2000 - 2001 Course Catalog

H Bellevue Community College

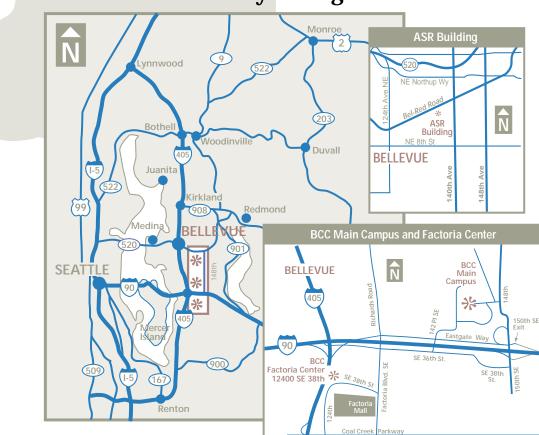


www.bcc.ctc.edu

\$2.00

Velcome to a world of opportunity at BCC! With talented faculty, highly-recognized programs and flexible student services, we can offer you an excellent educational experience at one of the best community colleges in the nation. If you want to earn a transfer degree, pursue general studies or prepare for a new career, BCC can help you meet your goals.





• Bellevue Community College



Student Profile

Number of students: Over 20,000 per quarter

Gender distribution: 61% Women, 39% Men

Ethnicity:

15% Asian4% African American1% Native American3% Hispanic77% White

Disabled students: Approximately 600 per year

International students: Over 600 per quarter

Quarterly Tuition (subject to change): 10-18 credits - \$557 (resident); \$2,163 (non-resident)

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Welcome to BCC



Letter from the President

Welcome to Bellevue Community College! We are pleased that you are considering our college as a step in reaching your educational and personal goals. With over 20,000 students, BCC is the third largest higher education institution in the state and can offer you quality, affordable education.

Our mission is to provide you with 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'll find energetic, committed instructors who take a genuine interest in their students. Small class sizes ensure that you receive the individual assistance and encouragement you need. We strive to accommodate busy schedules with evening, weekend, and online classes and degree options.

BCC offers a full spectrum of courses for students who plan to transfer to four-year colleges and universities. You'll have plenty of diverse and interesting science, arts, and humanities offerings from which to choose to help you meet your transfer or general studies requirements.

Our occupational training programs offer a wide range of quality instruction and handson experience to help students launch new careers. Programs are relevant and up to date with the input of industry professionals in each field.

BCC is proud to offer students some of the best education available in the Information Technology (IT) field. The NorthWest Center for Emerging Technologies (NWCET), BCC's innovative high-tech facility, continues to gain national and international recognition for its contributions to advance IT education and training.

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, Disability Support Services, and the Student Access Center offer specialized assistance to help students reach their educational and personal goals. On-site childcare, work-study, employment resources, and sports programs are just some of the supportive features of BCC campus life.

We offer an abundance of extracurricular activities to enhance your campus experience. You may participate in BCC's award-winning drama, music, and dance groups or join one of our athletic teams. You also can get involved with the student newspaper or literary magazine, BCC's radio and television stations, honor societies, and several other clubs.

BCC 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. The faculty and staff join me in wishing you the very best at BCC.

B. gran Hoten

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 that:

- 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

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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 that 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.

STATE APPROVING AGENCY

The academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U. S. Code.

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.

Accommodation

The college is barrier free. If a reasonable accommodation is needed to visit, please contact Disability Support Services (425) 564-2498, TTY (425) 564-4110 one month before the visit. Accommodations must be requested 4-6 weeks prior to need.

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 I 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 statewide 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 resident 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 that are normally accepted within the degree, or they may lack general education requirements, sometimes called general undergraduate requirements (GURs). In order for the Direct Transfer Agreement to apply, a student must have completed 90 credits that are applicable and transferable to the receiving institution OR have completed the degree.

Path 2 PROFESSIONAL/ TECHNICAL EDUCATION

Associate in Arts Degree

• with emphasis in certain program fields, requires 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 fewer than 45 credits of specific courses.

Professional or technical 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.

Four Paths

Path 3 GENERAL STUDIES

Associate in Arts in General Studies Degree

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.

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.

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.

Path 4 CONTINUING EDUCATION

In our quickly changing world, education is now a lifelong 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 (CEUs) are available for some offerings.

Offerings are continually updated to meet current needs. Course descriptions, schedules, and fees are published in the Quarterly Schedules and are also available by calling the Continuing Education Office at (425) 564-2263, menu option 5.

Degree Planning

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 Manager
- Diagnostic Ultrasound #
- Early Childhood Education
- Early Childhood Special Education
- Fire Command and Administration
- Fire Investigator
- Fire Prevention Specialist
- General Business Management
- Information Technology
 - Network Support
 - Programming
 - Technical Support
- Interior Design (three-year program)
- Marketing Management
- Nursing #
- Radiation Therapy #
- Radiologic Technology #
- Real Estate
- Appraisal
- Commercial Practices
- Escrow

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- Mortgage Finance
- Residential Practices
- Title Insurance
- Recreation Leadership
- Telecommunications
 - Digital Animation & Graphics
 - Web/Multimedia Authoring
 - Digital Video & Audio Production

Degrees and Certificates

Certificate Programs

Certificates offer short-term training in a wide variety of topics. 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 (48)
- Business Software Specialist (28)
- Office Assistant (28)

General Business Management

• Entrepreneurship (30)

Information Technology

- Microcomputer Support Specialist (45)
- Programmer
 - C (45)
 - Client/Server (45)

Marketing

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

Early Childhood

- Early Childhood Education (45)
- Early Childhood Special Education (58)

Fire Command

• Fire Command and Administration (45)

Health Sciences Programs

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

Telecommunications

- Digital Animation & Graphics (48-50)
- Web/Multimedia Authoring (48-50)
- Digital Video & Audio Production(48-50)
- Advanced Video Production (48)

Real Estate

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

Translation and Interpretation

- Interpretation (22) #
- \bullet 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 (CEUs)

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

Enrollment Information

Enrollment Information

Admissions

Eligibility

- 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 Quarter ONLY and publish their admissions requirements no later than Spring Quarter. Students should contact the Admissions Office or the programs directly for entrance requirements, application procedures, and deadlines.

The following programs have selective admissions:

- Diagnostic Ultrasound Technology
- Nuclear Medicine Technology
- Nursing
- Radiation Therapy Technology
- Radiologic Technology
- Translation & Interpretation

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 Service 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

Selective admission deadlines:

Students applying for selective admissions into a degree or certificate program must meet different application deadlines and entrance requirements and 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 "returning student admission update" form. A student who takes a one-quarter leave has continuing student status.

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 the selective admissions requirements) or in an intensive English program (if they do not meet English proficiency requirements).

International students are admitted to regular credit programs upon submission of the following:

- a. Completed and signed international student application with \$50 (U.S. dollars) non-refundable application fee.
- b. Health and immunization record.
- c. Proof of English language proficiency in one of the following ways:
 - score of 500 or above on the TOEFL; OR

- two (2) years of regular track English courses in a U.S. high school (GPA of 2.5 or above), supplemented by a personal interview; OR
- successful completion of BCC ELI Level 5 and passing the waiver exam with faculty recommendation;
- d. Official translated copies of all scholastic records (e.g., high school, previous college, language schools, etc). Minimum 2.50 GPA required.
- e. Certification of financial support.
- f. One (1) passport size (2"x2") identification photograph.
- g. One (1) letter or essay (written by the applicant) with a self-description that includes academic goals.
- h. Two (2) letters of recommendation.
- i. Once admitted, international students must show proof of medical insurance for each quarter of attendance or enroll for insurance upon registration.

Registration

Credit Courses

- 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 Schedule.
- 2. Continuing students (or those students who have been absent for one quarter only) register at their scheduled times by remote access: either online at *www.bcc.ctc.edu/wts* or via the Touchtone telephone system at (425) 564-2625. System access for adding courses ends on the third day of each quarter.
- 3. Transfer students must apply for admission and follow the new and former student process.
- 4. Late registration is permitted only during the first three business days of the quarter during the regular academic year (Fall, Winter, and Spring Quarters) and during the first two days of 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 the instructor's signature and are classified as official only when the student withdraws via remote access, 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 this Catalog for additional information on the "W" and "HW" grades.

Continuing Education (non-credit) courses

Registration for Continuing Education courses takes place at any time after the Quarterly 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, phone, or website.

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

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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 required ONLY 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 Service Center. Future registration appointments will reflect the cumulative credits earned at other institutions for as long as the student remains a continuing student at BCC.

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 an Associate in Arts degree and a certificate 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 professional/technical courses. Occasionally, these 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 gradepoint average in accordance with their own 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 Schedule for the most current tuition rates. The following are the 2000-2001 rates:

2000-200	1 Tuition	& Fee Rates
Credits	Resident	Non-Resident
1	\$55.70	\$216.30
2	111.40	432.60
3	167.10	648.90
4	222.80	865.20
5	278.50	1,081.50
6	334.20	1,297.80
7	389.90	1,514.10
8	445.60	1,730.40
9	501.30	1,946.70
10-18	557.00	2,163.00
19 & over	(1) below	(2) below
(1) D 11		

(1) Residents will pay \$557.00 plus \$49.20 per additional credit

(2) Non-residents will pay \$2,163.00 plus\$209.80 per additional credit

Comprehensive Fee

The comprehensive fee is calculated into 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.

Technology Fee

The technology fee (\$3.50 per credit to an \$35.00 maximum) assures credit students access to college-managed e-mail, the Internet, and many software packages in a quality academic learning environment. The total technology and computer lab fees will be limited to \$75.00 per quarter for 10-18 credits.

Other Charges

Fees for self-support, telecourses, on-line, or Continuing Education classes are listed with the courses in the Quarterly Schedule. Residency in the state of Washington is not required for some of these classes; in these cases all students are charged the same stated course fees regardless of residency status.

Tuition and Fee Refunds

Refunds are paid when a credit student withdraws from the college OR when a credit student withdraws from courses(s) so that his or her credit total is less than 10. There is a \$7 processing fee for refunds. Certain fees are non-refundable and are identified as such. Students withdrawn for disciplinary reasons will not be eligible for a refund. The refund policy does not apply to Continuing Education non-credit courses or self-support courses (these courses may have a separate refund procedure; students should check the Quarterly Schedule for details).

The college begins to process refunds after the third day of classes. Students may request a refund earlier by visiting or contacting the Cashier's Office. The college calendar, published in the Quarterly Schedule, identifies the refund deadlines for each quarter.

For Fall, Winter, and Spring Quarters, 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

The State Board for Community and Technical Colleges authorize and the BCC Board of Trustees approve waivers of tuition and fees for state-supported classes in some specific cases. These waivers do not apply to Continuing Education, contract, or selfsupport courses.

Currently the waivers include, but are not limited to:

1. General Waivers

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.

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.

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.

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 only to state-supported courses.

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-resident students 19 years or older 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.

State Employees

Waives all or a portion of tuition and services and activities fee for eligible state employees with a registration fee of 10% of regular tuition and fees.

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 "nonresident" 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 "nonresident" 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

Bellevue Community College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. Eligible veterans, reservists, or dependents of veterans who plan to apply for benefits must contact the Veterans' Affairs 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 veterans' affairs coordinator.

All VA benefit recipients are required to enroll in at least 6 credits per quarter to receive a monthly check. VA will pay for tuition and fees for 5 credits or less. Telecourses are approved without having to take a resident course. Students must maintain academic progress by successfully completing their courses with a 2.00 GPA. Students who fail to maintain the minimum requirement may be placed on probation when extenuating circumstances occur. It is advisable to consult with the veterans' affairs

coordinator when students suspect they may fail to maintain academic progress.

Students should inform the veterans' affairs coordinator as soon as possible about any change that may affect the their VA status, such as change in the program of study, credit load, dependent status, or address.

Final Exams

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

Grades

Students will have access to grades approximately 5 days after the quarter ends in several ways:

- By Phone Call Touchtone at (425) 564-2625, press 3#,
- On the Web *http://www.bcc.ctc.edu/wts*,
- On the Touch Screen Kiosks in the Student Services Building - Choose the "Student Schedule" button,
- Through the mail Leave a self-addressed stamped envelope at the Student Service Center, write your student ID on the inside of the flap, or
- In person Request a copy of your class schedule at the Student Service Center.

Bellevue Community College uses the following grading system and standards in evaluating student performance:

"A" grades indicate "outstanding" achievement:

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

The "A" student

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the

context of the courser through application of critical and creative thinking skills;

- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

"B" grades indicate "high" achievement:

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

The "B" student

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

"C" grades indicate "satisfactory" achievement:

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

The "C" student

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

"D" grades indicate "poor" achievement:

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

The "D" student

• demonstrates minimum competence in some learning outcomes for the course;

- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

"F" grades indicate "unsatisfactory" achievement:

F 0 points per credit hour

The "F" student

- cannot demonstrate competence in many or fundamental learning outcomes;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities.

Students should be aware that the instructor determines whether the class will be evaluated using the "F" grade.

Passing

P No points are calculated for a "P" grade, which is issued in two separate instances: for those courses institutionally recognized as using 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 assigned and calculated into the grade point average.

Courses which a student elects to take Pass/ Fail may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a "P/F" grade within the first ten days of the quarter by filing the request in the Registration Office.

Credit/Non-Credit

C Credit/non-credit ("C/NC") is a grade granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade point average.

Official Withdrawal

W Official withdrawals are accepted and recorded on different schedules during the academic year and during 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 "W" grade 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 "W" grade 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 a Summer Quarter.

Hardship Withdrawal ("HW") indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade point average.

Audit

N Not counted for credit or grade point average. A student must declare 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. "T" indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student's control. The student is responsible for requesting the assignment of an "T" grade and for demonstrating why the "T" is appropriate. Granting the request and assigning the "T" grade is the prerogative of the instructor.

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

An "I" will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following Fall term if the "I" is given in the Spring term), and an extension can be granted only with the instructor's approval. If the student fails to complete the designated assignment(s), the instructor will assign the grade stipulated by the contract – generally an "F" – as the consequence of not completing the work.

Academic Probation and Progress Policy

BCC is currently developing a policy which addresses academic probation and progress toward degree completion. It is anticipated that the policy will be developed and in effect by the beginning of Fall Quarter 2000. Please contact the Student Service Center for additional information and for a copy of the policy.

Changing a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

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 chair of that faculty member. After one year, grades are not changed except for extraordinary reasons.

Repeating a Course

A student who has received a grade of "D" or "F" in a course or a student who has failed to achieve a designated grade as a prerequisite to another course may repeat a course up to two times (that is, a student may take the same course a maximum of three times). Any other student seeking to repeat a course must submit a request to do so, including a rationale, through the college's petition process.

Non-Traditional Ways to Earn Credit

Advanced Placement

The Advanced Placement (AP) Program is in effect at many high schools and is recognized by some departments at 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 from department to department, and students should pick up a request for an Advanced Placement credit form at the Student Services Center.

Enrollment Information

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 10 quarter credit hours at BCC.
- Individual departments or programs may require that a student complete the next highest sequential course before receiving credit. However, students cannot receive credit by examination for a course if they have already completed a more advanced course in that subject area.
- Students are not allowed to take examinations for courses they have previously enrolled in or audited at BCC.
- 5. Students who have already taken and failed an examination for credit may not repeat the examination.
- 6. International students cannot receive credit by examination for 100 200 level courses in their native languages.
- 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.
- 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.
- To apply 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 that 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 an early 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 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 a 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 an articulation agreement with the Northeast Tech Prep Consortium. Students can contact the Tech Prep advisor to find out if they are eligible for Tech Prep credit. The Tech Prep advisor is located in the Advising Center on the second floor of the Student Services Building. 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 collegeequivalent credit within two years after 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 be accepted as electives only.

Graduation

Official transcripts must be attached to the graduation application (transcripts which may have been submitted with the admission application may be used to satisfy this requirement when submitted in returned sealed envelope).

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

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:

- Fall Quarter June 1;
- Winter Quarter November 1;
- Spring Quarter December 10;
- Summer Quarter March 15.

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 and inability to participate in the commencement ceremony.

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 during the evening of the last day of Spring Quarter. Students who complete their program requirements during Fall or Winter Quarters as well as those students who will be completing their program during Spring and Summer quarters are encouraged to participate in the June commencement ceremonies.

Honors

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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. See also Honors Program under "Other Educational Opportunities."

Student Records Retention

Access to student grades for the preceding four quarters is available on the BCC website and the Touchtone system. As soon as the current quarter's grades are posted, the oldest quarter is dropped. 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. A student picking up a transcript at the Center must show appropriate identification. Requests for transcripts may also be made by faxing or mailing a written request providing student name, ID number, student signature, and the name and mailing address of the institution or agency to receive the official transcript. Holds on permanent records resulting from outstanding tuition and fees or fines, or from unreturned college property, must be cleared before a transcript is released.

Confidentiality of Student Records

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

Quarterly Schedules

Bellevue Community College publishes and distributes the Quarterly Schedule, sometimes referred to as a "schedule of classes," throughout Community College District VIII four times a year to inform the public about courses to be offered during the next academic term. The Quarterly Schedule provides essential course information, such as days and times for class and/or lab sessions; the college's academic calendar, including important registration dates and deadlines; registration forms; information about tuition and fees; and a summary of enrollment policies and procedures.

Support Services for Students at BCC

Bellevue Community College offers many services to help students 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.

Assessment

To help credit students succeed, BCC strongly recommends participation in the combined assessment sessions offered. If you have never attended college, contact the Assessment Office at (425) 564-2243, 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

BCC's one-stop Career Center provides career planning and employment services to students and members of the community. The Center provides one-on-one career advising, career transition classes and workshops, assistance with job searches, and internship activities.

Counseling Center

Free, short-term counseling is available to registered BCC students through the college's Counseling Center. Services available include career assessment, decision-making regarding career and life goals, dealing with test anxiety and transitions, career classes/workshops, personal counseling, academic counseling, and educational planning for students who are undecided about their majors. Counselors are available by appointment and drop-in. To schedule an appointment or find out the dropin hours, call Center at (425) 564-2212.

Disability Support Services

Disability Support Services offers classroom accommodations and other assistance for eligible students with disabilities. Appropriate accommodations are provided when a student requests them 20 days prior to the need (exam, etc.). Students must submit documentation of the disabling condition(s) before DSS arranges accommodations.

Educational Planning and Advising Center

The Advising Center

provides information regarding degrees and certificates offered at BCC; brochure and catalog information about other community colleges, technical colleges, and four-year colleges and universities in Washington state; and handbooks from colleges and universities throughout the U.S. The Advising Center sponsors a college fair every quarter, bringing representatives from many colleges and universities to BCC for general outreach and individual student appointments coordinated by the Center.

Tech Prep

is a program geared toward students taking certain professional-technical classes while enrolled at participating high schools. After completing these classes with a grade of "A" or "B" the high school student can receive college credit for them.

Career Education Options (CEO)

is a program for students 16-21 years old, without a high school diploma, who wish to gain job skills and education. CEO applicants are referred to the program by their high schools, or are currently not enrolled in school. CEO will provide support for tuition and fees; books; career exploration; educational and technical training in an occupational or professional/technical program (degree or certificate) at BCC.

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 with 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 the Expected Family Contribution (EFC). This is the amount students and/or their families are expected to contribute towards education for three quarters. The EFC is then used in an equation to determine financial need.

- Cost of Attendance
- Expected Family Contribution
- = Financial Need

The EFC is based on many factors, including 1999 income information. If a family's circumstances have changed dramatically in 2000 (e.g. loss of job, death, separation, etc.) the student may wish to inquire in the Financial Aid Office about special condition requirements.

Worksheet:	Estimated Cost of
Attendance	for 9 months

	Living With Parents	Living in Apartment
Books & Supplies	\$ 672	\$ 672
Rent/Food/Utilities	2,046	5,244
Transportation	1,188	1,188
Misc./Personal	1,788	1,908
Subtotal	\$5,694	\$9,012
Tuition & Fees*		
Technology Fee**		

TOTAL

*add estimated tuition & fees based on residency status and anticipated credit load for three quarters; see page 9.

**add estimated technology fee based on anticipated credit load for three quarters; see page 9.

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 14. 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

Awards are always based on full-time attendance (12 or more credits per quarter). If a student enrolls in fewer than 12 credits for any quarter for which aid has been offered, the award will be adjusted based on the number of credits.

Disbursement of Funds

Check disbursements are generally made at the Cashier's Office. Additional details are provided in the student's award notification letter. Grant and loan 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 second 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

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. Students may be eligible for other waivers as well. See page 9 and contact the Financial Aid Office.

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 placements are also available in a variety of public and private settings. Placement may be obtained through the Career 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 minimum 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.

FFEL/Direct Loan deferments are available for Peace Corps or volunteer service.

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 the date and time of the next sessions available, please see the Financial Aid Office.

Scholarships

The college administers a considerable number of private scholarships. In most cases, the recipient is chosen by the donor. A limited scholarship library is available in the Financial Aid Office and in the Student Access Center. Students who have Internet access may also obtain scholarship information at http://www.fastweb.com

Satisfactory Progress

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

The maximum time frame for a full-time student to earn a degree while continuing to receive financial aid is nine quarters. This is a maximum of 135 attempted credits for federal aid. 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

A student who officially withdraws from all classes or completes zero credits in any quarter may have to repay some or all of the financial aid received for that quarter. How much financial aid the student has to repay is based on the withdrawal date. If the student does not earn credit for the classes, or ceases to attend, federal and state calculations are used to determine the amount of money to be repaid or refunded to the financial aid account. Therefore, it is important that students withdraw officially and notify the Financial Aid Office immediately when they withdraw from all classes or stop attending for extenuating circumstances.

Head Start

Located on the BCC campus is a federal program for 4-year-old preschool children from low-income families. The Head Start program provides a full-day child care and early childhood education including comprehensive social services. The program serves children of BCC students and eligible working parents in the community.

International Student Services

International Student Services (ISS) serves enrolled international students and scholars as well as the campus community by developing intercultural competencies through orientation, advising, cultural programming, and staff participation in curriculum-related discussions. ISS provides primary support for international students taking credit courses at BCC through admissions, academic advising, employment authorization, foreign transcript review, and student activities. ISS provides advising in all immigration-related matters for international students and the campus community. For more information, come to the ISS desk in the lobby of the Student Services Building or call (425) 564-3185.

Computer-Equipped Labs

Across campus there are approx. 900 computers dedicated for use by students at BCC. These include computers in the following labs and classrooms:

AutoCADD Design Lab (L116)

Open to all students enrolled in Engineering or Interior Design classes, this lab has Computer-Aided Drawing and Drafting software and large format printing available.

Basic Skills Lab (D104)

Technology in this lab is devoted to helping ESL and International Programs students develop the English language skills necessary for college success.

Computer Classrooms

Room A111 (30 Macintosh computers) and room A133 (34 PCs) are available for scheduling by faculty members to bring in their classes for instruction.

Developmental Math Lab (C204)

This lab provides free tutorial assistance for BCC math students on a drop-in basis and computer-based tutorials which may supplement classroom activities.

Disabled Student Services Lab (B233F)

Providing a combination of uniquely equipped computers and personal assistance, these facilities are dedicated to supporting students with special needs. Appropriate documentation of a disabling condition(s) is required to establish services through DSS and to access these computers. There are also specially equipped computers available in the NWCET Open Lab (N250).

Information Technology Lab (N209)

Available for course work emphasizing Client/Server technology, programming languages, and Internet development, this lab meets current industry standards for the applications taught in BCC's Information Technology department.

Interactive Multimedia Labs (N202 and N204)

Available to Media students when classes are not scheduled, these specialized rooms provide multimedia development software and Internet access using both PCs and Macintosh computers. Equipment and software meet current industry standards.

Library Media Center (D124)

In addition to traditional library resources, the LMC also provides student workstations with access to the Internet and to online and CD-ROM based electronic research resources. There are also computers dedicated to providing multimedia tutorials and learning support for Nursing students in topics such as Anatomy, Record-keeping, Medical, Surgical and Maternity Nursing, and Pharmacology.

Mediated Math Lab (C166)

This specialized lab utilizes a Computerbased Teaching approach to provide handson access for a large number of self-paced and traditional math classes.

Music Lab (E222)

Hardware and software tied into electronic keyboards help Music students working with ear-training and computer-assisted composition.

NWCET Open Computer Lab (N250)

Providing access to both major computing platforms on a daily basis, the Open Lab has approximately 160 PCs and 40 Macintosh computers. This allows all registered students access to the Internet and World Wide Web. Additionally, dozens of software applications supporting academic and vocational courses are available for use. For more information visit the Open Lab in room N250 or visit the Academic Computing website at *ac.bcc.ctc.edu*.

Physics Lab (B134)

Used during classes to teach and practice computerized data analysis, the Physics Lab also supports the general Physics curriculum.

Reading Lab (D202)

Designed to help students become more proficient readers, the Reading Lab's resources include testing and tutorial software which help students to determine and then improve their reading vocabulary, comprehension, and rate.

Technical Support Lab (N251)

Equipped with both PCs and Macintosh computers, this lab is used by students enrolled in BCC's Information Technology/ Technical Support program to acquire handson networking and hardware/software configuration experience.

Writing Lab (D222)

The Writing Lab is a resource for students experiencing difficulty with college level writing skills. Lab staff also provide personal assistance, reference materials, help in preparing resumes and scholarship applications, and support with computer-assisted composition.

Library Media Center

The Library Media Center contains 45,000 books, microfilms, videotapes and more than 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 available on 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. Workshops are held on how to do effective library research as well as how to search the World Wide Web. More information about LMC resources and services can be found at http:// ir.bcc.ctc.edu/library/

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 courses, consultation with instructors, campus and community referral, cultural activities, and ethnic clubs.

Parking and Campus Security

The college maintains more than 2,500 student parking spaces, with reserved areas for carpools (3+ people per car) and disabled drivers with state-issued permits. Any student who has paid the comprehensive fee is entitled to a parking permit. Permits are required for students and employees to park on campus. Campus Security enforces traffic and parking regulations and can also assist drivers with dead batteries and other emergencies.

Student ACCESS Center/Women's Center

BCC's Student ACCESS Center/Women's Center provides a variety of information and referral services for students and members of the community, including:

- classes and workshops,
- Compass for Success Program for unemployed workers and workers exploring new options,
- CONNECT! Program for non-native English speakers,
- Career and Life Planning Program for Women in Transition,
- Taking the Next Step employer and mentor panels,
- One-on-one resource advising,
- College and scholarship information, and
- Single-Parent Connection Club activities.

Student Childcare and Early Learning Center

Child care is available to BCC students with children 18 months to 7 years of age. The center provides affordable quality childcare with a full-day preschool program. There is a weekly fee for children 18 to 30 months and a sliding scale for children 3 to 7 years old. (See also: Head Start and Parent Education)

Student Health Center

The Student Health Center's focus is on health promotion, disease prevention and wellness. The staff is available for classroom and campuswide programs, as well as for 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-ofclassroom experiences. Student Programs houses the following programs: ASBCC student government, the Student Programming Board, Commencement Committee, the ASBCC used-textbook sale, new student orientation, and the Student Union Information Center. Student Programs also schedules Student Union facilities use. Student Programs is located in the Student Union Building, C212; on the Web at http://www.bcc.ctc.edu/ stupro; telephone (425) 564-6152.

Tutoring Program

The Tutoring Program is designed to provide the opportunity for one-on-one and group session tutoring for college credit courses. Students performing at a "C" grade level or below may be eligible for two hours per week of individual tutoring when tutors are available. Group sessions may be attended, when available, by students performing at any grade level.

Veterans' Administration Programs

The Financial Aid Office coordinates educational benefits available through the Veterans' Administration. For additional details look under Enrollment Information.

Worker Retraining/ Work First

The Worker Retraining / Work First Department administers several funding programs for low- to moderate-income families as well as unemployed workers.

Assistance may be available for tuition, books, childcare, and transportation on a limited basis.

Worker Retraining

To be eligible, a student must:

- be currently collecting unemployment benefits or have exhausted those benefits within the last 24 months;
- show Washington state residency for the last 12 months;
- be pursuing vocationally-based credit courses.

Work-Based Learning

To be eligible, a student must:

meet income guidelines;

- be a working parent.
- be pursuing vocationally-based credit courses.

Pre-Employment Training

Comprehensive, short-term vocational training; to be eligible, a student must:

- meet income guidelines;
- be a parent.

Services and benefits include:

- Compass for Success, a three- week transition course designed for unemployed workers;
- Priority registration;
- BCC Career Center resources that include work search assistance - resumes, labor market information, self-service computers for career exploration and information at no cost to the student.

The Worker Retraining / Work First department is located on the second floor of the Student Services Building. Please call (425) 564-4054 for more information. 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

Bellevue Community College offers the most comprehensive selection of continuing education courses found at any community college in the region, led by instructors who are current in their fields. The non-credit classes and workshops do not have exams and grades, but focus on students' immediate interests and needs. Offerings range from three-hour workshops to ten-week classes. Many classes are available in online format. For information about current class and workshop offerings, call the Automated Schedule Request Line at (425) 564-2263 menu option 5 to have a complete course schedule mailed, or visit the Web site at www.conted.bcc.ctc.edu.

Arts 2000

Select from courses in the visual, literary, and performing arts. Most instructors possess M.F.A. degrees and professional exhibition records, combined with years of teaching experience. Classes are geared toward the novice as well as the seasoned professional artist who seek experience in hands-on studio classes and lecture courses in arts appreciation. A two-year certificate program in Public Art/Design Teams is offered in conjunction with the Bellevue Arts Commission.

Personal Enrichment

Meet personal needs through classes in financial planning, sports and recreation, science, home & family, health, and fitness.

Business & Professional Development

Small Business

Begin a small business with free advising from our small business development counselor. Get help in promoting your

Other Educational Opportunities

business's growth with classes in finance, marketing, and management skills.

All professionals

Courses are available in communication, technical writing, supervisory skills, leadership skills, career planning, total quality management, and international business.

Professional specialties

Keep up to date with information from practicing professionals in manufacturing, health care, non-profit management, cabinetry, payroll accounting, among others.

Contract Training

Any course or series in the BCC catalog or any other training your organization needs can be offered through Contract Training. We will tailor the content to address your unique situation and operating requirements. We can provide the training at your location or ours, whichever is more effective for you. Call (425) 564-2899 for more information.

Computers

Choose from more than 400 offerings with the latest software for people from cautious beginners to proficient technical specialists. Introductory courses, office applications, desktop publishing, drawing, multimedia, Web design, programming, networking, and trouble-shooting are all taught off-campus in comfortable, state-of-the-art classrooms. BCC is a Microsoft Authorized Academic Training Partner and a member of both the Cisco Systems Networking Academy and the Oracle Academic Initiative. We offer courses necessary to assist students in preparing for the MCSE, MCSD, Cisco, and Oracle certification exams.

Testing Center

BCC is a Sylvan Prometric Testing Center. All certification tests that are provided through Sylvan Prometric can be taken at BCC's Off-Campus location.

Online Classes

For students who wish to take classes from home or office and have access to the world wide web, Continuing Education has offerings in computer software applications, technical writing, internet skills, business skills, genealogy, and many others. These classes are self paced, and include personalized instructor feedback through e-mail.

Real Estate

BCC has one of the largest real estate education programs in the state. Courses are available to industry professionals, buyers and sellers, and real estate investors. For information on credit classes in the real estate program see page 114.

World Languages and Travel

Continuing Education offers non-credit instruction in over 20 languages. Many of the instructors are native or native-fluent. Classes are also offered in English on world cultures, business practices, and travel. For information on credit Bilingual Programs see page 113.

Distance Learning

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 require on-campus attendance at review sessions and are offered on AT&T Cable (formerly TCI Cable) via the College Channel, Channel 28, from Bellevue Community College or on videotapes available for rental from the Distance Education Office. Online courses require no on-campus attendance and are accessible through links to the Distance Education Home Page (*http://distance-ed.bcc.ctc.edu*).

Several transfer degrees and certificates can be earned solely through Distance Learning

courses. The cost per credit hour is the same as other state resident BCC academic courses, plus an additional per-course licensing fee.

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

This is not an alternative program, but college level for students 18 years and older who may elect to take courses at BCC which satisfy state requirements for the high school diploma. Participation in the High School Completion Program requires that students make arrangements for their high school transcripts 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 place at college level math in order to enroll in math and science courses. 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 schools. The program offers basic, introductory-level courses that 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 transcripted 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 the Tech Prep Advisor located in the Advising Center on the 2nd floor of the Student Services Building.

The Honors Program

The BCC Honors Program is designed to attract and challenge talented and motivated individuals, and to provide an enriching learning experience for students who choose to participate. The Honors Program gives students the opportunity to augment their learning experiences and distinguish themselves by selecting courses with enriched and rigorous content, challenging learning objectives, and unique breadth and depth of inquiry. It recognizes the achievement of exceptional students by providing evidence of their motivation and academic excellence to transfer institutions and prospective employers.

