



135

of degrees and
certificates offered



6

of years of genomics
research in progress



2013-14 course catalog

47

of years ago Bellevue College
opened its doors

11,000

of students trained
annually in high-demand
job skills



22

of health training
programs offered



1,600

of International students
from over 65 countries

90

of professional and
technical fields of study

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**Need help understanding
terms in this catalog?**

**See p. 213-215 or visit
[www.bellevuecollege.
edu/enrollment/terms](http://www.bellevuecollege.edu/enrollment/terms)**

General Information	(425) 564-1000
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Bachelor's Degree

Bachelor of Applied Arts – Interior Design	(425) 564-2624
Bachelor of Applied Science – Healthcare Technology & Management	(425) 564-3188
Bachelor of Applied Science – Information Systems & Technology	(425) 564-3189
Bachelor of Applied Science – Radiation & Imaging Sciences	(425) 564-3170
Bachelor of Science – Nursing (RN-BSN)	(425) 564-5078

Institutional Advancement

BC Foundation & College Relations	(425) 564-2386
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Instruction

Arts & Humanities Division	(425) 564-2341
Institute for Business and Information Technology	(425) 564-2311
Continuing Education	(425) 564-4000
Health Sciences, Education & Wellness Institute	(425) 564-2012
Science Division	(425) 564-2321
Social Science Division	(425) 564-2331

Library Media Center

Hours & Information Line	(425) 564-2252
Reference Desk	(425) 564-6161
Media Center Desk	(425) 564-2001

President's Office	(425) 564-2301
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Services

Academic Success Center	(425) 564-2200
Associated Students of BC	(425) 564-6150
Bookstore	(425) 564-2285
Cashier	(425) 564-2309
Center for Career Connections & the Women's Center	(425) 564-2279
Counseling Center	(425) 564-2212
Disability Resource Center	(425) 564-2498
TTY phone	(425) 564-4110
Early Learning Center (Childcare & Headstart)	(425) 564-2240
Enrollment Services	(425) 564-2222
Entry Services and Advising Center	(425) 564-2212
Evaluations/Graduation Office	(425) 564-3106
Financial Aid Office	(425) 564-2227
High School Programs	(425) 564-2026
International Student Programs	(425) 564-3185
Multicultural Services & Student Success Programs	(425) 564-2208
Public Safety	(425) 564-2400
Registration	(425) 564-2222
Testing Services	(425) 564-2243
Transcripts	(425) 564-2222
TRiO	(425) 564-5745
Veterans' Office	(425) 564-2220
Workforce Education	(425) 564-4054



Become Exceptional at BC!

While spring is traditionally associated with fresh starts and new beginnings, at a college it happens every fall. Yes, new students can enroll at any time, but fall is considered the beginning of a new academic year. For me, this is my first fall at Bellevue College and I'm truly excited to greet new and returning students and to have my own first year experience as well. And, while it won't be the same as the student experience, each day that I'm at BC brings a greater understanding of how this amazing college is providing opportunities for its students to Become Exceptional.

For those of you who are entering college for the first time, I encourage you to take the time to not only learn in your classroom or online environment, but to forge connections with other students, your world-class faculty, and the eager support staff. Use this time to create lifelong relationships that expand your horizons and enhance the world. Join a club, explore cultural activities, and develop an appreciation for the diversity around you.

If you are a returning student and/or a lifelong learner, I congratulate you for continuing to pursue your education. Whether you are changing careers, seeking additional professional skills or enhancing your personal knowledge, Bellevue College will support all your educational endeavors. Each time I have returned to the classroom, I develop a greater appreciation for all that there is to learn and explore. Bellevue College is committed to providing all students with opportunities to succeed and meet their educational goals.

In addition to personal success, Bellevue College students contribute to the success of the Puget Sound region, the state of Washington, and the world. Whether it's healthcare technology, network administration or movie making, BC students provide a solid foundation to the workforce in the region and beyond. As a Bellevue College graduate, your skills and abilities will be sought by employers or allow you to pursue advanced degrees. As a graduate from a world-class college, the education you receive from Bellevue College will make a difference in your life. So whether you dream of being a star in the theater or shooting for the stars in astronomy, we are here to support your success, help your dreams come true, and give you a fresh start.

Become Exceptional!

A handwritten signature in cursive script that reads "David L. Rule".

Dr. David L. Rule
President
Bellevue College

Introduction

Vision, Values, Mission, Goals

adopted by the Board of Trustees, June 2008

Vision

Bellevue 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 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 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

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

Student Success

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

**BC is committed to
helping our students
Become Exceptional.**

Teaching and Learning Excellence

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

Institutional Accountability

Bellevue College 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

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

Financial Sustainability

Bellevue College will remain preeminent by strengthening its financial position.

Technology Leadership

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

Pluralism

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

Community Leadership and Partnership

Bellevue College 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 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 BC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Accreditation

Bellevue College is accredited as an associate and bachelor degree-granting institution by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. This accreditation was most recently reaffirmed in 2009. 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

Selected 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 College is an Equal Opportunity Employer and operates under an Affirmative Action Plan, in accordance with applicable federal and state laws and regulations. Bellevue College reaffirms its policy of equal opportunity regardless of race or ethnicity, color, creed, religion, national origin, sex, sexual orientation including gender identity or expression, age, genetic information, marital or family status, disability, or status as a disabled veteran or Vietnam era veteran. Please visit www.bellevuecollege.edu/about/equal/ for more detail.

