resident differential.

Higher Education Employees

Waives all or a portion of the non-resident differential for a higher education employee residing in the state of Washington and holding not less than a half-time appointment; also spouse and dependent children of such employee.

High School Completion

Waives all or a portion of the non-resident differential for non-residents enrolled in a high school completion program.

Military

Waives the non-resident differential and adds a surcharge of 25% of the resident operating fee for active duty personnel stationed in Washington.

Refugees

Waives the non-resident differential and adds a surcharge of 25% of the resident operating fee for refugees, spouses, and dependents.

3. SPACE-AVAILABLE WAIVERS

Seniors, credit and audit

Waives all or a portion of tuition and services and activities fee with a maximum registration fee of \$5 for two classes.

BCC Employees

Waives all or a portion of tuition and services and activities fee with a minimum registration fee of \$5.

Note: these waivers do not apply to Continuing Education and self-support courses.

Washington State Residency for Tuition Purposes

In order for a student to be classified as a resident of the State of Washington for tuition and fee purposes, the student shall:

- have established a bona fide domicile in the state of Washington primarily for purposes other than educational for a period of one year immediately prior to commencement of the quarter for which the student has registered; and be financially independent; or be a dependent student one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the quarter for which the student has registered; or
- have spent at least 75 percent of both his or her junior and senior years of high school

in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year; or

- be the spouse or dependent of a person on active military duty stationed in the state of Washington.

A student shall be classified as “non-resident” for tuition and fee purposes if he or she does not qualify as a resident student under the provisions stated above. In addition, a student shall be classified “non-resident” if he or she:

- will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legal guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the quarter for which the student has registered;
- attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for the financial assistance, such non-residency continuing for one year after the completion of the quarter for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit, or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other non-education-related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term “financial assistance”; or
- is not a citizen of the United States of America, unless the individual holds permanent or temporary resident immigration status, “Refugee-Parolee” status, or “Conditional Entrant” status.

A person does not lose domicile in the state of Washington by reason of residency in any

state or country while a member of the civil or military service of this state or of the U.S. if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

Any resident dependent student who remains in this state when such student’s parents or legal guardians, having theretofore been domiciled in this state for a period of one year immediately prior to commencement of the first day of the quarter for which the student has registered, move from this state, shall be entitled to continue classification as a resident student so long as such student is continuously enrolled during the academic year.

If the student, or the parent in case of a dependent student, has attended a Washington institution for more than six hours per term anytime during the twelve months in which residency is being established, state law presumes the move to the state was primarily for educational purposes and the time of enrollment is NOT counted towards the one year establishment of residence. If the move to Washington was for purposes OTHER than educational, proof must be submitted of such.

Veterans’ Administration Standards and Requirements

BCC and its degree programs are approved for students eligible for Veterans Administration Education benefits. Eligible veterans, reservists or dependents of veterans who plan to apply for benefits must contact the Veteran Coordinator in the Financial Aid Office as early as possible.

Certification of VA benefits will occur upon acceptance to a VA-approved degree program and when all pertinent documents are on file. The eligible student can be certified only for courses applicable to the declared degree program. Students are expected to be enrolled in college-level courses, although some developmental courses (“deficiency courses”

in VA terminology) are permitted. Students requiring deficiency courses will be reviewed by the Veteran Coordinator.

All VA benefit recipients are required to enroll in at least six credits per quarter and maintain academic progress by successfully completing their courses with a 2.00 grade point average. Students who fail to maintain the minimum requirement may be placed on probation when extenuating circumstances occur. It is advisable to consult with the Veteran Coordinator when the student suspects they may fail to maintain academic progress.

Immediately report to the Veteran Coordinator any change in the program of study, credit load, dependent status, address or other change that may impact the student's VA status.

Final Exams

It is the policy of Bellevue Community College that final exams may be used only in connection with the use of other evaluative techniques throughout each period of instruction, and no examination, including the final exam, shall make up more than 33 percent of a student's final grade. Consultation between the instructor and the student is deemed desirable concerning the specific results of examinations, quizzes, or other evaluative techniques or circumstances.

Grades

Students may learn their grades via the Touchtone telephone system approximately 10 days after the quarter ends, and grades are mailed to students approximately 14 days after the quarter ends.

Bellevue Community College utilizes the following grading system to reflect the student's achievements:

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 point per credit hour

Unsatisfactory Achievement

- F 0 points per credit hour

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

Passing

P No points are calculated for a "P" grade, which is issued in two separate instances; for those courses institutionally recognized as utilizing the "P" grade, and for courses graded using "A" through "F" in which a student elects to be evaluated Pass/Fail. In the latter instance, all "P" grades must be supported with traditional letter grades and when the student fails to receive a grade of "A" through "D," a grade of "F" will be granted and calculated into the grade point average.

Courses which a student elects to take P/F may not be used to satisfy distribution requirements in the Arts and Sciences or Science Degrees. A student must declare his/her intention for a "P/F" grade within the first 10 days of the quarter by filing the request in the Registration Office.

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.

The "Z" grade – separate and distinct from audit, course in progress, incomplete and withdrawals – may be awarded at the discretion of the 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.

Official Withdrawal

W Grading and recording for official withdrawals are different during the academic year than during the Summer Quarter.

During Fall, Winter, and Spring Quarters withdrawals are recorded as follows:

- Through the tenth day of the quarter, the dropped course does not become part of the transcript record.
- After the tenth school day and through the end of the seventh week of the quarter, the grade of "W" will become part of the student's transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During Summer Quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the grade of "W" will become part of the student's transcript record, regardless of grade status at this time. No official withdrawal will be permitted after the start of the sixth week of the quarter.

A student who finds it necessary to withdraw completely from the college due to illness, military reassignment or other bona fide reasons must comply with the procedures listed above.

The Associate Dean for Enrollment Services may grant exceptions and authorize late withdrawals due to extraordinary circumstances. Students must submit appeals for exceptions in writing and provide documentation to support the claim of extraordinary circumstances. Failure to submit a signed appeal with supporting documentation may result in the student receiving a failing grade on the transcript and the student will forfeit any refund which would otherwise be due.

Audit

N Not counted for credit or grade point average. A student must declare his/her intention to audit a course within the first ten days of a quarter by filing the request in the Registration Office.

Course in Progress

Y This symbol indicates a course which, by authorization of the Executive Dean of Educational Services, 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 the student has not completed specific prescribed requirements for a course, generally for unforeseen reasons beyond the student's control.

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 be given an "I" grade at the course instructor's discretion.

An "I" will not be posted to a transcript unless the instructor's grade sheet is accompanied by a statement on the contractual form which specifically indicates the work the student must do to make up the deficiency. Both the instructor and the student must sign the contractual form. The contract must state the specifics of the deficiency and the 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 instructor, the student and the Registrar. The nature of the deficiency must be such that removal of an "I" grade is not contingent on subsequent enrollment in the same course by the student.

Whenever possible, an instructor should designate a faculty alternate from within the same discipline to act in their 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.

An "I" grade remains permanently on all official records unless the deficiency stated on the contractual form is resolved by the student within the specified time period. An "I" grade cannot be converted to non-credit. At any time during the period allowed by the contract for completion of the incomplete, the student may petition the instructor (or

his/her designated alternate) and the Executive Dean to change the terms of the deficiency or the completion date.

Changing a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately. Grades are available via the Touchtone system approximately 10 days after the quarter ends, and are mailed to students approximately 14 days after the quarter ends.

The instructors receive an audit sheet of all grades they have awarded in all classes during the first ten days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has only one year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division chairperson of that faculty member. After one year, grades are not changed except for extraordinary reasons.

Repeating a Course

Students who have completed a course and are repeating the same course for the purpose of improving their grade may repeat it two more times. All grades will appear on the academic transcript. In order for the highest grade to be calculated into BCC's GPA for graduation purposes, the student must complete a Repeated Class Request Form at the Student Services Center. This request will result in the lowest graded course(s) having a grade identifier of "R" posted next to the grade(s) in the permanent transcript. BCC's grade point average will exclude any course that has a repeat grade identifier. Students should be aware that other colleges and universities may include repeated course grades in their eligibility for admission and/or graduation.

Non-Traditional Ways to Earn Credit

Advanced Placement

The Advanced Placement (AP) Program is in effect at many high schools and is recognized by Bellevue Community College. Credit may be granted or placement into an advanced course may be offered by the college when an official AP examination grade is submitted with a score of 3 or above. Approval of AP varies throughout the departments and students should pick up a request for an Advanced Placement Credit form at the Student Services Center.

The departments may choose to approve credit to be transcribed as transferred-in "AP credit" or the student may be assigned an equivalent BCC course which would appear with a grade on the student's transcript. The departments may also choose to allow for course placement, which is the ability to use AP as a prerequisite or to meet eligibility for a course. This course placement would be processed by the Assessment Office.

Credit By Examination

The college recognizes that students may already have gained enough competence in a particular area of study to make taking some courses redundant. It may be 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 under the following conditions:

1. The student must be currently registered at Bellevue Community College.
2. The student must have completed ten quarter credit hours at BCC.
3. Individual departments or programs may require that a student complete the next highest sequential course before receiving credit. However, a student cannot receive credit by examination for a course if he or she has already completed a more advanced course in that subject area.
4. Students are not allowed to take an examination for previously enrolled or audited course at BCC.

5. If a student has already taken and failed an examination for credit, they may not repeat the examination.
6. International students cannot receive credit by examination for 100 - 200 level courses in their native languages.
7. Credits earned by examination may be used to satisfy degree requirements, but only 15 such credits are transferable. These credits cannot be applied to meet distribution requirements for the transfer degree.
8. Credits earned by examination are identified as such on the student's transcript and are not calculated into the GPA.
9. Credit is allowed only for examinations in which the student has received a grade of "C" or better.
10. When applying for credit by examination, the student must request an Approval for Credit-by-Examination form in the Registration Office.
11. If there is no exam available for that course, the request may be denied. The form is signed by the program chair and returned to the Registration Office. If the request is approved, the student is referred with the form to an examiner.
12. After the student successfully completes the examination, the examiner completes and returns the form to the student. The student must submit the completed form to the Registration Office.
13. A fee equal to one-half the current tuition and fee rate will be charged.

Running Start

The Running Start program is a partnership between BCC and local high schools. The program allows high school juniors and seniors to enroll in BCC classes tuition free, and earn college credits which also apply to high school graduation requirements. Students may enroll simultaneously in high school and college classes, or solely in college classes. The program offers eligible high school students the opportunity to get a head start on earning college credit.

College-in-the-High School

High School Students can earn dual high school and college credit in a cooperative program between local school districts and Bellevue Community College. Students take College-in-the-High School courses at their own high school. The courses are taught by carefully selected school district teachers who work closely with BCC faculty mentors and are designated as adjunct faculty of the college. Students should make an appointment with their high school counselor to get additional information about courses offered at their high school.

Tech Prep

Tech Prep is a program that enables high school students to request college-equivalent credit for occupational/vocational courses taken at a high school that has articulated an agreement with the Northeast Tech Prep Consortium. Prior to submitting an admission application students should meet with the appropriate program advisor to approve their Tech Prep credits. In order to gain college credit at BCC the following conditions must be met: a) the high school course must be articulated as a college-equivalent class, b) the student must have received a "B" or better grade, and c) the student must apply for college-equivalent credit within two years after their high school graduation.

Non-Traditional College Program Credits or Military Training

BCC may also recognize learning acquired in the military or other non-traditional college credit programs, and active military service of one year or more may qualify as three physical education credits. Students should visit the Student Services Center to request special forms and inquire as to the process for evaluation of these credits.

The American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services is used as a reference in assisting to determine the amount and type of military credit which may be accepted.

Military credits will be evaluated only from official military documents.

Of the maximum 60 credits which may be transferred and applied to an associate degree

at BCC, 15 credits may be earned through non-traditional or military courses. Course acceptance and equivalency decisions are at the discretion of the Evaluation Office or the program chair (for occupational credits). Non-traditional credits may only be accepted as electives.

Graduation

Official transcripts must be attached to the graduation application (transcripts which may have been submitted with the admission application cannot be used to satisfy this requirement).

One graduation application for each degree or certificate must be filed with a \$10 fee.

Students may elect to graduate under the provisions of the official catalog in force either at the time they first entered the program OR at the time they apply to graduate, providing five years have not lapsed and they have remained continuously enrolled in the program. To ensure timely notification of meeting graduation requirements, application deadlines are:

- Summer and Fall Quarters – June 1;
- Winter Quarter – November 1;
- Spring Quarter – January 10.

Applications for graduation must be filed two quarters prior to the end of the quarter in which the student intends to graduate. Students planning to graduate with a transfer degree at the end of Spring Quarter who want to receive an official evaluation of credits before registering for Spring Quarter should submit the graduation application by the last day of Fall Quarter.

The absolute deadline for filing an application for graduation for Spring Quarter is April 1. Failure to meet this absolute deadline will result in denial of graduation until the following quarter.

Participation in the commencement ceremony does not imply that a degree or certificate will be awarded. Final verification is made once the quarterly grades are posted.

Diplomas are mailed approximately 12 weeks after the quarter ends.

Commencement

During Spring Quarter, eligible students are mailed instructions regarding participation in the June commencement ceremony. Students must meet application deadlines in order to participate in commencement. The ceremony is held in the gymnasium during the evening of the final day of Spring Quarter. Graduates of any quarter during the academic year, from Summer through Spring Quarters, are encouraged to participate.

Honors

The college encourages students to achieve the highest level of scholarship in pursuit of their educational goals. Students who have earned an Associate Degree or Certificate of Achievement and have maintained at least a cumulative grade-point average of 3.50 will receive honors recognition in the printed program at the June commencement. All students graduating with honors will have their degrees and transcripts marked with "honors." If a student has completed a minimum of one-half of the required credits for the award at BCC, credits and grades transferred to BCC from other colleges and universities are not included in the calculation of the cumulative grade point average.

Student Records

Grades are mailed to students at the end of each quarter. Access to student grades for the preceding four quarters is available on the Touchtone system. As soon as the current quarter's grades are posted, the oldest quarter is dropped from Touchtone. Grades may be withheld if any financial or other obligations are not fulfilled.

With the exception of the student's permanent transcript, student enrollment-related records are not maintained beyond one year from the last date of attendance.

Transcripts

In compliance with The Family Education Rights and Privacy Act of 1974, a transcript of grades will be sent to a college, university or other agency ONLY upon the student's written request. In-person requests are made by completing a Transcript Request Form at the Student Services Center. Requests may also be made by faxing or mailing a written request providing student name, ID number, student signature and the name and address of institution or agency to receive the official transcript. Holds on permanent records resulting from outstanding tuition and fees, fines or college-owned material, must be cleared before a transcript is released.

Confidentiality of Student Records

Name of student, dates of attendance, degree or awards received and athletic-related statistics are considered public information. All other information concerning the student's permanent educational record is confidential and the conditions of its disclosure are governed by the Family Educational Rights and Privacy Act of 1974, as amended.

Support Services for Students at BCC

Bellevue Community College offers many services to help the student attain their educational and life goals. Counseling, job referral, services to special populations and a centralized student processing area are some of the convenient features of Bellevue Community College.

Academic Advising

The Advising Center offers information regarding the degrees and certificates offered at BCC as well as information on other community colleges and baccalaureate institutions in the state of Washington. Curriculum advisors are located on the second floor of the Student Services Building. (See also: *Counseling*)

Assessment

To help credit students succeed, BCC strongly recommends participation in the Full Assessment sessions offered. If you have never attended college, contact the Assessment Office at 641-2243, or go to the second floor of the Student Services Building, to schedule an assessment for placement purposes. English composition, reading and certain math courses require placement for registration. Some courses with listed prerequisites may be satisfied through assessment. Transfer students may or may not need an assessment. The Assessment Office will make that determination.

Career Resource Center

The Career Resource Center offers information and guidance regarding career and

academic planning, as well as job search strategies. Besides offering career informational materials, the Career Center offers three software programs – SIGI Plus, Discover and WOIS. There are career advisors available on a drop-in (no appointment) basis to assist you (See also: *Job Center and Counseling*)

Counseling

Free, short-term counseling is available to registered BCC students through the college's Human Development Center (HDC). Services available through HDC include: career testing, decision-making regarding career and life goals, fear of tests and new situations, career classes/workshops, personal counseling, academic counseling, college survival classes and student advocacy. Counselors are available by appointment and drop-in. To schedule an appointment or find out the drop-in hours, call the Human Development Center. (See also: *Academic Advising, Career Resource Center and Job Center*)

Disabled Student Services

Disabled Student Services provides advising, counseling or referral to any student with a disability. Accommodation services are provided for those students with special needs due to disabling conditions. Documentation of disabling conditions may be required. Accommodations should be requested at least 20 days prior to need.

Financial Aid

The Financial Aid Office provides assistance to those who are determined eligible, within the limits of available resources. Sources of

aid that are currently available include jobs, loans and grants. The office reviews each applicant's needs and attempts to put together a financial aid package which utilizes one or more of the resources available.

Family Contribution & Family Need

The college subscribes to the federal formula for determining eligibility. When a student applies for student aid, the information reported is used in a formula established by the U.S. Congress. This formula calculates Expected Family Contribution (EFC). This is the amount the student and/or their family is expected to contribute towards education for three quarters. The EFC is then used in an equation to determine financial need.

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{Expected Family Contribution} \\ & = \text{Financial Need} \end{aligned}$$

The EFC is based on many factors, including 1996 income information. If the family's circumstances have changed dramatically in 1997 (e.g. loss of job, death, separation, etc.) students may wish to inquire in the Financial Aid Office about special condition requirements.

Cost of Attendance for 9 months (Tuition listed are the 96-97 rates)

	Living With Parents	Living in Apartment
Tuition & Fees	\$1,446**	\$1,446**
Books & Supplies	618	618
Rent/Food/Utilities	1,884	4,830
Transportation	1,094	1,094
Misc./Personal	1,644	1,752
TOTALS	\$6,686	\$9,740

** non-resident tuition is \$5,556 for three quarters

Application Procedure

Applying for financial aid is a lengthy process. The Financial Aid Office must follow the rules and regulations set by the federal and state governments. *For priority consideration, all required forms must be completed and received in our office by April 15, 1997.* Forms and instructions are available through the BCC Financial Aid Office.

Notification of Award

When awarded aid, students receive an Award Notification by mail which indicates the type and amount of award(s) offered for each quarter. Students need only return the Award Notification if they are rejecting their award.

Enrollment Status

Unless students are awarded after they have registered, awards are always based on full-time attendance (12 or more credits per quarter). If a student registers for less than 12 credits for any quarter where aid has been offered, awards will be adjusted based on their enrollment.

Disbursement of Funds

Check disbursements are made available at the Cashier's Office. The cashier will need a signed and current Attendance Verification Card (bright red form) and a picture identification. *Grant awards* are disbursed by a check payable to the student, after tuition has either been deducted from the award or paid by a third party on the student's behalf.

Student Loan

Checks are available in the Cashier's Office five business days after the disbursement date on the notice sent by the lender, BUT no sooner than the first day of the quarter for which the check is issued. In addition, federal regulations require a 30-day disbursement delay for new students who are first-time borrowers.

Work Study

Checks are earnings paid according to the employer's payroll schedule. On-campus students are paid once per month, usually around the 15th day of the following month.

Financial Aid Available: Grants, Work Study and Loans

Federal Supplemental Educational Opportunity Grant

Federal Supplemental Opportunity Grants (FSEOG) are for undergraduates with exceptional need, with priority given to students who receive Federal Pell Grants.

Federal Pell Grant

Federal Pell Grants are for undergraduate students who have not earned a bachelor's

or professional degree. For many students, Federal Pell Grants provide a foundation of financial aid to which other aid may be added.

Washington State Need Grant

This program is administered by the Higher Education Coordinating Board for eligible Washington state residents. Eligibility is determined using state guidelines which assess need through analysis of income and family size.

BCC Grants and Tuition Waivers

According to state community college regulations, a limited number of tuition waivers and grants are made available to financially needy state residents.

Work Study

A variety of jobs are made possible through federal and state work study programs, and also through institutional funds. Students are employed in a wide range of positions on campus, working as typists, landscapers, lab assistants, library assistants, etc. Off-campus placement related to a student's program of study are also available in a variety of public and private settings. Placement may be obtained through the Job Center on the second floor of the Student Services Building.

Loans

Federal Family Education Loans (FFEL) are made available through banks, credit unions, and savings and loan associations to students registered for at least six credits per quarter. The standard repayment is \$50 per month. In certain cases where financial need is established by the office, interest is paid by the federal government until six months after the borrower is no longer enrolled for the minimum six credits.

All loan requests require attendance at the Loan Entrance Counseling Session. This session provides valuable information about your rights and responsibilities as a borrower. For date and time of available next sessions, please see the Financial Aid Office.

Scholarships

A considerable number of private scholarships are administered through the college. In most cases, the recipient is chosen by the donor. A limited scholarship library is available in the Financial Aid Office. Students who have Internet access

may also obtain scholarship information at <http://www.studentservices.com/fastweb/>

Satisfactory Progress

Students applying for and/or receiving financial aid are required to make and maintain satisfactory academic progress in their course of study. A copy of the policy is made available to all financial aid applicants and available in the Financial Aid Office.

The maximum time frame for a full-time student to earn a degree and continue to receive financial aid is nine quarters. This is a maximum of 135 attempted credits. Students who exceed 90 attempted credits are required to submit an Educational Plan which is completed with assistance from a program or curriculum advisor. This plan helps students enroll in the courses which directly apply to their intended degree or certificate.

Refund & Repayment

When a student officially withdraws from all classes or completes zero credits in any quarter, they will be subject to refund and possible repayment of the financial aid received. Tuition refunds are first returned to any federal aid received. The calculation used to determine how much is to be repaid by the student is based on the documented number of weeks of attendance as provided by the instructor. Therefore, it is important that students officially withdraw and notify the Financial Aid Office immediately when they withdraw from all classes or stop attending for extenuating circumstances.

Head Start

BCC has a unique Head Start Program which provides a full-day, free early childhood program for four-year-old children whose eligible parents attend college or work. Head Start is a federally funded family program which provides developmental screening, health screening, hot meals and a professional preschool staff.

International Student Services

International Student Services (ISS) provides primary support for international students who are enrolled in credit classes at BCC. ISS also provides support services related to: international student admissions, advising, counseling, employment authorizations, club and student-life, activities, credit evaluations/reviews and student housing referrals.

Job Center

The Job Center is open to students and the community. The Center is a co-location site with the Bellevue Job Service Center. An Employment Security employee works full-time at the center. Information on full and part-time positions is available. Students who are eligible for Workforce Training can also obtain information on Commissioner Approved Training. (See also: *Career Resource Center*)

Computer-Equipped Labs

Apple Computer Lab

The Apple Lab is equipped with Macintosh computers, many with CD-ROM drives. A wide variety of easy-to-use software applications have been installed. Both laser and color printers are available. Internet web browsing is available on evenings and weekends. Student lab assistants are available to provide some assistance in the use of lab computers. The lab is open to all students who have paid a BCC Apple Lab access fee. Students who have paid computer lab fees for access to other BCC computer labs may also use this lab on evenings and weekends.

AOS/PC Computer Labs

These labs are equipped with PC's using the Windows 95 Graphical User Interface (GUI). Many have CD-ROM drives and multi-media capability. Popular word-processing, spreadsheet and database software applications

have been installed. Laser printers are available. Most computers have Internet access. Student lab assistants are available to provide some assistance in the use of lab computers. These labs are open to all students who have paid a BCC AOS/PC Lab access fee.

Engineering/Design Lab

This lab is equipped with PC's using the Windows operating system. AutoCAD software has been installed. Both laser printing and large format ink jet printing are available. Student lab assistants are available to provide some assistance in the use of lab computers. These labs are open to all Engineering and Design students enrolled in Engineering or Interior Design courses which have a BCC computer access fee.

Information Technology Lab

This lab is equipped with PC's using the Windows operating system. Popular word-processing, spreadsheet and database software applications as well as specialized software used by students enrolled in BA, CS and IT courses have been installed. Programming languages and Client Server technology are available for course work. Laser printing is available. Lab computers have Internet access. Intranet applications will also be developed in various courses. Student lab assistants are available to provide some assistance in the use of lab computers. This lab is open to all students enrolled in BA, CS and IT courses which have paid a BCC computer access fee. Other students may have access upon approval of the lab director and payment of a BCC computer access fee.

Interactive Multimedia Lab (IML)

This lab is equipped with both PC's using the Windows 95 Graphical User Interface (GUI) and Macintosh computers. Lab computers meet industry standards for multimedia development. Two color flat bed scanners, video capture equipment, and laser printing are available. Specialized multimedia development software has been installed on all lab computers. Many lab computers have Internet access. Student lab assistants are available to provide some assistance in the use of lab computers. These labs are open to

all students enrolled in Media Communication and Technology courses which have a BCC computer access fee.

Math Lab

Math Lab professional and student tutors 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.

Music Labs

These labs are equipped with both PC's using the Windows operating system and Macintosh computers. Specialized music software has been installed. Student lab assistants are available to provide some assistance in the use of lab computers. These labs are open to all students enrolled in music courses which have a BCC computer access fee.

Reading Lab

The Reading Lab enables students at BCC to register for credit while they become more proficient readers. Students are tested to determine reading vocabulary, comprehension and rate. Appropriate computer programs and/or other materials are provided to remedy deficiencies. The goal of the Reading Lab is to help students become successful, independent readers who can confidently handle texts and supplementary reading materials in their classes. Students must be registered to utilize Reading Lab services.

Technical Support Lab

This lab is equipped with both PC's using the Windows operating system and Macintosh computers. This lab is used by students enrolled in BCC's Technical Support Program to acquire hands-on networking and hardware/software configuration experience. It is open to all students enrolled in Technical Support courses which have a BCC computer access fee.

Writing Lab

The BCC Writing Lab assists students with writing assignments from essays to term papers. Lab assistants also help students prepare resumes and scholarship applications. Over 30 computers are available for use by students enrolled in composition classes.

Library Media Center

The Library Media Center contains 45,000 books; microfilms; videotapes; over 500 magazines, newspapers and journals among other resources. The On-Line Public Access Catalog (OPAC) available on the main floor offers information on the library's collection of print and non-print materials. Electronic sources such as those on CD-ROM as well as the Internet are accessed through several computer workstations. Computers, projection units, TV monitors and VCRs are available on rolling carts for use in the classrooms. The Library Media Center makes available study rooms, media viewing rooms and a video-editing suite.

Multi-Cultural Student Services

The goal of Multi-Cultural Services (MCS) is to provide educational support and retention services to students of color. MCS support services include: admission and registration assistance, academic assessment, financial aid application assistance, advising and personal counseling, student progress monitoring, special study skills course, consultation with instructors, campus and community referral, cultural activities and ethnic clubs.

Parking and Campus Security

The college maintains over 2,500 student parking spaces, with reserved areas for carpools (3+ people per car) and disabled drivers with state-issued permits. All students are entitled to parking permits upon payment of their comprehensive fees, and permits are required between 6 a.m. and 3 p.m. Monday through Friday. Campus Security enforces traffic and parking regulations and can also assist drivers with dead batteries and other emergencies.

Student Child Care and Learning Center

Child care is available to BCC students with children, 18 months to seven years of age. The center provides affordable quality child care with a full day preschool program. There is a weekly fee for children 18 to 30 months and a sliding scale for children three to seven years old. The Student Child Care and Early Learning Center at BCC is accredited by the National Association for the Education of Young Children. (See also: *Head Start and Parent Education Preschool*)

Student Health Center

The Student Health Center's focus is health promotion, disease prevention and wellness. The staff is available for classroom and campus-wide programs, as well as individual student consultations.

Student Programs

Student Programs provides campus exposure to cultural, social, educational and physical activities and events. The goal of Student Programs is to enlighten, educate and entertain BCC students through out-of-classroom experiences. Student Programs houses the following programs: ASBCC student government, the Student Programming Board, Phi Theta Kappa, the ASBCC used-textbook sale, the BCC *Curriculum Guide* and the Student Union Information Center. Student Programs also provides the BCC student handbook at no cost. Handbooks are available around campus and have information on campus services, programs, departments, and college policies, codes, and reports. Student Programs is located in the Student Union Building.

Tutoring Program

The Tutorial Program is designed for one-on-one and group session tutoring for all college credit courses. Students performing at a "C" grade level or below are eligible for two hours per week of individual tutoring. Group sessions may be attended by students performing at any grade level.

Veterans' Administration Programs

The Financial Aid Office coordinates educational benefits available through the Veterans' Administration.

Women's Center

The Women's Center helps students and members of the community to realize their career and educational potential through: physics and math study groups, financial aid information and one-on-one scholarship assistance, a transfer club, single parents' group, a quarterly workshop series, and information and referral to community services.

A variety of career transition classes and services are offered for men and women. The Compass for Success class is a creative career transition program designed for unemployed workers seeking employment and training options. The Women in Transition Program provides an intensive career and life planning class, follow-up classes and a mentoring program which connects participants with professional women in their chosen career field.

Workforce Training

Workforce Training is a partnership between Washington State Employment Security Department and the community and technical colleges of Washington.

Workforce students:

- are eligible for or currently receiving unemployment insurance (UI), or
- have exhausted UI benefits within the last 24 months.
- pursue only Workforce-approved vocational program or skill enhancement classes for college credit.

Workforce Training Services include:

- Guided career exploration and occupational assessment and self-service computers for career guidance and exploration at no cost to the students.
- Dedicated BCC Workforce program and financial aid advisors.
- *Compass for Success*, a transition course designed especially for unemployed workers.
- Limited assistance for tuition, books, child care and travel.
- Priority registration.
- On-site Washington state Employment Security representative.
- BCC Job Center resources.
- Work search assistance – resumes, including electronic resumes, labor market information, interviewing and more.
- Referral and coordination with other agencies.

BCC offers many educational opportunities distinct from our traditional credit programs. From non-credit Continuing Education courses to college credit opportunities for high school students, BCC is truly a community resource with something to offer people from all age groups and backgrounds.

Continuing Education Programs

Not interested in a degree? If you want a class which focuses on your immediate needs, doesn't have grades, but does have great instructors who are current in their field, try our non-credit Continuing Education courses. Our offerings range from three-hour workshops to ten-week classes – varied options designed to fit your schedule and your pocketbook. Pick from the largest, most comprehensive selection of continuing education courses found at any community college in the region.

Arts & Personal Enrichment

Select from courses in drama, dance, music, literature, art history, sculpture, crafts, drawing, and painting. Students may also meet personal needs through classes in financial planning, sports and recreation, science, home technologies, health and fitness, family life, and travel.

Business & Professional Development

Small Business

Begin a small business with free advising from our Small Business Development Counselor. Get help in promoting your business' growth with classes in finance, marketing and management skills.

All professionals

Courses are available in communication, supervisory skills, career planning, total quality management, international business and foreign languages for business.

Professional specialties

Keep up to date with information from practicing professionals in manufacturing,

health care, non-profit management, cabinetry, film and TV, among others.

Computers

Choose from over 300 offerings in the latest software for people from cautious beginners to proficient technical specialists. Introductory courses, office applications, desktop publishing, drawing, multimedia, programming, networking and troubleshooting are all taught off-campus in comfortable, state-of-the-art classrooms.

World Languages

Continuing Education offers non-credit instruction in 25 different languages. Many of the instructors are native or native-fluent. World languages also offers courses taught in English on world cultures and business practices.

High School Programs

General Education Development (GED)

BCC offers courses at no cost to prepare students for the five-part General Education Development exam. The GED test is available at BCC for a small fee. Those who successfully complete the test will earn a Certificate of General Education Development.

High School Completion

Students 18 years and older may elect to take courses at BCC which satisfy the state of Washington requirements for the high school diploma. Participation in the High School Completion Program requires that the student make arrangements for their high school transcript to be evaluated by the High School Completion advisor who approves a tuition waiver for participating students 19 years and

older. Students in this program are awarded high school credit and college credit simultaneously.

Running Start

Students classified as juniors or seniors in Washington state's public high schools may apply to this program. Applications are available in high school counseling offices. To qualify, students must demonstrate proficiency in college level English by taking the BCC Assessment for English 101. Students must also take the BCC Assessment for MATH 105/156 upon application. Qualified students may elect to take all or some of their remaining high school course work at the college. Tuition for these students is paid by their respective school districts.

College-in-the-High School

The College-in-the-High School is a cooperative program between local school districts and Bellevue Community College. It allows high school students to take regular college courses in their own high school. The program offers basic, introductory-level courses which are most often required in the general pattern of freshman coursework at Washington state's four-year universities. Students who successfully complete coursework taken through the College-in-the-High School program earn regular BCC course credit that is recorded on an official college transcript.

Tech Prep

Students from high schools that have 2 + 2 Tech Prep program articulation agreements with Bellevue Community College may earn occupational/vocational credit as outlined in the program's agreements. Earned credit will be transcribed on the BCC permanent record after the first quarter. BCC admissions procedures and requirements must still be met. Interested students may obtain the necessary form from their high schools.

Interdisciplinary Studies

Interdisciplinary courses are intense, challenging and rewarding classes in which several subjects are taught in concert. Interdisciplinary classes create “learning communities” where instructors team teach and students spend a large percentage of their time in small seminars.

