# BCC
Bellevue Community College

2007-08 Course Catalog

Become Exceptional
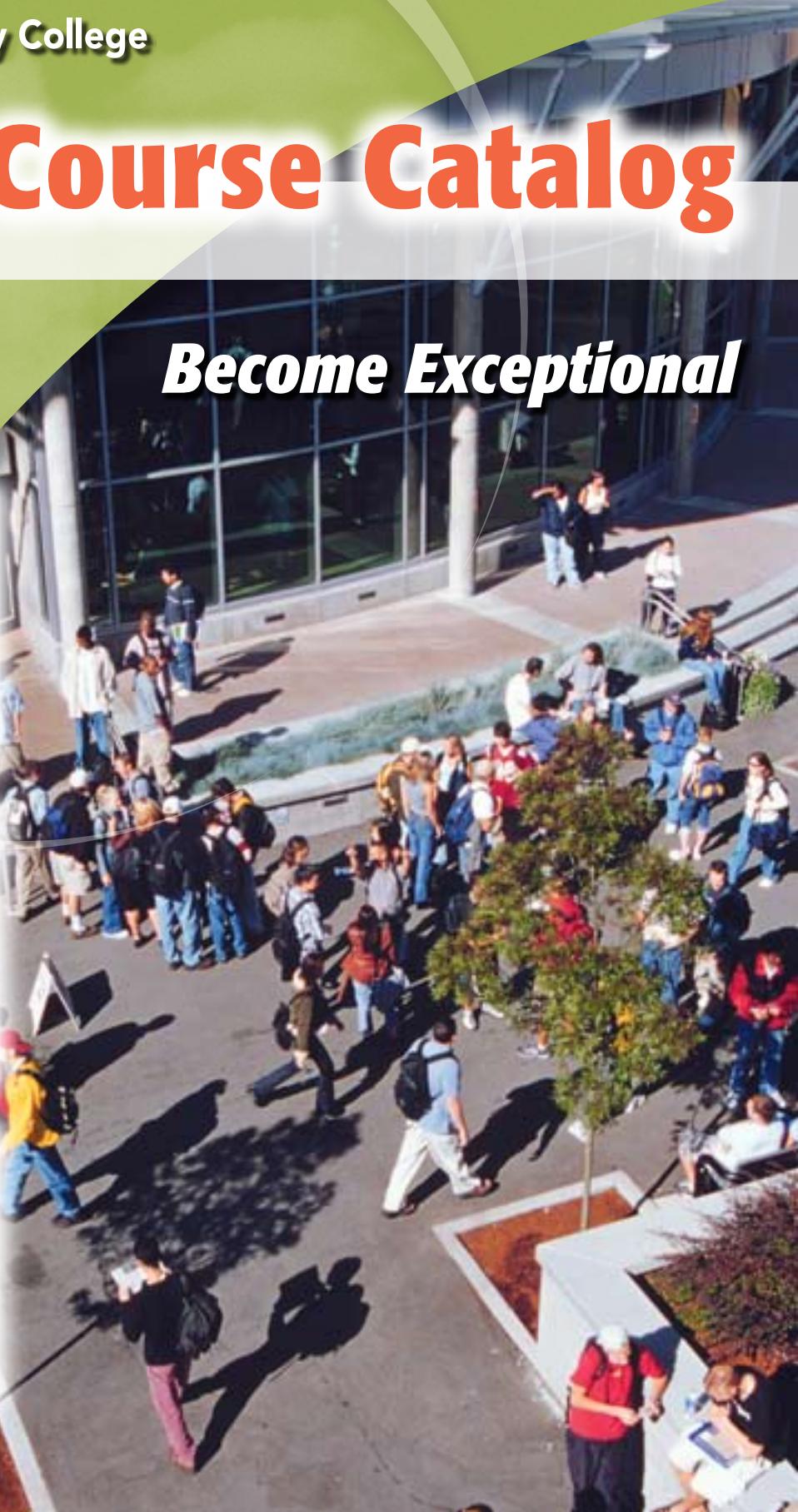
Announcing Two New Degrees:

- **Bachelor's degree in Radiation & Imaging Sciences**
- **Associate's degree in Occupational & Life Sciences**

Bellevue Community College has set new educational milestones with two new degree programs: a Bachelor of Applied Science in Radiation & Imaging Sciences and the Venture Program Associate in Occupational and Life Sciences.

The new degree programs embody BCC's commitment to provide access to educational programs and services that strengthen the economic, social and cultural life of its diverse community and that are consistent with student's needs, interests and abilities.

The first Bachelor of Applied Science in Radiation & Imaging Sciences in the state

Practicing professionals in the radiation or imaging sciences or graduates of a program in radiologic technology, diagnostic ultrasound, radiation therapy, or nuclear medicine now have an opportunity to complete a bachelor's degree in their field at BCC. The new degree program, which affords the opportunity to prepare for jobs that require advanced certifications or supervisory and management skills, will begin in September 2007.

Designed for the working professional, the career-oriented program offers two pathways:

- Radiation and Imaging Management for those aspiring to lead radiation and imaging departments and clinics, and
- Radiation and Imaging Technology for those seeking advanced technical expertise leading to additional certification.

For more information, turn to pages 25-26 or visit www.bellevuecollege.edu/bas

The first degree program for developmentally disabled students in the nation

The Venture Program is designed for high-functioning young adults challenged with learning, cognitive and intellectual disabilities — typically students who have received extensive special services in K-12. BCC believes this unique population is underserved yet has untapped potential.

The Associate in Occupational and Life Skills combines academics, social and life skills and workforce development to help prepare students for careers and independent living.

Some people talk about doing great things. Others just do them.

BCC

Become exceptional

Bellevue Community College

Become Exceptional at BCC!

Welcome to Bellevue Community College, where our goal is nothing less than to help you *Become Exceptional* – to support you in achieving beyond your own and others' expectations.

At BCC we will help you to consider the next thing, not just do the current thing. Our graduates are critical thinkers, ready to work in changing environments and adapt to emerging technologies.

And we are committed to your success.

Our dedicated instructors are here specifically because they want to teach, not publish or do research. Our small classes make it easy for you to get to know your instructors and other students and receive individual assistance.

We offer comprehensive services to support you with everything from tutoring to academic advising, career planning, internships, and special assistance for students with disabilities and those who are from low-income homes or are the first in their families ever to go to college. Please be sure to look at pages 15-18 of this catalog to learn how we can meet your specific needs.

Students report that the BCC experience is challenging but energizing, with a rich college life both in and outside the classroom. Learning comes alive at BCC through a host of exceptional learning environments, such as a planetarium with 3-D animation that allows you to walk the surface of Mars virtually. A robust program of clubs and events encourages student-to-student connections in everything from Phi Theta Kappa to the Anime Club. Opportunities abound to pursue your passions – from working on BCC's award-winning newspaper to singing with our nationally renowned jazz group, Celebration!, volunteering at our community radio station or playing a varsity sport.

At BCC you can complete the first two years of a bachelor's degree, prepare for a career, update your current job skills or simply pursue your passions. What's more, BCC is launching a bachelor's degree program in radiation and imaging sciences Fall 2007. Eastern Washington University also offers bachelor's degrees in several fields right on our campus.

To help you work around complicated personal schedules we supplement our traditional daytime offerings with evening, weekend, once-a-week and online classes. We also offer child care at our exemplary Early Learning, Family and Child Care Center.

Why not become one of the many people who have launched their journey to success at Bellevue Community College? Join us, and let us help you *Become Exceptional*.

Sincerely,

Jean Floten
President

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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.bellevuecollege.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.

Become Exceptional at BCC!

For more than 40 years, innovation, forward thinking and great minds at Bellevue Community College have helped create one of the best community colleges in the nation. We demand rigor and excellence from instructors and students alike, and it breeds success. With talented faculty, highly-recognized programs and flexible student services, we offer you an exceptional educational experience.

Bellevue Community College:

- Is the third largest institution of higher learning in Washington state, serving approximately 35,000 students per year

- Sends more transfer students to bachelor's degree-granting institutions than any other Washington community college

- Provides more distance education and continuing education programs than any other Washington community college

- Designs innovative programs to meet community needs, including the National Workforce Center for Emerging Technologies, the Early Learning, Family, and Child Care Center and Fast-Track career training programs.
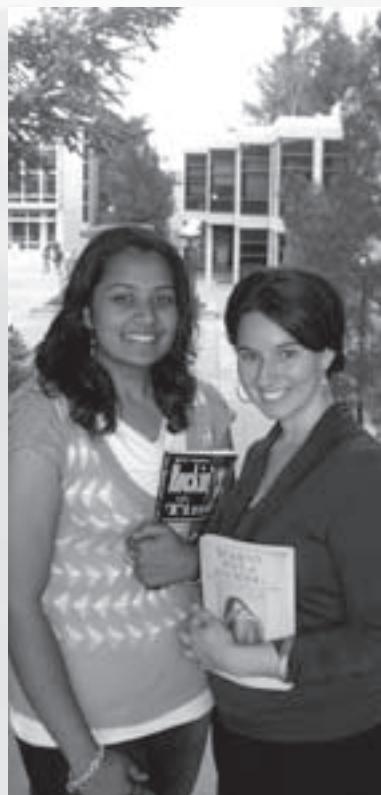
Recent Honors and Awards

- First place for vocal jazz ensemble Celebration! at Lionel Hampton Jazz Festival (third time in four years). First place for BCC students in all five individual categories entered. *2007*

- "Microsoft IT Showcase School" designation from Microsoft Corporation (only the second in the nation, along with the University of Massachusetts-Amherst). *2006*

- One of the "Nation's Leading Colleges and Universities Committed to Diversity," according to non-profit educational organization Minority Access, Inc. *2006*

- National John L. Blackburn Award for Exemplary Models of Administrative Leadership from the American Association of University Administrators. *2006*

- Top 10 nation-wide in American Mathematical Association of Two-Year Colleges student competition (ninth time in the past 10 years). *2006*

- Selection of student stage production for Kennedy Center American College Theatre Festival. *2006*

- Charles Kennedy Equity Award from the Association of Community College Trustees, recognizing exemplary commitment to equitable treatment for minorities and women. *2005*

- Selection by U.S. Department of Labor to create national Bioinformatics Center of Excellence. *2004*

- Designation as Washington state Center for Information Technology Excellence. *2004*

- National Service-Learning and Civic Engagement Collaboration Award from Community College National Center of Community Engagement. *2004*

- Senator Paul Simon Award for Campus Internationalization from NAFSA: Association of International Educators. *2004*

Introduction

Vision, Values, Mission, Goals

adopted by the Board of Trustees, October 2003

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.

Affirmation of Inclusion

adopted by the All College Council, June 1992

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.

Accreditation

Bellevue Community College is accredited by the Northwest Commission on 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 2005. The accrediting body is located at:

Northwest Commission on Colleges
and Universities
8060 165th Avenue NE, Suite 100
Redmond, Washington 98052-3981

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.

Equal Opportunity and Reasonable Accommodation

Bellevue Community College is an Equal Opportunity Employer and operates under an Affirmative Action Plan, in accordance with applicable federal and state laws and regulations. Bellevue Community College reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs and employment. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and statutes, regulations, and college policy.

Coordination of the compliance efforts at Bellevue Community College with respect to equal opportunity and disability accommodation regulations is under the direction of Lucy Parke Macneil, Vice President of Human Resources, Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA 98007-6454, telephone (425) 564-2274, (425) 564-4184 TTD/TTY.

Bellevue Community College is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities.

For information or to request disability accommodation, students should contact the Office of Disability Support Services at – Voice: (425) 564-2498, TTY: (425) 564-4110, Fax: (425) 564-4138 or email: *dss@bcc.ctc.edu*. Employees and the general public should contact Human Resources at – Voice: (425) 564-2274, TTY (425) 564-4184 Fax: (425) 564-3173 or e-mail: *hr@bcc.ctc.edu*.

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.

Students and Learning

At Bellevue Community College, instructional programs are designed to improve students' performance in fundamental abilities:

- as effective communicators;
- in logic and reasoning;
- as critical thinkers;
- in appreciation of and communication across diverse cultures.

BCC's Learning Outcomes Assessment Program evaluates the quality of instruction, based upon the evidence of student success. The program bases assessment of student success on the quality of student work in classrooms and in student service programs, on survey of student opinion about their educational experiences at BCC and their attitudes about education, and survey of instructor and staff opinion about program quality and currency and student success. The Assessment Program yields information and evidence to support the improvement of the college curriculum and of student support.

Bachelor Degree

Bachelor of Applied Science degree in the field of radiation and imaging sciences. This is a career-oriented bachelor degree completion program for those who have achieved national certification in radiologic technology, diagnostic ultrasound, radiation therapy, or nuclear medicine. See page 25-26 for complete degree information.

Transfer Degrees

Associate Degrees

The college offers six transfer associate degrees. Students must follow the appropriate degree guidelines in order to fulfill graduation requirements. These degrees are intended for students who are pursuing a bachelor degree. These degrees are all part of the Intercollege Relations Commission (ICRC) transfer agreement and offer several options depending on the student's area of interest. See page 27-39 for further degree details, major programs, and degree requirements.

- Associate in Arts & Sciences-Direct Transfer Agreement
- Associate in Business-Direct Transfer Agreement/Major Related Program
- Associate in Elementary Education- Direct Transfer Agreement/Major Related Program
- Associate in Math Education-Direct Transfer Agreement
- Associate in Science
  - Biological, Environmental/Resources, Chemistry, and Earth Sciences (Life Sciences)
  - Track II: Physics and Atmospheric Sciences (Physical Sciences)
  - Track II: Engineering/Master Related Program
    - Chemical and Bio-Engineering
    - Electrical and Computer Science
    - Civil, Mechanical and other Engineering
- Associate in Applied Science-T (AAS-T)
  - Administration of Criminal Justice
  - Early Childhood Education

Professional/Technical Degrees and Certificates

Associate in Arts Degree

- This may be the right choice if you want to earn a credential in a specific career field; not designed as a transfer program. Review program areas on page 43.

Certificates of Achievement

- Provide training in a focused program in a specific occupational field and require 45 credits or more of prescribed courses. Certificates require instruction in (1) communication; (2) computation; and (3) human relations.

Certificates of Accomplishment

- Provide dedicated training and require fewer than 45 credits of specific courses.

Certificates of Completion

- Provide focused training and require fewer than 20 credits

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.

General Studies

Associate in Arts General Studies

This is a degree that grants academic recognition for the completion of 90 applicable college level credits. It is NOT for students intending to transfer to a university/college in pursuit of a baccalaureate degree nor does it fulfill the first two years of general education requirements for a bachelor degree (see Transfer Associates Degrees on page 27).

Developmental Instruction

Courses numbered below 100 do not apply 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.
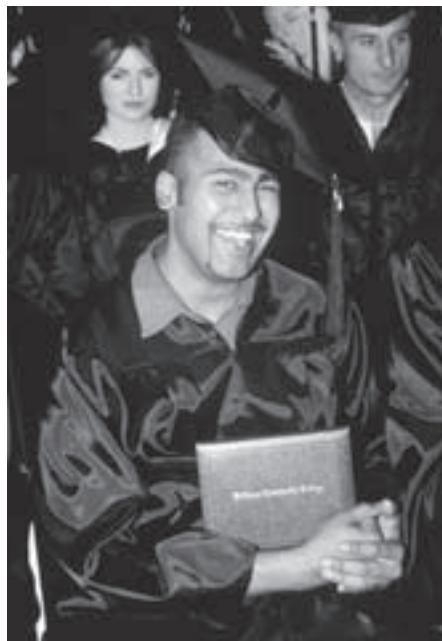
General Educational Development (GED)

This program is available for students 19 years or older so that they can prepare for the GED exam. The exam is available through the Assessment Office. See page 41 for more details.

Associate in Occupational and Life Skills

The Venture Program degree is designed for postsecondary highly motivated young adults with diverse learning, cognitive, and intellectual disabilities. This degree combines academic, workplace, and social/life skills to prepare students for independence and entry-level employment in a variety of settings. Not intended for students pursuing a baccalaureate degree. For admissions information, contact Director Mary Allason at (425) 564-2844 or *mallason@bcc.ctc.edu*.

Continuing Education

Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, developing businesses, technology enthusiasts, retirees, and casual learners seeking personal enrichment. As practitioners in their respective fields, our instructors bring valuable experience and expertise to the classroom. Instruction options range from three-hour workshops to ten-week classes with new offerings starting throughout the quarter. There is a class or certificate path to suit virtually every interest and scheduling requirement.

To review the latest class descriptions, schedules and fees, pick up a copy of the Continuing Education print schedule, visit www.gotobcc.com, or call to speak to one of our knowledgeable customer service representatives at (425) 564-2263.

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.
3. However, these students are admitted quarter-by-quarter and are not considered "continuing students" unless they have been admitted through the Running Start Program.
4. Selected applicants who meet the qualifications for selective-admissions programs.
5. 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 online at *www.bellevuecollege.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.

Formerly enrolled students

In order to regain admission, students who have not attended Bellevue Community College for four consecutive quarters must submit a new application for admission.

General admissions recommended deadlines

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

Bachelor of Applied Science Admissions

Students applying for admission to the bachelor of applied science program must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission, as the number of qualified applicants may exceed the number of available enrollment spaces. Preference is given to applications received beginning December 1 of each year

through March 15 of the following year for admission in Fall Quarter. The final date applications may be submitted is April 15. See pages 25-26 for complete admission and degree information.

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.

College credit programs

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.

Intensive English/University Preparation

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 more than four 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.bellevuecollege.edu.
2. Continuing students are those currently enrolled or those students who have been absent for four quarters or less. Continuing students register at their scheduled times by remote access: online at www.bellevuecollege.edu. System access for adding courses ends on the third day of each quarter, except Summer when it ends on the second day.
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 online 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 who register into another section of the same class they are waitlisted for will be dropped 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 (noncredit) 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 and Fees

Tuition and fees may be paid through Visa, MasterCard, check, or cash. Checks returned because of stop payment will be charged $28.20, 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 $17.80 fee for reinstatement. After the third returned check, including third-party personal checks, the privilege of check-writing will be denied.

Tuition and Fee Rates

The following chart shows the per credit per quarter resident and non-resident 2006-2007 tuition and fees in effect at the time of publication. (See "Residency" for definitions.) Tuition and fees for upper division courses have not yet been established, but they will be similar to those at Washington regional universities.

Please note that all tuition and 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. bellevuecollege.edu)* for current tuition and fee amounts. Additional fees are described below.

Credits	Resident	Non-Resident
1	$81.30	$253.00
2	162.60	506.00
3	243.90	759.00
4	325.20	1012.00
5	406.50	1,265.00
6	487.80	1,518.00
7	569.10	1,771.00
8	650.40	2,024.00
9	731.70	2,277.00
10	813.00	2,530.00
11	836.80	2,557.60
12	860.60	2,585.20
13	884.40	2,612.80
14	908.20	2,640.40
15	932.00	2,668.00
16	955.80	2,695.60
17	979.60	2,723.20
18	1003.40	2,750.80
19 & over	(1)	(2)

(1) Residents will pay $1,003.40 plus $70.35 per additional credit beyond 18.

(2) Nonresidents will pay $2,750.80 plus $242.05 per additional credit beyond 18.

Other Fees

Late registration fee

Students who register after the tenth day of the quarter must use a special permit to enroll form and will be assessed a $119.20 late registration fee for each course in addition to the tuition and fees.

Comprehensive fee

A comprehensive fee is calculated into the student's tuition and fees charged during registration, and is used to provide services for no additional charge. These services include (but are not limited to) parking, unofficial transcripts, and a catalog.

Technology fee

The technology fee ($3.50 per credit to $35.00 maximum) ensures 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 OR by the first day of the quarter, which ever comes first. If students register on or after the first day of the quarter, payment is due immediately. 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 $17.80 fee if they are dropped for non-payment at any time. This fee will be charged each time students are dropped for non-payment in any quarter.

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 authorized by the Washington State Legislature. The college policy offers the maximum refunds allowed by state law. 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 an $8.30 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 noncredit Continuing Education courses (these courses may have a separate refund procedure; students should check the Credit Class Schedule or Continuing Education schedule for details). Tuition refunds for students receiving financial aid are processed by the Financial Aid Office and are generally returned to the program which paid the tuition. Complete withdrawals are processed using the federally-mandated Return of Title IV Funds for federal financial aid and a similar return occurs for state financial aid.

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 $8.30 fee) through the fifth instructional day of the quarter.
- 50% refund (minus $8.30 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 $8.30 fee) through the fourth instructional day of the quarter.
- 50% refund (minus $8.30 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.

The state legislature may revise waivers. Currently the waivers include, but are not limited to:

1. General Waivers

Children of Deceased or Disabled Law Officers and Firefighters

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

Athletic Waiver

Waives 25% of the operating fee of 15 credits for grant-in-aid eligible student athletes (as defined by NAACC).

Veteran Waiver

Waives 25% of tuition and some fees for eligible veterans or National Guard member, child and spouse of an eligible veteran or National Guard member who became totally disabled or POW/MIA .

2. Waivers of Non-Resident Differential in Tuition and Fees

Congressional Dependents

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

Higher Education Employees, Spouses and Dependents

Waives all or a portion of the non-resident differential for those persons living in the state of Washington and employed in higher education on at least a half-time basis and for their spouse and dependent children.

U.S. Citizens and Resident Aliens

Waives 40% of the non-resident operating fee differential, not building differential, after the student has enrolled and paid as a non-resident for one quarter, the waiver may be applied to the second quarter and thereafter.

Refugee Waiver

Waives the non-resident differential for refugees, spouses and dependent with parole status, immigrant visa, or citizenship application for full or part-time students.

Distance Learners

Waives the non-resident operating fee differential, not building fee differential, for students enrolled ONLY in distance education classes.

State Employees, Veterans of Korean Conflict and National Guard

Waives all or a portion of the non-resident differential for full and part-time state employees, veterans of the Korean Conflict and National Guard members residing in the state of Washington (RCW 28B.15.588 and SSB-5189-Chapter 160 Laws of 2003)

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 $7.00 per class, limited to two classes, for adults 60 or older.

State Employees

Waives all or a portion of tuition and services and activities fee for at least half-time eligible state employees with a registration fee of $20 per class plus all fees associated with the class.

4. Ungraded Courses
ABE/ESL/GED

Waives all of tuition for needy students who must provide documentation from organization(s) that verify student's low income status.

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

- 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

- is on active military duty stationed in the state of Washington and their spouse or dependent; or serves in the Washington National Guard and their dependents; or

- is a member of one of several eligible Native American tribes.

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' Advisor 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' Advisor.

All VA benefit recipients are required to enroll in at least 6 credits (Fall to Spring term) per quarter to receive a monthly check. VA will only pay for tuition and fees when a student enrolls 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' Advisor when students suspect they may fail to maintain academic progress.

Students should inform the Veterans' Advisor 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.

Bellevue Community College is now offering a 25 percent reduction in state tuition for eligible veterans and dependents of disabled or deceased veterans. The tuition discount was adopted by BCC's Board of Trustees effective spring, 2007.

Bellevue Community College President Jean Floten believes "It is important that we honor our veterans for their service." Veterans are welcome to visit and learn more about our programs.

Current and new students should contact the Bellevue Community College Veterans' Advisor at (425) 564-2220, Room B123-A, or e-mail *mgeorgia@bcc.ctc.edu* to determine their eligibility.

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.bellevuecollege.edu*,

■ on the kiosks in the Student Services Building: choose the "Student Schedule" button,

■ through the mail: student must 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 Instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

Incomplete = I

No points are calculated for this grade. An "I" grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student's control. The student is responsible for requesting the assignment of an "I" grade and for demonstrating why the "I" is appropriate. Granting the request and assigning the "I" grade is the prerogative of the instructor.

If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an "I" grade at the course instructor's discretion. The nature of the deficiency must be such that removal of an "I" grade is not contingent on subsequent enrollment in the same course by the student.

An "I" will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following Fall term if the "I" is given in the Spring term), and an extension can be granted only with the instructor's approval. If the student fails to complete the designated assignment(s), an "F" grade will be posted.

Academic Standards Policy

Academic Progress

Students will be notified by the registration office regarding Academic Standards once they have achieved 30 credits in residence. Additional information will be provided to students to assist them to graduate in a timely manner and to notify them of the process for applying for graduation. Information provided may include available resources such as advising services, counseling and tutoring center.

Students are making academic progress when they have attempted 30 or more college-level credits, and

- Achieve a cumulative GPA of 2.0 or higher, and
- Complete at least 75 percent of the credits attempted, and
- Complete their degree/certificate before reaching 125 percent of the required credits.

Maintain a 3.5 GPA and be eligible for Phi Theta Kappa membership.

Students who reach 85 percent of the college-level credits required for their degree/certificate will be notified by the office of the Dean of Student Services that they should be nearing completion and inform them of the 125 percent requirement to meet academic progress standard. Students who reach 125 percent of the college-level credits required for their degree/certificate will be required to meet with a counselor for approval of any additional courses. Courses approved will only be those necessary for completion of the degree.

Academic Probation

Students who fail to meet the academic progress standards may be placed on academic probation and their registration blocked until they meet the standard. Students are placed on academic probation when they:

- Fall below 2.00 cumulative GPA after attempting 30 college-level credits, or
- Fail to complete 75 percent of the credits attempted over 3 consecutive quarters, or
- Withdraw from more than 25 percent of their attempted credits over 3 consecutive quarters, or
- Reach 125 percent of the required credits for their degree/certificate program.

Students on academic probation are blocked from registration. They will be contacted by the Counseling Center staff or delegate and offered interventions including a personal academic session. The counselor or delegate may allow the student to register for an upcoming quarter after an approved plan has been formulated. The student will remain on academic probation until he or she meets academic progress standards.

Academic Dismissal

Students will be dismissed from the college and future registration will be blocked when they:

- Reach 60 cumulative GPA credits with a cumulative GPA below 2.00, or
- Reach 140 percent of the required credits for their degree/certificate program, or
- Fail to complete 75 percent of the college-level credits attempted over 4 consecutive quarters, or
- Withdraw from more than 25 percent of their attempted college-level credits over 4 consecutive quarters.

Students who have been dismissed from the college for academic reasons may apply to be reinstated after an evaluation of the circumstances that led to the academic dismissal. The student must submit to the Dean of Student Services a suitable plan to improve academic performance. The student may be referred to the Director of Counseling and be required to participate in intervention(s) designed to improve their academic success, such as a workshop on study skills and time management. If the student is reinstated, their registration will be blocked while a counselor helps with the student's progress.

Petitions to appeal an academic dismissal must be received in writing in the office of the Dean of Student Services 48 hours prior to a meeting of the Academic Standards Committee to be considered during a scheduled meeting. Otherwise, the committee will be convened within ten (10) working days from the date of appeal submission. Students will be mailed a copy of the committee's decision.

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 of their academic dismissal. Approval of these requests is neither automatic nor guaranteed; each request is evaluated on its own merits.

Contesting 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 the grades they have awarded in their 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.

Student Profile

Number of students:................. Approximately 35,000
Gender distribution: ....59% Women, 41% Men
Race/Ethnicity:* ....African-American 3%
.... Alaska Native 1%
....Asian-American 21%
.... Multi-Racial 4%
....Native American 6%
....Native Hawaiian 2%
.... Other 2%
.... Pacific Islander 3%
....White 68%
7% are of the Latino/Hispanic-American ethnic group & may be of any race.
Disabled students: ....Approximately 600 per year
International students:......Over 600 per quarter from
approximately 50 countries

Transferring & 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. 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 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) & 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.

A maximum of 60 AP and/or IB credits may be awarded; however, not all credits may apply toward a BCC degree or certificate.

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."

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."

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 Courses

At BCC, courses numbered 100 or higher are considered "college level." Courses numbered 099 and below help students prepare themselves for college-level work.

College-Level Examination Program (CLEP)

A maximum of 15 restricted 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."

Continuous Enrollment

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.

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 "BTS 165 Credit By Exam 5.0."

Cross-Listed Courses

Certain courses may fulfill requirements in more than one program or discipline. 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 restricted 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."

Out-of-Sequence Courses

Credit is not awarded for prerequisite courses in composition, mathematics, world languages, or sciences 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 (Precalculus I) or MATH 156 (College Algebra for Business & Social Science) may be taken for credit, not both."

Reciprocity Agreement

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation to the Evaluations Office. Students must meet Residency Credit and Continuous Enrollment requirements at BCC.

Residency Credit Requirement

At least one-third of the credits required for an associate degree or certificate must be completed in residency 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

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.

Experiential & Non-Traditional Learning at BCC

BCC provides students with a wide variety of opportunities to actively engage in meaningful applied learning experiences during their course of study at the college. These experiences are designed to help students connect to the wider community and to create an integrated and synergistic matrix of knowledge, skills, and understanding. The deeper and more connected learning that comes from application and reflection is an important part of education at BCC.

Students can take advantage of three major types of experiential learning: Prior Learning Assessment, Academic Internships, and Academic Service Learning.

Prior Learning Assessment

Students can have previous learning assessed for possible college credit at BCC. Prior learning can come from work, education, or life experiences. Interested students should enroll in EXPRL 187, which guides them in preparing a portfolio. The course includes instruction in adult learning theory, identifying relevant past learning experiences, developing specific portfolio outcomes, and determining the type and amount of expected credit. At the conclusion of the class, each student's portfolio will be evaluated by the appropriate department, and a determination of credit will be made.

Academic Internships

BCC develops internship positions for students with a wide range of businesses, non-profit agencies, governmental organizations, and BCC programs, so that students will have the opportunity to engage in meaningful work-based learning related to their studies at the college. The college's Internship Program will assist students with resume and interviewing strategies, help them identify positions related to their career path, and enroll them for academic credit in EXPRL 191, 192, or 193 if they are selected for an internship. The internship is guided by well-defined learning goals that each student chooses with the help of faculty and agency personnel. Students may participate in an internship to help decide on a career path, to learn more about their chosen field, or to make connections for career advancement.

Academic Service Learning

Many classes at BCC have a service learning component, in which students do a community service project as part of their class work. The service is integrated with class instruction and focuses on critical, reflective thinking and civic responsibility. It is tied to the learning outcomes for the course.

Please check the course schedule for classes that provide service learning opportunities.

Academic Concentration

Certain departments and programs at BCC offer an "academic concentration" option. Students who are pursuing an Associate in Arts and Science 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 basic skills and 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 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 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.

Graduation with Distinction

The college encourages students to achieve the highest level of scholarship in pursuit of their educational goals. Students who have earned a degree or certificate of achievement and have maintained a high cumulative grade-point average will receive recognition in the printed program at the June commencement, and on degrees and transcripts. Credits and grades transferred to BCC from other colleges and universities are not included in the calculation of the cumulative grade-point average. Distinction is recognized as follows:

- Cumulative grade point average of 3.50-3.74 – "With Distinction"
- Cumulative grade point average of 3.75-4.0 – "With High Distinction"

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 generally 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 invited to participate in the June commencement ceremonies.

Student Records

Access to student enrollment information and grades is available on the BCC website. SID and PIN are required. 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.

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 releasable 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

A permanent official transcript will be sent to the student, 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. Access to grades may be withheld if any financial or other obligations are not fulfilled such as outstanding tuition and fees or fines, or for unreturned college property. There is a $5.50 processing fee for each official transcript ordered. For instructions on ordering transcripts, call (425) 564-2222 or go to the BCC website.

Credit Class Schedules

Bellevue Community College publishes and distributes its 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. Schedule information is also available on the BCC website.

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

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.bellevuecollege.edu.

Academic Success Center

Located in D204, The Academic Success Center includes four facilities: Academic Tutoring, Reading, Writing and Math Labs. For hours, to make an appointment, and other information, please call the front desk at (425) 564-2200 or visit us online at *www.bellevuecollege.edu/academicsuccess.*

- **Academic Tutoring:** provides 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 on a drop-in basis, when available, by students performing at any grade level. Please call (425) 564-2468 or visit *www.bellevuecollege.edu/tutoring* for more information.
- **The Math Lab:** operates on a purely drop-in basis and has at least three tutors available at any time for free assistance. Please call (425) 564-2492 or visit *http://scidiv.bcc.ctc.edu/MathLab.*
- **The Writing Lab:** provides one-on-one tutoring for 25 minutes per session for help with essays, resume writing, personal statements for college applications and more. For an appointment call (425) 564-2493 or visit *www.bellevuecollege.edu/writinglab* for online resources.
- **The Reading Lab:** serves many levels of need. The lab may be used independently to practice vocabulary, speed and comprehension but may also include registration in a one- or two- credit developmental English course. Call (425) 564-2494 or visit *www.bellevuecollege.edu/writinglab/ReadingLab.html* for more information.

Assessment

BCC requires that 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 & Women's Center

The Career Center and the Women's Center offer a variety of services to increase students' success in attaining their educational and career goals. All services are available to both men and women. They offer assistance with career planning in both traditional and non-traditional careers, job search skills, academic internships, work-study opportunities, scholarship search, resource referrals, and job and internship postings via the Web.

To help explore different career choices or plan a career, they provide credit and non-credit classes and workshops, where emphasis is placed in developing lifelong skills; networking with other students and business leaders; and facilitated in-depth reflection of career and life goals. Career consultants can help direct students to an appropriate class or can offer individualized career planning, including Myers-Briggs and Strong Interest Inventory career assessments. Their computer resource area is equipped with programs and websites to help students explore the labor market.

The Centers are a great resource for getting job search assistance. The resume writing and interviewing strategies class is individualized and interactive, involving employers to tell students what they want to see in a candidate. Career consultants also offer individualized resume and cover letter critique. The job shadowing and professional networking class connects students to professional mentors in their fields of interest.

The internship coordinator can help search for an internship that will also earn credit through the Academic Internship Program. They offer an active Web-based job and internship posting board to aid in career or internship search at *www.bellevuecollege.edu/careers.*

They also provide referrals to services and resources, and assistance in searching for scholarships. Visit the Centers on the second floor of the Student Services Building, Main Campus, call (425) 564-2279 or visit *www.bellevuecollege.edu/careers* for more information.

Counseling Center

Academic, career, and personal counseling services are available to enrolled BCC students. Students use the services of the 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 (425) 564-2212.

Disability Support Services

Disability Support Services (DSS) provides academic adjustments and auxiliary aids or core services for equal access to classes for eligible students who have disabilities. Appropriate accommodations are authorized when a student requests them after following the eligibility processes set by disability laws and college procedures. Part of the eligibility process includes the student submitting documentation of his/her disabling condition(s).

The program provides opportunities for students to build skills in self-advocacy, knowledge of institutional systems and knowledge of internal and community resources. DSS facilitates referrals to outside agencies and other BCC programs as well as providing advocacy when appropriate.

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 six weeks to six years old. It provides affordable, quality childcare with ongoing preschool activities. Parents enrolling their children are asked to participate in the Parent Involvement program. Low-income families may apply for enrollment in Head Start, an enhancement program for children three to five years old. Call (425) 564-2240 for more information. (See also: Parent Education)

Educational Planning Resource & Transfer Center

Curriculum Advising

A returning or continuing student whose major is undecided/exploratory may schedule a half-hour appointment with a curriculum advisor by calling (425) 564-2212. Students who have declared a major but are not sure where to go next can consult the program contact information provided at *www.bcc.ctc.edu/programs/az/*.

New Student Advising

Whether you are new to college or a returning student, academic advising is the first step to a successful academic experience. As a new student, an advisor will assist you with understanding degree requirements, choosing appropriate coursework, and designing an educational plan. In addition, you will learn about valuable student resources. For more information go to: *www.bellevuecollege.edu/advising* or call (425) 564-2212.

Transfer Center

Located on the second floor of the Student Services Building, the Transfer Center provides self-service resources for students planning to transfer to baccalaureate institutions (four-year colleges). The Center hosts admissions representatives from colleges and universities to meet with students throughout the year and sponsors a college fair every quarter. For a quarterly schedule of campus visits and appointment information, please see *www.bellevuecollege.edu/advising/transfer.asp* or call (425) 564-2212.

Prospective Student Info Sessions

Regularly scheduled information sessions are open to anyone interested in learning more about becoming a BCC student. Attendees will receive an overview of the admission and assessment procedures, and degrees/certificates offered at BCC. More information is available online at *www.bcc.ctc.edu/advising/infosessions.asp*.

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 at *www.FAFSA.edu.gov*, or call (425) 564-2227.

If you have completed the FAFSA and your family's circumstances have changed dramatically in 2007 (e.g., loss of job, death, sep-aration, etc.) ask in the Financial Aid Office about special conditions.

Application Procedure

The priority processing deadline is April 16; applicants who complete the aid process and make the April 16 deadline are given priority consideration for the upcoming Fall quarter. Students who missed the priority deadline should plan to pay their own Fall tuition and fees. Applications received after that due date are processed in the order received. Within the same academic year, when students are eligible for grant aid or chose to borrow a student loan, they can receive financial aid retroactively for the quarters they paid their own tuition and fees, provided that they make satisfactory academic progress. Forms and instructions for applying for aid are on the BCC website.

Family Contribution & Family Need

The Financial Aid office uses the Expected Family Contribution (EFC) which appears on the Student Aid Report (SAR) or processed FAFSA to calculate financial awards. The EFC is calculated using a federal methodology and 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 as follows:

> Cost of Attendance
> – Expected Family Contribution
> = Financial Need

Worksheet: Cost of Attendance for 9 Months

	Living With Parents	Living In Apartment
Books & Supplies	$ 900	$ 900
Rent/Food/Utilities	$ 2,532	$ 7,842
Transportation	$ 1,200	$ 1,044
Misc./Personal	$ 1,548	$ 1,890
Subtotal	$ 6,189	$ 11,676
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 7.*

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

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional need, with priority given to students who receive a federal Pell Grant.

Federal Pell Grant

The federal Pell Grant is 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 & 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 8 for more information.

Tuition Waiver: Waives a portion of operating fees for residents and non-residents for needy financial aid applicants.

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*.

Satisfactory Academic 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 at *www.bellevuecollege.edu/financialaid/2007-2008-SAP-POLICY.pdf*.

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 noncredit community English as a Second Language (ESL) classes at BCC.

ISP assists international students in achieving their educational goals at BCC. ISP also fosters cross-cultural experiences on campus for 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. Labs include:

- AutoCAD/Interior Design lab
- Basic Skills lab
- Developmental Math lab
- Digital Music lab
- Information Systems lab
- IT/Tech support lab
- Interactive Multimedia lab
- Mediated Math lab
- Nursing lab
- Open Computer lab
- Physics lab
- Reading/Writing labs
- Science Study Center
- Video and Animation lab

For more information about labs available for BCC student use, visit *www.bellevuecollege.edu/resources/computing*.

Library Media Center

The Library Media Center (LMC) staff assists students in finding print, online, and audiovisual materials to help them in their coursework. Librarians are available during all open library hours to help students with their research. They also teach library instruction sessions for classes in a computer-equipped classroom. Thirty computer workstations give access to the World Wide Web. Three additional computer workstations provide adaptive technology for students with special needs. The library home page (*www.bellevuecollege.edu/lmc*) has links to BCC and local library catalogs, full-text online magazine, book, and image databases. Students have access to a wireless network using their personal laptops. The Media Center has laptop computers and network cards that students may borrow for use on campus. They can view movies and listen to music in individual media carrels or in the group viewing rooms. Other services include color photocopying, lamination, and media duplication. Study rooms are available for individual study or group discussions.

Multi-Cultural Services

The Office of Multi-Cultural Services (MCS) provides academic support services and advocacy for students of color, low income students, first generation students, and students with disabilities. The MCS program goal is to implement strategies to increase student retention and enhance student success. Additionally, MCS is a partner in promoting cultural diversity within the college and surrounding community.

MCS assists the college in recruiting and retaining students from under-represented constituencies. Support services include recruitment outreach, academic advising, counseling, advocacy, course instruction, limited tutoring and mentoring support, advising cultural clubs/organizations, and curriculum and policy development. MCS also provides information about scholarships, internships, and community resources which may support student retention. 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.bellevuecollege.edu/campusops/publicsafety/reports/*.

Parking

The college maintains more than 3,100 student parking spaces, with reserved areas for carpools (3+ people per car) and drivers with disabilities 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, and/or impoundment as well as possible referral to collections.

Appealing Citations: 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

By enriching student life through leadership opportunities, personal learning, and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation, and student success. We empower our students to contribute to our community as better world citizens. Stop by C212 in the Student Union Building, call (425) 564-6150, or visit *www.bellevuecollege.edu/stupro.*

The Student Programs Office coordinates the following activities:

- Alumni outreach
- Associated Student Government (ASG)
- Campus Activities Board (CAB)
- Campus Business Center
- New Student Orientation
- Student Handbook
- Student Leadership Institute

This program is aimed at providing a pool of future leaders to sustain a globally engaged, diverse, and vibrant community. The core values of the program are deeply rooted in concepts of servant leadership and community stewardship. Programs offered through the Student Leadership Institute:

- Leadership classes and certificates
- Leadership retreats/workshops
- Peer to Peer Mentoring Program
- Volunteer Program

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.

Veterans' Programs

The Veterans' Advisor Office in room B123A assists veterans, reservists, dependents, and VA chapter 31 students with eligibility questions. When students are called for duty during a quarter of attendance, they must present their orders to the Veteran's Advisor for assistance with a military withdrawal. Call (425) 564-2220 for more information.

Worker Retraining

Worker Retraining provides tuition assistance for qualifying students. Funding can cover credited occupational that support employment objectives. Worker Retraining students will receive priority registration, educational planning, and assistance in locating other funding resources while pursuing a certificate, degree or individualized training 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.
- You are working and meet two of the three criteria below:
- Your job is not in "demand"
- You do not have a college degree or certificate of 45 credits
- You must upgrade your skills in order to remain employed in your current job

Orientation sessions are offered Tuesdays at 1:00 p.m. Call (425) 564-4054 or e-mail 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

An 11-week computer course for beginner computer users. Job placement assistance is offered at completion of class. Possible internship opportunities available.

English as a Second Language (ESL)

An 11-22 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. Service learning opportunities available.

WorkFirst Financial Aid

Offers free books and tuition in approved professional/technical programs. Must be working to qualify.

WorkFirst Contact Information:

Computer Basics and Software Fundamentals

(425) 564-4180 or e-mail *bbailey@bcc.ctc.edu*

WorkFirst Financial Aid

(425) 564-2363 or e-mail a*scego@bcc.ctc.edu*

English as a Second Language (ESL)

(425) 564-5083 or e-mail *enutter@bcc.ctc.edu*

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 & Women's Center

In addition to student support services (see page 15), BCC's Career Center & Women's Center offer credit and noncredit classes and workshops on career and life planning, resumes and cover letters, interview strategies, etc. Visit the Centers on the second floor of the Student Services Building, Main Campus, call (425) 564-2279, or go to *www.bellevuecollege.edu/careers* for more information.