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 College with respect to equal opportunity and disability accommodation regulations is under the direction of the Vice President of Human Resources, Bellevue College, 3000 Landholm Circle SE, Bellevue, WA 98007-6454, telephone (425) 564-2274.

Bellevue 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, Fax: (425) 564-4138 or e-mail: drc@bellevuecollege.edu. Employees and the general public should contact Human Resources at – Voice: (425) 564-2274, Fax: (425) 564-3173 or e-mail: hr@bellevuecollege.edu.

Students Right-to-Know Act

The Student Right-to-Know Act requires that institutions receiving Title IV funding disclose specific information about the college. Information about Bellevue College and its campus is available for review for our students, which also includes the bachelor degree students, on BC's website at www.bellevuecollege.edu/legal/publicdisclosure/. You can also access much of this information throughout this annual Course Catalog, including BC website links to specific topics. In addition, some hard-copy reports are available as noted below:

Student Right-to-Know Information in this Catalog	Page Number	Web URL and/or Office
Accreditation	2	www.bellevuecollege.edu/legal/publicdisclosure/
Affirmation of Inclusion	2	www.bellevuecollege.edu/legal/publicdisclosure/
Costs of Attending BC	7, 8, 17	www.bellevuecollege.edu/legal/publicdisclosure/
Degree & Certificate Programs Available at BC	4, 27-97	www.bellevuecollege.edu/legal/publicdisclosure/
Directory – Staff and Faculty	208-212	www.bellevuecollege.edu/directory/
Disability Access	16	www.bellevuecollege.edu/legal/publicdisclosure/ or http://bellevuecollege.edu/drc/campus_access.html
Drug-Free Environment	204-205	www.bellevuecollege.edu/legal/publicdisclosure/
Enrollment Policies	5-9	www.bellevuecollege.edu/legal/publicdisclosure/
Equal Opportunity in Education and Employment	2	www.bellevuecollege.edu/legal/publicdisclosure/
Equity in Athletics	25	www.bellevuecollege.edu/legal/publicdisclosure/
Athlete Graduation Rates	25	www.bellevuecollege.edu/legal/publicdisclosure/
Family Education Rights & Privacy Act (FERPA); Disclosure of Student Information	204	www.bellevuecollege.edu/legal/publicdisclosure/
Financial Aid	17-18	www.bellevuecollege.edu/legal/publicdisclosure/
General Educational Development (GED)	4, 23, 148	www.bellevuecollege.edu/legal/publicdisclosure/
Graduation/Transfer Completion	8	www.bellevuecollege.edu/legal/publicdisclosure/
Limitation of Liability	2	www.bellevuecollege.edu/legal/publicdisclosure/
Maps	217-219	www.bellevuecollege.edu/legal/publicdisclosure/
Public Safety Report	19	www.bellevuecollege.edu/legal/publicdisclosure/
Smoking on Campus	203	www.bellevuecollege.edu/legal/publicdisclosure/
State Support for Higher Education	—	www.bellevuecollege.edu/legal/publicdisclosure/
Student Profile	5	www.bellevuecollege.edu/instresearch/data.asp or www.bellevuecollege.edu/about/college/facts/
Transfer Students Rights and Responsibilities	44	http://www.hecb.wa.gov/research/issues/documents/transferstudentrightsandresponsibilities.pdf

For information on other Student Right-to-Know topics, visit www.bellevuecollege.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.

Paths to Educational Excellence

Students and Learning

At Bellevue 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.

BC'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 BC 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's Degrees

The college offers the following applied bachelor degree programs:

- **Bachelor of Applied Arts in Interior Design**
- **Bachelor of Applied Science in Healthcare Technology and Management**
- **Bachelor of Applied Science in Radiation and Imaging Sciences**
- **Bachelor of Applied Science in Information Systems and Technology**
- **Bachelor of Science in Nursing (RN-Baccalaureate pathway)**

Students must follow the appropriate degree guidelines in order to fulfill graduation requirements. These degrees are intended for students who have already completed an associate's degree in a specific field. See pages 27-41 for more detailed information and degree requirements.

Transfer Associate 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 plan to transfer to baccalaureate institutions in the State of Washington. 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 pages 44-52 for further degree details, major programs, and degree requirements.

- **Associate in Applied Science-T**
- **Associate in Arts & Sciences (DTA)***
- **Associate in Business (DTA/MRP)***
- **Associate in Elementary Education (DTA/MRP)***

- **Associate in Math Education (DTA/MRP)***
- **Associate in Science**

- **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

**DTA/MRP = Direct Transfer Agreement/Major Related Program*

Professional/Technical Programs

Associate in Applied Science-T Degree

- The AAS-T combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. The AAS-T degree generally will not be accepted in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer.

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 59-104.

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 20 to 44 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 change to reflect the needs of industry, student interests, availability of resources, and general education options.

General Studies

Associate in Arts General Studies Degree

This degree 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 page 54 for degree requirements).

Associate in Occupational and Life Skills

Occupational and Life Skills (OLS) at Bellevue College is a 90-credit associate degree program for students with varying disabilities that interfere with learning success in a traditional college environment. Examples of coursework includes technology, networking, resumes, interview skills, disclosure, customer service, office procedures, nutrition, healthy relationships, and personal finance. All courses focus on critical thinking and problem solving with an emphasis on self-determination and advocacy. Students are instructed in soft skills required to maintain successful employment. Admission information is available at www.bellevuecollege.edu/ols and learn more about the program on pages 55 and 56.