International Programs

The International Programs Division of Bellevue Community College offers non-credit training to international students through the following programs:

University Preparation/ Intensive English as a Second Language

This program prepares students with TOEFL scores of 499 or below to successfully enter American colleges and universities.

International Business Professions

Students in this one-year program learn the basics of Western business through classroom study and practical training in industry.

University Summer Abroad

College and university-aged students study English and American culture in these two to four week programs. Weekly field trips and homestays allow students to experience life in America first-hand during their stay.

International Semester Abroad

This exchange program allows foreign colleges to send students to Bellevue Community College for six months of customized training through International Programs.

Parent Education

Parent/child classes provide a quality early childhood program combined with parent participation and parent education. Initial registration for each school year (September-June) begins in February and March, with continuous registration until classes are full. Parents enroll in one of the following five programs: Parent/Infant Classes, Parent/Pre-Toddler Observation, Parent/Toddler Observation, Cooperative Preschools, or Creative Development Discovery and Early Activities Laboratories. Day and evening classes are offered for each program.

Distance Learning Telecourses

BCC Distance Learning opportunities are designed to provide academic college credit classes for students whose educational opportunities are limited by time or distance constraints. Telecourses are offered on TCI Cable via the College Channel (Channel 28) from Bellevue Community College or on video tapes available in the Library Media Center. On-line courses are available via the Internet and accessible through links to the BCC Home Page (<http://www.bcc.ctc.edu>).

An associate degree can be earned solely through Distance Learning courses, and credits earned are transferable upon successful completion of course requirements as stipulated by each instructor. The cost per credit hour is the same as other state resident BCC academic courses plus an additional licensing fee per course.

“TELOS” – Older Adults’ Program

TELOS is a program for senior adults co-sponsored by BCC and the Bellevue Parks Department. Course offerings are selected by a board of older adults, with low fees and a social support network that extends beyond the classes.

Women’s Center

The Women’s Center provides a variety of information and referral services, educational opportunities and support for students and members of the community.

Student Services

- Scholarship and financial aid information
- Transfer Club
- Single Parent’s Group
- Math and Physics Study Groups

Compass for Success, 5 credit class

The Women’s Center in collaboration with the Workforce Training Program offers this creative career transition class designed for unemployed workers seeking employment and training options. The class provides opportunity to do the following:

- Assess interests and skills
- Identify high-demand occupations
- Develop a career path that matches student’s skills and interests
- Network with business and educational representatives
- Develop new computer and communication skills

CONNECT! Career Opportunities for Non Native English speakers in Education and Career Training

The C.O.N.N.E.C.T. class provides an opportunity for non-native English speakers to learn more about community opportunities for employment and education, and to share cross-cultural experiences. Curriculum includes information on understanding the educational system, strategies for obtaining employment and discussion on overcoming cultural barriers to obtaining employment.

Women in Transition

The Women's Center offers a three-phase program for women undergoing various life transitions. It begins with an intensive 54-hour class in Career and Life Planning which includes interest and vocational testing, goal-setting and confidence building, job search and college strategy skills-building. Following the class are six weekly meetings exploring the options and opportunities for pursuing education and career goals in the context of a healthy and balanced life. Finally, in the mentoring phase of the program, participants are matched with professional women similar to the career field they wish to pursue. Mentors and peers from the Women in Transition program create an infrastructure of support for women striving to achieve their educational and career goals.

Workshops

Students can learn the secrets of financial security; how meditation, yoga, or journaling can improve quality of life; how to communicate with loved ones or how to find natural alternatives to hormone replacement. The Women's Center presents informative workshops on all of these issues and many more each quarter. Credit students may attend these workshops at the discounted rate of \$5.00.

- College Strategies
- Creative Expression
- Career Development
- Personal Growth
- Managing Personal Finances
- Fitness, Health, and Safety
- Communication

Campus Activities and Student Life

BCC is well known for the strength of its academic programs, but we also offer many extracurricular activities and benefits to enhance student life. Arts, athletics and special-interest activities are available in the BCC community.

Art Gallery/Library Gallery Space

The BCC Gallery Space provides the campus and community with an opportunity to experience a range of strong visual art. Shows of works by present and former students, faculty and nationally recognized artists are presented on a rotating basis at the gallery.

Bookstore

Besides textbooks and school supplies for classes, the BCC Bookstore, located in the Student Services Building on the first floor, carries candy, toiletries, greeting cards, small gifts and BCC logo clothing.

Bus Pass Discount

METRO bus passes may be purchased by students, staff and faculty at discounted prices from the Cashier's Office. METRO bus schedules may be found in the Student Union Building, or you may call 553-3000 for bus route schedules.

Dance

Eastside Moving Company Dance Ensemble

Eastside Moving Company dancers work with professional choreographers in jazz, modern and ballet styles. A major production is held Spring Quarter in BCC's Carlson Theatre. Those participating earn 1-5 credits per quarter (*see Dance 201-203*).

Delta Epsilon Chi (DEC)

Delta Epsilon Chi, the post-secondary level of national DECA, is a student organization of instruction and training. DEC enhances the

value of education in marketing, merchandising and management, while preparing students for careers in sales, advertising, finance, retailing and wholesaling, fashion merchandising and many marketing-oriented occupations. DEC provides opportunity for leadership development, scholastic development, vocational understanding, organizational training and further development of professional attitude and appearances. Students attend state and national conferences and are given the opportunity to network with professionals from business and industry. It is recommended that a student wanting to participate in DEC enroll in Marketing 290 – Marketing Activities.

Drama

Each spring, the Drama Department produces a mainstage production. Plays of the past have included "The Heidi Chronicles," and "Dangerous Liaisons." Fall auditions are open to the campus community. Credit may be earned for participation in these productions, including construction and backstage work. Professional directors and designers from the Seattle area produce the plays.

The college also offers a "Stagefright" Drama Club which presents three shows each year: one complete play production during Winter Quarter, and two scene productions in the fall and spring. The club also holds two workshops each quarter conducted by theater professionals.

Fitness Center

Each student enrolled in the BCC Fitness Center is given a physical assessment. This information is used to prescribe an individual workout program on the Super Circuit. The Super Circuit provides an aerobic, strength and endurance workout simultaneously. Auxiliary hand weights and weight machines as well as cardio-vascular machines (treadmills, stair-steps, etc.) are available for use in the Fitness Center.

Food Services

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

Honor Society: Phi Theta Kappa

Phi Theta Kappa, the national community/junior college honor society, recognizes student academic excellence and leadership potential and gives members the opportunity for involvement in various campus and community service activities. An honors theme is chosen at the annual Honors Institute, which is held in June on university campuses near major cities around the nation. The honors theme is reflected in programs developed by the various chapters. The BCC chapter, Alpha Epsilon Rho, founded in 1979, requires a 3.5 GPA for membership eligibility.

Model United Nations

Model United Nations is a program which simulates activities of the United Nations and other international organizations. The simulation takes place over the course of several days, during which students deliver speeches consistent with their country's point of view, negotiate with other nations, and write and vote on resolutions in an attempt to find constructive solutions to many of the major issues facing the world. Participants develop a better understanding of international relations, the politics of other nations, and how the United Nations conducts its work. In addition, they examine a variety of issues such as peacekeeping, disarmament, economic development, environmental policy and human rights and consider the impact of political, economic, historical, social and cultural factors on foreign policy and international diplomacy. Each year the National Model United Nations holds a conference in New York open to all schools in the United States and several foreign countries. Those wishing to participate in Model United Nations must enroll in Political Science 121, Fall quarter, 1 credit; Political Science 122, Winter quarter, 2 credits; and Political Science 123, Spring quarter, 2 credits.

Music

Choral Music Productions

BCC's Symphonic Chorale and Celebration! Vocal jazz ensemble participate in musical concerts, festivals, tours, student-led programs and performance venues at BCC. Celebration! has been recognized as an award-winning leader in the field of vocal jazz at the state and regional levels.

Instrumental Music Productions

Instrumental Music Productions (IMP) is allied with the course offering Music 106: BCC Jazz Band. IMP is involved in concerts (on and off-campus), tours, festivals, retreats and recordings. Membership in the ensemble is by audition Fall Quarter. Commitment is for the entire year. Auditions may be given for available chairs during the rest of the year. The IMP experience includes combos gathered from the Jazz Band instrumentation. These combos also tour and perform with the Jazz Band.

Planetarium

The Geer Planetarium is one of two planetariums in Western Washington. It is available to BCC students, visiting school groups and, on a quarterly basis, public groups. The night sky is projected onto the domed ceiling of the planetarium by a projector that is capable of replicating the positions of the sun, moon, planets and stars as they would appear in the actual sky.

Publications

Curriculum Guide

The *Curriculum Guide*, coordinated by the Student Programs Office and developed by student staff, offers basic information about individual classes based on faculty feedback. Information includes: types of tests offered, class format and hours of homework required.

Literary and Arts Annual: *Arnazella*

Arnazella staff welcome fellow students who are interested in organizing and publishing *Arnazella*, BCC's literary and arts publication, which features essays, short stories, poetry and art from artists and writers across the Northwest. Students may earn up to 15 elective credits for the academic year while they gain experience in editing and publishing.

Student Newspaper: *The Advocate*

The Advocate is a student-run, weekly publication which welcomes students who have enthusiasm for news writing, editing and advertising for print media. An experienced faculty advisor provides direction for *Advocate* staff. *Advocate* staff participate by enrolling in either Communications 141, 143, 144, 145, 146 or 299.

Radio Station KBCS-FM 91.3

KBCS, 91.3FM, is a 2800-watt, listener-supported, non-commercial radio station licensed to Bellevue Community College. KBCS airs folk, jazz, blues and world music along with a wide variety of news and cultural affairs programming. All program hosts are volunteers who love radio and want to make listening to KBCS a constant pleasure for listeners throughout the Puget Sound area. To get a sample KBCS program schedule, please call KBCS at 206-641-2427.

Sports Programs

Intercollegiate Athletics

Anyone attending BCC is welcome to try out for BCC intercollegiate athletic teams. Registered students attend games free of charge. Equity in athletics data is available for public inspection in the Athletics Office, G100. BCC belongs to the NWAACC (Northwest Athletic Association of Community Colleges).

Intramurals and Sports Clubs

Aerobics, basketball, pickleball, volleyball and weightlifting are just a few of the midday activities offered through BCC intramurals Fall, Winter and Spring Quarters. Intramurals, planned and implemented by students, staff and faculty, are a great way to keep in shape and meet people.

Student Clubs

There are a variety of clubs on campus reflecting student culture and activities. The college encourages students who wish to form clubs to contact the Student Programs Office at 641-2296, for chartering information.

Student Government: ASBCC

General elections are held every Spring Quarter to elect the board of students who represent the ASBCC – Associated Students of Bellevue Community College (all registered students automatically become members of ASBCC). Participation on the board offers students experience in campus-wide policy development and activity coordination.

The Student Programs Office, which houses the ASBCC Board, organizes and funds many campus clubs and activities.

INTERCOLLEGIATE SPORTS

FALL

Women

cross country
volleyball

Men

cross country
soccer

WINTER

Women

basketball

Men

basketball

SPRING

Women

track, tennis
golf, softball

Men

track, baseball
tennis, golf

Degree and Certificate Requirements

General Requirements

In order to receive a degree or certificate from BCC, students must fulfill the following general requirements:

1. BCC cumulative GPA of 2.00 (a higher admissions GPA may be required by some receiving institutions).
2. Credits and grades transferred to BCC from other colleges and universities are included in the calculation of the cumulative GPA for graduation, unless the student has completed at least one-half of the requirements at BCC.
3. Transfer credits with less than a "D" grade are not counted to satisfy a graduation requirement.
4. The last 10 credits must be completed at BCC immediately preceding graduation.

Students have the following responsibilities in successfully completing a degree or certificate:

- knowledge and understanding of college policies;
- ensuring that all necessary course requirements have been met;
- providing official transcripts of course work to be transferred in from other institutions;
- providing appropriate course descriptions for transferred courses from the year the courses were taken;
- timely filing of the graduation application;
- meeting all financial obligations to the college.

Petitions for waivers of any degree or certificate requirements should be directed to the chief academic officer or designee. The Evaluations Office will provide advice on this process.

Dual Degrees

Students may earn an associate degree in two different curricular programs at Bellevue Community College. To qualify for a second degree, the student 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, and
3. Complete at least 30 applicable quarter credit hours in addition to the credits earned to complete the initial degree.

Another option is that of earning a degree plus a Certificate of Achievement. In order to earn a certificate in conjunction with a degree, the student must:

1. Complete an additional 15 credit hours in an approved program and/or
2. Complete the specific course requirements of an established Certificate of Achievement or Certificate of Accomplishment program.

Specific Requirements

Associate in Arts and Sciences (AAS) Degree

1. Completion of 90 quarter credit hours of college-level transferable credit.
2. At least 30 of the 90 quarter credit hours for the AAS degree must be completed in residence at BCC.
3. Completion of 45 to 60 quarter credit hours to satisfy the General Education Distribution requirements. (*See AAS Distribution Requirement*)
4. Completion of a minimum of 15 quarter credit hours of fully transferable elective courses, as defined by the receiving institution.

5. Completion of a minimum of 13 quarter credit hours in basic skills to meet Communication and Quantitative Skill requirements.
6. The Communication Skills requirement is a minimum of ten credits which includes completion of two courses in English composition totaling not less than six credits, with any remaining credits in basic speech or an additional writing course. Composition courses at BCC that help meet this requirement are COMM 141, ENGL 101, 102, 270, 271 and 272. If the student is transferring composition course(s) from another institution that total at least six credits but do not reach the minimum required ten credits, any SPCH 100 or above course will satisfy this requirement.
7. The Quantitative Skills requirement has two components:
 - a. Completion of Intermediate Algebra, which is not included in the required 90 credits hours, may be satisfied several ways:
 - completion of a college intermediate algebra course,
 - completion of high school mathematics through second year algebra,
 - placement above intermediate algebra through BCC's Assessment Office, or
 - completion of a college mathematics course for which intermediate algebra is a prerequisite.
 - b. Five credits of symbolic or quantitative reasoning which may be in computer science, statistics, mathematics, or other discipline for which intermediate algebra is a prerequisite. Students complete five credits from the following BCC courses:
 - Philosophy 120
 - Mathematics 105, 120, 124
 - Mathematics 107 or Mathematics 156
 - Information Technology 110
8. Distribution Requirements are to be satisfied from the areas of humanities, social science and natural science and must be selected from at least three distinct disciplines with not more than 10 credits in any one discipline.

9. Distribution Requirements and Basic Skills Requirements may not be taken Pass/Fail. Courses with a "P" (pass grade) may be used only to satisfy elective credit requirements.
10. Courses in the 190's and 290's series may NOT be used as distribution, they are to be used as electives only.
11. Students may include their lower division major discipline requirements in the electives portion of the degree plan only, and may not use them to satisfy distribution requirements.
12. For humanities, no more than five credits may be taken in performance/skills or studio art classes.
13. For science, at least one laboratory course must be included.
14. Developmental or remedial coursework is not included in the 90 quarter credits.
15. Specific courses within one discipline may be credited towards no more than one distribution or skill area.
16. Within appropriate distribution areas, students are encouraged to develop an understanding of and sensitivity to cultural pluralism by completing courses requiring study of cultures other than their own.
17. Integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses are encouraged.
18. First year foreign language courses are encouraged to include cultural aspects of study.

AAS Pre-Majors

BCC Students pursuing a transfer degree may declare at BCC the major they will be pursuing at the baccalaureate institution. Students apply these "pre-major" lower division credits to the electives portion of the transfer degree plan, and with few exceptions, may not use them to satisfy distribution requirements. The AAS degree allows the student to satisfy freshman and sophomore requirements at BCC as well as satisfying some or all lower division coursework. The following pre-majors are currently recognized at BCC. Asterisks (***) indicate that specific additional requirements may be needed; students must contact the departments for further details:

Accounting
 Agriculture
 American Studies **
 Anthropology
 Archeology
 Architecture(Urban Planning, Landscape Design)
 Art (includes Photography)
 Astronomy
 Biology
 Botany
 Business Administration **
 Chemistry
 Communications (includes Radio, TV)
 Computer Science
 Dance
 Drama
 Dentistry
 Ecology
 Economics
 Education
 Engineering **
 English
 Environmental Studies
 Ethnic Studies
 Fisheries/Wildlife
 Foreign Languages
 Forestry
 Geography
 Geology
 History
 Home Economics
 International Studies **
 Journalism
 Law
 Librarian
 Mathematics
 Medicine
 Medical Technology
 Microbiology
 Music **
 Nursing
 Oceanography/Marine Biology
 Occupational Therapy
 Pre-Pharmacy (Science Divison) **
 Philosophy
 Physical Education/Health Education
 Physical Therapy
 Physics
 Political Science
 Psychology
 Recreation Leadership **
 Social Work/Welfare

Sociology
 Speech
 Speech Therapy
 Veterinary Medicine
 Zoology

AAS Distribution Requirements

The course distribution lists are intended to be descriptive and not prescriptive.

Humanities

Distribution Requirement (15-20 Credits) may be selected from the following disciplines:

- American Studies
- Anthropology **200 only**
- Art (Art 108 is elective only)
- Communications **EXCEPT** 150
- Dance
- Drama
- Music
- English Literature **EXCEPT** 101, 102, 103, 105, 270, 271, 272, 273, 274, 275
- Foreign Language (200 level recommended)
- American Sign Language 135, 136, 137 (5-credit ASL classes only)
- History
- Philosophy **EXCEPT** 102,120
- Speech **EXCEPT** 225

Social Science

Distribution Requirement (15-20 Credits) may be selected from the following disciplines:

- American Studies
- Anthropology **EXCEPT** 200, 201
- Communications **150 only**
- Economics
- General Business **101 only**
- Geography **EXCEPT** 205, 206
- History
- International Studies
- Philosophy **102 only**
- Political Science
- Psychology **EXCEPT** 102
- Sociology
- Speech **225 only**

Science

Distribution Requirement (15-20 Credits) may be selected from the following disciplines. Field trip classes may not be used for science distribution.

Select at least **ONE** of the following laboratory sciences:

- Biology 100, 101, 102
- Biology 201, 202, 203, 250
- Botany 110, 111, 112, 113
- Chemistry 101, 102, 140, 150, 231, 232
- Environmental Science 250
- Geography 206
- Geology 101
- Oceanography 101
- Physics 114, 115, 116, 121, 122, 123
- Zoology 113, 114

Select **UP TO THREE** from the following areas:

- Anthropology **201 only**
- Astronomy **EXCEPT 112, 180**
- Biology **EXCEPT 100**
- Botany
- Chemistry (**5-credit classes only**)
- Environmental Science
- Geography **205, 206 only**
- Geology
- Home Economics **130 only**
- Math 105, 107, 200 or above
- Meteorology
- Oceanography
- Philosophy **120 only**
- Physics **EXCEPT 101**
- Psychology **102 only**
- Zoology

Electives

Between 15-30 credits should be selected within a student's intended major (see AAS Pre-Majors section). The following special conditions apply:

1. A maximum of 15 free elective credits **TOTAL** in occupational, technical, human development courses, English 100, and individual development classes.
2. Math 101 is **ONLY** allowable if taken before Summer 1990.

3. A maximum of three credits in an activity PE.
4. No classes numbered below 100 level.

Associate in Science Degree (AS)

1. At least 30 of the 90 quarter credit hours for the AS degree must be completed in residence at BCC.
2. 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.
3. Specific courses and standards to complete the degree will depend on the transferring institution requirements.
4. Students are not guaranteed the benefits that accrue to the Associate in Arts and Sciences Transfer degree, but students often realize the same results since their curriculum has paralleled that which is required by the program at the institution to which they intend to transfer.
5. Developmental or remedial coursework may not be included to satisfy the 90 quarter credits.
6. Specific courses within one discipline may be credited towards no more than one distribution or skill area.
7. Within appropriate distribution areas, students are encouraged to develop an understanding of and sensitivity to cultural pluralism by completing courses requiring study of cultures other than their own.
8. Integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses are encouraged.

Associate in Arts in General Studies (AAGS)

1. Completion of 90 quarter credit hours, three of which are recommended to be activity courses in physical education.
2. At least 60 credits must be taken from courses numbered 100 or above.
3. At least 30 of the 90 quarter credit hours for the AAGS degree must be completed in residence at BCC.

4. Minimum completion of English 092 or above AND Math 075 or above to satisfy communication and quantitative skill requirements.
5. Recommended total of 30 credits or a minimum of ten credits each in humanities, social science, and natural sciences areas.
6. Although the degree may contain transferable courses, the transferability of courses remains the sole prerogative of the institution to which students are transferring.

Associate in Arts Degree (AA) and Certificates

1. At least 30 of the 90 quarter credit hours for the AA degree **MUST** be completed in residence at BCC. At least one-third of the required credits for a certificate **MUST** be completed in residence at BCC.
2. Specific courses may be credited toward no more than one requirement or skill area.
3. Students must receive approval from program chairs for course equivalencies or requirements previously completed.
4. Certain programs have provisions that coursework completed to satisfy degree or certificate requirements must be current. Previously completed credits may have exceeded the maximum length of time which can lapse from time of completion (whether the credits were completed at BCC or at another institution).
5. The transferability of courses remains the sole prerogative of the institution to which students are transferring.
6. Specific course requirements for each degree and certificate may be altered to reflect the needs of industry and students or availability of resources.

Occupational Degrees and Certificates by Program Area

Accounting Paraprofessional

This program offers excellent academic options for students to enter the growing field of accounting through degree and certificate programs. The Bookkeeping Certificate of Accomplishment is designed to prepare students for employment as full-charge bookkeepers. The credits earned in the certificate may be applied to the degree program. The Paraprofessional Accounting Certificate of Achievement emphasizes practical skills for those who seek early employment but may wish to work toward a degree later. The Associate in Arts degree provides a strong background in accounting and business skills. The degree prepares 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 level within an organization.

Associate in Arts Degree Paraprofessional Accounting

Course No.	Course Name	Credits Hrs
ACCT 101	Survey of Accounting	5
ACCT 102	Practical Accounting I	5
ACCT 103	Practical Accounting II	5
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Integrated Accounting on Microcomputer	5
ACCT 234	Managerial Accounting	5
ACCT 240	Advanced Computerized Problems for Accounting	5
ACCT 250	Intermediate Accounting	5
ACCT 260	Accounting for Non-Profit Agency	5

ACCT 270	Cost Accounting	5
ACCT 285	Federal Income Taxes	5
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications OR OR	5
IT 105	Introduction to PCs and Applications	5
AOS 165	Spreadsheet Applications: Excel	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
G BUS 145	Business Mathematics	5
G BUS 202	Law and Business	5
GRAND TOTAL		90

Certificate of Achievement Paraprofessional Accounting

Course No.	Course Name	Credit Hrs.
ACCT 101	Survey of Accounting	5
ACCT 102	Practical Accounting I	5
ACCT 103	Practical Accounting II	5
ACCT 135	Business Payroll Tax Accounting	5
AOS 165	Spreadsheet Applications: Excel	5
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications OR OR	5
IT 105	Introduction to PCs and Applications	5
ENGL 101	Written Expression	5
G BUS 101	Introduction to Business	5
G BUS 145	Business Mathematics	5
GRAND TOTAL		45

Certificate of Accomplishment Bookkeeping

Course No.	Course Name	Credit Hrs.
ACCT 102	Practical Accounting I	5
ACCT 103	Practical Accounting II	5
ACCT 172	Integrated Accounting on Microcomputer	5
G BUS 145	Business Mathematics	5
ACCT 135	Business Payroll Tax Accounting	5
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications OR OR	5
IT 105	Introduction to PCs and Applications	5
GRAND TOTAL		30

Administration of Criminal Justice

This program is designed for students who plan to pursue a career in law enforcement, law, community-based social services and other criminal justice related fields. The Administration of Criminal Justice program is currently divided into two tracks: vocational and transfer. The vocational track is designed for those who wish to achieve a two-year degree and immediately enter the occupational field of their choice. The transfer degree is designed for those who plan to either enter the occupational field of their choice immediately upon graduation or to continue their education at a baccalaureate institution.

Employment opportunities in the criminal justice field are projected to be strong in the state of Washington and throughout the nation. Prospective criminal justice practitioners should be aware that stringent entry level requirements exist. Applicants are encouraged to consult with an advisor prior to their entry into the program.

Associate in Arts Degree

Law Enforcement Option

ADMCJ Core Requirements

Course No.	Course Name	Credit Hrs.
ADMCJ 101	Survey of Law Enforcement and Administration	5
ADMCJ 104	Introduction to Criminal Law	5
ADMCJ 200	Criminal Evidence and Procedures – Police Officer	5
ADMCJ 206	Community Oriented Policing	5
ADMCJ 260	Applied Ethics in Criminal Justice	5
ADMCJ 271	Introduction to Criminology	5
TOTAL		30

Electives – Law Enforcement Option

Choose 20 credits from the following:

ADMCJ 102	Survey of Police Organization and Administration	5
ADMCJ 111	Principles of Criminal Interrogation	5
ADMCJ 194	Special Topics in the Criminal Justice System	5
ADMCJ 202	Principles of Criminal Investigation	5
ADMCJ 220	Principles of Forensic Examination	5
ADMCJ 253	Principles of Drug and Alcohol Enforcement	5
ADMCJ 299	Individual Studies in the Criminal Justice System	5
TOTAL		20

Electives – Corrections Option

ADMCJ 204	Criminal Procedure	5
ADMCJ 299	Individual Studies in the Criminal Justice System	5
ADMCJ 294	Special Topics in the Criminal Justice System	5
TOTAL		15

Core Requirements

ENGL 102	Written Expression	5
SPCH 200	Interpersonal Communication	5
TOTAL		10

Social Science Requirements

Choose 15 credits from the following:

ANTH 202	Cultural Anthropology	5
POLSC 102	American Government and Politics	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
TOTAL		15
GRAND TOTAL		90

Administrative Office Systems

This program emphasizes the technological changes occurring in the office, where employment opportunities increase dramatically for those who are computer competent and skilled in operating a variety of applications.

The certificate programs enable students to become computer literate, acquire basic word processing skills, gain competency working with the most current business software applications, and learn to perform secretarial functions. Credits earned in the certificate programs may be applied toward the Office Management degree. Degree graduates develop additional skills in office administration and supervision, learn to assume responsibility, exercise initiative, make decisions and perform a full range of office tasks.

The certificate programs prepare students for general office work in positions such as administrative assistant, word processing specialist, office assistant, secretary and receptionist. The degree prepares students for positions such as office manager; executive and administrative assistant; office assistant and secretary.

Associate in Arts Degree

Office Management

Course No.	Course Name	Credit Hrs.
ACCT 101	Survey of Accounting	5
ACCT 102	Practical Accounting I	5
AOS 102	Document Formatting	3
AOS 104	Keyboarding Review and Speed Building	3

AOS 130	Machine Transcription	3
AOS 150	Office Administration	5
AOS 161	Beginning Computer Applications	5
AOS 163	Microsoft Word on the PC	5
AOS 164	DOS/Windows 95	5
AOS 165	Spreadsheet Applications: Excel	5
AOS 168	Database Applications: Access	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5

Choose one from the following:

G BUS 101	Introduction to Business	5
	OR	
INTST 150	International Business	5
G BUS 145	Business Mathematics	5
G BUS 221	Human Resource Management	5
MKTG 110	Client/Customer Relations	5
Science		5
Approved Electives		6
GRAND TOTAL		90

Certificate of Achievement

Administrative Assistant

Course No.	Course Name	Credit Hrs.
ACCT 101	Survey of Accounting	5
AOS 102	Document Formatting	3
AOS 104	Keyboarding Review and Speedbuilding	3
AOS 130	Machine Transcription	3
AOS 150	Office Administration	5
AOS 161	Beginning Computer Applications	5
AOS 163	Microsoft Word on the PC	5
AOS 164	DOS/Windows 95	5
AOS 165	Spreadsheet Applications: Excel	5
ENGL 101	Written Expression	5
Approved Elective		1
GRAND TOTAL		45

Certificate of Accomplishment

Business Software Applications

Course No.	Course Name	Credit Hrs.
AOS 102	Document Formatting	3
AOS 104	Keyboarding Review and Speedbuilding	3
AOS 161	Beginning Computer Applications	5
AOS 163	Microsoft Word on the PC	5
AOS 164	DOS/Windows 95	5
AOS 165	Spreadsheet Applications: Excel	5
AOS 168	Database Applications: Access	5
GRAND TOTAL		31

Certificate of Accomplishment

Word Processing

Course No.	Course Name	Credit Hrs.
AOS 102	Document Formatting	3
AOS 104	Keyboarding Review and Speedbuilding	3
AOS 130	Machine Transcription	3
AOS 161	Beginning Computer Applications	5
AOS 163	Microsoft Word on the PC	5
AOS 164	DOS/Windows 95	5
GRAND TOTAL		24

Alcohol and Drug Studies

This certificate program provides the skills and knowledge required for counseling in the field of chemical dependency. Courses are designed for the student who is completing state-defined requirements to become a chemical dependency counselor, and provide the additional courses necessary for certification. The program also offers information for students needing to know about chemical dependency and its effects on the individual, the family and society.

Certificate of Achievement

Alcohol And Drug Studies

Core Curriculum Requirements

Course No.	Course Name	Credit Hrs.
ALDAC 101	Survey of Chemical Dependency	3
ALDAC 102	Psychological Actions of Alcohol and Other Drugs	3
ALDAC 103	Introduction to Chemical Dependency Counseling	3
ALDAC 105	Chemical Dependency Counseling in the Family	3
ALDAC 106	Chemical Dependency Counseling Techniques	3
ALDAC 108	Case Management of the Chemically Dependent Client	3
ALDAC 150	Relapse Prevention	3
ALDAC 160	Cultural Diversity/Chemical Dependency Counseling	3
ALDAC 204	Youth Chemical Dependency Assessment Counseling	3
ALDAC 206	Group Process in Chemical Dependency Treatment	3
ALDAC 207	HIV/AIDS Risk Intervention for Counselors	2
ALDAC 212	Ethics in Chemical Dependency Treatment	3
ALDAC 215	Chemical Dependency and the Law	3
ALDAC 220	Additions Counseling Clinical Practicum	3
TOTAL		41

General Education Requirements

ENGL 101	Written Expression	5
PSYCH 100	Introduction of Psychology	5
PSYCH 204	General Developmental Psychology	5
SPCH 200	Interpersonal Communications	5
TOTAL		20
GRAND TOTAL		61

Diagnostic Ultrasound

This *selective admissions* degree program provides didactic education and clinical experience as preparation for employment

and national certification as a Diagnostic Medical Sonographer, and is accredited by the Commission on Accreditation of Allied Health Education Programs. To be considered for admission, students must follow the guidelines published annually for selective admissions.

The diagnostic sonographer or 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 are eligible to take the American Registry of Diagnostic Medical Sonographers' National Certification examination.

There are eight consecutive full-time academic and clinical quarters, including summers. Students enroll full-time throughout the duration of the program. Classroom education includes a core curriculum of study that places emphasis on acoustical principles; properties and physics; pathophysiology; abdominal, obstetrical and gynecological sonography; echocardiology; and vascular technology. Other topics of study include neurosonography, intraoperative sonography and patient care techniques.

Associate in Arts Degree Diagnostic Ultrasound

First Year - Fall Quarter

Course No.	Course Name	Credit Hrs.
DUTEC 105	Pathophysiology I	3
DUTEC 107	Human Cross-Sec Anatomy	7
DUTEC 110	Ultrasound I - Abdominal	4
DUTEC 170	Physics and Instrument I	3
TOTAL		17

First Year - Winter Quarter

DUTEC 106	Pathophysiology II	3
DUTEC 120	Ultrasound II - Obstetrics	5
DUTEC 130	Ultrasound III - Small Parts	4
DUTEC 135	Ultrasound Equipment I	2
DUTEC 171	Physics and Instrument II	3
TOTAL		17

First Year - Spring Quarter

DUTEC 112	Pathophysiology III	3
DUTEC 145	Ultrasound Equipment II	4
DUTEC 150	Basic Echocardiography	3
DUTEC 160	Ultrasound V - Vascular	3

DUTEC 180	Advanced Studies & Clinical Application of DUTEC	3
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TOTAL 16

First Year - Summer Quarter

DUTEC 101	Concepts of Patient Care	3
DUTEC 113	Pathophysiology IV	3
DUTEC 155	Ultrasound IV - Echocardiography	3

Choose one from the following: 3

DUTEC 165	Ultrasound Equipment III OR	
DUTEC 181	Advanced Studies Echo-Vascular	

TOTAL 12

Second Year - Fall Quarter

DUTEC 210	Clinical Practicum I	15
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TOTAL 15

Second Year - Winter Quarter

DUTEC 220	Clinical Practicum II	15
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TOTAL 15

Second Year - Spring Quarter

DUTEC 230	Clinical Practicum III	15
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TOTAL 15

Second Year - Summer

DUTEC 240	Clinical Practicum IV	15
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TOTAL 15

GRAND TOTAL 122

Early Childhood Education

This program prepares students to enter the challenging field of working with children. Degree and certificate programs are available for students entering college for the first time or seeking a second career. Graduates will find opportunities for meaningful employment as teachers in preschools or child care centers, or as aides in kindergarten or primary grades, or other occupations in which knowledge of the young child is necessary.

