

\$2.00



# 2001 • 2002 COURSE CATALOG

[www.bcc.ctc.edu](http://www.bcc.ctc.edu)





Bellevue  
● Community  
College

*Welcome 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.*



## STUDENT PROFILE

**Number of students:**

Over 21,000 per quarter

**Gender distribution:**

68% Women, 32% Men

**Ethnicity:**

14% Asian  
3% African American  
1% Native American  
3% Hispanic  
79% White

**Disabled students:**

Approximately 600 per quarter

**International students:**

Over 700 per quarter from nearly 65 countries

**Quarterly Tuition (subject to change):**

10-18 credits - \$557 (resident); \$2,163 (non-resident)

# TABLE OF CONTENTS

|  |    |  |   |     |
|--|----|--|---|-----|
| <b>Welcome to BCC</b> .....                                  | 3  | <b>Campus Life</b>                                       | General Educational Development (GED) ..... | 74  |
| <b>Introduction</b> .....                                    | 4  | Art Gallery .....  | Health .....                                | 74  |
| <b>Four Paths to Educational<br/>Success</b> .....           | 5  | Bookstore .....  | Home Economics .....                        | 74  |
| <b>Degree Planning</b> .....                                 | 6  | Bus Passes .....   | Imaging .....                               | 75  |
| <b>Enrollment Information</b>                                |    | Dance .....  | Independent Studies .....                   | 75  |
| Admissions .....   | 7  | DEC .....  | Individual Development .....                | 75  |
| Registration .....   | 7  | Drama .....  | Nuclear Medicine Technology .....           | 75  |
| Transfer Information .....                                   | 8  | Fitness Center .....                                     | Nursing .....                               | 76  |
| Tuition and Fees .....                                       | 8  | Honor Society .....                                      | Nursing–Continuing Nursing Education .....  | 77  |
| Washington State Residency .....                             | 10 | Model United Nations .....                               | Parent Education .....                      | 77  |
| Veterans' Administration Standards<br>and Requirements ..... | 10 | Music .....  | Physical Education .....                    | 78  |
| Final Exams .....  | 11 | Planetarium .....  | Radiation Therapy .....                     | 80  |
| Grades .....   | 11 | Publications .....                                       | Radiologic Technology .....                 | 82  |
| Academic Probation and Progress .....                        | 12 | Radio Station/KBCS-FM 91.3 .....                         | Recreation Leadership .....                 | 84  |
| Changing a Grade .....                                       | 12 | Sports Programs .....                                    | <b>Human Development</b> .....              | 85  |
| Repeating a Course .....                                     | 12 | Student Clubs .....                                      | <b>Science</b>                              |     |
| Non-Traditional Ways to Earn Credit .....                    | 12 | Student Government: ASBCC .....                          | Astronomy .....                             | 87  |
| Academic Concentration .....                                 | 13 | <b>Degrees and Certificates</b> .....                    | Basic Science .....                         | 87  |
| Graduation .....   | 13 | 24   | Biology .....                               | 87  |
| Commencement .....   | 14 | <b>Professional/Technical<br/>Programs</b> .....         | Botany .....                                | 88  |
| Honors .....   | 14 | 28   | Chemistry .....                             | 88  |
| Retention of Student Records .....                           | 14 | <b>Arts &amp; Humanities</b>                             | Engineering .....                           | 89  |
| Transcripts .....  | 14 | American Studies .....                                   | Environmental Science .....                 | 90  |
| Confidentiality of Student Records .....                     | 14 | Art .....  | Geology .....                               | 90  |
| Credit Class Schedules .....                                 | 14 | Communication .....                                      | Mathematics .....                           | 90  |
| <b>Student Services</b>                                      |    | Dance .....  | Meteorology .....                           | 92  |
| Assessment .....   | 15 | Drama .....  | Nutrition .....                             | 92  |
| Career Center .....  | 15 | English .....  | Oceanography .....                          | 92  |
| Counseling Center .....                                      | 15 | Foreign Languages .....                                  | Physics .....                               | 92  |
| Disability Support Services .....                            | 15 | Humanities .....   | <b>Social Science</b>                       |     |
| Early Learning Family & Childcare Center .....               | 15 | Interior Design .....                                    | Administration of Criminal Justice .....    | 94  |
| Educational Planning & Advising Center .....                 | 15 | Interdisciplinary Studies .....                          | Anthropology .....                          | 95  |
| Financial Aid .....  | 15 | Music .....  | Economics .....                             | 96  |
| Head Start .....   | 16 | Philosophy .....   | Geography .....                             | 97  |
| International Student Services .....                         | 16 | Speech .....   | History .....                               | 97  |
| Learning Labs & Computer Labs .....                          | 16 | <b>Business</b>  | International Studies .....                 | 99  |
| Library Media Center .....                                   | 17 | Accounting .....   | Political Science .....                     | 100 |
| Multi-Cultural Student Services .....                        | 17 | Administrative Office Systems .....                      | Psychology .....                            | 101 |
| Parking and Campus Security .....                            | 17 | Business Administration–<br>Transfer Program .....       | Sociology .....                             | 103 |
| Student Health Center .....                                  | 18 | Computer Science – Transfer Program .....                | <b>Telecommunications</b>                   |     |
| Student Programs .....                                       | 18 | General Business Management .....                        | Media Communications and Technology .....   | 104 |
| Tutoring Program .....                                       | 18 | Information Technology .....                             | <b>Special Credit Programs</b> .....        | 110 |
| Veteran's Administration Programs .....                      | 18 | Marketing .....  | Applied Linguistics & Languages .....       | 110 |
| Women's Center/Student Access Center .....                   | 18 | <b>Educational Development &amp;<br/>Health Sciences</b> | Translation & Interpretation .....          | 110 |
| Worker Retraining & WorkFirst .....                          | 18 | Adult Basic Education .....                              | Real Estate .....                           | 111 |
| <b>Other Educational Opportunities</b>                       |    | Alcohol & Drug Studies .....                             | <b>College Policies</b> .....               | 114 |
| Continuing Education .....                                   | 19 | American Sign Language .....                             | <b>Administration and Faculty</b> .....     | 117 |
| Distance Learning .....                                      | 20 | Developmental Education .....                            | <b>Campus Map</b> .....                     | 126 |
| High School Programs .....                                   | 20 | Diagnostic Ultrasound .....                              | <b>Academic Calendar</b> .....              | 124 |
| Honors Program .....   | 20 | Early Childhood Education .....                          | <b>Index</b> .....                          | 125 |
| Interdisciplinary Studies .....                              | 20 | Education .....  | <b>Web Information</b> .....                | 128 |
| International Programs .....                                 | 20 | English as a Second Language .....                       |   |     |
| Parent Education .....                                       | 21 | Fire Command & Administration .....                      |   |     |
| Telos– Older Adults' Program .....                           | 21 | Fire Investigation .....                                 |   |     |
| Women's Center/Student Access Center .....                   | 21 | Fire Prevention Specialist .....                         |   |     |
|  |    | Fire Service .....                                       |   |     |



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# WELCOME TO BCC!

Welcome to Bellevue Community College! We are delighted that you are considering our college as a step in reaching your educational and personal goals. Whether you are training to advance or change your career, or plan to transfer to a four-year university, BCC can offer you high-quality, affordable education. With over 21,000 students, BCC is the third largest higher education institution in the state.

Our mission is to provide you with innovative instruction, practical training, responsive student services and enriching activities—all in a positive environment and at an affordable price. The college is strongly committed to cultural pluralism and is proud of its efforts to attract a diverse student body, faculty and staff from all over the world.

You'll find energetic, committed instructors, who take a genuine interest in their students, and small class sizes that provide you with the individual assistance to help you succeed. We strive to accommodate busy schedules with evening, weekend and online classes and degree options. You may work toward a degree through our Weekend College Program or complete an online bachelor's degree in business administration through our unique partnership with Washington State University and Edmonds Community College.

BCC offers a full spectrum of courses for students who plan to transfer to four-year colleges and universities. Choose from a number of diverse and interesting science, arts and humanities classes to help you meet your transfer or general studies requirements.

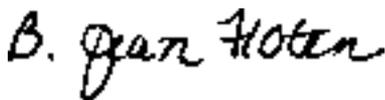
Our professional/technical training programs offer a wide range of high-quality instruction and hands-on experience to help you launch a new career. Programs are relevant and up to date with the input of industry professionals in each field.

BCC is proud to offer some of the best education available in the information technology (IT) field. The NorthWest Center for Emerging Technologies, 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. Our assessment, counseling and financial aid departments can help you plan and finance your studies. You'll receive extra academic assistance in our math, science, reading and writing labs. Multi-Cultural Services, Disability Support Services and the Student Access Center offer specialized assistance to help students achieve their goals. On-site childcare, work-study and employment resources are just some of the supportive features of BCC campus life.

BCC offers plenty of opportunities to get involved in the campus community. We have something for just about everyone—choose from drama, music, and dance groups, student newspaper, literary magazine, campus radio and television stations, honor society, athletic teams and more.

Again, welcome to Bellevue Community College. The faculty and staff join me in wishing you the very best at BCC.



B. Jean Floten  
President



# INTRODUCTION

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## MISSION

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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.

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## VISION

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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.

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## 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)*

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## AFFIRMATION OF INCLUSION

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Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels wel-

come 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)*

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## ACCREDITATION

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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.

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## STATE APPROVING AGENCY

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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.

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## ABOUT THIS CATALOG

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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.

Unless otherwise specified, the provisions of this catalog are effective for the academic year listed on the cover, beginning with Summer Quarter.

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## ACCOMMODATION

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The college is barrier-free. If a reasonable accommodation is needed to visit, please contact Disability Support Services, (425) 564-2498 or TTY (425) 564-4110, at least four weeks before the anticipated 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 1** ACADEMIC TRANSFER EDUCATION

### *Associate in Arts and Sciences Degree*

- is designed for students who plan to transfer to a baccalaureate college or university;
- requires completion of 90 college-level credits within specified distribution areas;
- conforms to the 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 admission at institutions endorsing the Direct Transfer Agreement.

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 (GERs or 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.

### *Associate of Science Degree*

- Is designed to provide lower-division education for students planning to transfer and major in the sciences.
- Recognizes that some of the general education requirements will be taken after transfer.
- Has two paths for students:
  - Track 1 for Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Sciences, and
  - Track 2 for Atmospheric Sciences, Computer Science, Engineering, and Physics.
- Has a greater emphasis on completion of mathematics and pre-major/core classes prior to transfer, to enable students to begin their upper division coursework upon transferring.
- Graduates with the A.S. degree will have junior status when entering a public baccalaureate institution in Washington State; however, the degree does not guarantee acceptance into the major. Students transferring to a private or out-of-state public college or university should check with that institution about its acceptance of this degree.
- Will provide tracks in science programs that more closely match requirements at baccalaureate institutions.

## **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.

## **PATH 3** GENERAL STUDIES

### *Associate in Arts in General Studies Degree*

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

### *Skill Development Courses*

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

### *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, before, after, or in between formal degrees. These classes keep knowledge and skills current without the constraints of working for credit, grades, 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. Certificates of completion and Continuing Education Units (CEUs) are available.

Offerings are continually updated to meet current needs. Course descriptions, schedules, and fees are published in the Continuing Education schedule and online at [www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu), or call the Continuing Education Office at (425) 564-2263, menu option 5 to request a schedule.

# 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 of 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  
Fire Science  
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  
    Mortgage Finance  
    Residential Practices  
    Title Insurance  
Recreation Leadership  
Telecommunications  
    Animation & Graphics  
    Multimedia Authoring  
    Video & Audio Production

## CERTIFICATE PROGRAMS

Certificates offer short-term training in a wide variety of topics. Certificates of Achievement require 45 or more credits. 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)  
Project Management (20)

#### ***General Business Management***

Entrepreneurship (30)

#### ***Information Technology***

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

#### ***Marketing***

Retail Management (30)  
Sales & Marketing (28)

### **EARLY CHILDHOOD**

Early Childhood Education (45)  
Early Childhood Special Education (58)  
Infant & Toddler Care (18)

### **FAST TRACK TECHNOLOGY PROGRAM**

Microsoft Certified Database Administrator (MCDBA) (33.5-40.5) #  
Microsoft Certified System Engineer (MCSE) (39.5-44.5) #  
Technical Support (35-42) #

### **FIRE COMMAND**

Fire Command and Administration (45)

## HEALTH SCIENCES PROGRAMS

Alcohol/Drug Studies (63)  
Nuclear Medicine Technology (63) #  
Radiation Therapy Technology (84) #

## TELECOMMUNICATIONS

Animation & Graphics (48-50)  
Advanced Animation (48)  
Multimedia Authoring (48-50)  
Advanced Web Multimedia (48)  
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) #  
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.

For details about the courses required for each degree and certificate program at BCC, see pages 24-41.

# ENROLLMENT INFORMATION

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## ADMISSIONS

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### ELIGIBILITY

#### **Bellevue Community College admits:**

1. High school graduates and adults 18 years of age or older.
2. Currently enrolled high school students who successfully assess into college-level English. However, these students are admitted quarter-by-quarter and are not considered “continuing students” unless they have been admitted through the Running Start Program.
3. Selected applicants who meet the qualifications for selective-admissions programs. Some selective-admissions programs have enrollment limits and cannot accept all qualified applicants (see below).

### APPLICATION PROCESS

#### **General admissions: 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, at the BCC Student Service Center, and on the website (<http://www.bcc.ctc.edu>). 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 he/she applies for graduation or requests an official evaluation of transferred-in credits.

#### **General admissions recommended deadlines are:**

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

#### **Selective-admission programs:**

Students applying for selective-admissions degree or certificate programs must meet the application deadlines and entrance requirements and follow the guidelines prescribed by the specific program.

The following selective-admissions programs accept new students for Fall Quarter only:

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

The following selective-admissions programs accept new students throughout the year:

- Translation & Interpretation
- Fast Track Technology

#### **Formerly enrolled students**

In order to regain admission, students who have not attended Bellevue Community College for two consecutive quarters (excluding Summer Quarter) must submit a new admission 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:

- Completed and signed international student application with \$50 (U.S. dollars) non-refundable application fee.
- Health and immunization record.
- Proof of English language proficiency in one of the following ways:
  - ~ score of 500 or above on the TOEFL; OR
  - ~ two 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;
- Official translated copies of all scholastic records (e.g., high school, previous college, language schools, etc). Minimum 2.50 GPA required.
- Certification of financial support.

- One passport size (2"x2") identification photograph.
- One letter or essay (written by the applicant) with a self-description that includes academic goals.
- Two letters of recommendation.
- Once admitted, international students must show proof of medical insurance for each quarter of attendance or enroll for insurance upon registration.

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## REGISTRATION

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### CREDIT COURSES

1. **New and former students** (new to BCC or returning after an absence of two or more quarters) who will be taking credit courses receive a registration appointment date along with information on assessment and registration. New and former students who miss the recommended quarterly admission application deadlines register soon after an application is submitted. The registration calendar is published in the Credit Class 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](http://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.

## REGISTRATION APPOINTMENTS

Continuing students are assigned appointments with their registration priority based on the total credits completed at BCC. New and former students are assigned appointments after continuing students. New transfer students who have earned credits from an accredited institution AND are planning to pursue a degree at BCC are encouraged to bring unofficial copies of their college transcripts to the Student Service Center by the third week of their first quarter of attendance. A maximum of 60 transfer credits will be used to reflect cumulative credits for registration appointments in future quarters. This use does not imply that the transfer credits will satisfy degree and certificate requirements at BCC.

The college may from time to time allow enrollments of special populations or programs. These special registrations will NOT follow the regular college registration calendar.

## CREDIT LOADS

### *Definition*

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

### *Full-time credit load*

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

### *Overload*

To enroll in more than 18 credit hours per quarter, a student must have a 3.0 cumulative grade-point average (GPA). Students not meeting this GPA requirement must request permission from the associate dean of enrollment services.

### *Continuing Education (non-credit) courses*

Registration for Continuing Education courses takes place at any time after the Continuing Education schedule is published 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.

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## TRANSFER FROM OTHER COLLEGES & UNIVERSITIES

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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 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 by the third week of their first quarter. Future registration appointments will reflect the cumulative credits earned at other institutions (up to a maximum of 60) 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.

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## TRANSFER TO OTHER COLLEGES & UNIVERSITIES

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### BACCALAUREATE COLLEGES & 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 90 quarter credits.
- may not accept a course graded with a "P" grade, credits earned by exam, or Advanced Placement (AP) credits.
- reserve the right to require a higher admission GPA than the minimum required for graduation at BCC and to recompute a student's accumulated grade-point average in accordance with their own policies.

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## TUITION & FEES

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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 the 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.

Tuition and fee rates are subject to change by the Washington State Legislature. The following chart shows the 2000-2001 rates, which are the most accurate information available at the time of publication. Students should refer to the Credit Class Schedule for current tuition and fee information.

**2000-2001 TUITION & FEE RATES**

| <b>Credits</b> | <b>Resident</b> | <b>Non-Resident</b> |
|----------------|-----------------|---------------------|
| 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) 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 \$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 and distance education courses (telecourses and online instruction) are listed with the courses in the Credit Class Schedule. Fees for Continuing Education classes are listed in the Continuing Education schedule. Residency in Washington State is not required for some of these classes; in these cases all students are charged the same stated 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 process-

ing 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 self-support courses or to non-credit Continuing Education courses (these courses may have a separate refund procedure; students should check the Credit Class Schedule or Continuing Education 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 Credit Class 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 20th calendar day of the quarter.
- No refunds are given after the 20th 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 12th calendar day of the quarter.
- No refunds are given after the 12th calendar day.

**TUITION AND FEE WAIVERS**

The State Board for Community and Technical Colleges authorizes and the BCC Board of Trustees approves waivers of tuition and fees for state-supported classes in some specific cases. These waivers do not apply to Continuing Education, contract, or self-support 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 & 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.

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## WASHINGTON STATE RESIDENCY FOR TUITION PURPOSES

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*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 (according to WAC 250-18-030) primarily for purposes other than education 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% of both his or her junior and senior years of high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year; or
- be the spouse or dependent of a person on active military duty stationed in the state of Washington.

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

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

A person does not lose domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the U.S. if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

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

If the student, or the parent in case of a dependent student, has attended a Washington institution for more than six hours per term anytime during the 12 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 education, proof must be submitted of such.

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## VETERANS' ADMINISTRATION STANDARDS & REQUIREMENTS

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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 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 other evaluative techniques throughout each period of instruction, and that no examination, including the final exam, shall make up more than 33% 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 in several ways, approximately five days after the quarter ends:

- by phone: call Touchtone at (425) 564-2625, press 3#,
- on the web: go to <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:

|           |                            |
|-----------|----------------------------|
| <b>A</b>  | 4.0 points per credit hour |
| <b>A-</b> | 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 course 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>B+</b> | 3.3 points per credit hour |
| <b>B</b>  | 3.0 points per credit hour |
| <b>B-</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:

|           |                            |
|-----------|----------------------------|
| <b>C+</b> | 2.3 points per credit hour |
| <b>C</b>  | 2.0 points per credit hour |
| <b>C-</b> | 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:

|           |                            |
|-----------|----------------------------|
| <b>D+</b> | 1.3 points per credit hour |
| <b>D</b>  | 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:

|          |                          |
|----------|--------------------------|
| <b>F</b> | 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 10 days of the quarter by filing the request in the Student Service Center.

### CREDIT/NON-CREDIT = CR/NC

Credit/non-credit ("CR/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

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 10 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. An “I” grade 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 “I” grade and for demonstrating why the “I” is appropriate. Granting the request and assigning the “I” 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), an “F” grade will be posted.

## ACADEMIC PROBATION & PROGRESS POLICY

Students at Bellevue Community College are responsible for making satisfactory academic progress during each quarter of enrollment at the college. The college defines satisfactory academic progress as the *successful completion of 67% of attempted credits, and overall achievement at the level of competence. Successful completion* means earning grades of “A” through “D,” “CR,” “P,” and “Y.” Grades of “NC,” “W,” “HW,” and “I” do not count as successful completion. *Achievement at the level of competence* means maintaining a 2.0 (or “C”) average, as defined by the grading standards published in this catalog and verified by the cumulative grade-point average (GPA). Students should contact the Student Service Center or their advisors for the complete 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 audit sheets of all grades they have awarded in all classes during the first 10 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.

### 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.
3. 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.
4. 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.
7. Credits earned by examination may be used to satisfy degree requirements, but only 15 such credits are transferable. These credits cannot be applied to meet distribution requirements for the transfer degree.
8. Credits earned by examination are identified as such on the student's transcript and are not calculated into the GPA.
9. Credit is allowed only for examinations in which the student has received a grade of "C" or better.
10. To apply for credit by examination, the student must request an Approval for Credit-by-Examination form in the Registration Office or from the program chair.
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 public high schools. Students classified as high school juniors or seniors may apply to this program. Applications are available in the high school counseling offices. To qualify, students must demonstrate proficiency in college level English reading and writing by placing in English 101 through the BCC assessment. Qualified students may attend college only or take classes at both the high school and the college. They earn high school and college credit simultaneously for college level classes. Tuition is paid for by the high school district, the student is responsible for books and fees.

## 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 college-equivalent 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 Service 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.

## ACADEMIC CONCENTRATION

Certain departments and programs at BCC offer an "academic concentration" option. Stu-

dents who are pursuing a transfer degree may elect to complete such a concentration, which will be noted on their transcripts and diplomas. The academic concentration shows that the student has also spent the time and effort to acquire depth in a particular discipline, in addition to meeting BCC's normal breadth requirements. The "concentration" discipline may be the student's intended major at a baccalaureate institution or it may simply be a topic he or she is interested in studying in depth.

*A student is eligible to apply for an academic concentration if:*

- the department has been approved to offer the concentration option (check the departmental course lists in this catalog);
- the student is pursuing a transfer degree; and
- the student applies to and is recommended by the program chair of the department.

Students must complete 20 or more credit hours in the concentration discipline. These credits will apply to the electives portion of the transfer degree, with a maximum of 5 credits used to satisfy BCC's distribution requirements.

When a student satisfies the Associate in Arts and Sciences and the concentration requirements, her/his degree will be designated as "Associate in Arts and Sciences with a Concentration in \_\_\_\_\_" (for example, Associate in Arts and Sciences with a Concentration in Music).

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## GRADUATION

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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 the 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:

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

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

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

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## COMMENCEMENT

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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.

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## 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."

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## RETENTION OF STUDENT RECORDS

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Access to student grades is available on the BCC website and (for the preceding four quarters) via the Touchtone system. Access to 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.

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## TRANSCRIPTS

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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 upon the student's written request ONLY. 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.

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## CONFIDENTIALITY OF STUDENT RECORDS

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Students' names, campus e-mail addresses, 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.

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## CREDIT CLASS SCHEDULES

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Bellevue Community College publishes and distributes the Credit Class Schedule, sometimes referred to as a "quarterly schedule," throughout Community College District VIII four times a year to inform the public about courses to be offered during the next academic term. The Credit Class 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 procedures; information about tuition and fees; and a summary of enrollment policies and procedures.

BCC also publishes a Continuing Education schedule several times throughout the year, providing information about non-credit classes and special credit programs offered through that division of the college.

# SUPPORT SERVICES

*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. Details about services, procedures, and dates are available on the BCC website, [www.bcc.ctc.edu](http://www.bcc.ctc.edu).*

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## ASSESSMENT

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BCC strongly recommends that all new students participate in assessment sessions to determine course placement levels in English and mathematics, since many courses require assessment results for registration. Contact the Assessment Office at (425) 564-2243, or go to the second floor of the Student Services Building for an appointment. Transfer students should contact the Assessment Office, which will help determine if placement tests or English or mathematics courses at another college or university satisfy BCC course prerequisites.

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## CAREER CENTER

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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, job search assistance, and internship activities. Call (425) 564-2018 for details.

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## COUNSELING CENTER

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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 drop-in hours, call the Center at (425) 564-2212.

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## DISABILITY SUPPORT SERVICES

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Disability Support Services provides classroom accommodations and other assistance for eligible students who have disabilities. Appropriate accommodations are authorized when a student requests them and completes the mandated intake procedures. As a part of the process students must submit documentation of the disabling condition(s) before DSS can authorize and arrange reasonable accommodations. Contact DSS at (425) 564-2498; TTY line, (425) 564-4110.

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## EARLY LEARNING FAMILY & CHILDCARE CENTER

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Child care is available to BCC students with children 3 months to 7 years of age. The center provides affordable quality childcare with a full-day preschool program. A Head Start Program is available at the center. Call (425) 564-2240 for more information. (See also: Parent Education)

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## EDUCATIONAL PLANNING & ADVISING CENTER

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### THE 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 on 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. Call (425) 564-2437 for more information.

### TECH PREP

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.

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## CAREER EDUCATION OPTIONS (CEO)

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.

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## FINANCIAL AID

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The Financial Aid Office provides financial assistance to individuals who have completed the Financial Aid process and are eligible for aid as determined by the Free Application for Federal Student Aid (FAFSA). Sources of aid include federal, state, and institutional grants; loans (generally, all students are eligible for loans); and work-study jobs. Details are available on the website, or call (425) 564-2227.

If you have completed the FAFSA and your family's circumstances have changed dramatically in 2001 (e.g., loss of job, death, separation, etc.) ask in the Financial Aid Office about special conditions.

### APPLICATION PROCEDURE

The priority processing deadline for Fall 2001 is April 13, 2001; applicants who complete the aid process and make the April 13, 2001 deadline are given priority consideration for the upcoming Fall quarter. Students who missed the priority deadline should be prepared to pay Fall tuition. Applications received after that due date are processed in the order received. If students are eligible for grant aid or chose to borrow a student loan, they can be reimbursed for the quarters they paid tuition, provided that they make academic progress. Forms and instructions for applying for aid are on the BCC website.

### FAMILY CONTRIBUTION & FAMILY NEED

The Financial Aid office uses the Expected Family Contribution (EFC) number from the Student Aid Report (SAR) or processed FAFSA to calculate financial awards. The EFC is the amount students and/or families are expected to contribute towards their education for three

quarters. The EFC is used in an equation to determine financial need:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

### WORKSHEET: COST OF ATTENDANCE FOR 9 MONTHS

|                     | Living With Parents | Living in Apartment |
|---------------------|---------------------|---------------------|
| Books & Supplies    | \$ 690              | \$ 690              |
| Rent/Food/Utilities | 2,088               | 5,358               |
| Transportation      | 1,212               | 1,212               |
| Misc./Personal      | 1,824               | 1,944               |
| Subtotal            | \$5,814             | \$9,204             |
| Tuition & Fees*     | _____               | _____               |
| Technology Fee**    | _____               | _____               |

TOTALS \_\_\_\_\_

\*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.

### 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 return the Award Notification only if they are not attending BCC and must reject their aid.

### FINANCIAL AID AVAILABLE: GRANTS, WORK-STUDY, & LOANS

#### Federal Supplemental Educational Opportunity Grant

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

#### Federal Pell Grant

Federal Pell Grants are for undergraduate students who have not earned a bachelor's or professional degree. Repayment is not required.

#### Washington State Need Grant

This is a state grant and eligibility is determined using state guidelines which assess need through analysis of income and family size.

#### BCC Grants and Tuition Waivers

BCC provides a limited number of tuition waivers and grants to financially needy state residents. Students may be eligible for other waivers as well; see page 9 for more information.

#### Work-Study

Many jobs are made possible through federal and state work-study programs. Students may be 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 available to students registered for at least 6 credits per quarter. In certain cases where financial need is established, interest is paid by the federal government until 6 months after the borrower is no longer enrolled for the minimum six credits.

A student who chooses to receive a student loan must attend the Loan Entrance Counseling Session. This session is available online via the BCC website and provides valuable information about a student's rights and responsibilities as a borrower.

#### 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 Student Access Center. Students may also perform a scholarship search 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 and complete their program within the credit limitations. See the Satisfactory Academic Progress Guidelines on the BCC website for this policy.

#### REPAYMENT

A student who officially or unofficially withdraws from all classes or completes no credits in

any quarter may have to repay some or all of the financial aid received for that quarter. If a student does not earn credit for the classes, or ceases to attend, then federal and state calculations are used to determine the amount of money to be repaid or refunded to the financial aid account, with repayment amounts based on the withdrawal date. 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 3- and 4-year-old preschool children from low-income families. The Head Start program provides a full-day childcare 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) provides primary support for international students who are enrolled in credit classes at BCC. ISS services include international student admissions, advising, counseling, employment authorizations, club and student-life, activities, credit evaluations/reviews, and student housing referrals. For more information, call (425) 564-3185.

### LEARNING LABS & COMPUTER LABS

There are approx. 1200 computers dedicated for student use at BCC. These include computers in the following labs and classrooms:

#### Advanced Track & Audio/Video Editing Labs (D274, D275, N207)

These labs house the sophisticated, professional-level hardware and software used to support the Media program's Audio and Video editing courses.

#### AutoCAD 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.

**Developmental Math Lab (C204)**

This lab provides both free tutorial assistance for math students on a drop-in basis and computer-based tutorials that 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 Networking Lab (A111)**

Used to teach all aspects of network creation and software management, this refurbished lab supports numerous certification programs.

**Information Technology Programming Lab (N252)**

Emphasizing course work in 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, N204, N209)**

These specialized rooms support the Media program, providing 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 provides workstations with access to online, Internet, and CD-ROM-based electronic research resources. There are also computers dedicated to providing multimedia tutorials and learning support for specialized instructional programs.

**Mediated Math Lab (C166)**

This specialized lab utilizes a Computer-based Teaching approach to provide hands-on access for a large number of self-paced and traditional math classes.

**Music Lab (E222)**

Hardware and software tied into electronic keyboards is used in this room to support students enrolled in music courses working with ear-training and computer-assisted music composition.

**Nursing Lab (B207)**

This lab houses the dedicated computers that provide multimedia tutorials and learning support for nursing students.

**NWCET Computer Lab (N250)**

The Open Lab has approximately 180 PCs and 20 Macintosh computers available to all registered students on a daily basis. In addition to access to the Internet and World Wide Web through this lab, there are dozens of software applications supporting academic and vocational courses available for use. For more information visit the Academic Computing website at <http://ac.bcc.ctc.edu>.

**Open Computer Classroom (A133)**

This room is available for scheduling by faculty members to bring in their classes for instruction.

**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 allows students to be tested to determine and improve their abilities in reading vocabulary, comprehension, and rate.

**Science Learning Center (B113)**

The 14 Macintosh computers in this lab are set up to provide multiple software applications supporting instruction across the science curriculum.

**Technical Support/ Information Technology Lab (B140)**

Students enrolled in the Technical Support program use this lab to acquire hands-on 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 offer services including support with computer-assisted composition.

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**LIBRARY MEDIA CENTER**

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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) 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. Study rooms, media viewing rooms and a video-editing suite are available in the LMC, and computers, projection units, TV monitors, and VCRs are available on rolling carts for use in the classrooms. 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 online at <http://ir.bcc.ctc.edu/library/>.

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**MULTI-CULTURAL STUDENT SERVICES**

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Multi-Cultural Services (MCS) helps BCC provide quality, culturally-sensitive academic and support services to Students of Color, low-income students, immigrant students, and L/G/Bi/TG students at BCC. MCS assists the college in recruiting and retaining students from under-represented constituencies. MCS support services include: outreach, academic advising, counseling, advocacy, monitoring academic progress, course instruction, advising cultural clubs/organizations, cultural events planning and facilitation, and curriculum and policy development. MCS also provides information about scholarships and community resources and help for faculty, staff, and students in resolving culturally-sensitive issues. For more information, call (425) 564-2208.

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**PARKING & CAMPUS SECURITY**

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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.

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## STUDENT HEALTH CENTER

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

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## STUDENT PROGRAMS

The mission of Student Programs is to encourage students to become responsible, analytical, creative, and productive citizens, and to provide accessible services, information, and educational and community-building programs. Student Programs also promotes pluralism by supporting campus departments and programs that provide multi-cultural events and services. Student Programs houses the following programs: ASBCC student government, the Campus Activities Board, Commencement Committee, the ASBCC used-textbook sale, BCC Ambassadors, New Student Orientation, and the Campus Information Center. Student Programs also schedules the use of the Student Union. Student Programs is located in the Student Union Building, C212; on the Web at <http://www.bcc.ctc.edu/stupro>; telephone (425) 564-6152.

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## TUTORING PROGRAM

The Tutoring Program offers both 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.

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## VETERANS' ADMINISTRATION PROGRAMS

The Financial Aid Office coordinates educational benefits available through the Veterans' Administration. For additional details look under Enrollment Information or call (425) 564-2220.

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## WOMEN'S CENTER/ STUDENT ACCESS CENTER

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

- classes, workshops, and employer and mentor panels,
- Compass for Success Program for unemployed workers and workers exploring new options,
- Career and Life Planning Program for Women in Transition,
- Internship program,
- One-on-one resource advising,
- Scholarship information, and
- Single-Parent Connection Club activities.

For more information, call (425) 564-2279.

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## WORKER RETRAINING & WORKFIRST

The Worker Retraining Department assists with tuition and fees for unemployed workers, displaced homemakers, and those individuals currently unemployed who were previously self-employed.

The WorkFirst Department provides tuition, fee, and book assistance to low-income parents to obtain short-term, vocationally based training. WorkFirst assists students with vocational planning to obtain initial employment objectives and/or wage progression.

### Worker Retraining

—offers tuition assistance, vocational advising, and priority registration. To be eligible, a student must:

- be currently collecting unemployment benefits or have exhausted those benefits within the last 24 months; or
- be a displaced homemaker; or
- be currently unemployed after owning his/her own business; or
- be pursuing vocationally based credit courses.

### Work-Based Learning

—offers tuition, books, and fees assistance. To be eligible, a student must:

- meet income guidelines;
- be a working parent;
- be pursuing vocationally based credit courses.

### Pre-Employment Training

—offers tuition, books, and fees assistance. Comprehensive, short-term vocational training programs include Customer Service/ESL, Computer Basics, and Microsoft Office User Specialist Certification training. To be eligible, a student must:

- meet income guidelines;
- be a parent.

Services and benefits include:

- Compass for Success, a 3-week transition course designed for unemployed workers;
- BCC Career Center resources that include work search assistance, resume-writing workshops, and labor market information;
- Self-service computers for career exploration and information at no cost to the student.

The Worker Retraining/WorkFirst department is located on the second floor of the Student Services Building; call (425) 564-4054 for more information. WorkFirst-ESL is located in D104. Please call (425) 564-4144 for more information about WorkFirst-ESL.

# OTHER EDUCATIONAL OPPORTUNITIES

*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.*

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## CONTINUING EDUCATION PROGRAMS

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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 or grades, but focus on students' immediate interests and needs. Offerings range from three-hour workshops to ten-week classes. Some classes are available in online format. To receive a current course schedule, call (425) 564-2263, menu option 5, or visit the website ([www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu)).

### ART-ZONES (FORMERLY ARTS 2000)

Select from courses in the visual, literary, and performing arts. Classes are geared toward the novice as well as the seasoned professional artist. Of special interest: a new Public Art and Design program is offered in partnership with the Bellevue Art Commission; and a new state-of-the-art photography lab is now open for classes.

### BUSINESS & PROFESSIONAL DEVELOPMENT

Stay current on the latest skills and knowledge needed to be successful in today's fast-paced business world.

#### *Small businesses*

Begin a small business with free advising from our small business development counselor. Get help in promoting your business's growth with classes in finance, marketing, and management skills.

### **All professionals**

Courses are available in communication, business and finance, technical writing, business writing, ISO 9000, supervisory skills, leadership skills, speech and presentation skills, career planning, total quality management, and international business.

### PROFESSIONAL SPECIALTIES

Keep up to date with information from a broad range of practicing professionals, including manufacturing, health care, non-profit management, cabinetry, and payroll accounting.

### CONTRACT TRAINING

Any course or series in the BCC catalog or the Continuing education course schedule, 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) 564-3163 for more information.

### COMPUTERS

Choose from more than 400 course offerings focused on the latest software and information technology equipment. Courses are offered for all levels of skills and interest, 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 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 Workforce Development Program. Programs are targeted to meet workforce demand for high-tech skills and training and include courses necessary to assist students in preparing for A+, Network+, I-Net+, MCSE, MCDBA, MCSA, Cisco, Oracle, and Certified Internet Webmaster certification exams.

### FAST TRACK TECHNOLOGY PROGRAMS

BCC Continuing Education offers intensive, full-time programs that prepare adult learners for careers in computing and information tech-

nology. These programs focus on industry recognized certifications. Participants meet a minimum of four hours a day, five days a week, for four to seven months to prepare for the exams necessary for certification. Practice tests, a technical reference library, and a shared lab environment are provided to support and enhance the curriculum and promote success.

For more information about the programs and qualifications for admission, call (425) 564-4005 or e-mail [fastrack@bcc.ctc.edu](mailto:fastrack@bcc.ctc.edu). Attendance at an information meeting is required for admission to the Fast Track program. See page 32 for credit information.

### TESTING CENTER

BCC provides an authorized Prometric and VUE Testing Center. Information technology certification exams that are available through Prometric and VUE can be taken at BCC's off-campus test center location. The BCC Testing Center is a state-of-the-art facility offering 19" monitors and a comfortable test environment. Call (425) 564-4006 for Testing Center information.

### ONLINE CLASSES

For students who wish to take classes from home or office and have access to the World Wide Web, BCC 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.

### PERSONAL ENRICHMENT

Personal Enrichment Program classes provide a weaving of eclectic and alternative skills to boost personal strengths, fulfill dreams, and balance life. Instructors are leaders in their fields. Programs include personal body work, alternative holistic studies, parenting skills, family history, herbs & landscaping, cooking, wilderness skills, social skills, social dancing, and more.

### SPECTACULAR EVENTS

Spectacular Events at BCC offers an exciting array of educational tours and experiences, including opera, symphony, concerts, wineries tours, and theater. A knowledgeable host provides background information on each event (lectures, literature, backstage tours, etc.). All events feature transportation by deluxe motor coach,

with three convenient eastside pickup locations, and some events include lunch. Call (425) 564-2870 for additional information.

### 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 111.

### WORLD LANGUAGES AND TRAVEL

Continuing Education offers non-credit instruction in over 20 languages. Classes are also offered in English on world cultures, business practices, and travel. For information on credit Bilingual Programs see page 110.

### DISTANCE LEARNING: TELECOURSES & ONLINE

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 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 high school but a program which allows students aged 18 or older to take college level classes to meet Washington state high school diploma requirements. Prospective students must submit an official high school transcript for evaluation. Students aged 19 and older are eligible to have a portion of the tuition waived for any class which fulfills a high school diploma requirement. Upon completion of all unmet requirements, students are awarded a Washington state high school diploma and may participate in BCC's annual graduation ceremony.

### RUNNING START

The Running Start program is a partnership between BCC and local public high schools. Students classified as high school juniors or seniors may apply to this program. Applications are available in high school counseling offices. To qualify, students must demonstrate proficiency in college-level English reading and writing by placing in English 101 through the BCC assessment. Qualified students may attend college only or take classes at both the high school and the college. They earn high school and college credit simultaneously for college-level classes. Tuition is paid for by the high school district; the student is responsible for books and fees.

### COLLEGE IN THE HIGH SCHOOL

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 transcribed on the BCC permanent record after the first quarter. BCC admissions procedures and requirements must still be met. Interested stu-

dents 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" in which instructors team-teach and students spend a large proportion of their time in small seminars.

### INTERNATIONAL PROGRAMS

The International Programs Division of Bellevue Community College offers credit classes and non-credit training to non-native speakers of English, including international students, through the following departments and programs:

#### DEPARTMENT OF APPLIED LINGUISTICS AND LANGUAGE (ALL)

The Department of Applied Linguistics and Language at Bellevue Community College provides credit courses to non-native speakers of English which help them obtain the advanced

language and cross-cultural skills necessary to achieve their professional and personal goals, beginning with their college careers.

### **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.

### **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.

### **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.

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### **PARENT EDUCATION**

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Parent/child classes provide a quality early-childhood 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. For registration and information see our website or call the Parent Education office, (425) 564-2366.

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### **TELOS—OLDER ADULTS' PROGRAM**

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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 a variety of academic subjects and are rotated quarterly. Small classes meet once a week during three eight-week quarters of the school year. They are non-graded and non-credit and are conducted in a relaxed atmosphere.

For information or a copy of the current Telos schedule, call (425) 603-1575 or download at [www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu).

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### **WOMEN'S CENTER/ STUDENT ACCESS CENTER**

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The Women's Center/Student Access Center provides a variety of information and referral services, educational opportunities, and support for students and members of the community—both women and men.

### **STUDENT SERVICES**

Scholarship and financial aid information  
Single Parent Connection Club

### **COMPASS FOR SUCCESS, 5-CREDIT CLASS**

The Women's Center/Student Access Center collaborates with the Worker Retraining Program to offer this creative career transition class designed for unemployed workers seeking employment and training options. The class provides opportunities for students to:

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

### **INTERNSHIP SEMINAR, VARIABLE 1- 5 CREDIT CLASS**

The Women's Center/Student Access Center collaborates with the Career Center to offer this flexible internship seminar. Students interested in learning about paid or unpaid credit-bearing internships or registering for such an internship are encouraged to attend one of the Center's two-hour pre-internship orientation. Students may begin at any time during the quarter or learn more without obligation to register, by attending any pre-internship orientation.

### **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 ways 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 include:

- Career development & job search
- Communication
- Creative expression
- Finance
- Fitness, health, & safety
- Personal growth

# CAMPUS 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 gives the campus and community a chance to experience a range of strong visual art. Shows of works by present and former students, faculty members, 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, snacks, gifts, sundries, and BCC logo clothing.

## **BUS PASS DISCOUNT**

Students, staff, and faculty may purchase bus passes at discounted prices from the Cashier's Office in the Student Services Building. Several bus routes serve the BCC campus directly and others serve the nearby Eastgate Park-and-Ride lot. Bus route maps and schedules are available in the Campus Information Center (C106 in the Student Union). Further information is available from King County-Metro; telephone (206) 553-3000, website at <http://transit.metrokc.gov/>.

## **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. Those participating earn 1-5 credits per quarter (see Dance 201-203).

## **DELTA EPSILON CHI (DEC)**

Delta Epsilon Chi, the post-secondary level of national DECA, is a student organization 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 other marketing-oriented occupations. DEC provides opportunity for leadership

development, 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," "Dangerous Liaisons," and "The Fantasticks." 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. Each fall and spring the department produces a studio theatre production, with open auditions, as the Drama 280 class.

The college's drama club, "StageFright," presents one fully produced production and other solo and scene presentations each year, as well as workshops with theater professionals that augment the drama department offerings. "StageFright" also sponsors a year-end trip to the Shakespeare Festival in Ashland, Oregon. "StageFright" 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**

BCC Food Services manages the cafeteria, which provides good quality, reasonably priced meals throughout the day when classes are in session. Food Services also manages coffee shops and snack vending machines around campus and offers catering service for events at the college.

## **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 leadership, travel, and campus and community service activities. An annual Honors Institute 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; it is rated as one of the leading regional and national chapters. 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 consider the impact of political, economic, historical, social, and cultural factors on foreign policy and international diplomacy. BCC frequently sends a student team to the National Model United Nations annual conference in New York. 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 (Music 100), the Chamber Choir (Music 104), and the vocal jazz and re-

cording ensemble “Celebration!” (Music 105). Auditions are held each year for Celebration! and Chamber Choir and the commitment is intended for the full year. There are performance opportunities every quarter for students in all groups.

**Instrumental Music Productions**

Instrumental Music Productions (IMP) is allied with the course offering Music 106A, BCC Jazz Band, and Music 106B, BCC Jazz Workshop. IMP is involved in concerts (on- and off-campus), tours, festivals, and recordings. Students audition for membership in the award-winning Jazz Band during Fall Quarter, making a commitment for the entire year. Other musicians can enroll in the Jazz Workshop. Auditions may be held for any available chairs during the rest of the year. The IMP experience includes combos gathered from the Jazz Band instrumentation. These combos may also tour and perform with the Jazz Band.

**CWMEA Music Education Club**

BCC’s collegiate chapter of the Washington Music Educators’ Association is open to all students interested in pursuing Music Education as a profession. Though most members are music majors, any interested student may join. Contact the faculty advisor at (425) 564-2686.

**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, gives information on campus services, programs, departments, college policies, student code, etc. Handbooks are free and are available at the Campus Information Center (C106), the Student Services Center, and online at the Student Programs website:  
<http://www.bcc.ctc.edu/stupro>.

**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 Communication 141, 143, 144, 145, 146, or 299.

**RADIO STATION KBCS-FM 91.3**

KBCS, 91.3FM, is a 7900-watt, listener-supported, non-commercial radio station licensed to Bellevue Community College. KBCS airs folk, jazz, blues, and world music along with a wide variety of news and cultural affairs programming. To request a sample KBCS program schedule, please call KBCS at (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).

**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, intramurals are a great way to keep in shape and meet people.

**INTERCOLLEGIATE SPORTS**

**FALL**

| Women                                 | Men                     |
|---------------------------------------|-------------------------|
| cross country<br>soccer<br>volleyball | cross country<br>soccer |

**WINTER**

| Women      | Men        |
|------------|------------|
| basketball | basketball |

**SPRING**

| Women              | Men      |
|--------------------|----------|
| softball<br>tennis | baseball |

**STUDENT CLUBS**

Any group of five currently enrolled BCC students may form a student club and become eligible for funding through ASBCC Student Government. Fifteen to 20 clubs per year enrich the campus with diverse events and services. Students who wish to join current clubs or form new clubs should contact the Student Programs Office at (425) 564-2296 for more information. A list of current and past student clubs/organizations is available on line at:  
<http://www.bcc.ctc.edu/stupro/clublist.html>.

