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# Welcome to BCC!

You are invited to become a part of BCC—a diverse and vibrant college community that is committed to student success. Here you can explore a wide range of programs to fit your goals and your schedule. You may choose to complete the first two years of a bachelor's degree, prepare for a career, update your skills, or pursue your passions.

BCC provides a stimulating educational environment to explore issues, develop critical thinking abilities, and learn new skills. You'll find dedicated 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 recognize that student support is a vital part of your success. At BCC, assessment, advising, and financial aid staff can help you plan and finance your studies. Employment and career planning resources are available in the BCC Career Center. You'll find extra academic assistance in our math, science, reading, and writing labs. The Early Learning, Family, and Childcare Center provides childcare and parenting resources for students with children. Many other support services are available to help you meet your goals.

Along with flexible degree and certificate options, BCC provides diverse and innovative learning opportunities for students. Interdisciplinary studies courses create new connections by integrating two or three core subjects. Academic areas that incorporate service learning into the curriculum combine classroom instruction with hands-on community service projects. Our Center for Liberal Arts sponsors humanities programs for students and community members, including an international scholar-in-residence program, a Hands-On Democracy series, an inter-disciplinary scholarship contest, and other activities.

Our professional and technical training programs offer a wide range of high-quality instruction and real-world experience to help you launch a new career. Programs are kept up to date and relevant with the input of industry professionals in each field, and new options are frequently added in emerging career areas.

We accommodate busy schedules with day, evening, weekend, and online classes and degree options. Credit class offerings have been expanded at BCC's North Campus, conveniently located in the north Bellevue area.

Why not become a part of our continuing success story and join a community of students who are reaching their life goals through higher education? I invite you to discover the power of learning at BCC.



B. Jean Floten  
President



# Introduction

## Vision

Bellevue Community College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

## Core Values

We, the Board of Trustees, faculty, staff, and administration of Bellevue Community College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

## Mission

Bellevue Community College is a comprehensive and innovative college that advances the life-long educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

## Goals

### Access

BCC will provide access to educational programs and services that strengthen the economic, social, and cultural life of its diverse community.

### Student Success

BCC will support students' lifelong educational development by offering programs and services consistent with their needs, interests, and abilities.

## Teaching and Learning Excellence

BCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

## Institutional Accountability

BCC will maintain a viable and supportive system of organizational review that verifies and improves college effectiveness and ensures the integrity of programs.

## Professional and Organizational Excellence

BCC will foster creativity and innovation, high standards of professional excellence, a developed sense of community, and continuous organizational renewal.

## Financial Sustainability

BCC will remain preeminent by strengthening its financial position.

## Technology Leadership

BCC will be a leader in administrative and educational technology, including online learning.

## Pluralism

BCC will advance diversity programs that promote pluralism, inclusion, and global awareness.

## Community Leadership and Partnership

BCC will be a leader and partner in building a strong and vibrant region.

*(adopted by the Board of Trustees, October 2003)*

## Affirmation of Inclusion

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

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

*(Adopted by the All College Council, June 1992)*

## Accreditation

Bellevue Community College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education. This accreditation was most recently reaffirmed in 1995.

## State Approving Agency

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

## Accommodation

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.

## About this Catalog

Every effort is made to ensure that the information in this catalog is accurate at the time of publication. Because policies, personnel, curricula, and funding can change, Bellevue Community College reserves the right to add or withdraw courses and to amend, revise, or modify any provision printed in this catalog. Students are encouraged to check the BCC website ([www.bcc.ctc.edu](http://www.bcc.ctc.edu)) for the most up-to-date information.

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

## Limitation of Liability

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to loss of earnings or profits.

# 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;
- is generally granted 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. Lacking the associate degree, students risk losing credits that are normally accepted within the degree, or they may fall short on 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 generally 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.

### *Certificates of Completion*

- fewer than 20 credits

## **PATH 3** GENERAL STUDIES

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

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

### *Skill Development Courses*

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

### *General Education Development (GED)*

courses are available for students 19 years or older. 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.

# Enrollment Information

## Admissions

### 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 ([www.bcc.ctc.edu](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 for admission.

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, which may be reused at BCC only if kept in the sealed BCC envelope that was returned.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

#### **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
- Radiologic Technology

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

- Fast Track Technology
- Translation & Interpretation

#### **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-immigrants. International students may enroll in either the college credit programs (provided they meet the selective admissions requirements) or in the Intensive English/University Preparation (UP) program. International students on F-1 or M-1 visas are required to complete a minimum of 12 quarter college credits or 18-20 hours of intensive English instruction each quarter.

International students are admitted to the college credit programs upon meeting the following requirements (students 16-18 years old must also submit a completed and notarized Student Release Form with proof of high school graduation):

- a completed and signed International Student Application form with a non-refundable application fee of \$50 U.S. dollars;

- proof of English language proficiency in one of the following ways:

1. a TOEFL score of 500 (Paper-Based) or 173 (Computer-Based); OR
2. two years of non-ESL English courses in a U.S. high school or U.S. International School with a GPA of 2.5 or above on a 4.0 scale; OR
3. successful completion of BCC's Intensive English Level 5 and a passing score on the waiver exam; OR
4. successful completion of BCC's English College Bridge program with a minimum of 2.5; OR
5. successful completion of the highest level at other Intensive English Programs (minimum of B average) and successful completion of BCC's College Bridge program

- official transcripts, with official translations in English, with a recommended GPA of 2.5 on a 4.0 scale;
- certification of financial support;
- one passport-sized photograph (2" x 2");
- a one-page essay written by the applicant in English describing his/her academic and career goals;
- one letter of recommendation written by a teacher, advisor, or employer;
- a copy of the applicant's passport, if available.

International students are admitted to the Intensive English/University Preparation program upon meeting the following requirements (students 16-18 years old must also submit a completed and notarized Student Release Form with proof of high school graduation):

- a completed and signed Intensive English/University Preparation application form with a non-refundable application fee of \$50 U.S. dollars;
- certification of financial support;
- one passport-sized photograph (2" x 2"); and
- a copy of the applicant's passport, if available.

For each quarter of their attendance, all international students on F and M visas must either enroll in BCC's international student insurance plan at the time of registration or show proof of medical insurance coverage that is equivalent to BCC's plan.

## Registration

### Credit Courses

1. **New and former students** (new to BCC or returning after an absence of two or more quarters) who will be taking credit courses receive a registration appointment date along with information on assessment and registration. New and former students who miss the recommended quarterly admission application deadlines register soon after an application is submitted. The enrollment calendar is published in the Credit Class Schedule and online at [www.bcc.ctc.edu](http://www.bcc.ctc.edu).
2. **Continuing students** (or those students who have been absent for one quarter only) register at their scheduled times by remote access: online at [www.bcc.ctc.edu](http://www.bcc.ctc.edu). 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. **Open 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 or submits a completed Schedule Change Form to the Registration Office. 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.

### Waiting Lists

Registration for most credit courses at BCC uses a waitlist process. This feature offers students a fair and consistent method of being enrolled in the class if openings occur. If a class using the waitlist option is full, students can choose to be put on the waiting list; the student will be automatically enrolled in the class when a space becomes available. Students can add their names to the waiting list via the website or in person at the Student Service Center. Students who decide they no longer want to be on the waiting list for a class can return to web registration to check their waitlist status or come to the Student Service Center to remove their names.

Students should check their schedules daily to learn if they have been enrolled in their waitlisted classes and to be informed of any resulting changes to their tuition and fees. Students with an e-mail address on file will receive electronic notification of enrollment in a waitlisted class.

Students who register into another section of the same class they are waitlisted for will be drummed from the waitlisted section.

Students who have not been registered via the waitlist process by the first day of classes should go to the class on the first day for further instructions.

### 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 dean of student 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.

## Tuition & Fees

Tuition and fees may be paid through Visa, MasterCard, check, or cash. Checks returned because of stop payment will be charged \$26.58, 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 \$15.94 fee for reinstatement. After the third returned check, including third-party personal checks, the privilege of check-writing will be denied.

### 2004-2005 Tuition & Fee Rates

The chart shows the basic tuition & fees per credit per quarter for residents and non-residents. (See "Residency" for definitions.) Additional fees are described below.

These fees are pending final approval at the time of publication. Please note that all tuition & fee rates are subject to change by the Board of Trustees and/or the Washington state legislature. Check the Credit Class Schedule or the BCC website ([www.bcc.ctc.edu](http://www.bcc.ctc.edu)) for current tuition and fee amounts.

Credits	Resident	Non-Resident
1	\$76.35	\$248.05
2	152.70	496.10
3	229.05	744.15
4	305.40	992.20
5	381.75	1,240.25
6	458.10	1,488.30
7	534.45	1,736.35
8	610.80	1,984.40
9	687.15	2,232.45
10	763.50	2,480.50
11	779.00	2,499.80
12	794.50	2,519.10
13	810.00	2,538.40
14	825.50	2,557.70
15	841.00	2,577.00
16	856.50	2,596.30
17	872.00	2,615.60
18	887.50	2,634.90
19 & over	(1)	(2)

(1) Residents will pay \$887.50 plus

\$65.90 per additional credit beyond 18.

(2) Nonresidents will pay \$2,634.90 plus

\$237.60 per additional credit beyond 18.

## Late Registration Fee

Students who register after the tenth day of the quarter using a special permit to enroll form will be assessed a \$106.32 late registration fee in addition to the tuition and fees for each course.

## 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, unofficial transcripts, and catalog.

## 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.

## Drop for Non-Payment

Tuition and fee payments are due within seven days from the first day the student registers for each class. If students do not pay on time, the college may drop them from some or all classes. If students are dropped from classes for non-payment, the college will notify them in writing or by e-mail. Students will be charged a \$15.94 fee for reinstatement into classes for that quarter if they have ever been dropped for non-payment in the past.

## Other Charges

Certain courses require fees for laboratory use, licensing, internet service provider, etc. These fees are identified in the Credit Class Schedule; tuition and fee waivers generally do not apply. 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 course(s). The amount refunded will be based on course(s) withdrawn. There is a \$7.43 processing fee for refunds. Certain fees are non-refundable and are identified as such. Students withdrawn for disciplinary reasons will not be eligible for a refund. The refund policy does not apply to 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 cashiering. The college calendar, published in the Credit Class Schedule, identifies the refund deadlines for each quarter.

No checks will be processed for refunds that are less than \$25 – refund balances may be applied to future quarters. Outstanding debts to the college will be deducted from refunds. Any refund balance remaining after 8 quarters will be forfeited.

*For Fall, Winter, and Spring Quarters, withdrawals are refunded as follows:*

- 100% refund (minus \$7.43 fee) through the fifth instructional day of the quarter.
- 50% refund (minus \$7.43 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 \$7.43 fee) through the fourth instructional day of the quarter.
- 50% refund (minus \$7.43 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.

## 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.

## 3. Space-Available Waivers

### Senior Citizens, Credit and Audit

Waives all or a portion of tuition and services and activities fee with a maximum registration fee of \$5 per class, limited to 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 \$20 per class plus all fees associated with the class.

## Washington State Residency for Tuition Purposes

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

- have established a bona fide domicile in the state of Washington (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

## Enrollment Information

- 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.

## Veterans' Administration Standards & Requirements

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

Certification of VA benefits will occur upon acceptance to a VA-approved degree program and when all pertinent documents are on file. The eligible student can be certified only for courses applicable to the declared degree program. Students are expected to be enrolled in college-level courses, although some developmental courses ("deficiency courses" in VA terminology) are permitted. Students requiring deficiency courses will be reviewed by the veterans' affairs coordinator.

All VA benefit recipients are required to enroll in at least 6 credits per quarter to receive a monthly check. VA will pay for tuition and fees for 5 credits or less. Telecourses and online courses 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:

- on the web: go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu),
- on the touch-screen kiosks in the Student Services Building: choose the "Student Schedule" button,
- through the mail: leave a self-addressed stamped envelope at the Student Service Center, write your student ID on the inside of the flap, or
- in person: request a copy of your class schedule at the Student Service Center.

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

### "A" grades indicate "outstanding" achievement:

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

### The "A" student

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the 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+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

**The "B" student:**

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

**"C" grades indicate "satisfactory" achievement:**

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

**The "C" student**

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

**"D" grades indicate "poor" achievement:**

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

**The "D" student**

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

**"F" grades indicate "unsatisfactory" achievement:**

- F 0 points per credit hour

**The "F" student**

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

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

**Passing = P**

No points are calculated for a "P" grade, which is issued in two separate instances: for those courses institutionally recognized as using the "P" grade, and for courses graded using "A" through "F" in which a student elects to be evaluated "pass/fail." In the latter instance, all "P" grades must be supported with traditional letter grades (not recorded in the system), 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/Noncredit = CR/NC**

Credit/noncredit ("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 first 10 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.

## Enrollment Information

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 Standards Policy

*Approved by the Curriculum Advisory Committee,  
April 12, 2002*

### Academic Progress

Students who have completed 18 or more credits are making academic progress if they have earned an average GPA of 2.0 or higher. In addition, students are expected to successfully complete 67% of their credits. For example, a student who has attempted 54 credits and has completed 36 credits with a 2.00 GPA will be making academic progress. A student who has attempted 54 credits but has completed less than 36 credits with a 2.00 GPA will not be making academic progress.

### Academic Probation

Students who have completed 18 or more credits at BCC and have a BCC cumulative GPA below 2.00, OR students who have not successfully completed 67% of credits attempted will be placed on academic probation. While on probation, the student must receive above a 2.00 quarterly GPA to remain eligible for continued enrollment. Probation may be continued until the student reaches 60 cumulative GPA credits. While on probation, students may be prevented from registration and should meet with an advisor to develop a suitable academic plan. At this point students may be directed to use college academic support services.

### Academic Dismissal

Students who have over 60 cumulative GPA credits and a BCC Cumulative GPA below 2.00 will be on academic dismissal. Students who have been dismissed one time from the college for academic reasons may apply to be reinstated.

## Reinstatement Following Dismissal

Prior to reapplication, the student must meet with an advisor to evaluate the circumstances that led to academic dismissal and to draft a suitable plan to improve academic performance. Reinstatement applications shall be submitted to the Student Services Center. A copy of the plan shall be included with the reinstatement application. Students who are readmitted after academic dismissal may be limited to repeats of courses in which they previously earned "D's" or "F's." Students who have been academically dismissed from the college more than once shall not be reinstated.

## Exceptions to the Academic Standing Policy

The Academic Standards Committee has jurisdiction over matters relating to academic standards, and makes recommendations to the Executive Dean of Instruction concerning the application of academic progress requirements. In particular, the committee is empowered to act on petitions from students who wish to be granted an exception to those requirements. Approval of these requests is neither automatic nor guaranteed; each is evaluated on its own merits.

Academic Standards Exception Petition Forms are available from Student Services. Completed forms must be accompanied by a substantial letter of explanation from the student and must include a signed recommendation for exception from the student's counselor or academic advisor. Petitions must be received in the Office of Instruction 48 hours prior to a meeting of the Academic Standards Committee. Students will be mailed a copy of the committee's decision.

Any appeal of a Committee on Academic Standards decision must be submitted in writing to the Executive Dean of Instruction within 30 days of the committee decision date.

## Academic Completion Policy

*Adopted by President's Staff, January 13, 2004*

### Authority

Washington State Law (SB 5135, RCW 28B.10.695, 2003 Legislative Session) requires all state colleges and universities to adopt policies that ensure students seeking degrees and certificates complete in a timely manner, and efficiently use state resources. This policy responds to this requirement.

## Students Impacted

Bellevue Community College will apply this policy to students seeking degrees and certificates in the following circumstances:

- (a) Students who accumulate more than one hundred twenty-five percent (125%) of the number of college-level credits required to complete their associate degree or certificate program;
- (b) Students pursuing a degree or certificate who withdraw from more than twenty-five percent (25%) of their cumulative course load after attempting 30 college-level credits.

Students who fall under (a) above will be blocked from registration. Blocked students may write a letter of appeal to the Academic Standards Committee outlining their plan for completion. Students who fall under category (b) will be notified according to the Academic Standards Policy for probation.

## Surcharge

In the future, the college reserves the right to implement a surcharge for students impacted by this policy, as permitted by law. The surcharge may include the full cost of education regardless of the student's Washington State residency classification.

## Probation and/or Dismissal

Further intervention procedures may be initiated at the time that the state is able to provide the technology that can further support this policy. Until that time, BCC will continue to aggressively apply the college's Academic Standards Policy and place the students under Academic Probation or Academic Dismissal based upon their individual circumstances and follow current procedures.

## Reinstatement Following Dismissal

Prior to reapplication the student must meet with an advisor to evaluate the circumstances that led to academic dismissal and to draft a suitable plan to ensure academic performance and/or program completion. The reinstatement application shall be submitted or mailed to the Student Service Center with a copy of the plan. Students who are readmitted after academic dismissal will not be able to use web registration; they must register in person or, if a distance student, through e-mail or on the telephone.

## Transferring and Earning Credits

Currently enrolled students pursuing a degree or certificate may request an official evaluation to have their transfer credits reviewed by the Evaluations Office. The information recorded on transfer credits and the transfer GPA become part of the student's record; however, they are not part of the student's official transcript, which will only record the total number of credits by institution that were applied towards a degree or certificate. Not all transfer credits may apply toward graduation requirements.

The college reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is college policy to accept credits earned at institutions fully accredited by their regional accrediting association, provided that such credits have been earned through college-level courses that are applicable to the student's program at BCC. The college may also consider non-traditional credits when the degree or certificate the student is pursuing allows such credits.

### Advanced Placement (AP) and International Baccalaureate (IB)

Students who engaged in college-level study in high school through the College Board's Advanced Placement (AP) or the International Baccalaureate (IB) Program can obtain credit towards a BCC degree, placement in advanced classes, or both, on the basis of their performance on AP or IB exams. For placement into an eligible advanced course, students present an original copy of their test results to the Assessment Office. For credit, the student must ask the testing agency to send scores to the Records Office. Posting of AP or IB credits may be requested after successful completion of 10 BCC credits. Students will not be granted credit if the equivalent college course has been taken.

For International Baccalaureate (IB), 5 credits are granted for each Higher Level subject in which a score of 5 or higher is earned. For example, a student's transcript would be noted as "English IB Credit 5.0." A maximum of 60 IB credits may be awarded; however not all credits may apply toward a BCC degree or certificate.

For Advanced Placement (AP), credits or placement into advanced courses is granted according to AP course and score earned. When credit is granted, a student's transcript will record "Art AP Credit 5.0." A maximum of 60 AP credits may be awarded, although not all credits apply toward a BCC degree or certificate.



### Exceptions to the Policy

The Academic Standards Committee has jurisdiction over matters relating to academic standards, and makes recommendations to the Executive Dean of Instruction concerning the application of academic progress and intervention requirements. The committee is empowered to act on petitions from students who wish to be granted an exception to those requirements. Approval of these requests is neither automatic nor guaranteed; each is evaluated on its own merits.

Academic Standards Exception Petition Forms are available from the Student Service Center. Completed forms must be accompanied by a substantial letter of explanation from the student and must include a signed recommendation for exception from the student's counselor or academic advisor. Petitions must be received in the Office of Instruction 48 hours prior to a meeting of the Academic Standards Committee. Students will be mailed a copy of the committee's decision.

### Appeals

Appeals of the Academic Standards Committee decision must be submitted in writing to the Executive Dean of Instruction within 30 days of the committee decision date.

### Changing a Grade

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

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.

Students must submit a Repeat Class Request to have the highest grade calculated into the BCC Grade Point Average for graduation. This request will result in the lower grade courses having an "R" grade identifier posted next to the grade in the permanent transcript.

## Enrollment Information

### College in the High School

High School students may earn both high school and college credit in a BCC program coordinated with local high schools. Students take these credits at their own high school. Information is available through the high schools in the area.

### College-Level Examination Program (CLEP)

A maximum of 15 "free or gray elective" credits is granted for CLEP examinations after the student has successfully completed 10 credits at BCC. Students should meet with a credential evaluator since no credit will be granted for a BCC course that is a duplication of a CLEP exam. An example of how these credits appear on the transcript is "American Government CLEP Exam Credit 5.0."

### Credit by Examination

Students may receive credit for prior knowledge without formally taking a course in that area. Exams are limited and may not be available for every discipline. Students must be currently registered and have completed 10 credits at BCC to request an Approval for Credit-by-Exam. An example of how these credits appear on the transcript is "AOS 165 Credit By Exam 5.0."

### Cross-Listed Courses

Certain courses may fulfill requirements in more than one program or discipline. These courses are identical in every way including title, course description, learning outcomes, general education outcomes, and outline. This assists fulfillment of the minimum three distinct discipline distribution requirements for the Associate in Arts & Sciences degree. For example, the catalog description for POLSC 201 states "Same as PHIL 201. Either POLSC 201 or PHIL 201 may be taken for credit, not both."

### Military Credit

Credits earned in Armed Forces Training Schools (AFTS) and through USAFI and DANTES may not exceed 15 credits towards the Associate in Arts and Sciences degree. These credits are included in the 15 "free or gray electives" maximum. Official transcripts or DD-214 or DD-295 forms must be submitted. Credit will not be awarded until the student applies for graduation. An example of how these credits appear on the transcript is "PE Military Credit 2.0."

### Native Language

Foreign Language credit is not granted either by examination or by course completion in a student's native language. Native language is defined as the language spoken in the student's home during the first six years of his or her life and in which he or she received instruction through the seventh grade.

### Out-of-Sequence Courses

Credit is not awarded for prerequisite courses in composition, mathematics, or foreign languages completed after a more advanced level course has been completed. For example, students will not be awarded credit for Spanish 102 if it was taken after Spanish 103.

### Parallel Courses

Credit is not awarded for those courses that are similar enough in content that students should not receive credit for both classes. The courses will have different titles, course descriptions, and learning outcomes, but credit is not granted for both. For example, the catalog will specify "Either MATH 105 (Pre-Calculus I) or MATH 156 (College Algebra for Business & Social Science) may be taken for credit, not both."

### Prior Learning Assessment

The college is currently reviewing a prior learning assessment process. Students are encouraged to check with their department for the latest information.

### Residency Credit Requirement

At least 30 of the 90 credits required for a degree and at least one-third of the credits required for a certificate must be completed at BCC.

### Restricted Transfer Credit

A maximum of 60 transfer credits may apply toward an associate degree, and a maximum of two-thirds may apply toward a certificate. All credits are subject to approval by the Evaluations Office based on credit equivalency, applicability to the degree or certificate, and the institution's accreditation.

The college reserves the right to accept or reject credit earned in professional, vocational or technical courses. Departments may review course equivalencies or requirements completed at other institutions. Some 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 that can lapse from time of completion.

### Running Start

Students classified as high school juniors or seniors may apply to this program. Qualified students may earn high school and college credits simultaneously for college level classes.

### Tech Prep Credit

High school students may earn college credit for certain professional/technical classes taken at the high school. The student must be registered with the Tech Prep program and must complete the high-school classes with a grade of "A" or "B" in order to receive college credit.

## Academic Concentration

Certain departments and programs at BCC offer an "academic concentration" option. Students 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).

## Graduation

One graduation application must be filed, with a \$15 fee, for each degree or certificate.

To apply credits from another college or university toward BCC degree or certificate requirements, official transcripts must be submitted with the graduation application or sent directly to the Evaluations Office.

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

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

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

Diplomas are mailed approximately 12 weeks after the quarter ends.

## Commencement

During Spring Quarter, eligible students are mailed instructions regarding participation in the June commencement ceremony. Students must meet application deadlines in order to participate in commencement. The ceremony is held during the evening of the last day of Spring Quarter. Students who complete their program requirements during Fall or Winter Quarters as well as those students who will be completing their program during Spring and Summer quarters are encouraged to participate in the June commencement ceremonies.

## Graduation with Honors

The college encourages students to achieve the highest level of scholarship in pursuit of their educational goals. Students who have earned an associate degree or certificate of achievement and have maintained at least a cumulative grade-point average of 3.50 will receive honors recognition in the printed program at the June commencement. All students graduating with honors will have their degrees and transcripts marked with "honors." If a student has completed a minimum of one-half of the required credits for the award at

BCC, credits and grades transferred to BCC from other colleges and universities are not included in the calculation of the cumulative grade-point average. See also Honors Program under "Other Educational Opportunities."

## Retention of Student Records

Access to student grades is available on the BCC website. 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 paper records are not maintained beyond one year from the last date of attendance.

## Confidentiality of Student Records

Students' names, campus e-mail addresses, dates of attendance, degrees or certificates awarded, and athletics-related statistics, scholarships received, positions in BCC government, Honor Society membership, part-time or full-time student status, and previous schools attended are considered public information. All other information in 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.

## Transcripts

In compliance with The Family Education Rights and Privacy Act of 1974, a transcript of grades will be sent to a college, university, or other agency upon the student's written request ONLY. Requests for transcripts may be made online or 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.

There is a \$5 processing fee for each official transcript ordered. For instructions on ordering transcripts, call (425) 564-2245 or go to the BCC website.

## Credit Class Schedules

Bellevue Community College publishes and distributes the Credit Class Schedule, sometimes referred to as a "quarterly schedule," 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).*

## Assessment

BCC requires 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. Students who wish to meet BCC course prerequisites by transferring college-level English and mathematics from another accredited college or university should contact the Assessment Office at (425) 564-2243 for more information or to schedule an appointment. The Assessment Office is located room B132.

## Career Center

BCC's one-stop Career Center provides career planning and job search assistance for students, prospective students, alumni, and community members. The Center provides one-on-one career advising, career and job search classes and workshops, job search assistance, internship and work study programs, and computerized career and job search resources. Please visit our Center located on the second floor of the Student Services Building, Main Campus, call (425) 564-2279, or visit [www.bcc.ctc.edu/careers](http://www.bcc.ctc.edu/careers) for more information.

## Counseling Center

Academic, career, and personal counseling services and credit classes are available to enrolled BCC students. Students use the services of our registered, professional faculty counselors for educational, career, and life decision-making/planning; student advocacy; personal and relationship issues; crisis management; and community resource referral. Short-term sessions are free and confidential. To schedule an appointment, call the Center at (425) 564-2212.

## Disability Support Services

Disability Support Services provides classroom accommodations and advocacy 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 auxiliary aids or academic adjustments for classes. Visit DSS in room B132 or call (425) 564-2498; TTY line, (425) 564-4110.

## Early Learning, Family, & Childcare Center

The Childcare Center serves children 3 months to 7 years old. It provides affordable, quality childcare with ongoing preschool activities. Extended evening hours are available. Parents enrolling their children are required to participate in the Parent Involvement program. Low-income families may apply for enrollment in Head Start, an enhancement program for children 3 and 4 years old. Call (425) 564-2240 for more information. (See also: Parent Education)

## Educational Planning Resource & Transfer Center

The Educational Planning Resource & Transfer Center provides information about degrees and certificates offered at BCC, as well as resources for students planning to transfer to other community/technical colleges and baccalaureate institutions (four-year colleges) in Washington or out-of-state. The Center sponsors a college fair every quarter, bringing representatives from many colleges and universities to BCC for general outreach and individual student appointments which are coordinated by the staff in the Center. To schedule an appointment with a baccalaureate admissions representative, students can come to the second floor of the Student Services Building or call (425) 564-2212. A student who is undecided about a major may make an appointment to see a professional advisor in the Center. Students who have declared a major and are not sure where to go next should call (425) 564-2212 for assistance.

## Tech Prep

Tech Prep is a dual-credit program for high school students to earn college credit in certain professional-technical classes while attending high school. After registering for the Tech Prep program and completing these classes with a grade of "A" or "B," the high school student can receive college credit for them. Call (425) 564-6159 for more information.

## Career Education Options (CEO)

CEO is a program for students 16-20 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. Call (425) 564-4035 for more information.

## Financial Aid

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 2002 (e.g., loss of job, death, separation, etc.) ask in the Financial Aid Office about special conditions.

## Application Procedure

The priority processing deadline is April 15; applicants who complete the aid process and make the April 15 deadline are given priority consideration for the upcoming Fall quarter. Students who missed the priority deadline should be prepared to pay Fall tuition in full. 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.

## Support Services

### 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	\$ 750	\$ 750
Rent/Food/Utilities	\$2,256	\$5,734
Transportation	\$1,434	\$1,434
Misc./Personal	\$1,968	\$2,094
Subtotal	\$6,408	\$10,062
Tuition & Fees*	_____	_____
Technology Fee**	_____	_____
TOTALS	_____	_____

\* add estimated tuition & fees based on residency status and anticipated credit load for three quarters; see page 6.

\*\* add estimated technology fee based on anticipated credit load for three quarters; see page 6.

### 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 opportunities 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 offers a variety of scholarships through the BCC Foundation as well as local and national organizations. Scholarship orientations are held weekly through the Women's Center. Please call (425) 564-2279 or visit the Women's Center for scholarship orientation dates and times.

Students may also perform a scholarship search at [www.fastweb.com](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.

## International Student Programs

International Student Programs (ISP) provides primary support for international students on non-immigrant visas who plan to enroll in college-credit classes, Intensive English/University Preparation (UP), International Business Professions Program (IBP), short-term special programs, and non-credit community English as a Second Language (ESL) classes at BCC.

ISP assists international students achieve their educational goals at BCC. ISP also fosters cross-cultural experiences on campus for the domestic and international students. ISP services include international student admissions and recruitment, advising (academic, immigration, and cultural), registration, credit evaluations, health and insurance matters, student activities, and student housing referrals. ISP acts as a liaison between BCC international students, faculty, administrators, and the U.S. Department of Homeland Security (DHS). For more information, call (425) 564-3185.

## Learning Labs & Computer Labs

Bellevue Community College maintains over 1,300 computers for student use on the main campus. The open computer lab in room N250 houses more than 200 computers (both PC and Macintosh) that are available for all registered students on a daily basis.

Specialized computer labs and learning labs at BCC include:

- Basic Skills Lab
- Interactive Multimedia Labs
- Math Lab
- Reading Lab
- Science Learning Center
- Writing Lab

as well as computer labs dedicated for specific instructional programs and student services.

For more information about labs available for BCC student use, visit Computing Services on the BCC website.

## Library Media Center

The Library Media Center (LMC) staff assist students in finding print, online, and audiovisual materials to help them in their coursework. Nineteen computer workstations in the library give students access to the World Wide Web. Two additional computer workstations provide adaptive technology for students with special needs. The library home page ([www.bcc.ctc.edu/lmc/](http://www.bcc.ctc.edu/lmc/)) has links to BCC and local library catalogs, full-text online magazine and book databases, and online handouts that guide students in evaluating resources and writing research papers. Librarians are available during all open library hours to help students in their research. They also teach library instruction sessions for classes in a computer-equipped classroom. Media Services provides production assistance for classes. Other services include color photocopying, lamination, and tape duplication.

## Multi-Cultural Student Services

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, limited tutoring and mentoring support, advising cultural clubs/organizations, cultural events planning and facilitation, and curriculum and policy development. MCS also provides information about scholarships internships, and community resources and help for faculty, staff, and students in resolving culturally sensitive issues. For more information, call (425) 564-2208.

## Public Safety & Parking

(425) 564-2400 or extension 2400 from a college office telephone.

### Hours of Operation

Public Safety officers are available 24 hours a day, 365 days a year, to respond to crimes and provide first response services at fires and emergency medical calls, as well as to enforce traffic and parking laws/regulations on all college district property and facilities. The Department can also assist drivers with dead batteries and other emergencies. Call Public Safety to report any suspicious activity, criminal acts, collisions, or hit-and-run crimes as well as parking problems.

### Security Reports

BCC complies with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990). The College's Safety and Security report is available online at [www.bcc.ctc.edu/campusops/security/public\\_safety/clery.htm](http://www.bcc.ctc.edu/campusops/security/public_safety/clery.htm).

### Parking

The college maintains more than 3,100 student parking spaces, with reserved areas for carpools (3+ people per car) and disabled drivers with state-issued permits. All students are entitled to parking permits at no additional charge (the cost is covered in the BCC comprehensive fee).

Day and evening parking restrictions (WAC 132H-116-415)—Students, staff, and faculty may obtain day and/or evening parking on campus to the extent spaces are available as follows:

- (1) Student daytime parking is limited to areas designated student parking.
- (2) Staff/faculty daytime parking is limited to areas designated staff/faculty parking.
- (3) Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the disabled, the college motor pool, and specifically signed reserved areas.

Enforcement for parking violations and traffic violations (speeding, stop signs, etc.), remains constant 365 days a year regardless of whether classes are in session or whether it is a holiday or summer (WAC 134H-116-791).

Vehicle parking permits are required all year and are available either at Cashiering or at the Public Safety Office in the K Bldg. (WAC 134H-116-350).

Prior to leaving a personal vehicle on campus overnight contact Public Safety at ext. 2400. Vehicles left on campus without prior permission and permitting may be subject to citation and impound (WAC 134H-116-620).

Student and employee parking regulations (lot restrictions) are enforced throughout the year (WAC 134H-116-415).

All regulatory signs are enforced uniformly throughout the entire year, such as 30 minute parking stalls, delivery areas, ELFCC staff parking, handicap parking stalls, etc. (WAC 134H-116-320). Fire zones (red curbs) are enforced throughout the year (134H-116-620).

Violators of criminal, traffic, and parking laws and regulations are subject to citation, vehicle booting, and/or impoundment as well as possible referral to collections.

**Appealing Citations**—Please remember that citations are not forgiven, erased, or forgotten: these are audit-controlled, legally enforced civil processes. If you receive a citation and believe it was issued in error or that you have an extenuating situation and want to appeal a citation, then please fill out a 'Citation Appeal form.' These forms are available in the Public Safety Office in the K Bldg. Appeals and/or a letter that might request that a citation be dropped, forgiven, erased, or forgotten are all referred to the Traffic Court for a final decision and adjudication.

**Collisions and Hit & Runs**—If you experience a collision or discover that you have been the victim of a hit and run, whether it involves just minor damage or an injury, immediately report the incident to the Public Safety Department, which investigates all collisions that occur on campus (WAC 134H-116-655).

## 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: ASG student government, the Campus Activities Board, the ASBCC used-textbook sale, New Student Orientation, and the Campus Information Center. Student Programs is located in the Student Union Building, C212; on the Web at [www.bcc.ctc.edu/stupro](http://www.bcc.ctc.edu/stupro); telephone (425) 564-6150.



## Support Services

### TRiO Student Support Services

TRiO is a federally funded program that assists BCC students in achieving their academic goals. TRiO provides personal support and academic assistance services for students who are first-generation college students, low-income students, or students who have a documented disability. TRiO services include personal support and advocacy, free tutoring, instruction in effective study skills, study groups, a computer lab and study center, laptop computer lending, academic monitoring and intervention, academic achievement awards, workshops, activities, and transfer assistance. All services are designed to ensure student success at BCC and beyond. TRiO serves 160 BCC students each year. Specific eligibility requirements apply: for more information call (425) 564-5745.

### Tutoring Center

The Academic Tutoring Center 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 and funding are available. Group sessions may be attended, when available, by students performing at any grade level. The Academic Tutoring Center is located in room C162.

### Veterans' Administration Programs

The Veterans Affairs Office in room B123A assists veterans, reservists, dependents, and VA chapter 31 students with eligibility questions as well as Southeast Asian and Persian Gulf waivers. Call (425) 564-2220 for more information.

### Women's Center

BCC's Women's Center provides a variety of services for students, prospective students, alumni, and community members, both men and women. The Center provides one-on-one career coaching assistance, resource information and referral, scholarship information and group advising, and career transition and life planning classes and workshops. Please visit our Center on the second floor of the Student Services Building, Main Campus, call (425) 564-2279, or visit [www.bcc.ctc.edu/wc](http://www.bcc.ctc.edu/wc) for more information.

### Worker Retraining

Worker Retraining provides tuition assistance for qualifying students. Funding is usually for one or two quarters and can cover credited, occupational classes only. Worker Retraining students will receive priority registration, educational planning, and assistance in locating other funding resources while pursuing a certificate or degree program.

*You may be eligible for Worker Retraining if:*

- ~ You are collecting Unemployment Insurance (UI);
- ~ You have exhausted your UI within the past 24 months;
- ~ You are a displaced homemaker;
- ~ You were self-employed in a declining field;
- ~ You have received a lay-off letter.

Orientation sessions are offered Tuesdays at 1:00 p.m. Call (425) 564-4054 or e-mail [worktrng@bcc.ctc.edu](mailto:worktrng@bcc.ctc.edu) for orientation location or more information.

### WorkFirst

WorkFirst provides free training for parents with dependent children who meet income-requirements. Priority is given to TANF (Temporary Assistance to Needy Families) recipients.

**Computer Basics and Software Fundamentals**—11-week computer course for beginner computer users. Job placement assistance is offered at completion of class.

**Computer Software Certification**—11-week computer course for those with computer experience in MS Word or Excel. Job placement assistance is offered at completion of class.

**English-as-a-Second-Language (ESL)**—11-week English-as-a-Second-Language course at beginner and intermediate levels. Curriculum includes customer-service training and a computer component. Job placement assistance is offered at completion of class.

**WorkFirst Financial Aid**—Offers free books and tuition in approved occupational programs. Must be working to qualify.

### WorkFirst Contact Information

**Computer Basics / Computer Software Certification**

Contact Beth Bailey at (425) 564-4178 or by e-mail at [bbailey@bcc.ctc.edu](mailto:bbailey@bcc.ctc.edu).

**WorkFirst Financial Aid**

Contact Patricia Bustos at (425) 564-5474 or by e-mail at [pbustos@bcc.ctc.edu](mailto:pbustos@bcc.ctc.edu).

**English as a Second Language (ESL)**

Contact Mindy Iwen at (425) 564-4144 or by e-mail at [miwen@bcc.ctc.edu](mailto:miwen@bcc.ctc.edu).



# Other Educational Opportunities

*BCC offers many educational opportunities distinct from our traditional credit programs. From noncredit 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.*

## Career Center

BCC's one-stop Career Center provides career planning and job search assistance to students, prospective students, alumni, and community members. The Center provides one-on-one career advising, job search assistance, internship and work study programs, and computerized career and job search resources.

In addition to career, job search, and employability workshops each quarter, the Career Center offers short-term credit classes including

- Uncovering Your Hidden Strengths; Essential Preparation for Great Resumes and Successful Interviews
- Building Your Career Portfolio
- Improving your Resume
- Successful Interviewing Strategies
- Interviewing Strategies for Success
- Compass for Success: Chart your Course for a Rewarding Career
- Internship Seminar

Visit the Center on the second floor of the Student Services Building, Main Campus, call (425) 564-2018, or go to [www.bcc.ctc.edu/careers](http://www.bcc.ctc.edu/careers) for more information.

## Continuing Education Programs

Bellevue Community College offers the most comprehensive selection of continuing education courses found at any community college in the state. These noncredit 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 or visit the website [www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu).

## Art-Zones

Select from courses in the visual, literary, design, and performing arts. Classes are geared toward the novice as well as the seasoned professional artist. Our newest programs include digital photography, antiques and collectibles, illustration, and pre-press processes. Private lessons are available upon request.

## Business & Professional Development

Stay current on the latest skills and knowledge needed to be successful in today's fast-paced business world. Take advantage of courses in accounting and finance, payroll, small business success, ISO 9000, management and leadership skills, communication skills, business writing, marketing and sales, information management, and career planning. Certificate courses are offered in project management, human resources management, nonprofit management, risk management, and technical communication. CEUs and industry continuing education hours are available.