Coursework includes observation, participation and practical experience. Students work with children in a variety of settings. Emphasis is placed on involving the student in participation and observation from the first

to the last quarter. A program option is offered in special education.

Students planning to enroll in early childhood education should be aware that a criminal history investigation will be required.

Associate in Arts Degree Early Childhood Education

First Year

Course No.	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Fundamentals of Early Childhood Education	5
ECED 181	Children's Creative Activities	5
ENGL 101	Written Expression	5
HOME 256	Child Development and Guidance	3
IT 105	Introduction to PCs and Applications	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
	Approved Electives	7
TOTAL		45

Second Year

ECED 191	Practicum in Early Childhood Education	5
ECED 192	Practicum in Early Childhood Education	5
ECED 193	Practicum in Early Childhood Education	5
ECED 201	Parent Involvement in Early Childhood Education	5
ECED 204	Child Health and Safety	3
HLTH 292	First Aid and CPR	4
	<i>Choose one from the following:</i>	5
SPCH 100	Basic Principles of Oral Communication OR	
SPCH 200	Interpersonal Communication OR	
SPCH 225	Small Group Communication	
	Science	5
	Approved Electives	8
TOTAL		45
GRAND TOTAL		90

Certificate of Achievement

Early Childhood Education

Course No.	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Fundamentals of Early Childhood Education	5
ECED 181	Children's Creative Activities	5
ECED 191	Practicum in Early Childhood Education	5
ECED 192	Practicum in Early Childhood Education	5
ECED 193	Practicum in Early Childhood Education	5
ECED 201	Parent Involvement in Early Childhood Education	5
ECED 204	Child Health and Safety	3
HLTH 292	First Aid and CPR	4
HOME 256	Child Development and Guidance	3
GRAND TOTAL		45

Associate in Arts Degree

Early Childhood Special Education

First Year

Course No.	Course Name	Credit Hrs.
ECED 131	Orientation to the Special Needs Child	5
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Fundamentals of Early Childhood Education	5
ECED 181	Children's Creative Activities	5
ENGL 101	Written Expression	5
HOME 256	Child Development and Guidance	3
IT 105	Introduction to PCs and Applications	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
	Approved Elective	2
TOTAL		45

Degrees & Certificates

Second Year

ASL 135	American Sign Language I	5
ASL 136	American Sign Language II	5
ECED 132	Techniques for Teaching the Special Needs Child	3
ECED 135	Practicum for Special Education	5
ECED 136	Practicum for Special Education	5
ECED 201	Parent Involvement in Early Childhood Education	5
ECED 204	Child Health and Safety	3
HLTH 292	First Aid and CPR	4
<i>Choose one from the following:</i>		5
SPCH 100	Basic Principles of Oral Communication	
	OR	
SPCH 225	Small Group Communication	
Science Course		5
TOTAL		45
GRAND TOTAL		90

Certificate of Achievement Early Childhood Special Education

Course No.	Course Name	Credit Hrs.
ASL 135	American Sign Language I	5
ECED 131	Orientation to the Special Needs Child	5
ECED 132	Techniques for Teaching the Special Needs Child	3
ECED 135	Practicum for Special Education	5
ECED 136	Practicum for Special Education	5
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Fundamentals of Early Childhood Education	5
ECED 181	Children's Creative Activities	5
ECED 201	Parent Involvement in Early Childhood Education	5
ECED 204	Child Health and Safety	3
HLTH 292	First Aid and CPR	4
HOME 256	Child Development and Guidance	3
GRAND TOTAL		53

Fire Command & Administration

This program provides occupational specialty and general education courses which assist fire service personnel in improving performance in their present assignments or in preparing for future promotional opportunities. Certain courses are also appropriate for individuals who are either working in related fields or interested in exploring the fire service as a career.

The program curriculum was developed through the cooperative efforts of the Advisory Board and the State of Washington Fire Command and Administration Advisory Association under the guidelines of the state standardized curriculum. Program courses are usually held on-site at fire stations. Courses for the degree and certificate are reviewed regularly and may be revised to meet NFPA requirements.

Associate in Arts Degree Fire Command and Administration

First Year

Course No.	Course Name	Credit Hrs.
FCA 120	Basic Fire Investigation	3
FCA 137	Fire Protection Systems	3
FCA 152	Building Construction	3
FCA 155	Fire Service Instructor	3
FCA 161	Incident Management I	3
FCA 170	Hazardous Materials I	3
FCA 190	Uniform Fire Code & Inspection Procedures	4
PSYCH 100	Introduction to Psychology	5
CHEM 101	Introduction to Chemistry	5
ENGL 101	Written Expression	5
MATH 105	Precalculus I	5
Suggested Electives		6
TOTAL		48

Second Year

FCA 231	Fire Service Supervision	5
<i>Choose one from the following:</i>		5
FCA 232	Fire Service Management	
	OR	
G BUS 241	Organization and Management Skills	

FCA 233	Fire Service Administration	5
FCA 261	Incident Management II	3
FCA 270	Hazardous Materials II	3
SOC 110	Introduction to Sociology	5
IT 101	Introduction to Information Technology	5
ENGL 270	Professional Report Writing	5
<i>Choose one from the following:</i>		5
SPCH 100	Basic Principles of Oral Communication	
	OR	
SPCH 220	Introduction to Public Speaking	
Suggested Elective		4
TOTAL		45
GRAND TOTAL		93

Certificate of Achievement Fire Command and Administration

Course No.	Course Name	Credit Hrs.
FCA 120	Basic Fire Investigation	3
FCA 137	Fire Protection Systems	3
FCA 152	Building Construction	3
FCA 161	Incident Management I	3
FCA 170	Hazardous Materials I	3
FCA 190	Uniform Fire Code & Inspection Procedures	4
PSYCH 100	Introduction to Psychology	5
CHEM 101	Introduction to Chemistry	5
ENGL 101	Written Expression	5
MATH 105	Precalculus I	5
Suggested Electives		6
GRAND TOTAL		45

Associate in Arts Degree Fire Investigation

Core Curriculum

FCA 120	Basic Fire Investigation	3
FI 130	Investigative Interview Techniques	2
FCA 137	Fire Protection Systems	3
FCA 152	Building Construction	3
FCA 170	Hazardous Materials I	3
FCA 190	Uniform Fire Code and Inspection Procedures	4
FI 220	Advanced Fire Scene Investigation	4

FI 240	Crime Scene and Physical Evidence	4
FI 250	Juvenile Fire Setter	2
FI 260	Arson Fraud Investigation	4
ADM CJ 104	Introduction to Criminal Law	5
ADM CJ 200	Criminal Evidence Procedures – Police Officer	5
TOTAL		42

General Education Requirements

Math and Science

CHEM 101	Introduction to Chemistry (Chemistry 100 may be an acceptable substitution)	5
MATH 105	Precalculus I (Math 099 may be an acceptable substitution)	5
IT 101	Introduction to Information Technology	5

Communications

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
<i>Choose one from the following:</i>		5
SPCH 100	Basic Principles of Oral Communication OR	
SPCH 220	Introduction to Public Speaking	

Social Science

PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5

Arts and Humanities

ART 150	Basic Photo I	5
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TOTAL GENERAL EDUCATION REQUIREMENTS		45
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Elective Courses

Other college level courses as reviewed and approved by Bellevue Community College

TOTAL		5
GRAND TOTAL		92

General Business Management

This program is designed as a powerful tool to help students shift gears in careers, enhance existing skills or obtain a strong,

broad-based knowledge of manufacturing, retail and service industries. The program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

The degree provides a strong and diverse background for use in a variety of jobs. Graduates will find opportunities in small business operations, supervision, marketing functions and product management. Many graduates find employment in trainee positions which lead to greater management responsibility and advancement. The one-year certificate is designed to prepare students interested in pursuing entrepreneurial opportunities.

Associate in Arts Degree

General Business Management

Course No.	Course Name	Credit Hrs.
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications OR	
IT 105	Introduction to PCs and Applications	

<i>Choose one from the following:</i>		5
G BUS 101	Introduction to Business OR	
INTST 150	International Business	
G BUS 145	Business Math	5

<i>Choose one from the following:</i>		5
ACCT 101	Survey of Accounting OR	
ACCTG 210	Fundamentals of Accounting	

G BUS 120	Human Relations	5
MKTG 154	Principles of Marketing	5

<i>Choose one from the following:</i>		5
ACCT 102	Practical Accounting I OR	
ACCTG 220	Fundamentals of Accounting	

<i>Choose one from the following:</i>		5
ECON 100	Introduction to Basic Economic Principles OR	
ECON 200	Introduction to Economics: Macroeconomics	

G BUS 155	Basic Statistics – Descriptive	5
ENGL 101	Written Expression	5

Choose one from the following: 5

G BUS 202	Law and Business OR	
BA 200	Business Law – Legal Foundations	

G BUS 210	Stock Market Investment Strategy	5
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ACCT 234	Managerial Accounting	5
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G BUS 221	Human Resource Management	5
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Choose one from the following: 5

MKTG 200	International Marketing OR	
MKTG 234	Advertising	

G BUS 241	Organization and Management Skills	5
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Choose one from the following: 5

SPCH 100	Basic Principles of Oral Communication OR	
SPCH 220	Introduction to Public Speaking	

Science Elective		5
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GRAND TOTAL		90
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Certificate of Accomplishment Entrepreneurship

Course No.	Course Name	Credit Hrs.
ACCT 102	Practical Accounting I	5

Choose one from the following: 5

AOS 161	Beginning Computer Applications OR	
IT 105	Introduction to PCs and Applications	

G BUS 150	Entrepreneurship	5
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G BUS 221	Human Resource Management	5
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MKTG 110	Client/Customer Relations	5
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MKTG 154	Principles of Marketing	5
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GRAND TOTAL		30
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Information Technology

(Formerly named Computer Information Systems)

This program offers students a selection in either programming or technical support. Skills are emphasized in four areas: communication skills (oral, written and listening), specific technical skills, general business skills and problem solving. Students are encouraged to meet with program advisors to select the most appropriate entry courses.

The Programming degree prepares graduates to be entry-level programmer/analysts, with a major emphasis in one of the following programming languages: "C" and Visual Basic/Client Server. The Technical Support degree prepares graduates to provide software technical support and includes a required internship offering practical experience in solving technical problems and assisting clients.

Certificate programs are available for students who have appropriate work experience or a four-year degree. Many of the courses offered can be used by the person who is already employed, but requires further training.

Associate in Arts Degree Information Technology - Programming

Course No.	Course Name	Credit Hrs.
<i>Choose one from the following:</i> 5		
ACCT 101	Survey of Accounting OR	5
ACCTG 210	Fundamentals of Accounting	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
MKTG 110	Client/Customer Relations	5
IT 101	Introduction to Information Technology	5
IT 105	Introduction to PCs and Applications	5
IT 110	Introduction to Programming	5
IT 127	Application Development with VBA I	5

IT 129	Application Development with VBA II	5
IT 160	Systems Analysis	5
IT 235	Operating Systems	5
IT 260	Systems Design	5
IT 290	Database Management	5
Electives		5

Programming Skills Options

Choose from one of the following options for a total of 15 credits : 15

IT 237	Client Programming I (Visual Basic)	OR
IT 238	Client Programming II (Visual Basic)	
IT 239	SQL Server: Server Programming	
IT 245	Programming in "C"	
IT 247	Advanced "C" with Data Structures	
IT 249	Programming in C++	
GRAND TOTAL		90

Certificate of Achievement C Programmer

Course No.	Course Name	Credit Hrs.
IT XXX	Approved IT Elective	5
IT 160	Systems Analysis	5
IT 235	Operating Systems	5
IT 245	Programming in "C"	5
IT 247	Advanced "C" with Data Structures	5
IT 249	Programming in C++	5
IT 260	Systems Design	5
IT 290	Database Management	5
ENGL 270	Professional Report Writing	5
GRAND TOTAL		45

Certificate of Achievement Client/Server - Visual Basic Programming

Course No.	Course Name	Credit Hrs.
IT XXX	Approved IT Elective	5
IT 160	Systems Analysis	5
IT 235	Operating Systems	5
IT 237	Client Programming I (Visual Basic)	5
IT 238	Client Programming II (Visual Basic)	5

IT 239	SQL Server: Server Programming	5
IT 260	Systems Design	5
IT 290	Database Management	5
ENGL 270	Professional Report Writing	5
GRAND TOTAL		45

Associate in Arts Degree Information Technology - Technical Support

Course No.	Course Name	Credit Hrs.
AOS 164	DOS/Windows 95	5
AOS 165	Spreadsheet Applications: Excel	5
AOS 168	Database Applications: Access	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
IT 101	Introduction to Information Technology	5
IT 105	Introduction to PCs and Applications	5
IT 110	Introduction to Programming	5
IT 127	Application Development with VBA I	5
IT 170	Problem Solving Strategies	5
IT 217	Microcomputer Hardware and Software Installation	5
IT 219	Data Communications and Networking	5
IT 235	Operating Systems	5
IT 293	Help Desk I	4
IT 294	Help Desk II	4
MKTG 110	Client/Customer Relations	5
Suggestive Electives		10
G BUS 291	Business Internship I	
G BUS 292	Business Internship II (Off-campus internship)	
GRAND TOTAL		93

Certificate of Achievement Microcomputer Support Specialist

Course No.	Course Name	Credit Hrs.
AOS 164	DOS/Windows 95	5
AOS 165	Spreadsheet Applications: Excel	5

AOS 168	Database Applications: Access	5
ENGL 270	Professional Report Writing	5
IT 101	Introduction to Information Technology	5
IT 170	Problem Solving Strategies	5
IT 217	Microcomputer Hardware and Software Installation	5
IT 219	Data Communications and Networking	5
MKTG 110	Client/Customer Relations	5
GRAND TOTAL		45

Interior Design

This three-year program offers a broad-based, professionally-relevant curriculum that leads to a degree while challenging students to achieve excellence. Graduates successfully compete for jobs and function as professional interior designers. The curriculum is balanced with academic, technical and practical instruction taught by professionally-active faculty. In addition, two internships that provide current work experience in the field are required.

The courses outlined define the complete list of required courses for the degree. The three-year outline should serve as a guide for students to develop a long-range plan that takes into account a personal timetable, work, family and other commitments; many students take longer than three years to complete the program. Electives must include exposure to college-level courses in the humanities, social sciences, math/science and business. The department chair may review and approve transfer credits from other institutions to satisfy degree requirements.

Associate in Arts Degree Interior Design

Course No.	Course Name	Credit Hrs.
ART 101	Modern Architecture and Design	5
ART 110	Two-Dimensional Design	5
ART 111	Design: Color	5
ART 112	Three-Dimensional Design	5
ART 120	Drawing I	5

<i>Choose one from the following:</i>		5
ART 201	History of Western Art OR	
ART 202	History of Western Art	
ART 203	History of Western Art	5
ENGL 101	Written Expression	5
INDES 110	Textiles	5
INDES 140	Introduction to Interior Design	3
INDES 150	History of Furniture	5
INDES 151	Twentieth Century Furniture	5
INDES 152	Furniture Design and Construction	3
INDES 160	Graphic Communication I	5
INDES 162	Introduction to Computer Aided Design	3
INDES 165	Visual Presentations	5
INDES 170	Interior Design I - Methods	5
INDES 180	Professional Practices I	3
INDES 181	Professional Practices II	3
INDES 185	Practicum in Interior Design	3
INDES 190	Materials and Construction	3
INDES 191	Lighting	3
INDES 260	Graphic Communication II	5
INDES 270	Interior Design II	5
INDES 271	Interior Design III	5
INDES 272	Interior Design IV	5
INDES 285	Practicum in Interior Design	3
First Year Electives (incl. ART 108)		6
Second Year Electives		5
Third Year Electives		15
GRAND TOTAL		143

International Business

The combination of International Business and liberal arts is a unique curriculum aimed to develop simultaneously both a specialized knowledge in international business and a general cultural sensitivity and understanding of foreign cultures.

Economic and cultural activities in businesses, institutions and organizations have increasingly encompassed global and international interactions. The need for students to develop broader and more diverse perspectives is essential to growth and effectiveness in work,

business and human endeavors.

The degree provides a strong and diverse emphasis with an interdisciplinary liberal arts approach. Learning and understanding a world view of economic, political, geographical, trade and business settings and systems establishes a backdrop for international interests and development.

Associate in Arts Degree

First Year - Fall Quarter

Course No.	Course Name	Credit Hrs.
INTST 150	International Business	5
ENGL 102	Written Expression	5

Choose one from the following: 5

ECON 100	Introduction to Basic Economic Principles OR	
ECON 200	Introduction to Economics: Macroeconomics OR	
ECON 201	Introduction to Economics: Microeconomics	

TOTAL 15

First Year - Winter Quarter

Choose one from the following: 5

ACCT 101	Survey of Accounting OR	
ACCTG 210	Fundamentals of Accounting OR	
ACCTG 220	Fundamentals of Accounting	

G BUS 120 Human Relations 5

MKTG 154 Principles of Marketing 5

TOTAL 15

First Year - Spring Quarter

HIST 120 Global History 5

GEOG 105 Geography of World Affairs 5
Advanced 1st Year Foreign
Language (103) 5

POLSC 103 International Relations 5

TOTAL 20

Second Year - Fall Quarter

Basic 2nd Year Foreign
Language Course (201) 5

G BUS 210 Stock Market Investment
Strategy 5

INTST 200 States and Capitalism: Origin
of Modern Global Systems 5

TOTAL 15

Degrees & Certificates

Second Year - Winter Quarter

	Intermediate 2nd Year Foreign Language Course (202)	5
ANTH 202	Cultural Anthropology	5
MKTG 200	International Marketing	5
INTST 201	Introduction to International Political Economy	5
TOTAL		20

Second Year - Spring Quarter

	Advanced 2nd Year Foreign Language Course (203)	5
G BUS 241	Organization and Management Skills	5
INTST 202	Cultural Encounters and Tensions	5
TOTAL		15
GRAND TOTAL		100

Marketing Management

This program prepares students for the many opportunities that exist in the fields of marketing. The degree programs offer training in marketing management; certificate programs offer short-term training in retail management and sales and marketing.

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

Associate in Arts Degree

Marketing Management

Course No.	Course Name	Credit Hrs.
ACCT 101	Survey of Accounting	5

<i>Choose one from the following:</i>		5
ACCT 234	Managerial Accounting	
	OR	
G BUS 241	Organization and Management Skills	

<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications	
	OR	
IT 105	Introduction to PCs and Applications	

<i>Choose one from the following:</i>		5
ENGL 092	Developmental English IV	
	OR	
ENGL 101	Written Expression	

G BUS 101	Introduction to Business	5
G BUS 120	Human Relations	5
G BUS 145	Business Mathematics	5
G BUS 202	Law and Business	5
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	3
MKTG 135	Principles of Retailing	5
MKTG 154	Principles of Marketing	5
MKTG 200	International Marketing	5
MKTG 210	Marketing Research	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
Electives		8
Science Elective		5
GRAND TOTAL		91

Certificate of Accomplishment Retail Management

Course No.	Course Name	Credit Hrs.
ACCT 234	Managerial Accounting	5
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications	
	OR	
IT 105	Introduction to PCs and Applications	
G BUS 120	Human Relations	5
MKTG 110	Client/Customer Relations	5
MKTG 135	Principles of Retailing	5

MKTG 236	Merchandise Management	5
GRAND TOTAL		30

Certificate of Accomplishment Sales and Marketing

Course No.	Course Name	Credit Hrs.
<i>Choose one from the following:</i>		5
AOS 161	Beginning Computer Applications	
	OR	
IT 105	Introduction to PCs and Applications	
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	3
MKTG 154	Principles of Marketing	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
GRAND TOTAL		28

Media Communication and Technology

This program is designed for students interested in using, creating, and managing high-quality media communication resources to satisfy education, business, industrial and personal communication needs. The primary focus is on the production and utilization of video, interactive multimedia and World Wide Web digital technologies.

Instruction includes basic multimedia, video and internet production techniques, intermediate and advanced studio and field video production, digital media production such as computer graphics and animation, multimedia design and authoring, the integration of computers and video, and the development of digital "pages" for the World Wide Web. The degree programs are offered with specific endorsements which emphasize a production specialty. The certificate programs offer short-term options for students in various specialized media fields. Students considering certificate programs should already have some media production and computer skills.

Associate in Arts Degree

Media Communication and Technology

Introductory Core Courses

Course No. Course Name Credit Hrs.

ENGL 101 Written Expression 5

MEDIA 101 Exploring the Digital Future 5

Choose one from the following: 5

MEDIA 102 Techniques and Technologies of Persuasion OR

MEDIA 103 Media and Messages: Media Literacy OR

MEDIA 104 Multi-Cultural Media Images

MEDIA 105 Media Systems and Technology 5

Choose two from the following: 10

MEDIA 110 Exploring the Internet

MEDIA 112 Introduction to Video Production

MEDIA 121 Exploring Multimedia

TOTAL 30

Pre-Graduation Core Courses

MEDIA 245 Production Practice 5

MEDIA 248 Portfolio and Employment 5

MEDIA 250 Practicum in Media Communications and Technology 5

TOTAL 15

TOTAL CORE 45

Endorsement in Computer Animation and Graphics

Course No. Course Name Credit Hrs.

ART 110 Two-Dimensional Design 5

ART 120 Drawing I 5

MEDIA 225 Digital Imaging for Multimedia I 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

MEDIA 233 Digital Imaging for Multimedia II 5

MEDIA 235 Animation for Multimedia I 5

MEDIA 237 Animation for Multimedia II 5

Electives 10

TOTAL 45

GRAND TOTAL 90

Endorsement in Multimedia Design and Authoring

Course No. Course Name Credit Hrs.

MEDIA 216 Script Writing for Film, Video and Multimedia 5

MEDIA 223 Multimedia Authoring I 5

MEDIA 225 Digital Imaging for Multimedia I 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

MEDIA 229 Multimedia Authoring II: Macromedia Director 5

MEDIA 235 Animation for Multimedia I 5

MEDIA 236 Authoring III: Scripting and Interactivity 5

Electives 10

TOTAL 45

GRAND TOTAL 90

Endorsement in Video-Computer Interface

Course No. Course Name Credit Hrs.

Choose one from the following: 5

MEDIA 210 Video Field Production OR

MEDIA 212 Video Studio Production

MEDIA 220 Digital Video Editing 5

MEDIA 225 Digital Imaging for Multimedia I 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

MEDIA 233 Digital Imaging for Multimedia II 5

MEDIA 235 Animation for Multimedia I 5

MEDIA 237 Animation for Multimedia II 5

Electives 10

TOTAL 45

GRAND TOTAL 90

Endorsement in Video Production

Course No. Course Name Credit Hrs.

MEDIA 122 Introduction to Audio and Recordings 5

MEDIA 210 Video Field Production 5

MEDIA 212 Video Studio Production 5

MEDIA 214 Immediate Video Production 5

MEDIA 216 Script Writing for Film, Video and Multimedia 5

MEDIA 220 Digital Video Editing 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

Electives 10

TOTAL 45

GRAND TOTAL 90

Endorsement in Web Authoring

Course No. Course Name Credit Hrs.

MEDIA 220 Digital Video Editing 5

MEDIA 223 Multimedia Authoring I 5

MEDIA 225 Digital Imaging for Multimedia I 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

MEDIA 229 Multimedia Authoring I: Macromedia Director 5

MEDIA 230 Web Authoring I 5

MEDIA 238 Web Authoring II 5

Electives 10

TOTAL 45

GRAND TOTAL 90

Certificate of Achievement Graphics and Animation for Multimedia

Course No. Course Name Credit Hrs.

ART 110 Two-Dimensional Design 5

ART 120 Drawing I 5

MEDIA 121 Exploring Multimedia 5

MEDIA 225 Digital Imaging for Multimedia I 5

MEDIA 227 Graphics I: Basic Design and Illustration 5

MEDIA 233 Digital Imaging for Multimedia II 5

MEDIA 235 Animation for Multimedia I 5

MEDIA 237 Animation for Multimedia II 5

MEDIA 250 Practicum in Media Communication and Technology 5

GRAND TOTAL 45

Certificate of Achievement Multimedia Authoring

Course No. Course Name Credit Hrs.

MEDIA 121 Exploring Multimedia 5

MEDIA 220 Digital Video Editing 5

MEDIA 223 Multimedia Authoring I 5

MEDIA 225	Digital Imaging for Multimedia I	5
MEDIA 227	Graphics I: Basic Design and Illustration	5
MEDIA 229	Multimedia Authoring II: Macromedia Director	5
MEDIA 235	Animation for Multimedia I	5
MEDIA 236	Authoring III: Scripting and Interactivity	5
MEDIA 250	Practicum in Media Communication and Technology	5
GRAND TOTAL		45

Certificate of Achievement New Media: Studies in Emerging Technologies

Course No.	Course Name	Credit Hrs.
MEDIA 101	Exploring the Digital Future	5
MEDIA 110	Exploring the Internet	5
MEDIA 121	Exploring Multimedia	5
MEDIA 220	Digital Video Editing	5
MEDIA 223	Multimedia Authoring I	5
MEDIA 225	Digital Imaging for Multimedia I	5
MEDIA 227	Graphics I: Basic Design and Illustration	5
MEDIA 235	Animation for Multimedia I	5
COMM 201	History of Communication	5
GRAND TOTAL		45

Certificate of Achievement Video-Computer Interface

Course No.	Course Name	Credit Hrs.
MEDIA 112	Introduction to Video Production	5
MEDIA 121	Exploring Multimedia	5
<i>Choose one from the following:</i>		5
MEDIA 210	Video Field Production	5
OR		
MEDIA 212	Video Studio Production	5
MEDIA 220	Digital Video Editing	5
MEDIA 225	Digital Imaging for Multimedia I	5
MEDIA 227	Graphics I: Basic Design and Illustration	5
MEDIA 235	Animation for Multimedia I	5
MEDIA 237	Animation for Multimedia II	5

MEDIA 250	Practicum in Media Communication and Technology	5
GRAND TOTAL		45

Certificate of Achievement Video Production

Course No.	Course Name	Credit Hrs.
MEDIA 112	Introduction to Video Production	5
MEDIA 122	Introduction to Audio and Recording	5
MEDIA 210	Video Field Production	5
MEDIA 212	Video Studio Production	5
MEDIA 214	Immediate Video Production	5
MEDIA 216	Script Writing for Film, Video and Multimedia	5
MEDIA 220	Digital Video Editing	5
MEDIA 245	Production Practice	5
MEDIA 250	Practicum in Media Communication and Technology	5
GRAND TOTAL		45

Certificate of Achievement Web Authoring

Course No.	Course Name	Credit Hrs.
MEDIA 110	Exploring the Internet	5
MEDIA 121	Exploring Multimedia	5
MEDIA 223	Multimedia Authoring I	5
MEDIA 225	Digital Imaging for Multimedia I	5
MEDIA 227	Graphics I: Basic Design and Illustration	5
MEDIA 229	Multimedia Authoring II: Macromedia Director	5
MEDIA 230	Web Authoring I	5
MEDIA 238	Web Authoring II	5
MEDIA 250	Practicum in Media Communication and Technology	5
GRAND TOTAL		45

Nuclear Medicine Technology

This *selective admissions*, twelve-month, full-time, certificate program is a cooperative effort with Virginia Mason Medical Center, where all classes are offered. To be considered for admission, students must follow the admissions guidelines published annually.

The curriculum prepares students to become a nuclear medicine technologist, able to give reassurance to patients who may be anxious about their procedure or unfamiliar with the world of nuclear medicine, explain medical procedures and their risks, prepare and administer radiopharmaceuticals, and position patients for the imaging process. Upon successful completion of this program the student will be eligible for national certification exams.

Certificate of Achievement Nuclear Medicine Technology

Fall Quarter

Course No.	Course Name	Credit Hrs.
NMTEC 200	Applied Anatomy and Physiology	1
NMTEC 201	Physics of Nuclear Medicine	2
NMTEC 205	Lab Exercises I	1
NMTEC 210	Radiopharmacy	1
NMTEC 230	Clinical Education I	11
NMTEC 260	Clinical Nuclear Medicine I	1
TOTAL		17

Winter Quarter

NMTEC 202	Instrumentation	2
NMTEC 206	Lab Exercises II	1
NMTEC 231	Clinical Education II	11
NMTEC 240	Radiation Safety	1
NMTEC 261	Clinical Nuclear Medicine II	1
TOTAL		16

Spring Quarter

NMTEC 203	Computers In Nuclear Medicine	2
NMTEC 232	Clinical Education III	11
NMTEC 241	Radiation Biology	1
TOTAL		14

<i>Summer Quarter</i>		
NMTEC 211	Non-Imaging Studies	1
NMTEC 233	Clinical Education IV	13
NMTEC 275	Board Preparation	1
NMTEC 207	Lab Exercises III	1
TOTAL		16
GRAND TOTAL		63

Nursing

This *selective admissions* two-year program is designed to prepare students to become health care professionals who provide quality, patient-centered nursing care. The program is accredited by the National League for Nursing and provides didactic education and clinical experience in medical, surgical, pediatric, psychiatric, maternity and gerontological nursing.

In order to be considered for admissions, students must follow the guidelines published annually for selective admissions. Students planning to enroll in this program should be aware that a criminal history investigation will be required and may affect their continued enrollment.

Graduates are eligible to take the National Council Licensure Examination (NCLEX). Although students receive a degree, the actual license to practice nursing in the state of Washington is granted by the Department of Licensing, Nursing Commission and requirements for licensure are stipulated by the Board.

Associate in Arts Degree Nursing

First Year - Fall Quarter

Course No.	Course Name	Credit Hrs.
NURS 100X	Nursing I: Fundamentals	8
NURS 100Z	Nursing I: Lab	4
ZOOL 113	Anatomy and Physiology	5
TOTAL		17

First Year - Winter Quarter

NURS 101X	Nursing II: Medical/Surgical I	7
NURS 101Z	Nursing II: Lab	5
PSYCH 100	Introduction to Psychology	5
ZOOL 114	Anatomy and Physiology	5
TOTAL		22

<i>First Year - Spring Quarter</i>		
NURS 102X	Nursing III: Medical/Surgical II	6
NURS 102Z	Nursing III: Lab	6
BIOL 250	Microbiology	5
PSYCH 204	General Developmental Psychology	5
TOTAL		22

Second Year - Fall Quarter

Choose from one of the following options for a total of 7 credits: 7

NURS 210X	Nursing IV: Pediatric	
NURS 210Z	Nursing IV: Lab (Pediatric Nursing)	
OR		
NURS 211X	Nursing V: Maternity	
NURS 211Z	Nursing V: Lab (Maternity Nursing)	
OR		
NURS 212X	Nursing VI: Psychiatric	
NURS 212Z	Nursing VI: Lab (Psychiatric Nursing)	
Elective		5
TOTAL		12

Second Year - Winter Quarter

Choose from two of the following for a total of 14 credits: 14

NURS 210X	Nursing IV: Pediatric	
NURS 210Z	Nursing IV: Lab (Pediatric Nursing)	
OR		
NURS 211X	Nursing V: Maternity	
NURS 211Z	Nursing V: Lab (Maternity Nursing)	
OR		
NURS 212X	Nursing VI: Psychiatric	
NURS 212Z	Nursing VI: Lab (Psychiatric Nursing)	
Choose one from the following: 5		
SOC 110	Introduction to Sociology	
OR		
ANTH 202	Cultural Anthropology	
Elective		4
TOTAL		23

Second Year - Spring Quarter

NURS 213X	Nursing VII: Contemporary Nursing Issues	4
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NURS 213Z	Nursing VII: Lab	6
NURS 214X	Nursing VIII: Gerontological Nursing	3
NURS 214Z	Nursing VIII: Lab (Gerontological Nursing)	2
Elective		5
TOTAL		20
GRAND TOTAL		116

Radiation Therapy

This *selective admissions* program prepares students for a highly technical and important component in cancer treatment and cure. In order to be considered for admissions, students must follow the guidelines published annually for selective admissions.

Radiation therapists are vital members of cancer care teams, who administer radiation treatments according to the prescription and instruction of the radiation oncologist (physician). Therapists use a variety of therapeutic modalities in the treatment of cancer, including high energy linear accelerators and radioactive isotopes. They also assist in treatment planning procedures involving computerized treatment planning, simulation and dosimetry, and are responsible for maintaining accurate treatment records, assessing patient's psychosocial needs and providing support and comfort to the patient.

The program is approved by the Joint Review Committee on Education in Radiologic Technology. The curriculum consists of eight consecutive quarters, including summers, of full-time class work combined with clinical experience. Upon successful completion of the programs students are eligible to take the national examination for certification in Radiation Therapy, which is administered by The American Registry of Radiologic Technologists.

Prior to admission, students must arrange with at least two hospitals (preferably an affiliate hospital) for a four-hour visit to its radiation therapy department during a regular work day. Students must have at least eight hours of hospital visits. Please review a current program brochure which will offer

Degrees & Certificates

the complete list of affiliate hospitals students may choose to visit. This visit must precede the student's personal interview with the admissions committee.