Continuing Education Programs

Bellevue Community College is the most comprehensive provider of continuing education courses in Washington State. These non-degree classes and workshops focus on students' immediate interests and needs. With more than 500 subjects to choose from, offerings range from professional development and career transition tracks, including a number of certificate programs, to exciting personal enrichment opportunities. To receive a current course schedule, call (425) 564-2263 or visit *www.gotobcc.com/ce/classes.*

Art-Zones

Expand your creative horizons by taking a course in the visual, literary, design, performing, or media arts. Classes are geared toward the novice as well as the seasoned professional. Our conveniently located classrooms can be found at BCC's Main Campus, North Campus, and a variety of satellite locations throughout the Eastside.

Business & Professional Development

Stay professionally relevant with the skills necessary for keeping up with the demands of a constantly evolving workplace. Take advantage of courses in accounting, payroll, small business development, management/leadership, communication, writing, marketing, information management, and career planning. Certificate tracks are available in project management, human resources management, non-profit management, risk management, and technical communication. CEUs and industry continuing education hours are available.

Business Training Institute

The Business Training Institute is a regional leader in providing customized training for the business community. With deliverable instruction options, there's a convenient and scalable training approach that can be tailored to suit virtually any business need. Offerings include both credit and non-credit classes which can be flexibly administered on-site at your place of business or at one of our campuses. Common training requests include project management, MS Office applications, business communications, introductory and advanced programming languages, leadership and development, English as a Second Language, and world languages. For further information, contact (425) 564-3163 or *biztrain@bcc.ctc.edu.*

Computers & Technology

BCC is designated as the Washington State Center for Information Technology (IT) Excellence and a Microsoft IT Showcase School, and is the leading provider of IT education and training solutions for the incumbent workforce in the region. Choose from hundreds of course offerings focused on current 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, 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 Program Member, a member of the Global Wireless Education Consortium (GWEC), a BICSI training provider, a registered provider for the TIA Convergence Technologies Program, and a participant in the Cisco Systems Networking Academy. CEUs and industry continuing education hours are available. Using PCs that meet industry standards, Cisco networking equipment, a telecommunications lab, and a staff of trainers drawn from local consulting firms and industry, BCC offers students training opportunities seven days a week. In addition, open lab computer space is available for students to pursue studies, homework, and technical issues outside of class. The training empowers adult learners to use technology to meet business, personal, and professional goals.

Fast Track Technology Programs

BCC Continuing Education offers intensive, full-time programs that prepare adult learners for careers in high demand fields such as computer programming, database management, and network administration. These programs focus on market-demand workforce technical and business skills and industry recognized certifications. Classes are offered in daytime and evening formats. Textbooks, certification vouchers (1 per scheduled exam), Self Test practice exams, a technical reference library, and a shared lab environment are provided to support and enhance the curriculum and promote success. Many offerings can be taken for a letter grade, pass fail, or as an audit. Your preference will be reflected on your BCC transcript. For more information about the programs and qualifications for admission, call (425) 564-4005 or e-mail *fasttrack@bcc.ctc.edu.* See page 97 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 both health care professionals and the general public. Nursing professionals can chose from an array of continuing education offerings, including RN Refresher and a Nursing Assistant Certification program. Those pursuing employment as medical coders, medical billers, nursing assistants, or phlebotomists may also 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, sonographers, and others. For the general public, the Institute offers a variety of classes in health, wellness, fitness, family, and parenting topics.

Online Learning

For students who prefer the pace and ease of online classes, Continuing Education offers classes in desktop applications, paralegal certification, digital photography, basic programming and much more. These classes are self-paced and may include personalized instructor feedback through e-mail. Refer to www.gotobcc.com for a complete listing of classes.

Personal Enrichment (Explore!)

Choose from a variety of personal enrichment courses designed to enhance your life and to explore new interests. Whether your interests are food and wine, fitness, recreation, finance, home and garden, or personal growth, there's a class for you. Many offerings are suitable for the whole family to enjoy together.

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 135-137.

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.wsbdc.org.

Summer Programs for Teens

This exciting program offers classes designed especially for teens and is available during the summer months. Class categories include academic achievement, technology, the arts, languages, and recreation. Classes are designed for 12-17 year old students (unless otherwise noted) and are taught by experienced instructors. Take advantage of this unique opportunity to get a taste of the college experience early! To checkout current or upcoming classes visit *www.gotobcc. com/summer* or call (425) 564-2263.

Technical Communication

The Technical Communication program offers nondegree classes and certificate programs in the following concentrations: Technical Writing and Communication, Professional and Technical Editing, Information Design, Programmer/Writer, Programmer/Editor, and Technical & Science Writing. 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 cover a variety of subjects. Weekly classes are for personal enrichment and are conducted in a relaxed atmosphere. For information, call (425) 564-4400 or go to *www. gotobcc.com/telos.*

Testing Center

The BCC Testing Center is a state-of-the-art facility offering 19" monitors and a comfortable test environment. The Test Center provides assessment for incoming credit students and is an ACT and Prometric authorized testing center, providing certification testing for industry professionals. In addition, exam proctoring services are available for testers seeking to complete exams through their secondary school, college, university, employer, or a government agency. Call (425) 564-4006 or visit *www.gotobcc.com/testing* for more information.

World Languages & Travel

Continuing Education offers degree instruction in 18 languages, including American Sign Language and Latin. Classes on world cultures, international business practices, and travel are also available. For information on certificate courses for credit in translation and interpretation, see pages 111 and 140.

Distance Education: Online and Telecourses

BCC Distance Education opportunities are designed to provide 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 DVD or videotapes available for rental from the Distance Education Office.

Transfer degrees and professional/technical certificates can be earned solely through Distance Education courses. The cost per credit hour is the same as other state resident BCC credit courses, plus additional per-course fees, where applicable.

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

The International Business Professions (IBP) program is a one year course of study for overseas, adult students interested in upgrading their business and English skills by taking a combination of English, Business, and academic (college level) classes. Upon completion of three quarters of coursework, students are placed in an unpaid observational internship. Students receive a completion note on their official transcripts upon successful completion of the IBP Program.

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.

High School Programs

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.

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 high schools in the area.

High School Enrichment

This program is available for students who are 16-17 years old and still in high school, regardless of grade level. Enrichment students choose this option to enhance their high school curriculum by taking more challenging, college-level classes. A BCC assessment is required to gain admission, as well as a mandatory orientation session. Call (425) 564-2026 or visit *www.bellevuecollege.edu/hsprograms/enrichment* for more information, including dates and deadlines.

General Education Development (GED)

BCC offers courses to prepare students for the five-part General Education Development exam. The GED test is available at BCC for a $75 fee. Those who successfully complete the test will earn a certificate of General Education Development.

Running Start

Running Start is a partnership between BCC and local public high schools. Applications are available at BCC and in high school counseling offices. To qualify, students must be classified as a junior or senior, attend a mandatory orientation and 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.

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. Call (425) 564-6159 for more information.

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, visit *www.bellevuecollege.edu/ids.*

Parent Education/ Early Learning

Parent Education classes consist of child-centered early learning classes and adult-centered lectures and discussion groups. There are classes for parent and infants, toddlers and preschool age children ranging from one-day-a-week to four day preschools. Classes are located in cities throughout the BCC district as well as on our main campus. Initial registration for each school year (September-June) begins in January with continuous registration until classes fill. Please call (425) 564-2374 or visit *www.bellevuecollege.edu/parent-ed* for program information. To register for parent education classes, call (425) 564-2365.

BCC Kids Summer Camp for children three to five years old is held on the BCC campus, with each two-week session offering stimulating and fun activities to keep the kids busy and learning. Registration begins in late March, for a flyer and registration information call (425) 564-2365.

For information on the Parents as Learners in School (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, cognitive, and intellectual disabilities in an integrated program of academics, social/life skills, and workforce development. For admissions information, contact Director Mary Allason at (425) 564-2844 or *mallason@bcc.ctc.edu.*

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.

Bookstore

The BCC Bookstore features textbooks, school and office supplies, greeting cards, snacks, gifts, sundries, and BCC logo clothing. The Bookstore annex in the Student Union Building (C106) carries art supplies. The North Campus Bookstore carries textbooks and supplies for Continuing Education and credit classes held at that site.

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 County Metro; telephone (206) 553-3000, website at *http://transit.metrokc.gov.*

Dance

Members of the Eastside Moving Company dance ensemble work with professional choreographers in jazz, modern, 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 page 81).

Drama

The Drama Department produces plays each quarter for credit. Twice a year the department produces an intimate musical or dramatic production in the Stop Gap Studio Theater, with open auditions, as the Drama 280 class. Recent productions include *Lonely Planet, The Heidi Chronicles, Urinetown the Musical, The Real Inspector Hound,* and *Come Back to the Five and Dime, Jimmy Dean, Jimmy Dean.*

Each Winter the Drama Department produces a large mainstage production in the Carlson Theater. Recent productions have included *The Rocky Horror Show, The Philadelphia Story, Six Degrees of Separation, Rosencrantz and Guildenstern Are Dead,* and *The Fantasticks.* Auditions are open to the campus community. Students earn credit for acting in this production as well as participating in a seminar specifically designed to add to the performer's experience.

The BCC Drama Department is very active in the NW Drama Conference and the Kennedy Center American College Theatre Festival which offer opportunities for students of all levels and in all theatrical fields.

Acting, design, tech, musical theatre and literature classes are also offered, and students may earn credit for offstage participation, including construction and backstage work for the productions.

The college's drama club, Stage Fright Student Drama, 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. Stage Fright also sponsors a year-end trip to the Shakespeare Festival in Ashland, Oregon. Stage Fright is open to anyone in the campus community.

Please see our website at *www.bellevuecollege.edu/artshum/drama* for more information.

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.

The Gallery Space

BCC's new art gallery has over 2000 square feet of floor space and has revolving exhibits by present and former students, faculty and staff members, and nationally recognized artists are presented on a rotating basis throughout the academic year. Gallery Space is dedicated to providing the campus community with the opportunity to view high quality artwork from a multiplicity of backgrounds, styles and media. Are you an artist? Individual professional artists, student artists and groups are encouraged to apply. Questions? Please call (425) 564.2053. Located on the second floor of the D Building, Room 271.

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.

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 Willard Geer Planetarium is the only planetarium located at a community college in Washington state. It is available to BCC astronomy students, visiting school groups, and on a quarterly basis, the general public. The planetarium projector replicates the night sky on the domed ceiling, accurately projecting the positions of the sun, moon, planets, and stars.

Publications

Student Handbook

The Student Handbook, produced by the Student Programs Office, gives information on campus services, programs, departments, college policies, student code, etc. Handbooks are free and are available at the Campus Business Center (C105), the Student Programs Office (C212), the Student Services Center, the student union kiosks, and online at *www.bellevuecollege.edu/stupro/*.

Literary and Arts Annual: Arnazella

Arnazella, BCC's student-produced literary and arts publication, features essays, short stories, poetry, and art. 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 interest but no experience. Enrollment in journalism courses is encouraged but not required to participate as a *Jibsheet* staff member. The newspaper is entirely student-run with occasional guidance from a faculty advisor. Students interested in joining the newspaper staff should contact advisor Janelle Ducey at (425) 564-3065 or *jduceyc@bcc. ctc.edu. The Jibsheet* is available online at *www. thejibsheet.com*.

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, *kbcs.fm*. To request a sample program schedule, please call KBCS at (425) 564-2427.

Intercollegiate Sports	
Women	**Men**
Fall	
cross country	cross country
soccer	soccer
volleyball	
Winter	
basketball	basketball
Spring	
softball	baseball
golf	golf
tennis	

Sports Programs

Intercollegiate Athletics

Anyone enrolled as a full-time student (12 credits or more) is welcome to try out for BCC intercollegiate athletic teams. Registered students attend games free of charge. Equity in athletics data are available for public inspection in the Athletics Office, G100. BCC belongs to the NWAACC (Northwest Athletic Association of Community Colleges).

Intramurals and Sports Clubs

Aerobics, basketball, pickleball, 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.bellevuecollege.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 *www.bellevuecollege. edu/stupro/stupro/*.

General Education

A truly liberal education is one that prepares us to live responsible, productive, and creative lives in a dramatically changing world. It is an education that fosters a well-grounded intellectual resilience, a disposition toward lifelong learning, and an acceptance of responsibility for the ethical consequences of our ideas and actions. Liberal Education requires that we understand the foundations of knowledge and inquiry about nature, culture, and society; that we master core skills of perception, analysis, and expression; that we cultivate a respect for truth; that we recognize the importance of historical and cultural context; and that we explore connections among formal learning, citizenship, and service to our communities.

from the Association of American Colleges & Universities, "Statement on Liberal Learning"

Bellevue Community College subscribes to the educational purposes and values articulated in the AAC&U's "Statement on Liberal Learning" and is committed to providing students a comprehensive learning experience which addresses critical dimensions of student personal, professional, and intellectual growth. Accordingly, the college has developed a general education program that incorporates the essential elements of liberal learning.

BCC's General Education program is designed to address areas and specific requirements which ensure that students' learning experiences prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners. To ensure ease of student transfer, BCC has carefully formulated its General Education requirements to correspond with lower division and general requirements at other community colleges and at typical baccalaureate institutions.

In addition to completing the distribution requirements for specific degrees, BCC students must take courses that address the five categories of general education. Opportunities to develop these skills are incorporated throughout the college curriculum, with different courses supporting different general education goals.

Students in professional/technical Associate of Arts degree programs will fulfill the college's general education requirements by completing the courses required for the particular program. Other degrees offered at BCC are designed to provide appropriate levels of student preparation and learning in the general education categories identified in the chart below.

Students meet General Education Requirements by taking ONE course rated 3 or TWO courses rated 2.

For a complete list of general education course ratings, please go to *www.bellevue college.edu/catalog/degrees/gened.*

General Education Competency Requirements for Degrees at Bellevue Community College					
Description of General Education Competencies		**Description of Degree Requirements**			
Outcome Cluster	Outcome Area*	For all DTA/MRP Degrees	AAS-T & AA	AS – Tracks I, II	AAGS
Effective Date		**Winter 2005**	**Fall 2005****	**Fall 2005**	**Summer 2006**
(A) Reasoning	Critical Thinking, Creativity, Problem Solving Quantitative/Logical Research/Information Literacy	One from Each Area (3)	One from Each Area (3)	Critical Thinking & Quantitative/ Logical (2)	Critical Thinking & Quantitative/ Logical (2)
(B) Communication	Reading Writing Listening & Speaking Visual Computer Literacy	Writing plus Any Two Areas (3)	Writing plus Any Two Areas (3)	Writing only (1)	Any One Area (1)
(C) Responsibility	Self-Assessment/Life Goals Group Processes Ethics Lifelong Learning	Any Two Areas (2) ***	Any One Area (1)	None	None
(D) Cultural Traditions	Historical & Intellectual Perspectives Aesthetic Awareness Cultural Diversity	Cultural Diversity plus Any One Area (2)	Cultural Diversity plus Any One Area (2)	Cultural Diversity only (1)	Cultural Diversity only (1)
(E) Science & Environment	Nature of Science Science & the Natural World Technology & Society	Any Two Areas (2)	Any One Area (1)	Nature of Science and Science & the Natural World (2)	Any One Area (1)
Gen Ed Competency Totals	**18**	**12**	**10**	**6**	**5**

*A requirement is met in an outcome area by taking one course rated 3 or two courses rated 2 in that area. See Course Catalog for ratings.

**General Education requirements for Health Sciences AA degrees and certificates will be completed for 2008 implementation.

***The first "responsibility" outcome area will be a requirement for the AAS-DTA and AB-DTA in 2008 and the second in 2009.

Bachelor of Applied Science Degree:

The college offers a Bachelor of Applied Science degree (BAS) in the field of radiation and imaging sciences. This is a career-oriented bachelor degree completion program for those who have achieved national certification in radiologic technology, diagnostic ultrasound, radiation therapy, or nuclear medicine.

The degree offers a professionally relevant curriculum, designed to prepare radiation and imaging professionals to successfully compete for positions that require advanced technical certifications or supervisory and management skills.

The 180 credit program is comprised of:

- 65 credits earned through achievement of national certification in the student's professional field;
- 25 credits of demonstrated satisfactory completion of specific general education requirements; and
- 90 credits earned through the general program and concentration requirements.

The program offers two concentrations:

- **Radiation and Imaging Management** (RAIM) - for technologists who wish to lead radiation and imaging departments and clinics.
- **Radiation and Imaging Technology** (RAIT) - for technologists seeking advanced technical expertise leading to additional certification.

Bachelor of Applied Science Admissions

Students applying for admission to the bachelor of applied science program must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission, as the number of qualified applicants may exceed the number of available enrollment spaces. Preference is given to applications received beginning December 1 of each year through March 15 of the following year for admission in Fall Quarter. The final date applications may be submitted is April 15.

Eligibility

1. National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography.
2. Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.5 or better:
   - College level English composition
   - Intermediate algebra (or assessment into a higher level course)
   - Two courses in human anatomy and physiology; or certification in Computed Tomography (CT) or Magnetic Resonance Imaging (MRI)
   - Humanities course
   - Social sciences course.

Application Process

To be considered for the bachelor of applied science program prospective students are required to submit the following:

- Completed bachelor of applied science application form.
- Nonrefundable application fee of $125.
- Official transcripts from a regionally accredited college.
- Proof of national certification in one of the four identified fields.
- Two letters of recommendation, on company letterhead, from someone who personally knows your work, such as your current or past supervisor, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS program. If you are applying for this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors on college letterhead.
- Personal statement no more than 500 words discussing your work experience; your personal and professional goals; advanced certifications you possess; any specific or unique attributes you will bring to the program; any challenges or hardships you have overcome in pursuing your educational or work goals; or any other special considerations that you believe will make you a good candidate for the program.

Applications and instructions are available on the website *(www. bellevuecollege.edu/bas)*, at the BCC Student Service Center, or from the Radiation and Imaging Science department office in room B243 or by calling (425) 564-2264.

Basic Requirements for Graduation:

A complete description of the required curriculum for each concentration is shown on page 26.

- Demonstration of proficiency in intermediate algebra.
- National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography.
- Demonstrated completion, or the equivalent, from a regionally accredited college with a GPA of 2.5 or better; college-level English composition; two courses in human anatomy and physiology (or certification in Computed Tomography (CT) or Magnetic Resonance Imaging (MRI)); humanities course; social sciences course.
- Completion of 90 quarter credits in the general program and concentration requirements, with the grade of C, or better.
- BCC cumulative GPA must be a minimum of 2.00.
- At least 45 upper division quarter credits for the degree must be completed in residence at BCC.

For tuition information, see page 7.

Bachelor of Applied Science – Radiation and Imaging Sciences

Requirements 2007-2008

Courses may be subject to prerequisites and minimum grade requirements. Check the on-line or printed catalog for more information: *www.bellevuecollege/catalog/courses*.

Management Concentration

Proficiency Requirement	Course Title	Credits
Math 099	**Intermediate Algebra** . . . . .N/A	

Lower Division Requirements	Course Title	Credits
	National Certification in Radiologic Technology, Diagnostic Ultrasound, Radiation Therapy or Nuclear Medicine	65
ENG 101	**Written Expression**	5
BIOL 260	**Human Anatomy and Physiology I**	5
BIOL 261	**Human Anatomy and Physiology II**	5
Humanities	**From AAS/DTA transfer list**	5
Social Science	**From AAS/DTA transfer list**	5

General Program and Concentration Requirements

Course No.	Course Title	Credits
MATH 130	**Introduction to Statistics**	5
GBUS 101	**Introduction to Business**	5
PHIL 365	**Biomedical Ethics: Theory and Practice**	5
SPCH 330	**Intercultural Communication for the Professional Practitioner**	5
ECON 315	**Economics of Health Care**	5
RAIM 301	**Essentials of Imaging and Therapy**	5
RAIM 320	**Finance and Accounting for Health Care**	5
RAIM 325	**Organizational Theory and Behavior**	5
RAIM 340	**Human Resources Management in Health Care**	5
RAIM 350	**Legal and Regulatory Aspects of Health Care**	5
RAIM 401	**Marketing in the Health Care Environment**.	5
RAIM 410	**Institutional and Departmental Accreditation**	5
RAIM 440	**New Business Planning for Health Care**.	5
RAIM 460	**Management and Leadership**	5
RAIM 475	**Capstone Project**.	5

Choose from the following: **5**

ENGL 201	**The Research Paper**	5
ENGL 270	**Professional Report Writing**	5

Choose from the following: **10-12**

RAIT 301	**Sectional Anatomy**	3
RAIT 302	**Body Pathophysiology**	3
RAIT 303	**Neuropathophysiology**	3
RAIT 310	**CT Instrumentation & Procedures**	3
RAIT 311	**Clinical Practicum – CT**.	12
RAIT 315	**MRI Instrumentation & Procedures**	3
RAIT 316	**Clinical Practicum – MRI**.	12
RAIT 320	**Interventional Procedures**	3
RAIT 321	**Clinical Practicum – Interventional**	12
RAIT 325	**Mammography**	8
RAIT 326	**Ultrasound Physics for Mammographers**	3
RAIT 327	**Breast Ultrasound for Mammographers**.	3
RAIT 328	**Ultrasound Equipment for Mammographers**	2
RAIT 350	**Nuclear Cardiology**	5
RAIT 360	**Positron Emission Tomography**	3
RAIT 361	**Clinical Practicum – PET**	12
RAIT 401	**Advanced Sectional Anatomy**	2
RAIT 410	**Advanced CT Procedures**	3
RAIT 415	**Advanced MRI Procedures**	3
RAIT 490	**Information & Image Mgmt**	3
RAIT 495	**Quality Assurance/Accreditation**	5

TOTAL CREDITS REQUIRED		**180**

Technology Concentration

Proficiency Requirement	Course Title	Credits
Math 099	**Intermediate Algebra** . . . . .N/A	

Lower Division Requirements	Course Title	Credits
	National Certification in Radiologic Technology, Diagnostic Ultrasound, Radiation Therapy or Nuclear Medicine	65
ENG 101	**Written Expression**	5
BIOL 260	**Human Anatomy and Physiology I**	5
BIOL 261	**Human Anatomy and Physiology II**	5
Humanities	**From AAS/DTA transfer list**	5
Social Science	**From AAS/DTA transfer list**	5

General Program and Concentration Requirements

Course No.	Course Title	Credits
MATH 130	**Introduction to Statistics**.	5
GBUS 101	**Introduction to Business**.	5
PHIL 365	**Biomedical Ethics: Theory and Practice**	5
SPCH 330	**Intercultural Communication for the Professional Practitioner**	5
ECON 315	**Economics of Health Care**	5
RAIM 301	**Essentials of Imaging and Therapy**	5
RAIM 460	**Management and Leadership**	5
RAIM 475	**Capstone Project**.	5
RAIT 301	**Sectional Anatomy**	3
RAIT 302	**Body Pathophysiology**	3
RAIT 303	**Neuropathophysiology**	3
RAIT 495	**Quality Assurance/Accreditation**	5

Choose from the following: **5**

ENGL 201	**The Research Paper**	5
ENGL 270	**Professional Report Writing**	5

Choose from the following: **31**

RAIM 320	**Finance and Accounting for Health Care**	5
RAIM 325	**Organizational Theory and Behavior**	5
RAIM 340	**Human Resources Management in Health Care**	5
RAIM 350	**Legal & Regulatory Aspects of Health Care**	5
RAIM 401	**Marketing in the Health Care Environment**.	5
RAIM 410	**Institutional and Departmental Accreditation**	5
RAIM 440	**New Business Planning for Health Care**.	5
RAIT 310	**CT Instrumentation & Procedures**	3
RAIT 311	**Clinical Practicum – CT**.	12
RAIT 315	**MRI Instrumentation & Procedures**	3
RAIT 316	**Clinical Practicum – MRI**.	12
RAIT 320	**Interventional Procedures**	3
RAIT 321	**Clinical Practicum – Interventional**	12
RAIT 325	**Mammography**	8
RAIT 326	**Ultrasound Physics for Mammographers**	3
RAIT 327	**Breast Ultrasound for Mammographers**.	3
RAIT 328	**Ultrasound Equipment for Mammographers**	2
RAIT 350	**Nuclear Cardiology**	5
RAIT 360	**Positron Emission Tomography**	3
RAIT 361	**Clinical Practicum – PET**	12
RAIT 401	**Advanced Sectional Anatomy**	2
RAIT 410	**Advanced CT Procedures**	3
RAIT 415	**Advanced MRI Procedures**	3
RAIT 490	**Information & Image Mgmt**	3

TOTAL CREDITS REQUIRED		**180**

For more info visit: *www.bellevuecollege.edu/bas/default.asp*. Please refer to *www.bellevuecollege.edu/programs/degrees* for latest degree updates.

Transfer Degrees Options

Worksheets are on subsequent pages

All transfer degree requirements conform to the Intercollege Relations Committee Associate Degree Guidelines, under which an Associate Degree offered by Washington State community colleges may be used to satisfy the lower division requirements. Transfer agreements ensure that a student who completes the degree (or other designated direct transfer degree) at a public community college in the State of Washington will have satisfied the lower division general education (also referred to as general university requirements) requirements at the various baccalaureate institutions. The transfer student who has earned a degree covered by the guidelines will generally have junior level standing. Students who transfer within these agreements must still meet the admission and pre-major requirements of the baccalaureate institution and major program.

All transfer degrees, have basic requirements for graduation:

1. Completion of 90 applicable college level quarter credit hours.
2. BCC cumulative GPA must be a minimum of 2.00 (Note: A higher admissions GPA may be required by some receiving institutions).
3. Credits and grades transferred to BCC from other colleges and universities are not included in the calculation of the cumulative GPA for graduation.
4. Transfer credits with less than a "D" grade are not counted to satisfy a graduation requirement.
5. At least 30 of the 90 quarter credits for a degree must be completed in residence at BCC.

Specific Degree Requirements

General Education

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 lifelong learners. Our goal is that BCC graduates will 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
1. Reading
2. Writing
3. Listening and Speaking
4. Visual
5. Computer Literacy

Responsibility
1. Self Assessment / Life Goals
2. Group Processes
3. Ethics
4. Lifelong Learning

Cultural Traditions
1. Historical and Intellectual Perspectives
2. Aesthetic Awareness
3. Cultural Diversity

Science and Environment
1. Nature of Science
2. Science and the Natural World
3. Technology

For more detail about BCC's General Education requirements and the courses students can take to meet them, see *www.bellevuecollege.edu/degrees/catalog/gened.*

Advising Notes and Recommendations:

■ With careful planning and depending on your intended major, it is possible to fulfill admissions and major program requirements with a transfer degree. Note: Completion of a transfer degree does not guarantee admission to any baccalaureate university.

■ Consult with a faculty advisor [major specific advising] or a general curriculum advisor/counselor [undecided major] regularly. Check with your intended transfer university/college advisor for specific admissions and major requirements that can be fulfilled with this degree. To locate your advisor, based on your intended major, go to: *www.bellevuecollege.edu/programs/az.*

Transfer Degree Offerings:

Associate in Arts & Sciences-Direct Transfer Agreement

Suitable for many intended majors, especially in the Humanities and the Social Sciences. It allows for flexibility of choice by allotting thirty credits of electives that can be tailored to meet your academic needs, allowing the student to enter into the receiving institution with junior standing.

Associate in Business-Direct Transfer Agreement/MRP*

Designed for students who plan to transfer into a business program at the receiving institution. The degree outlines the appropriate coursework to enter into the school of business with junior standing.

Associate in Elementary Education-Direct Transfer Agreement/MRP*

Designed for students interested in the elementary education setting and in pursuing a teaching certificate. This degree outlines the specific coursework required to enter with junior status.

Associate in Math Education-Direct Transfer Agreement

Designed for student interested in teaching secondary mathematics and pursuing a teaching certificate. The degree outlines the specific coursework required to enter with junior status.

Associate in Science

The Associate in Science Tracks are designed to prepare students for upper division study in the sciences by satisfying the mathematics and sciences requirements needed to enter with junior status.

Track I: Biological, Environmental/Resources, Chemistry, and Earth Sciences (Life Sciences)

Track II: Physics and Atmospheric Sciences (Physical Sciences)

Track II: Engineering/MRP*

■ Chemical and Bio-Engineering
■ Electrical and Computer Science
■ Civil, Mechanical and other Engineering

The Associate in Applied Science-T (AAS-T)

The AAS-T degree is built upon the technical coursework required for job preparation and includes a college-level general education component. The general education courses for the AAS-T degree are drawn from the list of Associate Degrees coursework generally accepted in transfer. This degree is not universally transferable. It transfers to a limited number of institutions and requires an articulation agreement be in place. The degree worksheets indicate to which institutions the degree transfers. BCC currently offers two AAS-T degrees:

■ Administration of Criminal Justice
■ Early Childhood Education

MRP = Major Related Program

Degree Planning Chart

INTENDED MAJOR OR SUBJECT AREA	AB DTA	DEGREE AVAILABLE: A.A.S.	DEGREE AVAILABLE: A.S.	BCC DIVISION
Accounting	X	X		Bus
Agriculture		X		Sci
American Studies		X		A & H
Anthropology		X		SocSci
Archaeology		X		SocSci
Architecture		X		A & H
Art		X		A & H
Astronomy		X		Sci
Biology		X	Track I	Sci
Botany		X	Track I	Sci
Business Administration	X	X		Bus
Chemistry		X	Track I	Sci
Communications		X		A & H
Computer Science		X		Bus
Dance		X		A & H
Dental Hygiene		X		Sci
Dentistry		X		Sci
Drama		X		A & H
Ecology		X	Track I	Sci
Economics		X		SocSci
Education		X		HSEWI
Engineering		X	Track II	Sci
English		X		A & H
Environmental Science		X	Track I	Sci
Ethnic and Cultural Studies		X		SocSci
Fisheries / Wildlife		X		Sci
Forestry		X		Sci
Geography		X		SocSci
Geology		X		Sci
History		X		SocSci
Home Economics		X		HSEWI
International Studies		X		SocSci
Journalism		X		A & H
Law		X		SocSci
Librarianship		X		A & H
Mathematics		X		Sci

INTENDED MAJOR OR SUBJECT AREA	AB DTA	DEGREE AVAILABLE: A.A.S.	DEGREE AVAILABLE: A.S.	BCC DIVISION
Medical Technology		X		Sci
Medicine		X		Sci
Meteorology		X	Track II	Sci
Microbiology		X	Track I	Sci
Music		X		A & H
Nursing		X		HSEWI
Occupational Therapy		X		Sci
Oceanography / Marine Biology		X	Track I	Sci
Pharmacy		X		Sci
Philosophy		X		A & H
Physical/Health Education		X		HSEWI
Physical Therapy		X		Sci
Physics		X	Track II	Sci
Political Science		X		SocSci
Psychology		X		SocSci
Recreation Leadership		X		HSEWI
Social Work / Welfare		X		HD
Society & Justice		X		SocSci
Sociology		X		SocSci
Speech		X		A & H
Speech Therapy		X		
Veterinary Medicine		X		Sci
World Languages		X		A & H

Degree Abbreviations

AB/DTA = Associate in Business – Direct Transfer degree

AAS/DTA = Associate in Arts & Sciences – Direct Transfer degree

AS = Associate in Science/Track I & II

Division Abbreviations

A&H = Arts & Humanities
Bus = Business
CE = Continuing Education
HD = Human Development
HSEWI = Health Sciences, Education & Wellness Institute
Sci = Science
SocSci = Social Science

90 Applicable College Level Quarter Credits

Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can only count once for credit (Example: AMST 160 is the same as POLSC 160 and may only count as an AMST or POLSC). Consult course description in the college catalog or speak with an advisor.
- Pass/Fail grade not allowed in the Skill Area, Humanities, Social Sciences, and Natural Sciences distribution.
- Only 100 and 200 college level courses as specified are allowed.

Written Communication Skills: 10 credits

Complete BOTH Group A and Group B:

Group A: *choose one from* **English** [ENGL] 101 or **Communications** [COMM] 141

Group B: *choose one from* **English** [ENGL] 201, 270, 271 or 272

Intermediate Algebra Proficiency: Required

Credits are not included in the degree total. Fulfill one of the following options:

1. Intermediate Algebra: Mathematics 099
2. A Mathematics course for which intermediate algebra is a prerequisite (see mathematics courses in the Quantitative/Symbolic Reasoning list).
3. Three years of high school mathematics [must include algebra, geometry, and advanced (second-year) algebra.]
4. BCC assessment with qualified placement score for one of the math courses listed in the Quantitative/Symbolic Reasoning area.

Quantitative/Symbolic Reasoning Skills: 5 credits

Choose one from the following:

Mathematics [Math] **105**, 107, 120, **124**, 125, 126, 130, 141, 142, **156**, **157**, **171**, 208, 227, 238
Business Administration [BA] 240 (Statistical Analysis)
Computer Science [CS] 210
Philosophy [PHIL] 115, 120, 125
Programming [PROG] 110

Humanities Distribution: 15 credits

Choose three different subjects from the following list:
Maximum 5 credits can be a performance/skills course (indicated by *)
World Language: Maximum of 5 credits at the 100 level in the distribution
American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 200
Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*
Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261
Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*
Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*, 251*, 252*, 253*, 280*, 281*
English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279
Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255
History [HIST] 101, 102, 103, 110, 115, 120, 135, **120**, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*
Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267
Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single language for a maximum of 5 credits allowed in Humanities:
American Sign Language [ASL] 101, 102, 103, 201, 202, 203
Arabic [ARAB] 101, 102, 103
Chinese [CHIN] 101, 102, 103, 201, 202, 203
French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223
German [GERM] 101, 102, 103, 201, 202, 203
Italian [ITAL] 101, 102, 103
Japanese [JAPAN] 101, 102, 103, 201, 202, 203
Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 15 credits

Choose three different subjects from the following list:
American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210
Communications [COMM] **150**
Economics [ECON] 100, 200, 201, **260**, 270
Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255
General Business [G BUS] 101
Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
International Studies [INTST] 105, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**
Philosophy [PHIL] 102, 112, 122, 160, 201, 240, **248**, **260**, 265
Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**
Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257
Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270
Speech [SPCH] 225

Natural Sciences Distribution: 15-16 credits

Must choose three different subjects from the following list:
One course with a lab component required (indicated by "L")
Anthropology [ANTH] 201
Astronomy [ASTR] **101**, **105**(L), 201(L)
Basic Science [BASCI] **106**
Biology [BIOL] 100(L), 101(L), 102(L), 108(L), 125, **130**, 150(L), 201(L), 202(L), 203(L), 250(L), 260(L), 261(L)
Botany [BOTAN] 110(L), 113(L), 120(L)
Chemistry [CHEM] **100**, 101(L), 102(L), **110**(L), 140(L), 150(L), 160(L), 231(L), 232(L), 233, 243(L)
Environmental Science [ENVSC] 204, 207(L), 250(L)
Geography [GEOG] **106**, 205, 206(L)
Geology [GEOL] 101(L), 103(L), **106**, 208(L)
Home Economics [HOMEC] **130**
Meteorology [METR] 101, 211
Nutrition [NUTR] **130**
Oceanography [OCEAN] 101(L), 110
Physics [PHYS] **106**(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L)
Psychology [PSYCH] 202

No more than five credits from one of the following subjects allowed in the Natural Sciences distribution.
Mathematics [MATH] **105**, 107, 120, **124**, 125, 126, 130, 141, 142, **156**, **157**, **171**, 208, 227, 238
Philosophy [PHIL] 120

Electives: 30 credits or sufficient credits to meet the degree total

Two types of electives: Transferable and Restricted.

Maximum 15 elective credits with Pass/Fail grade.

Transferable: ALL courses listed in the Skill Area, Humanities, Social Sciences, Natural Sciences/Mathematics distributions, and their 190-199, 280-289, 290-299 series of courses plus the following:

Art 108; **Accounting** [ACCTG] 210, 220, 230; **Administration of Criminal Justice** [ADMCJ] 101, 104, 271; **Alcohol & Drug Counseling** [ALDAC] 101; **Business Administration** [BA] 200; Computer Science [CS] 101, 110, 211, 250; **Communication** [COMM] 245, 266; **Early Childhood Education** [ECE] 131, 156; **Education** [EDUC] 110, 256; **Engineering** [ENGR] 123, 170, 210, 215, 220, 260; **Ethnic & Cultural Studies** [ETHN] 110, 111, 112; **Health** [HLTH] 220, 222, 250, 292, 260; **Humanities** [HUMAN] 205, 260; **Physical Education-Theory** [PE] 166-290; **Physical Education-Activity** [PE] 103-158 *[limited to 3 credits]*

Restricted: ANY college level courses NOT listed in any of the skill area, distribution or transferable electives (generally professional/technical and human development classes) (Maximum of 15 credits allowed).

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

Associate in Business – Direct Transfer Agreement/Major Related Program

90 Applicable College Level Quarter Credits

Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- 30 completed credits including English 101 recommended before taking any of the business core courses.
- Notes provide information on specific university requirements.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can be taken only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count as AMST or POLSC]. Consult course description in the college catalog or speak with an advisor.
- Pass/Fail grade not allowed.

Written Communication Skills: 10 credits

Complete both Group A and Group B with minimum grade of C:

Group A: English [ENGL] 101

Group B: *choose one from* **English** [ENGL] 201, 270, 271

Quantitative/Symbolic Reasoning Skills: 5 credits

Complete the following course with minimum grade of C:

Mathematics [MATH] 156

Humanities Distribution: 15 credits

Choose three different subjects from the following list:

Maximum 5 credits can be a performance/skills course (indicated by *)

World Language: Maximum of 5 credits at the 100 level in the distribution

American Studies [AMST]101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*;

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*

Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*, 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267; **Speech** [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN]101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 20 credits

Complete both Group A and Group B:

Group A: Choose two different subjects from the following list::

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Ethnic & Cultural Studies [ETHN]100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Group B: *complete both courses with a minimum grade of C*
Microeconomics [ECON] 201 and **Macroeconomics** [ECON] 200

Natural Sciences Distribution: 15-16 credits

Complete both group A and group B:

Group A: Mathematics [Math] 157 (with minimum grade of C)

Group B: *Choose two different subjects from the following list:*

Required: one course with a lab component required (indicated by "L")

Anthropology [ANTH] 201

Astronomy [ASTR] 101, 105(L), 201(L)

Basic Science [BASCI] 106

Biology [BIOL]100(L), 101(L), 102(L), 108(L), 125, 130, 150(L), 201(L), 202(L), 203(L), 250(L), 260(L), 261(L); Botany [BOTAN] 110(L), 113(L), 120(L);

Chemistry [CHEM] 100, 101(L), 102(L), 110(L), 140(L), 150(L), 160(L), 231(L), 232(L), 233, 243(L)

Environmental Science [ENVSC] 204, 207(L), 250(L)

Geography [GEOG] 106, 205, 206(L)

Geology [GEOL] 101(L), 103(L), 106, 208(L)

Home Economics [HOMEC] 130;

Meteorology [METR] 101, 211

Nutrition [NUTR] 130

Oceanography [OCEAN] 101(L), 110

Physics [PHYS] 106(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L)

Psychology [PSYCH] 202

Business Core Requirements: 25 credits

Complete all of the following courses with minimum grade of C:

Accounting [ACCTG] 210, 220, 230

Business Administration [BA] 240 (Statistical Analysis)

Business Administration [BA] 200 **or**

General Business [GBUS] 202 (Business Law)

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

Note: For specific university requirements, see business advisor.

Associate in Elementary Education – Direct Transfer Agreement/Major Related Program

90 Applicable College Level Quarter Credits

Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Pass/Fail grade not allowed in the Skill Area, Humanities, Social Sciences, Natural.
- Sciences distribution and Elementary Education Core Courses.
- Only 100 and 200 level courses as specified allowed.

Written Communication Skills: 10 credits

Complete both group A and B:

Group A: English [ENGL] 101

Group B: *choose one from* English [ENGL] 201 or 270

Mathematics Skills: 10 credits

Complete both courses:
Mathematics [MATH] 141 and 142

Humanities Distribution: 20 credits

Complete all groups A, B, and C:

Maximum 5 credits can be a performance/skills course (indicated by *)

Group A: 10 credits

Complete both: **Speech** [SPCH] 220 and **History** [HIST] 245 or 201 or 202

Group B: 5 credits

Choose one from the following list:

American Studies [AMST] 200 or 268

Anthropology [ANTH] 200

Group C: 5 credits

Recommended: 5 credits from Music, Art, English Literature and Drama/Theatre

Choose from the following list:

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101, 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151**, **152**, 201*, 202*, 203*

Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Only one single language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 20 credits

Complete all groups A, B, and C

Group A: 5 credits

Choose one from the following list:

Sociology [SOC] 110 or 170 or 256 or 262

Psychology [PSYCH] 250 or 257

Group B: 5 credits

Choose one from:

History [HIST] 101 or 102 or 103

Group C: 10 credits

Choose two different subjects from the following list:

Recommended: 5-10 credits from Economics, Geography, Political Science, or History

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, 230, **204**, **261**, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Speech [SPCH] 225

Note: Washington State and Central Washington, and Saint Martin Universities require Developmental Psychology

Natural Sciences Distribution: 15-17 credits:

Complete all groups A, B, and C

Three different subjects are required. Two subjects must be courses with lab component (indicated by "L").

Group A: Biological Sciences: 5-6 credits

Choose one from the following list:

Biology [BIOL] 100(L), 101(L), 102(L), 108(L), 125, **130**, 150(L), 201(L), 202(L), 203(L), 250(L), 260(L), 261(L)

Group B: Earth Sciences: 5-6 credits

Choose one from the following list:

Geography [GEOG] **106**, 205, 206(L)

Geology [GEOL] 101(L), 103(L), **106**, 208(L)

Group C: Physical Sciences: 5-6 credits

Choose one from the following list:

Astronomy [ASTR] **101**, **105**(L), 201(L)

Basic Science [BASCI] **106**

Chemistry [CHEM] **100**, 101(L), 102(L), **110**(L), 140(L), 150(L), 160(L), 231(L), 232(L), 233, 243(L)

Meteorology [METR] 101, 211

Physics [PHYS] **106**(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L)

Elementary Education Core Courses: 16 credits

Complete all of the following courses:

Education [EDUC] 110 and 256

Experiential Learning [EXPRL] 190

Health [HLTH] 220

Physical Education [PE] 237

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

Associate in Math Education – Direct Transfer Agreement/Major Related Program

For Future Secondary Math Teachers

90 Applicable College Level Quarter Credits

Important Notes And Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count as an AMST or POLSC]. Consult course description in the college catalog or speak with an advisor.
- Pass/Fail grade not allowed in the Skills area, Core Requirements, Humanities, Social Sciences, and Natural Sciences distribution.
- Only 100 and 200 college level courses as specified are allowed.