## BCC Business & Professional Training Institute

The Business & Professional Training Institute provides the local business community with a resource for training, information, and services for company-wide training. Area employers can access all of Continuing Education's offerings and custom training at the Institute's new facility located near the 520 / I-405 interchange. Programs and classes can also be offered on-site at area businesses and organizations. Sample courses include Project Management, Microsoft Word, Excel and Access, Database Management, Business Communication, and Leadership & Team Building. Additionally, internationally recognized programs such as from DDI, Achieve Global, and the American Management Association are provided by the Institute. For further information, contact (425) 564-3163 or e-mail [biztrain@bcc.ctc.edu](mailto:biztrain@bcc.ctc.edu).

## 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, business

applications, animation, graphics and publishing, web design and development, programming, networking, security, Windows, Linux system administration, testing and quality assurance, wired and wireless communications technologies, database design and management, and IT project management all are taught in comfortable, state-of-the-art classrooms. BCC is a Microsoft IT Academy site, a member of the Global Wireless Education Consortium (GWEC), and a participant in both the Cisco Systems Networking Academy and the Oracle Workforce Development Program. Programs are targeted to meet current workforce demand for high-tech skills and include courses necessary to assist students in preparing for Microsoft Office, BICSI, A+, Network+, Linux+, Security+, CISSP, IT Project+, MCP, MCAD, MCSA, MCSE, MCDBA, MCDST, Cisco and Oracle certification exams. CEUs and industry continuing education hours are available.

## Explore!

The new Explore! program is for men and women looking for inspiration, education, recreation, or just plain fun! Classes in our Discoveries category look at a variety of topics about the world in which we live. Health and Fitness features an array of courses from personal fitness training to massage. Home Plate is where you will find courses in home improvement, gardening and edible arts. Sports & Recreation lists courses from foil fencing to sea kayaking. New classes are offered every quarter. All Explore! courses are taught by professionals and instructors with significant experience in their field.

## Fast Track Technology Programs

BCC Continuing Education offers intensive, full-time programs that prepare adult learners for careers in computing and information technology. These programs focus on in-demand workforce technical skills and industry recognized certifications. Classes are offered in daytime as well as weekend and evening formats. 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 [fasttrack@bcc.ctc.edu](mailto:fasttrack@bcc.ctc.edu). See page 79 for credit information.

### Health Sciences Education & Wellness Institute

In addition to credit programs, the Health Sciences Education & Wellness Institute provides continuing education and training for health care professionals, emergency workers, recreation and fitness specialists, parents, and early childhood educators. Nursing professionals can choose from array of continuing education offerings, and those pursuing employment as nursing assistants or phlebotomists can receive basic training through the Institute. Professional continuing education offerings are also available for massage therapists, mental health professionals, chemical dependency counselors, nuclear medicine technologists, radiation therapists, radiologic technologists, and sonographers. For the general public, the Institute offers a growing variety of classes in health, wellness, and fitness topics.

### Online Learning

For students who wish to take classes from home or office and have internet access, Continuing Education offers online classes in computer software applications, paralegal certification, test preparation (GRE, LSAT, GMAT, SAT), digital photography, and much more. These classes are self-paced and may include personalized instructor feedback through e-mail. Refer to [www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu) for a complete listing of classes.

### 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 pages 116-118.

### Small Business Development Center

Get free and confidential business counseling and research from certified small business experts. The center also sponsors training designed for new and existing businesses. The Small Business Success Series offers practical training in business marketing, finance, and management and can also be taken as individual seminars. The Small Business Development Center is a partnership of Bellevue Community College, Washington State University, and the US Small Business Administration. For immediate assistance, call (425) 564-2888 or access online resources at [www.wsdbc.org](http://www.wsdbc.org).

### Technical Communication

The Technical Communication program offers non-credit classes and certificate programs in the following concentrations: Technical Writing and Communication; Professional and Technical Editing & Proofreading; Information Design; Programmer/Writer; Programmer/Editor; Programmer, Tester, and Product Support Specialist. CEUs and clock hours are available for all classes.

### Telos - Educational Programs for Retirees

Telos is BCC's program for retirees, offering opportunities and challenges for continued learning, personal growth, and new friendships. The program is designed to fit the lifestyles and interests of retirees. The quarterly cultural enrichment classes range through a variety of subjects. These small weekly classes are noncredit and not graded, and are conducted in a relaxed atmosphere. For information call (425) 564-4400 or go to [www.conted.bcc.ctc.edu](http://www.conted.bcc.ctc.edu) and click on Telos.

### Testing Center

The BCC Testing Center is a state-of-the-art facility offering 19" monitors and a comfortable test environment. It offers assessment for incoming credit students and is an ACT and Prometric authorized testing center, providing certification testing for industry professionals. Call (425) 564-4006 for more information.

### World Languages and Travel

Continuing Education offers noncredit instruction in 20 languages, including American Sign Language. Classes on world cultures, international business practices, and travel are also available. For information on educational tours abroad, call (425) 564-3145. For information on certificate courses for credit in translation and interpretation, see pages 92 and 121.

### Distance Education: Online and Telecourses

BCC Distance Education opportunities are designed to provide academic college credit classes for students whose educational opportunities are limited by time or distance constraints. Online courses require no on-campus attendance and are accessible through links to the Distance Education website (<http://distance-ed.bcc.ctc.edu>). Telecourses require on-campus attendance at review sessions and are

broadcast on The College Channel, Bellevue Community College's educational channel on Comcast Cable Channel 28, or on videotapes available for rental from the Distance Education Office.

Several transfer degrees and certificates can be earned solely through Distance Education courses. The cost per credit hour is the same as other state resident BCC academic courses, plus an additional per-course fee.

### English Language Institute

The English Language Institute (within the Arts & Humanities Division) offers credit classes and noncredit 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 20 hour per week intensive English program prepares international students and non-native speakers to successfully enter American colleges and universities. Both full-time and part-time study are available. Full-time study in the program qualifies students for an F-1 student visa.

#### International Business Professions

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

#### Special Programs

Customized short or long-term English language programs for groups of 10 or more students wishing to enhance their English skills. Some programs combine English with business, computers, and other areas of interest.

#### Community Programs

These programs offer a wide variety of English as a Second Language courses to adults at beginning through advanced levels each quarter.

## Other Educational Opportunities

### 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 \$50 fee. Those who successfully complete the test will earn a certificate of General Education Development.

#### 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 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 college courses in their high schools. The program offers basic, introductory-level courses often required in the general pattern of freshman coursework at four-year universities. Students who successfully complete coursework taken through the College in the High School program earn college credit 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 dual credit as outlined in the program's agreements. Interested students should contact the Tech Prep Advisor located in the Educational Planning Resource Center, 2nd floor of the Student Services Building.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

### Honors Program

The BCC Honors Program is designed to attract and challenge talented and motivated individuals who choose to participate at their own initiative. It provides an enriched liberal arts experience for all participants whether they are seeking transfer credentials or professional/technical degrees. It recognizes the achievement of exceptional students by documenting evidence of their motivation and scholastic excellence on their BCC transcripts to transfer institutions and prospective employers. The Honors Program includes requirements that build critical thinking through interdisciplinary learning, develop discipline expertise through independent research and depth of study within a subject area, and provide opportunities for application of learning through work and civic engagement.

Honors Program students are guided by faculty advisors who help them determine relevant academic goals and paths. They develop personal learning plans, select courses with enriched and rigorous content, and participate in independent research projects. They complete internships and volunteer projects that connect them to their communities and help them explore potential career objectives. They create portfolios of their educational progress and accomplishments.

Any BCC student may participate in the Honors Program by enrolling in select courses and fulfilling the specified program requirements. Students who complete all requirements will be recognized as Honors Program Graduates. For more information about the program, contact Diane Douglas, Executive Director, Center for Liberal Arts at (425) 564-2550 or [ddouglas@bcc.ctc.edu](mailto:ddouglas@bcc.ctc.edu).

### Interdisciplinary Studies

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 cross-disciplinary thread. The focus of these courses is YOU. Students learn from and with each other by discussing readings in small groups (seminars), participating in group activities, and, in some courses, by taking field trips. These programs emphasize the process of learning as well as course content. The student-centered, discussion-oriented format supports differing points of view and creates a collaborative learning environment. For additional information regarding the Interdisciplinary Studies program, contact Michael Hanson at (425) 564-2467.

### Parent Education

Parent Education classes consist of a child-centered preschool setting and adult-centered lectures and discussion groups. They provide stimulating opportunities for parent and child (infant through kindergarten age) to learn and grow together. Classes are located in cities throughout the BCC district. Initial registration for each school year (September-June) begins in January with continuous registration until classes fill. Please call (425) 564-2366 or visit the website at [www.bcc.ctc.edu/parent-ed](http://www.bcc.ctc.edu/parent-ed) for program information. To register for parent education classes, call (425) 564-2365.

For information on the new PALS program for parents enrolled in the Early Learning Family Childcare Center call (425) 564-2240.

### Venture

The Venture Program is designed to help prepare highly motivated young adults with diverse learning disabilities and mild cognitive delay for independent living through academic rigor and workforce skills. For further information, contact Cynthia Johnson at [cjohnson@bcc.ctc.edu](mailto:cjohnson@bcc.ctc.edu) or (425) 564-2844.

### Women's Center

BCC's Women's Center provides a variety of services for students, prospective students, alumni, and community members, both men and women. The Center provides one-on-one career coaching assistance, resource information and referral, and group advising.

Scholarship information sessions are held each Thursday during the quarter, 12:30-1:30 p.m. Go to [www.bcc.ctc.edu/scholarships](http://www.bcc.ctc.edu/scholarships) or call (425) 564-2279 for locations and information.

The Center offers a five-week noncredit class in Career and Life Planning which helps students identify interests and transferable skills, explore career options, and learn job-search strategies.

Visit the Center on the second floor of the Student Services Building, Main Campus, call (425) 564-2279, or go to [www.bcc.ctc.edu/wc](http://www.bcc.ctc.edu/wc) for more information.

# 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. Works by present and former students, faculty and staff 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 148th Ave. SE or the nearby Eastgate Park-and-Ride lot. The Campus Information Center has bus route maps and schedules in the hallway of the Student Union Building for easy access. Further information is available from King CountyMetro; 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, hip hop, and ballet styles. A major production is held each Spring Quarter in BCC's Carlson Theater. Those participating earn 2-5 credits per quarter (see Dance p. 67).

## 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." 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 Quarter the department produces a studio theater 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 cardiovascular 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 C212 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. 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. Those wishing to participate in Model United Nations must enroll in Political Science 121 (Fall Quarter, 2 credits), Political Science 122 (Winter Quarter, 3 credits), and Political Science 123 (Spring Quarter, 5 credits).

## Music

### Choral Music Productions

Choral Music Productions involves students in a wide variety of performing ensembles and musical styles. The program includes BCC's Symphonic Choir, the Chamber Choir, and the vocal jazz and recording ensemble "Celebration" See the Music Department listings for pertinent course information. Auditions are held each year for Celebration and Chamber Choir. The commitment is intended for the full year. Every quarter there are performance opportunities for all student groups.

## Campus Life

### Instrumental Music Productions

Instrumental Music Productions (IMP) is allied with the course offering Music 106A/206A reservists, 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) 564-2089.

### 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

#### *The 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 Programs Office (C212), the Student Services Center, the student union kiosks, and online at the Student Programs website [www.bcc.ctc.edu/stupro/](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

BCC's student newspaper, "The Jibsheet," welcomes students, staff, and faculty who have news, editing, and advertising experience, as well as those who have curiosity but no experience. Enrollment in journalism courses is not required to participate as a Jibsheet staff member. The newspaper is entirely student-run with occasional help from a faculty advisor. Students interested in joining the newspaper staff should contact advisor James Torrence at (425) 564-2168 or [jtorrenc@bcc.ctc.edu](mailto:jtorrenc@bcc.ctc.edu).

### Radio Station KBCS FM 91.3

KBCS, 91.3FM, is an 8000-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. More information is available on the website, [kbc.fm](http://kbc.fm). To request a sample 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).

#### INTERCOLLEGIATE SPORTS

##### FALL

Women	Men
cross country	cross country
soccer	soccer
volleyball	

##### WINTER

Women	Men
basketball	basketball

##### SPRING

Women	Men
softball	baseball
tennis	



### Intramurals and Sports Clubs

Aerobics, basketball, pickleball, and volleyball, and 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.

### Student Clubs

Any group of five currently enrolled BCC students may form a student club and become eligible for funding through the ASBCC student government. Over 40 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) 564-6150 for more information. A list of current and past student clubs/organizations is available on line at [www.bcc.ctc.edu/stupro/](http://www.bcc.ctc.edu/stupro/).

### Student Government

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

# Degrees & Certificates

## Transfer Degree Planning at BCC

*Accurate as of April 2004. For the most current information, see the BCC website:*  
**[www.bcc.ctc.edu](http://www.bcc.ctc.edu)**

BCC Students preparing for academic transfer can choose among several different types of transfer degrees:

- the Associate in Arts & Sciences Direct Transfer Agreement (A.A.S.-DTA) degree
- the Associate of Applied Sciences-T (AAS-T)
- the Associate in Science Track #1 (Biological Sciences)
- the Associate in Science Track #2 (Physical Sciences)
- the Associate in Business (AB-DTA)

Students working toward the Associate in Arts and Sciences degree will take basic skills and distribution requirements to prepare themselves for more specialized study. The A.A.S. degree is thus similar to the first two years of liberal arts study at the baccalaureate college or university. For the most seamless transfer, students are strongly encouraged to see a BCC advisor or department chair when selecting the courses most appropriate for their major field of interest.

The Associate in Business (AB-DTA) prepares the student to meet the specific admission requirements for a bachelor's program in business administration.

The A.S. degree programs (Track #1 and Track #2) are available for students planning to transfer into professional programs at their baccalaureate institutions, frequently in science-related fields.

It is highly recommended that students meet with an advisor when planning how to fulfill their degree requirements.

### Division Abbreviations

A&H	= Arts & Humanities
Bus	= Business
HD	= Human Development
HlthSci	= Health Sciences Education & Wellness
Sci	= Science
SocSci	= Social Science

INTENDED MAJOR OR SUBJECT AREA	DEGREE AVAILABLE:		BCC DIVISION	NOTES
	A.A.S.	A.S.		
Accounting	X		Bus	
Agriculture	X		Sci	
American Studies	X		A & H	
Anthropology	X		SocSci	
Archaeology	X		SocSci	
Architecture	X		A & H	Includes Urban Planning.
Art	X		A & H	Includes Photography.
Astronomy	X		Sci	
Biology	X	Track 1	Sci	
Botany	X	Track 1	Sci	
Business Administration	X		Bus	See the Business Division website for details; online articulated B.A. via Washington State University is also available.
Chemistry	X	Track 1	Sci	
Communications	X		A & H	Includes radio & TV broadcasting.
Computer Science	X	Track 2	Bus	See the Business Division website for details.
Dance	X		A & H	
Dental Hygiene	X		Sci	See the Science Division website for details.
Dentistry	X		Sci	See the Science Division website for details.
Drama	X		A & H	
Ecology	X	Track 1	Sci	
Economics	X		SocSci	
Education	X		HlthSci	
Engineering	X	Track 2	Sci	See the Science Division website for details.

INTENDED MAJOR OR SUBJECT AREA	DEGREE AVAILABLE		BCC DIVISION	NOTES
	A.A.S.	A.S.		
English	X		A & H	
Environmental Science	X	Track 1	Sci	
Ethnic Cultural Studies	X		SocSci	Contact the Advising Center for course recommendations.
Fisheries / Wildlife	X		Sci	
Forestry	X		Sci	
Geography	X		SocSci	
Geology	X	Track 1	Sci	
History	X		SocSci	
Home Economics	X		HLthSci	
International Studies	X		SocSci	
Journalism	X		A & H	
Law	X		SocSci	Contact the Advising Center for course recommendations.
Librarianship	X		A & H	Contact the Advising Center for course recommendations.
Mathematics	X		Sci	
Medical Technology	X		Sci	
Medicine	X		Sci	See the Science Division website for details.
Meteorology	X	Track 2	Sci	
Microbiology	X	Track 1	Sci	
Music	X		A & H	
Nursing	X		HLthSci	See the Science Division website for details.
Occupational Therapy	X		Sci	
Oceanography / Marine Biology	X	Track 1	Sci	
Pharmacy	X		Sci	See the Science Division website for details.
Philosophy	X		A & H	
Physical/Health Education	X		HLthSci	
Physical Therapy	X		Sci	See the Science Division website for details.
Physics	X	Track 2	Sci	
Political Science	X		SocSci	
Psychology	X		SocSci	
Recreation Leadership	X		HLthSci	
Social Work / Welfare	X		HD	
Society & Justice	X		SocSci	
Sociology	X		SocSci	
Speech	X		A & H	
Speech Therapy	X			Contact the Advising Center for course recommendations.
Veterinary Medicine	X		Sci	See the Science Division website for details.
World Languages	X		A & H	



# Degrees & Certificates

In order to receive a degree or certificate from BCC, students must fulfill the following 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 for a degree must be completed in residence at BCC.

## General Education

### **Important Notice on General Education requirements**

Effective January 2005, Bellevue Community College will require that students complete general education requirements, in areas specified in the following list, as part of the program degree requirements. The college will publish a catalog addendum, available Fall 2004, explaining the general education program and specifying the new requirements. The new requirements will also be published on the college's website.

Bellevue Community College is committed to ensuring that graduates receive a comprehensive liberal arts education, including acquisition of essential skills and understanding of a range of intellectual perspectives. This foundation should help graduates build fulfilling and successful lives as individuals, workers, citizens, and life-long learners. Regardless of the type of degree, our goal is that every graduating student achieve competence in the general education outcome areas identified below:

### **Reasoning**

1. Critical Thinking, Creativity, and Problem Solving
2. Quantitative / Logical
3. Research / Information Literacy

### **Communication**

4. Reading
5. Writing
6. Listening and Speaking
7. Visual
8. Computer Literacy

### **Responsibility**

9. Self Assessment / Life Goals
10. Group Processes
11. Ethics
12. Lifelong Learning

### **Cultural Traditions**

13. Historical and Intellectual Perspectives
14. Aesthetic Awareness
15. Cultural Diversity

### **Science and Environment**

16. Nature of Science
17. Science and the Natural World
18. Technology

## Specific Requirements

### **Associate in Arts and Sciences (A.A.S.) Degree**

#### **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 undergraduate requirements (GURs) at the baccalaureate institution. The transfer student who has earned the A.A.S. will generally 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.

Requirements for an associate in arts and sciences degree under the DTA:

1. Completion of 90 applicable quarter credit hours.
2. Completion of 45 to 60 quarter credit hours to satisfy distribution requirements.
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 15 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 that 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. Any one specific course 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.

#### **SPECIFIC REQUIREMENTS AT BCC**

The following specific requirements must be met for the A.A.S. degree at BCC. Please note that the lists of BCC courses that meet specific requirements can change during the academic year, so students should check the website or consult with an advisor for the most current information.

## Degrees & Certificates

### Written Communication Requirements

- Students must complete 10 credits from at least two composition courses.
- BCC courses that meet this requirement currently include ENGL 101 or COMM 141 (COMM 141 only if taken Summer 1996 or later) and ENGL 201, 270, 271, 272.
- If the student has transferred to BCC two composition courses which total at least 6 credits, an additional designated writing course or SPCH 100, 201, 200, 220, 230 may be taken.
- Students may not take these credits on a "pass/fail" basis.

### Quantitative or Symbolic Reasoning Requirement

- Students must complete 5 credits of an eligible course.
- BCC courses that meet this requirement currently include BA 240; CS 210; MATH 105, 107, 120, 124, 125, 126, 130, 156, 157, 208, 227, 238; PROG 110; PHIL 115, 120.
- Students may not take these credits on a "pass/fail" basis.
- Students are REQUIRED to fulfill one of the following:
  - complete high-school math through second-year algebra, OR
  - place above Intermediate Algebra through BCC's assessment, OR
  - complete MATH 099, OR
  - complete a math course outside of BCC for which Intermediate Algebra is a prerequisite.

### Humanities Distribution

- Students must complete 15-20 credits in THREE distinct disciplines (subjects).
- Students should check the website or consult an advisor for the most current list of BCC courses meeting the humanities distribution requirement.
- Students may not take these credits on a "pass/fail" basis.
- Performance/studio classes are limited to a maximum of 5 credits.
- World language classes are limited to no more than 5 credits at the 100 level in the distribution.

### Social Sciences Distribution

- Students must complete 15-20 credits in THREE distinct disciplines (subjects).
- Students should check the website or consult an advisor for the most current list of BCC courses meeting the social science distribution requirement.
- Students may not take these credits on a "pass/fail" basis.

### Sciences Distribution

- Students must complete 15-20 credits in THREE distinct disciplines (subjects); at least 5 credits must be in a laboratory science.
- Students should check the website or consult an advisor for the most current list of BCC courses meeting the science distribution requirement.
- Students may not take these credits on a "pass/fail" basis.

### Electives

#### Hard or Solid

- Students must complete 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 students 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.
- Students should check with the transfer institution if they are unsure about how BCC electives will be accepted.
- Activity Physical Education courses are limited to a maximum of 3 credits.

#### Free or Gray (OPTIONAL)

- MAXIMUM 15 credits
- any course numbered 100 or higher and listed in the BCC course catalog
- transferable ONLY within the degree



## Associate in Business (DTA)

BCC students may earn an Associate in Business degree (referred to as AB-DTA) which leads to transfer to a baccalaureate institution in this specific discipline. The AB-DTA is similar to the Associate in Arts & Sciences DTA degree, with one or two specialized requirements, as follows:

### ASSOCIATE IN BUSINESS-DTA (91 CREDITS TOTAL)

- Communication skills, 10 credits
- Quantitative/symbolic reasoning skills, 5 credits
- Humanities distribution, 15 credits
- Social Science distribution, 20 credits
- Natural Science distribution, 16 credits
- Business core courses, 20 credits
- Electives, 5 credits

At the time of publication, the AB-DTA with the Business focus is the only specialty DTA degree available to BCC students, but other transferable degrees may be articulated with baccalaureate colleges and universities during the academic year. Students should consult an advisor to plan programs of study that will meet the transfer degree requirements.

## Associate in Science Degree (A.S.)

1. A minimum of 90 quarter credits of specific requirements.
2. Students completing the Associate in 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 may be granted junior status by the receiving institution. Students with the A.S. degree do not, however, necessarily meet the general undergraduate requirements (GURs) of the receiving institution.
3. Advising is a critical element in receiving the Associate in 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

- a. Chemistry (for science majors) sequence: 15-18 quarter credits
- b. Final quarter calculus or approved higher mathematics course: additional 5 quarter credits
- c. Biology (for science majors) or physics (calculus-based or algebra-based) sequence: 15-18 quarter credits (see note 2)
- d. 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

- a. Physics (calculus-based or non-calculus based) sequence of 15-18 quarter credits including laboratory (see note 2).
- b. 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.
- c. 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.

## Degrees & Certificates

- d. 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 Undergraduate Requirements (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 Degrees & Certificates at BCC

Accurate as of April 2004. For the most current information, see the BCC website:  
**www.bcc.ctc.edu**

BCC offers a broad selection of credit and non-credit programs in professional and technical fields. The degrees and certificates currently available are grouped by general categories below. The numbers in the A.A. degree and credit certificate columns are the total credits required. In most cases, a full-time student can complete a 90-credit program in two academic years, a 45-credit program in one academic

year, a 30-credit program in two quarters, and so on. The non-credit certificates can be completed within 4-7 months.

A # sign indicates a program with selective admissions criteria. Students in these programs should contact the department for entrance requirements, application timelines, and other details; they must still complete the regular BCC admissions process as well.

## Division Abbreviations

A&H = Arts & Humanities  
Bus = Business  
CE = Continuing Education  
HlthSci = Health Sciences Education & Willness Institute  
SocSci = Social Science

CATEGORY DEGREE/CERTIFICATE NAME	A.A. DEGREE	CREDIT CERTIFICATE	NON-CREDIT CERTIFICATE	BCC DIVISION	BCC DEPARTMENT
<b>APPLIED ARTS</b>					
Interior Design	153			A&H	Interior Design
<b>BUSINESS PROFESSIONS</b>					
Accounting Assistant		46		Bus	Accounting—Paraprofessional
Accounting Information Systems		20		Bus	Accounting—Paraprofessional
Administrative Assistant		48		Bus	Business Technology Systems
Advanced Business Software Specialist		48		Bus	Business Technology Systems
Bookkeeping		31		Bus	Accounting—Paraprofessional
Business Software Specialist		30-31		Bus	Business Technology Systems
Communication Assistant		48		Bus	Business Technology Systems
E-Commerce Specialist	90	30		Bus	E-Commerce
Entrepreneurship		30		Bus	General Business Management
General Business Management	90			Bus	General Business Management
Human Resources Management			X	C E	Business & Prof Development
Marketing Management	90			Bus	Marketing Management
Office Assistant		21-23		Bus	Business Technology Systems
Office Manager	90			Bus	Business Technology Systems
Paraprofessional Accounting	90-91			Bus	Accounting—Paraprofessional
Project Management		18-20		Bus	General Business Management
Project Management			X	C E	Business & Prof Development
Real Estate		20		C E	Real Estate
Appraisal	90	21.5		C E	Real Estate
Escrow	90	20		C E	Real Estate
Mortgage Finance	90	23		C E	Real Estate
Residential Practices	90			C E	Real Estate
Title Insurance	90	20		C E	Real Estate
Retail Management		30		Bus	Marketing Management
Sales & Marketing		30/50		Bus	Marketing Management
<b>COMMUNICATIONS</b>					
Technical Communications					
Information Design			X	C E	Technical Communications
Professional/Technical Editing			X	C E	Technical Communications
Programmer/Editor			X	C E	Technical Communications
Programmer/Writer			X	C E	Technical Communications
Programmer, Tester, Product Support Specialist			X	C E	Technical Communications
Technical Writing			X	C E	Technical Communications
Translation & Interpretation #		22		C E	World Languages

CATEGORY DEGREE/CERTIFICATE NAME	A.A. DEGREE	CREDIT CERTIFICATE	NON-CREDIT CERTIFICATE	BCC DIVISION	BCC DEPARTMENT
<b>COMPUTERS &amp; TECHNOLOGY</b>					
Advanced Animation & Graphics		48		Bus	Digital Communications
Advanced Video Production		48		Bus	Digital Communications
Advanced Web Multimedia		48		Bus	Digital Communications
Animation & Graphics	91	48-50		Bus	Digital Communications
Business Web Developer (MCP or CIW) #			X	C E	Fast Track
C++ Programmer		20		Bus	Programming
Cisco Internetworking (CCNA) #		33.5-38.5		C E	Fast Track
Database Administration	90-91	45		Bus	Database Administration
Digital Gaming	93	45-50		Bus	Digital Communications
Digital Video Production	96-101	48-50		Bus	Digital Communications
Internet Application Development	91	48-50		Bus	Digital Communications
Java Developer		31		Bus	Digital Communications
Media Theory	91	48-50		Bus	Digital Communications
Medical Informatics		45-50		Bus	Medical Information Technology
Microcomputer Support Specialist		45		Bus	Technical Support
Microsoft Certified Database Administrator (MCDBA) #		33.5-40.5		C E	Fast Track
Microsoft Certified Systems Administrator (MCSA) #		31.5-36.5		C E	Fast Track
Microsoft Certified Systems Engineer (MCSE) #		39.5-44.5		C E	Fast Track
Microsoft Network Support		45		Bus	Information Technology
Mobile Computing	91			Bus	Digital Communications
Movie Making	91			Bus	Digital Communications
.NET Applications Developer #			X	C E	Fast Track
.NET Programming		45		Bus	Programming
Network Services & Computing Systems	91			Bus	Network Services & Computing Systems
Programming	90	45		Bus	Programming
Technical Support	90-92			Bus	Technical Support
Technical Support #		35-42		C E	Fast Track
Telecommunications Administration & Integration	91			Bus	Wireless Technology
Web Multimedia Authoring	91	48-50		Bus	Digital Communications
Wired & Wireless Communications Technology #			X	C E	Fast Track
<b>EDUCATION</b>					
Early Childhood Education (includes Work-Based Learning)	90-91	45		HLthSci	Early Childhood Education
Early Childhood Special Education	90	58		HLthSci	Early Childhood Education
Infant & Toddler Care		18		HLthSci	Early Childhood Education
Recreation Leadership	94			HLthSci	Recreation Leadership
<b>HEALTH</b>					
Alcohol & Drug Counseling		46		HLthSci	Alcohol & Drug Counseling
Breast Ultrasound		9		HLthSci	Diagnostic Ultrasound
Diagnostic Ultrasound #	122			HLthSci	Diagnostic Ultrasound
Nuclear Medicine Technology #		75		HLthSci	Nuclear Medicine Technology
Nursing #	116			HLthSci	Nursing (Associate Degree)
Radiation Therapy #	119	84		HLthSci	Radiation Therapy
Radiologic Technology #	101			HLthSci	Radiologic Technology
<b>PUBLIC SAFETY</b>					
Administration of Criminal Justice	90			SocSci	Admin of Criminal Justice
Fire Command & Administration	90	45		HLthSci	Fire Command & Administration
Fire Investigation	92			HLthSci	Fire Investigator
Fire Prevention Specialist	90			HLthSci	Fire Prevention Specialist
Fire Science (entry-level firefighter)	90			HLthSci	Fire Science

# Professional/Technical Programs

Course titles are abbreviated in these program outlines. Please see course descriptions, pages 53-126, 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 Accounting Assistant 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.

Students should contact the Business Division regarding changes to program requirements.

### Associate in Arts Degree

#### Paraprofessional Accounting

Course No.	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Bus Computerized Accounting	5
ACCT 245	Accounting Information Systems	5
ACCT 250	Intermediate Accounting	5
ACCT 285	Federal Income Taxes	5
BTS 165	Spreadsheet Applications	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 120	Organizational Behavior	5
G BUS 145	Business Mathematics	5
Science elective (choose any except BIOL 201, 203, 250, 260, 261, or HOME 130)		5-6
Choose one of the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	

Choose one of the following: 5

ACCT 102	Practical Accounting II (5 Cr)
ACCTG 220	Fundamentals of Accounting II (5 Cr)

Choose one of the following: 5

ACCT 234	Managerial Accounting (5 Cr)
ACCTG 230	Basic Accounting Analysis (5 Cr)

Choose one of the following: 5

BA 200	Business Law—Legal Foundations (5 Cr)
G BUS 202	Law & Business (5 Cr)

Choose one of the following: 5

ACCT 240	Computerized Accounting (5 Cr)
ACCT 260	Accounting for Non-Profits (5 Cr)
ACCT 270	Cost Accounting (5 Cr)

Choose two of the following: 10

BTS 109	Business Communication (5 Cr)
BTS 168	Database Applications (5 Cr)
BTS 265	Spreadsheet Applications: Advanced (5 Cr)
G BUS 101	Introduction to Business (5 Cr)
G BUS 241	Consulting with Businesses (5 Cr)
G BUS 260	Business Ethics (5 Cr)
or any 200 level business course approved by your advisor (5 Cr)	

**TOTAL 90-91**

### Certificate of Achievement

#### Accounting Assistant

Course No.	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Bus Computerized Accounting	5
BTS 146	10-Key	1
BTS 165	Spreadsheet Applications	5
G BUS 145	Business Mathematics	5
Choose one of the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	
Choose one of the following:		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCTG 220	Fundamentals of Accounting II (5 Cr)	
Choose one of the following:		5
BTS 109	Business Communications (5 Cr)	
ENGL 101	Written Expression (5 Cr)	
Choose one of the following:		5
G BUS 120	Organizational Behavior (5 Cr)	
G BUS 221	Human Resource Management (5 Cr)	
Choose one of the following:		5
BTS 168	Database Applications (5 Cr)	
BTS 265	Spreadsheet Applications: Advanced (5 Cr)	
G BUS 101	Introduction to Business (5 Cr)	

**TOTAL 46**

### Certificate of Accomplishment

#### Bookkeeping

Course No.	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Bus Computerized Accounting	5
BTS 146	10-Key	1
BTS 165	Spreadsheet Applications	5
G BUS 145	Business Mathematics	5
Choose one of the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	
Choose one of the following:		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCTG 220	Fundamentals of Accounting II (5 Cr)	
<b>TOTAL</b>		<b>31</b>

### Certificate of Accomplishment

#### Accounting Information Systems

Course No.	Course Name	Credit Hrs.
Choose one of the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting (5 Cr)	
Choose one of the following:		5
ACCT 234	Managerial Accounting (5 Cr)	
ACCTG 230	Basic Accounting Analysis (5 Cr)	
Choose one of the following:		5
BTS 109	Business Communications (5 Cr)	
ENGL 101	Written Expression (5 Cr)	
ACCT 245	Accounting Information Systems	5
<b>TOTAL</b>		<b>20</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 stringent entry-level requirements exist. Ap-

## Professional/Technical Programs

plicants are encouraged to consult with an advisor prior to their entry into the program. Please consult with the program chair regarding changes to graduation requirements.

### Associate in Arts Degree

#### Administration of Criminal Justice

Course No.	Course Name	Credit Hrs.
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#### CORE REQUIREMENTS

Choose 40 credits from the following: 40

ADMCJ 101	Survey of Law Enforcement & Administration (5 Cr)
ADMCJ 102	Survey of Police Organization & Administration (5 Cr)
ADMCJ 104	Introduction to Criminal Law (5 Cr)
ADMCJ 200	Criminal Evidence & Procedures—Police Officer (5 Cr)
ADMCJ 202	Principles of Criminal Investigation (5 Cr)
ADMCJ 204	Constitutional Criminal Procedure (5 Cr)
ADMCJ 206	Community-Oriented Policing (5 Cr)
ADMCJ 248	Ethics in Criminal Justice (5 Cr)
ADMCJ 253	Principles of Drug & Alcohol Enforcement (5 Cr)
ADMCJ 271	Introduction to Criminology (5 Cr)

**TOTAL** 40

#### ACADEMIC REQUIREMENTS

ENGL 201	The Research Paper	5
SPCH 200	Interpersonal Communications	5
101 or above	World Language (any language)	5

**TOTAL** 15

#### SOCIAL SCIENCE REQUIREMENTS

Choose 15 credits from the following: 15

ANTH 202	Cultural Anthropology (5 Cr)
POLSC 102	American Government & Politics (5 Cr)
PSYCH 100	Introduction to Psychology (5 Cr)
SOC 110	Introduction to Sociology (5 Cr)

**TOTAL** 15

Approved electives 20

**GRAND TOTAL** 90

## Alcohol & Drug Counseling

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 director and advisor, (425) 564-2012.

### Certificate of Achievement

#### Alcohol & Drug Counseling

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

ALDAC 100	Professional Development in Addiction Counseling	1
ALDAC 101	Understanding Addiction: Effects on Human Behavior & Society	3
ALDAC 102	Physiological Actions of Alcohol & Other Drugs	3
ALDAC 105	Chemical Dependency & 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	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	Introduction to Family Systems: Intervention & Prevention	3

#### DISTRIBUTION REQUIREMENTS

PSYCH 200	Abnormal Psychology	5
PSYCH 204	General Developmental Psychology	5

**TOTAL** 46

## Business Technology 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 172	Small Business Computerized Accounting	5
BTS 109	Business Communications	5
BTS 141	Presentation Applications: Beginning	1
BTS 142	Presentation Applications: Intermediate	1
BTS 143	Presentation Applications: Advanced	1
BTS 144	Personal Information Manager	3
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
BTS 172	Managing Office Technology	5
BTS 250	Office Administration	5
ENGL 101	Written Expression	5
COMM 150	Introduction to Mass Media	5
G BUS 120	Organizational Behavior	5
G BUS 145	Business Mathematics	5
Choose one of the following:		5

BTS 186	Desktop Publishing—Publisher (5 Cr)
BTS 187	Desktop Publishing—PageMaker (5 Cr)

Choose from the following: 8-9

BTS 104	Keyboarding Review & Speed Building (3 Cr)
BTS 110	E-Communications (5 Cr)
BTS 145	Internet Basics (5 Cr)
BTS 146	10-Key (1 Cr)
BTS 171	Operating System for Advanced Users (5 Cr)
BTS 265	Spreadsheet Applications: Advanced (5 Cr)
BTS 268	Database Applications: Advanced (5 Cr)
BTS 280	Project Management Applications (5 Cr)



BTS 293	Teaching Technology (5 Cr)	
ECOMM 102	E-Commerce Basics (5 Cr)	
INTST 150	International Business (5 Cr)	
ENGL 270	Professional Report Writing (5 Cr)	
HD 199	Individual Studies in Human Development (V1-5 Cr)	
MKTG 110	Client/Customer Relations (5 Cr)	
MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	
Science elective		5-6
<b>TOTAL</b>		<b>90</b>

*Certificate of Achievement***Administrative Assistant**

Course No.	Course Name	Credit Hrs.
BTS 104	Keyboarding Review & Speed Building	3
BTS 109	Business Communications	5
BTS 110	E-Communications	5
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 172	Managing Office Technology	5
BTS 250	Office Administration	5
G BUS 145	Business Mathematics	5
MKTG 110	Client/Customer Relations	5
<b>TOTAL</b>		<b>48</b>

*Certificate of Achievement***Communication Assistant**

Course No.	Course Name	Credit Hrs.
BTS 109	Business Communications	5
BTS 110	E-Communications	5
BTS 141	Presentation Applications: Beginning	1
BTS 142	Presentation Applications: Intermediate	1
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
Choose one of the following:		5
BTS 186	Desktop Publishing—Publisher (5 Cr)	
BTS 187	Desktop Publishing—PageMaker (5 Cr)	
Choose one of the following:		5
COMM 102	Techniques & Technology of Persuasion (5 Cr)	
MEDIA 102	Techniques & Technology of Persuasion (5 Cr)	
G BUS 120	Organizational Behavior	5
MKTG 154	Principles of Marketing	5
Choose from the following:		8-10
BTS 143	Presentation Applications: Advanced (1 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 250	Office Administration (5 Cr)	
MKTG 234	Advertising (5 Cr)	
MEDIA 105	Digital Design & Storytelling (5 Cr)	
WEBMM 210	Web Tools (5 Cr)	
Choose one of the following:		5
COMM 106	Writing for the World Wide Web (5 Cr)	
MEDIA 106	Writing for the World Wide Web (5 Cr)	
<b>TOTAL</b>		<b>55-57</b>

*Certificate of Accomplishment***Office Assistant**

Course No.	Course Name	Credit Hrs.
BTS 141	Presentation Applications: Beginning	1
BTS 142	Presentation Applications: Intermediate	1
BTS 143	Presentation Applications: Advanced	1
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
Choose one of the following:		5
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 109	Business Communications (5 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
<b>TOTAL</b>		<b>21-23</b>

*Certificate of Accomplishment***Business Software Specialist**

Course No.	Course Name	Credit Hrs.
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
Choose any two of the following for 10-11 credits:		10-11
BTS 110	E-Communications (5 Cr)	
BTS 141	Presentation Applications: Beginning (1 Cr)	
BTS 142	Presentation Applications: Intermediate (1 Cr)	
BTS 143	Presentation Applications: Advanced (1 Cr)	
BTS 172	Managing Office Technology (5 Cr)	
BTS 186	Desktop Publishing—Publisher (5 Cr)	
BTS 187	Desktop Publishing—PageMaker (5 Cr)	
BTS 280	Project Management Applications (5 Cr)	
BTS 293	Teaching Technology (5 Cr)	
<b>TOTAL</b>		<b>30-31</b>

Note: For online students, we will substitute TECH 215 for BTS 172, and add BTS 104 (3 Cr) and BTS 141 (1 Cr) to the list of choices.