Any BCC student may participate in the Honors Program by enrolling in select courses which fulfill specified program requirements. Only students who complete all program requirements will be recognized as Honors Program graduates.

More information about the BCC Honors Program, its individual course offerings, and requirements may be obtained from the Arts and Humanities Division Office, (425) 564-2341.

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 noncredit 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.

English for International Business

In this nine-month program, students learn English and international business in the classroom and through a ten-week internship with a local company.

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.

Information Technology Professional Program

This 12-month program provides computer science students with English kills, computer training, advanced Microsoft test preparation, and an internship with a local high-tech company. Students who successfully complete this program greatly enhance their career opportunities.

Community Programs

A wide variety of English as a Second Language and Business courses is offered to adults at beginning through advanced levels each quarter.

Parent Education

Parent/child classes provide a quality earlychildhood preschool 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 programs: parent/infant; parent/ pre-toddler or parent/toddler classes; cooperative preschools; or creative development, discovery, and early activities labs. Day and evening classes are offered for each program. In addition, a parents-only college credit class is offered each quarter through the Educational Development & Health Sciences Division.

Student ACCESS Center/Women's Center

The Student ACCESS Center/Women's Center provides information and referral services, educational opportunities, and support for students and members of the community.

Student Services

- Scholarship and financial aid information
- Transfer Club

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Single-Parent Connection Club

Compass for Success, 5-credit class

The Women's Center in collaboration with the Worker Retraining 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 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 understanding the educational system, strategies for obtaining employment, and ways to overcome cultural barriers.

Women in Transition

The Center offers a comprehensive program for men and women undergoing various life transitions. It begins with an intensive Career and Life Planning class, which includes interest and vocational testing, goal-setting and confidence building, job search, and college strategy skills-building. Follow-up workshops in the "Taking the Next Step" series provide additional support and information about re-entering the workforce, networking, interviewing, and other aspects of managing difficult transitions.

Workshops

The Center sponsors a wide variety of workshops each quarter. Credit students may attend these workshops at the discounted rate of \$5.00. Topics may include:

- College strategies
- Creative expression
- Career development
- Personal growth
- Managing personal finances
- Fitness, health, and safety
- Communication

"TELOS" – Older Adults' Program

TELOS is BCC's program for older people who have active minds and wish to participate in the academic world. TELOS offers opportunities and challenges for continued learning, personal growth, and new friendships.

The TELOS program is designed to fit the lifestyles and interests of seniors. Cultural enrichment classes range through the academics and are rotated quarterly. Small classes meet once a week during three eightweek quarters of the school year. They are non-graded and non-credit and are conducted in a relaxed atmosphere.

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 in the Library-Media Center 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

The BCC Bookstore features textbooks, school and office supplies, greeting cards, candy, 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 Campus Information Center, or you may call (206) 553-3000 for bus route schedules.

Dance

Members of The Eastside Moving Company dance ensemble work with professional choreographers in jazz, modern, and ballet styles. A major production is held each Spring Quarter in BCC's Carlson Theatre. Participants 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 which 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 leadership opportunities, scholastic development, vocational understanding, organizational training, and further development of professional attitudes and appearances. Students attend state and national conferences and are given the opportunity to network with professionals from business and industry. Students wishing to participate in DEC are encouraged to enroll in Marketing 290 – Marketing Activities.

Drama

Each winter the Drama Department produces a mainstage production. Past plays 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 drama club, "Stage Fright," which presents one fully-produced production and a number of solo and scene presentations each year, as well as workshops with theater professionals that augment the drama department offerings. "Stage Fright" also sponsors a year-end trip to the Shakespeare Festival in Ashland, Oregon. "Stage Fright" is open to anyone in the campus community.

Fitness Center

The BCC Fitness Center offers students the opportunity to raise their present fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Programs are developed individually and students are then guided individually in reaching their goals. 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 campus and community service activities. An honors theme is chosen at the annual Honors Institute, which is held each June at university campuses around the nation. The honors theme is reflected in programs developed by the various chapters. Students must have a 3.5 grade-point average to be eligible for Phi Theta Kappa membership. The BCC chapter, Alpha Epsilon Rho, was founded in 1979. For further information, come to C225 in the Student Union or call (425) 564-3192.

Model United Nations

Model United Nations is a program that 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 assigned 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 they 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

Choral Music Productions involves students in a wide variety of performing ensembles and musical styles. The program includes BCC's Symphonic Choir, the vocal jazz and recording ensemble "Celebration!", and the Chamber Choir and Vocal Solo Workshop. There are performance opportunities for students in both audition and non-audition ensembles, which have won awards and recognition from their peers and audiences across the Northwest.

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. Students audition for membership in the award-winning ensemble during Fall Quarter, making a commitment for the entire year. Auditions may be held 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 planetarium projector replicates the positions of the sun, moon, planets, and stars onto the domed ceiling as they would actually appear in the night sky.

Publications

Student Handbook

The Student Handbook, produced by the Student Programs Office staff, gives information on campus services, programs, departments, college policies, student code, etc. Handbooks are free and are available at the Campus Information Center, C106.

Literary and Arts Annual: Arnazella

Arnazella, BCC's student-produced literary and arts publication, 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 Jibsheet

The Jibsheet is a weekly publication produced by students with enthusiasm for news writing, editing, and advertising for the print media. A faculty advisor provides direction for Jibsheet staff, who participate in producing the newspaper by enrolling in Communications 141, 143, 144, 145, 146, or 299.

Radio Station KBCS-FM 91.3

KBCS, 91.3FM, is a 7900-watt, listenersupported, 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. To request a sample KBCS program schedule, call (425) 564-2427.

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 are available for public inspection in the Athletics Office, G100. BCC belongs to the NWAACC (Northwest Athletic Association of Community Colleges).

INTERCOLLEGIATE SPORTS				
FALI	FALL			
Women	Men			
cross country	cross country			
volleyball	soccer			
soccer				
WINT	ER			
Women	Men			
basketball	basketball			
SPRIN	IG			
Women	Men			
tennis	baseball			
softball				

Intramurals and Sports Clubs

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

Student Clubs

The many student clubs at BCC reflect organize campus activities and reflect the diversity of student culture at BCC. The college encourages students who wish to form new clubs to contact the Student Programs Office at (425) 564-2296 for 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 campuswide policy development and activity coordination.

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

Degrees & Certificates

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.

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.

Students are strongly encouraged to:

- file a graduation application in a timely manner;
- develop an understanding and sensitivity to cultural pluralism by completing courses requiring study of cultures other than their own.

- enroll in integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses.
- include cultural aspects of study by enrolling in first-year foreign language courses.

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 10 credits which includes completion of two courses in English composition totaling not less than 6 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 6 credits but do not reach the minimum required 10 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 credit 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 another discipline for which intermediate algebra is a prerequisite. Students complete 5 credits from the following BCC courses:
 - PHIL 120
 - MATH 105, 120, 124
 - MATH 107 or MATH 156
- ∎ IT 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.
- Specific courses within one discipline may be credited toward no more than one distribution or skill area.
- 10. 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.
- Integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses, are encouraged.
- 12. First-year foreign language courses are encouraged to include cultural aspects of study.

Students must complete a total of 90 quarter credit hours of college-level transferable credits whereby a minimum of 30 are completed through BCC. The following specific requirements must be met:

Basic Skills

Written Communication Requirements

- Complete 10 credits from at least two composition courses.
- Pass/Fail may not be taken as an option
- BCC courses that meet this requirement include:
 - ENGL 101 or COMM 141 AND ENGL 102, 270, 271, 272 (COMM 141 is acceptable ONLY if taken Summer 1996 or later)
- If you have transferred to BCC two composition courses which total at least six credits, an additional designated writing course or SPCH 100, 102, 200, 220, 230 may be taken.

Quantitative Skills Requirement

- Complete 5 credits of an eligible course
- Pass/Fail may not be taken as an option
- BCC courses that meet this requirement include:
 - IT 110, MATH 105,107,120,124, 130,156,157, 208,227,238, PHIL 120
- It is also REQUIRED that the student has:

 completed high-school math through second-year algebra, OR (2) placed above Intermediate Algebra through BCC's assessment, OR (3) completed MATH 091 and 092 or MATH 095 or MATH 099, OR
 completed a math course for which Intermediate Algebra is a prerequisite.

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.

Distribution Requirements

Note: Students may not take distribution requirements on a "pass/fail" basis.

Humanities

- 15-20 credits in THREE distinct disciplines (subjects)
- BCC disciplines and specific courses that meet the Humanities distribution requirement include:
- AMST except 294-299
- ANTH 200
- ART* except 108, 199, 299
- ASL+
- COMM except 150
- DANCE*
- DRAMA* except 290, 291, 299
- ENGL above 100 except 101, 102, 103, 105, 106, 107, 108, 270, 271, 272, 273, 274, 275, 281, 294-299
- FRNCH+
- GERM+
- HIST
- JAPAN+ except 194-197
- MUSIC* except 299
- SPAN+ except 299
- PHIL except 120
- SPCH except 195, 199, 225, 294-299
- * performance/studio classes are limited to a maximum of 5 credits
- + limited to no more than 5 credits at the 100 level in the distribution

Social Sciences

- 15-20 credits in THREE distinct disciplines (subjects)
- BCC disciplines and specific courses that meet the Social Sciences distribution requirement include:
 - AMST
 - ANTH except 199, 200, 201, 299
 - COMM 150
 - ECON except 194-199, 294-299
 - GBUS 101
 - GEOG except 194-199, 205, 206, 294-299
 - HIST except 194-199, 294-299
 - INST except 194-199, 294-299
 - PHIL 102
 - POLSC except 194-199, 294-299
 - PSYCH except 102, 194-199, 294-299

- SOC except 194-199, 294-299
- SPCH 225

Sciences

- 15-20 credits in THREE distinct disciplines (subjects)
- complete at least 5 credits of a lab science
- BCC disciplines and specific courses that meet the Science distribution requirement include:
 - ANTH 201
 - ASTR except 299
 - ASCI 106
 - BIOL except 199
 - BOTAN
 - CHEM except 199, 299
 - ENVSC except 299
 - GEOG 205, 206
 - GEOL except 199, 299
 - HOMEC 130
 - MATH above 100 except 199, 299
 - METR
 - NUTR
 - OCEAN
 - PHIL 120
 - PSYCH 102
 - PHYS except 199, 299
- BCC courses that meet the Laboratory Science requirement include:
 - BIOL 100, 101, 102, 201, 202, 203, 250, 260, 261
 - BOT 110, 111, 112, 113
 - CHEM 101, 102, 140, 150, 160, 231, 232, 233
 - ENVSC 207, 250,
 - GEOG 206 (5 credits only)
 - GEOL 101
 - OCEAN 101
 - PHYS 109, 114, 115, 116, 121, 122, 123

Electives Hard or Solid

- 15-30 credits of transferable courses
- A student who intends to pursue a particular major at a baccalaureate institution should use the discipline courses as electives only, rather than to meet distribution requirements at BCC.
- Courses that are preparing student for an occupation (professional or technical) may not be used as hard or solid electives.

- No more than 15 elective credits with a "P" grade may be counted toward a degree.
- BCC disciplines and specific courses that may be used as hard or solid electives include:
 - Courses listed under Distribution Requirements
 - Academic 190 or 290 series courses
 - ACCTG (not ACCT)
 - ADMCJ 101
 - B A
 - CS
 - EDU 110
 - HLTH 250, 292
 - PE 102-158,178,198 (limited to 3 credits.)
 - PE 101,166,176,209-290.
- Students should check with the transfer institution if they are unsure about how BCC electives will be accepted.

Free or Gray (OPTIONAL)

- MAXIMUM 15 credits
- any course NOT LISTED above that is numbered 100 or higher and is listed in the BCC course catalog
- transferable ONLY within the degree

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 transfer institution's 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.
- 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 10 credits each in humanities, social sciences, 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**

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

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 for 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 wellrounded background to allow rapid advancement to middle management level within an organization.

The Accounting – Paraprofessional program is under review. Students should contact the Business Division for current program requirements.

Associate in Arts Degree Paraprofessional Accounting

Course No.	Course Name	Credit H	rs.
ACCT 102	Practical Account	ting I	5
ACCT 103	Practical Account	ting II	5
ACCT 135	Business Payroll	Tax	_
	Accounting		5
ACCT 172	Small Business		
	Computerized A	ccounting	5

		e
ENGL 101	Written Expression	5
AOS 168	Database Applications	5
AOS 165	Spreadsheet Applications: Excel	5
	Applications (5 Cr)	
IT 105	Introduction to PCs &	
	Fundamentals (5 Cr)	
AOS 161	Computer & Software	
Choose one fr	om the following:	5
ACCT 285	Federal Income Taxes	5
ACCT 270	Cost Accounting	5
ACCT 260	Accounting for Non-Profit Agencies	5
ACCT 250	Intermediate Accounting	5
ACCT 240	Computerized Accounting	5
ACCT 234	Managerial Accounting	5

Certificate of Achievement Paraprofessional Accounting

	•	
Course No.	Course Name Credit H	rs.
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
AOS 168	Database Applications	5
Choose one fr	om the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs &	
	Applications (5 Cr)	
ENGL 101	Written Expression	5

TOTAL		45
G BUS 145	Business Mathematics	5
G BUS 101	Introduction to Business	5

Certificate of Accomplishment Bookkeeping

Course No.	Course Name Credit H	[rs.
ACCT 102	Practical Accounting I	5
ACCT 103	Practical Accounting II	5
ACCT 172	Small Business	
	Computerized Accounting	5
G BUS 145	Business Mathematics	5
ACCT 135	Business Payroll Tax	
	Accounting	5
Choose one f	rom the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs &	
	Applications (5 Cr)	
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 earn 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.

Program requirements are currently under review for restructuring. Degree requirements may change in the year 2000. Please consult with the program chair regarding changes on graduation requirements.

Associate in Arts Degree Law Enforcement Option

ADMCJ Core Requirements		
Course No.	Course Name Credit Hrs	s .
ADMCJ 101	Survey of Law Enforcement & Administration	5
ADMCJ 104	Introduction to Criminal Law	5
ADMCJ 200	Criminal Evidence & Procedures – Police Officer	5
ADMCJ 206	Community-Oriented Policing	5
ADMCJ 248	Ethics in Criminal Justice	5
ADMCJ 271	Introduction to Criminology	5
TOTAL	3	0

Electives – Law Enforcement Option

Choose 20 cre	edits from the following: 20
ADMCJ 102	Survey of Police Organization
	& Administration (5 Cr)
ADMCJ 111	Principles of Criminal
	Interrogation (5 Cr)
ADMCJ 194	Special Topics in the
	Criminal Justice System (5 Cr)
ADMCJ 202	Principles of Criminal
	Investigation (5 Cr)
ADMCJ 242	Law & the Police in a
	Multicultural Society (5 Cr)
ADMCJ 244	Defensive Tactics for
	Criminal Justice (3 Cr)
ADMCJ 253	Principles of Drug and
	Alcohol Enforcement (5 Cr)
ADMCJ 299	Individual Studies in the
	Criminal Justice System (5 Cr)
TOTAL	20

Electives – Corrections Option

TOTAL		15
	Criminal Justice System	5
ADMCJ 294	Special Topic in the	
HDMCJ 2))	Criminal Justice System	5
ADMCI 299	Individual Studies in	
	Procedure	5
ADMCJ 204	Constitutional Criminal	
	-	

Core Requirements

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

Social Science Requirements

	-	
Choose 15 cre	edits from the following:	15
ANTH 202	Cultural Anthropology (5	Cr)
POLSC 102	American Government &	
	Politics (5 Cr)	
PSYCH 100	Introduction to	
	Psychology (5 Cr)	
SOC 110	Introduction to	
	Sociology (5 Cr)	
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 computercompetent and skilled in operating a variety of software applications.

The certificate programs enable students to become computer literate, gain competency working with the most current business software applications, and learn to perform office functions. Credits earned in the certificate programs may be applied toward the office manager 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 degree prepares students for positions such as office manager; executive and administrative assistant; office assistant, and secretary.

The certificate programs prepare students for general office work in positions such as administrative assistant, office assistant, secretary, and receptionist.

Associate in Arts Degree Office Manager

Course No.	Course Name Credit H	rs.
ACCT 102	Practical Accounting I	5
ACCT 103	Practical Accounting II	5
AOS 104	Keyboarding Review	
	& Speed Building	3
AOS 109	Business Communications	5
AOS 130	Document Processing	5
AOS 150	Office Administration	5

AOS 161	Computer & Software Fundamentals	5
AOS 163	Microsoft Word on the PC	5
		5
AOS 164	PC Analysis &	
	Configuration I	5
AOS 165	Spreadsheet Applications:	
	Excel	5
AOS 168	Database Applications:	
	Access	5
AOS 295	Special Topics in	
	Administrative Office	
	Systems	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
Choose one fr	om the following:	5
G BUS 120	Human Relations (5 Cr)	
G BUS 221	Human Resource	
	Management (5 Cr)	
G BUS 145	Business Mathematics	5
MKTG 110	Client/Customer Relations	5
Science Course		5
Approved Electives		5
TOTAL		93

Certificate of Achievement Administrative Assistant

Course No.	Course Name Cre	dit Hrs.
AOS 104	Keyboarding Review	
	& Speed Building	3
AOS 109	Business Communicat	tions 5
AOS 130	Document Processing	5
AOS 150	Office Administration	5
Choose one fr	om the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs &	
	Applications (5 Cr)	
AOS 163	Microsoft Word on the	PC 5
AOS 164	PC Analysis &	
	Configuration I	5
AOS 165	Spreadsheet Application	ons:
	Excel	5
GBUS 145	Business Mathematics	5
MKTG 110	Client/Customer Relat	ions 5
TOTAL		48

Certificate of Accomplishment Business Software Specialist

Dusiliess Soliwale Specialisi			
Course No.	Course Name	Credit H	rs.
AOS 104	Keyboarding Re & Speed Buildin		3
Choose one o	f the following:		5
AOS 161 IT 105	Computer & Sof Fundamentals (5 Introduction to P Applications (5 C	Cr) Cs &	
AOS 163	Microsoft Word	on the PC	5
AOS 164	PC Analysis & Configuration I		5
AOS 165	Spreadsheet App Excel	lications:	5
AOS 168	Database Applica	tions:	
	Access		5
TOTAL			28

Certificate of Accomplishment Office Assistant

Course No.	Course Name Credit H	lrs.
AOS 104	Keyboarding Review	
	& Speed Building	3
AOS 130	Document Processing	5
Choose one fr	om the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs &	
	Applications (5 Cr)	
AOS 163	Microsoft Word on the PC	5
AOS 165	Spreadsheet Applications:	
	Excel	5
MKTG 110	Client/Customer Relations	5
TOTAL		28

Alcohol and Drug Studies

This certificate program provides the skills and knowledge required for counseling in the field of chemical dependency. The program is designed for the student who is completing state-defined requirements to become a chemical dependency counselor and provides 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. Bellevue Community College offers a Certificate of Achievement in Alcohol and Drug Studies. For further information, students should contact Paul Weatherly, program coordinator and advisor, in room B134 or call (425) 564-2012.

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; echocardiography; and vascular technology. Other topics of study include neurosonography, intraoperative sonography, and patient care techniques.

Associate in Arts Degree Diagnostic Ultrasound

•	
Course Name	Credit Hrs.
Pathophysiology	I 3
Human Cross-Se	ction
Anatomy	7
Ultrasound I - Al	odominal 4
Physics & Instru	mentation I 3
	17
	Fall Quarter Course Name Pathophysiology Human Cross-Se Anatomy Ultrasound I - Al Physics & Instrum

First Year - Winter Quarter

First Year -	Winter Quarter	
DUTEC 106	Pathophysiology II	3
DUTEC 120	Ultrasound II - Obstetrics	5
DUTEC 130	Ultrasound III - Small Part	s 4
DUTEC 135	Ultrasound Equipment I	2
DUTEC 171	Physics & Instrumentation	II 3
TOTAL		17
First Year -	Spring Quarter	
DUTEC 112	Pathophysiology III	3
DUTEC 145	Ultrasound Equipment II	3
DUTEC 150	Basic Echocardiography	3
DUTEC 160	Ultrasound V - Vascular	3
DUTEC 180	Advanced Studies	
	& Clinical Application of	
	DUTEC (General	
	Students only)	(4) 2-16
TOTAL	I.	2-16
First Year -	Summer Quarter	
DUTEC 101	Concepts of Patient Care	3
DUTEC 113	Pathophysiology IV	3
DUTEC 155	Ultrasound IV -	
	Echocardiography	3
DUTEC 165	Ultrasound Equipment III	3
TOTAL		12
Second Yea	r - Fall Quarter	
DUTEC 181	Advanced Studies Echo-	
	Vascular (Cardiac &	
	Vascular Students only)	(3)
DUTEC 210	Clinical Practicum I	15
TOTAL	1	5-18
Second Year	r - Winter Quarter	
DUTEC 220	Clinical Practicum II	15
TOTAL		15
Second Yea	r - Spring Quarter	
DUTEC 230	Clinical Practicum III	15
TOTAL		15
Second Yea	r - Summer	
DUTEC 240		15
TOTAL	Clinical Practicum IV	15 15
GRAND TO	ГАL 121-	-122
	121	

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 childcare centers, or as aides in kindergarten or primary grades, or in other occupations in which knowledge of the young child is necessary.

Students work with children in a variety of settings. Emphasis is placed on active student involvement; coursework includes observation, participation, and practical experience. A program option is offered in special education.

Associate in Arts Degree Early Childhood Education

First Year		
Course No.	Course Name Credit I	Irs.
Choose one of	f the following:	3-5
ECED 131	Orientation to the Special Needs Child (5 Cr)	
ECED 132	Techniques for Teaching the Special Needs Child (3 Cr)	
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Fundamentals of Early Childhood Education	5
ECED 175	Portfolio for ECED Majors	1
ECED 181	Children's Creative Activities	5
ENGL 101	Written Expression	5
HOMEC 256	Child Development & Guidance	3
IT 105	Introduction to PCs & Applications	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
Approved Ele	ectives	1-3
TOTAL		45
Second Year	r	
ECED 191	Practicum in Early	
	Childhood Education	5
ECED 192	Practicum in Early	_
	Childhood Education	5

TOTAL GRAND TO		45 90
Approved Ele		7
Science		5
	Communication (5 Cr)	
SPCH 225	Small Group	
	Communication (5 Cr)	
SPCH 200	Interpersonal	
	Communication (5 Cr)	
SPCH 100	Basic Principles of Oral	
Choose one fr	om the following:	5
HLTH 292	First Aid & CPR	4
ECED 275	Portfolio II for ECED Majors	1
ECED 204	Child Health & Safety	3
LCLD 201	Early Childhood Education	5
ECED 201	Childhood Education Parent Involvement in	5
ECED 193	Practicum in Early	~

Certificate of Achievement Early Childhood Education

Course No.	Course Name	Credit Hrs.
ECED 171	Introduction to Ea	arly
	Childhood Educa	tion 5
ECED 172	Fundamentals of	Early
	Childhood Educa	tion 5
ECED 181	Children's Creati	ve
	Activities	5
ECED 191	Practicum in Earl	
	Childhood Educa	tion 5
ECED 192	Practicum in Earl	у
	Childhood Educa	tion 5
ECED 193	Practicum in Earl	
	Childhood Educa	tion 5
ECED 201	Parent Involveme	ent in Early
	Childhood Educa	tion 5
ECED 204	Child Health & S	afety 3
HLTH 292	First Aid & CPR	4
HOMEC 256	Child Developme	ent
	& Guidance	3
TOTAL		45
-	dhood Speci	al
Educatior	1	
First Year		
	Course Name	Credit Hrs.
ECED 131	Orientation to the	Special

Needs Child

Introduction to Early Childhood Education

ECED 171

ECED 172	Fundamentals of Early Childhood Education	5
ECED 175	Portfolio for ECED Majors	1
ECED 173 ECED 181	Children's Creative	1
LCLD 101	Activities	5
ENGL 101	Written Expression	5
HOMEC 256	-	
	& Guidance	3
IT 105	Introduction to PCs	
	& Applications	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
TOTAL		44
Second Yea	r	
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 & Safety	3
ECED 275	Portfolio II for ECED	1
III TIL 202	Majors First Aid & CPR	1
HLTH 292		4
	com the following:	5
SPCH 100	Basic Principles of Oral Communication (5 Cr)	
SPCH 225	Small Group	
51 011 225	Communication (5 Cr)	
Science Cours		5
TOTAL		46
GRAND TO	ГAL	90
Cortificate a	f Achievement	
	dhood Special	
Education	-	
Course No.	Course Name Credit H	
ASL 135	American Sign Language I	
ASL 136	American Sign Language II	5

Course No.	Course Name	Credit Hrs.
ASL 135	American Sign I	Language I 5
ASL 136	American Sign I	Language II 5
ECED 131	Orientation to th	e Special
	Needs Child	5
ECED 132	Techniques for T	Feaching the
	Special Needs C	hild 3
ECED 135	Practicum for Sp	ecial
	Education	5

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 & Safety	3
HLTH 292	First Aid & CPR	4
HOMEC 256	Child Development	
	& Guidance	3
TOTAL		58

Fire Service Programs

General Information

- The fire service programs provide occupational specialty and general education courses.
- Although most courses are designed for fire service personnel, certain courses are also appropriate for individuals who are either working in related fields or are interested in exploring the fire service as a career.
- All program curricula were developed through the cooperative efforts of the program advisory board and the Washington State Fire Service Education Association.
- Courses for degrees and certificates are revised to meet NFPA (National Fire Protection Association) requirements.
- Program classes are usually held on-site at fire stations.

Fire Science:

The program is offered in partnership with the Washington State Fire Academy and prepares students for entry level career positions as firefighters. In-person applications to Bellevue Community College are required. For information on this program and any fire service program, call (425) 564-2012.

Fire Command and Administration:

Courses designed for fire service personnel who have mastered basic skills. Oriented to broaden the firefighter's perspective on the fire service and/or prepare the student for promotion. The degree program meets all standards of the National Fire Protection Association #1021, "Professional Standards for Fire Officers."

Fire Investigation:

Designed for fire service and non-fireservices individuals who seek careers as fire investigators. Completion of the degree assists individuals in seeking employment in state, county, or local fire marshals' offices, insurance companies, or as private for-hire investigators.

Fire Prevention Specialist:

Designed to provide skills training for fire service as well as non-fire-service students who wish to specialize in career paths involving broad-based fire prevention. Includes inspection, code development and enforcement, construction, and permit management. The degree program meets all standards of the National Fire Protection Association #1031, "Professional Standards for Fire Inspectors."

Associate in Arts Degree Fire Science

Core Curriculum

Course No.	Course Name Credit Hrs.
Fire Academy	Requirements:
FS 100	Introduction to Fire Service 1
FS 101	First Responder 3.5
FS 111	Fundamentals of
	Firefighting 7
FS 113	Intermediate Firefighting 8
FS 115	Advanced Firefighting 2.5
FS 117	Hazardous Materials;
	Recognition/Identification .5
FS 119	Live Fire Control 2.5
At Bellevue C	ommunity College:
FCA 105	Fire Service Hydraulics 3
FCA 120	Basic Fire Investigation 3
FCA 152	Building Construction 3
FCA 160	Fire Tactics I 3
FCA 177	Wild Land/Urban Interface 3
FCA 190	Uniform Fire Code &
	Inspection Procedures 4
TOTAL	44

General Education Requirements

	1	
Choose one fr	om the following:	5-6
CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction to	
	Chemistry (6 Cr)	
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writin	g 5
IT 101	Introduction to Information	ı
	Technology	5
Choose one fr	om the following:	5
MATH 099	Intermediate Algebra (5 Cr)
MATH 105	Precalculus I (5 Cr)	
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
Choose one fr	om the following:	5
SPCH 100	Basic Principles of Oral	
	Communication (5 Cr)	
SPCH 220	Introduction to Public	
	Speaking (5 Cr)	
Electives to be	ring total credits to 90	5-6
TOTAL		5-47
GRAND TO:	ΓAL	90

Associate in Arts Degree Fire Command and Administration

Core Currio	culum	
Course No.	Course Name Credit Hi	rs.
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 181	Fire Service Safety	3
FCA 190	Uniform Fire Code &	
	Inspection Procedures	4
FCA 231	Fire Service Leadership	3
FCA 232	Fire Service Management	4
FCA 233	Fire Service Administration	4
FCA 261	Incident Management II	3
FCA 270	Hazardous Materials II	3
TOTAL		42

General Education Requirements

Choose one fr	om the following:	5-6
CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction to	
	Chemistry (6 Cr)	

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
IT 101	Introduction to Information	
	Technology	5
Choose one fr	om the following:	5
MATH 099	Intermediate Algebra (5 Cr)	
MATH 105	Precalculus I (5 Cr)	
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
Choose one fr	om the following:	5
SPCH 100	Basic Principles of Oral	
	Communication (5 Cr)	
SPCH 220	Introduction to Public	
	Speaking (5 Cr)	
TOTAL	40-4	41
Suggested Ele	ectives 7	-8
FCA 201	Emergency Medical	
	Technician (8 Cr)	
FCA 298	Emergency Vehicle Accident Prevention (3 Cr)	
Other college	level courses may be used as	
approved by H		
TOTAL		-8
GRAND TOT	TAL 9	90
Certificate o	f Achievement	
Fire Com		
Administr		
Course No.	Course Name Credit Hi	
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 &	
PSYCH 100	Inspection Procedures Introduction to Psychology	4

Choose one from the following:

Choose one from the following:

MATH 105 Precalculus I (5 Cr)

CHEM 100

CHEM 101

ENGL 101

MATH 099

TOTAL

Suggested Electives

Chemical Concepts (5 Cr)

Intermediate Algebra (5 Ci

Introduction to

Chemistry (6 Cr)

Written Expression

		Inspection rocedures	+
	FI 130	Investigative Interview Techniques	2
	FI 220	Advanced Fire Scene Investigation	4
0-41 7-8	FI 240	Crime Scene & Physical Evidence	4
	FI 250	Juvenile Fire Setter	2
	FI 260	Arson Fraud Investigation	4
.)	ADMCJ 104	Introduction to Criminal Law	5
as	ADMCJ 200	Criminal Evidence & Procedures – Police Officer	5
7-8 90	TOTAL		42
	General Ed	ucation Requirements	
	Math and Sci	ence	
	Choose one fr		-6
	CHEM 100		
Hrs. 3	CHEM 101	Introduction to Chemistry (6 Cr)	
3	Choose one fr	com the following:	5
3 3	MATH 099 MATH 105	Intermediate Algebra (5 Cr) Precalculus I (5 Cr)	
3	IT 101	Introduction to Information Technology	5
4	Communicati	ons	
у 5	ENGL 101	Written Expression	5
5-6	ENGL 270	Professional Report Writing	5
	Choose one fr	om the following:	5
	SPCH 100	Basic Principles of Oral Communication (5 Cr)	
5 5	SPCH 220	Introduction to Public Speaking (5 Cr)	
r)	Social Scienc	e	
	PSYCH 100	Introduction to Psychology	5
5-6	SOC 110	Introduction to Sociology	5
45	Arts and Hun		
	ART 150	Basic Photo I	5

TOTAL

Associate in Arts Degree

Fire Investigation Core Curriculum Course No. Course Name

FCA 120

FCA 137

FCA 152

FCA 170

FCA 190

Elective Courses

Credit Hrs.