Associate in Arts Degree Radiation Therapy

First Year - Fall Quarter

Course No.	Course Name	Credit Hrs.
RADON 100	Introduction to Radiation Therapy Technology	2
RADON 111	Clinical Education I	5
RADON 120	Nursing Procedures	2
RADON 195	Specific Topics in RADON (Variable Credits)	4
TOTAL		13

First Year - Winter Quarter

RADON 101	Clinical Applications	2
RADON 103	Radiographic Techniques	2
RADON 112	Clinical Education II	5
RADON 230	Psychosocial Aspects of Chronic Illness	2
TOTAL		11

First Year - Spring Quarter

RADON 102	Radiographic Physics	2
RADON 113	Clinical Education III	5
RADON 150	Pathology	4
RADON 240	Radiation Biology	3
TOTAL		14

First Year - Summer Quarter

RADON 114	Clinical Education IV	13
TOTAL		13

Second Year - Fall Quarter

RADON 201	Radiation Therapy Physics	3
RADON 211	Clinical Education V	8
RADON 220	Radiation Oncology Technique I	3
TOTAL		14

Second Year - Winter Quarter

RADON 202	Clinical Dosimetry I	3
RADON 212	Clinical Education VI	8
RADON 221	Radiation Oncology Technique II	2
TOTAL		13

Second Year - Spring Quarter

RADON 203	Clinical Dosimetry II	3
RADON 213	Clinical Education VII	8
RADON 222	Radiation Oncology Technique III	2
RADON 224	Concept Integration	2
TOTAL		15

Second Year - Summer Quarter

RADON 214	Clinical Education VIII	13
RADON 225	Quality Assurance in Radiation Therapy	1
TOTAL		14

GRAND TOTAL		107
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Certificate of Achievement Radiation Therapy

Course No. Course Name Credit Hrs.

RADON 100	Introduction to Radiation Therapy Technology	2
RADON 101	Clinical Applications	2
RADON 201	Radiation Therapy Physics	3
RADON 202	Clinical Dosimetry I	3
RADON 203	Clinical Dosimetry II	3
RADON 211	Clinical Education V	8
RADON 212	Clinical Education VI	8
RADON 213	Clinical Education VII	8
RADON 214	Clinical Education VIII	13
RADON 220	Radiation Oncology Technique I	3
RADON 221	Radiation Oncology Technique II	2
RADON 222	Radiation Oncology Technique III	2
RADON 224	Concept Integration	2
RADON 225	Quality Assurance in RADON	1
RADON 230	Psychosocial Aspects of Chronic Illness	2
GRAND TOTAL		62

Radiologic Technology

This *selective admissions* program prepares the student to become a Diagnostic Radiologic Technologist capable of carrying out the responsibilities of the staff technologist; it includes a general education background. The

program is approved by the Joint Review Committee in Radiologic Technology. In order to be considered for admission, students must follow the guidelines published annually for selective admissions.

The curriculum consists of combined class work and clinical experience over eight consecutive full-time quarters, including summers. Upon successful completion of the program, students are eligible to take the National Registry examination for certification as a Radiological Technologist.

Associate in Arts Degree Radiologic Technology

First Year - Summer Quarter

Course No.	Course Name	Credit Hrs.
RATEC 101	Introduction to Radiologic Technology	1
RATEC 107	Positioning and Related Anatomy I	2
RATEC 110	Clinical Education I	3
RATEC 120	Nursing Procedures	2
TOTAL		8

First Year - Fall Quarter

RATEC 105	Introduction to Radiologic Technique	2
RATEC 108	Positioning and Related Anatomy II	3
RATEC 111	Clinical Education II	6
RATEC 125	Medical Terminology	1
TOTAL		12

First Year - Winter Quarter

RATEC 103	Principles of Radiographic Exposure	3
RATEC 109	Positioning and Related Anatomy III	3
RATEC 112	Clinical Education III	6
RATEC 127	Introduction to Sectional Anatomy	2
TOTAL		14

First Year - Spring Quarter

RATEC 102	Radiographic Physics	5
RATEC 104	Advanced Radiographic Procedures	4
RATEC 113	Clinical Education IV	6
TOTAL		15

<i>Second Year - Summer Quarter</i>		
RATEC 210	Clinical Education V	13
TOTAL		13

<i>Second Year - Fall Quarter</i>		
RATEC 211	Clinical Education VI	8
RATEC 220	Pathology I	3
RATEC 230	Quality Assurance	2
TOTAL		13

<i>Second Year - Winter Quarter</i>		
RATEC 212	Clinical Education VII	8
RATEC 221	Pathology II	2
RATEC 240	Radiation Biology and Protection	3
RATEC 295	Special Topics in RATEC	2
TOTAL		15

<i>Second Year - Spring Quarter</i>		
RATEC 213	Clinical Education VIII	8
RATEC 207	Concept Integration	2
RATEC 296	Special Topics in RATEC	2
TOTAL		12
GRAND TOTAL		102

Real Estate

This program offers various degree and certificate options for interested students, current investors or real estate professionals. The coursework provides the academic background to deal with the real estate marketplace. Students may choose from several areas of expertise to assist or enhance their specialty field.

Contact the Real Estate Resource Center for the latest information on required courses for completion of the following options:

Associate in Arts Degree

90 credits required for completion in:

- Appraisal
- Commercial Practices
- Escrow
- Mortgage Finance
- Residential Practices
- Title Insurance

Certificate Programs

Credits required for completion are noted in parenthesis.

- Appraisal (21.5)
- Escrow (20)
- Mortgage Finance (23)
- Property Management (21)
- Real Estate (21)
- Title Insurance (20)

Recreation Leadership

This program prepares graduates for positions in city and county recreation, medical institutions, industrial recreation, camping, and various youth service organizations. Recreational leaders assist in planning, organizing and leading activities. After completion of their associate degree requirements, students will be prepared for entry into the upper division courses at four-year colleges or universities which offer baccalaureate degrees in professional recreation.

Associate in Arts Degree Recreation Leadership

First Year - Fall Quarter

Course No.	Course Name	Credit Hrs.
HLTH 250	Health Science	5
HLTH 292	First Aid and CPR	4
PE 166	Skills and Materials in Team Sports	2
RECEC 154	Recreational Resources	5
TOTAL		16

First Year - Winter Quarter

PE 265	Skills and Materials: Activities for the Elementary Child	2
PSYCH 100	Introduction of Psychology	5
RECEC 245	Recreational Use of Art Crafts	3
SPCH 220	Introduction to Public Speaking	5
TOTAL		15

<i>First Year - Spring Quarter</i>		
ENGL 101	Written Expression	5
PE 266	Skills and Materials: Individual/Dual Sports	2
RECEC 290	Adaptive Recreation	3
Lab Science Elective		5
TOTAL		15

<i>Second Year - Fall Quarter</i>		
PE 290	Sports Officiating Science Elective	3
		5
Electives By Advisement		10
TOTAL		18

<i>Second Year - Winter Quarter</i>		
PE 209	Skills and Materials of Recreational Dance	2
RECEC 274	Practicum in Social Recreation	2
SOC 110	Introduction to Sociology	5
Electives By Advisement		6
TOTAL		15

<i>Second Year - Spring Quarter</i>		
RECEC 244	Camp Counseling	3
RECEC 254	Practicum in Playground Leadership	5
Electives by Advisement		7
TOTAL		15
GRAND TOTAL		94

Washington Academy of Languages Translation and Interpretation Institute

This program is a cooperative effort between Bellevue Community College and the Washington Academy of Languages (WAL), a non-profit institution accredited by the Accrediting Council for Continuing Education and Training. BCC provides credit for two certificate programs, one in interpretation and one in translation. Classes meet at both WAL and BCC. Application for

admission to these two certificate programs must be made through WAL. Admissions applications are accepted by WAL any time during the year, but no later than two weeks before the start of any quarter. Please call (206) 682-4463 for further information.

The programs are intended for bilingual people of diverse educational backgrounds who are interested in pursuing a career in translation or interpretation. The primary criterion for admission is high proficiency in the candidate's working language(s). The certificate granted will be language specific.

Certificate of Accomplishment Translation

Core Requirements

Course No.	Course Name	Credit Hrs.
INTRP 101	Introduction to Translation and Interpreting	3
INTRP 104	Technology for Translators and Interpreters	3
INTRP 105	Vocabulary Acquisition and Terminology Research	3
INTRP 106	Ethics and Business Practice of Translation and Interpreting	3
TOTAL		12

Translation

Language Specific Requirements

TRANS 103	Basic Translation Skills	3
TRANS 109	Advanced Translation Workshop I	3
TRANS 110	Advanced Translation Workshop II	3
TRANS 112	Translation Practicum	1
TOTAL		10
GRAND TOTAL		22

Certificate of Accomplishment Interpretation

Core Requirements

Course No.	Course Name	Credit Hrs.
INTRP 101	Introduction to Translation and Interpreting	3
INTRP 104	Technology for Translators and Interpreters	3
INTRP 105	Vocabulary Acquisition and Terminology Research	3

INTRP 106	Ethics and Business Practice of Translation and Interpreting	3
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TOTAL **12**

Interpreting

Language Specific Requirements

INTRP 102	Basic Interpreting Skills	3
INTRP 107	Advanced Interpreting Skills Level I	3
INTRP 108	Advanced Interpreting Skills II	3
INTRP 111	Interpretation Practicum	1

TOTAL **10**

GRAND TOTAL **22**

Work-Based Experience

This is a learning opportunity for occupational programs in which actual on-the-job experience is coordinated with academic study as a means for providing students with real life experience in their chosen fields. Students register for individual study or internship programs, and credits vary with the number of work hours, meetings with instructor and extent of project report requirements.

Some courses may be repeated and at least two quarters of participation is highly desirable. Registration for some of these courses is available throughout the quarter depending on placement availability. Program advisors plan work experiences with students as part of their personal development, general education and occupational training. Students must discuss work-based experience availabilities with their program advisors.

Course titles are abbreviated in these listings. Please see division sections for complete titles.

The Art of Expression

The Arts and Humanities Division 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. In addition, the English Department provides directors for the Reading and Writing Labs.

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 • V3-5

Overviews American Studies by analyzing the meanings and dimensions of the myth of America as it appears in American life and thought, considering the form of the myth in literature, the arts and mass media. 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. One to two weeks of presentations by faculty from other disciplines 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. Credit given as humanities credit. See COMM 150 for social science credit. Either AMST 150 or COMM 150 may be taken for credit – not both.

AMST 160 Introduction to American Political Culture • 5

Emphasizes a multidisciplinary approach to the understanding of the formation and development of American political culture and the various ways it has been interpreted through time. Same as POLSC 160. Either AMST 160 or POLSC 160 can be taken for credit – not both.

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 ANTH 180. Either AMST 180 or ANTH 180 may be taken for credit – not both.

AMST 200 Cultural Pluralism • 5

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

AMST 260 Economic Development of the U.S. • 5

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 comic 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 in 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.

Art

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

First-Year foundation courses:

ART 101, 108, 110, 111, 112, 120

Second-Year:

ART 201, 202, 203 and ten credits of studio courses.

Students who plan to transfer to a university or art school should see an art advisor 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 Modern Architecture and Design • 5

Provides a look at the designed environment and how various aspects of this environment interrelate. Course includes a history of design movements, styles and noted designers since 1850, and surveys the fields of architecture, planning, landscape, industrial and interior design.

ART 103 American Art and Architecture • 5

Looks at 5 regions of the U.S. with particular attention to the rich cultural diversity that has shaped the character of art and architecture of each area.

ART 105 Art Appreciation • V3-5

Offers slide lectures to illustrate the visual components of art and artistic techniques. Includes brief survey of art history. Off-campus assignments to gallery/museum required. Suggested for non-art majors.

ART 108 Introduction to Hand/Power Tools • 2

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. Additional lab time required.

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 color and apply these concepts to their design work. Six hours laboratory. Additional lab time required. Prerequisite: ART 110.

ART 112* Three-Dimensional Design • 5

Basic course of three-dimensional thinking, working with wood, acrylic, metal, etc. Students will create objects using mass, space, time and light. Additional lab time required. Prerequisite: ART 108, 110,120.

ART 120* Drawing I • 5

Instruction in visual and drawing skills. Students work from objects and structural

forms in the studio. Charcoal and pencil primary media used. Six hours studio lab. Additional lab time required.

ART 121*
Drawing II • 5

A continuation of ART 120. Includes drawing the human figure from studio model. Introduction of color media and expressive drawing. Six hours lecture, lab with additional outside work 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. Four hours lecture, two hours laboratory per week.

ART 151*
Basic Photo II • 5

Provides advanced techniques in black and white photography, with emphasis on creative seeing and problem solving. Introduction to the zone system. Four hours lecture, two hours laboratory per week. Prerequisite: ART 150 or permission of instructor.

ART 153*
Darkroom Laboratory Techniques • 1

Includes darkroom privileges for students not presently enrolled in a photography class. 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 maximum of three (3) credits.

ART 199
Individual Projects in Art • V1-3

Provides an opportunity for expansion of individual skills beyond the regular curriculum. Students must have taken 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 prehistoric Europe, ancient Egypt, Mesopotamia, Greece, Rome, Byzantium and the Medieval period are discussed with slide lectures.

ART 202
History of Western Art • 5

Offers a descriptive survey of the art of the western world, Italian and Northern Renaissance, Baroque and early 18th century Europe.

ART 203
History of Western Art • 5

Offers a descriptive survey of the art of Europe and America from the late 18th through the 20th century.

ART 221*
Advanced Studio: Drawing • 5

Provides studio experience in drawing beyond the basic courses. Six hours lecture, lab with additional outside work required. Prerequisite: ART 111, 121 and permission of instructor.

ART 222*
Advanced Studio: Drawing • 5

Gives studio experience in drawing beyond ART 221. Six hours lecture, lab with additional outside work required. Prerequisite: ART 221 and permission of instructor.

ART 240*
Oil Painting • V3-5

An introduction to painting, with instruction in modeling in light and shade composition, color theory and technique. Six hours lecture, lab with additional outside work required.

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.

ART 261*
Basic Ceramics II • 5

A continuation of work done in Ceramics I with more emphasis on the wheel. Prerequisite: ART 261.

ART 299
Individual Projects in Art • V1-3

Provides an opportunity for expansion of individual skills beyond the regular curriculum. The student must have taken the appropriate foundation level courses relative to the basic studio course. Course may be repeated for credit. Prerequisite: Permission of instructor.

Communications

COMM 101
Exploring the Digital Future • 5

Surveys the spectrum of global digital communication, with emphasis on past, present and future technologies; the effects of

* Use of this performance class in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

digital communication on our society; and career opportunities in digital communication fields. Emphasis is made on the computer revolution, and its effect on daily life. Same as MEDIA 101. Either COMM 101 or MEDIA 101 may be taken for credit - not both.

COMM 102 Techniques and Technology of Persuasion • 5

Presents technological and communication techniques of film, video and multimedia that allow information to be targeted at specific individuals and groups to create opinions, generate sales, develop propaganda and other forms of persuasion. Students have the opportunity to test persuasion techniques with simple media presentations. Same as MEDIA 102. Either COMM 102 or MEDIA 102 may be taken for credit - not both.

COMM 103 Media and Messages: Media Literacy • 5

Gives insight into the aesthetics of media production through the study of production techniques including lighting, editing, color, audio and interactivity. Lectures include clips from a variety of film, video and multimedia resources as well as guest speakers to help develop students' interpretive skills in media. Same as MEDIA 103. Either COMM 103 or MEDIA 103 may be taken for credit – not both.

COMM 104 Multi-Cultural Media Messages • 5

Develops students' critical viewing skills to analyze the origin, impact and meanings of electronic and digital images from both a personal and multi-cultural perspective. Reviews the history and future of global media networks and their effect on multi-cultural issues. Same as MEDIA 104. Either COMM 104 or MEDIA 104 may be taken for credit – not both.

COMM 141 Introduction to Media Writing • 5

Introduces the fundamentals of reporting (researching, covering events, interviewing); and newswriting (story organization, style,

succinctness). Includes classroom instruction and practical assignments to be submitted to the student newspaper. Cannot be repeated for credit. COMM 141 is equivalent to ENGL 101. Prerequisite: Placement by assessment into ENGL 101, or ENGL 092 or 093 at BCC with a "B-" or better.

COMM 142 Intermediate Reporting • 5

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

COMM 143 Editing Techniques • 3

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

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

COMM 146 News Staff • 3

Offers more practical application of skills developed in COMM 141 and COMM 142. Typically involves 10 major reporting assignments per quarter. May be repeated twice.

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. Credit given as social science credit. See AMST 150 for humanities credit. Either AMST 150 or COMM 150 may be taken for credit – not both.

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 and permission of instructor.

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. Covers social and technological change.

COMM 220 Law of Mass Communications • 5

Examines communication law with authoritative judicial reasoning on key principles. Most cases are drawn from Supreme Court decisions. Current issues and challenges to established procedure are included. Recommend COMM 150 or COMM 201 or related subjects; general interest in subject.

COMM 241 Photo Journalism • 3

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

COMM 245 Practicum in Journalism • 5

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 Communication Program.

**COMM 261
Radio News Broadcasting • 5**

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

**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 ten (10) credits. Prerequisite: Permission of instructor.

**COMM 294/295/296/297
Special Topics in
Communications • V1-10**

Allows students to pursue a specialized or in-depth study of a particular subject relating to communications. 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. No more than 10 credits may apply to an AAS degree. Prerequisite: Permission of instructor.

Dance

**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 132*
Jazz Technique III • 2**

Emphasis is on improving technique and expansion of movement vocabulary. Class is designed to challenge the higher level intermediate dancer and bridge the gap between Jazz Technique II and the Dance Ensemble class. Students will explore and develop advanced techniques and performance skills.

**DANCE 133*
Jazz Technique IV • 2**

Emphasis is on improving technique and expansion of movement vocabulary. The class is designed to challenge the higher level intermediate dancer and bridge the gap between Jazz Technique III and the Dance Ensemble class. Students will explore and develop advanced techniques and performance skills.

**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 bar and center floor. The purposes of the course are: to gain flexibility and strength and to extend movement vocabulary. May be taken for PE or DANCE credit.

**DANCE 152*
Contemporary Dance II • 2**

Continues Contemporary Dance I. Studies technique to 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. May be taken for PE or DANCE credit.

**DANCE 201*
Dance Ensemble I • V1-5**

Consists of a performing group of dancers. Emphasis is on dance as an art form. Course

includes a company class, formal and informal improvisation and solo or small group work. Prerequisite: Audition and permission of instructor.

**DANCE 202*
Dance Ensemble II • V1-5**

Continuation of Dance Ensemble I. 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**

Continuation of Dance Ensemble II. Stress is on performance. Students combine technical and performing skills and experience the production aspects of concerts. Prerequisite: DANCE 202 or permission of instructor.

Drama

**DRAMA 101
Introduction to the Theater • 5**

Surveys theater 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 and techniques of set and property construction and painting. Prerequisite: Concurrent enrollment in DRAMA 290.

**DRAMA 112
Stage Lighting • 4**

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

**DRAMA 125
Great Plays • 5**

An appraisal and analysis of great plays that formulate changes in dramatic literature and philosophy. Includes concept, story, character, dialogue, and criticism with reader's theater component. Course is offered on alternate years.

* Use of this performance class in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

DRAMA 126

Contemporary Theater • 5

Studies scripts written in the past five years. Emphasis is on analysis of scripts and trends of theater today with reader's theater component.

DRAMA 151

Acting: Improvisation • 5

Concentrates on working individually and with others; developing 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; fluidity, flexibility, agility and developing specific skills such as stage fights, and manipulation (mime). 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 and text analysis; rehearsal tools; acting one's age; playing against type, underplaying, overplaying; rhythm, timing, pacing and achieving an objective through work on scenes and monologues.

DRAMA 161

Acting in the Media I • 5

The techniques of acting as they apply to the electronic and film media. Students will learn to be comfortable in front of a lens and on-camera believability. Scenes will be shot in continuity style including masters, two shots, over-the-shoulders and close-ups, and students will take roles behind the camera.

DRAMA 200

Drama Colloquium • 3

This course is an in-depth analysis of the history and literature of the period of the annual drama production and a dialogue with the director, designers and technical director of the production. Prerequisite: Concurrent enrollment in DRAMA 291.

DRAMA 251*

Advanced Acting: Scene Study • 5

Rehearsal and classroom performance of scenes from 19th century and contemporary theater leading to a final in-class performance of selected scenes. Prerequisite: Permission of instructor and/or audition.

DRAMA 252*

Advanced Acting: Scene Study • 5

Rehearsal and classroom performance of scenes from dramatic literature of Greek and Roman theater leading to a final performance of selected scenes. Prerequisite: Permission of instructor and/or audition.

DRAMA 253*

Advanced Acting: Scene Study • 5

Rehearsal and classroom performance of scenes from dramatic literature of leading Elizabethan, 17th and 18th century theater leading to a final in-class performance of selected scenes. Prerequisite: Permission of instructor and/or audition.

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 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 main stage show, or for advanced students, special projects on the quarterly studio production. Prerequisite: Concurrent registration in DRAMA 200 or permission of instructor.

DRAMA 299

Individual Research • V1-5

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

English

ENGL 071

Developmental English • 10

An intensive course in reading and writing strategies for students placing below the ENGL 092 or 093 level or below the ENGL 106 level. Students must also take one or two credits of ENGL 080 (Reading Lab). The Developmental English course sequence may be started in any quarter and students should register in the following manner: ENGL 071, Summer; ENGL 072, Fall; ENGL 073, Winter; ENGL 074, Spring. Courses may be repeated until student tests into ENGL 092 or 093. Prerequisite: Placement by assessment.

ENGL 072

Developmental English • 10

An intensive course in reading and writing strategies for students placing below the ENGL 092 or 093 level or below the ENGL 106 level. Students must also take one or two credits of ENGL 080 (Reading Lab). The Developmental English course sequence may be started in any quarter and students should register in the following manner: ENGL 071, Summer; ENGL 072, Fall; ENGL 073, Winter; ENGL 074, Spring. Courses may be repeated until student tests into ENGL 092 or 093. Prerequisite: Placement by assessment.

ENGL 073

Developmental English • 10

An intensive course in reading and writing strategies for students placing below the ENGL 092 or 093 level or below the ENGL 106 level. Students must also take one or two credits of ENGL 080 (Reading Lab). The Developmental English course sequence may be started in any quarter and students should register in the following manner: ENGL 071, Summer; ENGL 072, Fall; ENGL 073, Winter; ENGL 074, Spring. Courses may be repeated until student tests into ENGL 092 or 093. Prerequisite: Placement by assessment.

ENGL 074

Developmental English • 10

An intensive course in reading and writing strategies for students placing below the ENGL 092 or 093 level or below the ENGL 106 level. Students must also take one or two credits of ENGL 080 (Reading Lab). The Developmental English course sequence may be started in any quarter and students should register in the following manner: ENGL 071, Summer; ENGL 072, Fall; ENGL 073, Winter; ENGL 074, Spring. Courses may be repeated until student tests into ENGL 092 or 093. Prerequisite: Placement by assessment.

ENGL 080

Improving Reading Skills (Reading Lab) • V1-2

Allows a student to work independently in the Reading Lab. Each student works individually under the supervision of the Reading Lab Director and lab staff. Grades are Pass/Fail. One hour credit equals 20 hours of lab work.

ENGL 089

Reading IV • 5

Pre-assigned students whose assessment scores range from levels 8-11.9. Coordinated with parallel reading lab sections, which emphasize acquisition of vocabulary and development of literal and inferential comprehension skills. Prerequisite: Placement by assessment.

ENGL 090

Strategies for Improving Writing Skills • V1-5

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 091

Basic Grammar and Sentence Patterns • V2-5

Reviews parts of speech, verb tenses and basic sentence patterns in context of students' own writing. Designed to help students at all levels combat writer's block and understand what teachers say about their writing. Open to native speakers and non-native speakers. Prerequisite: Eligible to

register for DEVED 081 or an English reading or writing course.

ENGL 092

Developmental English IV • 5

Advanced editing skills and critical thinking are emphasized. Major writing objectives must be met not only in papers written outside of class but in essays written, revised and edited in a single class period. Prerequisite: Placement by assessment.

ENGL 093

Composition for Non-Native Speakers IV • 5

ESL students read, talk and write about major contemporary issues. Advanced editing skills and editing speed are emphasized not only in papers written outside of class but in essays written, revised and edited in a single class period. Prerequisite: Placement by assessment.

ENGL 101

Written Expression • 5

Includes a variety of writing modes. Students learn that writing is a process. Instructors may organize the course in any number of ways so as to assist the student to achieve clear, effective writing skills. Prerequisite: Placement by assessment, or ENGL 092 or 093 with a "B-" or better.

ENGL 102

Written Expression • 5

Emphasizes summary skills, analysis of sources, development of Library research skills and a lengthy investigation of a thesis in a research paper. Students critique various styles of argumentation. Prerequisite: ENGL 101.

ENGL 103

Accessing Information Today • V1-3

Familiarizes students with accessing information through a variety of general reference sources, indexes and databases. Also examines social and psychological barriers to free access to information. Recommend ENGL 101 placement.

ENGL 105

Mechanics of English, A Survey • 5

College-level course emphasizing grammar, usage, sentence structure, and punctuation. The content and goals will be partly determined by the needs of the participants. Prerequisite: Placement by assessment, or ENGL 092 or 093 with a "B-" or better.

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 courses in the humanities, social sciences and sciences. Parallel lab emphasizes vocabulary and comprehension skills. Prerequisite: Placement by assessment.

ENGL 107

English As A Foreign Language • 5

For non-native speakers only, after completion of 15 credits in English courses numbered below 100. This course validates foreign language development for non-native speakers. Prerequisite: Permission of Program Chair.

ENGL 108

English As A Foreign Language • 5

For non-native speakers only, after completion of an additional 15 credits in English courses numbered below 100. This course validates foreign language development for non-native speakers. Prerequisite: Permission of Program Chair.

ENGL 110

Reading Poetry • 5

Introduces the student to the style, structure, techniques and interpretation of poetry. Students read major poets and emphasis is placed on analysis and interpretation of poems. Recommend ENGL 101 placement or higher.

ENGL 111

Reading Drama • 5

Students discover drama as literature. Includes traditional and modern playwrights. Students enjoy drama more fully through understanding its conventions, styles and techniques. Recommend ENGL 101 placement or higher.

ENGL 112

Reading Fiction • 5

Introduces a range of short fiction and one or more novels. Emphasizes close reading techniques for analysis, the qualities of fictional literature and how they are achieved. Recommend ENGL 101 placement or higher.

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. Special focus upon cultural tradition and values. Recommend ENGL 101 placement or higher.

ENGL 130

Introduction to Literature • 5

A course designed primarily for the evening student. It is an introduction to the literary genres: poetry, drama, fiction. Recommend ENGL 101 placement or higher.

ENGL 131

Introduction to Literature • 5

A course designed primarily for the evening student. It is an introduction to the literary genres: poetry, drama, fiction. 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. Recommend ENGL 101 placement or higher.

ENGL 215

Folklore: Myth, Folktale and Legend • 5

Surveys the stories of selected cultures in order to discover common motifs and styles,

to explore relationships between cultural perspectives and to examine theories concerning origins and significance. Recommend ENGL 101, 102 or a literature course in the 100 series.

ENGL 221

Popular Literature • 5

Investigates the themes, conventions and cultural assumptions of genre-based popular literature. Individual instructor's specific focus is designated by added wording in course title. Recommend 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. Recommend 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. 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. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

ENGL 241

The Bible as Literature • 5

A lecture/discussion course which explores the oral and written traditions of literature in the Old and New Testaments, emphasizing the cultural, historic and literary aspects of scripture. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

ENGL 263

English Literature: Beowulf Through Shakespeare • 5

Explores the relationship between language, literature and cultural and intellectual context in representative works of the period, including Beowulf and works by Chaucer and Shakespeare. Evaluation by tests and papers. 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. Typically features figures such as Donne, Milton, Pope, Goldsmith, Jonson, Swift and Johnson. 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. 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. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

ENGL 267

American Lit: 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. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

ENGL 268
American Lit: 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. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

ENGL 269
American Lit: 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. 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 writing. Technical periodicals and reference work with proper bibliographical usage are emphasized. Computer use is required. Prerequisite: ENGL 101.

ENGL 271
Expository Writing • 5

Provides a chance for further development of writing skills learned in ENGL 101 or 102. Emphasis is on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews and upon individual projects. Prerequisite: ENGL 101.

ENGL 272
Expository Writing • 5

Course is planned for those wishing to continue work begun in ENGL 271. Prerequisite: ENGL 271.

ENGL 273
Verse and Short Story Series (Creative Writing) • 5

A fifteen credit sequence where students may elect to take the entire sequence, or may take any five credits within the sequence. English 273 focuses on the creative process in general.

ENGL 274
Verse and Short Story Series (Creative Writing) • 5

A fifteen credit sequence where students may elect to take the entire sequence, or may take any five credits within the sequence. English 274 focuses on the craft of writing poetry.

ENGL 275
Verse and Short Story Series (Creative Writing) • 5

A fifteen credit sequence where students may elect to take the entire sequence, or may take any five credits within the sequence. English 275 focuses on the craft of writing short fiction with emphasis on the short story.

ENGL 276
Women Writers • 5

Combines lecture/discussion to explore the rich diversity of styles, themes and perspectives in women's writings from the 12th to the 20th centuries. Students will explore the diversity of women's experiences and perspectives over time and within diverse social contexts. Recommend prior completion of ENGL 101, 102 or a literature course in the 100 series.

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? 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 of piece of writing. 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 literature utilizing the special knowledge of instructors. Subject matter can be determined by student request and is announced before each quarter. May be repeated for a maximum of 15 credits.

ENGL 299
Directed Reading and Research • V1-5

Allows individual study of given authors or areas of special interest by arrangement with instructor. Course may be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

Foreign Language

FRNCH 101
Beginning 1st-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 1st-Year French • 5

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

FRNCH 103
Advanced 1st-Year French • 5

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

FRNCH 201

Basic 2nd-Year French • 5

Reviews French grammar for experienced students. Introduces French life, history and literature. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. Prerequisite: FRNCH 103 or permission of instructor.

FRNCH 202

Intermediate 2nd-Year French • 5

Continues FRNCH 201. Prerequisite: FRNCH 201 or permission of instructor.

FRNCH 203

Advanced 2nd-Year French • 5

Continues FRNCH 202. Prerequisite: FRNCH 202 or permission of instructor.

GERM 101

Beginning 1st-Year German • 5

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

GERM 102

Intermediate 1st-Year German • 5

Continues GERM 101. Prerequisite: GERM 101 or permission of instructor.

GERM 103

Advanced 1st-Year German • 5

Continues GERM 102. Prerequisite: GERM 102 or permission of instructor.

GERM 104

Individualized 1st-Year German • V1-10

Self-paced, self-directed learning of all language skills. Variable credit course: 1 to 10 credits.

GERM 201

Basic 2nd-Year German • 5

Business, economic and scientific German for the experienced student to increase language versatility. Prerequisite: GERM 103 or permission of instructor.

GERM 202

Intermediate 2nd-Year German • 5

Continues GERM 201. Prerequisite: GERM 201 or permission of instructor.

GERM 203

Advanced 2nd-Year German • 5

Continues GERM 202. Prerequisite: GERM 202 or permission of instructor.

JAPAN 101

Beginning 1st-Year Japanese • 5

A beginning course in contemporary Japanese. Includes oral and written activities to assist in the development of skills in listening, speaking, reading, writing and cultural awareness that will allow people to communicate, interact and negotiate meaning.

JAPAN 102

Intermediate 1st-Year Japanese • 5

An intermediate first year course continuing with the goals of JAPAN 101. Prerequisite: JAPAN 101 or permission of instructor.

JAPAN 103

Advanced 1st-Year Japanese • 5

An advanced first year course continuing with the goals of JAPAN 102. Prerequisite: JAPAN 102 or permission of instructor.

JAPAN 194/195/196/197

Special Topics in Japanese • V1-5

Provides opportunities for focused study by students capable of devising, carrying out and completing an independent program of study under the supervision of an instructor.

JAPAN 201

Basic 2nd-Year Japanese • 5

A second year course designed to teach students how to use language in real life situations for varying communicative purposes. Grammar is de-emphasized since this is best learned outside class. Activities are related to a main theme and students practice listening, speaking, reading and

writing about the theme in an integrated fashion. Acquisition of vocabulary is paramount. Prerequisite: JAPAN 103 or permission of instructor.

JAPAN 202

Intermediate 2nd-Year Japanese • 5

A continuation class focusing on the same goals as JAPAN 201. Prerequisite: JAPAN 201 or permission of instructor.

JAPAN 203

Advanced 2nd-Year Japanese • 5

A continuation class focusing on the same goals as JAPAN 202. Prerequisite: JAPAN 202 or permission of instructor.

SPAN 101

Beginning 1st-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 1st-Year Spanish • 5

Continues SPAN 101. Prerequisite: SPAN 101 or permission of instructor.

SPAN 103

Advanced 1st-Year Spanish • 5

Continues SPAN 102. Prerequisite: SPAN 102 or permission of instructor.

SPAN 201

Basic 2nd-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. Prerequisite: SPAN 103 or permission of instructor.

**SPAN 202
Intermediate 2nd-Year
Spanish • 5**

Continues SPAN 201. Prerequisite: SPAN 201 or permission of instructor.

**SPAN 203
Advanced 2nd-Year
Spanish • 5**

Continues SPAN 202. Prerequisite: SPAN 202 or permission of instructor.