Written Communication Skills: 10 credits

Complete BOTH Group A and Group B:

Group A: *choose one from* **English** [ENGL] 101 or **Communications** [COMM] 141

Group B: *choose one from* **English** [ENGL] 201, 270, 271 or 272

Quantitative/Symbolic Reasoning Skills: 5 credits

Complete the following course:

Mathematics [Math] 124

Humanities Distribution: 15 credits

Complete both Group A and Group B:

Group A: 5 credits
Speech [SPCH] 100 or 220

Group B: 10 credits
Choose two different subjects from the following list:

Maximum 5 credits can be a performance/skills course (indicated by *)

World Language: Maximum of 5 credits at the 100 level in the distribution

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*

Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*, 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Only one single language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 15 credits

Complete both Group A and Group B:

Group A: 5 credits
Psychology [PSYCH] 100

Group B: 10 credits
Choose two different subjects from the following list:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Natural Sciences Distribution: 15-16 credits

Complete **both** *Group A and Group B*

Group A: 5 credits
Mathematics [Math] 125

Group B: 10-11 credits
Must choose **two** *different subjects from the following list:*
One course with a lab component required (indicated by "L")

Anthropology [ANTH] 201

Astronomy [ASTR] **101**, **105**(L), 201(L)

Basic Science [BASCI] **106**

Biology [BIOL] 100(L), 101(L), 102(L), 108(L), 125, **130**, 150(L), 201(L), 202(L), 203(L), 250(L), 260(L), 261(L)

Botany [BOTAN] 110(L), 113(L), 120(L)

Chemistry [CHEM] **100**, 101(L), 102(L), **110**(L), 140(L), 150(L), 160(L), 231(L), 232(L), 233, 243(L)

Environmental Science [ENVSC] 204, 207(L), 250(L)

Geography [GEOG] **106**, 205, 206(L)

Geology [GEOL] 101(L), 103(L), **106**, 208(L)

Home Economics [HOMEC] **130**

Meteorology [METR] 101, 211

Nutrition [NUTR] **130**

Oceanography [OCEAN] 101(L), 110

Physics [PHYS] **106**(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L)

Psychology [PSYCH] 202

Math Education Core Requirements: 20 credits

Complete all of the following courses:
Mathematics [Math] 126, 208, 227
Education [EDUC] 110

Electives: 9-10 credits or sufficient credits to meet degree total of 90

Activity Physical Education classes (PE 103-158) are limited to 3 credits.

Sufficient additional college-level credits so that total credits earned are at least 90 quarter credits. These remaining credits should be planned with the help of an advisor based on the requirements of the specific major at the baccalaureate institution you plan to transfer to. These remaining credits may include prerequisites for major courses, additional major coursework, or specific general education or other university requirements.

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

90 Applicable College Level Quarter Credits

Important Notes And Conditions

- A course can not be credited toward more than one area or distribution.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can be taken only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Pass/Fail grade only allowed in the elective area.
- Only 100 and 200 college level courses as specified are allowed.

Written Communication Skills: 5 credits

Choose one from the following:

English [ENGL] 101, 201, 270, 271, 272 **or Communications** [COMM] 141

Mathematics Skills: 10 Credits

Choose two from the following:

Mathematics [Math] 124, 125, 126, 208, 227, 238

Humanities & Social Sciences Distribution: 15 credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area (for a total of 15 credits).

Maximum 5 credits can be a performance/studio course (indicated by *).

World Language: Maximum 5 credits at the 100 level in the distribution.

Humanities:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*,

Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206, 224, 230*, 251*, 252*, 253*, 280, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153***, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single language for a maximum of 5 credits allowed in Humanities.

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Chemistry Sequence: 15-18 credits

Three quarter sequence should be taken at one institution (either at BCC or transferred in as a whole sequence). Exceptions must be discussed with designated science advisor (see Science Division).

Chemistry [CHEM] 140, 150, 160 **or** 231, 232, 233, 243

Biology or Physics Sequence: 15-18 credits

Three quarter sequence should taken at one institution (either at BCC or transferred in as a whole sequence). Exceptions must be discussed with designated science advisor (see Science Division).

Some majors require physics with Calculus (PHYS 121-123) ~ See advisor.

Physics [PHYS] 114, 115, 116 **or** 121, 122, 123

Biology [BIOL] 201, 202, 203

Additional Mathematics: 5 credits

Third quarter of calculus or above or an approved statistics course.

Mathematics [MATH] 126, 208, 227, 238, **or Business Administration** [BA] 240

Additional Requirements for Intended Major: 10-18 credits

Credits in physics, organic chemistry, or biology in a two to three quarter sequence. Discuss subject and sequence choice with science advisor.

Electives: Sufficient credits to meet the minimum degree total of 90

Maximum 5 credits of restricted elective courses.

Courses should be planned with a science advisor (strongly recommended) based on the requirements of your major and the university/college to which you intend to transfer.

For a complete listing of approved transferable and restricted electives, download a worksheet at *www.bellevuecollege.edu/worksheets/as*.

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

Associate in Science Track II: Physics & Atmospheric Sciences

Engineering: See AS Track II for Engineering Major Related Programs
90 Applicable College Level Credits

Important Notes and Conditions:

- A course can not be credited toward more than one skill area or distribution.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 college level courses as specified are allowed.
- Pass/Fail grade only allowed in the elective area.

Written Communication Skills: 5 credits

Choose one from the following:
English [ENGL] 101, 201, 270, 271, 272 **or Communications** [COMM] 141

Mathematics Skills: 10 Credits

Choose two from the following:
Mathematics [Math] 124, 125, 126, 208, 227, 238

Humanities & Social Sciences Distribution: 15 credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area (for a total of 15 credits).
Maximum 5 credits can be a performance/skills course (indicated by *).
World Language: Maximum of 5 credits at the 100 level in the distribution.

HUMANITIES:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 200
Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*
Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261
Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*
Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*, 251*, 252*, 253*, 280*, 281*
English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279
Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*
Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267
Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single Language for a maximum of 5 credits allowed in Humanities:
American Sign Language [ASL] 101, 102, 103, 201, 202, 203
Arabic [ARAB] 101, 102, 103
Chinese [CHIN] 101, 102, 103, 201, 202, 203
French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223
German [GERM] 101, 102, 103, 201, 202, 203
Italian [ITAL] 101, 102, 103
Japanese [JAPAN] 101, 102, 103, 201, 202, 203
Spanish [SPAN] 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210
Communications [COMM] **150**
Economics [ECON] 100, 200, 201, **260**, 270
Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255
General Business [G BUS] 101
Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**
Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265
Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**
Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257
Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270
Speech [SPCH] 225

Physics Sequence: 15-18 credits

Three quarter sequence should be taken at one institution (either completed at BCC or transferred in as a whole three quarter sequence). Exceptions must be discussed with designated science advisor (see Science Division).
Select one of the following sequences based on major requirements:
Most physical and science majors require Physics with calculus (PHYS 121-123) ~ See advisor.

Physics [PHYS] 114, 115, 116 **or** 121, 122, 123 (Physics with Calculus)

Chemistry with Lab: 5-6 credits

Chemistry with lab (5-6 credits)
Engineering majors: select **Chemistry** 140 (required)
Others should select 5-6 credits of science based on major program.

Additional Mathematics: 5 credits

Third quarter of calculus or above or approved statistics course.
Mathematics [MATH] 126, 208, 227, 238 **or Business Administration** [BA] 240

Computer Programming: 5 credits

Courses should be planned with a science advisor (strongly recommended).
Programming course should be selected based on major program.
Courses which may meet this requirement include:
Computer Science [CS] 210, 211
Programming [PROG] 110, 111, 260

Electives: Sufficient credits to meet a minimum degree total of 90

Maximum 5 credits of restricted elective courses.

Courses should be planned with a science advisor (strongly recommended) based on the requirements of your major and the university/college to which you intend to transfer.

For a complete listing of approved transferable and restricted electives, download a worksheet at: *www.bellevuecollege.edu/worksheets/aas.*

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

90-105 Applicable College Level Credits

Important Notes and Conditions:

- A course can not be credited toward more than one skill area or distribution.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 college level courses as specified are allowed.
- Pass/Fail grade only allowed in the elective area.

Written Communication Skills: 5 Credits

Choose one *from the following list:*

English [ENGL] 101, 201, 270, 271, 272 **or Communications** [COMM] 141

Mathematics Skills: 20 Credits

Mathematics [Math] **124**, 125, 126, 238

Humanities & Social Sciences Distribution: 15 Credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area (for a total of 15 credits).

Maximum 5 credits can be a performance/skills course (indicated by *).

World Language: Maximum of 5 credits at the 100 level in the distribution.

HUMANITIES:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151**, **152**, 201*, 202*, 203*

Drama 101, 110, 112, 115* 151*, 152*, 153*, 161*, 200, 206* 224, 230* 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 130, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single Language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES:

Recommended: Economics [ECON] 201and 200

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, **261**, 230, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260,** 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Physics and Chemistry Sequence: 30-36 credits

Each three quarter sequence should be taken at one institution (either completed at BCC or transferred in as a whole three quarter sequence). Exceptions must be discussed with designated engineering advisor (see Science Division). Must Complete both sequences.

Physics [PHYS] 121, 122, 123 and **Chemistry** [CHEM] 140, 150, 160

Additional Science: 10-12 Credits

Must complete both group A **and** *B:*

Group A: Chemistry [CHEM] 231

Group B: Chemistry [CHEM] 232 **or Biology** [BIOL] 201

Computer Programming: 5 Credits

Computer Science [CS] 210 **or** 211

Additional Engineering, Math & Science: 10-12 Credits

Courses should be planned with the help of the designated Engineering advisor based on the requirements of the institution to which the student plans to transfer.

Select two courses from the following list:

Mathematics [MATH] 208, 227

English [ENG] 270

Engineering [ENGR] 215, 260

Biology [BIOL] 201, 202

Chemistry [CHEM] 232

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

*MRP = Major Related Program

Associate in Science Track II: MRP* Civil, Mechanical & Other Engineering

90-111 Applicable College Level Credits

Important Notes and Conditions:

- A course can not be credited toward more than one skill area or distribution.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 college level courses as specified are allowed.
- Pass/Fail grade only allowed in the elective area.

Written Communication Skills: 5 Credits

Choose one from the following list:

English [ENGL] 101, 201, 270, 271, 272 **or Communications** [COMM] 141

Mathematics Skills: 25 Credits

Mathematics [Math] **124**, 125, 126, 208, 238

Humanities & Social Sciences Distribution: 15 Credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area (for a total of 15 credits).

Maximum 5 credits can be a performance/studio course (indicated by *).

World Language: Maximum 5 credits at the 100 level in the distribution.

HUMANITIES:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*

Drama 101, 110, 112, 115* 151*, 152*, 153*, 161*, 200, 206* 224, 230* 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 130, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single Language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES:

Recommended: Economics [ECON] 201 and 200

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, **261**, 230, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260,** 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Physics Sequence: 15-18 Credits

Three quarter sequence should be taken at one institution (either completed at BCC or transferred in as a whole three quarter sequence). Exceptions must be discussed with designated engineering advisor (see Engineering Department).

Physics [PHYS] 121, 122, 123

Chemistry with Lab: 10-12 Credits

Chemistry [CHEM] 140 **and** 150

Engineering: 16 Credits

Complete all the following Engineering courses:

Engineering [ENGR] 123, 210, 220, 230

Computer Programming: 10 Credits

Computer Science [CS] 210 and 211

Additional Engineering & Math: 6-10 Credits

Courses should be planned with the help of the designated Engineering advisor based on the requirements of the institution to which the student plans to transfer.

Choose two courses from the following list:

Engineering [ENGR] 111, 200, 215, 260

English [ENGL] 270

Mathematics [MATH] 227

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

*MRP = Major Related Program

90-103 Applicable College Level Credits

Important Notes and Conditions:

- A course can not be credited toward more than one skill area or distribution.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 college level courses as specified are allowed.
- Pass/Fail grade only allowed in the elective area.

Written Communication Skills: 5 Credits

Choose **one** *from the following list:*

English [ENGL] 101, 201, 270, 271, 272 **or Communications** [COMM] 141

Mathematics Skills: 20 Credits

Group A: *Choose two:* **Mathematics** [Math] 124, 125, 126, 227

Group B: *Complete both courses:* **Mathematics** [MATH] 208 and 238

Humanities & Social Sciences Distribution: 15 Credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area (for a total of 15 credits).

Maximum 5 credits can be a performance/studio course (indicated by *).

World Language: Maximum of 5 credits at the 100 level in the distribution.

HUMANITIES:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151**, **152**, 201*, 202*, 203*

Drama 101, 110, 112, 115* 151*, 152*, 153*, 161*, 200, 206* 224, 230* 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 130, 152, 207, 210, 255

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267

Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single Language for a maximum of 5 credits allowed in Humanities:

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Chinese [CHIN] 101, 102, 103, 201, 202, 203

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Spanish [SPAN] 101, 102, 103, 201, 202, 203

SOCIAL SCIENCES:

Recommended: Economics [ECON] 201 and 200

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210

Communications [COMM] **150**

Economics [ECON] 100, 200, 201, **260**, 270

Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255

General Business [G BUS] 101

Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, **261**, 230, **280**

Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260,** 265

Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**

Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257

Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270

Speech [SPCH] 225

Physics Sequence: 15-18 Credits

Three quarter sequence should be taken at one institution (either completed at BCC or transferred in as a whole three quarter sequence). Exceptions must be discussed with engineering advisor (see Science Division).

Physics [PHYS] 121, 122, 123

Chemistry with Lab: 5-6 Credits

Chemistry [CHEM] 140

Engineering: 8 Credits

Engineering [ENGR] 210 and 215

Computer Programming: 10 Credits

Computer Science [CS] 210 **and** 211

Additional Engineering, Math & Science: 12-16 Credits

Courses should be planned with the help of the designated engineering advisor based on the requirements of the institution to which the student plans to transfer.

Select **three** *courses from the following list:*

Engineering [ENGR] 111, 260

English [ENGL] 270

Biology [BIOL] 201

Mathematics [MATH] 227

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

*MRP = Major Related Program

Associate in Applied Science–T – Adminstration of Criminal Justice

90 Applicable College Level Quarter Credits

The Associate in Applied Science-T is not designed to transfer universally, but rather it is a dual purpose degree designed to prepare students for work and to transfer to a limited number of degree programs at some baccalaureate institutions. AAS-T degrees are technical in nature and the general education courses, though the same as general education courses included in universally transferable degrees, are fewer than in the Associate of Arts and Sciences or the Direct Transfer Agreement (DTA). Programs that offer this degree option will have articulated a transfer agreement with one or more four-year institutions. This degree transfer to the University of Phoenix.

Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count in the AMST or POLSC area]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 level courses as specified allowed.
- Pass/Fail grade not allowed in Skill Area, Humanities, Social Sciences, Natural Sciences distribution, and ADMCJ core courses.

Written Communication Skills: 10 Credits

Complete BOTH Group A and Group B:

Group A: English [ENGL] 101

Group B: *choose one from* English [ENGL] 201 or 270

Quantitative Skills: 5 Credits

Choose one from:
Mathematics [Math] 107 **or 156**

Humanities Distribution: 15 Credits

Complete both Group A and Group B:

Maximum 5 credits can be a performance/skills course (indicated by *)

Group A: 10 credits
Complete both: Philosophy [PHIL] 100 **and Speech** [SPCH] 200 **or** 230

Group B: 5 credits
Choose from the following list:

American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288

Anthropology [ANTH] 200

American Sign Language [ASL] 101, 102, 103, 201, 202, 203

Arabic [ARAB] 101, 102, 103

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*

Chinese [CHIN] 101, 102, 103, 201, 202, 203

Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261

Dance 130*, 131*, 132*, 133*, 140*, 141*, **151**, **152**, 201*, 202*, 203*

Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230* 251*, 252*, 253*, 280*, 281*

English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279

Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255

French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223

German [GERM] 101, 102, 103, 201, 202, 203

History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**

Humanities [HUMAN] 210, 220, 224, 228, 230

Italian [ITAL] 101, 102, 103

Japanese [JAPAN] 101, 102, 103, 201, 202, 203

Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 10 Credits

Group A: *choose from* **Psychology** [PSYCH] 100 or **Sociology** [SOC] 110

Group B: **Philosophy** [PHIL] 248

Natural Sciences Distribution: 15-16 Credits

Choose three different subjects from the following groups:

One subject must be from Group A and one course with lab component required as indicated by "L"

Group A:
Anthropology [ANTH] 201
Astronomy [ASTR] **101, 105,** 201
Biology [BIOL] 150
Chemistry [CHEM] **100**, 101(L), 102(L), **110**(L), 140(L), 150(L), 160(L), 231(L), 232(L), 233
Environmental Science [ENVSC] 207
Geography [GEOG] **106**, 205, 206(L)
Geology [GEOL] 101(L), 103(L), **106**
Oceanography [OCEAN] 101(L), 110
Physics [PHYS] **106**(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L)
Psychology [PSYCH] 202

Group B:
Biology [BIOL] 100(L), 101(L), 102(L), 201(L)
Biology [BIOL] 130 (or Home Economics [HOMEC] **130 or** Nutrition [NUTR] **130)**
Botany [BOTAN] 110(L), 113(L)
Environmental Science [ENVSC] 204, 250

Administration of Criminal Justice [ADMCJ] Core Courses: 20 Credits

Complete ALL of the following courses:

ADMCJ 101 Survey of Law Enforcement & Administration
ADMCJ 104 Introduction to Criminal Law
ADMCJ 206 Community Oriented Policing
ADMCJ 271 Introduction to Criminology

Electives: 14 Credits (or sufficient to meet minimum degree total of 90)

Complete additional courses to fulfill other requirements needed to enter the participating university or college. Courses in this area must be above 100 and transferable. See advisor for more information.

Choose from the following list:

ALL courses listed in the Skill Area, Humanities, Social Sciences, Natural Sciences distributions and their 190-199, 280-289, 290-299 series of courses plus the following (see AAS-DTA for additional courses or see advisor):

Art 108
Accounting [ACCTG] 210, 220, 230
Administration of Criminal Justice [ADMCJ] 101, 104, 271
Alcohol & Drug Counseling [ALDAC] 101
Business Administration [BA] 200
Computer Science [CS] 101, 110, 211, 250
Communication [COMM] 245, 266
Early Childhood Education [ECE] 131, 156
Education [EDUC] 110, 256
Engineering [ENGR] 123, 170, 210, 215, 220, 260
Ethnic & Cultural Studies [ETHN] 110, 111, 112
Health [HLTH] 220, 222, 250, 292, 260
Humanities [HUMAN] 205, 260
Physical Education-Theory [PE] 166-290
Physical Education-Activity [PE] 103-158 [limited to 3 credits]

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

90 Applicable College Level Quarter Credits

The Associate in Applied Science-T is not designed to transfer universally, but rather it is a dual purpose degree designed to prepare students for work and to transfer to a limited number of degree programs at some baccalaureate institutions. AAS-T degrees are technical in nature and the general education courses, though the same as general education courses included in universally transferable degrees, are fewer than in the Associate of Arts and Sciences or the Direct Transfer Agreement (DTA). Programs that offer this degree option will have articulated a transfer agreement with one or more four-year institutions. This degree transfers to Washington State University and Eastern Washington University.

Important Degree Notes and Conditions

- A course can not be credited toward more than one distribution or basis skills.
- The **BOLDED numbers** below are shared (cross listed) courses with other departments. These courses can be taken only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count as in AMST or POLSC]. Consult course description in the college catalog or speak with an advisor.
- Only 100 and 200 level courses as specified are allowed.
- Pass/Fail grade not allowed in Skills Area, Humanities, Social Sciences, and Natural Lab Sciences distribution.

Written Communication Skills: 10 Credits

English [ENGL] 101 **and** 201

Quantitatve Skills: 5 Credits

Note: Math 141 and 142 are designed for elementary education teachers.
Note: EWU requires Mathematics 107.
Mathematics [Math] **105**, 107, 120, **124**, 125, 126, 130, 141, 142, **156**, **157**, **171,** 208, 227, 238
Business Administration [BA] **240**

Humanities Distribution: 10 Credits

Maximum 5 credits can be a performance/skills course (indicated by *)
World Language: Maximum of 5 credits at the 100 level in the distribution
Choose two different subjects from the following list:

Suggested Courses: Art 105, **American Sign Language** [ASL] 101, **Speech** [SPCH] 100
American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 200
Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 222*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*
Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 143, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261
Dance 130*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*,
Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 230*, 251*, 252*, 253*, 280*, 281*
English [ENGL] 110, 111, 112, 114, 130, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279
Ethnic & Cultural Studies [ETHN] 100, 102, 120, **121**, 152, 207, 210, 255
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 107, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*
Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267
Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single language for a maximum of 5 credits allowed in Humanities:
American Sign Language [ASL] 101, 102, 103, 201, 202, 203
Arabic [ARAB] 101, 102, 103
Chinese [CHIN] 101, 102, 103, 201, 202, 203
French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223
German [GERM] 101, 102, 103, 201, 202, 203

Italian [ITAL] 101, 102, 103
Japanese [JAPAN] 101, 102, 103, 201, 202, 203
Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 10 Credits

Choose two different subjects from the following list:
Suggested Courses: Anthropology [ANTH] 202, **History** [HIST] 101, **Psychology** 100, **Sociology** [SOC] 110
American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210
Communications [COMM] **150**
Economics [ECON] 100, 200, 201, **260**, 270
Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **121**, 130, 152, 200, 210, **241**, 255
General Business [G BUS] 101
Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 230, **261**, **280**
Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265
Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**
Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **240**, 250, 257
Sociology [SOC] **105**, 110, 121, 170, 220, **240**, 246, 255, 256, 262, 264, 265, 270
Speech [SPCH] 225

Lab Sciences Distribution: 6 Credits

Choose one from the following list:
Astronomy [ASTR] 105, 201
Biology [BIOL] 100, 101, 102, 108, 150, 201, 202, 203, 250, 260, 261
Botany [BOTAN] 110, 113, 120
Chemistry [CHEM] 101, 102, **110**, 140, 150, 160, 231, 232, 243
Environmental Science [ENVSC] 207, 250
Geography [GEOG] 106, 206
Geology [GEOL] 101, 103, 106, 208
Oceanography [OCEAN] 101
Physics [PHYS] **106**, 109, 114, 115, 116, 121, 122, 123

Early Childhood Education [ECED]
Core Courses: 45 Credits

Complete ALL the following courses:
ECED 131 Orientation to the Child with Special Needs
ECED 171 Introduction to Early Childhood Education
ECED 172 Learning Environments & Social Relationships
ECED 181 Children's Creative Activities
ECED 191 Early Childhood Education Practicum I
ECED 192 Early Childhood Education Practicum II
ECED 193 Early Childhood Education Practicum III
ECED 201 Family & Community Connections
ECED 204 Child Health & Safety
EDUC 150 Language & Literacy Development
EDUC 240 Culture & Human Diversity in Education
Choose one from the following: 3-5 credits
EDUC 256 Child Development & Guidance **OR**
PSYCH 204 General Developmental Psychology

Electives: 1 credit or sufficient to meet minimum degree total of 90

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened.*

Non-Transfer Associate Degree Options:

Associate in Arts General Studies (AAGS) Degree

The AAGS is a degree that grants academic recognition for the completion of 90 applicable college level credits.

It is not designed for students intending to transfer to a university/ college in pursuit of a baccalaureate degree. It does not fulfill the first two years of general education requirements for a bachelor degree (if pursuing a bachelor degree is your intent, see the Associate Transfer Degrees on page 27).

Associate in Occupational Life Skills (AOLS) Degree

The AOLS (The Venture Program) is for young adults with diverse learning, cognitive and intellectual disabilities.

BCC General Education requirements embedded in these degrees

BCC has developed a general education program that incorporates the essential elements of liberal learning. This General Education program is designed to address areas and specific requirements that ensure that students' learning experiences prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners. The courses students take to complete the AAGS and the AOLS degree fulfill BCC General Education Requirements in Reasoning, Communication, Responsibility, Cultural traditions, Science & Environment.

90 Applicable College Level Quarter Credits

The AAGS is a degree that grants academic recognition for the completion of 90 applicable college level credits. It is not designed for students intending to transfer to a university/college in pursuit of a baccalaureate degree. It does not fulfill the first two years of general education requirements for a bachelor degree (if pursuing a bachelor degree is your intent, see the Associate Transfer Degrees on page 27).

Important Notes and Conditions

- The BOLDED numbers below are shared (cross listed) courses with other departments. These courses count only once for credit [Example: AMST 160 is the same as POLSC 160 and may only count as an AMST or POLSC]. Consult course description in the college catalog or speak with an advisor.
- A course can not be credited toward more than one area or distribution.
- Only courses numbered 100 or above allowed.

Communication Skills: 5-10 Credits

Choose from EITHER Group I or Group II:

Group I: Select one from the following for 5 credits:
English [ENGL] 101
Communications [COMM] 141
Speech [SPCH] 100 **or** 220

Group II: Select one of the following combinations for 10 credits:
Business Technology Systems [BTS] 109 and **English** [ENGL] 105
Business Technology Systems [BTS] 109 and **English** [ENGL] 106

Quantitative Skills: 5 Cedits

Choose from: **General Business** [G BUS] 145 **or**
Any math course numbered 100 or above (see college catalog for complete listing)

Humanities Distribution: 5 Credits

Choose from the following list:
American Studies [AMST] 01, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 286, 287, 288
Anthropology [ANTH] 200
Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 201, 202, 203, 205, 221*, 22*, **225**, 240*, 242*, 252*, 253*, 260*, 261*, 280*
Communications [COMM] 101 102, 103, 104, 106, 108, **112**, 115, 119, 120, 121, 43, 144, 145, 146, 161, 163, 201, 216, 241, 260, 261
Dance 30*, 131*, 132*, 133*, 140*, 141*, **151***, **152***, 201*, 202*, 203*
Drama 101, 110, 112, 115*, 151*, 152*, 153*, 161*, 200, 206*, 224, 30*, 251*, 252*, 253*, 280*, 81*
English [ENGL] 110, 111, 112, 114, 30, 131, 210, 215, 219, 20, 221, 223, 224, 225, 226, 227, 231, 232, 233, 234, 235, 241, 243, 244, 245, 253, 254, 255, 263, 264, 265, 266, 267, 268, 269, 276, 279
Ethnic & Cultural Studies [ETHN] 100, 102, 120, **21**, 52, 207, 210, 255
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 20, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 250, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
Music 100*, 101*, 102*, 103*, 104*, 105*, 106*, 07, 108, 110, 111, 112, 113, 114, 115, 116, 117, 120, 130*, 131*, 135*, 136*, 139*, 140*, 143*, 50, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*
Philosophy [PHIL] 100, 102, 103, 112, 114, 115, 122, 125, 130, **135**, 145, 160, **201**, **225**, 240, 247, **248**, **260**, 265, 267
Speech [SPCH] 100, 103, 104, 200, 202, 220, 230, 240, 285

Only one single language or a maximum of 5 credits allowed in Humanities:
American Sign Language [ASL] 101, 102, 103, 201, 202, 203
Arabic [ARAB] 101, 102, 103
Chinese [CHIN] 101, 102, 103, 201, 202, 203
French [FRNCH] 101, 102, 103, 121, 122, 123, 201, 202, 203, 221, 222, 223
German [GERM] 101, 102, 103, 201, 202, 203
Italian [ITAL] 101, 102, 103
Japanese [JAPAN] 01, 102, 103, 201, 202, 203
Spanish [SPAN] 101, 102, 103, 201, 202, 203

Social Sciences Distribution: 5 Credits

Choose from the following list:
American Studies [AMST] 101, 102, **103**, 114, **135**, **150**, **160**, **180**, 200, **260**, 285, 86, 287, 288
Anthropology [ANTH] 100, 104, 105, **180**, 200, 202, **203**, 210
Communications [COMM] **150**
Economics [ECON] 100, 200, 201, **260**, 270
Ethnic & Cultural Studies [ETHN] 100, 102, **105**, 109, 120, **21**, 30, 52, 200, 210, **241**, 255
General Business [G BUS] 101
Geography [GEOG] 100, 102, **105**, 200, 207, 250, 258
History [HIST] 101, 102, 103, 110, 115, **120**, 135, 201, 202, 203, 207, 210, 211, 212, 223, **230**, 236, 242, 245, 50, **261**, 264, **280**
Humanities [HUMAN] 210, 220, 224, 228, 230
International Studies [INTST] **105**, 150, 200, 201, 202, **203**, **204**, 30, **261**, **280**
Philosophy [PHIL] 102, 112, 122, 160, **201**, 240, **248**, **260**, 265
Political Science [POLSC] 101, 102, 103, 121, 122, 123, 125, 155, **160**, **201**, **230**
Psychology [PSYCH] 100, 109, 110, 200, 203, 204, 205, 209, 210, **40**, 250, 257
Sociology [SOC] **105**, 110, 121, 70, 220, **240**, 246, 255, 256, 262, 264, 65, 270
Speech [SPCH] 225

Natural Sciences Distribution: 5-6 Credits

Choose from the following list:
Anthropology [ANTH] 201
Astronomy [ASTR] 101, 105
Chemistry [CHEM] 100, 10, 40, 50, 160, 31, 32, 33
Environmental Science [ENVSC] 204, 07, 50
Geography [GEOG] 106, 05, 06
Geology [GEOL] 101, 03, 06, 08
Oceanography [OCEAN] 101, 10
Physics [PHYS] 106, 09114, 15, 16, 21, 22, 23
Psychology [PSYCH] 202
Biology [BIOL] 150, 202, 03
Meteorology [METR] 101

Electives: 60-65 Credits (or sufficient to meet minimum degree total of 90)

ANY course listed in the Communication and Quantitative Skills, Humanities, Social Sciences or Natural Sciences and ALL courses numbered 100 or above as listed in the BCC 2007-2008 college catalog. This includes ALL academic transfer, professional/technical, Human Development, and Experiential Learning courses.
For a complete course listing, go to: *www.bellevuecollege.edu/catalog/courses*

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

Associate in Occupational and Life Skills: Venture

Venture: The Degree Program for Unique Learners *90 Credits*

Requirements 2007-2008

Courses may be subject to prerequisites and minimum grade requirements. Check the online or printed catalog for more information.

COURSE #	COURSE TITLE	CREDITS
YEAR 1: FALL QUARTER		
VENTU 110	Learning Strategies	2
VENTU 140	Introduction to Keyboarding	2
VENTU 143	Portfolio Fundamentals	1
VENTU 150-155	PE	1
VENTU 160-165	Elective	2
WINTER QUARTER		
VENTU 100	Nutrition, Health & Fitness I	2
VENTU 111	Learning Strategies in the College Environment	2
VENTU 120	Personal Finance I	2
VENTU 150-155	PE	1
VENTU 160-165	Elective	2
SPRING QUARTER		
VENTU 101	Nutrition, Health & Fitness II	2
VENTU 105	Introduction to Communication	2
VENTU 141	Fundamentals of Computer Soft/Hardware	2
VENTU 150-155	PE	1
VENTU 160-165	Elective	2
YEAR 2: FALL QUARTER		
VENTU 102	Human Sexuality & Body Awareness	2
VENTU 112	News & the Citizen	3
VENTU 121	Personal Finance II	2
VENTU 130	Critical Thinking through Science	3
VENTU 150-155	PE	1
WINTER QUARTER		
VENTU 106	Communication in the Workplace	2
VENTU 113	Critical Thinking through Writing	2
VENTU 142	Computer Applications in the Workplace	3
VENTU 144	Office Procedures & Customer Service	2
VENTU 150-155	PE	1
SPRING QUARTER		
VENTU 114	Media Advertising	2
VENTU 122	Personal Finance III	2
VENTU 131	Environmental Awareness I	2
VENTU 170	Self-Advocacy	2

COURSE #	COURSE TITLE	CREDITS
YEAR 3: FALL QUARTER		
VENTU 104	ABLEness	2
VENTU 134	Social Change in America	3
VENTU 171	Self Advocacy in the Workplace	2
WINTER QUARTER		
VENTU 132	Environmental Awareness II	2
VENTU 135	Reasoning through History	3
VENTU 172	Problem Solvers in the Workplace	2
SPRING QUARTER		
VENTU 107	Healthy Relationships & Conflict Management	2
VENTU 133	Environmental Awareness III	2
VENTU 136	Citizenship	2
VENTU 174	Career Exploration	3
YEAR 4: WORKFORCE		
VENTU 175	Field Experience I	4
VENTU 176	Field Experience II	4
VENTU 177	Communication Skills in the Workplace	2
VENTU 179	Controversial Issues in the Workplace	2
TOTAL		**90**

- This is a non-transfer degree.
- For more information go to *www.bellevuecollege.edu/venture*.
- Use Degree Audit to track your progress toward completion of this degree at *www.bellevuecollege.edu/da*.
- Please refer to *www.bellevuecollege.edu/programs/degrees* for latest degree updates and further information.

Cultural Diversity Requirement

This degree requires that students complete a set of BCC General Education Requirements, including a Cultural Diversity component. For a list of courses that meet this requirement, go to: *www.bellevuecollege.edu/catalog/degrees/gened*.

Professional / Technical Degrees & Certificates at BCC

Accurate as of April 2007. For the most current information, see the BCC website:

www.bellevuecollege.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 interested 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
HD	=	Human Development
HSEWI	=	Health Sciences, Education & Wellness Institute
Sci	=	Science
SocSci	=	Social Science

Category Degree/Certificate Name	A.A. Degree	Credit Certificate	Non–Credit Certificate	BCC Division	BCC Department
APPLIED ARTS					
Graphic Design	153		X	CE	Art - Zones
Interior Design	157			A&H	Interior Design
BUSINESS PROFESSIONS					
Accounting Assistant		46		Bus	Accounting—Paraprofessional
Accounting Information Systems		20		Bus	Accounting—Paraprofessional
Administrative Assistant		48-50		Bus	Business Technology Systems
Advanced Business Software Specialist		48		Bus	Business Technology Systems
Bookkeeping		31		Bus	Accounting—Paraprofessional
Bookkeeping Preparation		14-16		Bus	Accounting—Paraprofessional
Business Intelligence Analyst		25		Bus	Information Systems
Business Intelligence Developer		45		Bus	Information Systems
Business Software Specialist		30-31		Bus	Business Technology Systems
Desktop Publishing for Print and Web		43		Bus	Business Technology Systems
Entrepreneurship		30		Bus	General Business Management
General Business Management	90			Bus	General Business Management
Human Resources Assistant		48		Bus	Business Technology Systems
Human Resources Management			X	C E	Business & Prof Development
Marketing Communication Assistant		56-57		Bus	Business Technology Systems
Marketing Management	90			Bus	Marketing Management
Office Assistant		21-23		Bus	Business Technology Systems
Office Manager	90			Bus	Business Technology Systems
Paraprofessional Accounting	90			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
Retail Management		50		Bus	Marketing Management
Sales & Marketing		30/50		Bus	Marketing Management
COMMUNICATIONS					
Movie Making	91			A&H	Communication
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 #		24		C E	World Languages
COMPUTERS & TECHNOLOGY					
Animation and Graphics	91	48-50			Bus Digital Media Arts
Business Intelligence Analyst		25		Bus	Information Systems

Professional/Technical Degrees

Category Degree/Certificate Name	A.A. Degree	Credit Certificate	Non–Credit Certificate	BCC Division	BCC Department
COMPUTERS & TECHNOLOGY *(continued)*					
Business Intelligence Developer		45		Bus	Information Systems
Business Web Developer (MCP or CIW) #			X	C E	Fast Track
Cisco Support Technician		46		Bus	Network Services & Computing Systems
Cisco Internetworking (CCNA) #		33.5-38.5		C E	Fast Track
Database Administration		45		Bus	Database Administration
Database User Specialist		18-20		Bus	Business Technology Systems
Digital Gaming	93	45		Bus	Digital Media Arts
Digital Video	91			Bus	Digital Media Arts
Information Systems Business Intelligence Track Database Administration Track Software Development Track	91			Bus	Information Systems
Intermediate Applications Developer		30		Bus	Information Systems
Intermediate Applications Developer #		30		C E	Fast Track
Introductory C++ Programming		20		Bus	Information Systems
Introductory .NET Programming		45		Bus	Information Systems
Medical Informatics		30/45-50		Bus	Medical Information Technology
Microcomputer Support Specialist		45		Bus	Technical Support
Microsoft Certified Database Admin (MCDBA) #		33.5-40.5		C E	Fast Track
Microsoft Certified Systems Admin (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	Network Services & Computing Systems
Network Services & Computing Systems	91			Bus	Network Services & Computing Systems
Operating Systems Support Specialist		45		Bus	Information Systems
Relational Database Analyst		30		Bus	Information Systems
Relational Database Developer		45		Bus	Information Systems
Technical Support	90- 94			Bus	Technical Support
Technical Support #		35-42		C E	Fast Track
EDUCATION					
Early Childhood Education	90	49		HSEWI	Early Learning & Teacher Education
Early Childhood Special Education	90	50		HSEWI	Early Learning & Teacher Education
Infant & Toddler Care		21		HSEWI	Early Learning & Teacher Education
HEALTH					
Alcohol & Drug Counseling		46		HSEWI	Alcohol & Drug Counseling
Breast Ultrasound		8		HSEWI	Diagnostic Ultrasound
Cardiac Interventional Program		19		HSEWI	Radiation Technology
Certified Nursing Assistant		7		HSEWI	Health Professional
Clinical Lab Assistant		19		HSEWI	Health Professions
CT Imaging		26		HSEWI	Radiation Technology
Diagnostic Ultrasound #	122			HSEWI	Diagnostic Ultrasound
Magnetic Resonance Imaging		26		HSEWI	Radiation Technology
Medical Office Reception		19		HSEWI	Health Professions
Nuclear Medicine Technology #	93			HSEWI	Nuclear Medicine Technology
Nursing #	116			HSEWI	Nursing (Associate Degree)
Nursing Assistant			X	CE	Health Professional
Personal Fitness Trainer		19		HSEWI	Physical Education
Phlebotomy Technician		16		HSEWI	Health Professions
Radiation Therapy #	119			HSEWI	Radiation Therapy
Radiologic Technology #	101			HSEWI	Radiologic Technology
Vascular Interventional Program		25		HSEWI	Radiation Technology
Wilderness Skill		18		HSEWI	Physical Education
PUBLIC SAFETY					
Administration of Criminal Justice	90-91			SocSci	Admin of Criminal Justice
Fingerprint Identification			X	CE	Fast Track
Fire Investigation	90			HSEWI	Fire Science
Fire Officer	90	45		HSEWI	Fire Science
Fire Prevention Specialist	90-91			HSEWI	Fire Science
Fire Science (entry-level firefighter)	90.5			HSEWI	Fire Science

Course titles are abbreviated in these program outlines. Please see course descriptions, pages 65–148, for complete titles and content.

Accounting–Paraprofessional

This program offers excellent academic options for students to enter the growing field of accounting through degree and certificate programs. The Accounting Assistant Certificate of Achievement emphasizes practical skills for those seeking early employment. The Bookkeeping Certificate of Accomplishment prepares students for employment as full–charge bookkeepers. Students may apply credits earned for certificates to the degree program. The Associate in Arts degree provides a strong background in accounting and business skills and prepares graduates for immediate accounting positions and future supervisory roles in business and government. Students receive a well–rounded background allowing 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	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Business 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

Choose from the following:...................... 5

ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	

Choose from the following:...................... 5

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

Choose from the following:...................... 5

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

Choose from the following:...................... 5

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

Choose from the following:...................... 5

ACCT 240	Computerized Accounting (5 Cr)	
ACCT 260	Accounting for Non–Profit Agencies (5 Cr)	
ACCT 270	Cost Accounting (5 Cr)	

Choose from the following:...................... 10

ECON 100	Introduction to Basic Economic Principles (5 Cr)	
EXPRL 191/2/3	Academic Internship Experience (V 1–5 Cr)	
BTS 109	Business Communication (5 Cr)	
BTS 168	Database Applications (5 Cr)	
BTS 265	Spreadsheet Applications: Advanced (5 Cr)	
ETHN 241	Multi–Cultural Business Consulting (5 Cr)	
G BUS 101	Introduction to Business (5 Cr)	
G BUS 241	Multi–Cultural Business Consulting (5 Cr)	
G BUS 260	Business Ethics (5 Cr) or any 200 level business course approved by your advisor (5 Cr)	

Choose from the following:...................... 5

ANTH 105	Introduction to Archaeology (5 Cr)	
GEOG 100	Introduction to Geography (5 Cr)	
GEOG 207	Economic Geography (5 Cr)	
HIST 115	English History: 1603 to Present (5 Cr)	
HIST 120	Global History (5 Cr)	
HIST 223	Russia & Eastern Europe: 1533 to Present (5 Cr)	
HIST 250	U.S. Military History (5 Cr)	

TOTAL...................................... **90**

Certificate of Achievement
Accounting Assistant

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Business Computerized Accounting	5
BTS 146	10–Key	1
BTS 165	Spreadsheet Applications	5
G BUS 145	Business Mathematics	5

Choose from the following:...................... 5

ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	

Choose from the following:...................... 5

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

Choose from the following:...................... 5

BTS 109	Business Communications (5 Cr)	
ENGL 101	Written Expression (5 Cr)	

Choose from the following:...................... 5

G BUS 120	Organizational Behavior (5 Cr)	
G BUS 221	Human Resource Management (5 Cr)	

Choose from 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	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting	5
ACCT 172	Small Business Computerized Accounting	5
BTS 146	10–Key	1
BTS 165	Spreadsheet Applications	5
G BUS 145	Business Mathematics	5

Choose from the following:...................... 5

ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	

Choose from the following:...................... 5

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

TOTAL...................................... **31**

Certificate of Completion
Bookkeeping Preparation

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
BTS 146	10–Key	1
G BUS 145	Business Mathematics	5

Choose from the following:...................... 3–5

ACCT 194/5/6/7	Special Topics in Practical Accounting (V1–5 Cr)	
BTS 151	Spreadsheet Applications – Formulas & Functions (1 Cr)	
BTS 152	Spreadsheet Applications – Charts & Formatting (1 Cr)	
BTS 153	Spreadsheet Applications – Data Lists & Pivot Tables (1 Cr)	

TOTAL...................................... **14–16**

Certificate of Accomplishment
Accounting Information Systems

Course	Course Name	Credit Hrs.
ACCT 245	Accounting Information Systems	5

Choose from the following:...................... 5

ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (5 Cr)	

Choose from the following:...................... 5

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

Choose from the following:...................... 5

BTS 109	Business Communications (5 Cr)	
ENGL 101	Written Expression (5 Cr)	

TOTAL...................................... **20**

The average class size at BCC is 25 students.