*Certificate of Achievement***Advanced Business Software Specialist**

Course No.	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
BTS 171	Operating Systems for Powers Users	5
BTS 172	Managing Office Technology	5
BTS 265	Spreadsheet Applications: Advanced	5
BTS 268	Database Applications Advanced	5
BTS 280	Project Management Applications	5
<b>TOTAL</b>		<b>48</b>

**Database Administration**

Entry level Database Administrators (DBAs) assist end-users use databases. Typical tasks include: managing customer account information, participating in database development, and performing routine queries. Experienced DBAs manage database security, design and perform backup and recovery procedures, plan and implement database modifications, perform hardware and software server configurations and installations, analyze indexes, and monitor and tune performance. They also perform database consistency checks, plan hardware capacity, and troubleshoot database performance issues. This program gives students hands-on experience in the technical and non-technical content necessary to launch a DBA career.

*Associate in Arts Degree***Database Administration**

Course No.	Course Name	Credit Hrs.
BTS 168	Database Applications	5
DBA 130	Database Theory	5
DBA 232	Database Administration	5
DBA 233	Advanced Database Administration	5
IT 101	Introduction to Info Technology	5
IT 103	Networking Basics	5
NSCOM 221	Implementing Server Op Systems	5
PROG 110	Introduction to Programming	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
TECH 223	Using and supporting Linux	5
Choose one of the following:		5
PROG 118	Windows Development II (5 Cr)	
PROG 120	Object-Oriented Programming Concepts (5 Cr)	
Choose one of the following sets:		10-11
AMST/ANTH 180	Anthropology of American Life (5 Cr)	
PHYS 109	Science for Information Technology (6 Cr)	
OR		
PHIL 160	Philosophy of Science (5 Cr)	
SPCH 230	Intercultural Communication (5 Cr)	

**DISTRIBUTION REQUIREMENTS (20 CR)**

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
SPCH 225	Small Group Communication	5
<b>TOTAL</b>		<b>90-91</b>

## Professional/Technical Programs

### Certificate of Achievement

#### Database Administration Specialist

Course No.	Course Name	Credit Hrs.
BTS 168	Database Applications	5
DBA 130	Database Theory	5
DBA 232	Database Administration	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
IT 103	Network Basics	5
NSCOM 221	Implementing Server Op Systems	5
PROG 160	Systems Analysis & Design	5
SPCH 225	Small Group Communication	5
<b>TOTAL</b>		<b>45</b>

## Diagnostic Ultrasound Technology

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
<b>TOTAL</b>		<b>17</b>

##### 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
<b>TOTAL</b>		<b>17</b>

##### 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: General Ultrasound (general students only)	(3 Cr)
<b>TOTAL</b>		<b>13-16</b>

##### 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
<b>TOTAL</b>		<b>12</b>

##### SECOND YEAR—FALL QUARTER

DUTEC 181	Advanced Studies Echo-Vascular (cardiac & vascular students only)	(3 Cr)
DUTEC 210	Clinical Practicum I	15
<b>TOTAL</b>		<b>15-18</b>

##### SECOND YEAR—WINTER QUARTER

DUTEC 220	Clinical Practicum II	15
<b>TOTAL</b>		<b>15</b>

##### SECOND YEAR—SPRING QUARTER

DUTEC 230	Clinical Practicum III	15
<b>TOTAL</b>		<b>15</b>

##### SECOND YEAR—SUMMER QUARTER

DUTEC 240	Clinical Practicum IV	15
<b>TOTAL</b>		<b>15</b>

**GRAND TOTAL 122**

### Certificate of Completion

#### Breast Ultrasound

This three-quarter certificate program is for certified mammographers wishing to expand their job skills to include breast ultrasound scanning. Upon satisfactory completion of the program courses, students will have partially fulfilled the eligibility requirements for the American Registry of Diagnostic Medical Sonography certification examination in breast ultrasound.

Course No.	Course Name	Credit Hrs.
DUTEC 250	Ultrasound Physics for Mammographers	3
DUTEC 251	Breast Ultrasound for Mammographers	3
DUTEC 252	Ultrasound Equipment/Knobology for Mammographers	3
<b>TOTAL</b>		<b>9</b>

## Digital Communications

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

Designed for students interested in using, creating, and managing high-quality media communication resources for 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, 2D and 3D animation, multimedia authoring and design and development of sites for the World Wide Web.

The degree and certificate programs offer options for students in various specialized media fields. Students considering certificate programs should already have some media production and computer skills.

Students must either complete or test out of 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.

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

## ANIMATION & GRAPHICS

The Animation & Graphics Program offers the opportunity to develop basic/intermediate skills of illustration, image manipulation, and design. Students will develop competencies in their use of industry standard vector drawing and raster image software and understand their application to the production of video, web pages, 2D and 3D animation.

## Associate in Arts Degree

### Animation & Graphics

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ANTH 100	Introduction to Anthropology	5
ENGL 101	Written Expression	5
MEDIA 109	Computer Essentials for Digital Media	5

#### CORE COURSES

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 Web (5 Cr)
MEDIA 108	Media/Digital Law & Ethics (5 Cr)
MEDIA 113	Design for Screen Media (5 Cr)
MEDIA 119	History of Animation (5 Cr)

Choose one of the following: 5

ANIM 115	Drawing for Animation I (5 Cr)
ART 120	Drawing I (5 Cr)

Choose one of the following: 5

ANIM 116	Drawing for Animation II (5 Cr)
ART 121	Drawing II (5 Cr)
ANIM 120	Animation Foundations
ANIM 121	Imaging Foundations
ANIM 240	3D Animation I
ANIM 241	3D Animation II
GAME 110	Game Design I
MEDIA 216	Scripting for Film, Video, & Multimedia
MEDIA 245	Production Practices
MEDIA 248	Portfolio & Employment
MEDIA 250	Internship in Media
VIDEO 112	Video Foundations
VIDEO 224	Motion Graphics I
VIDEO 225	Motion Graphics II

**TOTAL** 91

#### Certificate of Achievement

### Animation & Graphics

Course No.	Course Name	Credit Hrs.
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ANIM 115	Drawing for Animation I	5
ANIM 120	Animation Foundations	5
ANIM 121	Imaging Foundations	5
ANIM 220	Raster Images	5
ANIM 230	2D Animation I	5
ANIM 240	3D Animation I	5
VIDEO 112	Video Foundations	5
VIDEO 224	Motion Graphics I	5
WEBMM 110	Web Multimedia Foundations	5

Choose one of the following: 3-5

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

**TOTAL** 48-50

#### Certificate of Achievement

### Advanced Animation & Graphics

Course No.	Course Name	Credit Hrs.
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ANIM 271	Production Systems	4
ANIM 272	Technical Operations for Animation	4
ANIM 273	Production Practicum I	4
ANIM 274	Production Design	4
ANIM 275	Advanced Animation I	4
ANIM 276	Production Practicum II	4
ANIM 277	Production Management	4
ANIM 278	Advanced Animation II	4
ANIM 279	Production Practicum III	4
ANIM 280	Production Portfolio	3
ANIM 281	Career Preparation	6
ANIM 282	Production Practicum IV	3

**TOTAL** 48

#### DIGITAL GAMING

This program prepares students to develop games of their own design. Emphasis is placed on gaming theory, game design, programming, physics, mathematics, and graphics development. Students work in a project-based learning environment with teamwork, planning, and testing playing an important role in the design and implantation of gaming software.

#### Associate in Arts Degree

### Digital Gaming

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

MEDIA 109	Computer Essentials for Digital Media	5
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Students may test out of MEDIA 109.

#### CORE COURSES

ANIM 115	Drawing for Animation I	5
ANIM 120	Animation Foundations	5
ANIM 240	3D Animation I	5
ENGL 101	Written Expression	5
GAME 105	Gaming Theory	5
GAME 110	Game Design I	5
GAME 111	Game Design II	5
GAME 112	Game Design III	5
GAME 210	Gaming Graphics	5
GAME 294/5/6/7	Special Topics in Gaming	5
IDEV 111	Web Development Foundations	5
MATH 105	Precalculus I	5
MEDIA 104	Multicultural Media Images	5
MEDIA 105	Digital Design & Storytelling	5

MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
Electives		10

**TOTAL** 93

#### Certificate of Achievement

### Digital Gaming

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

MEDIA 109	Computer Essentials for Digital Media	5
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Students may test out of MEDIA 109.

ANIM 120	Animation Foundations	5
GAME 105	Gaming Theory	5
GAME 110	Game Design I	5
GAME 111	Game Design II	5
GAME 112	Game Design III	5
GAME 210	Gaming Graphics	5
GAME 294/5/6/7	Special Topics in Gaming	5
IDEV 111	Web Development Foundations	5
MEDIA 105	Digital Design & Storytelling	5

**TOTAL** 45-50

#### DIGITAL VIDEO PRODUCTION

The Digital Video program allows students the opportunity to develop a working skill set in both traditional and digital video production. Course work includes gaining competency in the use of non-linear digital editing software and distributing video over the Web.

#### Associate in Arts Degree

### Digital Video Production

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ANTH 100	Introduction to Anthropology	5
ENGL 101	Written Expression	5
MEDIA 109	Computer Essentials for Digital Media	5

Students may test out of MEDIA 109.

#### CORE COURSES

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 Web (5 Cr)
MEDIA 108	Media/Digital Law & Ethics (5 Cr)
MEDIA 113	Design for Screen Media (5 Cr)
MEDIA 119	History of Animation (5 Cr)

## Professional/Technical Programs

Choose one of the following: 5

ANIM 120	Animation Foundations (5 Cr)	
WEBMM 110	Web Multimedia Foundations (5 Cr)	

Choose one of the following: 5

MEDIA 291	Making Movies (5 Cr)	
VIDEO 213	Audio & Recording II (5 Cr)	
VIDEO 225	Motion Graphics II (5 Cr)	
ANIM 121	Imaging Foundations	5
GAME 110	Game Design I	5
MEDIA 216	Scripting for Film, Video, & Multimedia	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
VIDEO 112	Video Foundations	5
VIDEO 122	Audio & Recording I	5
VIDEO 210	Video Editing & Streaming	5
VIDEO 215	Video Field Production	5
VIDEO 218	Video Studio Production	5
VIDEO 221	Intermediate Video Production	5
VIDEO 224	Motion Graphics I	5

**TOTAL** 96

### Certificate of Achievement

#### Digital Video Production

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

Choose one of the following: 5

ANIM 120	Animation Foundations (5 Cr)	
WEBMM 110	Web Multimedia Foundations (5 Cr)	
ANIM 121	Imaging Foundations	5
VIDEO 112	Video Foundations	5
VIDEO 122	Audio & Recording I	5
VIDEO 210	Video Editing & Streaming	5
VIDEO 215	Video Field Production	5
VIDEO 218	Video Studio Production	5
VIDEO 221	Intermediate Video Production	5
VIDEO 224	Motion Graphics I	5

Choose one of the following: 3-5

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

**TOTAL** 48-50

### Certificate of Achievement

#### Advanced Video Production

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

VIDEO 271	Production Systems	4
VIDEO 272	Technical Operations for Video	4
VIDEO 273	Production Practicum I	4
VIDEO 274	Production Design	4
VIDEO 275	Computer-Video Integration I	4
VIDEO 276	Production Practicum II	4
VIDEO 277	Production Management	4
VIDEO 278	Computer-Video Integration II	4
VIDEO 279	Production Practicum III	4
VIDEO 280	Production Portfolio	3

VIDEO 281	Career Preparation	6
VIDEO 282	Production Practicum IV	3

**TOTAL** 48

## MOVIE MAKING

Movie Making covers a theoretical, aesthetic, and hands-on experience in making both dramatic and documentary films and videos (with an eye towards High Definition Video). Students completing the track acquire a background in both technical and theoretical training giving them the skills to work on a modern television or motion picture set. Students learn to behave on a professional set or shoot, how to work with others on the set and/or in the editing room, and how to put into practice aesthetic and ethical considerations. Students learn the importance of writing, visualization, and the business of film and video.

### Associate in Arts Degree

#### Movie Making

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

MEDIA 109	Computer Essentials for Digital Media	5
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Students may test out of MEDIA 109.

#### CORE COURSES

Choose one of the following: 5

ENGL 101	Written Expression (5 Cr)	
COMM 141	Introduction to Media Writing (5 Cr)	
ANTH 100	Introduction to Anthropology	5
MEDIA 103	Media Messages	5
MEDIA 104	Multicultural Media Images	5
MEDIA 105	Digital Design & Storytelling	5
MEDIA 108	Media/Digital Law & Ethics	5
MEDIA 120	History of Cinema 1880-1945	5
MEDIA 216	Scripting for Film, Video, & Media	5
MEDIA 219	The Business of Film & Video Production	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
MEDIA 260	Cinematography & Lighting	5
MEDIA 291	Making Movies	5
VIDEO 112	Video Foundations	5
VIDEO 122	Audio Recording	5
VIDEO 210	Video Editing & Streaming	5

Choose one of the following: 5

AMST 114	American Film as Literature (5 Cr)	
AMST 286	Popular Culture (5 Cr)	
AMST 287	American Heroes (5 Cr)	
DRAMA 161	Acting for the Camera (5 Cr)	
MEDIA 101	Exploring the Digital Future (5 Cr)	
MEDIA 102	Techniques & Technology of Persuasion (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	
Any 200 level literature course	(5 Cr)	

**TOTAL** 91

## INTERNET

### APPLICATION DEVELOPMENT

Combining elements of Programming and Graphic Design, the Internet Application Development Program instructs students on how to create both the mechanics and the visual interface of Internet-based applications. Current technologies covered are: HTML, Javascript, CSS, Java, C#, ASP, and SQL.

### Associate in Arts Degree

#### Internet Application Development

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ENGL 101	Written Expression	5
G BUS 101	General Business	5
MATH 130	Finite Math for Info Technology	5

#### CORE COURSES

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 Web (5 Cr)	
MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	
MEDIA 119	History of Animation (5 Cr)	

ANIM 121	Imaging Foundations	5
IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
IDEV 212	Server-Side Scripting	5
IDEV 220	Java Programming I	5
IDEV 221	Java Programming II	5
IDEV 222	Java Programming III	5
IDEV 240	Server Systems	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
WEBMM 110	Web Multimedia Foundations	5
WEBMM 230	Web Design & Development I	5
WEBMM 231	Web Design & Development II	5

**TOTAL** 91

### Certificate of Achievement

#### Internet Application Development

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

ANIM 121	Imaging Foundations	5
IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
IDEV 212	Server-Side Scripting	5
IDEV 220	Java Programming I	5
IDEV 221	Java Programming II	5
WEBMM 110	Web Multimedia Foundations	5

## Professional/Technical Programs

WEBMM 230	Web Design & Development I	5
WEBMM 231	Web Design & Development II	5
Choose one of the following:		3-5
MEDIA 248	Portfolio & Employment (3 Cr)	
MEDIA 250	Internship in Media (5 Cr)	
<b>TOTAL</b>		<b>48-50</b>

### Certificate of Accomplishment

#### Java Developer

Course No.	Course Name	Credit Hrs.
IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
IDEV 220	Java Programming I	5
IDEV 221	Java Programming II	5
IDEV 222	Java Programming III	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
<b>TOTAL</b>		<b>31</b>

## MEDIA THEORY

### Associate in Arts Degree

#### Media Theory

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ANTH 100	Introduction to Anthropology	5
ENGL 101	Written Expression	5
MEDIA 109	Computer Essentials for Digital Media	5

Students may test out of MEDIA 109.

Choose one of the following: 5

ENGL 270	Professional Report Writing (5 Cr)	
ENGL 271	Expository Writing (5 Cr)	
GAME 110	Game Design I	5
MEDIA 101	Exploring the Digital Future	5
MEDIA 102	Techniques & Technology of Persuasion	5
MEDIA 103	Media & Messages	5
MEDIA 104	Multicultural Media Images	5
MEDIA 105	Digital Design & Storytelling	5
MEDIA 113	Design for Screen Media	5
MEDIA 117	Design Usability	5

Choose one of the following: 5

MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	

Choose one of the following: 10

ANIM 120	Animation Foundations (5 Cr)	
ANIM 121	Imaging Foundations (5 Cr)	
IDEV 111	Web Development Foundations (5 Cr)	
VIDEO 112	Video Foundations (5 Cr)	
VIDEO 122	Audio & Recording I (5 Cr)	
WEBMM 110	Web Multimedia Foundations (5 Cr)	

MEDIA 216	Scripting for Film, Video, & Multimedia	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
<b>TOTAL</b>		<b>91</b>

### Certificate of Achievement

#### Media Theory

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

#### REQUIRED COURSES

MEDIA 101	Exploring the Digital Future	5
MEDIA 102	Techniques & Technology of Persuasion	5
MEDIA 103	Media & Messages	5
MEDIA 105	Digital Design & Storytelling	5
MEDIA 113	Design for Screen Media	5
MEDIA 117	Design Usability	5

Choose one of the following: 5

MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	

Choose one of the following: 5

ANIM 120	Animation Foundations (5 Cr)	
ANIM 121	Imaging Foundations (5 Cr)	
IDEV 111	Web Development Foundations (5 Cr)	
VIDEO 112	Video Foundations (5 Cr)	
VIDEO 122	Audio & Recording I (5 Cr)	
WEBMM 110	Web Multimedia Foundations (5 Cr)	
MEDIA 216	Scripting for Film, Video, & Multimedia	5

Choose one of the following: 3-5

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

**TOTAL 48-50**

## MOBILE COMPUTING

The Mobile Computing program prepares students to develop content and applications for the mobile environment. Students will learn the capabilities and constraints of mobile technologies, and the trends in mobile business and user applications. They will develop content for the mobile environment, script existing web pages for mobile applications, develop voice-driven applications, and develop business applications based on localization of users.

### Associate in Arts Degree

#### Mobile Computing

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ENGL 101	Written Expression	5
MATH 130	Finite Math for Info Technology	5

Choose one of the following: 5

ECONOM 102	E-Commerce Basics (5 Cr)	
G BUS 101	Introduction to Business (5 Cr)	

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 Web (5 Cr)	
MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	
MEDIA 117	Design Usability (5 Cr)	
MEDIA 119	History of Animation (5 Cr)	

#### CORE COURSES

IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
IDEV 212	Server-Side Scripting	5
IDEV 220	Java Programming I	5
IDEV 222	Java Programming II	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
MOBL 105	Introduction to Mobile Technologies	5
MOBL 210	Wireless Web Development	5
MOBL 220	Database Design for Internet Apps	5
MOBL 235	Mobile Application Design	5
TECH 223	Using & Supporting Linux	5
WEBMM 110	Web Multimedia Foundations	5

**TOTAL 91**

## WEB MULTIMEDIA AUTHORIZING

Web Multimedia Authoring is a combination of Web Page Design, Scripting, and Streaming Media. Students will have the opportunity to learn how to author dynamic web pages using the most current technologies. They will also learn to create interactive web presentations and stream content from a web server.

### Associate in Arts Degree

#### Web Multimedia Authoring

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

ENGL 101	Written Expression	5
MEDIA 109	Computer Essentials for Digital Media	5

Students may test out of MEDIA 109.

#### CORE COURSES

Choose one of the following: 5

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

## Professional/Technical Programs

Choose one of the following:

MEDIA 102	Techniques & Technology of Persuasion (5 Cr)	5
MEDIA 103	Media & Messages (5 Cr)	
MEDIA 104	Multicultural Media Images (5 Cr)	
MEDIA 106	Writing for the Web (5 Cr)	
MEDIA 108	Media/Digital Law & Ethics (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	
MEDIA 119	History of Animation (5 Cr)	

Choose one of the following:

ANIM 120	Animation Foundations (5 Cr)	5
VIDEO 112	Video Foundations (5 Cr)	

Choose one of the following:

ANIM 220	Raster Images (5 Cr)	5
ANIM 222	Vector Images & Illustration (5 Cr)	5
VIDEO 210	Video Editing & Streaming (5 Cr)	5

ANIM 121	Imaging Foundations	5
GAME 110	Game Design I	5
IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
MEDIA 216	Scripting for Film, Video, & Multimedia	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
WEBMM 110	Web Multimedia Foundations	5
WEBMM 222	Web Multimedia Development I	5
WEBMM 225	Web Multimedia Development II	5
WEBMM 230	Web Design & Development	5
Approved electives		5

**TOTAL** 91

*Certificate of Achievement*

### Web Multimedia Authoring

Course No.	Course Name	Credit Hrs.
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#### PROGRAM PREREQUISITE COURSES

MEDIA 109	Computer Essentials for Digital Media	5
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Students may test out of MEDIA 109.

#### CORE COURSES

ANIM 121	Imaging Foundations	5
IDEV 111	Web Development Foundations	5
IDEV 211	Client-Side Scripting	5
WEBMM 110	Web Multimedia Foundations	5
WEBMM 222	Web Multimedia Development I	5
WEBMM 225	Web Multimedia Development II	5
WEBMM 230	Web Design & Development	5

Choose one of the following:

ANIM 120	Animation Foundations (5 Cr)	5
VIDEO 112	Video Foundations (5 Cr)	

Choose one of the following:

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

**TOTAL** 48-50

## ADVANCED WEB MULTIMEDIA

*Certificate of Achievement*

### Advanced Web Multimedia

Course No.	Course Name	Credit Hrs.
WEBMM 271	Production Systems	4
WEBMM 272	Technical Ops for Web Multimedia	4
WEBMM 273	Production Practicum I	4
WEBMM 274	Production Design	4
WEBMM 275	Advanced Web Multimedia I	4
WEBMM 276	Production Practicum II	4
WEBMM 277	Production Management	4
WEBMM 278	Advanced Web Multimedia II	4
WEBMM 279	Production Practicum III	4
WEBMM 280	Production Portfolio	3
WEBMM 281	Career Preparation	6
WEBMM 282	Production Practicum IV	3

**TOTAL** 48

### 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 preschool 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

Course No.	Course Name	Credit Hrs.
<b>FIRST YEAR</b>		
BTS 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	Introduction to ECED	5
ECED 172	Fundamentals of ECED	5
ECED 175	Portfolio I: ECED Majors	1
ECED 181	Children's Creative Activities	5
ENGL 101	Written Expression	5
HOMECE 256	Child Development & Guidance	3
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
Approved electives		1-3
<b>TOTAL</b>		45

## SECOND YEAR

ECED 191	Practicum in ECED	5
ECED 192	Practicum in ECED	5
ECED 193	Practicum in ECED	5
ECED 201	Parent Involvement in ECED	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 Comm (5 Cr)	
SPCH 200	Interpersonal Communication (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	

Science course		5
Approved electives		7

**TOTAL** 45

**GRAND TOTAL** 90-91

*Certificate of Achievement*

### Early Childhood Education

Course No.	Course Name	Credit Hrs.
ECED 171	Introduction to ECED	5
ECED 172	Fundamentals of ECED	5
ECED 181	Children's Creative Activities	5
ECED 191	Practicum in ECED	5
ECED 192	Practicum in ECED	5
ECED 193	Practicum in ECED	5
ECED 201	Parent Involvement in ECED	5
ECED 204	Child Health & Safety	3
HLTH 292	First Aid & CPR	4
HOMECE 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	Introduction to ECED	5
ECED 172	Fundamentals of ECED	5
ECED 180	Exploring Infant & Toddler Curriculum	2
ECED 181	Children's Creative Activities	5
ECED 191	Practicum in ECED	5
ECED 192	Practicum in ECED	5
ECED 193	Practicum in ECED	5
ECED 201	Parent Involvement in ECED	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.
BTS 161	Computer & Software Fundamentals	5
ECED 131	Orientation to the Special-Needs Child	5
ECED 171	Introduction to ECED	5
ECED 172	Fundamentals of ECED	5
ECED 175	Portfolio I: ECED Majors	1
ECED 181	Children's Creative Activities	5
ENGL 101	Written Expression	5
HOMEC 256	Child Development & Guidance	3
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction 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 ECED	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 Comm (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	
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	Introduction to ECED	5
ECED 172	Fundamentals of ECED	5
ECED 181	Children's Creative Activities	5
ECED 201	Parent Involvement in ECED	5
ECED 204	Child Health & Safety	3
HLTH 292	First Aid & CPR	4
HOMEC 256	Child Development & Guidance	3
<b>TOTAL</b>		<b>58</b>

## Certificate of Completion

## Infant &amp; Toddler Care

Course No.	Course Name	Credit Hrs.
ECED 172	Fundamentals of ECED	5
Choose one of the following:		3
ECED 156	Basic Child Development (3 Cr)	
HOMEC 256	Child Development & Guidance (3 Cr)	
ECED 180	Exploring Infant & Toddler Curriculum	2
ECED 201	Parent Involvement in ECED	5
ECED 204	Child Health & Safety	3
<b>TOTAL</b>		<b>18</b>

## E-Commerce

The E-Commerce program prepares students to work within the new paradigm of electronic or web-based business. The program is an introduction to the business solution development cycle, new models in e-commerce, basic system architecture, internet programming, tools of e-commerce, and security and legal issues. Students are given an overview of the business process (buy side and sell side) in the web economy, and issues of collaboration and knowledge management. Combination lab/lecture course with extensive use of web authoring software.

## Associate in Arts Degree

## E-Commerce Specialist

Course No.	Course Name	Credit Hrs.
Choose one of the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting (5 Cr)	
BTS 165	Spreadsheet Applications	5
BTS 280	Project Management Applications	5
ECOMM 101	E-Commerce Portfolio	2
ECOMM 102	E-Commerce Basics	5
ECOMM 240	Supply Chain Management	5
ECOMM 245	E-Commerce Sites	5
ENGL 101	Written Expression	5
G BUS 101	Introduction to Business	5
G BUS 230	Project Management	5
G BUS 241	Consulting with Businesses	5
IT 103	Networking Basics	5
Science lab elective		6
Electives		27
Student may choose any Business Division course not listed above with approval of advisor or Program Chair. Degree will be tailored to specific learning needs of the students.		
<b>TOTAL</b>		<b>90</b>

## Certificate of Accomplishment

## E-Commerce

BTS 168	Database Applications	5
ECOMM 102	E-Commerce Basics	5
ECOMM 220	Business Process Mapping	5
ECOMM 245	E-Commerce Sites	5
ECOMM 260	Security, Law, & Ethics for E-Commerce	5
Choose one of the following:		5
MKTG 225	Customer Relations Management (5 Cr)	
ECOMM 240	Supply Chain Management (5 Cr)	
<b>TOTAL</b>		<b>30</b>

## Fast Track Technology Programs

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

## Fast Track IT Program—Technical Support

Course No.	Course Name	Credit Hrs.
FT 105	Business Skills—Tech Support	3
FT 125	Computer & Software Fundamentals	8
FT 160	Network & Operating Systems—Technical Support	18
FT 180	MCSE—Technical Support	5
FT 250	Special Topics—Fast Track	1-8
<b>TOTAL</b>		<b>35-42</b>

## Certificate of Accomplishment

## Fast Track IT Program—Microsoft Certified Database Administrator

Course No.	Course Name	Credit Hrs.
FT 100	Business Skills—MCSE/MCDBA	1.5
FT 130	Networking & Operating Systems—MCDBA	5
FT 185	MCSE—Database Administrator	10
FT 215	MCDBA	16
FT 250	Special Topics—Fast Track	1-8
<b>TOTAL</b>		<b>33.5-40.5</b>

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## Professional/Technical Programs

### Certificate of Accomplishment

#### Fast Track IT Program—Microsoft Certificated System Engineer

Course No.	Course Name	Credit Hrs.
FT 100	Business Skills—MCSE/MCDBA	1.5
FT 145	Network & Operating Systems—MCSE	11
FT 220	MCSE	18
FT 230	MCSE—Advanced Topics	8
FT 250	Special Topics—Fast Track	1-6
<b>TOTAL</b>		<b>39.5-44.5</b>

### Certificate of Accomplishment

#### Fast Track IT Program—Microsoft Certificated System Administrator

Course No.	Course Name	Credit Hrs.
FT 100	Business Skills—MCSE/MCDBA	1.5
FT 145	Network & Operating Systems—MCSE	11
FT 220	MCSE	18
FT 250	Special Topics—Fast Track	1-6
<b>TOTAL</b>		<b>31.5-36.5</b>

### Certificate of Accomplishment

#### Fast Track IT Program – Cisco Internetworking

Course No.	Course Name	Credit Hrs.
FT 100	Business Skills—MCSE/MCDBA	1.5
FT 145	Network & Operating Systems—MCSE	11
NSCOM 201	Cisco Network Support I	5
NSCOM 202	Cisco Network Support II	5
NSCOM 203	Cisco Network Support III	5
NSCOM 204	Cisco Network Support IV	5
FT 250	Special Topics—Fast Track	1-6
<b>TOTAL</b>		<b>33.5-38.5</b>

## Fire Service Programs

The fire service program provides 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.

### Fire Command & Administration:

Course designed for fire service personnel who have mastered basic skills and 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 personnel who seek careers as fire investigators and/or want to enhance their knowledge in fire investigation.

### Fire Prevention Specialist:

Designed for students who wish to specialize in 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."

### 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.

*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 Command & Administration

##### CORE CURRICULUM

Course No.	Course Name	Credit Hrs.
FCA 152	Building Construction	3
FCA 155	Fire Service Instructor	3
FCA 161	Incident Management I	3
FCA 181	Fire Service Safety	3
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
FI 120	Basic Fire Investigation	3
FS 137	Fire Protection Systems I	3
FS 170	Hazardous Materials I	3
FS 190	Uniform Fire Code & Inspection Procedures	4
<b>TOTAL</b>		<b>42</b>

### DISTRIBUTION REQUIREMENTS

Choose one of the following: 5-6

CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction to Chemistry (6 Cr)	
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
CS 110	Introduction to Computers & Apps	5
Choose one of the following:		5

MATH 099	Intermediate Algebra (5 Cr)	
MATH 105	Precalculus I (5 Cr)	
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5
Choose one of the following:		5

SPCH 100	Basic Principles of Oral Comm (5 Cr)	
SPCH 220	Introduction to Public Speaking (5 Cr)	

**TOTAL 40-41**

Suggested electives 7-8

FCA 201	Emergency Medical Technician (8 Cr)	
FCA 298	Seminar in Fire Command & Admin (3 Cr)	
Other college level courses may be used as approved by BCC.		

**TOTAL 7-8**

**GRAND TOTAL 90**

### Certificate of Achievement

#### Fire Command & Administration

Course No.	Course Name	Credit Hrs.
FCA 152	Building Construction	3
FCA 161	Incident Management I	3
FCA 170	Hazardous Materials I	3
FI 120	Basic Fire Investigation	3
FS 137	Fire Protection Systems I	3
FS 190	Uniform Fire Code & Inspection Procedures	4
PSYCH 100	Introduction to Psychology	5
Choose one of the following:		5-6

CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction 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

**TOTAL 45**

### Associate in Arts Degree

#### Fire Investigation

##### CORE CURRICULUM

Course No.	Course Name	Credit Hrs.
ADMCJ 104	Introduction to Criminal Law	5
ADMCJ 200	Criminal Evidence & Procedures— Police Officer	5
FCA 152	Building Construction	3



## Professional/Technical Programs

FCA 170	Hazardous Materials I	3	FPS 237	Fire Protection Systems II	3
FI 120	Basic Fire Investigation	3	FPS 290	Advanced Codes & Inspection	3
FI 130	Investigative Interview Techniques	2	FPS 291	Hazardous Materials Inspection	3
FI 220	Advanced Fire Scene Investigation	4	FS 137	Fire Protection Systems I	3
FI 240	Crime Scene & Physical Evidence	4	FS 190	Uniform Fire Code & Inspection Procedures	4
FI 250	Juvenile Fire Setter	2	HLTH 292	First Aid & CPR	4
FI 260	Arson Fraud Investigation	4	MKTG 110	Client/Customer Relations	5
FS 137	Fire Protection Systems I	3			
FS 190	Uniform Fire Code & Inspection Procedures	4			
<b>TOTAL</b>		<b>42</b>	<b>TOTAL</b>		<b>45</b>

### DISTRIBUTION REQUIREMENTS

#### MATH AND SCIENCE

Choose one of the following: 5-6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)

Choose one of the following: 5

MATH 099	Intermediate Algebra (5 Cr)
MATH 105	Precalculus I (5 Cr)
CS 110	Introduction to Computers & Apps

#### COMMUNICATIONS

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5

Choose one of the following: 5

SPCH 100	Basic Principles of Oral Comm (5 Cr)
SPCH 220	Introduction to Public Speaking (5 Cr)

#### SOCIAL SCIENCE

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

#### ARTS AND HUMANITIES

ART 150	Basic Photo I	5
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**TOTAL** 45-46

#### ELECTIVES

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

**TOTAL** 4-5

**GRAND TOTAL** 92

### Associate in Arts Degree

#### Fire Prevention Specialist

#### CORE CURRICULUM

Course No.	Course Name	Credit Hrs.
FCA 152	Building Construction	3
FCA 155	Fire Service Instructor	3
FCA 170	Hazardous Materials I	3
FI 120	Basic Fire Investigation	3
FPS 100	Introduction to Fire Prevention Practices	3
FPS 200	Plan Review for Fire Prevention	4

FPS 237	Fire Protection Systems II	3
FPS 290	Advanced Codes & Inspection	3
FPS 291	Hazardous Materials Inspection	3
FS 137	Fire Protection Systems I	3
FS 190	Uniform Fire Code & Inspection Procedures	4
HLTH 292	First Aid & CPR	4
MKTG 110	Client/Customer Relations	5
<b>TOTAL</b>		<b>45</b>

### DISTRIBUTION REQUIREMENTS

#### MATH AND SCIENCE

Choose one of the following: 5-6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)

Choose one of the following: 5

MATH 099	Intermediate Algebra (5 Cr)
MATH 105	Precalculus I (5 Cr)
CS 110	Introduction to Computers & Apps

#### COMMUNICATIONS

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5

Choose one of the following: 5

SPCH 100	Basic Principles of Oral Comm (5 Cr)
SPCH 220	Introduction to Public Speaking (5 Cr)

#### SOCIAL SCIENCE

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

**TOTAL** 40-41

Suggested elective courses: 5-6

ADMCJ 104	Introduction to Criminal Law (5 Cr)
ART 150	Basic Photo I (5 Cr)
FI 130	Investigative Interview Techniques (2 Cr)
FI 250	Juvenile Fire Setter (2 Cr)

**TOTAL** 5-6

**GRAND TOTAL** 90

### Associate in Arts Degree

#### Fire Science

#### CORE CURRICULUM

Course No.	Course Name	Credit Hrs.
FS 100	Introduction 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: Recognition/Identification	.5
FS 119	Live Fire Control	2.5

Fire Academy Requirements:

### At Bellevue Community College:

FCA 105	Fire Service Hydraulics	3
FCA 152	Building Construction	3
FCA 160	Fire Tactics I	3
FCA 177	Wild Land/Urban Interface	3
FI 120	Basic Fire Investigation	3
FS 101	First Responder	3.5
FS 190	Uniform Fire Code & Inspection Procedures	4

**TOTAL** 44

### DISTRIBUTION REQUIREMENTS

Choose one of the following: 5-6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)

ENGL 101 Written Expression 5

ENGL 270 Professional Report Writing 5

CS 110 Introduction to Computers & Apps 5

Choose one of the following: 5

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

PSYCH 100 Introduction to Psychology 5

SOC 110 Introduction to Sociology 5

Choose one of the following: 5

SPCH 100	Basic Principles of Oral Comm (5 Cr)
SPCH 220	Introduction to Public Speaking (5 Cr)

Electives to bring total credits to 90 5-6

**TOTAL** 45-47

**GRAND TOTAL** 90

## General Business Management

This program is designed to help students change careers, enhance existing skills, or obtain a strong, broad-based knowledge of manufacturing, retail, and served 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.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## Professional/Technical Programs

### Associate in Arts Degree

#### General Business Management

Course No.	Course Name	Credit Hrs.
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#### DISTRIBUTION REQUIREMENTS

ENGL 101	Written Expression	5
Science lab elective		6

#### CORE COURSES

Choose one of the following: 5

ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting (5 Cr)	
ACCT 234	Managerial Accounting	5
BTS 165	Spreadsheet Applications	5
G BUS 101	Introduction to Business	5
G BUS 120	Organizational Behavior	5
G BUS 145	Business Mathematics	5
G BUS 210	Investments	5
G BUS 221	Human Resources Management	5
G BUS 230	Project Management	5
G BUS 241	Consulting with Businesses	5
INTST 150	International Business	5
MKTG 154	Principles of Marketing	5
Choose one of the following:		5
BA 200	Business Law Legal Foundations (5 Cr)	
G BUS 202	Law & Business (5 Cr)	
MEDIA 108	Media /Digital Law & Ethics (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	
Electives		14
<b>TOTAL</b>		<b>90</b>

### Certificate of Accomplishment

#### Entrepreneurship

Course No.	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
BTS 161	Computer & Software Fundamentals	5
G BUS 250	Entrepreneurship	5
G BUS 221	Human Resource Management	5
MKTG 110	Client/Customer Relations	5
MKTG 154	Principles of Marketing	5
<b>TOTAL</b>		<b>30</b>

### Certificate of Accomplishment

#### Project Management

Course No.	Course Name	Credit Hrs.
BTS 280	Project Management Applications	5
G BUS 120	Organizational Behavior	5
G BUS 230	Project Management	5
Choose one of the following		3-5
ACCT 234	Managerial Accounting (5 Cr)	
G BUS 299	Individual Studies in General Business (3-5 Cr)	
MKTG 299	Individual Studies in Marketing (3-5 Cr)	
<b>TOTAL</b>		<b>18-20</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 a program advisor to select the most appropriate entry courses.

The network support degree prepares graduates to connect computers and other resources in a network, perform network maintenance tasks, and install and configure hardware and software in microcomputers. The program offers five distinct tracks and covers competencies towards specific industry certifications: Network Administration (A+, MCSA, and CCNA), Microsoft Network Engineer (A+, MCSA and MCSE), Cisco Network Professional (A+, CCNA and CCNP), Cisco Security Professional (A+, CCNA and CCSP), and Computer Systems Security Professional (A+, MCP, SCNP, and CISSP).

Certificate programs are available as short-term options for students in various areas including Network Support, Programming, and Database Administration. Credits earned in the certificate programs may be applied toward their respective Information Technology degree.

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

## MEDICAL INFORMATICS

Medical Informatics is the integration of information technology systems into the healthcare delivery processes to effectively manage information in patient care, clinical research, and medical education. Users of clinical information systems include physicians, nurses, dentists, technicians, therapists and social workers, as well as patients and consumers. The ultimate goals of medical informatics are to streamline the processes of patient care, provide clinicians with accurate data in a timely manner, improve the quality of care, and reduce costs.