**SPAN 299
Individual Studies in
Spanish • V1-5**

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

**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 a 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

**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 in each period.

**INDES 151
Twentieth 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. Prerequisite: ART 108, INDES 150, 151, 160 & 190 or permission of instructor.

**INDES 160
Graphic Communication 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 and 120.

**INDES 162
Introduction to Computer Aided
Design • 3**

Computer aided design using AutoCAD on the PC. Covers important elements of CAD systems, 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 IT 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 and ART 111.

INDES 170 Interior Design I - Methods • 5

Applies the design process to the interior environment and introduces fundamental concepts for planning, organizing and arranging spaces. It deals with space needs based on human factors, activities and priorities and concentrates on making the best functional and aesthetic use of minimum space. Prerequisite: ART 112, INDES 140 and 160.

INDES 175 Design Theory • 5

Introduces the exploration of philosophical approaches to design and the weighing of various aesthetic and judgmental concerns. It deals with ideas related to the enclosure of space and systems of organizing sequences of space through conceptual exercises designed to stimulate students' critical thinking and creative problem solving.

INDES 180 Professional Practices I • 3

Prepares students to work as professional interior designers. Emphasis is on becoming a residential interior designer. Provides information about available resources and services, responsibilities for working with showrooms, service personnel, and clients. Course also includes information about 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 about aspects of commercial interior design work, employment opportunities in the design industry, and job search skills. Includes development of portfolio and review. 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 or permission of instructor.

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, 160 or concurrent.

INDES 191 Lighting • 3

An introduction to the design of lighting for the interior 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 credits count as electives. Course may be repeated for a maximum of 10 credits. Prerequisite: Permission of program chair or instructor.

INDES 260 Graphic Communication II • 5

Introduces specific professional applications for graphic communication skills; 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.

INDES 270 Interior Design II • 5

Focuses on the problem-solving discipline of the design process and its application to any interior design problem with special emphasis on barrier-free and residential design. Involves working with instructors, who are practicing professionals, on a variety of professionally-relevant interior design studio projects. Prerequisite: INDES 165, 170 and 260 and permission of Program Chair.

INDES 271 Interior Design III • 5

Focuses on the problem-solving discipline of the design process and its application to any interior design problem with special emphasis on hospitality design, retail design or design for public spaces. Involves working with instructors, who are practicing professionals, on a variety of professionally-relevant interior design studio projects. Prerequisite: INDES 165, 170 and 260 and permission of Program Chair.

INDES 272 Interior Design IV • 5

Focuses on the problem-solving discipline of the design process and its application to any interior design problem with special emphasis on commercial and office space planning. Involves working with instructors, who are practicing professionals, on a variety of professionally-relevant interior design studio projects. Prerequisite: INDES 165, 170 and 260 and permission of Program Chair.

INDES 285 Practicum in Interior Design • 3

A second work-study experience that provides the student with perspective on interior design work opportunities similar to the type desired in future employment. Prerequisite: INDES 150, 160, 170.

INDES 294/295/296/297
Special Topics in Interior Design • V1-5

Allows students 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. Course may be repeated for a maximum of 10 credits. Credits count as electives. Prerequisite: Permission of Program Chair 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

Suggested minimum program for music majors and minors is: **FIRST YEAR:** MUSIC 110, 111, 112 – First-Year Theory; MUSIC 140 – First-Year Private Instruction I; and participation in at least one performing group each quarter. **SECOND YEAR:** MUSIC 210, 211, 212 – Second-Year Theory; MUSIC 240 – Second-Year Private Instruction I and participation in at least one performing group each quarter.

MUSIC 100*
College Choir • 3

A performance class open to all students interested in singing. Choir includes 5 hours of rehearsal per week plus scheduled outside 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 9 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 Chair for approved groups. Course may be repeated for a

maximum of 6 credits. Prerequisite: Prior enrollment in MUSIC 101 or permission of Program Chair.

MUSIC 102*
Community Band • 1

Presents two existing community bands, composed of high school graduates, community members and college students from the Bellevue/Renton area. The bands meet once a week to rehearse symphonic band literature. Membership for student 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 Program Chair.

MUSIC 104*
Small Instrumental and Vocal Ensembles • 2

Includes woodwinds, strings, brass and jazz combos. 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, and for vocal students only, concurrent enrollment in MUSIC 100/200.

MUSIC 105*
Vocal Jazz and Recording Ensemble • 3

A performance class that consists of a vocal jazz 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 enrollment in MUSIC 100 and prior enrollment in MUSIC 105, or entry code.

MUSIC 106*
Jazz Band • 3

A performance class open to all instrumentalists within the Stage Band instrumentation. Auditions for available chairs are held during the first week of the quarter. Emphasis is on jazz improvisation, performance and interpretation of Big Band jazz literature. The course may be repeated for a maximum of 9

credits. Prerequisite: MUSIC 106 or permission of instructor, ability to read music and competency on student's instrument.

MUSIC 107
Fundamentals of Music • 5

A lecture/demonstration class, which studies the structure of music and its notation. Some of these include reading and writing basic pitch and rhythm notation, constructing scales, chords and melodies. The course is intended for non-majors with little or no musical experience.

MUSIC 108
Listening to Music • 5

A 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, instruments, form and its function.

MUSIC 110
First-Year Theory • 5

A series of three courses which comprise the first three quarters of a two-year, six-quarter sequence of Music Theory. Primarily intended for music majors but also for students who wish to compose. The course covers notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony and composition. Sight-singing and ear-training are included as well. Prerequisite: A basic knowledge of music notation and performance capability on an instrument or voice.

MUSIC 111
First-Year Theory • 5

A series of three courses which comprise the first three quarters of a two-year, six-quarter sequence of Music Theory. Primarily intended for music majors but also for students who wish to compose. The course covers notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony and composition. Sight-singing and ear-training are included as well. Prerequisite: MUSIC 110 or equivalent.

* Use of this performance class in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

MUSIC 112 First-Year Theory • 5

A series of three courses which comprise the first three quarters of a two-year, six-quarter sequence of Music Theory. Primarily intended for music majors but also for students who wish to compose. The course covers notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony and composition. Sight-singing and ear-training are included as well. Prerequisite: MUSIC 111 or equivalent.

MUSIC 113 Survey of Music History (Antiquity to 1800) • 5

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

A class that presents an overview of the composers and music of the Romantic period through the 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 MUSIC 113 as a prerequisite.

MUSIC 120* Class Voice (Group Vocal Instruction) • 2

Is a studio class intended for major and non-major students having never received 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 122 Introduction to Audio and Recordings • 5

Introduces basic audio for use in video and computer media applications. Includes basic

sound characteristics, microphones, single and multi-track recording techniques and sound reinforcement and enhancement. Students work on a production team to create finished audio productions. Same as MEDIA 122. Either MUSIC 122 or MEDIA 122 can be taken for credit – not both.

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

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. Prerequisite: MUSIC 130 or permission of Program Chair.

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 6 credits in three quarters. Prerequisite: Permission of Music Chair.

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 minutes to one hour lessons are held each week for ten weeks with a college-approved instructor. There is a fee for private study in addition to normal college fees. Maximum 6 credits in three quarters. Prerequisite: Permission of Program Chair or 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 software presently available for music sequencing and writing activities.

MUSIC 151 Midi Lab • 3

A lab experience designed to give MUSIC 150 graduates some hands-on opportunities to create music on the equipment covered in the lecture class. A minimum of three sequences must be completed by quarter's end. Prerequisite: MUSIC 150 required; and music theory, performance group recommended. It may be repeated for a maximum of 18 credits.

MUSIC 153 Digital Recording Production • 5

Course covers recording and editing skills as they exist in the digital media. Digital recording, computer-based mix down, digital I/O, utilizing digital effects, and sampling will be covered in a 24 channel ADAT and direct-to-disk recording studio. Same as MEDIA 153. Either MUSIC 153 or MEDIA 153 can be taken for credit – not both. Prerequisite: MUSIC 122 or MEDIA 122.

MUSIC 200*
College Choir • 3

A performance class open to students interested in singing and having completed three quarters at the 100 level. Choir includes 5 hours of rehearsal per week plus scheduled outside 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 205*
Vocal Jazz Ensemble • 3

A performance class that consists of a vocal ensemble selected by audition from the membership of the college concert choir and having completed three quarters at the 100 level. 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 enrollment in MUSIC 100, prior enrollment in MUSIC 105 or permission of instructor.

MUSIC 206*
BCC Jazz Band • 3

A performance class open to all instrumentalists within the Stage Band instrumentation having completed three quarters at the 100 level. Auditions for available chairs are held during the first week of the quarter. Emphasis is on jazz improvisation, performance and interpretation of Big Band Jazz literature. The course may be repeated for a maximum of 18 credits. Prerequisite: Prior enrollment in MUSIC 106 or permission of instructor.

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 dominant, 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.

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 and more. 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 the 20's, the big bands of the Swing Era, the development of Bop, and foundations of modern jazz to contemporary experiments of recent years. 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 of 3 credits in three quarters. Prerequisite: MUSIC 104 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 6 credits in three quarters.

Prerequisite: MUSIC 140 or 143; and permission of instructor.

MUSIC 299
Individual Projects in Music • V1-3

An individual course of study with an instructor in any area of music approved by instructor. It includes at least 5 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

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 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. Prerequisite: Eligible to register for ENGL 101 or PHIL 115.

* Use of this performance class in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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, good, and salvation.

Speech

SPCH 090

Developmental Speech • 3

Course is designed for non-native speakers of English. Goals include increased speaking and listening proficiency, confidence in the multi-cultural classroom, and understanding of cultural influences on communication practices.

SPCH 100

Basic Principles of Oral Communication • 5

Explores 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. Course includes public speaking experience.

SPCH 102

Survey of Speech Communication • 5

Provides the learner with a basic understanding of speech communication. Course includes a general overview of the communication process. Intrapersonal, interpersonal, organizational and intercultural communication will be explored.

SPCH 195

Special Topics in Speech • V1-5

Course explores specific topics in the field of speech communication not offered by the core courses. Course content is announced in the quarterly schedule. Students may retake the course for credit as content changes. This course may be repeated for a maximum of 15 credits.

SPCH 199

Individual Studies in Speech Communications • V1-5

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

SPCH 200

Interpersonal Communication • 5

Course focuses on the analysis of interpersonal communication in relationships. Perception, language, self-concept, disclosure, listening and conflict are all explored. Students will have the opportunity to experience the concepts through class activities.

SPCH 220

Introduction to Public Speaking • 5

Course explores the essentials of effective public speaking. Topic selection, research methods, organization, analysis of material and audience, use of visuals, and delivery skills are all explored. Students will have the opportunity to prepare and deliver various types of speeches.

SPCH 225

Small Group Communication • 5

Course explores effective communication in small groups. Various aspects of group process will be explored including leadership, conflict management, decision making, conformity and critical thinking. The student will be involved in group experiences to test group theories and practice group skills. Transfers as social science credit.

SPCH 230

Intercultural Communication • 5

Course studies the effect that culture has on the communication process. Students will learn about the different elements of cultures and the influence of culture on language and non-verbal communication. Students will practice skills that contribute to intercultural effectiveness.

SPCH 285

Nonverbal Communication • 5

Course examines non-verbal behavior and its role in the communication process. Body language, space, touch, dress and cultural norms will all be explored. Students will have the opportunity to examine their own non-verbal communication and techniques for increasing non-verbal sensitivities will be explored.

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 schedule. Students may retake the course for credit as content changes. Course may be repeated for a maximum of 15 credits.

SPCH 299

Individual Studies in Speech Communications • V1-5

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

Preparing for the High Performance Workplace

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; General Business Management; Information Technology – Programming; Information Technology – Technical Support; Marketing Management; Accounting Paraprofessional; and Real Estate.

The Business Division offers a wide array of educational opportunities in several of its programs including short-term Certificates of Achievement and/or Accomplishment, as well as internships. For more information, contact the Business Division Office.

Accounting

ACCT 101 Survey of Accounting • 5

Introduction to fundamental concepts involved in financial accounting. Focus is on understanding financial statements and how they are used in the management planning, control and decision making process. Note: For all vocational business majors.

ACCT 102 Practical Accounting I • 5

For reporting business transactions; makes use of special journals, general and subsidiary ledgers. Covers periodic adjustments, closing procedures and preparation of financial statements. Not recommended for students transferring to four-year colleges.

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 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. Prerequisite: ACCT 102 or permission of instructor.

ACCT 172 Integrated Accounting on Microcomputer • 5

Course applies specific accounting problems to the microcomputer using pre-programmed software to manage accounts receivable, accounts payable, depreciation, payroll, ledgers and to produce financial statements. Prerequisite: ACCT 102 or permission of instructor.

ACCT 199 Individual Studies in Accounting • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

ACCT 234 Managerial Accounting • 5

Provides instruction in making business decisions with the aid of managerial accounting techniques; including various aspects of short-range and long-range financial planning. Emphasis is on management planning, control and solving business

problems using analytical tools. Same as GBUS 215. Prerequisite: ACCT 101.

ACCT 240 Advanced Computerized Problems for Accounting • 5

Introduces the accounting student to the use of the PC to solve accounting problems. Students create accounting applications using various software programs. Prerequisite: First year accounting courses or permission of instructor.

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: One year of accounting classes or permission of instructor.

ACCT 260

Accounting For Non-Profit Agencies • 5

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, universities and other governmental agencies. Prerequisite: One year of 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. Prerequisite: One year of accounting classes or permission of instructor.

ACCT 285

Federal Income Taxes • 5

Introduces the student to the concepts and preparation of personal federal income tax returns. Prerequisite: One year of accounting classes or permission of instructor.

ACCT 299

Individual Studies in Accounting • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

Administrative Office Systems

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. Prerequisite: Previous keyboarding and computer experience required.

AOS 108

Keyboarding on the Computer • 1

An intensive introductory keyboarding course taught on personal computers. Students learn to keyboard by touch and are encouraged to increase speed and accuracy.

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 and computer experience recommended.

AOS 150

Office Administration • 5

Introduces modern office procedures and prepares students to work successfully in a variety of office situations. Prerequisite: AOS 102 and computer experience.

AOS 161

Beginning Computer Applications • 5

A beginning computer course in which the student will learn to operate the IBM compatible desktop personal computer. The student will be able to identify the basic 'hardware' components of a computer system and will also learn the difference between applications software and system/operating software. The student will learn how to use an integrated software program which

includes word processing, electronic spreadsheets, charting and electronic databases.

AOS 163

Microsoft Word on the PC • 5

Beginning through advanced features of Microsoft Word for Windows taught on IBM PC or compatible computers. Formatting skills emphasized. Prerequisite: Previous computer experience.

AOS 164

DOS/Windows 95 • 5

Students learn to distinguish between and use IBM's systems software (DOS) and Windows '95 software. Prerequisite: Previous computer experience.

AOS 165

Spreadsheet Applications: 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: Previous computer experience.

AOS 167

Desktop Publishing with Pagemaker • 5

Introduces students to Aldus Pagemaker software on the IBM-PC. This course covers design and other elements necessary to produce professional looking publications such as newsletters, advertisements, stationary and announcements. Prerequisite: Previous computer experience.

AOS 168

Database Applications • 5

Introduces students to database software and prepares them to work in an environment where data is managed electronically. Basic principles of form analysis and design, creation, storing, retrieval and manipulation of electronic files and report generation. Prerequisite: Previous computer experience.

AOS 170

Introduction to the Internet • 1

Introduction to the use of the internet. Students access and use a variety of resources and information, participate in electronic communication and gain first hand knowledge of the information superhighway.

AOS 199

Individual Studies in AOS • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

Business Administration–Transfer Program

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. The first accounting course required of business administration students 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 “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. Course concentrates on the use of information by those managing the business and making decisions. Prerequisite: ACCTG 220 receiving a “C” or better.

ACCTG 245

Accounting Special Projects • V1-3

Provides training in accounting for special projects. Prerequisite: Entry code from instructor.

ACCTG 295

Seminar in Accounting • 2

Studies special problems in accounting and/or training of teaching assistants for ACCTG 210. Prerequisite: Entry code from instructor.

ACCTG 296

Seminar in Accounting • 2

Studies special problems in accounting and/or training of teaching assistants for ACCTG 220. Prerequisite: ACCTG 210 and entry code from 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 entry code from 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 techniques used in decision making and research. Descriptive and inferential statistics covered; probability, central tendency, variability, normal and t-distributions, hypothesis testing and regression. Transfers to four-year institutions in business, health care, etc. Prerequisite: MATH 156 with a “C” or better or entry code.

Computer Science–Transfer Program

CS 110

Introduction to Computers and Applications • 5

Computer competency: Components and functions of computers; introduction to word processing, electronic spreadsheets and data base management systems. Broad overview of computer concepts and applications.

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 with a “C” or better or entry code.

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. Prerequisite: Previous computer experience or permission of instructor.

CS 199

Independent Study in Computer Science • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

CS 210

Fundamentals of Computer Science I • 5

Introduction to computer science. Intended as the first programming course for CS majors. Design and implementation of algorithms; programming in a structured, modular

language. Emphasis on problem solving, program design and style. Prerequisite: MATH 105 with a "C" or better or entry code.

CS 211 Fundamentals of Computer Science II • 5

Continuation of CS 210. Data structures, programming and design techniques using a structured modular language. Data structures include arrays, records, lists, stacks queues, binary trees, strings and sets. Other topics include searching and sorting, abstract data types, recursion and hashing. Prerequisite: CS 210 or entry code from instructor.

CS 299 Independent Study in Computer Science • V1-10

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

General Business Management

G BUS 101 Introduction to Business • 5

Examines the role of business in a modern economy; its growth, structure, organization and relationship to the environment. Business firms; their objectives, functions and management 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.

G BUS 120 Human Relations • 5

Looks into the dynamics of the business organization and its human resources. Attitudes are examined to develop a positive attitude toward the human element in business. Topics include: motivation, leadership, group dynamics, organization theory, participatory management and communication.

G BUS 130 Principles of Real Estate • 5

Entry level course designed for buyers, sellers, investors and preparation for the Washington State Salesperson's Exam. Legal titles and instruments, finance, appraisal, contracts, agency, land economics. Sixty clock hours. Same as R EST 130.

G BUS 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.

G BUS 150 Entrepreneurship • 5

Deals with organizing and operating a small business. Topics include: development of a business plan, failure factors in small business, source of capital, recordkeeping, financial statements, taxation, marketing, legal and regulatory issues and management principles. Same as R EST 150.

G BUS 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: characteristics of frequency distributions, central tendencies, variability. Course is not recommended for the transfer student. Prerequisite: GBUS 145 or permission of instructor.

G BUS 199 Individual Studies in General Business • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

G BUS 202 Law and Business • 5

Surveys laws applicable to business transactions. Course emphasizes law of contract sales, negotiable instruments and agency.

G BUS 210 Stock Market Investment Strategy • V1-5

Interactive competition that gives students a hands-on opportunity to manage a stock portfolio. Students begin with a fictional \$100,000 on account and 20 trades. Course covers: money, capital markets, stocks, bonds, fiscal and monetary policies, business cycles and financial statement analysis.

G BUS 215 Management Accounting & Financial Analysis Tech • 5

Provides instruction in making business decisions with the aid of managerial accounting techniques; including various aspects of long-range and short-range financial planning. Emphasis is on management planning, control and solving business problems using analytical tools. Same as ACCT 234. Prerequisite: ACCT 101.

G BUS 221 Human Resource Management • 5

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, performance evaluation and labor management, and introductory course for the line or staff person.

G BUS 241 Organization and Management Skills • 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. Same as FCA 232. Either GBUS 241 or FCA 232 may be taken for credit not both. Prerequisite: GBUS 120 and 210 or permission of instructor.

G BUS 291 Business Internship • 2

Provides students with skills necessary for an effective job search. Topics covered include: resumes, cover letters, interviews, job search

and developing a portfolio. Grading is on a credit/no credit basis. Prerequisite: Entry code required.

**G BUS 292
Business Internship II • V1-10**

Continues GBUS 291. Students work at least 15 hours weekly in industry on projects outlined during GBUS 291. Projects may 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 credit/no credit basis. Prerequisite: Entry code required.

**G BUS 299
Individual Studies in General Business • V1-10**

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

Information Technology

**IT 101
Introduction to Information Technology • 5**

Survey course which covers most aspects of information technology. Includes how computers work, different types of computers, input and data storage devices, different operating systems, ethics, data communications, systems analysis and design. Not a 'hands-on' course.

**IT 105
Introduction to PCs and Applications • 5**

A hands-on, introductory, survey course on computer applications. Covers Microsoft Windows, Word, Excel and Access. Both personal and business uses of the software programs are covered.

**IT 110
Introduction to Programming • 5**

Use Visual Basic to learn fundamental programming techniques. Design procedures and write instructions for a computer to solve business problems. Learn procedural programming, develop a graphical user interface in Windows, and work with events and objects. Prerequisite: Placement by assessment into college algebra, or MATH 092, 095, 099 or 101 with a "C" or better, or entry code.

**IT 127
Application Development with VBA I • 5**

Develop integrated solutions to business problems using Access (database), Excel (spreadsheet) and Word (word processor). Emphasis on Visual Basic for applications to store, retrieve, manipulate and display data. Oriented to a programmer's use of standard software products. Prerequisite: IT 105 or AOS 168 receiving a "C" or better. Eligible for ENGL 089 or 092.

**IT 129
Application Development with VBA II • 5**

Develop integrated solutions to business problems using database (MS Access), spreadsheet (MS Excel) and word processor (MS Word) tools. Emphasis on Visual Basic for applications to store, retrieve, manipulate and display data. Oriented to a programmer's use of standard software products. Prerequisite: IT 127, eligible for ENGL 089 or 092.

**IT 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. In-depth initiation to the system development life cycle. Prerequisite: IT 101 plus eligibility for ENGL 101 and 106.

**IT 170
Problem Solving Strategies • 5**

A lecture/lab combination. Presents a wide variety of problem solving strategies to build

skill in problem solving. Emphasizes creative/lateral thinking techniques and good communication skills. Uses both technical and non-technical problems to practice skill development. Prerequisite: IT 105 and ENGL 101 eligibility recommended.

**IT 199
Individual Studies in Information Technologies • V1-10**

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Entry code required.

**IT 217
Microcomputer Hardware & Software Installation • 5**

A lecture/lab combination. Students learn basics of PC hardware installation and configuration, and in-depth levels of DOS and Windows configuration including memory management. Topics on application software installation/configuration, computer boot process and memory management are also covered. Prerequisite: IT 101 and 170.

**IT 219
Data Communications and Networking • 5**

A lecture/lab combination. Covers hardware and software components of a LAN, uses Novel NetWare to gain hands-on experience configuring a network. Focus is on network hardware basics, network operating system administration and configuration. Prerequisite: IT 101, AOS 164; IT 170 recommended.

**IT 221
Desktop Media Presentation • 5**

Utilization of software and hardware for the creation of computer-based presentations for business, industry and education. Includes a survey of equipment resources, software applications, presentation planning and design, development and execution. Also includes the utilization of external, digital, multimedia resources. Note: Basic computer literacy essential.

IT 223

Multimedia Authoring I: Macromedia Director • 5

Covers the hardware requirements and software application for the creation of interactive multimedia materials as well as the processes for multimedia development including message design, interactive authoring language, and the step-by-step development of a multimedia application as part of a production team. Prerequisite: MEDIA 121 or permission of instructor.

IT 227

Graphics I: Basic Design & Illustration • 5

Introduces students to the basic theories, principles and processes of computer-based design and illustration as they apply to the development of on-screen multimedia applications. Acquaints students with the illustration software (e.g. FreeHand) so they can apply the principles in their own creative endeavors. Note: Basic computer literacy essential.

IT 229

Multimedia Authoring II: Macromedia Director • 5

Provides students with practical experience in the design and production of interactive multimedia applications through the creation of working interactive modules with Macromedia Director, a common multimedia authoring tool. Students work in teams to create Director-based multimedia products. Prerequisite: IT 223 or MEDIA 223 or permission of instructor.

IT 235

Operating Systems • 5

Operating system concepts with emphasis on definition, configuration and concepts. Resource allocation and control of peripheral devices. Learn to assess systems and make use of their resources, applications and utilities. Prerequisite: Computer experience and previous programming experience.

IT 237

Client Programming I (Visual Basic) • 5

Develop applications for client computers in a client/server environment. Emphasis on data validation, debugging and error handling, file manipulation, and database management using the data control. Use Multiple Document Interface (MDI) forms. Prerequisite: IT 110 or permission of instructor.

IT 238

Client Programming II (Visual Basic) • 5

Continue application development for client computers with emphasis on database operations using Data Access Objects. Develop on-line transaction processing and decision support system projects. Work with Access, SQL Server and other databases. Prerequisite: IT 237 or permission of instructor.

IT 239

SQL Server: Server Programming • 5

Programming the server in a client/server environment. Create and manipulate databases, tables and views. Ensure data integrity with defaults, rules and triggers. Develop stored procedures. Server and security. Database tuning and troubleshooting. Prerequisite: IT 238 or permission of instructor.

IT 245

Programming in "C" • 5

Introduction to the C programming language. Structured programming techniques are used to solve general, scientific and mathematical problems. Programs will be designed, coded, tested and debugged. Prerequisite: Previous computer experience and previous language.

IT 247

Advanced "C" With Data Structures • 5

Emphasis is on advanced ANSI/POSIX/X - Open standards; i.e., techniques not peculiar to any one particular architecture. Learn how to best apply the capabilities of the language to implement some advanced data structures and

the techniques for their manipulation. Prerequisite: IT 245 or equivalent experience.

IT 249

Programming in C++ • 5

Introduction to C++ language. Object-oriented programming; data objects implemented as classes; stream input/output; inheritance; and templates. Programs will be designed, written, tested and debugged. Prerequisite: IT 245 or equivalent experience.

IT 250

COBOL II • 5

Continues COBOL I and emphasizes tables, subroutines and file organization methods.

IT 260

Systems Design • 5

Continuation of the system development life cycle introduced in IT 160. Students complete a group project oriented to the analysis of an existing system. Prerequisite: IT 160 and eligibility for ENGL 102 and 106.

IT 265

COBOL III • 3

Provides practical experience by giving the student existing programs to update and document. Debugging, program testing, validating changes, and core dumps are also discussed. Emphasis is placed on practical problems the programmer faces in industry. Prerequisite: IT 250 receiving a "C" or better.

IT 290

Database Management • 5

Develop in-depth understanding of database concepts and terminology, with emphasis on the relational databases model. Understand the role of Structured Query Language (SQL), data modeling, and normalization of database tables. A group project will be a focus of the course. Prerequisite: Eligibility for ENGL 102 or 106.

IT 293

Help Desk I • 4

Required for and restricted to two-year Information Technology Degree program. Students intern at BCC's Help Desk and provide technical support to campus faculty and staff via phone and on-site visits. First

quarter of a two-quarter series. Academic credit only, non-paying. Prerequisite: Entry code required.

**IT 294
Help Desk II • 4**

Continuation of IT 293. Required for and restricted to two-year Information Technology Degree program students. Students intern at BCC's Help Desk and provide technical support to the campus faculty and staff via phone and on-site visits. Academic credit only, non-paying. Prerequisite: IT 293 and entry code required.

**IT 299
Individual Studies in
Information
Technology • V1-10**

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Entry code required.

Marketing

**MKTG 110
Client/Customer Relations • 5**

Provides oral and written skill development focusing on efficient ways to deliver quality service to customers. Includes trouble shooting, complaints, ethical issues and company service policies/programs.

**MKTG 131
Principles of Professional
Selling • 3**

Study of the principles and techniques of professional selling as a form of persuasive communication basic to business relationships. Course uses cases, examples and 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. Examines types of retail outlets, location, layout, organization, profit planning and operating costs.

**MKTG 154
Principles of Marketing • 5**

Study of the business activities concerned with planning, pricing, promoting and distributing goods and services. Provides an understanding of the role of marketing in our economy and the processes used to make business decisions.

**MKTG 199
Individual Studies in
Marketing • V1-10**

Allows students to explore in-depth areas of special interest in marketing or an opportunity to receive credit for their current on-the-job experience. Prerequisite: Permission of instructor.

**MKTG 200
International Marketing • 5**

Focuses on strategies to incorporate the marketing concept into global markets. Topics include mode of entry, micro and macro forces, barriers and restrictions and cultural dynamics.

**MKTG 210
Marketing Research • 5**

Structure and use of marketing research as a tool for managerial decision making. Includes research objectives, methods and techniques of research, analysis and interpretation of data and creation of the report.

**MKTG 234
Advertising • 5**

Recognizes the place of advertising in society and its relationship to marketing activities and the communication process. Includes media terminology, planning and selection, copy writing and art direction.

**MKTG 236
Merchandise Management • 5**

Prepares students to effectively perform the functions concerned with buying merchandise. Topics include customer demand, budgeting, buying plans, market trips, selection of merchandise. Prerequisite: MKTG 135 and GBUS 145 recommended.

**MKTG 290
Marketing Activities in
DECA • 3**

A class/organization affiliated with National DECA. Students develop occupational skills and skills in leadership, communication, human relations. Participation in community service projects. Class is managed by a chapter officer team and advisor.

**MKTG 299
Individual Studies in
Marketing • V1-10**

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Permission of instructor.

Real Estate

**R EST 130
Principles of Real Estate • 5**

Entry level course designed for buyers/sellers, investors and preparation for Washington State Salesperson exam. Covers legal titles and instruments, finance, appraisal, contracts, agency and land economics. Sixty clock hours.

**R EST 131
Real Estate Finance • 3**

Policies, problems and methods involved in financing real property. Loans and lenders, debt and security, money markets, financing alternatives, institutional and government sources. Thirty clock hours. Prerequisite: R EST 130 recommended.

**R EST 133
Real Estate Law • 3**

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

R EST 134

Real Estate Sales Practices • 3

The 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. Thirty clock hours.

R EST 135

Real Estate Forecasting and Economics • 3

Forecasting techniques and urban economics applied to the local real estate market. Student is introduced to economic principles, projecting tools and local data sources. These are applied to a forecasting of supply and demand in the real estate market. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 136

Real Estate Agency and Ethics • 3

No 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 study of agency relationships and agency law followed by a five week study of ethical considerations in real estate. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 137

Real Estate Financial Calculator • 1.5

Provides an introduction to calculator function and input of data to achieve a desired result. Incorporates basic real estate investment and financial data together to obtain investment strategy analysis. Programming methods and key functions are applied to the real estate strategy of investments. Uses HP 12C.

R EST 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 in Washington State regulations. Pass/Fail. Fifteen clock hours.

R EST 141

Foundations of Real Estate Appraisal • 3

The introductory course required for appraiser certification. Provides the foundation necessary to progress through increasingly complex courses. Designed to assist real estate professionals gain a basic understanding of appraisal. Thirty clock hours.

R EST 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 single-family residential properties. Thirty clock hours. Prerequisite: R EST 141 recommended.

R EST 143

Real Estate Appraisal Methods • 3

Third course of the Appraiser Certification series. Focuses on the particular aspects of property that create value. The methods used to apply the sales comparison and cost approaches are emphasized. Direct capitalization is demonstrated with emphasis on expense/income analysis. Thirty clock hours. Prerequisite: R EST 142 or permission.

R EST 144

Principles of Capitalization • 3

Fourth course in the Appraiser Certification series. Procedures used to analyze data to derive sound value estimates for income-producing properties. The assessment of significance of available data; procedures to derive necessary information; interpretation and testing of mathematical calculations. Thirty clock hours. Prerequisite: R EST 143 or permission of instructor.

R EST 146

Appraising Apartments • 3

Fifth course in the Appraiser Certification series. 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 structure. Thirty clock hours. Prerequisite: R EST 143 or permission of instructor.

R EST 150

Real Estate Business Management • 3

For real estate agents and those seriously considering the field. The considerations and strategies necessary to open one's own business. Valuable for 100% agents. Required for Washington Brokers Exam. Business planning and financing; site location; technology; office management and marketing; growth and strategic planning. Recommend real estate agent's license or R EST 130.

R EST 151

Real Estate Brokerage Management • 3

Required for Washington Brokers Exam. Legal requirements and liabilities involved in operating a real estate brokerage; trust accounting and recordkeeping; recruitment and training; agent retention and productivity. Recommend real estate agent's license or R EST 130.

R EST 160

Real Estate Escrow • 3

The basic concepts of closing a real estate transaction. Title clearance prorations, lien rights, escrow and agency law. Interrelationship of escrow, realty and lender. Problems covered include: cash, contract, assumption, conventional and government loans. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 161

Advanced Real Estate Escrow • 3

Designed for working and potential escrow officers and closers. Following R EST 160, this course enters into more complicated areas of escrow. Exchanges, wraps, mobile homes, personal property, equity interests, condos and coops and various mortgage closings are covered. Thirty clock hours. Prerequisite: R EST 160 or permission of instructor.

R EST 165

Land Titles Insurance and Clearance • 3

Designed for individuals entering 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, legal rights and responsibilities are covered. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 166

Land Titles: Examining • 3

The why, what, where and how of searching land titles. Students compile all relevant data from public records and examine the title for all insurable and uninsurable matters including liens, court matters and other encumbrances. A 'chain' of title is constructed. Thirty clock hours.