Administration of Criminal Justice

This program is designed for students planning 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. Applicants 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	Course Name	Credit Hrs.
ADMCJ 101	Survey of Law Enforcement & Administration	5
ADMCJ 103	ADMCJ Report Writing	5
ADMCJ 104	Introduction to Criminal Law	5
ADMCJ 206	Community–Oriented Policing	5
ADMCJ 248	Ethics in Criminal Justice	5
ADMCJ 271	Introduction to Criminology	5
ENGL 101	Written Expression	5
SPCH 200	Interpersonal Communications	5

Choose from the following: 15

ADMCJ 102	Survey of Police Organization & Administration (5 Cr)	
ADMCJ 200	Criminal Evidence & Procedures – Police Officer (5 Cr)	
ADMCJ 202	Principles of Criminal Investigation (5 Cr)	
ADMCJ 204	Introduction to Constitutional Law (5 Cr)	
ADMCJ 242	Law & the Police in a Multicultural Society (5 Cr)	

Choose from the following: 10

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

Choose from the following: 5

G BUS 145	Business Mathematics (5 Cr)	
PHIL 120	Introduction to Logic (5 Cr)	

Choose from the following 10–11

ASTR 101	Introduction to Astronomy (5 Cr)	
ASTR 105	Beginning Astronomy (6 Cr)	
BIOL 101	General Biology I (6 Cr)	
BIOL 150	Marine Biology (6 Cr)	
BOTAN 110	Introduction to Plant Biology (6 Cr)	
BOTAN 113	Plant Identification & Classification (6 Cr)	

CHEM 100	Chemical Concepts (5 Cr)	
CHEM 110	Understanding the Chemistry Around You (6 Cr)	
ENVSC 207	Field & Laboratory Environmental Science (6 Cr)	
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)	
OCEAN 101	Survey of Oceanography (6 Cr)	

Choose from the following 10

ADMCJ 253	Drug Use & the Law in American Society (5 Cr)	
GEOG 250	Geography of the Pacific Northwest (5 Cr)	
PSYCH 250	Cross Cultural Psychology (5 Cr)	

TOTAL 90–91

Alcohol & Drug Counseling

Designed for students completing state–defined requirements to become a chemical dependency counselor, the program offers information about chemical dependency, its effects on the individual, the family, and society, and provides the additional course work needed for certification. For more information, students should contact Paul Weatherly, program director and advisor, (425) 564-2012.

Certificate of Achievement

Alcohol & Drug Counseling

Course	Course Name	Credit Hrs.
ALDAC 100	Professional Development in Addiction Counseling	1
ALDAC 101	Understand 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: Assessment & Treatment	2
ALDAC 206	Group Process in Chemical Dependency Treatment	3
ALDAC 207	HIV/AIDS Risk Intervention & Blood Borne Pathogens	1
ALDAC 212	Ethics & Professionalism in Addiction Counseling	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

Animation and Graphics – Digital Media Arts

The Animation and Graphics program offers students an opportunity to develop skills and increase competencies in illustration, image manipulation, screen design and 3D animation. Industry standard software allows students the opportunity to use applications in the production of illustration, animation, web design and video.

Associate in Arts Degree

Animation & Graphics

Course	Course Name	Credit Hrs.
ANIM 120	Animation Foundations	5
ANIM 121	Imaging Foundations	5
ANIM 230	Web Animation I	5
ANTH 100	Introduction to Anthropology	5
COMM 216	Scripting for Film, Video, & Multimedia	5
ENGL 101	Written Expression	5
GAME 110	Game Design I	5
MEDIA 245	Production Practices	3
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
VIDEO 224	Motion Graphics I	5
VIDEO 225	Motion Graphics II	5

Choose from the following: 5

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

Choose from the following: 5

COMM 102	Techniques & Technology of Propaganda (5 Cr)	
COMM 103	Media & Messages (5 Cr)	
COMM 104	Multicultural Media Messages (5 Cr)	
COMM 106	Writing for the World Wide Web (5 Cr)	
COMM 108	Media/Digital Law & Ethics (5 Cr)	
COMM 119	History of Animation (5 Cr)	

Choose from the following: 5

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

Choose from the following: 5

ANIM 116	Drawing for Animation II (5 Cr)	
ART 121	Drawing II (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	

Choose from the following: 10

ANIM 220	Raster Images (5 CR)	
ANIM 222	Vector Images & Illustrations (5 CR)	
ANIM 240	3–D Animation I (5 CR)	
ANIM 241	3–D Animation II (5 CR)	

Electives 5

TOTAL 91

Animation and Graphics

Course	Course Name	Credit Hrs.
ANIM 115	Drawing for Animation I	5
ANIM 120	Animation Foundations	5
ANIM 121	Imaging Foundations	5
ANIM 230	Web Animation I	5
MEDIA 105	Digital Design & Storytelling	5
VIDEO 224	Motion Graphics I	5

Choose from the following: 15

ANIM 220	Raster Images (5 Cr)	
ANIM 222	Vector Images & Illustrations (5 Cr)	
ANIM 240	3–D Animation I (5 Cr)	
ANIM 241	3–D Animation II (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	
VIDEO 225	Motion Graphics II (5 Cr)	

Choose from the following: 3–5

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

TOTAL 48–50

Business Intelligence

Intended to prepare students for entry and mid–level positions developing Business Intelligence (BI) systems, students design, create and move data to multi–dimensional online analytical processing (OLAP) databases using dimensional modeling tools. The certificate provides skills need to create predictive queries using data mining techniques.

Business Intelligence Developer

Course	Course Name	Credit Hrs.
BUSIT 105	Multi–Dimensional Analysis I	5
BUSIT 110	Data Warehouse I	5
BUSIT 115	Data Mining I	5
BUSIT 202	Dimensional Modeling	5
BUSIT 205	Multi–Dimensional Analysis II	5
BUSIT 209	Data Visualization	5
BUSIT 210	Data Warehouse II	5

Choose from the following: 5

BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	

Approved business elective 5

TOTAL 45

Designed to prepare students for entry–level positions developing data warehouses and data marts as part of an overall Business Intelligence System. The certificate provides skills needed to transform and load data into an online analytical processing (OLAP) database, and develop and implement a security plan for the OLAP database

Business Intelligence Analyst

Course	Course Name	Credit Hrs.
BUSIT 105	Multi–Dimensional Analysis I	5
BUSIT 110	Data Warehouse I	5
BUSIT 115	Data Mining I	5

Choose from the following: 5

BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	

Approved business elective 5

TOTAL 25

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

The Office Manager Associate in Arts Degree articulates with the baccalaureate degree program at Seattle Pacific University and at City University.

Office Manager

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
ACCT 172	Small Business Computerized Accounting	5
BTS 109	Business Communications	5
BTS 110	Electronic 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 250	Office Administration	5
COMM 150	Introduction to Mass Media	5
ENGL 101	Written Expression	5
G BUS 120	Organizational Behavior	5
G BUS 145	Business Mathematics	5

Choose from the following: 5

BTS 186	Beginning Desktop Publishing (5 Cr)	
BTS 187	Desktop Publishing (5 Cr)	

Choose from the following: 5–6

ASTR 101	Introduction to Astronomy (5 Cr)	
ASTR 105	Beginning Astronomy (6 Cr)	
CHEM 100	Chemical Concepts (5 Cr)	
CHEM 110	Understanding the Chemistry Around You (6 Cr)	
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)	
GEOG 206	Landforms & Landform Processes (6 Cr)	
GEOL 101	Survey of Geology (6 Cr)	
GEOL 208	Geology of the Northwest (6 Cr)	
OCEAN 101	Survey of Oceanography (6 Cr)	
PSYCH 202	Introduction to Physiological Psychology (5 Cr)	

Choose from the following: 8–9

BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 145	Internet Basics (1 Cr)	
BTS 146	10–Key (1 Cr)	
BTS 171	Operating System for Advanced Users (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (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)	
COMM 108	Media/Digital Law & Ethics (5 Cr)	
ENGL 270	Professional Report Writing (5 Cr)	
EXPRL 191	Academic Internship Experience (V 1–5 Cr)	
INTST 150	International Business (5 Cr)	
MKTG 110	Client/Customer Relations (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	

TOTAL 90

Marketing Communication Assistant

Course	Course Name	Credit Hrs.
BTS 109	Business Communications	5
BTS 110	Electronic 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
BTS 165	Spreadsheet Applications	5
COMM 102	Techniques & Technology of Propaganda	5
COMM 106	Writing for the World Wide Web	5
G BUS 120	Organizational Behavior	5
MKTG 154	Principles of Marketing	5

Choose from the following: 5

BTS 186	Beginning Desktop Publishing (5 Cr)	
BTS 187	Desktop Publishing (5 Cr)	

Choose from the following: 4–5

BTS 143	Presentation Applications Advanced (1 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 250	Office Administration (5 Cr)	
CS 250	Management Information Systems (5 Cr)	

TOTAL 56–57

Administrative Assistant

Course	Course Name	Credit Hrs.
BTS 109	Business Communications	5
BTS 141	Presentation Applications: Beginning	1
BTS 142	Presentation Applications: Intermediate	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 250	Office Administration	5
G BUS 145	Business Mathematics	5

Choose from the following: 5

BTS 186	Beginning Desktop Publishing (5 Cr)	
BTS 187	Desktop Publishing (5 Cr)	

Choose from the following: 8–10

ACCT 172	Small Business Computerized Accounting (5 Cr)	
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 110	Electronic Communications (5 Cr)	
BTS 143	Presentation Applications Advanced (1 Cr)	
BTS 145	Internet Basics (1 Cr)	
BTS 146	10–Key (1 Cr)	
BTS 168	Database Applications (5 Cr)	
BTS 171	Operating System for Advanced Users (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (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)	
G BUS 120	Organizational Behavior (5 Cr)	
MKTG 110	Client/Customer Relations (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	

TOTAL 48–50

Advanced Business Software Specialist

Course	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 Advanced Users	5
BTS 265	Spreadsheet Applications: Advanced	5
BTS 268	Database Applications Advanced	5
BTS 280	Project Management Applications	5

Choose from the following: 5

BTS 110	Electronic Communications (5 Cr)	
BTS 186	Beginning Desktop Publishing (5 Cr)	

TOTAL 48

Human Resources Assistant

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
BTS 109	Business Communications	5
BTS 144	Personal Information Manager	3
BTS 161	Computer & Software Fundamentals	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
BTS 280	Project Management Applications	5
G BUS 120	Organizational Behavior	5
G BUS 221	Human Resources Management	5
PROG 175	Database Reporting	5

TOTAL 48

This certificate places an emphasis on standards in desktop publishing for print and web production. Covers current desktop publishing software applications, principles of design, and production workflow principles. The certificate prepares students to make recommendations for desktop publishing devices and for positions such as design assistant, production assistant, marketing and communications assistant.

Desktop Publishing for Print and Web

Course	Course Name	Credit Hrs.
BTS 110	Electronic Communications	5
BTS 186	Beginning Desktop Publishing	5
BTS 187	Desktop Publishing	5
BTS 188	Digital Images for Desktop Publishing	5
MEDIA 248	Portfolio & Employment	3
WEBMM 210	Web Tools	5

Choose from the following 5

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

Choose from the following: 10

ANIM 115	Drawing for Animation I (5 Cr)	
ANIM 222	Vector Images & Illustrations (5 Cr)	
ART 110	Two–Dimensional Design (5 Cr)	
ART 111	Design: Color (5 Cr)	
BTS 280	Project Management Applications (5 Cr)	
G BUS 230	Project Management (5 Cr)	
MKTG 154	Principles of Marketing (5 Cr)	
MKTG 234	Advertising (5 Cr)	

TOTAL 43

Business Software Specialist

Course	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 from the following 10–11

BTS 110	Electronic 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 186	Beginning Desktop Publishing (5 Cr)	
BTS 187	Desktop Publishing (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 280	Project Management Applications (5 Cr)	
BTS 293	Teaching Technology (5 Cr)	

TOTAL 30–31

Office Assistant

Course	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 from the following: 3–5

BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 109	Business Communications (5 Cr)	
BTS 144	Personal Information Manager (3 Cr)	

TOTAL 21–23

Database User Specialist

Course	Course Name	Credit Hrs.
BTS 168	Database Applications	5
BTS 268	Database Application Advanced	5
DBA 130	Database Theory	5

Choose from the following: 3–5

BTS 144	Personal Information Manager (3 Cr)	
DBA 232	Database Administration (5 Cr)	
IT 103	Networking Basics (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 160	Systems Analysis & Design (5 Cr)	
TECH 170	Problem Solving Strategies (5 Cr)	

TOTAL 18–20

Database Administration Specialist

Course	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 Operating Systems	5
PROG 160	Systems Analysis & Design	5
SPCH 225	Small Group Communication	5

TOTAL 45

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	Course Name	Credit Hrs.
DUTEC 105	Pathophysiology I	3
DUTEC 107	Human Cross-Section Anatomy	7
DUTEC 110	Ultrasound I-Abdominal	4
DUTEC 170	Physics & Instrumentation I	3
TOTAL		**17**

FIRST YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
DUTEC 106	Pathophysiology II	3
DUTEC 120	Ultrasound II – Obstetrics	5
DUTEC 130	Ultrasound III – Small Parts	3
DUTEC 135	Ultrasound Equipment I	3
DUTEC 171	Physics & Instrumentation II	3
TOTAL		**17**

FIRST YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
DUTEC 112	Pathophysiology III	3
DUTEC 145	Ultrasound Equipment II	4
DUTEC 150	Basic Echocardiography	3
DUTEC 160	Ultrasound V: Peripheral Vascular Scanning Tech	3
DUTEC 180	Advanced Studies: General Ultrasound (general students only)	(3 Cr)
TOTAL		**13–16**

FIRST YEAR – SUMMER QUARTER

Course	Course Name	Credit Hrs.
DUTEC 101	Concepts of Patient Care	3
DUTEC 113	Pathophysiology IV	3
DUTEC 155	Ultrasound IV – Echocardiography	3
DUTEC 165	Ultrasound Equipment III	3
TOTAL		**12**

SECOND YEAR – FALL QUARTER

Course	Course Name	Credit Hrs.
DUTEC 181	Advanced Studies Echo–Vascular (cardiac & vascular students only)	(3 Cr)
DUTEC 210	Clinical Practicum I	15
TOTAL		**15–18**

SECOND YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
DUTEC 220	Clinical Practicum II	15
TOTAL		**15**

SECOND YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
DUTEC 230	Clinical Practicum III	15
TOTAL		**15**

SECOND YEAR – SUMMER QUARTER

Course	Course Name	Credit Hrs.
DUTEC 240	Clinical Practicum IV	15
TOTAL		**15**
GRAND TOTAL		**122**

This three quarter continuing education program is for certified mammographers wishing to expand their job skills to include breast ultrasound scanning. Satisfactory completion of the program courses partially fulfills the eligibility requirements for the American Registry of Diagnostic Medical Sonography certification examination in breast ultrasound.

Certificate of Completion
Breast Ultrasound

Course	Course Name	Credit Hrs.
DUTEC 250	Ultrasound Physics for Mammographers	3
DUTEC 251	Breast Ultrasound for Mammographers	3
DUTEC 252	Ultrasound Equipment/Knoblogy for Mammographers	2
TOTAL		**8**

Digital Media Arts

The Digital Media Arts program is designed for students interested in studying the creation, use, and management of high–quality digital media content. Primary focus is on the application of digital tools to create videos, games, 3D animations, screen designs and digital graphics in a project–based, hands–on learning environment. Course work prepares graduates to work as freelancers or in a variety of industries as digital media creators and content managers.

See Animation and Graphics
See Gaming
See Video

Early Learning and Teacher 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 find opportunities for meaningful employment as teachers or classroom assistants in early childhood and elementary/secondary education programs or in other occupations working with children. The program of study includes working 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	Course Name	Credit Hrs.
ECED 131	Orientation to the Child with Special-Needs	5
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Learning Environments & Social Relationships	5
ECED 180	Connecting with Infants & Toddlers	4
ECED 181	Children's Creative Activities	5
ECED 191	Early Childhood Education Practicum I	5
ECED 192	Early Childhood Education Practicum II	5
ECED 193	Early Childhood Education Practicum III	3
ECED 201	Family & Community Connections	3
ECED 204	Child Health & Safety	3
EDUC 150	Language & Literacy Development	3
EDUC 240	Culture & Human Diversity in Education	3
EDUC 256	Child Development	3
ENGL 101	Written Expression	5
NUTR 130	Human Nutrition	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5

Choose from the following: ... 5

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

Choose from the following: ... 5

Course	Course Name	
BTS 105	Beginning Keyboarding – Alphabet Keys (1)	
BTS 106	Beginning Keyboarding – Figure & Symbol Keys (1)	
BTS 107	Beginning Keyboarding – Keypad & Skillbuilding (1)	
BTS 141	Presentation Applications: Beginning (1)	
BTS 142	Presentation Applications: Intermediate (1)	
BTS 143	Presentation Applications: Advanced (1)	
BTS 145	Internet Basics (1)	
BTS 146	10–Key (1)	
BTS 151	Spreadsheet Applications – Formulas & Functions (1)	
BTS 152	Spreadsheet Applications –	

	Charts & Formatting (1 Cr)
BTS 153	Spreadsheet Applications – Data Lists & Pivot Tables (1 Cr)
BTS 154	Spreadsheet Applications – Links VLookUps & Templates (1 Cr)
BTS 155	Spreadsheet Applications – Advanced Logic Functions (1 Cr)
BTS 161	Computer & Software Fundamentals (5 Cr)
BTS 163	Word Processing Applications (5 Cr)
BTS 165	Spreadsheet Applications (5 Cr)
BTS 181	Word Processing – Editing and Formatting (1 Cr)
BTS 182	Word Processing – Tables, Columns, & Graphics (1 Cr)
BTS 183	Word Processing – Sharing Documents (1 Cr)
BTS 184	Word Processing – Managing Long Documents (1 Cr)
BTS 185	Word Processing – Forms & Macros (1 Cr)

Choose from the following.........................*5*

MATH 107	Mathematical Models & Applications (5 Cr)
MATH 141	Math for Elementary Teachers I (5 Cr)
Approved electives	 3

TOTAL... **90**

Certificate of Achievement

Early Childhood Education

Course	Course Name	Credit Hrs.
ECED 131	Orientation to the Child with Special Needs	5
ECED 171	Introduction to Early Childhood Education	5
ECED 172	Learning Environments & Social Relationships	5
ECED 180	Connecting with Infants & Toddlers	4
ECED 181	Children's Creative Activities	5
ECED 191	Early Childhood Education Practicum I	5
ECED 192	Early Childhood Education Practicum II	5
ECED 201	Family & Community Connections	3
ECED 204	Child Health & Safety	3
EDUC 150	Language & Literacy Development	3
EDUC 240	Culture & Human Diversity in Education	3
EDUC 256	Child Development	3

TOTAL... **49**

Associate in Arts Degree

Early Childhood Special Education

Course	Course Name	Credit Hrs.
ASL 101	Beginning First–Year American Sign Language	5
ECED 131	Orientation to the Child with Special Needs	5
ECED 132	Techniques for Teaching the Child with Special Needs	5
ECED 135	Practicum for Special Education	5
ECED 136	Practicum for Special Education	5
ECED 171	Introduction to Early Childhood Education	5
ECED 201	Family & Community Connections	3
ECED 204	Child Health & Safety	3
EDUC 110	Introduction to Education	5
EDUC 150	Language & Literacy Development	3
EDUC 190	Working as a Paraeducator	5
EDUC 240	Culture & Human Diversity in Education	3
EDUC 256	Child Development	3
ENGL 101	Written Expression	5
NUTR 130	Human Nutrition	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5

Choose from the following.........................*5*

BTS 105	Beginning Keyboarding – Alphabet Keys (1 Cr)
BTS 106	Beginning Keyboarding – Figure & Symbol Keys (1 Cr)
BTS 107	Beginning Keyboarding – Keypad & Skillbuilding (1 Cr)
BTS 141	Presentation Applications: Beginning (1 Cr)
BTS 142	Presentation Applications: Intermediate (1 Cr)
BTS 143	Presentation Applications: Advanced (1 Cr)
BTS 145	Internet Basics (1 Cr)
BTS 146	10–Key (1 Cr)
BTS 151	Spreadsheet Applications – Formulas & Functions (1 Cr)
BTS 152	Spreadsheet Applications – Charts & Formatting (1 Cr)
BTS 153	Spreadsheet Applications – Data Lists & Pivot Tables (1 Cr)
BTS 154	Spreadsheet Applications – Links VLookUps & Templates (1 Cr)
BTS 155	Spreadsheet Applications – Advanced Logic Functions (1 Cr)
BTS 161	Computer & Software Fundamentals (5 Cr)
BTS 163	Word Processing Applications (5 Cr)
BTS 165	Spreadsheet Applications (5 Cr)
BTS 181	Word Processing – Editing & Formatting (1 Cr)
BTS 182	Word Processing – Tables, Columns, and Graphics (1 Cr)
BTS 183	Word Processing – Sharing Documents (1 Cr)
BTS 184	Word Processing – Managing Long Documents (1 Cr)
BTS 185	Word Processing – Forms & Macros (1 Cr)

Choose from the following.........................*5*

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

Choose from the following.........................*5*

MATH 107	Mathematical Models & Applications (5 Cr)
MATH 141	Math for Elementary Teachers I (5 Cr)

TOTAL... **90**

Certificate of Achievement

Early Childhood Special Education

Course	Course Name	Credit Hrs.
ASL 101	Beginning First–Year American Sign Language	5
ECED 131	Orientation to the Child with Special-Needs	5
ECED 132	Techniques for Teaching the Child with Special–Needs	5
ECED 135	Practicum for Special Education	5
ECED 136	Practicum for Special Education	5
ECED 171	Introduction to Early Childhood Education	5
ECED 201	Family & Community Connections	3
ECED 204	Child Health & Safety	3
EDUC 150	Language & Literacy Development	3
EDUC 190	Working as a Paraeducator	5
EDUC 240	Culture & Human Diversity in Education	3
EDUC 256	Child Development	3

TOTAL... **50**

Certificate of Accomplishment

Infant & Toddler Care

Course	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education	5
ECED 180	Connecting with Infant & Toddler	4
ECED 201	Family & Community Connections	3
ECED 204	Child Health & Safety	3
EDUC 240	Culture & Human Diversity in Education	3
EDUC 256	Child Development	3

TOTAL... **21**

Fast Track Technology Program

This program offers 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	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

TOTAL... **35–42**

Certificate of Accomplishment

Fast Track IT Program – Microsoft Certified Database Administrator

Course	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	V1–8
TOTAL		**33.5–40.5**

Certificate of Accomplishment

Fast Track IT Program – Microsoft Certified Systems Engineer

Course	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	V1–6
TOTAL		**39.5–44.5**

Certificate of Accomplishment

Fast Track IT Program – Microsoft Certificated Systems Administrator

Course	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	V1–6
TOTAL		**31.5–36.5**

Certificate of Accomplishment

Fast Track IT Program – Cisco Internetworking

Course	Course Name	Credit Hrs.
FT 100	Business Skills – MCSE/MCDBA	1.5
FT 145	Network & Operating Systems – MCSE	11
NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 203	Cisco Networking III	5
NSCOM 204	Cisco Networking IV	5
FT 250	Special Topics – Fast Track	V1–6
TOTAL		**33.5–38.5**

Certificate of Accomplishment

Intermediate Applications Developer – Fast Track

Course	Course Name	Credit Hrs.
PROG 118	Windows Development II	5
PROG 120	Object Oriented Programming Concepts	5
PROG 140	SQL & Relational Database Programming	5
PROG 210	Enterprise Software Development II	5
PROG 260	Advanced Topics in Object Oriented Programming	5
PROG 294/5/6/7	Special Topics in Programming	5
TOTAL		**30**

Fire Service Programs

General Overview

The fire service degrees provide occupational specialty and general education courses.

Although most core courses are designed for fire service personnel, certain courses are appropriate for those individuals working in the private sector within the disciplines of fire protection and prevention.

All program curricula were developed through the efforts of the program advisory board, and utilization of national guidelines for higher education in the fire service.

Courses and degrees are continuously updated to meet NFPA Guidelines. Prior to admission, potential students must contact the program advisor. Please phone (425) 564-2012 or check our website at *www.bellevuecollege.edu/fire* and click on Fully Involved for advising session dates and times.

Fire Investigation

This degree program is open to those who are employed in the field of fire investigation and are seeking to enhance their knowledge in this discipline.

Fire Officer

This degree program is open to those who are either employed in the fire service or have been a volunteer in a fire department for at least one year. The degree is designed for those individuals seeking a promotion in the fire service. The curriculum follows the IAFC Professional Development recommendations in higher education for a Supervising Fire Officer.

Fire Science

The Fire Science Degree program is designed for those seeking a career in the fire service or are newly hired. This degree gives the student solid background in fire science core curriculum and general education. If a student is not employed in the fire service, they are required to attend one group advising session. These sessions are held twice a month at the main campus.

Fire Prevention Specialist

This degree program is open to those who are already employed in the fire service and/or are employed in the private sector within the discipline of fire prevention. This degree covers areas such as code inspection, enforcement, plan review, permit management, and fire safety education.

Associate in Arts Degree

Fire Investigation

CORE CURRICULUM

Course	Course Name	Credit Hrs.
ADMCJ 104	Introduction to Criminal Law	5
ADMCJ 200	Criminal Evidence & Procedures – Police Officer	5
FS 120	Fire Investigation	3
FS 130	Investigative Interview Techniques	2
FS 137	Fire Protection	3
FS 152	Building Construction	3
FS 190	Fire Inspection & Codes	4
FS 220	Advanced Fire Scene Investigation	4
FS 240	Crime Scene & Physical Evidence	4
FS 250	Juvenile Fire Setter	2
FS 260	Arson Fraud Investigation	4
HLTH 292	First Aid & CPR/Responding to Emergencies	4
TOTAL		**43**

DISTRIBUTION REQUIREMENTS

Math and Science

CS 110	Introduction to Computers & Applications	5

Choose from the following: 5–6

CHEM 100	Chemical Concepts (5 Cr)	
CHEM 101	Introduction to Chemistry (6 Cr)	
CHEM 110	Understanding the Chemistry Around You (6 Cr)	

Choose from the following: 5

MATH 105	Precalculus I (5 Cr)	
MATH 156	College Algebra for Business & Social Science (5 Cr)	

Communications

ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5

Choose from the following: 5

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

Social Science

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

Arts and Humanities

ART 150	Basic Photo I	5

TOTAL	**45–46**

Electives reviewed and approved by BCC to bring the total to 90 credits ... 1–2

GRAND TOTAL	**90**

Fast Track: intensive training in a variety of technology specialties.

Professional/Technical Degrees

Associate in Arts Degree
Fire Officer

CORE CURRICULUM

Course	Course Name	Credit Hrs.
CS 110	Introduction to Computers & Applications	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
FS 120	Fire Investigation	3
FS 131	Fire Service Instructor I	3
FS 137	Fire Protection	3
FS 140	Fire Service Safety	2
FS 152	Building Construction	3
FS 190	Fire Inspection & Codes	4
FS 210	Incident Management Multi–Company Operations	3
FS 215	Hazardous Materials Incident Management	3
HLTH 250	Wellness	5
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5

Choose from the following: ... 6

| BIOL 100 | Introductory Biology (6 Cr) |
| BIOL 101 | General Biology I (6 Cr) |

Choose from the following: ... 5–6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)
CHEM 110	Understanding the Chemistry Around You (6 Cr)

Choose from the following: ... 3–5

| FS 232 | Human Resource Management (3 Cr) |
| G BUS 221 | Human Resources Management (5 Cr) |

Choose from the following: ... 3–5

| FS 233 | Fire Service Administration (3 Cr) |
| G BUS 120 | Organizational Behavior (5 Cr) |

Choose from the following: ... 5

| MATH 105 | Precalculus I (5 Cr) |
| MATH 156 | College Algebra for Business & Social Science (5 Cr) |

Choose from the following: ... 5

SPCH 100	Basic Principles of Oral Communication (5 Cr)
SPCH 200	Interpersonal Communication (5 Cr)
SPCH 220	Introduction to Public Speaking (5 Cr)

Electives to bring the total credits to 90 ... 4–9

TOTAL ... **90**

Certificate of Achievement
Fire Officer

Course	Course Name	Credit Hrs.
ENGL 101	Written Expression	5
FS 120	Fire Investigation	3
FS 137	Fire Protection	3
FS 152	Building Construction	3
FS 190	Fire Inspection & Codes	4
FS 210	Incident Management Multi–Company Operations	3
FS 215	Hazardous Materials Incident Management	3
PSYCH 100	Introduction to Psychology	5

Choose from the following: ... 5–6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)
CHEM 110	Understanding the Chemistry Around You (6 Cr)

Choose from the following: ... 5

| MATH 105 | Precalculus I (5 Cr) |
| MATH 156 | College Algebra for Business & Social Science (5 Cr) |

Suggested electives ... 5–6

TOTAL ... **45**

Associate in Arts Degree
Fire Prevention Specialist

CORE CURRICULUM

Course	Course Name	Credit Hrs.
FS 102	Introduction to Fire Prevention Practices	3
FS 120	Fire Investigation	3
FS 131	Fire Service Instructor	3
FS 137	Fire Protection	3
FS 152	Building Construction	3
FS 190	Fire Investigation & Codes	4
FS 200	Plan Review for Fire Prevention	4
FS 237	Fire Protection Systems II	3
FS 290	Advanced Codes & Inspection	3
FS 291	Hazardous Materials Inspection	3
HLTH 292	First Aid & CPR/Responding to Emergencies	4
MKTG 110	Client/Customer Relations	5

TOTAL ... **41**

DISTRIBUTION REQUIREMENTS

Math and Science

| CS 110 | Introduction to Computers & Applications | 5 |

Choose from the following: ... 5–6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)
CHEM 110	Understanding the Chemistry Around You (6 Cr)

Choose from the following: ... 5

| MATH 105 | Precalculus I (5 Cr) |
| MATH 156 | College Algebra for Business & Social Science (5 Cr) |

Communications

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

Choose from the following: ... 5

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

Social Science

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

TOTAL ... **40–41**

Suggested elective courses choose from the following: ... 9

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

TOTAL ... **9**

GRAND TOTAL ... **90–91**

Associate in Arts Degree
Fire Science

CORE CURRICULUM

Course	Course Name	Credit Hrs.
Fire Academy Requirements:		
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 Operation	.5
FS 119	Live Fire Control	2.5
At Bellevue Community College:		
FS 105	Fire Service Hydraulics	3
FS 110	Fundamentals of Emergency Services	3
FS 120	Fire Investigation	3
FS 152	Building Construction	3
FS 160	Fire Tactics & Strategies	3
FS 190	Fire Inspection & Codes	4
HLTH 292	First Aid & CPR/Responding to Emergencies	4

TOTAL ... **44.5**

DISTRIBUTION REQUIREMENTS

Choose from the following: ... 5–6

CHEM 100	Chemical Concepts (5 Cr)
CHEM 101	Introduction to Chemistry (6 Cr)
CHEM 110	Understanding the Chemistry Around You (6 Cr)
CS 110	Introduction to Computers & Applications	5
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5

Choose from the following: ... 5

MATH 105	Precalculus I (5 Cr)
MATH 156	College Algebra for Business & Social Science (5 Cr)
PSYCH 100	Introduction to Psychology	5
SOC 110	Introduction to Sociology	5

Choose from the following: ... 5

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

Electives ... 5–6

TOTAL ... **45–47**

GRAND TOTAL ... **90.5**

Gaming – Digital Media Arts

Digital Gaming prepares students to develop games of their own design and to work in environments in which games are developed and produced. Emphasis is on gaming theory, level design, game design and graphics development. Students work in a project–based learning environment with teamwork, planning and testing playing an integral role in the design and implementation of gaming software.

Associate in Arts Degree
Digital Gaming

Course	Course Name	Credit Hrs.
Choose from the following:		*5*
COMM 108	Media/Digital Law & Ethics (5 Cr)	
COMM 119	History of Animation (5 Cr)	
ANIM 115	Drawing for Animation I	5
ANIM 120	Animation Foundations	5
ANIM 240	3–D Animation I	5
COMM 104	Multicultural Media Messages	5
ENGL 101	Written Expression	5
GAME 105	Game 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 Digital Gaming	5
MEDIA 105	Digital Design & Storytelling	5
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
WEBMM 111	Web Development Foundations	5
Electives		15
TOTAL		**93**

Certificate of Achievement
Digital Gaming

Course	Course Name	Credit Hrs.
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
MEDIA 105	Digital Design & Storytelling	5
WEBMM 111	Web Development Foundations	5
TOTAL		**45**

A 90 credit program generally takes two years to complete.

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 service industries. The program also promotes success in both profit and non–profit organizations for a competitive edge in today's business climate.

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

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

Associate in Arts Degree
General Business Management

Course	Course Name	Credit Hrs.
ENGL 101	Written Expression	5
Science lab elective		6
Choose from the following:		*5*
ACCT 101	Practical Accounting I (5 Cr)	
ACCTG 210	Fundamentals of Accounting I (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
INTST 150	International Business	5
MKTG 154	Principles of Marketing	5
Choose from the following:		*5*
BA 200	Business Law Legal Foundations (5 Cr)	
G BUS 202	Law & Business (5 Cr)	
Choose from the following:		*5*
ETHN 241	Multi–cultural Business Consulting (5 Cr)	
G BUS 241	Multi–cultural Business Consulting (5 Cr)	
Elective		14
TOTAL		**90**

Certificate of Accomplishment
Entrepreneurship

Course	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
TOTAL		**30**

Certificate of Completion
Project Management

Course	Course Name	Credit Hrs.
BTS 280	Project Management Applications	5
G BUS 120	Organizational Behavior	5
G BUS 230	Project Management	5
Choose from the following:		*3–5*
ACCT 234	Managerial Accounting (5 Cr)	
G BUS 299	Individual Studies in General Business (V3–5 Cr)	
MKTG 299	Individual Studies in Marketing (V3–5 Cr)	
TOTAL		**18–20**

Health Professions

Medical Office Receptionist prepares students to work in entry level medical office reception positions. Students gain a basic understanding of health care delivery systems and professions, medical terminology, human relations skills, and computer software fundamentals.

Certificate of Completion:
Medical Office Reception

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
BTS 161	Computer & Software Fundamentals	5
HPRO 100	Introduction to Health Care	2
HPRO 105	Training for Health Care Workers	2
HPRO 120	Medical Terminology	3
HPRO 130	Human Relations in Health Care Settings	4
TOTAL		**19**

Clinical Lab Assistant program prepares students for entry–level positions in laboratory settings. Students learn basic responsibilities and skills associated with clinical laboratory work.

Certificate of Completion
Clinical Lab Assistant

Course	Course Name	Credit Hrs.
HPRO 105	Training for Health Care Workers	2
Choose from the following:		*3*
HPRO 120	Medical Terminology (3 Cr)	
HPRO 125	Introduction to Human Systems (3 Cr)	
HPRO 130	Human Relations In Health Care Settings	4
HPRO 146	Clinical Lab Assistant I	5
HPRO 147	Clinical Lab Assistant II	5
TOTAL		**19**

Phlebotomy Technician Certificate provides theory and practice to prepare for a position as a certified phlebotomy technician.

Certificate of Completion
Phlebotomy Technician

Course	Course Name	Credit Hrs.
HPRO 105	Training for Health Care Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems	3
HPRO 141	Phlebotomy Technician I	8

TOTAL **16**

The Certified Nursing Assistant program prepares students for the Washington State Nursing Assistant Certification Examination. Program includes on campus classroom and laboratory instruction as well as supervised clinical practice in local hospital or long term care facilities.

Certificate of Completion
Certified Nursing Assistant

Course	Course Name	Credit Hrs.
HPRO 116	Nursing Assistant Foundations	4
HPRO 117	Basic Technical Skills	1
HPRO 118	Nursing Assistant Clinical Practicum	2

TOTAL **7**

Information Systems

The Information Systems degree prepares graduates as an entry–level developer/analyst. Students are provided general education courses along with specialties in technology concentrations such as software development, database administration or business intelligence.

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

Associate in Arts Degree
Information Systems

Course	Course Name	Credit Hrs.
CORE CURRICULUM		
Choose from the following:		*5*
AMST 180	Anthropology of American Life (5 Cr)	
ANTH 180	Anthropology of American Life (5 Cr)	
ENGL 101	Written Expression	5
IT 103	Network Basics	5
PHYS 109	Science for Information Technology	6
PROG 110	Introduction to Programming	5

Choose from the following:		*5*
ENGL 201	The Research Paper (5 Cr)	
ENGL 270	Professional Report Writing (5 Cr)	

Choose from the following:		*5*
MKTG 110	Client/Customer Relations (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	

TOTAL **36**

Choose one track from the following:

Business Intelligence Track

Course	Course Name	Credit Hrs.
BTS 168	Database Applications	5
BUSIT 105	Multi–Dimensional Analysis I	5
BUSIT 110	Data Warehouse I	5
BUSIT 115	Data Mining I	5
BUSIT 202	Dimensional Modeling	5
BUSIT 205	Multi–Dimensional Analysis II	5
BUSIT 209	Data Visualization	5
BUSIT 210	Data Warehouse II	5

Choose from the following:		*5*
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
Approved electives		10

TOTAL **55**

Database Administration Track

Course	Course Name	Credit Hrs.
BTS 168	Database Applications	5
BUSIT 105	Multi–Dimensional Analysis I	5
DBA 130	Database Theory	5
DBA 232	Database Administration	5
PROG 118	Windows Development II	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
TECH 223	Using & Supporting Linux	5
NSCOM 221	Implementing Server Operating Systems	5
Approved electives		10

TOTAL **55**

Software Development Track

Course	Course Name	Credit Hrs.
BTS 168	Database Applications	5
DBA 130	Database Theory	5
PROG 109	Introduction to Web Development	5

Choose from the following:		*5*
PROG 117	Web Development II (5 Cr)	
PROG 118	Windows Development II (5 Cr)	
PROG 120	Object Oriented Programming Concepts	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
PROG 210	Enterprise Software Development II	5
PROG 225	Enterprise Software Development Project	5
Approved electives		10

TOTAL **55**

GRAND TOTAL **91**

This programming certificate introduces students to the concepts of object–oriented programming along with using the class libraries and data structures of the C++ programming language.

Certificate of Achievement
Introductory .NET Programming

Course	Course Name	Credit Hrs.
DBA 130	Database Theory	5
ENGL 270	Professional Report Writing	5
IT 103	Networking Basics	5
PROG 120	Object Oriented Programming Concepts	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
SPCH 225	Small Group Communication	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)	

TOTAL **45**

Certificate of Accomplishment
Intermediate Applications Developer

Course	Course Name	Credit Hrs.
PROG 118	Windows Development II	5
PROG 120	Object Oriented Programming Concepts	5
PROG 140	SQL & Relational Database Programming	5
PROG 210	Enterprise Software Development II	5
PROG 260	Advanced Topics in Object Oriented Programming	5
PROG 294/5/6/7	Special Topics in Programming	5

TOTAL **30**

Certificate of Accomplishment
Introductory C++ Programming

Course	Course Name	Credit Hrs.
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**

The Relational Database Developer certificate is designed to prepare students for entry level positions working with Programmers and Database Analysts to maintain programs or create reports for data analysis. Completion of this certificate prepares students to work with relational databases and create ad hoc reports for decision makers.

Certificate of Achievement
Relational Database Developer

Course	Course Name	Credit Hrs.
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
DBA 130	Database Theory	5
PROG 110	Introduction to Programming	5
PROG 118	Windows Development II	5
PROG 140	SQL Relational Database Programming	5
PROG 160	System Analysis & Design	5
PROG 175	Database Reporting	5
SPCH 225	Small Group Communications	5
TOTAL		**45**

The Relational Database Analyst certificate is designed to prepare students for entry level positions at the departmental level. Completion of this certificate prepares students to create relational databases, develop data input forms, and retrieve and display data for department personnel.

Certificate of Accomplishment
Relational Database Analyst

Course	Course Name	Credit Hrs.
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
DBA 130	Database Theory	5
PROG 110	Introduction to Programming	5
PROG 160	System Analysis & Design	5
PROG 175	Database Reporting	5
TOTAL		**30**

Interior Design

This three–year program offers a broadly based, professionally relevant curriculum 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. Students are encouraged 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.

Note: Students must earn a C– or better in Interior Design core courses. A department advisor may review and approve transfer credits from other institutions to satisfy degree requirements.

Associate in Arts Degree
Interior Design

Course	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
INDES 140	Introduction to Interior Design	5
INDES 142	Textiles, Interior Materials & Sources	5
INDES 150	History of Furniture	5
INDES 151	Modern Furniture & Design	5
INDES 152	Furniture Design & Construction	3
INDES 160	Graphic Communication I	5
INDES 162	Introduction to Computer–Aided Design	3
INDES 165	Visual Presentations	5
INDES 170	Interior Design I–Methods	5
INDES 180	Professional Practices I	3
INDES 181	Professional Practices II	3
INDES 185	Practicum in Interior Design I (150 hours)	3
INDES 190	Building Systems & Codes	5
INDES 191	Principles of Lighting	5
INDES 260	Graphic Communication II	5

Choose from the following: 2

INDES 167	Digital Design Tools (2 Cr)
INDES 261	Design Detailing (2 Cr)
	Any special topic course (2 Cr)

INDES 270	Interior Design II	5
INDES 271	Interior Design III	5
INDES 272	Interior Design IV	5
INDES 285	Practicum in Interior Design (150 hours)	3
TOTAL		**112**

Note: Students must earn a C– or better in Interior Design core courses listed above.

Specific General Education Requirements

Choose from the following: 5

ART 201	History of Western Art (5)
ART 202	History of Western Art (5)
ART 203	History of Western Art	5

Liberal Arts/General Education courses 35
Please see an advisor for a list of Liberal Arts/General Education distribution courses. Students transferring with a degree may have up to 35 general education credits waived.

| **TOTAL** | | **45** |
| **GRAND TOTAL** | | **157** |

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	Course Name	Credit Hrs.
Choose from the following:		*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
Choose from the following:		*5*
ETHN 241	Multi–cultural Business Consulting (5 Cr)	
G BUS 241	Multi–cultural Business Consulting (5 Cr)	
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
Elective		9–10

Suggested electives: Any business division course not listed above with approval of advisor or program chair.

| **TOTAL** | | **90** |

Certificate of Achievement
Sales & Marketing

Course	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
Choose from the following:		*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
TOTAL		**50**

Retail Management

Course	Course Name	Credit Hrs.
Choose one of the following....................................... 5		
ACCT 101	Practical Accounting I (5)	
ACCT 234	Managerial Accounting (5)	
Choose one of the following....................................... 5		
BTS 161	Computer & Software Fundamentals (5)	
BTS 165	Spreadsheet Applications (5)	
BTS 109	Business Communications 5	
GBUS 120	Organizational Behavior 5	
GBUS 145	Business Mathematics................................. 5	
GBUS 221	Human Resource Management.................... 5	
GBUS 222	Advanced Leadership & Management......... 5	
MKTG 135	Principles of Retailing................................. 5	
MKTG 154	Principles of Marketing 5	
Choose from the following... 5		
SPCH 100	Basic Principles of Oral Communication (5 Cr)	
SPCH 200	Interpersonal Communication (5 Cr)	
SPCH 202	Survey of Speech Communication (5 Cr)	
SPCH 225	Small Group Communication (5 Cr)	
SPCH 230	Intercultural Communication (5 Cr)	
TOTAL... **50**		

Certificate of Accomplishment

Sales & Marketing

Course	Course Name	Credit Hrs.
BTS 161	Computer & Software Fundamentals 5	
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	
TOTAL... **30**		

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 healthcare IT professionals, as well as patients and consumers. The ultimate goals of medical informatics are to implement the electronic healthcare records, streamline the processes of patient care, provide clinicians with accurate data in a timely manner, improve the quality of care, and reduce costs.

A 45 credit program generally takes one years to complete.