3

3

3

3

4

45-46

Basic Fire Investigation

Fire Protection Systems

Building Construction

Hazardous Materials I

Uniform Fire Code &

Inspection Procedures

Other college level courses as reviewed	
and approved by Bellevue Community	
College	4-5
TOTAL	4.5
TOTAL	4-5
GRAND TOTAL	4-5 92

Fire Prevention Specialist

Core Curriculum

Course No.	Course Name Credit H	lrs.	
FPS 100	Introduction to Fire		
	Prevention Practices	3	
FPS 200	Plan Review for Fire		
	Prevention	4	
FPS 237	Fire Protection Systems II	3	
FPS 290	Advanced Codes &		
	Inspection	3	
FPS 291	Hazardous Materials		
	Inspection	3	
FCA 120	Basic Fire Investigation	3	
FCA 137	Fire Protection Systems	3	
FCA 152	Building Construction	3	
FCA 155	Fire Service Instructor	3	
FCA 170	Hazardous Materials I	3	
FCA 190	Uniform Fire Code &		
	Inspection Procedures	4	
HLTH 292	First Aid & CPR	4	
MKTG 110	Client/Customer Relations	5	
TOTAL		44	

General Education Requirements Math and Science

Choose one fr	om the following:	5-6
CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction to	
	Chemistry (6 Cr)	
Choose one from the following:		
MATH 099	Intermediate Algebra (5 Cr))
MATH 105	Precalculus I (5 Cr)	
IT 101	Introduction to Information	
	Technology	5
Communications		
ENGL 101	Written Communications	5
ENGL 270	Professional Report Writing	g 5
Choose one from the following: 5		
SPCH 100	Basic Principles of Oral	
	Communication (5 Cr)	
SPCH 220	Introduction to Public	
	Speaking (5 Cr)	

Social Science

	-	
PSYCH 100	Introduction to Psycholog	у 5
SOC 110	Introduction to Sociology	5
TOTAL	4	0-41
Suggested Ele (minimum of		5-6
ADMCJ 104	Introduction to Criminal Law (5 Cr)	
ART 150	Basic Photo I (5 Cr)	
FI 130	Investigative Interview	
	Techniques (2 Cr)	
FI 250	Juvenile Fire Setter (2 Cr)	
TOTAL S GRAND TOTAL		5-6 90

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 nonprofit 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.
Choose one of	the following:	5
G BUS 101	Introduction to	
	Business (5 Cr)	
INTST 150	International Bus	siness (5 Cr)
G BUS 145	Business Mather	matics 5

Choose one oj	f the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs &	
	Applications (5 Cr)	
Choose one oj	f the following:	5
ACCT 102	Practical Accounting I (5 Cr	:)
ACCTG 210	Fundamentals of	
	Accounting (5 Cr)	
G BUS 120	Human Relations	5
MKTG 154	Principles of Marketing	5
Choose one oj	f the following:	5
ECON 100	Introduction to Basic	
	Economic Principles (5 Cr)	
ECON 200	Macroeconomics (5 Cr)	
MKTG 210	Business Research	5
Choose one of	f the following:	5
G BUS 202	Law and Business (5 Cr)	
BA 200	Business Law-Legal	
	Foundations (5 Cr)	
G BUS 210	Stock Market Investment	5
ENGL 101	Strategy Written Expression	5
ACCT 234	Managerial Accounting	5
G BUS 221	Human Resource	5
0 003 221	Management	5
Chaosa ana a	the following:	5
MKTG 200	Int'l Marketing (5 Cr)	5
MKTG 200 MKTG 234	Advertising (5 Cr)	
G BUS 241	Organization &	
0 000 241	Management Skills	5
Choose one of	the following:	5
SPCH 100	Basic Principles of Oral	5
51 C11 100	Communication (5 Cr)	
SPCH 220	Introduction to Public	
	Speaking (5 Cr)	
G BUS 230	Project Management	5
Elective		5
TOTAL		90
Certificate o	f Accomplishment	

Certificate of Accomplishment Entrepreneurship

Course Name	Credit Hrs	•
Practical Account	nting I 5	5
om the following		5
Computer & So	ftware	
Fundamentals (5	Cr)	
Introduction to H	°Cs &	
Applications (5	Cr)	
	Practical Account on the following. Computer & Soft Fundamentals (5 Introduction to F	Course NameCredit HrsPractical Accounting I5om the following:5Computer & Software5Fundamentals (5 Cr)1Introduction to PCs &4Applications (5 Cr)5

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

Information Technology

This program offers students degrees in networking, programming, and technical support. In addition to technical content, the courses include skills in four areas: communication skills (oral, written, and listening), general business skills, teamwork, and problem solving. Students are encouraged to meet with program advisors to select the most appropriate entry courses.

The network support degree prepares graduates to connect a small network of computers, perform network maintenance tasks, and install and configure hardware and software in microcomputers. The program covers competencies in three different industry certifications: A+, MCSE, and CCNA. The programming degree prepares graduates to be an entry-level programmer/ analyst, with a major emphasis in either Client/Server (Visual Basic and SQL) or C/ C++. In this program, students complete at least four computer courses in their area of emphasis. The technical support degree prepares graduates to provide hardware and/ or software technical support. It includes a required internship with practical experience in solving technical problems and assisting clients. Hardware configuration classes follow curriculum that helps students prepare for A+ certification.

Certification programs are available for students who have appropriate work experience or a four-year degree. Many of the courses will enhance the technical skills of a person already employed.

Associate in Arts Degree Information Technology -Network Support

HOUTOIN	oupport	
Course No.	Course Name Credit H	rs.
AOS 164	PC Analysis &	
	Configuration I	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 110	Introduction to	
	Programming	5
IT 217	PC Analysis &	
	Configuration II	5
IT 219	Data Communications	
	& Networking	5
IT 222	Operating System	
	Administration	5
IT 223	Operating System	
	Fundamentals	5
IT 224	Operating System	
	Enterprise Issues	5
IT 225	TCP/IP	5
IT 228	Internet Information Server	5
IT 252	Cisco Network Support 2	5
IT 253	Cisco Network Support 3	5
PHYS 109	Science for Information	
	Technology	6
SPCH 225	Small Group	
	Communication	5
Elective		5
TOTAL		91

Associate in Arts Degree Information Technology -Programming

Course No.	Course Name Credit Hi	s.
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 110	Introduction to	
	Programming	5
IT 127	Developing Business	
	Solutions I	5

	Developing Developer	
IT 129	Developing Business Solutions II	5
IT 160		5 5
IT 160 IT 235	Systems Analysis	5 5
IT 255 IT 260	Operating Systems	
	Systems Design	5 15
Approved El		15
-	ing Skills Options	
	f the following options	•
for a total of		20
IT 237	Client Programming I	
IT 020	(Visual Basic) (5 Cr)	
IT 238	Client Programming II (Visual Basic) (5 Cr)	
IT 239	SQL Server: Server	
11 239	Programming (5 Cr)	
IT 263	Web Database	
11 200	Development (5 Cr)	
OR		
IT 245	Programming in "C" (5 Cr)	
IT 247	Advanced "C" with Data	
	Structures (5 Cr)	
IT 249	Programming in C++ (5 Cr)	
Approved Ele	ective (5 Cr)	
TOTAL		90
Optional:		
-		
G BUS 201	Internshin I	
G BUS 291	Internship I	
G BUS 292	Internship II	
G BUS 292 <i>Certificate o</i>	Internship II of Achievement	
G BUS 292	Internship II of Achievement mmer	
G BUS 292 <i>Certificate o</i> C Progra Course No.	Internship II of Achievement mmer Course Name Credit H	[rs.
G BUS 292 <i>Certificate o</i> C Progra	Internship II of Achievement mmer Course Name Credit H Approved IT Elective	Irs. 5
G BUS 292 Certificate o C Program Course No. IT XXX IT 160	Internship II of Achievement mmer Course Name Credit H	5 5
G BUS 292 Certificate o C Program Course No. IT XXX	Internship II of Achievement mmer Course Name Credit H Approved IT Elective	5 5 5
G BUS 292 Certificate o C Program Course No. IT XXX IT 160	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis	5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with	5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C"	5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with	5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 247	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures	5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 247 IT 249	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++	5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory	5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design	5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL Certificate of	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL Certificate of Client/Se	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing of Achievement rver - Programming	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL Certificate of Client/Se Course No.	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing of Achievement rver - Programming Course Name Credit H	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 45
G BUS 292 Certificate of Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL Certificate of Client/Se Course No. IT XXX	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing of Achievement rver - Programming Course Name Credit H Approved IT Elective	5 5 5 5 5 5 5 5 5 5 5 5 5 5 45 Irs. 5
G BUS 292 Certificate of C Program Course No. IT XXX IT 160 IT 235 IT 245 IT 245 IT 247 IT 249 IT 260 IT 290 ENGL 270 TOTAL Certificate of Client/Se Course No.	Internship II of Achievement mmer Course Name Credit H Approved IT Elective Systems Analysis Operating Systems Programming in "C" Advanced "C" with Data Structures Programming in C++ Systems Design Database Theory Professional Report Writing of Achievement rver - Programming Course Name Credit H	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 45

IT 237	Client Programming I (Visual Basic)	5
IT 238	Client Programming II	5
	(Visual Basic)	5
IT 239	SQL Server: Server	~
IT 0 < 0	Programming	5
IT 260	Systems Design	5
IT 290	Database Theory	5
ENGL 270	Professional Report Writing	5
TOTAL		45
	ı Arts Degree	
Informati	on Technology -	
Technica	l Support	
Course No.	Course Name Credit Hi	rs.
AOS 163	Microsoft Word on the PC	5
AOS 164	PC Analysis &	
	Configuration I	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	_
TT 110	Technology	5
IT 110	Introduction to Programming	5
		-6
IT 127	Developing Business	
PHYS 109	Solutions I (5 Cr) Science for Information	
11115 107	Technology (6 Cr)	
IT 170	Problem Solving Strategies	5
IT 217	PC Analysis &	-
	Configuration II	5
IT 219	Data Communications	
	& Networking	5
IT 235	Operating Systems	5
Choose one f	from the following: 4 or	8
IT 289	Portfolio Evaluation	
	of Work Experience (4 Cr)	
OR		
IT 293	Help Desk I (4 Cr)	
IT 294	Help Desk II (4 Cr)	
MKTG 110	Client/Customer Relations	5
	ectives to equal 90	
for graduation		00
TOTAL		90

Certificate of Achievement Microcomputer Support Specialist

Course No.	Course Name Credit H	rs.
AOS 164	PC Analysis &	
	Configuration I	5
AOS 165	Spreadsheet Applications:	
	Excel	5
AOS 168	Database Applications:	
	Access	5
ENGL 270	Professional Report Writing	g 5
IT 101	Introduction to Information	
	Technology	5
IT 170	Problem Solving Strategies	5
IT 217	PC Analysis &	
	Configuration II	5
IT 219	Data Communications	
	& Networking	5
MKTG 110	Client/Customer Relations	5
TOTAL		45

Interior Design

This three-year program offers a broadbased, 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 threeyear 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 D	esign		
Course No.	Course Name Credit H	rs.	
ART 101	Modern Architecture		
	& Design	5	
ART 108	Introduction to Hand/		
	Power Tools	2	
ART 110	Two-Dimensional Design	5	
ART 111	Design: Color	5	
ART 112	Three-Dimensional Design	5	
ART 120	Drawing I	5	
Choose one f	rom the following:	5	
ART 201	History of Western Art (5 C		
ART 202	History of Western Art (5 C	r)	
ART 203	History of Western Art	5	
ENGL 101	Written Expression	5	
INDES 110	Textiles	5	
INDES 140	Introduction to		
	Interior Design	5	
INDES 150	History of Furniture	5	
INDES 151	Twentieth Century Furniture	5	
INDES 152	Furniture Design &		
	Construction	3	
INDES 160	Graphic Communication I	5	
INDES 162	Introduction to Computer Aided Design	3	
INDES 165	Visual Presentations	5	
INDES 105 INDES 170	Interior Design I - Methods	5	
INDES 170 INDES 180	Professional Practices I	3	
INDES 180 INDES 181	Professional Practices II	3	
INDES 181 INDES 185	Practicum in Interior Design	3	
INDES 185 INDES 190	Materials & Construction	3	
INDES 190 INDES 191		5 5	
	Principles of Lighting	5 5	
INDES 260	Graphic Communication II	5 5	
INDES 270	Interior Design II	-	
INDES 271	Interior Design III	5	
INDES 272	Interior Design IV	5	
INDES 285	Practicum in Interior Design	3	
Electives		20	
TOTAL	1	43	

Marketing Management

This program prepares students for the many opportunities that exist in the field 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 I	Irs.
Choose one f	rom the following:	5
ACCT 234 G BUS 241	Managerial Accounting (5 Organization & Management Skills (5 Cr)	Cr)
Choose one fi	rom the following:	5
AOS 161 IT 105	Computer & Software Fundamentals (5 Cr) Introduction to PCs	
11 105	& Applications (5 Cr)	
ENGL 101	Written Expression	5
G BUS 101	Introduction to Business	5
G BUS 120	Human Relations	5
G BUS 145	Business Mathematics	5
G BUS 202	Law & 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	Business Research	5
MKTG 234	Advertising	5
SPCH 220	Introduction to	
	Public Speaking	5
Electives		13
Science Elect	ive	6
TOTAL		92

Certificate of Accomplishment **Retail Management**

	U	
Course No.	Course Name Credit	Hrs.
ACCT 234	Managerial Accounting	5
Choose one fr	om the following:	5
AOS 161	Computer & Software Fundamentals (5 Cr)	
IT 105	Introduction to PCs & Applications (5 Cr)	
G BUS 120	Human Relations	5
MKTG 110	Client/Customer Relations	s 5
MKTG 135	Principles of Retailing	5
MKTG 236	Merchandise Management	t 5
TOTAL		30

Certificate of Accomplishment Sales and Marketing

Course No.	Course Name Credit H	Irs.
Choose one fr	rom the following:	5
AOS 161	Computer & Software	
	Fundamentals (5 Cr)	
IT 105	Introduction to PCs	
	& Applications (5 Cr)	
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
TOTAL		28

TOTAL

Media Communications 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, World Wide Web digital technologies, and digital graphics and animation for onscreen delivery.

Instruction includes basic video, graphics, and Internet production techniques, intermediate and advanced studio and field digital video production, 2D and 3D

animation, multimedia authoring, and design and development of sites for the World Wide Web. The degree programs are offered with specific endorsements that 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.

Students considering either a degree or certificate program in Media Communications and Technology must either complete or test out of taking the following prerequisites before beginning the program:

ENGL 092/093 - Developmental English IV (5 credits) MEDIA 109 – Computer Essentials for **Digital Media (5 credits)**

Please note: Course content in Media Communications & Technology is subject to change based upon industry demand and/or innovations in technology.

Associate in Arts Degree **Digital Animation and** Graphics

Introductor	y Core Courses	
Course No.	Course Name Credit Hr	s.
ENGL 101	Written Expression	5
MEDIA 101	Exploring the Digital Future 5	
Choose one fr	om the following:	5
MEDIA 102	Techniques & Technology of Persuasion (5 Cr)	
MEDIA 103	Media & Messages:	
	Media Literacy (5 Cr)	
MEDIA 104		
	Images (5 Cr)	
MEDIA 108		
	Law in the Digital Age (5 Cr	;)
MEDIA 110	(co) numerate	
	Foundations	5
MEDIA 112	Video Foundations	5
MEDIA 125	Digital Imaging Foundations 5	
Pre-Graduation Core Courses		
MEDIA 245	Production Practice	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5

Endorsement in Digital Animation and Graphics:

ART 110	Two-Dimensional Design	5
ART 120	Drawing I	5
MEDIA 225	Raster Images	5
MEDIA 227	Vector Images &	
	Illustrations	5
MEDIA 230	Web Design	5
MEDIA 235	2-D Animation	5
MEDIA 237	3-D Animation	5
MEDIA 239	Digital Character Animation	5
Electives		10
TOTAL		91

Certificate of Achievement **Digital Animation and** Graphics

Specific Endorsement Courses:

Course No.	Course Name	Credit Hrs.
ART 120	Drawing I	5
MEDIA 110	Web/Multimedi	a
	Foundations	5
MEDIA 112	Video Foundatio	ons 5
MEDIA 125	Digital Imaging	Foundations 5
MEDIA 225	Raster Images	5
MEDIA 227	Vector Images &	č
	Illustrations	5
MEDIA 235	2-D Animation	5
MEDIA 237	3-D Animation	5
MEDIA 239	Digital Characte	r Animation 5
Core Cours	es:	
Choose one of	f the following:	3 or 5
MEDIA 248	Portfolio &	
	Employment (3	Cr)
MEDIA 250	Internship in Me	dia (5 Cr)
TOTAL		48 or 50
Associate in	Arts Degree	
Web/Multimedia Authoring		
Introductor	y Core Course	s:

Introductory Core Courses:			
Course No.	Course Name	Credit Hrs.	
ENGL 101	Written Expressi	on 5	
MEDIA 101	Exploring the Dig	gital Future 5	

Degrees & Certificates

Choose o	ne of	the following:	5
MEDIA	102	Techniques & Technology	
		of Persuasion (5 Cr)	
MEDIA	103	Media & Messages:	
		Media Literacy (5 Cr)	
MEDIA	104	Multi-Cultural Media	
MEDIA	100	Images (5 Cr) Media Law & Ethics:	
MEDIA	100	Law in the Digital Age (5 C	'r)
MEDIA	110	Web/Multimedia	,1)
MEDIA	110	Foundations	5
MEDIA	112	Video Foundations	5
MEDIA		Digital Imaging	
		Foundations	5
Pregrad	luati	on Core Courses:	
MEDIA		Production Practice	3
MEDIA		Portfolio & Employment	3
MEDIA		Internship in Media	5
		-	5
-		lorsement Courses:	-
MEDIA		Script Writing for Media	5
MEDIA		Digital Video Editing	5
MEDIA		Multimedia Authoring	5
MEDIA		Raster Graphics	5
MEDIA	230	Web Design	5
MEDIA		2-D Animation	5
MEDIA	238	Internet Objects	5
MEDIA	240	Programming for	
		Web Authors	5
Electives			10
TOTAL			91
		f Achievement	
Web/N	/ ult	imedia Authoring	
Specific	End	lorsement Courses:	
Course N	lo.	Course Name Credit H	rs.
MEDIA	110	Web/Multimedia	

specific Endorsement Courses.		
Course No.	Course Name Credit Hrs.	
MEDIA 110	Web/Multimedia	
	Foundations	5
MEDIA 112	Video Foundations	5
MEDIA 125	Digital Imaging Foundations	5
MEDIA 220	Digital Video Editing 5	
MEDIA 223	Multimedia Authoring	5
MEDIA 230	Web Design	5
MEDIA 235	2-D Animation	5
MEDIA 238	Internet Objects	5
MEDIA 240	Programming for	
	Web Authors	5

Core Courses:

Core Cours	es:	
Choose one o	f the following: 3 o	or 5
MEDIA 248	Portfolio &	
	Employment (3 Cr)	
MEDIA 250	Internship in Media (5 Cr)	
TOTAL	48 or	50
Associate in	Arts Degree	
Digital Vi	deo and Audio	
Productio	n	
Introductor	y Core Courses:	
Course No.	Course Name Credit H	írs.
ENGL 101	Written Expression	5
MEDIA 101	Exploring the Digital Future	e 5
Choose one o	f the following:	5
MEDIA 102	Techniques & Technology	
	of Persuasion (5 Cr)	
MEDIA 103	Media & Messages: Media	
MEDIA 104	Literacy (5 Cr) Multi-Cultural Media	
MEDIA 104	Images (5 Cr)	
MEDIA 108	Media Law & Ethics: Law	
	in the Digital Age (5 Cr)	
MEDIA 110	Web/Multimedia	
	Foundations	5
MEDIA 112	Video Foundations	5
MEDIA 125	Digital Imaging Foundation	s 5
Pregraduat	ion Core Courses:	
MEDIA 245	Production Practice	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
Specific En	dorsement Courses:	
MEDIA 122	Introduction to Audio	
	& Recordings	5
MEDIA 210	Video Field Production	5
MEDIA 212	Video Studio Production	5
MEDIA 214	Intermediate Video	
	Production	5
MEDIA 216	Script Writing for Media	5
MEDIA 220	Digital Video Editing	5
MEDIA 222	Digital Audio	5
MEDIA 225	Raster Images	5
Electives		10
TOTAL		91

Certificate of Achievement **Digital Video and Audio Production**

TTOULCIO	11	
Specific Endorsement Courses:		
Course No.	Course Name Credit Hrs.	
MEDIA 110	Web/Multimedia	
	Foundations	5
MEDIA 112	Video Foundations	5
MEDIA 122	Introduction to Audio	
	& Recordings	5
MEDIA 125	Digital Imaging Foundation	s 5
MEDIA 210	Video Field Production	5
MEDIA 212	Video Studio Production	5
MEDIA 214	Intermediate Video	
	Production	5
MEDIA 220	Digital Video Editing	5
MEDIA 222	Digital Audio	5
Core Cours		
		or 5
MEDIA 248	Portfolio &	15
MEDIA 240	Employment (3 Cr)	
MEDIA 250	Internship in Media (5 Cr)	
TOTAL	48 or	50
101112		50
	f Achievement	
Advancer	Video Production	
/		
	er - Technical Assistant: Course Name Credit H	[rs.
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First Quarte Course No. MEDIA 252	er - Technical Assistant: Course Name Credit H Production System	
First Quarte Course No. MEDIA 252	er - Technical Assistant: Course Name Credit H Production System Technical Operation	4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I	4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista	4 4 4 nt:
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design	4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video	4 4 4 nt: 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I	4 4 4 nt: 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II	4 4 4 nt: 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director:	4 4 4 nt: 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing	4 4 4 nt: 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video	4 4 nt: 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing	4 4 4 nt: 4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III	4 4 4 nt: 4 4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276 Fourth Qua	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III rter - Senior Producer	4 4 4 nt: 4 4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276 Fourth Qua and Interns	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III rter - Senior Producer hip:	4 4 4 4 4 4 4 4 4 4
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276 Fourth Qua and Interns MEDIA 282	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III rter - Senior Producer hip: Production Resume	4 4 4 4 4 4 4 4 4 3
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276 Fourth Qua and Interns MEDIA 282 MEDIA 284	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III rter - Senior Producer hip: Production Resume Professional Internship	4 4 4 4 4 4 4 4 4 4 3 6
First Quart Course No. MEDIA 252 MEDIA 254 MEDIA 256 Second Qua MEDIA 262 MEDIA 264 MEDIA 266 Third Quar MEDIA 272 MEDIA 274 MEDIA 276 Fourth Qua and Interns MEDIA 282	er - Technical Assistant: Course Name Credit H Production System Technical Operation Production Practicum I rter - Production Assista Production Design Computer-Video Integration I Production Practicum II ter - Producer/Director: Art of Directing Computer-Video Integration II Production Practicum III rter - Senior Producer hip: Production Resume	4 4 4 4 4 4 4 4 4 3

Nuclear Medicine Technology

This twelve-month, full-time, selective admissions 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 nuclear medicine technologists, able to give reassurance to patients who may be anxious about their procedure or unfamiliar with the world of nuclear medicine, to explain medical procedures and their risks, to prepare and administer radiopharmaceuticals, and to 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

ran Quarte	ſ
Course No.	Course Name Credit Hrs.
NMTEC 200	Applied Anatomy
	& Physiology 1
NMTEC 201	Basic Nuclear
	Medicine Science 3
NMTEC 205	Lab Exercises I 1
NMTEC 210	Radiopharmacy 1
NMTEC 230	Clinical Education I 10
NMTEC 260	Clinical Nuclear Medicine I 1
TOTAL	17
Winter Qua	rter
NMTEC 202	Instrumentation 2
NMTEC 206	Lab Exercises II 1
NMTEC 211	Nursing & Laboratory
	Procedures 1
NMTEC 231	Clinical Education II 10
NMTEC 240	Radiation Safety 1
NMTEC 261	Clinical Nuclear Medicine II 1
TOTAL	16
Spring Qua	rter
NMTEC 203	Computers In

Spring Qua	rter	
NMTEC 203	Computers In	
	Nuclear Medicine	3
NMTEC 207	Electrocardiography Skills	1

NMTEC 232 Clinical Education III	10
NMTEC 241 Radiation Biology	1
TOTAL	15
Summer Quarter	
NMTEC 233 Clinical Education IV	14
NMTEC 275 Board Preparation	1
TOTAL	15
GRAND TOTAL	63

Nursing

This two-year selective admissions program is designed to prepare students to become health care professionals (RNs) 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 the Board stipulates requirements for licensure.

Associate in Arts Degree Nursing

Biology 260 and 261 must be completed prior to enrollment into the nursing program but will not exclude a student from being accepted into the program. Courses marked below with an asterisk (*) must be completed with a grade of "C" or better.

Course No.	Course Name	Credit Hrs.
BIOL 260*	Human Anatomy & Physiology	6
BIOL 261*	Human Anatomy & Physiology	6
TOTAL		12

First Year - Fall Quarter

First Year -	Fall Quarter	
NURS 100X	Nursing I: Fundamentals	7
NURS 100Z	Nursing I: Lab	5
PSYCH 100*	Introduction to Psychology	5
TOTAL		17
First Year -	Winter Quarter	
NURS 101X	•	
110110 10111	Medical/Surgical I	6
NURS 101Z	Nursing II: Lab	6
SPCH 230*	Intercultural	
	Communication	5
TOTAL		17
First Year -	Spring Quarter	
NURS 102X		
	Medical/Surgical II	5
NURS 102Z	Nursing III: Lab	7
BIOL 250*	Microbiology	6
PSYCH 204*	General Developmental	
	Psychology	5
	50 and PSYCH 204 must be	
	the Fall Quarter of a studen	ťs
sophomore ye	ar.	
TOTAL		23
Second Yea	r - Fall Quarter	
NURS 200X	Nursing IV: Maternity	3
NURS 200Z	Nursing IV: Lab	1
Choose from	one of the following options j	for
a total of 8 cr	edits:	
	Nursing V: Pediatrics (4 Cr)
NURS 201Z	Nursing V: Lab (4 Cr)	
OR		
NURS 202X	Nursing VI: Psychiatric (4	Cr)
NURS 202Z	Nursing VI: Lab (4 Cr)	
Electives		5
TOTAL		17
Second Yea	r - Winter Quarter	
NURS203X	Nursing VII:	
	Gerontological Nursing	3
NURS203Z	Nursing VII: Lab	1
	one of the following options j	for
a total of 8 cr		_
	Nursing V: Pediatrics (4 Cr)
NURS 201Z	Nursing V: Lab (4 Cr)	
OR	NT 1 THE R 1	a .
	Nursing VI: Psychiatric (4 C	Cr)
NURS 202Z	Nursing VI: Lab (4 Cr)	-
Electives		5
TOTAL		17

Second Year - Spring Quarter	
NURS 204X Nursing VIII: Contempor	rary
Nursing Issues	5
NURS 204Z Nursing VII: Lab	7
Elective	1
TOTAL	13
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 admission, 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 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 103 Radiographic Techniques 2
RADON 111 Clinical Education I 5
RADON 119 Medical Ethics &
Communication in
Health Care 2
RADON 120 Nursing Procedures 2
RADON 195 Special Topics in RADON 1
TOTAL 14
First Year - Winter Quarter
RADON 101 Clinical Applications 2
RADON 102 Radiographic Physics 2
RADON 112 Clinical Education II 5
RADON 230 Psychosocial Aspects
of Chronic Illness 2
TOTAL 11
First Year - Spring Quarter
RADON 113 Clinical Education III 5
RADON 150 Pathology 4
RADON 197 Special Topics in RADON 2
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	r - Summer Quarter	
RADON 214	Clinical Education VIII	13
RADON 225	Quality Assurance in	
	Radiation Therapy	1
TOTAL		14
GRAND TO	ſAL	108
Certificate o	f Achievement	
Radiation	Therapy	
Course No.	Course Name Credit I	Irs.
RADON 100	Introduction to Radiation	
	Therapy Technology	2
	Clinical Applications	2
	Radiation Therapy Physics	
	Clinical Dosimetry I	3
	Clinical Dosimetry II	3
	Clinical Education V	8
	Clinical Education VI	8
	Clinical Education VII	8
	Clinical Education VIII	13
RADON 220	Radiation Oncology Technique I	3
RADON 221	-	5
MID011 221	Technique II	2
RADON 222	-	
	Technique III	2
RADON 224	Concept Integration	2
RADON 225	Quality Assurance in	
	Radiation Therapy	1
RADON 230	Psychosocial Aspects of Chronic Illness	2
TOTAL	Chronic niness	<u><u></u> <u></u> </u>
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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. 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 American Registry examination for certification as a radiologic technologist.

Associate in Arts Degree Radiologic Technology

First Year -	Summer Quarter	
Course No.	Course Name Credit H	Irs.
RATEC 101	Introduction to	
	Radiologic Technology	1
RATEC 107	Positioning & 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 106	Computed Imaging	2
RATEC 108	Positioning &	
	Related Anatomy II	3
RATEC 111	Clinical Education II	5
RATEC 125	Medical Terminology 1	
TOTAL		13
First Year -	Winter Quarter	
RATEC 103	Principles of Radiographic Exposure	3
RATEC 109	Positioning & Related Anatomy III	3
RATEC 112	Clinical Education III	5
RATCE 121	Patient Care	2
RATEC 127	Introduction to Sectional Anatomy	2
TOTAL	Anatomy	15
-	Spring Quarter	10
	Radiographic Physics	5
RATEC 102 RATEC 104		5
KAILC 104	Procedures	4
RATEC 113	Clinical Education IV	5
TOTAL		14
Second Year - Summer Quarter		
RATEC 210	Clinical Education V	13
TOTAL		13

Second Year	- Fall Quarter
RATEC 211 C	Clinical Education VI 8
RATEC 220 H	Pathology I 3
RATEC 240 H	Radiation Biology
6	& Protection 3
TOTAL	14
Second Year	- Winter Quarter
RATEC 212 C	Clinical Education VII 8
RATEC 221 H	Pathology II 2
RATEC 230 (Quality Assurance 2
RATEC 296* S	Special Topics in RATEC *2
TOTAL	12 or 14
Second Year	- Spring Quarter
RATEC 213 C	Clinical Education VIII 8
RATEC 207 C	Concept Integration 2
RATEC 297* S	Special Topics in RATEC *2
TOTAL	10 or 12
GRAND TOTA	AL 101
*Either take RA	TEC 296 in Winter or
RATEC 297 in S	Spring, not both.

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 H	rs.
HLTH 250	Wellness	5
HLTH 292	First Aid & CPR	4
PE 166	Skills & Materials in	
	Team Sports	2
RECED 154	Recreational Resources	5
TOTAL		16
First Year -	Winter Quarter	
PE 265	Skills & Materials: Activiti	es
	for the Elementary Child	2
PSYCH 100	Introduction to Psychology	5
RECED 245	Recreational Use	
	of Art Crafts	3
SPCH 230	Intercultural	
	Communication	5
TOTAL		15
First Year -	Spring Quarter	
ENGL 101	Written Expression	5
PE 266	Skills & Materials:	
	Individual/Dual Sports	2
RECED 290	Therapeutic Recreation	5
Lab Science I	Elective	6
TOTAL		18
Second Year	r - Fall Quarter	
Science Elect	ive	5
Electives By	Advisement	10
TOTAL		15

Second	Year	- Winter	Quarter
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PE 209	Skills & Materials of	
	Recreation Dance	2
RECED 274	Practicum in Social	
	Recreation	2
SOC 110	Introduction to Sociology	5
Electives By	Advisement	5
TOTAL		14
Second Vea	r - Spring Quarter	
Second 1 ca	i - Spring Quarter	
	Camp Counseling	3
RECED 244		3
RECED 244	Camp Counseling	3 3
RECED 244	Camp Counseling Practicum in Playground Leadership	
RECED 244 RECED 254	Camp Counseling Practicum in Playground Leadership	3

Translation and Interpretation

This program is a cooperative effort between Bellevue Community College and the Translation and Interpretation Institute. BCC provides credit for two certificate programs, one in interpretation and one in translation. Application for admission to these two certificate programs must be made through the Institute and BCC. Admissions applications are accepted any time during the year, but no later than two weeks before the start of any quarter. Please call (425) 564-3171 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 languages. The certificate granted will be language-specific.

Certificate of Accomplishment Translation

Core Requirements

Course No.	Course Name	Credit Hrs.
INTRP 101	Introduction to Tr & Interpreting	anslation 3
INTRP 104	Technology for T & Interpreters	ranslators 3
INTRP 105	Vocabulary Acqu Terminology Res	

INTRP 106	Ethics & Business Practice of Translation & Interpreting 3	
TRANS 103	Fundamentals of Translation 3	
TOTAL	15	
Language S	pecific Requirements	
TRANS 109	Advanced Translation Workshop I 3	
TRANS 110	Advanced Translation Workshop II 3	
TRANS 112	Translation Practicum 1	
TOTAL GRAND TOT	7 FAL 22	
Certificate o	f Accomplishment	
Interpreta	tion	
Core Requi	rements	
Course No.	Course Name Credit Hrs.	
INTRP 101	Introduction to	
	Translation & Interpreting 3	
INTRP 102	Fundamentals of Interpreting 3	
INTRP 104	Technology for Translators & Interpreters 3	
INTRP 105	Vocabulary Acquisition & Terminology Research 3	
INTRP 106	Ethics & Business Practice of	
	Translation & Interpreting 3	
TOTAL	15	
Language S	pecific Requirements	
INTRP 107	Advanced Interpreting Skills I 3	
INTRP 108	Advanced Interpreting Skills II 3	
INTRP 111	Interpretation Practicum 1	
TOTAL	7	
GRAND TO	TAL 22	
W 7 1	т. 1.	

Work Internships

This is a learning opportunity for students in professional programs in which actual on-thejob experience is coordinated with academic study as a means for providing students with real life experience in their chosen fields. Students register for an internship, practicum, or individual study programs, and credits vary with the number of work hours, frequency of 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.

The Art of Expression

American Studies

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

AMST 101 Introduction to American Myth • V3-5 CR

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 are considered.