Developmental Instruction

Courses numbered below 100 develop or build basic skills. 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 to prepare for the GED exam. The exam is available through Testing Services. See page 23 for more details.

High School Diploma

Students who are 21 years or older, or have been enrolled in the Running Start program can request a high school diploma when they complete an associate degree of any type at Bellevue College. See page 23 for more details.

Continuing Education

The Continuing Education Division offers a wide array of opportunities for the lifelong learner. Most classes are located at our North Campus, 14673 NE 29th Place, Bellevue, and are designed to meet the needs of working professionals, 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 College admits:

1. Any applicant who has graduated from high school, or is 16 or 17 years old with a proof of a GED completion, or is 18 years of age or older.
2. Currently high school students who are eligible for Summer Enrichment or Running Start Program.
3. Selected applicants who meet the qualifications for bachelor degree programs or other selective-admissions programs. Some selective-admissions programs have enrollment limits and cannot accept all qualified applicants (see below).

Application Process

General admissions: New students

To gain general admission to Bellevue College, prospective students are required to complete the application for admission, and pay the non-refundable admissions fee. Applications are available online. New students will be admitted to Bellevue College in the order in which their admissions applications are received. Students who have been accepted to the college will be notified to create official college e-mail accounts. All communications to students will be conducted exclusively through their official BC e-mail accounts. If the student has attended other colleges or universities, official transcripts are NOT REQUIRED for admission. They are ONLY needed when the student applies for graduation or official credit evaluation.

Bachelor degree programs

Students applying for admission to the bachelor degree programs 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. For details about application deadline and admission requirements, visit <http://bellevuecollege.edu/programs/degrees/bachelor/>.

Selective-admission programs

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

The following programs have selective admissions processes. Check specific program for more information.

Student Profile

Where do our students come from? 60% from East King County Communities

Number of students: 38,000 annually

Gender distribution: Females 56.5% / Males 43.5%

Age of all students: Median 24.5 / Average 30.0

Educational intent of degree-seeking students:

Academic transfer 55.8%

Professional-technical 44.2%

Race/Ethnicity of degree-seeking students¹:

Asian and Pacific Islander American* 21.6%

African-American* 6.6%

Native American* 1.1%

Multi-Racial* 2.1%

White* 63.9%

¹Data are only for students who identified with a race category; 8.1% of these students self-identified as Latino or Hispanic separate from any race.

Grants and scholarships recipients: 29.1%

International Students: About 1,700 students per year from nearly 65 countries

Students with Disabilities: Over 900 served

For more information & updates visit <http://bellevuecollege.edu/about/college/facts/>.

- Diagnostic Ultrasound Technology
- Medical Dosimetry
- Neurodiagnostic Technologist (permission of instructor)
- Nuclear Medicine Technology
- Nursing
- Occupational and Life Skills
- Radiation Therapy
- Radiologic Technology
- Translation and Interpretation

Formerly enrolled students

In order to regain admission, students who have not attended Bellevue College for at least four consecutive quarters must submit a new application for admission and pay a non-refundable fee.

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, or the International Business Professions (IBP) program. International students on F-1 visas are required to complete a minimum of 12 quarter college credits or 18-20 hours of intensive English instruction each quarter.

All F-1 visa holders who are on BC's I-20 forms must enroll in BC's accident and sickness insurance plan for the duration of their enrollment at BC.

College credit programs

International students are admitted to the college credit programs upon meeting the following requirements (students 16 and 17 years old must

also submit three Underage Release Forms with proof of high school graduation or equivalent):

- a completed and signed International Student Application form;
- a non-refundable application fee of \$50 U.S.;
- proof of English language proficiency in one of the following ways:
 1. a TOEFL score of 61 (internet based) or 173 (computer based) or 500 (paper based); OR
 2. an academic IELTS overall band score of 6.0 with all sub-scores of 5.5; OR
 3. two years of non-ESL English classes in an American high school or an international school with a recommended GPA of at least 2.50, reviewed on a case by case basis; OR
 4. successful completion of the BC Bridge program with a minimum GPA of 2.00; OR
 5. an "A-" in Integrated Skills 5 AND "B-" or higher in ALL other classes in the Intensive English/University Preparation program;
 6. successful completion of the highest level at another intensive English school with a letter of recommendation written by the school official AND successful completion of the Bridge program at BC.
- official transcripts in English from applicant's previous school(s);
- certification of financial support;
- a one-page essay describing intended major written by the applicant in English;
- a photocopy of the applicant's biographic passport page.

Intensive English/University Preparation

International students are admitted to the Intensive English/University Preparation program upon meeting the following requirements (students 16 and 17 years of age must also submit three Underage Release Forms):

- a completed and signed International Student Application form with a non-refundable application fee of \$50 U.S.;
- official transcripts in English from applicant's previous school(s);
- certificate of financial support;
- a photocopy of the applicant's biographic passport page.

International Business Professions (IBP) Program

Please contact International Student Programs office about IBP admission requirements.

New Student Advising and Assessment

Bellevue College requires new first-time-to-college students to complete the English and math skills assessment and meet with an academic advisor prior to registering for classes. In addition, the college offers a First Year Experience Seminar (FYE) required for first-time-to-college students enrolling in 10 or more credits. Students with prior college experience see page 16-17 for assessment and advising Information.