### Certificate of Achievement

#### Medical Informatics

Course No.	Course Name	Credit Hrs.
MEDIT 110	Technology Fundamentals in Healthcare	5
MEDIT 220	Healthcare Informatics Standards	5
MEDIT 221	Healthcare Informatics Interfaces	5
MEDIT 230	Healthcare Systems Analysis	5
Choose one of the following:		5
BTS 168	Database Applications (5 Cr)	
BTS 268	Database Applications: Advanced (5 Cr)	
DBA 130	Database Theory	5

Choose one of the following: 5

BTS 280	Project Management Applications (5 Cr)	
G BUS 230	Project Management (5 Cr)	

Choose one of the following: 5

BTS 161	Computer & Software Fundamentals (5 Cr)	
CS 110	Introduction to Computers & Applications (5 Cr)	
IT 101	Introduction to Info Technology (5 Cr)	

Choose from the following: 5-10

BTS 144	Personal Information Management (3 Cr)	
BTS 268	Database Applications: Advanced (5 Cr)	
BTS 293	Teaching Technology (5 Cr)	
DBA 232	Database Administration (5 Cr)	
IDEV 111	Web Development Foundations (5 Cr)	
IT 103	Networking Basics (5 Cr)	
MEDIT 294/5/6/7	Special Topics in Medical Informatics (V1-10 Cr)	
MEDIT 299	Independent Studies in Medical Informatics (V1-10 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 160	Systems Analysis & Design (5 Cr)	
TECH 170	Problem Solving Strategies (5 Cr)	

**TOTAL 45-50**

## NETWORK SERVICES & COMPUTING SYSTEMS

### Associate in Arts Degree

#### Information Technology—Network Services & Computing Systems

#### DISTRIBUTION REQUIREMENTS

Choose one of the following: 5

AMST 180	Anthropology of American Life (5 Cr)	
ANTH 180	Anthropology of American Life (5 Cr)	
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
PHYS 109	Science for Information Technology	6
SPCH 225	Small Group Communication	5

#### CORE COURSES

PROG 110	Introduction to Programming	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5

**TOTAL 46**

### Choose from the following tracks:

#### NETWORK ADMINISTRATION

Course No.	Course Name	Credit Hrs.
NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 203	Cisco Networking III	5
NSCOM 204	Cisco Networking IV	5
NSCOM 220	Implementing Client Op Systems	5

NSCOM 221	Implementing Server Op Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 225	Implementing Network Infrastructure	5
NSCOM 227	Implementing Directory Services	5

**TOTAL** 45

#### MICROSOFT NETWORK ENGINEER

Course No.	Course Name	Credit Hrs.
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Choose one of the following: 5

IT 103	Network Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
NSCOM 220	Implementing Client Op Systems	5
NSCOM 221	Implementing Server Op Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 225	Implementing Network Infrastructure	5
NSCOM 227	Implementing Directory Services	5
NSCOM 251	Designing a Directory Services Infrastructure	5
NSCOM 253	Designing a Network Services Infrastructure	5
NSCOM 255	Designing a Migration Strategy	5

**TOTAL** 45

#### CISCO NETWORK PROFESSIONAL

Course No.	Course Name	Credit Hrs.
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NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 203	Cisco Networking III	5
NSCOM 204	Cisco Networking IV	5
NSCOM 220	Implementing Client Op Systems	5
NSCOM 241	Building Scalable Cisco Networks	5
NSCOM 243	Building Cisco Remote Access Networks	5
NSCOM 245	Building Cisco Multilayer Switched Networks	5
NSCOM 247	Cisco Internetworking Troubleshooting	5

**TOTAL** 45

#### CISCO SECURITY PROFESSIONAL

Course No.	Course Name	Credit Hrs.
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NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 203	Cisco Networking III	5
NSCOM 204	Cisco Networking IV	5
NSCOM 230	Managing Cisco Network Security	5
NSCOM 232	Cisco Secure PIX Firewall Advanced	5
NSCOM 234	Cisco Secure Intrusion Detection Systems	5
NSCOM 236	Cisco Secure Virtual Private Networks	5
NSCOM 238	Cisco SAFE Implementation	5

**TOTAL** 45

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

#### COMPUTING SYSTEM SPECIALIST

Course No.	Course Name	Credit Hrs.
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Choose one of the following 5

IT 103	Network Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5)	
NSCOM 221	Implementing Server Op Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 225	Implementing Network Infrastructure	5
NSCOM 227	Implementing Directory Services	5
NSCOM 257	Designing a Secure Network	5
NSCOM 259	Internet Security Server Systems	5
NSCOM 260	Infrastructure Hardening	5
NSCOM 262	Network Defense and Countermeasures	5
NSCOM 264	Information Systems Security Management	5

**TOTAL** 45

**GRAND TOTAL** 91

#### PROGRAMMING

This program offers 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 a program advisor to select the most appropriate entry courses. The network support degree prepares graduates to connect computers and other resources in a network, perform network maintenance tasks, and install and configure hardware and software in microcomputers. The program covers competencies in three different industry certifications: A+, MCSA, and CCNA.

The programming degree prepares a graduate to be an entry-level programmer/analyst. Students develop competency in multiple programming languages and develop skills applicable to a number of environments including Windows and Web. Students also focus on relational database design and development.

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. Certificate programs are available as short-term options for students in various areas including Network Support, Programming, and Technical Support. Credits earned in the certificate programs may be applied toward their respective Information Technology degree.

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

#### Associate in Arts Degree

#### Information Technology—Programming

Course No.	Course Name	Credit Hrs.
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BTS 168	Database Applications	5
DBA 130	Database Theory	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
PROG 120	Object Oriented Programming Concepts	5
PROG 210	Enterprise Development II	5
PROG 225	Enterprise Development Project	5
PROG 235	Operating Systems	5

Choose one set 10

PROG 109	Introduction to Web Development (5 Cr)	
PROG 117	Web Development II (5 Cr)	

OR

PROG 110	Introduction to Programming (5 Cr)	
PROG 118	Windows Development II (5 Cr)	

Approved electives 15

#### DISTRIBUTION REQUIREMENTS

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
PHIL 160	Philosophy of Science	5
SPCH 225	Small Group Communication	5
SPCH 230	Intercultural Communication	5

**TOTAL** 90

#### Certificate of Achievement

#### .NET Programming

Course No.	Course Name	Credit Hrs.
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Choose one set 10

PROG 109	Introduction to Web Development (5 Cr)	
PROG 117	Web Development II (5 Cr)	

OR

PROG 110	Introduction to Programming (5 Cr)	
PROG 118	Windows Development II (5 Cr)	

DBA 130	Database Theory	5
ENGL 270	Professional Report Writing	5
PROG 120	Object Oriented Programming Concepts	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
PROG 235	Operating Systems	5
SPCH 225	Small Group Communication	5

**TOTAL** 45

#### Certificate of Completion

#### C++ Programmer

Course No.	Course Name	Credit Hrs.
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BTS 168	Database Applications	5
ENGL 270	Professional Report Writing	5
PROG 111	Introduction to C++ Programming	5
PROG 113	Intermediate C++ Programming	5

**TOTAL** 20

## Professional/Technical Programs

### TECHNICAL SUPPORT

Associate in Arts Degree

#### Information Technology—Technical Support

Course No.	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
IT 101	Introduction to Info Technology	5
PROG 110	Introduction to Programming	5
TECH 170	Problem-Solving Strategies	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
Choose one of the following:		5
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
Choose one of the following:		4-8
TECH 289	Portfolio Evaluation of Work Experience (4 Cr)	
OR		
TECH 293	Tech Support Internship I (4 Cr)	
TECH 294	Tech Support Internship II (4 Cr)	
Approved elective to bring total to 39		2

#### TRACK 1: APPLICATION SUPPORT

BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
BTS 171	Operating Systems for Advanced Users	5

#### TRACK 2:

##### OPERATING SYSTEM ADMINISTRATOR

NSCOM 220	Implementing Client Op Systems	5
NSCOM 221	Implementing Server Op Systems	5
NSCOM 223	Managing a Network Environment	5
TECH 223	Using & Supporting Linux	5

#### DISTRIBUTION REQUIREMENTS

Choose one of the following:		5
AMST 180	Anthropology of American Life (5 Cr)	
ANTH 180	Anthropology of American Life (5 Cr)	
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
PHYS 109	Science for Information Technology	6
MKTG 110	Client/Customer Relations	5

**TOTAL** 90-92

Certificate of Achievement

#### Microcomputer Support Specialist

Course No.	Course Name	Credit Hrs.
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
ENGL 270	Professional Report Writing	5
IT 101	Introduction to Info Technology	5
TECH 170	Problem-Solving Strategies	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5

Choose one of the following: 5

IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
MKTG 110	Client/Customer Relations	5

**TOTAL** 45

### TELECOMMUNICATIONS ADMINISTRATION & INTEGRATION

The Telecommunications Administration and Integration degree prepares graduates to install, configure, troubleshoot, manage, maintain, and provide security for wireless telecommunications systems and to function effectively in a business environment. The program covers competencies in five different industry certifications: A+, CWNA, CWSP, CWNI, and CWNE.

Associate in Arts Degree

#### Information Technology—Telecommunications Administration & Integration

Course No.	Course Name	Credit Hrs.
PROG 110	Introduction to Programming	5
NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
WRLS 211	Principles of Voice & Data	5
WRLS 212	Principles of Wireless Communication	5
WRLS 214	Principles of Cellular Telephony	5
WRLS 231	Wireless Network Administration	5
WRLS 233	Wireless Network Security	5
WRLS 235	Wireless Network Integration	5
WRLS 237	Wireless Network Engineering	5

#### DISTRIBUTION REQUIREMENTS

Choose one of the following:		5
AMST 180	Anthropology of American Life (5 Cr)	
ANTH 180	Anthropology of American Life (5 Cr)	
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
PHYS 109	Science for Information Technology	6
SPCH 225	Small Group Communication	5

**TOTAL** 91

### Interior Design

This three-year program offers a broadly based, professionally relevant curriculum which is designed to prepared 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 Architecture & Design	5
ART 108	Introduction to Hand & Power Tools	2
ART 110	Two-Dimensional Design	5
ART 111	Design: Color	5
ART 112	Three-Dimensional Design	5
ART 120	Drawing I	5
Choose one 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
INDE 110	Textiles	5
INDE 140	Introduction to Interior Design	5
INDE 150	History of Furniture	5
INDE 151	Modern Furniture & Design	5
INDE 152	Furniture Design & Construction	3
INDE 160	Graphic Communication I	5
INDE 162	Introduction to Computer-Aided Design	3
INDE 165	Visual Presentations	5
INDE 170	Interior Design I: Methods	5
INDE 180	Professional Practices I	3
INDE 181	Professional Practices II	3
INDE 185	Practicum in Interior Design	3
INDE 190	Materials & Construction	3
INDE 191	Principles of Lighting	5
INDE 260	Graphic Communication II	5
INDE 270	Interior Design II	5
INDE 271	Interior Design III	5
INDE 272	Interior Design IV	5
INDE 285	Practicum in Interior Design	3

#### DISTRIBUTION REQUIREMENTS

Choose one of the following:		5
COMM 141	Introduction to Media Writing (5 Cr)	
ENGL 101	Written Expression (5 Cr)	
Choose one of the following:		5

ENGL 201	The Research Paper (5 Cr)	
ENGL 270	Professional Report Writing (5 Cr)	
Humanities course		5
Social science courses		10
Science course		5
Quantitative skills course		5

**TOTAL** 153

## Marketing Management

This program provides a core of business skills along with specific training in preparation for employment in sales, customer service, advertising, promotion, and other marketing functions. Students receive a broad-based knowledge of marketing theory. They are expected to demonstrate the ability to create and execute a variety of marketing programs. Emphasis is placed on teamwork and strengthening both oral and written communication. The program promotes success in non-profit and small, medium, or large businesses.

### Associate in Arts Degree

#### Marketing Management

Course No.	Course Name	Credit Hrs.
<i>Choose one of the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	
BTS 165	Spreadsheet Applications	5
ENGL 101	Written Expression	5
G BUS 101	Introduction to Business	5
G BUS 120	Organizational Behavior	5
G BUS 241	Consulting with Businesses	5
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	5
MKTG 135	Principles of Retailing	5
MKTG 154	Principles of Marketing	5
MKTG 200	International Marketing	5
MKTG 210	Business Research	5
MKTG 225	Customer Relations Management	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
Science lab elective		5-6
Electives		9-10
<i>Suggested electives: Any business division course not listed above with approval of advisor or program chair.</i>		
<b>TOTAL</b>		<b>90</b>

### Certificate of Achievement

#### Sales & Marketing

Course No.	Course Name	Credit Hrs.
BTS 109	Business Communications	5
BTS 161	Computer & Software Fundamentals	5
G BUS 101	Introduction to Business	5
G BUS 145	Business Mathematics	5
<i>Choose one of the following:</i>		5
G BUS 120	Organizational Behavior (5 Cr)	
G BUS 250	Entrepreneurship (5 Cr)	
MKTG 200	International Marketing (5 Cr)	
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	5
MKTG 154	Principles of Marketing	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
<b>TOTAL</b>		<b>50</b>

### Certificate of Accomplishment

#### Retail Management

Course No.	Course Name	Credit Hrs.
ACCT 234	Managerial Accounting	5
BTS 161	Computer & Software Fundamentals	5
G BUS 120	Organizational Behavior	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.
BTS 161	Computer & Software Fundamentals	5
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	5
SMKTG 154	Principles of Marketing	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
<b>TOTAL</b>		<b>30</b>

## Nuclear Medicine Technology

This is a fifteen-month, full-time program leading to a certificate of achievement. It is offered through a cooperative effort between Bellevue Community College and a number of area hospitals and clinics. The admission process is selective, and students must meet the admission guidelines published annually. On successful completion of the program, students are eligible for national certification exams as well as Washington State licensure.

The curriculum prepares students in all aspects of nuclear medicine technology. In addition to performing a wide variety of imaging and therapeutic procedures, students learn to prepare and administer radiopharmaceuticals, explain the procedures and their risks, take patient histories, and analyze the results of each study. Students work with a number of radiation detection systems, including gamma cameras and positron emission tomography systems. They also work with computers that analyze data from imaging studies, in addition to those used for administrative tasks. Most important, students work directly with patients, helping to ease their anxiety as well as diagnose their ailments.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

### 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 210	Radiopharmacy	1
NMTEC 230	Clinical Education I	10
NMTEC 260	Clinical Nuclear Medicine I	1
<b>TOTAL</b>		<b>16</b>

##### WINTER QUARTER

NMTEC 202	Instrumentation	3
NMTEC 211	Nursing & Laboratory Procedures	1
NMTEC 231	Clinical Education II	10
NMTEC 240	Radiation Safety	1
NMTEC 261	Clinical Nuclear Medicine II	1
<b>TOTAL</b>		<b>16</b>

##### SPRING QUARTER

NMTEC 203	Computers in Nuclear Medicine	3
NMTEC 212	Position Emission Tomography	1
NMTEC 232	Clinical Education III	10
NMTEC 241	Radiation Biology	1
NMTEC 262	Clinical Nuclear Medicine III	1
<b>TOTAL</b>		<b>16</b>

##### SUMMER QUARTER

NMTEC 233	Clinical Education IV (students take once only, either Fall or Summer)	13
NMTEC 234	Clinical Education V (students take once only, either Fall or Summer)	13
NMTEC 275	Board Preparation	1
<b>TOTAL</b>		<b>27</b>

##### GRAND TOTAL

75

## Nursing

Once required prerequisites are completed, this is a two-year selective admissions program, designed to prepare students to become registered nurses (RN). The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006, 1-800-669-1656 and approved by the Washington State Nursing Care Quality Assurance Commission, Department of Health, P O Box 47860, Olympia WA 98504, (206) 664-4100. The curriculum in nursing provides didactic education and clinical experience in medical, surgical, pediatric, psychiatric, maternity, and gerontological nursing.

## Professional/Technical Programs

To be considered for acceptance into the program, students must follow specific admission guidelines, published annually and updated as needed. Refer to the website at [www.bcc.ctc.edu/edhs/nursing](http://www.bcc.ctc.edu/edhs/nursing) for any significant changes occurring between publications. Students planning to enroll in this program should be aware that a criminal history investigation will be required and may affect their continued enrollment. The applicant should also be aware that some clinical facilities are randomly screening for drug usage.

Graduates are eligible to take the National Council Licensure Examination (RN-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 Care Quality Assurance Commission, and the Commission stipulates requirements for licensure.

### Associate in Arts Degree

#### Nursing

Students must complete Chemistry 101 or one-year of High School Chemistry, and English 101 (composition) with a C or better and assess into Math 105 (precalculus I) within two quarters prior to applying to the program. The Math requirement may also be met by completing Math 099 (intermediate Algebra) with a grade of B- or better. The math requirement has a five year time limit. Before beginning the program, students must complete BIOL 260 and 261 with a C or better. The remaining General Education requirements may be completed after beginning the program.

College courses typically have a ratio of one credit hour to one clock hour (hour of attendance) per week. Nursing theory courses (X courses) have this 1:1 ratio. For example, Nursing 100X is a 7 credit course with an average of 7 clock hours per week for a total of 77 clock hours over the 11 week quarter. Nursing clinical courses (Z courses) have a 1:2 ratio. For example, Nursing 100Z is a 5-credit course with an average of 10 clock hours per week for a total of 110 clock hours over the 11 week quarter.

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	Introduction to Psychology	5
<b>TOTAL</b>		<b>17</b>

#### FIRST YEAR—WINTER QUARTER

NURS 101X	Nursing II: Medical/Surgical	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	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

One of the following will be assigned: 11-12

NURS 220X	Maternal/Child Nursing (7 Cr)	
NURS 220Z	Maternal/Child Nursing Lab (5 Cr)	
OR		
NURS 221X	Psychiatric Nursing (6 Cr)	
NURS 221Z	Psychiatric Nursing Lab (5 Cr)	
Electives		5
<b>TOTAL</b>		<b>16-17</b>

#### SECOND YEAR—WINTER QUARTER

Choose one of the following: 11-12

NURS 220X	Maternal/Child Nursing (7 Cr)	
NURS 220Z	Maternal/Child Nursing Lab (5 Cr)	
OR		
NURS 221X	Psychiatric Nursing (6 Cr)	
NURS 221Z	Psychiatric Nursing (5 Cr)	
Electives		5
<b>TOTAL</b>		<b>16-17</b>

#### SECOND YEAR—SPRING QUARTER

NURS 222X	Contemporary Issues in Nursing	6
NURS 222Z	Contemporary Issues in Nursing Lab	7
Elective		1
<b>TOTAL</b>		<b>14</b>
<b>GRAND TOTAL</b>		<b>116</b>

## 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 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 affiliated 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 RADON 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 RADON II	2
RADON 221	Principles & Practice of RADON III	2
RADON 222	Principles & Practice of RADON IV	2
RADON 224	Concept Integration	1
RADON 225	Quality Management	1
RADON 240	Radiation Biology	3
<b>TOTAL</b>		<b>119</b>

### 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 RADON 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 RADON II	2
RADON 221	Principles & Practice of RADON III	2
RADON 222	Principles & Practice of RADON IV	2
RADON 224	Concept Integration	1
RADON 225	Quality Management	1
<b>TOTAL</b>		<b>84</b>

## 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	Introduction to Radiologic Technology	1
RATEC 107	Positioning & Related Anatomy I	2
RATEC 110	Clinical Education I	3
RATEC 120	Nursing Procedures	2
<b>TOTAL</b>		<b>8</b>

#### FIRST YEAR—FALL QUARTER

RATEC 105	Introduction to Radiologic Technique	2
RATEC 106	Computed Imaging	2
RATEC 108	Positioning & Related Anatomy II	3
RATEC 111	Clinical Education II	5
RATEC 125	Medical Terminology	1
<b>TOTAL</b>		<b>13</b>

#### 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	Introduction to Sectional Anatomy	2
<b>TOTAL</b>		<b>15</b>

#### FIRST YEAR—SPRING QUARTER

RATEC 102	Radiographic Physics	5
RATEC 104	Advanced Radiographic Procedures	4
RATEC 113	Clinical Education IV	5
<b>TOTAL</b>		<b>14</b>

#### SECOND YEAR—SUMMER QUARTER

RATEC 210	Clinical Education V	13
<b>TOTAL</b>		<b>13</b>

#### SECOND YEAR—FALL QUARTER

RATEC 211	Clinical Education VI	8
RATEC 220	Pathology I	3
RATEC 240	Radiation Biology & Protection	3
<b>TOTAL</b>		<b>14</b>

#### 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
<b>TOTAL</b>		<b>12 OR 14</b>

#### 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.

The Real Estate Program is undergoing review. For the latest information on required courses for completion of the following options please contact the department director.

### Associate in Arts Degree

### Real Estate: Appraisal, Escrow, Mortgage Finance, or Title Insurance

Course No.	Course Name	Credit Hrs.
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#### CORE REQUIREMENTS

Choose one of the following: 5

ECON 100	Intro to Basic Economic Principles (5 Cr)	
ECON 200	Intro to Economics: Macroeconomics (5 Cr)	
ECON 201	Intro to Economics: Microeconomics (5 Cr)	
ENGL 101	Written Expression	5
MATH 099	Intermediate Algebra	5
Choose one of the following:		5

PSYCH 100	Introduction to Psychology (5 Cr)	
SOC 110	Introduction to Sociology (5 Cr)	
Choose one of the following:		5

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

**TOTAL 25**

#### BUSINESS CORE COURSES

ACCTG 210	Fundamentals of Accounting	5
BTS 161	Computer & Software Fundamentals	5
Choose one of the following:		5
G BUS 101	Introduction to Business (5 Cr)	
G BUS 202	Law & Business (5 Cr)	
BA 200	Business Law—Legal Foundations (5 Cr)	

**TOTAL 15**

## Professional/Technical Programs

### REAL ESTATE CORE COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 135	Real Estate Forecasting & Economics	3
R EST 141	Foundations of Real Estate Appraisal	3
R EST 160	Real Estate Escrow	3

**TOTAL** 20

**SUB TOTAL** 60

Choose one set of specialization requirements (30 credits) to complete the Associate in Arts degree in either Appraisal, Escrow, Mortgage Finance, or Title Insurance.

### SPECIALIZATION REQUIREMENTS: APPRAISAL

R EST 140	Standards of Professional Appraisal Practice	1.5
R EST 142	Appraisal of Residential Property	3
R EST 143	Real Estate Appraisal Methods	3
R EST 144	Appraising Income Property: Capitalization	3
R EST 146	Appraising Apartments	3
R EST 150	Real Estate Business Management	3
R EST 240	Land Planning & Development	3
Approved electives		10.5

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: ESCROW

R EST 161	Advanced Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
R EST 171	Mortgaging Loan Processing	3
R EST 260	Commercial Escrow	3
Approved electives		18

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: MORTGAGE FINANCE

R EST 142	Appraisal of Residential Property	3
R EST 150	Real Estate Business Management	3
R EST 170	Mortgage Loan Underwriting	3
R EST 171	Mortgage Loan Processing	3
R EST 172	Real Estate Loan Officer	3
Approved electives		15

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: TITLE INSURANCE

R EST 161	Advanced Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
R EST 166	Land Titles: Examining	3
R EST 167	Land Titles: Underwriting	3
R EST 260	Commercial Escrow	3
Approved electives		15

**TOTAL** 30

**GRAND TOTAL** 90

### Associate in Arts Degree

### Real Estate Residential Practices

Course No.	Course Name	Credit Hrs.
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### CORE REQUIREMENTS

Choose one of the following: 5

ECON 100	Intro to Basic Economics Principles (5 Cr)	
ECON 200	Intro to Economics: Macroeconomics (5 Cr)	
ECON 201	Intro to Economics: Microeconomics (5 Cr)	
ENGL 101	Written Expression	5
MATH 099	Intermediate Algebra	5
Choose one of the following:		5

PSYCH 100	Introduction to Psychology (5 Cr)	
SOC 110	Introduction to Sociology (5 Cr)	
Choose one of the following:		5

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

**TOTAL** 25

### BUSINESS CORE COURSES

ACCTG 210	Fundamentals of Accounting	5
BTS 161	Computer & Software Fundamentals	5
Choose one of the following:		5

G BUS 101	Introduction to Business (5 Cr)	
G BUS 202	Law & Business (5 Cr)	
BA 200	Business Law—Legal Foundations (5 Cr)	

**TOTAL** 15

### REAL ESTATE CORE COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 135	Real Estate Forecasting & Economics	3
R EST 141	Foundations of Real Estate Appraisal	3
R EST 160	Real Estate Escrow	3

**TOTAL** 20

**SUB TOTAL** 60

Choose one set of specialization requirements (30 credits) to complete the Associate in Arts degree in either Appraisal, Escrow, Mortgage Finance, or Title Insurance.

### SPECIALIZATION REQUIREMENTS: APPRAISAL

R EST 140	Standards of Professional Appraisal Practice	1.5
R EST 142	Appraisal of Residential Property	3
R EST 143	Real Estate Appraisal Methods	3
R EST 144	Appraising Income Property: Capitalization	3
R EST 146	Appraising Apartments	3
R EST 150	Real Estate Business Management	3
R EST 240	Land Planning & Development	3
Approved electives		10.5

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: ESCROW

R EST 161	Advanced Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
R EST 171	Mortgaging Loan Processing	3
R EST 260	Commercial Escrow	3
Approved electives		18

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: MORTGAGE FINANCE

R EST 142	Appraisal of Residential Property	3
R EST 150	Real Estate Business Management	3
R EST 170	Mortgage Loan Underwriting	3
R EST 171	Mortgage Loan Processing	3
R EST 172	Real Estate Loan Officer	3
Approved electives		15

**TOTAL** 30

### SPECIALIZATION REQUIREMENTS: TITLE INSURANCE

R EST 161	Advanced Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
R EST 166	Land Titles: Examining	3
R EST 167	Land Titles: Underwriting	3
R EST 260	Commercial Escrow	3
Approved electives		15

**TOTAL** 30

**GRAND TOTAL** 90

### Associate in Arts Degree

### Real Estate Residential Practices

Course No.	Course Name	Credit Hrs.
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### CORE REQUIREMENTS

Choose one of the following: 5

ECON 100	Intro to Basic Economics Principles (5 Cr)	
ECON 200	Intro to Economics: Macroeconomics (5 Cr)	
ECON 201	Intro to Economics: Microeconomics (5 Cr)	
ENGL 101	Written Expression	5
Choose one of the following:		5

MATH 105	Precalculus I (5 Cr)	
G BUS 145	Business Mathematics (5 Cr)	
Choose one of the following:		5

PSYCH 100	Introduction to Psychology (5 Cr)	
SOC 110	Introduction to Sociology (5 Cr)	
Choose one of the following:		5

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

**TOTAL** 25



## BUSINESS CORE COURSES

ACCTG 210	Fundamentals of Accounting	5
BTS 161	Computer & Software Fundamentals	5
CS 110	Introduction to Computers & Apps	5
Choose one of the following:		5

G BUS 101	Introduction to Business (5 Cr)	
G BUS 202	Law & Business (5 Cr)	
BA 200	Business Law—Legal Foundations (5 Cr)	

**TOTAL** 20

## REAL ESTATE CORE COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 135	Real Estate Forecasting & Economics	3
R EST 141	Foundations of Real Estate Appraisal	3
R EST 160	Real Estate Escrow	3

**TOTAL** 20

## SPECIALIZATION REQUIREMENTS

R EST 134	Real Estate Sales Practices	3
R EST 142	Appraisal of Residential Property	3
R EST 150	Real Estate Business Management	3
R EST 151	Real Estate Brokerage Management	3
R EST 235	Real Estate Investment Strategy	3
R EST 240	Land Planning & Development	3
Approved electives		7

**TOTAL** 25

**GRAND TOTAL** 90

## Certificate of Accomplishment

### Real Estate

Course No.	Course Name	Credit Hrs.
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## REQUIRED COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 142	Appraisal of Residential Property	3
Any two additional Real Estate courses		6

## Recommended:

R EST 134	Real Estate Sales Practices (3 Cr)	
R EST 135	Real Estate Forecasting & Economics (3 Cr)	
R EST 160	Real Estate Escrow (3 Cr)	
R EST 235	Real Estate Investment Strategy (3 Cr)	

**TOTAL** 20

## Certificate of Accomplishment

### Real Estate Appraisal

Course No.	Course Name	Credit Hrs.
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## REQUIRED COURSES

R EST 130	Principles of Real Estate	5
R EST 140	Standards of Professional Appraisal Practice	1.5
R EST 141	Foundations of Real Estate Appraisal	3
R EST 142	Appraisal of Residential Property	3
R EST 143	Real Estate Appraisal Methods	3
R EST 144	Appraising Income Property: Capitalization	3
Choose one of the following:		3

R EST 146	Appraising Apartments (3 Cr)	
R EST 240	Land Planning & Development (3 Cr)	

**TOTAL** 21.5

## Certificate of Accomplishment

### Real Estate Escrow

Course No.	Course Name	Credit Hrs.
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## REQUIRED COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 160	Real Estate Escrow	3
R EST 161	Advanced Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3

**TOTAL** 20

## Certificate of Accomplishment

### Real Estate Mortgage Finance

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

## REQUIRED COURSES

R EST 130	Principles of Real Estate	5
R EST 131	Real Estate Finance	3
R EST 133	Real Estate Law	3
R EST 160	Real Estate Escrow	3
R EST 170	Mortgage Loan Underwriting	3
R EST 171	Mortgaging Loan Processing	3
R EST 172	Real Estate Loan Officer	3

**TOTAL** 23

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## Certificate of Accomplishment

### Real Estate Title Insurance

Course No.	Course Name	Credit Hrs.
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## REQUIRED COURSES

R EST 130	Principles of Real Estate	5
R EST 133	Real Estate Law	3
R EST 160	Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
R EST 166	Land Titles: Examining	3
R EST 167	Land Titles: Underwriting	3

**TOTAL** 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 associates' 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

Course No.	Course Name	Credit Hrs.
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## FIRST YEAR—FALL QUARTER

HLTH 250	Wellness	5
HLTH 292	First Aid & CPR	4
PE 166	Skills & Materials in Team Sports	2
RECE 154	Recreational Resources	5

**TOTAL** 16

## FIRST YEAR—WINTER QUARTER

PE 265	Skills & Materials: Activities for Elementary Children	2
PSYCH 100	Introduction to Psychology	5
RECE 245	Recreational Use of Art Crafts	3
SPCH 230	Intercultural Communication	5

**TOTAL** 15

## FIRST YEAR—SPRING QUARTER

ENGL 101	Written Expression	5
PE 266	Skills & Materials: Individual & Dual Sports	2
RECE 290	Therapeutic Recreation	5
Lab Science electives		6

**TOTAL** 18

## SECOND YEAR—FALL QUARTER

Science elective	5
Electives by advisement	10

**TOTAL** 15

## SECOND YEAR—WINTER QUARTER

PE 209	Skills & Materials of Recreation Dance	2
RECE 274	Practicum in Social Recreation	2
SOC 110	Introduction to Sociology	5
Electives by advisement		5

**TOTAL** 14

## SECOND YEAR—SPRING QUARTER

RECE 244	Camp Counseling	3
RECE 254	Practicum in Playground 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

Course No.	Course Name	Credit Hrs.
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#### CORE REQUIREMENTS

INTRP 101	Introduction to Translation & Interpreting	3
TRANS 103	Fundamentals of Translation	3
INTRP 104	Technology for Translators & Interpreters	3
INTRP 105	Vocabulary Acquisition & Terminology Research	3
INTRP 106	Ethics & Business Practices	3

**TOTAL** 15

#### LANGUAGE-SPECIFIC REQUIREMENTS

TRANS 109	Advanced Translation Workshop I	3
TRANS 110	Advanced Translation Workshop II	3
TRANS 112	Translation Practicum	1

**TOTAL** 7

**GRAND TOTAL** 22

### Certificate of Accomplishment

## Interpretation

Course No.	Course Name	Credit Hrs.
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#### CORE REQUIREMENTS

INTRP 101	Introduction to Translation & Interpreting	3
INTRP 102	Fundamentals of Interpreting	3
INTRP 104	Technology for Translators & Interpreters	3
INTRP 105	Vocabulary Acquisition & Terminology Research	3
INTRP 106	Ethics & Business 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

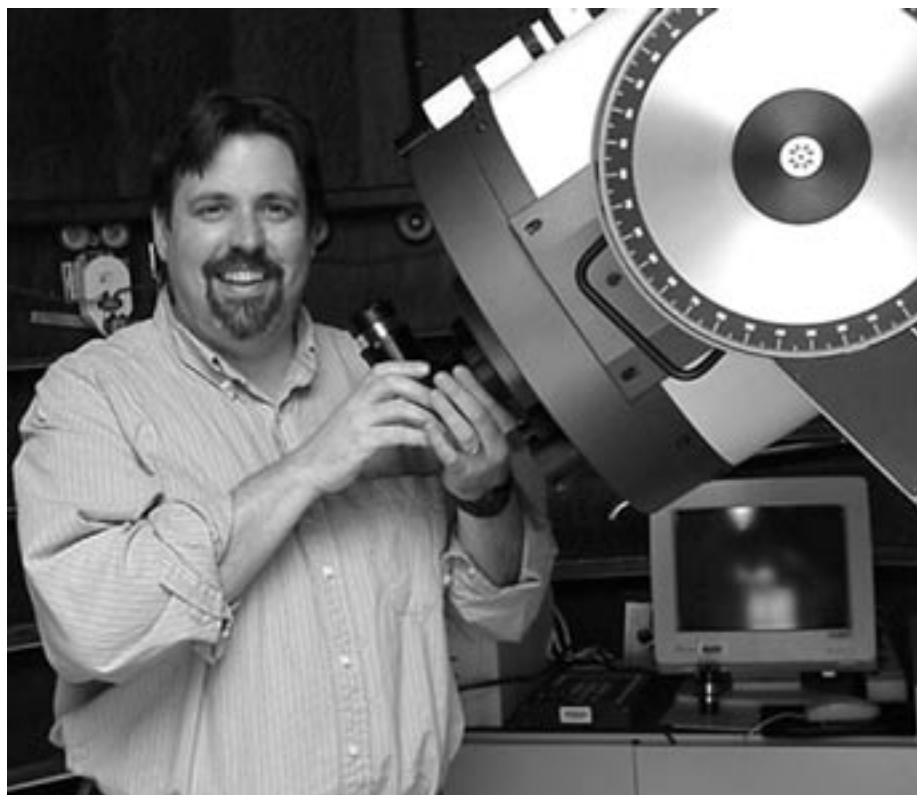
**TOTAL** 7

**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.



# Divisions

At Bellevue Community College (BCC), as at most colleges and universities, instructional departments offer areas of study (e.g., English, Sociology, Physics). Related departments are combined into larger divisions (e.g., Arts & Humanities, Social Science, Science). The outline below shows BCC's division structure. Students who have questions about the subject matter, requirements, permission to register, etc., for a particular course or program of study are encouraged to contact the appropriate department or the division office.

An asterisk (\*) indicates a department offering an "academic concentration" or major (see page 12).

## Arts & Humanities Division

Division office: R230

Phone: (425) 564-2341

Fax: (425) 564-2690

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

Division Chair: Tom Nielsen

The Arts and Humanities Division offers courses of study in the traditional humanities, developmental education, performing arts, and a professional program with kinship to the arts: Interior Design.

### Instructional Programs

- ~ American Studies
- ~ Applied Linguistics & Language
- ~ Art
- ~ Communication
- ~ Dance
- ~ Developmental Education
  - ~ Adult Basic Education
  - ~ English as a Second Language
  - ~ English Language Institute
  - ~ General Education Development
- ~ Drama
- ~ English
- ~ Humanities
- ~ Individual Development
- ~ Interdisciplinary Studies
- ~ Interior Design
- ~ Music\*
- ~ Philosophy\*
- ~ Speech\*

- ~ World Languages
  - ~ American Sign Language
  - ~ Chinese
  - ~ French
  - ~ German
  - ~ Japanese
  - ~ Spanish

### Related Activities

- ~ Art Gallery: Library Gallery Space
- ~ Dance Ensemble: Eastside Moving Company
- ~ Honors Program
- ~ Learning Labs
  - ~ Basic Skills Labs
  - ~ Reading Lab
  - ~ Writing Lab
- ~ Music performance groups
  - ~ Symphonic Choir
  - ~ Chamber Choir
  - ~ Vocal Jazz Ensemble "Celebration"
  - ~ Jazz Band
- ~ Student art & literature magazine: "Arnazella"
- ~ Student clubs & organizations
  - ~ ASL Club
  - ~ BCC Creative Writing Club
  - ~ BCC Journalism Club
  - ~ Interior Design Students Association
  - ~ Philosophy Club
  - ~ Stagefright (drama club)
  - ~ Washington Music Educators Association, student chapter
- ~ Student newspaper: "The Jibsheet"
- ~ Tutoring for ESL and basic-skills students

## Business Division

Division Office: A242

Phone: (425) 564-2311

Fax: (425) 564-4197

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

Division Chair: Margaret Turcott

The Business Division offers academic transfer and vocational program certificates and degrees.

### Instructional Programs

- ~ Accounting
  - ~ Paraprofessional
  - ~ Business Administration Transfer
- ~ Business Administration
- ~ Business Technology Systems
- ~ Computer Science
- ~ Database Administration

- ~ Digital Communication
  - ~ Animation & Graphics
  - ~ Gaming
  - ~ Internet Application Development
  - ~ Media Theory
  - ~ Mobile Computing
  - ~ Video Production
  - ~ Web Multimedia Authoring
- ~ E-Commerce
- ~ General Business Management
- ~ Information Technology
- ~ Marketing Management
- ~ Medical Information Technology
- ~ Network Services & Computer Systems
- ~ Programming
- ~ Technical Support
- ~ Wireless Technology

### Related Activities

- ~ Student Clubs & Organizations
  - ~ BCC IT Students
  - ~ Delta Epsilon Chi (marketing & management)

## Health Sciences Education & Wellness Institute

Division Office: R130

Phone: (425) 564-2348

Fax: (425) 564-3128

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

Director: Maurice McKinnon

The Institute offers a diverse array of programs and course offerings. Programs, classes, and workshops provide instruction and preparation for licensing and certifying examinations, and for expanding knowledge and skills in the changing healthcare fields.

### Instructional Programs

- ~ Alcohol & Drug Counseling
- ~ Diagnostic Ultrasound
- ~ Early Childhood Education
- ~ Education
- ~ Fire Service Programs
  - ~ Fire Command & Administration
  - ~ Fire Investigation
  - ~ Fire Prevention Specialist
  - ~ Fire Science

## Divisions

- ~ Health
- ~ Home Economics
- ~ Imaging
- ~ Nuclear Medicine Technology
- ~ Nursing
- ~ Parent Education
- ~ Physical Education
- ~ Radiation Therapy
- ~ Radiologic Technology
- ~ Recreation Leadership

### Related Activities

- ~ Athletics & Intramural Sports
- ~ Fitness Center
- ~ Student Clubs & Organizations
- ~ BCC Track Club

## Human Development

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Division Office: B234

Phone: (425) 564-2212

Fax: (425) 564-4177

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

Associate Dean of Student Development: Ron Taplin

Human Development classes help student meet academic and personal goals. Classes also offer the opportunity to help other students by becoming a peer counselor.