AMST 102 Introduction to American Culture • 2 CR

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. The Arts and Humanities Division offers a diverse 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 a professional program with kinship to the arts - Interior Design. In addition, the English Department provides directors for the Reading and Writing Labs.

AMST 103 American Art & Architecture • 5 CR

A look at five 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. Same as ART 103. Either AMST 103 or ART 103 may be taken for credit, not both.

AMST 114 American Film as Literature • 5 CR

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 135 Introduction to American Philosophy • 5 CR

A survey of American philosophy from the colonial period to the present. Emphasis on political philosophy, social justice, and epistemology. Philosophers studied may vary, but usually include Jefferson, Emerson, James, Dewey, Royce, Santayana, King, and Rawls. Same as PHIL 135. Either AMST 135 or PHIL 135 may be taken for credit, not both.

AMST 150 Mass Media in America • 5 CR

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. Same as COMM 150. Either AMST 150 or COMM 150 may be taken for credit, not both.

AMST 160 Introduction to American Political Culture • 5 CR

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 may be taken for credit, not both.

AMST 180 Anthropology of American Life • 5 CR

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 CR

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, classism, and sexism have on our lives and our society.

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

Course analyzes the industrialization and transformation of the U.S. economy from the colonial period to the present. Major emphasis is 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. Same as ECON 260. Either AMST 260 or ECON 260 may be taken for credit, not both. Recommend 30 prior college credits.

AMST 285 American Humor • 5 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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.) or commercial art should take the courses outline 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 that 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 & Design • 5 CR

Provides a look at the design 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 & Architecture • 5 CR

Looks at five 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. Same as AMST 103. Either ART 103 or AMST 103 may be taken for credit, not both.

ART 105 Art Appreciation • V3-5 CR

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

ART 108 Introduction to Hand/Power Tools • 2 CR

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 CR**

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 CR

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 lab. Additional lab time required. Prerequisite: ART 110.

ART 112* Three-Dimensional Design • 5 CR

Basic course of three-dimensional thinking, working with wood, acrylic, metal, etc. Students create objects using mass, space, time, and light. Additional lab time required. Prerequisite: ART 108 required; ART 110, 111 recommended.

ART 120* Drawing I • 5 CR

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 CR

A continuation of ART 120. Includes drawing the human figure from studio model. Introduction of various media and expressive drawing. Six hours lecture, lab with additional outside work required. Prerequisite: ART 120.

ART 150* Basic Photo I • 5 CR

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 per week of lab required.

ART 151* Basic Photo II • 5 CR

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

ART 153* Darkroom Laboratory Techniques • 1 CR

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. Course may be repeated for a maximum of three (3) credits. Prerequisite: ART 150 or permission of instructor.

ART 199 Individual Projects in Art • V1-3 CR

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 CR

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 CR

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 CR

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

ART 221* Advanced Studio: Drawing • 5 CR

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 CR

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 • 5 CR

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 CR

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 CR

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 CR

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.

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

ART 260* Basic Ceramics I • 5 CR

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 CR

A continuation of work done in Ceramics I with more emphasis on wheel. Prerequisite: ART 260.

ART 299 Individual Projects in Art • V1-3 CR

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 CR

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 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 & Technology of Persuasion • 5 CR

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 & Messages: Media Literacy • 5 CR

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 Multicultural Media Messages • 5 CR

Develops students' critical viewing skills to analyze the origin, impact, and meanings of electronic and digital images from both a personal and multicultural perspective. Reviews the history and future of global media networks and their effect on multicultural 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 CR

A college-level writing course which emphasizes learning through direct observation and using those observation skills to choose appropriate language, structure, and source material in order to communicate events and ideas to selected audiences. Students learn skills of interviewing, basic research, effective expression, and editing through a process of gathering material and note taking, drafting, and revision. Students may also work as staff members or contributors to the BCC student newspaper. It fulfills part of the basic skills writing requirement for the Arts and Sciences Degree. Prerequisite: Placement by assessment in to ENGL 101; or ENGL 092 or 093 at BCC with a B- or better; or entry code.

COMM 142 Intermediate Reporting • 5 CR

Improves skills in newsgathering, interviewing, and news writing. Emphasizes investigation, research, and team reporting. Prerequisite: ENGL 101 or COMM 141; or entry code.

COMM 143 Editing Techniques • 3 CR

Deals with techniques and responsibilities of newspaper editing; emphasizes copy reading and headline writing. Additional hours required outside of class time. Prerequisite: COMM 141 or ENGL 101; or entry code.

COMM 144 Newspaper Design • 3 CR

Deals with newspaper design and coverage strategies: headline schedules, page makeup, assignment planning, and picture editing. May be repeated for a maximum of six (6) credits. Additional hours required outside of class time. Prerequisite: COMM 141 or ENGL 101; or entry code.

COMM 145 Advertising Staff • 3 CR

Teaches typography, paste-up, design, and sales and includes practical work on student newspaper. Additional hours required outside of class time.

COMM 146 News Staff • 3 CR

Offers more practical application of skills developed in COMM 141 and COMM 142. Typically involves 10 major reporting assignments per quarter. May be taken for a maximum of six (6) credits. Additional hours required outside of class time.

COMM 150 Introduction to Mass Media • 5 CR

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. Same as AMST 150. Either COMM 150 or AMST 150 may be taken for credit, not both.

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

COMM 161 Basic Broadcasting • 5 CR

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 CR

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 CR

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 CR

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

COMM 241 Photo Journalism • 3 CR

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 halftoning. Prerequisite: ART 150 and permission of instructor.

COMM 245 Practicum in Journalism • 5 CR

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. Enrollment only by arrangement with the Communication Program. Prerequisite: Permission of instructor.

COMM 261 Radio News Broadcasting • 5 CR

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

COMM 266 Practicum in Broadcasting • 5 CR

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: COMM 161 or entry code.

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

Allows students to pursue a specialized or indepth study of a particular subject relating to communications. Prerequisite: Permission of instructor.

COMM 299 Special Projects in Communications • V1-5 CR

Involves individual projects in broadcasting, journalism, and advertising, which enhance the knowledge, skills, and experience gained in specific communication courses. No more than ten (10) credits may apply to an AAS degree. Prerequisite: Permission of instructor.

Dance

DANCE 130* Jazz Technique I • 2 CR

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 CR

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 CR

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 explore and develop advanced techniques and performance skills. Prerequisite: DANCE 131

DANCE 133* **Jazz Technique IV • 2 CR**

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 explore and develop advanced techniques and performance skills. Prerequisite: DANCE 132

DANCE 140* Ballet Technique I • 2 CR

Introduction of principles, techniques, and vocabulary of classical ballet. Emphasis is on placement, flexibility, strength, and coordination for the beginning and advanced beginning student.

DANCE 151* Contemporary Dance I • 2 CR

Introduces basic technique and movement studies. The purpose of the course is: to gain flexibility and strength in connection with movement vocabulary. Course may be repeated for credit. Same as PE 151. Either DANCE 151 or PE 151 may be taken for credit, not both.

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

DANCE 152* Contemporary Dance II • 2 CR

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 credit. Same as PE 152. Either DANCE 152 or PE 152 may be taken for credit, not both.

DANCE 201* Dance Ensemble I • V1-5 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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

DRAMA 151* Acting: Improvisation • 5 CR

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 CR

Concentrates on tuning the actor's 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 CR

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

DRAMA 161 Acting in the Media I • 5 CR

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

DRAMA 200 Drama Colloquium • 3 CR

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 CR

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 CR

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 CR

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 CR

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 are cast in the play. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

DRAMA 290* Technical Practice • 1 CR

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. Concurrent enrollment in DRAMA 112. Crew component of DRAMA 110 and 112.

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

DRAMA 291* Theater Practicum • 2 CR

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 CR

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

English

ENGL 071/072/073/074 Developmental English • V5-10 CR

An intensive course in reading and writing strategies for students placing below ENGL 092/093 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 CR

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. Class graded on Pass/ Fail basis. One-hour credit equals 20 hours of lab work.

ENGL 089 Reading IV • 5 CR

Pre-assigned students whose assessment scores range from levels 8-11.9. Coordinated with parallel reading lab sections that 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 CR

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 & Sentence Patterns • V2-5 CR

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 061 or an English reading or writing course.

ENGL 092 Developmental English IV • 5 CR

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

ENGL 093 Composition for Non-Native Speakers IV • 5 CR

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 also in essays written, revised, and edited in a single class period. Prerequisite: Placement by assessment.

ENGL 101 Written Expression • 5 CR

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 CR

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 or COMM 141; or entry code.

ENGL 103 Accessing Information Today • 2 CR

Students gain the knowledge and critical thinking skills to use print and electronic research materials for information gathering in preparation for writing research papers. Construct efficient search strategies in using CD-ROM indexes, online databases, and the World Wide Web and develop the ability to do download and email search results.

ENGL 105 Mechanics of English, A Survey • 5 CR

College-level course emphasizing grammar, usage, sentence structure, and punctuation. The content and goals are 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 & Analysis • 5 CR

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 CR

For non-native speakers only, after completion of fifteen (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 CR

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

ENGL 109 Information Resources • 3 CR

A hands-on course designed to equip students with the fundamentals of information literacy and critical thinking. These fundamentals allow students to effectively identify, retrieve and evaluate information from a variety of sources. Course is designed to support students' academic, professional and personal goals. Prerequisite: Permission of instructor.

ENGL 110 Reading Poetry • 5 CR

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 CR

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 CR

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 CR

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 CR

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

ENGL 131 Introduction to Literature • 5 CR

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

ENGL 210 Introduction to European Literature • 5 CR

Intensively examines the fiction, drama, and poetry from European cultures. Content varies. Recommend ENGL 101 placement or higher.

ENGL 215 Folklore: Myth, Folktale, & Legend • 5 CR

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

ENGL 221 Popular Literature • 5 CR

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

ENGL 223 Children's Literature • 5 CR

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

ENGL 231 Introduction to Shakespeare • 5 CR

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 CR

This course is a continuation of ENGL 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 CR

A lecture/discussion course which explores the oral and written traditions of literature in the Old and New Testaments, emphasizing the cultural, historical, 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 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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

ENGL 270 Professional Report Writing • 5 CR

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 or COMM 141; or entry code.

ENGL 271 Expository Writing • 5 CR

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 or COMM 141; or entry code.

ENGL 272 Expository Writing • 5 CR

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

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

A fifteen (15) credit sequence where students may elect to take the entire sequence, or may take any five (5) credits within the sequence. ENGL 273 focuses on the creative process in general.

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

A fifteen (15) credit sequence where students may elect to take the entire sequence, or may take any five (5) credits within the sequence. ENGL 274 focuses on the craft of writing poetry.

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

A fifteen (15) credit sequence where students may elect to take the entire sequence, or may take any five (5) credits within the sequence. ENGL 275 focuses on the craft or writing short fiction with emphasis on the short story.

ENGL 276 **Women Writers • 5 CR**

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 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, & the Grail • 5 CR

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 CR

Allows students to contract with the instructor to complete agreed-upon writing assignments. Open to students who have completed the creative writing series in either fiction or poetry, with high achievement. Prerequisite: Permission of instructor.

ENGL 285 Tutoring the Adult Learner in Reading • V3-6 CR

Designed to provide student-reading lab tutors the introductory methodology, which enables them to successfully work with a wide range of developmental readers from diverse cultural backgrounds. Seminars provide information about the interpersonal dynamics of tutoring, about learning theory, and about reading theory. Lab experience provides practical application of seminar information. Same as EDUC 285. Either ENGL 285 or EDUC 285 may be taken for credit, not both. Prerequisite: Permission of instructor. Recommend ENGL 101 placement.

ENGL 294/295/296/297 Special Studies in Literature • 5 CR

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 fifteen (15) credits.

ENGL 299 Directed Reading & Research • V1-5 CR

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

Foreign Languages

CHIN 101 Beginning 1st-Year Chinese • 5 CR

Course is designed to help students develop functional language ability in spoken and written Chinese in order to meet basic needs in their personal and academic lives. Activities designed for the course include intensive drills on sounds and tones, vocabulary, grammatical construction, and traditional and simplified characters in meaningful contexts. There is extensive practice in using Chinese in culturally authentic situations. Both pedagogically prepared texts and authentic materials, including a wide variety of realia, are used in the course.

CHIN 102 Intermediate 1st-Year Chinese • 5 CR

Course for students who have completed a beginning course in the Chinese language. Students further develop functional language

ability in spoken and written Chinese in order to meet basic personal and academic needs. Activities include intensive drills on sounds and tones, vocabulary, grammatical construction, traditional and simplified characters in meaningful contexts, and extensive practice in using Chinese in culturally authentic situations. Incorporates pedagogically prepared texts and authentic materials, including a wide variety of realia. Recommend CHIN 101 or permission of instructor.

FRNCH 101 Beginning 1st-Year French • 5 CR

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 CR

This course is a continuation of FRNCH 101. Prerequisite: FRNCH 101 or permission of instructor.

FRNCH 103 Advanced 1st-Year French • 5 CR

This course is a continuation of FRNCH 102. Prerequisite: FRNCH 102 or permission of instructor.

FRNCH 201 Basic 2nd-Year French • 5 CR

Reviews French grammar for experienced students. Provides opportunities for increasing oral and written competencies. French literature text complements the program and provides authentic cultural context. Prerequisite: FRNCH 103 or permission of instructor.

FRNCH 202 Intermediate 2nd-Year French • 5 CR

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

FRNCH 203 Advanced 2nd-Year French • 5 CR

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

GERM 101 Beginning 1st-Year German • 5 CR

Introduction to the fundamentals of the German language. Development of productive skills such as speaking and writing, and receptive skills such as listening and reading. Abundant communicative activities, together with many form-focused exercises, are part of a meaningful language acquisition. Authentic materials are used to motivate and stimulate interest in the culture and language.

GERM 102 Intermediate 1st-Year German • 5 CR

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

GERM 103 **Advanced 1st-Year** German • 5 CR

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

GERM 104V Individualized 1st-Year German • V1-10 CR

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

GERM 201 Basic 2nd-Year German • 5 CR

Reviews and refines German grammar mastered in first year. Provides opportunities for increasing oral and written competencies. German literature and authentic materials on current political and cultural events complement the program. Prerequisite: GERM 103 or permission of instructor.

GERM 202 Intermediate 2nd-Year German • 5 CR

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

GERM 203 Advanced 2nd-Year German • 5 CR

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

JAPAN 101 Beginning 1st-Year Japanese • 5 CR

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 allow people to communicate, interact, and negotiate meaning.

JAPAN 102 Intermediate 1st-Year Japanese • 5 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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

SPAN 102 Intermediate 1st-Year Spanish • 5 CR

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

SPAN 103 Advanced 1st-Year Spanish • 5 CR

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

SPAN 201 Basic 2nd-Year Spanish • 5 CR

Reviews Spanish grammar, reinforces and expands the vocabulary base acquired by students in first year. Strengthens student's communicative competency by providing ongoing opportunities for oral practice. Develops student's ability to read and understand authentic texts from the Spanishspeaking world and to articulate their observations, reactions, and opinions. Prerequisite: SPAN 103 or permission of instructor.

SPAN 202 Intermediate 2nd-Year Spanish • 5 CR

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

SPAN 203 Advanced 2nd-Year Spanish • 5 CR

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

SPAN 299 Individual Studies in Spanish • V1-5 CR

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

Interior Design

INDES 110 Textiles • 5 CR

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 is conveyed via lecture/discussion and laboratory work.

INDES 140 Introduction to Interior Design • 5 CR

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 CR

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 CR

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 & Construction • 3 CR

This is a studio course in which students design, draft, and construct furniture and learn about materials for the construction of furniture, engineering basics, manufacturing processes, joinery, and finishes. Prerequisite: ART 108 and INDES 150, 151, 160 and 190 with a D or better; or entry code.

INDES 160 Graphic Communication I • 5 CR

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 basic perspective drawing skills. Prerequisite: ART 110 and 120.

INDES 162 Introduction to Computer Aided Design • 3 CR

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 handson time in the CAD lab to learn the capabilities of the system and to create drawings in two dimensions. Prerequisite: INDES 160; AOS 161, IT 105 or PC-WINDOWS experience; or permission of instructor.

INDES 165 Visual Presentations • 5 CR

Introduces tools and techniques for illustrative graphic presentations of design ideas, concepts, and final products. Advanced perspective drawing techniques are introduced. 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 CR

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 and INDES 140 and 160 with a D or better; or entry code.

INDES 175 Design Theory • 5 CR

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. Prerequisite: INDES 160 and ART 112.

INDES 180 Professional Practices I • 3 CR

Prepares students to work as professional interior designers. 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 CR

Continues to prepare students for work as professional interior designers. Students learn about various aspects of interior design work, employment opportunities in the design industry, and job search skills. Includes development of resume, business cards, letterhead, portfolio, and review. Prerequisite: INDES 180.

INDES 185 Practicum in Interior Design • 3 CR

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 CR

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 enrollment.

INDES 191 Principles of Lighting • 5 CR

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 are included. Prerequisite: INDES 160 and 190.

INDES 194/195/196/197 Special Topics in Interior Design • V1-5 CR

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 CR

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, 170, and 190.

INDES 270 Interior Design II • 5 CR

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 and 170 and 260 with a C- or better; or entry code.

INDES 271 Interior Design III • 5 CR

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 270 with a C- or better; or entry code.

INDES 272 Interior Design IV • 5 CR

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 270 with a C- or better; or entry code.

INDES 285 Practicum in Interior Design • 3 CR

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

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

Allows students to pursue a specialized or indepth 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 ten (10) credits. Credits count as electives. Prerequisite: Permission of program chair or instructor.

INDES 299 Individual Studies in Interior Design • V1-5 CR

Studies selected topics or approved work experience in the field of interior design technology. May be repeated for a maximum of ten (10) credits. Prerequisite: Interior design major and permission of instructor.

Interdisciplinary Studies (IDS)

Interdisciplinary Studies combines the study of several subjects into one integrated course or "learning community," usually for 10 or more credits. Each IDS course features a theme that forms a common thread across disciplines.

The focus of these courses is YOU. Students learn with each other and from each other by discussing reading in small groups (seminars), taking part in group activities, and, in some courses, by taking field trips. These programs emphasize the process of learning as well as course content. The student-centered, discussion-oriented format encourages and supports different points of view and creates a social climate that promotes collaborative learning.

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 240 – Second-Year Theory; MUSIC 240 – Second Year Private Instruction and participation in at least one performing group each quarter.

MUSIC 100* College Choir • 3 CR

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 nine (9) credits.

MUSIC 101* Community Symphonies • 1 CR

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 six (6) credits. Prerequisite: Prior enrollment in MUSIC 101 or permission of program chair.

MUSIC 102* Community Band • 1 CR

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 (6) credits. Prerequisite: Prior enrollment in MUSIC 102 or permission of program chair.

MUSIC 104* Small Instrumental & Vocal Ensembles • 2 CR

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 twelve (12) credits. Prerequisite: Permission of instructor, and for vocal students only, concurrent enrollment in MUSIC 100/200.

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

MUSIC 105* Vocal Jazz & Recording Ensemble • 3 CR

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 twelve (12) credits. Prerequisite: Concurrent enrollment in MUSIC 100 and prior enrollment in MUSIC 105 or entry code.

MUSIC 106* Jazz Band • 3 CR

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 nine (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 CR

A lecture/demonstration class that 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 CR

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 CR

A series of three courses that 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 CR

A series of three courses that 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.

MUSIC 112 First-Year Theory • 5 CR

A series of three courses that 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 CR

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 CR

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 CR

A studio class intended for major and nonmajor 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 130* Group Piano Instruction I • 2 CR

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 CR

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 CR

Provides individual studio instruction on all instruments listed below with collegeapproved 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. Instruments: 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.

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

MUSIC 143* First-Year Private Instruction II • 2 CR

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 CR

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 Sequencing I • 3 CR

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. Class may be repeated for a maximum of eighteen (18) credits. Prerequisite: Basic piano and keyboard experience.

MUSIC 153 Digital Recording Production • 5 CR

Covers recording and editing skills in the digital medium. Digital recording, computerbased mix down, digital I/O, utilizing digital effects, and sampling are covered in a 24channel ADAT and direct-to-disk recording studio. Same as MEDIA 153. Either MUSIC 153 or MEDIA 153 may be taken for credit, not both. Prerequisite: MEDIA 122

MUSIC 194/195/196/197 Special Topics in Music • V1-3 CR

Courses or workshops that provide opportunities for students to undertake supplemental, specialized, or in-depth study of topics related to other music courses. Subject matter is determined by student and/or instructor interest. May be repeated for a maximum of 10 credits.

MUSIC 200* College Choir • 3 CR

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 eighteen (18) credits.

MUSIC 205* Vocal Jazz Ensemble • 3 CR

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 twelve (12) credits. Prerequisite: Concurrent enrollment in MUSIC 100; prior enrollment in MUSIC 105 or permission of instructor.

MUSIC 206* BCC Jazz Band • 3 CR

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 eighteen (18) credits. Prerequisite: Prior enrollment in MUSIC 106 or permission of instructor.

MUSIC 210 Second-Year Theory • 5 CR

A continuation of music theory sequence MUSIC 110. Covers review of diatonic materials, basic chromatic chords, analysis, composition, sight singing, and ear training. Prerequisite: MUSIC 112 or one year of college level music theory.

MUSIC 211 Second-Year Theory • 5 CR

A continuation of music theory sequence MUSIC 111. Covers advanced chromatic chords, advanced modulation, analysis, composition, sight singing, and ear training. Prerequisite: MUSIC 210.

MUSIC 212 Second-Year Theory • 5 CR

A continuation of music theory sequence MUSIC 112. Covers 20th century techniques, analysis, composition, sight singing, and ear training. Prerequisite: MUSIC 211 or equivalent.

MUSIC 231 Jazz and Rock History • 3 CR

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 CR

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 three (3) credits in three quarters. Prerequisite: MUSIC 104 or 143 and permission of instructor.

MUSIC 243* Second-Year Private Instruction II • 2 CR

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 onehour lesson weekly for 10 weeks with a college-approved teacher. A special fee, in addition to normal college fees, is required.

*Use of this performance class in the distribution area of the Arts and Sciences transfer degree is limited to five (5) credits. Maximum six (6) credits in three quarters. Prerequisite: MUSIC 140 or 143 and permission of instructor.

MUSIC 299 Individual Projects in Music • V1-3 CR

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 twelve (12) credits. Prerequisite: Permission of instructor.

Philosophy

PHIL 100 Introduction to Philosophy • 5 CR

An introduction to some of the traditional problems in philosophy (e.g., reality, knowledge, existence of God, morality, aesthetic experience), utilizing original writings of the great philosophers. Development of basic philosophizing skills such as critical reasoning, conceptual analysis, writing skills, argument strategy and tactics.

PHIL 102 Contemporary Moral Problems • 5 CR

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. Fulfills social science and humanities credit to transfer degree at BCC.

PHIL 103 Foundations of Philosophy • 3 CR

Prepares students with the conceptual framework for reading works of and for writing critical essays in philosophy. Students focus their reading on a small number of short, primary texts by philosophers such as Plato, Descartes, and Confucius. Emphasis is on refining college level writing skills in explaining and assessing philosophical problems for ESL students. Prerequisite: Permission of instructor.

PHIL 112 Introduction to Social Philosophy • 5 CR

Introduction to fundamental social and political theories, such as liberalism, conservatism, and socialism; as well as consideration of the issues of liberty, justice, civil disobedience, fairness, democracy, peace, population dynamics, political rights, and feminist issues.

PHIL 115 Critical Reasoning • 5 CR

Introduces concepts and methods useful for critical 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 CR

Provides a thorough study of the formal conditions of valid argumentation. Covers translations, truth tables, and natural deduction using prepositional and predicate logic. Students may profitably apply this knowledge in all fields of inquiry. Fulfills science credit or quantitative skills requirement to transfer degree at BCC. Prerequisite: Eligible to register for ENGL 101; or PHIL 115.

PHIL 130 History of Western Philosophy • 5 CR

A survey and assessment of major western philosophies and ideas from ancient Greece to the contemporary period. Philosophers include Plato, Aristotle, Aquinas, Descartes, Hume, Kant, Mill, Nietzsche, Sartre, and others. Emphasis is on the historical background and context of western philosophy and on the relationships between its traditions.

PHIL 135 Introduction to American Philosophy • 5 CR

A survey of American philosophy from the colonial period to the present. Emphasis on

political philosophy, social justice, and epistemology. Philosophers studied may vary, but usually include Jefferson, Emerson, James, Dewey, Royce, Santayana, King, and Rawls. Same as AMST 135. Either PHIL 135 or AMST 135 may be taken for credit, not both.

PHIL 145 History of Eastern Philosophy • 5 CR

An introductory survey of the philosophy traditions of India, China, and Japan, with an emphasis on value, self, reality, social/political philosophy, aesthetics, and religion. Traditions include Hinduism, Jainism, Buddhism, Confucianism, and Taoism.

PHIL 160 Introduction to Philosophy of Science • 5 CR

An introductory survey of different kinds of scientific explanations and how they are justified using examples from history of science and philosophy. Critical examination of such issues as scientific method, scientific laws, causality, determinism, indeterminism, pseudo-science, prediction/confirmation/ induction.

PHIL 185 Philosophical Issues in Technology • 5 CR

A critical examination of the nature and dimensions of technology. Course topics include distinction between pure and applied science, artificial intelligence and biotechnology, impact of technology on the concept of work and progress in public policy, and the role of information technology on our lives. Same as MEDIA 185. Either PHIL 185 or MEDIA 185 may be taken for credit, not both.

PHIL 201 Introduction to Political Philosophy • 5 CR

Examines the philosophical values and assumptions which underlie and which are essential for understanding political systems, governments, international conflicts and cooperation in the present world. Same as POLSC 201. Either PHIL 201 or POLSC 201 may be taken for credit, not both.

PHIL 225 Introduction to Aesthetics • 5 CR

Explores the nature and theory of art, aesthetic experience, and the aesthetic principles underlying works of art in the East and West. It includes multiple field trips during class time.

PHIL 240 Introduction to Ethical Theory • 5 CR

Critical introduction to various philosophical views of the basis and presuppositions of morality and moral knowledge. Critical introduction to various types of normative ethical theories such as theological, deontological, and virtue theories.

PHIL 248 Ethics in Criminal Justice • 5 CR

Discussion of philosophical, moral, and ethical bases of human behavior involving criminal justice practitioners. Special attention is given to concepts of justice, law, punishment, moral decision-making, ethical, and legal dilemmas in law enforcement. Same as ADMCJ 248. Either PHIL 248 or ADMCJ 248 may be taken for credit, not both.

PHIL 255 Professional Ethics • 3 CR

Explores ethical issues important to all professionals. Readings, case studies, and discussions lead to improve working relations with employees, employers, clients, and the surrounding community. Examples of issues covered: ethical principles, moral analysis, whistle-blowing, discrimination, social responsibility, honesty and loyalty in the workplace, and setting appropriate workplace standards.

PHIL 260 Business Ethics • 5 CR

Introduction to ethical theories relevant to issues and problems in business. Explores ethical concerns in marketing, race/gender bias, economics, the natural environment, employee-employer duties, and civic relations.

PHIL 265 Biomedical Ethics • 5 CR

Introduction to ethical problems relating to medical practice and biological research. Application of ethical theory to issues such as euthanasia, abortion, animal experimentation, genetic engineering, and doctor-patient relationships. Of special interest to students entering medical and research field, but applicable to moral problems in any field.

PHIL 267 Introduction to Philosophy of Religion • 5 CR

Offers a systematic study of philosophical writings designed to affect the understanding of religion and the relationship of religion to truth, morality, good, and salvation.

PHIL 299 Independent Studies in Philosophy • V1-5 CR

Study topics to be chosen by student with consent of the instructor. Prerequisite: Permission of instructor.

Speech

SPCH 090 Developmental Speech • 3 CR

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

SPCH 100 Basic Principles of Oral Communication • 5 CR

Explores effective communication in the oneto-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 CR

Provides the learner with a basic understanding of speech communication. Course includes an overview of several communication processes. Intrapersonal, interpersonal, small group, and intercultural communication are explored.

SPCH 103 Communication & Culture A • 2 CR

Course studies the effect that culture has on the communication process. Students learn why and how cultures differ and how the differences affect the communication process. Students demonstrate competencies through group projects, e-mail learning journals, and classroom activities. Prerequisite: Completion of English Language Institute Level 5, Integrated Skills, with a grade A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL plus teacher recommendations or special recommendation by the ELI (or equivalent for students not studying at BCC or an international student visa issued through the ELI).

SPCH 104 Communication & Culture B • 3 CR

Course studies the effect that culture has on the communication process. Students learn about the different elements of cultural patterns, cultural orientation, and communication styles. Students practice skills that contribute to intercultural competence. This competence is demonstrated through computer presentations, e-mail journals, and classroom activities. Prerequisite: Completion of English Language Institute Level 5, Integrated Skills, with a grade A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL plus teacher recommendations or special recommendation by the ELI (or equivalent for students not studying at BCC or an international student visa issued through the ELI).

SPCH 195 Special Topics in Speech • V1-5 CR

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

SPCH 199 Individual Studies in Speech Communications • V1-5 CR

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

SPCH 200 Interpersonal Communication • 5 CR

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

SPCH 220 Introduction to Public Speaking • 5 CR

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

SPCH 225 Small Group Communication • 5 CR

Course explores effective communication in small groups. Various aspects of group process are explored including leadership, conflict management, decision-making, conformity, and critical thinking. The students are involved in group experiences to test group theories and practice group skills. Fulfills social science credit to transfer degree at BCC.

SPCH 230 Intercultural Communication • 5 CR

Course examines the affect that culture has on the communication process. Students learn about the influence of culture on communication styles, language, and non-verbal communication. Students practice skills that contribute to intercultural competence.

SPCH 285 Nonverbal Communication • 5 CR

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

SPCH 294/295/296/297 Special Topics in Speech • V1-5 CR

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 fifteen (15) credits.

SPCH 299 Individual Studies in Speech Communications • V1-5 CR

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

Preparing for the High Performance Workplace

Accounting

ACCT 102 Practical Accounting I • 5 CR

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

ACCT 103 Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships; introduction to basic analysis of financial statements. Not recommended for students transferring to fouryear colleges. Prerequisite: ACCT 102 or permission of instructor.

ACCT 108 Introductory Accounting for Mid-Management • 5 CR

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

ACCT 135 Business Payroll Tax Accounting • 5 CR

Covers Payroll Tax Accounting in depth; introduces students to Fair Labor Standards Act, Social Security Act, payroll accounting systems and operations. Preparation of Form 941, 940 and W-2's. Students utilize a computerized payroll system also. Prerequisite: ACCT 102 or permission of instructor. The Business Division offers seven 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; Information Technology-Network Support; Marketing Management; Paraprofessional Accounting.

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.

ACCT 172 Small Business Computerized Accounting • 5 CR

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

ACCT 199 Individual Studies in Accounting • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Permission of instructor.

ACCT 234 Managerial Accounting • 5 CR

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. Prerequisite: ACCT 103 or 108.

ACCT 240 Computerized Accounting • 5 CR

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

ACCT 250 Intermediate Accounting • 5 CR

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 courses or permission of instructor.

ACCT 260 Accounting For Non-Profit Agencies • 5 CR

Overview of framework for accounting and financial reporting for governmental and notfor-profit organizations. Fund accounting work for general and special funds for hospitals, United Way agencies, colleges, universities, and other governmental agencies. Prerequisite: ACCT 103

ACCT 270 Cost Accounting • 5 CR

Covers the accounting fundamentals and principles of cost accounting. Cost control is studied by learning application of process, job, and standard cost procedures. Prerequisite: ACCT 103

ACCT 285 Federal Income Taxes • 5 CR

Introduces the student to the concepts and preparation of personal federal income tax returns. Prerequisite: ACCT 103

ACCT 294/295/296/297 Special Topics in Accountancy/ Finance • V1-10 CR

Students study advanced, new topics related to developments in the field of accountancy.

ACCT 299 Individual Studies in Accounting • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Permission of instructor.

Administrative Office Systems

AOS 101 Keyboarding I • 3 CR

An introductory course in which students use personal computers to develop basic keyboarding and formatting skills. No previous computer experience necessary.

AOS 104 Keyboarding Review & Speed Building • 3 CR

Designed for the student who wishes to increase keyboarding speed. Prerequisite: Previous keyboarding and computer experience required.

AOS 109 Business Communications • 5 CR

This class is designed to develop effective business communication skills. Communication

problem solving, selection of appropriate communication format, and content and presentation methods is emphasized.