Registration

Credit Courses

New and former students (new to BC or returning after an absence of more than four quarters) who plan to take credit courses will be given a registration time along with information on assessment and registration. New and former students who miss the quarterly priority admission application deadlines register during open registration period. The enrollment calendar is published in the Credit Class Schedule and online at www.bellevuecollege.edu. Assigned registration times are quarter specific. They do not carry over to another quarter. Students who want to defer admission need to contact the Registration Office within one year of their application date.

Continuing students are those currently enrolled or those students who have been absent for four quarters or less. Continuing students register at their assigned registration time via Web Registration system at www.bellevuecollege.edu. Online access for adding courses ends on the third day of each quarter, except summer when it ends on the second day.

Transfer students must apply for admission and follow the new and former student process.

Open registration ends on the third business day of the quarter during the regular academic year (Fall, Winter, and Spring Quarters) and ends on the second day 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 online or submits a completed Schedule Change Form to Enrollment and Registrar Services. 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 registration priority based on the total credits completed at BC. New and former students are assigned access after continuing students.

New transfer students who have earned credits from an accredited institution AND are planning to pursue a degree at BC are encouraged to bring unofficial copies of their college transcripts to the Registration Office 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 BC.

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.

Wait List Feature

Registration for most credit courses at BC uses a Wait List process offering students a fair and consistent method to enroll in a full class if openings occur. If a class using the Wait List feature is full, students can add their name to the Wait List; the student will be automatically enrolled in the class when a space becomes available through the third day of the quarter. Students may add or remove their names online at the registration website: www.bellevuecollege.edu or in person at the Registration Office in the Student Services Building.

Students should check their schedules daily to learn if they have been enrolled in their wait-listed 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 Wait List process by the first day of classes should go to the class on the first day for further instructions.

Class Schedules

Bellevue College publishes and distributes a quarterly credit class schedule 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 BC website.

BC's Continuing Education quarterly schedule provides information about noncredit classes and special credit programs offered through that division.

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/Part-time credit load

For academic purposes, 12 credit hours are considered to be a full-time load and 6 credit hours are considered a part-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 Vice President of Student Services.

Continuing Education courses (non-credit)

Registration for Continuing Education courses is available before credit class registration and do not require admission or a registration appointment date. Tuition and fees are listed with each class description in the Continuing Education schedule. Continuing Education students may register by mail, fax, e-mail, phone, or website (www.GoToBCC.com).

Entry Code

A 5-digit number you get from the program's division office or faculty, 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 permanently on your transcript records with a grade of "N."

Web Registration

Before starting online registration, you'll need:

- Item numbers for classes you want to take (use the online Schedule Planner, or check the Credit Class Schedule; line up alternates)
- Your Student ID number and Personal Identification Number (PIN)

Registration access – A current student or a returning student who earned credits in any of the four previous quarters or new students who submitted an admissions application and the non-refundable fee will be assigned an access time viewable at <http://bellevuecollege.edu/services/appointment.asp>.

All registering students will receive registration information, including your access time, via your e-mail. If you don't receive this information, make sure the college has your correct e-mail address; check the website or visit the Registration Office. You may register for classes on the Web from your assigned access time through the third day of the academic quarter. You may drop or withdraw from classes on the Web until the end of the seventh week (fifth week summer quarter). Students should refer to the Grades section of this catalog for additional information on the "W" and "HW" grades. Visit www.bellevuecollege.edu/enrollment/registration/help/ for more information.

Tuition and Fees

Tuition and fees may be paid through Visa, MasterCard, or Discover Card, online at <https://www.ctc.edu/~bellevue/wccba/waci600.html>; by check or cash at the Cashier's office in the Student Services Building. Checks returned because of stop payment will be charged, 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 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 information shows the per credit per quarter resident and non-resident 2012-2013 tuition and fees in effect at the time of publication. (See "Residency" for definitions.)

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 most recent Credit Class Schedule or the BC website (www.bellevuecollege.edu) for current tuition and fee amounts. Additional fees are described in the next column.

Tuition for Self-Support Programs

(e.g. Upper division Interior Design, lower level Alcohol & Drug Counseling, Fire Science, etc.) Some programs are self-supporting – that is,

they do not receive state funding. These programs have separate tuition structures and do not grant tuition and fee waivers. For self-support programs you pay the full fee, regardless of your residency status. Self-support fees are listed with courses in the quarterly class schedule

Fees

In addition to the tuition, mandatory fees are:

- A comprehensive fee of \$1.50 per credit with a \$15. Maximum
- A commute reduction fee of \$2.00 per credit with a \$20. Maximum.
- A technology fee of \$3.50 per credit 1-10 credits and \$3.50 per credit beyond 18 credits.
- An environmental sustainability fee of \$1.00 per credit with a \$10. Maximum.

Certain courses require fees for laboratory use, licensing, and other costs. These fees are identified in the class schedule.

Fee for Late Registration

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

Fee for Distance Education Courses

Online/hybrid courses have a fee which pays for hardware, software and licensing. These fees are identified in the Credit Class Schedule next to each Distance Education course.

Fee for Continuing Education Courses

Fees for Continuing Education classes are listed in the quarterly Continuing Education schedule. Residency in Washington State is not required for these classes; all students are charged the same stated fees regardless of residency status.