**STUDENT GOVERNMENT: ASBCC**

General elections are held every Spring Quarter to elect the board of students who represent the ASBCC—Associated Students of Bellevue Community College (all registered students automatically become members of ASBCC). Participation on the board offers students experience in campus-wide policy development, decision-making, and event coordination. ASBCC also helps organize and fund many campus clubs and activities. To learn more about ASBCC, visit their website at:  
[http://www.bcc.ctc.edu/stupro/student\\_gov](http://www.bcc.ctc.edu/stupro/student_gov).

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

# DEGREES & CERTIFICATES

## GENERAL REQUIREMENTS

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

1. BCC cumulative GPA of 2.00 (a higher admissions GPA may be required by some receiving institutions).
2. Credits and grades transferred to BCC from other colleges and universities are included in the calculation of the cumulative GPA for graduation, unless the student has completed at least one-half of the requirements at BCC.
3. Transfer credits with less than a “D” grade are not counted to satisfy a graduation requirement.
4. At least 30 of the 90 quarter credits must be completed in residence at BCC.

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

- developing 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;
- developing an understanding and sensitivity to cultural pluralism by completing courses requiring study of cultures other than their own;
- enrolling in integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses;
- including cultural aspects of study by enrolling in first-year foreign language courses.

## SPECIFIC REQUIREMENTS

### ASSOCIATE IN ARTS AND SCIENCES (A.A.S.) DEGREE

1. Completion of 90 quarter credit hours of college-level transferable credit.
2. Completion of 45 to 60 quarter credit hours to satisfy the General Education Distribution requirements. (See A.A.S. Distribution Requirement)

3. Completion of a minimum of 15 quarter credit hours of fully-transferable elective courses, as defined by the receiving institution.
4. Completion of a minimum of 13 quarter credit hours in basic skills to meet communication and quantitative or symbolic reasoning requirements.
5. 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.
6. The quantitative or symbolic reasoning requirement has two components:
  - a. Completion of Intermediate Algebra, which is not included in the required 90 credit hours, may be satisfied in 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 quantitative or symbolic reasoning which may be in computer science, statistics, mathematics, or another discipline for which intermediate algebra is a prerequisite.
7. Distribution requirements are to be satisfied from the areas of humanities, social science, and natural science. They must be selected from at least three distinct disciplines with not more than 10 credits in any one discipline.
8. Specific courses within one discipline may be credited toward no more than one distribution or skill area.
9. Integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses, are encouraged.
10. First-year foreign language courses are encouraged to include cultural aspects of study. The following specific requirements must be met for the A.A.S. degree:

### BASIC SKILLS

#### **Written Communication Requirements**

- Complete 10 credits from at least two composition courses.
- Students may not take these credits on a “pass/fail” basis.
- 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 the student has transferred to BCC two composition courses which total at least 6 credits, an additional designated writing course or SPCH 100, 102, 200, 220, 230 may be taken.

#### **Quantitative or Symbolic Reasoning Requirement**

- Complete 5 credits of an eligible course.
- Students may not take these credits on a “pass/fail” basis.
- BCC courses that meet this requirement include:
  - ~ IT 110, MATH 105, 107, 120, 124, 125, 126, 130, 156, 157, 208, 227, 238, PHIL 115, 120
- It is also REQUIRED that the student has: (1) 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 (4) completed a math course for which Intermediate Algebra is a prerequisite.

### A.A.S.-DIRECT TRANSFER AGREEMENT (DTA)

For colleges and universities that have subscribed to the direct transfer agreement (DTA), completion of the A.A.S. degree ensures that a student will have completed most if not all of the general education requirements (GERs) or general undergraduate requirements (GURs) at the baccalaureate institution. The transfer student who has earned the A.A.S. will have junior standing at the receiving institution; however, additional language requirements, minimum GPA requirements, application deadlines, and submission of necessary documents may be required for admission.

## 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 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 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
  - ~ INTST 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 courses that meet the science distribution requirement include:
  - ~ ANTH 201
  - ~ ASTR except 299
  - ~ BASCI 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, 120
  - ~ CHEM 101, 102, 140, 150, 160, 231, 232
  - ~ ENVSC 207, 250
  - ~ GEOG 206
  - ~ GEOL 101, 103, 208
  - ~ 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 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

- ~ BA
- ~ CS
- ~ EDUC 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 OF SCIENCE DEGREE (A.S.)

1. A minimum of 90 quarter credits of specific requirements.
2. Students completing the Associate of Science degree will receive the same priority consideration for admission to the baccalaureate institution as those students completing the direct transfer agreement (DTA) Associate in Arts and Sciences degree and will be given junior status by the receiving institution. Students with the A.S. degree do not, however, necessarily meet the general education requirements (GERs) or general undergraduate requirements (GURs) of the receiving institution.
3. Advising is a critical element in receiving the Associate of Science, and further work—especially to clarify exactly which courses are included in each of the categories—is expected. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
4. Achievement of this degree will prepare the transfer student for upper division study; however, it does not guarantee admission to the major.
5. Students are strongly advised to complete course sequences at one institution (e.g., the typical three-quarter physics or biology sequence should be taken entirely at one institution).

### **Track #1—Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Science**

*(Engineering, Computer Science, Physics, and Atmospheric Sciences majors are referred to Track #2. Mathematics majors are referred to the Associate in Arts and Sciences Degree.)*

#### **1. Communications**

- Minimum 5 quarter credits in college level composition course

#### **2. Mathematics**

- Two courses (10 quarter credits) required at or above introductory calculus level. (See also 4.b)

#### **3. Humanities and social science - Minimum 15 quarter credits**

- Minimum 5 quarter credits in humanities, minimum 5 quarter credits in social science, plus an additional 5 quarter credits in either humanities or social science for a total of 15 quarter credits

#### **4. Pre-major program for Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, Earth and Atmospheric Sciences**

- Chemistry (for science majors) sequence: 15-18 quarter credits
- Final quarter calculus or approved higher mathematics course: additional 5 quarter credits
- Biology (for science majors) or physics (calculus-based or algebra-based) sequence: 15-18 quarter credits (see note 2)
- Additional requirements: 10-18 quarter credits in physics, geology, organic chemistry, biology, or mathematics, consisting of courses normally taken for science majors (not for general education), preferably in a 2- or 3-quarter sequence (see note 3)

#### **5. Remaining credits (10-15 quarter credits)**

- Sufficient additional college-level credits so that total credits earned are at least 90 quarter credits. These remaining credits may include prerequisites for major courses (e.g., pre-calculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

#### *Notes for Track #1:*

1. Courses taken under 3 should be taken after seeing an advisor. Additional general education, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
2. Students should be advised that some baccalaureate institutions require physics with calculus to meet 4.c.
3. Biology majors should select organic chemistry or physics for the 4.d requirement.
4. Pre-calculus cannot be used to satisfy the mathematics requirement (2 above).

### **Track #2—Engineering, Computer Science, Physics, and Atmospheric Science**

*(Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Sciences majors are referred to Track #1; Mathematics majors are referred to the Associate in Arts and Sciences Degree.)*

#### **1. Communications**

- Minimum 5 quarter credits in college level composition course

#### **2. Mathematics**

- Two courses (10 quarter credits) required at or above introductory calculus level. (See also 4.d)

#### **3. Humanities and social science - Minimum 15 quarter credits**

- Minimum 5 quarter credits in humanities, minimum 5 quarter credits in social science, plus an additional 5 quarter credits in either humanities or social science for a total of 15 quarter credits

#### **4. Pre-major Program**

- Physics (calculus-based or non-calculus based) sequence of 15-18 quarter credits including laboratory (see note 2).
- Chemistry 140, General Inorganic and Physical Chemistry (6 credits), is required for Engineering majors. Others should select 5-6 credits of science based on advising.
- Computer Programming: 4 credit course minimum in a programming language chosen with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend.

- Final quarter calculus or approved higher mathematics course: additional 5 quarter credits chosen with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend.

#### **5. Remaining Credits**

- The remaining 31 quarter credits should be planned with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student selects to attend. For Engineering disciplines, these credits should include a design component consistent with ABET accreditation standards.

#### *Notes for Track #2:*

1. Courses taken under 3 above must come from the current ICRC distribution list in order to count as General Education or General Undergraduate Requirements (GERs/GURs) at the receiving institution. Additional general education, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
2. Students should be advised that some baccalaureate programs require physics with calculus to meet 4.a.

### **ASSOCIATE IN ARTS IN GENERAL STUDIES (A.A.G.S.)**

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 A.A.G.S. 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 or symbolic reasoning 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 (A.A.) AND CERTIFICATES**

1. At least 30 of the 90 quarter credit hours for the A.A. 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.



# PROFESSIONAL/TECHNICAL PROGRAMS

Course titles are abbreviated in these listings. Please see division sections, pages 42-113, for complete titles and course content.

## 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 well-rounded 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 Hrs. |
|------------|--|-------------|
| ACCT 101   | Practical Accounting I                 | 5           |
| ACCT 102   | Practical Accounting II                | 5           |
| ACCT 135   | Business Payroll Tax Accounting        | 5           |
| ACCT 172   | Small Business Computerized Accounting | 5           |
| ACCT 234   | Managerial Accounting                  | 5           |
| ACCT 240   | Computerized Accounting                | 5           |
| ACCT 250   | Intermediate Accounting                | 5           |
| ACCT 260   | Accounting for Non-Profit Agencies     | 5           |
| ACCT 270   | Cost Accounting                        | 5           |
| ACCT 285   | Federal Income Taxes                   | 5           |
| AOS 161    | Computer & Software Fundamentals       | 5           |
| AOS 165    | Spreadsheet Applications: Excel        | 5           |
| AOS 168    | Database Applications                  | 5           |
| ENGL 101   | Written Expression                     | 5           |
| ENGL 270   | Professional Report Writing            | 5           |

|              |                      |           |
|--------------|----------------------|-----------|
| G BUS 101    | Intro to Business    | 5         |
| G BUS 145    | Business Mathematics | 5         |
| G BUS 202    | Law & Business       | 5         |
| <b>TOTAL</b> |                      | <b>90</b> |

### Certificate of Achievement Paraprofessional Accounting

| Course No.   | Course Name                      | Credit Hrs. |
|--------------|----------------------------------|-------------|
| ACCT 101     | Practical Accounting I           | 5           |
| ACCT 102     | Practical Accounting II          | 5           |
| ACCT 135     | Business Payroll Tax Accounting  | 5           |
| AOS 165      | Spreadsheet Applications: Excel  | 5           |
| AOS 168      | Database Applications            | 5           |
| AOS 161      | Computer & Software Fundamentals | 5           |
| ENGL 101     | Written Expression               | 5           |
| G BUS 101    | Intro to Business                | 5           |
| G BUS 145    | Business Mathematics             | 5           |
| <b>TOTAL</b> |                                  | <b>45</b>   |

### Certificate of Accomplishment Bookkeeping

| Course No.   | Course Name                            | Credit Hrs. |
|--------------|--|-------------|
| ACCT 101     | Practical Accounting I                 | 5           |
| ACCT 102     | Practical Accounting II                | 5           |
| ACCT 135     | Business Payroll Tax Accounting        | 5           |
| ACCT 172     | Small Business Computerized Accounting | 5           |
| AOS 161      | Computer & Software Fundamentals       | 5           |
| G BUS 145    | Business Mathematics                   | 5           |
| <b>TOTAL</b> |  | <b>30</b>   |

## 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 vocational degree is designed for those who wish to earn a two-year degree and begin pursuing occupational opportunities in the field of their choice. 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 strin-

gent 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. A two-year transfer degree is currently being considered for future implementation. Degree requirements may change in the academic year 2000-2001. Please consult with the program chair regarding changes to graduation requirements.

### Associate in Arts Degree Law Enforcement Option

#### ADMJ CORE REQUIREMENTS

| Course No.   | Course Name                                   | Credit Hrs. |
|--------------|---|-------------|
| ADMJ 101     | Survey of Law Enforcement & Administration    | 5           |
| ADMJ 104     | Intro to Criminal Law                         | 5           |
| ADMJ 200     | Criminal Evidence & Procedures—Police Officer | 5           |
| ADMJ 206     | Community-Oriented Policing                   | 5           |
| ADMJ 248     | Ethics in Criminal Justice                    | 5           |
| ADMJ 271     | Intro to Criminology                          | 5           |
| <b>TOTAL</b> |   | <b>30</b>   |

#### ELECTIVES—LAW ENFORCEMENT OPTION

Choose 20 credits from the following: 20

|          |   |
|----------|---|
| ADMJ 102 | Survey of Police Organization & Administration (5 Cr) |
| ADMJ 111 | Principles of Criminal Interrogation (5 Cr)           |
| ADMJ 194 | Special Topics in Criminal Justice (5 Cr)             |
| ADMJ 202 | Principles of Criminal Investigation (5 Cr)           |
| ADMJ 242 | Law & the Police in a Multicultural Society (5 Cr)    |
| ADMJ 244 | Defensive Tactics for Criminal Justice (3 Cr)         |
| ADMJ 253 | Principles of Drug & Alcohol Enforcement (5 Cr)       |
| ADMJ 299 | Individual Studies in Criminal Justice (5 Cr)         |

**TOTAL 20**

#### ELECTIVES—CORRECTIONS OPTION

|          |  |   |
|----------|--|---|
| ADMJ 204 | Constitutional Criminal Procedure      | 5 |
| ADMJ 299 | Individual Studies in Criminal Justice | 5 |

|           |                                    |   |
|-----------|------------------------------------|---|
| ADMCJ 294 | Special Topics in Criminal Justice | 5 |
|-----------|------------------------------------|---|

**TOTAL 15**

**CORE REQUIREMENTS**

|          |                             |   |
|----------|-----------------------------|---|
| ENGL 102 | Written Expression          | 5 |
| SPCH 200 | Interpersonal Communication | 5 |

**TOTAL 10**

**SOCIAL SCIENCE REQUIREMENTS**

Choose 15 credits from the following: 15

|           |                                 |  |
|-----------|---------------------------------|--|
| ANTH 202  | Cultural Anthropology (5 Cr)    |  |
| POLSC 102 | American Govt & Politics (5 Cr) |  |
| PSYCH 100 | Intro to Psychology (5 Cr)      |  |
| SOC 110   | Intro 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 computer-competent 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 Hrs. |
|------------|-------------------------------------|-------------|
| ACCT 101   | Practical Accounting I              | 5           |
| ACCT 102   | Practical Accounting II             | 5           |
| AOS 104    | Keyboarding Review & Speed Building | 3           |

|         |                                  |   |
|---------|----------------------------------|---|
| AOS 109 | Business Communications          | 5 |
| AOS 110 | E-Communications                 | 5 |
| AOS 150 | Office Administration            | 5 |
| AOS 161 | Computer & Software Fundamentals | 5 |

|          |                                 |   |
|----------|---------------------------------|---|
| AOS 163  | Microsoft Word on the PC        | 5 |
| AOS 165  | Spreadsheet Applications: Excel | 5 |
| AOS 168  | Database Applications           | 5 |
| AOS 172  | Managing Office Technology      | 5 |
| AOS 293  | Teaching Technology             | 5 |
| ENGL 101 | Written Expression              | 5 |
| ENGL 270 | Professional Report Writing     | 5 |

Choose one of the following: 5

|           |                                   |     |
|-----------|-----------------------------------|-----|
| G BUS 120 | Human Relations (5 Cr)            |     |
| G BUS 221 | Human Resource Mgt (5 Cr)         |     |
| G BUS 145 | Business Mathematics              | 5   |
| MKTG 110  | Client/Customer Relations Science | 5-6 |
|           | Approved elective                 | 2   |

**TOTAL 90-91**

**Certificate of Achievement Administrative Assistant**

| Course No. | Course Name                         | Credit Hrs. |
|------------|-------------------------------------|-------------|
| AOS 104    | Keyboarding Review & Speed Building | 3           |
| AOS 109    | Business Communications             | 5           |
| AOS 110    | E-Communications                    | 5           |
| AOS 161    | Computer & Software Fundamentals    | 5           |
| AOS 163    | Microsoft Word on the PC            | 5           |
| AOS 165    | Spreadsheet Applications: Excel     | 5           |
| AOS 168    | Database Applications               | 5           |
| AOS 172    | Managing Office Technology          | 5           |
| MKTG 110   | Client/Customer Relations           | 5           |
| G BUS 145  | Business Mathematics                | 5           |

**TOTAL 48**

**Certificate of Accomplishment Business Software Specialist**

| Course No. | Course Name                      | Credit Hrs. |
|------------|----------------------------------|-------------|
| AOS 161    | Computer & Software Fundamentals | 5           |
| AOS 163    | Microsoft Word on the PC         | 5           |
| AOS 165    | Spreadsheet Applications: Excel  | 5           |
| AOS 168    | Database Applications            | 5           |
| AOS 172    | Managing Office Technology       | 5           |

Choose one from the following: 5

|         |                                 |
|---------|---------------------------------|
| AOS 110 | E-Communications (5 Cr)         |
| AOS 167 | Desktop Publishing (5 Cr)       |
| AOS 280 | Project Mgt Applications (5 Cr) |
| AOS 293 | Teaching Technology (5 Cr)      |

**TOTAL 30**

Note: Online students are allowed to substitute IT 215 for AOS 172, and to add AOS 104 (3 Cr) and AOS 140A (1 Cr) to the list of choices.

**Certificate of Accomplishment Project Management**

| Course No. | Course Name              | Credit Hrs. |
|------------|--------------------------|-------------|
| ACCT 234   | Managerial Accounting    | 5           |
| AOS 280    | Project Mgt Applications | 5           |
| G BUS 120  | Human Relations          | 5           |
| G BUS 230  | Project Management       | 5           |

**TOTAL 20**

**ALCOHOL & 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 also offers Chemical Dependency Training for Health Care Professionals who possess a B.A., M.A., M.S.W., M.C., or Ph.D. degree in Human Services and who are already working in the health care industry and desire certification as Chemical Dependency Professionals. To qualify, an individual must have completed coursework in psychology (developmental and abnormal), understanding addiction, family systems or dynamics, HIV/AIDS brief risk intervention training, case management, and clinical evaluation involving the use of the DSM IV. The program is designed like an interdisciplinary course except that all of the coursework will translate into ALDAC credit and utilizes a cohort approach to learning.

For more information, students should contact Paul Weatherly, program coordinator and advisor, (425) 564-2012.

### Certificate of Achievement Alcohol & Drug Studies

| Course No.   | Course Name   | Credit Hrs. |
|--------------|---|-------------|
| ALDAC 101    | Understanding Addiction & Its Effects on Human Behavior | 3           |
| ALDAC 102    | Physiological Actions of Alcohol & Other Drugs          | 3           |
| ALDAC 103    | Intro to Counseling & Helping Professions               | 3           |
| ALDAC 105    | Chemical Dependency in the Family                       | 3           |
| ALDAC 106    | Chemical Dependency Counseling Techniques               | 3           |
| ALDAC 108    | Case Management: Chemically Dependent Client            | 3           |
| ALDAC 150    | Relapse Prevention                                      | 2           |
| ALDAC 160    | Cultural Diversity in Addiction Counseling              | 2           |
| ALDAC 204    | Adolescent Addiction: Assessment & Treatment            | 2           |
| ALDAC 206    | Group Process in Chemical Dependency Treatment          | 3           |
| ALDAC 207    | HIV/AIDS Risk Intervention & Blood-Borne Pathogens      | 1           |
| ALDAC 212    | Ethics & Professionalism in Chemical Dependency         | 2           |
| ALDAC 215    | Chemical Dependency & the Law                           | 2           |
| ALDAC 220    | Addiction Counseling Clinical Practicum                 | 3           |
| ALDAC 230    | Intro to Family Systems: Intervention & Prevention      | 3           |
| PSYCH 100    | Intro to Psychology                                     | 5           |
| PSYCH 200    | Abnormal Psychology                                     | 5           |
| PSYCH 204    | General Developmental Psychology                        | 5           |
| ENGL 101     | Written Expression                                      | 5           |
| SPCH 200     | Interpersonal Communications                            | 5           |
| <b>TOTAL</b> |   | <b>63</b>   |

### 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

#### FIRST YEAR—FALL QUARTER

| Course No. | Course Name                 | Credit Hrs. |
|------------|-----------------------------|-------------|
| DUTEC 105  | Pathophysiology I           | 3           |
| DUTEC 107  | Human Cross-Section Anatomy | 7           |
| DUTEC 110  | Ultrasound I—Abdominal      | 4           |
| DUTEC 170  | Physics & Instrumentation I | 3           |

**TOTAL 17**

#### FIRST YEAR—WINTER QUARTER

|           |                              |   |
|-----------|------------------------------|---|
| DUTEC 106 | Pathophysiology II           | 3 |
| DUTEC 120 | Ultrasound II—Obstetrics     | 5 |
| DUTEC 130 | Ultrasound III—Small Parts   | 3 |
| DUTEC 135 | Ultrasound Equipment I       | 3 |
| DUTEC 171 | Physics & Instrumentation II | 3 |

**TOTAL 17**

#### FIRST YEAR—SPRING QUARTER

|           |  |     |
|-----------|--|-----|
| DUTEC 112 | Pathophysiology III  | 3   |
| DUTEC 145 | Ultrasound Equipment II  | 4   |
| DUTEC 150 | Basic Echocardiography   | 3   |
| DUTEC 160 | Ultrasound V—Vascular  | 3   |
| DUTEC 180 | Advanced Studies & Clinical Application of DUTEC (General Students only) | (3) |

**TOTAL 13-16**

#### 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 YEAR—FALL QUARTER

|           |   |     |
|-----------|---|-----|
| DUTEC 181 | Advanced Studies Echo-Vascular (Cardiac & Vascular Students only) | (3) |
| DUTEC 210 | Clinical Practicum I  | 15  |

**TOTAL 15-18**

#### SECOND YEAR—WINTER QUARTER

|           |                       |    |
|-----------|-----------------------|----|
| DUTEC 220 | Clinical Practicum II | 15 |
|-----------|-----------------------|----|

**TOTAL 15**

#### SECOND YEAR—SPRING QUARTER

|           |                        |    |
|-----------|------------------------|----|
| DUTEC 230 | Clinical Practicum III | 15 |
|-----------|------------------------|----|

**TOTAL 15**

#### SECOND YEAR—SUMMER

|           |                       |    |
|-----------|-----------------------|----|
| DUTEC 240 | Clinical Practicum IV | 15 |
|-----------|-----------------------|----|

**TOTAL 15**

**GRAND TOTAL 122**

### EARLY CHILDHOOD EDUCATION

This program prepares students to enter the challenging field of working with children. Degree and certificate programs are available for students entering college for the first time or seeking a second career. Graduates will find opportunities for meaningful employment as teachers in preschools or 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 Hrs. |
|------------|----------------------------------|-------------|
| AOS 161    | Computer & Software Fundamentals | 5           |

*Choose one of 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 | Intro to Early Childhood Education                     | 5 |
| ECED 172 | Fundamentals of Early Childhood Education              | 5 |
| ECED 175 | Portfolio I: ECED Majors                               | 1 |
| ECED 181 | Children's Creative Activities                         | 5 |
| ENGL 101 | Written Expression                                     | 5 |

|                    |                              |     |
|--------------------|------------------------------|-----|
| HOME 256           | Child Development & Guidance | 3   |
| PSYCH 100          | Intro to Psychology          | 5   |
| SOC 110            | Intro to Sociology           | 5   |
| Approved electives |                              | 1-3 |

**TOTAL 45**

**SECOND YEAR**

|          |   |   |
|----------|---|---|
| ECED 191 | Practicum in Early Childhood Education          | 5 |
| ECED 192 | Practicum in Early Childhood Education          | 5 |
| ECED 193 | Practicum in Early Childhood Education          | 5 |
| ECED 201 | Parent Involvement in Early Childhood Education | 5 |
| ECED 204 | Child Health & Safety                           | 3 |
| ECED 275 | Portfolio II: ECED Majors                       | 1 |
| HLTH 292 | First Aid & CPR                                 | 4 |

*Choose one of the following:* 5

|          |   |   |
|----------|---|---|
| SPCH 100 | Basic Principles of Oral Communication (5 Cr) | 5 |
| SPCH 200 | Interpersonal Comm (5 Cr)                     | 5 |
| SPCH 225 | Small Group Comm (5 Cr)                       | 5 |

|                    |   |
|--------------------|---|
| Science course     | 5 |
| Approved electives | 7 |

**TOTAL 45**

**GRAND TOTAL 90**

**Certificate of Achievement  
Early Childhood Education**

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

**TOTAL 45**

**Certificate of Achievement  
Early Childhood Education Work-  
Based Learning**

| Course No. | Course Name                                     | Credit Hrs. |
|------------|---|-------------|
| ECED 156   | Basic Child Development                         | 3           |
| ECED 170   | S.T.A.R.S. Class: Basics of Childcare           | 2           |
| ECED 171   | Intro to Early Childhood Education              | 5           |
| ECED 172   | Fundamentals of Early Childhood Education       | 5           |
| ECED 180   | Exploring Infant & Toddler Curriculum           | 2           |
| ECED 181   | Children's Creative Activities                  | 5           |
| ECED 191   | Practicum in Early Childhood Education          | 5           |
| ECED 192   | Practicum in Early Childhood Education          | 5           |
| ECED 193   | Practicum in Early Childhood Education          | 5           |
| ECED 201   | Parent Involvement in Early Childhood Education | 5           |
| ECED 204   | Child Health & Safety                           | 3           |

**TOTAL 45**

**Associate in Arts Degree  
Early Childhood  
Special Education**

**FIRST YEAR**

| Course No. | Course Name                               | Credit Hrs. |
|------------|---|-------------|
| AOS 161    | Computer & Software Fundamentals          | 5           |
| ECED 131   | Orientation to the Special-Needs Child    | 5           |
| ECED 171   | Intro to Early Childhood Education        | 5           |
| ECED 172   | Fundamentals of Early Childhood Education | 5           |
| ECED 175   | Portfolio I: ECED Majors                  | 1           |
| ECED 181   | Children's Creative Activities            | 5           |
| ENGL 101   | Written Expression                        | 5           |
| HOME 256   | Child Development & Guidance              | 3           |
| PSYCH 100  | Intro to Psychology                       | 5           |
| SOC 110    | Intro to Sociology                        | 5           |

**TOTAL 44**

**SECOND YEAR**

|          |   |   |
|----------|---|---|
| ASL 101  | American Sign Language I                        | 5 |
| ASL 102  | 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: ECED Majors | 1 |
| HLTH 292 | First Aid & CPR           | 4 |

*Choose one of the following:* 5

|          |   |   |
|----------|---|---|
| SPCH 100 | Basic Principles of Oral Communication (5 Cr) | 5 |
| SPCH 225 | Small Group Comm (5 Cr)                       | 5 |

Science course 5

**TOTAL 46**

**GRAND TOTAL 90**

**Certificate of Achievement  
Early Childhood  
Special Education**

| Course No. | Course Name                                     | Credit Hrs. |
|------------|---|-------------|
| ASL 101    | American Sign Language I                        | 5           |
| ASL 102    | American Sign Language II                       | 5           |
| ECED 131   | Orientation to the Special-Needs Child          | 5           |
| ECED 132   | Techniques for Teaching the Special-Needs Child | 3           |
| ECED 135   | Practicum for Special Education                 | 5           |
| ECED 136   | Practicum for Special Education                 | 5           |
| ECED 171   | Intro 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           |
| HOME 256   | Child Development & Guidance                    | 3           |

**TOTAL 58**

**Certificate of Completion  
Infant & Toddler Care**

| Course No. | Course Name                               | Credit Hrs. |
|------------|---|-------------|
| ECED 172   | Fundamentals of Early Childhood Education | 5           |

*Choose one of the following:* 3

|          |                                     |   |
|----------|-------------------------------------|---|
| ECED 156 | Basic Child Development (3 Cr)      | 3 |
| HOME 256 | Child Development & Guidance (3 Cr) | 3 |

|          |                                     |   |
|----------|-------------------------------------|---|
| ECED 180 | Exploring Infant/Toddler Curriculum | 2 |
|----------|-------------------------------------|---|

|          |   |   |
|----------|---|---|
| ECED 201 | Parent Involvement in Early Childhood Education | 5 |
| ECED 204 | Child Health & Safety                           | 3 |

**TOTAL 18**

## FAST TRACK TECHNOLOGY PROGRAM

This program offers tracks with various certificate options for students interested in employment in the high-tech industry. These are short-term, intensive training programs administered through Continuing Education; call (425) 564-4005 for details about application procedures and required courses.

### *Certificate of Accomplishment*

- Microsoft Certified Database Administrator (MCDBA) (33.5-40.5 Cr)
- Microsoft Certified System Engineer (MCSE) (39.5-44.5 Cr)
- Technical Support (35-42 Cr)

## 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 to compete 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-fire-services 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."

*Note: The Fire Service program curricula are under review. Students should contact the program coordinator about current requirements and options.*

### **Associate in Arts Degree Fire Science**

#### CORE CURRICULUM

| Course No.                        | Course Name  | Credit Hrs. |
|-----------------------------------|--|-------------|
| <i>Fire Academy Requirements:</i> |  |             |
| FS 100                            | Intro to Fire Service                              | 1           |
| FS 111                            | Fundamentals of Firefighting                       | 7           |
| FS 113                            | Intermediate Firefighting                          | 8           |
| FS 115                            | Advanced Firefighting                              | 2.5         |
| FS 117                            | Hazardous Materials:<br>Recognition/Identification | .5          |
| FS 119                            | Live Fire Control                                  | 2.5         |

#### *At Bellevue Community 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<br>Procedures | 4   |
| FS 101  | First Responder                              | 3.5 |

**TOTAL** **44**

#### GENERAL EDUCATION REQUIREMENTS

|  |                             |   |
|--|-----------------------------|---|
| <i>Choose one of the following:</i> <span style="float: right;">5-6</span> |                             |   |
| CHEM 100   | Chemical Concepts (5 Cr)    |   |
| CHEM 101   | Intro to Chemistry (6 Cr)   |   |
| ENGL 101   | Written Expression          | 5 |
| ENGL 270   | Professional Report Writing | 5 |
| IT 101   | Intro to Info Technology    | 5 |

*Choose one of the following:* 5

|           |                             |   |
|-----------|-----------------------------|---|
| MATH 099  | Intermediate Algebra (5 Cr) |   |
| MATH 105  | Precalculus I (5 Cr)        |   |
| PSYCH 100 | Intro to Psychology         | 5 |
| SOC 110   | Intro to Sociology          | 5 |

*Choose one of the following:* 5

|  |  |     |
|--|--|-----|
| SPCH 100                               | Basic Principles of Oral<br>Communication (5 Cr) |     |
| SPCH 220                               | Intro to Public Speaking (5 Cr)                  |     |
| Electives to bring total credits to 90 |  | 5-6 |

**TOTAL** **45-47**

**GRAND TOTAL** **90**

### **Associate in Arts Degree Fire Command & Administration**

#### CORE CURRICULUM

| Course No. | Course Name                                  | Credit Hrs. |
|------------|--|-------------|
| FCA 120    | Basic Fire Investigation                     | 3           |
| FCA 137    | Fire Protection Systems I                    | 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<br>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 of the following:* 5-6

|          |                             |   |
|----------|-----------------------------|---|
| CHEM 100 | Chemical Concepts (5 Cr)    |   |
| CHEM 101 | Intro to Chemistry (6 Cr)   |   |
| ENGL 101 | Written Expression          | 5 |
| ENGL 270 | Professional Report Writing | 5 |
| IT 101   | Intro to Info Technology    | 5 |

*Choose one of the following:* 5

|           |                             |   |
|-----------|-----------------------------|---|
| MATH 099  | Intermediate Algebra (5 Cr) |   |
| MATH 105  | Precalculus I (5 Cr)        |   |
| PSYCH 100 | Intro to Psychology         | 5 |
| SOC 110   | Intro to Sociology          | 5 |

*Choose one of the following:* 5

|          |  |  |
|----------|--|--|
| SPCH 100 | Basic Principles of Oral<br>Communication (5 Cr) |  |
| SPCH 220 | Intro to Public Speaking (5 Cr)                  |  |

**TOTAL** **40-41**

|                            |   |     |
|----------------------------|---|-----|
| <i>Suggested electives</i> |   | 7-8 |
| FCA 201                    | Emergency Medical Technician (8 Cr)           |     |
| FCA 298                    | Seminar in Fire Command Administration (3 Cr) |     |

Other college level courses may be used as approved by BCC.

|                    |  |            |
|--------------------|--|------------|
| <b>TOTAL</b>       |  | <b>7-8</b> |
| <b>GRAND TOTAL</b> |  | <b>90</b>  |

### Certificate of Achievement Fire Command & Administration

| Course No. | Course Name                               | Credit Hrs. |
|------------|---|-------------|
| FCA 120    | Basic Fire Investigation                  | 3           |
| FCA 137    | Fire Protection Systems I                 | 3           |
| FCA 152    | Building Construction                     | 3           |
| FCA 161    | Incident Management I                     | 3           |
| FCA 170    | Hazardous Materials I                     | 3           |
| FCA 190    | Uniform Fire Code & Inspection Procedures | 4           |
| PSYCH 100  | Intro to Psychology                       | 5           |

Choose one of the following: 5-6

|          |                           |   |
|----------|---------------------------|---|
| CHEM 100 | Chemical Concepts (5 Cr)  |   |
| CHEM 101 | Intro to Chemistry (6 Cr) |   |
| ENGL 101 | Written Expression        | 5 |

Choose one of the following: 5

|          |                             |  |
|----------|-----------------------------|--|
| MATH 099 | Intermediate Algebra (5 Cr) |  |
| MATH 105 | Precalculus I (5 Cr)        |  |

Suggested electives 5-6

|              |  |           |
|--------------|--|-----------|
| <b>TOTAL</b> |  | <b>45</b> |
|--------------|--|-----------|

### Associate in Arts Degree Fire Investigation

#### CORE CURRICULUM

| Course No. | Course Name                               | Credit Hrs. |
|------------|---|-------------|
| FCA 120    | Basic Fire Investigation                  | 3           |
| FCA 137    | Fire Protection Systems I                 | 3           |
| FCA 152    | Building Construction                     | 3           |
| FCA 170    | Hazardous Materials I                     | 3           |
| FCA 190    | Uniform Fire Code & Inspection Procedures | 4           |
| FI 130     | Investigative Interview Techniques        | 2           |
| FI 220     | Advanced Fire Scene Investigation         | 4           |
| FI 240     | Crime Scene & Physical Evidence           | 4           |
| FI 250     | Juvenile Fire Setter                      | 2           |
| FI 260     | Arson Fraud Investigation                 | 4           |

|           |   |   |
|-----------|---|---|
| ADMCJ 104 | Intro to Criminal Law                         | 5 |
| ADMCJ 200 | Criminal Evidence & Procedures—Police Officer | 5 |

|              |  |           |
|--------------|--|-----------|
| <b>TOTAL</b> |  | <b>42</b> |
|--------------|--|-----------|

#### GENERAL EDUCATION REQUIREMENTS

##### Math and Science

Choose one of the following: 5-6

|          |                           |  |
|----------|---------------------------|--|
| CHEM 100 | Chemical Concepts (5 Cr)  |  |
| CHEM 101 | Intro to Chemistry (6 Cr) |  |

Choose one of the following: 5

|          |                             |   |
|----------|-----------------------------|---|
| MATH 099 | Intermediate Algebra (5 Cr) |   |
| MATH 105 | Precalculus I (5 Cr)        |   |
| IT 101   | Intro to Info Technology    | 5 |

##### Communications

|          |                             |   |
|----------|-----------------------------|---|
| ENGL 101 | Written Expression          | 5 |
| ENGL 270 | Professional Report Writing | 5 |

Choose one of the following: 5

|          |   |  |
|----------|---|--|
| SPCH 100 | Basic Principles of Oral Communication (5 Cr) |  |
| SPCH 220 | Intro to Public Speaking (5 Cr)               |  |

##### Social Science

|           |                     |   |
|-----------|---------------------|---|
| PSYCH 100 | Intro to Psychology | 5 |
| SOC 110   | Intro to Sociology  | 5 |

##### Arts and Humanities

|         |               |   |
|---------|---------------|---|
| ART 150 | Basic Photo I | 5 |
|---------|---------------|---|

|              |  |              |
|--------------|--|--------------|
| <b>TOTAL</b> |  | <b>45-46</b> |
|--------------|--|--------------|

#### ELECTIVES

Other college level courses as reviewed and approved by BCC 4-5

|              |  |            |
|--------------|--|------------|
| <b>TOTAL</b> |  | <b>4-5</b> |
|--------------|--|------------|

|                    |  |           |
|--------------------|--|-----------|
| <b>GRAND TOTAL</b> |  | <b>92</b> |
|--------------------|--|-----------|

### Associate in Arts Degree Fire Prevention Specialist

#### CORE CURRICULUM

| Course No. | Course Name                        | Credit Hrs. |
|------------|------------------------------------|-------------|
| FPS 100    | Intro 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 I          | 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 |

|              |  |           |
|--------------|--|-----------|
| <b>TOTAL</b> |  | <b>44</b> |
|--------------|--|-----------|

#### GENERAL EDUCATION REQUIREMENTS

##### Math and Science

Choose one of the following: 5-6

|          |                           |  |
|----------|---------------------------|--|
| CHEM 100 | Chemical Concepts (5 Cr)  |  |
| CHEM 101 | Intro to Chemistry (6 Cr) |  |

Choose one of the following: 5

|          |                             |   |
|----------|-----------------------------|---|
| MATH 099 | Intermediate Algebra (5 Cr) |   |
| MATH 105 | Precalculus I (5 Cr)        |   |
| IT 101   | Intro to Info Technology    | 5 |

##### Communications

|          |                             |   |
|----------|-----------------------------|---|
| ENGL 101 | Written Communications      | 5 |
| ENGL 270 | Professional Report Writing | 5 |

Choose one of the following: 5

|          |   |  |
|----------|---|--|
| SPCH 100 | Basic Principles of Oral Communication (5 Cr) |  |
| SPCH 220 | Intro to Public Speaking (5 Cr)               |  |

##### Social Science

|           |                     |   |
|-----------|---------------------|---|
| PSYCH 100 | Intro to Psychology | 5 |
| SOC 110   | Intro to Sociology  | 5 |

|              |  |              |
|--------------|--|--------------|
| <b>TOTAL</b> |  | <b>40-41</b> |
|--------------|--|--------------|

#### SUGGESTED ELECTIVE COURSES

(minimum of 5 credits) 5-6

|           |   |  |
|-----------|---|--|
| ADMCJ 104 | Intro 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)               |  |

|              |  |            |
|--------------|--|------------|
| <b>TOTAL</b> |  | <b>5-6</b> |
|--------------|--|------------|

|                    |  |           |
|--------------------|--|-----------|
| <b>GRAND TOTAL</b> |  | <b>90</b> |
|--------------------|--|-----------|

### GENERAL BUSINESS MANAGEMENT

This program is designed as a powerful tool to help students shift gears in careers, enhance existing skills, or obtain a strong, broad-based knowledge of manufacturing, retail, and service industries. The program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

The degree provides a strong and diverse background for use in a variety of jobs. Graduates will find opportunities in small business operations, supervision, marketing functions, and product management. Many graduates find employment in trainee positions which lead to greater management responsibility and advancement.

The certificate is designed to prepare students interested in pursuing entrepreneurial opportunities.

### Associate in Arts Degree

#### General Business Management

| Course No.                            | Course Name                                   | Credit Hrs. |
|---------------------------------------|---|-------------|
| <i>Choose one of the following:</i> 5 |   |             |
| G BUS 101                             | Intro to Business (5 Cr)                      |             |
| INTST 150                             | International Business (5 Cr)                 |             |
| G BUS 145                             | Business Mathematics                          | 5           |
| AOS 161                               | Computer & Software Fundamentals              | 5           |
| <i>Choose one of the following:</i> 5 |   |             |
| ACCT 101                              | Practical Accounting I (5 Cr)                 |             |
| ACCTG 210                             | Fundamentals of Accounting (5 Cr)             |             |
| G BUS 120                             | Human Relations                               | 5           |
| MKTG 154                              | Principles of Marketing                       | 5           |
| <i>Choose one of the following:</i> 5 |   |             |
| ECON 100                              | Intro to Basic Economic Principles (5 Cr)     |             |
| ECON 200                              | Macroeconomics (5 Cr)                         |             |
| MKTG 210                              | Business Research                             | 5           |
| <i>Choose one of the following:</i> 5 |   |             |
| G BUS 202                             | Law & Business (5 Cr)                         |             |
| BA 200                                | Business Law Legal Foundations (5 Cr)         |             |
| G BUS 210                             | Stock Market Investment Strategy              | 5           |
| ENGL 101                              | Written Expression                            | 5           |
| ACCT 234                              | Managerial Accounting                         | 5           |
| G BUS 221                             | Human Resource Mgt                            | 5           |
| <i>Choose one of the following:</i> 5 |   |             |
| MKTG 200                              | International Marketing (5 Cr)                |             |
| MKTG 234                              | Advertising (5 Cr)                            |             |
| G BUS 241                             | Organization & Mgt Skills                     | 5           |
| <i>Choose one of the following:</i> 5 |   |             |
| SPCH 100                              | Basic Principles of Oral Communication (5 Cr) |             |
| SPCH 220                              | Intro to Public Speaking (5 Cr)               |             |
| G BUS 230                             | Project Management                            | 5           |
| Elective                              |   | 5           |
| <b>TOTAL</b>                          |   | <b>90</b>   |

### Certificate of Accomplishment Entrepreneurship

| Course No.   | Course Name                      | Credit Hrs. |
|--------------|----------------------------------|-------------|
| ACCT 101     | Practical Accounting I           | 5           |
| AOS 161      | Computer & Software Fundamentals | 5           |
| G BUS 150    | Entrepreneurship                 | 5           |
| G BUS 221    | Human Resource Mgt               | 5           |
| MKTG 110     | Client/Customer Relations        | 5           |
| MKTG 154     | Principles of Marketing          | 5           |
| <b>TOTAL</b> |                                  | <b>30</b>   |

### 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

| Course No. | Course Name              | Credit Hrs. |
|------------|--------------------------|-------------|
| IT 101     | Intro to Info Technology | 5           |
| IT 110     | Intro to Programming     | 5           |
| IT 215     | PC Analysis & Config I   | 5           |

|           |  |    |
|-----------|--|----|
| IT 217    | PC Analysis & Config II                        | 5  |
| IT 251    | Cisco Network Support I                        | 5  |
| IT 252    | Cisco Network Support II                       | 5  |
| IT 253    | Cisco Network Support III                      | 5  |
| IT 254    | Cisco Network Support IV                       | 5  |
| IT 271    | Implementing Client & Server Operating Systems | 5  |
| IT 272    | Implementing Network Infrastructure            | 5  |
| IT 273    | Implementing Directory Services                | 5  |
| IT 274    | Advanced Network Operating System Topics       | 10 |
| ENGL 101  | Written Expression                             | 5  |
| ENGL 270  | Professional Report Writing                    | 5  |
| G BUS 101 | Intro to Business                              | 5  |
| PHYS 109  | Science for Info Technology                    | 6  |
| SPCH 225  | Small Group Comm                               | 5  |

**TOTAL 91**

### Associate in Arts Degree Information Technology— Programming

| Course No. | Course Name                      | Credit Hrs. |
|------------|----------------------------------|-------------|
| IT 101     | Intro to Info Technology         | 5           |
| IT 127     | Developing Business Solutions I  | 5           |
| IT 129     | Developing Business Solutions II | 5           |
| IT 160     | Systems Analysis & Design        | 5           |
| IT 235     | Operating Systems                | 5           |
| IT 290     | Database Theory                  | 5           |
| IT 295     | Special Topics in IT             | 5           |
| AOS 168    | Database Applications            | 5           |
| ITXXX      | Approved IT electives            | 10          |

*Select one of the following tracks:* 25

#### Client/Server Track

|        |   |  |
|--------|---|--|
| IT 110 | Intro to Programming (5 Cr)                 |  |
| IT 237 | Client Programming I (Visual Basic) (5 Cr)  |  |
| IT 238 | Client Programming II (Visual Basic) (5 Cr) |  |
| IT 239 | SQL Server: Server Programming (5 Cr)       |  |
| IT 263 | Web Database Development (5 Cr)             |  |

OR

#### Development C Track

|        |   |  |
|--------|---|--|
| IT 111 | Intro to C Programming (5 Cr)               |  |
| IT 245 | Intro to C++ (5 Cr)                         |  |
| IT 247 | Intro to C++ Windows Programming (5 Cr)     |  |
| IT 249 | C++ Intermediate Windows Programming (5 Cr) |  |
| IT XXX | Approved IT elective (5 Cr)                 |  |

## GENERAL EDUCATION REQUIREMENTS

|           |                             |   |
|-----------|-----------------------------|---|
| ENGL 101  | Written Expression          | 5 |
| ENGL 270  | Professional Report Writing | 5 |
| G BUS 101 | Intro to Business           | 5 |

**TOTAL 90**

### Certificate of Achievement C Programmer

| Course No. | Course Name                          | Credit Hrs. |
|------------|--------------------------------------|-------------|
| IT 111     | Intro to C Programming               | 5           |
| IT 160     | Systems Analysis & Design            | 5           |
| IT 235     | Operating Systems                    | 5           |
| IT 245     | Intro to C++                         | 5           |
| IT 247     | Intro to C++ Windows Programming     | 5           |
| IT 249     | C++ Intermediate Windows Programming | 5           |
| IT 290     | Database Theory                      | 5           |
| ENGL 270   | Professional Report Writing          | 5           |
| IT XXX     | Approved IT elective                 | 5           |

**TOTAL 45**

### Certificate of Achievement Client/Server—Programming

| Course No. | Course Name                          | Credit Hrs. |
|------------|--------------------------------------|-------------|
| IT 111     | Introduction to C Programming        | 5           |
| IT 160     | Systems Analysis & Design            | 5           |
| IT 235     | Operating Systems                    | 5           |
| IT 237     | Client Programming I (Visual Basic)  | 5           |
| IT 238     | Client Programming II (Visual Basic) | 5           |
| IT 239     | SQL Server: Server Programming       | 5           |
| IT 290     | Database Theory                      | 5           |
| ENGL 270   | Professional Report Writing          | 5           |
| ITXXX      | Approved IT Elective                 | 5           |

**TOTAL 45**

### Associate in Arts Degree Information Technology— Technical Support

| Course No. | Course Name                     | Credit Hrs. |
|------------|---------------------------------|-------------|
| AOS 163    | Microsoft Word on the PC        | 5           |
| AOS 165    | Spreadsheet Applications: Excel | 5           |
| AOS 168    | Database Applications           | 5           |
| IT 101     | Intro to Info Technology        | 5           |
| IT 110     | Intro to Programming            | 5           |
| IT 170     | Problem-Solving Strategies      | 5           |
| IT 215     | PC Analysis & Config I          | 5           |
| IT 217     | PC Analysis & Config II         | 5           |
| IT 235     | Operating Systems               | 5           |
| IT 251     | Cisco Network Support I         | 5           |

Choose one of 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) |

|           |                             |   |
|-----------|-----------------------------|---|
| ENGL 101  | Written Expression          | 5 |
| ENGL 270  | Professional Report Writing | 5 |
| G BUS 101 | Introduction to Business    | 5 |

Choose one of the following: 5 or 6

|          |   |
|----------|---|
| PHYS 109 | Science for Information Technology (6 Cr) |
|----------|---|

|        |  |
|--------|--|
| IT 127 | Developing Business Solutions I (5 Cr) |
|--------|--|

|  |                           |         |
|--|---------------------------|---------|
| MKTG 110                                       | Client/Customer Relations | 5       |
| Approved electives to bring credit total to 90 |                           | 6 to 11 |

**TOTAL 90**

### Certificate of Achievement Microcomputer Support Specialist

| Course No. | Course Name                     | Credit Hrs. |
|------------|---------------------------------|-------------|
| AOS 165    | Spreadsheet Applications: Excel | 5           |
| AOS 168    | Database Applications           | 5           |
| ENGL 270   | Professional Report Writing     | 5           |
| IT 101     | Intro to Info Technology        | 5           |
| IT 170     | Problem-Solving Strategies      | 5           |
| IT 215     | PC Analysis & Config I          | 5           |
| IT 217     | PC Analysis & Config II         | 5           |
| IT 251     | Cisco Network Support I         | 5           |
| MKTG 110   | Client/Customer Relations       | 5           |

**TOTAL 45**

## INTERIOR DESIGN

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

The courses outlined define the complete list of required courses for the degree. The three-year outline should serve as a guide for students to develop a long-range plan that takes into account a personal timetable, work, family, and other commitments; many students take longer

than three years to complete the program. Electives must include exposure to college-level courses in the humanities, social sciences, math/science, and business. The department chair may review and approve transfer credits from other institutions to satisfy degree requirements.