AOS 130 Document Processing • 5 CR

Course is designed to teach students to create, format, edit, and produce business documents to an acceptable standard while under the pressure of time. Students apply word processing skills as they create business correspondence, reports, tables, forms, manuscripts, press releases, outlines, itineraries, and other documents in a typical business office. Students apply rules of spelling, grammar, and punctuation as they complete document-formatting projects. Ability to key at 30 words per minute. Prerequisite: AOS 163

AOS 140 Electronic Communication • V1-5 CR

Course is designed to introduce students to relevant electronic communication skills commonly used in today's offices. Students participate in realistic office activities which require them to produce professional electronic presentations, manage business telephone calls efficiently and courteously, use an electronic calendar and e-mail, operate a computer 10-key pad by touch, and use the Internet. Prerequisite: Previous computer experience or permission of instructor.

AOS 150 Office Administration • 5 CR

Introduces current office procedures and prepares students to work successfully in a variety of office situations. Prerequisite: AOS 101 or 104 and AOS 163.

AOS 161 Computer & Software Fundamentals • 5 CR

A beginning computer course in which students learn to operate the personal computer, to identify basic hardware components of a computer system, and to work in a Windows environment. The student learns to use word-processing, spreadsheet, charting, and database software.

AOS 163 Microsoft Word on the PC • 5 CR

A complete course taught on the personal computer that moves from beginning through advanced features of Microsoft Word. Prerequisite: Previous computer experience.

AOS 164 PC Analysis & Configuration I • 5 CR

Course delivers an overview of common hardware configurations, DOS and Windows operating systems, basic hardware and software trouble-shooting, and working on a networked PC. The course forms the basis for advanced PC analysis and configuration. Prerequisite: AOS 161 or IT 105 or previous computer experience.

AOS 165 Spreadsheet Applications: Excel • 5 CR

A complete course taught on the personal computer that moves from beginning through advanced features of Excel. Prerequisite: Previous computer experience.

AOS 167 Desktop Publishing with PageMaker • 5 CR

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, stationery, and announcements. Prerequisite: Previous computer experience.

AOS 168 Database Applications • 5 CR

A complete course taught on the personal computer that moves from beginning through advanced features of Access. Prerequisite: AOS 165.

AOS 190 Call Center Specialist • V1-17 CR

Students learn effective customer service skills, introduction to computers using the Office 97 Suite, and job readiness skills. Course designed for five weeks with immediate employment opportunities upon completion.

AOS 191 Front Office Specialist • V1-19 CR

Students learn effective customer service skills, introduction to computers using the Office 97 Suite, and job readiness skills. Course designed for five weeks with immediate employment opportunities upon completion.

AOS 193 Technical Call Center/Intro to PC Configuration • 8 CR

Course provides an overview of computer hardware and software operating system concepts. Students study the fundamental computer syntax and DOS system. Students learn how to install and configure microcomputer system; install, troubleshoot expansion cards, memory modules, and other hardware components. Emphasis is on compatibility issues and configuration alternatives.

AOS 199 Individual Studies in AOS • V1-10 CR

Covers directed readings, special projects, a nd independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Permission of instructor.

AOS 280 Project Management Applications • 5 CR

Course teaches current project management software and approaches project management from team member perspective. Focus is on translating project design to an electronic format and on accurately recording and modifying project schedules. Primarily a handson course. Recommend concurrent enrollment in GBUS 230, Project Management. Recommend AOS 165. Prerequisite: AOS 161 or IT 105 with a C or better, or entry code.

AOS 295/296/297 Special Topics Administrative Office Systems • V1-5 CR

Students study advanced specialized business software applications that expand and supplement required software courses. Prerequisite: AOS 163 or equivalent.

Business Administration Transfer Program

ACCTG 210 Fundamentals of Accounting • 5 CR

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. Prerequisite: ENGL 101 or COMM 141 or entry code.

ACCTG 220 Fundamentals of Accounting • 5 CR

Overviews basic concepts used in financial reporting; interpretation of financial statements. Prerequisite: ACCTG 210 with a C or better; or entry code.

ACCTG 230 Basic Accounting Analysis • 5 CR

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 with a C or better; or entry code.

ACCTG 245 Accounting Special Projects • V1-3 CR

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

ACCTG 295 Seminar in Accounting • 2 CR

Studies special problems in accounting and/or training of teaching assistants for ACCTG 210 and 220. Course graded on Pass/Fail basis. Prerequisite: Entry code from instructor.

ACCTG 296 Seminar in Accounting • 2 CR

Studies special problems in accounting and/or training of teaching assistants for ACCTG 220. Course graded on Pass/Fail basis. Prerequisite: ACCTG 210 and entry code from instructor.

ACCTG 297 Seminar in Accounting • 2 CR

Studies special problems in accounting and/or training of teaching assistants for ACCTG 230. Course graded on Pass/Fail basis. Prerequisite: ACCTG 220 and entry code from instructor.

BA 200 Business Law – Legal Foundations • 5 CR

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 CR

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.

BA 294/295/296/297 Special Topics in Administration • V1-10 CR

Students study advanced, new topics related to developments in the field of administration and management.

Computer Science Transfer Program

CS 110 Introduction to Computers & Applications • 5 CR

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 210 Fundamentals of Computer Science I • 5 CR

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 CR

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

CS 294/295/296/297 Special Topics in Computer Science • V1-10

Students study advanced, new topics related to developments in the field of computer science.

CS 299 Independent Study in Computer Science • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Prerequisite: Permission of instructor.

General Business Management

G BUS 101 Introduction to Business • 5 CR

Examines the role of business in a modern economy, its growth, structure, organization, and relationship to the environment. Business firms, their objectives, functions, and management are looked at, as well as problems of organization, decision-making, controls, and related aspects. Fulfills social science credit for non-business majors.

G BUS 120 Human Relations • 5 CR

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 CR

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 REST 130. Either G BUS 130 or R EST 130 may be taken for credit, not both.

G BUS 145 Business Mathematics • 5 CR

Presents practical problems in computing simple and compound interest, present values, annuities, amortization, and other applications of mathematics to business and consumer financing. Note: Calculator recommended.

G BUS 150 Entrepreneurship • 5 CR

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.

G BUS 202 Law and Business • 5 CR

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 CR

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 221 Human Resource Management • 5 CR

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. An introductory course for the line or staff person.

G BUS 230 Project Management • 5 CR

Course approaches project management from a managerial perspective. Provides students with theory and practice in aspects of project management. Students define projects, determine resources requirements, write requests for proposals, outline contract requirements, define and sequence tasks, and create project schedules. Recommend concurrent enrollment in AOS 280.

G BUS 241 Organization & Management Skills • 5 CR

Details the principles of organization and management as applied to both profit and nonprofit 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. Recommend G BUS 101 or INTST 150 and G BUS 120.

G BUS 291 **Business Internship I • 2 CR**

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 CR

Continues G BUS 291. Students work at least 15 hours weekly in an industry related to their major course of study. Students meet weekly with instructor and discuss their work activities. Grading is on a credit/no credit basis. Variable credit based on hours worked in internship. Prerequisite: Entry code required.

G BUS 294/295/296/297 Special Topics in Management • V1-10 CR

Students study advanced, new topics related to developments in the field of management.

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

Covers directed readings, special projects, and independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Permission of instructor.

Information Technology

IT 101 Introduction to Information Technology • 5 CR

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. Prerequisite: Placement by assessment into ENGL 089 and ENGL 092 or 093.

IT 105 Introduction to PCs & Applications • 5 CR

A hands-on, introductory, survey course on computer applications. Covers Microsoft Windows 95, Word 97, Excel 97, and Access 97. Both personal and business uses of the software programs are covered.

IT 110 Introduction to Programming • 5 CR

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. For the AAS degree, IT 110 may be used as a quantitative skills requirement for non-business majors. Prerequisite: Placement by assessment into college algebra; or MATH 099 with a C or better; or entry code.

IT 127 Developing Business Solutions I • 5 CR

Develop integrated solutions to business problems using Access (database), Excel (spreadsheet), and Word (word processing). Emphasis is on Visual Basic for applications to store, retrieve, manipulate, and display data. Oriented to a programmer's use of standard software products. Prerequisite: AOS 168 and IT 110 at BCC with a C or better; or entry code. Placement by assessment into ENGL 089 and ENGL 092 or 093.

IT 129 Developing Business Solutions II • 5 CR

Continue developing more complex applications using standard software products, building on the techniques learned in IT 127. Prerequisite: IT 127 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 160 Systems Analysis • 5 CR

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 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 170 Problem Solving Strategies • 5 CR

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 nontechnical problems to practice skill development. Prerequisite: It 105 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 217 PC Analysis & Configuration II • 5 CR

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: AOS 164 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a Bor better.

IT 219

Data Communications & Networking • 5 CR

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, and network operating system administration and configuration. Prerequisite: IT 101 and 217 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 222 Operating System Administration • 5 CR

Explores aspects involved with administering an operating system such as setting up accounts, securing network resources, setting up network printers, auditing resources, and backing up and restoring data. Prerequisite: IT 219 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

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IT 223 Operating System Fundamentals • 5 CR

Explores the design, utilities, and configuration of an operating system; examines the management of system policies, file systems, partitions, and fault tolerance; the configuration of protocols, remote access service, internetworking, and directory replication. Prerequisite: IT 222 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 224

Operating System Enterprise Issues • 5 CR

Explores the design and configuration of an operating system in the enterprise environment including establishing trusts, choosing a directory structure, and planning directory services; the basics of server analysis and optimization; network analysis and optimization. Prerequisite: IT 219 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 225 TCP-IP • 5 CR

Explores the details of networking and communicating over a network: the TCP/IP protocol suite, DHCP, NETBIOS, WIN DNS, browsing, and providing connectivity in heterogeneous environments. Prerequisite: IT 219, 222 and 223 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 228 Internet Information Server • 5 CR

Explores the creation and configuration of a web server: installing and managing IIS; understanding IIS architecture; configuring the WWW and FTP services; managing website content; analyzing website usage; understanding transaction server and monitoring IIS. Prerequisite: IT 219 and 222 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 235 Operating Systems • 5 CR

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: Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better. Twenty (20) prior college IT credits.

IT 237 Client Programming I (Visual Basic) • 5 CR

Develop applications for client computers in a client/server environment. Emphasis on data validation, debugging and error handling, file manipulation, and developing Active X Code Components. Prerequisite: IT 110 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B-or better.

IT 238 Client Programming II (Visual Basic) • 5 CR

Continue application development for client computers with emphasis on database operations using advanced data access models. Develop on-line transaction processing and decision support system projects. Work with Access, SQL Server, and other databases. Prerequisite: IT 237 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 239 SQL Server: Server Programming • 5 CR

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 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 245 Programming in "C" • 5 CR

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

IT 247 Advanced "C" with Data Structures • 5 CR

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 at BCC with a C or better or equivalent experience.

IT 249 Programming in C++ • 5 CR

Introduction to C++ language. Object-oriented programming; data objects implemented as classes; stream input/output; inheritance; and templates. Programs are designed, written, tested, and debugged. Prerequisite: IT 247 with a C or better at BCC; or entry code.

IT 252 Cisco Network Support 2 • 5 CR

Designed to provide students with classroom and laboratory experience in networking technology. Instruction includes safety, networking, network terminology and protocols, network standards, LAN's, WAN's, OSI models, Ethernet, Token Ring, FDDI, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Prerequisite: IT 219 with a C or better at BCC; or entry code. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 253 Cisco Network Support 3 • 5 CR

Designed to introduce new content and extend previously learned networking skills. Instruction introduces and extends the student's knowledge and experience with switches, LAN's, WAN's, Novell networks, IPX routing and IGRP protocols, and network troubleshooting. Prerequisite: IT 252 with a C or better at BCC; or entry code. ENGL 101 or 102 or 270 or 272 with a C or better.

IT 254 Cisco Network Support 4 • 5 CR

Introduces new content and extends previously learned networking skills. Instruction introduces and extends the student's knowledge and practical experience with WAN's, ISDN and PPP and Frame Relay design, configuration and maintenance. Students develop practical experience in configuring WAN's, ISDN, PPP, and Frame Relay protocols and network troubleshooting. Prerequisite: IT 253 at BCC with a C or better; or entry code. ENG 101 or 102 or 270 or 271 or 272 at BCC with a C or better.

IT 260 Systems Design • 5 CR

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 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 263 Web Database Development • 5 CR

A project oriented, team-based exercise in developing a database centric corporate intranet site. Students use a number of tools including: Visual Basic, Visual Basic Script, and Visual InterDev. Major emphasis on student-focused learning of new applications. A formal final presentation is required. Prerequisite: IT 239 at BCC with a C or better. ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

IT 289 Portfolio Evaluation of Work Experience • 4 CR

Class designed for information technology students with six or more months of full-time experience in the job for which the degree prepares them. Students document their problem solving skills in a professional portfolio. Students in an independent study mode mostly complete the work. Acceptance into the class is determined by the instructor using the following criteria: (1) students have at least six months full-time experience in a position closely related to the degree; (2) evaluation of current transcript to ascertain the student has completed the core classes and will graduate within two quarters. Prerequisite: Entry code required.

IT 290 Database Theory • 5 CR

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 is the focus of the course. Prerequisite: IT 127 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

IT 293 Help Desk I • 4 CR

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. Class graded on Pass/ Fail basis. Prerequisite: Entry code required.

IT 294 Help Desk II • 4 CR

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 facility and staff via phone and on-site visits. Academic credit only, non-paying. Class graded on Pass/Fail basis. Prerequisite: IT 293 at BCC with a C or better and entry code required.

IT 295/296/297 Special Topics in Information Technology • V1-5 CR

Offers students in the Information Technology program the opportunity to explore specific focuses in the field. Course content is announced in the printed quarterly schedule. Students may retake the course for credit as content changes. Course may be repeated for a maximum of 15 credits.

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

Covers directed readings, special projects, and independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Entry code required.

Marketing

MKTG 110 Client/Customer Relations • 5 CR

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

MKTG 131 Principles of Professional Selling • 3 CR

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 CR

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 CR

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.

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MKTG 199 Individual Studies in Marketing • V1-10 CR

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 CR

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 Business Research • 5 CR

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. Prerequisite: AOS 161 or IT 105.

MKTG 234 Advertising • 5 CR

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 CR

Prepares students to effectively perform the functions concerned with buying merchandise. Topics include customer demand, budgeting, buying plans, market trips, and selection of merchandise. Recommend MKTG 135 and G BUS 145.

MKTG 290 Marketing Activities in DECA • V3-5 CR

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

MKTG 294/295/296/297 Special Topics in Marketing • V1-10 CR

Students study advanced, new topics related to developments in the field of marketing.

MKTG 299 Individual Studies in Marketing • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Individual students arrange courses with instructor. Prerequisite: Permission of instructor.

Educational Development & Health Sciences

The Helping Professions

The Educational Development and Health Sciences Division provides a diverse array of program and course offerings.

The health science programs of Nursing, Diagnostic Ultrasound, Radiologic Technology, Radiation Therapy, 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. Educational and preparatory skill development programs for paraprofessional health care workers are also available through the division. Physical Education, Recreation Leadership, and Health provide the basis for developing and maximizing fitness, health, and safety competencies. 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. Preparation in American Sign Language assists students in developing specialized communication skills and applies as a foreign language transfer course. 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. The Fire Service programs are designed for fire service personnel seeking advancement and improved performance.

Alcohol and Drug Studies

ALDAC 101 Understanding Addiction: Effects on Human Behavior & Society • 3 CR

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 CR

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 Counseling & the Helping Professions • 3 CR

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 CR

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 understand their limitations when treating families/clients. Prerequisite: ALDAC 101 or coordinator permission.

ALDAC 106 Chemical Dependency Counseling Techniques • 3 CR

Didactically reviews the theories, practices, and techniques of chemical dependency counseling and the counselor's responsibilities and relationship to the client. Includes some roleplaying and case review. Prerequisite: ALDAC 101, 102, 103 or coordinator permission.

ALDAC 108 Case Management: Chemically Dependent Client • 3 CR

Seminar to assist the counselor/healthcare professional in case file management (designed for drug and alcohol abuse counselors). Prerequisite: ALDAC 106 or coordinator permission.

ALDAC 150 Relapse Prevention • V1-3 CR

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 CR

Provides the knowledge and tools required to cross-cultural counseling of chemically dependent clients. Assists the student in developing treatment strategies that incorporate cultural elements and address barriers to recovery.

ALDAC 194/195/196/197 Special Topics in Alcohol/Drug Studies • V1-3 CR

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 Alcohol/Drug Studies • V1-3 CR

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 CR

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

ALDAC 204 Youth Chemical Dependency Assessment/ Counseling • V1-3 CR

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 CR

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 • V1-2 CR

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 & DSM-IV • 3 CR

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 CR

Designed to teach chemical dependency counselors or trainees how to conduct the course required by the WAC for nonchemically 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 CR

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 & the Law • 3 CR

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 CR

Field experience that 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 294/295/296/297 Special Topics in Alcohol/Drug Studies • V.5-3 CR

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 Alcohol/Drug Studies • V1-3 CR

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 CR

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

American Sign Language

ASL 135 American Sign Language I • 5 CR

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 CR

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 CR

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 061 Strategies for Learning English Through Reading • 5 CR

English-as-a-second-language students prepare for credit courses by building reading skills in the areas of comprehension and vocabulary. Students participate in listening and speaking activities that are coordinated with the reading material. This class is linked to DEVED 062 and may be taken for credit three times. Prerequisite: Placement by assessment.

DEVED 062 Strategies – Learning English Through Grammar/ Writing • 5 CR

English-as-a-second-language students prepare for credit courses by improving grammar through editing and developing writing skills at the sentence and paragraph level. Writing content is coordinated with reading, speaking, and listening activities from DEVED 061. This class is linked to DEVED 061.

Diagnostic Ultrasound

DUTEC 101 Concepts of Patient Care • 3 CR

Prepares the student for patient care and communication skills required in sonography. Legal, ethical, and psychological aspects of patient care are emphasized as well as professional issues and concerns. Prerequisite: Acceptance into program.

DUTEC 105 Pathophysiology I • 3 CR

Focuses on the pathogenesis (sequence of events) in the development of a disease. Emphasis is placed on pathological conditions identifiable with diagnostic imaging techniques and relevant to the abdomen. An extensive review of normal physiology is also presented. Prerequisite: BIOL 260 and 261 or ZOOL 113 and 114; and acceptance into program.

DUTEC 106 Pathophysiology II • 3 CR

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 program.

DUTEC 107 Human Cross-Section Anatomy • 7 CR

Covers the human anatomy from the crosssectional perspective in longitudinal, transverse, coronal, and oblique planes. Emphasis is on correlation with clinical diagnostic imaging techniques. Prerequisite: Acceptance into program.

DUTEC 110 Ultrasound I – Abdominal Scanning & Techniques • 4 CR

Includes 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 CR

A continuation of Pathophysiology II. Emphasis is on the physiology and pathology of the cardiovascular and the peripheral vascular system. Prerequisite: DUTEC 105 and 106 and acceptance into program.

DUTEC 113 Pathophysiology IV • 3 CR

A continuation of Pathophysiology III. Emphasis is on the physiology and the pathology of the cardiovascular and cerebral vascular system. Prerequisite: DUTEC 105, 106, 112, and acceptance into program or permission of instructor.

DUTEC 120 Ultrasound II – Obstetrics & Gynecological Tech • 5 CR

Current theory and scanning techniques for medical sonographers focusing on obstetrics and gynecology procedures and pathologies. Prerequisite: Acceptance into program.

DUTEC 130 Ultrasound III – Small Part & Intraoperative Tech • 4 CR

Emphasis is on anatomy and pathophysiology of small human body parts. Intraoperative scanning focuses on surgical procedures. Prerequisite: Acceptance into program.

DUTEC 135 Ultrasound Equipment I • 2 CR

Course covers knobology and annotation for state-of-art diagnostic ultrasound equipment. Prepares student for hands-on live scanning. Prerequisite: Acceptance into program.

DUTEC 145 Ultrasound Equipment II • 3 CR

Course involves hands-on live scanning in abdomen, cardiac, vascular, and gyn applications. Prepares student for hospitalbased live scanning on patients. Prerequisite: Acceptance into program.

DUTEC 150 Basic Echocardiography • 3 CR

Course covers basic ultrasound scanning techniques of the heart. Emphasis is on anatomy, physiology, pathology, and echocardiographic pattern recognition. Prerequisite: Acceptance into program or permission of Program Chair.

DUTEC 155 Ultrasound IV – Echocardiography • 3 CR

A continuation of basic echocardiography. Emphasis is on Doppler echo-cardiographic techniques and congenital heart disease as it applies to the practice of adult echocardiography. Prerequisite: Acceptance into program or permission of Program Chair.

DUTEC 160 Ultrasound V – Peripheral Vascular Scanning Tech • 3 CR

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 Program Chair.

DUTEC 165 Ultrasound Equipment III • 3 CR

Course provides hands-on ultrasound scanning in the student's clinical specialty area. Competency is required to enter clinical practicum course. Prerequisite: Acceptance into program or permission of Program Chair.

DUTEC 170 Ultrasound Physics & Instrumentation I • 3 CR

Acoustical physics including heat energy, light and sound, fluid dynamics, wave theory, reflection, refraction, resonance, and the Doppler effect. Prerequisite: Acceptance into program.

DUTEC 171 Ultrasound Physics & Instrumentation II • 3 CR

A continuation of DUTEC 170. Course covers 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 • 4 CR

Designed specifically for the student entering clinical practicum in abdominal and obstetrics/ gynecology. Prerequisite: Acceptance into program.

DUTEC 181 Advanced Studies Echo-Vascular • 3 CR

Specifically designed for the student entering clinical practicum in echocardiology and vascular technology. Prerequisite: Acceptance into program or permission of Program Chair.

DUTEC 210 Clinical Practicum I • 15 CR

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 CR

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, DUTEC 210, and acceptance into program.

DUTEC 230 Clinical Practicum III • 15 CR

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 and 220, and acceptance into program.

DUTEC 240 Clinical Practicum IV • 15 CR

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 299 Individual Studies – Diagnostic Ultrasound • V1-12 CR

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 CR

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 CR

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 CR

Presents supervised learning experiences in a school setting for special needs children at the primary or preschool level. A qualified instructor closely supervises participation. Course includes seven hours directed participation and two hours lecture. Prerequisite: Permission of instructor; conversational English.

ECED 136 Practicum for Special Education • 5 CR

Presents supervised learning experiences in a specific school setting for special needs children at the primary or preschool level. A qualified instructor closely supervises participation. Course includes seven hours directed participation and two hours lecture. Prerequisite: Permission of instructor; conversational English.

ECED 150/151/152 Special Experiences – Childcare/ Preschool Teachers • V1-2 CR

A sequence of courses designed to give family day care, childcare, and preschool teachers opportunities to explore different skill areas of science, language, parent contacts, child development, and others.

ECED 156 Basic Child Development • 3 CR

Covers early child development from birth through eight years of age. It includes a combination of direct instruction and practical laboratory experience. To enroll, students must be completing the Early Childhood Work Based Learning Certificate.

ECED 170 S.T.A.R.S. Class: The Basics of Childcare • 2 CR

The course is designed to meet the key learning outcomes mandated by Washington State legislation and outlined by the Washington State Training and Registry System (STARS) for all childcare and school age providers.

ECED 171 Introduction to Early Childhood Education • 5 CR

Presents theories and practices of Early Childhood Education, as well as observations in preschools, daycare centers, Head Start agencies, kindergartens, and elementary schools.

ECED 172 Fundamentals of Early Childhood Education • 5 CR

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 175 Portfolio for Early Childhood Education Majors • V1-3 CR

Course assists in connecting their knowledge from individual courses, strengthening their written communication skills, and increasing their ability to articulate practices and philosophies in early childhood education. It also serves as an introduction of the student to prospective employers. Prerequisite: Permission of program chair.

ECED 180 Exploring Infant/Toddler Curriculum • 2 CR

Lecture and worksite experience focus on brain development, developmental milestones, partnerships with parents, appropriate activities, healthy environments, and simple guidance techniques. Open to anyone interested in the child from birth to age three.

ECED 181 Children's Creative Activities • 5 CR

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. Prerequisite: Conversational English.

ECED 182

Preparation for Teachers in Early Childhood Math Education • 3 CR

Highlights the essential mathematical ideas that form the foundation for a comprehensive early childhood mathematics curriculum; encourages the teacher to create an active, hands-on, learning environment that fosters creativity, curiosity, confidence, and persistence.

ECED 183 Art Experiences for Early Childhood Education • 3 CR

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 CR

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 CR**

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, childcare center, or Head Start agency. Seven hours lab time. A qualified instructor closely supervises participation. Prerequisite: Permission of instructor; conversational English.

ECED 192 **Practicum in Early Childhood Education • 5 CR**

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, childcare center, or Head Start agency. Seven hours lab time. A qualified instructor closely supervises participation. Prerequisite: Permission of instructor; conversational English.

ECED 193 **Practicum in Early Childhood Education • 5 CR**

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, childcare center, or Head Start agency. Seven hours lab time. A qualified instructor closely supervises participation. Prerequisite: Permission of instructor; conversational English.

ECED 198 Special Seminar in Early Childhood Education • V1-5 CR

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 CR

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. Prerequisite: Permission of instructor.

ECED 201 Parent Involvement in Early Childhood Education • 5 CR

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 Daycare Curriculum • V1-5 CR

Explores developmentally appropriate curriculum used with the daycare child. Students learn through lecture, on-site observations and participation, demonstration, videos, films, and discussions. Students also develop specific curriculum to use in teaching.

ECED 204 Child Health and Safety • 3 CR

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 CR

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 CR

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 daycare fields. Recommend: ECED 206.

ECED 275 Portfolio II for Early Childhood Education Majors • 1 CR

Course adds to the skills and knowledge gained from the first-year portfolio course.

Students continue to strengthen their writing communication skills, and increase their ability to articulate practices and philosophies in early childhood education, as well as mentor the first-year portfolio students. Recommend: ECED 175.

ECED 293 Basic Techniques & Ideas for Preschool Teachers • 3 CR

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 CR

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 • V1-5 CR

A study of selected topics or special seminars in early childhood education.

ECED 298

Special Seminar in Early Childhood Education • V1-5 CR

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 CR

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. Prerequisite: Permission of instructor.

Education

EDUC 110 Introduction to Education • 5 CR

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.

EDUC 285 Tutoring the Adult Learner in Reading • V1-6 CR

Course designed to provide student-reading lab tutors the introductory methodology that enables them to successfully work with a wide range of developmental readers from diverse cultural backgrounds. Seminars provide information about the interpersonal dynamics of tutoring, about learning theory, and about reading theory. Lab experience provides practical application of seminar information. Same as ENGL 285. Either EDUC 285 or ENGL 285 may be taken for credit, not both. Prerequisite: Permission of instructor. Recommend ENGL 101 placement.

EDUC 294/295/296/297 Special Topics in Education • V1-5 CR

Studies selected topics or approved work experience in the field of education. The course may be repeated for a maximum of 15 credits.

Fire Command & Administration

FCA 105 Fire Service Hydraulics • 3 CR

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 CR

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 CR

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 CR

Covers the classifications of buildings, what a rated building is, and the fire and life safety devices required by the U.B.C. Includes the installation of fire assemblies and appliances.

FCA 155 Fire Service Instructor • 3 CR

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 CR

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 CR

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 CR

Establishes a base on which all individuals who find themselves in a command situation, at a hazardous materials incident, are 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 CR

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 181 Fire Service Safety • 3 CR

A study of fire fighter safety as it relates to Washington State. Emphasizes day-to-day health and safety of department members. Addresses standards and regulations, the Safety Officer role, accident investigations, record keeping. Structural, EMS, hazardous materials, and wild land emergencies are addressed.

FCA 190 Uniform Fire Code & Inspection Procedures • 4 CR

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 201 Emergency Medical Technician • 8 CR

Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service. Meets U.S. DOT and Washington State standards.

FCA 231 Fire Service Leadership • 3 CR

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 • V4-5 CR

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 GBUS 241. Either FCA 232 or GBUS 241 may be taken for credit, not both.

FCA 233 Fire Service Administration • V4-5 CR

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 CR

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 CR

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.

FCA 298 Seminar in FCA • V1-3 CR

Includes workshops and seminars on fire command and supervision for which college credit is offered.

Fire Investigation

FI 130 Investigative Interview Techniques • 2 CR

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 CR

A study of advanced and very detailed fire scene investigation and criminal case followup. Students learn how to take data and evidence from the fire scene and formulate a case report for criminal prosecution.

FI 240 Crime Scene & Physical Evidence • 4 CR

Course familiarizes 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 CR

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 CR

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 Prevention Service

FPS 100 Introduction to Fire Prevention Practices • 3 CR

Looks at the entire spectrum of fire prevention functions and philosophies as well as their relationships to fire suppression efforts. Includes legal mandates for fire prevention, fire inspection practices and processes, public education, public relations, plan review, overview of fire codes and related regulations, and the need and process of fire investigation.

FPS 200 Plan Review For Fire Prevention • 4 CR

Provides an introduction to the process, tools, and attitudes associated with the plan review function for fire prevention. The course is intended to provide a hands-on plan review experience in order to build the basic skills, knowledge, and attitudes needed to be a plan reviewer.

FPS 237 Fire Protection Systems II • 3 CR

An in-depth study of fire protection and related detection systems with a focus on advanced concepts with fire sprinkler systems. Course work includes practical sprinkler demonstrations and classroom discussion.

FPS 290 Advanced Codes & Inspection • 3 CR

Course builds on the Introduction to the Uniform Fire Code provided in FCA 190 by delving into specific articles of the code that are more difficult to interpret and apply. The course looks closely at local ordinances, state and federal regulations that apply with the Uniform Fire Code.

FPS 291 Hazardous Materials Inspection • 3 CR

Outlines the aspects of performing hazardous materials inspections as specified in Article 80 of the National Fire Protection Association. Topics include: hazardous material permit process; plan review for hazardous material code compliance; enforcement aspects of hazardous material code compliance; evaluation of alternative methods; environmental regulation compliance.

Fire Science

FS 100 Introduction to Fire Service • 1 CR

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 CR

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 CR

Introductory level training in basic skills. Includes safety, communications, behavior of fire, protective equipment, forcible entry, introduction to ladders and hose, fundamentals of water supply, and rescue techniques.

FS 113 Intermediate Firefighting • 8 CR

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 CR

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 • 0.5 CR

Basic hazardous materials course for emergency responders. Focuses on identification, recognition, and resource information available.

FS 119 Live Fire Control • 2.5 CR

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 250 Wellness • 5 CR

Approaches wellness from a holistic health perspective. Encourages students to become informed consumers. Discussion includes: emotional health, health relationships, marriage and family, communicable and degenerative diseases, drugs, physical wellbeing, and consumer health.

HLTH 292 First Aid & CPR/Responding to Emergencies • 4 CR

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

HLTH 294/295/296/297 Special Topics in Health • V1-5 CR

Students explore specific topics in personal health. Emphasis is on practical application of theory.

Home Economics

HOMEC 130 Human Nutrition • 5 CR

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 that are crosslisted can be taken for credit • HOMEC 130, BIOL 130, or NUTR 130.

HOMEC 256 Child Development & Guidance • 3 CR

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 CR

Clinical practicum is designed to provide students with "hands-on" experience in the clinical setting. Students perform designated tasks associated with CT scanning and procedures under direct and indirect supervision. Completion of this course enables the student to begin work at entry-level position in a CT department.

IMAGE 271 MRI Clinical Practicum II • 12 CR

Clinical practicum is designed to provide students with "hands-on" experience in the clinical setting. Students perform designated tasks associated with MRI scanning and procedures under direct and indirect supervision. Completion of this course enables the student to begin work at entry-level position in an MRI department.

Independent Studies

IS 295 Independent Studies • V1-5 CR

Course work and project in specific studentinitiated topical areas. Approval of project dependent upon thoroughness of initial design, plan of student-faculty consultation relative to learning objectives, progress, and evaluation. The Division Chair must approve process. 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 CR

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. Grading is pass/fail. One hour of credit equals 20 hours of lab work.

Nuclear Medicine Technology

NMTEC 200 Applied Anatomy & Physiology • 1 CR

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 Basic Nuclear Medicine Science • 3 CR

A study of the basic science of nuclear medicine, including types of radiation, halflife and radioactive decay, interactions of radiation, detection instruments, production of radionuclides, statistics of radiation counting, basic radiation protection, gamma cameras, and computer uses in nuclear medicine. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 202 Instrumentation • 2 CR

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 • 3 CR

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 CR

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 CR

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 Electrocardiography Skills • 1 CR

Provides hands-on experience in electrocardiography and operation of treadmill machines. Skills covered in this course include analysis of electrocardiograms, recognition of artifacts and abnormal heart rhythms, quantitative electrocardiography, blood pressure measurement, and pulse oximetry. Prerequisite: Acceptance into program or permission on instructor.

NMTEC 210 Radiopharmacy • 1 CR

Studies all commonly used nuclear medicine pharmaceuticals, their preparation, and indications for use, dosages, and contraindications. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 211 Nursing & Laboratory Procedures • 1 CR

Covers nursing and laboratory procedures that are employed in nuclear medicine, including patient assessment, oxygen administration, infection control, intravenous drug administration, vasovagal versus anaphylactic reactions, basic pharmacology, intravenous sedation techniques, medical and legal issues, basic medical laboratory equipment, and nuclear medicine tests. Prerequisite: Acceptance into program or permission of instructor.