### Instructional Programs

- ~ Human Development

### Related Programs & Services

- ~ Career Center
- ~ Counseling Center
- ~ Disability Support Services
- ~ Educational Planning Resource & Transfer Center
- ~ Multi-Cultural Services
- ~ TRiO Student Support Services
- ~ Women's Center

## Science Division

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Division Office: L200

Phone: (425) 564-2321

Fax: (425) 564-4125

<http://scidiv.bcc.ctc.edu/>

Division Chair: Jack Surendranath

The Science Division offers first- and second-year courses used extensively as prerequisites for a wide variety of majors in engineering, life sciences, mathematics, and physical sciences.

### Instructional Programs

- ~ Astronomy
- ~ Basic Science
- ~ Biology
- ~ Botany
- ~ Chemistry
- ~ Engineering
- ~ Environmental Science
- ~ Geology
- ~ Mathematics
- ~ Meteorology
- ~ Oceanography
- ~ Physics

### Related Activities

- ~ Academic Tutoring
- ~ BCC Greenhouse
- ~ BCC Weather Station
- ~ Learning Labs
  - ~ Math Lab
  - ~ Science Study Center
- ~ Observatory
- ~ Planetarium
- ~ Student clubs & organizations
  - ~ Astronomy Club
  - ~ Botany Club
  - ~ BCC Greens
  - ~ Geology Club
  - ~ Science Club

## Social Science Division

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Division Office: Temporarily in A251

Phone: (425) 564-2331

Fax: (425) 564-3108

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

Division Chair: Thomas Pritchard

The Social Science Division offers courses in academic transfer and occupational programs.

### Instructional Programs

- ~ Administration of Criminal Justice
- ~ Anthropology
- ~ Economics
- ~ Ethnic & Cultural Studies
- ~ Geography
- ~ History
- ~ International Studies
- ~ Political Science
- ~ Psychology
- ~ Sociology

### Related Activities

- ~ BCC Student Historical Society
- ~ Center for Puget Sound History & Archeology
- ~ Model United Nations

## Continuing Education

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Office Location:

North Campus, 10700 Northup Way

Phone: (425) 564-2263

Fax: (425) 564-3094

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

Dean: Bruce Riveland

The most comprehensive in the region, BCC's Continuing Education division offers credit and noncredit classes, seminars, workshops, certificates, degrees, and professional certification in many areas of study.

### Instructional Departments

- ~ Fast Track
  - ~ Java Developer (certificate)
  - ~ Microsoft Certified Database Administrator (certificate)
  - ~ Microsoft Certified Systems Engineer (certificate)
  - ~ Technical Support-Networking (certificate)
- ~ Real Estate
  - ~ Appraisal (degree and certificate)
  - ~ Commercial Practices (degree)
  - ~ Escrow (degree and certificate)
  - ~ Mortgage Finance (degree and certificate)
  - ~ Real Estate (certificate)
  - ~ Residential Practices (degree)
  - ~ Title Insurance (degree and certificate)
- ~ World Languages
  - ~ Interpretation (certificate)
  - ~ Translation (certificate)

# Course Descriptions

## Accounting (Paraprofessional)

BUSINESS DIVISION

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 four-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 four-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 Form 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 245

### Accounting Information Systems • 5 CR

Students complete various accounting exercises and projects using a mid-range information system program (e.g., Oracle, Microsoft Great Plains, etc.) to demonstrate the capability of a mid-sized accounting system to collect and communicate strategically valuable information. Students learn accounting software including: general ledger, accounts payable, accounts receivable, bank reconciliation, banking, purchase orders, invoicing, payroll, fixed assets, and reporting. Students also map business process flows and assure system security. Prerequisite: ACCT 101 or ACCTG 210. Recommended: BTS 161.

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.

## Accounting (for Business Admin. Transfer)

BUSINESS DIVISION

ACCTG 210

### Fundamentals of Accounting I • 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 four-year college or university. Prerequisite: ENGL 101 or COMM 141 with a C- or better; or entry code.

ACCTG 220

### Fundamentals of Accounting II • 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.

## Course Descriptions

### Administration of Criminal Justice

SOCIAL SCIENCE DIVISION

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.

ADM CJ 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.

ADM CJ 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 ADM CJ 244 or PE 244 may be taken for credit, not both.

ADM CJ 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 ADM CJ 248 or PHIL 248 may be taken for credit, not both.

ADM CJ 249

#### **Intermediate Defensive Tactics—Criminal Justice • 3 CR**

Continues ADM CJ 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 ADM CJ 249 or PE 249 may be taken for credit, not both.

ADM CJ 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 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.

**Adult Basic Education**

ARTS &amp; HUMANITIES DIVISION

ABE 041/042/043/044

**Adult Basic Education Lab—Level 1, 2, 3, 4 • V1-5 CR**

The Basic Skills Learning Lab provides students in Adult Basic Education classes additional opportunities to further build skills in the areas of reading, writing, and math. As well as receiving computerized assisted learning through a variety of software, students can work independently with tutors or together in small groups. Prerequisite: Assessment into the ABE or GED Program.

ABE 060

**Orientation to Basic Skills • V1-3 CR**

Prepares native and non-native speakers (ESL 3,4, or 5) for basic skills classes by introducing students to the program and the college. Helps students to identify abilities, learning styles, skills and barriers, set educational goals, and create learning plans. Prerequisite: Placement by assessment into ESL or Adult Basic Education classes.

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.

**Alcohol & Drug Counseling**

HEALTH SCIENCES EDUCATION &amp; WELLNESS

ALDAC 100

**Professional Development in Addiction Counseling • 1 CR**

Introduction to the field of addiction counseling and treatment, state mandated counseling education and certification processes as well as methods for documenting trainee work experience hours.

ALDAC 101

**Understanding Addiction: Effects on Human Behavior & Society • 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, metabolism, 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 104

**Prior Learning Portfolio Development Seminar • 1 CR**

Designed for Alcohol & Drug Counseling students to explore learning theory and life experiences. Course teaches documentation preparation of college level learning based on life experience. Students learn to document non-traditional learning experiences for evaluation as college level learning. Students pay per-credit fee for all academic credit awarded in addition to the cost of the seminar. Prerequisite: Permission of program director.

ALDAC 105

**Chemical Dependency & 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 program director.

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 100, 101, 102, and 103 or permission of program director.

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 100, 101, 102, and 103 or permission of program director.

ALDAC 150

**Relapse Prevention • 2 CR**

Addresses the processes and behaviors leading to alcohol/drug relapse. Chemical dependency counselors learn methods for preventing relapse and promoting recovery for a client. Prerequisite: ALDAC 106 or permission of program director.

## Course Descriptions

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 Counseling • V1-6 CR**

Allows specialized or in-depth study of subjects supplementing the alcohol and drug studies curriculum. Topics are announced in the class schedule.

ALDAC 198

### **Seminar in Alcohol & Drug Counseling • V1-6 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 Counseling • V1-6 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 director.

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 permission of director.

ALDAC 207

### **HIV/AIDS Risk Intervention & Blood Borne Pathogens • 1 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 director.

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 Addiction Counseling • 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 and 108 or permission of director.

ALDAC 215

### **Chemical Dependency & the Law • 2 CR**

Provides alcohol and drug abuse counselors with up-to-date information on addictions and the law as found in the Washington Administrative Code. Prerequisite: ALDAC 106 and 108 or permission of director.

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: ALDAC 106, 108, and 206 or permission of director.

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 director.

ALDAC 294/295/296/297

### **Special Topics in Alcohol & Drug Counseling • V1-6 CR**

Allows specialized or in-depth study of subjects supplementing the alcohol and drug studies curriculum. Topics are announced in the class schedule.

ALDAC 298

### **Seminar in Alcohol & Drug Counseling • V1-6 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 Counseling • V1-6 CR**

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

## American Studies

### ARTS & HUMANITIES DIVISION

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 cultures 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.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)



## AMST 101

**Introduction to American Myth • V1-5 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 relationships 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 has 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.

**Animation & Graphics****BUSINESS DIVISION**

The Animation & Graphics program offers the opportunity to develop basic and intermediate skills of illustration, image manipulation, and design. Students will develop competencies in their use of industry standard vector drawing and raster image software, and understand their application to the production of video, web pages, 2D, and 3D animation.

## ANIM 115

**Drawing for Animation I • 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.

## Course Descriptions

### ANIM 116

#### **Drawing for Animation II • 5 CR**

A continuation of ANIM 115. Students learn advanced drawing skills and techniques to be applied to the development of animation sequences. Emphasis is placed on creating and developing characters and compositions that effectively support the storytelling. Prerequisite: ANIM 115 at BCC with a C- or better; or entry code.

### ANIM 120

#### **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.

### ANIM 121

#### **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.

### ANIM 194/195/196/197

#### **Special Topics in Animation • 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.

### ANIM 220

#### **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: ANIM 121 at BCC with a C- or better; or entry code.

### ANIM 222

#### **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: ANIM 121 at BCC with a C- or better; or entry code.

### ANIM 230

#### **2D 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: ANIM 115, 120, and 121 at BCC with a C- or better; or entry code.

### ANIM 231

#### **2D Animation II • 5 CR**

Develops knowledge and skill to create professional 2D 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 interactive 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: ANIM 115, and ANIM 230 and IDEV 111 at BCC with a C- or better or entry code. Concurrent enrollment in ANIM 116.

### ANIM 240

#### **3D 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: ANIM 115 and 120 at BCC with a C- or better; or entry code. Recommended: ANIM 121 and either COMM 112 or VIDEO 112.

### ANIM 241

#### **3D Animation II • 5 CR**

Students work with character motion and advanced animation techniques. Prerequisite: ANIM 240 and VIDEO 112 at BCC with a C- or better; or entry code. Concurrent enrollment in ANIM 116.

### ANIM 271

#### **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 Advanced Animation Program and permission of instructor.

### ANIM 272

#### **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 Advanced Animation Program and permission of instructor.

### ANIM 273

#### **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 Advanced Animation Program and permission of instructor.

### ANIM 274

#### **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 Advanced Animation Program and permission of instructor.

### ANIM 275

#### **Advanced Animation I • 4 CR**

Advances student technical skills in developing animation products using advanced tools and techniques. Prerequisite: Acceptance into Advanced Animation Program and permission of instructor.

### ANIM 276

#### **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 Advanced Animation Program and permission of instructor.

## ANIM 277

**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 Advanced Animation Program and permission of instructor.

## ANIM 278

**Advanced Animation II • 4 CR**

Advances student technical skills in using special effects in the development of animation products. Prerequisite: Acceptance into Advanced Animation Program and permission of instructor.

## ANIM 279

**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 Advanced Animation Program and permission of instructor.

## ANIM 280

**Production Portfolio • 3 CR**

Allow students to design resumes and portfolios and develop employment strategies. Students design production resumes; compile and edit resume videotapes; create written resumes; practice job-search networking, and conduct job interviews. Prerequisite: Acceptance into Advanced Animation Program and permission of instructor.

## ANIM 281

**Career Preparation • 6 CR**

Allow students to identify and secure an internship in media production and complete a contract of employment. Prerequisite: Acceptance into Advanced Animation Program and permission of instructor.

## ANIM 282

**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 Advanced Animation Program and permission of instructor.

## ANIM 294/295/296/297

**Special Topics in Animation • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. Prerequisite: Previous Media enrollment or permission of program chair.

**Anthropology**

## SOCIAL SCIENCE DIVISION

## 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 course requirement 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 course requirement 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 study 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.

## Course Descriptions

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.

## Applied Linguistics & Language

ARTS & HUMANITIES DIVISION

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 accent 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 and 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 four-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 with a C- or better or permission of instructor.

ALL 290

### Internship Preparation • 5 CR

Course prepares non-native speakers of English with the skills, strategies, and resources to successfully pursue internships in their fields of interest. Students prepare work portfolios, research areas of interest and practice oral communication techniques to enhance their career/employment opportunities. Note: Must be IBP student, international student eligible for practical training, or other non-native speaker of English approved by the program chair or faculty.

## Art

ARTS & HUMANITIES DIVISION

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.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

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 • V1-5 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 in original design work. 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.

## ART 120\*

**Drawing I • 5 CR**

Teaches basic visual and drawing skills. Students use charcoal and pencil to draw objects and forms from direct observation 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 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 an individual student 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 Western art from prehistoric Europe and the ancient Near East, Greece, Rome, and early Christian 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 21st 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. Slide lecture format. Two-off campus field trips required.

## ART 221\*

**Advanced Studio: Drawing I • 5 CR**

Provides studio experience building on objectives learned in 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 forming techniques of hand building and surface techniques including under glazes and glazes for earthenware and high-fire clay bodies. Students also get limited time on the wheel.

## ART 261\*

**Basic Ceramics II • 5 CR**

Continues ART 260 with emphasis on wheel throwing techniques and more advanced surface techniques. Prerequisite: ART 260.

## ART 299

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

Allows an individual student 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.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

## Course Descriptions

### Astronomy

SCIENCE DIVISION

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. Either ASTR 101 or ASTR 105 may be taken for credit, not both.

ASTR 105

#### **Beginning Astronomy • 6 CR**

A general, non-math survey of topics in astronomy, including history, solar system, stars, galaxies, and cosmology. Includes a weekly lab. Either ASTR 101 or ASTR 105 may be taken for credit, not both.

ASTR 201

#### **Observational Astronomy • 6 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 or 105.

ASTR 299

#### **Individual Studies in Astronomy • V1-5 CR**

Allows individual projects related to astronomy or the planetarium. Prerequisite: Permission of instructor.

### Basic Science

SCIENCE DIVISION

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 (i.e., conversion of units of measure to and from Western to metric) with emphasis on problem-solving relating to the disciplines of biology, chemistry, and physics. Prerequisite: Completion of English Language Institute Level 5 Integrated Skills with a grade of A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL; plus teacher recommendation or special recommendation by ELI.

BASCI 097

#### **Basic Science (Conceptual)— 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.

BCC programs and  
curricula are subject to change.  
For the most up-to-date information  
about course content and degree or  
certificate requirements, go to  
[www.bcc.ctc.edu](http://www.bcc.ctc.edu)

### Biology

SCIENCE DIVISION

BIOL 100

#### **Introductory Biology • 6 CR**

An introduction to biology for the non-science student, emphasizing fundamental life processes and concepts common to all living organisms, with the human example. Emphasis is on biological applications in today's society. Course includes a lab.

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 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.

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 150

#### **Marine Biology • 6 CR**

Introduction to marine life, marine biological communities, and marine ecology. Course includes lecture, labs, and field trips. Fulfills laboratory science course requirement at BCC.

BIOL 199

#### **Individual Studies in Biology • V1-5 CR**

Allow 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: BIOL 260 at BCC with a C or better; or entry code.

**Botany**

## SCIENCE DIVISION

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 interrelationships 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.

**Business Administration—Transfer**

## BUSINESS DIVISION

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, healthcare, etc. Prerequisite: MATH 156 with a C- or better; or entry code.

**Business Technology Systems**

## BUSINESS DIVISION

BTS 101

**Keyboarding I • 3 CR**

Develops basic skills in keyboarding (touch-typing) and document formatting using the personal computer. No previous computer experience necessary.

BTS 104

**Keyboarding Review & Speed Building • 3 CR**

Increases students' keyboarding speed and accuracy. Prerequisite: BTS 101 or equivalent experience recommended.

BTS 109

**Business Communications • 5 CR**

Develops effective business communication skills. Students learn communication problem solving, appropriate communication formats, and different methods of presenting content. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 110

**Electronic 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: BTS 161 or equivalent experience recommended.

BTS 141

**Presentation Applications: Beginning • 1 CR**

Introduces students to the beginning features of electronic presentations using the latest version of PowerPoint. Topics include creating basic slide presentations, selecting template design, formatting presentations, using clip art, customizing presentations, viewing/editing slide shows and printing options. Prerequisite: Previous computer experience or permission of instructor.

BTS 142

**Presentation Applications: Intermediate • 1 CR**

Introduces students to the intermediate features of electronic presentations using the latest version of PowerPoint. Topics include links, animation, sound, transitions, builds, annotations, speakers notes, file properties, and slide show presentation. Prerequisite: BTS 141 recommended.

## Course Descriptions

BTS 143

### **Presentation Applications: Advanced • 1 CR**

Introduces students to the advanced features of electronic presentations using the latest version of PowerPoint. Topics include special effects, complex animation effects, narration, collaboration features, and web presentations. Prerequisite: BTS 142 recommended.

BTS 144

### **Personal Information Manager • 3 CR**

Course features the concepts, terminology, and techniques involved in utilizing a popular messaging and personal information management program specifically Microsoft Outlook. Tools and commands are utilized to e-mail, schedule appointments and meetings, create and maintain contact lists, create task lists, maintain journals for recording and tracking activities, and create notes and reminders. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 145

### **Internet Basics • 1 CR**

Introduction to the basics of the Internet and e-mail applications. Prerequisite: Previous computer experience or permission of instructor.

BTS 146

### **10-Key • 1 CR**

Introduction to the computer ten-key keypad and the functions of the desktop calculator. Prerequisite: Previous computer experience or permission of instructor.

BTS 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. Prerequisite: BTS 101 or 104 or equivalent keyboarding experience recommended.

BTS 163

### **Word Processing Applications • 5 CR**

Develops beginning through advanced word-processing skills using software such as Microsoft Word on the personal computer. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 165

### **Spreadsheet Applications • 5 CR**

Develops beginning through advanced spreadsheet skills using software such as Microsoft Excel on the personal computer. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 168

### **Database Applications • 5 CR**

Develops beginning through advanced database skills using software such as Microsoft Access on the personal computer. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 171

### **Operating System for Advanced Users • 5 CR**

Students learn about a current, popular operating system. Topics include customizing, implementing shortcut strategies, using OLE technologies, backing up a hard disk, safeguarding a PC, evaluating system performance, and installing software. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 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: BTS 161 or equivalent experience recommended.

BTS 186

### **Desktop Publishing—Publisher • 5 CR**

Introduces desktop publishing using Microsoft Publisher on the personal computer. Students learn design elements and techniques to produce professional looking newsletters, advertisements, stationery, and websites. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 187

### **Desktop Publishing—PageMaker • 5 CR**

Introduces desktop publishing using PageMaker on the personal computer. Students learn design elements and techniques to produce professional-looking newsletters, advertisements, stationery, and websites. Prerequisite: BTS 161 or equivalent experience recommended.

BTS 199

### **Individual Studies in Business Technology Systems • V1-10 CR**

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

BTS 250

### **Office Administration • 5 CR**

Introduces students to three key areas: computer applications, communication, and career planning. Prerequisite: BTS 161 or equivalent experience by permission of instructor.

BTS 265

### **Spreadsheet Applications: Advanced • 5 CR**

Develops advanced spreadsheet skills including application programming using software such as Microsoft Excel on the personal computer. Prerequisite: BTS 165.

BTS 268

### **Database Applications: Advanced • 5 CR**

Course covers additional user interface features of a relational database. Advanced Wizards are used to create a user interface. Topics include action queries, macros, modules, switchboards, and startup options. Prerequisite: BTS 168.

BTS 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: BTS 161 or equivalent experience recommended.

BTS 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. Course is designed for students assigned as teaching assistants in technology courses. Prerequisite: BTS 161 or equivalent experience recommended.



BTS 295/296/297

**Special Topics in Business Technology Systems • V1-5 CR**

Allows study of advanced or specialized business software applications, supplementing the regular courses. Prerequisite: BTS 161 or equivalent experience recommended.

**Chemistry**

SCIENCE DIVISION

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. Either CHEM 100 or CHEM 110 may be taken for credit, not both.

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 110

**Understanding the Chemistry Around You • 6 CR**

Presents the topics of chemistry in a relatively non-mathematical way and focuses on the social and environmental roles of chemistry. Course covers atomic and molecular structure, measurement, the periodic table, and acids and bases. The laboratory expands upon the course materials. Either CHEM 110 or CHEM 100 may be taken for credit, not both.

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.

**Communication**

ARTS &amp; HUMANITIES DIVISION

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.

## Course Descriptions

### 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: ENGL 101 or BTS 109 recommended.

### 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 112

#### **Video Foundations • 5 CR**

Introduces the basics of video production utilizing a personal camcorder and video editing equipment. Students study video technologies, basic equipment operation, video composition, basic lighting and audio, production planning, and visual storytelling. Students work in groups to create video projects utilizing post-production editing. Same as VIDEO 112. Either COMM 112 or VIDEO 112 may be taken for credit, not both. Prerequisite: MEDIA 109 at BCC with a C- or better.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

### COMM 119

#### **History of Animation • 5 CR**

Provides an overview and study of the history of animation, from the early magic lantern shows of the late 19th century to current and emerging digital animation technologies. The history of early film animation is compared and contrasted with the history of animation for the web, showing how the two types of animation often parallel each other in style and development. Course includes a series of lectures, discussions, and a variety of film and video clips of both classic and digital animation. Same as MEDIA 119. Either COMM 119 or MEDIA 119 may be taken for credit, not both.

### COMM 120

#### **History of Cinema 1880 to 1945 • 5 CR**

Course examines the historical origins of cinema from 1880 to 1945, including the developments in film-making, from Europe to Russia to Hollywood. Course looks at the different uses of and roles played by film, including the use of movies as ideological tools. Same as MEDIA 120. Either COMM 120 or MEDIA 120 may be taken for credit, not both. Recommended: ENGL 101 and completion of any Media Theory course.

### 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 meet a written communication course requirement at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 at BCC with a C- 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 with a C- or better; 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 or entry code.

### 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 216

**Scripting for Film, Video, & Multimedia • 5 CR**

Students learn the mechanics and format used for film and television as well as the writer's job in pre-production and production. In addition, students are introduced to non-linear writing for new interactive multimedia technologies. Same as MEDIA 216. Either COMM 216 or MEDIA 216 may be taken for credit, not both. Prerequisite: COMM141 or ENGL 101, 201, 270, 271, 272, or equivalent English course at another college with a C- or better; or entry code.

## 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 Communication 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.

## COMM 291

**Making Movies • 5 CR**

Students work together creating a dramatic motion picture, gain experience in pre-production and production work, and work as part of a crew documenting the making of the dramatic piece. Students receive a copy of the finished work. Same as MEDIA 291. Either COMM 291 or MEDIA 291 may be taken for credit, not both. Recommended: COMM 216 or MEDIA 216.

## COMM 294/295/296/297

**Special Topics in Communication • 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 Communication • 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.

**Computer Science—Transfer**

## BUSINESS DIVISION

## 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.

**Dance**

## ARTS &amp; HUMANITIES DIVISION

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

## DANCE 130\*

**Jazz Technique I • 2 CR**

Develops the movement techniques that are the basis for a highly energized, theatrical style of jazz dance. May be repeated for a maximum of 4 credits.

## 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 equivalent dance training. May be repeated for a maximum of 6 credits.

## 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. May be repeated for a maximum of 6 credits.

## DANCE 141\*

**Ballet Technique II • 2 CR**

Expansion of the principles, techniques, and vocabulary of classical ballet. Students continue to develop in all areas of technique as they gain flexibility, strength, and coordination. For advanced beginning, intermediate, and continuing students. Prerequisite: Dance 140 or equivalent recommended.

## Course Descriptions

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 Contemporary Dance I 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 • V2-5 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. Course may be repeated for a maximum of 15 credits. Prerequisite: Audition and permission of instructor.

DANCE 202\*

### Dance Ensemble II • V2-5 CR

Continues DANCE 201, with emphasis on rehearsing for specific dance works. Students with appropriate experience and ability get an introduction to choreography. Course may be repeated for a maximum of 15 credits. Prerequisite: DANCE 201 and permission of instructor.

DANCE 203\*

### Dance Ensemble III • V2-5 CR

Continues DANCE 202, with emphasis on performance. Students gain technical and performing skills and experience in dance concert production. Course may be repeated for a maximum of 15 credits. Prerequisite: DANCE 201 or permission of instructor.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

## Database Administration

BUSINESS DIVISION

DBA 130

### Database Theory • 5 CR

Develops in-depth understanding of database concepts and terminology, emphasizing the relational databases model and understanding the role of Structured Query Language (SQL), data modeling and normalization of database tables. Prerequisite: BTS 168 with a C- or better. Placement by assessment into ENGL 089 and ENGL 092 or 093 with a C- or better.

DBA 232

### Database Administration • 5 CR

Develops the concepts and skills required to perform the duties of Database Administrator (DBA) in organizations using large relational databases. Students develop coherent plans for security, disaster recovery, backup and restore, replication and other administrative functions, including the creation and use of SQL scripts to automate administrative tasks. Prerequisite: DBA 130 with a C- or better. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a C- or better; or entry code.

DBA 233

### Advanced Database Administration • 5 CR

Provides students with advanced concepts and hands-on practice in database administration. Topics include creating and managing indexes; multi-user issues (locks, data integrity); replication; data warehousing; data analysis services; advanced Data Transformation Services; full text search; and English query. Prerequisite: DBA 232 with a C- or better or entry code.

DBA 294/295/296/297

### Special Topics in Database Administration • V1-10 CR

Allows specialized or in-depth study of a subject related to database administration. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. Prerequisite: Permission of instructor.

DBA 299

### Individual Studies in Database Administration • V1-10 CR

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

## Developmental Education

ARTS & HUMANITIES DIVISION

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 coordinated with reading topics. 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.

## Diagnostic Ultrasound

HEALTH SCIENCES EDUCATION & WELLNESS

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-Sectional 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 Parts: 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 a grade 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 a grade 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 a grade 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 a grade of C or better, and DUTEC 210, 220, and 230.

## Course Descriptions

DUTEC 250

### **Ultrasound Physics for Mammographers • 3 CR**

Covers acoustical physics, including the concepts and principles of sound transmission, and the utilization of high frequency sound to produce images for diagnostic purposes. Prerequisite: Acceptance into program; or permission of program chair.

DUTEC 251

### **Breast Ultrasound for Mammographers • 3 CR**

Reviews anatomy and physiology of the breast. Includes orientation to cross-sectional imaging of the breast, correlation with mammographic images, and characterization of normal and abnormal findings from a sonographic viewpoint. Prerequisite: DUTEC 250 or permission of program chair.

DUTEC 252

### **Ultrasound Equipment/Knobology for Mammographers • 2 CR**

Introduces the ultrasound system. Includes detailed descriptions of essential parts of the ultrasound system using a variety of ultrasound machines, classroom demonstrations of system operations and technique, and some practice on the systems. Prerequisite: DUTEC 251 or permission of program chair.

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 • V1-12 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.

## Drama

### ARTS & HUMANITIES DIVISION

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

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.

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 for BCC's annual drama production. Format includes discussion with the director, designers, and technical director of the production. Prerequisite: Concurrent enrollment in DRAMA 291 and permission of instructor.

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 30 credits. Prerequisite: Permission of instructor.

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**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.

**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 enrollment 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.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

**E-Commerce****BUSINESS DIVISION****ECOMM 101****E-Commerce Portfolio • 2 CR**

Students entering the E-Commerce Program must undergo an assessment of basic computer, e-mail, and web retrieval skills. A briefing of the program, portfolio requirements, and a primer on interpersonal and team building skills are given. Students are asked to create and sign a contract.

**ECOMM 102****E-Commerce Basics • 5 CR**

Introduces the business processes in the new economy with specific emphasis on use of commerce sites for sales, marketing, customer service, and supply chain management. Topics include overview of commerce infrastructure; basics of hardware and software requirements for a commerce site; introduction to privacy, security and legal issues; and introduction to the design, development, and implementation of commerce sites. Recommended: G BUS 101.

**ECOMM 199****Individual Studies****in E-Commerce • V1-10 CR**

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

**ECOMM 220****Business Process Mapping • 3 CR**

Covers practice and appropriate utilization of business mapping software; systems analysis, process, operations, and project management are some of the practical business examples enhanced by knowledge of the software. Prerequisite: ECOMM 102; or entry code.

**ECOMM 240****Supply Chain Management • 5 CR**

Introduction to activities associated with the flow and transformation of goods from raw materials to end customers and associated information flows. The supply chain includes systems management, operations and assembly, purchasing, production scheduling, order processing, inventory management, transportation, warehousing, and customer services. Topics include strategies, planning and forecasting, managing inventories, product availability, transportation, network design, and information technology. Prerequisite: G BUS 101 recommended.

**ECOMM 245****E-Commerce Sites • 5 CR**

Exposure to evaluation and consideration of various options in setting up a commerce site including hardware, software, network, hosting, and outsourcing. Explores setting up a commerce site including customizing the site look and feel, uploading an online catalog, configuring the payment gateway, and providing customer support. Recommended: G BUS 101.

**ECOMM 260****Security, Law, & Ethics for E-Commerce • 5 CR**

Covers definition, architecture, commercial transactions, analysis, advantages, risks (including threats of fraud or damage) and risk abatement in electronic commerce. Legal and ethical issues in relation to consumer confidence and security technology are also covered. Prerequisite: ECOMM 102 and 245.

**ECOMM 265****E-Commerce Consulting • 5 CR**

Capstone course in E-Commerce degree program. Consulting with small business on E-Commerce issues. Students form teams, interview the business, create a project workplan, conduct research and complete tasks according to the plan, meet with the business to review preliminary results, conduct further analysis and research, and compile a final report to the business. Prerequisite: ECOMM 102 and 245.

**ECOMM 294/295/296/297****Special Topics in E-Commerce • V1-5 CR**

Allows specialized or in-depth study of a subject related to E-Commerce. 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.

**ECOMM 299****Individual Studies****in E-Commerce • V1-10 CR**

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

**Early Childhood Education****HEALTH SCIENCES EDUCATION & WELLNESS****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.

## Course Descriptions

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 and 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 and permission of instructor.

ECED 150/151/152

### **Special Experiences: Childcare/Preschool Teachers • V1-2 CR**

Provides opportunities for family daycare, 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, daycare centers, Head Start agencies, kindergartens, and elementary schools.

ECED 172

### **Fundamentals of Early Childhood Education • 5 CR**

Presents materials, methods, and professional practices relevant to the 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 and 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 and permission of instructor.

ECED 193

### **Practicum in Early Childhood Education • 5 CR**

Focuses on multicultural, 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 and permission of instructor.

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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 & 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 • 5 CR**

Allows study of special topics related to early childhood education. Topics are announced in 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.

**Economics****SOCIAL SCIENCE DIVISION**

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 four-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.

## Course Descriptions

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.

## Education

### HEALTH SCIENCES EDUCATION & WELLNESS

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

### **Using Technology in Your Teaching • 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. Prerequisite: ENGL 201 or permission of instructor.

EDUC 285

### **Academic Tutoring • V1-5 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 • V1-5 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 CR**

Allows in-depth study or approved work experience in the field of education. May be repeated for a maximum of 15 credits.

## Engineering

### SCIENCE DIVISION

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 098 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: ENGR 111 or MATH 126 or PHYS 121.

## 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: MATH 238 and PHYS 122.

## 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.

**English**

## ARTS &amp; HUMANITIES DIVISION

## ENGL 071/072/073/074

**Developmental English • 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. Course is graded "credit/no credit." Prerequisite: Placement by assessment.

## 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. Course is graded "credit/no credit." One credit represents 22 hours of lab work.

## 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 • V2-5 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: Eligible to register for DEVED 061 or placement in ENGL 071 or higher.

## 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.

## Course Descriptions

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 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: Placement by assessment; or ENGL 092 or 093 with a C- or better.

ENGL 106

### **Critical Reading in the Humanities • 5 CR**

Course focuses on developing higher level cognitive skills: critical reading and questioning of a wide selection of materials—philosophy, education, religion, literature, culture—to examine ways of knowing and thinking; engaging in thoughtful dialogue with peers (via seminars or class/group discussions) on college level material; developing the art of asking insightful questions to generate and advance relevant discussion. 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 for ENGL 106.

ENGL 190

### **Writing Lab Link for Discipline Courses • 1 CR**

Provides additional instruction in support of discipline courses. Students work on term papers or other assignments with a writing instructor who guides them through the writing process, from research and note taking through drafting and editing. Students spend one hour a week in class and one hour a week in a tutoring session. Recommended: ENGL 101. Prerequisite: ENGL 092 or 093 with a C- or better.

ENGL 201

### **The Research Paper • 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. Same as ENGL 102. Either ENGL 102 or ENGL 201 may be taken for credit, not both. Prerequisite: COMM 141 or ENGL 101 with a C- or better, or entry code.

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, 201, 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, 201, 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, 201, 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, 201, 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, 201, or a literature course in the 100 series.

## ENGL 233

**Writing Fiction I • 5 CR**

Focuses on the craft of the short story. Covers plot, scene, character, dialogue, voice, and tone. Students write and critique short fiction and read the work of established short story writers. Suitable for beginning or advanced writers. Recommended: ENGL 101 placement or higher.

## ENGL 234

**Writing Fiction II • 5 CR**

Continuation of ENGL 233. Prerequisite: ENGL 233 with a C- or better, or entry code.

## ENGL 235

**Writing Fiction III • 5 CR**

Continuation of ENGL 234. Prerequisite: ENGL 234 with a C- or better, or entry code.

## 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, 201, or a literature course in the 100 series.

## ENGL 243

**Writing Poetry I • 5 CR**

Focuses on the craft of poetry. Covers rhythm, image (simile, metaphor, symbol), voice, tone, and open and traditional forms. Students write and critique poetry and read the work of established poets. Suitable for beginning or experienced poets. Recommended: ENGL 101 placement or higher.

## ENGL 244

**Writing Poetry II • 5 CR**

Continuation of ENGL 243. Prerequisite: ENGL 243 with a C- or better, or entry code.

## ENGL 245

**Writing Poetry III • 5 CR**

Continuation of ENGL 244. Prerequisite: ENGL 244 with a C- or better, or entry code.

## ENGL 253

**Writing Creative Non-Fiction I • 5 CR**

Focuses on the craft of short essay (memoir, travel essay, autobiography). Covers narration, characterization, dialogue, scene, voice, and tone. Students write and critique short essays and read the work of established non-fiction writers. Suitable for beginning or experienced writers. Prerequisite: ENGL 101 placement or higher.

## ENGL 254

**Writing Creative Non-Fiction II • 5 CR**

Continuation of ENGL 253. Prerequisite: ENGL 253 with a C- or better, or entry code.

## ENGL 255

**Writing Creative Non-Fiction III • 5 CR**

Continuation of ENGL 254. Prerequisite: ENGL 254 with a C- or better, or entry code.

## ENGL 263

**British Literature:  
Middle Ages & 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, 201, 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, 201, 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, 201, or a literature course in the 100 series.

## ENGL 266

**English Literature:  
20th-Century Writers • 5 CR**

Surveys the major figures and movements of modern British literature. Authors and works vary, but typically include T.S. Eliot, Yeats, Conrad, Joyce, Lawrence, Auden, Thomas, Woolf, and Forster. Recommended: ENGL 101, 201, or a literature course in the 100 series.

## ENGL 267

**American Literature:  
Beginnings through Civil War • 5 CR**

Surveys the early American literary scene. Authors and works vary, but typically include Edwards, Franklin, Thoreau, Hawthorne, and Melville. Recommended: ENGL 101, 201, or a literature course in the 100 series.

BCC programs and  
curricula are subject to change.  
For the most up-to-date information  
about course content and degree or  
certificate requirements, go to  
[www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## Course Descriptions

ENGL 268

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

Surveys American literature of the Realistic period. Authors and works vary, but typically include Dickinson, James, Adams, Howells, Crane, Dreiser, and Twain. Recommended: ENGL 101, 201, 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. Authors and works vary, but typically include Fitzgerald, Hemingway, Steinbeck, Faulkner, O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. Recommended: ENGL 101, 201, or a literature course in the 100 series.

ENGL 270

### **Professional Report Writing • 5 CR**

Incorporates organization, development, and expression of ideas with practical problems in writing. Technical periodicals and reference work with proper bibliographical usage are emphasized. Computer use is required. Fulfills a written communication course requirement at BCC. Prerequisite: COMM 141 or ENGL 101 with a C- or better; or entry code.

ENGL 271

### **Expository Writing I • 5 CR**

Builds on the writing skills learned in ENGL 101, 102, or 201. 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 with a C- or better; 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 with a C- or better.

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, 201, 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, 201, 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.

## **English as a Second Language**

ARTS & HUMANITIES DIVISION

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.

## Environmental Science

### SCIENCE DIVISION

#### 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 experience 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.

## Ethnic & Cultural Studies

### SOCIAL SCIENCE DIVISION

#### ETHN 100

#### **Race in the United States • 5 CR**

Survey of the history of African Americans, Asian Americans, Chicanos, American Indians, and other indigenous peoples as they become part of the United States, or in the whole Americas depending on focus. Fulfills social science or humanities requirement, not both, at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better; or entry code.

#### ETHN 102

#### **Introduction to White Culture in United States • 5 CR**

Studies the history, culture, religion, institutions, politics, economics, arts, and psychology of peoples of white culture as developed from experience in both the old and new worlds. Multidisciplinary analysis of social life looking at white culture in America as a social construct and the consequences of this construct. Fulfills social science or humanities course requirement, not both, at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better; or entry code.

#### ETHN 109

#### **Introduction to Women's Studies • 5 CR**

Feminist analysis of the construction and enforcement of gender differences and gender inequalities in various contexts. Emphasis on the intersection of race, class, sexuality, and nationality in the lives of women. Topics include feminist theory, motherhood, popular culture, sexual autonomy, racism, and activism in the United States, with possibilities of exploring these issues in Europe, Asia, the Middle East, Africa, and South and Central America. Recommended: Placement by assessment into ENGL 101.

#### ETHN 152

#### **Introduction to Asian American Studies • 5 CR**

Survey of the history of Asian American ethnicities; evolution of Asian American Cultures in the United States from the 1850s through the present; immigration patterns, evolution of co-cultures, evacuation, inter-ethnic relations. Fulfills social science or humanities course requirement, not both, at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better; or entry code.

#### ETHN 207

#### **Literature of Indigenous Cultures • 5 CR**

A survey of the literature of indigenous peoples who have not traditionally counted as part of Western European culture. Fulfills humanities course requirement at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 210

#### **Ethnic Experiences in Art & Music • 5 CR**

Utilizes historical and contemporary sources to survey the art, music, and music-related traditions of a specific ethnic or regional group. The type or types of music and art studied will be at the discretion of the instructor. Fulfills social science or humanities course requirement, not both, at BCC. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better, or entry code.

## Fast Track

### CONTINUING EDUCATION

#### FT 100

#### **Business Skills—MCSE/MCDBA • 1.5 CR**

Students learn skills to research job opportunities, prepare an effective resume, and practice interview skills. Industry participation is part of this course through an interactive industry panel discussion.

#### FT 105

#### **Business Skills—Technical Support • 3 CR**

Students learn skills to research job opportunities, prepare an effective resume, and practice interview skills. Industry participation is part of this course through an interactive industry panel discussion. Also includes the skills and techniques for effective technical writing and customer interaction.

#### FT 125

#### **Computer & Software Fundamentals • 8 CR**

A hands-on introduction to basic and intermediate functions of Windows, Word, Excel, Access, and Outlook. Students learn the fundamental networking concepts and practices, including network architecture and standards, network types, protocols, internet servers and TCP/IP.

#### FT 130

#### **Network & Operating Systems—MCDBA • 5 CR**

Students learn fundamental networking concepts and practices, along with the necessary knowledge to understand and identify the tasks involved in supporting Windows 2000 networks. All references to Windows 2000 means Windows 2000 or the most recent version of Microsoft's network operating system.