Certificate of Achievement

Medical Informatics

Course	Course Name	Credit Hrs.
DBA 130	Database Theory 5	
MEDIT 110	Technology Fundamentals in Healthcare.... 5	
MEDIT 220	Healthcare Informatics Standards................ 5	
MEDIT 221	Healthcare Informatics Interfaces................ 5	
MEDIT 230	Healthcare Information Applications & Processes.. 5	
Choose from the following:... 5		
BTS 168	Database Applications (5 Cr)	
BTS 268	Database Applications Advanced (5 Cr)	
Choose from the following:... 5		
BTS 280	Project Management Applications (5 Cr)	
G BUS 230	Project Management (5 Cr)	
Choose from the following:... 5		
BTS 161	Computer & Software Fundamentals (5 Cr)	
CS 110	Introduction to Computers & Applications (5 Cr)	
IT 101	Introduction to Information Technology (5 Cr)	
Choose from the following................................. 5–10		
BTS 144	Personal Information Manager (3 Cr)	
BTS 268	Database Applications Advanced (5 Cr)	
BTS 293	Teaching Technology (5 Cr)	
DBA 232	Database Administration (5 Cr)	
IT 103	Networking Basics (5 Cr)	
MEDIT 294/5/6/7	Special Topics in Medical Informatics (V1–10)	
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**		

Certificate of Accomplishment

Medical Informatics

Course	Course Name	Credit Hrs.
MEDIT 110	Technology Fundamentals in Healthcare.... 5	
MEDIT 220	Healthcare Informatics Standards................ 5	
MEDIT 230	Healthcare Information Applications & Processes.. 5	
Choose from the following:... 5		
BTS 168	Database Applications (5 Cr)	
BTS 268	Database Applications Advanced (5 Cr)	
Choose from the following:... 5		
DBA 130	Database Theory (5 Cr)	
PROG 160	Systems Analysis & Design (5 Cr)	
Choose from the following:... 5		
BTS 280	Project Management Applications (5 Cr)	
G BUS 230	Project Management (5 Cr)	
TOTAL... **30**		

Movie Making

Movie Making provides a theoretical, aesthetic, and hands–on foundation for creating both dramatic and documentary films and videos. The program offers a solid background in the theoretical, technical, and economic aspects of filmmaking. Experience on professional film sets helps prepare students to work in today's motion picture and television industry. In addition to hands–on experience in camera set–ups, lighting, shooting and editing, students explore topics in literature, communication, and history. The most important element of any film or television show is the story, students learn how to write and express stories within the visual media.

Associate in Arts Degree

Movie Making

Course	Course Name	Credit Hrs.
Choose from the following:... 5		
COMM 112	Video Foundations (5 Cr)	
VIDEO 112	Video Foundations (5 Cr)	
Choose from the following:... 5		
COMM 141	Introduction to Media Writing (5 Cr)	
ENGL 101	Written Expression (5 Cr)	
Choose from the following:... 5		
G BUS 219	Business of Film & Video Production (5 Cr)	
MEDIA 219	Business of Film & Video Production (5 Cr)	
ANTH 100	Introduction to Anthropology 5	
COMM 103	Media & Messages... 5	
COMM 104	Multicultural Media Messages...................... 5	
COMM 108	Media/Digital Law & Ethics 5	
COMM 120	History of Cinema 1880–1945....................... 5	
COMM 216	Script Writing for Film, Video & Multimedia 5	
COMM 260	Art of Cinematography & Lighting 5	
COMM 291	Movie Making... 5	
MEDIA 105	Digital Design & Storytelling........................ 5	
MEDIA 245	Production Practices 3	
MEDIA 248	Portfolio & Employment 3	
PHIL 115	Critical Reasoning... 5	
VIDEO 122	Audio & Recording I...................................... 5	
VIDEO 210	Video Editing & Streaming 5	
Choose from the following:................................... 10		
AMST 114	American Film as Literature (5 Cr)	
AMST 286	Popular Culture (5 Cr)	
AMST 287	American Heroes (5 Cr)	
COMM 101	Exploring the Digital Future (5 Cr)	
COMM 102	Techniques & Technology of Propaganda (5 Cr)	
DRAMA 161	Acting for Film & Media (5 Cr)	
ENGL 114	The Film as Literature (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	
	Any ENGL 200 level literature course (5 Cr)	
TOTAL... **91**		

Nuclear Medicine Technology

This is an eighteen–month, full–time program leading to a Associate of Arts degree. 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. Coursework will include principles and procedures in computed tomography, which is frequently done in conjunction with nuclear medicine procedures. Most important, students work directly with patients, helping to ease their anxiety as well as diagnose their ailments.

Students in the Nuclear Medicine Technology program must earn a C (2.0) or better in all courses required for a degree or certificate.

Network Services & Computing Systems – Information Technology

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 towards specific industry certification.

Associate in Arts Degree
Network Services and Computing Services – Information Technology

Course	Course Name	Credit Hrs.
	Choose from 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
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 Operating Systems	5
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 225	Implementing Network Infrastructure	5
NSCOM 227	Implementing Directory Services	5
PHYS 109	Science for Information Technology	6
PROG 110	Introduction to Programming	5
SPCH 225	Small Group Communication	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TOTAL		**91**

Certificate of Achievement
Microsoft Network Support – Information Technology

Course	Course Name	Credit Hrs.
ENGL 101	Written Expression	5
IT 101	Introduction to Information Technology	5
NSCOM 220	Implementing Client Operating Systems	5
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 225	Implementing Network Infrastructure	5
NSCOM 227	Implementing Directory Services	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TOTAL		**45**

Certificate of Achievement
Cisco Support Technician – Information Technology

Course	Course Name	Credit Hrs.
ENGL 101	Written Expression	5
IT 101	Introduction to Information Technology	5
NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 203	Cisco Networking III	5
NSCOM 204	Cisco Networking IV	5
PHYS 109	Science for Information Technology	6
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TOTAL		**46**

Associate in Arts Degree
Nuclear Medicine Technology

Course	Course Name	Credit Hrs.
HPRO 105	Training for Health Care Workers	2
NMTEC 200	Applied Anatomy & Physiology	1
NMTEC 201	Basic Nuclear Medicine Science	3
NMTEC 202	Instrumentation	3
NMTEC 203	Computers in Nuclear Medicine	3
NMTEC 210	Radiopharmacy	1
NMTEC 211	Nursing Procedures	1
NMTEC 212	Positron Emission Tomography	1
NMTEC 229	Introduction to Clinical Education	3
NMTEC 230	Clinical Education I	10
NMTEC 231	Clinical Education II	10
NMTEC 232	Clinical Education III	12
NMTEC 233	Clinical Education IV	13
NMTEC 234	Clinical Education V	13
NMTEC 240	Radiation Safety	1
NMTEC 241	Radiation Biology	1
NMTEC 250	Cross Sectional Anatomy	3
NMTEC 260	Clinical Nuclear Medicine I	1
NMTEC 261	Clinical Nuclear Medicine II	1
NMTEC 262	Clinical Nuclear Medicine III	1
NMTEC 275	Board Preparation	1
NMTEC 280	CT for the Nuclear Med Tech	3
SPCH 230	Intercultural Communication	5
TOTAL		**93**

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, Tumwater, WA 98501, (360) 236-4700. The curriculum in nursing provides didactic education and clinical experience in medical, surgical, pediatric, psychiatric, maternity, and gerontological nursing. To be considered for acceptance into the program, students must follow specific admission guidelines, published annually and updated as needed. Refer to the website at *www.bellevuecollege.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.

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. Within two years of the application date, students must receive a score of 80 or better on the COMPASS reading component. 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. NOTE: The students who have been admitted to the program over the past few years have had ALL of the General Education requirements completed.

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.

Students in the Nursing program must earn a C (2.0) or better in all courses required for a degree or certificate.

Associate in Arts Degree

Nursing

Course	Course Name	Credit Hrs.
BIOL 250*	Microbiology	6
BIOL 260	Human Anatomy & Physiology I	6
BIOL 261	Human Anatomy & Physiology II	6
PSYCH 100	Introduction to Psychology	5
PSYCH 204*	General Developmental Psychology	5
SPCH 230	Intercultural Communication	5
Electives		11
TOTAL		**44**

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

FIRST YEAR – FALL QUARTER

Course	Course Name	Credit Hrs.
NURS 100X	Nursing I: Fundamentals	7
NURS 100Z	Nursing I: Lab	5
TOTAL		**12**

FIRST YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
NURS 101X	Nursing II: Medical/Surgical	6
NURS 101Z	Nursing II: Lab	6
TOTAL		**12**

FIRST YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
NURS 102X	Nursing III: Medical/Surgical	5
NURS 102Z	Nursing III: Lab	7
TOTAL		**12**

SECOND YEAR – FALL QUARTER

Course	Course Name	Credit Hrs.
One of the following as assigned:		
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)	
TOTAL		**11–12**

SECOND YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
Choose from 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)	
TOTAL		**11–12**

SECOND YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
NURS 222X	Contemporary Issues in Nursing	6
NURS 222Z	Contemporary Issues in Nursing Lab	7
TOTAL		**13**
GRAND TOTAL		**116**

Physical Education

Certificate prepares students for the NSCA Personal Fitness Trainer Exam and a variety of employment opportunities in health and fitness. Upon successful completion of the program students may elect to enter the workforce as a personal fitness trainer, fitness club technician, coach, or community center instructor. Students may also apply certificate credits towards an Associate of Arts and Science Transfer degree for enrollment in a 4–year University Sports Medicine, Exercise Science or Physical Education Teaching Certificate Program.

Certificate of Completion

Personal Fitness Trainer

Course	Course Name	Credit Hrs.
HLTH 222	Drugs & Society	2
HLTH 292	First Aid & CPR/Responding To Emergencies	4
PE 137	Sports Conditioning	2
PE 210	Body Composition Assessment	1
PE 228	Life Fitness Internship	1
PE 233	Prevention & Care of Athletic Injuries	2
PE 236	Anatomical Kinesiology	4
PE 267	Applied Kinesiology	3
TOTAL		**19**

This program offers a wide range of professional opportunities in recreation and education. Students gain exposure to adventure activities such as sea kayaking, rock climbing, fly fishing, mountain bike touring, backpacking and snowshoeing.

Certificate of Completion

Wilderness Skill

Course	Course Name	Credit Hrs.
HLTH 250	Wellness	5
HLTH 260	Wilderness First Aid Basics	4
PE 114	Beginning Rock Climbing	1
PE 115	Backpacking & Orienteering	1
PE 116	Snowshoeing	1
PE 126	Outdoor Leadership	2
PE 128	Sea Kayaking & Navigation	1
PE 235	Adventure Trip Planning & Risk Management	1
RECED 260	Northwest Fitness Exploration	2
TOTAL		**18**

Associates in Arts Degree – Programming

Please see Information Systems.

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 accredited 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.

Students in the Radiation Therapy program must earn a C (2.0) or better in all courses required for a degree or certificate.

Associate in Arts Degree
Radiation Therapy

Course	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	Medial 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
TOTAL		**119**

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.

Students in the Radiologic Technology program must earn a C (2.0) or better in all courses required for a degree or certificate.

Associate in Arts Degree
Radiologic Technology

FIRST YEAR – SUMMER QUARTER

Course	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
TOTAL		**8**

FIRST YEAR – FALL QUARTER

Course	Course Name	Credit Hrs.
RATEC 105	Introduction to Radiologic Technique	2
RATEC 106	Computed Imaging	2
RATEC 108	Positioning & Related Anatomy II	3
RATEC 111	Clinical Education II	5
RATEC 125	Medical Terminology	1
TOTAL		**13**

FIRST YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
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
TOTAL		**15**

FIRST YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
RATEC 102	Radiographic Physics	5
RATEC 104	Adv Radiographic Procedures	4
RATEC 113	Clinical Education IV	5
TOTAL		**14**

SECOND YEAR – SUMMER QUARTER

Course	Course Name	Credit Hrs.
RATEC 210	Clinical Education V	3
TOTAL		**13**

SECOND YEAR – FALL QUARTER

Course	Course Name	Credit Hrs.
RATEC 211	Clinical Education VI	8
RATEC 220	Pathology I	3
RATEC 240	Radiation Biology & Protection	3
TOTAL		**14**

SECOND YEAR – WINTER QUARTER

Course	Course Name	Credit Hrs.
RATEC 212	Clinical Education VII	8
RATEC 221	Pathology II	2
RATEC 230	Quality Assurance	2
RATEC 296*	Special Topics in RATEC*	2
TOTAL		**12 OR 14**

SECOND YEAR – SPRING QUARTER

Course	Course Name	Credit Hrs.
RATEC 213	Clinical Education VIII	8
RATEC 207	Concept Integration	2
RATEC 297*	Special Topics in RATEC*	2

Either take RATEC 296 in Winter or RATEC 297 in Spring, not both.

TOTAL		**10 OR 12**
GRAND TOTAL		**101**

CT Imaging

This program formally prepares the Radiologic Technologist to work in a Computed Tomography Imaging lab and to be prepared to sit for the advanced certification in this imaging specialty.

Certificate of Accomplishment
CT Imaging

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy	3
RAIT 401	Advanced Sectional Anatomy	2
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 311	Clinical Practicum – CT	12
RAIT 310	CT Instrumentation & Procedures	3
Total		**26**

Magnetic Resonance Imaging

This program formally prepares the Radiologic Technologist to work in an MRI lab and to be prepared to sit for the advanced certification in this imaging specialty.

Certificate of Accomplishment
Magnetic Resonance Imaging

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy	3
RAIT 401	Advanced Sectional Anatomy	2
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 316	Clinical Practicum – MRI	12
RAIT 315	MRI Instrumentation & Procedures	3
Total		**26**

Vascular Interventional Program

This program formally prepares the Radiologic Technologist to work in a vascular interventional lab and to be prepared to sit for the advanced certification in this imaging specialty.

Certificate of Accomplishment
Vascular Interventional Program

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 321	Clinical Practicum – Interventional	12
RAIT 320	Interventional Procedures	3
Total		**24**

Real Estate

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

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

Associate in Arts Degree
Real Estate: Appraisal, Escrow, Mortgage Finance, or Residential Practices

Course	Course Name	Credit Hrs.
CORE REQUIREMENTS		
ENGL 101	Written Expression	5
Choose from the following:		5
ECON 100	Introduction to Basic Economic Principles (5 Cr)	
ECON 200	Introduction to Economics: Macroeconomics (5 Cr)	
ECON 201	Introduction to Economics Microeconomics (5 Cr)	
Choose from the following:		5
G BUS 145	Business Math (5 Cr)	
MATH 105	Precalculus I (5 Cr)	
Choose from the following:		5
PSYCH 100	Introduction to Psychology (5 Cr)	
SOC 110	Introduction to Sociology (5 Cr)	
Choose from the following:		5
SPCH 100	Basic Principles of Oral Communication (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 I	5
BTS 161	Computer & Software Fundamentals	5

Course	Course Name	Credit Hrs.
Choose from 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 141	Foundations of Real Estate Appraisal	3
R EST 160	Real Estate Escrow	3
R EST 165	Land Titles Insurance & Clearance	3
TOTAL		**20**
GRAND TOTAL		**60**

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

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 142	Appraisal of Residential Property	3
R EST 150	Real Estate Business Management	3
R EST 161	Advanced Real Estate Escrow	3
R EST 171	Mortgaging Loan Processing	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 171	Mortgage Loan Processing	3
R EST 172	Mortgage Loan Officer	3
R EST 235	Real Estate Investment Strategy	3
Approved electives		15
TOTAL		**30**

Specialization Requirements: Residential Practices

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		12
TOTAL		**30**
GRAND TOTAL		**90**

Certificate of Accomplishment

Real Estate Mortgage Finance

Course	Course Name	Credit Hrs.
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 165	Land Titles Insurance & Clearance	3
R EST 171	Mortgage Loan Processing	3
R EST 172	Mortgage Loan Officer	3
TOTAL		**23**

Certificate of Accomplishment

Real Estate Appraisal

Course	Course Name	Credit Hrs.
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 from 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

Course	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 141	Foundations of Real Estate Appraisal	3
R EST 142	Appraisal of Residential Property	3
Any one additional Real Estate course		3

Recommended:

R EST 134	Real Estate Sales Practices (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 Escrow

Course	Course Name	Credit Hrs.
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**

Technical Support – Information Technology

This program offers students degrees in 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. Students may apply credits earned in the certificate programs toward an Information Technology degree. Please note: Course content is subject to change based upon industry demand and/or innovations in technology.

Associate in Arts Degree

Technical Support – Information Technology

Course	Course Name	Credit Hrs.
Choose from the following:		5
AMST 180	Anthropology of American Life (5 Cr)	
ANTH 180	Anthropology of American Life (5 Cr)	
BTS 144	Personal Information Manager	3
ENGL 101	Written Expression	5
ENGL 270	Professional Report Writing	5
G BUS 101	Introduction to Business	5
IT 101	Introduction to Information Technology	5
MKTG 110	Client/Customer Relations	5
PHYS 109	Science for Information Technology	6
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 from the following: ... 5

| IT 103 | Networking Basics (5 Cr) |
| NSCOM 201 | Cisco Networking I (5 Cr) |

Choose from 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 electives to bring TOTAL credits to 70 ... 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 Operating Systems	5
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
TECH 223	Using & Supporting Linux	5
TOTAL		**90–94**

Certificate of Achievement

Microcomputer Support Specialist

Course	Course Name	Credit Hrs.
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
ENGL 270	Professional Report Writing	5
IT 101	Introduction to Information Technology	5
TECH 170	Problem–Solving Strategies	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
Choose from the following:		5
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
MKTG 110	Client/Customer Relations	5
TOTAL		**45**

Certificate of Achievement

Operating System Support Specialist

Course	Course Name	Credit Hrs.
ENGL 270	Professional Report Writing	5
IT 103	Networking Basics	5
MKTG 110	Client/Customer Relations	5
NSCOM 220	Implementing Client Operating Systems	5
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TECH 223	Using & Supporting Linux	5
TOTAL		**45**

BCC is designated a Microsoft IT Showcase School by the Microsoft Corporation, only the second in the nation.

Translation & Interpretation

This is a self-supporting program offering credit toward two certificates, one in interpretation and the other in translation, conducted in cooperation with the Translation and Interpretation Institute. 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	Course Name	Credit Hrs.
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 111	Advanced Translation Workshop III	3
TOTAL		**9**
GRAND TOTAL		**24**

Certificate of Accomplishment
Interpretation

Course	Course Name	Credit Hrs.
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 109	Advanced Interpreting Skills III	3
TOTAL		**9**
GRAND TOTAL		**24**

Video – Digital Media Arts

The Digital Video program provides students with the opportunity to develop a working skill set in digital video production by actively participating in a project–based, hands–on learning environment. Course work is designed to promote competency in pre–production planning, to provide field and studio production experience, and to develop post–production skills, including the use of industry standard non–linear editing software and a variety of delivery mechanisms.

Associate in Arts Degree
Digital Video

Course	Course Name	Credit Hrs.
Choose from the following:		*5*
COMM 101	Exploring the Digital Future (5 Cr)	
MEDIA 105	Digital Design & Storytelling (5 Cr)	
Choose from the following:		*5*
COMM 102	Techniques & Technology of Propaganda (5 Cr)	
COMM 103	Media & Messages (5 Cr)	
COMM 104	Multicultural Media Messages (5 Cr)	
COMM 106	Writing for the World Wide Web (5 Cr)	
COMM 108	Media/Digital Law & Ethics (5 Cr)	
COMM 119	History of Animation (5 Cr)	
MEDIA 113	Design for Screen Media (5 Cr)	
Choose from the following:		*5*
ANIM 120	Animation Foundations(5 Cr)	
WEBMM 110	Web Multimedia Foundations (5 Cr)	
Choose from the following:		*5*
COMM 291	Movie Making (5 Cr)	
VIDEO 213	Audio & Recording II (5 Cr)	
VIDEO 225	Motion Graphics II (5 Cr)	

Course	Course Name	Credit Hrs.
ANIM 121	Imaging Foundations	5
ANTH 100	Introduction to Anthropology	5
COMM 216	Scripting for Film, Video, & Multimedia	5
ENGL 101	Written Expression	5
GAME 110	Game Design I	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		**91**

Certificate of Achievement
Digital Video Production

Course	Course Name	Credit Hrs.
Choose from 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 from the following:		*3-5*
MEDIA 248	Portfolio & Employment (3 Cr)	
MEDIA 250	Internship in Media (5 Cr)	
TOTAL		**48-50**

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 13).

Arts & Humanities Division

Division office: R230
Phone: (425) 564-2341
Fax: (425) 564-2690
www.bellevuecollege.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 (Film Studies)*
  - Movie Making
- Developmental Education
  - Adult Basic Education
  - English as a Second Language
  - English Language Institute
  - General Education Development
- English
- Humanities
- Individual Development
- Interdisciplinary Studies
- Interior Design
- Music*
- Philosophy*
- Speech*
- Theatre Arts
  - Dance
  - Drama
- World Languages
  - American Sign Language
  - Chinese
  - French
  - German
  - Japanese
  - Spanish

Related Activities

- Art Gallery: The Gallery Space
- Dance Ensemble: Eastside Moving Company
- Honors Program
- Learning Labs
  - Basic Skills Labs
  - Reading Lab
  - Writing Lab
- Music performance groups
  - Chamber Choir
  - Jazz Band
  - Symphonic Choir
  - Vocal Jazz Ensemble "Celebration!"
- Student art & literature magazine: *Arnazella*
- Student clubs & organizations
  - French Club
  - Graphic Design Club
  - Interior Design Students Association
  - Literature Club
  - Mandarin Club
  - Philosophy Club
  - Photography 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.bellevuecollege.edu/business
Division Chair: TBA

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

Instructional Programs

- Accounting
  - Paraprofessional
  - Accounting Transfer
- Business Administration Transfer
- Business Intelligence
- Business Technology Systems
- Computer Science
- Digital Media Arts
  - Animation & Graphics
  - Gaming
  - Media Communication & Technology
  - Video Production
- General Business Management
- Information Systems
  - Database Adminitration
  - Programming
- Information Technology
- Marketing Management
- Medical Informatics
- Network Services & Computer Systems
- Technical Support

Related Activities

- Student Clubs & Organizations
  - Business Leadership Club
  - Future 500 Business Club
  - International Business Exploration Club

Health Sciences, Education & Wellness Institute Division

Division Office: R130
Phone: (425) 564-2348
Fax: (425) 564-3128
www.bellevuecollege.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

- Bachelor of Applied Sciences
  - Radiation and Imaging Sciences
- Alcohol & Drug Counseling
- Diagnostic Ultrasound
- Early Learning and Teacher Education
- Education
- Fire Service Programs
  - Fire Command & Administration
  - Fire Investigation
  - Fire Prevention Specialist
  - Fire Science
- Health
- Health Professions
- Home Economics
- Imaging
- Nuclear Medicine Technology
- Nursing
- Parent Education
- Physical Education
- Radiation Therapy
- Radiologic Technology

Related Activities

- Athletics & Intramural Sports
- Fitness Center
- Student Clubs & Organizations
  - Badmitton Club
  - Classical Fencing Club
  - Table Tennis club

Human Development

Division Office: B234
Phone: (425) 564-2212
Fax: (425) 564-4177
www.bellevuecollege.edu/hdc/

Human Development classes help students 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

Division Office: L200
Phone: (425) 564-2321
Fax: (425) 564-4125
http://scidiv.bcc.ctc.edu/
Division Chair: Lynne Sage

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
  - Chemistry Club
  - Student Science Association

Social Science Division

Division Office: D110
Phone: (425) 564-2331
Fax: (425) 564-3108
www.bellevuecollege.edu/socsci/
Division Chair: Trevor McMorris Tate

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
- Geography Club
- Model United Nations

Continuing Education

Office Location:
North Campus, 10700 Northup Way
Phone: (425) 564-2263
Fax: (425) 564-3094
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
- Intermediate Applications Developer
  - Java Developer (certificate)
  - Microsoft Certified Database Administrator (certificate)
  - Microsoft Certified Systems Administrator
  - Microsoft Certified Systems Engineer (certificate)
  - Nursing - Continuing Nursing Education
  - 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)
- Venture: The Program for Unique Learners (degree)
- World Languages
  - Interpretation (certificate)
  - Translation (certificate)

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 4-year colleges. *Prerequisite:* G BUS 145 recommended.

ACCT 102
Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships and basic analysis of financial statements. Not recommended for students transferring to 4-year colleges. *Prerequisite:* ACCT 101.

ACCT 135
Business Payroll Tax Accounting • 5 CR

Examines systems and operations of payroll tax accounting. Students learn to prepare 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 194/195/196/197
Special Topics in Practical Accounting • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Practical Accounting curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

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 or permission of instructor.

ACCT 240
Computerized Accounting • 5 CR

Introduces the use of the Personal Computer 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

Using a mid-range accounting information system program, students collect and communicate strategically valuable information including: general ledger, accounts payable, accounts receivable, bank reconciliation, banking, purchase orders, invoicing, payroll, fixed assets, reporting, map business process flows and assure system security. *Prerequisite:* ACCT 101 or ACCTG 210. BTS 161 recommended.

ACCT 250
Intermediate Accounting • 5 CR

In-depth examination of theoretical foundations of accounting. 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 or permission of instructor.

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 or permission of instructor.

ACCT 285
Federal Income Taxes • 5 CR

Introduces the concepts and procedures for preparing personal federal income tax returns. *Prerequisite:* ACCT 102 or permission of instructor.

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Accounting-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:* COMM 141 or ENGL 101 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.

BCC sends more transfer students to bachelor's degree-granting institutions than any other Washington community college.

Administration of Criminal Justice

Social Science Division

Administration of Criminal Justice offers a diverse curriculum for students interested in the American Criminal Justice System in relation to the role and function performed by modern law enforcement personnel. In addition to the degree, interested students may also earn a concentration in Administration of Criminal Justice.

ADMCJ 101
Survey of Law Enforcement & Administration • 5 CR

Surveys the criminal justice process from arrest through release. Students examine the relationships and responsibilities of and among police, prosecutors, courts, and probation and parole systems.

ADMCJ 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.

ADMCJ 103
Administration of Criminal Justice Report Writing • 5 CR

Presents the fundamentals of written communication, using study guides and practice in mechanics and processes. Activities concentrate on preparing professional documents with appropriate sentence and paragraph structure. Writing models are used to demonstrate effective rhetorical strategies and stylistic options.

ADMCJ 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.

ADMCJ 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.

ADMCJ 194/195/196/197
Special Topics in the 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 198
Seminar in Criminal Justice • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ADMCJ 199
Individual Studies in Criminal Justice • 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.

ADMCJ 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.

ADMCJ 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.

ADMCJ 204
Introduction to Constitutional Law • 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.

ADMCJ 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.

ADMCJ 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. *Prerequisite:* ADMCJ 101 and 242 recommended.

ADMCJ 242
Law & the Police in a Multicultural Society • 5 CR

Examines the strengths and weaknesses of the police carrying out their mission in a culturally diverse society. Students develop an understanding of the influences of culture, race, ethnicity, sexual orientation, and socioeconomic class on the legal process and within society.

ADMCJ 244
Defensive Tactics for Criminal Justice • 3 CR

Develops physical conditioning and an understanding of "use of force" principles in law enforcement. Students practice level-one arrest and control techniques such as escorts, takedowns, control, and handcuffing, as well as level-two self-defense techniques for dealing with aggressive subjects. Same as PE 244. Either ADMCJ 244 or PE 244 may be taken for credit, not both.

ADMCJ 248
Ethics in Criminal Justice • 5 CR

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment, moral decision-making; and ethical and legal dilemmas in law enforcement. Same as PHIL 248. Either ADMCJ 248 or PHIL 248 may be taken for credit, not both.

ADMCJ 249
Intermediate Defensive Tactics-Criminal Justice • 3 CR

Continues ADMCJ 244, with further development of basic arrest-and-control and self-defense skills. Students also learn the use of the straight baton and OC spray. Same as PE 249. Either ADMCJ 249 or PE 249 may be taken for credit, not both.

ADMCJ 253
Drug Use & the Law in American Society • 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 differs 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 the 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 & 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:* Assessment into the ABE or ESL Program.

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 required for continued enrollment. *Prerequisite:* Placement by assessment.

ABE 094/095/096/097
Special Topics in Adult Basic Education • V1-10 CR

Students at the basic skills level study topics in combination with ABE classes for transition into vocational or academic classes or to develop work skills. *Prerequisite:* Permission of program chair or instructor.

Alcohol & Drug Counseling
Health Sciences, Education & Wellness Division

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.

Bellevue Community College has dramatically changed thousands of lives.

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

Alcohol and Drug Studies students explore learning theory, document non-traditional learning and life experiences for evaluation as college level learning. Students pay per credit fee for all academic credits 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- 3 CR

Includes seminars and workshops for which college credit is offered. Topics are announced in the class schedule.

ALDAC 199
Individual Studies in Alcohol & Drug Counseling • V1-6 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.

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- 3 CR

Includes seminars and workshops for which college credit is offered. Topics are announced in the class schedule.

ALDAC 299
Individual Studies in Alcohol & Drug Counseling • V1- 3 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 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.

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Animation & Graphics
Business Division

The Animation and Graphics program offers the opportunity to develop skills in illustration, image manipulation, screen design and 3D animation. Students develop competencies in the use of industry-standard software and understand their applications in the production of illustration, animation, Web design and video.

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.

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.

Course Descriptions

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.

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.

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
Web Animation I • 5 CR

Introduces animation tools such as Flash and builds skills needed to create two-dimensional digital animations and Web interfaces. Students work with different animation techniques and interface designs to create finished Web accessible animations.

ANIM 240
3-D Animation I • 5 CR

Introduces tools and skills needed to create three-dimensional digital animation. Students work with different animation techniques (non-moving, path, cel, layered cel, etc.) and combine sequences with audio to create finished animated objects. *Prerequisite:* ANIM 120 with a C- or better or entry code.

ANIM 241
3-D Animation II • 5 CR

Students work with character motion and advanced animation techniques. *Prerequisite:* ANIM 240 at BCC with a C- or better, or entry code.

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

Allows students to design production resumes and portfolios and develop employment strategies, 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

Introduction to the scientific and humanistic study of human culture and biology from all times and places. Explores the four major subdisciplines of anthropology: cultural (societies and cultures), linguistic (language and communication), biological (evolution and genetics of primates), and archaeology (past cultures).

ANTH 104
Great Discoveries in Archaeology • 5 CR

Exploration of some of the most well-known archaeological discoveries from the distant and recent past such as Olduvai Gorge, Ice Age Hunters, Cave Painters, Jericho, Egyptian pyramids, Harappa, Stonehenge, Xiayang, Teotihuacan, Cahokia, Mesa Verde, Great Zimbabwe, Chichen Itza, Machu Picchu, and Ozette. Offers global coverage and scientific interpretation incorporating a large visual component.

ANTH 105
Introduction to Archaeology • 5 CR

Archaeology is the study of the material remains of the human past through scientific methods. How fragmentary remains are used to reconstruct the past is addressed by presenting the methods, techniques, and goals of archaeology, as well as explanations for the major cultural changes that our species has gone through. Covers the evolution of culture from its origins to state-level societies. Same as ANTH 205. Either ANTH 105 or 205 may be taken for credit, not both.

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
Language, Culture, and Society • 5 CR

Introduces the study of language and its relationship to culture and society. Topics include the nature of language, the structure of language, regional and social dialects, gender and language, the relationship between language and culture, language origin and change, and language acquisition. Note: Fulfills humanities course requirement at BCC.

> **Bellevue Community College serves about 35,000 students each year.**

ANTH 201
Physical Anthropology • 5 CR

An anthropological view of how human biological characteristics arose, our relation to non-human primates, and how we continue to be shaped by evolutionary forces. Major topics include human genetics, adaptation, monkeys and apes, fossil evidence for human evolution, and the study of biological diversity in contemporary human populations.

ANTH 202
Cultural Anthropology • 5 CR

Cultural anthropologists are researchers who learn first-hand about other cultures by living with the people under study. Topics may include social organization, economics, power and politics, language, technology, religion and ritual, and gender. Wide geographic coverage provides a basis for global comparisons of cultural similarities and differences between human groups.

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 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.

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
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 4-year institutions. It follows the Academic English Program curriculum (required of non-native speakers of English as a prerequisite for graduation) that is taught at the University of Washington. *Prerequisite:* ENGL 101 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. *Prerequisite:* Permission of instructor.

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 ten credits of studio courses

Students who plan to transfer to a university or art school should see an art advisor for detailed schedule planning as early as possible.

Prerequisite: 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 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 194/195/196/197
Special Topics in Art • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the art curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

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. Slide lecture format.

ART 203
History of Western Art • 5 CR

Surveys European and American art from the late 18th through the 21st century. Slide lecture format.

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 and 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 280*
Sculpture • 5 CR

Covers techniques of popular contemporary three-dimensional media, and applies these to individual expressions in three-dimensions. Includes guidance in composition as appropriate to individual expressive needs. Materials include metal (including metal casting), wood, plastics, stone and plaster.

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

Allows specialized or in-depth study of a subject supplementing the art curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

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.

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. Same as ASTR 105. 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. Same as ASTR 101. Either ASTR 105 or ASTR 101 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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Basic Science Skills
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.

Willard Geer Planetarium is named for BCC's first physics instructor.

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. Same as PHYS 106. Either BASCI 106 or PHYS 106 may be taken for credit, not both. Fulfills natural science course requirement at BCC. *Prerequisite:* MATH 099 or permission of instructor.

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:* BASCI 098, CHEM 100, or CHEM 101, 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 108
Human Biology • **6 CR**

Overview of human body functions, including an introduction to some anatomy and physiology, nutrition and exercise and modern medical advances. This course is intended for non-science majors. Course includes a laboratory. Meets science distribution graduation requirement at BCC.

BIOL 125
Survey of Human Diseases • **5 CR**

Examines the pathophysiology, diagnosis and treatment of common and/or emerging human diseases.

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 HOMEC 130 and NUTR 130. Only one of the three (BIOL 130, HOMEC 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. May be repeated for a maximum of 15 credits. *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 201.

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 I • 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 II • 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 Administrative 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. *Prerequisite:* ENGL 101 with a C- or better.

BA 240
Statistical Analysis • 5 CR

Surveys techniques used in decision-making and research. Topics include descriptive and inferential statistics, probability, central tendency, variability, normal and t-distributions, hypothesis testing, and regression. Material has applications in business, health care, etc. *Prerequisite:* MATH 156 with a C- or better, or entry code.

Business Intelligence
Business Division

BUSIT 101
Effective Decision Making • 3 CR

Introduction to the development of systems designed to capture relevant data from all segments of an enterprise, to organize the data into a coherent structure and provide the means to analyze the data in order to make rational decisions.

BUSIT 105
Multi-Dimensional Analysis I • 5 CR

Introduces the concepts and current methodologies for creating On-Line Analytical Processing (OLAP) databases. Students develop Key Performance Indicators and use hands-on exercises with current server tools to create, process, browse and secure data cubes of various designs. *Prerequisite:* DBA 130 with a C- or better or entry code.

BUSIT 110
Data Warehouse I • 5 CR

Introduces the concepts associated with the development of a data warehouse. Students apply the "Extract, Clean, Conform, and Deliver" process to organizational data and build the dimension and fact tables required in a data warehouse. Current server tools are used in hands-on exercises. *Prerequisite:* BUSIT 105 with a C- or better.

BUSIT 115
Data Mining I • 5 CR

Introduces the computer-assisted process of evaluating enormous sets of data to find previously undiscovered patterns, draw conclusions and then make decisions based on these patterns. Concepts are introduced and hands-on exercises used to apply the concepts using current software tools. *Prerequisite:* BUSIT 105 with a C- or better.

BUSIT 202
Dimensional Modeling • 5 CR

Dimensional modeling has been broadly accepted as the principle technique for data warehouse design. Students use a sequenced series of case studies and hands-on exercises to learn effective design principles for data warehouse development and apply these principles to new situations. *Prerequisite:* BUSIT 105 with a C- or better.

BUSIT 205
Multi Dimensional Analysis II • 5 CR

Concepts and techniques used in BUSIT 105 are expanded upon to create advanced, business-oriented solutions with OLAP databases. Multi Dimensional Expressions (MDX queries) and Extensible Markup Language for Analysis (XMLA) are used to extract data directly and over the web. *Prerequisite:* BUSIT 105 with a C- or better.

BUSIT 209
Data Visualization • 5 CR

Introduces theory and concepts relating to the effective display of data with a focus on quantitative data. Concepts provide the basis for selecting, designing, and presenting graphs based on multi dimensional data. Current tools are used to graph the correct data, alert decision makers to problems, and display data geographically. *Prerequisite:* BUSIT 105 with a C- or better.

BUSIT 210
Data Warehouse II • 5 CR

Students manipulate a data warehouse programmatically, building on the concepts and techniques learned in BUSIT 110. Package storage, execution and configuration are managed using server management tools. Packages are backed-up and restored, and server activity and performance is monitored. *Prerequisite:* BUSIT 110 with a C- or better.

BUSIT 215
Data Mining II • 5 CR

Expands on the concepts from BUSIT 115 using advanced tools and techniques available from the most current server tools. Students create Relational and OLAP mining models and evaluate the models to validate the accuracy and compare the predictive ability of the models. *Prerequisite:* BUSIT 115 with a C- or better.

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 105
Beginning Keyboarding - Alphabet Keys • 1 CR

Develops basic skills in keyboarding (touch typing) for the alphabet keys. No previous computer experience necessary.

BTS 106
Beginning Keyboarding - Figure & Symbol Keys • 1 CR

Develops basic skills in keyboarding (touch typing) for figure and symbol keys. No previous computer experience necessary.

BTS 107
Beginning Keyboarding - Keypad & Skillbuild • 1 CR

Develops basic skills in keyboarding (touch typing) for the numeric keypad and enhances skillbuilding speed and accuracy.

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 and ENGL 092 or 093. Keyboarding skill 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. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 141
Presentation Applications: Beginning • 1 CR

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

BTS 142
Presentation Applications: Intermediate • 1 CR

Introduction to 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.

BTS 143
Presentation Applications: Advanced • 1 CR

Introduction to advanced features of electronic presentation 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 151
Spreadsheet Applications - Formulas & Functions • 1 CR

Develops and creates a workbook with formulas and functions using spreadsheet software. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 152
Spreadsheet Applications - Charts & Formatting • 1 CR

Develops Workbooks and creates and modifies charts using spreadsheet software. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 153
Spreadsheet Apps - Data Lists & Pivot Tables • 1 CR

Develops worksheets and manipulates data lists using pivot tables, pivot charts, filtering, sorting and subtotals using spreadsheet software. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 154
Spreadsheet Apps - Links VLookUps & Templates • 1 CR

Develops and creates multiple workbooks with linking VLookUp and templates using spreadsheet software. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 155
Spreadsheet Apps - Advanced Logic Functions • 1 CR

Develops worksheets using nested ifs, and/or functions, countif function and sumif function using spreadsheet software. *Prerequisite:* BTS 161 or equivalent experience recommended.

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 intermediate 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 intermediate database skills using software such as Microsoft Access on the personal computer. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 171
Operating Systems 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, safe guarding a PC, evaluating system performance, and installing software. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 173
Windows Basics • 1 CR

Introduction to Windows operating system and built-in Windows programs.

BTS 174
Windows File & Disk Management Basics • 1 CR

Introduction to the basics of managing, customizing and maintaining files, folders, disks, and display settings using the Windows operating system. *Prerequisite:* BTS 173.

BTS 181
Word Processing - Editing & Formatting • 1 CR

Develops basic skills in word processing applications by creating, editing, and formatting documents. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 182
Word Processing - Tables, Columns, & Graphics • 1 CR

Develops advanced skills in word processing applications such as tabs, tables, columns, newsletters, and graphics. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 183
Word Processing - Sharing Documents • 1 CR

Develops skills in word processing applications by collaborating and sharing documents using functions such as comments, track changes, mail merge and Web tools. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 184
Word Processing - Managing Long Documents • 1 CR

Develops skills in managing long documents using functions such as styles, table of contents, footnotes, endnotes, indexes, and cross referencing. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 185
Word Processing - Forms & Macros • 1 CR

Develops skills in creating standardized forms and automated documents by using templates, electronic forms and macros. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 186
Beginning Desktop Publishing • 5 CR

Introduces desktop publishing using current industry standard applications on the personal computer used primarily in home based or small businesses, including design elements and techniques to produce professional looking newsletters, advertisements, stationery and websites. *Prerequisite:* BTS 161 or equivalent experience recommended.

BTS 187
Desktop Publishing • 5 CR

Introduces desktop publishing using current industry standard applications 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.

Course Descriptions

BTS 188
Digital Images for Desktop Publishing • 5 CR

Explores current industry standards in digital imaging software and devices to edit, manipulate, and create images for print and Web production. Imaging devices include scanners, digital camera, and printers. *Prerequisite:* BTS 161, BTS 186, or CS 110 recommended.

BTS 199
Individual Studies Business Technology Systems • 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.

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. Same as CHEM 110. 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. Same as CHEM 100. 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 231/232/243 series covers structure, nomenclature, reactions, and synthesis of organic compounds. Format includes laboratory work. *Prerequisite:* CHEM 140, 150, and 160.

Bellevue Community College is the third largest institution of higher learning in Washington State.

CHEM 232
Organic Chemistry II • 6 CR

Second in a three-course organic chemistry sequence. Format includes laboratory work. *Prerequisite:* CHEM 231.

CHEM 243
Organic Chemistry III • 6 CR

Third in a three-course sequence. Continues the lecture and lab component of CHEM 231 and 232. Topics include functional groups and biologically important compounds. Format includes laboratory work. *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 & 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.

COMM 102
Techniques & Technology of Propaganda • 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.

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.

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.

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. *Recommended:* BTS 109 or ENGL 101.

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.

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.

COMM 115
Visual Storytelling • 5 CR

Provides an introduction to key digital storytelling principles and message design for the interactive, rich media environments of the 21st Century. Covers these principles through an examination of media history, architecture, comics, theatre, cinema, visual language, information design, storytelling, and videogames. *Prerequisite:* ENGL 101 recommended.

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 nineteenth 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.

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. *Recommended:* ENGL 101 and completion of any MEDIA Theory course.

COMM 121
Exploring the Documentary Film • 5 CR

Examines the theory, practice, history and ethics of documentary filmmaking. *Prerequisite:* COMM 102 and/or COMM 103 and ENGL 101 recommended.

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 write regularly for the BCC student newspaper, The Jibsheet. 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 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.

Course Descriptions

COMM 146
News Staff • 3 CR

Continues COMM 141 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. 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. *Prerequisite:* COMM 141 or ENGL 101, 201, 270, 271, 272 or equivalent English course at another college with a C- or better, or entry code.

The BCC Foundation awarded more than 100 scholarships last year.

COMM 241
News Features and Magazine Writing • 5 CR

Intended for intermediate writers to focus on non-fiction writing for magazine, newspaper investigative features, and online publication. Covers research and interview techniques, editing and revision, and strategies for "pitching" and perfecting articles for publication. *Prerequisite:* COMM 141 or ENGL 101 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 260
Art of Cinematography & Lighting • 5 CR

Covers the aesthetics of lighting to create mood, intensify drama and enhance the visual narrative.