R EST 167

Land Titles: Underwriting • 3

Through lecture and case study the course covers title underwriting problems including: encroachments, legal authority, marital status, probate, liens, homestead, foreclosure, bankruptcy, easements, wetlands and many others. Risk, insurability and/or amelioration. Thirty clock hours. Prerequisite: R EST 166 or permission of instructor.

R EST 170

Mortgage Loan Administration • 3

This course covers lending practices including land development, construction, FHA/VA and conventional financing. Various loans are followed from underwriting, insuring, closing, servicing, marketing and shipping. Thirty clock hours. Prerequisite: R EST 130 recommended or currently employed in escrow or related mortgage field.

R EST 171

Mortgage Loan Processing • 3

For individuals considering employment in the field of real estate, mortgage or escrow. The nuts and bolts of processing various types of conventional, FHA and VA mortgages. Qualifying borrowers. Dealing

with the idiosyncrasies of lenders. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 172

Real Estate Loan Officer • 3

Prepares student for a career in mortgage lending as a real estate loan officer. FNMA applications and requirements. Basic loans and consumer benefits. Qualifications of borrowers, and the creation of a personal marketing plan. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 230

Elements of Commercial Real Estate • 3

Designed for the potential commercial investor or agent. Course focuses on the various types of commercial real estate dealings and investments. Industrial, office and retail leasing; investment, mobile home and apartment sales are examined. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 231

Commercial Real Estate Finance • 3

The financing of various types of commercial properties: retail, shopping centers, office and industrial, land development, mobile home parks, etc. Financing patterns and methods. Leasehold and fee title financing. Packaging the loan and lender negotiations. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 233

Real Estate Exchanges • 1.5

Provides an introduction into basic real estate exchange methods and formats while identifying tax benefit procedures. Reviews IRC 1031 and 1034 regulations, adjustment of basis, identification of unlike property and cash flow analysis methods.

R EST 235

Real Estate Investment Strategy • 3

The fundamentals of analyzing real estate investments. Covers the various elements in

the analysis process and their interrelationship. Students examine how the investments and their changing characteristics might relate to their own goals and financial circumstances. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 240

Land Planning and Development • 3

The study of the legislation, ordinances and procedural requirements involved in land use and development processes. Covers the areas of zoning, subdivision, comprehensive planning, environmental and land use legislation, highest and best use, building and land economics. Thirty clock hours. Prerequisite: R EST 130 or permission of instructor.

R EST 241

Advanced Land Planning and Development • 3

Residential subdivision and commercial development. Case studies, problem analysis and income evaluation on site-specific developments. Thirty clock hours. Prerequisite: R EST 240 or permission of instructor.

R EST 251

Residential Property Management • 4

Geared to the property manager, rather than an on-site manager. Class meets outside of classroom hours (7-10 hours) for development of an apartment management plan. Students receive 5 elective credits from the Institute of Real Estate Management toward the Certified Property Manager designation. Forty clock hours. Prerequisite: R EST 130 recommended.

R EST 252

Commercial Property Management • 3

Focuses on the application of the management and leasing processes of shopping centers, office and medical buildings and industrial properties. The student will gain a background on the techniques of operating, managing and leasing commercial properties. Thirty clock hours. Prerequisite: R EST 130 recommended.

R EST 260

Commercial Escrow • 3

The third course in the escrow series. This course deals with the escrowing of income producing entities and non-standard properties. Business escrow, industrial and shopping complexes, developmental properties and farm and land escrow. Thirty clock hours. Prerequisite: R EST 160 and 161 or permission of instructor.

R EST 299

Individual Studies in Real Estate • V1-10

Covers directed readings, special projects and independent study by an individual student. Courses are arranged by individual students with instructor. Prerequisite: Entry code required.

The Helping Professions

The Educational Development and Health Sciences Division provides a diverse array of program and course offerings.

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.

ALDAC 102 Physiological Actions of Alcohol & Other Drugs • 3

Covers the nature of alcohol and other psychoactive drugs, including ingestion, absorption, metabolism, action and interaction. Includes the physiological and psychological effects of alcohol and other psychoactive drugs on the individual and the consequences of use and abuse.

ALDAC 103 Introduction to Chemical Dependency Counseling • 3

Introduces various counseling theories, modalities and techniques used in the treatment of chemical dependency. Covers theory, understanding of process and skill development. Provides a basic understanding about counseling.

ALDAC 105 Chemical Dependency in the Family • 3

Addresses how families are impacted by chemical use and discusses treatment modalities designed to intervene in this dysfunctional system. Provides opportunities for counselors to clarify their own issues and

The health science programs of Nursing, Diagnostic Ultrasound, Radiologic Technology, Radiation Therapy and Nuclear Medicine provide instruction and preparation to enable students to pass the licensing examinations required for entry into these career areas. Classes and workshops in Continuing Nursing Education assist registered nurses in expanding their knowledge and skills in preparation for today's changing health care environment. Developmental Education courses and services assist students in developing their basic and sometimes pre-college level academic skills to the point that they can compete positively in collegiate-level educational opportunities. The programs of Early Childhood Education, Home Economics and Parent Education provide skills and training for students whose educational objectives are in parenting, child development and/or productive personal and family living concepts. The Alcohol and Drug Studies courses and workshops prepare students for counseling in substance abuse programs and offers continuing education opportunities. Preparation in American Sign Language assists students in developing specialized communication skills and applies as a foreign language transfer course. The Fire Service programs are designed for fire-service personnel seeking advancement and improved performance. Physical Education, Recreation Leadership and Health provide the basis for developing and maximizing fitness, health and safety competencies. Educational and preparatory skill development programs for paraprofessional health care workers are available through the division.

understand their limitations when treating families/clients. Prerequisite: ALDAC 101 or coordinator permission.

ALDAC 106 Chemical Dependency Counseling Techniques • 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 101, 102, 103 or coordinator permission.

ALDAC 108 Case Management: Chemically Dependent Client • 3

Seminar to assist the counselor/health care professional in case file management (designed for drug and alcohol abuse counselors). Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 150 Relapse Prevention • V1-3

Addresses the processes and behaviors leading to alcohol/drug relapse. Provides the chemical dependency counselor with information on how to prevent relapse and promote recovery for a client. Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 160 Cultural Diversity/Chemical Dependency Counseling • V1-3

Provides the knowledge and tools required for cross-cultural counseling of chemically dependent clients. Assists the student in developing treatment strategies which incorporate cultural elements and address barriers to recovery.

ALDAC 194/195/195/197 Special Topics in Alcohol/Drug Studies • V.5-3

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 Seminar in ALDAC • V1-3

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 in Alcohol/ Drug Studies • V1-3

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

ALDAC 204 Youth Chemical Dependency Assessment/Counseling • V1-3

Reviews signs, symptoms and patterns of drug use and abuse, and provides useful screening and evaluation methods applicable to adolescent needs. Prerequisite: ALDAC 106 or coordinator permission.

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 or coordinator permission.

ALDAC 207 HIV/AIDS Risk Intervention for Counselors • 2

Provides the DASA approved HIV/AIDS and air/blood borne pathogens training, as one of the requirements for Chemical Dependency Counselor (CDC). To earn the DASA certificate, students must attend all sessions. Prerequisite: ALDAC 101

ALDAC 208 Overview of Mental Health and DSM-IV • 3

Covers the assessment and treatment strategies of the mentally ill, chemically addicted client and familiarizes the student with the DSM-IV and psychotropic medications. Required for CCDC II or CDS II certification. Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 210 ADIS Instructor Training • 3

Designed to teach chemical dependency counselors or trainees how to conduct the course required by the WAC for non-chemically dependent persons convicted of driving while intoxicated. Attendance at all sessions is required to earn a DASA certificate. Prerequisite: ALDAC 101 and 102.

ALDAC 212 Ethics in Chemical Dependency Treatment • 3

Provides an overview of codes of ethics of various disciplines and compares them to Chemical Dependency Codes, such as CDPWS and NAADAC. Helps the student identify origins of personal and professional values. Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 215 Chemical Dependency and the Law • 3

This course is designed for alcohol/drug abuse counselors to provide up-to-date information on addictions and the law as found in the Washington Administrative Code. Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 220 Addictions Counseling Clinical Practicum • 3

Field experience which provides training and supervised work in an agency, treatment facility or court probation. Prerequisite: ALDAC 101, 102, 105, 106, 108, 206 and 207 or coordinator permission.

ALDAC 230 Advanced Chemical Dependency Counseling Tech • 3

Examines techniques for early and long term treatment of chemical dependency with a focus on effective treatment models including the "developmental model of recovery", working with other addictions and special and minority chemical dependency populations. Prerequisite: ALDAC 101, 106, 206, 220 or coordinator permission.

ALDAC 294/295/296/297 Special Topics in Alcohol/Drug Studies • V.5-3

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 Seminar in ALDAC • V1-3

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 in Alcohol/Drug Studies • V1-3

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

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.

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: 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: ASL 136.

Developmental Education

DEVED 071 Strategies for Learning Nursing Content Part I • 12

Developmental education course designed for nursing students who are non-native speakers of English. Focuses on development of four skill areas (speaking, reading, writing and listening) integrated into thematic modules based on nursing content. Part I is an intensive introductory pre-nursing course. Prerequisite: Acceptance into the ADN nursing program.

DEVED 072 Strategies for Learning Nursing Content Part II • 2

Developmental education course designed for nursing students who are non-native speakers of English. Focuses on development of four skill areas (speaking, reading, writing and listening) integrated into thematic modules based on nursing content. Part II builds on Part I and is based on NURS 100 lectures, readings and clinical experiences. Prerequisite: DEVED 071

DEVED 073 Strategies for Learning Nursing Content Part III • 2

Developmental education course designed for nursing students who are non-native speakers of English. Focuses on development of four skill areas (speaking, reading, writing and listening) integrated into thematic modules based on nursing content. Part III builds on Part II and is based on NURS 101 lectures, readings and clinical experiences. Prerequisite: DEVED 072

DEVED 074 Strategies for Learning Nursing Content Part IV • 2

Developmental education course designed for nursing students who are non-native speakers of English. Focuses on development of four skill areas (speaking, reading, writing and listening) integrated into thematic modules

based on NURS 102 lectures, reading and clinical experiences. Prerequisite: DEVED 073

DEVED 081/082 Strategies for Learning English • 5

Course is designed for English-as-a-second language students to prepare for credit classes. Course emphasizes building reading skills in the areas of comprehension and vocabulary. Listening and speaking activities are coordinated with the reading material. Course may be taken for credit three times. Prerequisite: Placement by assessment.

Diagnostic Ultrasound

DUTEC 101 Concepts of Patient Care • 3

Prepares the student for patient care and communication skills required in sonography. Legal, ethical and psychological aspects of patient care are emphasized. Prerequisite: 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: ZOO 113 and 114 and acceptance into the program.

DUTEC 106 Pathophysiology II • 3

A continuation of Pathophysiology I. The course focuses on the disease process and disease states relevant to obstetrics, gynecology and neurology. Prerequisite: DUTEC 105 and acceptance into the program.

DUTEC 107 Human Cross-Section Anatomy • 7

Presents the human anatomy in orthogonal planes of cross-sectional longitudinal, coronal and oblique. Emphasis is on correlation with clinical diagnostic imaging techniques. Prerequisite: Acceptance into program.

DUTEC 110 Ultrasound I – Abdominal Scanning and Techniques • 4

Studies basic ultrasound techniques and terminology, as well as scanning techniques of the abdomen. Emphasis is on both normal and pathological states. Prerequisite: Acceptance into program.

DUTEC 112 Pathophysiology III • 3

A continuation of Pathophysiology II. Emphasis is on the physiology and pathology of the cardiovascular and the peripheral vascular system. Prerequisite: Acceptance into program or permission of instructor.

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 acceptance into program or permission of instructor.

DUTEC 120 Ultrasound II – Obstetrics & Gynecological Tech • 5

Provides current theory and scanning techniques for medical sonographers focusing on obstetrics, gynecology procedures and pathologies. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 130 Ultrasound III – Small Part & Intraoperative Tech • 4

Emphasis is on anatomy and pathophysiology of small human body parts. Intraoperative scanning focuses on surgical procedures. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 135 Ultrasound Equipment I • 2

Course covers knobology and annotation for state-of-art diagnostic ultrasound equipment. Prepares student for hands on live scanning. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 145 Ultrasound Equipment II • 4

Course involves hands-on live scanning in cardiac, vascular and gyn applications. Prepares student for hospital based live scanning on patients. Prerequisite: Acceptance into 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. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 155 Ultrasound IV – Echocardiography • 3

Continues basic echocardiography. Emphasis is on Doppler echocardiographic techniques and congenital heart disease as it applies to the practice of adult echocardiography. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 160 Ultrasound V – Peripheral Vascular Scanning Technique • 3

Provides current theory and scanning techniques for medical sonographers focusing on Doppler techniques used to diagnose peripheral vascular and cerebral vascular disease. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 165 Ultrasound Equipment III • 3

Course involves hands on live scanning in advanced vascular and gyn. Terminal competency will be required to enter the clinical practicum. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 170 Ultrasound Physics and Instrumentation I • 3

Acoustical physics including heat energy, light and sound, fluid dynamics wave theory including reflection, refraction, resonance and the Doppler effect. Prerequisite: Acceptance into 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: Acceptance into program.

DUTEC 180 Advanced Studies & Clinical Application of DUTEC • 3

Designed specifically for the student entering clinical practicum in abdominal and obstetrics/gynecology. Prerequisite: Acceptance into program or permission of instructor.

DUTEC 181 Advanced Studies Echo- Vascular • 3

Specifically designed for the student entering clinical practicum. Covers advanced studies in echocardiology and vascular technology. Prerequisite: Acceptance into program or permission of program chair.

DUTEC 210 Clinical Practicum I • 15

Provides clinical experience in an ultrasound department under the supervision of a sonographer. Prerequisite: Successful completion of all prerequisite coursework with a passing grade of "C" or better and acceptance into program.

DUTEC 220 Clinical Practicum II • 15

Provides clinical experience in an ultrasound department under the supervision of a sonographer. Prerequisite: Successful completion of all prerequisite course work

with a passing grade of “C” or better, DUTEC 210 and acceptance into program.

DUTEC 230 Clinical Practicum III • 15

Provides clinical experience in an ultrasound department with the supervision of a sonographer. Prerequisite: Successful completion of all prerequisite coursework with a passing grade of “C” or better, DUTEC 210, 220 and acceptance into program.

DUTEC 240 Clinical Practicum IV • 15

Provides clinical experience in an ultrasound department with the supervision of a sonographer. Prerequisite: Successful completion of all prerequisite coursework with a passing grade of “C” or better, DUTEC 210, 220 and 230 and acceptance into program.

DUTEC 269 Physics Review • 2

Strong emphasis on physics and ultrasound instrumentation. Prepares student for certifying exams. Course highlights mathematical analysis and physics theories. Prerequisite: Acceptance into program.

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: Acceptance into program or permission of 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 program chair.

Early Childhood Education

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 school setting for special needs children at the primary or preschool level. Participation is closely supervised by a qualified instructor. Course includes seven hours directed participation and two hours lecture. Prerequisite: Permission of instructor.

ECED 136 Practicum for Special Education • 5

Presents supervised learning experiences in a specific school setting for special needs children at the primary or preschool level. Participation is closely supervised by a qualified instructor. Course includes seven hours directed participation and two hours lecture. Prerequisite: Permission of instructor.

ECED 150 Special Experiences – Childcare/Preschool Teachers • V1-2

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 Experiences – Childcare/Preschool Teachers • V1-2

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 152 Special Experiences – Childcare/Preschool Teachers • V1-2

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 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. 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

Focuses on lesson planning skills, visual materials and audio-visual equipment as teaching tools, and the implementation of developmentally appropriate practices with the young child. 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 of instructor.

ECED 192

Practicum in Early Childhood Education • 5

Focuses on the understanding of children's learning processes involved in the acquisition of language skills through a variety of processes. 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 of instructor.

ECED 193

Practicum in Early Childhood Education • 5

Focuses on multi-cultural, anti-bias curriculum with the young child and broadens the teacher's perspectives in embracing individual differences. Examines the world outside the classroom to broaden children's perspectives. Prepares students for entry into the world of work. 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 of instructor.

ECED 198

Special Seminar in Early Childhood Education • V1-5

Studies selected topics or special seminars in early childhood education. Course may be repeated for a maximum of 15 credits. Prerequisite: 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 work. Course may be repeated for a maximum of 15 credits.

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 • V1-5

Explores developmentally appropriate curriculum used with the day care child. Students learn through lecture, on-site observations and participation, demonstration, 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

Childcare 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: ECED 206 recommended.

ECED 293

Basic Techniques & Ideas for Preschool Teachers • 3

Explores fundamental aspects of preschool techniques. Special topics explore new approaches in the field. Resource speakers include transitions, music, puppetry, science and special techniques with the individual child.

ECED 295

Special Topics – 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.

ECED 296

Special Seminar in Early Childhood Education • 5

A study of selected topics or special seminars in early childhood education.

ECED 298

Special Seminar in Early Childhood Education • V1-5

Studies selected topics or special seminars in early childhood education. Course may be repeated for a maximum of 15 credits.

ECED 299

Independent Studies in Early Childhood Education • V1-5

Studies selected approved topics in the field of early childhood education through supervised independent work. Course may be repeated for a maximum of 15 credits.

Education

EDUC 110

Introduction to Education • 5

Details the history, development, purposes and processes of education. Class sessions and laboratory experiences are used to clarify and focus feeling and thought involved in the teaching-learning process.

Fire Command & Administration

FCA 105

Fire Service Hydraulics • 3

Study of a branch of fluid mechanics dealing with the mechanical properties of water at rest and in motion. Emphasis is on the application of the properties of water to fire suppression

operations and fire stream development. Includes a study of municipal water supply systems and rural water supply operations.

FCA 120

Basic Fire Investigation • 3

Includes determining fire origin, causes, and spread; recognition of accidental and incendiary fires; securing and preserving evidence; witness interrogation, arson laws, court procedures, coordination with other agencies and compilation of reports.

FCA 137

Fire Protection Systems • 3

Topics include water type fire extinguishing sprinkler systems for special hazards and fire alarm protection systems. Opportunity 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 Uniform Building Code. Includes the installation of fire assemblies and appliances.

FCA 155

Fire Service Instructor • 3

Primary emphasis is placed on the study, application and evaluation of teaching/instructional methodology and techniques that can be used to present educational information and skills. This course meets NFPA 1041 standards.

FCA 160

Fire Tactics I • 3

The planning, implementation and evaluation of basic fire tactics at the responding officer level. Includes: pre-fire planning, size-up, fire simulation, fire behavior, organizational structures, strategy, resource requirements and proper allocation of resources.

FCA 161

Incident Management I • 3

Study of emergency incident management 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 177

Wild Land/Urban Interface • 3

Designed to provide the student with the necessary information and skills required to contain fires that develop in open land such as forests, grassland, wheat fields, and other rural areas that may interface with urban/suburban environments.

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 and the relationship of the UFC to the Uniform Building Code and other recognized standards. Course provides a realistic approach to field applications.

FCA 231

Fire Service Supervision • 5

This class provides current information on the roles and responsibilities of company officers through concepts, examples and practice. Topics cover those skills necessary for effective supervision, including goal setting, delegation, counseling, coaching, problem solving, decision making, total quality management, leadership, communications and the supervisor's role in labor relations.

FCA 232

Fire Service Management • 5

Details the principles of organization and management as applied to organizations. Realistic case problems are used to help the student apply principles to actual management problems in the fire service. Same as G BUS 241. May take FCA 232 or G BUS 241 for credit - not both.

FCA 233 Fire Service Administration • V4-5

Focuses on the political and legal issues related to fire service operation and administration and how these apply to the decisions required of a fire service administrator.

FCA 261 Incident Management II • 3

Study of emergency incident management process as it applies to emergency response services at the disaster management level. Emphasis to include advanced command structure and components, pre-incident planning and application of the management process to a variety of large scale emergency situations. Prerequisite: FCA 161.

FCA 270 Hazardous Materials II • 3

Designed to assist the incident responder in handling an incident involving hazardous materials and discusses actions that can be taken during a spill or fire situation involving hazardous materials. Prerequisite: FCA 170.

Fire Investigation

FI 130 Investigative Interview Techniques • 2

Designed to familiarize the student with the basic interview techniques used during a criminal investigation. Covers techniques for developing elements of a complete case report, and for interviewing criminal suspects and witnesses.

FI 220 Advanced Fire Scene Investigation • 4

A study of advanced and very detailed fire scene investigation and criminal case follow-up. Students will learn how to take data and evidence from the fire scene and formulate a case report for criminal prosecution.

FI 240 Crime Scene and Physical Evidence • 4

Course will familiarize the Fire Investigation student with Washington State and Federal laws regarding search and seizure. Topics covered include: functions of crime laboratories; concepts of physical evidence; protection of the crime scene and techniques for crime scene processing.

FI 250 Juvenile Fire Setter • 2

A study of Washington State laws as they pertain to the juvenile criminal offender. Covers interview techniques; the function of the juvenile justice system; and recognition of the criminal and non-criminal juvenile fire setter.

FI 260 Arson Fraud Investigation • 4

Theory and case study of fraud and arson fraud. Provides a set of procedures to use when investigating arson fraud; indications to look for and where to look to determine motivation and method in arson fraud fires.

Fire Science

FS 100 Introduction to Fire Service • 1

An initial exposure course that introduces the student to the fire service. Included is typical fire department structure, authority of the fire chief and fire marshal as well as how fire departments interface with other local, state and federal agencies.

FS 101 First Responder • 3.5

Designed to help first responders deal with medical emergencies with emphasis on the first responder who responds in their own vehicle with nothing more than a personal first aid kit. Emphasizes the use of specialized equipment that may be brought to the scene on a fire apparatus.

FS 111 Fundamentals of Firefighting • 7

Introductory level training in basic skills. Includes safety, communications, behavior of fire, protective equipment, forcible entry, introduction to ladders and hoses, fundamentals of water supply and rescue techniques.

FS 113 Intermediate Firefighting • 8

A follow-up course to fundamentals of firefighting. Continues the basic skills training for fire service personnel. Includes fire extinguishers, ventilation, ropes/knots, ladders, salvage and sprinkler systems.

FS 115 Advanced Firefighting • 2.5

Final course in the basic skills training series. Includes fire cause, multi-company operations, foam agents, and fundamentals of fire education and public relations.

FS 117 Hazardous Materials: Recognition/Identification • .5

Basic hazardous materials course for emergency responders. Focuses on identification, recognition and resource information available.

FS 119 Live Fire Control • 2.5

A live fire mini-series made up of flammable liquid and liquefied petroleum gas training for emergency responders. Focuses on special techniques and equipment used to control these emergencies. Lab performance is required for all students.

Health

HLTH 120B Basic Life Support/Adult and Pediatric • 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

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

Home Economics

HOMECE 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 - HOMECE 130, BIOL 130 or NUTR 130.

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.

Image

IMAGE 270 CT 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 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 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 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.

Independent Studies

IS 295 Independent Studies • V1-5

Course work and project in specific student-initiated topical areas. Approval of project dependent upon thoroughness of initial design, plan of student-faculty consultation relative to learning objectives, progress and evaluation. Process must be approved by the Division Chair. Achievement level determined by nature of project. Each class may be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

Individual Development

ID 080 Improving Reading Skills Lab - Level 1 • 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.

Nuclear Medicine Technology

NMTEC 200 Applied Anatomy and Physiology • 1

Studies human anatomy and physiology as they apply to nuclear medicine imaging. Specific organ systems covered include skeletal, circulatory, cardiac, pulmonary, gastrointestinal, immune, excretory, endocrine and central nervous systems. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 201 Physics of Nuclear Medicine • 2

Explores 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: Acceptance into program or permission of instructor.

NMTEC 202 Instrumentation • 2

An in-depth study of the nuclear medicine gamma camera, covering basic electronics, collimators, digital cameras, on-line correction systems and necessary modifications needed to acquire tomographic studies. Emphasis is placed on quality control and troubleshooting camera problems. Prerequisite: Acceptance into program or permission of 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: Acceptance into program or permission of instructor.

NMTEC 205

Laboratory Exercises I • 1

Provides hands-on experiences related to the major topics of NMTEC 201 and 210. Exercises include half-life determination, radiation protection, dose calibrators, Geiger-Muller meters, scintillation detectors, white blood cell labeling and body mechanics. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 206

Laboratory Exercises II • 1

Offers exercises on all aspects of gamma camera imaging, including collimators, uniformity, resolution, sensitivity and image enhancement, as well as dynamic and tomographic techniques. A session is devoted to the theory and practice of intravenous injections. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 207

Laboratory Exercises III • 1

Provides hands-on experiences related to the major topics of NMTEC 211, including calibration and precision analysis of pipettes, use of an analytical balance, solution preparation, Schilling test performance, dilution assays, and several assays of blood using radioimmunoassay and immuno-radiometric techniques. Prerequisite: Acceptance into program.

NMTEC 210

Radiopharmacy • 1

Studies all commonly used nuclear medicine pharmaceuticals, their preparation, indications for use, dosages and contraindications. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 211

Non-Imaging Studies • 1

Covers areas of nuclear medicine which do not involve imaging per se, including laboratory skills, Schilling tests, blood volume determination and radioimmunoassay. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 230

Clinical Education I • 11

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 pre-defined set of objectives. Prerequisite: Acceptance into program.

NMTEC 231

Clinical Education II • 11

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 pre-defined set of objectives. Prerequisite: Acceptance into program.

NMTEC 232

Clinical Education III • 11

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 pre-defined set of objectives. Prerequisite: Acceptance into program.

NMTEC 233

Clinical Education IV • 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 pre-defined set of objectives. Prerequisite: Acceptance into 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, handling and disposal of radioactive materials and radionuclide

therapy. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 241

Radiation Biology • 1

Focuses on the potential harmful effects of radiation on humans. Topics include the basic chemistry of radiation interactions in living cells, the effects of large amounts of radiation exposure and the potential long term effects of accumulated radiation damage. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 260

Clinical Nuclear Medicine I • 1

Presents nuclear medicine from the standpoint of the nuclear medicine physician, emphasizing the technical aspects and pitfalls of nuclear medicine procedures. NMTEC 260 lectures are coordinated with NMTEC 200. Prerequisite: Acceptance into 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 the physician's ability to make a correct diagnosis. Prerequisite: Acceptance into 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. Emphasizes the practical application of the basic science knowledge the student has gained through the program. Prerequisite: Acceptance into program or permission of instructor.

Nursing

NURS 100X

Nursing I: Fundamentals • 8

Serves as the framework for nursing theory. Cognitive, psychomotor, assessment and communicative skills are developed to assist

the student to meet the biophysiological, psychosocial needs of the client. Relevant concepts in pharmacology and basic human needs are discussed. Clinical experiences in extended care facilities are utilized. This course consists of two components: 100X and 100Z. Prerequisite: Acceptance into program.

NURS 100Z Nursing I: Lab • 4

Cognitive, psychomotor, assessment and communicative skills are developed to assist the student to meet the biophysiological, psychosocial needs of the client. Relevant concepts in pharmacology and basic human needs are discussed. Clinical experiences in extended care facilities are utilized. This course consists of two components: 100X and 100Z. Prerequisite: Acceptance into program.

NURS 101X Nursing II: Medical/ Surgical I • 7

The first of three medical-surgical courses focusing on acute and chronic health dysfunctions in the adult client. Acute care settings are utilized for clinical experience. This course consists of two components: 101X and 101Z. Prerequisite: NURS 100, ZOO 113.

NURS 101Z Nursing II: Lab • 5

Clinical laboratory. Prerequisite: NURS 100 and ZOO 113.

NURS 102X Nursing III: Medical/ Surgical II • 6

The second of three medical-surgical courses focusing on acute and chronic health dysfunctions associated with medical-surgical nursing. Acute care settings are utilized for clinical experience. The course consists of two components: NURS 102X and 102Z. Prerequisite: NURS 101, ZOO 114, PSYCH 100.

NURS 102Z Nursing III: Lab • 6

Clinical Laboratory. Planned experiences in health agencies which correlates with and

implements nursing theory. Prerequisite: NURS 101, ZOO 114, PSYCH 100.

NURS 210X Nursing IV: Pediatrics • 3

Focuses on the normal growth and development of the child and the fundamental concepts underlying the care of hospitalized children. Emphasis is placed on adaptation and the maintenance of homeostasis for both the family and child. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

NURS 210Z Nursing IV: Lab • 4

Clinical includes direct care of the hospitalized child plus observations of the developmentally delayed child and the well child. Written work is part of the clinical experience. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

NURS 211X Nursing V: Maternity • 3

Focuses on the care of the childbearing family through the maternity cycle from conception to post partum and care of the newborn. Prerequisites: NURS 102, BIOL 250, PSYCH 204.

NURS 211Z Nursing V: Lab • 4

Clinical experiences include community-based observation as well as in-hospital experiences in labor and delivery and mother/baby care. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

NURS 212X Nursing VI: Psychiatric • 3

Focuses on the nurse's therapeutic role in maintaining and enhancing mental health, and in meeting the needs of clients with challenged emotional and/or cognitive abilities which impair their day-to-day functioning. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

NURS 212Z Nursing VI: Lab • 4

Acute inpatient psychiatric facilities and various community-based mental health programs provide opportunities to utilize the

nursing process in the provision of client-centered care. Prerequisite: NURS 102, BIOL 250, PSYCH 204.

NURS 213X Contemporary Nursing Issues • 4

The final course in medical surgical nursing. Students integrate nursing theory from all previous courses while providing comprehensive nursing care to a group of clients with complex health problems. Elements of role transition from student to an RN are integrated. Acute care settings are utilized for clinical experience. This course consists of two components: NURS 213X and 213Z. Prerequisite: Any two of the following: NURS 210, 211 or 212.

NURS 213Z Nursing VII: Lab • 6

Advanced medical-surgical nursing. Special emphasis is on the health team, nursing organizations, legal aspects of nursing and professional licensing. Experience in agencies focuses on community nursing, long term illness and perspectives in nursing care. Prerequisite: Any two of the following: NURS 210, 211 or 212.

NURS 214X Nursing VIII: Gerontological Nursing • 3

Is an introduction to the care of the older adult. The course includes the biological and psychosocio-cultural aspects of aging with emphasis on identification of deficits in basic needs and how these deficits or problems impact the client's functional ability. Prerequisite: Any two of the following: NURS 210, 211, 212.

NURS 214Z Nursing VIII: Gerontological Nursing • 2

Clinical settings include community-based as well as long term care facilities. Prerequisite: Any two of the following: NURS 210, 211, 212.

Nursing- Continuing Nursing Education

The 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 the updates, expands and enriches the role of the nurse in health care. Courses are listed in the quarterly class schedule.

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 community based 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. Programs are located throughout the Eastside, as well as on main and upper campus. Registration for fall classes begins in March of each year. 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

PARED 135 Special Topics in Parent Education • V1-5

Studies selected topics or special seminars in parent education. Prerequisite: Permission of instructor.

Physical Education

PE 101 Introduction to Health, Physical Education & 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 102** 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.

PE 103** 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.

PE 106** 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.

PE 107** Basketball • 1

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

PE 108** Tennis • 1

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

PE 109** Pickleball • 1

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

PE 110** Life Fitness Training • 2

Course will assist students to upgrade their present levels of functioning in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Each student will undergo testing prior to participating in the training program.

PE 111** Life Fitness Training • 2

Course will assist students to upgrade their present levels of functioning in aerobic capacity, major muscle strength and endurance, flexibility and body composition. Each student will undergo testing prior to participating in the training program. Prerequisite: PE 110.

PE 112** Life Fitness Training • 2

Course will assist students to upgrade their present levels of functioning in aerobic capacity, major muscle strength and endurance, flexibility and body composition. Each student will undergo testing prior to participating in the training program. Prerequisite: PE 111.

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 rotation, scoring and playing the sport.

PE 119** Racquetball • 1

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

PE 120** Karate • 1

Emphasizes the philosophy, as well as the skills and etiquette of karate. The class stresses the development of self-reliance and self-confidence.

PE 121** Intermediate Karate • 1

Offers intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self-defense is also provided. Prerequisite: PE 120 or instructor permission.

PE 122** Badminton • 1

Gives the fundamental techniques; grips, footwork, body balance, forehand and backhand strokes, serves; 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 137** Sports Conditioning • 2

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

PE 151** Contemporary Dance I • 2

Introduces technique work at the bar and center floor. The purposes of the course are: to gain flexibility and strength and to extend movement vocabulary. Open to men and women. May be taken for PE or DANCE credit.

PE 152** Contemporary Dance II • 2

Continues Contemporary Dance I. Studies techniques to 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. Open to men and women. May be taken for PE or DANCE credit.

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 166 Skills and Materials in Team Sports • 2

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

PE 176 Principles and Techniques of Track and Field • 3

Designed to teach the techniques of all the track and field events, and by active participation in the events, help the student gain proficiency and knowledge about track and field.

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.

PE 198 Advanced Tennis • 1

Instructs students in the advanced techniques of tennis. Strategy for singles and doubles are thoroughly examined, along with instruction on the lob, drop shot, overhead and other advanced elements of tennis. Prerequisite: Permission of instructor.

PE 209 Skills and Materials of Recreation 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 221 Fundamentals of Fast Pitch Softball • 3

Designed to introduce coaching and playing techniques with an emphasis upon current concepts, materials and skill development in women's fast pitch softball.