## Course Descriptions

FT 145

### **Network & Operating System-- MCSE • 11 CR**

Students learn basic PC upgrades and repairs; skills for implementing maintaining and troubleshooting network systems; and how to set up, configure, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows 2000 operating system. All references to Windows 2000 means Windows 2000 or Microsoft's most recent version of its network operating system.

FT 160

### **Network & Operating System— Technical Support • 18 CR**

Students learn the skills needed to install, upgrade, configure, troubleshoot, and repair hardware, and DOS and Windows 2000 operating systems on desktop and portable systems. Covers the basic skills for implementing, maintaining, and troubleshooting network systems and emphasizes problem-solving techniques, safety and common preventive maintenance. All references to Windows 2000 means Windows 2000 or Microsoft's most recent version of its network operating system.

FT 180

### **MCSE—Technical Support • 5 CR**

Students learn the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. Provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, web, and terminal servers. All references to Windows 2000 means Windows 2000 or Microsoft's most recent version of its network operating system.

FT 185

### **MCSE—Database Administrator • 10 CR**

Students learn the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers. Includes the skills to install, configure, manage, and support a network infrastructure that uses the Microsoft Windows 2000 server products. All references to Windows 2000 means Windows 2000 or Microsoft's most recent version of its network operating system.

FT 215

### **MCDDBA • 16 CR**

Students learn the concepts of relational database design using Access and how to use SQL to retrieve,

organize, and summarize data from multiple tables. Provides students with the technical skills required to implement a database on Microsoft SQL server and administer SQL client/server database management system.

FT 220

### **MCSE • 18 CR**

Students learn the skills necessary to install, configure, and support Microsoft Windows 2000 Professional on stand-alone and client computers, and network infrastructures that use the Windows 2000 server products and directory services. Provides students with the skills necessary to design a directory services infrastructure in an enterprise network. All references to Windows 2000 means Windows 2000 or the most recent version of Microsoft's network operating system.

FT 230

### **MCSE—Advanced Topics • 8 CR**

Students learn the information and skills needed to create a networking services infrastructure design, migration strategies, and security solutions based on Microsoft 2000 Network that support the required applications and needs of the enterprise.

FT 250

### **Special Topics in Fast Track • 1-8 CR**

Allows specialized or in-depth study of a subject related to the Fast Track information Technology Program. Topics are announced in the quarterly class schedule.

## **Fire Command & Administration**

### **HEALTH SCIENCES EDUCATION & WELLNESS**

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 155

### **Fire Service Instructor • 3 CR**

Emphasizes the study, application, and evaluation of teaching methodology and techniques that can prepare an individual as a fire service instructor. 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 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 using NFPA and state standards. Emphasizes the day-to-day health and safety of department members. Addresses standards, regulations, role of safety officer, accident investigations, record keeping, structural, EMS, hazardous materials, and wild land emergencies.

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 • V1-5 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.

FCA 233

**Fire Service Administration • 1-5 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: FS 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.

**Fire Investigation**

HEALTH SCIENCES EDUCATION &amp; WELLNESS

FI 120

**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 agencies; compiling reports; arson laws; and court procedures.

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.

**Fire Prevention Specialist**

HEALTH SCIENCES EDUCATION &amp; WELLNESS

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 (FS 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 and enforcement of hazardous material code compliance; evaluation of alternative methods; and environmental regulation compliance.

**Fire Science**

HEALTH SCIENCES EDUCATION &amp; WELLNESS

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 110

**Fundamentals of Emergency Services • 3 CR**

Intended for students desiring a career in the fire and emergency services. Course provides an overview of health, physical fitness, fire nomenclature, career opportunities, philosophy and history of fire protection/service, organization and function of public fire protection services as part of local government. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

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## Course Descriptions

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 • 0.5 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.

FS 137

### **Fire Protection • 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.

FS 152

### **Building Construction • 3 CR**

Students learn the basic principles of building construction. Covers the building classifications, and the fire and life safety devices required by the Uniform building Code.

FS 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.

FS 190

### **Fire Inspection & Codes • 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.

## **Gaming**

### **BUSINESS DIVISION**

GAME 105

### **Gaming Theory • 5 CR**

Students learn the history, design, technology, production, programming, and psychological aspects of digital gaming. Emphasis is placed on game production, including pre-planning, software/hardware tools, aesthetics, psychological motivators, gameplay strategies, management, and testing. Other topics include artificial intelligence in games, social implications, and use of gaming technologies for information design.

GAME 110

### **Game Design I • 5 CR**

Course provides beginning GAME students with the opportunity to design and implement their own computer games. Fundamentals of programming and graphic development are covered with respect to game development. Prerequisite: MEDIA 109 at BCC with a C- or better. Recommended: IDEV 111 and MATH 105.

GAME 111

### **Game Design II • 5 CR**

Course provides intermediate game students with the opportunity to design and implement their own computer games. Intermediate and advanced topics of programming and graphics development are covered with respect to game development. Prerequisite: MEDIA 109 at BCC with a C- or better. Recommended: IDEV 111 and MATH 105.

GAME 112

### **Game Design III • 5 CR**

Course provides advanced game students with the opportunity to design and implement their own computer games. Advanced topics of programming and graphics development are covered with respect to game development. Prerequisite: GAME 110 or GAME 111 at BCC with a C- or better. IDEV 111 and MATH 105 recommended.

GAME 199

### **Individual Studies in Gaming • 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.

GAME 210

### **Gaming Graphics • 5 CR**

Students learn to create art assets for computer games. These skills will include creating low polygon game models, texturing and animating those models, and testing in a 3D environment. Students will also learn the concepts of creating 2D graphics for web-based games. Prerequisite: ANIM 121 at BCC with a C- or better or entry code.

GAME 294/295/296/297

### **Special Topics in Gaming • 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.

GAME 298

### **Seminar in Gaming • 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.

GAME 299

### **Individual Studies in Gaming • 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.

## General Business Management

### BUSINESS DIVISION

#### 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 course requirement at BCC.

#### G BUS 120

##### **Organizational Behavior • 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 130

##### **Principles of Real Estate • 5 CR**

Entry-level course designed for buyers, sellers, investors, and preparation for the Washington State Salesperson's Exam. Legal titles and instruments, finance, appraisal, contracts, agency, land economics. Sixty clock hours. Same as R EST 130. Either G BUS 130 or R EST 130 may be taken for credit, not both.

#### G BUS 145

##### **Business Mathematics • 5 CR**

Presents practical mathematics for business and consumer financing. Topics include computing simple and compound interest, present values, annuities, and amortization. Prerequisite: BTS 161, 165 or CS 110 at BCC with a C- or better or equivalent spreadsheet experience.

#### 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

##### **Investments • V1-5 CR**

Provides tools for personal financial planning and investment selection. Topics include the economy, capital markets, industries, stocks, bonds, international, mutual funds, and other asset classes.

Students are required to evaluate and monitor investments, use analytical tools (such as risk return and fundamental analysis), and behavior finance concepts to determine investment selection and fit to personal financial goals and risk profiles.

#### G BUS 219

##### **Business of Film & Video Production • 5 CR**

Students develop a broad understanding of the film and television industry's functions and explore ways to gain access to the industry. Students develop the knowledge and understanding to create their own production companies and bring their creative ideas and projects to fruition. Same as MEDIA 219. Either G BUS 219 or MEDIA 219 may be taken for credit, not both. Prerequisite: COMM 216 or VIDEO 216 recommended.

#### G BUS 221

##### **Human Resource Management • 5 CR**

Introduces the functional areas of human resource 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 BTS 280.

#### G BUS 241

##### **Consulting with Businesses • 5 CR**

Courses provides students with an experience that combines classroom learning, reading, technical skills, marketing, financial analysis, business process reengineering, consulting, and multicultural business management issues while working with a real business. The experience will help students gain practical experience and link learning from a wide array of business disciplines to see how changes in one area affect the growth of the company as a whole. Recommended: 30 prior college business credits.

#### G BUS 250

##### **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 statements, taxation, marketing, legal and regulatory issues, and management principles. Prerequisite: Completion of 30 business credits or equivalent business experience recommended.

#### 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.

## Course Descriptions

### General Education Development

#### ARTS & HUMANITIES DIVISION

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 emphasis on writing and math. This class is also appropriate for students interested in improving their basic skills before entering credit classes. Prerequisite: Placement by assessment.

### Geography

#### SOCIAL SCIENCE DIVISION

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, climates, vegetation, and soils. Attention will be given to the human significance of different natural, as well as human-altered environments. Fulfills natural science course requirement at BCC.

GEOG 206

#### **Landforms & Landform Processes • 6 CR**

Surveys the origin and evolution of Landforms by investigating the physical and chemical processes responsible for their development. Landforms such as: volcanic cones, fault structures, and glacial features, are identified by analyzing and interpreting data, graphs, and maps and by using visual aids including slides, videos, and CDs. 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

#### **Understanding Our World through Maps • 5 CR**

The maps we use shape the way that we think about the world. This class explores the history and influence of maps and mapmakers, from the ancient world to the high-tech images of today.

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

### Geology

#### SCIENCE DIVISION

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. Fulfills laboratory science course requirement at BCC.

## 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.

**Health**

## HEALTH SCIENCES EDUCATION &amp; WELLNESS

## 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 CR**

Students explore specific issues in personal health, with emphasis on practical application of theory. Topics are announced in the class schedule.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

**History**

## SOCIAL SCIENCE DIVISION

## 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 of 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.

## Course Descriptions

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 the age of colonial rule to modern independent states. 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 236

### **History of Australia • 5 CR**

Examines the history of Australia from the first human inhabitants 40,000 years ago through the long and difficult process to become the modern continent nation of Australia. Attention is given to the various groups who have migrated to Australia, the exploration and colonization of the continent, the gold rushes and bushrangers, the creation of a federation, and the emergence of the modern Australian nation during the 20th century. Fulfills social science or humanities course requirement, 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 investigate 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.

**Home Economics**

## HEALTH SCIENCES EDUCATION &amp; WELLNESS

HOMEC 130

**Human Nutrition • 5 CR**

Studies foods and nutrition in relation to health and disease, and the processes by which nutrients function in the human body. Same as BIOL 130 and NUTR 130. Only one of the three (BIOL 130, HOMEC 130, NUTR 130) may be taken for credit.

HOMEC 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.

**Human Development**

## STUDENT SERVICES

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**

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

HD 101

**Self-Esteem in the Workplace • 3 CR**

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 I • 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 nontraditional 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.

## Course Descriptions

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.

## **Humanities**

### ARTS & HUMANITIES DIVISION

HUMAN 205

### **Life & Culture for Study Abroad • V1-5 CR**

Designed to enhance students' knowledge, understanding, and appreciation of people, culture, and life in other parts of the world, as part of an on-site travel study or travel learning program. Examines the identified subject as a total cultural product that may include history, geography, language, literature, music, art, architecture, religion, politics, etc. Introduces unique cultural aspects within a broad world context and in contrast to American culture and prepares students for a living and learning experience in that culture. Students learning activities may include lecture-discussion-participation, analysis of readings and films, exams, and research projects.

HUMAN 210

### **Francophone Cultures • 5 CR**

Enhances students' knowledge, understanding, and appreciation of francophone cultural groups and their importance in our world. Focus is on French-speaking peoples, and places where the French colonial influence is still present-including an overview of the history, traditions, customs, socio-political conditions, and artistic and literary contributions of francophone cultural groups. Other topics include study of francophone literature and essays in translation, relevant films, participation with guest speakers, and a research project on a specific francophone region, cultural group, or topic of interest.

HUMAN 220

### **British Life & Culture • 5 CR**

Provides a broad background to promote understanding of British culture and civilization. Takes an historical, social, and cultural approach to analyzing contemporary British society and examines traditions and institutions to give insights into contemporary British life. Students learning

activities include lecture-discussion-participation, analysis of readings and films, field trips, site visits and walking tours, exams, and individual and group research and reports.

HUMAN 224

### **Australian Life & Culture • 5 CR**

Course enhances student's knowledge, understanding, and appreciation of the culture and cultural groups of Australia. Examines Australia as a total cultural product, including history, geography, literature, music, art, architecture, religion and politics, and incorporates information about uniquely Australian sub-cultures and the development of a unique Australian civilization within the context of world events. Learning activities include lecture-discussion-participation, analysis of readings and films, exams, and a research project.

HUMAN 228

### **Modern Tibetan History & Culture • 5 CR**

Students learn about Tibet and Tibetans, their way of life and culture before the Chinese invasion and occupation and subsequent journey into exile of H.H. the Dalai Lama and over 100,000 Tibetans into India, Nepal and Bhutan and later to the west. Students learn about the Tibetan community in exile and the Tibetan's efforts to maintain their identity and culture in exile through an educational system designed to bring up the Tibetan children as Tibetans. Students study the teachings of His Holiness the Dalai Lama to get an understanding of Tibetan culture and world view.

HUMAN 230

### **Central American Perspectives • V1-5 CR**

Provides a broad background to promote understanding of culture and civilization in Central America. Examines traditions and institutions, takes an historical, social, and cultural approach to analyzing contemporary Central American issues, and gives insights into contemporary life. Students learning activities include lecture-discussion-participation, analysis of readings and films, field trips, site visits and walking tours, exams, and individual and group research and reports.

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 201 with a C- or better and a 3.5 cumulative GPA or higher.

## **Imaging**

### HEALTH SCIENCES EDUCATION & WELLNESS

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 a MRI department.

## **Independent Studies**

### HEALTH SCIENCES EDUCATION & WELLNESS

IS 295

### **Independent Studies • 1-5 CR**

Allow 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.

## **Individual Development**

### ARTS & HUMANITIES DIVISION

ID 080

### **Improving Reading Skills Lab—Level 1 • V1-2 CR**

Allow 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 "credit/no credit." One hour of credit equals 22 hours of lab work.



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.

**Information Technology**

BUSINESS DIVISION

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 103

**Networking Basics • 5 CR**

Provides an understanding of the basics of networking to students not majoring in Network Support. Topics include network topologies, media, protocols, hardware and software. This class also covers content listed for the COMPTIA Network+ exam. Course includes practical experience and business case studies. Prerequisite: Placement by assessment into ENGL 089 and ENGL 092 or 093 with a C- or better. Recommended: BTS 161 or equivalent course work experience.

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 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.

**Interdisciplinary Studies (IDS)**

ARTS &amp; HUMANITIES DIVISION

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.

**Interior Design**

ARTS &amp; HUMANITIES DIVISION

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

**Modern Furniture & Design • 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 with a C- or better.

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 with a C- or better.

## Course Descriptions

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: ART 111 and INDES 160 with a C- or better.

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: ART 112 and INDES 140 and INDES 160 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: ART 112 and INDES 160.

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 with a C- or better.

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 with a C- or better.

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 with a C- or better.

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 with a C- or better.

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. 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 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. 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 CR**

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.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## International Studies

### SOCIAL SCIENCE DIVISION

#### 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.

## Internet Application Development

### BUSINESS DIVISION

Combining elements of Programming and Graphic Design, the Internet Application Development Program instructs students on how to create both the mechanics and the visual interface of Internet-based applications. Current technologies covered are : HTML, Javascript, CSS, JSP, Java, C#, ASP, and SQL.

#### IDEV 108

##### **Internet Development for IT Majors • 5 CR**

Course is designed for students who have completed an introduction to programming course based on C++. Students learn the basics of programming for the Internet, using HTML and JavaScript, and the basics of web servers. Emphasis is on the differences between the C++ or the JavaScript languages. Prerequisite: PROG 250 at BCC with a C- or better or entry code.

## Course Descriptions

IDEV 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.

IDEV 211

### **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: IDEV 111 with a C- or better; or entry code.

IDEV 212

### **Server-Side Scripting • 5 CR**

Students apply the 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.

IDEV 220

### **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: IDEV 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.

IDEV 221

### **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: IDEV 220 at BCC with a C- or better; or entry code.

IDEV 222

### **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: IDEV 221 at BCC with a C- or better; or entry code.

IDEV 226

### **Secure Programming Tools • 5 CR**

Students learn the basic issues of security on the Internet and in the mobile environment, and learn how to minimize security risks through secure programming practices and the use of security programming tools. Emphasis is placed on the security capabilities and tools of state-of-the-art internet and mobile programming languages. Prerequisite: IDEV 220 and 221 or IDEV 230 and 231 at BCC with a C- or better.

IDEV 230

### **C# Programming I • 5 CR**

Course provides a foundation in C# basics and the Microsoft.NET platform. Students learn the basics of defining and working with classes, writing, compiling, and troubleshooting simple code in the C# language. Prerequisite: IDEV 111 and WEBMM 110 at BCC with a C- or better; or entry code.

IDEV 231

### **C# Programming II • 5 CR**

Course teaches students more advanced aspects of the C# language. Students learn more advanced object-oriented programming skills with C#, including error handling, operator overload, event handling, multithreaded programming, querying metadata, and working with assemblies. Prerequisite: IDEV 230 at BCC with a C- or better.

IDEV 232

### **C# Programming III • 5 CR**

Hands-on course using C# to build distributed computing web applications to solve real problems. Students develop professional, real-life C# web applications knowledge and skills. Course covers more advanced features of the C# and Microsoft.NET framework, including web services and data access using ADO.NET. Prerequisite: IDEV 231 at BCC with a C- or better.

IDEV 240

### **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: IDEV 222 and WEBMM 231 at BCC with a C- or better; or entry code.

## Interpretation

### CONTINUING EDUCATION

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. Noncredit courses are also available. For more information please 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 HAMT (human-assisted machine translation). Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 105

**Vocabulary Acquisition & Terminology Research • 3 CR**

Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 106

**Ethics & Business Practice of Trans & Interpretation • 3 CR**

Learn the role of the interpreter and translator in the business conference, medical, and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 107

**Advanced Interpreting Skills I • 3 CR**

Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 108

**Advanced Interpreting Skills II • 3 CR**

Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Simultaneous, consecutive, and sight translation are practiced in different settings. Prerequisite: Acceptance into program; bilingual proficiency.

INTRP 111

**Interpretation Practicum • 1 CR**

Supervised, 25-hour interpreter practicum or mentorship with an agency, experienced freelancer, corporation or at the student's work place, associated with a five-hour professional seminar for participating students. Prerequisite: Acceptance into program; bilingual proficiency.

## Marketing Management

BUSINESS DIVISION

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 • 5 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: BTS 161.

MKTG 225

**Customer Relations Management • 5 CR**

Course designed for students who have familiarity with Internet concepts, basic website implementation, and general understanding of E-Commerce. Focuses on the goals of CRM including customer profiling, buyer motivation, purchasing roles, E-service concepts, customer communications, call

center operations, customer databases, knowledge base applications, and secure financial transaction technologies. Emphasizes the importance of trust and privacy in E-Commerce transactions, including principles for creating privacy policy and methods to enable customers to control the use of their personal data.

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: G BUS 145 and MKTG 135.

MKTG 290

**Marketing Activities in DECA • V1-5 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.

## Mathematics

SCIENCE DIVISION

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."

## Course Descriptions

### 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 094

#### **Special Topics in Developmental Math • V1-5 CR**

Covers additional topics in mathematics. Topics are announced in the class schedule. 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: Placement by assessment; or MATH 120 with a C- or better; or Advanced Placement score of 2 or higher on the AB or BC exam.

### 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. Credit cannot be obtained for both MATH 156 and 105. 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: Placement by assessment, or MATH 156 with a C- or better.

**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 inference (probability, sampling, quality control), and forecasting (correlation). Prerequisite: MATH 156 or equivalent; or permission of instructor.

**MATH 194/195/196/197****Special Topics in Mathematics • V1-5 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. Prerequisite: 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.

**Media Theory****BUSINESS DIVISION**

The Media Theory classes prepare students to utilize a variety of skills (historical knowledge, writing, design production, elements) with a number of media techniques (persuasion, ethical and legal considerations) in order to analyze and create powerful media presentations involving film, video, and digital technology. Exit core classes give students the skills needed to function within the professional working environment.

**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.

## Course Descriptions

### 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 nonlinear media. Same as COMM 106. Either MEDIA 106 or COMM 106 may be taken for credit, not both. Prerequisite: ENGL 101 or BTS 109 recommended.

### 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 113

#### **Design For Screen Media • 5 CR**

Explores 2D 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: ANIM 121 and MEDIA 105 at BCC with a C- or better; or entry code.

### MEDIA 114

#### **Digital Law & Contracts • 5 CR**

Students learn the procedures for protecting and obtaining intellectual property rights, how to use the protected works of others, and the basics of contracting, including the use of licenses and agreements in a business setting. Course covers other legal issues in starting a business over the Internet.

### MEDIA 117

#### **Design Usability • 5 CR**

Students learn basic principles of usability as it applies to web design, the practical knowledge and skills to design for usability, and to conduct usability testing. Emphasis is placed on strategies to work with the user to define usability needs and constraints, and to develop appropriate testing scenarios. Prerequisite: Media 105 at BCC with a C- or better.

### MEDIA 119

#### **History of Animation • 5 CR**

Provides an overview and study of the history of animation, from the early magic lantern shows of the late 19th century to current and emerging digital animation technologies. The history of early film animation is compared and contrasted with the history of animation for the web, showing how the two types of animation often parallel each other in style and development. Course includes a series of lectures, discussions, and a variety of film and video clips of both classic and digital animation. Same as COMM 119. Either MEDIA 119 or COMM 119 may be taken for credit, not both.

### MEDIA 120

#### **History of Cinema 1880 to 1945 • 5 CR**

Course examines the historical origins of cinema from 1880 to 1945, including developments in film-making from Europe to Russia to Hollywood. Course looks at the different uses of and roles played by film, including the use of movies as ideological tools. Same as COMM 120. Either MEDIA 120 or COMM 120 may be taken for credit, not both. Prerequisite: ENGL 101 and completion of any Media Theory course recommended.

### 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. Recommended: VIDEO 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 • 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 • 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 216

#### **Scripting for Film, Video, & Multimedia • 5 CR**

Students learn the mechanics and format used for film and television as well as the writer's job in pre-production and production. In addition, students are introduced to non-linear writing for new interactive multimedia technologies. Same as COMM 216. Either MEDIA 216 or COMM 216 may be taken for credit, not both. Prerequisite: COMM 141 or ENGL 101, 201, 270, 271, or 272 at BCC (or equivalent English course at another college) with a C- or better; or entry code.



**MEDIA 219****Business of Film  
& Video Production • 5 CR**

Students develop a broad understanding of the film and television industry's functions and explore ways to gain access to the industry. Students develop the knowledge and understanding to create their own production companies and bring their creative ideas and projects to fruition. Same as G BUS 219. Either MEDIA 219 or G BUS 219 may be taken for credit, not both. Prerequisite: COMM 216 or VIDEO 216 recommended.

**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 248****Portfolio & Employment • 3 CR**

Allows students to explore their goals and directions and to develop resumes 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 260****Cinematography & Lighting • 5 CR**

Students learn how to use lighting to create mood, intensify drama, show time of day, and sculpt faces, sets, and designs. Recommended: COMM 112 or VIDEO 112.

**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 291****Making Movies • 5 CR**

Students work together in the creation of a dramatic motion picture, gaining experience in pre-production and production work. Students also have an opportunity to work as part of a crew documenting the making of the dramatic piece. Students receive a copy of the finished work. Same as COMM 291. Either MEDIA 291 or COMM 291 may be taken for credit, not both. Recommended: COMM 216 or MEDIA 216.

**MEDIA 294/295/296/297****Special Topics in Media • 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 • 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.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

**Medical Information  
Technology****BUSINESS DIVISION**

Medical Informatics is the integration of information technology systems into the healthcare delivery processes to effectively manage information in patient care, clinical research, and medical education. Users of clinical information systems include physicians, nurses, dentists, technicians, therapists, and social workers as well as patients and consumers. The ultimate goals of medical informatics are to streamline the processes of patient care, provide clinicians with accurate data in a timely manner, improve the quality of care, and reduce costs.

**MEDIT 110****Technology Fundamentals in  
Healthcare • 5 CR**

Covers the fundamentals of health care systems integration, data processing, networking and telecommunication, healthcare messaging protocols, and healthcare data security. Prerequisite: BTS 161, or CS 110 or IT 101 recommended.

**MEDIT 220****Health Informatics Standards • 5 CR**

Covers the fundamentals of the patient record, coding and classification issues, workflow analysis techniques, and an overview of decision support methods. Students learn the fundamentals to perform needs analysis and record requirements. Prerequisite: BTS 168, or concurrent enrollment and MEDIT 110.

**MEDIT 221****Healthcare Informatics Interfaces • 5 CR**

Applies concepts learned in MEDIT 220 to specific healthcare application and user concepts including nursing, radiology, laboratory, physician as well as patients. Students will learn how basic web application and design tools, user interface concepts, and software testing methods are applied to clinical informatics scenarios. Prerequisite: DBA 130, or concurrent enrollment, and MEDIT 220.

**MEDIT 230****Healthcare Systems Analysis • 5 CR**

Students will learn key skills to evaluate, select, implement and maintain healthcare applications. Risk management is emphasized. Students evaluate a variety of human-computer interaction issues from the perspective of the patient, provider and executive. Students will design an implementation plan with special emphasis on train-the-trainer programs and customer service. Prerequisite: BTS 280 or GBUS 230, and MEDIT 221.

## Course Descriptions

MEDIT 294/295/296/297

### **Special Topics in Medical Information Technology • V1-10 CR**

Includes seminars, workshops, and advanced study in Medical Information Technology. Prerequisite: MEDIT 110 and permission of program chair.

MEDIT 299

### **Individual Studies in Medical Information Technology • V1-10 CR**

Covers directed readings, special projects, and other independent study by an individual student. A student/faculty work plan is required. Prerequisite: MEDIT 110 and permission of program chair.

## Meteorology

SCIENCE DIVISION

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.

METR 211

### **Global Climate Change • 5 CR**

Provides an overview of the earth's climate system, and discusses how dynamic changes in the climate have occurred in the past and are occurring now. Specific topics include global warming, ozone depletion, El Niño/La Niña, and the impacts of climate change on human society and the biosphere.

## Mobile Computing

BUSINESS DIVISION

The objective of the Mobile Computing program is to prepare students to develop content and applications for the mobile environment. Students will learn the capabilities and constraints of mobile technologies, and the trends in mobile business and user applications. They will develop content for the mobile environment, script existing web pages for mobile applications, develop voice driven applications, and develop business applications based on localization of users.

MOBL 105

### **Introduction to Mobile Technologies • 5 CR**

Course introduces students to the basic terminology, principles, and technology of mobile networks, devices and applications. Topics include industry and technology profile and trends, mobile application infrastructure, and mobile devices and software applications. Students are introduced to mobile application development platforms and programming languages. Prerequisite: MEDIA 109 at BCC with a C- or better.

MOBL 210

### **Wireless Web Development • 5 CR**

Students learn the basics of scripting and programming for the wireless application environment. Course gives students a brief background and history of wireless applications and techniques. Students learn to develop basic applications in wireless languages through hands-on and project-based activities. Prerequisite: IDEV 111 and WEBMM 110 at BCC with a C- or better.

MOBL 220

### **Database Design for Internet Applications • 5 CR**

Students learn to plan, implement, and query relational databases in both a scripted and GUI-based environment. Special emphasis is placed on the design process including planning, diagramming, data types, and constraints. Of special interest is the role of the databases and XML in internet-based applications. Prerequisite: IDEV 111 at BCC with a C- or better.

MOBL 235

### **Mobile Application Design • 5 CR**

Course covers issues relating to the design of mobile applications in an n-tiered architecture. Topics include client server programming, thin and thick clients, and application state. Students use an Integrated Development Environment and Mobile API classes in the development, testing, and deployment of mobile applications. Prerequisite: IDEV 212, IDEV 230, and MOBL 220 at BCC with a C- or better.

## Music

ARTS & HUMANITIES DIVISION

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.

The 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.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

MUSIC 100\*

### **College Choir • V1-3 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 103\*****Chamber Choir • 3 CR**

A performance class open to advanced vocalists by audition. Chamber choir includes five hours of rehearsal per week plus scheduled outside rehearsals and performances. Course is designed to expose students to the most advanced musical idioms on a regular basis, including madrigals, Baroque, classical, and romantic period literature. Course may be repeated for a maximum of 9 credits. Prerequisite: Permission of instructor (audition) and students must schedule MUSIC 100 for 3 of their 6 quarters in music.

**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 their 6 quarters.

**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: Permission of instructor (audition) by entry code. Students registered in MUSIC 105 must be concurrently registered in MUSIC 100 unless waived by the department.

**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: Prior enrollment in MUSIC 106 or permission of instructor.

**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 permission of instructor.

**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 permission of instructor.

**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 115****History of Jazz • 5 CR**

Surveys the development of Jazz from its origins in New Orleans, through the big bands of the swing era, to the development of Bop, the fusion of Rock and Jazz, as well as techno Jazz. Course includes lectures, listening activities, some research, and demonstrations.

**MUSIC 116****History of Rock & Roll • 5 CR**

Traces the development of Rock & Roll from its roots in Jazz, Rhythm and Blues, Hillbilly, and Country idioms. Covers both instrumental and vocal styles from Elvis, the British invasion, heavy metal, Britney Spears, and other contemporary performers. Students learn to identify styles, musical characteristics, artists, and periods of music through listening, group discussion, and written texts.

**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.

## Course Descriptions

### 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. Highly Recommended: Basic piano and keyboard experience; or permission of instructor.

### MUSIC 152

#### **Advanced MIDI & Digital Audio Techniques • 3 CR**

Students learn sophisticated MIDI sequencing and Digital Audio techniques, how to combine these technologies into an effective studio workstation, and how to synchronize music with other media and technology. Prerequisite: MUSIC 151 or entry code.

### 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. Recommended: VIDEO 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. Prerequisite: Permission of program chair or instructor.

### MUSIC 200\*

#### **College Choir • V1-3 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 9 credits.

### MUSIC 203\*

#### **Chamber Choir • 3 CR**

A performance class open to advanced vocalists by audition. Chamber choir includes five hours of rehearsal per week plus scheduled outside rehearsals and performances. Course is designed to expose students to the most advanced musical idioms on a regular basis, including madrigals, Baroque, classical, and romantic period literature. Course may be repeated for a maximum of 9 credits. Prerequisite: Completion of 9 credits in MUSIC 103 and permission of instructor (audition). Students must schedule MUSIC 100 for 3 of their 6 quarters in music.

### 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: Permission of instructor (audition) by entry code. Students registered in MUSIC 205 must be concurrently enrolled in MUSIC 200 unless waived by department.

### 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: May enroll in MUSIC 206 after 3 quarters (9 credits) of MUSIC 106.

### 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 permission of instructor.

### 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 or permission of instructor.

### 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 permission of instructor.

### 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.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Associate in Arts & Science transfer degree is limited to 5 credits.*

## Network Services & Computing Systems

### BUSINESS DIVISION

#### NSCOM 199

##### **Independent Studies—Network Services/Computing • V1-5 CR**

Covers direct readings, special projects, and independent study by a student. Prerequisite: Permission of instructor.

#### NSCOM 201

##### **Cisco Networking I • 5 CR**

Course provides foundation knowledge in networking. Topics include network topologies, OSI model, design and documentation, LANs, network media, protocols, and routing. Prerequisite: TECH 217 and placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better and CS 110, or IT 101, or MEDIA 109. Student may test out of IT 101.

#### NSCOM 202

##### **Cisco Networking II • 5 CR**

Course uses Cisco internetworking hardware to gain hands-on experience in designing and configuring a network. Topics include router components, startup and setup; configuring routers, IOS, TCP/IP addressing, routing protocols, and network troubleshooting. Prerequisite: NSCOM 201 with a C- or better. Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

#### NSCOM 203

##### **Cisco Networking III • 5 CR**

Course uses Cisco internetworking hardware to gain hands-on experience in designing and configuring a local area network (LAN). Topics include OSI model, LAN switching, virtual LANs, LAN design, routing protocols, access control lists, Novell Internetwork Packet Exchange (IPX), and network management. Prerequisite: NSCOM 202 with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

#### NSCOM 204

##### **Cisco Networking IV • 5 CR**

Course uses Cisco hardware to gain hands-on experience in designing and configuring a wide area network (WAN). Topics include WAN design, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, network management, and CCNA exam preparation. Prerequisite: NSCOM 203 with a C- or better and ENGL 101, 201, 270, 271, or 272 at BCC with a C- or better.

#### NSCOM 220

##### **Implementing Client Operating Systems • 5 CR**

Course provides students with the knowledge and skills necessary to install and configure a Microsoft Windows Client Operating System on stand-alone computers and on client computers that are part of a workgroup or a domain. Prerequisite: IT 101 and NSCOM 201 or IT 103 at BCC with a C- or better. Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

#### NSCOM 221

##### **Implementing Server Operating Systems • 5 CR**

Course provides students with the knowledge and skills necessary to install and configure a Microsoft Windows server operating system for file and print sharing, remote access services, and application server functions such as Terminal Services. This course also examines security features of the Microsoft Windows server operating system. Prerequisite: IT 101 and NSCOM 201 or IT 103 at BCC with a C- or better. Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

#### NSCOM 223

##### **Managing a Network Environment • 5 CR**

Course provides students with the knowledge and skills necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Prerequisite: NSCOM 220 and NSCOM 221 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

#### NSCOM 225

##### **Implementing Network Infrastructure • 5 CR**

Course provides 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: NSCOM 220 and NSCOM 221 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 at BCC with a C- or better.

#### NSCOM 227

##### **Implementing Directory Services • 5 CR**

Course provides 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: NSCOM 223 and NSCOM 225 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 at BCC with a C- or better.

#### NSCOM 230

##### **Managing Cisco Network Security • 5 CR**

This task-oriented course teaches the knowledge and skills needed to secure Cisco Internetwork Operating System (IOS) router networks. Prerequisite: NSCOM 204 with a C- or better.

#### NSCOM 232

##### **Cisco Secure PIX Firewall • 5 CR**

This task-oriented course teaches the knowledge and skill need to describe, configure, verify and manage the Private Internet Exchange (PIX) Firewall product family. Prerequisite: NSCOM 204 with a C- or better.

#### NSCOM 234

##### **Cisco Secure Intrusion Detection Systems • 5 CR**

This task-oriented course teaches the knowledge and skills needed to design, install, and configure a Cisco Intrusion Protection solution for small, medium, and enterprise networks. Prerequisite: NSCOM 204 with a C- or better.

#### NSCOM 236

##### **Cisco Secure Virtual Private Networks • 5 CR**

This task-oriented course teaches the knowledge and skills needed to describe, configure, verify, and manage the Cisco Virtual Private Network (VPN) Concentrator, Cisco VPN Software Client, and Cisco VPN Hardware Client feature set. Prerequisite: NSCOM 204 with a C- or better.

#### NSCOM 238

##### **Cisco SAFE Implementation • 5 CR**

This task-oriented course teaches the knowledge and skills needed to implement and use the principles and axioms presented in the SAFE Small, Midsize, and Remote User White Paper on specific devices. Prerequisite: NSCOM 204 with a C- or better.

## Course Descriptions

### NSCOM 241

#### **Building Scalable Cisco Networks • 5 CR**

Course studies advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, multiple areas, and configuring and using interior and border gateway routing protocols. Prerequisite: NSCOM 204 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 243

#### **Building Cisco Remote Access Networks • 5 CR**

Course studies designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X25 and frame relay architectures and associated protocols. Prerequisite: NSCOM 241 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 245

#### **Building Cisco Multilayer Switched Networks • 5 CR**

Course studies Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANS, switch architecture (hardware and software), switch configuration, management and trouble shooting. Prerequisite: NSCOM 243 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 247

#### **Cisco Internetworking Troubleshooting • 5 CR**

Course is a study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Frame Relay and ISDN network connections. Prerequisite: NSCOM 245 at BCC with a C- or better. English 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 251

#### **Designing a Directory Services Infrastructure • 5 CR**

Course provides students with the knowledge and skills necessary to design a Microsoft Windows directory service infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of

an organization and designing a structure to meet those needs. Prerequisite: NSCOM 201 and NSCOM 227 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 253

#### **Designing a Network Services Infrastructure • 5 CR**

Course provides students with the knowledge and skills necessary to create a networking services infrastructure design that supports the required network applications. Prerequisite: NSCOM 201 and NSCOM 227 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 255

#### **Designing a Migration Strategy • 5 CR**

Course provides students with the knowledge and skills necessary to select and design a strategy to migrate from a Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows Active Directory directory service infrastructure by describing the planning processes and implications involved. Prerequisite: NSCOM 201 and NSCOM 227 at BCC with a C- or better and ENGL 101, 201, 270, 271, or 272 with a C- or better.

### NSCOM 257

#### **Designing a Secure Network • 5 CR**

Course provides knowledge and practical experience necessary for the design of a secure network. Topics include security risks, administrative and directory service structures, security of data transmission and structured methodologies for securing a network. Prerequisite: NSCOM 227 with a C- or better.

### NSCOM 259

#### **Internet Security Server Systems • 5 CR**

Course provides knowledge and practical experience necessary for the design of a secure network. Topics include security risks, administrative and directory services structures, security of data transmission and structured methodologies for securing a network. Prerequisite: NSCOM 227 with a C- or better.

### NSCOM 260

#### **Infrastructure Hardening • 5 CR**

Course provides the foundations of network security, packet structure and analysis, routing and access control lists, securing computers, security on the web and attack techniques. Prerequisite: IT 103 or NSCOM 201 with a C- or better.

### NSCOM 262

#### **Network Defense & Countermeasures • 5 CR**

Course focuses heavily on firewalls and intrusion detection systems. Other topics include risk analysis, security policies and virtual private networks. Prerequisite: NSCOM 260 with a C- or better.

### NSCOM 264

#### **Information Systems Security Management • 5 CR**

Course provides knowledge of security architectures and models, principles of availability, network security terminology and protocols, the OSI model, methods of access control and security applications. Security management processes, policies, business continuity concepts, and implementing of best practices will be reviewed. Prerequisite: NSCOM 262 with a C- or better.

### NSCOM 294/295/296/297

#### **Special Topics in Network Services & Computing Systems • V1-10 CR**

Allows specialized or in-depth study of a subject related to computing technologies and/or information security practices. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. Prerequisite: Permission of instructor.

### NSCOM 299

#### **Independent Studies in Network Services & Computing Systems • V1-10 CR**

Covers direct readings, special projects, and independent study by a student. Prerequisite: Permission of instructor.

## **Nuclear Medicine Technology**

HEALTH SCIENCES EDUCATION & WELLNESS

### 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, interactions of radiation, detection instruments, statistics of radiation counting, basic radiation protection, and introduction to gamma camera, and computer. Prerequisite: Acceptance into program or permission of instructor.

**NMTEC 202****Instrumentation • 3 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. Also includes positron emission tomography. 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 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 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 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 laboratory tests. Prerequisite: Acceptance into program or permission of instructor.

**NMTEC 212****Positron Emission Tomography • 1 CR**

Covers all aspects of positron emission tomography (PET), including issues relating to implementation and reimbursement for PET scans, approved clinical indications for PET imaging, biochemistry of fluorodeoxyglucose (FDG), clinical aspects of FDG imaging, new PET radiopharmaceuticals, and PET/CT fusion imaging. 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 • 13 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 234****Clinical Education V • 13 CR**

Fifth in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include radiopharmacy, positron emission tomography, nuclear cardiology, and pediatrics. Students will take this course either in their fourth or fifth quarter of enrollment in the nuclear medicine technology program. Prerequisite: Acceptance into program or permission of instructor.