### Associate in Arts Degree Interior Design

| Course No. | Course Name                 | Credit Hrs. |
|------------|-----------------------------|-------------|
| ART 101    | Modern Arch & Design        | 5           |
| ART 108    | Intro 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 of the following: 5

|         |                               |
|---------|-------------------------------|
| ART 201 | History of Western Art (5 Cr) |
| ART 202 | History of Western Art (5 Cr) |

|           |                                |    |
|-----------|--------------------------------|----|
| ART 203   | History of Western Art         | 5  |
| ENGL 101  | Written Expression             | 5  |
| INDES 110 | Textiles                       | 5  |
| INDES 140 | Intro to Interior Design       | 5  |
| INDES 150 | History of Furniture           | 5  |
| INDES 151 | 20th Century Furniture         | 5  |
| INDES 152 | Furniture Design & Constr      | 3  |
| INDES 160 | Graphic Communication I        | 5  |
| INDES 162 | Intro to Computer-Aided Design | 3  |
| INDES 165 | Visual Presentations           | 5  |
| INDES 170 | Interior Design I: Methods     | 5  |
| INDES 180 | Professional Practices I       | 3  |
| INDES 181 | Professional Practices II      | 3  |
| INDES 185 | Practicum in Interior Design   | 3  |
| INDES 190 | Materials & Construction       | 3  |
| INDES 191 | Principles of Lighting         | 5  |
| INDES 260 | Graphic Communication II       | 5  |
| INDES 270 | Interior Design II             | 5  |
| INDES 271 | Interior Design III            | 5  |
| INDES 272 | Interior Design IV             | 5  |
| INDES 285 | Practicum in Interior Design   | 3  |
| Electives |                                | 20 |

**TOTAL 143**

## 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 prepared to compete for entry-level and middle-management positions in business including sales representative, sales manager, marketing manager, department manager,

and buyer. Related areas include advertising, distribution, marketing research, and customer services. Students in the program receive training in the functional areas of business with specialized training in marketing. The curriculum is balanced with theoretical instruction and practical applications. An evening program option allows students to complete all the requirements in three years.

### Associate in Arts Degree Marketing Management

| Course No.                            | Course Name                        | Credit Hrs. |
|---------------------------------------|------------------------------------|-------------|
| <i>Choose one of the following:</i> 5 |                                    |             |
| ACCT 234                              | Managerial Accounting (5 Cr)       |             |
| G BUS 241                             | Organization & Mgt Skills (5 Cr)   |             |
| AOS 161                               | Computer & Software Fundamentals   | 5           |
| ENGL 101                              | Written Expression                 | 5           |
| G BUS 101                             | Intro 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           |
| MKTG 290                              | Marketing Activities in DECA       | 3-5         |
| SPCH 220                              | Intro to Public Speaking           | 5           |
| ACCT XXX                              | ACCT elective                      | 5           |
|                                       | Science elective                   | 5-6         |
|                                       | Elective                           | 2-5         |
| <b>TOTAL</b>                          |                                    | <b>91</b>   |

### Certificate of Accomplishment Retail Management

| Course No.   | Course Name                      | Credit Hrs. |
|--------------|----------------------------------|-------------|
| ACCT 234     | Managerial Accounting            | 5           |
| AOS 161      | Computer & Software Fundamentals | 5           |
| G BUS 120    | Human Relations                  | 5           |
| MKTG 110     | Client/Customer Relations        | 5           |
| MKTG 135     | Principles of Retailing          | 5           |
| MKTG 236     | Merchandise Management           | 5           |
| <b>TOTAL</b> |                                  | <b>30</b>   |

### Certificate of Accomplishment Sales & Marketing

| Course No.   | Course Name                        | Credit Hrs. |
|--------------|------------------------------------|-------------|
| AOS 161      | Computer & Software Fundamentals   | 5           |
| 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     | Intro to Public Speaking           | 5           |
| <b>TOTAL</b> |                                    | <b>28</b>   |

### MEDIA COMMUNICATIONS & TECHNOLOGY

URL: <http://www.bcc.ctc.edu/mct/>

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

Instruction includes basic video, graphics, and Internet production techniques, intermediate and advanced studio and field digital video production, 2-D and 3-D 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 & Technology must either complete or test out of taking the following prerequisites before beginning the program:

- ENGL 092: Developmental English or English 093 – Composition for Non-Native speakers (5 Cr)
  - MEDIA 109: Computer Essentials for Digital Media (5 Cr)
- MEDIA 109 does not count as an elective for the program. Students must earn a C- or higher in each course to be eligible to progress to the next level. Students must earn a C- or higher for all courses to apply for graduation.

*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 Animation and Graphics

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### INTRODUCTORY CORE COURSES

|          |                    |   |
|----------|--------------------|---|
| ENGL 101 | Written Expression | 5 |
|----------|--------------------|---|

*Choose one of the following:* 5

|           |                                      |  |
|-----------|--------------------------------------|--|
| MEDIA 101 | Exploring the Digital Future (5 Cr)  |  |
| MEDIA 105 | Digital Design & Storytelling (5 Cr) |  |

*Choose one of the following:* 5

|           |  |  |
|-----------|--|--|
| MEDIA 102 | Techniques & Technology of Persuasion (5 Cr) |  |
| MEDIA 103 | Media & Messages (5 Cr)                      |  |
| MEDIA 104 | Multicultural Media Images (5 Cr)            |  |
| MEDIA 106 | Writing for the World Wide Web (5 Cr)        |  |
| MEDIA 108 | Media/Digital Law & Ethics (5 Cr)            |  |
| MEDIA 185 | Philosophical Issues in Technology (5 Cr)    |  |
| MEDIA 270 | Economics of Emerging Technology (5 Cr)      |  |

#### TECHNICAL CORE CLASSES

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

#### ENDORSEMENT IN GRAPHICS AND ANIMATION

|           |                              |   |
|-----------|------------------------------|---|
| ART 110   | Two-Dimensional Design       | 5 |
| ART 120   | Drawing I                    | 5 |
| MEDIA 216 | Script Writing for Media     | 5 |
| MEDIA 224 | Motion Graphics I            | 5 |
| MEDIA 225 | Raster Images                | 5 |
| MEDIA 227 | Vector Images & Illustration | 5 |
| MEDIA 235 | 2-D Animation I              | 5 |
| MEDIA 237 | 3-D Animation I              | 5 |
| MEDIA 239 | 3-D Animation II             | 5 |
|           | Electives                    | 5 |

#### PRE-GRADUATION CORE COURSES

|           |                        |   |
|-----------|------------------------|---|
| MEDIA 245 | Production Practice    | 3 |
| MEDIA 248 | Portfolio & Employment | 3 |
| MEDIA 250 | Internship in Media    | 5 |

**TOTAL 91**

### Certificate of Achievement Animation and Graphics

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### TECHNICAL CORE CLASSES

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

#### SPECIFIC ENDORSEMENT COURSES

|           |                              |   |
|-----------|------------------------------|---|
| ART 120   | Drawing I                    | 5 |
| MEDIA 225 | Raster Images                | 5 |
| MEDIA 227 | Vector Images & Illustration | 5 |
| MEDIA 235 | 2-D Animation I              | 5 |
| MEDIA 237 | 3-D Animation I              | 5 |
| MEDIA 239 | 3-D Animation II             | 5 |

#### PRE-GRADUATION CORE COURSE

Choose one of the following: 3 or 5

|           |                               |  |
|-----------|-------------------------------|--|
| MEDIA 248 | Portfolio & Employment (3 Cr) |  |
| MEDIA 250 | Internship in Media (5 Cr)    |  |

**TOTAL 48 OR 50**

### Certificate of Achievement Advanced Animation

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### FIRST QUARTER—TECHNICAL ASSISTANT

|           |                                    |   |
|-----------|------------------------------------|---|
| MEDIA 252 | Production Systems                 | 4 |
| MEDIA 255 | Technical Operations for Animation | 4 |
| MEDIA 256 | Production Practicum I             | 4 |

#### SECOND QUARTER—PRODUCTION ASSISTANT

|           |                         |   |
|-----------|-------------------------|---|
| MEDIA 262 | Production Design       | 4 |
| MEDIA 265 | Advanced Animation I    | 4 |
| MEDIA 266 | Production Practicum II | 4 |

#### THIRD QUARTER—PRODUCER/DIRECTOR

|           |                          |   |
|-----------|--------------------------|---|
| MEDIA 272 | Production Management    | 4 |
| MEDIA 275 | Advanced Animation II    | 4 |
| MEDIA 276 | Production Practicum III | 4 |

#### FOURTH QUARTER—SENIOR PRODUCER

|           |                         |   |
|-----------|-------------------------|---|
| MEDIA 282 | Production Portfolio    | 3 |
| MEDIA 284 | Career Preparation      | 6 |
| MEDIA 286 | Production Practicum IV | 3 |

**TOTAL 48**

### Associate in Arts Degree Web Multimedia Authoring

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### INTRODUCTORY CORE COURSES

|          |                    |   |
|----------|--------------------|---|
| ENGL 101 | Written Expression | 5 |
|----------|--------------------|---|

Choose one of the following: 5

|           |                                      |  |
|-----------|--------------------------------------|--|
| MEDIA 101 | Exploring the Digital Future (5 Cr)  |  |
| MEDIA 105 | Digital Design & Storytelling (5 Cr) |  |

Choose one from the following: 5

|           |  |  |
|-----------|--|--|
| MEDIA 102 | Techniques & Technology of Persuasion (5 Cr) |  |
| MEDIA 103 | Media & Messages (5 Cr)                      |  |
| MEDIA 104 | Multicultural Media Images (5 Cr)            |  |
| MEDIA 106 | Writing for the World Wide Web (5 Cr)        |  |
| MEDIA 108 | Media/Digital Law & Ethics (5 Cr)            |  |
| MEDIA 185 | Philosophical Issues in Technology (5 Cr)    |  |
| MEDIA 270 | Economics of Emerging Technology (5 Cr)      |  |

#### TECHNICAL CORE CLASSES

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

#### SPECIFIC ENDORSEMENT COURSES

|           |                            |    |
|-----------|----------------------------|----|
| MEDIA 216 | Script Writing for Media   | 5  |
| MEDIA 220 | Video Editing & Streaming  | 5  |
| MEDIA 223 | Web Multimedia Authoring I | 5  |
| MEDIA 225 | Raster Images              | 5  |
| MEDIA 230 | Web Design & Development I | 5  |
| MEDIA 233 | Client-Side Scripting      | 5  |
| MEDIA 235 | 2-D Animation I            | 5  |
| MEDIA 238 | Server-Side Scripting      | 5  |
|           | Electives                  | 10 |

#### PRE-GRADUATION CORE COURSES

|           |                        |   |
|-----------|------------------------|---|
| MEDIA 245 | Production Practice    | 3 |
| MEDIA 248 | Portfolio & Employment | 3 |
| MEDIA 250 | Internship in Media    | 5 |

**TOTAL 91**

### Certificate of Achievement Web Multimedia Authoring

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### TECHNICAL CORE CLASSES

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

#### SPECIFIC ENDORSEMENT COURSES

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 220 | Video Editing & Streaming  | 5 |
| MEDIA 223 | Web Multimedia Authoring I | 5 |
| MEDIA 230 | Web Design & Development I | 5 |
| MEDIA 233 | Client-Side Scripting      | 5 |
| MEDIA 235 | 2-D Animation I            | 5 |
| MEDIA 238 | Server-Side Scripting      | 5 |

#### PRE-GRADUATION CORE COURSE

Choose one of the following: 3 or 5

|           |                               |  |
|-----------|-------------------------------|--|
| MEDIA 248 | Portfolio & Employment (3 Cr) |  |
| MEDIA 250 | Internship in Media (5 Cr)    |  |

**TOTAL 48 OR 50**

### Certificate of Achievement Advanced Web Multimedia

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### FIRST QUARTER—TECHNICAL ASSISTANT

|           |   |   |
|-----------|---|---|
| MEDIA 252 | Production Systems                      | 4 |
| MEDIA 253 | Technical Operations for Web Multimedia | 4 |
| MEDIA 256 | Production Practicum I                  | 4 |

#### SECOND QUARTER—PRODUCTION ASSISTANT

|           |                           |   |
|-----------|---------------------------|---|
| MEDIA 262 | Production Design         | 4 |
| MEDIA 263 | Advanced Web Multimedia I | 4 |
| MEDIA 266 | Production Practicum II   | 4 |

#### THIRD QUARTER—PRODUCER/DIRECTOR

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 272 | Production Management      | 4 |
| MEDIA 273 | Advanced Web Multimedia II | 4 |
| MEDIA 276 | Production Practicum III   | 4 |

#### FOURTH QUARTER—SENIOR PRODUCER

|           |                         |   |
|-----------|-------------------------|---|
| MEDIA 282 | Production Portfolio    | 3 |
| MEDIA 284 | Career Preparation      | 6 |
| MEDIA 286 | Production Practicum IV | 3 |

**TOTAL 48**

### Associate in Arts Degree Video & Audio Production

| Course No. | Course Name | Credit Hrs. |
|------------|-------------|-------------|
|------------|-------------|-------------|

#### INTRODUCTORY CORE COURSES

|          |                    |   |
|----------|--------------------|---|
| ENGL 101 | Written Expression | 5 |
|----------|--------------------|---|

Choose one of the following: 5

|           |                                      |  |
|-----------|--------------------------------------|--|
| MEDIA 101 | Exploring the Digital Future (5 Cr)  |  |
| MEDIA 105 | Digital Design & Storytelling (5 Cr) |  |

Choose one of the following: 5

|           |  |  |
|-----------|--|--|
| MEDIA 102 | Techniques & Technology of Persuasion (5 Cr) |  |
| MEDIA 103 | Media & Messages (5 Cr)                      |  |
| MEDIA 104 | Multicultural Media Images (5 Cr)            |  |
| MEDIA 106 | Writing for the World Wide Web (5 Cr)        |  |
| MEDIA 108 | Media/Digital Law & Ethics (5 Cr)            |  |
| MEDIA 185 | Philosophical Issues in Technology (5 Cr)    |  |
| MEDIA 270 | Economics of Emerging Technology (5 Cr)      |  |

**TECHNICAL CORE CLASSES**

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

**SPECIFIC ENDORSEMENT COURSES**

|           |                               |    |
|-----------|-------------------------------|----|
| MEDIA 122 | Audio & Recording I           | 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 | Video Editing & Streaming     | 5  |
| MEDIA 222 | Audio & Recording II          | 5  |
| MEDIA 225 | Raster Images                 | 5  |
| Electives |                               | 10 |

**PRE-GRADUATION CORE COURSES**

|           |                        |   |
|-----------|------------------------|---|
| MEDIA 245 | Production Practice    | 3 |
| MEDIA 248 | Portfolio & Employment | 3 |
| MEDIA 250 | Internship in Media    | 5 |

**TOTAL 91**

*Certificate of Achievement*

**VIDEO & AUDIO PRODUCTION**

**Course No. Course Name Credit Hrs.**

**TECHNICAL CORE CLASSES**

|           |                            |   |
|-----------|----------------------------|---|
| MEDIA 110 | Web Multimedia Foundations | 5 |
| MEDIA 112 | Video Foundations          | 5 |
| MEDIA 125 | Imaging Foundations        | 5 |

**SPECIFIC ENDORSEMENT COURSES**

|           |                               |   |
|-----------|-------------------------------|---|
| MEDIA 122 | Audio & Recording I           | 5 |
| MEDIA 210 | Video Field Production        | 5 |
| MEDIA 212 | Video Studio Production       | 5 |
| MEDIA 214 | Intermediate Video Production | 5 |
| MEDIA 220 | Video Editing & Streaming     | 5 |
| MEDIA 222 | Audio & Recording II          | 5 |

**PRE-GRADUATION CORE COURSE**

Choose one of the following: 3 or 5

|           |                               |
|-----------|-------------------------------|
| MEDIA 248 | Portfolio & Employment (3 Cr) |
| MEDIA 250 | Internship in Media (5 Cr)    |

**TOTAL 48 OR 50**

*Certificate of Achievement*  
**Advanced Video Production**

**FIRST QUARTER—TECHNICAL ASSISTANT**

| Course No. | Course Name            | Credit Hrs. |
|------------|------------------------|-------------|
| MEDIA 252  | Production Systems     | 4           |
| MEDIA 254  | Technical Operation    | 4           |
| MEDIA 256  | Production Practicum I | 4           |

**SECOND QUARTER—PRODUCTION ASSISTANT**

|           |                              |   |
|-----------|------------------------------|---|
| MEDIA 262 | Production Design            | 4 |
| MEDIA 264 | Computer-Video Integration I | 4 |
| MEDIA 266 | Production Practicum II      | 4 |

**THIRD QUARTER—PRODUCER/DIRECTOR**

|           |                               |   |
|-----------|-------------------------------|---|
| MEDIA 272 | Production Management         | 4 |
| MEDIA 274 | Computer-Video Integration II | 4 |
| MEDIA 276 | Production Practicum III      | 4 |

**FOURTH QUARTER—SENIOR PRODUCER AND INTERNSHIP**

|           |                         |   |
|-----------|-------------------------|---|
| MEDIA 282 | Production Portfolio    | 3 |
| MEDIA 284 | Career Preparation      | 6 |
| MEDIA 286 | Production Practicum IV | 3 |

**TOTAL 48**

**NUCLEAR MEDICINE TECHNOLOGY**

This twelve-month, full-time, selective-admissions certificate program is a cooperative effort with Virginia Mason Medical Center, Swedish Medical Center, and Syncor Pharmacy. To be considered for acceptance into the program, students must follow specific 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**

| 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 QUARTER**

|           |                                   |    |
|-----------|-----------------------------------|----|
| NMTEC 202 | Instrumentation                   | 2  |
| NMTEC 206 | Lab Exercises II                  | 1  |
| NMTEC 211 | Nursing & Laboratory Procedures I | 1  |
| NMTEC 231 | Clinical Education II             | 10 |
| NMTEC 240 | Radiation Safety                  | 1  |
| NMTEC 261 | Clinical Nuclear Medicine II      | 1  |

**TOTAL 16**

**SPRING QUARTER**

|           |                               |    |
|-----------|-------------------------------|----|
| 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.

To be considered for acceptance into the program, students must follow specific admissions guidelines, published annually. 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 from BCC, 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 in 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           |
| <b>TOTAL</b> |                            | <b>12</b>   |

#### FIRST YEAR—FALL QUARTER

|              |                         |           |
|--------------|-------------------------|-----------|
| NURS 100X    | Nursing I: Fundamentals | 7         |
| NURS 100Z    | Nursing I: Lab          | 5         |
| PSYCH 100*   | Intro to Psychology     | 5         |
| <b>TOTAL</b> |                         | <b>17</b> |

#### FIRST YEAR—WINTER QUARTER

|              |                                |           |
|--------------|--------------------------------|-----------|
| NURS 101X    | Nursing II: Medical/Surgical I | 6         |
| NURS 101Z    | Nursing II: Lab                | 6         |
| SPCH 230*    | Intercultural Communication    | 5         |
| <b>TOTAL</b> |                                | <b>17</b> |

#### FIRST YEAR—SPRING QUARTER

|              |                                  |           |
|--------------|----------------------------------|-----------|
| NURS 102X    | Nursing III: Medical/Surgical II | 5         |
| NURS 102Z    | Nursing III: Lab                 | 7         |
| BIOL 250*    | Microbiology                     | 6         |
| PSYCH 204*   | General Developmental Psychology | 5         |
| <b>TOTAL</b> |                                  | <b>23</b> |

\*Note: BIOL 250 and PSYCH 204 must be completed by the Fall Quarter of a student's sophomore year.

#### SECOND YEAR—FALL QUARTER

|           |                       |   |
|-----------|-----------------------|---|
| NURS 200X | Nursing IV: Maternity | 3 |
| NURS 200Z | Nursing IV: Lab       | 1 |

Choose one of the following options for a total of 8 credits: 8

|           |                              |  |
|-----------|------------------------------|--|
| NURS 201X | 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 YEAR—WINTER QUARTER

|           |                                     |   |
|-----------|-------------------------------------|---|
| NURS 203X | Nursing VII: Gerontological Nursing | 3 |
| NURS 203Z | Nursing VII: Lab                    | 1 |

Choose one of the following options for a total of 8 credits: 8

|           |                              |  |
|-----------|------------------------------|--|
| NURS 201X | 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 YEAR—SPRING QUARTER

|           |   |        |
|-----------|---|--------|
| NURS 204X | Nursing VIII: Contemporary Nursing Issues | 5      |
| NURS 204Z | Nursing VII: Lab Elective                 | 7<br>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. To be considered for acceptance into the program, students must follow specific admissions guidelines, published annually.

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

| Course No. | Course Name                                   | Credit Hrs. |
|------------|---|-------------|
| RADON 100  | Principles of Oncology                        | 4           |
| RADON 101  | Principles of Dose Calculations               | 3           |
| RADON 102  | Radiographic Physics                          | 2           |
| RADON 103  | Radiographic Technique                        | 2           |
| RADON 104  | Radiation Therapy Physics I                   | 3           |
| RADON 105  | Principles & Practice of Radiation Therapy I  | 2           |
| RADON 111  | Clinical Practice I                           | 5           |
| RADON 112  | Clinical Practice II                          | 5           |
| RADON 113  | Clinical Practice III                         | 5           |
| RADON 114  | Clinical Practice IV                          | 13          |
| RADON 119  | Medical Ethics & Communication in Health Care | 2           |
| RADON 120  | Radiologic Sciences Patient Care              | 2           |
| RADON 125  | Medical Terminology for Radiologic Sciences   | 1           |
| RADON 127  | Sectional Anatomy                             | 2           |
| RADON 130  | Psychosocial Aspects of Cancer Care           | 2           |
| RADON 150  | Pathology                                     | 4           |
| RADON 201  | Radiation Therapy Physics II                  | 3           |
| RADON 202  | Treatment Planning I                          | 2           |
| RADON 203  | Treatment Planning II                         | 5           |
| RADON 204  | Treatment Planning III                        | 4           |
| RADON 211  | Clinical Practice V                           | 8           |
| RADON 212  | Clinical Practice VI                          | 8           |
| RADON 213  | Clinical Practice VII                         | 8           |
| RADON 214  | Clinical Practice VIII                        | 13          |
| RADON 220  | Principles & Practice of Radiation Therapy II | 2           |

|           |  |   |
|-----------|--|---|
| RADON 221 | Principles & Practice of Radiation Therapy III | 2 |
| RADON 222 | Principles & Practice of Radiation Therapy IV  | 2 |
| RADON 224 | Concept Integration                            | 1 |
| RADON 225 | Quality Management                             | 1 |
| RADON 240 | Radiation Biology                              | 3 |

**TOTAL 119**

### Certificate of Achievement Radiation Therapy

| Course No. | Course Name                                    | Credit Hrs. |
|------------|--|-------------|
| RADON 100  | Principles of Oncology                         | 4           |
| RADON 101  | Principles of Dose Calculations                | 3           |
| RADON 104  | Radiation Therapy Physics I                    | 3           |
| RADON 105  | Principles & Practice of Radiation Therapy I   | 2           |
| RADON 114  | Clinical Practice IV                           | 13          |
| RADON 201  | Radiation Therapy Physics II                   | 3           |
| RADON 202  | Treatment Planning I                           | 2           |
| RADON 203  | Treatment Planning II                          | 5           |
| RADON 204  | Treatment Planning III                         | 4           |
| RADON 211  | Clinical Practice V                            | 8           |
| RADON 212  | Clinical Practice VI                           | 8           |
| RADON 213  | Clinical Practice VII                          | 8           |
| RADON 214  | Clinical Practice VIII                         | 13          |
| RADON 220  | Principles & Practice of Radiation Therapy II  | 2           |
| RADON 221  | Principles & Practice of Radiation Therapy III | 2           |
| RADON 222  | Principles & Practice of Radiation Therapy IV  | 2           |
| RADON 224  | Concept Integration                            | 1           |
| RADON 225  | Quality Management                             | 1           |

**TOTAL 84**

## 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. To be considered for acceptance into the program, students must follow specific admissions guidelines, published annually.

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 Hrs. |
|------------|---------------------------------|-------------|
| RATEC 101  | Intro 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 | Intro 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 |
| RATEC 121 | Patient Care                        | 2 |
| RATEC 127 | Intro to Sectional Anatomy          | 2 |

**TOTAL 15**

#### FIRST YEAR—SPRING QUARTER

|           |                                  |   |
|-----------|----------------------------------|---|
| RATEC 102 | Radiographic Physics             | 5 |
| RATEC 104 | Advanced Radiographic 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 | Clinical Education VI          | 8 |
| RATEC 220 | Pathology I                    | 3 |
| RATEC 240 | Radiation Biology & Protection | 3 |

**TOTAL 14**

#### SECOND YEAR—WINTER QUARTER

|            |                         |    |
|------------|-------------------------|----|
| RATEC 212  | Clinical Education VII  | 8  |
| RATEC 221  | Pathology II            | 2  |
| RATEC 230  | Quality Assurance       | 2  |
| RATEC 296* | Special Topics in RATEC | *2 |

**TOTAL 12 OR 14**

#### SECOND YEAR—SPRING QUARTER

|            |                         |    |
|------------|-------------------------|----|
| RATEC 213  | Clinical Education VIII | 8  |
| RATEC 207  | Concept Integration     | 2  |
| RATEC 297* | Special Topics in RATEC | *2 |

**TOTAL 10 OR 12**

**GRAND TOTAL 101**

*\*Either take RATEC 296 in Winter or RATEC 297 in 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 completing their associate degree requirements, students will be prepared for entry into the upper-division courses at four-year colleges or universities which offer baccalaureate degrees in professional recreation.

### Associate in Arts Degree Recreation Leadership

#### FIRST YEAR—FALL QUARTER

| Course No.   | Course Name                          | Credit Hrs. |
|--------------|--------------------------------------|-------------|
| HLTH 250     | Wellness                             | 5           |
| HLTH 292     | First Aid & CPR                      | 4           |
| PE 166       | Skills & Materials in<br>Team Sports | 2           |
| RECED 154    | Recreational Resources               | 5           |
| <b>TOTAL</b> |                                      | <b>16</b>   |

#### FIRST YEAR—WINTER QUARTER

|              |   |           |
|--------------|---|-----------|
| PE 265       | Skills & Materials: Activities<br>for Elem Children | 2         |
| PSYCH 100    | Intro to Psychology                                 | 5         |
| RECED 245    | Recreational Use of Art Crafts                      | 3         |
| SPCH 230     | Intercultural Communication                         | 5         |
| <b>TOTAL</b> |   | <b>15</b> |

#### FIRST YEAR—SPRING QUARTER

|              |   |           |
|--------------|---|-----------|
| ENGL 101     | Written Expression                              | 5         |
| PE 266       | Skills & Materials: Individual<br>& Dual Sports | 2         |
| RECED 290    | Therapeutic Recreation<br>Lab science elective  | 6         |
| <b>TOTAL</b> |   | <b>18</b> |

#### SECOND YEAR—FALL QUARTER

|              |                         |           |
|--------------|-------------------------|-----------|
|              | Science elective        | 5         |
|              | Electives by advisement | 10        |
| <b>TOTAL</b> |                         | <b>15</b> |

#### SECOND YEAR—WINTER QUARTER

|              |   |           |
|--------------|---|-----------|
| PE 209       | Skills & Materials of<br>Recreation Dance     | 2         |
| RECED 274    | Practicum in Social Recreation                | 2         |
| SOC 110      | Intro to Sociology<br>Electives by advisement | 5         |
| <b>TOTAL</b> |   | <b>14</b> |

#### SECOND YEAR—SPRING QUARTER

|           |                                       |    |
|-----------|---------------------------------------|----|
| RECED 244 | Camp Counseling                       | 3  |
| RECED 254 | Practicum in Playground<br>Leadership | 3  |
|           | Electives by advisement               | 10 |

**TOTAL** 16

**GRAND TOTAL** 94

## TRANSLATION & 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. This program is self-supporting. Permission is required to take courses. Students may start the program during any quarter of the year. 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  | Intro to Trans & Interpreting                    | 3           |
| TRANS 103  | Fundamentals of Translation                      | 3           |
| INTRP 104  | Technology for Translators &<br>Interpreters     | 3           |
| INTRP 105  | Vocabulary Acquisition &<br>Terminology Research | 3           |
| INTRP 106  | Ethics & Business Practices                      | 3           |

**TOTAL** 15

#### LANGUAGE SPECIFIC REQUIREMENTS

|           |                                     |   |
|-----------|-------------------------------------|---|
| TRANS 109 | Advanced Translation<br>Workshop I  | 3 |
| TRANS 110 | Advanced Translation<br>Workshop II | 3 |
| TRANS 112 | Translation Practicum               | 1 |

**TOTAL** 7

**GRAND TOTAL** 22

### Certificate of Accomplishment Interpretation

#### CORE REQUIREMENTS

| Course No. | Course Name                                      | Credit Hrs. |
|------------|--|-------------|
| INTRP 101  | Intro to Trans & Interpreting                    | 3           |
| INTRP 102  | Fundamentals of Interpreting                     | 3           |
| INTRP 104  | Technology for Translators &<br>Interpreters     | 3           |
| INTRP 105  | Vocabulary Acquisition &<br>Terminology Research | 3           |
| INTRP 106  | Ethics & Business Practices                      | 3           |

**TOTAL** 15

#### LANGUAGE SPECIFIC REQUIREMENTS

|           |                                 |   |
|-----------|---------------------------------|---|
| INTRP 107 | Advanced Interpreting Skills I  | 3 |
| INTRP 108 | Advanced Interpreting Skills II | 3 |
| INTRP 111 | Interpretation Practicum        | 1 |

**TOTAL** 7

**GRAND TOTAL** 22

## WORK INTERNSHIPS

This is a learning opportunity for students in professional programs in which actual on-the-job experience is coordinated with academic study as a means for providing students with real life experience in their chosen fields. Students register for 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 are 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.

# ARTS & HUMANITIES

## *The Art of Expression*

*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; Communication; English; Chinese, 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.*

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### AMERICAN STUDIES

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Courses in American Studies offer students a unique opportunity to examine change and continuity in American culture. The focus on American life and society provides an understanding of our own culture as well as its impact on other countries in the world. American Studies uses a multi-disciplinary approach to draw upon the special interests of faculty from many departments in the college.

Both the flexibility and the stimulating topics of American Studies are primary reasons for students to enroll in this program's courses. In addition, its courses enable students to analyze and evaluate aspects of American identity and the products of culture.

#### **AMST 101** **Introduction to American Myth • V3-5 CR**

Analyzes the myth of "America" as found in American life and thought, literature, the arts, and the mass media. Students get an overview of the field of American Studies as it relates to other disciplines. Students apply critical thinking skills to their own value systems.

#### **AMST 102** **Introduction to American Culture • 2 CR**

Examines central themes of American Studies as they relate to other disciplines. Themes can include The American Dream; Comparative Culture: U.S. and Asia; Immigration in American Life, and others.

#### **AMST 103** **American Art & Architecture • 5 CR**

Compares five regions of the U.S., emphasizing the cultural diversity that has influenced the art and architecture of each. 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 comparable to literary art. Students review the history and cultural traditions of American film, with focus on the feature-length film as a novelistic form. Students analyze film adaptations of American literary texts. Also includes documentaries and other genres.

#### **AMST 135** **Introduction to American Philosophy • 5 CR**

Surveys American philosophy from colonial times to the present. Students analyze political philosophy, social justice, and epistemology. Philosophers studied may include Jefferson, Emerson, James, Dewey, Royce, Santayana, King, Rawls, and Rorty. Same as PHIL 135. Either AMST 135 or PHIL 135 may be taken for credit, not both.

#### **AMST 150** **Introduction to Mass Media • 5 CR**

Examines the structure and operation of American mass media, including television, radio, newspapers, magazines, and film. Students analyze media influence on society and the relation-

ships among media, audience, and government. 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**

Examines the structures and systems of American politics using a multidisciplinary approach. Students analyze the development of political culture and its evolution 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 American culture from a social science perspective. Topics include the historical origins of cultural and political values, the effects of economic changes, and the impact of mass culture on American consciousness. Same as ANTH 180. Either AMST 180 or ANTH 180 may be taken for credit, not both.

#### **AMST 200** **Cultural Pluralism • 5 CR**

Explores the roles that race, gender, and class differences play in American society. Students examine the impact that racism, sexism, and class conflict have on our lives and our social, economic, and political structures.

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

Analyzes the industrialization and transformation of the U.S. economy from colonial times to the present. Students examine the rapid changes after the Civil War and the Great Depression, as well as the contributions of immigrants and native groups. Same as ECON 260. Either AMST 260 or ECON 260 may be taken for credit, not both. Recommended: 30 prior college credits.

### AMST 285 American Humor • 5 CR

Surveys the history of American humor. Topics may include the Down East, Old Southwest, and Literary Comedian genres of the 19th century and the Purple Cow and Columnists humorists of the 20th century. Students may also analyze contemporary forms such as cartoons and stand-up comedy.

### AMST 286 Popular Culture • 5 CR

Analyzes various forms of contemporary popular culture and its expression in mass media. Specific topics may include western and romance novels, consumerism, advertising, gender images, folklore, film, and music.

### AMST 287 American Heroes • 5 CR

Investigates the American hero as part of the American dream. Students examine the different ideologies for men and women as well as ethnic minorities. Students take an interdisciplinary approach to analyzing changing heroic values in literature, history, film, art, and music.

### AMST 288 Frontiers—Land & Space • 5 CR

Explores land (wilderness, frontier, city) and space as major symbols in the American myth. Students gain an interdisciplinary perspective on concepts from the “promised land” of Puritan New England to 20th-century space exploration.

### AMST 294/295/296/297 Special Topics in American Studies • V1-5 CR

Allows focused study of a topic supplementing the American Studies curriculum. Student interest and instructor expertise help determine the topic, which is announced in the class schedule. Examples of topics are American Women Artists, Stages of American Life, Modernity in America, and Immigrant Women.

### AMST 299 Individual Studies in American Studies • V1-5 CR

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

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## ART

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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 10 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

Examines the design environment and how its various components interrelate. Students review the fields of architecture, planning, landscape, industrial, and interior design and learn the history of design movements, styles, and noted designers since 1850.

### ART 103 American Art & Architecture • 5 CR

Compares five regions of the U.S., emphasizing the cultural diversity that has influenced the art and architecture of each. Same as AMST 103. Either ART 103 or AMST 103 may be taken for credit, not both.

### ART 105 Art Appreciation • V3-5 CR

Illustrates the visual components of art and artistic techniques and briefly surveys art history. Class format includes slide lectures and off-campus assignments at galleries or museums. Suggested for non-art majors.

### ART 108 Introduction to Hand & Power Tools • 2 CR

Teaches the safe use of hand and power tools in the wood shop. Class format includes lectures, demonstrations, practice, and testing.

### ART 110\* Two-Dimensional Design • 5 CR

Introduces the elements and principles of two-dimensional design. Students practice creative problem solving. Includes six hours of laboratory. Requires additional lab time outside class.

### ART 111\* Design: Color • 5 CR

Continues ART 110, with emphasis on color theory. Students analyze environmental color and apply color concepts and paint techniques to their design work. Includes six hours of laboratory. Requires additional lab time outside class. Prerequisite: ART 110.

### ART 112\* Three-Dimensional Design • 5 CR

Introduces use of the third dimension in design. Students work with wood, metal, etc., to create objects using mass, space, time, and light. Requires lab time outside class. Prerequisite: ART 108. Recommended: ART 110 and 111.

**\*USE OF THIS PERFORMANCE CLASS IN THE DISTRIBUTION AREA OF THE ARTS AND SCIENCES TRANSFER DEGREE IS LIMITED TO 5 CREDITS.**

**ART 120\***  
**Drawing I • 5 CR**

Teaches basic visual and drawing skills. Students use charcoal and pencil to draw objects and forms in the studio. Includes six hours of laboratory. Requires additional lab time outside class.

**ART 121\***  
**Drawing II • 5 CR**

Continues ART 120; includes drawing the human figure from live models. Students gain skill in expressive drawing using various media. Includes lecture and lab. Requires additional time outside class. 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 must supply their own developing tank, film, and photographic paper. Requires four hours lecture, two hours lab per week.

**ART 151\***  
**Basic Photo II • 5 CR**

Teaches advanced techniques in black-and-white photography. Students practice creative seeing, problem solving, and using the zone system. Requires four hours lecture, two hours lab per week. Prerequisite: ART 150 or permission of instructor.

**ART 153\***  
**Darkroom Laboratory Techniques • 1 CR**

Provides darkroom privileges for students not enrolled in a photography class. Students with working knowledge of darkroom processes gain additional practical experience. May be repeated for a maximum of 3 credits. Prerequisite: ART 150 or permission of instructor.

**ART 199**  
**Individual Projects in Art • V1-3 CR**

Allows individual students to acquire or practice skills beyond the regular curriculum. Students must have appropriate foundation-level skills.

May be repeated for a maximum of 9 credits. Prerequisite: Permission of instructor.

**ART 201**  
**History of Western Art • 5 CR**

Surveys the history of art from prehistoric Europe and the ancient Near East through the Middle Ages. Students also learn basic art-historical terms and concepts. Slide lecture format.

**ART 202**  
**History of Western Art • 5 CR**

Surveys European art of the Italian and Northern Renaissance, Baroque period, and early 18th century.

**ART 203**  
**History of Western Art • 5 CR**

Surveys European and American art from the late 18th through the 20th century.

**ART 205**  
**Survey of Non-Western Art • 5 CR**

An overview of the visual art of Asia (including India, China, and Japan), the Native Americas, Oceania, and Africa. Examines the development of the visual arts of the non-western world within unique cultural traditions as well as within certain cross-cultural contexts.

**ART 221\***  
**Advanced Studio: Drawing I • 5 CR**

Provides studio experience building on the basic drawing courses. Includes six hours of lecture and lab, with additional time required outside class. Prerequisite: ART 111, 121, and permission of instructor.

**ART 222\***  
**Advanced Studio: Drawing II • 5 CR**

Continues ART 221. Includes six hours of lecture and lab, with additional time required outside class. Prerequisite: ART 221 and permission of instructor.

**ART 225**  
**Introduction to Aesthetics • 5 CR**

Explores the nature of art and the aesthetic experience. Students analyze the artistic theories and aesthetic principles underlying Eastern and Western art. Format includes several field trips during class time. Same as PHIL 225. Either ART 225 or PHIL 225 may be taken for credit, not both.

**ART 240\***  
**Oil Painting • 5 CR**

Introduces color theory and techniques for working in oils. Students learn modeling in light and shade composition. Includes six hours of lecture and lab, with additional time required outside class.

**ART 242\***  
**Advanced Studio: Oil Painting • 5 CR**

Continues ART 240. Prerequisite: ART 111, 121, and 240; or permission of instructor.

**ART 252\***  
**Basic Color Photo • 5 CR**

Introduces basic theory and techniques of color photography. Students learn processes for negative and positive materials and color enlarging as well as principles of composition and visual communication. Prerequisite: ART 151 or permission of instructor.

**ART 253\***  
**Photo III • 5 CR**

Explores advanced techniques in photography. Students review the history of photography and practice creative solutions to visual problems. Prerequisite: ART 110, 151, or permission of instructor.

**ART 260\***  
**Basic Ceramics I • 5 CR**

Introduces basic techniques of hand building and glazing for high-fire clay bodies. Students also get limited time on the wheel.

\*USE OF THIS PERFORMANCE CLASS IN THE DISTRIBUTION AREA OF THE ARTS AND SCIENCES TRANSFER DEGREE IS LIMITED TO 5 CREDITS.

**ART 261\***  
**Basic Ceramics II • 5 CR**

Continues ART 260 with more emphasis on wheel techniques. Prerequisite: ART 260.

**ART 299**  
**Individual Projects in Art • V1-3 CR**

Allows individual students to acquire or practice skills beyond the regular curriculum. Students must have appropriate foundation-level skills. May be repeated for a maximum of 9 credits. Prerequisite: Permission of instructor.

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COMMUNICATION

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**COMM 101**  
**Exploring the Digital Future • 5 CR**

Surveys the history and future of global communication technologies. Students discuss the effects of the computer revolution and digital communication on society and explore career opportunities in digital communication fields. 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**

Examines tools and processes for targeting information to specific audiences for specific purposes. Students analyze how film, video, and multimedia can be used to influence opinions, generate sales, etc. Students 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 • 5 CR**

Gives insight into media aesthetics through the study of production techniques. Students develop interpretive skills by analyzing lighting, editing, color, sound, and interactivity. Class format includes lectures, media clips, and guest speakers. Same as MEDIA 103. Either COMM 103 or MEDIA 103 may be taken for credit, not both.

**COMM 104**  
**Multicultural Media Messages • 5 CR**

Analyzes electronic and digital media images from students' personal and multicultural perspectives. Students practice critical viewing skills and review the history of global media networks and their effect on multicultural society. Same as MEDIA 104. Either COMM 104 or MEDIA 104 may be taken for credit, not both.

**COMM 106**  
**Writing for the World Wide Web • 5 CR**

Introduces the cognitive and creative tools needed to create text for the World Wide Web. Students practice new styles of writing for nonlinear media. Same as MEDIA 106. Either COMM 106 or MEDIA 106 may be taken for credit, not both. Prerequisite: MEDIA 216 or related subjects.

**COMM 108**  
**Media/Digital Law & Ethics • 5 CR**

Explores the legal and ethical issues raised by modern communication technologies. Specific topics include copyright, free speech, pornography, and universal internet access. Students analyze how the U.S. justice system responds to emerging technologies. Class format incorporates lectures, discussions, case studies, and media clips. Same as MEDIA 108. Either COMM 108 or MEDIA 108 may be taken for credit, not both.