NMTEC 230 Clinical Education I • 10 CR

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 • 10 CR

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 • 10 CR

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 • 14 CR

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 CR

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 CR

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 CR

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 CR

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 CR

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 • 7 CR

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 • 5 CR

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 • 6 CR

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 and BIOL 260 or ZOOL 113; and acceptance into the program.

NURS 101Z Nursing II: Lab • 6 CR

Clinical laboratory. Prerequisite: NURS 100 and BIOL 260 or ZOOL 113; and acceptance into the program.

NURS 102X Nursing III: Medical/ Surgical II • 5 CR

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, BIOL 261 or ZOOL 114, and PSYCH 100; and acceptance into the program.

NURS 102Z Nursing III: Lab • 7 CR

Clinical Laboratory. Planned experiences in health agencies that correlate with and implements nursing theory. Prerequisite: NURS 101, BIOL 261 or ZOOL 114, and PSYCH 100; and acceptance into the program.

NURS 200X Nursing IV: Maternity • 3 CR

Focuses on the care of the childbearing family through the maternity cycle from conception to postpartum and care of the newborn. Prerequisites: NURS 102, BIOL 250, PSYCH 204; acceptance into program.

NURS 200Z Nursing IV: Lab • 1 CR

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; acceptance into program.

NURS 201X Nursing V: Pediatrics • 4 CR

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; acceptance into program.

NURS 201Z Nursing V: Lab • 4 CR

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; acceptance into program.

NURS 202X Nursing VI: Psychiatric • 4 CR

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 that impair their day-to-day functioning. Prerequisite: NURS 102, BIOL 250, PSYCH 204; acceptance into program.

NURS 202Z Nursing VI: Lab • 4 CR

Acute inpatient psychiatric facilities and various community-based mental health programs provide opportunities to utilize the nursing process in the provision of clientcentered care. Prerequisite: NURS 102, BIOL 250, PSYCH 204; acceptance into program.

NURS 203X Nursing VII: Gerontological Nursing • 3 CR

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 200, 201, or 202; acceptance into program.

NURS 203Z Nursing VII: Lab • 1 CR

Clinical settings include community-based as well as long-term care facilities. Prerequisite: Any two of the following NURS 200, 201, or 202; acceptance into program.

NURS 204X Nursing VIII: Contemporary Nursing Issues • 5 CR

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 RN are integrated. Acute care settings are utilized for clinical experience. This course consists of two components: NURS 204X and 204Z. Prerequisite: Any two of the following: NURS 200, 201, or 202; acceptance into program.

NURS 204Z Nursing VIII: Lab • 7 CR

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 200, 201, or 202; acceptance into program.

Nursing – Continuing Nursing Education

The American Nurses Credentialing Center's Commission on accreditation accredits the Continuing Nursing Education Program. All courses and workshops are recognized at the state and national levels. Offerings are designed to meet the needs of registered nurses, facilitating learning, and updating, expanding, and enriching the role of the nurse in health care. Courses are listed in the Quarterly Schedule.

Parent Education

	Fall	Wtr	Spr
Parent and Infant Lab	011	021	031
Toddler Observation Lab	012	022	032
Child Study Lab	013	023	033
Child Study Lab	014	024	034
Child Study Lab	015	025	035
Creative Activity Lab	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 learn methods and techniques through observation, active participation, and classes. Programs are located throughout the eastside, including on main 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 CR

Studies selected topics or special seminars in parent education. Prerequisite: Permission of instructor.

PARED 294/295/296/297 Special Topics in Parent Education • V1-5 CR

Studies selected topics in the field of parent education. Emphasis on teaching and learning strategies, curriculum development, and adult learning theory.

Physical Education

PE 101 Intro to Health, Physical Education, & Recreation • 3 CR

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 103** **Co-Ed Aerobics • V1-2 CR**

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 activity courses which may be repeated for a maximum of two credits.

PE 106** Beginning Golf • 1 CR

Instruction and practice in the fundamentals of grip, stance, swing, use of the various clubs, rules, scoring, and the etiquette of the game.

PE 107** Basketball • 1 CR

Instruction and practice in the basic performance skills of shooting, passing, dribbling, footwork, rebounding, defense, and the coordination of individual offensive and defensive techniques into play patterns.

PE 108** Tennis • 1 CR

Presents fundamental techniques of the serve, forehand drive, backhand drive, volley, grip, and footwork; rules; and etiquette. Student must supply own racquet.

PE 109** Pickleball • 1 CR

Introduces the rules and strategies of pickleball as well as the fundamentals of grip, strokes, and footwork. Court coverage is practiced through drills and competition.

PE 110** Life Fitness Training • 2 CR

Course offers students the opportunity to increase individual levels of fitness in the areas of aerobic capacity, major muscle strength and endurance, flexibility, and body composition.

PE 111** Life Fitness Training • 2 CR

Course offers students the opportunity to increase individual levels of fitness in the areas of aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Prerequisite: PE 110.

PE 112** Life Fitness Training • 2 CR

Course offers students the opportunity to increase individual levels of fitness in the areas of aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Prerequisite: PE 111.

PE 117** Jogging • 2 CR

Provides opportunity to improve cardiovascular fitness, burn body fat, and to develop lifetime skills in aerobic fitness. Emphasis on stretching, safety, motivation, and the enjoyment of jogging. Done in a supportive environment, mostly on soft terrain. Appropriate for the beginning jogger, walker through competitive runner.

PE 118** **Volleyball • 1 CR**

Introduces the basic skills of serving, setting up, and spiking the ball; strategy of play in front and backcourts and at nets; and rules of rotation, scoring, and playing the sport.

PE 120** Karate • 1 CR

Okinawan Goju-Ryu is taught. 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 CR

Okinawan Goju-Ryu is taught. Offers intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self-defense are also provided. Prerequisite: PE 120 or instructor permission.

PE 122** Badminton • 1 CR

Introduces the rules and strategies of badminton as well as the fundamentals of grip, strokes, footwork, and court coverage.

PE 123** Archery • 1 CR

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

PE 125** **Skiing • 1 CR**

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 136** Basketball & Flag Football • 2 CR

Basic skills in basketball: ball handling, passing, shooting, pivoting, dribbling; and basic skills in flag football: stances, ball carrying, passing and receiving, kicking, tackling, and centering are emphasized. Practice in basic elements of offensive and defensive play and rules included.

PE 137** Sports Conditioning • 2 CR

Activities appropriate to help recreational and collegiate athletes gain an optimum level of fitness required of their sport.

PE 151** Contemporary Dance I • 2 CR

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. Same as DANCE 151. Either PE 151 or DANCE 151 may be taken for credit, not both.

PE 152** Contemporary Dance II • 2 CR

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. Open to men and women. Same as DANCE 152. Either PE 152 or DANCE 152 may be taken for credit, not both.

PE 158** Intermediate Tennis • 1 CR

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 are also discussed.

** PE activity courses which may be repeated for a maximum of two credits.

PE 166 Skills & Materials in Team Sports • 2 CR

Provides practical teaching experience in flag football, basketball, softball, soccer, and volleyball.

PE 178** Intermediate Volleyball • 1 CR

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. Recommend: PE 118.

PE 198** Advanced Tennis • 1 CR

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 & Materials of Recreation Dance • 2 CR

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 CR

Designed to introduce coaching and playing techniques with an emphasis upon current concepts, materials, and skill development in women's fast pitch softball. Prerequisite: Permission of instructor.

PE 223 Fundamentals of Baseball • 3 CR

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 CR

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 CR

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 the se skills are also provided.

PE 227 Fundamentals of Tennis • 3 CR

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 CR

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 CR

Provides an advanced class in the theories of volleyball. Topics include philosophy, physiology, and psychosocial aspects of human movement involved in the sport.

PE 232 Techniques in Tennis • 3 CR

Teaches an advanced class in the theories of competitive tennis. Topics include philosophy, physiology, and psychosocial aspects of human movement involved in the sport.

PE 240 Self-Defense • 2 CR

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 involves theory and learning general awareness concerning personal safety.

PE 244 Defensive Tactics for Criminal Justice • 3 CR

Physical conditioning for criminal justice majors and those interested in defensive, rather than offensive tactics. Gives student basic understanding of "use of force" principles in law enforcement. Level-one arrest and control techniques are covered including escorts, takedowns, control, and handcuffing. Fundamentals of level-two selfdefense techniques for dealing with aggressive subjects are also practiced. Same as ADMCJ 244. Either PE 244 or ADMCJ 244 may be taken for credit, not both.

PE 245 Fundamentals of Volleyball • 3 CR

Allows students to develop new and advanced levels of movements and knowledge involved in the sport of volleyball. Students learn skills and acquire knowledge, which prepare them for competitive programs and coaching volleyball in physical education and recreational settings.

PE 249 Intermediate Defensive Tactics – Criminal Justice • 3 CR

Further develops the basic arrest and control skills as well as the self-techniques learned in the introductory defensive tactics (PE 244). Essentials of straight baton and the use of OC spray are integrated into the system. Either PE 249 or ADMCJ 249 may be taken for credit, not both. Prerequisite: PE 244 or ADMCJ 244 or permission of instructor.

** PE activity courses which may be repeated for a maximum of two credits.

PE 265 Skills & Materials: Activities for Elementary Child • 2 CR

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 & Dual Sports • 2 CR

Provides practical experience in archery, bowling, badminton, golf, tennis, fencing, track and field, wrestling, and recreational games.

PE 290 Sports Officiating • 3 CR

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 CR

Explores causes, classification, diagnosis, detection, and management of cancer. Prerequisite: Acceptance into program.

RADON 101 Clinical Applications • 2 CR

Students learn basic principles and techniques for calculation of treatment times to administer radiation therapy treatments. Prerequisite: Acceptance into program.

RADON 102 Radiographic Physics • 2 CR

Students study 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 CR

Explores prime factors of radiographic technique. Prerequisite: Acceptance into program.

RADON 111 Clinical Education I • 5 CR

A sixteen (16) hour per week supervised clinical instruction at one of the clinical education centers affiliated with BCC Radon Program. Instruction includes an orientation to the hospital setting. Prerequisite: Acceptance into program.

RADON 112 Clinical Education II • 5 CR

A sixteen (16) hour per week supervised clinical instruction, progressing through a competency-based educational process. Prerequisite: Acceptance into program.

RADON 113 Clinical Education III • 5 CR

A sixteen (16) hour per week supervised clinical instruction, progressing through a competency-based educational process. Prerequisite: Acceptance into program.

RADON 114 Clinical Education IV • 13 CR

A forty (40) hour per week (for 11 weeks) 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 119 Medical Ethics & Communication in Health Care • 2

Introduces students to communication and conflict resolution skills pertinent to the health care setting. In addition, the course offers an overview of ethical theories and current legal and ethical issues in health care (specifically in the oncology field).

RADON 120 Nursing Procedures • 2 CR

Explores general care of the patient with the emphasis on the role of the radiation therapist in various nursing care situations. Prerequisite: Acceptance into program.

RADON 150 Pathology • 4 CR

Students study changes that occur in disease and injury, and their application to radiologic technology. Also covers basic concepts of oncologic pathology. Prerequisite: Acceptance into program.

RADON 194/195/196/197 Special Topics in Radiation Therapy • V1-5 CR

Explore issues of special interest to students and radiation therapists. Course 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 CR

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 CR

Students study 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 CR

Students learn dose calculation methods and treatment planning techniques. Prerequisite: Acceptance into program.

RADON 203 Clinical Dosimetry II • 3 CR

Students learn calculation of monitor unit settings and treatment times, isodose distributions, off-axis calculations, and special treatment planning considerations. Prerequisite: Acceptance into program.

RADON 211 Clinical Education V • 8 CR

A twenty-four (24) hour per week supervised clinical instruction progressing through a competency-based educational process. Prerequisite: Acceptance into program.

RADON 212 Clinical Education VI • 8 CR

A twenty-four (24) hour per week supervised clinical instruction progressing through a competency-based education process. Prerequisite: Acceptance into program.

RADON 213 Clinical Education VII • 8 CR

A twenty-four (24) hour per week supervised clinical instruction progressing through a competency-based educational process. Prerequisite: Acceptance into program.

RADON 214 Clinical Education VIII • 13 CR

A forty (40) hour per week (for 11 weeks) 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 CR

Students study information on cancer epidemiology, etiology, detection, diagnosis, classification, treatment, and management of treatment side effects. Selected sites of cancer are studied. Prerequisite: Acceptance into program.

RADON 221 Radiation Oncology Technique II • 2 CR

A continuation of RADON 220 covering additional sites of cancer. Prerequisite: Acceptance into program.

RADON 222 Radiation Oncology Technique III • 2 CR

A continuation of RADON 221 covering additional sites of cancer. Prerequisite: Acceptance into program.

RADON 224 Concept Integration • 2 CR

Provides an opportunity for a comprehensive review of all areas in preparation for sitting for the American Registry of Radiologic Technologist examination. Students work in teams to develop a mock examination. Prerequisite: Acceptance into program.

RADON 225 Quality Assurance in Radiation Therapy • 1 CR

Students learn the concepts of a quality assurance program in radiation therapy and specific procedures for quality assurance testing. Prerequisite: Acceptance into program.

RADON 230 Psychosocial Aspects of Chronic Illness • 2 CR

Explores information on psychosocial issues related to the care of patients with chronic illness. Lectures, role-playing, and outside resources are utilized. Prerequisite: Acceptance into program.

RADON 240 Radiation Biology • 3 CR

Explores various types of radiation, interaction of radiation with matter and the effects of those interactions in human tissue. Students learn 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 CR

Explore issues of special interest to students and radiation therapists. 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 CR

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 CR

Covers medical ethics, types, and operation of radiology departments in hospitals. Students learn basic radiation protection, chemistry of film processing, and methods of processing and construction of film. Prerequisite: Acceptance into program.

RATEC 102 Radiographic Physics • 5 CR

Students learn components of x-ray circuits, tubes, x-ray equipment; design and application; troubleshooting and maintenance; equipment testing, image intensification and cineradiography; and advanced imaging procedures. Prerequisite: Acceptance into program or permission of instructor.

RATEC 103 Principles of Radiographic Exposure • 3 CR

Students learn 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 CR

Students learn 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 CR

Students are introduced to the concept 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 program.

RATEC 106 Computed Imaging • 2 CR

Presents computed imaging from the perspective of identifying components, understanding how they affect the image, quality control, and comparison to screen-film technology. Prerequisite: Acceptance into program or permission of instructor.

RATEC 107 Positioning & Related Anatomy I • 2 CR

Students learn 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 one hour lecture and two hours of lab each week. Prerequisite: Acceptance into program or permission of instructor.

RATEC 108 Positioning & Related Anatomy II • 3 CR

Students learn and demonstrate in laboratory experience 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 & Related Anatomy III • 3 CR

Students learn and demonstrate in laboratory experience 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 CR

During this experience, the beginning student of RATEC is assigned to one of the clinical education centers affiliated with the BACC-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 • 5 CR

Provides the second in a series of clinical education courses. The student is assigned 15 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 • 5 CR

Provides the third in the series of clinical education courses that demands 15 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 113 Clinical Education IV • 5 CR

Presents the fourth in the series of clinical education courses that demands 15 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 CR

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 121 Patient Care • 2 CR

Presents an in depth study of patient care and assessment in the imaging department, as well as in other special care units of the clinical setting. Covers medications and their administration, dealing with acute patient care situations, bedside radiography, and patient lines and tubes. Healthcare Provider BLS is also included. Prerequisite: Acceptance into program or permission of instructor.

RATEC 125 Medical Terminology • 1 CR

Students learn a systematic approach to medical terminology by using a word-building process that utilizes word roots combining vowels, prefixes, and suffixes. Prerequisite: Acceptance into program or permission of instructor.

RATEC 127 Introduction to Sectional Anatomy • 2 CR

Student 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 the program.

RATEC 207 Concept Integration • 2 CR

Student 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 CR

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 CR

Teaches the sixth in the series of clinical education courses that 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 CR

Provides the seventh in the series of clinical education courses that 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 CR

The eighth in the series of clinical education courses that demand 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 CR

Introduces the student to certain changes that 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 CR

A continuation of RATEC 220 designed to introduce the student to 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 CR**

The student learns theory and practical application to develop a proficiency for operating a successful quality assurance program in a diagnostic radiology department. The student becomes 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 & Protection • 3 CR

The student learns 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.

RATEC 294/295/296/297 Special Topics in RATEC • V1-5 CR

Allows flexibility in offering special topics that may be necessary to update students in the field of radiologic technology. Prerequisite: Acceptance into program or permission of instructor.

Recreation Leadership

RECED 154 Recreational Resources • 5 CR

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 CR

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 CR

Covers various mediums of interest to age groups, hobby interests, cost of equipment and materials.

RECED 254 Practicum in Playground Leadership • 3 CR

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 CR

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 Therapeutic Recreation • 5 CR

An introduction to history and philosophy of therapeutic recreation, focusing on understanding the basic problems, needs, and strengths of all disability groups in relation to developing and implementing a therapeutic recreation program. This course includes field trips to local agencies serving the disabled, and a practicum component.

Reaching Your Potential

Human Development

HD 092 College Survival • 3 CR

Covers the basic study skills and strategies for learning that 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 100 Fast Track to College Success • V1-2 CR

Course develops a better understanding of the learning process and essential academic success skills and abilities. Assessment session for math and English placement is part of this course. Other topics include: use of information resources, group skills, learning styles, career resources, note taking, memory, and test taking.

HD 101 Self-Esteem in the Workplace • 3 CR

Includes theory and practice of positive selfesteem 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 CR

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 are discussed and practiced. 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.

HD 115 Understanding Addictive Behaviors • 3 CR

Course presents a context for understanding addictions of all kinds. Students have the opportunity to explore the forms and roots of addictive behavior. Students 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 CR

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 130 Student Success for Distance Learners • 5 CR

Student success for distance learners is an introductory on-line course designed to increase student success at Bellevue Community College by assisting students in obtaining the skills necessary to reach their educational objectives. Instruction is learner-centered and appropriate for the adult student. Students develop competencies in accessing student support services, library resources, career and academic information. Topics include computer technology, time management, setting educational goals, and study skills.

HD 140 Race, Class, Gender in the Workplace • V1-5 CR

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 CR

Students learn to become more aware of how they communicate. Students are presented with life-long skills that enable them to be more assertive in ways of their 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 CR

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.

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HD 166 Peer Counseling II • 5 CR

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 CR

Addresses concepts and skills related 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 CR

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 students to make career transitions. Prerequisite: Permission of instructor.

HD 190 Staying on Track • V1-5 CR

Course designed for students of color and students from nontraditional backgrounds. Course helps student 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 CR

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 CR

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

Astronomy

ASTR 101 Introduction to Astronomy • 5 CR

Offers a general non-math survey of astronomy including the moon, planets, solar system, stars, galaxies, and cosmology. Classes meet in the planetarium.

ASTR 199 Individual Studies in Astronomy • V1-5 CR

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

ASTR 201 Observational Astronomy • 5 CR

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 CR

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

Basic Science

BASCI 096 Basic Science Quantitative Skills (Non-Native Speaker) • 2 CR

A developmental course designed to prepare non-native speakers of English for successful entry into introductory college science courses. Content includes a cross-section of quantitative skills (i.e., conversion of units of measure to and from Western to metric) with emphasis on problem-solving relating to the disciplines of biology, chemistry, and physics. Prerequisite: Completion of English Language Institute Level 5 Integrated Skills with a grade of A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL plus teacher recommendation; or special recommendation by ELI.

BASCI 097 Basic Science Conceptual Skills (Non-Native Speaker) • 3 CR

A developmental course designed to prepare non-native speakers of English for successful entry into introductory college science courses. Content includes materials relating to biology and chemistry concepts with an emphasis on terminology, technical processing, and college research skills. Prerequisite: Completion of English Language Institute Level 5 Integrated Skills with a grade of A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL, plus teacher recommendations; or special recommendation by the ELI; or satisfactory completion of BASCI 096 or equivalent.

BASCI 098 **Basic Science Skills • 5 CR**

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 103 Research Skills in Science • V1-3

Emphasizes critical thinking and development of information research skills as they relate to topics in science, mathematics, and engineering. Construct efficient search strategies in using the World Wide Web, electronic and print databases to find information and evaluate its relevance and validity.

BASCI 106 Problem Solving Structure & Methods • 5 CR

Course focuses on good habits and methods for solving problems in science courses. Hands-on introduction to optics, electricity, and motion provide the context for learning problem solving methods. Example problems are 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 • 6 CR

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 • 6 CR

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 • 6 CR

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 & the Human Body • 5 CR

Studies human nutrition and health. Course includes digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin and mineral requirements. Food additives, food fads, and diet are also discussed. World hunger is addressed. Only one of the following courses, which are cross-listed, can be taken for credit: BIOL 130, NUTR 130 or HOMEC 130. Recommend BIOL 101.

BIOL 199 **Special Problems • V1-5 CR**

Offers students the opportunity to investigate special biological phenomena and taxa. Prerequisite: Permission of instructor.

BIOL 201 Introductory Biology for Majors • 6 CR

This is a course for science majors and preprofessional 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 • 6 CR

This is a course for science majors and preprofessional 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 • 6 CR

This is a course for science majors and preprofessional 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 • 6 CR

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 201 at BCC with a C or better; or entry code.

BIOL 260 Human Anatomy & Physiology • 6 CR

Studies the structure and function of tissues, organs, and systems of the human body. Both BIOL 260 and 261 are needed for a complete study of the anatomy and physiology of all human systems. This course includes a lab. Prerequisite: BIOL 101 or 201 at BCC with a C or better; or entry code.

BIOL 261 Human Anatomy & Physiology • 6 CR

Continues the study of tissues, organs, and systems of the human body. Both BIOL 260 and 261 are needed for a complete study of the anatomy and physiology of all human systems. Course includes a lab. Prerequisite: ZOOL 113 or BIOL 260 at BCC with a C or better; or entry code.

Botany

BOTAN 110 Introductory Plant Biology • 6 CR

Basic concepts in plant biology for the nonmajor, 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 & Classification • 6 CR

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 CR

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 included are the social and environmental role of chemistry.

CHEM 101 Introduction to Chemistry • 6 CR

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 or 097.

CHEM 102 Introduction to Organic Chemistry • 6 CR

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 • 6 CR

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 & Physical Chemistry • 6 CR

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 & Physical Chemistry • 6 CR

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, oxidationreduction, electrochemistry, kinetics, simple organic chemistry, and appropriate related topics. Prerequisite: CHEM 140 or equivalent.

CHEM 160 General Inorganic & Physical Chemistry • 6 CR

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, oxidationreduction, electrochemistry, kinetics, simple organic chemistry, and appropriate related topics. Prerequisite: CHEM 150 or equivalent.

CHEM 199 Individual Studies in Chemistry • V1-5 CR

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 2 quarters of college chemistry.

CHEM 231 Organic Chemistry • 6 CR

This course is for students planning two or three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of organic compounds are studies. Laboratory is included. Prerequisite: Complete chemistry series of CHEM 140, 150, and 160.

CHEM 232 Organic Chemistry • 6 CR

Provides a continuation of CHEM 231. Laboratory is included. Prerequisite: CHEM 231.

CHEM 233 Organic Chemistry • 4 CR

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 CR

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 CR

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

ENGR 111 Engineering Problems • 3 CR

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 CR

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. Prerequisite: MATH 092 or 099.

ENGR 125 Applied Descriptive Geometry • 3 CR

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 CR

Explores elementary principles underlying the structure and properties of materials. The properties of inorganic and organic materials are related to atomic, molecular, and crystalline structure. Metals, ceramics, multiphase systems, and natural and synthetic polymeric materials are included. Mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes are also considered. Prerequisite: CHEM 150.

ENGR 172 Computer Numerical Control Operator Training • 12 CR

Provides preparation as a Computer Numerical Control (CNC) Operator. Study includes basic CNC programming; set-up and operation of CNC machining and turning centers; shop mathematics; blueprint reading; and precision measurement.

ENGR 173 Computer Numerical Control Operator Internship • V10-15 CR

Industry internship experience to apply CNC programming skills to gain experience in setup and operation of CNC machining and turning centers. Prerequisite: ENGR 172 and permission of instructor.

ENGR 200 Computer-Aided Drafting I • 3 CR

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 CR

Continuation of ENGR 200 with applications involving more complex CAD techniques. Prerequisite: ENGR 200 or permission of instructor.

ENGR 210 Statics • 4 CR

Principles of statics, vector algebra, forcecouple 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 CR

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 CR

Introduces the concepts of stress, deformatic 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 CR

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 CR

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. Recommend CHEM 150 and MATH 125.

ENGR 299 Individual Studies in Engineering • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

Environmental Science

ENVSC 204 Ecology & the Biosphere • 5 CR

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 & Laboratory Environmental Science • 6 CR

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 • 6 CR

Explores the geological formation, present physical characteristics, major biological/ ecological components, and the prominent environmental issues of the Puget Sound region. Course includes lectures, labs, guest speakers, and field trips.

ENVSC 299 Individual Studies in Environmental Science • V1-5 CR

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 • 6 CR

Studies the physical processes which have been important throughout geological time, both on and beneath the surface, in giving the earth its present form. The course includes field and laboratory study of minerals, rocks, and maps.

GEOL 103 General Historical Geology • 5 CR

Deals with the study of the geologic history of the earth and the important life forms that dominated each phase. Elements of stratigraphy and paleontology are also covered. The course is designed for non-majors and includes a laboratory. Prerequisite: GEOL 101 or permission of instructor.

GEOL 199 Individual Studies in Geology • V1-5 CR

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 fifteen (15) credits. Prerequisite: Permission of instructor.

GEOL 208 Geology of the Northwest • 5 CR

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 CR

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 fifteen (15) credits. Prerequisite: Permission of instructor.

Mathematics

ID 270 Tutorial Practicum • 3 CR

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 CR

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 prealgebra. This course is graded Pass/Fail.

MATH 075 Improving Basic Math Skills • 5 CR

Provides an 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 ten (10) credits. Not intended as a substitute for MATH 098 or 099.

MATH 080 Elementary Algebra I • 5 CR

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, and applications. Student must also complete the second quarter MATH 085 to complete the equivalent of MATH 097. Prerequisite: Basic arithmetic skills.

MATH 085 Elementary Algebra II • 5 CR

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 097. Prerequisite: MATH 080 or permission of instructor.

MATH 093 Algebra Review • V1-5 CR

Course is designed for students who wish to review some portion of our MATH 097, 098, and 099 algebra courses. Students meet with the instructor and develop the explicit objectives. The course is taught using interactive software.

MATH 097 Introductory Algebra I • 5 CR

Designed for students with little or no algebra background. Focuses on building competency with algebraic techniques. Topics include signed numbers, perimeter, and area and volume of basic geometric figures. Elementary work with algebraic expressions, linear equations, integer exponents, polynomial arithmetic, factoring, radicals, and graphing. Introductory applications and model building. Prerequisite: Basic arithmetic skills.

MATH 098 Introductory Algebra II • 5 CR

Designed for students with some background in algebra. Topics from MATH 097 are reviewed and extended. New topics include: equations of lines, systems, quadratic equations and parabolas, rational exponents, elementary exponential equations, elementary rational expressions and equations. Increased emphasis on model building and analysis of graphical and numerical data. Prerequisite: Placement by assessment; or MATH 097 or MATH 085 with a C or better.

MATH 099 Intermediate Algebra • 5 CR

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 098 with a C or better.

MATH 105 Precalculus I • 5 CR

A course in precalculus 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 099 with a B- or better.

MATH 107 Mathematical Models & Applications • 5 CR

Some applications of contemporary mathematics for liberal arts students: networks, scheduling, data analysis, voting methods. Additional topics are 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 099 with a C or better.

MATH 120 Precalculus II • 5 CR

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: Placement by assessment; or MATH 105 with a B- or better.

MATH 124 Calculus I • 5 CR

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 CR

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 CR

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 130 Finite Math for Information Technology • 5 CR

Course is designed explicitly to articulate with the Information Technology Program at the University of Washington at Bothell. It covers elements of probability and statistics. All topics discussed are done so with an eye towards computer applications. Prerequisite: Placement by assessment; or MATH 099 with a B or better.

MATH 156 College Algebra for Business & Social Science • 5 CR

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 099 with a B- or better.

MATH 157 Elements of Calculus • 5 CR

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 (5) 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 CR

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 CR

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 fifteen (15) credits. Primarily intended for students who have completed MATH 126, 208, and/or 238. Prerequisite: Permission of instructor.

MATH 208 Introduction to Linear Algebra • 5 CR

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 CR

Extends the concepts of calculus to vectorvalued functions and functions of several variables. Partial derivatives are included. Prerequisite: MATH 125.

MATH 238 Differential Equations • 5 CR

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 CR

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 fifteen (15) credits. Primarily intended for students who have completed MATH 126, 208, and/or 238. Prerequisite: Permission of instructor.

Meteorology

METR 101 Introduction to the Weather • 5 CR

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 & the Human Body • 5 CR

Studies human nutrition and health. Course includes digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin and mineral requirements. Food additives, food fads, and diet are also discussed. World hunger is addressed. Only one of the following courses, which are cross-listed, can be taken for credit - BIOL 130, NUTR 130, or HOMEC 130. Prerequisite: Recommend BIOL 101, but not required.

Oceanography

OCEAN 101 Survey of Oceanography • 6 CR

An introduction to plate tectonics, physical and chemical oceanography, marine biology, and environmental issues. Course includes lab and/or field studies.

Physics

PHYS 106 Basic Concepts in Physics • 6 CR

Basic concepts in physics designed for students with no previous background in physics but wish to take PHYSICS 114 or 121. This class involves 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 109 Science for Information Technology • 6 CR

The Science behind much of modern technology—including computers and data transmission—is used as a vehicle for teaching research and problem-solving skills. The course is designed for information technology students, with a great deal of hands-on group project work. Topics include magnetism, electricity, and microchip circuitry. The class culminates in a final project where students transmit their voices across the room using circuits they construct. Prerequisite: Completion of MATH 091 or equivalent assessment.

PHYS 114 General Physics • 6 CR

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 • 6 CR

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 • 6 CR

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 • 6 CR

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 • 6 CR

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. Prerequisite: PHYS 121 and MATH 125 or permission of instructor.

PHYS 123 General Engineering Physics • 6 CR

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 CR

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 fifteen (15) credits. Prerequisite: Permission of instructor.

PHYS 299 Individual Studies in Physics • V1-5 CR

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 fifteen (15) credits. Prerequisite: Permission of instructor.

The Human Experience

Administration of Criminal Justice

ADMCJ 101 Survey of Law Enforcement & Administration • 5 CR

Surveys the criminal justice process from arrest through release including the relationship with and responsibilities of the police, prosecutor, courts, prisons, and probation and parole systems.

ADMCJ 102 Survey of Police Organization & Administration • 5 CR

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.

ADMCJ 104 Introduction to Criminal Law • 5 CR

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.

ADMCJ 111 Principles of Criminal Interrogation • 5 CR

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 to the Constitution as they apply to individuals charged with a criminal offense. The Division of Social Science 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 one occupational program leading to an Associates in Arts Degree in Administration of Criminal Justice.

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.

ADMCJ 194/195/196/197 Special Topics in the Criminal Justice System • V1-10 CR

Covers unusual courses, self-support classes for which college credit is offered. See current Quarterly Schedule for details. Prerequisite: Permission of instructor.

ADMCJ 198 Seminar in Criminal Justice • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ADMCJ 199 Individual Studies in Criminal Justice System • V1-10 CR

Covers directed readings, special projects, and independent study. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

ADMCJ 200 Criminal Evidence & Procedures – Police Officer • 5 CR

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.

ADMCJ 202 Principles of Criminal Investigation • 5 CR

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.

ADMCJ 204 Constitutional Criminal Procedures • 5 CR

Studies the evolution of the Fourth, Fifth, Sixth and Fourteenth Amendments to the U.S. Constitution and their impact on contemporary police practices. Emphasis is placed on analysis of Supreme Court decisions which pertain to arrests, searches, seizures, right against self-incrimination, and post-indictment right to counsel.

ADMCJ 206 Community-Oriented Policing • 5 CR

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.

ADMCJ 230 Women in Criminal Justice • 5 CR

A historical and societal look at the changes in the major roles of women in criminal justice agencies. Three separate sections examine the role of women as victims, offenders, and professionals in the criminal justice system. Recommend ADMCJ 101 and ADMCJ 242.

ADMCJ 242 Law & the Police in a Multicultural Society • 5 CR

Course examines the strengths and weaknesses of the police as they carry out the police mission in a culturally diverse society. The students develop an understanding of the pervasive influences of culture, race, ethnicity, sexual orientation, and socioeconomic class on the legal process and within society.