COMM 261
Radio News Broadcasting • 5 CR

Covers writing, editing, producing, and delivering news for radio. *Prerequisite:* COMM 141 and 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. *Recommended:* COMM 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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Computer Science-Transfer
Business Division

CS 101
Technology & Computer Science • 5 CR

Introduces concepts of computer science through development of fluency in modern technology, while offering students an opportunity to increase skills in a variety of information systems. Computer lab work includes operation of computers on networks, programming fundamentals, logical reasoning, Web searching, multimedia applications, basic spreadsheets, and database manipulation. *Prerequisite:* MATH 098 or higher.

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 250
Management Information Systems • 5 CR

Provides basic concepts of information technology in modern business. Topics include data warehouses, decision support systems, electronic commerce, systems development, and risk management. Labs introduce intermediate spreadsheet and database applications in a networked environment. *Prerequisite:* CS 110 or equivalent experience.

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Dance
Arts & Humanities Division

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. May be repeated for a maximum of 6 credits. *Prerequisite:* DANCE 130 or permission of instructor.

DANCE 132*
Jazz Technique III • 2 CR

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

DANCE 133*
Jazz Technique IV • 2 CR

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

DANCE 140*
Ballet Technique I • 2 CR

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

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 202 or permission of instructor.

An asterisk (*) indicates a performance class. Use of performance classes in the distribution area of the 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. 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.

Course Descriptions

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. May be repeated for a maximum of 15 credits. *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 together. May be repeated for a maximum of 15 credits. *Prerequisite:* Placement by assessment.

DEVED 062
Strategies-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 Division

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 or permission of program chair.

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 or permission of program chair.

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 or permission of program chair.

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 physiology and pathology of the cardiovascular and the peripheral vascular system. *Prerequisite:* DUTEC 105 and 106 and acceptance into program or permission of program chair.

DUTEC 113
Pathophysilogy 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 or permission of program chair.

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 or permission of program chair.

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 or permission of program chair.

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 or permission of program chair.

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.

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 mamographic 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

The Drama Department produces plays or musicals each quarter for credit. Plays and musicals are produced in the 300 seat Carlson Theatre as well as the intimate Stop Gap Studio Theatre.

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

DRAMA 101
Introduction to the Theatre • 5 CR

Explores the theatre experience from a variety of perspectives, including the audience, the playwright, the actor, the designer, and the director. Attendance at two performances (one on campus) is required.

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.

Course Descriptions

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 115
Scene Design • 4 CR

Introduction to set design. Students explore dramatic metaphor and the tangible execution of aesthetic. Students explicate dramatic texts, conceptualize scenic designs, draft working schematics and build models. Students collaborate and present their designs to the class.

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 206
American Musical Theatre • 5 CR

Traces the development of the American Musical from its roots in Vaudeville, through the tap shows of the thirties, the classical musicals of Rodgers and Hammerstein, rock musicals, Sondheim, and Webber up to the newest musicals on and off Broadway. Covers script (book), dance, music, production, thematic material, and the cultural context in which each show was written. Lecture videos, CD's, scripts and a text are used.

DRAMA 224
Great Plays • 5 CR

Introduces students to some of the greatest plays in the Western theater tradition, from the Ancient Greeks through the 19th century. Theatrical conventions demonstrated in each major historic period are studied. The relationship between playwriting and playmaking is explored.

DRAMA 230
Audition Technique • 2 CR

Exploration and practice techniques and materials required to audition for plays, musicals, and advanced theatre programs.

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.

DRAMA 281*
Advanced Studio Theater • v1-5 CR

All students are cast in the Studio Theater Production. Students analyze, prepare, rehearse and perform a play. Students also participate in cast leadership responsibilities. Provides practical experience in rehearsing and performing a play or musical. May be repeated for a maximum of 10 credits. *Prerequisite:* DRAMA 280 and permission of instructor.

DRAMA 290*
Technical Practice • 1 CR

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

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Early Learning & Teacher Education

Health Sciences, Education & Wellness Division

ECED 131
Orientation to the Child with Special Needs • 5 CR

Examines the educational, social, and developmental patterns of the child with special needs. 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 Child with Special Needs • 5 CR

Overviews information concerning the systematic instruction of children with special needs, including methods for inclusion. Students become familiar with individual and group activities and strategies for implementation in the classroom.

ECED 135
Practicum for Special Education • 5 CR

Provides supervised learning experiences in a school setting for children with special needs 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 children with special needs 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 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
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, childcare centers, Head Start agencies, kindergartens, and elementary schools.

ECED 172
Learning Environments & Social Relationships • 5 CR

Presents materials, methods, and professional practices of the early childhood curriculum. Includes the planning and preparation of the learning environment, the selection of appropriate equipment and materials, and the teachers and learners' role in the learning process. Also addresses positive child guidance. Includes active participation in an early childhood setting.

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
Connecting with Infants and Toddlers • 4 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 EC 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
Musical Experiences for Young Children • 3 CR

Presents developmentally appropriate musical activities with emphasis on movement, songs, and simple dances. Students learn basic skills on simple musical instruments. Format includes lecture, discussion, and participation.

ECED 191
Early Childhood Education Practicum I • 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 hours of directed participation per week in the educational setting. *Prerequisite:* Conversational English, completion of one or more early childhood education courses, and permission of instructor.

ECED 192
Early Childhood Education Practicum II • 5 CR

Focuses on planning, implementing, and evaluating curriculum for young children. Related topics include lesson planning, environmental arrangement, the appropriate use of materials and tools, and making positive connections with young children and their families. Format includes nine hours per week of supervised laboratory participation. *Prerequisite:* ECED 191, conversational English, completion of one or more early childhood education courses, and permission of instructor.

ECED 193
Early Childhood Practicum III • 5 CR

Students identify an area of concentration to develop and implement a related research project with practical application to an early childhood education setting. Includes 66 hours participation in the early childhood setting. *Prerequisite:* ECED 191 and 192, conversational English, and permission of instructor.

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

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Course Descriptions

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
Family & Community Involvement • 3 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
Early Childhood Curriculum • V1-5 CR

Explores developmentally appropriate curriculum in early childhood education. Students learn through lecture, on-site observations and participation, demonstration, videos/DVDs, 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 Early Childhood Education fields. *Prerequisite:* ECED 206 recommended.

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.

The Parent Education Program helps more than 2,000 parents each year.

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 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 4-year institution should generally take ECON 200/201 rather than ECON 100.

ECON 194/195/196/197
Special Topics in Economics • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ECON 198
Seminar in Economics • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ECON 199
Individual Studies in Economics • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

ECON 200
Introduction to Economics: Macroeconomics • 5 CR

Presents major theories of business cycles and economic growth. Students examine economic policies aimed "at price stability" 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 responses of individual economic agents to incentives. This course provides the framework for analyzing simple models of choices for individual markets and industries within a mixed economy. The structure and outcomes of the basic model can then be modified to analyze a variety of market structures and be used to address a range of social issues, using the common policy goals of efficiency and equity.

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.

ECON 315
Economics of Healthcare • 5 CR

Covers the principles of micro and macroeconomics as applied to the healthcare industry. Examines how healthcare demand differs from that of other goods. Major topic areas include identifying and measuring the cost and benefit of marketing and government solutions to various healthcare issues, the role risk plays in the demand for and supply of health insurance, the incorporation of general healthcare, medical care, government policies and health insurance in determining impacts on private profit and social economic well-being. Prerequisite: Acceptance to the program or permission of the instructor.

Education
Health Sciences, Education & Wellness Division

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 150
Language & Literacy Development • 3 CR

Students learn strategies for fostering language and literacy development during the early childhood years, birth through age eight, to become knowledgeable about resources available to support language and literacy competence in young children.

EDUC 190
Working as a Paraeducator • 5 CR

Focuses on the roles, responsibilities, and tasks expected of paraeducators. Content includes Washington State Core Competencies one through seven for paraeducators. Sequence and milestones of human development, values, ethics, communication, and positive behavior support are covered. Requires 30 hours of classroom participation working with children with disabilities. *Prerequisite:* ECED 171 or EDUC 110.

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 240
Culture & Human Diversity in Education • 3 CR

Focus on concepts, theories, and strategies that constitute major dimensions of a culturally relevant anti-bias curriculum for early childhood and elementary education classrooms.

EDUC 256
Child Development • 3 CR

Studies the physical, social, and emotional development of the child from infancy to adolescence.

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 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.

Course Descriptions

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 thermo-dynamics 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 & 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, and 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 • V1-5 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. Course is graded pass/fail. *Prerequisite:* Placement by assessment into 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.

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 I • 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 II • 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 I • 5 CR

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

ENGL 131
Introduction to Literature II • 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 219
World Literature I • 5 CR

Course explores major themes and ideas found in the literature of a specific culture, region or ethnic group. Selected literature promotes historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 101 and any 100 level literature course recommended.

ENGL 220
World Literature II • 5 CR

Explores additional major themes and ideas found in the literature of specific culture, region or ethnic group. Selected literature promotes historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 219. ENGL 101 and any 100 level literature course recommended.

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 224
Historical Perspectives in Literature I • 5 CR

Explores major themes and ideas found in the literature of a specific historical period. Selected literature will promote historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 101 and any 100 level literature course recommended.

Course Descriptions

ENGL 225
Historical Perspectives in Literature II • 5 CR

Explores additional themes and ideas found in the literature of a specific historical period. Selected literature will promote historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 224. ENGL 101 and any 100 level literature course recommended.

ENGL 226
Literature & Current Issues I • 5 CR

Explores major themes and ideas found in literature framed by a selected current social issue. Selected literature will present the issue from a variety of perspectives and promote a historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 101 and any 100 level literature course recommended.

ENGL 227
Literature & Current Issues II • 5 CR

Explores additional themes and ideas found in literature framed by a selected current social issue. Selected literature will present the issue from a variety of perspectives and promote a historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 226. ENGL 101 and any 100 level literature course recommended.

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: Middles 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 Lit: 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.

ENGL 268
American Lit: 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 Lit: 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:* COMM 141 or ENGL 101 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 • 1-5 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 051
English As-A-Second Language Level 1 • V1-10 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. Course is graded credit/no credit. *Prerequisite:* Placement by assessment.

ESL 052
English As-A-Second Language Level 2 • V1-10 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. Course is graded credit/no credit. *Prerequisite:* Placement by assessment.

ESL 053
English As-A-Second Language Level 3 • V1-10 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. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 054
English As-A-Second Language Level 4 • V1-10 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 instruction, 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. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 055
English As-A-Second Language Level 5 • V1-10 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 low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

Course Descriptions

ESL classes focus on listening, speaking, reading and writing for levels 1 (beginning literacy) to level 6 (low advanced) to help students learn or improve English language/literacy skills for further educational opportunities, employment, as family members and/or to participate in the community.

ESL 056
English As-A-Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 061
English As-A-Second Language
Level 1 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 062
English As-A-Second Language
Level 2 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 063
English As-A-Second Language
Level 3 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 064
English As-A-Second Language
Level 4 • V1-10 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 instruction, 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 065
English As-A-Second Language
Level 5 • V1-10 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 low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 066
English As-A-Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 071
English As-A-Second Language
Level 1 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 072
English As-A-Second Language
Level 2 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 073
English As-A-Second Language
Level 3 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment

ESL 074
English As-A-Second Language
Level 4 • V1-10 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 instruction, 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 075
English As-A-Second Language
Level 5 • V1-10 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 low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 076
English As-A-Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 081
English As-A-Second Language
Level 1 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 082
English As-A-Second Language
Level 2 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 083
English As-A-Second Language
Level 3 • V1-10 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 084
English As-A-Second Language
Level 4 • V1-10 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 instruction, 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. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 085
English As-A-Second Language
Level 5 • V1-10 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 low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 086
English As-A-Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 094/095/096/097
Special Topics in English-as-a
Second Language • V1-10 CR

English-as-a-Second Language students study topics in combination with ESL classes for transition into vocational or academic classes or to develop work skills. *Prerequisite:* Permission of program chair or instructor.

English Language Institute University Preparation
Arts & Humanities Division

ELIUP 031
Writing Level I • 4.5 CR

Introduction and practice of sentence structure, question patterns, verb tenses, and parts of speech. Students practice academic and creative writing assignments focusing on the sentence, and learn and practice the writing process. Course is linked with ELIUP 032. *Prerequisite:* Acceptance to the ELI program.

ELIUP 032
Grammar Level I • 4.5 CR

Introduction to and practice of sentence structure, question patterns, verb tenses, and parts of speech. Course is linked with ELIUP 031. *Prerequisite:* Acceptance to the ELI program.

ELIUP 033
Reading I • 4.5 CR

Students learn to scan, locate specific information, improve comprehension, make connections between sounds and letters, build vocabulary, and use a dictionary. *Prerequisite:* Acceptance to the ELI program.

ELIUP 034
Speaking & Listening I • 4.5 CR

Students learn and practice using grammatical language in everyday situations, give and follow directions, ask for clarification, and apply appropriate vocabulary. Minimal pairs, intonation patterns and present and past tense verb endings are emphasized. *Prerequisite:* Acceptance to the ELI program.

ELIUP 041
Writing Level II • 4.5 CR

Students learn and practice more difficult sentence structures, verb tenses, modals, comparatives, adverbs of manner, and the usage of determiners and modifiers with nouns. Writing instruction emphasizes organization, transitions, examples and details, and topic sentences. Students begin to develop paragraphs. Course is linked with ELIUP 042. *Prerequisite:* Acceptance to the ELI program.

ELIUP 042
Grammar Level II • 4.5 CR

Students learn and practice more difficult sentence structures, verb tenses, modals, comparatives, adverbs of manner, and the usage of determiners and modifiers with nouns. Course is linked with ELIUP 041. *Prerequisite:* Acceptance to the ELI program.

Course Descriptions

ELIUP 043
Reading II • 4.5 CR

Students learn and practice scanning, skimming, locating main ideas, making basic inferences based on given information. In addition, they build passive and active vocabularies, guess vocabulary from context, and develop study skills. *Prerequisite:* Acceptance to the ELI program.

ELIUP 044
Speaking & Listening II • 4.5 CR

Continuation of work begun in Level 1. Students improve their ability to express themselves in formal and informal situations. There is a balance between speaking and listening during class. *Prerequisite:* Acceptance to the ELI program.

ELIUP 051
Writing Level III • 4.5 CR

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Students apply the process of writing to paragraphs, mastering narrative, descriptive and expository modes. Greater accuracy of syntax and grammar are expected. Course is linked with ELIUP 052. *Prerequisite:* Acceptance to the ELI program.

ELIUP 052
Grammar Level III • 4.5 CR

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Course is linked with ELIUP 051. *Prerequisite:* Acceptance to the ELI program.

ELIUP 053
Reading III • 4.5 CR

Students develop and practice comprehensive and critical reading skills including skimming, scanning, vocabulary development, etc. Identifying the author's main point of view and expressing an opinion about the passage are also emphasized. Study skills include finding materials in the library and interpreting graphs and tables. *Prerequisite:* Acceptance to the ELI program.

ELIUP 054
Speaking & Listening III • 4.5 CR

Students are introduced to oral presentation and begin acquiring and using analysis, organizational, and synthesis skills. Increasingly difficult oral proficiency skills are taught and practiced, including pronunciation. Students take notes, demonstrate eye contact and summarize orally. *Prerequisite:* Acceptance to the ELI program.

ELIUP 061
Integrated Skills IV • 4.5 CR

Course emphasizes academic writing skills, including formal instruction in sentence level expression (grammar). Assigned writing tasks are varied with an emphasis on timed writing and revision. Course is linked with ELIUP 062. *Prerequisite:* Acceptance to the ELI program.

ELIUP 062
Reading IV • 4.5 CR

Course emphasizes academic reading skills. Assigned reading includes a variety of lengths, styles, and levels of difficulty. Course is linked with ELIUP 061. *Prerequisite:* Acceptance to the ELI program.

ELIUP 063
Read and React IV • 4.5 CR

Emphasizes reading, related discussion, and critical thinking. Lengthy pieces of fiction and non-fiction are read, interpreted, evaluated and discussed. *Prerequisite:* Acceptance to the ELI program.

ELIUP 064
Speaking & Listening IV • 4.5 CR

Students develop their skills using lectures, presentations, and assigned readings. Oral presentation practice and development are featured. Listening skills include identifying mood and tone, anticipation of topics etc. *Prerequisite:* Acceptance to the ELI program.

ELIUP 065
Advanced Grammar • 4.5 CR

Students learn and practice advanced grammar constructions in both oral and written communication. Emphasis is on self-correction and practice with authentic language. *Prerequisite:* Acceptance to the ELI program.

ELIUP 066
American Culture • 4.5 CR

Students learn about and discuss values, assumptions, communication styles, behavior, and other aspects of cultural and ethnic diversity, concentrating specifically on American culture. *Prerequisite:* Acceptance to the ELI program.

ELIUP 067
English Through Film • 4.5 CR

Students increase their communication skills by viewing, discussing and thinking critically about films. *Prerequisite:* Acceptance to the ELI program.

ELIUP 068
Pronunciation & Accent Reduction • 4.5 CR

Students learn and practice specific difficult sounds, proper mouth position, stress, intonation, and rhythm, and how to assess and improve their own pronunciation. *Prerequisite:* Acceptance to the ELI program.

ELIUP 069
TOEFL Preparation • 4.5 CR

Students improve their test-taking skills, practice taking the TOEFL, and improve their listening comprehension, structure, and reading skills by focusing on specific TOEFL-type exercises. *Prerequisite:* Acceptance to the ELI program.

ELIUP 070
Vocabulary, Slang, & Idioms • 4.5 CR

Students learn and practice using a variety of techniques to increase their knowledge of English Vocabulary, including slang and idioms. Emphasis is on memorization of words, word parts, and inferring meaning from context. *Prerequisite:* Acceptance to the ELI program.

ELIUP 071
Integrated Skills V • 4.5 CR

Course emphasizes academic writing skills, including formal instruction in sentence level expression (grammar). Assigned writing tasks are varied with an emphasis on timed writing and revision. Course is linked with ELIUP 072. *Prerequisite:* Acceptance to the ELI program.

ELIUP 072
Reading V • 4.5 CR

Course emphasizes academic reading skills. Assigned reading includes a variety of lengths, styles, and levels of difficulty. Course is linked with ELIUP 071. *Prerequisite:* Acceptance to the ELI program.

ELIUP 073
Read & React V • 4.5 CR

Emphasis is on authentic material at a high level. Students read, interpret, evaluate, and discuss adult/college level fiction or non-fiction. *Prerequisite:* Acceptance to the ELI program.

ELIUP 074
Exploring Contemporary Issues • 4.5 CR

Course integrates instruction in speaking and listening skills through the exploration of contemporary topics. High interest topics are selected and current articles, videos and/or guest speakers are used to introduce new language and improve students' skills. Students work in teams to "present" their topics in class. *Prerequisite:* Acceptance to the ELI program.

ELIUP 080
Academic Preparation • 4.5 CR

Students learn and practice critical thinking, study skills, research techniques, and listening, speaking, reading, and writing in the content areas. *Prerequisite:* Acceptance to the ELI program.

ELIUP 094/095/096/097
Special Topics in Intensive ESL • V1-10 CR

Covers additional topics in combination with English as a Second Language classes to help students achieve goals related to specific academic or vocational interests. *Prerequisite:* Permission of program chair.

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.

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 280/281/282/283
Current Issues in Environmental Science • V1-3 CR

Course allows students to explore, in detail, different areas of Environmental Science, discuss current issues, and helps prepare students for a career in Environmental Science. *Prerequisite:* Environmental Science 204 or equivalent recommended.

ENVSC 294/295/296/297
Special Topics in Environmental Science • V1-10 CR

Covers supplemental or unusual topics related to Environmental Science. Topics are announced in the quarterly class schedule.

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 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. Same as SOC 105. Either ETHN 105 or SOC 105 may be taken for credit, not both. *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 110
First-Year Diversity Seminar I • 2 CR

First in a three quarter series introducing students to the excitement and challenge of working in a small setting with faculty and fellow students on topics of diversity and pluralism, while strengthening the skills need to succeed in college. First quarter focus is on research, reading, and writing skills.

ETHN 111
First-Year Diversity Seminar II • 2 CR

Second in a three quarter series introducing students to the excitement and challenge of working in a small setting with faculty and fellow students on topics of diversity and pluralism, while strengthening the skills needed to succeed in college. Second quarter focus is on quantitative and critical thinking analysis.

ETHN 112
First-Year Diversity Seminar III • 2 CR

Third in a three quarter series introducing students to the excitement and challenge of working in a small setting with faculty and fellow students on topics of diversity and pluralism, while strengthening the skills needed to succeed in college. Third quarter focus is on the Social Sciences group and responsibility skills.

ETHN 120
Introduction to Native American Studies • 5 CR

Provides an historical and contemporary perspective on the social, political, and cultural issues of the Indigenous Peoples of North America. Students explore Indigenous literature, and the representation of Native peoples in film and television, among other areas. *Prerequisite:* ENGL 101 recommended.

BCC is one of the "Nations Leading Colleges and Universities committed to Diversity" *Minority Access, Inc.*

ETHN 121
Native Americans & Film • 5 CR

Provides an historic and contemporary perspective on the representations of Native Americans in cinema. Explores the invention of Natives in Hollywood and the creation of a Native aesthetic. Same as SOC 121. Either ETHN 121 or SOC 121 may be taken for credit, not both. *Prerequisite:* ENGL 101 recommended.

ETHN 130
Ethnic Identity of Deafness • 5 CR

Introduces students to Deafness as a cultural identity through an exploration of Identity Formation that is both theoretical and experiential. Also looks at the historical and social forces that act upon the lives of Deaf people in the modern world. *Prerequisite:* Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better. Either PSYCH 100 or SOC 110 recommended.

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 1850's through the present, immigration patterns, evolution of co-cultures, evacuation, inter-ethnic relations. May be used as a 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 199
Individual Studies in Ethnic Studies • V1-5 CR

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

ETHN 200
Sports and Culture • 5 CR

Using the cultural framework of sports and the world around it, students critically analyze related social issues such as race, class, and gender. Multiple perspectives are included. *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 not traditionally recognized 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. May be used as 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 241
Multi-Cultural Business Consulting • 5 CR

Students gain practical experience managing in a multi-cultural business environment. Course combines classroom learning, reading, technical skills, marketing, financial analysis, business process reengineering, and consulting to see how changes in one area affect the growth of the company as a whole. Same as G BUS 241. Either ETHN 241 or G BUS 241 may be taken for credit, not both. *Prerequisite:* Recommended 30 prior college business credits.

ETHN 255
Hawaii, the Center of the Pacific • 5 CR

Examines Hawaiian culture from pre-Christian Hawaii to the Hawaiian Sovereignty Movement of the 20th Century. Studies the geography, culture and diaspora of selected immigrant cultures and the development of the Hawaiian multicultural society. Also examines the evolving land use and economic patterns of Hawaii.

ETHN 281/282/283/284
Issues in Women's Studies • 5 CR

An exploration of women's' specific issues from a cultural and historical perspective. Topics are announced in the quarterly schedule. *Prerequisite:* Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better.

Experiential Learning
Arts & Humanities Division

EXPRL 187
Prior Learning Portfolio Development • 2 CR

Students document college-level learning derived from non-college experience. Documentation is presented for evaluation of college-level learning and subsequent awarding of college credit. Course is graded as Credit/noncredit. *Prerequisite:* Permission of program chair or instructor.

EXPRL 190
Learning Portfolio Fundamentals • 2 CR

Introduces students to the basic steps needed to build a learning portfolio. Students learn to select and develop evidence, reflect on significant learning, and connect evidence and reflections in an organized portfolio.

EXPRL 191/192/193
Academic Internship Experience • V1-5 CR

Provides a framework to integrate practical work experience with academic goals. Participants develop solid learning objectives to guide their experience, document the experience for later use, and reflect upon what they have learned in order to connect their practical and academic work. Students must have an approved internship before registering. Course is graded pass/fail. *Prerequisite:* Permission of instructor.

EXPRL 220
Resume & Interviewing Strategies • 2 CR

Introduction to the basic steps of writing a targeted resume and formulating answers to typical interview questions. Includes presentation of accomplishments, both written and verbal, in the process of seeking employment.

EXPRL 230
Job Shadowing & Professional Networking • 2 CR

Career Center connects students with local employers in their field of interest. Students research jobs, interview and network with professionals, develop communication skills, and identify attributes with a focus on future employment. *Prerequisite:* 15 college level credits recommended.

Fast Track
Continuing Education Division

FT 100
Business Skills - MCSE/MCDBA • 1.5 CR

Students learn skills to research job opportunities, prepare an effective résumé, 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 résumé, 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 net working 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.

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
MCDBA • 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 - Fast Track • V1-8 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 Science
Health Sciences, Educations & Wellness Division

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 102
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.

Course Descriptions

FS 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. *Prerequisite:* FS 110 and placement by assessment into Math 099 or Math 098 with a C- or better, or permission of instructor.

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.

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 Operation • 0.5 CR

Introduces hazardous materials for emergency responders. Students learn basics of identification, recognition, and resource information availability.

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 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. *Prerequisite:* FS 110 or permission of advisor.

FS 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. *Prerequisite:* FS 120 or permission of advisor.

FS 131
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.

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 140
Incident Safety Officer • 2 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.

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. *Prerequisite:* FS 110 or permission of advisor.

FS 160
Fire Tactics & Strategy • 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. *Prerequisite:* FS 110 or permission of advisor.

FS 177
Wild Land/Urban Interface • 2 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.

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. *Prerequisite:* FS 110 or permission of advisor.

FS 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. *Prerequisite:* FS 102, 137, and 190 or permission of advisor.

FS 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.

FS 210
Incident Management Multi-Company Operations • 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.

FS 215
Hazardous Materials Incident Management • 3 CR

How to manage a hazardous materials incident. Content meets or exceeds the requirements set forth in OSHA 1910.120q and educational competencies referenced in NFPA 472. *Prerequisite:* FS 100, 111, 115, and 119 or proof of completion of a Hazardous Materials Operations Certificate.

FS 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. *Prerequisite:* FS 120 or permission of advisor.

FS 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.

FS 232
Human Resources Management • 3 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.

FS 233
Fire Service Administration • 3 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.

FS 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. *Prerequisite:* FS 137 or permission of advisor.

FS 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. *Prerequisite:* FS 120 or permission of advisor.

FS 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.

FS 260
Arson Fraud Investigation • 4 CR

Presents arson fraud through theory and case studies. Students learn procedures of investigating arson fires. Where and what to look for in determining motivation and method. *Prerequisite:* FS 120 or permission of advisor.

FS 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:* FS 210.

FS 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. *Prerequisite:* FS 190 or permission of advisor.

FS 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. *Prerequisite:* FS 190 or permission of advisor.

FS 298
Seminar in Fire Science • V1-3 CR

Covers workshops and seminars on fire science and supervision for which college credit is offered.

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

Beginning GAME students design and implement their own computer games. Fundamentals of programming and graphic development are covered with respect to game development. *Prerequisite:* ANIM 120 and WEBMM 111.

GAME 111
Game Design II • 5 CR

Intermediate GAME students design and implement their own computer games. Intermediate and advanced game development programming and graphics are covered. *Prerequisite:* WEBMM 111 recommended.

GAME 112
Game Design III • 5 CR

Advanced GAME students design and implement their own computer games. Advanced game development programming and graphics are covered. *Prerequisite:* GAME 111. WEBMM 111 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 create art assets for computer games. Skills include creating low polygon game models, texturing and animating those models and testing in a 3d environment. Students 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 102
Personal Money Management • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Includes cash flow management, personal budgeting, and record keeping. Students develop a personal budget and compile personal income statements.

G BUS 103
Personal Savings • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Savings, the banking industry and its products and services, savings returns, and evaluating alternative savings vehicles are covered. Students create an annual budget, set financial goals and determine the risks and returns of various savings vehicles, and create a personal net worth statement.

G BUS 104
Personal Credit • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on the evaluation of the credit industry and its consumer products and services. Students evaluate alternate credit and loan features and explore strategies for debt management.

G BUS 105
Personal Taxes • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on individual tax filing, tax planning and maximizing after-tax returns.

G BUS 106
Personal Risk Management • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on the insurance industry and its products. Students evaluate personal insurance needs.

G BUS 107
Personal Real Estate • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Covers the single-family house and mortgage market. Students review the home buying and mortgage application process.

G BUS 108
Personal Investments • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on financial goals, historical risk and returns of major asset classes, asset allocation, maximizing after-tax returns and monitoring investments.

G BUS 109
Employee Benefits for Personal Finance • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Outlines basic benefits offered by firms. Students become familiar with what these benefits achieve and how to use them for long-term financial planning.

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 Exam. Legal titles and instruments, finance, appraisal, contracts, agency, land economics. Same as R EST 130. Either G BUS 130 or R EST 130 may be taken for credit, not both. Recommended prior to taking any Real Estate course.

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 industries 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 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 222
Advanced Leadership & Management • 5 CR

Prepares working professionals for effective leadership in a culturally diverse and constantly changing business environment. *Prerequisite:* G BUS 101, 120, or 221.

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
Multi-Cultural Business Consulting • 5 CR

Students gain practical experience managing in a multi-cultural business environment. Course combines classroom learning, reading, technical skills, marketing, financial analysis, business process reengineering, and consulting to see how changes in one area affect the growth of the company as a whole. Same as ETHN 241. Either G BUS 241 or ETHN 241 may be taken for credit, not both. *Prerequisite:* 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 280
Advanced Studies in International Business • 5 CR

Focuses on student research projects comparing U.S. business practices with their International counterparts. Class requires participation in the one-week international research trip. *Prerequisite:* INTST 150 and permission of instructor. INTST 150 may be taken concurrently.

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:* Permission of instructor.

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

General Education Development
Business 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 106
Introduction to Natural Disasters & Hazards • 5 CR

Primary focus is on earth and atmospheric hazards that appear rapidly, often without warning. Emphasis placed on the interrelationship among hazards and the role Humans play in, not only enhancing potential disasters, but also how, through education, to minimize future environmental problems. Same as GEOL 106. Either GEOG 106 or GEOL 106 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.

Course Descriptions

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
Introduction to Human Cultural Geography • 5 CR
Explores the relationship between humankind and the physical environment. Based on a series of case studies ranging from the streets of Havana to the soccer stadiums of Europe and the cultural adaptations of the Inuit as they adjust to the physical challenges of their homeland.

GEOG 205
Weather, Climate, Vegetation, Soils • 5 CR
Investigates the dynamic patterns and processes of weather, climates, vegetation, and soils. Attention is 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
Introduction to Maps and Mapmaking • 5 CR
The maps we use shape the way we think about the world. Course explores the history and influence of maps and mapmakers, from the ancient world to the high-tech images of today. Basic computer literacy recommended.

GEOG 294/295/296/297
Special Topics in Geography • V1-10 CR
Covers supplementary or unusual topics related to the field. Topics are announced in the class schedule.

GEOG 298
Seminar in Geography • V1-10 CR
Includes seminars, workshops, etc., for which college credit is offered.

GEOG 299
Individual Studies in Geography • V1-10 CR
Covers directed readings, special projects, and independent study by an individual student. Maybe repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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 and includes laboratory work.

GEOL 106
Introduction to Natural Disasters & Hazards • 5 CR
Primary focus is on earth and atmospheric hazards that appear rapidly, often without warning. Emphasis placed on the interrelationship among hazards and the role Humans play in, not only enhancing potential disasters, but also how, through education, to minimize future environmental problems. Same as GEOG 106. Either GEOL 106 or GEOG 106 may be taken for credit, not both.

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 & Wellness Division

HLTH 220
Wellness for Educators • 3 CR
Covers the social, emotional and physical components of wellness with a focus on personal assessment and tools to design a wellness plan for life. Students explore methods for promoting health in the elementary and pre-school classroom.

HLTH 222
Drugs & Society • 2 CR

Covers the nature of steroids, pain relievers, alcohol and other psychoactive drugs. Includes ingestion, absorption, action and interaction, and metabolism. Students discuss physiological and psychoactive drugs on the individual and the consequences of use and abuse.

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 260
Wilderness First Aid Basics • 4 CR

Prepares students to respond to emergencies that may occur during back country fitness activities. Students take exams for both the Standard Red Cross First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate.

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.

Health Professions
Health Sciences, Education & Wellness Division

HPRO 100
Introduction to Health Care • 2 CR

An introduction to health care delivery systems, associated career opportunities, and related trends. Looks at the industry as a whole and the integration of services and professions. Students explore career choices including educational requirements, job outlooks, governing agencies, occupational requirements, pay ranges, professional requirements, and employer expectations.

HPRO 105
Training for Health Care Workers • 2 CR

Provides basic training in CPR, first aid, HIV/AIDS, HIPPA, and the prevention of workplace violence.

HPRO 116
Nursing Assistant Foundations • 4 CR

Presents anatomy and physiology, resident rights, concepts of death and dying, dementia care, legal aspects of care, function of the health care team, and the communication skills and scope of practice of the nursing assistant. *Prerequisite:* Placement by assessment into ENGL 101 or permission of the instructor.

HPRO 117
Basic Technical Skills • 1 CR

Students learn and practice 22 client care skills in preparation for the Washington State nursing assistant certification examination. *Prerequisite:* Placement by assessment into ENGL 101 or permission of instructor.

HPRO 118
Nursing Assistant Clinical Practicum • 2 CR

Supervised clinical instruction in both long-term care and acute care settings. *Prerequisite:* HPRO 117 or permission of instructor. Students may be concurrently enrolled in HPRO 117.

HPRO 120
Medical Terminology • 3 CR

Provides a comprehensive foundation of basic medical terminology for use in health care careers. Includes prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols. Emphasis is on body structures, anatomical systems, pathologies, medical procedures, medical specialties, and common terms and abbreviations used in health care.

HPRO 125
Introduction to Human Systems • 3 CR

Introductory course covering basic cellular and tissue structure and an overview of the structure and function of human anatomical systems. This course does not substitute for BIOL 260 and/or BIOL 261.

HPRO 130
Human Relations in Health Care Settings • 4 CR

Includes interpersonal communication with patients, their families, and co-workers, listening skills, cultural competencies, and maintaining customer satisfaction in health care settings.

HPRO 134
Basic Pharmacology for Healthcare Professionals • 2 CR

Introduction to the study of drugs. How drugs affect the body and how the body affects drugs. Includes controlled and uncontrolled drug classification, generic and brand name medications, and the government agency that monitors the production and usage of drugs. *Prerequisite:* HPRO 120.

HPRO 141
Phlebotomy Technician I • 8 CR

Covers basic responsibilities and skills of the laboratory phlebotomist. Includes venipuncture techniques and safety with laboratory equipment. Suitable for individuals with limited health care experience interested in venipunctures. *Prerequisite:* Placement by assessment into ENGL 071 and permission of instructor.

HPRO 143
Phlebotomy II - Clinical Practicum • 7 CR

Clinical practicum for laboratory phlebotomist in cooperation with local hospitals. Student completing the practicum will be eligible to take the ASCP certification examination. *Prerequisite:* HPRO 141.

HPRO 146
Clinical Lab Assistant I • 5 CR

First in a two course series designed to prepare students to work in a clinical laboratory setting. Provides overview of clinical laboratory work including laboratory terminology, organizational structures, HIPAA and OSHA regulations and standards, quality assurance practices, and a general understanding of clinical laboratory information systems and their functions.

HPRO 147
Clinical Lab Assistant II • 5 CR

Second in a two course series. Students participate in controlled laboratory environment to practice processing, reporting, and distribution of specimens, along with data entry, and patient information retrieval via Internet and other electronic resources. Emphasis on maintaining attention to detail and carrying out basic laboratory tests. *Prerequisite:* HPRO 146

HPRO 174
Heath Unit Coordinator I • 5 CR

Covers the skills needed to become a Health Unit Coordinator. Includes certification requirements, basic data entry, proper workplace behavior, and basic office procedures. Skills applied in a laboratory setting.

HPRO 175
Health Unit Coordinator II • 5 CR

Covers the skills needed to become a Health Unit Coordinator. Includes procedures and skills required for this position in a simulated health-care environment. *Prerequisite:* HPRO 174.

HPRO 176
Health Unit Coordinator Externship • 5 CR

Capstone course in the Health Unit Coordinator series. Students are supervised and monitored while apply skills in performing functions required in a nursing unit. *Prerequisite:* HPRO 174 and HPRO 175.

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.

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 211
History of Rome to 411 A.D. • 5 CR

Explores the military, political and economic reasons for Rome's rise to domination in the West. Includes discussion of its legal and social systems, the cities complex infrastructure, the role of slavery in the Republic and Empire, the constitution, transition to Empire, and the rise of Christianity.

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

An overview of the major wars fought by the U.S. and the political and strategic issues influencing the national response. May be used as a 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.

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 & Wellness Division

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.

Human Development
Student Services

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.

Course Descriptions

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 112
Selecting a College Major • 2 CR

Students select a college major through an orderly, rational approach. Topics include exploring self, making commitments, implementing decisions and possible majors using on-line research as well as small group discussion. *Prerequisite:* Recommended 30 college-level credits.

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 140
Race in America • 2 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.

BCC's Library Media Center can be accessed 24/7 on and off campus at www.bellevuecollege.edu/lmc.

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 and self-supporting courses. Topics are announced in the class schedule.

HD 199
Individual Studies in Human Development • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

HD 210
Leadership Today: Creating a Vision for Tomorrow • 2 CR

An introduction to the practical leadership skills and tools including leadership assessment, ethical decision-making, conflict resolution team building, and other leadership competencies.

HD 211
Leadership Today: Building Tools for Tomorrow • 2 CR

Course covers dealing with difficult people, the art of listening, negotiation, problem solving, and other leadership competencies.

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 a 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 students' 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 a 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.

Independent Studies
Health Sciences, Education & Wellness Division

IS 295
Independent Studies • V1-5 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 091
College is an Option • 1 CR

Introduces the tools and techniques for college-level work. Includes identification and application of learning styles and preferences, mapping a pre-college path that develops college-level skills and abilities, and assessment and application of study skills. Includes preparation of college and university documents.

ID 100
College Thinking • 1 CR

Introduces college-level analytical reasoning and academic discipline perspectives. Includes reading college-level material, participating in seminars, the process of analysis and analytical writing, and self-assessment of the analytic components of writing. Students take the Compass assessment to evaluate their preparedness for college.

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. *Prerequisite:* Placement by assessment into ENGL 089. Completion of 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. Completion of ENGL 092 or 093. *Recommended:* BTS 161 or equivalent work experience.

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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Interdisciplinary Studies
Arts & 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, supports different points of view, and creatss a social climate that promotes collaborative learning.

Interior Design
Arts & 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 142
Textiles Interior Materials & Sources • 5 CR

Introduces properties and applications for textiles and various other surface materials that can be selected, specified, installed, and maintained in an interior environment. Topics include soft and hard materials for flooring, walls, ceilings, and upholstery, as well as equipment, applications, millwork, and cabinetry. Product sources and specifications are covered along with how to measure, correctly install and maintain the various materials. *Prerequisite:* INDES 140 with a C- or better.

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:* ART 108 and INDES 150, 151, and 160 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.

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 167
Digital Design Tools • 2 CR

Introduces fundamental graphic skills using a variety of software programs. Software training will include Photoshop, PowerPoint, Word, and other programs that enhance the student's communication of design solutions and concepts Basic digital imaging concepts and scanning will be covered. *Prerequisite:* INDES 165 with a C- or better. BTS 161 or equivalent experience with Windows operating system and electronic file management recommended.

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 • 5 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 with a C- or better.

The Council for Interior Design Accreditation (FIDER) granted BCC's interior design program accreditation.

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
Building Systems & Codes • 5 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, mechanical and electrical systems, and building codes related to Interiors. *Prerequisite:* INDES 140 and 160, or concurrent enrollment in INDES 160.

INDES 191
Principles of Lighting • 5 CR

Introduces lighting design for interior environments. Students explore human visual perception, properties of natural and artificial light, lighting devices and controls, energy issues, and visual communication of lighting designs. Includes application to specific design problems. *Prerequisite:* INDES 160 and 190 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, 162, 170, 190, and 191 or concurrent enrollment in INDES 191 or permission of instructor.

INDES 261
Design Detailing • 2 CR

Introduces principles of detailing and its impact on the design and construction processes. Topics include documentation for construction, aesthetics, and spatial experiences. *Prerequisite:* INDES 260 with a C- or better.

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 with a C- or better or permission of instructor.

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.

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 inter-relationships, 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.

Course Descriptions

INTST 200
States & Capitalism: Origin/ Modern Global System • 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 postwar 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 230
Latin American Political Economy & Society • 5 CR

A comparative exploration of the questions and challenges of Latin American economic and societal transformation, of the dynamic interaction between global and domestic factors, and of the regional responses and outcomes this process engenders. *Prerequisite:* ECON 201, INTST 201, POLSC 103, or SOC 170 recommended.

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.

BCC has over 600 international students per quarter, representing approximately 50 countries.

Interpretation
Continuing Education

The Interpretation and Translation programs are intended for bilingual students. Non-credit 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 Translation & 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 109
Advanced Interpretation Skills III • 3 CR

Advanced practical experience in the three interpreting modes necessary for working in different settings. *Prerequisite:* Acceptance into program and bilingual proficiency.

International Business Professions
Arts & Humanities Division

The International Business Professions (IBP) Program is a one year course of study for overseas, adult students interested in upgrading their business and English skills by taking a combination of English, business, and academic (college level) classes. Upon completion of three quarters of coursework, students are placed in an unpaid observational internship. Students receive a completion note on their official transcripts upon successful completion of the IBP Program.

IBP 067
Oral Business Communications • 4.5 CR

Designed to improve the spoken job performance of non-native English speaking employees. Focus is on developing formal presentation skills, effective telephony techniques and interpersonal communication strategies appropriate to the business environment. *Prerequisite:* Acceptance into program or permission of instructor.

IBP 068
Written Business Communications • 4.5 CR

Designed to improve the communicative job performance of non-native English speaking professionals. Focus is on the written discourse patterns (grammar, tone, register, word choice)

commonly encountered in business settings. It also introduces students to non-linguistic, cultural rules by which organizations operate. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 069
Introduction to Business • 4.5 CR

Emphasizes the dramatic nature of business and the trends that will change the way business is conducted in the twenty-first century. Use of real-life scenarios, realistic business situations, and real-world information will help develop students' technical knowledge and competence, critical thinking, decision-making abilities, and communication skills. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 076
International Business • 4.5 CR

Students gain an understanding of the diverse and ever-changing consumer markets and how international businesses use marketing strategies to gain market share and stay competitive. Course will use a combination of text, lectures, case studies, outside reading, local company research, video, group work and presentations to enhance learning and skills needed in today's global workplace. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 077
Observation Preparation • 4.5 CR

Designed to prepare 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 and employment opportunities. *Prerequisite:* Must be IBP student; international student eligible for practical training or other non-native speaker of English approved by the program chair or instructor.