**COMM 141**  
**Introduction to Media Writing • 5 CR**

Emphasizes observation skills and choice of language, structure, and source material to communicate events and ideas to selected audiences. Students learn interviewing, basic research, effective expression, and editing through note taking, interviewing, drafting, and revision. Students may also work as contributors to the BCC student newspaper. Either COMM 141 or ENGL 101 meets a written communication course requirement at BCC. Prerequisite: Placement by assessment into 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. Students practice investigation, research, and team reporting. Prerequisite: COMM 141 or ENGL 101; or entry code.

**COMM 143**  
**Editing Techniques • 3 CR**

Applies the techniques and responsibilities of newspaper editing. Students practice copy reading and headline writing. Requires additional time outside class. Prerequisite: COMM 141 or ENGL 101; or entry code.

**COMM 144**  
**Newspaper Design • 3 CR**

Applies newspaper design and coverage strategies. Topics include headline schedules, page makeup, assignment planning, and picture editing. May be repeated for a maximum of 6 credits. Requires additional time outside class. Prerequisite: COMM 141 or ENGL 101.

**COMM 145**  
**Advertising Staff • 3 CR**

Covers typography, paste-up, design, and sales. Students gain practical experience working on student newspaper. Requires additional time outside class.

**COMM 146**  
**News Staff • 3 CR**

Continues COMM 141 and 142, with further skills development and practical applications. Students typically complete 10 major reporting assignments per quarter. May be repeated for a maximum of 6 credits. Requires additional time outside class.

**COMM 150**  
**Introduction to Mass Media • 5 CR**

Examines the structure and operation of American mass media, including television, radio, newspapers, magazines, and film. Students analyze media influence on society and the relationships among media, audience, and government. Fulfills social science course requirement at BCC. Same as AMST 150. Either COMM 150 or AMST 150 may be taken for credit, not both.

### COMM 161 Basic Broadcasting • 5 CR

Develops skills in announcing and audio operations. Students review radio history and regulations and get an introduction to commercials, news, production, and station organization.

### COMM 163 Radio Operations: Announcing/ Production • 5 CR

Develops broadcast voice and production skills. Students practice tape editing and mixing and develop production values through class projects. Prerequisite: COMM 161 and permission of instructor.

### COMM 201 History of Communication • 5 CR

Surveys the development of communication from prehistoric times to the present. Students analyze the influence of communication on historical, social, and technological changes in the U.S. and worldwide.

### COMM 245 Practicum in Journalism • 5 CR

Provides practical experience in community journalism. Students work 10 hours per week at a local newspaper under an editor's supervision. Enrollment only by arrangement with the Communications Program. Prerequisite: Permission of instructor.

### COMM 261 Radio News Broadcasting • 5 CR

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

### COMM 266 Practicum in Broadcasting • 5 CR

Provides work experience in a local broadcast outlet. May be repeated for a maximum of 10 credits. Prerequisite: COMM 161 or entry code.

**\*USE OF THIS PERFORMANCE CLASS  
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DEGREE IS LIMITED TO 5 CREDITS.**

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

Allows specialized or in-depth study of a subject supplementing the Communications curriculum. Student interest and instructor expertise help determine the topic. Prerequisite: Permission of instructor.

### COMM 299 Special Projects in Communications • V1-5 CR

Covers individual projects in broadcasting, journalism, and advertising, which complement a student's work in other communications courses. Prerequisite: Permission of instructor.

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## DANCE

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### DANCE 130\* Jazz Technique I • 2 CR

Develops the movement techniques that are the basis for a highly energized, theatrical style of jazz dance.

### DANCE 131\* Jazz Technique II • 2 CR

Continues DANCE 130, with students performing at a more advanced level. Students learn nuances of style, rhythm, and dynamics. Prerequisite: DANCE 130 or permission of instructor.

### DANCE 132\* Jazz Technique III • 2 CR

Emphasizes improving technique and expanding movement vocabulary. Students develop advanced-intermediate techniques and performance skills and begin to prepare for Dance Ensemble. Prerequisite: DANCE 131.

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

Continues DANCE 132, presenting additional techniques and movement vocabulary. Students develop advanced-intermediate techniques and performance skills and continue preparing for Dance Ensemble. Prerequisite: DANCE 132.

### DANCE 140\* Ballet Technique I • 2 CR

Introduces the principles, techniques, and vocabulary of classical ballet. Students learn placement, flexibility, strength, and coordination. For beginning and advanced-beginning students.

### DANCE 151\* Contemporary Dance I • 2 CR

Introduces basic technique and movement studies. Students gain flexibility and strength together with movement vocabulary. May be repeated for a maximum of 6 credits. Same as PE 151. Either DANCE 151 or PE 151 may be taken for credit, not both.

### DANCE 152\* Contemporary Dance II • 2 CR

Continues DANCE 151 with longer and more challenging movement combinations. Students should consult with the program advisor to determine ability. May be repeated for a maximum of 6 credits. 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

Emphasizes dance as a performing art form. Students learn in various settings, including 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

Continues DANCE 201, with emphasis on rehearsing for specific dance works. Students with appropriate experience and ability get an introduction to choreography. Prerequisite: DANCE 201 or permission of instructor.

### DANCE 203\* Dance Ensemble III • V1-5 CR

Continues DANCE 202, with emphasis on performance. Students gain technical and performing skills and experience in dance concert production. Prerequisite: DANCE 202 or permission of instructor.

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## DRAMA

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### DRAMA 101 Introduction to the Theater • 5 CR

Surveys theater history starting with ancient Greece. Class format includes lecture, discussions, guest speakers, and an in-class scene study.

### DRAMA 110 Scene Technology • 4 CR

Presents theories and techniques of set and property construction and painting. Intensive lecture/lab format. Prerequisite: Concurrent enrollment in DRAMA 290.

### DRAMA 112 Stage Lighting • 4 CR

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

### DRAMA 151\* Acting: Improvisation • 5 CR

Introduces techniques for unscripted, extemporaneous acting. Students work individually and with others developing a situation; listening; playing objectives; and playing off a partner's behavior.

### DRAMA 152\* Acting: Movement • 5 CR

Concentrates on tuning the actor's body. Students gain fluidity, flexibility, and agility and develop specific skills such as stage fights and mime. Students practice dramatic situations incorporating both character work and strenuous physical activity.

### DRAMA 153\* Acting: Scene Study • 5 CR

Emphasizes interpretation of the text through work on scenes and monologues. Topics include character and text analysis; rehearsal tools; playing character age; underplaying, overplaying; rhythm, timing, pacing; and achieving an objective.

**\*USE OF THIS PERFORMANCE CLASS  
IN THE DISTRIBUTION AREA OF THE  
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DEGREE IS LIMITED TO 5 CREDITS.**

### DRAMA 161 Acting for Film & Media • 5 CR

Introduces acting techniques as applied to film and other media. Students become comfortable in front of a lens and learn to convey on-camera believability. Shot styles include masters, two shots, over-the-shoulders, and close-ups. Students also take roles behind the camera.

### DRAMA 200 Drama Colloquium • 3 CR

Offers an in-depth analysis of the history and literature of the period of BCC's annual drama production. Format includes discussion with the director, designers, and technical director of the production. Prerequisite: Concurrent enrollment in DRAMA 291.

### DRAMA 251\* Advanced Acting: Contemporary Scene Study • 5 CR

Examines scenes from 19th-century and contemporary theater. Students rehearse and perform selected scenes in class. Prerequisite: Permission of instructor and/or audition.

### DRAMA 252\* Advanced Acting: Classical Scene Study • 5 CR

Examines scenes from classical Greek and Roman theater. Students rehearse and perform selected scenes in class. Prerequisite: Permission of instructor and/or audition.

### DRAMA 253\* Advanced Acting: Elizabethan Scene Study • 5 CR

Examines scenes from Elizabethan, 17th-, and 18th-century theater. Students rehearse and perform selected scenes in class. Prerequisite: Permission of instructor and/or audition.

### DRAMA 280\* Studio Theater • 5 CR

Offers in-depth analysis of and performance opportunities in a play with limited production values. All students in the class are cast in the play. Lecture/lab format. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

### DRAMA 290\* Technical Practice • 1 CR

Provides stage or light crew component of DRAMA 110 or 112. Requires a minimum of 33 hours of backstage work on the studio theater production. Prerequisite: Concurrent enrollment in DRAMA 110 or 112 and permission of instructor.

### DRAMA 291\* Theater Practicum • 2 CR

Provides practical hands-on experience in theater production. Students work on the yearly main stage shows or on special projects for studio productions. Prerequisite: Concurrent registration in DRAMA 200 or permission of instructor.

### DRAMA 299 Individual Research • V1-5 CR

Covers individual study in some aspect of drama. Topics include acting, stage, costumes, lighting, publicity, playwriting, or directing. Prerequisite: Permission of instructor.

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## ENGLISH

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### ENGL 071 Developmental English • V5-10 CR

Presents reading and writing strategies for students placing below the ENGL 092/093 or ENGL 106 level. Students must also take 1 or 2 credits of ENGL 080 (Reading Lab). Students may start the intensive Developmental English series in any quarter and may repeat courses until they test into ENGL 092 or 093. ENGL 071 is offered in Summer Quarter, 072 in Fall, 073 in Winter, 074 in Spring. Prerequisite: Placement by assessment. Course is graded "credit/no credit."

### ENGL 072 Developmental English • V5-10 CR

Presents reading and writing strategies for students placing below the ENGL 092/093 or ENGL 106 level. Students must also take 1 or 2 credits of ENGL 080 (Reading Lab). Students may start the intensive Developmental English series in any quarter and may repeat courses until they test into ENGL 092 or 093. ENGL 071 is offered in Summer Quarter, 072 in Fall, 073 in Winter, 074 in Spring. Prerequisite: Placement by assessment. Course is graded "credit/no credit."

### ENGL 073 Developmental English • V5-10 CR

Presents reading and writing strategies for students placing below the ENGL 092/093 or ENGL 106 level. Students must also take 1 or 2 credits of ENGL 080 (Reading Lab). Students may start the intensive Developmental English series in any quarter and may repeat courses until they test into ENGL 092 or 093. ENG 071 is offered in Summer Quarter, 072 in Fall, 073 in Winter, 074 in Spring. Prerequisite: Placement by assessment. Course is graded “credit/no credit.”

### ENGL 074 Developmental English • V5-10 CR

Presents reading and writing strategies for students placing below the ENGL 092/093 or ENGL 106 level. Students must also take 1 or 2 credits of ENGL 080 (Reading Lab). Students may start the intensive Developmental English series in any quarter and may repeat courses until they test into ENGL 092 or 093. ENG 071 is offered in Summer Quarter, 072 in Fall, 073 in Winter, 074 in Spring. Prerequisite: Placement by assessment. Course is graded “credit/no credit.”

### ENGL 080 Improving Reading Skills (Reading Lab) • V1-2 CR

Allows independent work in the Reading Lab. Students work individually under the supervision of the Reading Lab Director. One credit represents 22 hours of lab work. Course is graded “credit/no credit.”

### ENGL 089 Preparation for College Reading • 5 CR

Develops skills for students with reading assessment scores at grade levels of 11 to 12. Students develop strategies for effective reading and critical analysis of textbook readings with emphasis on discipline differences. 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

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, basic sentence patterns, and punctuation in the context of students' own writing. Students learn to combat writer's block, find and correct grammatical mistakes, and understand what teachers are telling them about their writing. Open to both native and non-native speakers. Prerequisite: Placement in ENGL 071 or higher, or permission of instructor.

### ENGL 092 Developmental English • 5 CR

Emphasizes advanced editing and critical thinking skills. Students learn to meet composition objectives by writing, revising, and editing essays in one class period and by analyzing their work from other classes. Prerequisite: Placement by assessment.

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

Improves ESL students' composition skills through reading, talking, and writing about contemporary issues. Students improve editing ability by writing, revising, and editing essays in one class period and by analyzing their work from other classes. Prerequisite: Placement by assessment.

### ENGL 101 Written Expression • 5 CR

Develops clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes. Either ENGL 101 or COMM 141 meets a written communication course requirement at BCC. Prerequisite: Placement by assessment, or ENGL 092 or 093 with a C- or better.

### ENGL 102 Written Expression • 5 CR

Develops skills required for writing research papers. Students learn research techniques, source analysis, thesis development, argumentation styles, and summarizing. Fulfills a written communication course requirement at BCC. Prerequisite: ENGL 101 or COMM 141; or entry code.

### ENGL 103 Accessing Information Today • 2 CR

Examines ways to search for and use print and electronic research materials. Students practice critical thinking skills in gathering and preparing information for research papers. Topics include strategies for using CD-ROM indexes, online databases, World Wide Web resources, and e-mail searches.

### ENGL 105 Grammar & Communication • 5 CR

Provides an analytical overview of English grammar and sentence patterns, with emphasis on how language creates meaning. Students learn to clarify and control their own writing and understand the basic grammatical structures of foreign languages. Prerequisite: ENGL 101 placement or higher.

### ENGL 106 Critical Reading in the Humanities • 5 CR

Develops critical reading and thinking skills for students reading above level 13. Students learn analysis, synthesis, and evaluation skills needed to succeed in college-level academic courses. Required parallel lab (ENGL 180, 1 or 2 credits) emphasizes vocabulary and comprehension skills. Prerequisite: Placement by assessment.

### ENGL 107 English as a Foreign Language • 5 CR

Validates foreign language development for non-native speakers who have completed 15 credits in English courses numbered below 100. Prerequisite: Permission of program chair.

### ENGL 108 English as a Foreign Language • 5 CR

Validates foreign language development for non-native speakers who have completed an additional 15 credits in English courses numbered below 100. 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 style, structure, and techniques of poetry. Students read, analyze, and interpret works of major poets. Recommended: ENGL 101 placement or higher.

### ENGL 111 Reading Drama • 5 CR

Introduces drama as literature, emphasizing conventions, styles, and techniques. Students read, analyze, and interpret works of traditional and modern playwrights. Recommended: ENGL 101 placement or higher.

### ENGL 112 Reading Fiction • 5 CR

Introduces fiction through short stories and one or more novels. Students learn close reading techniques and analyze the qualities of fictional literature. Recommended: 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 comparable to literary art. Students focus on cultural tradition and values. Recommended: ENGL 101 placement or higher.

### ENGL 130 Introduction to Literature • 5 CR

Surveys the major literary genres: poetry, drama, and fiction. Recommended: ENGL 101 placement or higher.

### ENGL 131 Introduction to Literature • 5 CR

Surveys the major literary genres: poetry, drama, and fiction. Recommended: ENGL 101 placement or higher.

### ENGL 180 Critical Reading in the Humanities Lab • V1-2 CR

Students work individually under supervision of lab staff to strengthen skills that enhance the ability to read critically. Increases academic vocabulary, builds reading rate, and identifies specific information in reading selections necessary for critical reading. Provides required lab work with ENGL 106.

### ENGL 210 Introduction to European Literature • 5 CR

Examines selected fiction, drama, or poetry from European cultures. Content varies. Recommended: ENGL 101 placement or higher.

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

Examines traditional stories from different cultures. Students discuss common motifs and styles, relationships between cultural perspectives, and theories concerning origins and significance. Recommended: 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. Specific topics vary and are announced in the class schedule. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 223 Children's Literature • 5 CR

Examines literature written for children. Students discuss its moral, psychological, and political implications and its place in the larger literary heritage. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 231 Introduction to Shakespeare I • 5 CR

Surveys the development of Shakespeare's dramatic and literary art. Students read and analyze representative comedies, tragedies, romances, and histories. Lecture/discussion format. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 232 Introduction to Shakespeare II • 5 CR

Continues ENGL 231, examining additional comedies, tragedies, and histories. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 241 The Bible as Literature • 5 CR

Explores the oral and written literary traditions of the Old and New Testaments. Students focus on the cultural, historical, and literary aspects of scripture. Lecture/discussion format. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 263 British Literature: Middle Ages & the Renaissance • 5 CR

Explores the relationships among language, literature, and cultural and intellectual context. Students examine representative works such as "Beowulf," Chaucer's "Canterbury Tales," and the poems and plays of Shakespeare. Recommended: ENGL 101, 102, or a literature course in the 100 series.

### ENGL 264 The Age of Reason & Revolution • 5 CR

Surveys literary figures, styles, and themes of the 17th and 18th centuries. Authors and works vary,

but typically include Donne, Milton, Pope, Goldsmith, Jonson, Swift, and Johnson. Students also discuss early periodicals and novels. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 265**  
**English Literature: Blake Through Hardy • 5 CR**

Surveys the major Romantic and Victorian writers in their literary and cultural context. Authors and works vary, but typically include Blake, Wordsworth, Coleridge, Byron, The Shelleys, Keats, Tennyson, the Brownings, G. Eliot, Hardy, and Arnold. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 266**  
**English Literature: Twentieth Century Writers • 5 CR**

Surveys the major figures and movements of modern British literature. Students discuss works by T.S. Eliot, Yeats, Conrad, Joyce, Lawrence, Auden, Thomas, Woolf, and Forster. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 267**  
**American Literature: Beginnings Through Civil War • 5 CR**

Surveys the early American literary scene. Students discuss works by authors such as Edwards, Franklin, Thoreau, Hawthorne, and Melville. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 268**  
**American Literature: Civil War to End of World War I • 5 CR**

Surveys American literature of the Realistic period. Students discuss works by writers such as Dickinson, James, Adams, Howells, Crane, Dreiser, and Twain. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 269**  
**American Literature: End of World War I to Present • 5 CR**

Surveys 20th-century American literature, emphasizing the expatriates and the experimental.

Students discuss works by Fitzgerald, Hemingway, Steinbeck, Faulkner, O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 270**  
**Professional Report Writing • 5 CR**

Provides experience in problem-solving, research, organization, and expression of ideas in typical business and consulting reports. Students focus on audience awareness, analytical skills, style, documentation, and document design. Computer use is required. Fulfills a written communication course requirement at BCC. Prerequisite: COMM 141 or ENGL 101; or entry code.

**ENGL 271**  
**Expository Writing I • 5 CR**

Builds on the writing skills learned in ENGL 101 or 102. Students work on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews, or other projects. Fulfills a written communication course requirement at BCC. Prerequisite: ENGL 101 or COMM 141; or entry code.

**ENGL 272**  
**Expository Writing II • 5 CR**

Continues ENGL 271, developing more advanced writing skills. Fulfills a written communication course requirement at BCC. Prerequisite: ENGL 271.

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

Focuses on the creative process in general. This is the first in a 3-course series; students may take any or all courses in the 273/274/275 sequence.

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

Focuses on the craft of writing poetry. This is the second in a 3-course series; students may take any or all courses in the 273/274/275 sequence.

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

Focuses on the craft of writing short fiction. This is the third in a 3-course series; students may take any or all courses in the 273/274/275 sequence.

**ENGL 276**  
**Women Writers • 5 CR**

Explores the diverse styles, themes, and perspectives in women's writings from the 12th to the 20th centuries. Students discuss women's experiences and perspectives over time and within changing social contexts. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 279**  
**King Arthur, The Round Table, & the Grail • 5 CR**

Explores the Celtic and medieval origins of the King Arthur legends in relation to modern retellings of the stories. Students discuss what the stories meant in their original contexts and what they mean to modern readers. Recommended: ENGL 101, 102, or a literature course in the 100 series.

**ENGL 281**  
**Creative Writing Conference • V1-5 CR**

Allows a student to complete agreed-upon writing assignments under an instructor's direction. Open to students who have completed the creative writing series in either fiction or poetry with high achievement. Prerequisite: Permission of instructor.

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

Allows specialized or in-depth study of a subject supplementing the literature curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 15 credits.

**ENGL 299**  
**Directed Reading & Research • V1-5 CR**

Covers individual study of specific topics by arrangement with instructor. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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**FOREIGN LANGUAGES**

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**CHINESE**

**CHIN 101**  
**Beginning 1st-Year Chinese • 5 CR**

Develops basic functional language ability in spoken and written Chinese. Students practice sounds and tones, vocabulary, and grammatical constructions. Students learn both traditional and simplified characters and practice using Chinese in authentic situations.

**CHIN 102**  
**Intermediate 1st-Year Chinese • 5 CR**

Expands students' functional language ability in spoken and written Chinese. Students practice sounds and tones, vocabulary, and grammatical constructions. Students learn both traditional and simplified characters and practice using Chinese in authentic situations. Recommended: CHIN 101 or permission of instructor.

**CHIN 103**  
**Advanced 1st-Year Chinese • 5 CR**

Further expands students' functional language ability in spoken and written Chinese. Students practice sounds and tones, vocabulary, and grammatical constructions. Students learn both traditional and simplified characters and practice using Chinese in authentic situations. Prerequisite: CHIN 102 or permission of instructor.

**FRENCH**

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

Introduces basic speaking, reading, and writing skills. Students learn primarily by listening and speaking, both in class and practicing with recorded tapes.

**FRNCH 102**  
**Intermediate 1st-Year French • 5 CR**

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

**FRNCH 103**  
**Advanced 1st-Year French • 5 CR**

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

**FRNCH 201**  
**Basic 2nd-Year French • 5 CR**

Reviews and expands on first-year French grammar. Students increase their oral and written competencies, working in an authentic literary and 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.

**GERMAN**

**GERM 101**  
**Beginning 1st-Year German • 5 CR**

Introduces the fundamentals of the German language. Students develop basic listening, reading, speaking, and writing skills through activities and exercises.

**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 201**  
**Basic 2nd-Year German • 5 CR**

Reviews and expands on first-year German grammar. Students increase their oral and written competencies, working in an authentic literary and cultural context. 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.

**JAPANESE**

**JAPAN 101**  
**Beginning 1st-Year Japanese • 5 CR**

Develops basic language skills in contemporary Japanese. Oral and written activities help students gain skills in listening, speaking, reading, writing, and cultural awareness that allow students to communicate and interact.

**JAPAN 102**  
**Intermediate 1st-Year Japanese • 5 CR**

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

**JAPAN 103**  
**Advanced 1st-Year Japanese • 5 CR**

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

**JAPAN 194/195/196/197**  
**Special Topics in Japanese • V1-5 CR**

Allows a student to pursue focused, independent study under the supervision of an instructor.

## JAPAN 201 Basic 2nd-Year Japanese • 5 CR

Expands students' ability to use Japanese in real-life situations. Students practice listening, speaking, reading, and writing in integrated activities relating to a main theme. Grammar is de-emphasized; vocabulary acquisition vocabulary is stressed. Prerequisite: JAPAN 103 or permission of instructor.

## JAPAN 202 Intermediate 2nd-Year Japanese • 5 CR

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

## JAPAN 203 Advanced 2nd-Year Japanese • 5 CR

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

## SPANISH

### SPAN 101 Beginning 1st-Year Spanish • 5 CR

Develops basic language skills in Spanish. The emphasis is listening and speaking; basic reading and writing skills are also introduced. Format includes practice with video and audiocassettes.

### 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 and expands the vocabulary and grammar learned in the first year. Students develop comprehension, speaking, reading, and writing skills by working with authentic material from

the Spanish-speaking world. 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.

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## HUMANITIES

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### HUMAN 260 Honors Colloquium • 5 CR

Focuses on different ways of thinking and learning through examination of the BCC Honors annual study topic. Various approaches from an economic, sociological, literary, and technological perspective are used to provide an interdisciplinary view. Includes guest speakers from the campus and the larger community. Students produce a research project. Prerequisite: ENGL 102 and a 3.5 cumulative GPA.

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## INTERIOR DESIGN

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### INDES 110 Textiles • 5 CR

Provides comprehensive information about selecting and specifying textiles. Topics include natural and synthetic fibers, yarns, fabric structure, fabric finishes, application, and regulations directly related to end-use performance. Class format includes lecture/discussion and lab.

### INDES 140 Introduction to Interior Design • 5 CR

Relates design fundamentals to the study and practice of interior design. Topics include color, space, form, light, furniture, windows, floors, and accessories. Open to all interested students. Class format includes illustrated lectures, discussions, and projects.

### INDES 150 History of Furniture • 5 CR

Surveys the main characteristics and motifs of Western furniture from antiquity to the 19th century. Students examine how people, social conditions, and technology influenced furniture design in each period. Class format includes illustrated lectures and discussions.

### INDES 151 20th-Century Furniture • 5 CR

Continues INDES 150, covering furniture designers and movements from the Victorian period to the present. Students analyze the furniture of each period in terms of human values, social conditions, technology, and design criteria.

### INDES 152 Furniture Design & Construction • 3 CR

Gives practical experience in designing and building furniture. Students combine knowledge of design theory and processes, materials, and drawings with hands-on experience in the shop. Topics include engineering basics, manufacturing processes, joinery, and finishes. Prerequisite: INDES 150, 151, 160, and 190 and ART 108 with a C- or better; or entry code.

### INDES 160 Graphic Communication I • 5 CR

Introduces graphic tools, techniques, and conventions used for effective visual communication in design. Students apply theory as they develop skills in architectural drafting, lettering, and basic perspective drawing skills. Prerequisite: ART 110 and 120.

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

Introduces AutoCAD for designers on the PC. Students learn the role and application of CAD in graphic communication and interior design while creating two-dimensional drawings. Hands-on work in the CAD lab familiarizes students with the hardware and software. Prerequisite: INDES 160; AOS 161, or PC-Windows experience; or permission of instructor.

**INDES 165****Visual Presentations • 5 CR**

Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Students learn advanced perspective drawing methods and practice simple and rapid illustration techniques in various media including graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Other topics include reproduction, transfer, and mounting techniques. Prerequisite: INDES 160 and ART 111.

**INDES 170****Interior Design I: Methods • 5 CR**

Introduces fundamental concepts and methods for planning, organizing, and arranging spaces in the interior environment. Students examine space in terms of human needs, activities, and priorities and apply design processes to making the best functional and aesthetic use of space. Prerequisite: INDES 140 and 160 and ART 112, all with a C- or better; or entry code.

**INDES 175****Design Theory • 5 CR**

Explores philosophical approaches to design and various aesthetic and judgmental concerns. Students apply critical thinking and creative problem-solving to the enclosure and systematic organization of space. Prerequisite: INDES 160 and ART 112.

**INDES 180****Professional Practices I • 3 CR**

Prepares students to work as professional interior designers. Students learn about managing interior design projects; legal and contractual issues; resources and services; and working with showrooms, service personnel, and clients. Prerequisite: INDES 170.

**INDES 181****Professional Practices II • 3 CR**

Continues INDES 180 in preparing students for work as professional interior designers. Topics include employment opportunities and specializations in the field, and development of job search skills and marketing skills, including resumes, business cards, letterhead, and portfolios. Prerequisite: INDES 180.

**INDES 185****Practicum in Interior Design • 3 CR**

Provides practical experience in either residential or commercial interior design. Students apply knowledge and skills learned in classes as they work in settings relevant to their future employment plans. Prerequisite: INDES 170 or permission of instructor.

**INDES 190****Materials & Construction • 3 CR**

Introduces the physical components of building construction. Topics include industry-wide classification systems, standards and resources, basic physical properties of building materials, typical building construction systems, interior finishing systems, millwork and cabinetry, equipment, and mechanical and electrical systems. Prerequisite: INDES 140 and 160, or concurrent enrollment in INDES 160.

**INDES 191****Principles of Lighting • 5 CR**

Introduces lighting design for interior environments. Students explore human visual perception, properties of natural and artificial light, lighting devices and controls, energy issues, and visual communication of lighting designs. Includes application to specific design problems. Prerequisite: INDES 160 and 190.

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

Allows specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. The credits count as electives. May be repeated for a maximum of 10 credits. Prerequisite: Permission of program chair or instructor.

**INDES 260****Graphic Communication II • 5 CR**

Introduces professional applications for graphic communication skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and specifications for a project of their own design. Prerequisite: INDES 160, 170, and 190; or permission of instructor.

**INDES 270****Interior Design II • 5 CR**

Focuses on the problem-solving discipline of the design process and its application to residential design. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. Prerequisite: INDES 165, 170, and 260, all 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 public spaces. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. 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 corporate design. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. Prerequisite: INDES 271 with a C- or better; or entry code.

**INDES 285****Practicum in Interior Design • 3 CR**

Offers additional work-study experience relevant to a student's future employment plans in interior design. Prerequisite: INDES 150, 160, and 170.

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

Allows specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. The credits count as electives. May be repeated for a maximum of 10 credits. Prerequisite: Permission of program chair or instructor.

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

Allows in-depth study or approved work experience in the field of interior design. May be repeated for a maximum of 10 credits. Prerequisite: Interior Design major and permission of instructor.

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### INTERDISCIPLINARY STUDIES (IDS)

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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 by discussing readings in small seminar groups and taking part in group activities. Field trips are included in some courses. 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.

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### MUSIC

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Music majors may now earn an A.A.S. Transfer degree with a concentration in music. In addition to the listed A.A.S. requirements, music majors must complete six quarters of music theory, private instruction, and performing groups as a minimum. See Program Chair for details.

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

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

## MUSIC 100\* College Choir • 3 CR

Offers performance opportunities to all interested students; promotes the skills essential to group and choral singing. Requires 5 hours of rehearsal per week plus scheduled outside rehearsals and performances. May be repeated for a maximum of 9 credits.

## MUSIC 101\* Community Symphonies • 1 CR

Provides BCC credit for playing in approved community orchestras or ensembles. See Music Chair for approved groups. Rehearsal time is usually one evening per week. May be repeated for a maximum of 6 credits. Prerequisite: Prior enrollment in MUSIC 101 or permission of program chair.

## MUSIC 102\* Community Band • 1 CR

Offers performance opportunities in two existing symphonic bands, composed of college students and community members and from the Bellevue/Renton area. Bands rehearse once a week. Membership is by audition or consent of the band director. May be repeated for a maximum of 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. Students develop technique, independence of part, and sensitivity. Requires two hours rehearsal per week plus scheduled performances. May be repeated for a maximum of 12 credits. Prerequisite: For all students, permission of instructor; for vocal students, concurrent enrollment in MUSIC 100/200 for 3 of 6 quarters.

**\*USE OF THIS PERFORMANCE CLASS  
IN THE DISTRIBUTION AREA OF THE  
ARTS AND SCIENCES TRANSFER  
DEGREE IS LIMITED TO 5 CREDITS.**

## MUSIC 105\* Vocal Jazz & Recording Ensemble • 3 CR

Develops the vocal techniques, performance, and recording skills necessary to the contemporary recording studio singer. Ensemble members are selected by audition from the college choir. May be repeated for a maximum of 9 credits. Prerequisite: Concurrent enrollment in MUSIC 100 for 3 of 6 quarters and audition; or prior enrollment in MUSIC 105.

## MUSIC 106\* Jazz Band • 3 CR

Offers performance opportunities for instrumentalists within the Stage Band instrumentation. The Jazz Band focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. Prerequisite: Audition or prior enrollment in MUSIC 106.

## MUSIC 107 Fundamentals of Music • 5 CR

Introduces the structure of music and its notation. Students learn to read and write basic pitch and rhythm notation and to construct scales, chords, and melodies. Intended for non-majors with little or no musical experience.

## MUSIC 108 Listening to Music • 5 CR

Develops students' awareness of music. Students learn to recognize how composers use the musical materials to create different effects. Studies include texture, rhythm, melodic motion and shape, harmony, instruments, and musical form and its function.

## MUSIC 110 First-Year Theory I • 5 CR

First of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. Prerequisite: Basic knowledge of music notation and either vocal or instrumental performance capability.

## **MUSIC 111** **First-Year Theory II • 5 CR**

Second of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. Prerequisite: MUSIC 110 or equivalent.

## **MUSIC 112** **First-Year Theory III • 5 CR**

Third of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. Prerequisite: MUSIC 111 or equivalent.

## **MUSIC 113** **Survey of Music History:** **Antiquity to 1800 • 5 CR**

Reviews the development of music from its origins to its emergence as a major art form by 1800. Course format includes lectures, demonstrations, research about prominent composers and styles, and development of listening skills.

## **MUSIC 114** **Survey of Music History: 1800 to** **Present • 5 CR**

Reviews the development of music from the Romantic period through the 20th century. Course format includes lectures, demonstrations, listening exercises, and research work. May be taken independently of MUSIC 113.

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

Offers group instruction for students who have not had individual voice training. Students learn voice science, vocal production, pronunciation, style, music notation, and some music literature.

## **MUSIC 130\*** **Group Piano Instruction I • 2 CR**

Provides basic keyboard experience for non-majors and prepares the beginning music major for the piano-competency requirement. Studio instruction includes basic music reading, keyboard technique, interpretation, and simple chording.

## **MUSIC 131\*** **Group Piano Instruction II • 2 CR**

Continues MUSIC 130 with more advanced keyboard and music reading skills. Students learn more keys, chord combinations, and performance of more complex compositions. Prerequisite: MUSIC 130 or permission of instructor.

## **MUSIC 140\*** **First-Year Private** **Instruction I • 1 CR**

Provides individual studio instruction on a variety of approved instruments found in school music groups. Beginning to advanced levels. Lessons with college-approved instructors are one half-hour to 45 minutes weekly. Private lesson fee is added to normal college fees. May be repeated for a maximum of 3 credits in three quarters. Prerequisite: permission of program chair.

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

Provides individual studio instruction for serious music students at intermediate to advanced levels. Lessons with college-approved instructors are one hour weekly, on instruments found in school music groups. Private lesson fee is added to normal college fees. May be repeated for a maximum of 6 credits in three quarters. Prerequisite: Permission of program chair.

## **MUSIC 150** **Music Technology • 5 CR**

Explores electronic and synthesized music. Students learn sound theory and become familiar with historical and current hardware and software for writing and sequencing music. Lecture/demonstration format.

## **MUSIC 151** **MIDI Sequencing I • 3 CR**

Gives hands-on opportunities to create music using the equipment introduced in MUSIC 150. Students complete at least three sequences. May be repeated for a maximum of 18 credits. Prerequisite: Music 150 or permission of instructor; basic piano and keyboard experience highly recommended.

## **MUSIC 153** **Digital Recording Production • 5 CR**

Covers recording and editing skills in digital media. Students learn digital recording, computer-based mix down, digital I/O, utilizing digital effects, and sampling in a 24-channel 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**

Allows specialized or in-depth study of a subject supplementing the music curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 10 credits.

## **MUSIC 200\*** **College Choir • 3 CR**

Offers performance opportunities for student singers who have completed three quarters of MUSIC 100. Students gain understanding and skills essential to group and choral singing. Requires 5 hours of rehearsal per week plus scheduled outside rehearsals and performances. May be repeated for a maximum of 18 credits.

## **MUSIC 205\*** **Vocal Jazz Ensemble • 3 CR**

Develops the vocal techniques, performance, and recording skills necessary to the contemporary recording studio singer. Ensemble members are selected by audition from college choir members who have completed three quarters of MUSIC 105. May be repeated for a maximum of 9 credits. Prerequisite: Concurrent enrollment in MUSIC 100 for 3 of 6 quarters; prior enrollment in MUSIC 105; or permission of instructor.

**\*USE OF THIS PERFORMANCE CLASS  
IN THE DISTRIBUTION AREA OF THE  
ARTS AND SCIENCES TRANSFER  
DEGREE IS LIMITED TO 5 CREDITS.**

**MUSIC 206\*****BCC Jazz Band • 3 CR**

Offers performance opportunities for instrumentalists within the Stage Band instrumentation who have completed three quarters of MUSIC 106. The ensemble focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. Prerequisite: MUSIC 106 or permission of instructor.

**MUSIC 210****Second-Year Theory I • 5 CR**

Fourth in a six-quarter sequence in Music Theory. Topics include 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 II • 5 CR**

Fifth in a six-quarter sequence in Music Theory. Topics include advanced chromatic chords, advanced modulation, analysis, composition, sight singing, and ear training. Prerequisite: MUSIC 210.

**MUSIC 212****Second-Year Theory III • 5 CR**

Last in a six-quarter sequence in Music Theory. Topics include 20th-century techniques, analysis, composition, sight singing, and ear training. Prerequisite: MUSIC 211 or equivalent.

**MUSIC 231****Jazz History • 3 CR**

Surveys the development of jazz from its origins through the big bands of the swing era and the development of bop to fusion styles, including modern and experimental jazz. Format includes listening, research, and some instrumental demonstrations.

**MUSIC 240\*****Second-Year Private Instruction I • 1 CR**

Provides individual studio instruction on a variety of instruments. Lessons with college-approved instructors are one half-hour to 45 minutes weekly. Private lesson fee is added to normal

college fees. May be repeated for a maximum of 3 credits in three quarters. Prerequisite: Three quarters of MUSIC 140 or 143; and permission of instructor.

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

Provides individual studio instruction for the serious music student. Lessons with college-approved instructors are one hour weekly. Private lesson fee is added to normal college fees. May be repeated for a maximum of 6 credits in three quarters. Prerequisite: Three quarters of MUSIC 140 or 143; and permission of instructor.

**MUSIC 299****Individual Projects in Music • V1-3 CR**

Allows individual study and special projects in music under an instructor's supervision. Requires at least 5 hours of consultation with instructor, and a summary paper, performance, or presentation. Credit levels vary with the nature of the project. May be repeated for a maximum of 12 credits. Prerequisite: Permission of instructor.

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**PHILOSOPHY**


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**PHIL 100****Introduction to Philosophy • 5 CR**

Introduces some of the traditional problems in philosophy (e.g., reality, knowledge, existence of God, morality, aesthetic experience). Students examine works by the great philosophers and develop basic philosophizing skills such as critical reasoning, conceptual analysis, writing skills, and 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 or humanities credit at BCC.

**\*USE OF THIS PERFORMANCE CLASS  
IN THE DISTRIBUTION AREA OF THE  
ARTS AND SCIENCES TRANSFER  
DEGREE IS LIMITED TO 5 CREDITS.**

**PHIL 103****Foundation 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**

Introduces fundamental social and political theories, such as Mill's libertarianism and Rawls's social contract theory. Students also examine concepts of liberty, justice, civil disobedience, fairness, democracy, political rights, and feminism.

**PHIL 115****Critical Reasoning • 5 CR**

Introduces concepts and methods useful for critical analysis of arguments in ordinary language. Topics include meaning, syllogisms, logical diagrams, inductive and statistical inference, scientific reasoning, informal fallacies, argument structure, and some beginning symbolic logic. Fulfills quantitative or symbolic reasoning course requirement at BCC.

**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 propositional (sentential) and predicate logic. Fulfills science credit or quantitative or symbolic reasoning course requirement at BCC. Recommended: ENGL 101 placement or higher.

**PHIL 130****History of Western Philosophy • 5 CR**

Surveys major western philosophies and ideas from ancient Greece to the contemporary period. Students discuss works of Plato, Aristotle, Aquinas, Descartes, Hume, Kant, Mill, Nietzsche, Sartre, and others, with emphasis on the histori-

cal context of western philosophy and on the relationships between its traditions.

**PHIL 135**  
**Introduction to American Philosophy • 5 CR**

Surveys American philosophy from colonial times to the present. Students analyze political philosophy, social justice, and epistemology. Philosophers studied may include Jefferson, Emerson, James, Dewey, Royce, Santayana, King, Rawls, and Rorty. 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**

Introduces the philosophical traditions of India, China, and Japan. Students explore concepts of value, self, reality, social/political philosophy, aesthetics, and religion in Hinduism, Jainism, Buddhism, Confucianism, Taoism, and other traditions.

**PHIL 160**  
**Introduction to Philosophy of Science • 5 CR**

Surveys various approaches to scientific thought, using examples from the history of science and philosophy. Students look critically at concepts of scientific method, scientific laws, casualty, determinism, indeterminism, pseudo-science, and prediction/confirmation/induction. Same as BASCI 160. Either PHIL 160 or BASCI 160 may be taken for credit, not both.

**PHIL 185**  
**Philosophical Issues in Technology • 5 CR**

Examines the nature and dimensions of technology. Topics include pure vs. applied science; artificial intelligence and biotechnology; technology's impact on concepts of work and progress; and the influence of information technology on our lives. Same as MEDIA 185 and IT 185. Only one of the three (IT 185, MEDIA 185, PHIL 185) may be taken for credit.

**PHIL 201**  
**Introduction to Political Philosophy • 5 CR**

Examines the values and assumptions underlying governments and political systems. Students discuss philosophical issues behind 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 of art and the aesthetic experience. Students analyze the artistic theories and aesthetic principles underlying Eastern and Western art. Format includes several field trips during class time. Same as ART 225. Either PHIL 225 or ART 225 may be taken for credit, not both.

**PHIL 240**  
**Introduction to Ethical Theory • 5 CR**

Introduces philosophical views of the basis and presuppositions of morality and moral knowledge. Students look critically at various types of normative systems of ethics such as teleological, deontological, and virtue theories.

**PHIL 248**  
**Ethics in Criminal Justice • 5 CR**

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment; moral decision-making; and 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. Topics include ethical principles, moral analysis, whistle blowing, discrimination, social responsibility, honesty, and loyalty in the workplace, and setting appropriate workplace standards. Students discuss ways to improve working relations with employees, employers, clients, and community.

**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. Same as G BUS 260. Either PHIL 260 or G BUS 260 may be taken for credit, not both.

**PHIL 265**  
**Biomedical Ethics • 5 CR**

Introduces ethical problems relating to medical practice and biological research. Students discuss ethical issues in euthanasia, abortion, animal experimentation, genetic engineering, and doctor-patient relationships. Designed for students entering medical and research fields, but applicable to moral problems in any field.

**PHIL 267**  
**Introduction to Philosophy of Religion • 5 CR**

Studies philosophical issues affecting the understanding of religion. Students assess the rationality of religious beliefs, miracles, and the existence of God.

**PHIL 299**  
**Independent Studies in Philosophy • V1-5 CR**

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

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**SPEECH**

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**SPCH 100**  
**Basic Principles of Oral Communication • 5 CR**

Explores effective communication in one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to become more effective. Format includes public speaking experience.

**SPCH 102**  
**Survey of Speech**  
**Communication • 5 CR**

Introduces a variety of communication processes to give a basic understanding of speech communication. Students explore interpersonal, small group, and intercultural communication.

**SPCH 103**  
**Communication & Culture • 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 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 equivalent for students not studying at BCC or an international student visa issued through the ELI.)

**SPCH 104**  
**Communication & Culture • 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 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 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**

Allows specialized study of a subject supplementing the speech communication curriculum. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits.

**SPCH 200**  
**Interpersonal**  
**Communication • 5 CR**

Focuses on interpersonal communication in relationships. Students explore perception, language, self-concept, self-disclosure, listening, and conflict resolution management, and experience the concepts through class activities.

**SPCH 220**  
**Introduction to Public**  
**Speaking • 5 CR**

Presents the essentials of effective public speaking. Students explore topic selection, research methods, organization, analysis of material and audience, and use of visual aids, and practice preparing and delivering various types of speeches.

**SPCH 225**  
**Small Group Communication • 5 CR**

Explores effective communication in small groups. Students examine aspects of group process, including leadership, conflict management, decision-making, conformity, and critical thinking. Students work in groups to test theories and practice skills. Fulfills social science credit at BCC.

**SPCH 230**  
**Intercultural Communication • 5 CR**

Examines the effect of culture 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**

Examines non-verbal behavior and its role in the communication process. Topics include body language, space, touch, dress, and cultural norms. Students analyze their own non-verbal communication techniques.

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

Allows specialized study of a subject supplementing the speech communication curriculum. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits.

**SPCH 299**  
**Individual Studies in Speech**  
**Communication • V1-5**

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

## Preparing for the High Performance Workplace

*The Business Division offers seven vocational programs and two academic transfer degrees. Students can obtain an 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.*

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### ACCOUNTING

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#### ACCT 101 Practical Accounting I • 5 CR

Introduces the use of journals and ledgers for reporting business transactions. Students learn periodic adjustments, closing procedures, and preparation of financial statements. For vocational business majors. Not recommended for students transferring to 4-year colleges. Prerequisite: G BUS 145.

#### ACCT 102 Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships and basic analysis of financial statements. Not recommended for students transferring to 4-year colleges. Prerequisite: ACCT 101.

#### ACCT 135 Business Payroll Tax Accounting • 5 CR

Examines systems and operations of payroll tax accounting. Students learn to prepare Forms 941, 940, and W-2 and to use a computerized payroll system. Topics include the Fair Labor Standards Act and Social Security Act. Prerequisite: ACCT 101 or permission of instructor.

#### ACCT 172 Small Business Computerized Accounting • 5 CR

Applies computer software solutions to specific accounting problems. Topics include accounts receivable, accounts payable, depreciation, payroll, ledgers, and financial statements. Prerequisite: ACCT 101 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. Prerequisite: Permission of instructor.

#### ACCT 234 Managerial Accounting • 5 CR

Explores the use of managerial accounting techniques and analytical tools in business decision-making. Students focus on short- and long-range financial planning, management planning, and control. Prerequisite: ACCT 102.

#### ACCT 240 Computerized Accounting • 5 CR

Introduces the use of the PC to solve accounting problems. Students create accounting applications using various software programs. Prerequisite: ACCT 101 or permission of instructor.

#### ACCT 250 Intermediate Accounting • 5 CR

Examines the theoretical foundations of accounting in depth. Topics include cash flow, revenue recognition, lease accounting, and advanced financial reporting. Prerequisite: ACCT 102 or permission of instructor.