ADMCJ 244 Defensive Tactics for Criminal Justice • 3 CR

Physical conditioning for criminal justice majors and those interested in defensive, rather than offensive tactics. Gives student basic understanding of "use of force" principles in law enforcement. Level-one arrest and control techniques are covered including escorts, takedowns, control, and handcuffing. Fundamentals of level-two selfdefense techniques for dealing with aggressive subjects are also practiced. Same as PE 244. Either ADMCJ 244 or PE 244 may be taken for credit, not both.

ADMCJ 248 Ethics in Criminal Justice • 5 CR

Discussion of philosophical, moral, and ethical bases of human behavior involving criminal justice practitioners. Special attention is given to concepts of justice, law, punishment, moral decision-making, ethical, and legal dilemmas in law enforcement. Same as PHIL 248. Either ADMCJ 248 or PHIL 248 may be taken for credit, not both.

ADMCJ 249 Intermediate Defensive Tactics – Criminal Justice • 3 CR

Further develops the basic arrest and control skills as well as the self-techniques learned in the introductory defensive tactics (ADMCJ 244). Essentials of straight baton and the use of OC spray are integrated into the system. Same as PE 249. Either ADMCJ 249 or PE 249 may be taken for credit, not both. Prerequisite: ADMCJ 244 or PE 244 or permission of instructor.

ADMCJ 253 Principles of Drug & Alcohol Enforcement • 5 CR

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.

ADMCJ 271 Introduction to Criminology • 5 CR

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.

ADMCJ 290 Criminal Justice Internship • V1-10 CR

Course offers students the opportunity to experience first-hand the professional world of the criminal justice practitioner. The experience will provide valuable knowledge that may be utilized in planning a successful career within the criminal justice system.

ADMCJ 294/295/296/297 Special Topics in the Criminal Justice System • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses. Prerequisite: Permission of instructor.

ADMCJ 298 Seminar in Criminal Justice • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ADMCJ 299 Individual Studies in Criminal Justice System • V1-10 CR

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 fifteen (15) credits. Prerequisite: Permission of instructor.

Anthropology

ANTH 100 Introduction to Anthropology • 5 CR

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 deemphasizing others.

ANTH 180 Anthropology of American Life • 5 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

ANTH 198 Seminar in Anthropology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ANTH 199 Individual Studies in Anthropology • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

ANTH 200 Introduction to Linguistics • 5 CR

Introductory course to the scientific study of language. Topics covered include the linguistic structure of sounds, words and sentences, the relationship to human culture, language variation and change, and language acquisition. Note: Fulfills humanities credit at BCC.

ANTH 201 Physical Anthropology • 5 CR

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: Fulfills natural science credit at BCC.

ANTH 202 Cultural Anthropology • 5 CR

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 CR

Introduces the world's religions. The histories of Judaism, Christianity, Islam, Hinduism, and Buddhism are presented in their cultural contexts. The relationship between these major traditions and actual "folk" beliefs and practices 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 CR

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 CR

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 non-Indians significantly influenced them, 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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

ANTH 298 Seminar in Anthropology • V1-10 CR

Course includes seminars, workshops, etc., for which college credit is offered.

ANTH 299 Individual Studies in Anthropology • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

Economics

ECON 100 Introduction to Basic Economic Principles • 5 CR

Introduces students to economic thinking and provides tools enabling them to understand and evaluate the complex economic problems encountered in modern society. Business and Economic majors who plan to transfer to a 4year institution should generally take ECON 200/201 rather than ECON 100.

ECON 103 Fundamentals of Economics • 3 CR

Introduces students to essential terminology and concepts of macro and microeconomics and to the economic way of thinking. Topics include business cycles, economic growth, exchange rates, pricing and output decisions in a market economy, and the impact of governmental policies on the economy. Prerequisite: Permission of instructor.

ECON 194/195/196/197 Special Topics in Economics • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

ECON 198 Seminar in Economics • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ECON 199 Individual Studies in Economics • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

ECON 200 Introduction to Economics: Macroeconomics • 5 CR

Covers major theories of business cycles and economic growth, and examines economic

policies aimed at controlling inflation and unemployment in an industrialized capitalist nation. Examines the determinants of international trade and monetary flows and policies attempting to influence these flows. It may also cover the development policies of underdeveloped countries. Recommend thirty (30) prior college credits.

ECON 201 Introduction to Economics: Microeconomics • 5 CR

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. Recommend thirty (30) prior college credits.

ECON 260 Economic Development of the United States • 5 CR

Analyzes the industrialization and transformation of the U.S. economy from the colonial period to the present. Major emphasis is on rapid transformation after the Civil War, the Great Depression of the 1930's, and the contributions of labor, immigrants, and native groups. Same as AMST 260. Either ECON 260 or AMST 260 may be taken for credit, not both. Recommend 30 prior college credits.

ECON 270 Economics of Emerging Technology • 5 CR

Investigates the causes and effects of technological innovation in a modern economy. Examines the information technology industries. Compares the roles of government and the private sector with respect to emerging technologies. Includes material on economic globalization; effects of new technologies on labor markets; ownership of information; application of antitrust laws to new industries; and other applicable topics. Recommend ECON 201. Same as MEDIA 270. Either ECON 270 or MEDIA 270 may be taken for credit, not both.

ECON 294/295/296/297 Special Topics in Economics • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

ECON 298 Seminar in Economics • V1-10 CR

Include seminars, workshops, etc., for which college credit is offered.

ECON 299 Individual Studies in Economics • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

Geography

GEOG 100 Introduction to Geography • 5 CR

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 is on patterns and processes of world climates, culture, population, urbanization, economic activities, and resources.

GEOG 102 World Regional Geography • 5 CR

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 CR

A geographical survey investigating the interrelationships of selected economic,

demographic, social, political, cultural, and environmental problems confronting the contemporary world. Emphasis is placed on patterns, processes, and potential solutions. Same course as INTST 105. Either GEOG 105 or INTST 105 may be taken for credit, not both.

GEOG 194/195/196/197 Special Topics in Geography • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses. Prerequisite: Permission of instructor.

GEOG 198 Seminar in Geography • V1-10 CR

Include seminars, workshops, etc., for which college credit is offered.

GEOG 199 Individual Studies in Geography • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

GEOG 200 Cultural Geography • 5 CR

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 CR

Surveys the patterns and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of weather, climates, vegetation, and soils. Attention is given to the human significance of different natural, as well as human-altered, environments. Note: Fulfills natural science credit at BCC.

GEOG 206 Landforms & Landform Processes • 6 CR

Surveys the pattern and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of landforms and landform processes. Attention is given to the human significance of different natural, as well as human-altered, landforms. Fulfills laboratory science credit at BCC.

GEOG 207 Economic Geography • 5 CR

An introductory geographical inquiry that investigates the real 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, as agriculture, industrialization, and urbanization.

GEOG 250 Geography of the Pacific Northwest • 5 CR

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 Spatial Models: Maps and GIS • 5 CR

Examines the emerging technology of Geographic Information Systems (GIS) as well as map production and design. The course includes hands-on practice in applying GIS to spatially oriented business/environmental problems. Prerequisite: IT 105 or CS 110 or permission of instructor.

GEOG 294/295/296/297 Special Topics in Geography • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

GEOG 298

Seminar in Geography • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

GEOG 299 Individual Studies in Geography • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

History

HIST 101 History of Civilization: Cultural Traditions • 5 CR

Studies the historical foundation of civilizations (Mesopotamia, Egypt, India, China); economy, society, government, religion, and culture; the elaboration of culture and institutions in Greece, Rome, and the Orient to 500 A.D. to 1000 A.D.; and the fall of Rome and the rise of Christianity. May be used as social science or humanities credit, not both, at BCC.

HIST 102 History of Civilization: Middle Ages • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 103 History of Civilization: Contemporary World • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 110 English History to 1603 • 5 CR

Traces the history of the British Isles from the Roman Conquest to the establishment of the nation-state under Henry VIII and Elizabeth I. The course surveys the rise of Parliament, the English reformation, the Hundred Years' War, and life and culture in the Middle Ages. May be used as social science or humanities credit, not both, at BCC.

HIST 115 English History: 1603 to Present • 5 CR

The history of the British Isles from the death of 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. May be used as social science or humanities credit, not both, at BCC.

HIST 120 Global History • 5 CR

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 may be taken for credit, not both.

HIST 135

History of the United States Since 1940 • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 194/195/196/197 Special Topics in History • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

HIST 198 Seminar in History • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

HIST 199 Individual Studies in History • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

HIST 201 U.S. History: Discovery to Independence • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 202 U.S. History: First Century of Independence • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 203 U.S. History: U.S. in the Global Age • 5 CR

Looks into the emergence of modern American society. Examines the problems created by industrialization and urbanization seen in such movements of reform as Populism, Progressivism, and the New Deal. Studies the emergence of the multicultural society in an age of global interdependence. May be used as social science or humanities credit, not both, at BCC.

HIST 207 Introduction to Intellectual History • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 210 The Far East in the Modern World • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 212 Sport in America: A Social History • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 223 History of Russia & Eastern Europe, 1533 to Present • 5 CR

Explores the history of Russia and Eastern Europe from the 16th century to the present. It is a general social, political, and economic narrative survey of the peoples and countries of Eastern Europe with special emphasis upon Russia from the early-modern to the modern period. May be used as social science or humanities credit, not both, at BCC.

HIST 230 Revolutions in the Modern World • 5 CR

Studies the forces that 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 may be taken for credit, not both. May be used as social science or humanities credit, not both, at BCC.

HIST 242 The Age of Exploration & Discovery • 5 CR

Examines the role of great explorers in world history from Marco Polo to David Livingstone. Illuminates the factors that 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. May be used as social science or humanities credit, not both, at BCC.

HIST 245 The U.S. in World Affairs: 1898 to Present • 5 CR

Deals essentially with this nation's foreign policy since its rise to world power status in 1898. The course examines the external determinants of foreign policy and the impact of domestic political factors on that policy. May be used as social science or humanities credit, not both, at BCC.

HIST 250 United States Military History • 5 CR

Overviews the major wars fought by the United States and the political and strategic conceptions that helped shape the national response. May be used as social science or humanities credit, not both, at BCC.

HIST 261 The Middle East in the Islamic Era • 5 CR

Examines the political, social, and cultural history of the Middle East from the seventh century. Emphasizes the development of Islam, the rise and decline of great Islamic empires, and the impact of the West and of modernization on Middle East societies. Analyzes the Arab-Israeli confrontation and Islamic fundamentalism. Same as INTST 261. Either HIST 261 or INTST 261 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BCC. Recommend HIST 102 or 103.

HIST 264 Washington & the Pacific Northwest • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 280 History of Africa • 5 CR

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. May be used as social science or humanities credit, not both, at BCC.

HIST 294/295/296/297 Special Topics in History • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

HIST 298 Seminar in History • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

HIST 299 Individual Studies in History • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

International Studies

INTST 105 Geography of World Affairs • 5 CR

A geographical survey investigating the interrelationships of selected economic, demographic, social, political, cultural, and environmental problems confronting the contemporary world. Emphasis is 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 CR

Provides an overview of international business and trade. Focuses on the inter-relationships between technology, culture, law, and economics within the contemporary global environments.

INTST 194/195/196/197 Special Topics in International Studies • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

INTST 198 Seminar in International Studies • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 199 Individual Studies in International Studies • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

INTST 200 States & Capitalism: Origin of Modern Global Systems • 5 CR

Explores the origins, development, and global impact of the modern state system and sheds light on the political consequences of economic change under capitalist, socialist, or mixed auspices (time period: From 10th century to the end of World War II).

INTST 201 Introduction to International Political Economy • 5 CR

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 & Tensions • 5 CR

Deals with the contemporary world from a cultural standpoint. Problems of intercultural relations is examined with particular emphasis on divergent "world views".

INTST 203 Comparative Religion • 5 CR

Introduces world's religions. The histories of Judaism, Christianity, Islam, Hinduism, and Buddhism are presented in their cultural contexts. The relationship between these major traditions and actual "folk" beliefs and practices is shown through ethnographic examples. Same as ANTH 203. Either INTST 203 or ANTH 203 may be taken for credit, not both.

INTST 204 Global History • 5 CR

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 HIST 120. Either INTST 204 or HIST 120 can be taken for credit, not both.

INTST 261 The Middle East In the Islamic Era • 5 CR

Examines the political, social and cultural history of the Middle East from the seventh century. Emphasizes the development of Islam, the rise and decline of great Islamic empires, and the impact of the West and of modernization on Middle East societies. Analyzes the Arab-Israeli confrontation and Islamic fundamentalism. Same as HIST 261. Either INTST 261 or HIST 261 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BCC. Recommend HIST 102 or 103.

INTST 280 History of Africa • 5 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

INTST 298 Seminar in International Studies • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 299 Individual Studies in International Studies • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

Political Science

POLSC 101 Introduction to Politics • 5 CR

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 & Politics • 5 CR

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 CR

Examines the struggle for power and peace and present day methods by which affairs are conducted between national states.

POLSC 104 State & Local Government • 5 CR

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 CR

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 CR

A seminar-type class that covers the present structure and purpose of the United Nations organization. Prerequisite: A course in political science.

POLSC 122 The United Nations • 2 CR

A seminar-type class that covers the present structure and purpose of the United Nations organization. Prerequisite: Permission of the instructor.

POLSC 123 The United Nations • 2 CR

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 125 Introduction to Political Psychology • 5 CR

An introduction to the field of political psychology that applies basic concepts in psychology to examine and analyze the political world. This course covers individual actors, decision-making, group dynamics, and mass political behavior.

POLSC 155 The American Presidency • 5 CR

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 CR

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 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

POLSC 198 Seminar in Political Science • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

POLSC 199 Individual Studies in Political Science • V1-10 CR

Covers direct readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

POLSC 201 Introduction to Political Philosophy • 5 CR

Examines the philosophical values and assumptions which underlie and which are essential for understanding political systems, governments, international conflicts and cooperation in the present world. Note: Same as PHIL 201. Either POLSC 201 or PHIL 201 may be taken for credit, not both.

POLSC 205 Introduction to Western European Governments • 5 CR

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 CR

Studies various development theories and strategies of Russia, China, and African and Latin American nations, with special emphasis on problems of political development and modernization.

POLSC 230 Revolutions in the Modern World • 5 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

POLSC 298 Seminar in Political Science • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

POLSC 299 Individual Studies in Political Science • V1-10 CR

Covers direct readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

Psychology

PSYCH 100 Introduction to Psychology • 5 CR

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 CR

Presents the biological aspects of research methods, sensation, perception, learning, memory, emotion and motivation, psychopathology, treatment, and development. Participation in demonstrations and experiments may be required. Fulfills natural science credit at BCC.

PSYCH 110 **Applied Psychology • 5 CR**

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

PSYCH 198 Seminar in Psychology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

PSYCH 199 Individual Studies in Psychology • V1-10 CR

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.

PSYCH 200 Abnormal Psychology • 5 CR

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 & Performance • 5 CR

Presents aspects of human performance including operant and classical conditioning, memory and conceptual processing, language, sensation, and perception. Participation in demonstrations and projects may be required.

PSYCH 204 General Developmental Psychology • 5 CR

Presents research and theories regarding human growth and change across the life span. Students 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 CR

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 CR

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 that may affect research results, data analysis, and report writing are covered. Prerequisite: PSYCH 100.

PSYCH 213 Elementary Psychological Statistics • 5 CR

Covers classification and reporting of data, hypothesis testing and evaluation, and probability theory. A survey of descriptive statistics, inferential statistics, and distribution-free tests are presented. Prerequisite: PSYCH 100.

PSYCH 240 Social Psychology • 5 CR

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 CR

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 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

PSYCH 298 Seminar in Psychology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

PSYCH 299 Individual Studies in Psychology • V1-10 CR

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.

Sociology

SOC 105 Sociology of Black Americans • 5 CR

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 CR

Surveys concepts, theories, and research about human groups.

SOC 170 Social Problems of Contemporary Society • 5 CR

Analyzes the social problems in contemporary societies. Course designed for the entering student.

SOC 194/195/196/197 Special Topics in Sociology • V1-10 CR

Covers unusual courses, self-support classes for college credit, and television courses.

SOC 198

Seminar in Sociology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

SOC 199 Individual Studies in Sociology • V1-10 CR

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 220 Research for Social & Health Sciences • 5 CR

Explores the process and uses of social and behavioral science research. Includes examination of developing research questions, formulating hypotheses, methods of collecting data, and the logic of data analysis. Designed for students in social sciences and health sciences.

SOC 240 Social Psychology • 5 CR

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 permission of instructor.

SOC 255 Marriage & the Family • 5 CR

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 & Sexuality • 5 CR

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 & Ethnic Group Relations • 5 CR

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 CR

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 & Deviant Behavior • 5 CR

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 CR

Covers unusual courses, self-support classes for college credit, and television courses.

SOC 298 Seminar in Sociology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

SOC 299 Individual Studies in Sociology • V1-10 CR

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.

Media Communications and Technology

The Telecommunications Division is the integration of media technologies in support of the Bellevue Community College mission to enhance community ties, increase student access, and provide leading edge programs by promoting, planning, designing, producing, delivering, and evaluating electronic media communication materials that instruct, inform, and/or enhance the lives of students, faculty, staff, and community members. The departments within the Telecommunications Division include: Media Communications and Technology, Distance Learning, Television Services/The College Channel, Media Maintenance, and the Faculty Resource Center.

The mission of the Media Communications and Technology Department is to provide technical instruction in the application, operation, and utilization of electronic and digital media communications equipment and in the design, production and utilization of electronic and digital media communication materials; and to support the overall mission of the college through instruction in basic skill development and general education. The Media Communications and Technology Department offers an Associate in Arts Degree (91 credits) in addition to a number of one-year certificates (48-50 credits) including: Digital Animation & Graphics, Web/Multimedia Authoring, Digital Video and Audio, and Advanced Video Production.

The mission of Television Services/The College Channel is to provide students and residents with an alternative educational opportunity by televising classes for credits; operating on-campus television facilities; providing a production staff to meet the internal video production needs of Bellevue Community College; supporting partnerships; and acting as a progressive community television broadcast resource for educational, cultural, arts, and current events programming.

The mission of the Media Maintenance Department is to provide maintenance, engineering, installation and training support for electronic media equipment and systems; to act as technical consultants; to prepare purchase orders; and to maintain an inventory of parts and supplies.

The mission of the Distance Learning Department is to maximize educational and training opportunities for all time-, distance-, work-, or home-bound students by providing a comprehensive selection of college credit classes and other educational programming via television and internet delivery systems.

The Faculty Resource Center's mission is to enhance student learning by supporting BCC faculty, staff, and administrators in curriculum design, the development of learning outcomes and assessments, and the use of instructional technology.

Media Communications & Technology

Please note: Course content is subject to change based upon industry demand and innovation in technology.

MEDIA 101 Exploring the Digital Future • 5 CR

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 & Technology of Persuasion • 5 CR

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 COMM 102. Either MEDIA 102 or COMM 102 may be taken for credit, not both.

MEDIA 103 Media & Messages: Media Literacy • 5 CR

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 CR

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 multicultural issues. Same as COMM 104. Either MEDIA 104 or COMM 104 may be taken for credit, not both.

MEDIA 108 Media Law & Ethics: Law in the Digital Age • 5 CR

Overview and study on the impact of current and emerging communication technologies on our nation's laws and ethics, as the American justice system's attempt to keep pace with the technological developments in areas such as copyright, free speech, pornography, and universal Internet access. This is accomplished through a series of lectures, case studies, discussions, and a variety of film and video clips.

MEDIA 109 Computer Essentials for Digital Media • 5 CR

A compentency-based course designed for students with minimal computer skills or who have only used DOS or office-type applications. Introduces both Macintosh and PC computer platforms, operating systems, computer peripherals, computer software for media, and basic internet and HTML skills.

MEDIA 110 Web Multimedia Foundations • 5 CR

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. Prerequisite: MEDIA 109 at BCC with a C or better; or an entry code.

MEDIA 112 Video Foundations • 5 CR

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 project utilizing post-production editing. Prerequisite: MEDIA 109 at BCC with a C or better; or entry code.

MEDIA 122 Introduction to Audio & Recordings • 5 CR

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.

MEDIA 125 Digital Imaging Foundations • 5 CR

Introduces the techniques, technology, and philosophy or raster (bitmapped) and vector digital images in web, multimedia, digital video, and animation applications. Prerequisite: MEDIA 109 at BCC with a C or better; or entry code.

MEDIA 150 Cooperative Work Experience in Media • V1-5 CR

Cooperative work-study agreement between the student, the media program and an offcampus 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 CR

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

MEDIA 185 Philosophical Issues in Technology • 5 CR

A critical examination of the nature and dimensions of technology. Course topics include distinction between pure and applied science, artificial intelligence and biotechnology, impact of technology on the concept of work and progress in public policy, and the role of information technology on our lives. Same as PHIL 185. Either MEDIA 185 or PHIL 185 may be taken for credit, not both.

MEDIA 194/195/196/197 Special Topics in Media Communications & Technology • V1-10 CR

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 Communications & Technology • V1-5 CR

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 CR

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 fifteen (15) credits. Prerequisite: Permission of Program Chair and previous media enrollment.

MEDIA 210 Video Field Production • 5 CR

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 at BCC with a C or better; or entry code.

MEDIA 212 Video Studio Production • 5 CR

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 at BCC with a C or better; or entry code.

MEDIA 214 Intermediate Video Production • 5 CR

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 at BCC with a C or better; or entry code.

MEDIA 216 Script Writing for Media • 5 CR

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 scriptwriter's role in pre-production planning. Prerequisite: ENGL 101 or 102 or 270 or 271 or 272 or COMM 141 at BCC with a C or better; or a course from another college which is equivalent to BCC's ENGL 101 or 102 or 270 or 271 or 272 with a C or better; or entry code.

MEDIA 220 Digital Video Editing • 5 CR

Covers computer-based video editing technologies, including the creation of digital video productions for inclusion in multimedia and web applications such as QuickTime and the creation of video productions through the utilization of digital non-linear editing technology. Prerequisite: MEDIA 112 at BCC with a C or better; or entry code.

MEDIA 222 Digital Audio for Multimedia • 5 CR

Hands-on, project oriented class in the acquisition, recording, processing, mixing and distribution of digital audio for media applications in the multimedia, web and digital video environments. Outcomes are accomplished through readings, lectures, demonstrations, and applied skills through a series of audio-related projects in various digital media. Prerequisite: MEDIA 110, 112, and 122 at BCC with a C or better; or entry code.

MEDIA 223 Multimedia Authoring • 5 CR

Covers the hardware requirements and software application for the creation of interactive web 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 110, 112, and 125 at BCC with a C or better; or entry code.

MEDIA 225 Raster Images • 5 CR

Presents intermediate raster-based images skills and demonstrates how to apply these skills to the development of on-screen, multimedia, and web applications using appropriate software similar to Adobe Photoshop. Prerequisite: MEDIA 125 at BCC with a C or better; or entry code.

MEDIA 227 Vector Images & Illustrations • 5 CR

Presents the fundamentals of visual communication, screen design, and typography and shows how to apply these skills to the development of on-screen, multimedia, and web applications through the utilization of FreeHand or similar vector software. Prerequisite: MEDIA 125 at BCC with a C or better; or entry code.

MEDIA 230 **Web Design • 5 CR**

Introduces the background issues, design fundamentals, and production techniques employed in the authoring of World Wide Web content with html, graphics applications, and browser delivery. Prerequisite: MEDIA 110 and 125 at BCC with a C or better; or entry code.

MEDIA 235 2-D Animation • 5 CR

Students learn the tools and skills needed to create simple digitally animated objects utilizing different animation techniques including non-moving animation, path animation, cel animation, and time-based animation; and to combine these sequences with audio to create finished animation objects. Prerequisite: MEDIA 110 and 125 at BCC with a C or better; or entry code.

MEDIA 237 **3-D Animation • 5 CR**

Students learn the tools and skills needed to create three-dimensionally animated objects utilizing different animation techniques including non-moving animation, path animation, cel animation, and layered cel animation and to combine these sequences with simple audio sequences to create finished animated sequences. Prerequisite: MEDIA 110 and 125 at BCC with a C or better; or entry code.

MEDIA 238 Internet Objects • 5 CR

Develops an advanced understanding of the industry issues, development fundamentals, and programming techniques involved in the authoring of World Wide Web content. Prerequisite: MEDIA 240 at BCC with a C or better; or entry code.

MEDIA 239 Digital Character Animation • 5 CR

Introduces the student to the skills and techniques used in the creation of digital 3-D character animation including character motion and advanced animation techniques. Prerequisite: MEDIA 237 with a C or better; or entry code.

MEDIA 240 Programming for Web Authors • 5 CR

Introduces the web authoring student to the principles, approaches, and terminology behind developing scripts and applets for the World Wide Web. Intended to provide a predominantly design-oriented student with a better familiarity and understanding of programming fundamentals employed in such languages as JavaScript and Java. Prerequisite: MEDIA 110 with a C or better; or entry code.

MEDIA 245 Production Practice • 3 CR

Provides students an opportunity to work under the supervision of a professional oncampus producer to create video and multimedia production for Bellevue Community College faculty and administration, BCC Channel 28 television, Faculty Resource Center, and off-campus clients. Students are encouraged to create materials for their personal portfolios as well. Class may be repeated for a maximum of fifteen (15) credits. Prerequisite: Permission of instructor.

MEDIA 248 Portfolio & Employment • 3 CR

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 Internship in Media • 5 CR

Student either participates in a 165-hour internship with a professional media-related company or organization to gain practical experience in the production and management of media resources, or 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 CR

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 CR

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 CR

Covers the functions for a camera operator, audio technician, control room technician, or other crewmembers 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 CR

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 CR

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 CR

Covers the editing of programs for air on linear and non-linear systems; functioning in crew positions of technical director, floor director, assistant producer, and assistant director; market, organize, and operate videoconferences, including publicity publications created on desktop publishing software. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 270 Economics of Emerging Technology • 5 CR

Investigates the causes and effects of technological innovation in a modern economy. Examines the information technology industries. Compares the roles of government and the private sector with respect to emerging technologies on labor markets; ownership of information; application of antitrust laws to new industries; and other applicable topics. Recommend ECON 201. Same as ECON 270. Either MEDIA 270 or ECON 270 may be taken for credit, not both.

MEDIA 272 Art of Directing • 4 CR

Covers elements of directing, directing fiction (including writing scripts, developing characters, staging the actor and camera), and directing non-fiction (including interviews, demonstration, new programs, commercials). Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 274 Computer-Video Integration II • 4 CR

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 CR

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 postproduction requirements; and evaluate the program. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 282 Production Resume • 3 CR

Students ascertain and develop employment strategy; design a production resume to established specifications; compile and edit a resume videotape; write and publish a written resume; execute networking strategy, and conduct job interviews. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 284 Professional Internship • 6 CR

Students 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 CR

Students seek out and create multiple production projects; work with the producer to develop concepts; oversee the quality of productions; and evaluate results and audience feedback. Prerequisite: Acceptance to Production Assistant Certificate Program.

MEDIA 294/295/296/297 Special Topics in Media Communications & Technology • V1-10 CR

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 Communications & Technology • V1-5 CR

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 CR

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 fifteen (15) credits. Prerequisite: Permission of program chair and previous media enrollment.

Bilingual Opportunities

Translation and Interpretation Certificate Courses

INTRP 101 Introduction to Translation & Interpreting • 3 CR

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. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 102 Fundamentals of Interpreting • 3 CR

Learn the building blocks of interpreting, including analyzing, summarizing, and paraphrasing; listening comprehension; shadowing; closure; and note taking. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 104 Technology for Translators & Interpreters • 3 CR

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). Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 105 Vocabulary Acquisition & Terminology Research • 3 CR

Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, The interpretation and translation programs are a cooperative effort between Bellevue Community College and the Translation and Interpretation Institute. The T&I program is intended for bilingual students. Non-credit courses are also available. For more information call (425) 564-3171.

computers, business, and international trade are covered. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 106 Ethics & Business Practice of Translation & Interpreting • 3 CR

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. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 107 Advanced Interpreting Skills I • 3 CR

Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 108 Advanced Interpreting Skills II • 3 CR

Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Simultaneous, consecutive, and sight translation are practiced in different settings. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 111 Interpretation Practicum • 1 CR

Supervised, 25-hour interpreter practicum or mentorship with an agency, experienced freelancer, corporation, or at the student's workplace, associated with a five-hour professional seminar for participating students. Prerequisite: Acceptance into program; bilingual proficiency.

TRANS 103 Fundamentals of Translation • 3 CR

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear, polished translations. Prerequisites: Acceptance into program; bilingual proficiency.

TRANS 109 Advanced Translation Workshop I • 3 CR

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. Prerequisite: Acceptance into program; bilingual proficiency.

TRANS 110 Advanced Translation Workshop II • 3 CR

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. Prerequisite: Acceptance into program; bilingual proficiency.

TRANS 112 Translation Practicum • 1 CR

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. Prerequisite: Acceptance into program; bilingual proficiency.

Real Estate

R EST 130 Principles of Real Estate • 5 CR

The entry level course in real estate. "Principles" is designed for buyers and sellers, investors, and those persons desirous of obtaining a real estate salesperson license. This course fulfills the Washington State 60 clock-hour "fundamentals" requirement and prepares the student for the Washington State Real Estate Salesperson Exam. R EST 130 covers legal titles and instruments, finance, appraisal, contracts, agency and land economics. R EST 130 is recommended prior to taking any other real estate course. Same as G BUS 130. Either R EST 130 or G BUS 130 may be taken for credit, not both.

R EST 131 **Real Estate Finance • 3 CR**

Students learn the policies, problems, and methods involved in financing real property. Covered are loans and lenders, debt and security, money markets, financing alternatives, and institutional and governmental sources of funds. Recommend: R EST 130.

R EST 133 Real Estate Law • 3 CR

Common law and Washington statutes governing real estate are covered. Included are acquisition, encumbrances, transfer, and rights and obligations of the parties. This course is required for those seeking a Washington State Brokers License. Recommend: R EST 130.

R EST 134 Real Estate Sales Practices • 3 CR

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.

R EST 135 Real Estate Forecasting & Economics • 3 CR

Forecasting techniques and urban economics are applied to the local real estate market. Economic principles, projecting tools, and data sources are applied to the forecasting of supply and demand in the real estate market. The course also deals with the effects of growth management legislation, environmental factors, and other impacts on real estate values. Recommend: R EST 130.

R EST 136 Real Estate Agency & Ethics • 3 CR

No consumer or professional agent can afford to be ignorant of the potential liability that exists with conflicting interests and multiple agency representation. Beginning with a study of agency relationships and agency law, the course proceeds to a study of ethical considerations in real estate. Heavy emphasis is placed on a case-study approach. Recommend: R EST 130.

R EST 137 Real Estate Financial Calculator • 1.5 CR

Provides an introduction to calculator functions and the input of data to achieve a desired result. The course incorporates basic real estate investment and financial data to obtain an investment strategy analysis. The course uses the HP12C calculator. Recommend: R EST 130.

R EST 140 Standards of Professional Appraisal Practice • 1.5 CR

Focuses on the requirements for ethical behavior and competent performance set forth in the Uniform Standards of Professional Appraisal Practice under Washington State law as administered by the Department of Licenses, Appraisal Division. The course is currently required for appraisers every two years.

R EST 141 Foundations of Real Estate Appraisal • 3 CR

This is the introductory course required for appraiser licensing and certification. It provides the foundation necessary to progress through increasing complex course work. The course is further designed to assist real estate professionals gain a basic understanding of appraising and appraisal methods. Recommend: R EST 130.

R EST 142 Appraisal of Residential Property • 3 CR

Using the market data approach to appraising, students acquire a working knowledge of the procedures and techniques required to estimate the value of single-family residences. This is the second course in the appraiser certification series. Recommend: R EST 141.

R EST 143 **Real Estate Appraisal** Methods • 3 CR

This course focuses on the particular aspects of property that create value. The methods used to apply the sales comparison on cost approaches are emphasized. Direct capitalization is demonstrated with emphasis on income/expense analysis. This is the third class in the appraiser certification series. Prerequisite: R EST 142 or permission.

R EST 144 Appraising Income Property: Capitalization • 3 CR

Students learn the procedures used to analyze data to derive sound value estimates for income producing properties. The assessment of the significance of data, the derivation of information, and the interpretation and testing of mathematical conclusions are covered. This is the fourth class in the appraiser certification series. Prerequisite: R EST 142 or permission.

R EST 146 Appraising Apartments • 3 CR

This course covers the appraisal of multifamily dwellings with particular emphasis on the small (2-20 units) building. Students are expected to complete appraisal reports on a small and medium size apartment structure. Prerequisite: R EST 142 or permission.