**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 potentially 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 technologist's standpoint, emphasizing the technical aspects and pitfalls of nuclear medicine procedures. NMTEC 260 lectures are coordinated with NMTEC 200. Prerequisite: Acceptance into program.

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## Course Descriptions

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 262

### **Clinical Nuclear Medicine III • 1 CR**

Discusses advanced topics related to imaging and non-imaging procedures. Topics include Schilling test, H. pylori breath testing, blood volume determination, radioimmunotherapy, and advanced topics in nuclear cardiology, nuclear neurology, and renal scintigraphy. Prerequisite: Acceptance to program or permission of instructor.

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. Students also complete a capstone project. Prerequisite: Acceptance into program or permission of instructor.

## Nursing

### HEALTH SCIENCES EDUCATION & WELLNESS

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 and BIOL 260 and 261.

NURS 100Z

### **Nursing I: Lab • 5 CR**

Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs to 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 and BIOL 260 and 261.

NURS 101X

### **Nursing II: Medical/Surgical • 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 and NURS 100X and 100Z.

NURS 101Z

### **Nursing II: Lab • 6 CR**

Clinical component for NURS 101X. Students gain experience in health agencies correlating with and implementing nursing theory. Prerequisite: Acceptance into program and NURS 100X and 100Z.

NURS 102X

### **Nursing III: Medical/Surgical • 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 101X and 101Z.

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 101X and 101Z.

NURS 220X

### **Maternal/Child Nursing • 7 CR**

Focuses on the childbearing and childrearing family through the maternity cycle from conception to birth and examines the normal growth and development of the child from birth through adolescence. Students learn principles of care of the ill child focusing on adaptation and health maintenance. Prerequisite: Acceptance into program, NURS 102X and 102Z, and BIOL 250 and PSYCH 204.

NURS 220Z

### **Maternal/Child Nursing Lab • 5 CR**

Includes community-based clinical observation as well as in-hospital experience in labor/delivery, mother/baby care, and the care of ill children. Prerequisite: Acceptance into program, NURS 102X, and 102Z, and BIOL 250, and PSYCH 204.

NURS 221X

### **Psychiatric Nursing • 6 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 102X and 102Z and BIOL 250 and PSYCH 204.

NURS 221Z

### **Psychiatric Nursing Lab • 5 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 102X and 102Z, and BIOL 250, and PSYCH 204.

NURS 222X

### **Contemporary Issues in Nursing • 6 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. There is also a focus on care of the older adult. Prerequisite: Acceptance into program and NURS 220X, 220Z, 221X, and 221Z.

NURS 222Z

### **Contemporary Issues in Nursing Lab • 7 CR**

Provides clinical experience in advanced medical/surgical nursing. Topics include nursing organizations, legal and ethical considerations in nursing and professional licensing. Community-based experience with the older population is also included. Prerequisite: Acceptance into program and NURS 220X, 220Z, 221X and 221Z.

## Nursing—Continuing Nursing Education

### HEALTH SCIENCES EDUCATION & WELLNESS

The American Nurses Credentialing Center's Commission on accreditation accredits the Continuing Nursing Education Program. All courses and workshops are recognized at the state and national levels. Offerings are designed to meet the needs of registered nurses, facilitating learning, and updating, expanding, and enriching the role of the nurse in health care. Courses are listed in the quarterly schedule. Call (425) 564-2012 for more information.



## Nutrition

### SCIENCE DIVISION

#### 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.

## Oceanography

### SCIENCE DIVISION

#### 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.

#### OCEAN 110

#### **Marine Environmental Change • 5 CR**

Provides an overview of ocean environmental issues, including the potential impacts of over fishing, undersea mining, habitat loss, pollution, coastal development, and global climate change on the Earth's oceans. These issues will be studied in the context of the innate relationship between humans and the sea.

## Parent Education

### HEALTH SCIENCES EDUCATION & WELLNESS

	Fall	Wtr	Spr
Parent Infant	010	020	021
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 observa-

tion, active participation, and classes. Programs are located throughout the Eastside, including on main campus. Registration for fall classes begins in January 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.

## Philosophy

### ARTS & HUMANITIES DIVISION

The Philosophy Department offers a wide variety of courses. Students may take a selection of courses at the Main Campus, at the North Campus, and online. Philosophy courses are suitable for general education, personal interest, and transfer purposes. Introduction to Logic and Critical Reasoning fulfill the A.A.S. requirement in quantitative or symbolic reasoning. Students who wish to get an undergraduate philosophy degree can begin their work by completing a "Concentration in Philosophy" at BCC.

A diverse faculty having a wide range of specialties and fields of interest teach our courses. A philosophy tutoring service provides additional assistance for students.

Philosophy students at BCC have formed a club to host debates, lectures, and other presentations on topics of current and ongoing interest. All BCC students are invited to take part in club activities. For more information about the BCC Philosophy club and the BCC Philosophy Department, visit the website at [www.bcc.ctc.edu/philosophy](http://www.bcc.ctc.edu/philosophy).

#### 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.

#### PHIL 103

#### **Foundations of Philosophy • 3 CR**

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

#### PHIL 112

#### **Introduction to Social Philosophy • 5 CR**

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, democracy, and political rights.

#### 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.

## Course Descriptions

PHIL 122

### **Philosophical Issues in Environmental Studies • 5 CR**

Provides an introduction to the ethical and epistemological issues pertaining to our interaction with the environment. Students study the various conceptions of the value of the environment and how these bear on environmental policy debates. Topics may include the intrinsic and instrumental value of wilderness, animal rights, pollution, over-population and more specific applied topics such as global warming or saving salmon in the Pacific Northwest. Fulfills social science or humanities course requirement, not both, at BCC.

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 historical 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

### **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.

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 aesthetic experience. Students analyze the artistic theories and aesthetic principles underlying Eastern and Western art. Format includes several field trips. 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 247

### **Philosophy in Literature • 5 CR**

Study of philosophical issues expressed in works of world literature. Themes may include the possibility of knowledge, the nature of evil, aesthetic experience, the rationality of religious belief, contemporary moral problems, or identity.

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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## Physical Education

### HEALTH SCIENCES EDUCATION & WELLNESS

*A double asterisk (\*\*) indicates a Physical Education activity course which may be repeated for a maximum of 2 credits.*

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

### Cardio Fitness • 2 CR

Promotes appreciation for cardiovascular fitness through outdoor walking, jogging, hiking, and aerobic games. Students of varying abilities follow a prescribed exercise program based on predetermined goals and assessments. Regular participation, safety, and maintaining a training log are emphasized.

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 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 & 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 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 Contemporary Dance I 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.

## Course Descriptions

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 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 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 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 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 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.

*A double asterisk (\*\*) indicates a Physical Education activity course which may be repeated for a maximum of 2 credits.*

## Physics

SCIENCE DIVISION

PHYS 106

### **Basic Concepts in Physics • 6 CR**

Introduces physical reasoning and basic concepts for students with little or no background in physics. Hand-on activities help students discover fundamental concepts in geometric optics, electricity, and motion, preparing for the PHYS 114 or 121 series. Either PHYS 106 or BASCI 106 may be taken for credit, not both. Physics 106 is recommended for students with no previous physics background. 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 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 and 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

**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.

## PHYS 299

**Individual Studies in Physics • V1-5 CR**

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

**Political Science**

## SOCIAL SCIENCE DIVISION

## 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.

## Course Descriptions

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 major European powers. Topics include the welfare state and the Common Market. Students investigate theoretical and institutional-procedural characteristics of Western governments and societies.

POLSC 206

### **Introduction to Governments: Developing Nations • 5 CR**

Examines political theories and strategies in Asian, African, and Latin American nations. 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 may 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.

## Programming

BUSINESS DIVISION

PROG 108

### **Programming for Media Majors • 2 CR**

Course designed for students who have basic programming skills in a JavaScript environment, and want to start learning programming in C++ Language at an intermediate level. Course emphasizes the difference between the JavaScript and C++ languages. This is a self-paced course. Prerequisite: IDEV 111 at BCC with a C- or better, or entry code. Placement by assessment into MATH 105; or MATH 099 with a C- or better.

PROG 109

### **Introduction to Web Development • 5 CR**

Introduces fundamental programming techniques using current web development software. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop graphical user interfaces for the web and work with events and objects. Prerequisite: Placement by assessment into ENGL 089 and ENGL 092 or 093 with a C- or better.

PROG 110

### **Introduction to Programming • 5 CR**

Introduces fundamental programming techniques using the Visual Studio.Net development environment and visual Basic.Net. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop graphical user interfaces 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 MATH 105 or MATH 099 with a C- or better or equivalent course from another college. Placement by assessment into ENGL 089 or ENGL 092 or 093 with a C- or better.

PROG 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 MATH 105, or MATH 099 with a C- or better or the equivalent course from another college. Placement by assessment into ENGL 089 or 092 or 093 with a C- or better.

**PROG 113****Intermediate C++ Programming • 5 CR**

Expands upon the fundamentals covered in the Introduction to C++ Programming. Covers object oriented programming concepts using C++. Other topics include: program specification, design of abstract data types and classes, inheritance, polymorphism, encapsulation, and using the Standard Template Library. Prerequisite: PROG 111. Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

**PROG 117****Web Development II • 5 CR**

Students learn web-based programming techniques using current web development software. Students will access data in databases and develop appropriate user interfaces to display the data. Students will apply object-oriented programming concepts to application development. Prerequisite: PROG 109 at BCC with a C- or better; or entry code.

**PROG 118****Windows Development II • 5 CR**

Students learn advanced Windows programming techniques using current windows development software, access data in databases and develop appropriate user interfaces to display the data. Students apply object-oriented programming concepts to application development. Prerequisite: PROG 110 at BCC with a C- or better; or entry code.

**PROG 120****Object-Oriented Programming Concepts • 5 CR**

Students learn object oriented programming techniques using the Visual Studio.Net development environment and Visual Basic.Net. Students apply these techniques for developing applications for both Windows and web environments. Students will create classes, components, interfaces and user controls. Class provides the foundation for sophisticated application development. Prerequisite: PROG 117 or PROG 118. Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

**PROG 125****Enterprise Software Development I • 5 CR**

Students learn to create enterprise applications using the Visual Studio .Net integrated development environment and the Visual Basic .Net programming language. Focus is on developing user interfaces for Windows and web platforms,

data validation and structured exception handling. Students develop an understanding of application architectures for Windows and web environments. Prerequisite: PROG 120 with a C- or better.

**PROG 140****SQL & Relational Database Programming • 5 CR**

Students learn to apply relational database theory by creating databases, tables, views, and indexes in a server environment. Focus is on developing complex SQL queries to retrieve meaningful information and on developing procedures to manipulate data. SQL server and related client tools are used in all work. Prerequisite: DBA 130 and choose one of PROG 113, or PROG 117, or PROG 118.

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

**PROG 199****Independent Studies in Programming • V1-5 CR**

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

**PROG 210****Enterprise Software Development II • 5 CR**

Students expand their ability to create enterprise applications using current software languages. Focus is on data access methodologies and middle tier component development for use from Windows and web environments. Students learn about managing data in multi-user environments using tiered application architecture. Prerequisite: PROG 120 and PROG 140 at BCC with a C- or better.

**PROG 220****Enterprise Software Development III • 5 CR**

Students learn to develop and deploy advanced applications using relational databases and Web technology. Focus is on effective techniques for web application development. Visual Studio.Net, Visual Basic.Net and ASP.Net are utilized. Prerequisite: PROG 210 with a C- or better.

**PROG 222****Advanced Database Topics • 5 CR**

Students expand on database programming skills using advanced SQL techniques. Topics include data analysis including data warehousing and data mining, data transformation and replication. Prerequisite: PROG 140 with a C- or better.

**PROG 225****Enterprise Software Development Project • 5 CR**

Students will use skills learned in previous classes to create an enterprise application that uses web and Windows interfaces and data access components. Prerequisite: PROG 210 with a C- or better.

**PROG 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: 15 prior college Programming credits. Placement by assessment into ENGL 101; or ENGL 092 or 093 with a C- or better.

**PROG 250****Windows Programming I • 5 CR**

Introduces the fundamentals of Microsoft Foundation Classes (MFC). Students design Window programs using MFC in an object-oriented approach. Programs will use MFC and derived objects to communicate with Windows for processing and sending Windows messages. Prerequisite: PROG 113 at BCC with a C- or better, or entry code.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## Course Descriptions

PROG 255

### **Windows Programming II • 5 CR**

Introduces intermediate topics on Windows programming using Microsoft Foundation Classes (MFC), and Active Template Library (ATL). Emphasis on understanding and using Access Data Objects (ADO), Object Linking and Embedding (OLE), and programming ActiveX components. Students receive broad overview of data structures and sorting algorithms. Prerequisite: PROG 250 and ENGL 101 at BCC with a C- or better.

PROG 260

### **Advanced Topics in Object-Oriented Programming • 5 CR**

Students review, understand and code using platform-independent, object-oriented programming language. Topics include objects, classes, methods, syntax, applications, class libraries, user interfaces, and interactivity with the programming environment. A comparison to C++ will be incorporated. Prerequisite: PROG 255 at BCC with a C- or better; and ENGL 101, 201, 270, 271, or 272 at BCC with a C- or better.

PROG 294/295/296/297

### **Special Topics in Programming • V1-10 CR**

Allows specialized or in-depth study of a subject related to programming. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. Prerequisite: Permission of instructor.

PROG 299

### **Independent Studies in Programming • V1-10 CR**

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

## **Psychology**

SOCIAL SCIENCE DIVISION

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 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 202

### **Introduction to Physiological Psychology • 5 CR**

Introduces the physiological systems that underlie behavior with emphasis on the nervous system, sensory systems, endocrine system, and research methods unique to the field of physiological psychology. Fulfills natural science course requirement at BCC. Prerequisite: PSYCH 100 recommended.

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.

**Radiation Therapy**

## HEALTH SCIENCES EDUCATION &amp; WELLNESS

## 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.

## Course Descriptions

### 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 ARRT 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.

## **Radiologic Technology**

### HEALTH SCIENCES EDUCATION & WELLNESS

### 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 factors influencing it. 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 two 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**

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.

## Course Descriptions

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.

## Real Estate

### CONTINUING EDUCATION

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.

BCC programs and curricula are subject to change. For the most up-to-date information about course content and degree or certificate requirements, go to [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## 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 143 or permission of instructor.

## 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 of instructor.

## 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 of instructor.

## 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 currently employed in escrow or related mortgage field.

## R EST 171

**Mortgage Loan Processing • 3 CR**

Students learn the basics of processing various types of FHA, VA, and conventional mortgage loans. Topics include buyer qualifications, credit, income and asset verification, balancing speed and accuracy, dealing with realty agents, escrow and mortgage loan officers, and the idiosyncrasies of lenders. 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; and 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.

## Course Descriptions

R EST 232

### **Commercial Leasing • 3 CR**

Assists the real estate practitioner to match users and properties through the interview process; to develop marketing techniques for various types of properties; and to understand commercial lease clauses to better serve the owner and tenant of the properties. The following types of property and their respective lease terms are analyzed: office, retail, distribution, warehouse, and medical. 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 of instructor.

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 five 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 five 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: Approval by Real Estate Director.

## **Recreation Leadership**

HEALTH SCIENCES EDUCATION & WELLNESS

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 260

### **Northwest Fitness Exploration • 2 CR**

Students meet at nearby sites in the Cascades Mountains. A variety of outdoor activities are introduced with a focus on basic skills and safety practices. Activities include snowshoeing, plant identification, fly fishing, NW geology, orienteering, backpacking, outdoor food preparation, camping, and bouldering.

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.

**Sociology**

## SOCIAL SCIENCE DIVISION

## 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**

Using active and cooperative learning, students analyze 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: PSYCH 100 or SOC 110; 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: ANTH 100 or PSYCH 100 or SOC 110; or permission of instructor.

## SOC 256

**Introduction to Sex & Sexuality • 5 CR**

An active learning class using a sociological perspective and empirical research to analyze knowledge, attitudes, and behavior related to sex and sexuality. Prerequisite: ANTH 100 or PSYCH 100 or SOC 110; 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: ANTH 100 or PSYCH 100, or SOC 110; 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: ANTH 100, POLSC 101 or POLSC 102 or SOC 110; 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: ANTH 100, POLSC 101, POLSC 102, PSYCH 100, or SOC 110; 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.

**Speech**

## ARTS &amp; HUMANITIES DIVISION

## 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.

## Course Descriptions

SPCH 103

### **Communication & Culture A • 2 CR**

Course studies the effect that culture has on the communication process. Students learn why and how cultures differ and how the differences affect the communication process. Students demonstrate competencies through group projects, e-mail learning journals, and classroom activities. Prerequisite: Completion of English Language Institute Level 5, Integrated Skills, with a grade 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 B • 3 CR**

Course studies the effect that culture has on the communication process. Students learn about the different elements of cultural patterns, cultural orientation, and communication styles. Students practice skills that contribute to intercultural competence. This competence is demonstrated through computer presentations, e-mail journals, and classroom activities. Prerequisite: Completion of English Language Institute Level 5, Integrated Skills, with a grade 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 202

### **Speech Communication Theory • 5 CR**

Introduces a variety of communication processes to give a basic understanding of speech communication. Students explore interpersonal, small group,

and intercultural communication. Same as SPCH 102. Either SPCH 202 or 102 may be taken for credit, not both.

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 course requirement 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 240

### **Oral Interpretation of Literature • 5 CR**

Course focuses on the study of literature through analysis, performance, storytelling, writing, and discussion. Students will examine a variety of literature that explores the human social condition and the complex relations among individuals, community, and culture. Recommended: ENGL 101, 201, 270, 271, or 272.

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 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 299

### **Individual Studies in Speech • V1-5 CR**

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

## Technical Support

### BUSINESS DIVISION

TECH 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: Placement by assessment into ENGL 101; or ENGL 092 or 093 with a C- or better. Recommended: BTS 161.

TECH 199

### **Independent Studies in Technology • V1-10 CR**

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

TECH 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: Placement by assessment into ENGL 101; or ENGL 092 or 093 with a C- or better. Recommended: BTS 161 or equivalent course work or experience.

TECH 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: TECH 215 at BCC with a C- or better; or entry code.



## TECH 223

**Using & Supporting Linux • 5 CR**

Course teaches the fundamentals of the vendor-independent Linux operating system. Through hands-on training, students learn to install, configure, use and administer a Linux system. Course includes competencies required for Linux+ certification. Prerequisite: CS 210 or IDEV 211 or PROG 113 or PROG 120 or TECH 217 with a C- or better; or entry code.

## TECH 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. Course is graded "credit/no credit." Prerequisite: Entry code.

## TECH 293

**Technical Support Internship 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. Course is graded "credit/no credit." Prerequisite: Entry code.

## TECH 294

**Technical Support Internship 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 an entry code.

## TECH 295/296/297

**Special Topics in Technology • V1-10 CR**

Allows specialized or in-depth study of a subject related to computing technologies and/or technical support practices. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. Prerequisite: Permission of instructor.

## TECH 299

**Independent Studies in Technology • V1-5 CR**

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

**Translation**

## CONTINUING EDUCATION

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. Noncredit courses are also available. For more information please call (425) 564-3171.

## 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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**Video Production**

## BUSINESS DIVISION

This program allows students the opportunity to develop a working skill set in both traditional and digital video production. Course work includes gaining competency in the use of non-linear digital editing software and distributing video over the web.

## VIDEO 112

**Video Foundations • 5 CR**

Introduces the basics of video production utilizing a personal camcorder and video editing equipment. Students study video technologies, basic equipment operation, video composition, basic lighting and audio, production planning, and visual storytelling. Students work in groups to create video projects utilizing post-production editing. Same as COMM 112. Either VIDEO 112 or COMM 112 may be taken for credit, not both. Prerequisite: MEDIA 109 at BCC with a C- or better.

## VIDEO 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. Prerequisite: MEDIA 109 at BCC with a C- or better; or entry code.

## VIDEO 210

**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: VIDEO 112 at BCC with a C- or better; or entry code.

## VIDEO 213

**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: VIDEO 112 and 122, and WEBMM 110 at BCC with a C- or better; or entry code.

## Course Descriptions

### VIDEO 215

#### **Video Field Production • 5 CR**

Continues VIDEO 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: VIDEO 112 at BCC with a C- or better; or entry code.

### VIDEO 218

#### **Video Studio Production • 5 CR**

Continues VIDEO 112 in a video production studio setting. Students learn studio production planning, lighting, and audio along with basic video engineering. Students practice all crew positions, including floor director, camera operator, lighting technician, audio technician, technical director, and program director. Prerequisite: VIDEO 112 at BCC with a C- or better; or entry code.

### VIDEO 221

#### **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: VIDEO 112, 215, and 218 at BCC with a C- or better; or entry code.

### VIDEO 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: ANIM 121 and VIDEO 112 at BCC with a C- or better; or entry code.

### VIDEO 225

#### **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: VIDEO 224 at BCC with a C- or better; or entry code.

### VIDEO 271

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 272

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 273

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 274

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 275

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 276

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 277

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 278

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 279

#### **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 Advanced Video Program and permission of instructor.

### VIDEO 280

#### **Production Portfolio • 3 CR**

Allow students to design resumes and portfolios and develop employment strategies. Students design production resumes; compile and edit resume videotapes; create written resumes; practice job-search networking, and conduct job interviews. Prerequisite: Acceptance into Advanced Video Program and permission of instructor.

### VIDEO 281

#### **Career Preparation • 6 CR**

Allow students to identify and secure an internship in media production and complete a contract of employment. Prerequisite: Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 282

### **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 Advanced Video Program and permission of instructor.

## VIDEO 294/295/296/297

### **Special Topics in Video • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. Prerequisite: Acceptance into Advanced Video Program and permission of instructor.

## **Web Multimedia Authoring**

### **BUSINESS DIVISION**

Web Multimedia Authoring is a combination of Web Page Design, Scripting, and Streaming Media. Students will have the opportunity to learn how to author dynamic web pages using the most current technologies. They will also learn to create interactive web presentations and stream content from a web server.

## WEBMM 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.

## WEBMM 210

### **Web Tools • 5 CR**

Course teaches students to use basic and intermediate features of web HTML editing tools, such as Macromedia DreamWeaver and similar software, to create and manage dynamic websites. Topics include formatting text, inserting images, using tables and frames, adding layers and behaviors, using animation tools, ways to customize and extend functionality, and database integration. Prerequisite: ANIM 121, IDEV 111, and WEBMM 110 at BCC with a C- or better.

## WEBMM 220

### **Web Multimedia Authoring I • 5 CR**

Students learn the basic concepts, history, and role of XML-based web multimedia approaches such as SMIL and SVG. Students develop presentations based on the SMIL language targeted to the various media players/browsers, integrating video clips, rolling text documents with hyperlink, background music, animation sequences, and slideshows of still and moving images with narration. Prerequisite: ANIM 121 and WEBMM 110 with BCC with a C- or better or entry code.

## WEBMM 222

### **Web Multimedia Development I • 5 CR**

Students learn and practice the principles of multimedia authoring using software similar to Flash as a development tool. Emphasis is placed on good planning and production practices, and on effective user interface design. Prerequisite: ANIM 120, or COMM 112, or GAME 110, or VIDEO 112 and IDEV 111 and WEBMM 110 at BCC with a C- or better. Recommended: ANIM 121.

## WEBMM 225

### **Web Multimedia Development II • 5 CR**

Course 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: ANIM 121 and either GAME 110 or WEBMM 222 at BCC with a C- or better.

## WEBMM 230

### **Web Design and Development I • 5 CR**

Introduces fundamental concepts and techniques of designing and producing content for the World Wide Web. Students learn to use HTML, graphic applications, and browser delivery. Prerequisite: ANIM 121, IDEV 111, and WEBMM 110 at BCC with a C- or better; or entry code.

## WEBMM 231

### **Web Design & Development II • 5 CR**

Continues WEBMM 230. 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: IDEV 111, IDEV 211, and MEDIA 230 at BCC with a C- or better; or entry code.

## WEBMM 271

### **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 Advanced Web Multimedia Program and permission of instructor.

## WEBMM 272

### **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 Advanced Web Multimedia Program and permission of instructor.

## WEBMM 273

### **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 Advanced Web Multimedia Program and permission of instructor.

## WEBMM 274

### **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 Advanced Web Multimedia Program and permission of instructor.

**WEBMM 275****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 Web Multimedia Program and permission of instructor.

**WEBMM 276****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 Advanced Web Multimedia Program and permission of instructor.

**WEBMM 277****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 Web Multimedia Program and permission of instructor.

**WEBMM 278****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 Web Multimedia Program and permission of instructor.

**WEBMM 279****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 Advanced Web Multimedia Program and permission of instructor.

**WEBMM 280****Production Portfolio • 3 CR**

Allow students to design resumes and portfolios and develop employment strategies. Students design production resumes; compile and edit resume videotapes; create written resumes; practice job-search networking, and conduct job interviews. Prerequisite: Acceptance into Advanced Web Multimedia Program and permission of instructor.

**WEBMM 281****Career Preparation • 6 CR**

Allow students to identify and secure an internship in media production and complete a contract of employment. Prerequisite: Acceptance into Advanced Web Multimedia Program and permission of instructor.

**WEBMM 282****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 Advanced Web Multimedia Program and permission of instructor.

## Wireless Technology

### BUSINESS DIVISION

**WRLS 200****Wireless Principles & Technologies II • 5 CR**

Covers the basic principles of signal modulation, signal processing and coding, and schemes to allow access by multiple users to the wireless system. Various techniques are compared in terms of effectiveness and applicability to specific wireless systems. Through the use of hands-on simulations, the students acquire a practical experience of wireless technologies. Prerequisite: WRLS 110.

**WRLS 210****Wireless Voice Systems & Networks I • 5 CR**

Introduces the principles of wireless voice systems and networks. It covers the design principles of cellular systems, presents and compares characteristics and limitations of various wireless voice systems, and presents the trends in wireless voice network technologies. Course also presents and compares the standards for different wireless systems. Mobile voice devices and wireless voice services are covered. Prerequisite: WRLS 110.

**WRLS 211****Principles of Voice & Data • 5 CR**

Course provides the knowledge and practical experience necessary to set up, maintain and troubleshoot a data network, telephony network and a Voice over IP (VoIP) network. Prerequisite: Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

**WRLS 212****Principles of Wireless Communications • 5 CR**

Course provides foundation knowledge in the principles of radio frequency (RF) communications, broadcast radio, two-way radio, voice, data and video over wireless, cellular and PCS wireless, personal wireless networks, paging systems, digital television, antenna and transmissions and regulation of wireless technology. Prerequisite: WRLS 211 with a C- or better.

**WRLS 214****Principles of Cellular Telephony • 5 CR**

This course builds on the skills learned in WRLS 211. Topics include analog, digital, and IDEN cellular protocols, frequency reuse, spread spectrum broadcasting, cell planning, site location, handoffs, and digital data transmission. Prerequisite: WRLS 211 with a C- or better.

**WRLS 231****Wireless Network Administration • 5 CR**

Course provides knowledge of the fundamentals of radio frequency (RF) behavior and the features and functions of wireless network components. Includes practical experience in the installation, configuration, troubleshooting of wireless networking hardware peripherals and protocols. Prerequisite: IT 103 or NSCOM 201 with a C- or better.

**WRLS 233****Wireless Network Security • 5 CR**

This course provides knowledge of the weaknesses inherent in wireless LANs, the solutions available to address those weaknesses, and the steps necessary to implement a secure and manageable wireless LAN in an enterprise environment. Prerequisite: WRLS 231 with a C- or better.

**WRLS 235****Wireless Network Integration • 5 CR**

This course provides the intermediate skills necessary to administer, install, configure, and troubleshoot wireless network systems, including switching, routing, wireless LAN and network design, packet analysis (sniffing), and wireless LAN deployment. Prerequisite: WRLS 233 with a C- or better.

**WRLS 237****Wireless Network Engineering • 5 CR**

This course provides advanced skills in the administration, installation, configuration, and troubleshooting of wireless network systems, including routing, switching, packet analysis, and advanced design. Prerequisite: WRLS 233 with a C- or better.

## World Languages

### ARTS & HUMANITIES DIVISION

#### 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.

#### 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 121

##### **Language & Culture Immersion— Beginning 1st-Year French • 5 CR**

Introduces basic speaking, reading and writing skills to the complete beginner (debutant) who has little or no previous exposure to elementary French. Placement is determined by approved host institution. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement determined by assessment at host institution.

FRNCH 122

##### **Language & Culture Immersion— Intermediate 1st-Year French • 5 CR**

Gives beginner with some previous knowledge of elementary French (faux debutant) an opportunity to improve use of basic oral and written skills in a variety of everyday situations using readily understandable language. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement determined by approved host institution and permission of instructor.

FRNCH 123

##### **Language & Culture Immersion— Advanced 1st-Year French • 5 CR**

Allows student with working knowledge of elementary French using past, present, and future tenses in basic social situations (pre-intermediaire) the opportunity to expand and improve spoken and written skills. Continues FRNCH 122. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement by approved host institution and 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.

FRNCH 221

##### **Language & Culture Immersion— Basic 2nd-Year French • 5 CR**

Gives a student with a general understanding of spoken and written functional language (intermediaire) the opportunity to expand and perfect their oral and written command of intermediate French in daily situations. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement approved by host institution and permission of instructor.

BCC programs and  
curricula are subject to change.  
For the most up-to-date information  
about course content and degree or  
certificate requirements, go to  
[www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## FRNCH 222

### **Language & Culture Immersion— Basic 2nd-Year French • 5 CR**

Allows students to use spoken and written French with relative ease (*intermediaire avance*) to expand their ability to explain a variety of general and specific information using advanced intermediate functional language. Continues FRNCH 221. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement by approved host institution and permission of instructor.

## FRNCH 223

### **Language & Culture Immersion—Basic 2nd-Year French • 5 CR**

Gives a student the ability to use appropriate vocabulary and grammar at a normal rate of speech with excellent pronunciation (*avance*) the opportunity to enhance their use of advanced oral and written French. Continues FRNCH 222. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. Prerequisite: Placement by approved host institution and 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.

# College Policies

## STUDENT CODE

*The complete text of the Student Code is available by request at the Office of the Dean of Student Services.*

Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

1. will respect the laws of the community, state, and nation;
2. will adhere to college rules and regulations which assure the orderly conduct of college affairs;
3. will maintain high standards of integrity and honesty;
4. will respect the rights, privileges, and property of other members of the college community; and
5. will 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:

1. primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
2. 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 in this document are critical ingredients toward 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

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.

### ***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
- ~ Improper use of computer, telephone, or other electronic devices
- ~ Ethics violation
- ~ Criminal law violation, illegal behavior, or other unlawful violations.

### ***Student discipline***

Any student shall be subject to disciplinary action as provided for in the BCC Student Code, who either as a principal actor, aide, abettor, or ac-

complice (1) materially and substantially interferes with the personal rights or privileges of others or with the educational process of the college; (2) violates any provision of the Student Code; or (3) commits any prohibited act, including but not limited to those listed above.

The Dean of Student Services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the dean or his/her designee.

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

Records of all disciplinary cases shall be kept in the office of the Dean of Student Services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

## HAZING

Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Hazing is prohibited.

Any organization, association or student living group that knowingly permits hazing shall:

- a. be liable for harm caused to persons or property resulting from hazing, and
- b. be denied recognition by Bellevue Community College as an official organization, association, or student living group on the Bellevue Community College campus. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

## College Policies

A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s)). The Student Code of Community College District VIII may be applicable to hazing violations. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

### 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.

The State Board for Community and Technical College's recordkeeping system requires that each student have a unique nine-digit number; therefore, Bellevue Community College assigns a nine-digit number to all students who have attended and those who are applying for admission. The Social Security number that will continue to be requested will not be used as an identifier in the college records system.

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.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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: name of student, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received,

membership or office in BCC Student Government or honor society, part-time or full time student status, and previous schools attended. 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 a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees, tuition or fee refunds and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

#### Returned checks

Checks for tuition and fees returned "account closed" or with a "stop payment" order will result in the student being withdrawn immediately from all his/her classes and will require a \$25 reinstatement fee. All other returned checks for tuition and fees will result in the student being withdrawn from his/her 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.

### RESOLVING DISPUTES WITH THE COLLEGE

*Complaint Procedures approved by All College Council 3/13/2003. Please check the BCC website ([www.bcc.ctc.edu](http://www.bcc.ctc.edu)) or contact the Student Programs office for any updates in these procedures.*

The purpose of this procedure is to provide a systematic way in which to express and resolve misunderstandings, complaints, or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination, or academic issues.

This policy applies to all students, employees, applicants for jobs, or members of the general public participating in college activities or events held in Bellevue Community College facilities.

#### POLICY

It is the policy of Bellevue Community College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members.

Bellevue Community College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of sensory, mental, or physical disability; or status as a disabled or Vietnam-era veteran.

BCC employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue Community College with respect and may expect the same consideration in return.

The College recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

Employees should consult their contract for employee-related complaints.

#### PROCEDURES

The purpose of these procedures is to enable a student or member of the public to express and resolve misunderstandings, complaints, or grievances concerning the conduct or performance of a college employee or a student; college services, processes or facilities; or grades or academic issues.

#### Informal Complaint Process

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints, or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an



appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, such as a discrimination complaint, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor, instead. Both parties should be courteous, flexible, and respectful as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

### **Formal Complaint Process**

All formal complaints must be made in writing and should include the complainant's name; student identification number, if appropriate; address; e-mail address; telephone number; time(s); date(s); place(s); complete description of the complaint; and, in the case of grade complaints, both the grade received in the course in question and the reason for the grade complaint, specifying as accurately as possible all necessary performance scores and attendance data.

#### ***Dispensation of Records***

The administrative unit supervisor for the unit where the complaint is filed shall keep all documents associated with the complaint as part of the files of the college. The records may be subject to Public Disclosure laws and will be kept according to the state records retention laws.

#### ***General Complaint Procedure:***

An individual who has a complaint about an employee's performance or behavior that is not discriminatory, or about college services, or processes or facilities should go to the Student Service Center, B125, to be directed to the appropriate department, telephone (425) 564-1000, or visit [www.bcc.ctc.edu](http://www.bcc.ctc.edu). Facilities related complaints should be taken to Campus Operations, K100, or telephone (425) 564-2376.

#### ***Discrimination Complaint Procedure:***

Whenever a complaint alleges discrimination or sexual harassment, this procedure should be used rather than the other complaint procedures. Alleged Title IX and Section 503 violations as well as other discrimination complaints will be investigated under this procedure. A student or member of the public who believes he/she has been discriminated against should bring his/her complaint to the Department of Human Resources, A101, or telephone (425) 564-2274.

#### ***Academic Complaint Procedure:***

A student who wishes to express and resolve misunderstandings, complaints, or grievances with faculty members regarding grades, grading issues, or policies in a fair and equitable manner should bring his/her complaint to the appropriate instructional division office.

### **A. General Complaint Procedure**

Complaints should be filed as soon as possible or within six months after the incident which forms the basis of the complaint occurs. The Student Service Center will help the individual determine the appropriate department in which to file the complaint.

The department administrative unit supervisor will be responsible to investigate the complaint. If the complaint is against an employee, the administrative unit supervisor will provide the employee with a copy of the written complaint and the employee will have ten days in which to provide a written response. If the employee is unable to meet the timeline due to extenuating circumstances, including sick or scheduled leave from the college, he or she should seek approval from the administrative unit supervisor to extend the timelines. The administrative unit supervisor shall notify the complainant of the extension via regular mail.

The administrative unit supervisor may convene a meeting of both parties in an attempt to resolve the complaint, provided that the parties agree to meet for this purpose. If both parties do not agree to meet, the administrative unit supervisor will investigate and render a decision based on the written statements of the parties and the testimony of the parties and of the witnesses.

If the parties agree to meet with the administrative unit supervisor to attempt to resolve the complaint, both parties may bring an advocate of their choice.

After conducting the investigation, the administrative unit supervisor will send his/her decision by regular U.S. mail to the participants in the complaint within thirty days following the receipt of the written complaint, unless there are specific circumstances that require additional time. The administrative unit supervisor will notify both parties who to contact if they wish to appeal the decision.

#### ***Appeal***

If either party is dissatisfied with the decision of the administrative unit supervisor, he/she may appeal in writing to the appropriate dean or vice-president within ten days after the date of the letter from the administrative unit supervisor. The person filing the appeal should identify why he/she is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

The dean or vice-president will consider the appeal and render a written decision to both parties within fifteen days of receiving the written appeal. The written response will be sent to both parties via regular U.S. mail. The decision of the dean or vice-president shall be final.

Any disciplinary action taken against a student or college employee as a result of a complaint shall be processed in accordance with the Student Code or the appropriate collective bargaining agreement. Notification of the decision of the dean, vice-president or designee will be provided.

### **B. Discrimination Complaint Procedure**

Discrimination complaints should be filed within one year after the incident(s) occurred. The college will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's Public Disclosure Act, and therefore the college cannot assure confidentiality to any participant in the process.

If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the vice president of human resources as soon as reasonably possible, to ensure that the matter is addressed, even if the problem or alleged problem is not within their area of responsibility and authority.

Complainants, individuals charged, and any witnesses are entitled to representation of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against him/her, unless he/she requests that no notification be made.

Within seven days after the formal complaint has been filed, the individual charged, his/her immediate supervisor and the area dean/vice president will be notified that a complaint has been filed.

The complainant may request an alternate dispute resolution process prior to or in lieu of the investigatory process outlined below. The vice president of human resources or designee (the investigator) will conduct interviews with the complainant,

the alleged discriminator, and any witnesses to allegations identified by the complainant and the alleged discriminator. Reasonable efforts will be made to complete such interviews within ninety days.

After the completion of the investigation, a report summarizing the findings of the investigation and the investigator's determination as to whether or not discrimination has occurred shall be produced, after consultation with the appropriate area dean/vice president. Copies of the report shall be provided to the complainant, the alleged discriminator, the alleged discriminator's supervisor, the area dean/vice president, and the dean of student services if the alleged discriminator is a student.

The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action shall be made by the area dean/vice president. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report. If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

#### *Appeal*

Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through the appropriate employee contract or the student code.

If the complainant is not satisfied with the disposition of the complaint, she/he may file a written appeal to the president within ten days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the president within fifteen days after receipt of an appeal.

#### *External complaint*

Any student, employee, applicant for admission or employment, or member of the public using BCC facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

Equal Employment Opportunity Commission  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061

Human Rights Commission  
1511 Third Avenue, Suite 921  
Seattle, WA 98101

U.S. Office of Civil Rights  
Department of Education  
915 Second Avenue  
Seattle, WA 98174-1099

### **C. Academic Complaint Procedure**

Students with a complaint or a request for a grade review should must file a written request with the appropriate organizational unit administrator (OUA) within two consecutive quarters from the date of the issuance of the grade. The executive dean of instruction may extend the time limits in the process under exceptional circumstances such as extended illness, sabbatical leave, or other absence of either party to the complaint in which case the dean will give reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

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 executive dean of instruction, upon the approval of the college president. In such an instance, the course grade record shall be coded and indicate "grade changed by administrative action." The transcript shall indicate "changed by administrative action."