IBP 086
Observation Placement • 2 CR

Designed to provide instruction in advanced interviewing skills and follow up correspondence for students who are working with an advisor to search for an observational experience. Clear communication and problem-solving techniques are emphasized. Developing an attitude and approach of 'professionalism' is one of the course goals. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 087
Pronunciation Workshop • 1.5 CR

Designed to help students gain greater accuracy, fluency and confidence in their spoken English, through pronunciation and conversation practice, presentations, discussions, cassette journals and other activities. Students will focus on consonant and vowel sounds, rhythm, stress, and intonation both separately and in the context of natural speech. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 096
Workplace English • 2 CR

Students will learn practical job skills, discuss American workplace culture, and build basic workplace and business vocabulary. In addition, students will learn skills to communicate more effectively with internship supervisors, coworkers, and customers. *Prerequisite:* Acceptance into the program or permission of instructor.

IBP 097
Observation • 10 CR

Students are placed with a local company to obtain practical experience in U.S. business. Placements are made according to a student's training, work experience, interests, English level, and/or career goals. Students must complete a variety of forms including: learning objectives, weekly reports, a mid-quarter evaluation and a final evaluation. In addition, the site supervisor must complete a final evaluation of the student. *Prerequisite:* Acceptance into the program or permission of instructor.

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

Designed for students with familiarity of Internet concepts, basic Web site 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 • V3-5 CR

Develops occupational skills through activities affiliated with National DECA. Students participate in community service projects and gain leadership, communication, and human relations experience. Chapter officers help lead the class.

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

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

MKTG 299
Individual Studies in Marketing • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

> **BCC ranks in the Top 10 nationwide in American Mathematical Association of Two-Year Colleges student competition (ninth time in past 10 years).**

Mathematics
Business 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.

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 085 or MATH 097 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. Fulfills the quantitative or symbolic reasoning course requirement at BCC. *Prerequisite:* 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. 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, 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 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
Introduction to Statistics • 5 CR

Emphasis on gathering and interpreting data. Material has applications in the medical fields, as well as the Social Sciences. Fulfills the quantitative or symbolic reasoning course at BCC. *Prerequisite:* Placement by assessment or MATH 099 with a C- or better.

MATH 141
Math for Elementary Teachers I • 5 CR

Study of problem solving strategies, number theory and numeration related to topics taught at the K-8 level. Includes analysis of learning difficulties and teaching strategies for these concepts. Fulfills the quantitative or symbolic reasoning course requirement at BCC. *Prerequisite:* MATH 099 with a C- or better.

MATH 142
Math for Elementary Teachers II • 5 CR

Study of basic probability and statistics, geometry and measurement, and the real number system related to topics taught at the K-8 level. Includes analysis of learning difficulties and teaching strategies for these concepts. Fulfills the quantitative or symbolic reasoning course requirement at BCC. *Prerequisite:* MATH 141 with a C- or better.

MATH 156
College Algebra for Business & Social Science • 5 CR

Examines graphs, non-trigonometric elementary functions, systems of equations and inequalities, and probability, emphasizing uses in business and social science. Either MATH 105 or 156 may be taken for credit, not both. MATH 156 is required before taking MATH 157. Fulfills 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. Note: Taught as BA 240. Please see the quarterly schedule for course offering.

Course Descriptions

MATH 194/195/196/197
Special Topics in MATH • 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^n and function spaces. Students use matrix methods and vectors to explore systems of linear equations and transformations. Also presents elementary theory of Eigen values. 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
Business Division

MEDIA 105
Digital Design & Storytelling • 5 CR

Explores design, storytelling, and information architecture. Students focus on conceptual, visual analysis as well as practical techniques for presenting ideas effectively. Topics include major 20th-century graphic styles; typography; symbols and themes; narrative structures; storyboards; interface design; and navigation techniques.

MEDIA 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 2-D design principles from the perspective of the computer or television screen. Covers fundamental elements of interface for Web pages, video and animation, including composition, balance, color typography and layout. Prerequisites: 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 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 194/195/196/197
Special Topics in Media Communications & Tech • V1-10 CR

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

MEDIA 198
Seminar in Media Communication & Technology • V1-5 CR

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

MEDIA 199
Special Projects in Media • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Requires project proposal and student contract for completion. May be repeated for a maximum of 15 credits. *Prerequisite:* Previous media enrollment and permission of program chair.

MEDIA 219
Business of Film & Video Production • 5 CR

Students develop a broad understanding of the Film and Television industries 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 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 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 294/295/296/297
Special Topics in Media Communications & Tech • V1-10 CR

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

MEDIA 298
Seminar in Media Communication & Technology • V1-5 CR

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

MEDIA 299
Special Projects in Media • V1-10 CR

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* previous media enrollment and permission of program chair.

Medical Informatics
Business Division

MEDIT 110
Technology Fundamentals in Healthcare • 5 CR

Covers the fundamentals of healthcare systems integration, data processing, networking and telecommunication, healthcare messaging protocols and healthcare data security. *Prerequisite:* BTS 161, CS 110, or IT 101 recommended.

MEDIT 220
Health Informatics Standards • 5 CR

Covers the fundamentals of patient records, 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.

BCC's Academic Success Center provides students with reading, writing, math & academic tutoring.

MEDIT 221
Healthcare Informatics Interfaces • 5 CR

Applies concepts learned in MEDIT 220 to specific healthcare applications and specific user concepts including nursing, radiology, laboratory, physician as well as patients. Students 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 Information Applications & Processes • 5 CR

Students 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 services. *Prerequisite:* BTS 280 or G BUS 230 and MEDIT 220.

MEDIT 294/295/296/297
Special Topics in Medical Information Technology • V1-10 CR

Allows study of advanced or specialized topics in the field of Medical Information Technology. *Prerequisite:* MEDIT 110 and permission of program chair.

MEDIT 299
Individual Studies in Medical Information • 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:* MEDIT 110 and permission of program chair.

Meterology
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 Nino/La Nina, and the impacts of climate change on human society and the biosphere.

Music
Arts & Humanities Division

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

Suggested minimum program for music majors and minors is:

FIRST YEAR: MUSIC 110, 111, 112 - First-Year Theory; MUSIC 140 - First Year Private Instruction I; and participation in at least one performing group each quarter.

SECOND YEAR: MUSIC 210, 211, 212 - Second-Year Theory; MUSIC 240 - Second Year Private Instruction I; and participation in at least one performing group each quarter.

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

MUSIC 100*
Concert Choir • V1-3 CR

Ensemble provides vocal performance opportunities of traditional choral literature, great masterworks and musical theater scenes. Covers vocal production, reading music, and musical expression. Includes daily and scheduled rehearsals, and performances outside of class. May be repeated for a maximum of 9 credits.

MUSIC 101*
Community Symphonies • 1 CR

Students earn credit for playing in approved community orchestras or ensembles. Provides an opportunity to perform a wide variety of literature. Rehearsals are usually one evening per week. May be repeated for a maximum of 6 credits. Participation may require audition. *Prerequisite:* Permission of program chair for approved ensembles.

MUSIC 102*
Community Band • 1 CR

Students earn credit for playing in approved community bands or wind ensembles. Provides an opportunity to perform a wide variety of literature. Rehearsals are usually one evening per week. May be repeated for a maximum of 6 credits. Participation may require audition. *Prerequisite:* Permission of program chair for approved ensembles.

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 concurrent enrollment in MUSIC 100.

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 listening skills and an understanding of how elements of music are used by composers, while exploring the history of music in western civilization. Class activities include lectures, written materials and a variety of listening experiences including attendance at live musical events.

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 and 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 117
World Music Cultures • 5 CR

Introduces traditional and popular music from around the world. Through lecture, discussion, assignments, and attending world music concerts, student explore music styles and concepts and the ways in which music functions as part of society in cultures throughout the world. College level reading and writing recommended.

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 135*
Beginning Guitar • 2 CR

Presents the basic skills for reading music and the techniques needed to play the guitar. Intended for students with little or no background in guitar performance. Students must supply their own ACOUSTIC guitar.

MUSIC 136*
Intermediate Guitar • 2 CR

Develops the skills and knowledge required for playing the guitar, reading music and performance techniques in greater depth. Intended for students with a moderate level of experience. Students must supply their own ACOUSTIC guitar.

MUSIC 139*
Private Instruction - Exploring Voice/Instrument • 1 CR

Provides one-on-one instruction for non-music majors and students wishing to explore or begin studying an instrument or voice. Instruction must be provided by an approved teacher with at least one 30-minute lesson per week. Students pay the cost of lessons. *Prerequisite:* Permission of department chair.

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

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 to 45 minute lesson per week. Private lesson fee is added to normal college fees. May be repeated for a maximum of 3 credits in three quarters. *Prerequisite:* Permission of program chair.

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

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 60-minute lesson per week. Students pay the cost of lessons. May be repeated for a maximum of 4 credits. *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.

Course Descriptions

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 156
Audio Engineering & Music Production I • 5 CR

Introduces professional studio control room equipment, microphone use and placement for recording acoustic and electronic instruments, listening skills, basic electronics and acoustics and studio design and workflow.

MUSIC 157
Audio Engineering & Music Production II • 5 CR

Students gain experience in recording, mixing down, and burning CD music projects by working with analog and digital mixing consoles. Course covers the history and theories of multi-track technology, analog and digital recording. *Prerequisite:* Music 156.

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.

> **BCC's vocal jazz ensemble *Celebration!* was awarded first place at the Lionel Hampton Jazz Festival three times in four years.**

MUSIC 240*
Second-Year Private Instruction I • 1 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30-minute lesson per week. Students pay cost of lesson. May be repeated for a maximum of 3 credits in three quarters. *Prerequisite:* Three quarters of MUSIC 140 or 143, and permission of program chair.

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

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30-minute lesson per week. Students pay cost of lesson. May be repeated for a maximum of 4 credits. *Prerequisite:* Three quarters of MUSIC 140 or 143, and permission of program chair.

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.

Network Services
Business Division

NSCOM 199
Independent Studies-Network Services/Computing • V1-5 CR

Covers direct readings, special projects, and independent study by a student. May be repeated for a maximum of 15 credits. *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 294/295/296/297
Special Topics-Network Services/Computing System • 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-Network Services/Computing • V1-10 CR

Covers direct readings, special projects, and independent study by a student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Nuclear Medicine Technology
Health Sciences, Education & Wellness Division

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.

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.

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.

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.

Course Descriptions

NMTEC 210
Radiopharmacy • 1 CR

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

NMTEC 211
Nursing Procedures • 1 CR

Presents nursing procedures relating to nuclear medicine. Topics include patient assessment, oxygen administration, infection control, intravenous drug administration, vasovagal and anaphylactic reactins, basic pharmacology, sedation, medical and legal issues, and electrocardiography. *Prerequisite:* Acceptance into the program.

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.

NMTEC 229
Introduction to Clinical Education • 3 CR

Provides the student with basic understanding of nuclear medicine instruments and procedures, with an emphasis on the operation of a gamma camera, basic radiopharmacy and radiation safety principles, and patient care procedures. *Prerequisite:* Acceptance into the program.

NMTEC 230
Clinical Education I • 10 CR

First in a five-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 five-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 • 12 CR

Third in a five-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 five-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. *Prerequisite:* Acceptance into the program.

NMTEC 240
Radiation Safety • 1 CR

Covers principles and practices for radiation safety. Topics include calculation of doses absorbed from procedures, personnel monitoring, handling and disposal of radioactive materials, and licensing of a nuclear medicine department. *Prerequisite:* Acceptance into program.

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.

NMTEC 250
Sectional Anatomy for Nuclear Medicine • 3 CR

Presents sectional anatomy of the body, including a brief introduction to the following imaging modalities: CT, MRI, angiography, and ultrasound. *Prerequisite:* Acceptance into the program.

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.

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.

NMTEC 280
Computed Tomography for Nuclear Medicine • 3 CR

Provides didactic instruction in CT scanning, as is pertinent to its application to nuclear medicine procedures. Includes information relevant to production and detection of X-rays in CT, instrumentation and image reconstruction, specific technique applications, patient care and quality control. *Prerequisite:* Acceptance into the program

Nursing
Health Sciences, Education & Wellness Division

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 • 7 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 • 6 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 Division

The Nursing Education Program is accredited by the American Nurses Credentialing Center's Commission on accreditation with all courses and workshops recognized at state and national levels. Offerings are designed to meet the needs of registered nurses, facilitating learning and updating, expanding, and enriching the roles 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 HOMEC 130. Only one of the three (BIOL 130, HOMEC 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 Division

	Fall	Win	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 observation, 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 on-line. Philosophy courses are suitable for general education, for personal interest, and for transfer purposes. Introduction to Logic and Critical Reasoning fulfill the A.A.S. Basic Skills requirement for Quantitative and 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.*

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 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 114
Grassroots Activism • 5 CR

Explores the ethics and practice of effective non-profit, grassroots activism. Through lecture, group work, and Service Learning, students study strategies to achieve well-being in their communities. Topics include forming and maintaining activist groups, lobbying, civic responsibility, creative direct action, civil disobedience, and review of case studies.

PHIL 115
Critical Reasoning • 5 CR

Introduces concepts and methods useful for critical analysis of arguments in ordinary language. Topics include meaning, syllogisms, logical diagrams, inductive and statistical inference, scientific reasoning, informal fallacies, argument structure, and some beginning symbolic logic. Fulfills quantitative or symbolic reasoning course requirement at BCC.

PHIL 120
Introduction to Logic • 5 CR

Provides a thorough study of the formal conditions of valid argumentation. Covers translations, truth tables, and natural deduction using propositional (sentential) and predicate logic. Fulfills science credit or quantitative or symbolic reasoning course requirement at BCC. *Recommended:* ENGL 101 placement or higher.

PHIL 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 125
World Logic • 5 CR

Introductory study of the logical principles, systems, and techniques of argumentation from Greece, Arabia, India, and China. Historical figures examined include Aristotle, Avicenna, Gautama, and Mo Tzu.

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 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 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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

PHIL 365
Biomedical Ethics: Theory & Practice • 5 CR

Investigates ethical problems relating to medical practice and biological research through ethical theory and case studies. Involves in-depth and original research and discussion of biomedical ethical issues including euthanasia, abortion, genetic engineering, and stem cell research and provider-patient relationships. *Prerequisite:* Acceptance to the program or permission of instructor.

Course Descriptions

Physical Education

Health Sciences, Education & Wellness Division

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 104**
Capoeira • 1 CR

An aerobic form of exercise combining basic dance and martial arts movements performed to the beat of Brazilian drums. Developed in Brazil by African slaves integrating characteristics of both cultures.

PE 105**
Yoga • 1 CR

Introductory and intermediate yoga techniques will be introduced to develop balance, core strength, flexibility, and joint stability. Students gain a greater understanding of the relationship between the mind and body and the importance of exercise in promoting health and reducing stress.

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 114
Beginning Rock Climbing • 1 CR

Introduction to basic rock climbing techniques, equipment, belay, and safety and risk assessment issues. Class meets off campus at a designated local indoor climbing wall for weekly climbing and instruction sessions.

PE 115
Backpacking & Orienteering • 1 CR

Introduction to backpacking with an emphasis on basic map and compass use. Covers Northwest hiking opportunities as well as equipment, trip planning and risk management of back country travel through an exploration of area trails.

PE 116
Snowshoeing • 1 CR

Snowshoeing is a classic technique for exploring the backcountry in snowy conditions. Students tour designated mountain trails each week focusing on fitness, snowshoeing techniques, equipment care and safe mountain travel.

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 126
Outdoor Leadership • 2 CR

Explores techniques of providing leadership for groups in an outdoor adventure class situation. Includes conflict resolution, emotional management, and task balancing skills through an understanding of group dynamics.

PE 127
Soccer • 2 CR
Introduces basic skills and techniques of soccer. Students learn rules, defensive and offensive tactics.

PE 128
Sea Kayaking & Navigation • 1 CR
Class meets off campus at various paddling sites for a review of institutional kayak policies, basic skill development and navigational techniques. Includes Eskimo roll, chart reading, marine weather radio communications, and basic strokes.

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

PE 158**
Intermediate Tennis • 1 CR
Covers techniques beyond those of beginning tennis. Students review basic strokes and practice serves and volleying. Topics include strategy and basic principles of doubles play.

PE 166
Skills & Materials in Team Sports • 2 CR
Provides practical experience in flag football, basketball, softball, soccer, and volleyball.

PE 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 210
Body Composition Assessment • 1 CR
An exploration into current research on human metabolism, essential fat, weight management, body composition and overall wellness. Students design exercise and nutritional programs focused on a life-long health plan.

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 228
Life Fitness Internship • 1 CR
Students pursuing a career as a fitness technician or personal trainer serve as an assistant trainer in the BCC Fitness Center. Includes developing individual programs and supervising exercises while improving customer service skills. *Prerequisite:* PE 267.

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 233
Prevention & Care of Athletic Injuries • 2 CR
Explores the basic principles of athletic training, care, and prevention of sports related injuries. Covers the analysis of common athletic injuries including emergency procedures, treatment limitations, evaluation and preventative approaches.

PE 235
Adventure Trip Planning & Risk Management • 1 CR
Explores the leadership dynamics of risk management including recognizing hazards, decision making, site assessment checklists, accessibility and backcountry first aid requirements.

PE 236
Anatomical Kinesiology • 4 CR
Introduction to basic Anatomy and Physiology with an emphasis in human movement, nutrition and exercise science. This course is intended for non-science majors interested in fitness instruction or basic health education. *Prerequisite:* High school biology.

PE 237
Physical Education for Children • 3 CR
Introduction to a variety of physical activities essential to the development of movement skills in children. Various curricular approaches are discussed focusing on the social, emotional and physical needs of children.

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 267
Applied Kinesiology • 3 CR

Students use biomechanics and anatomy principles to develop safe and effective training techniques applicable to individuals at a variety of developmental stages. Prepares students to test, measure and refine program goals for individuals based on current research in exercise science. *Prerequisite:* PE 234.

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.

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 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 fifteen (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 121
The United Nations • 2 CR

Analyzes the present structure and purpose of the United Nations organization. Seminar format. *Prerequisite:* A course in political science.

POLSC 122
The United Nations • 3 CR

Analyzes the present structure and purpose of the United Nations organization. Seminar format. *Prerequisite:* Permission of the instructor.

POLSC 123
The United Nations • 5 CR

Researches a country in depth and prepares students for the National Model U.N. Conference in New York. *Prerequisite:* Permission of instructor.

POLSC 125
Introduction to Political Psychology • 5 CR

Analyzes the political world by applying basic concepts of psychology. Topics include individual actors, decision-making, group dynamics, and mass political behavior.

POLSC 155
The American Presidency • 5 CR

Examines the American presidency and its changing role within the American system. Topics include individual presidents, presidential character, war, elections, the economy, and the Constitution.

BCC has many ways students can become involved in campus life, including more than 50 clubs.

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 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 230
Revolutions in the Modern World • 5 CR

Studies the forces that produce significant changes in a nation's social, economic, or political ideas and institutions. Students analyze "revolutions" such as those in England, America, France, Russia, and China. Same as HIST 230. Either POLSC 230 or HIST 230 can be taken for credit, not both. May be used as social science or humanities credit, not both, at BCC.

POLSC 294/295/296/297
Special Topics in Political Science • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

POLSC 298
Seminar in Political Science • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

POLSC 299
Individual Studies in Political Science • V1-10 CR

Covers direct readings, special projects, and independent study by an individual student. May be repeated for a maximum of fifteen credits. *Prerequisite:* Permission of instructor.

Programming
Business Division

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. Note: Web Multimedia Authoring students are required to complete WEBMM 111 prior to taking PROG 109. *Prerequisite:* Placement by assessment into ENGL 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

PROG 110
Introduction to Programming • 5 CR

Students learn object oriented programming techniques using the current software development tools and a .NET programming language. 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 requirements for non-business majors at BCC. *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 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

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 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

PROG 113
Intermediate C++ Programming • 5 CR

Expands upon the fundamentals covered in PROG 111. 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 access data in databases and develop appropriate user interfaces to display the data. Students 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 current software development tools and a .NET programming language. 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 object oriented programming techniques using the current software development tools and a .NET programming language. 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 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:* Placement by assessment into ENGL 101, or completion of ENGL 092 or 093 with a C- or better and college level reading.

PROG 175
Database Reporting • 5 CR

Students develop professional quality reports using the most up-to-date reporting tools in the industry. Students learn to select information from relational databases and create meaningful reports for data analysis and deploy reports in Windows applications and on the Web. Reporting techniques include drilldown, graphing and cross tabs as well as standard grouping and summarization of data. *Prerequisite:* BTS 168.

PROG 199
Independent Studies in Programming • V1-5 CR

Covers directed readings, special projects, and independent study by a student. May be repeated for a maximum of 15 credits. *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 225
Enterprise Software Development Project • 5 CR

Students 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 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. *Prerequisite:* ENGL 101 and PROG 120 at BCC with a C- or better, or entry code.

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. May be repeated for a maximum of 15 credits. *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 109
Psychology of Adjustment • 5 CR

Teaches the scientific principles of psychology as they relate to adaptation to life's challenges. Topics include the nature and management of stress, coping strategies, interpersonal communication, relationship dynamics, self concept, life long learning, and career development.

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 210
Psychology of Human Sexuality • 5 CR

Examines human sexuality from three main perspectives: psychological, biological, and socio-cultural. *Prerequisite:* PSYCH 100 recommended.

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.
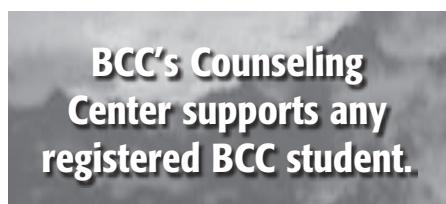
PSYCH 257
Psychology of Sex Differences • 5 CR

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 and Imaging Sciences
Health Sciences, Education & Wellness Division

Provides a four-year degree designed specifically for certified professionals in Radiologic Technology, Diagnostic Ultrasound, Radiation Therapy, and Nuclear Medicine. The program has two degree concentrations.

Radiation and Imaging Management – for students who wish to lead radiation and imaging departments and clinics. Radiation and Imaging Technology – for students seeking advanced technical expertise.

RAIM 301
Essentials of Imaging & Therapy • 5 CR

Covers different modalities within the radiology and radiation therapy fields including terminology, equipment, procedures, safety issues, staffing and economics. Emphasis is on understanding the modality from an administrative standpoint. Students complete five modules in modalities in which they are not certified. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 320
Finance & Accounting for Healthcare Managers • 5 CR

Addresses issues of financial management in healthcare systems, including budget development and analysis, equipment purchase and depreciation, salaries and benefits, and coding and reimbursement. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry including multinational aspects and parameters of outsourcing. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 325
Organizational Theory & Behavior in Healthcare • 5 CR

Presents theory and practice of how organizational design affects group and interpersonal interactions as it applies to healthcare. Includes organizational structures, culture, and change management. Case studies used to bring contextual focus on radiation and diagnostic imaging departments and the global healthcare industry. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 340
Human Resources Management in Health Professions • 5 CR

Examines laws, regulations and practices relating to employment in healthcare settings, including requirements for staffing, evaluating employee performance, career development, union relationships, health, safety security, diversity issues, probation and dismissal. Case studies are used to bring a contextual focus on radiation and imaging departments and in a global healthcare industry. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 350
Legal & Regulatory Aspects of Healthcare • 5 CR

Covers laws and regulations pertaining to healthcare. Topics include contracts with equipment vendors, HIPAA and Stark laws, and insurance. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 401
Marketing in Healthcare Environment • 5 CR

Covers marketing in healthcare including aspects of business-to-business and business-to-customer. Topics include marketing strategies, cost benefit analysis, and assessment of success of marketing campaigns. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the global healthcare industry. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 410
Institutional Quality & Safety Management • 5 CR

Covers management of hospital and departmental accreditation. Includes principles of total quality management, interpretation of accreditation standards, design of processes to address standards, and preparation for a site visit. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 440
New Business Planning in Healthcare • 5 CR

Covers planning and developing a new business venture within the healthcare industry. Includes plan development, pro-forma budget, estimates of market audience and planning, sources of financing, tracking response and success. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry. *Prerequisite:* RAIM 401 or permission of instructor.

RAIM 460
Management & Leadership in Healthcare • 5 CR

Prepares for leadership roles in healthcare. Topics include relations with diverse and/or remotely located staff, global and virtual employees, communication skills for managers, time management, motivating employees, and conflict resolution. Case studies are used to bring a contextual focus on radiation and imaging departments and a global healthcare industry. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIM 475
Capstone Project • 5 CR

Students review, integrate and practice the skills and knowledge covered throughout the Radiation and Imaging program. Students select a complete and significant project drawn from case studies involving both management and technology components. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 301
Sectional Anatomy • 3 CR

Presents normal human anatomy in various planes using Computed Tomography (CT), Magnetic Resonance (MR), interventional, and cardiac catheter images. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 302
Body Pathophysiology • 3 CR

Presents pathologies of the abdomen, chest, and neck with physiological implications pertinent to Computed Tomography, Magnetic Resonance, interventional, and Cardiac Catheter imaging modalities. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 303
Neuropathophysiology • 3 CR

Presents neurological based pathologies and the related diagnostic/interventional procedures applied in evaluation and treatment. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 310
Computed Tomography Instrumentation & Procedures • 3 CR

Designed to provide didactic preparation for advanced level certification exam in Computed Tomography scanning. Includes information pertaining to the equipment used, clinical application, specific technique applications, patient care and quality control. *Prerequisite:* Acceptance to the program or permission of instructor.

BCC's new Bachelor of Applied Science in Radiation and Imaging Sciences begins Fall 2007.

RAIT 311
Clinical Practicum in Computed Tomography • 12 CR

Provides the opportunity to develop required competencies for advance certification in Computed Tomography technology. Includes 40 hours per week for 11 weeks in a CT department. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 315
Magnetic Resonance Instrumentation & Procedures • 3 CR

Presents the physics of magnetization, image production, image weighting, pulse responses, scanning procedures, magnet safety, and the role of the technologist. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 316
Clinical Practicum in Magnetic Resonance Imaging • 12 CR

Provides the opportunity to develop required competencies for advance certification in Magnetic Resonance Imaging. Includes 40 hours per week for 11 weeks in an MRI department. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 320
Intervention Procedures • 3 CR

Provides a survey of special diagnostic and interventional procedures. The technologist role and responsibilities in these procedures is discussed relative to equipment and supplies used, drugs administered, and assessing and monitoring of the patient. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 321
Vascular Interventional Clinical • 12 CR

Provides the opportunity to develop required competencies for advanced certification in Interventional Vascular Technology. The course includes 40 hours per week for 11 weeks in and IR department. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 325
Mammography • 4 CR

Preparation for certification by the ARRT in mammography. In addition to didactic education, the course includes laboratory sessions in a Mammography department. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 326
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 to the program or permission of the instructor.

RAIT 327
Breast Ultrasound for Mammographers • 3 CR

Reviews anatomy and physiology of the breast. Includes orientation to sectional imaging of the breast, correlation with mammographic images, and characterization of normal and abnormal findings from a sonographic viewpoint. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 328
Ultrasound Equipment 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 practical application to breast anatomy and pathology. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 350
Nuclear Cardiology • 5 CR

Covers all aspects of nuclear cardiology, including anatomy, physiology, pathology, electrocardiography, acquisition and processing of nuclear cardiology studies, stress testing (both exercise and pharmacologic), emergency care in the nuclear cardiology department, and correlative imaging. Designed to prepare students for the Nuclear Cardiology (NCT) examination.

RAIT 360
Positron Emission Tomography • 3 CR

Covers all aspects of positron emission tomography, including the physics of coincidence imaging, instrumentation, clinical and basic research uses, and reimbursement issues. Includes discussion for the use of computed tomography in conjunction with PET. Designed to prepare the student for the PET certification examination.

RAIT 401
Advanced Sectional Anatomy • 2 CR

Designed for students having completed a sectional anatomy course. Neuro and vascular anatomy, and sectional images of joint and extremity body areas presented with Computed tomography and Magnetic Resonance images. *Prerequisite:* RAIT 301 or permission of instructor.
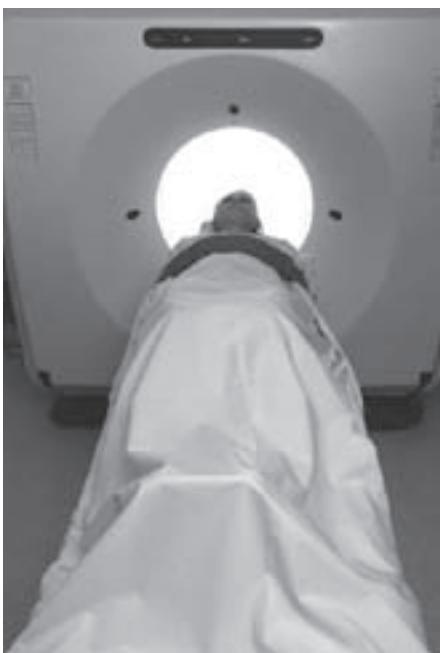
RAIT 410
Advanced Computed Tomography Procedures • 3 CR

Presents state of the art Computed Tomography technology and procedures. Emphasis placed on protocols utilized to image pathologies and the potential applications of CT in evaluation of disease progression following treatment. *Prerequisite:* RAIT 310 or CT certification or permission of instructor.

RAIT 415
Advanced Magnetic Resonance Imaging Procedures • 3 CR

Designed for those currently employed as Magnetic Resonance technologists or those having completed a formal MR instrumentation course. Includes a brief review of MR physics, an in-depth analysis of fast imaging pulse sequences, advanced clinical application, advanced hardware, and a review of current research activity in continued application of Magnetic Resonance Imaging. *Prerequisite:* RAIT 315 or Magnetic Resonance certification or permission of instructor.

RAIT 490
Information & Image Management • 3 CR

Covers existing data standards, data and information quality, the nature of imaging data, and the ways in which imaging data and information are used within radiology departments and by users outside of radiology. Students apply classroom concepts in their own work and practice settings. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 495
Quality Assurance & Accreditation • 5 CR

Covers the principles and practice of quality assurance in medical settings, radiology, and radiation therapy departments. These principles are applied to design a project related to quality assurance. *Prerequisite:* Acceptance to the program or permission of instructor.

Radiation Therapy
Health Sciences, Education & Wellness Division

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 194/165/196/197
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. May be repeated for a maximum of 15 credits. *Prerequisite:* Acceptance into program.

RADON 201
Radiation Therapy Physics II • **3 CR**

Explores interactions of ionizing radiation with matter, high-energy particle beams, measurement of radiation, calibration of radiation therapy treatment machines, and brachytherapy implants. *Prerequisite:* Acceptance into program.

RADON 202
Treatment Planning I • **2 CR**

Explores principles of radiation therapy treatment planning, including patient positioning, immobilization, and contouring techniques. *Prerequisite:* Acceptance into program.

RADON 203
Treatment Planning II • **5 CR**

Presents a variety of radiation therapy treatment techniques and dose calculation methods. *Prerequisite:* Acceptance into program.

RADON 204
Treatment Planning III • **4 CR**

Presents additional special treatment techniques used in radiation therapy. Topics include moving beam, electron beam, orthovoltage therapy, matching fields, weighted fields, irregular fields, and three-dimensional treatment planning. *Prerequisite:* Acceptance into program.

RADON 211
Clinical Practice V • **8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 212
Clinical Practice VI • **8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 213
Clinical Practice VII • **8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 214
Clinical Practice VIII • **13 CR**

Provides 40 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. *Prerequisite:* Acceptance into program.

RADON 220
Principles & Practice of Radiation Therapy II • **2 CR**

Examines cancer epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of radiation therapy side effects. *Prerequisite:* Acceptance into program.

RADON 221
Principles & Practice of Radiation Therapy III • **2 CR**

Continues RADON 220. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

RADON 222
Principles & Practice of Radiation Therapy IV • **2 CR**

Continues RADON 221. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

RADON 224
Concept Integration • **1 CR**

Provides review of all areas for the American Registry of Radiologic Technologists (ARRT) examination in Radiation Therapy. Students work in teams to develop a simulated exam based on 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. May be repeated for a maximum of 15 credits. *Prerequisite:* Acceptance into program.

Radiologic Technology
Health Sciences, Education & Wellness Division

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 or permission of instructor.

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 or permission of instructor.

RATEC 106
Computed Imaging • 2 CR
Presents computed imaging in comparison to screen-film technology. Topics include identifying components understanding how they affect the image, and quality control. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 107
Positioning & Related Anatomy I • 2 CR
Presents basic positioning principles and terminology. Students get demonstration and film evaluation experience in positioning and related anatomy of the chest, abdomen, and upper extremities. Format includes one-hour lecture and two hours lab each week. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 108
Positioning & Related Anatomy II • 3 CR
Provides demonstration and film evaluation experience in positioning and related anatomy of the spine, pelvis, and lower extremities. Format includes one-hour lecture and two hours lab each week. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 109
Positioning & Related Anatomy III • 3 CR
Provides demonstration and film evaluation experience in positioning and related anatomy of the skull, facial bones, sinuses, and mastoids. Format includes one-hour lecture and two hours lab each week. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 110
Clinical Education I • 3 CR
Provides supervised clinical experience at an affiliated health care site. Beginning RATEC students are assigned to clinical education sites, 40 hours per week for 2 weeks. Students get an orientation to hospital and department procedures, participate in ancillary radiology activities, and observe and perform diagnostic radiologic procedures. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 111
Clinical Education II • 5 CR
Second in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Students observe and perform diagnostic radiologic procedures. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 112
Clinical Education III • 5 CR
Third in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 113
Clinical Education IV • 5 CR
Fourth in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 120
Nursing Procedures • 2 CR
Presents basic nursing procedures, emphasizing the role of the radiologic technologist in various patient-care situations. Incorporates seven hours of AIDS and blood-borne pathogen education. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 121
Patient Care • 2 CR
Examines patient care and assessment in the imaging department, as well as in other special care units. Topics include medications and their administration, acute patient care, bedside radiography, and patient lines and tubes. Healthcare Provider BLS is also included. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 125
Medical Terminology • 1 CR
Presents a systematic approach to medical terminology, combining word roots, prefixes, and suffixes. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 127
Introduction to Sectional Anatomy • 2 CR
Expands knowledge of anatomy through the introduction of transverse and sagittal orientations. Students review normal anatomy of the brain, chest, abdomen, pelvis, and neck and spine. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 207
Concept Integration • 2 CR
Prepares students for the American Registry of Radiologic Technologists exam through a comprehensive review. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 210
Clinical Education V • 13 CR
Fifth in a series of supervised clinical education experiences. Students work 40 hours per week for 11 weeks. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 211
Clinical Education VI • 8 CR

Sixth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 212
Clinical Education VII • 8 CR

Seventh in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 213
Clinical Education VIII • 8 CR

Eighth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 220
Pathology I • 3 CR

Introduces changes that occur in disease and injury, with application to radiologic technology. Topics include respiratory, skeletal, gastrointestinal, and urinary systems. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 221
Pathology II • 2 CR

Continues RATEC 220. Students become familiar with the etiology, symptoms, prognosis, and imaging of disease processes of the cardiovascular, nervous, hemoparetic, endocrine, and reproductive systems. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 230
Quality Assurance • 2 CR

Presents theory and practice for operating a successful quality assurance program in a diagnostic radiology department. Students discuss the importance of quality control with respect to health care costs, radiation exposure to patients, and improvement of the diagnostic quality of films. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 240
Radiation Biology & Protection • 3 CR

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and technologist. *Prerequisite:* Acceptance into program or permission of instructor.

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

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

Real Estate
Continuing Education

R EST 130
Principles of Real Estate • 5 CR

Entry-level course designed for buyers, sellers, investors and preparation for the Washington State Real Estate Salesperson Exam. Legal titles and instruments, finance, appraisal, contracts, agency and land economics are covered. Same as G BUS 130. Either R EST 130 or G BUS 130 maybe taken for credit, not both.

R EST 131
Real Estate Finance • 3 CR

Students learn the policies, problems, and methods involved in financing real property. 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 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 increasingly complex course work. Real estate professionals learn basic understanding of appraising and appraisal methods. *Recommended:* R EST 130.

R EST 142
Appraisal of Residential Property • 3 CR

Students acquire a working knowledge of the procedures and techniques required to estimate the value of single-family residences by using the market data approach to appraising. This is the second course in the appraiser certification series. *Recommended:* R EST 141.

R EST 143
Real Estate Appraisal Methods • 3 CR

Course focuses on the particular aspects of property that create value. Emphasizes the methods used to apply the sales comparison on cost approaches. Direct capitalization is demonstrated with emphasis on income/expense analysis. This is the third class in the appraiser certification series. *Prerequisite:* R EST 142 or permission of instructor.

Course Descriptions

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 ones 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 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.

> **BCC provides more distance and continuing education programs than any other Washington community college.**

R EST 172
Mortgage Loan Officer • 3 CR

Prepares students for a career in mortgage lending as a real estate loan officer. Topics include all applicable FNMA requirements and documents, the basic loans, consumer benefits, and borrower qualifications. The student also creates a personal marketing plan. *Recommended:* R EST 130 and 150.

R EST 230
Commercial Real Estate Practices • 3 CR

Designed for the potential commercial investor or agent. Focuses on the various types of commercial real estate dealings and investments. Students examine industrial, office, and retail leasing: investment, mobile home, and apartment sales. Thirty clock hours. *Recommended:* R EST 130.

R EST 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 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 of 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 299
Individual Studies in Real Estate • 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:* Approval by Real Estate Director.

Recreation Leadership
Health Sciences, Education & Wellness Division

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 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 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. Same as ETHN 105. Either SOC 105 or ETHN 105 may be taken for credit, not both. *Prerequisite:* Placement by assessment into ENGL 101 or ENGL 092 or 093 with a C- or better, or entry code.

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 121
Native Americans & Film • 5 CR

Provides an historic and contemporary perspective on the representations of Native Americans in cinema. Explores the invention of Natives in Hollywood and the creation of a Native aesthetic. Same as ETHN 121. Either SOC 121 or ETHN 121 may be taken for credit, not both. *Prerequisite:* ENGL 101 recommended.

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:* Placement by assessment into MATH 105 or MATH 099 with a C- or better and 5 credits in Social Science with a C- or better or permission of instructor.

Course Descriptions

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 246
Sociology of Religion • 5 CR

Using a sociological lens, students explore the relationship between religion and other social institutions such as government and the economy. Student study the impact of religious beliefs on our society, the social influences on these beliefs, and the relationships between religion and social class, race/ethnicity, and gender. *Prerequisite:* SOC 110 recommended.

SOC 255
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 264
Intersection of Race, Class, & Gender • 5 CR

Students explore how race, class, and gender are interconnected, how each is embedded in the social structure and how the lives of individuals develop in the context of their race, class, and gender location in society. *Prerequisite:* SOC 110 or 262 recommended.

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
Sociology of Deviance • 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 & 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.

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
Survey of Speech Communication • 5 CR

Introduces a variety of communication processes to give a basic understanding of speech communication. Students explore interpersonal, small group, and intercultural communication. 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 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 Communications • **V1-5 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits.

SPCH 330
Intercultural Communication for the Professional • **5 CR**

Examines how a professional practitioner may positively engage in oral communication with a culturally dissimilar client or person in a variety of contexts. Students practice intercultural communication strategies and skills. *Prerequisite:* Acceptance to the program or permission of instructor.

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. May be repeated for a maximum of 15 credits. *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**

Hands-on training covers the fundamentals of Vendor Independent Linux operating systems. Students install, configure, use and administer Linux. Includes competencies required for Linux+ certification. *Prerequisite:* CS 210 or PROG 113 or PROG 120 or TECH 217 or WEBMM 211 with a C- or better, or entry code.

TECH 289
Portfolio Evaluation of Work Experience • **4 CR**

Students work independently to prepare portfolio materials demonstrating their problem solving skills and experience. 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:* Permission of instructor.

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 TECH 293, for additional non-paying credit-earning, on-the-job experience in technical support. For TECH degree students only. *Prerequisite:* TECH 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. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Translation
Continuing Education

The Translation and Interpretation programs are intended for bilingual students. Non-credit 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 111
Advanced Translation Workshop III • 3 CR

Practical experience in translation, editing, and finalization of more complex commercial texts in a variety of fields. *Prerequisite:* Acceptance into program and bilingual proficiency.

Venture
Continuing Education

VENTU 100
Nutrition, Health, & Fitness I • 2 CR

Examine the concepts of nutrition as it applies to personal health, wellness, and safety. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 101
Nutrition, Health, and Fitness II • 2 CR

Builds on the concepts covered in VENTU 100 to develop dietary and fitness strategies for a healthy lifestyle. Course explores the relationship between diet, exercise, and health, the role of culture and personal lifestyle in making food choices, and eating healthy in today's fast paced, fast food world. Structured to accommodate special needs learners. *Prerequisite:* VENTU 100 or permission of instructor.

VENTU 102
Human Sexuality & Body Awareness • 2 CR

Explores sexual attitudes, beliefs, and stereotypes within the context of our culture. Students examine sexual life cycles, adult lifestyles, reproduction, birth control, sexual abuse, and conduct for responsible sexual behavior. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 104
ABLEness • 2 CR

Explores the historical context of intellectual disabilities in America. Students define and describe in writing the characteristics, effects, and gifts of different challenges, interview guest lecturers, participate in discussions and develop individual learning profiles. The relationship between brain organization and language, learning, memory, and patterning are emphasized. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 105
Introduction to Communication • 2 CR

Covers developing and improving fundamental and effective communication skills. Includes understanding interpersonal communication, active listening, non-verbal communication and communicating purposefully in the community. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 106
Communication in the Workplace • 2 CR

Students practice assertive communication and speaking effectively in a variety of work situations. Structured to accommodate special needs learners. *Prerequisite:* VENTU 105 or permission of instructor.

VENTU 107
Healthy Relationships & Conflict Management • 2 CR

Emphasizes appropriate behavior in a variety of settings involving healthy relationships and the correlated strategies. Students explore and practice conflict management. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 110
Learning Strategies • 2 CR

Practice techniques for remembering information, organize study time and space, cooperate in group tasks, and interpret graphic aids. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 111
Learning Strategies in the College Environment • 2 CR

Techniques to improve learning including creating notes from text and lecture, synthesizing and summarizing information from multiple sources, cooperating in group tasks, composing basic paragraphs and monitoring comprehension. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110 or permission of instructor.

VENTU 112
News & the Citizen • 3 CR

Students study journalism from a variety of sources including research topics, engage in student led weekly current events discussions, and write news stories using word processing and desktop publishing skills. Students produce a newsletter as a final activity. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110, 111, 140, and 141 or permission of instructor.

VENTU 113
Critical Thinking through Writing • 2 CR

Identify and practice critical thinking strategies. Students research, analyze, and debate current social issues using argumentative and persuasive formats. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110, 111, and 112 or permission of instructor.

VENTU 114
Media Advertising • 2 CR

Explores media advertising and analyzes the ways consumers are influenced in their purchasing choices and attitudes. Students create a portfolio of media advertising samples, with documentation of purpose and target audiences. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110, 111, 112, and 113 or permission of instructor.