R EST 150 Real Estate Business Management • 3 CR

This course covers the considerations and strategies necessary to open ones own business. It is recommended for real estate agents—especially 100% agents, appraisers, and mortgage loan officers. Covered are business planning and financing, site location, technology, office management and marketing, growth, and strategic planning. R EST 150 is required for the Washington State Real Estate Brokers Exam.

R EST 151 Real Estate Brokerage Management • 3 CR

Students learn the legal requirements and liabilities involved in operating a real estate brokerage, trust accounting and record keeping, recruitment and training, agent retention, and productivity. R EST 151 is required for the Washington State Real Estate Brokers Exam. Prerequisite: R EST 130 or sales license.

R EST 160 Real Estate Escrow • 3 CR

This course covers the basic concepts of closing a real estate transaction. Students learn to deal with title problems, lien rights, escrow and agency law, and the accounting function of escrow. Students study the interrelationships of escrow, real estate, mortgage lending and law. Problem cases covered in the course include cash, contract and assumption sales, and conventional, FHA and VA mortgage loans. Recommend: R EST 130.

R EST 161 Advanced Real Estate Escrow • 3 CR

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. Prerequisite: R EST 160 or permission of instructor.

R EST 165 Land Titles Insurance & Clearance • 3 CR

This is the beginning course in the title insurance series. Mortgage loan officers and processors, escrow officers, and closers and real estate agents find this course valuable. Covers title insurance and coverage, liens, exceptions, and clouds that affect real property, formal and informal methods of title clearance, and legal rights and responsibilities. Recommend: R EST 130.

R EST 166 Land Titles: Examining • 3 CR

This course covers the why, what, where, and how of searching land titles. Students compile all relevant data from public records and examine titles for all insurable and uninsurable matters including liens, court matters, and other encumbrances. A "chain of title" is constructed. Recommend: R EST 130.

R EST 167 Land Titles: Underwriting • 3 CR

Through lecture and case study this 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 are balanced. Prerequisite: R EST 166 or permission of instructor.

R EST 170 Mortgage Loan Underwriting • 3 CR

Covers the process of mortgage loan assessment and approval/rejection, and the analysis of assets, income, credit, and debt. FHA, VA and conventional mortgages and FNMA guidelines are also covered. Students conduct risk analyses of mortgage case files. Recommend: REST 130 or currently employed in escrow or related mortgage field.

R EST 171 Mortgage Loan Processing • 3 CR

Students learn the basics of processing various types of FHA, VA and conventional mortgage loans. Buyer qualifications, credit, income and asset verification, balancing speed and accuracy, dealing with realty agents, escrow and mortgage loan officers, and the idiosyncrasies of lenders are all covered. This course is especially recommended for all escrow and mortgage personnel. Recommend: R EST 130.

R EST 172 Mortgage Loan Officer • 3 CR

Course prepares the student for a career in mortgage lending as a real estate loan officer. In addition to covering all applicable FNMA requirements and documents, the basic loans, consumer benefits, and borrower qualifications, the student also creates a personal marketing plan. Recommend: R EST 130 and 150.

R EST 230 Commercial Real Estate Practices • 3 CR

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. Recommend: R EST 130

R EST 231 Commercial Real Estate Finance • 3 CR

The methods and patterns of financing leasehold and fee title interests of various types of commercial properties are studied. Included in the course are retail, office, and industrial properties; shopping centers; mobile home parks; and land development. Recommend: R EST 130.

R EST 233 Real Estate Exchanges • 1.5 CR

This course provides an introduction into basic real estate exchange methods and formats while identifying attendant tax benefits. It reviews IRC 1031 and 1034 regulations, adjustment of basis, identification of unlike property, and cash flow analysis methods. Recommend: R EST 130.

R EST 234 Real Estate Foreclosures • 1.5 CR

Course is an examination of the legal and judicial foreclosure process. It includes the

statutes and common law affecting the foreclosure of real property and an examination of the financial and value judgments necessary to determine whether the purchase of a foreclosed property is a viable investment.

R EST 235 Real Estate Investment Strategy • 3 CR

Students learn the fundamentals of analyzing real estate investments. The course covers the various elements in the analysis process and their interrelationships. Students examine how the investments and their changing characteristics relate to their own goals and financial circumstances. Recommend: R EST 130.

R EST 240 Land Planning & Development • 3 CR

This is the study of the legislation, ordinances, and procedural requirements involved in land use and development processes. The course covers areas of zoning, subdivision, comprehensive planning, environmental and land use legislation, highest and best/most probable use, and building and land economics. Prerequisite: R EST 130 or sales license or permission of instructor.

R EST 241 Advanced Land Planning & Development • 3 CR

Building on R EST 240, this course covers residential subdivision and commercial development through case studies, problem analysis, and income evaluation on sitespecific developments. Prerequisite: R EST 240 or permission of instructor.

R EST 251 Residential Property Management • 4 CR

Geared to the professional property manager, rather than the on-site manager, this course covers the management of all types of residential and multi-residential properties. The class additionally meets outside of classroom hours for development of an apartment management plan. Note: This course is identical to the Institute of Real Estate Management Course 202 and successful students receive an additional 5 elective credits toward a Certified Property Manager (CPM) designation.

R EST 252 Commercial Property Management • 3 CR

This course focuses on the application of the management, operation, and leasing procedures of shopping centers, offices and medical buildings, and industrial properties. Note: This course is identical to the Institute of Real Estate Management Course 203 and successful students receive an additional 5 elective credits toward a Certified Property Manager (CPM) designation.

R EST 260 Commercial Escrow • 3 CR

This is the third course in the escrow series and deals with the escrowing of income producing entities and non-standard properties. Business escrow, industrial and shopping complexes, developmental properties, and farm and land escrows are covered. Prerequisite: R EST 161 or permission of instructor.

R EST 299 Individual Studies in Real Estate • V1-10 CR

The subject matter of the course is arranged between the student and the instructor. It may cover directed readings, special projects, and independent study by an individual student. Prerequisite: Approved by Real Estate Director.

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. The Family Educational Rights and Privacy Act also 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. 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 Enrollment Services 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 financial obligations are 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 his/her 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 "account closed" or a "stop payment" order will result in the student being withdrawn immediately from all classes, and will require a \$25 reinstatement fee. All other returned checks for tuition and fees will result in the student being withdrawn from 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, his/her 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 nonclassroom 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 Complaint 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.

Apart from the Discrimination Complaint Procedure, which applies to all members of the BCC community, the college has two procedures in place to help resolve difficulties, complaints and other grievances arising from 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 Complaint 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 Complaint Procedure covers all issues not addressed as academic grievances.

Both the academic and general complaint procedures emphasize informal resolution, with both the faculty or staff member and the student making a good faith effort to resolve the complaint on a one-to-one basis. If the student determines that the complaint cannot be resolved to his/her 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 complaint. 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 process for an academic complaint involves a hearing before the Student Academic Complaint 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 complaint. Complete information about complaint 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 Disability Support 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 her/her 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.

The Board of Trustees of Community College District VIII

Bellevue Community College

Established 1966 Accredited by the Northwest Association of Schools and Colleges

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Computer Science - Transfer: Michael Gelotte Information Technology/Networking: Becky Ochs

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Administrators and Faculty

Agassiz, Roderick A., Human Development B.A., University of Washington M. Ed., Seattle University Alfers, Jennifer, International Programs B.A., Seattle University M.A., Monterey Institute of International Studies *Allen, Lisa, Parent Education B.S., Northwestern University *Anderson, Betty M., Sociology B.S., M.A., University of Washington Anderson, Marilyn D., Mathematics B.S., University of Redlands M.S., University of Washington *Andrus, Pat, English B.A., Nazareth College M.F.A., Goodard College *Apacible, Ricardo M. P., Psychology B.A., M.A., University of St. Thomas M.Ed., University of Washington Armstrong, Julius B., Radiation Therapy (Chair) B.S., City College, New York M.B.A., Adelphi University Artimovich, Vicki, Art B.A., M.A., University of Washington Baker, Joan P., Diagnostic Ultrasound American Registry of Diagnostic Medical Sonographers Beauvais, Chan, Information Technology/ Programming (Chair) B.A., University of California, Santa Barbara Becker, Cheryl L., Nursing (Chair) B.S.N., University of Alaska M.N., University of Washington *Benezra, Lee D., Math Lab B.S., University of Washington

Bennett, James L., Educational Services (Dean of Instruction) B.A., Macalester College M.S., Mankato State University Ph.D., University of Washington Bennett, Linda, Developmental Education (Chair); English B.A., M.A., Eastern Washington University *Berg, Carole A., Physical Sciences B.S., Washington State University M.S., University of Washington Bessho, Scott, Writing Lab A.A., Bellevue Community College Bilby, Carolyn P., Foreign Language (Chair) B.A., Seton Hall University M.A., Pennsylvania State University *Black, Claude, Accounting; Business Administration A.A., Bellevue Community College B.A., University of Washington M.B.A., City University Bloomsburg, Pete, Mathematics B.S., M.S., Ph.D., University of Idaho Braden, Ruthmary, Educational Planning & Advising Center; Human Development B.S., M.Ed., University of Wisconsin Bradley, Kathryn M., Library Media Center B.S., Creighton University M.L.S., University of Washington Bratz, Richard, Accounting; Business Administration B.S., California State University, Fresno M.B.A., California State University, Stanislaus Bridwell, Virginia, Psychology (Chair) B.S., M.S., University of Alaska *Bryant-Trerise, James, English B.A., University of California, Santa Barbara M.A., Claremont Graduate School Burke, Robert A., Speech B.A., University of Washington M.A., University of Hawaii Burns-Lewis, Laura L., English (Chair) B.A., M.A., University of Washington Burton, Carol, Life Sciences B.S., University of Alaska M.S., University of Hawaii *Buxton, M. Lee, Speech B.A., M.A., University of Washington

Caldero, Michael, Administration of Criminal Justice (Chair) B.A., Eastern Washington University M.A., Ph.D., Washington State University Carpenter, Sharon, Continuing Education (Associate Dean) B.S., Oklahoma University M.S., University of New Orleans Castigliano, Christine, Media Communications & Technology B.A., Webster University Chickering, Joann, Physical Sciences B.A., M.S., Ph.D., University of California Christiansen, Pauline Grabill, English B.A., M.A., University of Washington Clark, Douglas, International Programs B.S., Iowa State University M.A., University of Kansas Cofer, Jeffrey, American Studies (Chair) B.A., Glassboro State College M.A., Ohio University Cowan, Susan C., General Business Management B.S., University of Oregon M.S., Oregon State University Cross, Steven W., Human Development B.A., M.Ed., Ohio University Curnutt, Larry A., Mathematics B.A., M.S., Western Washington University *Dahlin, Karen, Human Development B.A., M.A., University of Washington Davis, Morgan David, Administrative Office Systems; Information Technology A.A., Bellevue Community College *DeCaro, Patricia, Art B.A., Temple University M.F.A., University of Washington *Donaldson, Marla, Parent Education B.A., Central Washington University *Drewry, Irene, English B.A., University of Washington *Eichner, Nancy, English B.A., University of Maryland M.A., University of Tübingen Ellinger, James, Life Sciences (Chair) B.A., Kalamazoo College M.A., Western Michigan University Ph.D., University of Massachusetts, Amherst Ellingson, John Wesley, Art B.A., Moorehead State College

*Epstein, Lawrence, Anthropology B.A., M.A., Ph.D., University of Washington Esler, Tika, Enrollment Services (Associate Dean) B.A., The Evergreen State College Evans, Neil, *NWCET* (*Executive Director*) B.A., M.B.A., Northwestern University *Feller, Eileen, English B.S., University of Minnesota M.A., Humboldt State University Felton, Sharon A., Multi-Cultural Services R.N., Pasadena City College B.A., University of California, Berkeley M.Ed., University of Washington *Femling, Frank, Accounting B.S., Seattle University Fieser, Robert, International Programs B.A., M.A., University of Washington Floten, B. Jean, President B.A., M.S., Portland State University *Foote, Kristen Gail, Parent Education B.A., University of Washington Fraser, Beth, Library Media Center B.A., College of Wooster M.L.S., University of Washington *Frauenheim, Marie, Parent Education B.A., Marygrove College Fruit, Dianne, Foreign Language B.A., Pacific Luthern University M.A., University of Washington Ganbari, Sakuna, American Sign Language B.A., University of Washington M.A., Antioch University Garrow, Stephen, Media Communications & Technology B.A., Ricker College M.A., University of Arizona M.F.A., State University of New York Gelotte, Michael, Computer Science (Chair); Information Technology B.M., M.S., Brigham Young University George, Roger A., Communications (Chair); English B.A., M.A., Ph.D., University of Washington Gilliam, Rhonda, English B.S.Ed., Austin State University M.S., Texas Tech University Gleason, Dale L., Music (Chair) B.A., University of Washington M.Ed., Western Washington University

Gold, Melodye, Life Sciences A.B., Whitman College M.S., University of Wisconsin *Goldsmith, James, English B.S., Wright State University M.A., University of Idaho Goss, Arthur, Physical Sciences B.S., M.S., Wright State University Gough, Kay, Educational Development & Health Sciences (Division Chair) B.S., Mississippi University for Women M.B.A., University of Southern Mississippi Gould, David D., Business Administration; General Business Management B.A., M.B.A., Washington State University J.D., University of Washington Gould, Janice B., Administrative Office Systems (Chair) B.A., University of Washington Graham, Thomas, Developmental Education B.A., University of Minnesota M.A., Seattle University Green, Sally, Radiation Therapy B.S., James Madison University R.R.(T), Swedish Hospital Griggs, Debra, Administrative Office Systems B.A., University of Puget Sound M.B.A., City University Gulamani, Shairose, Administrative Office Systems B.Ed., M.Ed., University of British Columbia *Haakenson, Erick, Philosophy B.A., University of Notre Dame M.A.R., Yale Divinity Habib, Berthe, Mathematics B.A., M.A.T., M.S., University of Washington Haines, Eric G., History (Chair) B.A., B.A., M.A., University of Natal M.A., University of London Hall, Christine, International Programs B.S., Eastern Michigan University M.S., New York State University Hamernvik. Steven. International Studies (Chair); Political Science B.A., Portland State University Ph.D., University of Washington *Hansen, Kathleen I., Administrative Office Systems; Information Technology B.A., College of Idaho M.A., University of Idaho

(Associate Dean)

Meek, Donna, English

(Chair) Los Angeles * indicates affiliated part-time faculty

Ph.D., Claremont Graduate School Haslam, Graham, History B.A., University of Washington M.A., Western Washington University Ph.D., Louisiana State University Heinrichs, Timothy, History A.B., Harvard College M.A., University of Utah M.A., Ph.D., University of Washington Helm, Rudolph, Administrative Office Systems; Computer Science B.A., University of Washington Henrickson, Marja, Foreign Language M.A., B.A., North Texas State University Henry, Richard, Information Resources (Dean) B.A., The Evergreen State College M.Ed., Western Washington University *Hewitt, Rebecca D., Mathematics B.A., University of Washington Hobbs, Robert, Physical Sciences B.A., University of Colorado M.A., Indiana University *Hobbs, Sylvia H., Parent Education B.S., Birkbeek College, University of London Hoffman, Dale, Mathematics B.A., Washington State University M.S., University of Connecticut Hurrell, Mary-Ann C., Nursing B.S.N., University of Alberta M.N., University of Washington Hutchison, Kae R., Special Assistant to the President B.A., Whitworth College M.A., Eastman School of Music, University of Rochester Ph.D., The Fielding Institute Irey, Sayumi, Library Media Center A.A.S., Everett Community College B.A. ,University of Washington Jackson, Robert C., Drama B.S., Northwestern University M.F.A., University of Washington James, A. Christopher, Media Communications & Technology B.A., Colorado College M.Ed., Utah State University Jangaard, Linda L., Business Administration B.A., M.B.A., University of California,

Hanson, Michael, Life Sciences

B.S., University of Nebraska

*Janssen, Jane, English B.A., University of Washington M.A., Humboldt State University Jeffers, Robin, English B.A., M.A., University of California, Los Angeles Johnson, Andrew, General Business Management; Marketing B.A., University of Missouri M.B.A., Oklahoma City University Jurji, E. David, Anthropology B.A., Albright College M.A., New York University Ph.D., University of Washington Keating, Patrick, Media Communications & Technology B.S., Seattle Pacific University Kennedy, Jerrie L., English B.A., M.A., Washington State University Kennedy, Tim S., Media Communications & Technology (Chair) M.A., George Washington University Khan, Aslam, Political Science (Chair) B.A., Gonzaga University M.A., University of Washington Korolenko, Michael, Media Communications & Technology B.A., Vassar College M.S., Boston University Kotker, Joan G., English; Writing Lab (Director) B.A., M.A., Ohio State University LaFond, Daniel J., Human Development B.A., St. Martins College M.S.W., University of Washington Laveglia, Jennifer L., Mathematics B.S., Bowling Green State University M.S., University of North Carolina Leatherbarrow, Ronald, Educational Services (Executive Dean) B.A., M.A., State University of New York Ph.D., University of Maryland *Leber, Mary Reeves, Speech B.S., M.A., University of Kansas Ph.D., University of Washington Lee, Frank, Engineering (Chair) M.E., University of Washington Lee, Harlan, Multi-Cultural Services B.A., Glassboro State College M.C., Arizona State University M.E., Northern Arizona University Leeds, Linda A., English B.A., Pomona College M.A., Cornell University

M.A., Ph.D., University of Virginia

B.A., Central Washington University

M.F.A., Washington State University

Lum, Leslie G., Business Administration;

B.A., M.A., University of British

General Business Management

M.B.A. Columbia University Lyle, Catherine, Physical Sciences (Chair)

A.A., Mt. San Antonio College

*Lyons, Elizabeth S.N., Physical Sciences

Macneil, Lucy Parke, Human Resources (Vice

B.A., M.L., University of Washington

Madigan, Mary L., Radiologic Technology

A.A., Bellevue Community College

American Registry of Radiologic

Malvino, Gene, International Programs B.A., M.A., St.Mary's College

Marks, Suzanne, Workforce Development

B.A., Washington State University

B.A., University of Washington

Matsumoto, Akemi, Human Development

M.A., University of Alaska

B.A., University of Colorado

Mauldin, Diane M., Life Sciences

Ed.M., Oregon State University

B.A., M.A., University of Washington

McAlvay, John, Business Administration;

J.D., SW University School of Law

B.A., M.S., Florida State University

Meehan, J. Timothy, Human Development

B.A., M.A., Ohio State University

Meilleur, Raoul J, International Programs

B.A., University of Washington

General Business Management

B.A., University of Wisconsin

McKee, Carol, International Programs

B.A., Gonzaga University

M.A., University of Oregon

Martin, Barbara M., Administrative Services

B.A., Pomona College M.S., Tufts University

B.A., University of Alaska

Leighton, Gordon B., English

B.A., Bates College

Luark, Carolyn, Art (Chair)

Columbia

President)

Technologists

(Vice President)

(Dean)

M.A., University of Paris

Melvoin, Peter, Sociology (Chair) B.A., University of Illinois M.A., Arizona State University Mercer, Gloria A., English B.Ed., Seattle University M.Ed., University of Washington Merz, Gary, Accounting (Chair); Business Administration B.A., Central Washington University M.B.A., Golden Gate University Meyer, Michael W., English B.A., Briar Cliff College M.A., Marquette University *Meyers, Linda, Parent Education B.A., University of Washington *Molvik, Nilmar L., Mathematics B.S., M.Ed., Seattle Pacific College Nesbeitt, Sandra J., Marketing (Chair) B.A., M.S., Eastern Washington University Newton, Harriet, Health; Physical Education; Recreational Leadership (Chair) B.S., Oklahoma College for Women M.Ed., Seattle Pacific University Nielsen, Thomas R., Arts & Humanities (Division Chair) A.A., Bellevue Community College B.A., M.A., University of Washington Noble, Donald N., Special Assistant to the President B.A., University of Washington M.P.A., Pacific Lutheran University Norling, Eva, Foreign Language B.A., University of Tübingen M.A., University of Freiburg Norris, Rossie L., Human Development B.A., Southern University M.Ed., University of Washington Nudelman, Laura, Speech B.A., University of the Pacific M.A., San Diego State University Ochs, Rebecca, Information Technology/ Networking (Chair) B.S., M.Ed., Central Washington University *O'Donnell, Sue, Parent Education B.S., University of Washington Orechia, Stella, Physical Education B.S., Brigham Young University M.A., San Francisco State University Osmundson, John S., Anthropology (Chair) B.A., University of Washington M.A., Washington State University

Paul, Christine, Interior Design B.S., M.S., Purdue University *Paydar, Iraj, Political Science B.A., M.A., Western Washington University Ph.D., University of Washington Perkins, Terri M., Nursing M.A., University of Washington B.S., Northeastern University Perry, John W., Information Technology B.A., University of Washington M.B.A., Northwestern University Perry, Thornton A., Distance Education (Director); History; Social Science (acting Division Chair) B.A., M.A., Ohio State University Pickering, Wendy, International Programs B.A., California State University M.A., Theological Studies, Regent College M.Ed., Seattle University *Plunkett, Mark D., Life Sciences B.S., Seattle Pacific University M.S., Western Washington University Polin, Anne, Diagnostic Ultrasound (Chair) B.S., Washington State University Pollock, Kimberly, English B.A., Shimer College M.A., University of Southwestern Louisiana Pritchard, Thomas W., Administration of Criminal Justice B.A., University of Washington Pugh, Rose L., Mathematics; Math Lab (Director) B.S., M.S., Western Washington University Purser, Robert S., Art B.A., Central Washington University M.F.A., University of Washington Ph.D., University of Oregon Radvilas, Ronald S., Radiologic Technology (Chair) B.S., University of Massachusetts M.S., State University of New York Raphael, Karen, Interior Design B.A., M.A., California State University, Long Beach *Rasmussen, Darrell R., Mathematics B.A., M.A., University of Montana Ratener, Peter E., Mathematics B.S., State University of New York M.S., University of Washington

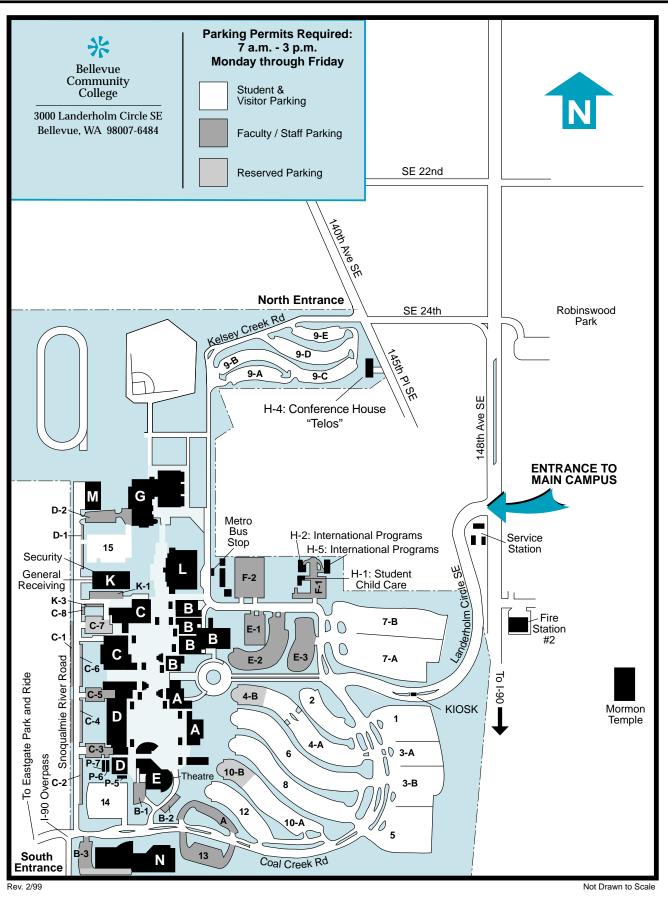
*Relf, James A., Mathematics B.A., Geneva College M.A.T., University of Washington Richardson, Rosemary K., Life Sciences B.S., University of Michigan M.S., University of Washington Righi, Michael E., Economics B.A., Holy Cross College M.A., Columbia University Roberts, Judith Ann, Developmental Education B.A., Western Washington University Roselle, Douglas L., Geography (Chair) B.A., Western Washington University M.S., Louisiana State University Ross, Steven, Institutional Advancement (Vice President) B.S., University of New Mexico M.A., Webster University Rostirolla, Jim, Physical Sciences B.A., San Francisco State College M.A., California State University, San Francisco Rothman, B. Karen, English; Reading Lab (Director) B.A., Mississippi State College for Women M.A., Louisiana State University M.A., California Lutheran College Rousso, Elaynne, Sociology B.A., University of Michigan M.A., Michigan State University Ph.D., University of California, Los Angeles Rowhani, Shahla, Library Media Center M.S.L.S., University of Southern California Sage, Lynne S., Mathematics (Chair) B.A., M.Ed., Western Washington University Saflund, Peter, NWCET (Associate Director) B.S., Southern Illinois University M.Ed., City University Seeman, Julianne, English B.A., M.A., University of Washington *Sharpe, Donna, Human Development B.A., University of Washington M.A., Seattle University Shepherd, Gertrude C., Early Childhood Education (Chair) B.A., Colorado College *Shook, Caroline M., Mathematics B.A., Seattle University

Shiromaru, Toyomi, Foreign Language B.A., Tokyo University M.A., California Sate University Shuman, James E., Faculty Resource Center (Director); NWCET B.S., Northern Arizona University M.B.A., University of Washington *Sloan, Stephanie, Parent Education B.F.A., University of Utah M.Ed., University of Washington Slowinsky, Mary, Media Communications & Technology B.A., University of Washington *Sorenson, Neil, Geography B.S., United States Air Force Academy M.S., Southern Illinois University Ph.D., University of Washington Stacy, B. David, Mathematics B.S., California State Polytechnic College M.A., California Polytechnic State University Steinert, Kathleen M., Life Sciences B.A., California State University, Long Beach M.A., California State University, Dominguez Hills Storey, Mark, Philosophy B.A., University of California, Santa Barbara M.A., University of Washington Surendranath, Jakkalavadika, NWCET (Associate Director); Science (Division Chair) B.S., University of Madras M.S., Washington State University Susanka, Larry, Mathematics B.S., University of Oregon Ph.D., University of Minnesota Talbott, Michael L., Telecommunications (Associate Dean) B.A., M.A., Ph.D., University of Washington Taplin, Ron, Student Development Services (Associate Dean) B.A., Washington State University M.Ed., Idaho State University M.B.A., University of the Virgin Islands Taylor, Helen K., Psychology B.A., Pomona College M.A., Seattle University Ph.D., University of Washington Taylor, Kit Sims, Economics B.A., University of California, Berkeley M.A., University of Florida

Templin-Imel, Garnet, Developmental Education B.A., Pacific Lutheran University M.A., University of Washington Thorp, Mary, Nursing B.S.N., M.N., University of Washington *Tober, Marilyn, Mathematics B.A., Ed.M., State University of New York Tooley, Lynn E., Mathematics B.S., M.S., University of Washington Turcott, Margaret, Administrative Office Systems B.A., Western Washington University M.E., University of Washington Unwin, Sylvia, Information Technology B.A., Pomona College M.S., West Coast University Updegrove, Dana, Mathematics B.S., Idaho State University M.S., University of Tennessee M. Div., Theological Seminary Van Vactor, Myra, Library Media Center (Director) B.A., University of the Philippines M.S., Columbia University Viens, Robert, Life Sciences; Physical Sciences B.A., Cornell University M.S., Ph. D., University of Washington Wais, Constance, S., Interior Design (Chair) B.A., California State University, Northridge *Walker, George C., Geography B.A., (Hons.) University of Durham M.Ed., University of Newcastle-upon-Tyne Wallace-Hoffman, Bonnie, Drama (acting Chair) A.B., Cornell University Walter, Philip M., Accounting B.B.A., M.S., Memphis State University Wanamaker, Dennis L., Psychology B.A., M.Ed., Central Washington University Ed.D., Washington State University Warinsky, Ellen, Nursing M.S., Seattle University Weir, Kristina H., Economics (Chair) B.A., M.A., University of Missouri *Weiss, Harriet M., English; Communications B.A., Maryland University M.A., San Diego State University

West, Woodley, English B.S., Michigan State University M.A., Harvard University *Weston, Eleanor, English B.A., University of Puget Sound M.S., University of Washington Weston, Terry L., Foreign Language B.A., University of Washington M.A., Thunderbird Graduate School of International Management White, Jeffery, English; Interdisciplinary Studies (Chair) B.A., The Evergreen State College M.A., University of Washington *White, Kathleen, English B.A., University of Washington M.A., University of Houston Williams, Marcia C., Information Technology/ Technical Support (Chair) B.A., Wheaton College M.Ed., University of Washington Wilson, Ken, Music B.A., Western Washington University M.M., Eastern Washington University *Witmer, Judith, Parent Education B.A., University of Colorado Woo, Judy Eng, Business (Division Chair) B.A., University of Washington M.P.A., Seattle University Ph.D., University of Washington Wulff, Jon V., Philosophy (Chair) B.A., Washington State University M.A., Ohio State University Yabui, Alan, Speech (Chair) B.A., Kansas State University M.A., University of Southern California M.A., Wichita State University M.A., San Diego State University Ed.D., Montana State University Yoshino, Mark, Physical Education B.A., Western Washington University M.P.E., Pacific Lutheran University Ybarra, Tomás, Student Services (Dean) B.A., M.A., The Evergreen State College

Campus Map





Note: Non-instructional days within academic quarters are still to be determined. Please see the Quarterly Schedules for updated academic calendar information.

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S	Μ	Т	W	Т	F	S
	nence June 9			1	2	3
4	5	6	7 Finals	8 Finals	9 Finals Qtr Ends	10
11	12	13	14	15	16	17
18	19 Summer Qtr Begir	20	21	22	23	24
25	26	6th Day of Qtr	28	29	30	
		01 20				
		July	/ 20	000		
S	М	Т	W	Τ	F	S
						1
2	3	4 Holiday	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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S	IVI		VV			ാ
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2000

S	Μ	Т	W	T	F	S
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3	4 Holiday	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Fall Qtr Begins	19	20	21	22	23
24	25	26	27	28	29 10th Day of Qtr	30

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29	30	31				

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19	20	21	22	23 Hol	24 Iday	25
26	27	28	29	30		

December 2000

S	Μ	Τ	W	Т	F	S
					1	2
3	4	5	6 Finals	7 Finals	8 Finals Qtr Ends	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25 HOL	26 Iday	27	28	29	30

January 2001

S	Μ	Τ	W	T	F	S
	1 Holiday	2	3 Winter Qtr Begins	4	5	6
7	8	9	10	11	12	13
14	15 Holiday	16	17 10th Day of Qtr	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Fel	oru	ary	20	01	
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April 2001 W M

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27	28 Holiday	2 9	30	31		

June 2001

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CAMPUS TELEPHONE NUMBERS

	before April 10, 2000	as of April 10, 2000
► General Information	. (425) 641-0111	(425) 564-1000
► Admissions		
General Admissions	. (425) 641-2222	(425) 564-2222
Selective Admissions programs		
Diagnostic Ultrasound Technology	. (425) 641-2316	(425) 564-2316
Nuclear Medicine Technology		(425) 564-2316
Nursing (Associate Degree)		(425) 564-2012
Radiation Therapy & Radiologic Technology .		(425) 564-2316
►Institutional Advancement		
(BCC Foundation; College Relations)	. (425) 641-2386	(425) 564-2386
►Instruction		
Arts & Humanities Division	. (425) 641-2341	(425) 564-2341
Business Division	. (425) 641-2311	(425) 564-2311
Continuing Education	. (425) 641-2263	(425) 564-2263
Educational Development and		
Health Sciences Division		(425) 564-2348
International Programs		(425) 564-3186
Science Division		(425) 564-2321
Social Sciences Division		(425) 564-2331
Telecommunications Division	. (425) 373-4200	(425) 564-4200
►Library-Media Center	. (425) 641-2255	(425) 564-2255
► President's Office	. (425) 641-2301	(425) 564-2301
► Services		
Advising Center	. (425) 641-2437	(425) 564-2437
Assessment & GED Office		(425) 564-2243
Bookstore	. (425) 641-2285	(425) 564-2285
Career Center	. (425) 641-2279	(425) 564-2279
Counseling Center	. (425) 641-2212	(425) 564-2212
Disability Support Services	. (425) 641-2498	(425) 564-2498
Evaluations/Graduation Office	. (425) 641-3111	(425) 564-3111
Financial Aid	. (425) 641-2227	(425) 564-2227
International Student Services	. (425) 649-3185	(425) 564-3185
Multi-Cultural Services	. (425) 641-2208	(425) 564-2208
Registration	. (425) 641-2222	(425) 564-2222
Student Access Center/Women's Center		(425) 564-2279
Transcripts	. (425) 641-2245	(425) 564-2245
Veterans' Affairs Office	. (425) 641-2220	(425) 564-2220



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-Eleanor Roosevelt



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