PE 223 Fundamentals of Baseball • 3

Applies general teaching, coaching and playing techniques for baseball with emphasis upon current concepts, materials, and skills in this area. Practical experience in fundamentals of baseball and perfection of these skills are also provided. Prerequisite: Permission of instructor.

PE 224

Fundamentals of Basketball • 3

Teaches modern techniques and methods of basketball training and conditioning. Course designed primarily for those students interested in developing fundamental skills for competitive basketball.

PE 225

Fundamentals of Soccer • 3

Applies general teaching, coaching and playing techniques for soccer with emphasis upon current concepts, materials and skills in this area. Practical experience in fundamentals of soccer and perfection of these skills are also provided.

PE 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 of 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 prepares them for competitive programs and coaching volleyball in physical education and recreational settings. Prerequisite: Permission of instructor.

PE 264

Skills & Materials: Track/Field; 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 & Materials: Activities for 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 & Materials: 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 relation duties of officials; suggestions for coaches; code of ethics; and qualifications for officials' ratings.

Radiation Therapy

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 and basic radiation protection. Prerequisite: Acceptance into program.

RADON 101 Clinical Applications • 2

Studies the basic principles and techniques for calculation of monitor unit/minute settings to administer radiation therapy treatments. Prerequisite: Acceptance into program.

RADON 102 Radiographic Physics • 2

Studies the components of x-ray circuit tubes, x-ray equipment, design and application, test equipment, image intensification and cineradiography. Prerequisite: Acceptance into program.

RADON 103 Radiographic Techniques • 2

Studies the prime factors of radiographic technique. Prerequisite: Acceptance into program.

RADON 111 Clinical Education I • 5

Students receive an orientation to the hospital setting. The student also receives 16 hours per week of supervised clinical instruction at one of the clinical education centers affiliated with BCC Radon Program. Evening or Saturday attendance may be required. Prerequisite: Acceptance into program.

RADON 112 Clinical Education II • 5

The student receives 16 hours per week of supervised clinical instruction, progressing through a competency-based educational process. Evening or Saturday attendance may

be required. Prerequisite: Acceptance into program.

RADON 113 Clinical Education III • 5

The student receives approximately 16 hours per week of supervised clinical instruction, progressing through a competency-based educational process. Evening or one Saturday attendance may be required. Prerequisite: Acceptance into program.

RADON 114 Clinical Education IV • 13

Student receives 40 hours per week (for 11 weeks) 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. Prerequisite: Acceptance into program.

RADON 120 Nursing Procedures • 2

Explores general care of the patient with the emphasis on the role of the radiation therapist in various nursing situations. Medical terminology, medical ethics and patient lifting techniques are covered in this course. Prerequisite: Acceptance into 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: Acceptance into program.

RADON 194/195/196/197 Special Topics in Radiation Therapy • V1-5

Course is designed to explore issues of special interest to students and radiation therapists. These courses can be used as continuing education classes for certified Radiation Therapy Therapists. Prerequisite: Acceptance into program.

RADON 199 Individual Study in Radiation Therapy Technology • V1-5

Covers a variety of topics to acquaint the radiation therapy student with the role of radiation oncology in cancer management. Prerequisite: Acceptance into 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: Acceptance into program.

RADON 202 Clinical Dosimetry I • 3

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: Acceptance into program.

RADON 203 Clinical Dosimetry II • 3

Topics include calculation of monitor unit settings and treatment times, isodose distributions, off-axis calculations and special treatment planning techniques. Prerequisite: Acceptance into program.

RADON 211 Clinical Education V • 8

The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based educational process. Attendance is also required two evenings per quarter. Prerequisite: Acceptance into program.

RADON 212 Clinical Education VI • 8

The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based educational process. Attendance is also required two evenings per quarter. Prerequisite: Acceptance into program.

RADON 213 Clinical Education VII • 8

The student receives approximately 24 hours per week of supervised clinical instruction progressing through a competency-based educational process. Attendance is also required two evenings per quarter. Prerequisite: Acceptance into program.

RADON 214 Clinical Education VIII • 13

Student receives 40 hours per week (for 11 weeks), 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. Prerequisite: Acceptance into program.

RADON 220 Radiation Oncology Technique I • 3

An introduction to the principles of cancer management. This course provides information on cancer epidemiology, etiology, detection, diagnosis, classification, treatment and management of treatment side effects. Other topics include an introduction to the principles of chemotherapy and an introduction to the principles of hypothermia. Selected sites of cancer will be studied. Prerequisite: Acceptance into program.

RADON 221 Radiation Oncology Technique II • 2

A continuation of RADON 220 covering additional sites of cancer. Prerequisite: Acceptance into program.

RADON 222 Radiation Oncology Technique III • 2

A continuation of RADON 221 covering additional sites of cancer. Prerequisite: Acceptance into program.

RADON 224 Concept Integration • 2

Comprehensive review of all areas in preparation for sitting for the American Registry of Radiologic Technologist

examination. Prerequisite: Acceptance into 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: Acceptance into 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: Acceptance into 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 covers principles of radiation protection for both occupational workers and the general public. Prerequisite: Acceptance into program.

RADON 294/295/296/297 Special Topics in Radiation Therapy • V1-5

Course is designed to explore issues of special interest to students and radiation therapists. These courses can be used as continuing education classes for certified Radiation Therapy Therapists. Prerequisite: Acceptance into program.

RADON 299 Individual Study in Radiation Therapy Technique • V1-5

Covers a variety of topics to acquaint the radiation therapist with the role of radiation oncology in cancer management. Prerequisite: Acceptance into program.

Radiologic Technology

RATEC 101 Introduction to Radiologic Technology • 1

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. Prerequisite: Acceptance into program.

RATEC 102 Radiographic Physics • 5

Deals with components of x-ray circuits; tubes; x-ray equipment, design and application, troubleshooting and maintenance; test equipment, image intensification and cineradiography and advanced imaging procedures. Prerequisite: Acceptance into program or permission of 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: Acceptance into program or permission of instructor.

RATEC 104 Advanced Radiographic Procedures • 4

Presents the theory and principles of the use of contrast media in radiologic examinations and special positioning. Prerequisite: Acceptance into program or permission of instructor.

RATEC 105 Introduction to Radiographic Technique • 2

Course introduces the concepts of electromagnetic radiation from the aspect of developing a basic understanding of the production and control of x-radiation. Also included is the understanding of creation of

the radiographic image and the factors that contribute to the appearance of that image. Prerequisite: Acceptance into the program.

RATEC 107 Positioning and Related Anatomy I • 2

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: Acceptance into program or permission of 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: Acceptance into program or permission of 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: Acceptance into program or permission of instructor.

RATEC 110 Clinical Education I • 3

During this experience the beginning student of RATEC is assigned to one of the clinical education centers affiliated with the BCC-RATEC program for 2 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: Acceptance into program or permission of instructor.

RATEC 111 Clinical Education II • 6

Provides the second in a series of clinical education courses. The student is assigned 19 hours per week at a clinical education center. During this supervised experience, the student observes and performs diagnostic radiologic procedures. Prerequisite: Acceptance into program or permission of instructor.

RATEC 112 Clinical Education III • 6

Provides the third in the series of clinical education courses which demands 19 hours per week at a clinical education center. Specific performance objectives are provided for the student. Prerequisite: Acceptance into the program or permission of instructor.

RATEC 113 Clinical Education IV • 6

Presents the fourth in the series of clinical education courses which demands 19 hours per week at a clinical education center. Specific performance objectives are provided for the student. Prerequisite: Acceptance into program or permission of instructor.

RATEC 120 Nursing Procedures • 2

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: Acceptance into program or permission of 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: Acceptance into program or permission of instructor.

RATEC 127 Introduction to Sectional Anatomy • 2

Expands the knowledge of anatomy through the introduction of transverse and sagittal orientation of anatomy. Normal anatomy of the brain, chest, abdomen, pelvis, and neck and spine are presented. Prerequisite: Acceptance into the program.

RATEC 207 Concept Integration • 2

Comprehensively reviews all areas in preparation for taking American Registry of Radiologic Technologists exam. Prerequisite: Acceptance into program or permission of instructor.

RATEC 210 Clinical Education V • 13

Is the fifth in the series of clinical education courses which demands 40 hours per week for 11 weeks. Specific performance objectives are provided for the student. Prerequisite: Acceptance into program or permission of instructor.

RATEC 211 Clinical Education VI • 8

Teaches the sixth in the series of clinical education courses which demands 24 hours per week. Specific performance objectives are provided for the student. Prerequisite: Acceptance into program or permission of instructor.

RATEC 212 Clinical Education VII • 8

Provides the seventh in the series of clinical education courses which demands 24 hours per week. Specific performance objectives are provided for the student. Prerequisite: Acceptance into program or permission of instructor.

RATEC 213 Clinical Education VIII • 8

Is the eighth in the series of clinical education courses which demands 24 hours per week. Specific performance objectives are provided for the student. Prerequisite: Acceptance into program or permission of 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: Acceptance into program or permission of 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: Acceptance into program or permission of 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: Acceptance into program or permission of instructor.

RATEC 240

Radiation Biology and 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: Acceptance into program or permission of instructor.

Recreation Leadership

RECED 154

Recreational Resources • 5

Historical, philosophical basis; theories of play, economic importance; types of agencies

and facilities; organizations providing recreational services; field trips, visitations, visiting lecturers.

RECED 244

Camp Counseling • 3

An introduction to organized camping in America. Studies qualifications and responsibilities of the counselor; planning, organizing, and operation of camping programs. Practice leadership skills in a class laboratory and camp setting.

RECED 245

Recreational Use of Art Crafts • 3

Covers various mediums of interest to age groups, hobby interests, cost of equipment and materials.

RECED 254

Practicum in Playground Leadership • 5

Methods and materials for leading playground activities. Techniques of program planning, organization and operational methods. Class includes directed on-the-job experience.

RECED 274

Practicum in Social Recreation • 2

Introduction to methods and materials used for planning and conducting social activities. Directed on-the-job experience in recreational activities with adults is included.

RECED 290

Adaptive Recreation • 3

An introduction to history and philosophy of therapeutic recreation with a focus on the setting and participant, and the design of a program for special populations. Includes visiting lecturers, field trips and on-the-job experience.

Reaching Your Potential

Human Development classes help students meet academic and personal goals. These classes also offer students the opportunity to learn to help other students as peer counselors.

Human Development

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 ENGL 089.

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 110 Stress Management • V1-3

Course is based on the assumption that learning to manage stress has lifelong benefits for people. Course helps students to identify stress to be more aware of stress sources, and to understand the consequences of stress in terms of thought processes, feelings and actions. A variety of methods for reducing unwanted stresses will be discussed and practiced.

HD 115 Understanding Addictive Behaviors • 3

Course presents a context for understanding addictions of all kinds. Students will have the opportunity to explore the forms and roots of addictive behavior. Students will also examine a unifying addictions model and determine the implications that this model has for recovery.

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. Recommend placement in ENGL 089 or above.

HD 140 Cultural Pluralism • V1-5

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

HD 157 Assertive Communication • V1-3

Course will help you to become more aware of how you communicate and will present you with life long skills that will enable you to be more assertive in ways of your own choosing. Assertiveness is behavior that enables a person to communicate directly and to get their needs met without denying the rights of others.

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 • 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 four modules: career exploration; job search; education/training orientation; study skills. The purpose of the course is to assist career transition. Prerequisite: Permission of instructor.

HD 190

Staying on Track • V1-5

Course designed for students of color and students from nontraditional backgrounds. Course will help students succeed in college by developing the skills necessary for them to reach their educational objectives and to enhance their personal and cultural identity. 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 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.

A Discovery in Life's Elements

The Science Division offers a variety of first and second year courses in engineering, life sciences, mathematics and physical sciences (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.

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 199 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.

ASTR 299 Individual Studies in Astronomy • V1-5

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

Basic Science

BASCI 098 Basic Science Skills • 5

Developmental course designed to prepare students for success in introductory college science courses. Content includes a cross section of material relating to biology, chemistry and physics, with the emphasis on problem solving, terminology and study skills.

BASCI 106 Problem Solving Structure and Methods • 5

Course focuses on good habits and methods for solving problems in science courses. A hands on introduction to optics, electricity and motion will provide the context for learning problem solving methods. Example problems will be drawn from these topics and from other real life situations. Same as PHYS 106. Either BASCI 106 or PHYS 106 may be taken for credit — not both. Prerequisite: MATH 092, 095 or 099 or permission of instructor.

Biology

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.

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 BIOL 102 and a prerequisite to professional programs. This course includes a laboratory. Prerequisite: Strongly recommended CHEM 100 or CHEM 101 or BASCI 098; 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 a laboratory. BIOL 101 and BIOL 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 HOMECE 130. Prerequisite: BIOL 101 strongly recommended.

BIOL 199 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: BIOL 101 and CHEM 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: BIOL 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: BIOL 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

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, 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 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

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 the 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 085, 090 or 091.

CHEM 102 Introduction to Organic Chemistry • 5

Presents organic and biochemistry. Emphasis is on functional groups and reaction synthesis. This course includes lecture/discussion and laboratory. Prerequisite: CHEM 101 or permission of instructor.

CHEM 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.

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 099 or equivalent and 1 year of high school chemistry or CHEM 101.

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, electro-chemistry, kinetics, simple organic chemistry and appropriate related topics. Prerequisite: CHEM 150 or equivalent.

CHEM 199
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 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: Complete chemistry series of CHEM 140, 150, 160.

CHEM 232
Organic Chemistry • 5

Provides a continuation of CHEM 231. Laboratory is included. Prerequisite: CHEM 231.

CHEM 233
Organic Chemistry • 4

Offers a continuation of the lecture portion of CHEM 231 and 232. Topics include functional groups and biologically important compounds. Prerequisite: CHEM 232.

CHEM 299
Individual Studies in Chemistry • V1-5

Offers individualized projects dealing with chemistry-related problems. Prerequisite:

Permission of instructor and two quarters of college chemistry.

Computer Science

See Business Division

Engineering

ENGR 110
Engineering Orientation • 2

Includes lectures, discussions, and reading assignments on the functions of engineering and the various fields of the profession. Offered on pass/fail basis only.

ENGR 111
Engineering Problems • 3

Introduces some engineering fundamental principles, including dimensional analysis, theory of measurements, vector algebra and engineering statistics. The course is designed to develop the ability to analyze and solve problems related to engineering. Prerequisite: MATH 120 or permission of instructor.

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. A user fee of \$5 for computer time will be charged. Prerequisite: MATH 092 or 099.

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 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: PHYS 121 or MATH 126 or ENGR 111.

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, deformative 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: 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: ENGR 210.

ENGR 260

Thermodynamics • 4

Introduction to the basic principles of thermodynamics, from a predominately macroscopic point of view. Development of the basic laws of thermodynamics together with application to energy transformations and state changes in engineering problems. Prerequisite: Recommend CHEM 150 and MATH 125.

ENGR 299

Individual Studies in Engineering • V1-5

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

Environmental Science

ENVSC 204

Ecology and the Biosphere • 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 207

Field and Laboratory Environmental Science • 5

Course provides opportunities to practice current scientific methods of investigation and analysis of a variety of environmental elements. Includes approximately equal components of field experiences and laboratory exercises.

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. Prerequisite: ENVSC 204 strongly recommended.

ENVSC 299

Individual Studies in Environmental Science • V1-5

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 instructor.

Geology

GEOL 101

Survey of Geology • 5

Studies the physical processes which have been important throughout geological times, both on and beneath the surface, in giving the earth its present form. The course includes field and laboratory study of minerals and rocks.

GEOL 199

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.

GEOL 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.

Mathematics

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 C204. 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/instruction 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 the 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 092, 095, 099.

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 or no algebra. Includes linear equations, exponents, polynomials, applications. Student must also complete the second quarter MATH 085 to complete the equivalent of MATH 091. 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 radicals. Student must complete both MATH 080 (or equivalent) and MATH 085 to complete the equivalent of MATH 091. Prerequisite: MATH 080 or permission of instructor.

MATH 091**Combined Algebra I • 5**

Covers the linear topics generally contained in the usual elementary and intermediate

algebra courses. The arithmetic of signed numbers, scientific notation, manipulation of linear equations are presented, along with an emphasis on linear functions, linear modeling, and basic algebra in the context of other disciplines.

MATH 092**Combined Algebra II • 5**

Covers the non-linear topics generally contained in the usual elementary and intermediate algebra courses. The properties of basic polynomials, quadratics, rational and radical functions are presented. Exponential and logarithmic equations and functions are dealt with, in the context of other disciplines. Prerequisite: MATH 091 with a "C" or better.

MATH 095**Intermediate Algebra for Liberal Arts • 5**

Offered as an alternative to the traditional one-quarter MATH 099, Intermediate Algebra, course. Designed specifically for the liberal arts major. Primarily a lecture course incorporating group work with an emphasis on applications. Not intended for business majors who will need MATH 156, or other majors that require MATH 105. Prerequisite: Placement by assessment, or MATH 085 or 090 with a "B-" or better.

MATH 096**Using Graphing Calculators • 2**

A course designed to teach students how to use their graphing calculators. No particular math prerequisites will be needed for the examples we will use. The focus will be on the calculator itself. Note: Requires TI graphing calculator.

MATH 099**Intermediate Algebra • 5**

Extends development of the axiomatic approach through a course which includes a study of mathematical systems, solution of equations, inequalities, functions, exponents and logarithms, and coordinate systems. It is similar to second-year algebra in high school. Prerequisite: Placement by assessment, or MATH 085 or 090 with a "B-" or better.

MATH 105**Precalculus I • 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: Placement by assessment, or MATH 092, 099 or 101 with a "B-" or better.

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: Placement by assessment, or MATH 092 or 095 or 099 or 101 with a "C" or better.

MATH 120**Precalculus II • 5**

Functions as intensive preparation for the MATH 124, 125, 126 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 non-linear systems. Prerequisite: MATH 105 or "B" average in 3.5 years of high school math.

MATH 124**Calculus I • 5**

Introduces the ideas of limits, derivatives and integrals. It includes techniques and applications of derivatives of algebraic and transcendental functions, and it begins the concept of an antiderivative. Prerequisite: MATH 120 or "B" average in 4 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

Course required for all students who take MATH 157. Includes graphs; non-trigonometric elementary functions; systems of equations and inequalities; and probability. Emphasis is on applications to business and social science. Credit cannot be obtained for both MATH 105 and MATH 156. Prerequisite: Placement by assessment, or MATH 092, 099 or 101 with a "B-" or better.

MATH 157 Elements of Calculus • 5

Course intended for students who wish only a brief course in calculus, particularly those who desire business and social science applications. Surveys differential and integral calculus. 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 Individual Studies in Mathematics • V1-5

Involves mathematical reading and/or problem solving projects. Topics and format to be arranged with a math instructor. 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 "R" 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 126 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 125.

MATH 238 Differential Equations • 5

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.

MATH 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. 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.

Meteorology

METR 101 Introduction to the Weather • 5

A quest into the workings of the weather. Course discusses 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

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 HOME 130. Prerequisite: Recommend BIOL 101, but not required

Oceanography

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

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 092, 095 or 099.

PHYS 114**General Physics • 5**

Provides the fundamental concepts of physics needed for allied health, building construction, biology, forestry, architecture and other programs. Topics 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 equivalent. Prior completion of PHYS 106 is 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. Topics 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. Topics 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 on application of elementary classical physics to real and practical problems. Laboratory serves to acquaint students with the basic methods

and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare students for future research problems. Topics include mechanics, motion, Newton's laws, work, energy, momentum, rotation and gravity. Course includes a lab. Prerequisite: High school physics or equivalent and MATH 124 or permission of instructor.

PHYS 122**General Engineering Physics • 5**

Provides the necessary fundamentals for science and engineering majors. Emphasis on application of elementary classical physics to real and practical problems. Laboratory serves to acquaint students 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 on application of elementary classical physics to real and practical problems. Laboratory serves to acquaint students with the basic methods and skills of experimental analysis (modeling, errors, graphical analysis, etc.) and to prepare students for future research problems. Topics include waves and optics, simple harmonic motion, waves, sound, light, optical instruments, interference, and diffraction polarization. Prerequisite: PHYS 122.

PHYS 199**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.

PHYS 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

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. Course includes a lab. Prerequisite: ZOOL 113.

ZOOL 299**Special Projects in Zoology • 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.

The Human Experience

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. in Media Communication and Technology. The Media Communication and Technology department also offers a number of one-year certificate programs including Advanced Video Production, Computer Graphics and Animation for Multimedia, Multimedia Authoring, New Media: Studies in the Emerging Technologies, Video-Computer Interface, Video Production and Web Authoring.

While most courses offered within the academic transfer departments are used to fulfill 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 plans, designs, produces, delivers, promotes and evaluates electronic media communications material that enhances the lives of students, faculty, staff and community members. The departments of the Telecommunications program include the Distance Education Department, the college's Channel 28 Television Services Department, Media Communication and Technology Department and Media Maintenance Department.

Administration of Criminal Justice

ADM CJ 101 Survey of Law Enforcement & Administration • 5

Surveys the criminal justice process from arrest through release including the relationship with and responsibilities of the police, prosecutor, courts, prisons, probation and parole systems.

ADM CJ 102 Survey of Police Organization & Administration • 5

Presents the structure of organization, staff and line concepts, and chain of command in a hierarchy with its advantages and limitations. Surveys the model organizational charts for agencies of varying sizes.

ADM CJ 104 Introduction to Criminal Law • 5

Surveys the basic theories and concepts of law pertaining to the criminal justice system. Emphasizes reviewing the Revised Code of Washington and specific state and federal constitutional amendments.

ADM CJ 111 Principles of Criminal Interrogation • 5

Reviews principles and techniques of interviewing victims, witnesses and suspects in a crime related situation and the detection of deception. Covers application of certain Amendments of the Constitution as they apply to individuals charged with a criminal offense.

**ADM CJ 194/195/196/197
Special Topics in the Criminal
Justice System • V1-10**

Covers unusual courses, self-support classes for which college credit is offered. See current quarterly schedule for details.

**ADM CJ 198
Seminar in Criminal
Justice • V1-10**

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

**ADM CJ 199
Individual Studies in Criminal
Justice System • V1-10**

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

**ADM CJ 200
Criminal Evidence &
Procedures-Police Officer • 5**

Surveys the patterns and processes relative to the collection of both real and circumstantial evidence in a criminal case, and an in-depth survey of the legal processes from investigation through the trial process.

**ADM CJ 202
Principles of Criminal
Investigation • 5**

Presents fundamental investigative techniques used within the criminal justice system including the discovery, preservation, and presentation of evidence, methods of obtaining information, development of informational sources and a brief survey of criminal laboratory functions.

**ADM CJ 204
Criminal Procedure • 5**

Study the evolution of the Fourth, Fifth, Sixth and Fourteenth Amendments of the U.S. Constitution and their impact on contemporary police practices. Emphasis will be placed on analysis of Supreme Court decisions which pertain to arrests, searches,

seizures, right against self-incrimination and post indictment right to counsel.

**ADM CJ 206
Community-Oriented
Policing • 5**

Presents 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.

**ADM CJ 220
Principles of Forensic
Examination • 5**

Emphasizes the knowledge critical to aiding successful completion of an investigator's duties during the course of an investigation and reconstruction of a crime.

**ADM CJ 253
Principles of Drug and Alcohol
Enforcement • 5**

Studies the unique demands that alcohol and drug offenses place on the criminal justice system. Covers how the investigation, information management, and prosecution of alcohol and drug crimes differ from that of other criminal offenses in both process and procedure.

**ADM CJ 260
Applied Ethics in Criminal
Justice • 5**

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.

**ADM CJ 271
Introduction to Criminology • 5**

Surveys 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.

**ADM CJ 294/295/296/297
Special Topics in the Criminal
Justice System • V1-10**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details. Prerequisite: Permission of instructor.

**ADM CJ 298
Seminar in Criminal
Justice • V1-10**

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

**ADM CJ 299
Individual Studies in 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. Prerequisite: Permission of instructor.

Anthropology

**ANTH 100
Introduction to
Anthropology • 5**

Studies 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. Either ANTH 180 or AMST 180 may be taken for credit – not both.

ANTH 194/195/196/197

Special Topics in Anthropology • V1-10

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

ANTH 198

Seminar in Anthropology • V1-10

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

ANTH 199

Individual Studies in Anthropology • V1-10

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. 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. Note: Transfers as humanities credit only.

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. Note: Transfers as natural science credit 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

Introduces the world's religions. The history of Judaism, Christianity, Islam, Hinduism, and Buddhism is presented in cultural context. The relationship between these major traditions and actual "folk" belief and practices as shown through ethnographic examples. Same as INTST 203. 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 the 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.

ANTH 298

Seminar in Anthropology • V1-10

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

ANTH 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.

Economics

ECON 100

Introduction to Basic Economic Principles • 5

Introduces students to economic thinking and provides tools enabling them to understand and/or evaluate the complex economic problems encountered in modern society. Business and Economic majors who plan to transfer to a four-year institution should generally take ECON 200/201 rather than ECON 100.

ECON 194/195/196/197

Special Topics in Economics • V1-10

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

ECON 198

Seminar in Economics • V1-10

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

ECON 199

Individual Studies in Economics • V1-10

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. 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. 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. Note: Recommend thirty (30) prior college credits.

**ECON 201
Introduction to Economics:
Microeconomics • 5**

Investigates pricing and production decisions of firms, economic forces determining wages, the structure of labor markets, and distribution of income. Evaluates the means and efficacy of government intervention in markets. Applies economic reasoning to such topics as environmental degradation, welfare policy, tax systems, poverty and discrimination. Note: Recommend thirty (30) prior college credits.

**ECON 260
Economic Development of the
United States • 5**

Analyzes the industrialization and transformation of the U.S. economy from the colonial period to the present. Major emphasis will be on rapid transformation after the Civil War, the Great Depression of the 1930's, and the contributions of the social attitude toward immigrant and native groups. SAME AS AMST 260. Recommend thirty (30) prior college credits.

**ECON 294/295/296/297
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 298
Seminar in Economics • V1-10**

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

**ECON 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.

Geography

**GEOG 100
Introduction to Geography • 5**

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

**GEOG 102
World Regional Geography • 5**

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

**GEOG 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 INTST 105. Either GEOG 105 or INTST 105 may be taken for college credit – not both.

**GEOG 194/195/196/197
Special Topics in
Geography • V1-10**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details. Prerequisite: Permission of instructor.

**GEOG 198
Seminar in Geography • V1-10**

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

**GEOG 199
Individual Studies in
Geography • V1-10**

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

**GEOG 200
Cultural Geography • 5**

Is a spatial analysis investigating the relationships of human settlement patterns and the physical environment. Special attention is given to cultural processes and dynamic change.

**GEOG 205
Weather, Climate, Vegetation,
Soils • 5**

Surveys the patterns and processes of the physical environment and its relationship to humankind. This course will specifically focus on the dynamic aspects of weather, climates, vegetation and soils. Attention will be given to the human significance of different natural, as well as human-altered, environments. Note: Transfers as natural science credit only.

**GEOG 206
Landforms and Landform
Processes • 5**

Surveys the pattern and processes of the physical environment and its relationship to humankind. This course will specifically focus on the dynamic aspects of landforms and landform processes. Attention will be given to the human significance of different natural, as well as human-altered, landforms. Transfers as laboratory science.

**GEOG 207
Economic Geography • 5**

Is an introductory geographical inquiry that investigates the distribution of economic activities and their impact upon the environment. Consideration is given to various components of production, exchange and consumption of goods and services, focusing on resource use, agriculture, industrialization and urbanization.

GEOG 250

Geography of the Pacific Northwest • 5

Is a regional survey course, designed to familiarize the student with elementary geographical concepts and their application to the Pacific Northwest. The course concentrates on geomorphological and climatological processes and their relationship to settlement patterns, population dynamics and economic activities.

GEOG 258

Introduction to Map Reading & Analysis • 5

Includes the interpretation of map symbols and content at different scales: analysis of different types of maps and charts: and special uses of maps.

GEOG 294/295/296/297

Special Topics in Geography • V1-10

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

GEOG 298

Seminar in Geography • V1-10

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

GEOG 299

Individual Studies in Geography • V1-10

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

History

HIST 101

History of Civilization: Cultural Traditions • 5

Studies the historical foundation of civilizations—Mesopotamia, Egypt, India,

China; economy, society, government, religion, and culture; the elaboration of culture and institutions in Greece, Rome, and the Orient from 500 A.D. to 1000 A.D.; and the fall of Rome and the rise of Christianity.

Note: May be used as social science or humanities credit.

HIST 102

History of Civilization: Middle Ages • 5

Presents the progress and comparisons of civilization of the post-classical world from 1000 A.D. to 1815 (Napoleon's defeat). The fall of Rome, the rise of Christianity and Islam, medieval institutions, the Renaissance, the rise of science, the age of explorations and the National State from the great empires in 500 A.D. to the shock of western arrival.

Note: May be used as social science or humanities credit.

HIST 103

History of Civilization: Contemporary World • 5

Studies Europe since the Enlightenment, traces the Industrial Revolution, modern ideologies, imperialism, the origins and impact to the World Wars, the rise of new nations, the Cold War, and the emergence of today's new global identities and relationships, conflicts, and present-day crises and problems. Note: May be used as social science or humanities credit.

HIST 110

English History to 1603 • 5

Traces the history of the British Isles from the Roman Conquest to the establishment of nation-state under Henry VIII and Queen Elizabeth. The course will survey the rise of Parliament, the English reformation, the Hundred Years' War, and life and culture in the Middle Ages. Note: May be used as social science or humanities credit.

HIST 115

English History: 1603 to Present • 5

The history of the British Isles from the death of Queen Elizabeth I to the present. The course surveys the supremacy of Parliament, the development of an unwritten constitution,

the growth of political parties, the industrial revolution, political reform and the triumph of liberal democracy, the growth and decay of British military power, its rivalry with Germany, and membership of the Common Market. Note: May be used as social science or humanities credit.

HIST 120

Global History • 5

Surveys Comparative global history, focusing on the relationships between the cultures of the world, and noting developments in religion, law and technology on a global basis, and the rise and fall of various empires and cultures. Same as INTST 204. Either HIST 120 or INTST 204 can be taken for credit – not both.

HIST 135

History of the United States Since 1940 • 5

Examines the critical social factors that have altered American life in the last half-century. Aspects of both formal and popular culture are investigated as well as the most important events of foreign and domestic policy. Note: May be used as social science or humanities credit.

HIST 194/195/196/197

Special Topics in History • V1-10

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

HIST 198

Seminar in History • V1-10

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

HIST 199

Individual Studies in History • V1-10

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

**HIST 201
U.S. History: Discovery To Independence • 5**

Synthesizes the European heritage and colonial experience and their effect in forming distinctive American ideas and institutions; also covers War of Independence and formation of the Federal Union as a reflection of this synthesis. Important aspects such as religion, mercantilism, westward expansion, colonial self-government, and Anglo-American republican thought are discussed. Note: May be used as social science or humanities credit.

**HIST 202
U.S. History: 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. Note: May be used as social science or humanities credit.

**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 multi-cultural society in an age of global interdependence. Note: May be used as social science or humanities credit.

**HIST 207
Introduction to Intellectual History • 5**

Surveys the major currents of modern western thought, examines 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 covers the Scientific Revolution, the Enlightenment, nineteenth century ideologies, and the philosophical crisis of the twentieth century. Note: May be used as social science or humanities credit.

**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. Note: May be used as social science or humanities credit.

**HIST 212
Sport in America: A Social History • 5**

Surveys 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. Note: May be used as social science or humanities credit.

**HIST 223
Twentieth Century Russia • 5**

Overviews the cultural, social, economic, and political development of Russia and the Soviet Union from the turn of the century to the present, with particular emphasis on the ideology, institutions, and practice of a totalitarian state. Note: May be used as social science or humanities credit.

**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. May be used as social science or humanities credit.

**HIST 242
The Age of Exploration and Discovery • 5**

Examines the role of great explorers in world history from Marco Polo to David Livingstone. 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 U.S. in World Affairs: 1898 to Present • 5**

Deals essentially with this nation's foreign policy since its rise to world power status in 1898. The course will examine the external determinants of foreign policy and the impact of domestic political factors on that policy. Note: May be used as social science or humanities credit.

**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. Note: May be used as social science or humanities credit.

**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. Note: May be used as social science or humanities credit.

**HIST 280
History of Africa • 5**

Examines 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. Same as INTST 280. Either HIST 280 or INTST 280 may be taken for credit – not both. Note: May be used as social science or humanities credit.

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.

HIST 298 Seminar in History • V1-10

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

HIST 299 Individual Studies in History • 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.

International Studies

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 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 interrelationships between technology, 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 Seminar in International Studies • V1-10

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

INTST 199 Individual Studies in International Studies • V1-10

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

INTST 200 States & Capitalism: Origin of Modern Global Systems • 5

Explores the origins, development and global impact of the modern state system and sheds 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 cultural context. 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 for credit – not both.

INTST 204 Global History • 5

Surveys Comparative World History, focusing on periods of history that saw great achievements in religion, ethics, law and technology. Great personalities are emphasized. Same as HIST 120. Either INTST 204 or HIST 120 can be taken for credit – not both.

INTST 280 History of Africa • 5

Examines 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. Same as HIST 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.