Other Fees

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.

Payment Information

Tuition and fees must be paid within seven calendar days after registration or by the first day of the quarter, whichever comes first. Classes may be dropped by the Registration Office for nonpayment. Adding then dropping and re-registering for the same class before the quarter begins does not extend or renew the seven original calendar days. Registrations on or after the first day of the quarter require immediate payment. There is no grace period once the quarter has begun.

The charts in the next column show the 2012-2013 basic tuition for state-supported courses per credit per quarter for residents and non-residents. Additional fees are described below. Visit <http://bellevuecollege.edu/enrollment/tuition/> to find updates for the 2012-13 tuition and fees.

Tuition for lower division courses (299 & below):

Credits	Resident in Lower Division Courses	Non-Resident in Lower Division Courses
1	\$106.84	\$278.84
2	213.68	557.68
3	320.52	836.52
4	427.36	1,115.36
5	534.20	1,394.20
6	641.04	1,673.04
7	747.88	1,951.88
8	854.72	2,230.72
9	961.56	2,509.56
10	1,068.40	2,788.40
11	1,121.39	2,846.40
12	1,174.38	2,904.40
13	1,227.37	2,962.40
14	1,280.36	3,020.40
15	1,333.35	3,078.40
16	1,386.34	3,136.40
17	1,439.33	3,194.40
18	1,492.32	3,252.40
19 & over	(1)	(2)

(1) Residents pay \$1,492.32 for 18 cr + \$96.26 additional per credit beyond 18

(2) Non-Residents pay \$3,252.40 for 18 cr + \$268.26 additional per credit beyond 18

Tuition for upper division courses (300 & above):

Credits	Resident in Upper Division Courses	Non-Resident in Upper Division Courses
1	\$245.45	\$598.42
2	490.90	1,196.84
3	736.35	1,795.26
4	981.80	2,393.68
5	1,227.25	2,992.10
6	1,472.70	3,590.52
7	1,718.15	4,188.94
8	1,963.60	4,787.36
9	2,209.05	5,385.78
10	2,454.50	5,984.20
11	2,464.38	5,994.77
12	2,474.26	6,005.34
13	2,484.14	6,015.91
14	2,494.02	6,026.48
15	2,503.90	6,037.05
16	2,513.78	6,047.62
17	2,523.66	6,058.19
18	2,533.54	6,068.76
19 & over	(3)	(4)

(3) Bachelor's Program Residents pay \$2,533.54 for 18 cr + \$234.87 additional per credit beyond 18

(4) Bachelor's Program Non-Residents pay \$6,068.76 for 18 cr + \$587.84 additional per credit beyond 18

Graduation and Transfer Rates

Federal Graduation Rate Survey Information for Bellevue College (status of Fall 2005 cohort)

Combined transfer out/completion/graduation (within 150% normal time):	55.3%
GRS completion or graduation rate (within 150% normal time):	29.0%
GRS transfer-out rate (non-completers only within 150% normal time):	26.3%
Transfer out rate (completers and non-completers):	44.1%
GRS completion or graduation rate (within 200% normal time):	33.5%
Students still enrolled after four years:	13.7%

BC provides this information pursuant to the federal Student-Right-to-Know Act, so that prospective students can make informed decision about colleges they might wish to attend. The federal Graduation Rate Survey definitions pertain to a very small group of BC students: new students, attending full time, with degree or certificate intentions.

Drop for Non-Payment

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 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. For a complete list of fees, please visit www.bellevuecollege.edu/enrollment/tuition/.

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 after a credit student withdraws from the college OR when a credit student withdraws from course(s). The amount refunded will be based on course(s) withdrawn. There is a 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 have a separate refund procedure; students should check the Continuing Education website www.gotobcc.com for details). If you are a financial aid recipient and withdraw from all of your classes, any refund of college charges will be returned to the financial aid programs, after federal and state mandated policies have been applied. Financial aid recipients who withdrew from a class or classes but remain enrolled in at least one credit after the census date has passed receive a refund.

The college begins to process refunds after the third day of classes. Students may request a refund earlier by visiting or contacting cashiering. See the enrollment calendar at <http://bellevuecollege.edu/enrollment/calendar/deadlines/> for cut-off dates for 100% and 50% refunds. The payment method for refunds is

made according to the payment method used for the original payment. If the initial payment was charged to a credit card, the refund is processed back to that credit card. Cash and check payments are refunded by check. No checks will be processed for refunds that are less than \$25; refund balances may be applied to future quarters, unless the original payment was made by a third party with other instructions. 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 the processing fee) through the fifth instructional day of the quarter.
- 50% refund (minus the processing fee) through the 20th calendar day of the quarter.
- A processing fee is deducted from the refund amount.
- No refunds are given after the 20th calendar day.

Note: Days are prorated for Summer Quarter and for classes with non-standard start/end dates, see the enrollment calendar at <http://bellevuecollege.edu/enrollment/calendar/deadlines/> for details.

Tuition and Fee Waivers

The State Board for Community and Technical Colleges authorizes and the BC 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

Students 60-years or older eligible for this waiver, pay \$5 per course for tuition and must pay admissions application fee, mandatory fees, and class fees. Students are limited to two classes per quarter with this waiver. Please see the legislation for the rules governing eligibility for the waiver.

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 the student's low income status.