#### ACCT 260 Accounting For Non-Profit Agencies • 5 CR

Presents a framework for accounting and financial reporting for government and not-for-profit organizations. Topics include general and special fund accounting for hospitals, charities, foundations, colleges and universities, and government agencies. Prerequisite: ACCT 102.

#### ACCT 270 Cost Accounting • 5 CR

Covers the fundamentals and principles of cost accounting. Students learn cost control by applying process, job, and standard cost procedures. Prerequisite: ACCT 102.

#### ACCT 285 Federal Income Taxes • 5 CR

Introduces the concepts and procedures for preparing personal federal income tax returns. Prerequisite: ACCT 102.

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

Allows in-depth study of subjects supplementing the accountancy curriculum. Topics are announced in the class schedule.

#### ACCT 299 Individual Studies in Accounting • V1-10 CR

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

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ADMINISTRATIVE  
OFFICE SYSTEMS

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**AOS 101**  
**Keyboarding I • 3 CR**

Develops basic skills in keyboarding (touch-typing) and document formatting using the personal computer. No previous computer experience necessary.

**AOS 104**  
**Keyboarding Review & Speed Building • 3 CR**

Increases students' keyboarding speed and accuracy. Prerequisite: Previous keyboarding and computer experience.

**AOS 109**  
**Business Communications • 5 CR**

Develops effective business communication skills. Students learn communication problem solving, appropriate communication formats, and different methods of presenting content.

**AOS 110**  
**E-Communications • 5 CR**

Introduces the concepts of interpersonal communication using electronic tools. Students learn to produce effective written communication, use the public web services, and use appropriate netiquette and behavior. Prerequisite: AOS 109, 161, and 172.

**AOS 140**  
**Electronic Communication • V1-5 CR**

Introduces electronic communication skills widely used in professional office settings. Students learn to produce 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 students to three key areas: computer applications, communication, and career planning. Prerequisite: AOS 163.

**AOS 161**  
**Computer & Software Fundamentals • 5 CR**

Introduces use of the personal computer while working in a Windows environment. Students become familiar with basic computer hardware components and learn to use word-processing, spreadsheet, charting, and database software.

**AOS 163**  
**Microsoft Word on the PC • 5 CR**

Develops beginning through advanced word-processing skills using Microsoft Word on the personal computer. Prerequisite: Previous computer experience.

**AOS 165**  
**Spreadsheet Applications: Excel • 5 CR**

Develops beginning through advanced spreadsheet skills using Microsoft Excel on the personal computer. Prerequisite: Previous computer experience.

**AOS 167**  
**Desktop Publishing • 5 CR**

Introduces desktop publishing using Aldus PageMaker on the personal computer. Students learn design elements and techniques to produce professional-looking newsletters, advertisements, stationery, and websites. Prerequisite: Previous computer experience.

**AOS 168**  
**Database Applications • 5 CR**

Develops beginning through advanced database skills using Microsoft Access on the personal computer Access. Recommended: AOS 161 and 165.

**AOS 172**  
**Managing Office Technology • 5 CR**

Provides students with practical experience in the fundamentals of diagnosing and resolving PC questions using a trouble-shooting strategy and web resources. Prerequisite: AOS 161.

**AOS 190**  
**Call Center Specialist • V1-17 CR**

Develops effective customer service and job readiness skills, and introduces computers using the Office 97 Suite. This five-week course provides essential skills and assistance for an immediate job search.

**AOS 191**  
**Front Office Specialist • V1-19 CR**

Develops effective customer service and job readiness skills, and introduces computers using the Office 97 Suite. This five-week course provides essential skills and assistance for an immediate job search.

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

Surveys concepts and components of computer hardware and software operating systems. Students learn fundamental computer syntax and DOS and how to install and configure micro-computer systems. Topics include installing and troubleshooting expansion cards, memory modules, and other hardware components, with emphasis on configuration alternatives and compatibility.

**AOS 199**  
**Individual Studies in AOS • V1-10 CR**

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

**AOS 280**  
**Project Management Applications • 5 CR**

Develops skills using computer software to plan and track complex projects. Students translate project design to an electronic format and accurately record and modify project schedules. Hands-on format from a team member perspective. Prerequisite: AOS 161 with a C- or better; or entry code. Recommended: AOS 165 and concurrent enrollment in G BUS 230.

## AOS 293

### Teaching Technology • 5 CR

Explores the theory, methods, and practice of teaching adult learners in a technology or computer-based environment. Practical classroom or alternative educational experience with a professional instructor provides a setting for students to practice and analyze teaching and learning basics. Recommended: Basic computer literacy.

## AOS 295/296/297

### Special Topics Administrative Office Systems • V1-5 CR

Allows study of advanced or specialized business software applications, supplementing the regular courses. Prerequisite: AOS 163 or equivalent.

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#### BUSINESS ADMINISTRATION TRANSFER PROGRAM

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## ACCTG 210

### Fundamentals of Accounting • 5 CR

Presents the nature and social setting of accounting; uses of accounting information; and basic concepts and procedures. The first accounting course required of business administration students planning to transfer to a 4-year college or university. Prerequisite: ENGL 101 or COMM 141; or entry code.

## ACCTG 220

### Fundamentals of Accounting • 5 CR

Presents basic concepts used in financial reporting and interpreting financial statements. Prerequisite: ACCTG 210 with a C- or better; or entry code.

## ACCTG 230

### Basic Accounting Analysis • 5 CR

Analyzes and evaluates accounting information as part of the control, planning, and decision-making processes. Students concentrate on the use of information by business managers and decision makers. Prerequisite: ACCTG 220 with a C- or better; or entry code.

## BA 200

### Business Law—Legal Foundations • 5 CR

Examines legal institutions and processes. Students examine law as a system of social thought and behavior and a framework for resolving rival claims. Other topics include legal reasoning and the interaction of law and business.

## BA 240

### Statistical Analysis • 5 CR

Surveys techniques used in decision-making and research. Topics include descriptive and inferential statistics, probability, central tendency, variability, normal and t-distributions, hypothesis testing, and regression. Material has applications in business, health care, etc. Prerequisite: MATH 156 with a C- or better; or entry code.

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#### COMPUTER SCIENCE TRANSFER PROGRAM

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## CS 110

### Introduction to Computers & Applications • 5 CR

Surveys computer concepts and applications. Students develop basic computer competency; components and functions of computers; introduction to word processing, electronic spreadsheets, and database applications.

## CS 210

### Fundamentals of Computer Science I • 5 CR

Introduces computer science and programming for CS majors. Students learn design and implementation of algorithms and programming in a structured, modular language, with 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

Continues CS 210, with data structures algorithm analysis. Students learn to create and use arrays, records, lists, stacks queues, binary trees, strings, and sets. Other topics may 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 CR

Allows study of advanced or specialized topics 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.

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#### GENERAL BUSINESS MANAGEMENT

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## G BUS 101

### Introduction to Business • 5 CR

Examines the role of business in a modern economy: growth, structure, organization, and relationship to the environment. Students investigate the objectives, functions, and management of business firms. Other topics include problems of organization, decision-making, and controls. Fulfills social science credit at BCC for non-business majors.

## G BUS 120

### Human Relations • 5 CR

Explores the dynamics of human resources in a business organization. Students develop a positive attitude toward the human element in business. Specific topics include motivation, leadership, group dynamics, organization theory, participatory management, and communication.

## G BUS 145

### Business Mathematics • 5 CR

Presents practical mathematics for business and consumer financing. Topics include computing simple and compound interest, present values, annuities, and amortization. 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, record keeping, financial state-

ments, taxation, marketing, legal and regulatory issues and management principles.

### **G BUS 202 Law & Business • 5 CR**

Surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency.

### **G BUS 210 Stock Market Investment Strategy • V1-5 CR**

Provides a hands-on opportunity to manage a stock portfolio in an interactive competition. Students begin with a fictional \$100,000 on account and 20 trades. Topics include money, capital markets, stocks, bonds, fiscal and monetary policies, business cycles, and financial statement analysis.

### **G BUS 221 Human Resource Management • 5 CR**

Introduces the functional areas of human resources management and laws. Students discuss job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration, performance evaluation, and labor management.

### **G BUS 230 Project Management • 5 CR**

Examines the theory and practice of project management from a managerial perspective. Students define projects, determine resources requirements, write requests for proposals, outline contract requirements, define and sequence tasks, and create project schedules. Recommended: concurrent enrollment in AOS 280.

### **G BUS 241 Organization & Management Skills • 5 CR**

Presents organization and management principles as applied to both for-profit and non-profit entities. Students apply theories to actual management problems through realistic business case studies. Same as FCA 232. Either G BUS 241 or FCA 232 may be taken for credit, not both. Recommended: G BUS 101 or INTST 150 and G BUS 120.

### **G BUS 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. Same as PHIL 260. Either G BUS 260 or PHIL 260 may be taken for credit, not both.

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

Develops the skills necessary for an effective job search. Topics covered include résumés, cover letters, interviews, job searches, and portfolios. Course is graded "credit/no credit." Prerequisite: Entry code.

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

Continues G BUS 291, with students working at least 15 hours weekly in an industry related to their studies. Students meet weekly with instructor and discuss their work activities. Course is graded "credit/no credit." Variable credit based on hours worked in internship. Prerequisite: Entry code.

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

Allows study of advanced or specialized topics 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. Prerequisite: Permission of instructor.

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## **INFORMATION TECHNOLOGY**

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

Presents a general overview of information technology. Topics include how computers work, different types of computers, input and data storage devices, operating systems, data communications,

systems analysis and design, and ethics. Not a 'hands-on' course. Prerequisite: Placement by assessment into ENGL 089; and ENGL 092 or 093.

### **IT 110 Introduction to Programming • 5 CR**

Introduces fundamental programming techniques using Visual Basic. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop a graphical user interface in Windows, and work with events and objects. Fulfills the quantitative or symbolic reasoning course requirement for non-business majors at BCC. Prerequisite: Placement by assessment into college algebra; or MATH 099 with a C or better; or entry code.

### **IT 111 Introduction to C Programming • 5 CR**

Presents the C Programming Language using structured programming techniques and program development methodology. Students design, code, test, and debug programs using repetition and decision structures, pointers, functions, and other C data structures. Prerequisite: Placement by assessment into college algebra; or MATH 099 with a C or better.

### **IT 127 Developing Business Solutions I • 5 CR**

Presents integrated solutions to business problems using Access (database), Excel (spreadsheet), and Word (word processing). Students use Visual Basic for applications to store, retrieve, manipulate, and display data and take a programmer's approach to standard software products. Prerequisite: AOS 168 and IT 110 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**

Continues IT 127, developing more complex applications using standard software products. Prerequisite: IT 127 and 110 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 & Design • 5 CR**

Examines the system-development cycle in depth. Topics include problem identification, problem solving, and information gathering techniques. Current structured tools are used to describe business rules and objects, data flow, data structures, and process flow and documentation. Creative problem solving and working in a team environment are stressed. Prerequisite: IT 101 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**

Presents a wide variety of strategies to build skill in problem solving. Students practice creative/lateral thinking techniques and communication skills to approach technical and non-technical problems. Prerequisite: AOS 161 with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

**IT 185****Philosophical Issues in Technology • 5 CR**

Examines the nature and dimensions of technology. Topics include pure vs. applied science; artificial intelligence and biotechnology; technology's impact on concepts of work and progress; and the influence of information technology on our lives. Same as MEDIA 185 and PHIL 185. Only one of the three (IT 185, MEDIA 185, PHIL 185) may be taken for credit.

**IT 215****PC Analysis & Configuration I • 5 CR**

Presents the basics of PC hardware and software installation and configuration. Topics include installation of operating systems and basic troubleshooting techniques, BIOS, IDE, system optimization, motherboards, printers, and CMOS set-up. Students gain hands-on instruction. Course includes about 50% of the competencies required for A+ certification. Prerequisite: AOS 161 or equivalent course work or experience. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

**IT 217****PC Analysis & Configuration II • 5 CR**

Presents in-depth PC hardware and software installation and configuration. Topics include DOS and Windows configuration, memory management, advanced troubleshooting, communications, introductory network installation and configuration, basic electrical concepts and measurement, IRQs, DMA, and I/O addresses. Includes hands-on instruction. Course includes about 50% of the competencies required for A+ certification. Prerequisite: IT 215 with a C or better.

**IT 235****Operating Systems • 5 CR**

Presents operating system concepts with emphasis on definition, configuration, resource allocation, and control of peripheral devices. Students assess systems and their resources, applications, and utilities. Prerequisite: 20 prior college IT credits. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

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

Develops applications for client computers in a client/server environment. Students learn 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**

Continues IT 238, with emphasis on developing database operations using advanced data access models. Students work with Access, SQL Server, and other databases to develop online transaction processing and decision support system projects. Prerequisite: IT 237 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**

Introduces server programming in a client/server environment. Students learn to create, manipulate, and troubleshoot databases, tables, and views; ensure data integrity with defaults, rules, and triggers; and develop stored procedures and security. Prerequisite: IT 238 at BCC with a C or better; and ENGL 101, 102, 270, 271, or 272 with a C or better.

**IT 245****Introduction to C++ • 5 CR**

Introduces the fundamentals of console programming and object-oriented programming using C++. Students use C++ constructs to create object-oriented programs. Prerequisite: IT 111 at BCC with a C or better; or entry code.

**IT 247****Introduction to C++ Windows Programming • 5 CR**

Introduces the fundamentals of Microsoft Foundation Classes (MFC). Students use MFC in object-oriented programming for Windows incorporating the Windows Application Programming Interface (API). The programs use MFC objects and derived objects for processing and sending messages. Prerequisite: IT 245 at BCC with a C or better; or entry code.

**IT 249****C++ Intermediate Windows Programming • 5 CR**

Continues IT 247, offering more complex Windows programming using MFC (Microsoft Foundation Classes) and ATL (Active Template Library). Students write programs to create Windows applications using Access Data Objects (ADO), OLE, and ActiveX components. Prerequisite: IT 247 at BCC with a C or better; or entry code.

**IT 251****Cisco Network Support I • 5 CR**

Provides foundation knowledge for Cisco CCNA and Microsoft MCSE Windows 2000 tracks. Uses Cisco hardware and Microsoft operating systems to gain hands-on experience in configuring a network. Topics include network topologies, OSI model, LANS, network media, design and docu-

mentation, protocols and routing. Includes hands-on learning. 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 252 Cisco Network Support II • 5 CR

Provides classroom/lab experience in networking technology. Topics include network terminology, protocols, and standards; safety; LAN's and WAN's; OSI models; Ethernet; Token Ring; FDDI, TCP/IP addressing protocol; routing; and the network administrator's role and function. Prerequisite: IT 251 at BCC with a C or better; or entry code. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

### IT 253 Cisco Network Support III • 5 CR

Continues IT 252, introducing new networking skills. Students gain practical experience with switches, LAN's, WAN's, Novell networks, IPX routing and IGRP protocols, and network troubleshooting. Prerequisite: IT 252 at BCC with a C or better; or entry code. ENGL 101, 102, 270, 271, or 272 with a C or better.

### IT 254 Cisco Network Support IV • 5 CR

Continues IT 253, incorporating advanced networking skills. Students gain practical experience in design, configuration, maintenance, and troubleshooting while working with WAN's, ISDN, PPP, and Frame Relay. Prerequisite: IT 253 at BCC with a C or better; or entry code. ENGL 101, 102, 270, 271, or 272 with a C or better.

### IT 263 Web Database Development • 5 CR

Provides project-oriented experience in database development for the Web, with emphasis on learning new applications. Students work in teams to develop a database-centered Intranet site, using Visual Basic, Visual Basic Script, and Visual InterDev. Prerequisite: IT 239 at BCC with a C or better. ENGL 101, 102, 270, 271, or 272 with a C or better.

### IT 271 Implementing Client & Server Operating Systems • 5 CR

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. Students learn the skills and knowledge necessary to install and configure Windows 2000 server to create file, print, and web servers. Prerequisite: IT 101 and 251 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

### IT 272 Implementing Network Infrastructure • 5 CR

Provides students with the knowledge and skills necessary to install, configure, manage, and support a network infrastructure that uses the Microsoft Windows 2000 server products. Topics include: DHCP, DNS, Network Security, IP Routing, TCP/IP, IIS, remote administration, and troubleshooting. Prerequisite: IT 271 at BCC with a C or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a B- or better.

### IT 273 Implementing Directory Services • 5 CR

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory services. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Topics include: DNS configuration, account administration, domain management, and disaster recovery. Prerequisite: IT 272 at BCC with a C or better; and ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

### IT 274 Advanced Network Operating System Topics • 10 CR

Develops knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Students learn to create a networking services infrastructure design that supports the required network applications, and to select and design a strategy to migrate from a NT Server 4.0 directory services infrastructure to a

Windows 2000 Active Directory infrastructure. Prerequisite: IT 273 at BCC with a C or better; and ENGL 101 or 102 or 270 or 271 or 272 with a C or better.

### IT 289 Portfolio Evaluation of Work Experience • 4 CR

Provides an opportunity to document problem solving skills in a professional portfolio. Students work independently to prepare portfolio materials demonstrating their skills and experience. The student must have at least six months of full-time job experience in a position closely related to the anticipated IT degree and must be on track to graduate within two academic quarters. Prerequisite: Entry code.

### IT 290 Database Theory • 5 CR

Develops in-depth understanding of database concepts and terminology, emphasizing the relational databases model. Students examine the role of Structured Query Language (SQL), data modeling, and normalization of database tables. Students work on group projects. 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

First in a two-quarter technical support internship on campus. Students provide technical assistance to BCC faculty and staff via phone and on-site visits. For IT degree students only. Provides non-paying, credit-earning, on-the-job experience. Prerequisite: Entry code.

### IT 294 Help Desk II • 4 CR

Continues IT 293, for additional non-paying, credit-earning, on-the-job experience in technical support. For IT degree students only. Prerequisite: IT 293 at BCC; and entry code.

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

Allows specialized or in-depth study of a subject related to information technology. Topics are

announced in the class schedule. Students may retake the course for credit as content changes. 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. Prerequisite: Entry code.

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## MARKETING

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

Develops oral and written skills focusing on efficient delivery of quality service to customers. Topics include troubleshooting, complaints, ethics, and company service policies and programs.

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

Examines the principles and techniques of professional selling as a form of persuasive communication basic to business relationships. Students analyze case studies to apply theories to real-world situations.

### **MKTG 135 Principles of Retailing • 5 CR**

Examines the fundamental principles and practices of retail merchandising. Students discuss types, location, layout, organization, profit planning, and operating costs of retail outlets.

### **MKTG 154 Principles of Marketing • 5 CR**

Studies the business activities of marketing: planning, pricing, promoting, and distributing goods and services. Students examine the role of marketing in the economy and the processes used to make business decisions.

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

Covers directed readings, special projects, or independent study, or allows the student to earn

credit for current on-the-job experience. Prerequisite: Permission of instructor.

### **MKTG 200 International Marketing • 5 CR**

Examines marketing concepts and strategies as applied to global markets. Topics include mode of entry, micro and macro forces, barriers and restrictions, and cultural dynamics.

### **MKTG 210 Business Research • 5 CR**

Presents the structure and use of marketing research in managerial decision-making. Students discuss research objectives and techniques; data analysis and interpretation; and reporting methods. Prerequisite: AOS 161.

### **MKTG 234 Advertising • 5 CR**

Examines advertising's role in society and its relationship to communications and marketing activities. Topics include media terminology, planning and selection, copy writing, and art direction.

### **MKTG 236 Merchandise Management • 5 CR**

Presents the concepts and functions of buying merchandise for sale. Topics include customer demand, budgeting, buying plans, market trips, and selection of merchandise. Recommended: MKTG 135 and G BUS 145.

### **MKTG 290 Marketing Activities in DECA • V3-5 CR**

Develops occupational skills through activities affiliated with National DECA. Students participate in community service projects and gain leadership, communication, and human relations experience. Chapter officers help lead the class.

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

Allows specialized or in-depth study of a subject related to marketing.

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

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

# EDUCATIONAL DEVELOPMENT & HEALTH SCIENCES

## *The Helping Professions*

*The Educational Development and Health Sciences Division provide 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 for the licensing or certifying 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 Science programs are designed for fire service personnel seeking advancement and improved performance.*

tabolism, action, and interaction. Topics include 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 & Helping Professions • 3 CR**

Introduces various counseling theories, modalities, and techniques used in the treatment of chemical dependency. Students discuss theory and process, and gain basic skills and understanding in counseling.

### **ALDAC 105 Chemical Dependency in the Family • 3 CR**

Examines the impact of chemical use on families and discusses treatment modalities designed to intervene in dysfunctional systems. Counselors learn to clarify their own issues and understand their limitations when treating families/clients. Prerequisite: ALDAC 101 or permission of coordinator.

### **ALDAC 106 Chemical Dependency Counseling Techniques • 3 CR**

Reviews the theories, practices, and techniques of chemical dependency counseling and the counselor's responsibilities and relationship to the client. Format includes role-playing and case review. Prerequisite: ALDAC 101, 102, 103, or permission of coordinator.

### **ALDAC 108 Case Management: Chemically Dependent Client • 3 CR**

Assists drug and alcohol abuse counselors and other healthcare professionals in case file management. Seminar format. Prerequisite: ALDAC 106 or permission of coordinator.

### **ALDAC 150 Relapse Prevention • V1-3 CR**

Addresses the processes and behaviors leading to alcohol/drug relapse. Chemical dependency counselors learn methods for preventing relapse

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## ADULT BASIC EDUCATION

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### **ABE 062/063/064 Adult Basic Education: Level 2, 3, & 4 • V1-8 CR**

Prepares native English-speaking adults and, in some cases, high-level English-as-a-second-language students for credit courses or GED preparation courses by improving basic reading, writing, grammar, and math skills. Substantial and sustained progress is a requirement for continued enrollment. Prerequisite: Placement by assessment.

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## ALCOHOL & DRUG STUDIES

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### **ALDAC 101 Understanding Addiction & Its Effects on Human Behavior • 3 CR**

Surveys drinking and drug use, alcoholism, and drug addiction. Students discuss relevant theories and research, treatment rationale and modalities, and the 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, me-

and promoting recovery for a client. Prerequisite: ALDAC 106 or permission of coordinator.

### **ALDAC 160 Cultural Diversity in Addiction Counseling • 2 CR**

Provides the knowledge and tools required in cross-cultural counseling of chemically dependent clients. Students develop 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**

Allows specialized or in-depth study of subjects supplementing the alcohol & drug studies curriculum. Topics are announced in the class schedule.

### **ALDAC 198 Seminar in Alcohol & Drug Studies • V 1-3 CR**

Includes seminars and workshops for which college credit is offered. Topics are announced in the class 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 Adolescent Addiction: Assessment & Treatment • 2 CR**

Reviews signs, symptoms, and patterns of drug use and abuse among adolescents. Students learn effective and appropriate screening and evaluation methods. Prerequisite: ALDAC 106 or permission of coordinator.

### **ALDAC 206 Group Process in Chemical Dependency Treatment • 3 CR**

Presents the theory, dynamics, goals, and methods of chemical dependency group work. Students develop group facilitation skills. Prerequisite: ALDAC 106 or coordinator permission.

### **ALDAC 207 HIV/AIDS Risk Intervention & Blood Borne Pathogens • V1-2 CR**

Provides DASA-approved HIV/AIDS and air/blood borne pathogens training, as required to become a Chemical Dependency Counselor. Students must attend all sessions to earn the DASA certificate. Prerequisite: ALDAC 101.

### **ALDAC 208 Overview of Mental Health & DSM-IV • 3 CR**

Covers assessment and treatment strategies for the mentally ill, chemically addicted client. Students become familiar with the DSM-IV and psychotropic medications. Required for CCDC II or CDS II certification. Prerequisite: ALDAC 106 or permission of coordinator.

### **ALDAC 210 ADIS Instructor Training • 3 CR**

Prepares chemical dependency counselors or trainees to teach the state-required course for non-chemically dependent persons convicted of driving while intoxicated (“alcohol & drug information school”). Students must attend all sessions to earn a DASA certificate.

### **ALDAC 212 Ethics & Professionalism in Chemical Dependency • 2 CR**

Compares codes of ethics for chemical dependency professionals to codes from other disciplines. Students examine the origins of personal and professional values. Prerequisite: ALDAC 106 or coordinator permission.

### **ALDAC 215 Chemical Dependency & the Law • 2 CR**

Provides alcohol & drug abuse counselors with up-to-date information on addictions and the law as found in the Washington Administrative Code. Prerequisite: ALDAC 106 or coordinator permission.

### **ALDAC 220 Addiction Counseling Clinical Practicum • 3 CR**

Provides work experience under qualified supervision in a DASA-certified facility. Designed to meet Washington Administrative Code requirements (WAC 246-811-048). Prerequisite: Permission of coordinator.

### **ALDAC 230 Introduction to Family Systems: Intervention & Prevention • 3 CR**

Examines techniques for early and long-term treatment of chemical dependency with focus on counseling families, couples, and significant others. Students learn the “developmental model for recovery” and intervention and prevention techniques within family systems of culturally diverse, chemically dependent populations. Prerequisite: ALDAC 101, 105, and 106; or permission of coordinator.

### **ALDAC 294/295/296/297 Special Topics in Alcohol & Drug Studies • V.5-3 CR**

Allows specialized or in-depth study of subjects supplementing the alcohol & drug studies curriculum. Topics are announced in the class schedule.

### **ALDAC 298 Seminar in Alcohol & Drug Studies • V1-3 CR**

Includes seminars and workshops for which college credit is offered. Topics are announced in the class schedule.

### **ALDAC 299 Individual Studies in Alcohol & Drug Studies • V1-3 CR**

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

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## AMERICAN SIGN LANGUAGE

**ASL 101****American Sign Language I • 5 CR**

Introduces the basic vocabulary and grammar of ASL for the beginning student. Students also review the cultural aspects of deafness. Fulfills humanities course requirement at BCC.

**ASL 102****American Sign Language II • 5 CR**

Develops skills for the student with a basic knowledge of ASL. Students focus on the rules of grammar, idioms, vocabulary building, signing, and reading of signs. Fulfills humanities course requirement at BCC. Prerequisite: ASL 101.

**ASL 103****American Sign Language III • 5 CR**

Continues ASL 102. Topics include rules and syntax, introduction of Stokoe rotation using a linguistic text as reference, and use of illustrated techniques to describe signs. Fulfills humanities course requirement at BCC. Prerequisite: ASL 102.

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## DEVELOPMENTAL EDUCATION

**DEVED 061****Strategies for Learning English: Reading • 5 CR**

Prepares English-as-a-second-language students for credit courses by building reading comprehension skills and vocabulary. Students participate in listening and speaking activities about the reading material. DEVED 061 and 062 are linked and must be taken at the same time. May be repeated for a maximum of 15 credits. Prerequisite: Placement by assessment.

**DEVED 062****Strategies for Learning English: Grammar/Writing • 5 CR**

Prepares English-as-a-second-language students for credit courses by developing grammar and writing skills at the sentence and paragraph level. Writing and editing work coordinate with the reading, speaking, and listening activities in DEVED 061. DEVED 061 and 062 are linked and must be taken at the same time. May be repeated for a maximum of 15 credits.

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## DIAGNOSTIC ULTRASOUND

**DUTEC 101****Concepts of Patient Care • 3 CR**

Develops patient care and communication skills required in sonography. Students discuss legal, ethical, and psychological aspects of patient care as well as professional issues and concerns. Prerequisite: Acceptance into program.

**DUTEC 105****Pathophysiology I • 3 CR**

Introduces pathogenesis: the sequence of events in the development of a disease. Students focus on pathological conditions affecting the abdomen and identifiable with diagnostic imaging techniques. An extensive review of normal physiology is also presented. Prerequisite: BIOL 260 and 261; and acceptance into program.

**DUTEC 106****Pathophysiology II • 3 CR**

Continues Pathophysiology I, with focus 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 cross-sectional perspective in longitudinal, transverse, coronal, and oblique planes. Students analyze correlations with clinical diagnostic imaging techniques. Prerequisite: Acceptance into program.

**DUTEC 110****Ultrasound I: Abdominal Scanning & Techniques • 4 CR**

Presents basic concepts and terminology, as well as scanning protocols for the ultrasound examination of the abdomen. Topics include both normal and pathological states. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 112****Pathophysiology III • 3 CR**

Continues Pathophysiology II, emphasizing 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**

Continues Pathophysiology III, emphasizing the physiology and the pathology of the cardiovascular and cerebral vascular system. Prerequisite: DUTEC 105, 106, and 112; and acceptance into program.

**DUTEC 120****Ultrasound II: Obstetrics & Gynecological Techniques • 5 CR**

Presents current theory and scanning techniques for medical sonographers, focusing on obstetrics and gynecology procedures and pathologies. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 130****Ultrasound III: Small Part & Intraoperative Techniques • 3 CR**

Presents the anatomy and pathophysiology of small human body parts. Intraoperative scanning focuses on surgical procedures. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 135****Ultrasound Equipment I • 3 CR**

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

**DUTEC 145****Ultrasound Equipment II • 4 CR**

Introduces hands-on live scanning in cardiac, vascular, and gynecological applications. Students prepare for hospital-based live scanning on patients. Prerequisite: Acceptance into program.

**DUTEC 150****Basic Echocardiography • 3 CR**

Covers basic ultrasound scanning techniques of the heart. Students focus on anatomy, physiology, pathology, and echocardiographic pattern recognition. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 155**  
**Ultrasound IV:**  
**Echocardiography • 3 CR**

Continues basic echocardiography. Students concentrate on Doppler echocardiographic techniques and congenital heart disease as relating to the practice of adult echocardiography. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 160**  
**Ultrasound V: Peripheral Vascular**  
**Scanning Techniques • 3 CR**

Presents current theory and scanning techniques for medical sonographers. Students learn 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**

Provides hands-on ultrasound scanning experience in the student's clinical specialty area. Competency is required before beginning the clinical practicum. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 170**  
**Ultrasound Physics &**  
**Instrumentation I • 3 CR**

Covers acoustical physics, including heat energy, light and sound, wave theory, reflection, refraction, resonance, tissue interaction, transducers, bioeffects, and computers in ultrasonics. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 171**  
**Ultrasound Physics &**  
**Instrumentation II • 3 CR**

Continues DUTEC 170. Topics include Doppler effect, Doppler techniques, acoustic power, fluid dynamics, and quality assurance procedures. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 180**  
**Advanced Studies: General**  
**Ultrasound • 3 CR**

Examines issues relating to the clinical practicum in abdominal and obstetrics/gynecology. Prerequisite: Acceptance into program.

**DUTEC 181**  
**Advanced Studies: Echo-**  
**Vascular • 3 CR**

Examines issues relating to the 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: Acceptance into program and completion of all prerequisite coursework with grades of C or better.

**DUTEC 220**  
**Clinical Practicum II • 15 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. Prerequisite: Acceptance into program, completion of all prerequisite course work with grades of C or better, and DUTEC 210.

**DUTEC 230**  
**Clinical Practicum III • 15 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. Prerequisite: Acceptance into program, completion of all prerequisite coursework with grades of C or better, and DUTEC 210 and 220.

**DUTEC 240**  
**Clinical Practicum IV • 15 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. Prerequisite: Acceptance into program, completion of all prerequisite coursework with grades of C or better, and DUTEC 210, 220, and 230.

**DUTEC 269**  
**Physics Review • 2 CR**

Prepares student for certification exams by reviewing physics and ultrasound instrumentation. Students focus on mathematical analysis and physics theories. Prerequisite: Acceptance into program or permission of program chair.

**DUTEC 299**  
**Individual Studies in Diagnostic**  
**Ultrasound • V1-2 CR**

Provides clinical experience in a diagnostic imaging facility under the direction of a medical sonographer, doctor of medicine or osteopathy, or associate research fellow. Prerequisite: Permission of program chair.

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EARLY CHILDHOOD  
EDUCATION

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**ECED 131**  
**Orientation to the**  
**Special-Needs Child • 5 CR**

Examines the educational, social, and developmental patterns of the disabled child. Students explore the impact of disabilities on the children, their families, and on their futures. Format includes lecture and participation.

**ECED 132**  
**Techniques for Teaching the**  
**Special-Needs Child • 3 CR**

Overviews information concerning the systematic instruction of children with special needs, including methods for mainstreaming. Students become familiar with individual and group activities and strategies for implementation in the classroom.

**ECED 135**  
**Practicum for Special**  
**Education • 5 CR**

Provides 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 nine hours of directed participation and two hours of lecture per week. Prerequisite: Conversational English skills; permission of instructor.

### ECED 136 Practicum for Special Education • 5 CR

Provides 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 nine hours of directed participation and two hours of lecture per week. Prerequisite: Conversational English skills; permission of instructor.

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

Provides opportunities for family day care, childcare, and preschool teachers 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 old. Format combines direct instruction and practical laboratory experience. Intended for students in the Early Childhood Work Based Learning Certificate program.

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

Meets the key learning outcomes mandated by 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. Format includes observations in preschools, day care 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 field. Students consider the influence of the cultural environment on the

developing child. Format includes laboratory participation.

### ECED 175 Portfolio I: Early Childhood Education Majors • V1-3 CR

Helps students integrate knowledge and experience gained in courses. Students strengthen their written communication skills, increase their ability to articulate practices and philosophies in early childhood education, and make connections with prospective employers. Prerequisite: Permission of program chair.

### ECED 180 Exploring Infant/Toddler Curriculum • 2 CR

Surveys brain development, developmental milestones, partnerships with parents, appropriate activities, healthy environments, and guidance techniques. Open to anyone interested in the child from birth to age three. Format includes lecture and worksite experience.

### ECED 181 Children's Creative Activities • 5 CR

Presents practical ways to plan, select, prepare, and use creative curriculum materials and activities for young children. Students focus on creative activities for groups. Format includes laboratory participation. Prerequisite: Conversational English.

### ECED 182 Preparation for Teachers in Early Childhood Math Education • 3 CR

Examines the fundamental concepts of a comprehensive early childhood mathematics curriculum. Students learn 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. Students practice working with various media and materials as used with the young child. Format includes lecture, discussion, and participation.

### ECED 184 Music for Children • 3 CR

Presents developmentally appropriate musical activities with emphasis on movement, songs, and simple dances. Students learn basic skills on the autoharp or other simple musical instruments. Format includes lecture, discussion, and participation.

### ECED 191 Practicum in Early Childhood Education • 5 CR

Focuses on lesson planning, use of materials and equipment as teaching tools, and the implementation of developmentally appropriate practices. Students get closely supervised experience in a school (primary grades), preschool, childcare center, or Head Start agency. Requires nine clinical hours per week in the educational setting. Prerequisite: Conversational English; permission of instructor.

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

Focuses on children's learning processes in developing language skills. Students get closely supervised experience in a school (primary grades), preschool, childcare center, or Head Start agency. Requires nine clinical hours per week in the educational setting. Prerequisite: Conversational English; permission of instructor.

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

Focuses on multi-cultural, anti-bias curriculum for the young child and broadens teachers' perspectives concerning individual differences. Students also learn to help children broaden their perspective on the world. Students gain learning experience under qualified supervision in a school (primary grades), preschool, childcare center, Head Start program, or ECEAP agency. Prerequisite: Conversational English; permission of instructor.

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

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

**ECED 199**  
**Independent Studies in Early Childhood Education • V1-5 CR**

Covers special projects or supervised independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

**ECED 201**  
**Parent Involvement in Early Childhood Education • 5 CR**

Develops interviewing skills and competency in parent contacts. Students learn to involve parents in understanding the child's home and school environment. Other topics include community resources and referral agencies. Format includes lecture and discussion.

**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, films, and discussions. Students also develop specific curriculum to use in teaching.

**ECED 204**  
**Child Health and Safety • 3 CR**

Focuses on creating and maintaining a safe and healthy learning environment for the young child. Students learn about the basic nutritional needs of children, good health practices, and accident prevention in the home and classroom.

**ECED 206**  
**Childcare Management Techniques I • 3 CR**

Provides an in-depth, practical look at the fundamentals of directing a quality childcare or early childhood education program.

**ECED 207**  
**Childcare Management Techniques II • 5 CR**

Continues ECED 206, developing practical skills needed to be an effective administrator in various daycare fields. Recommended: ECED 206.

**ECED 275**  
**Portfolio II: Early Childhood Education Majors • V1-3 CR**

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

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

Explores fundamental preschool techniques, emphasizing new approaches in the field. Resource speakers present transitions, music, puppetry, science, and special techniques for the individual child.

**ECED 295**  
**Special Topics in Early Childhood Education • V1-5 CR**

Allows in-depth study or approved work experience in the field of early childhood education. May be repeated for a maximum of 15 credits.

**ECED 296**  
**Special Seminar in Early Childhood Education • V1-5 CR**

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

**ECED 298**  
**Special Seminar in Early Childhood Education • V1-5 CR**

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

**ECED 299**  
**Independent Studies in Early Childhood Education • V1-5 CR**

Covers special projects or supervised independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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EDUCATION

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**EDUC 110**  
**Introduction to Education • 5 CR**

Details the history, development, purposes, and processes of education. Students examine the teaching-learning process. Format includes lecture, discussion, and lab.

**EDUC 220**  
**Survey of Educational Technology • 5 CR**

Students learn to define technology and how to incorporate changing technologies into the classroom for K-12 educators. Educational technology is looked at largely from the perspective of shaping and changing the learning methodology of the future as well as looking at the history of educational technology. Topics include societal factors, environmental issues, resistance to change strategies, evolving learning theories, and integrating into the curriculum. Designed for students planning to go into K-12 teaching. Recommended: English 102 or permission of instructor.

**EDUC 285**  
**Academic Tutoring • V3-5 CR**

Provides instruction, supervision, and experience in tutoring adult college students in academic disciplines. Useful preparation for careers in education. Fulfills a requirement for the BCC Honors Program. Prerequisite: Permission of instructor.

**EDUC 286****Service Learning • V2-5 CR**

Provides instruction, community supervision, and experience in applications of specific academic disciplines to community and workplace problems. Provides contextual relevance to the theoretical aspects of the specific discipline. Fulfills a requirement for the BCC Honors Program. Prerequisite: Permission of instructor.

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

Allows in-depth study or approved work experience in the field of education. May be repeated for a maximum of 15 credits.

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**ENGLISH AS A  
SECOND LANGUAGE**

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**ESL 011****English as a Second Language:  
Level 1 • V1-8 CR**

Prepares English-as-a-second-language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Prerequisite: Placement by assessment.

**ESL 012****English as a Second Language:  
Level 2 • V1-8 CR**

Prepares English-as-a-second-language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Prerequisite: Placement by assessment.

**ESL 013****English as a Second Language:  
Level 3 • V1-8 CR**

Prepares English-as-a-second-language students to communicate in familiar job, life-skill, or social situations. Students read short texts using

simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Prerequisite: Placement by assessment.

**ESL 014****English as a Second Language:  
Level 4 • V1-8 CR**

Prepares English-as-a-second-language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instructions, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high-intermediate ESL. Students must show progress in three quarters of instruction. Prerequisite: Placement by assessment.

**ESL 015****English as a Second Language:  
Level 5 • V1-8 CR**

Prepares English-as-a-second-language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is advanced ESL. Students must show progress in three quarters of instruction. Prerequisite: Placement by assessment.

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**FIRE COMMAND  
& ADMINISTRATION**

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**FCA 105****Fire Service Hydraulics • 3 CR**

Studies the mechanical properties of water at rest and in motion. Students focus on applying the properties of water to fire suppression operations and fire stream development. Other topics include municipal water supply systems and rural water supply operations.

**FCA 120****Basic Fire Investigation • 3 CR**

Covers fire origin, causes, and spread. Topics include recognizing accidental and incendiary fires; securing and preserving evidence; interviewing witnesses; coordinating with other agen-

cies; compiling reports; and arson laws and court procedures.

**FCA 137****Fire Protection Systems I • 3 CR**

Surveys fire alarm protection systems and water-type fire extinguishing sprinkler systems for special hazards. Students visit local facilities using various fire protection equipment and systems and learn to make critical appraisals.

**FCA 152****Building Construction • 3 CR**

Covers the building classifications, rated buildings, and the fire and life safety devices required by the Uniform Building Code. Students learn the basic principles of building construction.

**FCA 155****Fire Service Instructor • 3 CR**

Emphasizes the study, application, and evaluation of teaching methodology and techniques that can be used to present educational information and skills. Course meets NFPA 1041 standards.

**FCA 160****Fire Tactics I • 3 CR**

Reviews planning, implementation, and evaluation of basic fire tactics at the responding officer level. Students learn pre-fire planning, size-up, fire simulation, fire behavior, organizational structures, strategy, and resource requirements and allocation.

**FCA 161****Incident Management I • 3 CR**

Studies emergency incident management at the fire company level. Topics include basic command structure and components, incident safety, personnel accountability, and application of management processes to a variety of emergency situations.

**FCA 170****Hazardous Materials I • 3 CR**

Provides a basis for taking command at a hazardous materials incident. Students learn to identify the material involved, evaluate the information gained from shipping papers, and find appropriate assistance.

**FCA 177****Wild Land/Urban Interface • 3 CR**

Presents information and skills required to contain fires in open or rural land that interfaces with urban or suburban environments. Specific issues include forests, grassland, farmland, etc.

**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 office role, accident investigations, recordkeeping, structural, EMS, hazardous materials, and wild land emergencies.

**FCA 190****Uniform Fire Code & Inspection Procedures • 4 CR**

Studies the Uniform Fire Code as applied to fire prevention inspections at the fire company level. Students relate the UFC to the Uniform Building Code and other recognized standards. Students take a realistic approach to field applications.

**FCA 201****Emergency Medical Technician • 8 CR**

Covers all emergency medical techniques currently within the responsibilities of the basic EMT providing emergency care with an ambulance service. Meets federal and state standards.

**FCA 231****Fire Service Leadership • 3 CR**

Examines the roles and responsibilities of company officers through concepts, examples, and practice. Students learn skills necessary for effective supervision, including goal setting, delegation, counseling, coaching, problem solving, decision-making, 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 fire service agencies. Students apply theories to actual management problems through realistic case studies. Same as

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

**FCA 233****Fire Service Administration • V4-5 CR**

Provides an overview of state and federal laws pertaining to the workplace. Students discuss issues of leadership and administration including labor management, collective bargaining, human resources, safety regulations, local government, planning, and budgeting.

**FCA 261****Incident Management II • 3 CR**

Studies incident management processes for emergency response at the disaster management level. Students discuss advanced command structure and components, pre-incident planning, and application of management processes to a variety of large-scale emergency situations. Prerequisite: FCA 161.

**FCA 270****Hazardous Materials II • 3 CR**

Prepares the incident responder to handle a spill, fire, or other incident involving hazardous materials. Prerequisite: FCA 170.

**FCA 298****Seminar in Fire Command Administration • V1-3 CR**

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

**FI 130****Investigative Interview Techniques • 2 CR**

Introduces the basic interview techniques used during criminal investigations. Students practice techniques for developing elements of a complete case report and for interviewing criminal suspects and witnesses.

**FI 220****Advanced Fire Scene Investigation • 4 CR**

Presents advanced, detailed techniques of fire scene investigation and criminal case follow-up. 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**

Examines federal and Washington state laws of search and seizure from a fire investigation perspective. Topics 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**

Studies Washington state laws pertaining to the juvenile criminal offender. Topics include interview techniques; functions of the juvenile justice system; and recognition of the criminal and non-criminal juvenile fire setter.

**FI 260****Arson Fraud Investigation • 4 CR**

Presents arson fraud through theory and case studies. Students learn procedures of investigating arson fires and what to look for (and where) in determining motivation and method.

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**FIRE PREVENTION SPECIALIST**

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**FPS 100****Introduction to Fire Prevention Practices • 3 CR**

Examines the spectrum of fire prevention functions and philosophies and their relationships to fire suppression efforts. Students review legal mandates for fire prevention; fire inspection practices and processes; public education and public relations; plan review; fire codes and related regulations; and the need and process of fire investigation.

## FPS 200 Plan Review For Fire Prevention • 4 CR

Introduces the tools and techniques of reviewing building plans from the fire prevention perspective. Students get hands-on plan review experience and develop the basic skills, knowledge, and attitudes needed to be a plan reviewer.

## FPS 237 Fire Protection Systems II • 3 CR

Analyzes fire protection and detection systems, focusing on advanced concepts in fire sprinkler systems. Format includes classroom discussion and practical sprinkler demonstrations.

## FPS 290 Advanced Codes & Inspection • 3 CR

Builds on the Introduction to the Uniform Fire Code (FCA 190), by analyzing specific articles of the code that are more difficult to interpret and apply. The course also looks closely at local, state, and federal regulations that apply to the UFC.

## FPS 291 Hazardous Materials Inspection • 3 CR

Outlines steps and issues in hazardous materials inspections as specified in Article 80 of the National Fire Protection Association. Topics include hazardous material permits; plan review for and enforcement of hazardous material code compliance; evaluation of alternative methods; and environmental regulation compliance.

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### FIRE SERVICE

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## FS 100 Introduction to Fire Service • 1 CR

Surveys the field of fire service. Topics include typical fire department structure, authority of the fire chief and fire marshal, and fire department interactions with other local, state, and federal agencies.

## FS 101 First Responder • 3.5 CR

Prepares first responders to deal with medical emergencies. Students learn the use of special-

ized equipment for medical emergency response. Format includes lecture and hands-on training.

## FS 111 Fundamentals of Firefighting • 7 CR

Develops introductory-level firefighting skills. Topics include fundamentals of safety, communications, behavior of fire, protective equipment, ladders and hoses, water supply, forcible entry, and rescue techniques.