VENTU 120
Personal Finance I • 2 CR

First in a three quarter series covering personal finance. Students participate in hands-on activities, examine personal relationship to money, banking terms, value, checking and savings accounts, reconciliation, needs and wants, and money scams. Students apply math to personal finance and business problems. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 121
Personal Finance II • 2 CR

Second in a three quarter series. Students participate in hands-on activities, examine checking an savings accounts, discounts, credit and debit cards, and identify theft and money scams. Students apply math and spreadsheet software skills to personal finance and business problems. Structured to accommodate special needs learners. *Prerequisite:* VENTU 120 and either 141 or 142 or permission of instructor

VENTU 122
Personal Finance III • 2 CR

Third in a three quarter series. Students participate in hands-on activities, examine paycheck information, consumer applications, and household financial organization. Students apply math and spreadsheet software skills to personal finance and business problems. Structured to accommodate special needs learners. *Prerequisite:* VENTU 120 and 121 or permission of instructor.

VENTU 130
Critical Thinking through Science • 3 CR

Introduction to the scientific inquiry methods used to develop critical thinking skills as they apply to personal and workplace situations. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 131
Environmental Awareness I • 2 CR

Explores the nature of science in studying earth's environment and processes, both above and below the surface, as it applies to daily life. Identifies geological events and the potential hazards and preventions associated with them. Structured to accommodate special needs learners. *Prerequisite:* VENTU 130 or permission of instructor.

VENTU 132
Environmental Awareness II • 2 CR

Examines the forces of nature, its effect on the ever-changing earth's surface, features of the earth and geologic processes are examined as they apply to daily living using hands-on activities, demonstrations, and projects. Structured to accommodate special needs learners. *Prerequisite:* VENTU 130 and 131 or permission of instructor.

VENTU 133
Environmental Awareness III • 2 CR

Covers the importance of water and air on the earth and the preservation of these resources as they impact our lives. Explores water and air properties on the earth's surface. Structured to accommodate special needs learners. *Prerequisite:* VENTU 130, 131, and 132 or permission of instructor.

VENTU 134
Social Change in America • 3 CR

Overview of American history from a variety of viewpoints including Native American, African American, Asian, Latino, the disabled, women, and the working poor. Students examine how these voices changed the democratic society through review of literature and analysis of personal family history research. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 135
Reasoning through History • 3 CR

Focuses on improving language, reading and reasoning skills while reading short works by world writers from the 18th to 20th Centuries. Recognize patterns of behavior and social interaction. Writing includes expository essays. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110, 111, and 112 or permission of instructor.

VENTU 136
Citizenship • 2 CR

Examine and debate core democratic values, compare and contrast the organization of governments of multiple countries, examine and observe laws and the rights and responsibilities of citizenship, analyze the multiple histories, cultures, perspectives, contributions and/or struggles of various peoples, with focus on people with disabilities. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 140
Introduction to Keyboarding • 2 CR

Develops basic skills in touch keyboarding and data entry for personal and workplace use. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 141
Fundamentals of Computer Software & Hardware • 2 CR

Covers basic hardware and software components, Windows operating system, word processing and spreadsheet applications. Students learn to create and manage files and apply word processing and spreadsheet applications to business solutions in the workplace. Structured to accommodate special needs learners. *Prerequisite:* VENTU 140 or permission of instructor.

VENTU 142
Computer Applications in the Workplace • 3 CR

Includes keyboard review and covers presentation and personal information manager applications. Students create and apply presentation applications, e-mail, calendar and contacts to business solutions in the workplace. Structured to accommodate special needs learners. *Prerequisite:* VENTU 140 and 141 or permission of instructor.

VENTU 143
Portfolio Fundamentals • 1 CR

Students develop, select, and organize core evidence and the corresponding reflections that are critical elements of a workforce portfolio. Structured to accommodate special needs learners. *Prerequisite:* VENTU 110 and 111 or permission of instructor.

VENTU 144
Office Procedures & Customer Service • 2 CR

Covers typical office procedures and customer service skills. Includes filing, forms, faxing, copying, e-mail and telephone protocol, ten-key, and money handling. Emphasis is on developing quality customer service skills through discussion and role playing. Structured to accommodate special needs learners. *Prerequisite:* VENTU 172 or permission of instructor.

VENTU 150
Strength & Fitness • 1 CR

Students use a variety of fun and innovative techniques such as resistance and cardio exercises to build endurance and core strength. Emphasis is on overall physical conditioning for both strength and flexibility using the Swiss ball tubing, and/or other equipment. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

Course Descriptions

VENTU 151
Self Defense for Mind & Body • 1 CR

Develop body awareness with basic knowledge and applications of Tai Chi including hand and foot techniques, slow coordinated movements 1-8, meditation level 1-3, breathing techniques, and five elements 1-3. Emphasis on kinesthetic awareness, flexibility and stress reduction. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 152
Tai Chi for Mind & Body • 1 CR

Develop body awareness with basic knowledge and applications of Tai Chi including hand and foot techniques, slow coordinated movements 1-8, meditation level 1-3, breathing techniques, and five elements 1-3. Emphasis on kinesthetic awareness, flexibility and stress reduction. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 153
Qigong for Mind & Body • 1 CR

Increase body awareness through basic knowledge and applications of Qigong including hand and foot techniques, slow coordinated movements, meditation, and breathing techniques. Emphasis on kinesthetic awareness of muscles and bones, flexibility, Qigong theory, and stress reduction. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 154
Martial Arts for Mind & Body • 1 CR

Develop body awareness with basic knowledge about and applications of martial arts including hand and foot techniques, blocks, and sequential forms. Explore techniques for conflict resolution, self-defense, increased mental awareness, kinesthetic awareness of muscles and bones, flexibility and stress reduction. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 155
Yoga for Life Balance • 1 CR

Covers basic Yoga postures, breathing techniques, anatomy and physiology to enhance balance, self control, self confidence, and physical competence. Emphasis is placed on integrating these elements within the individual and into his or her life. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 160
Visual Thinking I • 2 CR

Introduces students to visual thinking using elements of design and principles of composition. The aesthetic scanning method of visual viewing is introduced and practiced. Classroom experiences cover a wide range of applied art, media and subject matter. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 161
Visual Thinking II • 2 CR

Continues and builds upon concepts covered in VENTU 160. Focus is on art history including styles, artists, cultures, concepts and techniques. Incorporates two or three-dimensional art activities demonstrating the art history covered. Structured to accommodate special needs learners. *Prerequisite:* VENTU 160 or permission of instructor.

VENTU 162
Radio Theatre • 2 CR

Improves reading and speaking skills, and explore different facets of the human personality. There is heavy emphasis on sight-reading and basic characterization techniques. Class culminates in a taped radio theater production. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 163
Critical Thinking through Film • 2 CR

View and analyze a variety of fiction, non-fiction, and historical fiction films. Decode character, plot, organization, ideas, themes, imagery, cultural influences, and symbolism. Interpret implied meanings from a film and connect them with other films, stories, or events. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 164
Historical Analysis through Film • 2 CR

View and analyze a variety of non-fiction, and historical fiction films. Emphasis on understanding film in society to reason, evaluate, connect stories to the real world, and classify them in terms of fiction, non-fiction, and historical fiction. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 165
World Culture Analysis through Film • 2 CR

View and analyze a variety of non-fiction, and historical fiction films and make connections between films and world culture. Students examine and describe how films express the world in spatial terms, human interaction, and cultural uniqueness. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 170
Self Advocacy • 2 CR

Students explore self advocacy and clarify needs in personal life and the workplace. Format includes public speaking, relaxation techniques, feeling comfortable in front of others, and using non-verbal and theater games. Class culminates in an ensemble presentation. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

VENTU 171
Self Advocacy in the Workplace • 2 CR

Identify career goals, assemble strengths, skills, and abilities for self promotion in job interviews, in the workplace, and in the community. Emphasis on public speaking and being comfortable answering questions. Mock interviews designed around student interests or career choices. Structured to accommodate special needs learners. *Prerequisite:* VENTU 170 or permission of instructor.

VENTU 172
Problem Solvers in the Workplace • 2 CR

Explore typical social interactions in the workplace to identify and employ successful behaviors. Identify and define appropriate business behavior and then rehearse appropriate responses to common encounters. Structured to accommodate special needs learners. *Prerequisite:* VENTU 170 and 171 or permission of instructor.

VENTU 174
Career Exploration • 3 CR

Students assess their interests, skills, and strengths through a variety of methods, research jobs, and learn to create effective job-search materials. Structured to accommodate special needs learners. *Prerequisite:* VENTU 170 or permission of instructor.

VENTU 175
Field Experience I • 4 CR

Students learn how to search for entry-level jobs or internships by assessing their strengths and interests, learning what jobs fit their strengths and interests, and preparing to obtain these jobs by learning and practicing job search skills. Structured to accommodate special needs learners. *Prerequisite:* VENTU 171, 172, and 174 or permission of instructor.

VENTU 176
Field Experience II • 4 CR

Integrates practical work experience with academic objectives and guided reflection. Students participate in work-based learning to explore careers and learn employment skills in their career field of interest. Structured to accommodate special needs learners. *Prerequisite:* VENTU 171, 172, 174, and 175 or permission of instructor.

VENTU 177
Communication Skills in the Workplace • 2 CR

Explores common interaction situations and challenges in the workplace. Identify and practice appropriate and successful methods of interfacing with co-workers and authority figures in the workplace. Structured to accommodate special needs learners. *Prerequisite:* VENTU 105, 106, 170 and 171 or permission of instructor.

VENTU 179
Controversial Issues in the Workplace • 2 CR

Examine controversial issues in the workplace such as gender or racial discrimination, the ADA, harassment, sweatshops, unions through case studies, related court cases and laws and current news stories. Structured to accommodate special needs learners. *Prerequisite:* VENTU 170 and 171 or permission of instructor.

Video Production
Business Division

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.

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.

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.

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 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

Allows 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

Allows 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

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.

WEBMM 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.

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 Web sites. 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.

WEBMM 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:* WEBMM 111 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 121 and WEBMM 110 at BCC with a C- or better.

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:* WEBMM 222 at BCC with a C- or better.

WEBMM 230
Web Design and Development • 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, WEBMM 110, and WEBMM 111 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

Students 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

Students 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.

World Languages
Arts & Humanities Division

American Sign Language

ASL 101
Beginning First-Year American Sign Language • 5 CR

Introduces the basic vocabulary and grammar of ASL for the beginning student and reviews the cultural aspects of deafness. Fulfills humanities course requirement at BCC.

ASL 102
Intermediate First-Year American Sign Language • 5 CR

Develops skills for the student with a basic knowledge of ASL. Focus is on the rules of grammar, idioms, vocabulary building, signing, and reading of signs. Fulfills humanities course requirement at BCC. *Prerequisite:* ASL 101.

ASL 103
Advanced First-Year American Sign Language • 5 CR

Continues ASL 102. Topics include rules and syntax, and use of illustrated techniques to describe signs. *Prerequisite:* ASL 102.

Course Descriptions

ASL 194/195/196/197
Special Topics in American Sign Language • V1-5 CR

Allows specialized or in-depth study of subjects related to American Sign Language and deaf culture. Topics are announced in the quarterly class schedule. *Prerequisite:* Current ASL students.

ASL 201
Beginning Second Year American Sign Language • 5 CR

Reviews and expands basic first-year ASL skills. Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. *Prerequisite:* ASL 103 with a C- or better or permission of instructor.

ASL 202
Intermediate Second Year American Sign Language • 5 CR

Continues ASL 201. Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. *Prerequisite:* ASL 201 with a C- or better or permission of instructor.

ASL 203
Advanced Second Year American Sign Language • 5 CR

Continues ASL 202. Students increase their understanding of ASL grammar, expand vocabulary, and engage in refinement of their signing style within a cultural context. *Prerequisite:* ASL 201 with a C- or better or permission of instructor.

Arabic

ARAB 101
Beginning First-Year Arabic • 5 CR

Introduces the Arabic alphabet, numbers, and fundamentals of the vocabulary and grammar of Modern Standard Arabic. Listening, speaking, reading, and writing are addressed. Interactive multimedia tools are used to develop skills in active listening and oral communication. Language learning is coordinated with exposure to Arab culture.

ARAB 102
Intermediate First-Year Arabic • 5 CR

Continues ARAB 101. *Prerequisite:* ARAB 101 or permission of instructor.

ARAB 103
Advanced First-Year Arabic • 5 CR

Continues ARAB 102. *Prerequisite:* ARAB 102 or permission of instructor.

Chinese

CHIN 101
Beginning First-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 First-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 First-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.

CHIN 194/195/196/197
Special Topics in Chinese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

CHIN 199
Individual Studies in Chinese • V1-5 CR

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

CHIN 201
Beginning Second Year Chinese • 5 CR

Reviews and expands basic, first-year Chinese skills. Student increase their understanding of Chinese grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. *Prerequisite:* CHIN 103 or permission of instructor.

CHIN 202
Intermediate Second Year Chinese • 5 CR

Reviews and expands basic, first-year Chinese skills. Student increase their understanding of Chinese grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. *Prerequisite:* CHIN 201 or permission of instructor.

CHIN 203
Advanced Second Year Chinese • 5 CR

Reviews and expands basic, first-year Chinese skills. Student increase their understanding of Chinese grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. *Prerequisite:* CHIN 202 or permission of instructor.

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

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

French

FRNCH 101
Beginning First-Year French • 5 CR

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

FRNCH 102
Intermediate First-Year French • 5 CR

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

FRNCH 103
Advanced First-Year French • 5 CR

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

FRNCH 121
Language & Culture Immersion: Beginning First-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 First-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 First-Year French • 5 CR

Allows student with working knowledge of elementary French using past, present & 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 194/195/196/197
Special Topics in French • V1-5 CR

Allows specialized or in-depth study of subjects related to French language and culture. *Prerequisite:* Current French students.

FRNCH 201
Beginning Second-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 Second-Year French • 5 CR

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

FRNCH 203
Advanced Second-Year French • 5 CR

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

FRNCH 221
Language & Culture Immersion: Basic Second-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.

FRNCH 222
Language & Culture Immersion: Basic Second-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 Second-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.

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

Allows specialized or in-depth study of subjects related to French language and culture. *Prerequisite:* Current French students or permission of instructor.

German

GERM 101
Beginning First-Year German • 5 CR

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

GERM 102
Intermediate First-Year German • 5 CR

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

GERM 103
Advanced First-Year German • 5 CR

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

GERM 194/195/196/197
Special Topics in German • V1-5 CR

Allows specialized or in-depth study of subjects related to German language and culture. *Prerequisite:* Current German students.

GERM 201
Beginning Second-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 Second-Year German • 5 CR

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

GERM 203
Advanced Second-Year German • 5 CR

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

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

Allows specialized or in-depth study of subjects related to German language and culture. *Prerequisite:* Current German students.

Course Descriptions

Italian

ITAL 101
Beginning First-Year Italian • 5 CR

Introduces the fundamentals of vocabulary and grammar focusing on the development of four basic skills: listening, speaking, reading, and writing. Emphasis is placed on active communication aimed at the development of oral and comprehension skills. Various aspects of Italian culture are presented. After successful completion, students are encouraged to continue with ITAL 102.

ITAL 102
Intermediate First-Year Italian • 5 CR

Continues ITAL 101. After successful completion, students are encouraged to continue with ITAL 103. *Prerequisite:* ITAL 101.

ITAL 103
Advanced First-Year Italian • 5 CR

Continues ITAL 102. *Prerequisite:* ITAL 102.

Japanese

JAPAN 101
Beginning First-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 First-Year Japanese • 5 CR

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

JAPAN 103
Advanced First-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 specialized focused study under the supervision of an instructor.

JAPAN 201
Beginning Second-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 Second-Year Japanese • 5 CR

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

JAPAN 203
Advanced Second-Year Japanese • 5 CR

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

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

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

Spanish

SPAN 101
Beginning First-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 CDs.

SPAN 102
Intermediate First-Year Spanish • 5 CR

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

SPAN 103
Advanced First-Year Spanish • 5 CR

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

SPAN 199
Individual Studies in Spanish • V1-5 CR

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

SPAN 201
Beginning Second-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 Second-Year Spanish • 5 CR

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

SPAN 203
Advanced Second-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. *Prerequisite:* Permission of instructor.

For policies and procedures on grades, academic standards, withdrawing from classes, and related issues, see "Enrollment Information." BCC policies and procedures are subject to revision without notice. For current information on policies see the BCC website, http://www.bellevuecollege. edu/catalog/policies.

Adherence to College Policies & Procedures

Bellevue Community College expects students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website, student handbook, and other official publications. Students will be held accountable for following all procedures for which they have a responsibility. These include but are not limited to:

- Registration-related activities
- Deadlines
- Payments and refunds
- Grading
- Student Code

In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the Executive Dean of Instruction for academic matters or to the Dean of Student Services for nonacademic matters. The respective deans' offices will seek the necessary means for providing a student with a decision.

Bellevue Community College reserves the right to change any provisions or requirements appearing in the catalog or quarterly schedule at any time and to add or withdraw courses without prior notification.

The catalog and quarterly schedule are published for informational purposes only. Every possible effort is made to ensure accuracy at the time of publication. However, the provisions of the catalog and quarterly schedule are not to be regarded as an irrevocable contract between the student and the college.

Children on Campus

Excerpt from Policy

As a general rule, employees and students shall not bring children with them to their work sites or to classes. Employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

A. No employee, student, or visitor to the college shall leave a child unsupervised at the college, nor may such person leave a child with a college employee or student, unless that child is enrolled in an authorized program of the college.

B. Bellevue Community College offers certain programs and activities targeted towards children, such as Head Start, Parent Education, computer camps, or sports camps. The college provides supervision for children enrolled in these activities. Bellevue Community College also provides child care in its daycare facility. The college does not supervise children outside of such programs for children which are officially sanctioned by the college; and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.

C. Unsupervised children on the Bellevue Community College campus will be referred to Public Safety for assistance, and may be asked to leave.

D. This procedure pertains to all employees and persons who visit the college, participate in classes, and/or programs, events, or other activities.

Classroom Behavioral Standards

A common, campus-wide minimum standard regarding student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards.

It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

Complaint 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. The purpose of this policy and procedures 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.

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.

Procedures

The purpose of these procedures is to enable students, employees and members 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. Employees should consult their contract for employee-related complaints.

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; email 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. The

individual may also file a complaint using the complaint form available through the portal or from the president's office.

A. **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 should go to the office of the dean of student services, B125 to be directed to the appropriate department, telephone (425) 564-2205, or visit *www.bellevuecollege.edu*. Facilities related complaints should be taken to campus operations, K100, or telephone (425) 564-2376.

B. **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.

C. **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.

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 Complaints

Complaints should be filed as soon as possible or within six months after the incident occurs. The office of the dean of student services 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 time line 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.

Discrimination 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.

The report summarizing the findings of the investigation and the determination as to whether or not discrimination has occurred shall be forwarded to the appropriate area dean/vice president.

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 and reported to the complainant. Copies of the determination shall be sent to the complainant, alleged discriminator, the alleged discriminator's supervisor and the vice president of human resources. 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

Academic Complaint Procedure

Students with a complaint about an instructional matter, or who wish to make a request for a grade review, shall file a written request 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 student's written complaint, including remedies sought, shall be submitted to the appropriate Organizational Unit Administrator (OUA). Upon receipt of the written complaint, the OUA shall discuss with the student his/her concerns, including both informal and formal 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.

If the complaint cannot be resolved by informal means, the OUA shall forward the student's written complaint to the faculty member concerned, who must provide a written response within ten instructional days. The OUA shall forward the instructor's response to the student. If the faculty member's written response does not resolve the complaint to the student's satisfaction, he/she may submit a written appeal to the OUA, citing the reasons for disagreeing with the instructor's response. The OUA shall consult with the instructor, conduct further investigation as necessary, and provide a written response to the student within ten instructional days. If the OUA's response does not resolve the complaint to the student's satisfaction, the student shall submit a written appeal to the OUA, requesting that the grievance be heard before the Student Academic Grievance Committee. The OUA will contact the Student Academic Grievance Committee chairperson to convene the 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 following its receipt of the student's written 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 executive dean. The executive dean shall review the recommendation of the committee and, after consulting as appropriate with the student, the faculty member, and the committee, shall render a decision. The decision of the executive dean shall be final.

If the Student Academic Grievance Committee, at any point in its deliberations, finds that the complaint is without merit, the Committee may decide to dismiss the case. The Committee shall notify the complainant and the OUA of its decision. The Student may appeal the Committee's decision to the Executive Dean.

Disclosure of Social Security Numbers

Excerpt from Policy

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.

BCC assigns a nine-digit number to all students who have previously enrolled and those who are applying for admission. Social Security numbers will continue to be requested but will not be used as identifiers in the college records system.

BCC 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.

Drug-Free Environment

Excerpt from Policy

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 Policies

College owned or controlled property, or while conducting Bellevue Community College business, is prohibited. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon the specific circumstances.

Disciplinary action resulting from a drug-related student code violation may range from strict discipline to expulsion from the college and denial of future registration. Students who feel they might have a problem with drug and/or alcohol abuse are encouraged to make an appointment to speak with a counselor in the Counseling Center.

Family Education Rights and Privacy Act (FERPA)

Excerpt from Policy

Bellevue Community College implements policy contained in this chapter in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that the education 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 release so-called "directory information" without that prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the Dean of Student Services.

Notification of Rights under FERPA

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Dean of Student Services written requests that identify the record(s) they wish to inspect. The dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the dean, s/he will forward the request to the appropriate college official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Grades are not subject to amendment of a student record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are exceptions which permit disclosure without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college or under contract in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); a person or company with whom the college has contracted (i.e., an attorney, auditor, compliance officer, collection agency or billing service); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll, in connection with financial aid, to parents of dependent students, to comply with a subpoena or to organizations conducting studies on behalf of educational institutions. Information may also be disclosed for health and safety reasons and as a result of a disciplinary hearing to an alleged victim. Directory information (that information which may be made public to any party) is defined as: name, dates of enrollment, degree/certificate earned, sports participation (including height & weight).

4. The right to file a complaint with the US Department of Education concerning alleged failures by Bellevue Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Financial Responsibilities

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, and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

Hazing

Excerpt from Policy

Hazing is prohibited. 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 violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

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.

Smoking on Campus

Excerpt from Policy

Bellevue Community College limits smoking and tobacco use on campus as follows:

■ Smoking and tobacco use is permitted only in designated locations. The college designates locations outside the campus courtyard on the main campus.

■ 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. Signs and ashtrays are placed at the main pedestrian entrances to campus from our parking lots. A map depicting designated smoking and tobacco use areas is available from Campus Operations. Information about smoking areas at off campus locations will be posted at that site.

Student Code

Excerpt from Policy

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 and abide by 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 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.

Student Rights and Freedoms

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

Academic Freedom. 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 shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public. [Certain provisions apply]. Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090(3)(b). Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

Due Process. The right of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges. A student accused of violating this Student Code is entitled, upon request, to procedural due process as set forth in this chapter.

Distribution and Posting. Students may distribute or post printed or published material subject to official procedures printed and available in the Office of Student Programs.

Off-Campus Speakers. Recognized student organizations shall have the right to invite

outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the Campus Operations Office.

Incidental Sales. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

Commercial Activities. The use of college grounds or facilities for commercial or private gain purposes is prohibited [exceptions apply].

Fund-Raising. Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service.

Sale of Merchandise. All merchandise offered for commercial sale may be sold only through the College Bookstore or College Food Services except when approved by the Dean of Student Services.

Student Responsibilities

Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

1. Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

2. Violates any provision of this chapter; or

3. Commits any prohibited act including but not limited to the following:

   A. **Alcoholic Beverages.** Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.

   B. **Controlled Substances.** Using, possessing, delivering, selling, or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.41.010 and RCW 69.41.300 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner, is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.04.005 as now law or hereafter amended.

   C. **Illegal Entry.** Unauthorized entry into or onto any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

D. **Forgery or Alteration of Records.** Forgery, as defined in RCW 9A.60-010–9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.

E. **Illegal Assembly.** Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.

F. **Malicious Mischief.** Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.

G. **Failure to Follow Instructions.** Failure to comply with directions of properly identified college officials acting in performance of their duties.

H. **Physical Abuse.** Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

I. **Assault.** Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, RCW 28B.10.570 through RCW 28B.10.572 as now or hereafter amended.

J. **Disorderly, Abusive, or Bothersome Conduct.** Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.

K. **Weapons.** Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the Dean of Student Services or any other person designated by the President.

L. **Lewd Conduct.** Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

M. **False Alarms.** Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

N. **Cheating and Plagiarism.** Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.

O. **Sexual Harassment.** Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.

P. **Theft or Robbery.** Theft or robbery from the district or from another as defined in RCW 9A.56.010 through RCW 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.

Q. **Unauthorized Use of Property.** Converting college equipment, supplies, or other property without proper authority.

R. **Refusal to Provide Identification.** Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.

S. **Smoking.** Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 60.160 RCW.

T. **False Complaint.** Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

U. **Improper use of computer, telephone, or other electronic devices.** Conduct that violates the college's acceptable use policy as it relates to computers, telephone, or electronic technology use, including electronic mail and the internet. Trespassing or gaining access, without authorization, to a computer, system, network, or electronic data owned, used by, or affiliated with the college.

V. **Ethics violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an education program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.

W. **Criminal law violation, illegal behavior, other unlawful violations.** Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.

X. **Stalking.** Stalking by intentionally and repeatedly harassing or repeatedly following another person when the person being harassed or followed is reasonably placed in fear that the stalker intends to injure that person or another person, or property of the person or of another person. The stalker must either (i) intend to frighten, intimidate, or harass the person; or (ii) know or reasonably should know that the person is afraid, intimidated, or harassed, even if the stalker did not intend to place the person in fear or intimidate or harass the person.

Purpose of Disciplinary Action

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.

Initial Disciplinary Proceedings

1. All disciplinary proceedings will be initiated by the Dean of Student Services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action.

2. Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the Dean of Student Services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.

3. After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the Dean may take any of the following actions:

   ■ Terminate the proceeding, exonerating the student or students;

   ■ Dismiss the case after whatever counseling and advice the Dean deems appropriate;

   ■ Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;

   ■ Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

Bellevue Community College is accredited by the Commission on Colleges and Universities of the Northwest of Schools and of Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond WA 98052

Board of Trustees of Community College District VIII

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      Resource Center: Mary Slowinski
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      Resource Center: Asha Nelson
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Director, Institutional & Foundation
      Grants: Barbara Miller
Director, Marketing & College
      Relations: Bart Becker
Director, Public Information: Robert Adams

Instructional Services

Executive Dean: Dr. Ronald Leatherbarrow
Dean of Instruction: TBF
Director, Library Media Center: Myra Van Vactor
Director, Northeast Tech Prep
      Consortium: Joyce Carroll

National Workforce Center for Emerging Technologies (NWCET)

Executive Director: Jeff Johnson

Pluralism & Equity

Vice President: Dr. James Bennett

Student Services

Interim Dean: Thomas W. Pritchard
Associate Dean, Student Success:
      Matt Groshong
Director, Athletics: William O'Connor
Director, Disability Support
      Services: Susan Gjolmesli
Director, Educational Planning Resource
      & Transfer Center: Celinda Smith
Director, MultiCultural Services: TBF
Director, High School Programs: Amy McNeill
Director, Outreach & Recruitment:
      Trina Ballard Shindler
Director, TRiO Student Support
      Services: Barbara Brodsky
Assistant Dean, Financial Aid: Sherri Ballantyne
Assistant Dean, International Student
      Programs: Crisanto Samia
Assistant Dean, Student Programs: Faisal Jaswal
Associate Dean, Enrollment Services: TBF

Workforce Development

Vice-President: Paula Boyum
Dean, Continuing Education: Bruce Riveland
Director, Career Center & Women's
      Center: Cheryl Vermilyea
Director, Computer Programs (Cont. Ed.): TBF
Director, Life Science Informatics
      Center: Patricia Dombrowski

Director, Worker Retraining &
      WorkFirst: Darlene Molson
Director, Work-Related Programs
      (Cont. Ed.): Margare t Murphy
Director, World Languages & Travel,
      Art-Zones, Explore! Programs
      (Cont. Ed.): René Siegenthaler
Manager, Venture Program: Mary Allason

Division Chairs

Arts & Humanities: Thomas R. Nielsen
Business: Margaret Turcott
Health Sciences, Education & Wellness
      Institute: Dr. Maurice McKinnon
Science: Lynn Sage
Social Science, Interim: Dr. Trevor
      McMorris Tate

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American Studies: Jeff Cofer
Applied Linguistics & Language:
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Art: Vicki Artimovich
Communication: Dr. Roger George
Dance: Tammi Doyle
Developmental Education:
      Garnet Templin-Imel
Drama: Tammi Doyle
English: Sydney Dietrich
English Language Institute: Susan Jamieson
Experiential Learning: Cheryl Vermilyea
Interdisciplinary Studies: TBF
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Interior Design: Connie Wais
Music: Ken Wilson
Philosophy: Mark Storey
Speech: Laura Nudelman
World Languages: Carolyn Bilby

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Business Administration-Transfer: Judy Woo
Business Technology Systems: Bill Iverson
Computer Science-Transfer: Bill Iverson
Digital Communications programs:
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General Business Management: Frank Hatstat
Information Systems: Sylvia Unwin
Marketing Management: Frank Hatstat
Network Services & Computing
      Systems: Sylvia Unwin
Technical Support: Sylvia Unwin

Health Sciences, Education & Wellness Institute

Alcohol & Drug Counseling: Paul Weatherly
Diagnostic Ultrasound: Katherine P. Olson
Early Childhood Education: Ruth Wilson
Fire Service Programs: Judith Kuleta
Nuclear Medicine Technology:
    Jennifer Prekeges
Nursing (Associate Degree): Sybil Weber
Nursing Continuing Education: Sandy Wyrick
Parent Education: Julie Soto
Physical Education: Ray Butler
Radiation Therapy: Julius Armstrong
Radiologic Technology: Ron Radvilas

Science Division

Engineering: Frank Lee
Life Sciences: Dr. Rob Viens
Mathematics: David Stacy
Physical Sciences: Cathy Lyle

Social Science Division

Administration of Criminal Justice:
    Dr. Michael Caldero
Anthropology: Nancy Gonlin
Economics: Michael Righi
Ethnic & Cultural Studies: Kim Pollock
Geography: Douglas Roselle
History: Graham Haslam
Political Science: Aslam Khan
Psychology: Virginia Bridwell
Sociology: Denise Johnson

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
Allason, Mary, Program Manager,
    Transitions-Venture
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College Survival Glossary

Words in italics also appear elsewhere in the list.

academic concentration

Specialization in one academic *discipline* or field of study is called "academic concentration" at BCC; also 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, such as an exam, often taken to find his or her best *placement* or starting level in a series of courses in English, foreign languages, math, or science.

At BCC, assessment also refers to determining skills and abilities as learning outcomes in the college's general education program.

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.*

At BCC, college-level *courses* are numbered 100 or above.

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.*

At BCC, developmental-level *courses* are numbered 99 or below.

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 r*equirements* 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.

final exam

Final exams are held the last week of each quarter for credit students. The final examination shall make up no more than 33% of your grade.

finals week

The last week in the academic quarter in which final exams are given. Normal class schedules often vary during finals week. Exam schedules are printed in the credit class schedule every quarter and also posted on the website (for example, *bcc.bellevuecollege.edu/classes/exams/spring.as*) for student convenience.

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*.

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.

general education

At BCC, a set of *requirements* designed to help every graduating student achieve competence in a variety of *learning outcome* areas.

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).

learning outcomes

What students are expected to know and to be able to do as a result of their experience at the college and, more specifically, as a result of completing their *general education* requirements.

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*.

noncredit

Courses or instructional *programs* which do not require extensive homework or examinations and which do not offer college *credit*. Students frequently take noncredit courses for *basic skills* improvement, job training or career enhancement, or personal enrichment.

College Survival Glossary

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 Diagnostic Ultrasound 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; general education.*

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

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*.

Go to the BCC website to register for classes!

Check quarterly credit schedule or visit
www.bellevuecollege.edu/schedule for the latest information.
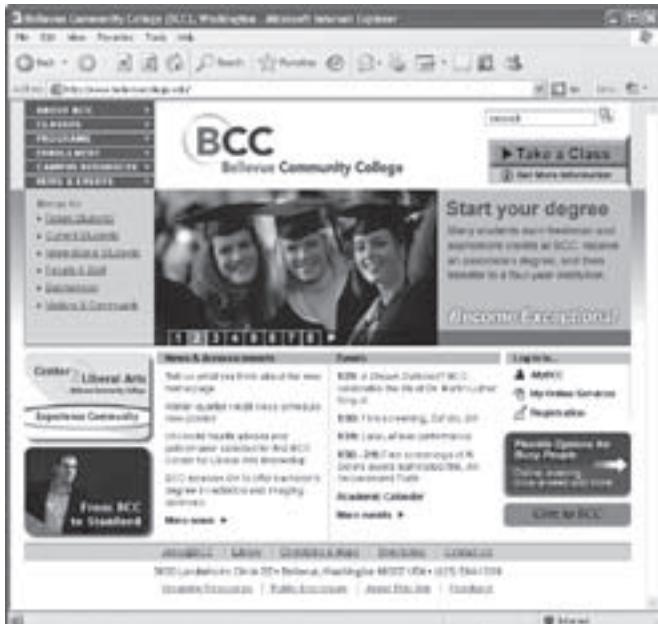
Web Registration Hours:
6:00 a.m. - midnight, Monday-Friday
6:00 a.m. Saturday - 12 noon Sunday

**Check quarterly academic calendar
in credit schedules for registration dates.**

Before you start online registration, you'll need:

- The item numbers of the classes you want to take (use the online Schedule Planner, or check the printed Credit Class Schedule; be sure to line up some alternates)
- Your Student ID number and Personal Identification Number (PIN)
- Your Visa or MasterCard info, if you plan to pay for tuition, fees, or textbooks at the time you register

See the BCC classes you have taken and the ones you need to earn your degree or certificate.

Go to *www.bellevuecollege.edu/da*

Entry code: a 5-digit number you get from the division office, allowing you to register for a class that requires prerequisites or "permission of instructor."

Audit: taking a class (and paying the tuition and fees) without getting grades or credits; if you audit a class it will appear on your transcript records with a grade of "N."

Need help? Call (425) 564-2222 or come to the Student Service Center.

1 Log On to *www.bellevuecollege.edu*

- Click my Online Services for Students, select "Register now"
- Read the instructions

2 Enter Your Information

- Log in: Key in your Student ID number, PIN, and the academic quarter
- Click on Register
- Confirm your name and other info on the Welcome page
- Click on Next
- Answer the questions displayed during your first registration
- Click on Next

3 Choose Your Classes

- On the Schedule screen, enter your item numbers under Add/Drop (up to 3 items at a time)
- When you're sure that the item numbers are complete and correct, click on Submit – a box will appear on screen for you to key in a 5-digit entry code if needed
- Your class & fee info will appear in the Schedule box
- Click on the Audit button if you want to take a class for no grade or credits; select the number of credits you want for variable-credit classes
- Check the messages and follow the instructions if there were errors (for instance, if the class is already full) or there was a block (for instance, entry code required)
- Click on Next

4 Make a Payment

- Select what you want to pay for at this time (tuition and fees are due within seven calendar days of your registration OR the first day of the quarter, whichever comes first)
- Enter Visa or MasterCard information
- Click on Finish

5 Print Out Your Receipt

- This gives you a copy of your class schedule and a record of the transaction

Directions to BCC North Campus

10700 Northup Way, Bellevue
Enter building on the north side.

### From State Route 520 East-Bound:

Take the Lake Washington Blvd N.E. Exit. Cross over freeway, heading north. Turn right onto Northup Way (first turn after crossing the freeway). The North Campus entrance is the first left past the Burgermaster.

From State Route 520 West-Bound:

Take the 108th Ave N.E. Exit (just west of I-405). Stay in the right lane. Turn right at the stop-light onto 108th Ave NE. Turn left onto Northup Way at the next light. The entrance is the first drive-way on the right (where the road narrows).

BCC North Campus
10700 Northup Way, Bellevue
(Enter building on the north side.)

BCC Main Campus
3000 Landerholm Circle SE, Bellevue
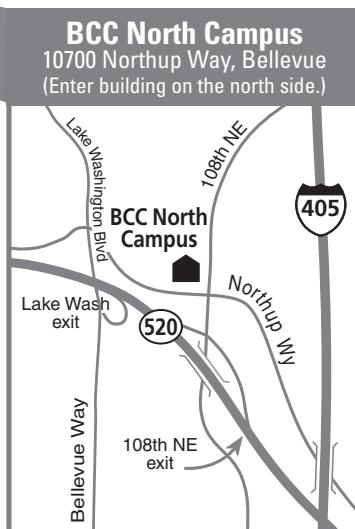
Directions to BCC Main Campus

3000 Landerholm Circle SE, Bellevue

From I-90 East-Bound:

Take exit 11A and follow the signs to 156th Ave. S.E. (Go under the overpass to the second ramp within Exit 11A). The ramp will merge you onto So. 150th heading north. Proceed through the first stoplight (S.E. Eastgate Way) and get in the left lane. At the next stoplight (S.E. 28th St. and Landerholm Circle S.E.) turn left into BCC's main entrance.

From I-90 West-Bound:

Take Exit 11, then follow the signs for 156th Ave. SE. At the stoplight, turn left onto Eastgate Way. Move into the right lane and turn right at 150th Ave. SE. Get in the left lane and proceed up the hill. At the stoplight (S.E. 28th St. and Landerholm Circle S.E.) turn left into BCC's main entrance.

BCC
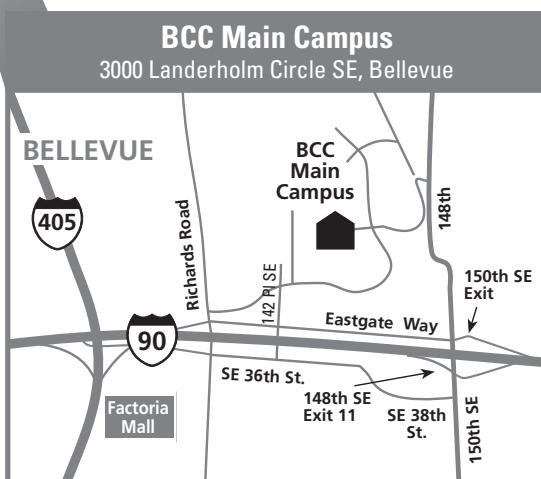
MAIN CAMPUS PARKING MAP

Information subject to change - please check entrance sign at lots for current restrictions.

LEGEND

S	Student Parking
E	Employee Parking M–F, 6 a.m.–3 p.m.
E	Employee Parking M–F, 24-hours a day
V	Visitor Parking: Lot 4
R	Reserved Parking (Loading Dock)
♿	Wheelchair Accessible
····	2nd Floor Walkway

N

140th Ave SE

North Entrance

SE 24th

Kelsey Creek Rd

Soccer Field

Courter Baseball Field

9C (S)

9B (S)

9C (E)

9A (S)

Q

20 (R)

145th Pl SE

Softball Field

Early Learning, Family & Childcare Center

18 (S)

16 (S)

148th Ave SE

MAIN CAMPUS ENTRANCE

19 (E)

17 (S)

Gym

Warehouse/ Receiving Dock

Cashiers/ Enrollment

M

K

G

Public Safety

D2 (E)

Planetarium

Student Services/ Bookstore

House 4

House 1 – EWU

Service Station

Metro Bus Stop

R

(E)

House 5 – KBCS

SE 28th

D1 (E)

L

Parking Garage

F2 (E)

Fire Station #2

Snoqualmie River Road

Greenhouse

C

B

Tyee River Rd

7 (S)

Landerholm Circle SE

1B (S)

LDS Temple

C7 (R)

New "S" Building Construction

Student Union/ Cafeteria

Fountain

C

B

No Parking No Parking

4 (E)

2 (S)

1A (S)

To I-90

Academic Success Center

(E)

C5 (E)

A

4 (V) **Visitor Parking**

3A (S)

Library

D

Carlson Theater

A

6 (S)

3B (S)

The Gallery Space Printing Services

C3 (E)

8 (S)

148th Ave SE

C2 (E)

E

10 (S)

5 (S)

To Eastgate Park and Ride

14 (S)

B1 (E)

B2 (E)

15 (E)

12 (S)

I-90 Overpass

B3 (R)

State Archives

N

13 (E)

Coal Creek Rd

10C (S)

South Entrance

Computer Lab

PS Rev. 4/07
Not Drawn to Scale

June 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Commencement June 15				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
24	**25** Summer Qtr Begins	26	27	28	29	30

July 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	**4** HOLIDAY	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	**9** Finals Qtr Ends	10	11
12	13	14	15	16	17	**18** POWER DOWN
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3** HOLIDAY	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	**19** OPENING WEEK	**20**	**21**	22
23 / 30	**24** Fall Qtr Begins	25	26	27	28	29

October 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19** No Class	20
21	22	23	24	25	26	27
28	29	**30** No Class	31	**10/19 College Issues Day:** No day or evening credit classes. Offices closed. **10/30 Prof Dev Day:** No day or evening credit classes. Offices open.		

November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	11/12 Staff Prof Dev Day: No day or evening credit classes. Offices closed.			1	2	3
4	5	6	7	8	9	10
11	**12** No Class	13	14	15	16	17
18	19	20	21	**22** HOLIDAY	**23**	24
25	26	27	28	29	30	

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	**10** Finals	**11** Finals	**12** Finals Qtr Ends	13	14	15
16	17	18	19	20	21	22
23 / 30	**24** HOLIDAY	**25** HOLIDAY	26	27	28	29
31						

January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 HOLIDAY	**2** Winter Qtr Begins	3	4	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	29	30	31		

February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2/29 Prof Dev Day: No day or evening credit classes. Offices open.				1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18** HOLIDAY	19	20	21	22	23
24	25	26	27	28	**29** No Class	

March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	3/31 Spring Quarter Begins					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18** Finals	**19** Finals	**20** Finals Qtr Ends	21	22
23 / 30	24 / **31**	25	26	27	28	29

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	5/6 College Issues Day: No day or evening credit classes. Offices closed.			1	2	3
4	5	**6** No Class	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26** HOLIDAY	27	28	29	30	31

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	**11** Finals	**12** Finals	**13** Finals Qtr Ends	14
15	16	17	18	19	20	21
22	**23** Summer Qtr Begins	24	25	26	27	28
29	30	Commencement June 13				

July 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	**4** HOLIDAY	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	**6** Finals Qtr Ends	7	8	9
10	11	12	13	14	15	**16** POWER DOWN
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

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    Diagnostic Ultrasound Technology .... (425) 564-2316
    Nuclear Medicine Technology... (425) 564-2316
    Nursing (Associate Degree) .... (425) 564-2012
    Radiation Therapy, Radiologic Technology, Nuclear Medicine,
    and Diagnostic Ultrasound .... (425) 564-2316
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    Veterans' Office... (425) 564-2220

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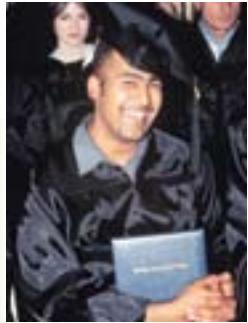
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