Washington State Residency for Tuition Purposes

Residency for tuition purposes is determined by the information provided on the Bellevue College admission application. Students given resident status are assessed in-state instructional fees, which are subsidized by funds from the State of Washington's Higher Education budget. Students given non-resident status are assessed a higher level of instructional fees that more closely approximate the actual cost of instruction.

Distance Education Waiver

NON-RESIDENT students enrolled in only online classes may be eligible for a tuition reduction. For more information, call Enrollment Services at (425) 564-2222 or e-mail enrollment@bellevuecollege.edu and ask about the "Distance Education Waiver".

Changing classification from Non-resident to Resident

To pay resident tuition, eligible students must be able to prove that they have met permanent residence requirements as determined by the Washington state legislature. **Note:** Requirements for establishing permanent residence for tuition purposes are different than those for securing a driver's license, registering to vote and/or paying taxes.

There are two components to establishing permanent residence for tuition purposes. The first component requires 12 months continuous physical presence in the state prior to the quarter for which residency is being sought. The second component requires proof of intent to permanently reside in Washington for other than educational purposes. (WAC 250-18-030)

Eligible students may apply for reclassification by completing and submitting the Residence Questionnaire, along with documentation described in the Residency Requirements form, to the residency office. **Note:** Completed questionnaires and all supporting documentation must be received by the 30th calendar day of the quarter for which application is made. Documentation received after the 30th calendar day will be considered for the following quarter.

Eligible to apply for reclassification if the student is:

- a U.S. citizen, has a permanent resident card, hold an A, E, G, H, I, K or L visa, or has "refugee-asylum" status **and** has lived in Washington for at least 12 months prior to registering at Bellevue College, **and** has established permanent ties with Washington primarily for purposes other than education; **or** is financially dependent upon a parent or legal guardian who has maintained residency in the state of Washington for twelve continuous months prior to the quarter for which residency is being sought;
- a member of the armed services or Washington National Guard assigned to duty and living in Washington;
- a military veteran;
- a member of a Native American tribe which had traditional and customary tribal boundaries that included parts of the state of Washington, Oregon, Montana and Idaho. <http://www.loc.gov/catdir/cpsol/biaind.pdf>
- an undocumented student who:
 1. Resided in Washington state for the three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school, OR completed the equivalent of a high school diploma (GED) and resided in Washington state for the three (3) years immediately before receiving the equivalent of the diploma; and
 2. Continuously resided in the State since earning the high school diploma or its equivalent.

If eligible, the student must submit the Washington Higher Education Residency Affidavit Declaration Certification form. The *original* should be submitted to the BC Residency Office.

For more information, please contact the residency office at residency.office@bellevuecollege.edu or at (425) 564-4143.

Veterans' Administration Standards & Requirements

Bellevue 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' Office. Certification of VA benefits will occur upon acceptance to a VA-approved degree program and the receipt of all required documents. 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 below 100 level courses ("remedial courses" in VA terminology) are permitted. Students requiring remedial courses will be reviewed by the Veterans' Advisor.

The monthly amount that a student may be eligible to receive depends on the benefits that they are entitled to as well as the number of VA approved credits that they are taking. Students must maintain academic progress by successfully completing their courses with a 2.00 GPA. It is advisable to consult with the Veterans' Advisor when students suspect they may fail to maintain academic progress.

Federal law requires students to report any change in enrollment status that may affect their VA educational benefits. Students should inform the Veterans' Advisor as soon as possible about changes such as change in the program of study, credit load, dependent status, address, or phone number.

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

Bellevue College 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 College Veterans' Advisor at (425) 564- 2220, Room B125-M, or e-mail margo.georgian@bellevuecollege.edu to determine their eligibility.





Final Exams

It is Bellevue 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/services/schedule.asp
- 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 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.

*A cumulative GPA of 2.0 or above is required to earn a degree or certificate at BC.

"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: 1) for those courses institutionally designated as using the "P/F" grade and 2) for courses graded using "A" through "F" in which a student elects to be evaluated "pass/fail." In the former instance the instructor may issue only a P or F grade. 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.
- For late start classes, visit the online enrollment calendar at <http://bellevuecollege.edu/enrollment/calendar/deadlines/> for information.

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.

Grading for OLS Program

All courses for Associate in Occupational & Life Skills OLS are Pass/Fail. OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and BC approved course outcomes. The student receives a final report with instructor's narrative of student's performance in the course. At least 70 % of the performance indicators and 70% of the course outcomes for each course are required to be met to receive a passing grade (P).

Academic Standards

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.

Students who reach 85 percent of the college-level credits required for their degree/certificate will be notified by the office of the Vice President 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 proba-

tion 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 Vice President 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+", "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 BC Grade Point Average for graduation. This request will result in an "R" grade identifier being posted next to the lower grade courses in the permanent transcript.

Student Records

Access to student enrollment information and grades is available on the BC 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 BC 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 in person or online or mail a written request. Students must provide the following information: student name, ID number, student signature, date of request 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 processing fee for each official transcript ordered. For instructions on ordering transcripts, call (425) 564-2222 or go to the BC website.

Course Numbering

In general, the course numbers from 001-099 designate pre-college or developmental level courses. Classes numbered from 100-299 are lower division college level. Courses numbered 300-499 are upper division bachelor-degree level. The course numbers 199 or 299 designate independent studies classes. Courses numbered 198 or 298 are special seminar classes. The courses numbers 194/195/196/197 or 294/295/296/297 are assigned for special topics classes. Only college level courses numbered 100 and above can apply to a Bellevue degree or certificate. Courses numbered below 100, however, can be used to meet some prerequisite or proficiency requirements.