## FS 113 Intermediate Firefighting • 8 CR

Continues FS 111 with additional basic skills training for fire service personnel. Topics include fire extinguishers, ventilation, ropes/knots, ladders, salvage, and sprinkler systems.

## FS 115 Advanced Firefighting • 2.5 CR

Completes the basic skills training series. Topics include fire cause, foam agents, multi-company operations, and fundamentals of fire education and public relations.

## FS 117 Hazardous Materials: Recognition/Identification • .5 CR

Introduces hazardous materials for emergency responders. Students learn basics of identification, recognition, and resource information available.

## FS 119 Live Fire Control • 2.5 CR

Offers live-fire training for emergency responders, covering Class A (common combustibles) and Class B (flammable liquid) fires. Students practice using special techniques and equipment. Requires lab performance for all students.

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### GENERAL EDUCATION DEVELOPMENT (GED)

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## GED 071/072 GED Preparation • V1-5 CR

Prepares individuals to take the GED exam through review of the five GED content areas (writing, mathematics, literature and the arts, social studies, and science) with particular em-

phasis on writing and math. This class is also appropriate for students interested in improving their basic skills before entering for credit classes. Prerequisite: Placement by assessment.

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### HEALTH

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## HLTH 250 Wellness • 5 CR

Approaches wellness from a holistic health perspective. Students learn to become informed consumers. Discussion topics include emotional and physical health and well-being, marriage and family, communicable and degenerative diseases, and drugs.

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

Helps prepare students for both a Standard Red Cross First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate. Lecture/lab format.

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

Students explore specific issues in personal health, with emphasis on practical application of theory. Topics are announced in the class schedule.

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### HOME ECONOMICS

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## HOME 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. Same as BIOL 130 and NUTR 130. Only one of the three (BIOL 130, HOME 130, NUTR 130) may be taken for credit.

## HOME 256 Child Development & Guidance • 3 CR

Studies the physical, social, and emotional development of the child from infancy to adolescence. Students discuss the guidance necessary for optimal development.

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## IMAGING

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### IMAGE 270

#### **CT Clinical Practicum I • 12 CR**

Provides 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 prepares the student for entry-level work in a CT department.

### IMAGE 271

#### **MRI Clinical Practicum II • 12 CR**

Provides 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 prepares the student for entry-level work in an MRI department.

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## INDEPENDENT STUDIES

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### IS 295

#### **Independent Studies • V1-5 CR**

Allows students to initiate and carry out individualized study projects. The student develops a plan including faculty consultation, learning objectives, progress, and evaluation (credits and grading). The division chair must approve the plan. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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## INDIVIDUAL DEVELOPMENT

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### ID 080

#### **Improving Reading Skills Lab— Level 1 • V1-2 CR**

Allows students to work in the Reading Lab to improve reading skills. Students work on individually prescribed programs of study based on assessed skills, under the supervision of the Reading Lab Director. Course is graded “pass/fail.” One hour of credit equals 22 hours of lab work.

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## NUCLEAR MEDICINE TECHNOLOGY

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### 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**

Presents basic science required for nuclear medicine. Topics include types of radiation, half-life and radioactive decay, radionuclides, interactions of radiation, detection instruments, 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**

Examines the function and use of the nuclear medicine gamma camera. Topics include basic electronics, collimators, digital cameras, on-line correction systems, and modifications required for tomographic studies. Students learn quality control and troubleshooting. Prerequisite: Acceptance into program or permission of instructor.

### NMTEC 203

#### **Computers in Nuclear Medicine • 3 CR**

Introduces 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 major topics presented in 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**

Provides hands-on experience using gamma camera imaging. Students work with collimators, uniformity, resolution, sensitivity, and image enhancement, as well as dynamic and tomographic techniques. Students also learn 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. Students gain skills in 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, indications for use, dosages, and contraindications. Prerequisite: Acceptance into program or permission of instructor.

### NMTEC 211

#### **Nursing & Laboratory Procedures • 1 CR**

Presents nursing and laboratory procedures relating to nuclear medicine. Topics include patient assessment, oxygen administration, infection control, intravenous drug administration, vasovagal and anaphylactic reactions, basic pharmacology, sedation, medical and legal issues, medical laboratory equipment, and nuclear medicine tests. Prerequisite: Acceptance into program or permission of instructor.

### NMTEC 230

#### **Clinical Education I • 10 CR**

First in a four-course sequence of supervised clinical instruction in nuclear medicine technology. Topics including imaging, patient care,

radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. Prerequisite: Acceptance into program.

### NMTEC 231 Clinical Education II • 10 CR

Second in a four-course sequence of supervised clinical instruction in nuclear medicine technology. Topics including imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. Prerequisite: Acceptance into program.

### NMTEC 232 Clinical Education III • 10 CR

Third in a four-course sequence of supervised clinical instruction in nuclear medicine technology. Topics including imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. Prerequisite: Acceptance into program.

### NMTEC 233 Clinical Education IV • 14 CR

Fourth in a four-course sequence of supervised clinical instruction in nuclear medicine technology. Topics including imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. Prerequisite: Acceptance into program.

### NMTEC 240 Radiation Safety • 1 CR

Covers principles and practices for radiation safety. Topics include calculation of doses absorbed from procedures, personnel monitoring, handling and disposal of radioactive materials, and licensing of a nuclear medicine department. Prerequisite: Acceptance into program or permission of instructor.

### NMTEC 241 Radiation Biology • 1 CR

Discusses the potential harmful effects of radiation on humans. Topics include the basic chemistry of radiation interactions in living cells, the effects of extensive 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 physician's standpoint, 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 physician's standpoint, emphasizing the diagnosis of disease and ways in which the technologist can assist the physician making a correct diagnosis. Prerequisite: Acceptance into program.

### NMTEC 275 Board Preparation • 1 CR

Prepares students for the NMTCB exam by reviewing all aspects of nuclear medicine technology and giving practice tests. Students focus on practical application of the basic science knowledge gained throughout the program. Prerequisite: Acceptance into program or permission of instructor.

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## NURSING

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### NURS 100X Nursing I: Fundamentals • 7 CR

Provides the framework for nursing theory. Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain clinical experiences in extended-care facilities. Course consists of two components: 100X and 100Z. Prerequisite: Acceptance into program.

### NURS 100Z Nursing I: Lab • 5 CR

Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain

clinical experiences in extended-care facilities. 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. Students gain clinical experience in acute-care settings. Course consists of two components: 101X and 101Z. Prerequisite: Acceptance into program, NURS 100, and BIOL 260.

### NURS 101Z Nursing II: Lab • 6 CR

Clinical component for NURS 101X. Prerequisite: Acceptance into program, NURS 100, and BIOL 260.

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

The second of three medical/surgical courses focusing on acute and chronic health dysfunctions. Students gain clinical experience in acute-care settings. Course consists of two components: NURS 102X and 102Z. Prerequisite: Acceptance into program and NURS 101, BIOL 261, and PSYCH 100.

### NURS 102Z Nursing III: Lab • 7 CR

Clinical component for NURS 102X. Students gain experience in health agencies correlating with and implementing nursing theory. Prerequisite: Acceptance into program and NURS 101, BIOL 261, and PSYCH 100.

### 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. Prerequisite: Acceptance into program, NURS 102, BIOL 250, and PSYCH 204.

### NURS 200Z Nursing IV: Lab • 1 CR

Includes community-based clinical observation as well as in-hospital experience in labor and delivery and mother/baby care. Prerequisite: Ac-

ceptance into program, NURS 102, BIOL 250, and PSYCH 204.

**NURS 201X**  
**Nursing V: Pediatrics • 4 CR**

Examines the normal growth and development of the child and the fundamental principles of caring for hospitalized children. Students focus on adaptation and maintaining homeostasis for both the family and child. Prerequisite: Acceptance into program, NURS 102, BIOL 250, and PSYCH 204.

**NURS 201Z**  
**Nursing V: Lab • 4 CR**

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: Acceptance into program, NURS 102, BIOL 250, and PSYCH 204.

**NURS 202X**  
**Nursing VI: Psychiatric • 4 CR**

Focuses on the nurse's therapeutic role in maintaining and enhancing mental health. Students learn to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Prerequisite: Acceptance into program, NURS 102, BIOL 250, and PSYCH 204.

**NURS 202Z**  
**Nursing VI: Lab • 4 CR**

Provides experience in acute inpatient psychiatric facilities and various community-based mental health programs. Students practice the nursing process in providing client-centered care. Prerequisite: Acceptance into program, NURS 102, BIOL 250, and PSYCH 204.

**NURS 203X**  
**Nursing VII: Gerontological Nursing • 3 CR**

Introduces the care of the older adult. Students learn the biological and psycho-socio-cultural aspects of aging, with emphasis on identifying deficits in basic needs and how these deficits or problems impact the client's functional ability. Prerequisite: Acceptance into program, and any two of the following: NURS 200, 201, 202.

**NURS 203Z**  
**Nursing VII: Lab • 1 CR**

Provides clinical experiences in community-based as well as long-term care facilities. Prerequisite: Acceptance into program, and any two of the following: NURS 200, 201, 202.

**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 clients with complex health problems. Topics include role transition from student to RN. This course consists of two components: NURS 204X and 204Z. Prerequisite: Acceptance into program, and any two of the following: NURS 200, 201, 202.

**NURS 204Z**  
**Nursing VIII: Lab • 7 CR**

Provides clinical experience in advanced medical/surgical nursing. Topics include health teams, 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: Acceptance into program, and any two of the following: NURS 200, 201, 202.

**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 Credit Class Schedule. Call (425) 564-2012 for more information.

**PARENT EDUCATION**

|                             | Fall | Win | Spr |
|-----------------------------|------|-----|-----|
| Parent/Infant               | 010  | 020 | 030 |
| Pre-Toddler Observation 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

**PARED 135**  
**Special Topics in Parent Education • V1-5 CR**

Studies selected topics or special seminars in parent education.

**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.

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 PHYSICAL EDUCATION
 

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

Surveys various aspects of a professional physical education career. Topics include history and philosophies; personnel qualifications; training and preparation opportunities; organizations; and related fields. Students should take this course during the first quarter or as soon as is practical.

**PE 102****Aerobic Dance • 1 CR**

Improves muscle tone, flexibility, and endurance through exercising to music. Students practice relaxation techniques, isometric exercises, and exercises for figure control.

**PE 103\*\*****Co-Ed Aerobics • V1-2 CR**

Provides cardiovascular improvement, changes metabolism, and burns body fat. Students exercise to music during the entire class period. A low-impact option is also available to promote cardiovascular benefit, fat burning, and toning without the stress of jumping.

**PE 106\*\*****Beginning Golf • 1 CR**

Introduces basic skills and techniques of golf. Students practice grip, stance, swing, use of various clubs, rules, scoring, and the etiquette of the game.

**PE 107\*\*****Basketball • 1 CR**

Introduces basic skills and techniques of basketball. Students practice shooting, passing, dribbling, footwork, rebounding, defense, and combining individual offensive and defensive techniques into play patterns.

**PE 108\*\*****Tennis • 1 CR**

Introduces basic skills and techniques of tennis. Students practice serves, forehand drive, backhand drive, volley, grip, footwork, and rules and etiquette. Student must supply own racquet.

**PE 109\*\*****Pickleball • 1 CR**

Introduces the basic skills and techniques of pickleball. Students learn grip, strokes, footwork, and strategies, and practice court coverage through drills and competition.

**PE 110\*\*****Life Fitness Training I • 2 CR**

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition.

**PE 111\*\*****Life Fitness Training II • 2 CR**

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Prerequisite: PE 110.

**PE 112\*\*****Life Fitness Training III • 2 CR**

Develops individual fitness levels in 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. Students focus on stretching, safety, and motivation, and exercise in a supportive environment, mostly on soft terrain. Appropriate for the beginning jogger or walker through competitive runner.

**PE 118\*\*****Volleyball • 1 CR**

Introduces basic skills and techniques of volleyball. Students learn serving, setting up, and spiking the ball; strategy of play in front and backcourts and at nets; and rules and scoring.

**PE 119\*\*****Racquetball • 1 CR**

Introduces basic skills and techniques of racquetball. Students practice fundamental elements, learn rules of play, and develop the ability to enjoy game situations.

**PE 120\*\*****Karate • 1 CR**

Introduces Okinawan Goju-Ryu, emphasizing the philosophy as well as the skills and etiquette of karate. Students focus on developing self-reliance and self-confidence.

**PE 121\*\*****Intermediate Karate • 1 CR**

Continues PE 120, developing intermediate skills and techniques of Okinawan Goju-Ryu karate. Students learn defensive and offensive methods used in self-defense. Prerequisite: PE 120 or permission of instructor.

**PE 122\*\*****Badminton • 1 CR**

Introduces basic skills and techniques of badminton. Students learn rules and strategies and practice grip, strokes, footwork, and court coverage.

**PE 123\*\*****Archery • 1 CR**

Introduces basic skills and techniques of archery. Topics include stringing the bow, handling bow and arrow, shooting, safety, and care of equipment.

**PE 127\*\*****Soccer • 2 CR**

Introduces basic skills and techniques of soccer. Students learn rules, defensive and offensive tactics.

**PE 136\*\*****Basketball and Flag Football • 2 CR**

Presents basic skills and rules in both sports. Basketball: ball handling, passing, shooting, pivoting, and dribbling. Flag football: stances, ball carrying, passing and receiving, kicking, tackling, and centering. Students practice basic elements of offensive and defensive play.

**\*\*PE ACTIVITY COURSES WHICH MAY BE REPEATED FOR A MAXIMUM OF 2 CREDITS.**

PE 137\*\*

### **Sports Conditioning • 2 CR**

Offers activities to help recreational and collegiate athletes reach and maintain fitness levels required for their sports.

PE 151\*\*

### **Contemporary Dance I • 2 CR**

Introduces basic technique and movement studies. Students gain flexibility and strength together with movement vocabulary. May be repeated for a maximum of 6 credits. 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 PE 151 with longer and more challenging movement combinations. Students should consult with the program advisor to determine ability. May be repeated for a maximum of 6 credits. 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. Students review basic strokes and practice serves and volleying. Topics include strategy and basic principles of doubles play.

PE 166

### **Skills & Materials in Team Sports • 2 CR**

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

PE 176\*\*

### **Principles & Techniques of Track & Field • 1 CR**

Introduces techniques of all the track and field events. Students gain proficiency and knowledge about track and field through active participation in all events.

PE 178\*\*

### **Intermediate Volleyball • 1 CR**

Develops more advanced techniques of serving, spiking, placement, and team play. Includes

tournament play with two- to six-man teams. Recommended: PE 118.

PE 198\*\*

### **Advanced Tennis • 1 CR**

Develops advanced skills and techniques of tennis. Students practice the lob, drop shot, overhead, and other advanced elements, along with strategies for singles and doubles play. Prerequisite: Permission of instructor.

PE 209

### **Skills & Materials of Recreation Dance • 2 CR**

Introduces skills in folk, square, and social dance. Students learn background, terminology, and rhythmic analysis as well as how to teach or present dances.

PE 221

### **Fundamentals of Fast-Pitch Softball • 3 CR**

Introduces teaching, coaching, and playing techniques for women's fast-pitch softball. Students focus on current concepts, materials, and skills development. Prerequisite: Permission of instructor.

PE 223

### **Fundamentals of Baseball • 3 CR**

Introduces teaching, coaching, and playing techniques for baseball. Students focus on current concepts, materials, and skills development and gain practical experience in fundamental skills. Prerequisite: Permission of instructor.

PE 224

### **Fundamentals of Basketball • 3 CR**

Teaches modern techniques and methods of basketball training and conditioning. Designed primarily for students interested in developing fundamental skills for competitive basketball.

PE 225

### **Fundamentals of Soccer • 3 CR**

Introduces teaching, coaching, and playing techniques for soccer. Students focus on current concepts, materials, and skills development and gain practical experience in fundamental skills.

PE 227

### **Fundamentals of Tennis • 3 CR**

Develops the skills and knowledge necessary to be a competitive tennis player. 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**

Analyzes the theories and methods of basketball. Advanced topics include 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**

Analyzes theories and methods of volleyball. Advanced topics include philosophy, physiology, and psychosocial aspects of human movement involved in the sport.

PE 232

### **Techniques in Tennis • 3 CR**

Analyzes theories and methods of competitive tennis. Advanced topics include philosophy, physiology, and psychosocial aspects of human movement involved in the sport.

PE 234

### **Techniques in Golf • 3 CR**

Develops skills for advanced golfers. Students focus on grip, swing, timing, approach shots, course strategy, special lies, putting, and the mental approach to golf.

PE 240

### **Self-Defense • 2 CR**

Introduces self-defense techniques and practical applications for a variety of situations. Students develop skills and discuss theory and awareness concerning personal safety.

**\*\*PE ACTIVITY COURSES WHICH MAY BE REPEATED FOR A MAXIMUM OF 2 CREDITS.**

**PE 244**  
**Defensive Tactics for Criminal Justice • 3 CR**

Develops physical conditioning and an understanding of “use of force” principles in law enforcement. Students practice level-one arrest and control techniques such as escorts, takedowns, control, and handcuffing, as well as level-two self-defense techniques for dealing with aggressive subjects. Same as ADMCJ 244. Either PE 244 or ADMCJ 244 may be taken for credit, not both.

**PE 245**  
**Fundamentals of Volleyball • 3 CR**

Develops advanced levels of movement and skill in volleyball. Students gain knowledge and experience to prepare them for competitive programs and coaching volleyball in physical education and recreational settings.

**PE 249**  
**Intermediate Defensive Tactics—Criminal Justice • 3 CR**

Continues PE 244, with further development of basic arrest-and-control and self-defense skills. Students also learn the use of the straight baton and OC spray. Same as ADMCJ 249. Either PE 249 or ADMCJ 249 may be taken for credit, not both.

**PE 264**  
**Skills & Materials: Track/Field/Weight Training • 2 CR**

Studies principles of training for track and field and weight training. For track and field, students learn performance development for each event; selection of individuals for events; coaching philosophy; practice organization, and handling administration. Students also learn methods of weight training and development of weight training programs.

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

Presents progressive-activity skills for games, relays, and team activities. Students analyze the 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 270**  
**Principles of Athletic Training • 3 CR**

Provides experience in athletic training for those entering the fields of physical education, recreation, and coaching. Topics include recognition of athletic injuries, emergency care, rehabilitation, and treatment and prevention of injuries. Prerequisite: HLTH 292 or permission of instructor.

**PE 271**  
**Athletic Injury Management • 3 CR**

Develops skills for follow-up after the initial recognition and treatment of sports injuries. Students discuss ice packs, hydroculator packs, whirlpools, and other methods as they relate to different injuries. Other topics include rehabilitation programs; functional tests to determine readiness to return to action, use of protective pads, and taping. Prerequisite: PE 270 or permission of instructor.

**PE 290**  
**Sports Officiating • 3 CR**

Presents mechanics and procedures of officiating in competitive sports. Topics include rules and enforcement; use of signals; personal appearance and conduct; public relations duties; ethics; qualifications for officials' ratings; and suggestions for coaches.

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**RADIATION THERAPY**

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**RADON 100**  
**Principles of Oncology • 4 CR**

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

**RADON 101**  
**Principles of Dose Calculation • 3 CR**

Explores principles and methods for calculation of treatment times in administering radiation therapy treatments. Prerequisite: Acceptance into program.

**RADON 102**  
**Radiographic Physics • 2 CR**

Examines 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 essential factors in radiographic technique. Prerequisite: Acceptance into program.

**RADON 104**  
**Radiation Therapy Physics I • 3 CR**

Explores principles of physics as applied to radiation therapy. Topics include forces of nature, atomic structure, radioactive decay, and specific activity and beam intensity calculations. Prerequisite: Acceptance into program.

**RADON 105**  
**Principles & Practice of Radiation Therapy I • 2 CR**

Explores the machines and treatment delivery accessories used during administration of radiation therapy. Prerequisite: Acceptance into program.

**RADON 111**  
**Clinical Practice I • 5 CR**

Provides 15 hours per week of supervised clinical instruction at an affiliated hospital or health care facility. Students get orientation to the setting and begin the competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 112**  
**Clinical Practice II • 5 CR**

Provides 15 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 113****Clinical Practice III • 5 CR**

Provides 15 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 114****Clinical Practice IV • 13 CR**

Provides 11 weeks, 40 hours per week, of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. Prerequisite: Acceptance into program.

**RADON 119****Medical Ethics & Communication in Health Care • 2 CR**

Introduces students to communication and conflict resolution skills pertinent to health care. Other topics include an overview of ethical theories and current legal and ethical issues in health care (specifically in oncology). Prerequisite: Acceptance into program.

**RADON 120****Radiologic Sciences Patient Care • 2 CR**

Explores general care of the patient, emphasizing the role of the radiation therapist in various nursing situations. Prerequisite: Acceptance into program.

**RADON 125****Medical Terminology for Radiologic Sciences • 1 CR**

Presents a systematic approach to medical terminology, combining word roots, prefixes, and suffixes. Prerequisite: Acceptance into program.

**RADON 127****Sectional Anatomy • 2 CR**

Presents sectional anatomy using CT and MRI images. Prerequisite: Acceptance into program.

**RADON 130****Psychosocial Aspects of Cancer Care • 2 CR**

Explores psychosocial issues related to the care of patients with cancer. Students discuss stress, fear, stages of acceptance, belief systems, etc. Format includes lecture, role-playing, outside resources. Prerequisite: Acceptance into program.

**RADON 150****Pathology • 4 CR**

Studies changes that occur in disease and injury, and their application to the radiologic sciences. Students review basic concepts of oncologic pathology. Prerequisite: Acceptance into program.

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

Explores issues of special interest to students and radiation therapists. May be used as continuing education 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 II • 3 CR**

Explores interactions of ionizing radiation with matter, high-energy particle beams, measurement of radiation, calibration of radiation therapy treatment machines, and brachytherapy implants. Prerequisite: Acceptance into program.

**RADON 202****Treatment Planning I • 2 CR**

Explores principles of radiation therapy treatment planning, including patient positioning, immobilization, and contouring techniques. Prerequisite: Acceptance into program.

**RADON 203****Treatment Planning II • 5 CR**

Presents a variety of radiation therapy treatment techniques and dose calculation methods. Prerequisite: Acceptance into program.

**RADON 204****Treatment Planning III • 4 CR**

Presents additional special treatment techniques used in radiation therapy. Topics include moving beam, electron beam, orthovoltage therapy, matching fields, weighted fields, irregular fields, and three-dimensional treatment planning. Prerequisite: Acceptance into program.

**RADON 211****Clinical Practice V • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 212****Clinical Practice VI • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 213****Clinical Practice VII • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Prerequisite: Acceptance into program.

**RADON 214****Clinical Practice VIII • 13 CR**

Provides 40 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. Prerequisite: Acceptance into program.

### **RADON 220 Principles & Practice of Radiation Therapy II • 2 CR**

Examines cancer epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of radiation therapy side effects. Prerequisite: Acceptance into program.

### **RADON 221 Principles & Practice of Radiation Therapy III • 2 CR**

Continues RADON 220. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. Prerequisite: Acceptance into program.

### **RADON 222 Principles & Practice of Radiation Therapy IV • 2 CR**

Continues RADON 221. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. Prerequisite: Acceptance into program.

### **RADON 224 Concept Integration • 1 CR**

Provides review of all areas for the American Registry of Radiologic Technologists (ARRT) examination in Radiation Therapy. Students work in teams to develop a simulated exam based on AART content specifications. Prerequisite: Acceptance into program.

### **RADON 225 Quality Management • 1 CR**

Explores the principles of a quality management program for a radiation oncology department. Students learn specific procedures for quality control. Prerequisite: Acceptance into program.

### **RADON 240 Radiation Biology • 3 CR**

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and therapist. Prerequisite: Acceptance into program.

### **RADON 294/295/296/297 Special Topics in Radiation Therapy • V1-5 CR**

Explores issues of special interest to students and radiation therapists. May be used as continuing education 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.

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## RADIOLOGIC TECHNOLOGY

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### **RATEC 101 Introduction to Radiologic Technology • 1 CR**

Surveys types and operations of hospital radiology departments. Students learn medical ethics; basic radiation protection; chemistry and methods of film processing; and construction of film. Prerequisite: Acceptance into program.

### **RATEC 102 Radiographic Physics • 5 CR**

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

### **RATEC 103 Principles of Radiographic Exposure • 3 CR**

Presents basic elements of radiologic technique and other influencing factors. Format includes two hours lecture and two hours lab each week. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 104 Advanced Radiographic Procedures • 4 CR**

Examines the theory and principles of contrast media used in radiologic examinations and special positioning. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 105 Introduction to Radiographic Technique • 2 CR**

Introduces concepts of electromagnetic radiation necessary to understanding the production and control of x-radiation. Students learn how the radiographic image is created and what factors affect the appearance of that image. Prerequisite: Acceptance into program.

### **RATEC 106 Computed Imaging • 2 CR**

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

### **RATEC 107 Positioning & Related Anatomy I • 2 CR**

Presents basic positioning principles and terminology. Students get demonstration and film evaluation experience in positioning and related anatomy of the chest, abdomen, and upper extremities. Format includes one hour lecture and two hours lab each week. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 108 Positioning & Related Anatomy II • 3 CR**

Provides demonstration and film evaluation experience in positioning and related anatomy of the spine, pelvis, and lower extremities. Format includes one hour lecture and two hours lab each week. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 109 Positioning & Related Anatomy III • 3 CR**

Provides demonstration and film evaluation experience in positioning and related anatomy of the skull, facial bones, sinuses, and mastoids. Format includes one hour lecture and two hours lab each week. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 110 Clinical Education I • 3 CR**

Provides supervised clinical experience at an affiliated health care site. Beginning RATEC students are assigned to clinical education sites, 40 hours per week for 2 weeks. Students get an orientation to hospital and department procedures, participate in ancillary radiology activities, and observe and perform diagnostic radiologic procedures. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 111 Clinical Education II • 5 CR**

Second in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Students observe and perform diagnostic radiologic procedures. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 112 Clinical Education III • 5 CR**

Third in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 113 Clinical Education IV • 5 CR**

Fourth in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 120 Nursing Procedures • 2 CR**

Presents basic nursing procedures, emphasizing the role of the radiologic technologist in various patient-care situations. Incorporates seven hours of AIDS and blood-borne pathogen education. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 121 Patient Care • 2 CR**

Examines patient care and assessment in the imaging department, as well as in other special care units. Topics include medications and their administration, acute patient care, 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**

Presents a systematic approach to medical terminology, combining word roots, prefixes, and suffixes. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 127 Introduction to Sectional Anatomy • 2 CR**

Expands knowledge of anatomy through the introduction of transverse and sagittal orientations. Students review normal anatomy of the brain, chest, abdomen, pelvis, and neck and spine. Prerequisite: Acceptance into program.

### **RATEC 207 Concept Integration • 2 CR**

Prepares students for the American Registry of Radiologic Technologists exam through a comprehensive review. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 210 Clinical Education V • 13 CR**

Fifth in a series of supervised clinical education experiences. Students work 40 hours per week for 11 weeks. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 211 Clinical Education VI • 8 CR**

Sixth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 212 Clinical Education VII • 8 CR**

Seventh in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 213 Clinical Education VIII • 8 CR**

Eighth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 220 Pathology I • 3 CR**

Introduces changes that occur in disease and injury, with application to radiologic technology. Topics include respiratory, skeletal, gastrointestinal, and urinary systems. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 221 Pathology II • 2 CR**

Continues RATEC 220. Students become familiar with the etiology, symptoms, prognosis, and imaging of disease processes of the cardiovascular, nervous, hemoparetic, endocrine, and reproductive systems. Prerequisite: Acceptance into program or permission of instructor.

### **RATEC 230 Quality Assurance • 2 CR**

Presents theory and practice for operating a successful quality assurance program in a diagnostic radiology department. Students discuss the importance of quality control with respect to health care costs, 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**

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and technologist. Prerequisite: Acceptance into program or permission of instructor.

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

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

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**RECREATION LEADERSHIP**

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**RECED 154**  
**Recreational Resources • 5 CR**

Presents the history, philosophy, and theory of play. Topics include types of organizations and facilities and the economic importance of recreation. Format includes field trips and guest lectures.

**RECED 244**  
**Camp Counseling • 3 CR**

Surveys organized camping in America. Topics include counselor qualifications and responsibilities and planning, organizing, and operation of camping programs. Students practice leadership skills in a class laboratory and camp setting.

**RECED 245**  
**Recreational Use of Art Crafts • 3 CR**

Covers various craft media in terms of age groups, hobby interests, and cost of equipment and materials.

**RECED 254**  
**Practicum in Playground Leadership • 3 CR**

Introduces methods and materials for leading playground activities. Students learn techniques of program planning, organization, and operation, and gain directed on-the-job experience.

**RECED 274**  
**Practicum in Social Recreation • 2 CR**

Introduces methods and materials used for planning and conducting social activities. Students get directed on-the-job experience in recreational activities with adults.

**RECED 290**  
**Therapeutic Recreation • 5 CR**

Introduces the history and philosophy of therapeutic recreation for individuals with disabilities. Students focus on understanding the basic problems, needs, and strengths of all disability groups in relation to developing and implementing a therapeutic recreation program. Format includes field trips to local agencies and a practicum component.

# HUMAN DEVELOPMENT

## *Reaching Your Potential*

*Human Development classes help students meet academic and personal goals.*

*These classes also offer students the opportunity to learn to help other students as peer counselors.*

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### HUMAN DEVELOPMENT

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#### **HD 092 College Survival • 3 CR**

Covers basic study skills and learning strategies that enable students to handle college-level course work. Topics include 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**

Develops a better understanding of the learning processes, skills, and abilities essential for academic success. Course format includes assessment session for math and English placement. Students also explore information resources, group skills, learning styles, career resources, memory improvement, note taking, and test taking.

#### **HD 101 Self-Esteem in the Workplace • 3 CR**

Explores theory and practice of positive self-esteem through small-group discussion, activities, and readings. Students focus on changing cognitive beliefs and learning behavioral skills that build self-confidence in life, especially in the workplace.

#### **HD 110 Stress Management • V1-3 CR**

Presents methods and benefits of managing stress. Students learn to identify stress, become aware of stress sources, and understand the results of stress in terms of thoughts, feelings, and actions. Students discuss and practice various methods for reducing unwanted stresses.

#### **HD 115 Understanding Addictive Behaviors • 3 CR**

Presents a context for understanding addictions of all kinds. Students explore the forms and roots of addictive behavior, examine a unifying addiction model, and determine the model's implications for recovery.

#### **HD 120 Learning Strategies for Student Success • V1-5 CR**

Develops skills that support successful college work. Students practice effective study techniques and learning strategies, and explore resources available on campus. Recommend placement in ENGL 089 or above.

#### **HD 130 Student Success for Distance Learners • 5 CR**

Helps students in online or other distance-learning classes develop skills that support successful college work. Students learn how to use student support services, library resources, and 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**

Explores race, gender, and class differences in our social, economic, and political structure. Students examine the impact that racism, classism, and sexism have on our lives and our society, especially in the workplace.

#### **HD 157 Assertive Communication • V1-3 CR**

Develops awareness of personal communication styles and choices. Students practice skills that enable them to communicate directly and to get their needs met without denying the rights of others.

#### **HD 165 Peer Counseling • 5 CR**

First in a two-course sequence preparing students for peer counseling positions on and off campus. Students learn counseling, advising, and referral skills and become familiar with campus and community programs and services. Includes one extended session (10 hours) to enhance personal awareness and interpersonal skills. Prerequisite: Interview and permission of instructor.

#### **HD 166 Peer Counseling II • 5 CR**

Continues HD 165, providing higher-level skills, more comprehensive information, and specific training. Requires a 3-5 hour per week internship placement in addition to regular class time. Includes one extended session (10 hours) for personal growth and awareness. Prerequisite: HD 165 and permission of instructor.

#### **HD 173 Career Exploration • V1-5 CR**

Presents concepts and skills relating to career planning. Topics include self-assessment (interests, personality, and skills inventory), values, and learning styles; relating careers to educational and training options; researching jobs and careers; and decision-making. Format includes career-testing, use of the job library and computerized resources, group activities, guest speakers, and practice interviews.

HD 185

**Managing Career Change • V1-7 CR**

Assists Workforce Training students in making career transitions. Module topics are career exploration, job search, education/training orientation, and study skills. Prerequisite: Permission of instructor.

HD 190

**Staying on Track • V1-5 CR**

Helps students of color and students from non-traditional backgrounds succeed in college. Students develop skills needed 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 supplementary, self-supporting, or televised courses. Topics are announced in the class schedule.

HD 199

**Individual Studies in Human Development • V1-5 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.



## *A Discovery in Life's Elements*

*The Science Division offers a variety of first and second year courses in engineering, life sciences, mathematics, and physical sciences (including developmental mathematics).*

*These courses are used extensively as program requirements across campus, as distribution credit in the natural sciences, and as prerequisites or requisites for a wide variety of majors. Students should check courses for prerequisites, transferability, sequence starts, and other pertinent data prior to registration.*

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### ASTRONOMY

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#### **ASTR 101 Introduction to Astronomy • 5 CR**

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

#### **ASTR 199 Individual Studies in Astronomy • V1-5 CR**

Allows individual projects related to astronomy or the planetarium. Prerequisite: Permission of instructor.

#### **ASTR 201 Observational Astronomy • 5 CR**

Emphasizes observation and instrumental techniques. Students focus on the scientific and experimental process involved in investigating celestial objects. Format may include night observation using the college telescope. Recommended: good understanding of basic mathematics. Prerequisite: ASTR 101.

#### **ASTR 299 Individual Studies in Astronomy • V1-5**

Allows individual projects related to astronomy or the planetarium. Prerequisite: Permission of instructor.

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### BASIC SCIENCE

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#### **BASCI 096 Basic Science (Quantitative)— 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 (e.g., 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)— 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 recommendation or special recommendation by ELI.

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

Prepares students for success in introductory college science courses by developing problem solving, terminology, and study skills. Students explore a variety of topics relating to biology, chemistry, and physics.

#### **BASCI 103 Research Skills in Science • V1-3 CR**

Emphasizes critical thinking and development of information research skills relating to science, mathematics, and engineering. Students learn search strategies 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**

Introduces physical reasoning and basic concepts for students with little or no background in physics. Hands-on activities help students discover fundamental concepts in geometric optics, electricity, and motion, preparing for the PHYS 114 or 121 series. Either BASCI 106 or PHYS 106 may be taken for credit, not both. Fulfills natural science course requirement at BCC. Prerequisite: MATH 095 or 099; or permission of instructor.

#### **BASCI 160 Introduction to Philosophy of Science • 5 CR**

Surveys various approaches to scientific thought, using examples from the history of science and philosophy. Students look critically at concepts of scientific method, scientific laws, causality, determinism, indeterminism, pseudo-science, and prediction/confirmation/induction. Same as PHIL 160. Either BASCI 160 or PHIL 160 may be taken for credit, not both.

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### BIOLOGY

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#### **BIOL 100 Introductory Biology • 6 CR**

Introduces biology concepts for non-science students, emphasizing an understanding of the scientific process and its relationship to everyday life. Format includes laboratory work.

**BIOL 101****General Biology I • 6 CR**

Introduces major concepts of cell biology, including cell physiology and structure; molecular biology; genetics; and evolution. Course is a prerequisite for BIOL 102 and professional health-science programs. Format includes laboratory work. Strongly recommended: CHEM 100, CHEM 101, or BASCI 098; or one year of high-school chemistry.

**BIOL 102****General Biology II • 6 CR**

Surveys systems and processes, and diversity of living organisms and their environment. Format includes laboratory work. Prerequisite: BIOL 101 or permission of instructor.

**BIOL 130****Nutrition & the Human Body • 5 CR**

Studies human nutrition and health. Topics include digestion and absorption of nutrients; carbohydrate, fat, protein, vitamin, and mineral requirements; additives; food fads; diets; and world hunger. Same as HOMECEC 130 and NUTR 130. Only one of the three (BIOL 130, HOMECEC 130, NUTR 130) may be taken for credit. Recommended: BIOL 101.

**BIOL 199****Individual Studies in Biology • V1-5**

Allows students to investigate special biological phenomena and taxa. Prerequisite: Permission of instructor.

**BIOL 201****Introductory Biology for Majors I • 6 CR**

First in a three-course sequence for science majors and pre-professional students. Topics include cell structure, metabolism and energetics, genetic control of life, biotechnology, and an introduction to evolution. Prerequisite: BIOL 101 and CHEM 140 or equivalent.

**BIOL 202****Introductory Biology for Majors II • 6 CR**

Second in a three-course sequence for science majors and pre-professional students. Topics include evolution of species, embryonic development of animals, vertebrate systems, and animal taxonomy. Prerequisite: BIOL 201.

**BIOL 203****Introductory Biology for Majors III • 6 CR**

Third in a three-course sequence for science majors and pre-professional students. Topics include plant anatomy, physiology, evolution, and ecology. Prerequisite: BIOL 202.

**BIOL 250****Microbiology • 6 CR**

Explores structure, function, and taxonomy of microbes, including bacteria and viruses, and their relationships to health and disease. Format includes substantial laboratory work and written reporting. Prerequisite: BIOL 101 or BIOL 201 at BCC with a C or better; or entry code.

**BIOL 260****Human Anatomy & Physiology • 6 CR**

Introduces 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. Format includes laboratory work. 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. Format includes laboratory work. Prerequisite: ZOOL 113 or BIOL 260 at BCC with a C or better; or entry code.

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**BOTANY**

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**BOTAN 110****Introductory Plant Biology • 6 CR**

Presents basic concepts of plant biology for the non-major, focusing on the plant characteristics, unity and diversity, growth, and reproduction. Students discuss current ideas in agriculture, horticulture, medicine, biotechnology, ecology, conservation, and environmental issues. Laboratory work includes greenhouse and field studies.

**BOTAN 113****Plant Identification & Classification • 6 CR**

Covers the nomenclature, classification, field study, and laboratory identification of common plant families, with emphasis on the conspicuous flora of Western and Central Washington. Format includes fieldwork, including two full-day trips to Central Washington.

**BOTAN 120****Introduction to Mycology • 6 CR**

Surveys the study of fungi, emphasizing inter-relationships with the plant and animal kingdoms. Topics include classification and naming, reproduction, fungi as pathogens of plants, mycotoxins, medicinal and/or shamanistic uses, edible mushrooms, fungal diseases, plant/fungus symbiotic relationships, and pest management.

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**CHEMISTRY**

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**CHEM 100****Chemical Concepts • 5 CR**

Presents basic concepts of chemistry using a relatively non-mathematical approach. Topics include measurement, atomic and molecular structure, the periodic table, chemical vs. physical changes, acids and bases, and the social and environmental role of chemistry.

**CHEM 101****Introduction to Chemistry • 6 CR**

Introduces simplified atomic and molecular theory. Students investigate the chemistry of solutions, gases, liquids, and solids and examine quantitative relationships in chemical processes. Format includes lecture, discussion, and laboratory. Prerequisite: MATH 085 or 097.

**CHEM 102**  
**Introduction to Organic Chemistry & Biochemistry • 6 CR**

Presents organic chemistry and biochemistry, with emphasis on functional groups, reaction synthesis, and biochemical applications. Format includes lecture, discussion, and laboratory. Prerequisite: CHEM 101 or permission of instructor.

**CHEM 140**  
**General Inorganic & Physical Chemistry I • 6 CR**

First in a three-course chemistry sequence for science and engineering students. The 140/150/160 series covers atomic structure, stoichiometry, solutions, gas laws, periodic law, bonding, molecular orbital theory, colligative properties, radioactivity, thermochemistry, equilibrium, acids, bases, oxidation-reduction, electrochemistry, kinetics, and simple organic chemistry. Courses in the series take a quantitative approach; format includes lecture, discussion, and laboratory. Prerequisite: MATH 099 or equivalent; and either 1 year of high school chemistry or CHEM 101.

**CHEM 150**  
**General Inorganic & Physical Chemistry II • 6 CR**

Second in a three-course chemistry sequence for science and engineering students. Prerequisite: CHEM 140 or equivalent.

**CHEM 160**  
**General Inorganic & Physical Chemistry III • 6 CR**

Third in a three-course chemistry sequence for science and engineering students. Prerequisite: CHEM 150 or equivalent.

**CHEM 199**  
**Individual Studies in Chemistry • V1-5 CR**

Allows specialized, independent projects relating to chemistry. May include laboratory work. May be repeated for a maximum of 10 credits. Prerequisite: Two quarters of college chemistry and permission of instructor.

**CHEM 231**  
**Organic Chemistry I • 6 CR**

The first of a three-course series in organic chemistry. The 231/232/233 series covers structure, nomenclature, reactions, and synthesis of organic compounds. Format includes laboratory work. Prerequisite: CHEM 140, 150, and 160.

**CHEM 232**  
**Organic Chemistry II • 6 CR**

Second in a three-course organic chemistry sequence. Format includes laboratory work. Prerequisite: CHEM 231.

**CHEM 233**  
**Organic Chemistry III • 4 CR**

Third in a three-course sequence; continues the lecture component 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**

Allows specialized, independent projects relating to chemistry. May include laboratory work. May be repeated for a maximum of 10 credits. Prerequisite: Two quarters of college chemistry and permission of instructor.

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COMPUTER SCIENCE

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See Business Division.

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ENGINEERING

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**ENGR 110**  
**Engineering Orientation • 2 CR**

Surveys the functions of engineering and the various fields of the profession. Format includes lecture, discussion, and guest speakers. Course is graded "pass/fail."

**ENGR 111**  
**Engineering Problems • 3 CR**

Introduces fundamental principles of engineering and develops analytical and problem-solving ability. Topics include dimensional analysis, theory of measurements, vector algebra, and engineering statistics. Prerequisite: MATH 120 or permission of instructor.

**ENGR 123**  
**Engineering Graphics • 4 CR**

Introduces methods of communicating technical information in engineering design and research. Topics include freehand sketching, lettering, scales, drawing layout, orthographic projection, pictorials, auxiliary views, section views, dimensioning, descriptive geometry, thread and fastener specifications, and tolerances. Includes an introduction to computer-aided drafting. Prerequisite: MATH 092 or 099.

**ENGR 125**  
**Applied Descriptive Geometry • 3 CR**

Introduces concepts and techniques of descriptive geometry and graphical solutions for engineering problems. Topics include intersection and development revolution principles. 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. Topics include the properties of inorganic and organic materials as related to atomic, molecular, and crystalline structure. Also covers metals, ceramics, multi-phase systems, natural and synthetic polymeric materials, mechanical stress, electromagnetic fields, irradiation, and thermal and chemical changes. Prerequisite: CHEM 150.

**ENGR 200**  
**Computer-Aided Drafting I • 3 CR**

Introduces the fundamentals of drawing with a computer-aided drafting software system. Drawing and editing commands are used to create and revise a variety of drawings. Topics include CAD systems, advantages, applications, and operational skills. Prerequisite: ENGR 123 or permission of instructor.

## ENGR 201 Computer-Aided Drafting II • 3 CR

Continues ENGR 200, involving more complex CAD techniques. Prerequisite: ENGR 200 or permission of instructor.

## ENGR 210 Statics • 4 CR

Explores principles of statics, vector algebra, force-couple relationships, equilibrium analysis, structures, area properties, beams, and friction. Prerequisite: PHYS 121, MATH 126, or ENGR 111.

## ENGR 215 Electrical Circuits • 4 CR

Introduces fundamental concepts of electrical science. Topics include resistors, sources, capacitors, inductors, and operational amplifiers as individual components and as circuit systems. Also covers simultaneous algebraic equations and differential equations in solution methods. Prerequisite: PHYS 122 and MATH 238.

## ENGR 220 Introduction to Mechanics of Materials • 4 CR

Introduces the concepts of stress, deformation, and strain in solid materials. Topics include 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

Surveys the dynamics of particles and rigid bodies using vector analysis. Specific topics include kinematics, kinetics, momentum, and energy principles for particles and rigid bodies, as well as Euler's Equations of Motion. Prerequisite: ENGR 210.

## ENGR 260 Thermodynamics • 4 CR

Introduces basic principles of thermodynamics from a predominately macroscopic point of view. Topics include the basic laws of thermodynamics as relating to energy transformations and state

changes in engineering problems. Recommended: 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. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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## ENVIRONMENTAL SCIENCE

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### ENVSC 204 Ecology & the Biosphere • 5 CR

Surveys components of ecosystems, including energy flow and the structure and dynamics of populations and communities. Students review the processes that affect natural environments, examine the impact of human activities on ecosystems, and discuss current environmental issues. Course includes substantial written projects.

### ENVSC 207 Field & Laboratory Environmental Science • 6 CR

Practices current scientific methods of investigation and analysis of a variety of environmental elements. Format includes approximately equal components of field experiences and laboratory exercises. Fulfills laboratory science course requirement at BCC.

### ENVSC 250 Puget Sound Ecology • 6 CR

Explores the geological formation, physical characteristics, major biological/ecological components, and significant environmental issues of the Puget Sound region. Format includes labs, guest speakers, and field trips. Fulfills laboratory science course requirement at BCC.

### ENVSC 299 Individual Studies in Environmental Science • V1-5 CR

Allows specialized, individual projects relating to environmental science. Prerequisite: ENVSC 204; or current enrollment in ENVSC 204 and permission of instructor.