The OUA shall discuss with the student his/her concerns including the options available to resolve the grade concern. The OUA shall also inform the student that the ASBCC Vice President of Student Affairs or another person the student chooses may act as an advocate who will assist the student in completion of the complaint process. The student may waive the right to an advocate.

The student's written complaint, including remedies sought, shall be forwarded to the faculty member concerned, who must provide a written response within ten instructional days. If the written response does not resolve the complaint to the student's satisfaction, he/she may submit a written request to the OUA, to have the grievance heard before the Student Academic Grievance Committee. The OUA will contact the Student Academic Grievance Committee chairperson to convene the Academic Grievance Committee.



#### *Student Academic Grievance Committee*

The Student Academic Grievance Committee shall be composed of four faculty and two student justices. The BCCAHE will annually elect one faculty member for the committee who will serve as the committee chairperson for the academic year commencing fall quarter. Two faculty members will be selected from the same or a closely aligned organizational unit of the faculty member against whom the grievance is filed. One faculty member will be selected without regard to organizational unit, but who is sufficiently aware of related discipline issues so as to add professional perspective to the hearing. The two student justices will be appointed by the ASBCC president from the ASBCC judicial board.

The Student Academic Grievance Committee shall consider the case within ten instructional days of the request for a hearing. All hearings shall be closed meetings of the Student Academic Grievance Committee (to include the student and the faculty member), except that any party to the grievance may have one representative or advisor in attendance. Based upon the evidence and proceedings, the Student Academic Grievance Committee shall provide both findings of fact and a written recommendation of the action to resolve the grievance within five instructional days of the hearing to the faculty member, the student, and the OUA. If both the parties agree with the recommendation of the Student Academic Grievance Committee, the matter shall be considered settled and the recommendation implemented. If there is disagreement as to the recommendation of the Committee, the chairperson shall forward all records to the executive dean of instruction who shall issue a decision to resolve the complaint. The decision of the executive dean of instruction shall be final.

## 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 STUDENTS WITH DISABILITIES

Bellevue Community College is committed to providing each qualified student with a disability 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 RCW 28B.10.910, .912, and .914.

No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity.

Bellevue Community College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with college procedures.

Reasonable accommodations under this policy may include, but are not limited to; (a) requests for academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements; (b) adjustments in nonacademic services and other rules; and (c) auxiliary aids 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.

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.

This procedure provides no additional rights or obligations beyond those required by applicable laws.

## 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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

3. 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 his/her assigned duties. Each student is expected to be in an appropriate mental and physical condition to participate fully in the learning process.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Bellevue Community College owned or controlled property, or while conducting Bellevue Community College business, is prohibited. Violation of this policy will be processed in accordance with the student conduct code, or other appropriate policies of the college. Any disciplinary action for students will be decided on a case-by-case basis depending upon the specific circumstances.

## 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 shall be the policy of Bellevue Community College to limit smoking and tobacco use on campus as follows:

1. Smoking and tobacco use is permitted only in designated locations. Administrative Services will designate locations outside the campus courtyard on the main campus.
2. Smoking and tobacco use shall not be permitted in college vehicles.

The college provides signage at the three main entrances to campus to inform people of our policy.

# Administration & Faculty

## Board of Trustees of Community College District VIII

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### *Bellevue Community College*

*Established 1966*

*Accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities*

Chair: Lee Kraft, Mercer Island  
Vice-Chair: James Dagnon, Bellevue  
Paul T. Chiles, Bellevue  
Ruthann Kurose, Mercer Island  
Vijay Vashee, Mercer Island

## Administration of Bellevue Community College

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President: B. Jean Floten  
Executive Assistant to the President: Debra Ross

### ADMINISTRATIVE SERVICES

Vice-President: Anne Pflug  
Director, Bookstore: Kristen Connely  
Director, Campus Operations: Don Bloom  
Director, Early Learning, Family, & Childcare  
Center: Verna Willis  
Director, Finance: Mary Hansen Canan  
Director, Food Services: Steve McLaine  
Director, Institutional Research: Valerie Hodge  
Director, Printing Services: Marcus Heriot

### HUMAN RESOURCES

Vice-President: Lucy Parke Macneil  
Director, Human Resources Operations: Penni Blakely

### INFORMATION RESOURCES

Dean: Dr. Michael Talbott  
Co-Directors, Distance Education: Thornton Perry,  
Liz Anderson  
Director, Faculty Resource Center: Jim Shuman  
iBCC Project Manager: Julia McCallum  
Director, Information Technology Services:  
Gary Mahn  
General Manager, Radio Station KBCS:  
Steve Ramsey

Director & Station Manager, Television Services:  
Richard Otte  
Webmaster: Lori Tiede

### INSTITUTIONAL ADVANCEMENT

Vice-President: Gaynor Hills  
Director, Grants: Sharon Kline  
Director, Marketing & College Relations:  
Bart Becker  
Director, Public Information: Robert Adams

### INSTRUCTIONAL SERVICES

Executive Dean: Dr. Ronald Leatherbarrow  
Dean of Instruction: Dr. James L. Bennett  
Director, Library Media Center: Myra Van Vactor  
Director, English Language Institute: Susan Jamieson  
Director, Northeast Tech Prep Consortium: Joyce Carroll

### NATIONAL WORKFORCE CENTER FOR EMERGING TECHNOLOGIES (NWCET)

Interim Executive Director: John Lowdon  
Program Director, Courseware & Online  
Technologies: Jim Shuman

### STUDENT SERVICES

Dean: Tika Esler  
Associate Dean of Multi-Cultural Services &  
Student Success Programs: Ron Taplin  
Director, Assessment & Evaluation: Matt Groshong  
Interim Director, Athletics: William O'Connor  
Director, Counseling Center: Harlan Lee  
Director, Disability Support Services: Susan Gjølmesli  
Director, Educational Planning Resource & Transfer  
Center: Chequita Williams-Cox  
Director, Financial Aid: Sherri Ballantyne  
Director, International Student Programs: Crisanto Samia  
Director, Student Programs: Faisal Jaswal  
Director, Student Service Center & Student Information  
Technology Services: Morenika Jacobs

### WORKFORCE DEVELOPMENT

Vice-President: Paula Boyum  
Dean, Continuing Education: Bruce Riveland  
Director, Career Center & Women's Center:  
Cheryl Vermilyea

Director, World Languages & Travel, Art-Zones, Explore! Programs (Cont. Ed.): René Siegenthaler  
Director, Computer Programs (Cont. Ed.):  
Jeffrey Johnson  
Director, Venture Program: Cynthia Johnson  
Director, Worker Retraining & WorkFirst:  
Darlene Molson  
Director, Work-Related Programs (Cont. Ed.):  
Dr. Adele Thorburn Becker

### DIVISION CHAIRS

Arts & Humanities: Thomas R. Nielsen  
Business: Margaret Turcott  
Health Sciences Education & Wellness Institute  
Director: Dr. Maurice McKinnon  
Science: Jakkalavadika Surendranath  
Social Science: Thomas Pritchard

### PROGRAM CHAIRS

#### ARTS & HUMANITIES DIVISION

American Studies: Jeff Cofer  
Applied Linguistics & Language: Susan Jamieson  
Art: Carolyn Luark  
Communication: Dr. Roger George  
Dance: Betty Ann Platt  
Developmental Education: Garnet Templin-Imel  
Drama: Laura Nudelman  
English: Laura Burns  
English Language Institute: Susan Jamieson  
Interdisciplinary Studies: Michael Hanson  
Interior Design: Connie Wais  
Music: Ken Wilson  
Speech: Laura Nudelman  
World Languages: Carolyn Bilby

#### BUSINESS DIVISION

Accounting-Paraprofessional: Ruth Mazzoni  
Business Administration-Transfer: Richard Bratz  
Business Technology Systems: Suzanne Marks  
Computer Science-Transfer: Michael Gelotte  
Database Administration: Marcia Williams  
Digital Communications programs: Brian Bridwell  
E-Commerce: Leslie Lum  
General Business Management: Andrew Johnson  
Information Technology: Marcia Williams  
Marketing Management: Karen Wilson  
Network Services & Computing Systems:  
Michael Littlefield  
Programming: Sylvia Unwin  
Technical Support: Rudy Helm

**HEALTH SCIENCES EDUCATION & WELLNESS  
INSTITUTE**

Alcohol & Drug Counseling: Paul Weatherly  
Diagnostic Ultrasound: Ann Polin  
Early Childhood Education: Gertrude Shepherd  
Fire Service Programs: Judith Kuleta  
Nuclear Medicine Technology: Jennifer Prekeges  
Nursing (Associate Degree): Cheryl Becker  
Nursing Continuing Education: Edna Zebelman  
Parent Education: Julie Soto  
Radiation Therapy: Julius Armstrong  
Radiologic Technology: Ron Radvilas

**SCIENCE DIVISION**

Engineering: Frank Lee  
Life Sciences: Dr. Melodye Gold  
Mathematics: Lynne Sage  
Physical Sciences: Cathy Lyle

**SOCIAL SCIENCE DIVISION**

Administration of Criminal Justice: Dr. Michael Caldero  
Anthropology: John Osmundson  
Economics: Rebecca Baldwin  
Ethnic & Cultural Studies: Kim Pollock  
Geography: Douglas Roselle  
History: Eric Haines  
Political Science: Aslam Khan  
Psychology: Virginia Bridwell  
Sociology: Peter Melvoin

**Administrators  
& Faculty**

*\*indicates affiliated part-time faculty*

Agassiz, Roderick A., Counseling Center  
B.A., University of Washington  
M.Ed., Seattle University  
Akhlaghi, Tony, Mathematics  
B.S., University of Washington  
M.S., Western Washington University  
\*Allen, Lisa, Parent Education  
B.S., Northwestern University, Illinois  
Allewell, Wayne, Programming  
B.S., University of Guelph, Ontario  
Almli, Thomas, Music  
B.A.E., Luther College, Iowa  
Anderson, Marilyn D., Mathematics  
B.S., University of Redlands, California  
M.S., University of Washington  
\*Andrus, Pat L., English  
B.A., Nazareth College, Michigan  
M.F.A., Goddard College, Vermont

Armstrong, Julius B., Radiation Therapy (Chair)  
B.A., City College, New York  
M.B.A., Adelphi University, New York  
Artimovich, Vicki, Art  
B.A., M.A., University of Washington  
Baker, Joan P., Diagnostic Ultrasound  
American Registry of Diagnostic Medical Sonographers  
Baldwin, Rebecca, Economics (Chair)  
B.S., 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  
Beert, Daniel C., Interior Design  
B.A., Northern Illinois University  
M.A., Michigan State University  
Bennett, James L., Dr., Dean of Instruction  
B.A., Macalester College, Texas  
M.S., Mankato State University, Minnesota  
Ph.D., University of Washington  
Bennett, Linda, English  
B.A., M.A., Eastern Washington University  
\*Berg, Carole A., Physical Sciences/Chemistry  
B.S., Washington State University  
M.S., University of Washington  
Bessho, Scott, Reading & Writing Lab Director;  
English  
B.A., University of Washington  
M.A., California State University  
Bilby, Carolyn P., World Languages (Chair)  
B.A., Seton Hall University, New Jersey  
M.A., Pennsylvania State University  
Bloomsburg, Peter, Dr., Mathematics  
B.S., M.S., Ph.D., University of Idaho  
Bongiorno, Beatrice, World Languages  
B.A., McMurry University, Texas  
M.A., M.A., Middlebury College Language Schools, Vermont  
Boyum, Paula, Dr., Vice President, Workforce Development  
B.S., University of Health Sciences/Chicago Medical School  
M.Ed., Ph.D., University of Illinois  
Braden, Ruthmary, Counseling Center  
B.S., Wisconsin State College  
M.Ed., University of Washington  
Bradley, Kathryn M., Library Media Center  
B.S., The Creighton University, Wisconsin  
M.L.S., University of Washington

Bratz, Richard, Business Administration-Transfer  
B.S., California State University at Fresno  
M.B.A., California State University at Stanislaus  
Bridwell, Brian, Digital Communications programs (Chair)  
B.A., University of Washington  
Bridwell, Virginia, Psychology (Chair)  
B.S., M.S., University of Alaska  
Brown, Douglas N., Dr., Physical Sciences/Physics  
A.B., B.S., Oberlin College  
Ph.D., University of Michigan  
Burns, Laura L., English (Chair)  
B.A., M.A., University of Washington  
Burton, Carol, Life Sciences/Biology  
B.S., University of Alaska  
M.S., University of Hawaii  
Butler, Ray, Physical Education  
B.S., Southeast Missouri State University  
M.A., Maryville University of Saint Louis  
\*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  
Chickering, Joann Romascan, Dr., Physical Sciences/Chemistry  
B.A., University of California at Berkeley  
M.S., Ph.D., University of California at Los Angeles  
Christiansen, Pauline Grabill, English  
B.A., M.A., University of Washington  
Clark, Douglas, English Language Institute  
B.S., Iowa State University  
M.A., University of Kansas  
Cofer, Jeffrey, American Studies (Chair); English  
B.A., Glassboro State College, New Jersey  
M.A., Ohio University  
\*Cox, Susan L., Sociology  
B.S., Westmont College, California  
M.A., University of Washington  
Cross, Steven W., Counseling Center  
B.A., M.Ed., Ohio University  
Curnutt, Larry A., Mathematics  
B.A., M.S., Western Washington University  
\*DeCaro, Patricia, Art  
B.A., Temple University, Pennsylvania  
M.F.A., University of Washington  
DeMille, Spencer, Interior Design  
B.A., University of Oregon  
Dietrich, Sydney, English  
B.A., Western Washington University  
M.F.A., University of Massachusetts, Amherst  
M.A., University of Southern California

## Administration & Faculty

- \*Dodd, Charles K., Geography  
B.A., University of California at Berkeley  
M.A., University of Washington
- Dolan, Anne, Developmental Education  
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# College Survival Vocabulary

words in *italics* appear elsewhere in the list

## academic concentration

See *major*.

## academic year

Usually this refers to the September–June school year. In some cases it refers to the entire year.

## accreditation

Certification that a school or an instructional *program* meets standards set by an outside reviewing organization. Many forms of *financial aid* are available only to students attending accredited institutions.

## admission

Approval for a student to attend an educational institution. The admission process usually involves an *application* form and may require *transcripts* or other supporting documents.

## advisor

A member of the college *faculty* or staff who assists students with planning *quarter* or *semester* schedules as well as their overall *programs* of study. Advisors may also help with career planning. See also *counselor*.

## application

The first step in requesting *admission* to an institution of higher education. Usually there is a form to fill out by a certain deadline; sometimes there is an application fee to pay.

## articulation

A formal agreement between high schools and colleges or between community/technical colleges and *baccalaureate* institutions, designed to make it easy for students to move from one educational level to the next without any gaps or repetition in their coursework.

## assessment

A method of determining a student's knowledge or skill level, often taken to find his or her best *placement* or starting level in a series of courses in English, foreign languages, math, or science.

## associate's degree

A *diploma* earned after successfully completing a required *program* of study in a community or technical college. It typically requires 90 or more *credits* and takes two years of full-time study. Some associate's degrees enable students to *transfer* to *baccalaureate* colleges and universities, others prepare students to go right into the workforce in a *professional/technical* field.

## audit

A student who audits a *course* formally *registers* for it and attends class sessions but earns no *credit* and has no obligation to complete homework projects or take tests.

## baccalaureate or bachelor's degree

A college *degree* which can often be earned by following a four-year instructional *program*. A baccalaureate institution, sometimes informally called a "four-year college," is a college or university which is entitled to grant a baccalaureate or bachelor's degree.

## basic skills

Usually refers to a level of *competency*—specifically in reading, writing, and mathematics—which is required for successful *college-level* work in all fields of study.

## campus

The land and buildings that a college or university uses for instruction or student services.

## catalog

A comprehensive resource listing college regulations, *program* and *course* descriptions, *degree* and *graduation requirements*, *transfer* requirements, and other essential information.

## certificate

A document granted by a college or university indicating that a student has successfully completed specified *courses* and *requirements* (compare with *degree*, which usually requires more time and coursework).

## class

(1) A specific group of students meeting for specific instructional purposes. It can mean the whole series of scheduled meetings ("Dr. Owen is teaching two English Composition classes this quarter") or just one session ("we had a guest speaker in my Home Economics class today").

(2) Often means the same as *course* ("she's taking classes in Interior Design").

(3) A group of students who start at a school together and expect to complete their studies at the same time ("he's in the graduating class of 2003").

## class schedule

(1) A publication listing detailed *course* and *section* information (days, times, room numbers, etc.) for a specific *semester* or *quarter*.

(2) The specific courses that an individual student is taking or plans to take for a given semester or quarter.

## college-level study

*Curricula* and instruction that assume the student has already mastered certain skills and abilities and has the level of commitment needed for *postsecondary* school work. Compare to *developmental-level* study.

## commencement

The ceremony at the end of an *academic year* when students receive their degrees or diplomas (compare to *graduation*).

## competency

In "competency-based" *courses* or instructional *programs*, students must demonstrate certain skills and abilities (instead of just earning *passing grades* in classes) before moving from one level to the next or earning the final *certificate* or *degree*.

## counselor

A member of the college *faculty* who has special training in guidance and who assists students in academic or personal matters. See also *advisor*.

## course

(1) Often means the same as *class*.

(2) A planned sequence of instruction in a particular topic; may include class meetings, lectures, readings, demonstrations, exercises, assignments, examinations, etc.; offered repeatedly to different groups of students.

## credit

A unit of measure for college work. Generally speaking, one credit hour represents one hour of classroom attendance each week for one term, plus the study time, homework, etc. that go along with it.

## credit load

The total *credit* value of the *courses* a student is currently enrolled in.

## curriculum

(plural: *curricula*)

(1) An established sequence of information to be learned, skills to be acquired, etc. in a specific *course* or in a complete instructional *program*.

(2) Collectively, all the courses offered by a *department*, *division*, or college.

## dean

An academic administrator or official at a school, college, or university, especially one with responsibility for students or *faculty*.

## degree

A rank conferred by a college or university and earned by a student who has successfully completed specified *courses* and *requirements* (compare with *certificate*, which usually requires less time and coursework).

## department

An organizational unit within a college or university, offering *courses* about closely related topics (at a small school there may be one foreign languages department, at a large school there may be separate departments for Spanish, French, Japanese, etc.).

## developmental-level study

Instruction that helps students improve their English and math abilities and prepare themselves for *college-level* study.

# College Survival Vocabulary

## diploma

An official document issued by a college or university indicating that a student has earned a certain *degree* or *certificate*.

## discipline

- (1) A subject; field; branch of knowledge or learning ("he teaches in the related disciplines of physics and astronomy")
- (2) Orderly behavior ("instructors are responsible for maintaining discipline in their classrooms")
- (3) Correction or punishment for disorderly behavior ("she disrupted the class repeatedly, so the college will begin disciplinary action").

## distance learning or distance education

Instruction which is not time- or place-specific; can include correspondence courses, televised or videotaped lectures, online courses (internet and e-mail), etc.

## distribution requirements

Course *requirements* included in an instructional *program* to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or *major*.

## division

An organizational unit within a college or university consisting of two or more related *departments*.

## drop

To cancel *registration* in a *course* after enrolling into it. Students often add and drop courses before settling on a *class schedule* for a particular *quarter* or *semester*. See also *withdrawal*.

## elective

A *course* that is not required for a particular instructional *program*. Many programs require a certain number of elective *credits*, and many recommend certain electives for students to choose from.

## ESL

### (English as a Second Language)

Usually refers to *developmental-level* instruction in English language skills for non-native speakers.

## enrollment

- (1) The process of signing up and paying for *courses*. See also *registration*.
- (2) The total number of registered students attending *classes* in a particular instructional *program* or the whole school.

## evaluation

- (1) The process and standards by which an instructor judges a student's work and assigns a *grade*.
- (2) At BCC, the process of determining that a student has met all requirements to complete a *degree* or *certificate* and is ready to *graduate*.

## faculty

The instructors or teaching staff at a school. At BCC, librarians and *counselors* are considered faculty members along with classroom instructors.

## financial aid

Money available from various sources to help students pay college expenses. These funds come as *loans*, *grants*, or *scholarships* from the state or federal government or other organizations. *Work-study* is also a form of financial aid.

## FAFSA (Free Application for Federal Student Aid)

The application required for students to be considered for federal student *financial aid*. The FAFSA is processed free of charge and is used by most state agencies and colleges. There is a form for each academic year. FAFSA forms are available from high schools and on the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## freshman

A student in the first year of a typical four-year *baccalaureate degree* program (or one who has earned fewer than 45 *quarter credits* or 30 *semester credits* so far).

## GED (General Education Development)

A certificate representing the equivalent of a high-school diploma.

## grade

A formal indicator of a student's overall performance in a *course*, recorded on the official *transcript*. Traditional letter grades are "A" for outstanding achievement, "B" for high achievement, "C" for satisfactory achievement, etc.

## grade-point average (GPA)

The GPA is computed by multiplying the number value of the *grade* earned in each *course* (generally, A=4, B=3, C=2, D=1, F=0) times the number *credits* for each *course*, then dividing the result by the total number of credits taken.

## graduation

The formal completion of an instructional *program* or course of study. Students graduate after successfully meeting all *credit* and *course requirements* and other criteria set by the college or university (compare to *commencement*).

## grant

A type of *financial aid* that does not have to be paid back after the student leaves school. Grants are available through the federal government, state agencies, and educational institutions.

## incomplete

A temporary *grade* given to a student who is doing satisfactory work but is forced by illness or other emergency to miss an exam or a major assignment. The instructor and student arrange how and when the student will complete the work and have the "I" changed to a final letter grade. At BCC, the student must finish the incomplete work within one academic *quarter*.

## independent study

An arrangement that allows a student to earn college *credit* through individual study and research, usually planned with and supervised by a *faculty* member.

## internship

A supervised short-term apprenticeship or temporary job in a real-world setting closely related to a student's field of study. The student may or may not be paid but earns college *credit* for the work experience. See also *practicum*.

## junior

A student in the third year of a typical four-year *baccalaureate degree* program (or one who has earned 90-135 *quarter credits* or 60-90 *semester credits* so far).

## load

See *credit load*.

## loans

A type of *financial aid* that must be repaid to the government agency or other lending organization when the student leaves school.

## lower division

The *courses* students are generally expected to complete during the first two years of a typical four-year *baccalaureate degree program*.

## major

Specialization in one academic *discipline* or field of study. At BCC, this is called "academic concentration" in a particular subject.

## no-show

A student who *registers* into a *course* but never goes to *class*. At BCC a no-show student will receive an "F" for the class on his or her *transcript*.

## non-credit

*Courses* or instructional *programs* which do not require extensive homework or examinations and which do not offer college *credit*. Students frequently take non-credit courses for *basic skills* improvement, job training or career enhancement, or personal enrichment.

## open admissions

The policy of some colleges to admit nearly all applicants, regardless of high school *grades* and admission test scores. It means different things at different schools. Community and technical colleges in Washington State admit anyone who is over 18 or has a high school diploma or GED.

## pass/passing

At most schools, a student will earn *credit* and "pass" a *class* with a *grade* of "A" through "D." A student who earns an "F" grade fails the class and earns no credit. Different schools have different standards, so a student who passes a class with a "D" may or may not be able to use that class to meet *prerequisites* or fulfill *requirements*.

**placement**

The appropriate level to enter a series of *courses*, based on the student's skills ("since she learned so much Spanish in high school, she can place into Spanish 201 in her first year at college"); often used in the context of *basic skills* subjects such as mathematics or English composition. See also *assessment*.

**postsecondary**

Refers to all educational *programs* for students past high-school age; it includes community and technical colleges and job training programs as well as *baccalaureate* colleges and universities.

**practicum**

A *course* that includes job-related activities and stresses the practical application of theory in a field of study. See also *internship*.

**prerequisite**

A *course* that must be completed (often with a certain minimum *grade*) or a skill that must be demonstrated before a student can enroll in a more advanced course (for example, first-year French is a prerequisite for second-year French).

**professional/technical**

A *course* or instructional *program* that emphasizes job skills training for a particular field of work; often called "occupational" or "vocational" education and often contrasted with "academic" or "transfer" education.

**program**

A very general term used in many ways in a college or university:  
 (1) The *courses* that an individual student plans to take ("the academic *advisors* can help you plan your program each year").  
 (2) The *courses* *required* to complete a particular *degree* or *certificate* ("he's almost finished with the Recreation Leadership program").  
 (3) The *courses* that make up a *department* or the departments that make up a *division* within the college organization ("the Social Science Division at BCC offers instructional programs in nine fields").  
 (4) Organized activities with a specific function ("BCC offers support programs and services for students of color").

**quarter**

Some schools (including BCC) organize the *academic year* into three main periods—Fall, Winter, and Spring Quarters—plus a shorter Summer Quarter (compare to *semester*).

**records**

Refers to all the information the college might keep regarding a student; it includes *registration* activity (*enrollment*, *withdrawal*, etc.), *grades*, payments, awards received, *financial aid* applications and award notices, and notes on *disciplinary* actions, as well as address, phone number, and student identification number.

**refund**

*Tuition and fees* that are paid back to a student who has *withdrawn* from a course. At BCC, the amount to be refunded depends on how many *credits* the student is taking and exactly when the student dropped the course(s). The refund policy and deadlines are published in each Credit Class Schedule.

**register/registration**

To sign up or *enroll* in a *course* or courses. "Registration activity" includes enrolling, dropping/withdrawing, choosing "*pass/fail*" in place of letter *grades*, making payments, etc.

**requirements**

Minimum standards defined by the college, for example for *admission* or *graduation*. See also *prerequisite*; *distribution requirements*.

**resident**

For purposes of calculating a student's *tuition and fees*, someone who has lived in the state for a specified length of time as shown by specified types of evidence.

**scholarship**

(1) A type of *financial aid grant*. Organizations may give scholarships according to academic achievement, financial need, or any other basis. Usually there is a competitive *application* process.  
 (2) A person's ability and expertise in a particular *discipline* of study ("I've always admired Dr. Busacca's scholarship in Italian art and literature").

**section**

A specific *class* with its own unique days, hours, location, and instructor. A number of sections of a certain *course* may be offered during a *quarter* or *semester*, each with different days, times, locations, and instructors but presenting the same *curriculum*.

**semester**

Some schools organize the *academic year* into two main periods—Fall and Spring Semesters—plus a shorter Summer Semester (compare to *quarter*).

**senior**

A student in the fourth year of a typical four-year *baccalaureate degree* program (or one who has earned 135-180 *quarter credits* or 90-120 *semester credits* so far).

**sophomore**

A student in the second year of a typical four-year *baccalaureate degree* program (or one who has earned 45-90 *quarter credits* or 30-60 *semester credits* so far).

**syllabus**

(plural: syllabi)  
 An outline plan for a particular *class*, including textbook requirements, class meeting dates, reading assignments, examination dates, the instructor's grading standards, etc.

**term**

A unit of time that can refer to either a *quarter* or a *semester*, depending on which system the college or university follows.

**TOEFL****(Test of English as a Foreign Language)**

A standardized test which assesses the English language abilities of students who are not native English-speakers.

**transcript**

An official *record* of the *courses* and *semester* or *quarter credits* a student has taken at a college or university, the *grades* and *degrees* or *certificates* earned, and any awards and honors received.

**transfer**

To move from one college or university to another and have the second institution recognize and accept some or all of the *courses* taken and *credits* earned at the first.

**tuition & fees**

Tuition is a student's basic payment towards the cost of instruction at a college or university. Most institutions also charge fees for laboratory equipment and materials, computer use, parking, and other miscellaneous costs.

**undergraduate**

A student who has not yet earned a *bachelor's degree*; also refers to the *courses* and instructional *programs* such a student enrolls in.

**upper division**

The *courses* students are generally expected to complete during the last two years of a typical four-year *baccalaureate degree program*.

**waiver**

To waive a right or a claim is to voluntarily give it up.

(1) If a student meets specific criteria, the college may waive some of his or her *tuition & fees* (that is, some of the money owed to the college will be forgiven).

(2) If a student demonstrates certain knowledge and abilities, the college may waive a *course prerequisite* (that is, allow the student to take the class even though he or she hasn't completed the listed *requirements* for it).

**withdrawal**

The process of formally *dropping* a *class* or classes after the *term* has started.

**work-study**

A type of *financial aid* which pays students to work part-time, often on campus, during the *academic year*.

# Academic Calendar

## June 2004

S	M	T	W	T	F	S
		Commencement June 11				
		1	2	3	4	5
6	7	8	9 Finals	10 Finals	11 Finals Qtr Ends	12
13	14	15	16	17	18	19
20	21 Summer Qtr Begins	22	23	24	25	26
27	28 29 Count Day	30				

## November 2004

S	M	T	W	T	F	S
	1	2	3	4	5 No Class	6
7	8	9	10	11 No Class	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 HOLIDAY	27
28	29	30	<b>11/5</b> - Prof Dev Day for faculty. Offices open. No daytime credit classes. <b>11/11</b> - Prof Dev Day for staff. Offices closed. No daytime or evening credit classes.			

## April 2005

S	M	T	W	T	F	S
					1	2
3	4 Spring Qtr Begins	5	6	7	8	9
10	11	12	13	14	15 Count Day	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July 2004

S	M	T	W	T	F	S
				1	2	3
4	5 HOLIDAY	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## December 2004

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13 Finals	14 Finals	15 Qtr Ends	16	17	18
19	20	21	22	23 HOLIDAY	24	25
26	27	28	29	30 HOLIDAY	31 HOLIDAY	

**May 2005**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10 No Class	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 HOLIDAY	31	<b>5/10</b> - Assessment Day for faculty. Offices open. No daytime credit classes.			

## August 2004

S	M	T	W	T	F	S
1	2	3	4	5 Quarter Ends	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 POWER DOWN
22	23	24	25	26	27	28
29	30	31				

## January 2005

S	M	T	W	T	F	S
						1
2	3 Winter Qtr Begins	4	5	6	7	8
9	10	11	12	13	14 Count Day	15
16	17 HOLIDAY	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2005

S	M	T	W	T	F	S
	Commencement June 17					
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Finals	16 Finals	17 Finals Qtr Ends	18
19	20	21	22	23	24	25
26	27 Summer Break	28	29	30		

## September 2004

S	M	T	W	T	F	S
			1	2	3	4
5	6 HOLIDAY	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		Opening Week				
26	27 Fall Qtr Begins	28	29	30		

## February 2005

S	M	T	W	T	F	S
		1	2	3	4 No Class	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 HOLIDAY	22	23	24	25	26
27	28	2/4 - Prof Dev Day. Offices closed. No daytime credit classes.				

**July 2005**

S	M	T	W	T	F	S
					1	2
3	4 HOLIDAY	5	6 Count Day	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## October 2004

S	M	T	W	T	F	S
10/18 - College Issues Day. Offices closed. No daytime credit classes.					1	2
3	4	5	6	7	8 Count Day	9
10	11	12	13	14	15	16
17	18 No Class	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March 2005**

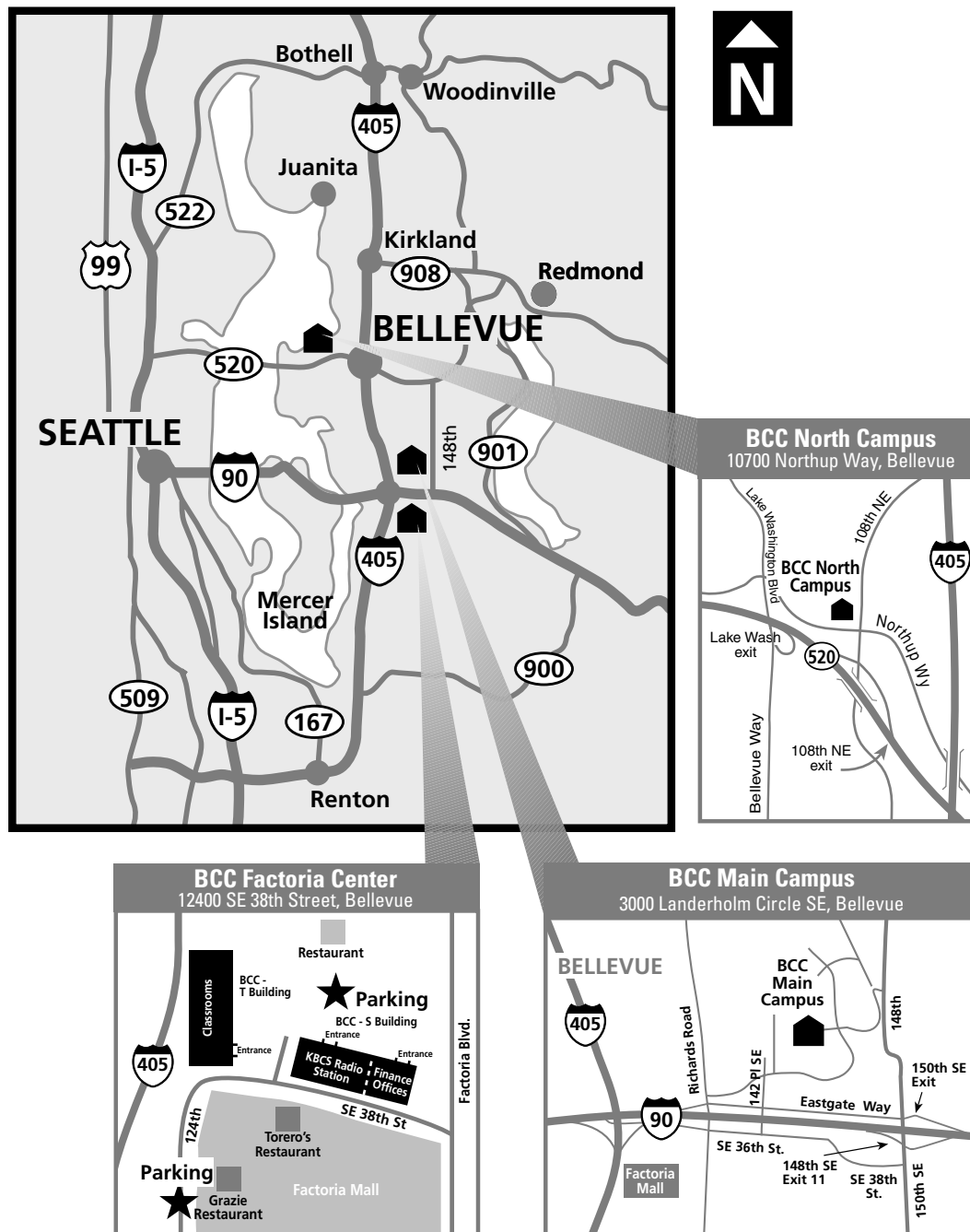
S	M	T	W	T	F	S
33 College Issues Day Offices closed. No daytime credit classes.		1	2	3 No Class	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Finals	22 Finals	23 Finals Qtr Ends	24	25	26
27	28	29	30	31		

## August 2005

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11 Finals Qtr Ends	12	13
14	15	16	17	18	19	20 POWER DOWN
21	22	23	24	25	26	27
28	29	30	31			

# Location Map

3000 Landerholm Circle SE • Bellevue, Washington 98007-6484 • (425) 564-1000



# Main Campus Map



Bellevue Community College

## MAIN CAMPUS PARKING MAP

**Parking permits required:**

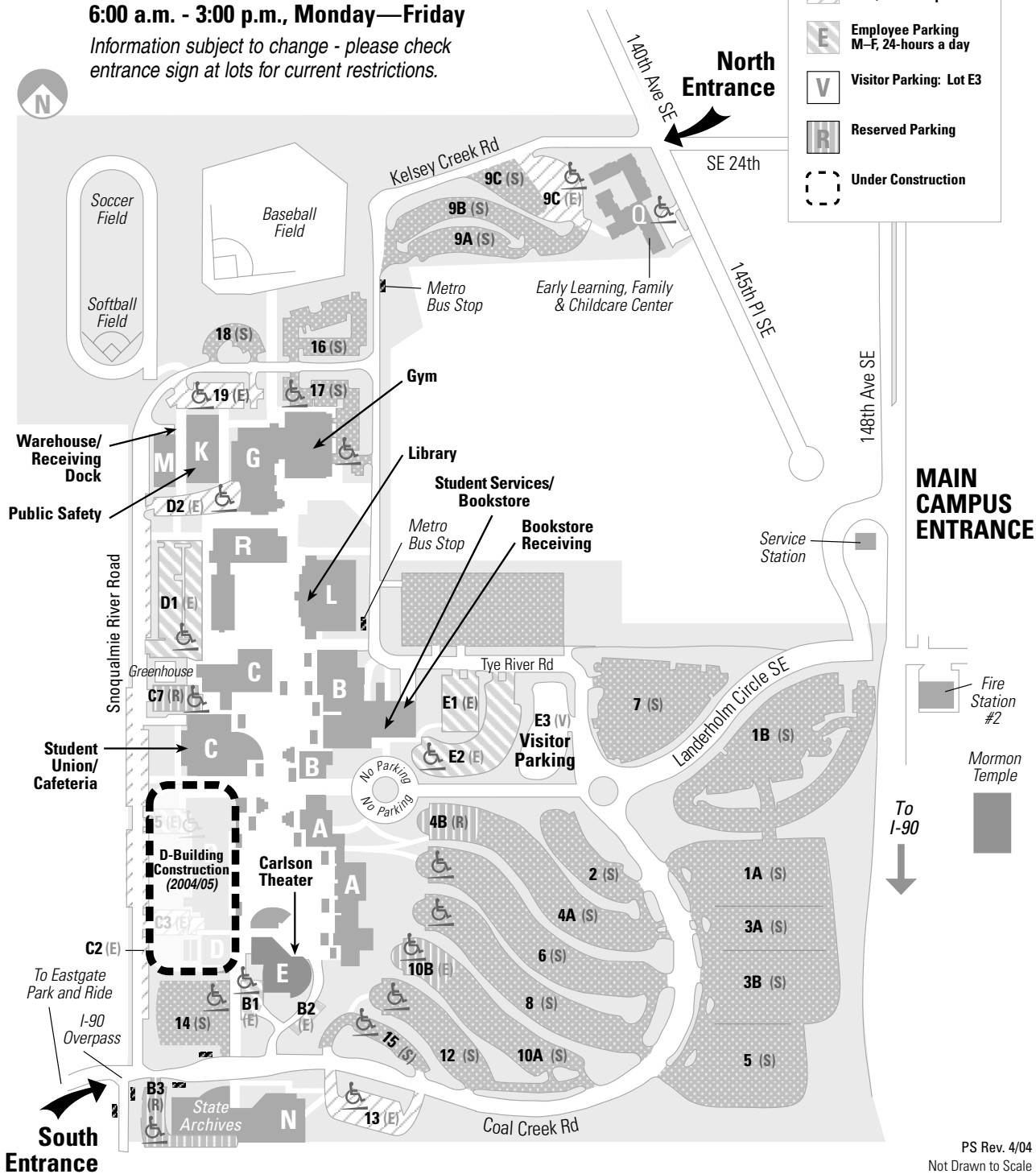
**6:00 a.m. - 3:00 p.m., Monday—Friday**

*Information subject to change - please check entrance sign at lots for current restrictions.*



### LEGEND

- Student Parking**
- Employee Parking**  
M-F, 6 a.m.-3 p.m.
- Employee Parking**  
M-F, 24-hours a day
- Visitor Parking: Lot E3**
- Reserved Parking**
- Under Construction**



PS Rev. 4/04  
Not Drawn to Scale

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