Courses listed in this catalog constitute the total academic program of the college, but not all courses are offered every quarter or every year. Consult the quarterly schedule of classes for a list of specific course offerings.

Alternate Options for Earning Credits

In addition to earning credits by taking BC classes, students have other options for applying college level credits toward a BC degree or certificate. These options are listed below. For a credit evaluation, students must submit official transcripts or test score reports to the appropriate department.

Credits Earned at Other Institutions

In general, BC only accepts 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 BC. Credits from non-regionally accredited institutions follow the college's policies and procedures for awarding non-traditional credit (see the section for Non-Traditional Credits).

There are six regional accrediting agencies. College level credits earned at the institutions accredited by one of the following regional accrediting agencies are acceptable to BC's degree or certificate programs based on their applicability.

- New England Association of Schools and Colleges (NEASC)
- North Central Association Commission on Accreditation and School Improvement (NCA)
- Middle States Association of Schools and Colleges (MSA)
- Southern Association of Schools and Colleges (SACS)
- Western Association of Schools and Colleges (WASC)
- Northwest Association of Schools and Colleges (NWCCU)

The college reserves the right to accept or reject credits earned at other institutions of higher education. 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. To view the transfer course equivalency tables, visit www.bellevuecollege.edu/enrollment/transfer/.

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 BC 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 Evaluations Office. For credit, the student must ask the testing agency to send scores to the Bellevue College. Posting of AP or IB credits may be requested after successful completion of 10 BC 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 BC degree or certificate.

For International Baccalaureate (IB), 5 credits are granted for each Higher Level (HL) subject in which a score of 5 or higher is earned. For example, a student's transcript would be noted as "IB English ENGL& 101 - 5.0 Credits."

Advanced Placement (AP) credit or placement into advanced courses is granted according to AP course and score earned. When credit is granted, a notation will be added to the student's transcript, for example, "AP Calculus MATH& 151 - 5.0 Credits". To view the AP course equivalency tables, visit www.bellevuecollege.edu/enrollment/transfer/.

College-Level Examination Program (CLEP)

A score of 50 or higher is required for each CLEP exam for receiving BC college credits. A maximum of 5 credits is granted per exam. Posting of CLEP credits may be requested after successful completion of 10 BC credits. Credits will not be granted if the equivalent college course has been taken. CLEP credits are applied as restricted electives up to 15 credits for transfer associate degrees. Credits for professional and technical programs are granted based on the approval of the program chair and the applicability to the certificate or degree requirements. CLEP cannot be used for course placement in English or math. For credits, the student must ask the testing agency to send scores to Bellevue College. An example of how these credits appear on the transcript is "CLEP Exam American Government 5.0 Credits."

Military Credit

Credits earned in Armed Forces Training Schools (AFTS) and through USAFI and DANTES are applied as restricted electives up to 15 credits for transfer associate degrees. Credits for professional and technical programs are granted based on the approval of the program chair and the applicability to the certificate or degree requirements. Official transcripts or DD-214 or DD-295 forms must be submitted. Contact the Evaluations Office for more details. An example of how these credits appear on the transcript is "PE Military Credit."

Tech Prep

Tech Prep is a dual-credit program that enables high school students to earn college credit for certain career and technical education courses taken at their high school. Any high school student may take a Tech Prep course, but only those who successfully complete the course with a "B" grade or higher will be eligible to earn college credit. Students must register with our consor-

tium Tech Prep College Connections online at www.techprepcc.org.

College in the High School

High school students may earn both high school and college credit by taking courses through the College in High School program coordinated by local high schools and colleges. Students take these credits at their own high school. They may choose to pay a fee to co-enroll in the equivalent class at college. Information is available through the high schools in the area. (Also see p. 22.)

Running Start

Running Start is a dual-credit program that enables qualified students to earn high school and college credit simultaneously. Students classified as high school juniors or seniors may apply to this program. (Also see p. 23.)

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, and also Cultural Diversity. Students must initiate the review process and must be prepared to provide necessary documentation to the Evaluations Office. Students must meet residence credit and continuous enrollment requirements at BC.

Non-Traditional Credits

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college. Credits granted are identified as such on the student's transcript, and are not calculated into the GPA. Non-traditional credits do not count toward residence requirements. The number of non-traditional credits cannot exceed 25% of the total number of credits required for a degree

or a certificate. Transferability of these credits will be subject to the policies of the receiving institution. Students pay a per-credit fee equal to 40% of the current tuition per-credit tuition rate. The sliding tuition rate does not apply to these credits, and self-support programs may set a higher fee. For more information about the following options, visit <http://bellevuecollege.edu/policies/#students> for the policies and procedures.

Credit by Examination

Credit by examination allows students to gain credit for a BC course without being enrolled in the specific course. The student demonstrates, via an instructor-designed examination, achievement of course outcomes. Examinations are limited and may not be available for every discipline.

Credit for Professional Certification or Training

Credits are given for completed training comparable to college-level programs through non-degree awarding agencies or institutions; for example, recognized health profession, fire service, law enforcement/corrections trainings, certifications, licensing, etc. Credit is awarded only for documented college-level learning related to the theories, practices, and content of the relevant academic field, and must fall within the regular curricular offerings at BC.