INTST 298 Seminar in International Studies • V1-10

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

INTST 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.

Media Communication and Technology

MEDIA 101 Exploring the Digital Future • 5

Surveys the spectrum of global digital communication, with emphasis on past, present and future technologies, the effects of digital communication on our society and career opportunities in digital communication fields. Emphasis on the computer revolution and its effect on daily life. Same as COMM 101. Either MEDIA 101 or COMM 101 may be taken for credit – not both.

MEDIA 102 Techniques and Technology of Persuasion • 5

Presents technological and communication techniques of film, video, and multimedia that allow information to be targeted at specific individuals and groups to create opinions, generate sales, develop propaganda and other forms of persuasion. Students will have the opportunity to test persuasion techniques with simple media presentations. Same as COMM 102. Either MEDIA 102 or COMM 102 may be taken for credit – not both.

MEDIA 103 Media and Messages: Media Literacy • 5

Gives insights into the aesthetics of media production through the study of production techniques including lighting, editing, color, audio and interactivity. Lectures include clips from a variety of film, video and multimedia resources as well as guest speakers to help develop students' interpretive skills in media. Same as COMM 103. Either MEDIA 103 or COMM 103 may be taken for credit – not both.

MEDIA 104 Multi-Cultural Media Images • 5

Develops students' critical viewing skills to analyze the origin, impact and meanings of electronic and digital images and the messages those images may portray, from both a personal and a multi-cultural perspective. Reviews the history and future of global media networks and their effect on multi-cultural issues. Same as COMM 104. Either MEDIA 104 or COMM 104 may be taken for credit – not both.

MEDIA 109 Computer Essentials for Digital Media • 5

Course designed for students with minimal computer skills or who have only used text-based software such as word processing and database. Course has two major components. The first part is designed to provide foundation skills in the use of both Macintosh and PC/Windows computers. They will learn operating systems, memory and settings adjustments, file management procedures and hierarchies for both computers. In addition, students will learn how to navigate, access and use networks, hard drives and peripheral equipment such as scanners, CD-ROMS and cartridge drives. In the second part, students will design, plan and assemble informational desktop presentations using presentation software, clip art and clip media. Doing presentations will require students to use many sources of digital information and to put components together in a cohesive computer generated presentation. Students with more extensive computer background may test out of this course and be exempted.

MEDIA 110 Exploring the Internet • 5

Surveys the multimedia information and communication capabilities available via computer access to the "Internet". Students learn how to locate, access and retrieve a variety of media including text, images, audio and video as well as participate in the utilization of "html" language to develop World Wide Web resources. Note: Basic computer literacy essential.

MEDIA 112 Introduction to Video Production • 5

Introduces the basics of video production utilizing a personal camcorder and video editing equipment. Students study video technologies, basic equipment operation, video composition, basic lighting and audio, production planning and visual storytelling. Students work in groups to create video projects utilizing post-production editing.

MEDIA 121 Exploring Multimedia • 5

Introduces the use of computers for creating media applications, including an overview of multimedia and hands-on introduction to multimedia authoring, digital imaging, digital illustration, digital audio, digital video, and the creation of a complete multimedia product as part of student production team. Note: Basic computer literacy essential.

MEDIA 122 Introduction to Audio and Recordings • 5

Introduces basic audio for use in video and computer media applications. Includes basic sound characteristics, microphones, single and multi-track recording techniques and sound reinforcement and enhancement. Students work on a production team to create finished audio productions. Same as Music 122. Either MEDIA 122 or MUSIC 122 can be taken for credit – not both.

MEDIA 150 Cooperative Work Experience in Media • V1-5

Cooperative work-study agreement between the student, the media program and an off-campus employer to provide the student with on-the-job training in media-related skills. Does not substitute for MEDIA 250 Practicum Internship. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 153 Digital Recording Production • 5

Course covers recording and editing skills as they exist in the digital media. Digital recording, computer-based mix down, digital I/O, utilizing digital effects and sampling will be covered in a 24 channel ADAT and direct-to-disk recording studio. Same as MUSIC 153. Either MEDIA 153 or MUSIC 153 can be taken for credit – not both. Prerequisite: MEDIA 122 or MUSIC 122.

MEDIA 194/195/196/197 Special Topics in Media Communications and Technology • V1-10

Covers unusual course and self-support classes for college credit. See current quarterly schedule for details. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 198 Seminar in Media Communication and Technology • V1-5

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 199 Special Projects in Media • V1-10

Covers directed readings, special projects and independent study by an individual student. Requires project proposal and contract for completion. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 210 Video Field Production • 5

Is a continuation of MEDIA 112 in field setting, including intermediate and advanced shooting and editing techniques, field lighting, field audio, production budgeting and planning, script writing and

storyboarding. Students work in production teams to create professional-quality video productions. Prerequisite: MEDIA 112 or permission of instructor.

MEDIA 212 Video Studio Production • 5

Is a continuation of MEDIA 112 in a video production studio setting, including studio production planning, studio lighting, studio audio and basic video engineering. Students participate in all crew positions including floor director, camera operator, lighting and audio technicians, technical director and program director. Prerequisite: MEDIA 112 or permission of instructor.

MEDIA 214 Intermediate Video Production • 5

Presents production techniques for a variety of video applications including theatrical, electronic news gathering, informational, and documentary-style productions. Special emphasis on pre-production planning and the combination of studio and field production into a final video presentation. Help produce programming for college cable channel. Prerequisite: MEDIA 112, 210 and 212; or permission of instructor.

MEDIA 216 Script Writing for Film, Video and Multimedia • 5

Presents the mechanics and format for the creation of scripts and screenplays in film and video as well as introduction to non-linear writing styles needed for interactive multimedia through the utilization of example scripts, film and video clips and multimedia products. Special emphasis on the script writer's role in pre-production planning. Prerequisite: English 101 or permission of instructor.

MEDIA 220 Digital Video Editing • 5

Introduces different computer-based video editing technologies, including the creation of digital video productions for inclusion in multimedia applications such as Quicktime and the creation of analog video productions through the utilization of digital non-linear editing technology. Prerequisite: MEDIA 112.

MEDIA 221 Desktop Media Presentations • 5

Utilization of software and hardware for the creation of computer-based presentations for business, industry and education. Includes a survey of equipment resources, software applications, presentation planning and design, development and execution. Also includes the utilization of external, digital, multimedia resources. Note: Basic computer literacy essential.

MEDIA 223 Multimedia Authoring I • 5

Covers the hardware requirements and software application for the creation of interactive multimedia materials as well as the processes for multimedia development including message design, interactive authoring language, and the step-by-step development of a multimedia application as part of a production team. Prerequisite: MEDIA 121.

MEDIA 225 Digital Imaging for Multimedia I • 5

Gives the student introductory experience in bitmapped image processing including acquisition, storage, retrieval, modification and manipulation of digitized images as they apply to utilization in interactive multimedia products. Note: Basic computer literacy essential.

MEDIA 227 Graphics I: Basic Design and Illustration • 5

Introduces students to the basic theories, principles and processes of computer-based design and illustration as they apply to the development of on-screen multimedia applications. Introduces the fundamentals of vector illustration software (e.g. FreeHand) so students can apply the principles in their own creative endeavors. Note: Basic computer literacy essential.

MEDIA 229

Multimedia Authoring II: Macromedia Director • 5

Provides students with practical experience in the design and production of interactive multimedia applications through the creation of working interactive modules with Macromedia Director, a common multimedia authoring tool. Students work in teams to create Director-based multimedia products. Prerequisite: MEDIA/IT 223 or permission of instructor.

MEDIA 230

Web Authoring I • 5

Introduces the background issues, design fundamentals and production techniques employed in the authoring of World Wide Web content. Prerequisite: MEDIA 110.

MEDIA 233

Digital Imaging for Multimedia II • 5

Course gives students intermediate to advanced experience in digital image processing utilizing Adobe Photoshop or similar software. It includes utilization of layers, masks, channels and special effects in bitmapped digital images. Prerequisite: MEDIA 225.

MEDIA 235

Animation for Multimedia I • 5

Presents the tools and skills needed to create simple animated objects utilizing different two-dimensional animation techniques: flip-card animation, color-cycle animation, path animation and cast animation. Animations are joined to audio tracks to create complete animated sequences. Basic three-dimensional animation is introduced. Prerequisite: MEDIA 225 or 227 or ART 120, or permission of instructor.

MEDIA 236

Authoring III: Scripting and Interactivity • 5

Introduces development skills in the utilization of Lingo scripting language as part of the multimedia authoring process. Prerequisite: MEDIA 229.

MEDIA 237

Animation for Multimedia II • 5

Presents the tools and skills needed to create three-dimensional animation using software tools such as 3-D Studio. Students create simple three-dimensional animations that utilize wire-frame modeling, key frames, light sources, camera placement, surface materials and rendering. Prerequisite: MEDIA 235 or permission of instructor.

MEDIA 238

Web Authoring II • 5

Develops an advanced understanding of the industry issues, development fundamentals and programming techniques involved in the authoring of World Wide Web content. Prerequisite: MEDIA 230.

MEDIA 245

Production Practice • 5

Provides students an opportunity to work under the supervision of a professional on-campus producer to create video and multimedia production for Bellevue Community College faculty and administration, BCC Channel 28 television, and off-campus clients. Students are encouraged to create materials for their personal portfolios as well. Class may be repeated for a maximum of 15 credits. Prerequisite: Permission of program chair.

MEDIA 248

Portfolio and Employment • 5

Allows the student to explore his/her personal goals and directions and helps the student in the development of a quality personal resume and the design, development and presentation of professional media portfolio. Additional emphasis is made on job search skills and strategies for video and computer media employment. Prerequisite: Permission of instructor.

MEDIA 250

Practicum in Media Communication and Technology • 5

Student either participates in a 165-hour internship with a professional media-related company or organization to gain practical experience in the production and manage-

ment of media resources; or the student spends 165-hours creating a professional quality media product that is evaluated by an off-campus professional producer. Prerequisite: Permission of Program Chair.

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 I • 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 • 4

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 video conferences, 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 • 4

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 evaluation program. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 282 Production Résumé • 3

Students will ascertain and develop employment strategy; design a production résumé to established specifications; compile and edit a résumé videotape; write and publish a written résumé; 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; evaluation results and audience feedback. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 294/295/296/297 Special Topics in Media Communications and Technology • V1-10

Covers unusual course and self-support classes for college credit. See current quarterly schedule for details. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 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. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 299 Special Projects in Media • V1-10

Covers directed reading, 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 Program Chair and previous media enrollment.

Political Science

POLSC 101 Introduction to Politics • 5

Explores the origins and evolution of major political concepts dating from ancient Greece to the present. Incorporates political life in the modern world and the ideas behind its democratic and non-democratic forms.

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

Examines the struggle for power and peace and present day methods by which affairs are conducted between national states.

POLSC 104 State and Local Government • 5

Introduces concepts of lobbying, executive power and judicial selection and review on the state level; political machines, race and urban ecology on the local level.

POLSC 110 People of Color in the U.S. Political System • 5

Studies the role that people of color play in the American political system. Focuses on the historical relationship of people of color and political processes, people of color in urban society, and sources of tension and frustration.

POLSC 121
The United Nations • 1

Is a seminar-type class which covers the present structure and purpose of the United Nations organization. Prerequisite: A course in political science.

POLSC 122
The United Nations • 2

Is a seminar-type class which covers the present structure and purpose of the United Nations organization. Prerequisite: Permission of the instructor.

POLSC 123
The United Nations • 2

Researches a specific country and prepares students to give a presentation at the National Model United Nations Conference in New York. Prerequisite: Permission of instructor.

POLSC 155
The American Presidency • 5

Examines the American Presidency, its evolution, its occupants, and its place within the American system. Topics include presidential character, war, elections, the economy and the Constitution.

POLSC 160
Introduction to American Political Culture • 5

Emphasizes a multidisciplinary approach to the understanding of the formation and development of American political culture and the various ways it has been interpreted through time. Same as AMST 160. Either POLSC 160 or AMST 160 can be taken for credit – not both.

POLSC 170
Introduction to Political Economy • 5

Emphasizes the interplay between politics and economics and its consequences. The course includes methodological and theoretical concepts derived from political science and economics in an attempt to explain substantial issues.

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
Seminar in Political Science • V1-10

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

POLSC 199
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

Outlines those political and social theories and values which are indispensable in understanding political systems, governments, international conflicts and cooperation in the present world. Note: May be taken as social science or humanities credit.

POLSC 205
Introduction to Western European Governments • 5

Studies Western liberal political institutions, the welfare state and the Common Market, focusing on 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 Governments: Developing Nations • 5

Studies various development theories and strategies of Russia, China, African and Latin American nations with special emphasis on problems of political development and modernization.

POLSC 230
Revolutions in the Modern World • 5

Studies the concept of revolution, 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 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.

POLSC 298
Seminar in Political Science • V1-10

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

POLSC 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. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

Psychology

PSYCH 100
Introduction to Psychology • 5

Emphasizes methodology, concepts, principles of psychology, including psychophysiology, sensation and perception, learning and memory, motivation, development, emotion, health and stress, personality, abnormalities, treatments and interactions.

PSYCH 102
Psychology as a Natural Science • 5

Presents the biological aspects of research methods, sensation, perception, learning, memory, emotion and motivation, psychopa-

thology, treatment and development. Participation in demonstrations and experiments may be required. Note: Transfers as natural science credit only.

PSYCH 110 **Applied Psychology • 5**

Stresses application of psychological theory. Students survey how psychology interfaces with other disciplines focusing on how psychologists perform their professional functions in different settings.

PSYCH 194/195/196/197 **Special Topics in Psychology • V1-10**

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

PSYCH 198 **Seminar in Psychology • V1-10**

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

PSYCH 199 **Individual Studies in 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 the theories, diagnosis and treatment of maladaptive behavior and psychological disorders as defined by current psychological practice. Field trips to psychiatric institutions may be required. Prerequisite: PSYCH 100.

PSYCH 203 **Human Learning and Performance • 5**

Presents aspects of human performance including operant and classical conditioning, memory and conceptual processing, language, sensation and perception.

Participating in demonstrations and projects may be required.

PSYCH 204 **General Developmental Psychology • 5**

Presents research and theories regarding human growth and change across the life span. Students will explore factors that affect personality, cognitive, and physical development from psychological and socio-cultural perspectives. Participation in demonstrations and projects may be required. Prerequisite: PSYCH 100.

PSYCH 205 **Introduction to Personality • 5**

Examines the philosophical assumptions concerning the nature of humankind. Focuses on the mainstream theoretical schools of psychology, specific theorists in detail, along with psychometric techniques. Prerequisite: PSYCH 100.

PSYCH 209 **Fundamentals of Psychological Research • 5**

Covers theories, techniques, and application of psychological research methodology; literature review and hypothesis testing in a variety of research paradigms, ranging from uncontrolled field observation to laboratory experiments. Issues which may effect research results, data analysis and report writing are covered. Prerequisite: PSYCH 100.

PSYCH 213 **Elementary Psychological Statistics • 5**

Covers classification and reporting of data, hypothesis testing and evaluation, and probability theory. A survey of descriptive statistics, inferential statistics and distribution-free tests will be presented. Prerequisite: PSYCH 100.

PSYCH 240 **Social Psychology • 5**

Introduces the interaction between the social context and the individual, emphasizing aspects of social learning on attitudes, perception and personality. Covers group behavior, persuasion, conflict, attraction,

altruism and aggression. 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 psychological theories and research from a cross-cultural perspective. Highlights impact of culture on cognition, development, emotion, motivation, sex roles, disorders, group behavior, conflict, stereotyping and prejudice.

PSYCH 257 **Psychology of Sex Differences • 5**

Examines sex differences and similarities from an interdisciplinary perspective, including biological, psychological, social and historical viewpoints. Perceived and actual differences are analyzed in an attempt to understand these differences. Communication styles, employment, education, mental health and personal relationships are viewed.

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.

PSYCH 298 **Seminar in Psychology • V1-10**

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

PSYCH 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.

Sociology

SOC 105 Sociology of Black Americans • 5

Addresses itself to the socio-historical background of Black Americans, focusing on Black culture, institutions, roles and functions in larger political and stratification systems, and the Black movement as a force for social change.

SOC 110 Introduction to Sociology • 5

Surveys concepts, theories and research about human groups.

SOC 170 Social Problems of Contemporary Society • 5

Analyzes the social problems in contemporary societies. Course designed for the entering student.

SOC 194/195/196/197 Special Topics in Sociology • V1-10

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

SOC 198 Seminar in Sociology • V1-10

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

SOC 199 Individual Studies in Sociology • V1-10

Covers directed readings, special projects, and independent study by an individual student. Instructor contract required. 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. Same as PSYCH 240. Either SOC 240 or PSYCH 240 may be

taken for credit – not both. Prerequisite: SOC 110 or PSYCH 100 or ANTH 100 or permission of instructor.

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 and family organization. Same as HOMEC 255. Either SOC 255 or HOMEC 255 may be taken for credit – not both. Prerequisite: SOC 110 or PSYCH 100 or ANTH 100 or permission of instructor.

SOC 256 Introduction to Sex and Sexuality • 5

Analyzes the social bases of sexual knowledge, attitudes and behavior. Emphasis is on both academic and personal development. Prerequisite: SOC 110 or PSYCH 100 or ANTH 100 or permission of instructor.

SOC 262 Racial and Ethnic Group Relations • 5

Analyzes selected racial and ethnic group relations in the world. Topics covered include dominant and subordinate groups. Prerequisite: One course in social science - SOC 110 or PSYCH 100 or ANTH 100 or permission of instructor.

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. Prerequisite: SOC 110 or ANTH 100 or POLSC 101 or POLSC 102 or permission of instructor.

SOC 270 Social Disorganization and Deviant Behavior • 5

Studies the structure and process of deviance in social groups. Contemporary and historical perspectives are emphasized. Prerequisite: SOC 110 or ANTH 100 or POLSC 101 or POLSC 102 or PSYCH 100 or permission of instructor.

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.

SOC 298 Seminar in Sociology • V1-10

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

SOC 299 Individual Studies in Sociology • V1-10

Covers directed readings, special projects, and independent study by an individual student. Instructor contract is required. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

Bilingual Opportunities

This is a cooperative effort between Bellevue Community College and Washington Academy of Languages, a non-profit accredited institution. The programs are intended for bilingual students.

Interpreting

INTRP 101 Introduction to Translation & Interpreting • 3

An introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skills necessary for the profession. Covers general problems involved in translating and interpreting.

INTRP 102 Basic Interpreting Skills • 3

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure and note taking.

INTRP 104 Technology for Translators and Interpreters • 3

An introduction to the equipment and electronic tools currently used by professional translators and interpreters. Learn the limitations and advantages of MAHT (machine-assisted human translation) and HAMT (human-assisted machine translation).

INTRP 105 Vocabulary Acquisition and Terminology Research • 3

Students will develop skills in terminology research, dictionary usage and glossary building. Basic terminology in the fields of medicine, law, computers, business and international trade will be covered.

INTRP 106 Ethics and Business Practice of Translation and Interpretation • 3

Learn the role of the interpreter and translator in the business-conference, medical and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts.

INTRP 107 Advanced Interpreting Skills Level I • 3

Provides students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings.

INTRP 108 Advanced Interpreting Skills II • 3

Provides students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Simultaneous, consecutive and sight translation will be practiced in different settings.

INTRP 111 Interpretation Practicum • 1

Supervised, 25-hour interpreter practicum or mentorship with an agency, experienced freelancer, corporation or at the student's work place, associated with a five-hour professional seminar for participating students.

Translation

TRANS 103 Basic Translation Skills • 3

Learn basic translation techniques and the process of translation. Includes a practical review of the writing, editing and proofreading skills necessary to produce clear, polished translations.

TRANS 109 Advanced Translation Workshop I • 3

Hands-on experience in the translation, editing, and finalization of actual commercial texts. Texts are drawn from a variety of fields including sci-tech, legal, commercial, and medical. Emphasis is on professional presentation. Included is a team translation project.

TRANS 110 Advanced Translation Workshop II • 3

Provides students with repeated opportunities for practical experience in the translation, editing and finalization of actual commercial texts.

TRANS 112 Translation Practicum • 1

Supervised, 25-hour translator practicum or mentorship with an agency, experienced freelancer, corporation, or at the student's work place. Associated with a five-hour professional seminar for participating students.

College Policies Concerning Students

Students' Rights and Responsibilities

Social Security Number Disclosure

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 College's record-keeping system requires that each student have a unique nine-digit number. For this reason, Bellevue Community College requests use of students' social security number rather than assigning each student another nine-digit number. The social security number is used as an identifier in the college records system and is not released to any federal, state or private agency without the written consent of the student. However, students who do not wish to disclose their social security number may ask the college to assign them another nine-digit student number.

Bellevue Community College will not deny any individual any right, benefit or privilege provided by law because of that individual's refusal to disclose his/her social security number. Students who receive financial aid, however, should be aware that federal law requires them to provide their social security numbers. Students who ask the college to assign another ID number must pay tuition and fees from their own resources.

Family Educational Rights and Privacy Act (Release of Student Records)

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the college are confidential and can be released only with written permission of the student. However, the Family Educational Rights and Privacy Act authorizes the college to routinely release directory information.

Information which may be released without written permission of the student includes: student's name; student's major field of study; dates of attendance at Bellevue Community College; degrees awarded the student; awards received by the student; participation in officially recognized activities and sports; and weight and height of members of athletic teams. No other information may be released without the student's written permission except as provided for in college policies on release of student data. Students who are concerned about the confidentiality of their records should contact the Associate Dean of Enrollment Services.

Bellevue Community College students have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the Student Services Center. The Student Records Office can provide a list of the types and locations of educational records available at the college. Requests to review the records should be made in writing to the office having custody of the particular records in question.

Student Financial Obligations

The college expects that students who receive services for which a financial obligation is

incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary, to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

If a student fails to meet their financial obligations to the college, the college may block his/her admission or registration, withhold academic transcripts, and/or refuse to confer degrees until the obligation is met.

Returned Checks: Checks for tuition and fees returned with a "stop payment" order will result in the student being withdrawn immediately from all their classes, and will require a \$25 reinstatement fee. All other returned checks for tuition and fees will result in the student being withdrawn from their classes after being notified of the reason for withdrawal, and will require a \$15 reinstatement fee. If a student writes three checks (including third-party checks) which are returned, their privilege of check-writing will be denied.

Student Code

The Bellevue Community College Student Code, WAC 132H-120, spells out the rights and responsibilities of all students. Copies of the complete Student Code are available from Student Services. Excerpts (student responsibilities and prohibited activities) are published in the Student Handbook. As stated in the preamble to the code, admission to the college carries with it the expectation that students will:

- respect the laws of the community, state and nation;
- adhere to college rules and regulations which assure the orderly conduct of college affairs;
- maintain high standards of integrity and honesty;
- respect the rights, privileges and property of other members of the college community; and
- not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct directly and significantly interferes with the college's primary educational responsibility of ensuring the

opportunity of all members of the college community to attain their educational objectives and its subsidiary responsibilities of protecting property, keeping records, providing services and sponsoring non-classroom activities such as lectures, concerts, athletic events and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms and responsibilities listed in the Student Code are critical ingredients of the free, creative and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

Rights and freedoms specifically provided under the Student Code include:

- Academic freedom
- Due process
- Distribution and posting of literature
- Off-campus speakers
- Incidental sales
- Commercial activities
- Fund-raising

Actions specifically prohibited by the Student Code include:

- Being under the influence of alcohol
- Possessing, using, selling or being under the influence of narcotic drugs and controlled substances
- Illegal entry
- Forgery or alteration of records
- Illegal assembly
- Malicious mischief
- Failure to follow instructions
- Physical abuse
- Assault
- Disorderly or abusive conduct
- Possession or use of weapons
- Lewd conduct
- False alarms
- Cheating and plagiarism
- Sexual harassment
- Theft or robbery
- Unauthorized use of college property
- Refusal to provide identification
- Smoking in an area not designated for smoking
- False complaint.

Student Grievance Procedures

Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with college personnel.

The college has two procedures in place to help resolve difficulties, complaints and other grievances arising from a student's dissatisfaction with a college employee's performance or with a BCC policy or procedure. The purpose of both procedures is to enable a student to express and resolve misunderstandings, complaints or grievances in a fair and equitable manner. The Student Academic Grievance procedure enables a student to deal with problems regarding grades and grading issues and policies. (Since the evaluation of the course content is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor, or under extenuating circumstances by the Dean of Instructional Services, upon the approval of the college president.) The Student Grievance Procedure covers all issues not addressed as academic grievances.

Both the academic and general grievance procedures emphasize informal resolution, with both the faculty or staff member and the student making a good faith effort to resolve the grievance on a one-to-one basis. If the student determines that the complaint cannot be resolved to their satisfaction with the faculty member or employee concerned, the student may contact the faculty member's division chair or the employee's supervisor, who will seek to facilitate a solution to the grievance. If a meeting with the division chair or the employee's supervisor does not produce results satisfactory to the student, he/she may proceed with the filing of a formal written complaint to the appropriate dean. The formal complaint process for an academic grievance involves a hearing before the Student Academic Grievance Committee, which is made up of four faculty members and two students.

In most cases, formal complaints about academic issues must be filed within two consecutive quarters, and general complaints must be filed within one academic quarter after the incident which was the source of the

grievance. Complete information about grievance procedures is available from the Student Services Center.

Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college. Likewise, it is essential that the faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish conclusions concerning the significance of evidence that the faculty member considers relevant. Faculty members are free to present their ideas in the learning situation where they have professional competence and responsibility. Each faculty member shall be free from instructional censorship or discipline, when that member speaks, writes or acts, as long as they exercise academic responsibility. For example, all sides of controversial issues should be exposed, and students should be permitted to present freely their own views even though these views may clearly differ from those held by the faculty member.

Equal Opportunity

Bellevue Community College 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. BCC is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reasonable Accommodation for Disabled Students

Bellevue Community College is committed to providing each qualified disabled student equal opportunity in accessing the benefits, rights and privileges of college services, programs and activities. These will be provided in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, chapter 105. Under college policy based upon these laws, no student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of or otherwise be subject to discrimination under any college program or activity. To this end the college will provide reasonable accommodations, including core services, to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with college procedures.

Reasonable accommodations include requests for academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements; adjustments in nonacademic services and other rules; and auxiliary aids and services. Appropriate academic adjustments and/or reasonable accommodations will be provided to qualified students with disabilities during recruitment, admissions, enrollment, registration, financial aid, course work, academic counseling and nonacademic programs and services.

Bellevue Community College will make those modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and (2) do not impose an undue hardship on the college nor require alteration of essential program requirements.

This procedure provides no additional rights or obligations beyond those required by applicable laws.

Students with concerns about reasonable accommodation are encouraged to contact the Disabled Students Services office or the Associate Dean of Student Development Services.

Sexual Harassment

It shall be the policy of Bellevue Community College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion – as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person’s ability to study or work in the academic setting.

For general policy purposes, the term “sexual harassment” may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

The college recognizes its moral, ethical and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct.

Drug-Free Campus

Bellevue Community College intends to provide a drug-free, healthful, safe and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform their assigned duties.

Each student is expected to be in an appropriate mental and physical condition to participate fully in the learning process.

The BCC Student Code specifically prohibits being demonstrably under the influence of any form of alcoholic beverage; possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president; and using, possessing, selling, or being under the influence of any narcotic drug or controlled substance as defined by law, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

Smoking on Campus

In accordance with the Washington Clean Indoor Air Act of 1985 (RCW 70.160) and in recognition of the Executive Order Establishing Governor’s Policy on Smoking in State Facilities, it is the policy of Bellevue Community College to limit smoking in college facilities and vehicles as follows:

- Smoking is permitted outside of buildings in clearly marked areas.
- Smoking shall not be permitted in college facilities (enclosed spaces) or college vehicles.
- Smoking in covered walkways surrounding Main and Upper Campuses shall be restricted to designated smoking areas.

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Bellevue Community College
Established 1966

Accredited by the Northwest Association of Schools and Colleges

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M.A., The Evergreen State College
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M.A., Central Washington University


 Bellevue Community College SUMMER 1997 - SUMMER 1998
1997-1998
Academic Year

JUNE 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Sum. Qtr. Begins					

JULY 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Holiday	5
6	7	8 6th day of Qtr.	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 Sum. Qtr. Ends		15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Holiday	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Fall Qtr. Begins	23	24	25	26	27
28	29	30				

OCTOBER 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 10th day of Qtr.	4
5	6	7	8	9	10	11
12	13	14	15	16	17 No Class	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 No Class	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27 Holiday	28 Holiday	29

DECEMBER 1997

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 Fall Qtr. Ends	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Holiday	26 Holiday	27
28	29	30	31			

JANUARY 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Holiday	2	3
4	5 Win. Qtr. Begins	6	7	8	9	10
11	12	13	14	15	16 10th day of Qtr.	17
18	19 Holiday	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Holiday	17 No Class	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Win. Qtr. Ends	25	26	27
28	29	30	31			

APRIL 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Spr. Qtr. Begins	7	8	9	10	11
12	13	14	15	16	17 10th day of Qtr.	18
19	20	21	22	23	24 No Class	25
26	27	28	29	30		

MAY 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25 Holiday	26	27	28	29	30

JUNE 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Spr. Qtr. Ends	20
21	22	23	24	25	26	27
28	29 Sum. Qtr. Begins	30				

JULY 1998

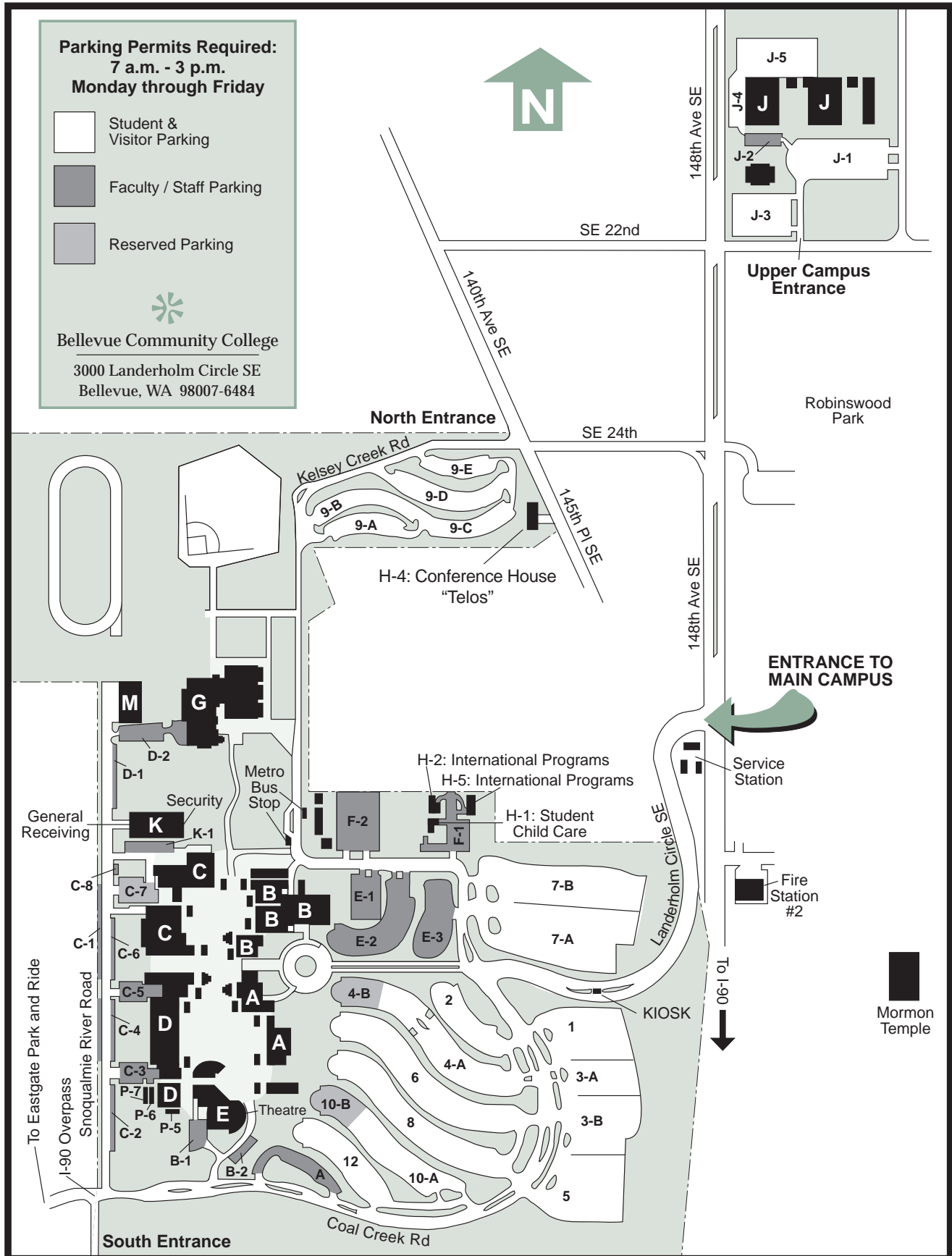
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Holiday
5	6	7 6th day of Qtr.	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 Sum. Qtr. Ends	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

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Campus Map



Rev. 9/95

Not Drawn to Scale