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## GEOLOGY

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### GEOL 101 Survey of Geology • 6 CR

Studies the physical processes, both on and beneath the surface, that have over time given the earth its present form. Course format includes field and laboratory study of minerals, rocks, and maps. Fulfills laboratory science course requirement at BCC.

### GEOL 103 History of Earth • 6 CR

Surveys the geologic history of the earth, including the history of life on earth. Students learn to interpret rock and fossil evidence. The course is designed for non-majors; includes laboratory work.

### GEOL 199 Individual Studies in Geology • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum 15 credits. Prerequisite: Permission of instructor.

### GEOL 208 Geology of the Northwest • 6 CR

Examines the geologic history of the Pacific Northwest, focusing on geologic processes important to its evolution. Students use evidence from rocks, landforms, and maps to reconstruct the geological story of the region. Includes laboratory work.

### GEOL 299 Individual Studies in Geology • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum 15 credits. Prerequisite: Permission of instructor.

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## MATHEMATICS

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### ID 270 Tutorial Practicum • 3 CR

Prepares students to work as tutors in a lab setting with a variety of students and topics. Students discuss and practice tutorial methods.

Tutors provide assistance to students seeking help and, in doing so, reinforce their own skills in the subject matter. 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**

Builds confidence and skills in arithmetic and pre-algebra. Students discuss symptoms of math anxiety and avoidance, as well as suggestions for overcoming them. Topics include operations with whole numbers, fractions, decimals and percentages, and elements of geometry and pre-algebra. 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. Format includes individual and group study. Instructor provides guidance, assistance, and testing. May be repeated for a maximum of 10 credits. Not intended as a substitute for MATH 098 or 099.

### **MATH 080** **Elementary Algebra I • 5 CR**

First in a two-quarter sequence of basic algebra using a lecture/workshop format. Topics include lines and graphs, systems of equations, linear equations, and applications. Format includes self/group study and individual assistance. Intended for students with little or no algebra. Students must complete both MATH 080 and 085 to have the equivalent of MATH 097. Prerequisite: Basic arithmetic skills.

### **MATH 085** **Elementary Algebra II • 5 CR**

Second in a two-quarter sequence of basic algebra using a lecture/workshop format. Topics include exponents, polynomials, quadratic equations, rational expressions, and radicals. Students must complete both MATH 080 (or equivalent) and MATH 085 to have the equivalent of MATH 097. Prerequisite: MATH 080 or permission of instructor.

### **MATH 093** **Algebra Review • V1-5 CR**

Allows students to review some portion of MATH 097, 098, and 099 algebra courses. Students meet with the instructor to develop specific objectives. The course is taught using interactive software. Prerequisite: Permission of instructor.

### **MATH 097** **Introductory Algebra I • 5 CR**

Introduces basic algebra skills for students with little or no background. Topics include signed numbers and perimeter, area, and volume of basic geometric figures. Introduces algebraic expressions, linear equations, integer exponents, polynomial arithmetic, factoring, radicals, and graphing, as well as applications and model building. Prerequisite: Basic arithmetic skills.

### **MATH 098** **Introductory Algebra II • 5 CR**

Reviews and expands MATH 097 topics for students with some algebra background. Topics include equations of lines; quadratic equations and parabolas; rational exponents; elementary exponential equations, and elementary rational expressions and equations. Students practice 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**

Expands algebra skills through an axiomatic approach. Students work with mathematical systems, solution of equations, inequalities, functions, exponents and logarithms, and coordinate systems. This course is similar to second-year high-school algebra. Prerequisite: Placement by assessment; or MATH 098 with a C or better.

### **MATH 105** **Precalculus I • 5 CR**

Emphasizes graphs and polynomial functions. Other topics include the theory of equations and rational, exponential, inverse, and logarithmic functions. Either MATH 105 or MATH 156 may be taken for credit, not both. Prerequisite: Fulfills

the quantitative or symbolic reasoning course requirement at BCC. Placement by assessment; or MATH 099 with a B- or better.

### **MATH 107** **Mathematical Models &** **Applications • 5 CR**

Applies mathematics to contemporary issues. Topics include networks, scheduling, data analysis; and may also include voting methods; linear programming, game theory, growth and decay, or fair division problems. Designed for liberal arts students; format includes cultural/historical readings. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: Placement by assessment; or MATH 099 with a C or better.

### **MATH 120** **Precalculus II • 5 CR**

Prepares students for the MATH 124/125/126 calculus sequence. Students work intensively with functional trigonometry; polar coordinates; translation and rotation of axes; plane analytic geometry; lines and planes in space; quadric surfaces and non-linear systems. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: Placement by assessment; or MATH 105 with a C or better.

### **MATH 124** **Calculus I • 5 CR**

Introduces the concepts of limits, derivatives, and integrals. Topics include techniques and applications of derivatives of algebraic and transcendental functions. Students begin working with antiderivatives. Either MATH 124 or MATH 157 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 120; or B average in 4 years of high school mathematics.

### **MATH 125** **Calculus II • 5 CR**

Continues the study of integration, emphasizing applications and special techniques. Students work with algebraic and transcendental functions. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 124.

## MATH 126 Calculus III • 5 CR

Emphasizes the study of infinite sequences and series including power series. Topics include plane analytic geometry, graphing in polar coordinates, and an introduction to vectors. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 125.

## MATH 130 Finite Math for Information Technology • 5 CR

Presents probability, statistics, and other mathematical concepts relating to computer applications. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: Placement by assessment; or MATH 099 with a B- or better.

## MATH 156 College Algebra for Business & Social Science • 5 CR

Examines graphs; non-trigonometric elementary functions; systems of equations and inequalities; and probability, emphasizing uses in business and social science. Either MATH 105 or MATH 156 may be taken for credit, not both. MATH 156 is required before taking MATH 157. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: Placement by assessment; or MATH 099 with a B- or better.

## MATH 157 Elements of Calculus • 5 CR

Surveys differential and integral calculus, emphasizing uses in business and social science. Intended for students who wish only a brief course in calculus. Either MATH 124 or MATH 157 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BCC. 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 economics. Students work with descriptive measures, statistical infer-

ence (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

Allows directed readings or independent problem solving projects as arranged with an instructor. Primarily intended for students who have completed MATH 126, 208, and/or 238. May be repeated for a maximum of 15 credits. 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. Students use matrix methods and vectors to explore systems of linear equations and transformations. Also presents elementary theory of eigenvalues. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 126 or permission of instructor.

## MATH 227 Several-Variable Calculus • 5 CR

Extends the concepts of calculus to vector-valued functions and functions of several variables. Partial derivatives are included. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 125.

## MATH 238 Differential Equations • 5 CR

Uses tools from algebra and calculus in solving first- and second-order linear differential equations. Students focus on applying differential equations in modeling physical situations, and using power series methods and numerical techniques when explicit solutions are unavailable. May include work with Laplace Transforms and systems of differential equations. Fulfills the quantitative or symbolic reasoning course requirement at BCC. Prerequisite: MATH 126 or permission of instructor.

## MATH 299 Individual Studies in Mathematics • V1-5 CR

Allows directed readings or independent problem solving projects as arranged with an instructor. Primarily intended for students who have completed MATH 126, 208, and/or 238. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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### METEOROLOGY

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## METR 101 Introduction to the Weather • 5 CR

Introduces the study of the weather, including atmospheric properties and processes that control temperature, wind, precipitation, and storm systems. Students also discuss weather forecasting, air pollution, and climate change. Format may include field trips and guest lectures.

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### NUTRITION

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## NUTR 130 Nutrition & the Human Body • 5 CR

Studies human nutrition and health. Topics include digestion and absorption of nutrients; carbohydrate, fat, protein, vitamin, and mineral requirements; additives; food fads; diets; and world hunger. Same as BIOL 130 and HOMECEC 130. Only one of the three (BIOL 130, HOMECEC 130, NUTR 130) may be taken for credit. Recommended: BIOL 101.

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### OCEANOGRAPHY

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## OCEAN 101 Survey of Oceanography • 6 CR

Introduces physical and chemical oceanography, marine biology, and plate tectonics. Students also discuss environmental issues. Format includes lab work and/or field studies. Fulfills laboratory science course requirement at BCC.

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### PHYSICS

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## PHYS 106 Basic Concepts in Physics • 6 CR

Introduces physical reasoning and basic concepts for students with little or no background in physics. Hands-on activities help students dis-

cover fundamental concepts in geometric optics, electricity, and motion, preparing for the PHYS 114 or 121 series. Same as BASCI 106. Either PHYS 106 or BASCI 106 may be taken for credit, not both. Prerequisite: MATH 095, or 099.

**PHYS 109**  
**Science for Information  
Technology • 6 CR**

Develops research and problem-solving skills in the science of modern technology, including computers and data transmission. Topics include magnetism, electricity, and microchip circuitry. Designed for information technology students; class format includes hands-on group work. Prerequisite: MATH 098 or equivalent assessment.

**PHYS 114**  
**General Physics I • 6 CR**

First in a three-course survey of physics 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. Laboratory work is integral to the course. Prerequisite: MATH 120 or equivalent. PHYS 106 is recommended for students with no previous physics background.

**PHYS 115**  
**General Physics II • 6 CR**

Second in a three-course survey of physics for allied health, building construction, biology, forestry, architecture, and other programs. Topics include fluids, heat, thermodynamics, electricity, and magnetism. Laboratory work is integral to the course. Prerequisite: PHYS 114.

**PHYS 116**  
**General Physics III • 6 CR**

Third in a three-course survey of physics 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. Laboratory work is integral to the course. Prerequisite: PHYS 115.

**PHYS 121**  
**General Engineering  
Physics I • 6 CR**

First in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of mechanics, including motion, Newton's laws, work, energy, momentum, rotation, and gravity. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. Prerequisite: High school physics or equivalent; and MATH 124 or permission of instructor.

**PHYS 122**  
**General Engineering  
Physics II • 6 CR**

Second in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of electromagnetism, including electrostatics, current electricity circuits, magnetism induction, generation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's equations. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. Prerequisite: PHYS 121 and MATH 125; or permission of instructor.

**PHYS 123**  
**General Engineering  
Physics III • 6 CR**

Third in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of oscillating systems and wave phenomena, including optics, simple harmonic motion, waves, sound, light, optical instruments, interference, diffraction, and polarization. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. Prerequisite: PHYS 122.

**PHYS 199/299**  
**Individual Studies in Physics •  
V1-5 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

# SOCIAL SCIENCE

## *The Human Experience*

*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 an occupational program leading to an Associate 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.*

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### ADMINISTRATION OF CRIMINAL JUSTICE

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#### **ADM CJ 101 Survey of Law Enforcement & Administration • 5 CR**

Surveys the criminal justice process from arrest through release. Students examine the responsibilities of and relationships among police, prosecutors, courts, prisons, and probation and parole systems.

#### **ADM CJ 102 Survey of Police Organization & Administration • 5 CR**

Presents organizational structure and concepts of staff and line, chain of command, and hierarchy. Students examine advantages and limitations of organizational models for agencies of varying sizes.

#### **ADM CJ 104 Introduction to Criminal Law • 5 CR**

Surveys theories and concepts of law pertaining to the criminal justice system. Topics include the Revised Code of Washington and specific state and federal constitutional amendments.

#### **ADM CJ 111 Principles of Criminal Interrogation • 5 CR**

Reviews principles and techniques of interviewing in a crime-related situation. Students learn to work with victims, witnesses, and suspects and to detect deception. Topics include constitutional amendments that apply to individuals charged with criminal offenses.

#### **ADM CJ 194/195/196/197 Special Topics in Criminal Justice • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. Prerequisite: Permission of instructor.

#### **ADM CJ 198 Seminar in Criminal Justice • V1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

#### **ADM CJ 199 Individual Studies in Criminal Justice • V1-10 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

#### **ADM CJ 200 Criminal Evidence & Procedures— Police Officer • 5 CR**

Surveys the steps in collecting evidence, both real and circumstantial, in a criminal case. Students examine the legal processes from investigation through the trial process.

#### **ADM CJ 202 Principles of Criminal Investigation • 5 CR**

Presents fundamental investigative techniques used within the criminal justice system. Topics include discovery, preservation, and presentation of evidence; methods of obtaining information and developing sources; and functions of a criminal laboratory.

#### **ADM CJ 204 Constitutional Criminal Procedures • 5 CR**

Studies the Fourth, Fifth, Sixth, and Fourteenth Amendments to the U.S. Constitution and their impact on contemporary police practices. Students analyze Supreme Court decisions concerning arrests, searches, seizures, self-incrimination, and post-indictment right to counsel.

#### **ADM CJ 206 Community-Oriented Policing • 5 CR**

Analyzes the philosophy and strategies essential to community-oriented policing. Students examine the role of the police in American society and the dynamics of the interaction between the police and their constituents.

#### **ADM CJ 230 Women in Criminal Justice • 5 CR**

Surveys historical and social changes in the roles women play in criminal justice agencies. Major topics are the role of women as victims, offenders, and professionals in the criminal justice system. Recommended: ADM CJ 101 and 242.

**ADMCJ 242**  
**Law & the Police in a**  
**Multicultural Society • 5 CR**

Examines the strengths and weaknesses of the police carrying out their mission in a culturally diverse society. Students develop an understanding of the 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**

Develops physical conditioning and an understanding of “use of force” principles in law enforcement. Students practice level-one arrest and control techniques such as escorts, takedowns, control, and handcuffing, as well as level-two self-defense techniques for dealing with aggressive subjects. 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**

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment; moral decision-making; and 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**

Continues ADMCJ 244, with further development of basic arrest-and-control and self-defense skills. Students also learn the use of the straight baton and OC spray. Same as PE 249. Either ADMCJ 249 or PE 249 may be taken for credit, not both.

**ADMCJ 253**  
**Principles of Drug & Alcohol**  
**Enforcement • 5 CR**

Studies the unique demands that alcohol and drug offenses place on the criminal justice system. Students learn how the procedures of investigation, information management, and prosecution differ between alcohol and drug crimes and other criminal offenses.

**ADMCJ 271**  
**Introduction to Criminology • 5 CR**

Surveys the study of crime, causation, and criminals. Topics include types and characteristics of offenders and criminal behaviors, recidivism, environmental influences, diagnostic methods, prediction, prevention, and social policy.

**ADMCJ 294/295/296/297**  
**Special Topics in Criminal**  
**Justice • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. 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 • V1-10**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

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**ANTHROPOLOGY**

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**ANTH 100**  
**Introduction to Anthropology • 5 CR**

Provides an overview of the field of anthropology. Topics include physical characteristics of humans past and present, human social and cultural relations, cultures and peoples of the past, and language.

**ANTH 180**  
**Anthropology of American Life •**  
**5 CR**

Examines American culture from a social science perspective. Topics include the historical origins of cultural and political values, the effects of economic changes, and the impact of mass culture on American consciousness. 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 supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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 15 credits. Prerequisite: Permission of instructor.

**ANTH 200**  
**Introduction to Linguistics • 5 CR**

Introduces the scientific study of language. Topics include the structures of sounds, words, and sentences; the relationship between language and 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. Students examine the basic principles of genetics, the nature of primates, the fossil evidence 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 comparative study of human cultures. Students use ethnographic studies to explore the unity and the diversity of past and present human cultures worldwide.

**ANTH 203**  
**Comparative Religion • 5 CR**

Introduces the world's major religions. Students examine Judaism, Christianity, Islam, Hinduism, and

Buddhism in historical and cultural context. Ethnographic examples show the relationships between these major traditions and “folk” beliefs and practices. 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 the cultures of the past. Students trace the development of human culture from its beginnings through the early civilizations.

### **ANTH 210 Indians of North America • 5 CR**

Analyzes North American native cultures before contact with non-Indians. Students review social structures, tools and technology, language, religion, and other characteristics of the native peoples of all cultural areas of North America.

### **ANTH 294/295/296/297 Special Topics in Anthropology • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

### **ANTH 298 Seminar in Anthropology • V1-10 CR**

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 15 credits. Prerequisite: Permission of instructor.

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## ECONOMICS

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### **ECON 100 Introduction to Basic Economic Principles • 5 CR**

Introduces the concepts and tools of economic thinking. Students learn to understand and evaluate the complex economic problems encountered in modern society. Business and Economic majors who plan to transfer to a 4-year

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 supplementary or unusual classes related to the field. Topics are announced in the class schedule.

### **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 15 credits. Prerequisite: Permission of instructor.

### **ECON 200 Introduction to Economics: Macroeconomics • 5 CR**

Presents major theories of business cycles and economic growth. Students examine economic policies aimed at controlling inflation and unemployment in an industrialized capitalist nation as well as factors in international trade and monetary flows. It may also cover the development policies of underdeveloped countries. Recommended: 30 prior college credits.

### **ECON 201 Introduction to Economics: Microeconomics • 5 CR**

Investigates the economic forces behind pricing and production decisions, wages, structure of labor markets, and distribution of income. Students evaluate government intervention in markets and analyze environmental degradation, welfare policy, tax systems, poverty, and discrimination from an economic perspective. Recommended: 30 prior college credits.

### **ECON 260 Economic Development of the U.S. • 5 CR**

Analyzes the industrialization and transformation of the U.S. economy from colonial times to the present. Students examine the rapid changes after the Civil War and the Great Depression, as well as the contributions of immigrants and native groups. Same as AMST 260. Either ECON 260 or AMST 260 may be taken for credit, not both. Recommended: 30 prior college credits.

### **ECON 270 Economics of Emerging Technology • 5 CR**

Investigates the causes and effects of technological innovation in a modern economy. Students examine the information technology industries, particularly the roles of government, and the private sector. Topics may include economic globalization; effects on labor markets; ownership of information; and antitrust laws as applied to new industries. Same as MEDIA 270. Either ECON 270 or MEDIA 270 may be taken for credit, not both. Recommended: ECON 201.

### **ECON 294/295/296/297 Special Topics in Economics • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

### **ECON 298 Seminar in Economics • V1-10 CR**

Includes 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 15 credits. Prerequisite: Permission of instructor.

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## GEOGRAPHY

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## GEOG 100

### **Introduction to Geography • 5 CR**

Surveys the concepts and methods of geography by examining humankind's influence on the environment and the environment's impact on humankind. Topics include patterns and processes of world climates, culture, population, urbanization, economic activities, and resources.

## GEOG 102

### **World Regional Geography • 5 CR**

Studies world geographical relationships. Students analyze and interpret demographic, economic, political, social, and resource distribution patterns in the contemporary world, as well as the factors leading to these regional distributions and the interrelationships among them.

## GEOG 105

### **Geography of World Affairs • 5 CR**

Offers a geographical perspective on contemporary world problems. Students investigate economic, demographic, social, political, cultural, and environmental issues, with emphasis on interrelationships, patterns, processes, and potential solutions. Same 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 supplementary or unusual classes related to the field. Topics are announced in the class schedule. Prerequisite: Permission of instructor.

## GEOG 198

### **Seminar in Geography • V1-10 CR**

Includes 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. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

## GEOG 200

### **Cultural Geography • 5 CR**

Analyzes the relationships between human settlement patterns and the physical environment. Students investigate spatial factors in cultural processes and dynamic change.

## GEOG 205

### **Weather, Climate, Vegetation, Soils • 5 CR**

Investigates the dynamic patterns and processes of weather, plant life, etc., and their relationship to humankind. Students examine the human significance of different natural, as well as human-altered, environments. Fulfills natural science credit at BCC.

## GEOG 206

### **Landforms & Landform Processes • 6 CR**

Investigates the dynamic patterns and processes of landforms and their relationship to humankind. Students examine the human significance of different natural, as well as human-altered, landforms. Fulfills laboratory science credit at BCC.

## GEOG 207

### **Economic Geography • 5 CR**

Investigates the real distribution of economic activities and their impact upon the environment. Topics include the components of production, exchange, and consumption of goods and services, with emphasis on resource uses such as agriculture, industrialization, and urbanization.

## GEOG 250

### **Geography of the Pacific Northwest • 5 CR**

Presents elementary geographical concepts as they apply to the Pacific Northwest region. Students become familiar with geomorphological

and climatological processes and their relationship to settlement, population, and economic patterns.

## GEOG 258

### **Introduction to Spatial Models: Maps & GIS • 5 CR**

Examines the emerging technology of Geographic Information Systems (GIS) as well as map production and design. Students get hands-on practice in applying GIS to spatially oriented business/environmental problems. Prerequisite: Basic computer literacy.

## GEOG 294/295/296/297

### **Special Topics in Geography • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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

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## HISTORY

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## HIST 101

### **History of Civilization: Cultural Traditions • 5 CR**

Surveys the development of civilizations from ancient times to 1000 AD. Cultures studied include Mesopotamia, Egypt, India, China, Greece, and Rome, ending with 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**

Surveys world civilization from about 500 AD to 1815 (Napoleon's defeat). Topics include the fall of Rome, the rise of Christianity and Islam, medieval institutions, the Renaissance, the rise of science, the age of exploration, and the development of the nation-state. May be used as social science or humanities credit, not both, at BCC.

**HIST 103****History of Civilization: Contemporary World • 5 CR**

Surveys the history of Europe since the Enlightenment. Topics include 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 new global identities, relationships, conflicts, and crises. 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. Topics include life and culture in the Middle Ages, the Hundred Years' War, the rise of Parliament, and the English reformation. May be used as social science or humanities credit, not both, at BCC.

**HIST 115****English History: 1603 to Present • 5 CR**

Traces the history of the British Isles from the death of Elizabeth I to the present. Topics include the development of Parliament, constitution, and political parties; the industrial revolution; political reform; the growth and decay of British military power; and membership in 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 cultures. Students investigate global developments in religion, law, and technology as well as the rise and fall of

empires and cultures. May be used as social science or humanities credit, not both, at BCC. Same as INTST 204. Either HIST 120 or INTST 204 may be taken for credit, not both.

**HIST 135****History of the U.S. since 1940 • 5 CR**

Examines the critical social factors that have altered American life since 1940. Students investigate aspects of both formal and popular culture as well as major events in 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 supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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 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 on American ideas and institutions. Students examine the War of Independence and formation of the Federal Union. Other topics include religion, mercantilism, westward expansion, and Anglo-American republican thought. 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 and establishing a federal government. Students discuss the formation of political parties, the democratization of American society, national expansion, the Civil War, and the impact of industrialization. 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**

Examines the emergence of modern American society. Students look into problems of industrialization and urbanization; reform movements such as Populism, Progressivism, and the New Deal; and 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. Students examine assumptions and ideas about the nature of the cosmos and humanity before and after the Renaissance. Topics include the Scientific Revolution, the Enlightenment, 19th-century ideologies, and the philosophical crisis of the 20th 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 roles of China, India, Japan, Korea, and Southeast Asia in 20th-century economic, political, and cultural affairs. Students gain understanding of the region's cultures and value systems and its emergence from an age of exploitation into global importance. 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. Students examine the development of games and sports in the context of western history, with an emphasis on organized sports in 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**

Surveys the social, political, and economic history of Russia and Eastern Europe from the 16th century to the present. Students gain understanding 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 a nation's social, economic, or political ideas and institutions. Students analyze "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. Students examine the factors encouraging exploration and discovery from medieval to modern times, as well as the results of cultural contact. 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**

Examines U.S. foreign policy since the nation's rise to world power status in 1898. Students in-

vestigate both external and internal factors influencing foreign policy. May be used as social science or humanities credit, not both, at BCC.

**HIST 250****U.S. Military History • 5 CR**

Overviews the major wars fought by the U.S. and the political and strategic issues influencing 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 since the 7th century. Topics include the development of Islam, the rise and decline of Islamic empires, and the impact of modernization, 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. Recommended: HIST 102 or 103.

**HIST 264****Washington & the Pacific Northwest • 5 CR**

Studies the historical and environmental factors affecting the social, economic, and political structures of the Pacific Northwest. Topics include the physical background of aboriginal, European, and American settlement. 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 origins of the human species to the present. Topics include the rise and fall of ancient 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 supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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 15 credits. Prerequisite: Permission of instructor.

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**INTERNATIONAL STUDIES**

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**INTST 105****Geography of World Affairs • 5 CR**

Offers a geographical perspective on contemporary world problems. Students investigate economic, demographic, social, political, cultural, and environmental issues, with emphasis on interrelationships, 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**

Surveys international business and trade. Students focus on the inter-relationships among technology, culture, law, and economics in the contemporary world.

**INTST 194/195/196/197****Special Topics in International Studies • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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 15 credits. Prerequisite: Permission of instructor.

**INTST 200**  
**States & Capitalism: Origin of**  
**Modern Global Systems • 5 CR**

Explores the origins, development, and impact of the modern state from the 10th to mid-20th century. Students analyze the political consequences of change under capitalist, socialist, or mixed economies.

**INTST 201**  
**Introduction to International**  
**Political Economy • 5 CR**

Examines international economics in the post-World War II era. Students investigate the post-war economic and political orders, including the crisis of the 1970's-1980's and north/south and east/west relations.

**INTST 202**  
**Cultural Encounters & Tensions •**  
**5 CR**

Deals with the contemporary world from a cultural standpoint. Students examine problems of intercultural relations with particular emphasis on divergent "world views."

**INTST 203**  
**Comparative Religion • 5 CR**

Introduces the world's major religions. Students examine Judaism, Christianity, Islam, Hinduism, and Buddhism in historical and cultural context. Ethnographic examples show the relationships between these major traditions and "folk" beliefs and practices. 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 cultures. Students investigate global developments in religion, law, and technology as well as the rise and fall of empires and cultures. Same as HIST 120. Either INTST 204 or HIST 120 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BCC.

**INTST 261**  
**The Middle East In the Islamic**  
**Era • 5 CR**

Examines the political, social, and cultural history of the Middle East since the 7th century. Topics include the development of Islam, the rise and decline of Islamic empires, and the impact of modernization, 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. Recommended: HIST 102 or 103.

**INTST 280**  
**History of Africa • 5 CR**

Examines the history of the continent from the origins of the human species to the present. Topics include the rise and fall of ancient 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. May be used as a social science or humanities credit, not both, at BCC.

**INTST 294/295/296/297**  
**Special Topics in International**  
**Studies • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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

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POLITICAL SCIENCE

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**POLSC 101**  
**Introduction to Politics • 5 CR**

Explores the evolution of major political concepts from ancient Greece to the present. Topics include political life in the modern world and the ideas behind democratic and non-democratic forms.

**POLSC 102**  
**American Government &**  
**Politics • 5 CR**

Analyzes constitutional government in America in terms of the theory and practices of democracy. Students investigate issues of individual rights, popular representation, and responsible leadership.

**POLSC 103**  
**International Relations • 5 CR**

Examines the struggle for power and peace and the methods by which affairs are conducted between modern nations.

**POLSC 104**  
**State & Local Government • 5 CR**

Introduces basic concepts of government at state and local levels. Specific topics include lobbying, executive power, judicial selection, political machines, race, and urban ecology.

**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. Topics include the historical relationships between people of color and political processes; people of color in urban society; and sources of tension and frustration.

**POLSC 121**  
**The United Nations • 2 CR**

Analyzes the present structure and purpose of the United Nations organization. Seminar format. Prerequisite: A course in political science.

**POLSC 122**  
**The United Nations • 3 CR**

Analyzes the present structure and purpose of the United Nations organization. Seminar format. Prerequisite: Permission of the instructor.

**POLSC 123**  
**The United Nations • 5 CR**

Researches a country in depth and prepares students for the National Model U.N. Conference in New York. Prerequisite: Permission of instructor.

**POLSC 125**  
**Introduction to Political Psychology • 5 CR**

Analyzes the political world by applying basic concepts of psychology. Topics include individual actors, decision-making, group dynamics, and mass political behavior.

**POLSC 155**  
**The American Presidency • 5 CR**

Examines the American presidency and its changing role within the American system. Topics include individual presidents, presidential character, war, elections, the economy, and the Constitution.

**POLSC 160**  
**Introduction to American Political Culture • 5 CR**

Examines the structures and systems of American politics using a multidisciplinary approach. Students analyze the development of political culture and its evolution through time. Same as AMST 160. Either POLSC 160 or AMST 160 may be taken for credit, not both.

**POLSC 170**  
**Introduction to Political Economy • 5 CR**

Examines causes and effects of the interplay between politics and economics. Students apply

theories and methods from both fields to analyze major issues in current events.

**POLSC 194/195/196/197**  
**Special Topics in Political Science • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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

**POLSC 201**  
**Introduction to Political Philosophy • 5 CR**

Examines the values and assumptions underlying governments and political systems. Students discuss philosophical issues behind international conflicts and cooperation in the present world. 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 political institutions of Great Britain, France, Germany, and Sweden. Topics include the welfare state and the Common Market. Students investigate theoretical and institutional-procedural characteristics of Western liberal governments and societies.

**POLSC 206**  
**Introduction to Governments: Developing Nations • 5 CR**

Examines political theories and strategies of Russia, China, Africa, and Latin American na-

tions. Students focus on problems of political development and modernization.

**POLSC 230**  
**Revolutions in the Modern World • 5 CR**

Studies the forces that produce significant changes in a nation's social, economic, or political ideas and institutions. Students analyze "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. May be used as social science or humanities credit, not both, at BCC.

**POLSC 294/295/296/297**  
**Special Topics in Political Science • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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.

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PSYCHOLOGY

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**PSYCH 100**  
**Introduction to Psychology • 5 CR**

Presents methods, concepts, and principles of psychology. Topics include psychophysiology, sensation and perception, learning and memory, motivation, development, emotion, health, stress, personality, and abnormalities and treatments.

**PSYCH 102**  
**Psychology as a Natural Science**  
**• 5 CR**

Examines the biology of psychology. Topics include sensation, perception, learning, memory, emotion, motivation, psychopathology, etc. Students practice research methods. May require participation in demonstrations and experiments. 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 supplementary or unusual classes related to the field. Topics are announced in the class schedule.

**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. 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. Class format may include field trips to psychiatric institutions. Prerequisite: PSYCH 100.

**PSYCH 203**  
**Human Learning &**  
**Performance • 5 CR**

Considers human performance from the psychological standpoint. Topics include conditioning, memory and conceptual processing, language, sensation, and perception. May require participation in demonstrations and projects.

**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. May require participation in projects. Prerequisite: PSYCH 100.

**PSYCH 205**  
**Introduction to Personality • 5 CR**

Examines assumptions about the nature of humankind. Students focus on psychometric techniques as well as major theories and theorists. Prerequisite: PSYCH 100.

**PSYCH 209**  
**Fundamentals of Psychological**  
**Research • 5 CR**

Covers theories, techniques, and applications of psychological research methodology. Students explore a variety of approaches, ranging from uncontrolled field observation to laboratory experiments. Topics include data analysis, report writing, and factors affecting research results. Prerequisite: PSYCH 100.

**PSYCH 213**  
**Elementary Psychological**  
**Statistics • 5 CR**

Covers classification and reporting of data, hypothesis testing and evaluation, and probability theory. Topics include descriptive statistics, inferential statistics, and distribution-free tests. Prerequisite: PSYCH 100.

**PSYCH 240**  
**Social Psychology • 5 CR**

Examines the actions of individuals and groups in a social context. Topics include the influence of social learning on attitudes, perception, and personality; 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 or permission of instructor.

**PSYCH 250**  
**Cross-Cultural Psychology • 5 CR**

Examines psychological theories and research from a cross-cultural perspective. Students discuss the 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, drawing from biology, psychology, sociology, and history. Students analyze perceived and actual differences in communication styles, employment, education, mental health, and personal relationships.

**PSYCH 294/295/296/297**  
**Special Topics in Psychology •**  
**V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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

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## SOCIOLOGY

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### SOC 105

#### **Sociology of Black Americans • 5 CR**

Surveys the socio-historical background of Black Americans. Topics include 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**

Introduces the scientific study of human interaction and groups in modern societies. Students learn sociological theories and research methods and apply them to social behavior, social structures, cultures, and institutions. Students explore the interrelationships between individuals and groups. Includes discussion of inequalities and deviance.

### SOC 170

#### **Social Problems of Contemporary Society • 5 CR**

Analyzes the social-structural foundations of and solutions to contemporary social problems. Students investigate issues such as inequalities based on social class, race, gender, and other categories. Designed for the entering student.

### SOC 194/195/196/197

#### **Special Topics in Sociology • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

### 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. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

### SOC 220

#### **Introduction to Social Research • 5 CR**

Explores the process and uses of social and behavioral science research. Topics include developing research questions, formulating hypotheses, and collecting and analyzing data. Designed for students in social sciences and health sciences. Prerequisite: 5 credits in social science with a C- grade or higher or permission of instructor.

### SOC 240

#### **Social Psychology • 5 CR**

Examines the actions of individuals and groups in a social context. Topics include the influence of social learning on attitudes, perception, and personality; persuasion; conflict; attraction; altruism; and aggression. 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 of personal living. Topics include marital adjustment, parent-child relationships, and patterns of family organization. Prerequisite: SOC 110, PSYCH 100, or ANTH 100; or permission of instructor.

### SOC 256

#### **Introduction to Sex & Sexuality • 5 CR**

Uses a sociological perspective and empirical research to analyze knowledge, attitudes, and behavior related to sex and sexuality. Prerequisite: SOC 110, 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. Students examine both dominant and subordinate groups. Prerequisite: SOC 110, PSYCH 100, or ANTH 100; or permission of instructor.

### SOC 265

#### **The Urban Community • 5 CR**

Analyzes the structures and activities of urban communities. Students investigate major problems presented by urban environments and the sources and effectiveness of attempts at change. Prerequisite: SOC 110, ANTH 100, 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. Students discuss historical as well as contemporary examples. Prerequisite: SOC 110, ANTH 100, POLSC 101, POLSC 102, or PSYCH 100; or permission of instructor.

### SOC 294/295/296/297

#### **Special Topics in Sociology • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

### 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. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

# TELECOMMUNICATIONS

## *Media Communications & 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 Communication and Technology, Distance Learning, Television Services/The College Channel, Media Maintenance, and the Faculty Resource Center.*

*The mission of the Media Communication and Technology Department is to provide technical instruction in the application, operation, and utilization of electronic and digital media communication 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 Communication and Technology Department offers an Associate in Arts Degree (91 credits) in addition to a number of one-year certificates (48-50 credits) including: Animation &*

*Graphics, Web Multimedia Authoring, Video and Audio Production, Advanced Video Production, Advanced Animation, and Advanced Web Multimedia.*

*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 a progressive community television broadcast resource for educational, cultural, arts, and current events programming.*

*The mission of the Distance Learning Department is to maximize educational and training opportunities for all time-, distance-, work-, or homebound 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.*

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### MEDIA COMMUNICATIONS & TECHNOLOGY

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*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 history and future of global communication technologies. Students discuss the effects of the computer revolution and digital communication on society and explore career opportunities in digital communication fields. 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**

Examines tools and processes for targeting information to specific audiences for specific purposes. Students analyze how film, video, and multimedia can be used to influence opinions, generate sales, etc. Students 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 • 5 CR**

Gives insight into media aesthetics through the study of production techniques. Students develop interpretive skills by analyzing lighting, editing, color, sound, and interactivity. Class format includes lectures, media clips, and guest speakers. Same as COMM 103. Either MEDIA 103 or COMM 103 may be taken for credit, not both.

#### **MEDIA 104 Multicultural Media Images • 5 CR**

Analyzes electronic and digital media images from students' personal and multicultural perspectives. Students practice critical viewing skills and review the history of global media networks and their effect on multicultural society. Same as COMM 104. Either MEDIA 104 or COMM 104 may be taken for credit, not both.

## **MEDIA 105** **Digital Design & Storytelling • 5 CR**

Explores design, storytelling, and information architecture. Students focus on conceptual, visual analysis as well as practical techniques for presenting ideas effectively. Topics include major 20th-century graphic styles; typography; symbols and themes; narrative structures; storyboards; interface design; and navigation techniques.

## **MEDIA 106** **Writing for the World Wide Web • 5 CR**

Introduces the cognitive and creative tools needed to create text for the World Wide Web. Students practice new styles of writing for non-linear media. Same as COMM 106. Either MEDIA 106 or COMM 106 may be taken for credit, not both. Prerequisite: MEDIA 216 or related subject.

## **MEDIA 108** **Media/Digital Law & Ethics • 5 CR**

Explores the legal and ethical issues raised by modern communication technologies. Specific topics include copyright, free speech, pornography, and universal Internet access. Students analyze how the U.S. justice system responds to emerging technologies. Class format incorporates lectures, discussions, case studies, and media clips. Same as COMM 108. Either MEDIA 108 or COMM 108 may be taken for credit, not both.

## **MEDIA 109** **Computer Essentials for Digital Media • 5 CR**

Develops computer skills for students who have minimal experience or who have used office-type applications only. Topics include Macintosh and PC platforms; operating systems, peripherals, and software for media; and basic internet and HTML skills. Competency-based.

## **MEDIA 110** **Web Multimedia Foundations • 5 CR**

Surveys the multimedia information and communication capabilities available via the Internet. Students learn how to locate, access, and retrieve a variety of media including text, images, audio, and video, and how to develop

Web resources using HTML. Prerequisite: MEDIA 109 at BCC with a C or better; or an entry code.

## **MEDIA 111** **Web Development Foundations • 5 CR**

Introduces students to the fundamentals of databases, programming, and networks and their applications to web development. Emphasis is placed on good design practices and effective troubleshooting techniques. Students create and troubleshoot simple databases and programs, and install and troubleshoot simple web server systems. Prerequisite: MEDIA 109 at BCC with a C- or better; or entry code.

## **MEDIA 112** **Video Foundations • 5 CR**

Introduces the basics of video production using a personal camcorder and video editing equipment. Students learn video technologies, basic equipment operation, video composition, basic lighting and audio, production planning, and visual storytelling. Format includes a group project involving post-production editing. Prerequisite: MEDIA 109 at BCC with a C- or better; or entry code.

## **MEDIA 113** **Design for Screen Media • 5 CR**

Explores 2-D design principles from the perspective of the computer or television screen. Covers fundamental elements of interface for web pages, video and animation, including composition, balance, color typography and layout. Prerequisites: MEDIA 105 and 125 at BCC with a C- or better; or entry code.

## **MEDIA 115** **Drawing for Animation • 5 CR**

Introduces the fundamental principles of drawing for animation. Students work with perspectives in drawing, creating characters and silhouettes that convey movement and emotions, and in using different drawing effects to change the mood and intent of the drawing.

## **MEDIA 122** **Audio & Recording I • 5 CR**

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

sound characteristics, microphones, single and multi-track recording techniques, and sound reinforcement and enhancement. Students work on a production team to complete audio productions.

## **MEDIA 123** **Animation Foundations • 5 CR**

Introduces the basic terminology, concepts, and principles of animation. Students learn historical perspective, current technologies, applications of animation, basic principles of 2D and 3D animation, and application of animation to the web. Prerequisite: MEDIA 109 at BCC with a C- or better; or entry code.

## **MEDIA 125** **Imaging Foundations • 5 CR**

Introduces the techniques, technology, and theory of 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**

Provides students with on-the-job training in media-related skills. Students gain work-study experience with an off-campus employer. Does not substitute for the MEDIA 250 Practicum Internship. Prerequisite: Previous media enrollment and permission of program chair.

## **MEDIA 153** **Digital Recording Production • 5 CR**

Covers recording and editing skills in digital media. Students learn digital recording, computer-based mix down, digital I/O, utilizing digital effects, and sampling in a 24-channel ADAT and direct-to-disk recording studio. Same as MUSIC 153. Either MEDIA 153 or MUSIC 153 may be taken for credit, not both. Prerequisite: MEDIA 122.

## **MEDIA 185** **Philosophical Issues in Technology • 5 CR**

Examines the nature and dimensions of technology. Topics include pure vs. applied science; artificial intelligence and biotechnology; technology's impact on concepts of work and

progress; and the influence of information technology on our lives. Same as PHIL 185 and IT 185. Only one of the three (IT 185, MEDIA 185, PHIL 185) may be taken for credit.

### **MEDIA 194/195/196/197 Special Topics in Media Communications & Technology • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. Prerequisite: Previous media enrollment and permission of program chair.

### **MEDIA 198 Seminar in Media Communication & Technology • V1-5 CR**

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. Prerequisite: Previous media enrollment and permission of program chair.

### **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 student contract for completion. May be repeated for a maximum of 15 credits. Prerequisite: Previous media enrollment and permission of program chair.

### **MEDIA 210 Video Field Production • 5 CR**

Continues MEDIA 112 in a field setting, including intermediate and advanced shooting and editing techniques. Students practice field lighting and audio, production budgeting and planning, script writing, and storyboarding. Student production teams 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**

Continues MEDIA 112 in a video production studio setting. Students learn studio production planning, lighting, and audio along with basic video engineering. Students practice all crew po-

sitions, including floor director, camera operator, lighting technician, audio technician, 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, news gathering, informational, and documentary-style productions. Students focus on pre-production planning and combining studio and field production into a final presentation, and 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 of creating scripts and screenplays in film and video. Students also become familiar with non-linear writing styles needed for interactive multimedia by analyzing sample scripts, film and video clips, and multimedia products. Students concentrate on the scriptwriter's role in pre-production planning. Prerequisite: COMM 141 or ENGL 101, 102, 270, 271, or 272 at BCC (or equivalent English course at another college) with a C- or better; or entry code.

### **MEDIA 220 Video Editing & Streaming • 5 CR**

Covers computer-based video editing technologies. Topics include creation of digital video productions for inclusion in multimedia and web applications such as QuickTime and creation of video productions using digital non-linear editing technology. Prerequisite: MEDIA 112 at BCC with a C- or better; or entry code.

### **MEDIA 222 Audio & Recording II • 5 CR**

Covers the acquisition, recording, processing, mixing, and distribution of digital audio for media applications. Students get hands-on practice working in multimedia, web, and digital video environments. Format includes readings, lectures, demonstrations, and 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 Web Multimedia Authoring I • 5 CR**

Covers the hardware requirements and software applications for creating interactive web multimedia materials. Students work in production teams to practice message design, interactive authoring, and the step-by-step development of a multimedia application. Prerequisite: MEDIA 110, 112, and 125 at BCC with a C- or better; or entry code.

### **MEDIA 224 Motion Graphics I • 5 CR**

Introduces the fundamentals of motion graphics. Students gain experience in using basic motion graphics tools and processes to develop simple motion graphics products, and use basic special effects and edit motion graphics pieces to convey message and mood. Prerequisite: MEDIA 112 and 125 at BCC with a C- or better; or entry code.

### **MEDIA 225 Raster Images • 5 CR**

Develops intermediate skills using raster-based images. Students learn to apply these skills in developing on-screen, multimedia, and web applications using Adobe Photoshop or similar software. Prerequisite: MEDIA 125 at BCC with a C- or better; or entry code.

### **MEDIA 226 Motion Graphics II • 5 CR**

Develops knowledge and skills to create professional motion graphics products in a production team environment. Students gain proficiency in the use of basic and advanced features of graphic motion computer tools in order to develop integrated and seamless video products, and create professional broadcast products for specific applications. Prerequisite: MEDIA 224 at BCC with a C- or better; or entry code.

### **MEDIA 227 Vector Images & Illustrations • 5 CR**

Presents fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and web applications using Illustrator or similar vector software. Prerequisite: MEDIA 125 at BCC with a C- or better; or entry code.

**MEDIA 229****Web Multimedia Authoring II • 5 CR**

Continues MEDIA 223. Includes development skills in a web production team environment. Emphasis is placed on the integration of various streaming media technologies, and the application of databases to web multimedia. Students link databases, and integrate a variety of coding and scripting technologies to enhance the functionality and flexibility of web multimedia presentations. Prerequisite: MEDIA 111, 223, and 233 at BCC with a C- or better; or entry code.

**MEDIA 230****Web Design & Development I • 5 CR**

Introduces fundamental concepts and techniques of designing and producing content for the World Wide Web. Students learn to use HTML, graphics applications, and browser delivery. Prerequisite: MEDIA 110 and 125 at BCC with a C- or better; or entry code.

**MEDIA 233****Client-Side Scripting • 5 CR**

Students apply the tools and techniques of client-side scripting or create web interactivity. Emphasis is placed on effective design and programming practices and the use of current scripting tools and standards. Students develop dynamic pages and interactive web pages for specific applications. Prerequisite: MEDIA 110 with a C- or better; or entry code.

**MEDIA 235****2-D Animation I • 5 CR**

Introduces tools and skills needed to create two-dimensional digital animation. Students work with different animation techniques—non-moving, path, cel, time-based, etc.—and combine sequences with audio to create finished animated objects. Prerequisite: MEDIA 110 and 125 at BCC with a C- or better; or entry code.

**MEDIA 236****2-D Animation II • 5 CR**

Develops knowledge and skill to create professional 2-D animation products in a production team environment. Students gain proficiency in the use of scripting, databases, interactivity, special effects, and staging techniques to develop animation products. Students also create inter-

active animation stories and games that convey a coherent story and use effective timing, style and motion, and develop motion- and context-integrated animation sequences. Prerequisite: MEDIA 115 and 125 at BCC with a C- or better; or entry code.

**MEDIA 237****3-D Animation I • 5 CR**

Introduces tools and skills needed to create three-dimensional digital animation. Students work with different animation techniques—non-moving, path, cel, layered cel, etc.—and combine sequences with audio to create finished animated objects. Prerequisite: MEDIA 110 and 125 at BCC with a C- or better; or entry code.

**MEDIA 238****Server-Side Scripting • 5 CR**

Introduces tools and techniques of server-side scripting to create server interactivity. Students learn and practice creating and maintaining links between databases and web pages, and creating dynamic pages and active server pages for specific applications. Prerequisite: MEDIA 233 at BCC with a C- or better; or entry code.

**MEDIA 239****3-D Animation II • 5 CR**

Introduces skills and techniques used to create digital three-dimensional character animation. Students work with character motion and advanced animation techniques. Prerequisite: MEDIA 237 with a C- or better; or entry code.

**MEDIA 241****Web Design & Development II • 5 CR**

Continues MEDIA 231. Includes development skills in a web production team environment. Emphasis is placed on web performance tuning, and the application of databases to web development. Students link databases to websites, and pull web data and content in and out of databases; integrate a variety of coding and scripting technologies to enhance the functionality and flexibility of web sites. Introduces issues and practices of web transactions for e-commerce applications. Prerequisite: MEDIA 111, 230, and 233 at BCC with a C- or better; or entry code.

**MEDIA 242****Java Programming I • 5 CR**

Provides a foundation in Java basics and prepares students to learn more advanced aspects of the Java language. Students install and use Java platform, explore stand-alone applications and web-hosted applets, learn about Java's object-oriented building blocks, and work with Java's operators and control flow statements. Prerequisite: MEDIA 111 at BCC with a C- or better; or entry code. Placement by assessment into college algebra, or MATH 099 with a C- or better.

**MEDIA 243****Java Programming II • 5 CR**

Introduces more advanced aspects of the Java language. Students learn advanced object-oriented programming skills, the basics of Java graphics, multithreading, exception handling, file input and output (I/O), servlets, and networking basics. Prerequisite: MEDIA 242 at BCC with a C- or better; or entry code.

**MEDIA 244****Java Programming III • 5 CR**

Hands-on course using Java to build distributed computing web applications to solve real problems. Students develop professional, real-life Java web applications knowledge and skills. Covers advanced features of the Java foundation classes, distributed programming using the Remote Method Invocation API set, database connectivity, and the Java Native Interface for interfacing Java programs with applications written using some other language such as C, as well as Java security. Prerequisite: MEDIA 243 at BCC with a C- or better; or entry code.

**MEDIA 245****Production Practice • 3 CR**

Provides practical work experience under the supervision of a professional on-campus producer. Students create video and multimedia productions for BCC faculty and functions (e.g., Channel 28 television) or off-campus clients, as well as materials for their personal portfolios. May be repeated for a maximum of 15 credits. Prerequisite: Permission of instructor.

## **MEDIA 246** **Server Systems • 5 CR**

Introduces a foundation in server systems architecture, installation, configuration, and troubleshooting. System monitoring and maintenance, system security are covered from a principle and practical perspective, giving students basic knowledge of system administration and capabilities. Prerequisite: MEDIA 241 and 244 at BCC with a C- or better; or entry code.

## **MEDIA 248** **Portfolio & Employment • 3 CR**

Allows students to explore their goals and directions and to develop résumés and portfolios. Students design, develop, and present professional media portfolios and learn job-search skills and strategies for employment in video and computer media fields. Prerequisite: Permission of instructor.

## **MEDIA 250** **Internship in Media • 5 CR**

Provides practical experience in media production and management of resources. Students either complete a 165-hour internship in a professional media-related organization, or spend equivalent time creating a professional-quality media product to be evaluated by an off-campus professional producer. Prerequisite: Permission of program chair.

## **MEDIA 252** **Production Systems • 4 CR**

Presents a systematic approach to production management and operations. Students analyze the systems within BCC-TV operations and learn to work effectively as production team members. Requires basic word-processing skill. Prerequisite: Acceptance into Production Assistant Certificate Program.

## **MEDIA 253** **Technical Operations for Web Multimedia • 4 CR**

Develops students' working knowledge of operating procedures, equipment, software applications, and technologies used to develop web multimedia applications. Prerequisite: Acceptance into Web Multimedia Advanced Track Program and permission of instructor.

## **MEDIA 254** **Technical Operation for Video • 4 CR**

Covers set-up and operation of BCC-TV studio and field equipment. Students work with video recorders, audio systems, lighting systems, character generator, field cameras and tripods, and editing systems. Also introduces computer animation program and A/B-roll linear editor. Prerequisite: Acceptance into Production Assistant Certificate Program.

## **MEDIA 255** **Technical Operations for Animation • 4 CR**

Develops students' working knowledge of operating procedures, equipment, software applications, and technologies used to develop animation products. Prerequisite: Acceptance into Animation Advanced Track Program and permission of instructor.

## **MEDIA 256** **Production Practicum I • 4 CR**

Gives practical experience as camera operator, audio technician, control room technician, or other crewmembers for designated productions. Students also learn to operate various stations in the Channel 28 headend (including duplication, computer graphics, satellite downlinking). Prerequisite: Acceptance into Production Assistant Certificate Program.

## **MEDIA 262** **Production Design • 4 CR**

Presents a systems approach to the production process. Topics include 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 into Production Assistant Certificate Program.

## **MEDIA 263** **Advanced Web Multimedia I • 4 CR**

Advances student technical skills to an intermediate level by incorporating advanced multimedia objects and functions in web applications. Prerequisite: Acceptance into Advanced Track Program.

## **MEDIA 264** **Computer-Video Integration I • 4 CR**

Covers the operation of computer animation software to create function animations and the use of linear and non-linear editor systems. Prerequisite: Acceptance into Production Assistant Certificate Program.

## **MEDIA 265** **Advanced Animation I • 4 CR**

Advances student technical skills in developing animation products using advanced tools and techniques. Prerequisite: Acceptance into Advanced Track Program.

## **MEDIA 266** **Production Practicum II • 4 CR**

Provides experience in editing programs and functioning in crew positions. Students use linear and non-linear editing systems; function as technical director, floor director, and assistant producer or director; organize and operate videoconferences; and create publicity materials using desktop publishing software. Prerequisite: Acceptance into Production Assistant Certificate Program.

## **MEDIA 270** **Economics of Emerging Technology • 5 CR**

Investigates the causes and effects of technological innovation in a modern economy. Students examine the information technology industries, particularly the roles of government and the private sector. Topics may include economic globalization; effects on labor markets; ownership of information; and antitrust laws as applied to new industries. Same as ECON 270. Either MEDIA 270 or ECON 270 may be taken for credit, not both. Recommended: ECON 201.

## **MEDIA 272** **Production Management • 4 CR**

Covers elements of directing fiction and non-fiction programming. Topics include writing scripts and developing characters; staging; camera work; and directing interviews, demonstrations, and commercials. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 273****Advanced Web Multimedia II • 4 CR**

Advances student technical skills in programming for the web and in the integration of database objects in web applications. Prerequisite: Acceptance into Advanced Track Program.

**MEDIA 274****Computer-Video Integration II • 4 CR**

Covers advanced applications of computer animation programs, word processing programs, and digital video switcher for television and business. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 275****Advanced Animation II • 4 CR**

Advances student technical skills in using special effects in the development of animation products. Prerequisite: Acceptance into Advanced Track Program.

**MEDIA 276****Production Practicum III • 4 CR**

Provides experience in advanced-level production processes. Topics include client interviews; content development and research; audience and purpose; timelines and budgets; production book management; location and studio supervision and direction; post-production requirements; and program evaluation. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 282****Production Portfolio • 3 CR**

Allows students to design résumés and portfolios and develop employment strategies. Students design production résumés; compile and edit résumé videotapes; create written résumés; practice job-search networking, and conduct job interviews. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 284****Career Preparation • 6 CR**

Allows students to identify and secure an internship in media production and complete a contract of employment. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 286****Production Practicum IV • 3 CR**

Provides experience on multiple production projects. Students seek out and create projects, work with producers to develop concepts, oversee production quality, and evaluate results and audience feedback. Prerequisite: Acceptance into Production Assistant Certificate Program.

**MEDIA 294/295/295/297****Special Topics in Media Communications & Technology • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. Prerequisite: Previous media enrollment and permission of program chair.

**MEDIA 298****Seminar in Media Communication & Technology • V1-5 CR**

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. Prerequisite: Previous media enrollment and permission of program chair.

**MEDIA 299****Special Projects in Media • V1-10 CR**

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. Prerequisite: previous media enrollment and permission of program chair.

# SPECIAL CREDIT PROGRAMS

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## APPLIED LINGUISTICS & LANGUAGE

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ALL 111

### **Accent Modification • 4 CR**

Focuses on the most distinctive sound patterns of English: stress, intonation, and rhythm. Students work on changing oral muscle habits of difficult individual English sounds and how to reduce their accents and develop confidence in speaking in academic environments with native-English speakers.

ALL 121

### **Cultural Components • 4 CR**

One of two courses recommended for ESL students before enrolling in the Seminar in Academic Communication. Students learn communication strategies appropriate in an academic environment: e.g., critical evaluation and clarification of claims and positions, small-group discussion strategies, oral persuasion, and conflict and resolution strategies.

ALL 122

### **Listening to Lectures • 5 CR**

Introduces students to common rhetorical patterns of organization used in academic lectures. Students develop active listening strategies including recognizing rhetorical cues, analyzing and synthesizing academic information; students demonstrate these competencies through note taking, short answer tests, and the creation of lectures.

ALL 130

### **Writing From Sources • 5 CR**

A lower-division writing course designed to help students bypass upper-division language prerequisites upon transferring to 4-year institutions. It follows the Academic English Program curriculum (required of non-native speakers of English as a prerequisite for graduation) that is taught at the University of Washington. Prerequisite: ENGL 101 or permission of instructor.

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## TRANSLATION & INTERPRETATION

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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.

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 HMT (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, computers, business, and international trade are cov-

ered. 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, e.g., determining fees and negotiating contracts. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 107

### **Advanced Interpreting Skills I • 3 CR**

Provides 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**

Provides 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 work place, 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 and polished

translations. Prerequisite: 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.

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## REAL ESTATE

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

Entry-level course in real estate designed for buyers, sellers, investors, and those persons desirous of obtaining a real estate salesperson license. Fulfills the Washington State 60 clock-hour "fundamentals" requirement and prepares the student for the Washington State Real Estate Salesperson Exam. 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.

### **R EST 131 Real Estate Finance • 3 CR**

Students learn the policies, problems, and methods involved in financing real property. Covers loans and lenders, debt and security, money markets, financing alternatives, and institutional and governmental sources of funds. Recommended: R EST 130.

### **R EST 133 Real Estate Law • 3 CR**

Introduces common law and Washington statutes governing real estate. Other topics include: acquisition, encumbrances, transfer, and rights and obligations of the parties. Course is required for those seeking a Washington State Brokers License. Recommended: R EST 130.

### **R EST 134 Real Estate Sales Practices • 3 CR**

Essentials of salesmanship and advertising specifically as it relates to real estate. Students learn the qualification of clientele, listings, sales techniques and agreements, agency relationships, and time management.

### **R EST 135 Real Estate Forecasting & Economics • 3 CR**

Economic principles, projecting tools, and data sources are applied to the forecasting of supply and demand in the real estate market. Deals with the effects of growth management legislation, environmental factors, and other impacts on real estate values. Recommended: R EST 130.

### **R EST 136 Real Estate Agency & Ethics • 3 CR**

Covers the potential liability that exists with conflicting interests and multiple agency representation. Topics include agency relationships, agency law, and the study of ethical considerations in real estate. Emphasis is placed on a case-study approach. Recommended: R EST 130.

### **R EST 137 Real Estate Financial Calculator • 1.5 CR**

Introduces the student 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. Course uses the HP12C calculator. Recommended: 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**

An introductory course required for appraiser licensing and certification. Provides the foundation necessary to progress through increasing complex course work. Real estate professionals learn the basic understanding of appraising and appraisal methods. Recommended: R EST 130.

### **R EST 142 Appraisal of Residential Property • 3 CR**

Students acquire a working knowledge of the procedures and techniques required to estimate the value of single-family residences by using the market data approach to appraising. This is the second course in the appraiser certification series. Recommended: R EST 141.

### **R EST 143 Real Estate Appraisal Methods • 3 CR**

Course focuses on the particular aspects of property that create value. Emphasizes the methods used to apply the sales comparison on cost approaches. 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. Topics include the significance of data, the derivation of information, and the interpretation and testing of mathematical conclusions. This is the fourth class in the appraiser certification series. Prerequisite: R EST 143 or permission.

### R EST 146 Appraising Apartments • 3 CR

Covers the appraisal of multi-family 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 143 or permission.

### R EST 150 Real Estate Business Management • 3 CR

Covers the considerations and strategies necessary to open one's own business. Recommended for real estate agents—especially 100% agents, appraisers, and mortgage loan officers. Topics include business planning and financing, site location, technology, office management, marketing, and 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. Topics include 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

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. Recommended: R EST 130.

### R EST 161 Advanced Real Estate Escrow • 3 CR

Continues R EST 160 and covers more complicated areas of escrow. Topics include exchanges, wraps, mobile homes, personal property, equity interests, condos and co-ops, and various mortgage closings. Prerequisite: R EST 160 or permission of instructor.

### R EST 165 Land Titles Insurance & Clearance • 3 CR

Beginning course in the title insurance series for mortgage loan officers and processors, escrow officers and closers, and real estate agents. Topics include title insurance and coverage, liens, exceptions, and clouds that affect real property, formal and informal methods of title clearance, and legal rights and responsibilities. Recommended: R EST 130.

### R EST 166 Land Titles: Examining • 3 CR

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. Recommended: R EST 130.

### R EST 167 Land Titles: Underwriting • 3 CR

Through lecture and case study students learn about 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. Other topics include FHA, VA, and conventional mortgages and FNMA guidelines. Students conduct risk analyses of mortgage case files. Recommended: R EST 130 or current employment 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. Topics include buyer qualifications; credit, income, and asset verification; balancing speed and accuracy; dealing with realty agents and escrow and mortgage loan officers; and the idiosyncrasies of lenders. Course is recommended for all escrow and mortgage personnel. Recommended: R EST 130.

### R EST 172 Mortgage Loan Officer • 3 CR

Prepares students for a career in mortgage lending as a real estate loan officer. Topics include all applicable FNMA requirements and documents, the basic loans, consumer benefits, and borrower qualifications. The student also creates a personal marketing plan. Recommended: R EST 130 and 150.

### R EST 230 Commercial Real Estate Practices • 3 CR

Designed for the potential commercial investor or agent. Focuses on the various types of commercial real estate dealings and investments. Students examine Industrial, office, and retail leasing; investment, mobile home, and apartment sales. Thirty clock hours. Recommended: 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. Topics include retail, office and industrial properties, shopping centers, mobile home parks, and land development. Recommended: R EST 130.

**R EST 233****Real Estate Exchanges • 1.5 CR**

Provides an introduction into basic real estate exchange methods and formats while identifying attendant tax benefits. Students reviews IRC 1031 and 1034 regulations, adjustment of basis, identification of unlike property, and cash flow analysis methods. Recommended: R EST 130.

**R EST 234****Real Estate Foreclosures • 1.5 CR**

Examines the legal and judicial foreclosure process. 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. 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. Recommended: R EST 130.

**R EST 240****Land Planning & Development • 3 CR**

Introduces students to legislation, ordinances, and procedural requirements involved in land use and development processes. Topics include 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**

A continuation of R EST 240. Covers residential subdivision and commercial development through case studies, problem analysis, and income evaluation on site-specific developments. Prerequisite: R EST 240 or permission.

**R EST 251****Residential Property Management • 4 CR**

Geared to the professional property manager, rather than the on-site manager, and covers the management of all types of residential and multi-residential properties. Additional outside class time is required for development of an apartment management plan. 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**

Focuses on the application of the management, operation, and leasing procedures of shopping centers, offices and medical buildings, and industrial properties. 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**

The third course in the escrow series. Students learn to deal with the escrowing of income producing entities and non-standard properties. Topics include business escrow, industrial and shopping complexes, developmental properties, and farm and land escrows. Prerequisite: R EST 161 or permission of instructor.

**R EST 299****Individual Studies in Real Estate • V1-10 CR**

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

# COLLEGE POLICIES

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## Students' Rights and Responsibilities

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### 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 Service 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 non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities listed in the Student Code are critical ingredients of the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

*Rights and freedoms specifically provided under the Student Code include:*

- Academic freedom
- Due process
- Distribution and posting of literature
- Off-campus speakers
- Incidental sales
- Commercial activities
- Fund-raising

*Actions specifically prohibited by the Student Code include:*

- Being under the influence of alcohol
- Possessing, using, selling, or being under the influence of narcotic drugs and controlled substances
- Illegal entry
- Forgery or alteration of records
- Illegal assembly
- Malicious mischief
- Failure to follow instructions
- Physical abuse
- Assault
- Disorderly or abusive conduct
- Possession or use of weapons
- Lewd conduct
- False alarms
- Cheating and plagiarism
- Sexual harassment
- Theft or robbery
- Unauthorized use of college property
- Refusal to provide identification
- Smoking in an area not designated for smoking
- False complaint.

## **STUDENT 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 dissatisfac-

tion 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 Service 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 he or she exercises 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 accommoda-

tions, 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:

1. Smoking and tobacco use shall be permitted in designated locations only.
2. Smoking and tobacco use shall not be permitted in college vehicles.

Campus Operations will provide signage on campus to inform people of the policy.

# ADMINISTRATION & FACULTY

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Board of Trustees of  
Community College  
District VIII

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## ***Bellevue Community College***

***Established 1966***

### ***Accredited by the Northwest Association of Schools & Colleges***

Chair: J.C. (Dell) Jackson, Bellevue  
Vice Chair: Lee Kraft, Mercer Island  
James Dagnon, Bellevue  
Ruthann Kurose, Mercer Island  
Robert J. Margulis, Bellevue

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## Administration of Bellevue Community College

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President: B. Jean Floten  
Executive Assistant to the President:  
Elise Erickson

### **ADMINISTRATIVE SERVICES**

Vice President: Barbara M. Martin  
Director of the Bookstore: Catherine James  
Director of Campus Operations: Robert de Grasse  
Director of Finance: Mary Hansen  
Director of Food Services: Robert Southard  
Director of Institutional Research: Valerie Hodge  
Director of Printing Services: Marcus Heriot

### **INSTRUCTIONAL SERVICES**

Executive Dean: Dr. Ronald Leatherbarrow  
Dean of Instruction: Dr. James L. Bennett  
Dean of Workforce Development: Paula Boyum  
Director of Northeast Tech Prep Consortium:  
Dr. Susan Quattrociocchi

### **CONTINUING EDUCATION**

Dean: Sharon Carpenter  
Director of Art-Zones: Cheryl Leo-Gwin  
Director of Business & Industry Programs:  
Dr. Adele Thorburn Becker  
Director of Computer Programs: Jeffrey Johnson

Director of Personal Enrichment Programs:  
Cynthia Johnson  
Director of Real Estate: Shirley Baenen  
Director of Telos: Gordon Hartwich  
Director of World Languages & Travel:  
René Siegenthaler

### **HUMAN RESOURCES**

Vice President: Lucy Parke Macneil

### **INFORMATION RESOURCES**

Dean: Richard Henry  
Associate Dean for Telecommunications:  
Dr. Michael Talbott  
Director of Academic Computing: Isbel Trejo  
Director of Library Media Center:  
Myra Van Vactor  
Director of Technology Services: Gary Mahn

### **INSTITUTIONAL ADVANCEMENT**

Vice President: Kay Gough  
Director of Grants: Sharon Kline

### **INTERNATIONAL PROGRAMS**

Associate Dean: Raoul J. Meilleur  
Assistant Director of Business English  
Programs: Karen Wilson  
Coordinator of Computer Programs:  
Jim Bergstrom  
Director of English Language Institute:  
Susan G. Jamieson  
Director of Marketing & Program Development:  
Mary Heffernan

### **NORTHWEST CENTER FOR EMERGING TECHNOLOGIES (NWCET)**

Executive Director: Neil Evans  
Associate Director: Peter Saflund  
Curriculum Project Manager: Sandra Mikolaski  
Director, Educator to Educator Institute:  
Duncan Burgess  
Program Director: James Shuman

### **STUDENT SERVICES**

Dean: Tomás Ybarra  
Associate Dean of Enrollment Services:  
Tika Esler

Associate Dean of Student Development  
Services: Ron Taplin  
Director of Athletics: Rick Turner  
Director of Financial Aid: Sherri Ballantyne  
Director of International Student Services:  
Cris Samia  
Director of Student Programs: Toni S. Hartsfield

### **DIVISION CHAIRS**

Arts & Humanities: Thomas R. Nielsen  
Business: Thornton Perry (acting)  
Educational Development & Health Sciences:  
Rissa Wabaunsee  
Science: Jakkalavadika Surendranath  
Social Sciences: Thomas Pritchard  
Telecommunications: Dr. Michael Talbott

### **PROGRAM CHAIRS**

#### **ARTS & HUMANITIES DIVISION**

American Studies: Jeff Cofer  
Art: Carolyn Luark  
Communication: Dr. Roger George  
Dance: Rob Jackson  
Drama: Rob Jackson  
English: Gordon Leighton  
Foreign Languages: Carolyn Bilby  
Interdisciplinary Studies: Michael Meyer  
Interior Design: Connie Wais  
Music: Dale Gleason  
Philosophy: Jon Wulff  
Speech: Alan Yabui

#### **BUSINESS DIVISION**

Accounting - Paraprofessional: Ruth Mazzoni  
Administrative Office Systems: Margaret Turcott  
Business Administration - Transfer:  
Linda Jangaard  
Computer Science - Transfer: Michael Gelotte  
General Business Management:  
Andrew Johnson  
Information Technology/Networking:  
Marcia Williams  
Information Technology/Programming:  
Jack Perry

Information Technology/Technical Support:  
Marcia Williams

Marketing Management: Sandy Nesbeitt

### EDUCATIONAL DEVELOPMENT & HEALTH SCIENCES DIVISION

Alcohol & Drug Abuse Studies: Paul Weatherly

American Sign Language: Sakuna Ganbari

Continuing Nursing Education: Edna Zebelman

Developmental Education: Linda Bennett

Diagnostic Ultrasound: Ann Polin

Early Childhood Education: Gertrude Shepherd

Fire Service Programs: Judith Kuleta

Fitness Center: Harriet Newton

Health: Harriet Newton

Nuclear Medicine Technology: Jennifer Prekeges

Nursing (Associate Degree): Cheryl Becker

Parent Education: Julie Soto

Physical Education: Harriet Newton

Radiation Therapy: Julius Armstrong

Radiologic Technology: Ron Radvilas

Recreational Leadership: Harriet Newton

### SCIENCE DIVISION

Engineering: Frank Lee

Life Sciences: Dr. James Ellinger

Mathematics: Lynne Sage

Physical Sciences: Cathy Lyle

### SOCIAL SCIENCE DIVISION

Administration of Criminal Justice:  
Dr. Michael Caldero

Anthropology: John Osmundson

Economics: Michael Righi

Geography: Douglas Roselle

History: Eric Haines

International Studies: Dr. Steven Hamernyik

Political Science: Aslam Khan

Psychology: Virginia Bridwell

Sociology: Peter Melvojn

### TELECOMMUNICATIONS DIVISION

Distance Learning: Thornton Perry

Faculty Resource Center: Jim Shuman

Media Communications & Technology:  
Tim Kennedy

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## Administrators & Faculty

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Agassiz, Roderick A., *Human Development*  
B.A., University of Washington  
M. Ed., Seattle University

Aklaghi, Tony, *Mathematics*  
A.A., Bellevue Community College  
B.S., University of Washington  
M.S., Western Washington 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

Baldwin, Rebecca, *Economics*  
B.A., University of Albany, New York  
M.A., University of Washington

\*Barrish, Gerald K., Dr., *Sociology*  
A.B., University of Pennsylvania  
M.A., Ph.D., University of Washington

Becker, Cheryl L., *Associate Degree Nursing*  
(Chair)  
B.S.N., University of Alaska  
M.N., University of Washington

Bennett, James L., Dr., *Dean of Instruction*  
B.A., Macalester College  
M.S., Mankato State University  
Ph.D., University of Washington

Bennett, Linda, *Developmental Education,*  
*English*  
B.A., M.A., Eastern Washington University

\*Berg, Carole A., *Chemistry*  
B.S., Washington State University  
M.S., University of Washington

Bessho, Scott, *Writing Lab Director*  
A.A., Bellevue Community College  
B.A., University of Washington  
M.A., California State University

Bilby, Carolyn P., *Foreign Language* (Chair)  
B.A., Seton Hall University  
M.A., Pennsylvania State University

\*Black, Claude, *Business Administration -*  
*Transfer, Accounting - Paraprofessional*  
A.A., Bellevue Community College  
B.A., University of Washington  
M.B.A., City University

Bloomsburg, Peter, Dr., *Mathematics*  
B.S., M.S., Ph.D., University of Idaho

Braden, Ruthmary, *Human Development*  
B.S., M.Ed., University of Wisconsin

Bradley, Kathryn M., *Library Media Center*  
B.S., The Creighton University  
M.L.S., University of Washington

Bratz, Richard, *Business Administration -*  
*Transfer*  
B.S., California State University, Fresno  
M.B.A., California State University,  
Stanislaus

Bridwell, Virginia, *Psychology* (Chair)  
B.S., M.S., University of Alaska

Brown, Douglas N., Dr., *Physics*  
A.B., B.S., Oberlin College  
Ph.D., University of Washington

\*Burke, Robert A., *Speech*  
B.A., University of Washington  
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Burns-Lewis, Laura L., *English*  
B.A., M.A., University of Washington

Burton, Carol, *Biology*  
B.S., University of Alaska  
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Butler, Roy, *Physical Education*  
B.A., Southeast Missouri State University  
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\*Buxton, M. Lee, *Speech*  
B.A., M.A., University of Washington

Caldero, Michael, Dr., *Administration of*  
*Criminal Justice* (Chair)  
B.A., Eastern Washington University  
M.A., Ph.D., Washington State University

- Carpenter, Sharon, *Dean of Continuing Education*  
B.S., Oklahoma University  
M.S., University of New Orleans
- Chickering, Joann Romascan, Dr., *Chemistry*  
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); *English*  
B.A., Glassboro State College  
M.A., Ohio University
- \*Cox, Susan L., *Sociology*  
B.S. Westmont College  
M.A., University of Washington
- 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
- \*DeCaro, Patricia, *Art*  
B.A., Temple University  
M.F.A., University of Washington
- Dietrich, Sydney, *English*  
B.A., Western Washington University  
M.F.A., University of Massachusetts, Amherst  
M.A., University of Southern California
- Dolan, Anne, *Developmental Education*  
B.A., University of Northern Colorado  
M.Ed., Seattle University
- \*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, Germany
- Eileen, Janet, *Media Communications & Technology*  
A.A., Glendale College  
Media, Bellevue Community College
- Ellinger, James, Dr., *Life Sciences* (Chair)  
B.A., Kalamazoo College  
M.A., Western Michigan University  
Ph.D., University of Massachusetts, Amherst
- \*Epstein, Lawrence, Dr., *Anthropology*  
B.A., M.A., Ph.D., University of Washington
- Esler, Tika, *Associate Dean of Enrollment Services*  
B.A., The Evergreen State College
- Evans, Neil, *Executive Director of NW CET*  
B.A., M.B.A., Northwestern University
- \*Feller, Eileen, *English*  
B.S., University of Minnesota  
M.A., Humboldt State University
- Felton, Sharon A., *Human Development, Multi-Cultural Services*  
R.N., Pasadena City College  
B.A., University of California, Berkeley  
M.Ed., University of Washington
- \*Femling, Frank, *Accounting - Paraprofessional*  
B.S., Seattle University
- Fieser, Robert, *International Programs*  
B.A., M.A., University of Washington
- Flory-Barnes, Linda, *Human Development*  
B.A., Seattle University  
M.Ed., 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, *Spanish*  
B.A., Pacific Lutheran University  
M.A., University of Washington
- Ganbari, Sakuna, *American Sign Language*  
B.A., University of Washington  
M.A., Antioch University
- Gandham, Veena, *Computer Science - Transfer*  
B. Engr., University of Delhi, India  
M.S., University of Georgia, Athens
- 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 - Transfer* (Chair)  
B.M., M.S., Brigham Young University
- George, Roger A., Dr., *Communication* (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, *Biology*  
M.S., University of Wisconsin  
A.B., Whitman College
- \*Goldsmith, James, *English*  
B.S., Wright State University  
M.A., University of Idaho
- Goldston, Brett, *Chemistry*  
B.S., Rhodes College  
M.S., University of Washington
- Goss, Arthur, *Astronomy, Physics*  
B.S., M.S., Wright State University
- Gough, Kay, *Vice President for Institutional Advancement*  
B.S., Mississippi University for Women  
M.B.A., University of Southern Mississippi
- Gould, David D., Dr., *Business Administration - Transfer*  
B.A., M.B.A., Washington State University  
J.D., University of Washington
- Gould, Janice B., *Administrative Office Systems*  
B.A., University of Washington
- Graham, Thomas, *ESL*  
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, Marketing Management*  
B.Ed., M.Ed., University of British Columbia
- \*Haakenson, Erick, *Philosophy*  
B.A., University of Notre Dame  
M.A.R., Yale Divinity
- 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

- Hamernyik, Steven, Dr., *International Studies* (Chair); *Political Science*  
B.A., Portland State University  
Ph.D., University of Washington
- \*Hansen, Kathleen I., *Administrative Office Systems*  
B.A., College of Idaho  
M.A., University of Idaho
- Hanson, Michael, Dr., *Biology, Botany*  
B.S., University of Nebraska  
Ph.D., Claremont Graduate School
- Haslam, Graham, Dr., *History*  
B.A., University of Washington  
M.A., Western Washington State University  
Ph.D., Louisiana State University
- Heinrichs, Timothy, Dr., *History*  
B.A., Harvard College  
M.A., University of Utah  
M.A., Ph.D., University of Washington
- Helm, Rudolph, *Information Technology*  
B.A., University of Washington
- Henry, Richard, *Dean of Information Resources*  
B.A., The Evergreen State College  
M.Ed., Western Washington University
- \*Hewitt, Rebecca D., *Mathematics*  
B.A., University of Washington
- Hobbs, Robert, *Physics*  
B.A., University of Colorado  
M.A., Indiana University
- \*Hobbs, Sylvia H., *Parent Education*  
B.S., Birkbeck College, University of London
- Hoffman, Dale, *Science*  
B.A., Washington State University  
M.S., University of Connecticut
- Hurrell, Mary-Ann C., *Associate Degree Nursing*  
B.S.N., University of Alberta  
M.N., University of Washington
- Irey, Sayumi, *Library Media Center*  
A.A.S., Everett Community College  
B.A., University of Washington
- Jackson, Robert C., *Dance, Drama* (Chair)  
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 - Transfer* (Chair)  
B.A., M.B.A., University of California, Los Angeles
- \*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* (Chair); *Marketing Management*  
B.A., University of Missouri  
M.B.A., Oklahoma City University
- Jurji, E. David, Dr., *Anthropology*  
B.A., Albright College  
M.A., New York University  
Ph.D., University of Washington
- Karnes, Nancy, *Associate Degree Nursing*  
B.S.N., Baylor University  
M.S.N., Loyola University, Chicago, IL
- 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
- 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., Dr., *Executive Dean of Instructional Services*  
B.A., M.A., State University of New York  
Ph.D., University of Maryland
- \*Leber, Mary Reeves, Dr., *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
- Leighton, Gordon B., Dr., *English* (Chair)  
B.A., Bates College  
M.A., Ph.D., University of Virginia
- Lindman, Dale, *Art*  
B.A., M.A., St. Cloud State University  
M.F.A., University of Washington
- Littlefield, Michael, *Information Technology*  
B.S., Case Institute of Technology  
M.S., University of Washington
- \*Lowry, Pamela, *Mathematics*  
B.A., M.A., University of Washington
- Luark, Carolyn, *Art* (Chair)  
B.A., Central Washington University  
M.F.A., Washington State University
- Lum, Leslie G., *Business Administration - Transfer; General Business Management*  
B.A., M.A., University of British Columbia  
M.B.A., Columbia University
- Lyle, Catherine, *Physical Sciences* (Chair)  
A.A., Mt. San Antonio College  
B.A., Pomona College  
M.S., Tufts University
- \*Lyons, Elizabeth S.N., *Geology*  
B.A., University of Alaska
- Macneil, Lucy Parke, *Vice President for Human Resources*  
B.A., M.L., University of Washington
- Madigan, Mary L., *Radiologic Technology*  
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American Registry of Radiologic Technologists
- Malvino, Gene, *International Programs*  
B.A., M.A., St. Mary's College
- Marks, Suzanne, *Dean of Workforce Development*  
B.A., Washington State University
- Martin, Barbara M., *Vice President for Administrative Services*  
B.A., University of Washington  
M.A., University of Alaska
- Matsumoto, Akemi, *Human Development*  
B.A., University of Colorado  
Ed.M., Oregon State University
- Mauldin, Diane M., *Biology*  
B.A., M.A., University of Washington
- Mazzoni, Ruth, *Accounting - Paraprofessional* (Chair)  
B.A., Washington State University

- McKee, Carol, *International Programs*  
B.A., M.S., Florida State University
- Meehan, J. Timothy, *Human Development*  
B.A., Gonzaga University  
M.A., University of Oregon
- Meek, Donna, *English*  
B.A., M.A., Ohio State University
- Meilleur, Raoul J., *Associate Dean of International Programs*  
B.A., University of Washington  
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
- Meyer, Michael W., *English*  
B.A., Briar Cliff College  
M.A., Marquette University
- \*Meyers, Linda, *Parent Education*  
B.A., University of Washington
- Mojica, Fay, *Associate Degree Nursing*  
B.S.N., Union Christian College, La Union, Philippines  
M.S.N., University of Kansas
- \*Molvik, Nilmar L., *Mathematics*  
B.S., M.Ed., Seattle Pacific College
- Nesbitt, Sandra J., *General Business Management, Marketing Management* (Chair)  
B.A., M.S., Eastern Washington University
- Newton, Harriet, *Health; Physical Education; Recreational Leadership* (Chairs)  
B.S., Oklahoma College of Liberal Arts
- Nielsen, Thomas R., *Arts & Humanities* (Division Chair)  
A.A., Bellevue Community College  
B.A., M.Arch., University of Washington
- Norris, Rossie L., *Human Development, Multi-Cultural Services*  
B.A., Southern University  
M.Ed., University of Washington
- Nudelman, Laura, *Speech*  
B.A., University of the Pacific  
M.A., San Diego State 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
- \*Paydar, Iraj, Dr., *Political Science*  
B.A., M.A., Western Washington University  
Ph.D., University of Washington
- Perkins, Terri M., *Associate Degree Nursing*  
M.A., University of Washington  
B.S., Northeastern University-Boston
- Perry, John W., *Information Technology - Programming* (Chair)  
B.A., University of Washington  
M.B.A., Northwestern University
- Perry, Thornton A., *Business* (acting Division Chair); *Director of Distance Education; History*  
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., *Environmental Science, Oceanography*  
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
- Prigg, Riley, *Media Communications & Technology*  
Digital Imaging & Computer Animation, Bellevue Community College  
Secure Network Technology, Community College of the Air Force
- Pritchard, Thomas W., *Social Science* (Division Chair)  
B.A., University of Washington
- Pugh, Rose L., *Mathematics, Math Lab Director*  
B.S., M.S., Western Washington University
- 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., *Biology, Botany*  
B.S., University of Michigan  
M.S., University of Washington
- Righi, Michael E., *Economics* (Chair)  
B.A., Holy Cross College  
M.A., Columbia University
- Roberts, Judith Ann, *ABE/ESL*  
B.A., Western Washington University
- Roselle, Douglas L., *Geography* (Chair)  
B.A., Western Washington University  
M.S., Louisiana State University
- Rostirolla, Jim, *Astronomy*  
B.A., San Francisco State College  
M.A., California State University, San Francisco
- Rothman, B. Karen, *English, Reading Lab Director*  
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M.A., Louisiana State University  
M.A., California Lutheran College
- Rouso, Elayne, Dr., *Sociology*  
B.A., University of Michigan  
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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
- 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
- Shuman, James E., *Faculty Resource Center Director*  
B.S., Northern Arizona University  
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- Slayton, Sasha, *Associate Degree Nursing*  
B.A., Beloit College  
B.S.N., California State University  
M.S.N., Yale University School of Nursing
- \*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, Dr., *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., *Biology, Environmental Science*  
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
- Stulberg, Gail, *Business Administration - Transfer*  
B.S., California State University
- Surendranath, Jakkalavadika (Jack), *Science* (Division Chair)  
B.S., University of Madras  
M.S., Washington State University
- Susanka, Larry, Dr., *Mathematics*  
B.S., University of Oregon  
Ph.D., University of Minnesota
- Talbott, Michael L., Dr., *Associate Dean of Telecommunications*  
B.A., M.A., Ph.D., University of Washington
- Taplin, Ron, *Associate Dean of Student Development Services*  
B.A., Washington State University  
M.Ed., Idaho State University  
M.B.A., University of the Virgin Islands
- Taylor, Helen K., Dr., *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, *ABE/ESL*  
B.A., Pacific Lutheran University  
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- Thorp, Mary, *Associate Degree 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* (Chair); *Information Technology*  
B.A., Western Washington University  
M.Ed., University of Washington
- Unwin, Sylvia, *Information Technology*  
B.A., Pomona College  
M.S., West Coast University
- Updegrave, 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, Dr., *Environmental Science, Geology*  
B.A., Cornell University  
M.S., Ph. D., University of Washington
- Villines, Andrea, *Mathematics*  
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- Wais, Constance, S., *Interior Design* (Chair)  
B.A., California State University, Northridge
- \*Walker, George C., *Geography*  
B.A., (Hons.) University of Durham, England  
M.Ed., University of Newcastle upon-Tyne, England
- Wallace-Hoffman, Bonnie, *Drama*  
A.B., Cornell University
- Walter, Philip M., *Accounting - Paraprofessional*  
B.B.A., M.S., Memphis State University
- Wanamaker, Dennis L., Dr., *Psychology*  
B.A., M.Ed., Central Washington University  
Ed.D., Washington State University
- \*Weiss, Harriet M., *English, Communication*  
B.A., Maryland University  
M.A., San Diego State University
- Wesley, John, *Art*  
B.A., Moorehead State College
- 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 Languages*  
B.A., University of Washington  
M.A., Thunderbird Graduate School of International Management
- White, Jeffery, *English*  
B.A., The Evergreen State College  
M.F.A., University of Washington
- \*White, Kathleen, *English*  
B.A., University of Washington  
M.A., University of Houston
- Williams, Marcia C., *Information Technology/Networking & Program 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, Dr., *Business Administration - Transfer*  
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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, Dr., *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
- Ybarra, Tomás, *Dean of Student Services*  
B.A., The Evergreen State College  
M.A., The Evergreen State College
- Yoshino, Mark, *Physical Education*  
B.A., Western Washington University  
M.P.E., Pacific Lutheran University





|   |         |   |   |            |
|---|---------|---|---|------------|
| Honor Society: Phi Theta Kappa .....      | 22      | <b>O</b>                                | Sports Activities .....                     | 23         |
| Honors (graduating with) .....            | 14      | Oceanography .....                      | Sports Programs .....                       | 23         |
| Honors Program .....                      | 20      | <b>P</b>                                | State Approving Agency .....                | 4          |
| Human Development .....                   | 85      | Paraprofessional Accounting .....       | Student Clubs .....                         | 23         |
| Humanities .....                          | 52      | Parent Education .....                  | Student Code .....                          | 114        |
| <b>I</b>                                  |         | Parking .....                           | Student Complaint Procedures .....          | 115        |
| Imaging .....                             | 75      | Philosophy .....                        | Student Financial Obligations .....         | 114        |
| Independent Studies .....                 | 75      | Physical Education .....                | Student Government: ASBCC .....             | 23         |
| Individual Development .....              | 75      | Physics .....                           | Student Health Center .....                 | 18         |
| Information Technology .....              | 34, 62  | Planetarium .....                       | Student Programs .....                      | 18         |
| Intercollegiate Sports .....              | 23      | Political Science .....                 | Student Records .....                       | 14         |
| Interdisciplinary Studies .....           | 20, 54  | Professional/Technical Education .....  | Students' Rights and Responsibilities ..... | 114        |
| Interior Design .....                     | 35, 52  | Programming .....                       | <b>T</b>                                    |            |
| International Students .....              | 7       | Psychology .....                        | Tech Prep .....                             | 13, 15, 20 |
| International Studies .....               | 99      | Publications .....                      | Technical Support .....                     | 35         |
| International Programs .....              | 20      | <b>Q</b>                                | Technology Fee .....                        | 9          |
| International Student Services .....      | 16      | Quantitative or Symbolic                | Telecommunications Division .....           | 104        |
| Internships .....                         | 41      | Reasoning Requirement .....             | Telos – Older Adults' Program .....         | 21         |
| Interpretation .....                      | 41, 110 | <b>R</b>                                | Transcripts .....                           | 14         |
| <b>J</b>                                  |         | Radiation Therapy .....                 | Transfer .....                              | 8          |
| Japanese .....                            | 51      | Radio Station KBCS-FM 91.3 .....        | Translation & Interpretation .....          | 41, 110    |
| <b>L</b>                                  |         | Radiologic Technology .....             | Tuition & Fees .....                        | 8          |
| Law Enforcement .....                     | 28      | Real Estate .....                       | Tutoring Program .....                      | 18         |
| Learning Labs .....                       | 16      | Reasonable Accommodation for            | <b>V</b>                                    |            |
| Library Media Center .....                | 17      | Disabled Students .....                 | Veterans' Administration Programs .....     | 10, 18     |
| <b>M</b>                                  |         | Recreation Leadership .....             | Video & Audio Production .....              | 37         |
| Marketing .....                           | 65      | Refunds .....                           | <b>W</b>                                    |            |
| Marketing Management .....                | 35      | Registration .....                      | Waivers .....                               | 9          |
| Mathematics .....                         | 90      | Release of Student Records .....        | Web Multimedia Authoring .....              | 37         |
| Media Communications &                    |         | Repeating a Course .....                | Withdrawal from courses .....               | 7          |
| Technology .....                          | 36, 104 | Requirements .....                      | Women's Center/                             |            |
| Meteorology .....                         | 92      | Residency .....                         | Student Access Center .....                 | 18, 21     |
| Military Training .....                   | 13      | Running Start .....                     | Worker Retraining & WorkFirst .....         | 18         |
| Mission .....                             | 4       | <b>S</b>                                | Written Communication Requirement .....     | 24         |
| Model United Nations .....                | 22      | Science Division .....                  |   |            |
| Multi-Cultural Student Services .....     | 17      | Selective-admission programs .....      |   |            |
| Music .....                               | 22, 54  | Sexual Harassment .....                 |   |            |
| <b>N</b>                                  |         | Smoking on Campus .....                 |   |            |
| Network Support .....                     | 34      | Social Science Division .....           |   |            |
| Non-Traditional Ways to Earn Credit ..... | 12      | Social Security Number Disclosure ..... |   |            |
| Nuclear Medicine Technology .....         | 38, 75  | Sociology .....                         |   |            |
| Nursing .....                             | 38, 76  | Spanish .....                           |   |            |
| Nutrition .....                           | 92      | Speech .....                            |   |            |

## CAMPUS TELEPHONE NUMBERS

|  |                |
|--|----------------|
| ► <b>General Information</b> .....   | (425) 564-1000 |
| ► <b>Admissions</b>  |                |
| General Admissions .....   | (425) 564-2222 |
| Selective Admissions programs  |                |
| Diagnostic Ultrasound Technology .....   | (425) 564-2316 |
| Nuclear Medicine Technology .....  | (425) 564-2316 |
| Nursing (Associate Degree) .....   | (425) 564-2012 |
| Radiation Therapy & Radiologic Technology .....  | (425) 564-2316 |
| ► <b>Institutional Advancement</b><br><b>(BCC Foundation; College Relations)</b> ..... | (425) 564-2386 |
| ► <b>Instruction</b>   |                |
| Arts & Humanities Division .....   | (425) 564-2341 |
| Business Division .....  | (425) 564-2311 |
| Continuing Education .....   | (425) 564-2263 |
| Educational Development and<br>Health Sciences Division .....                          | (425) 564-2348 |
| International Programs .....   | (425) 564-2409 |
| Science Division .....   | (425) 564-2321 |
| Social Sciences Division .....   | (425) 564-2331 |
| Telecommunications Division .....  | (425) 564-4200 |
| ► <b>Library-Media Center</b> .....  | (425) 564-2252 |
| ► <b>President's Office</b> .....  | (425) 564-2301 |
| ► <b>Services</b>  |                |
| Advising Center .....  | (425) 564-2437 |
| Assessment & GED Office .....  | (425) 564-2243 |
| Bookstore .....  | (425) 564-2285 |
| Career Center .....  | (425) 564-2018 |
| Counseling Center .....  | (425) 564-2212 |
| Disability Support Services .....  | (425) 564-2498 |
| Evaluations/Graduation Office .....  | (425) 564-3106 |
| Financial Aid .....  | (425) 564-2227 |
| International Student Services .....   | (425) 564-3185 |
| Multi-Cultural Services .....  | (425) 564-2208 |
| Registration .....   | (425) 564-2222 |
| Transcripts .....  | (425) 564-2245 |
| Veterans' Affairs Office .....   | (425) 564-2220 |
| Women's Center/Student Access Center .....   | (425) 564-2279 |



The future belongs to those who believe  
in the beauty of their dreams

—Eleanor Roosevelt



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