Credit for Assessment of Prior Experiential Learning

Credit is given only for assessment of experiences that occur outside of a post-secondary institution or other certification, training or licensing setting; for example, employment, internships, externships, independent research, volunteer or civic work. Credit is awarded for a completed portfolio or other agreed upon form of prior learning assessment demonstrating college-level learning that combines theory from the appropriate discipline with practice. If you are interested in earning credits with this option, e-mail pla@bellevuecollege.edu for more information.

Credit Restrictions

Cross-Listed Courses

Certain courses are cross-listed in more than one discipline. Only one of the cross-listed courses may be taken for credits, not both. For example, the catalog description for POLS 201 states "Same as PHIL 201. Either POLS 201 or PHIL 201 may be taken for credit, not both."

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 122 if it was taken after Spanish 123.

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& 141 (Precalculus I) or MATH 138 (College Algebra for Business & Social Science) may be taken for credit, not both."

Residency Credit Requirement

At least one-third of the credits required for an associate degree or certificate must be completed in residence at BC. For a bachelor's degree, at least 45 credits applied to the degree must be completed in residence at BC, of which 30 credits must be upper division.

Continuous Enrollment

Students in professional/technical programs 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. Students in transfer degree programs should follow current degree requirements to ensure their transferability to four-year baccalaureate colleges or universities.

Maximum Transfer Credit

Credits transferred from other institutions cannot exceed two-thirds of the credits required by the degree or 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.

World Languages Courses

The World Languages department strongly recommends that native speakers of a language do not take first-year courses in that language. Native language is defined as the language

spoken in the student's home during the first six years of his or her life and in which he or she received instruction through the seventh grade. A first year course would be an incorrect placement for a student fitting this definition. Native-speaking students may either study another language in the program, or contact the World Languages coordinator of their language for correct placement at a higher level.

This recommendation applies as well to heritage speakers for whom first year language courses are not an appropriate placement. A heritage speaker is defined as a student who has had the language spoken in the home from childhood, but has received limited or no instruction in that language. The World Languages program recommends that heritage speakers consult with the coordinator of their language for their correct placement level or consider another language offered by the program. Native and heritage speakers using one hundred level coursework for transfer credit at a university should check with the college/university for individual transfer credit policy.

Experiential Learning at Bellevue College

BC 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 BC.

Students can take advantage of two major types of experiential learning: Academic Internships and Academic Service Learning.

Academic Internships

BC develops internship positions for students with a wide range of businesses, non-profit agencies, governmental organizations, and BC 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 BC 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 BC offer an "academic concentration" option. Students who are pursuing an Associate in Arts and Science transfer degree may elect to complete such a concentration for notation on their transcripts and diplomas. The academic concentration shows that the student has spent the time and effort to acquire depth in a particular discipline, in addition to meeting BC's normal breadth of 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 list below);
- the student is pursuing an Associate in Arts and Science transfer degree; and
- the student submits an application approved by the program chair of the department.

Students must complete 20 credit hours in the concentration discipline as determined by the program. These credits will apply to the electives portion of the Associate in Arts and Science transfer degree, with a maximum of 5 credits used to satisfy BC's basic skills and distribution requirements.

When a student satisfies the Associate in Arts and Sciences and the concentration requirements, her/his degree designation reads "Associate in Arts and Sciences with a Concentration in ..." (for example, Associate in Arts and Sciences with a Concentration in Music). Go to *Error! Hyperlink reference not valid.*

Programs with an Academic Concentration:

- Anthropology
- Art
- Criminal Justice
- Communication Studies
- Cultural & Ethnic Studies
- English
- Film Studies
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- Theatre Arts / Drama

Graduation Information

Degree or Certificate Completion

Students are responsible for familiarizing themselves with requirements and regulations applicable to their degree or certificate. It is the student's responsibility to see that their enrolled or projected courses bring their credits to the required total. They are strongly encouraged to meet with an academic advisor prior to submitting an application for a BC degree or certificate.

To receive the completed degree or certificate, students are required to file an application two quarters prior to the quarter in which they intend to graduate (see below for specific application deadline), and pay the required non-refundable processing fee for each application. Complete instructions and application forms are available in the Evaluations/Graduation Office.

Basic Graduation Requirements

- Complete all degree/certificate requirements in the specified curriculum.
- Earn a minimum cumulative grade point average of 2.00 in all coursework taken at BC.
- Earn a cumulative grade point average of 2.00 or better in the courses applied to the degree/certificate, including credits transferred from other colleges*.
- Complete the minimum required residence credits at BC: one-third of the credits applicable toward an associate degree or certificate, or 45 credits applicable toward a bachelor's degree.
- Submit official transcripts for credits transferred from other colleges.

*All courses for Associate in Occupational & Life Skills (OLS) are Pass/Fail.

Effective Date for Graduation Requirements

Students in professional/technical programs 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. Students in transfer degree programs should follow current degree requirements to ensure their transferability to four-year baccalaureate colleges or universities.

Exception to Graduation Requirements

Exceptions to degree or certificate requirements must be petitioned through the Evaluations/Graduation Office. Approval of exceptions must be obtained from the program chair and the Vice President of Instruction (or designee) where appropriate. For more details of the college pol-

icy on exceptions to degree or certificate requirements, visit <http://bellevuecollege.edu/policies/>.

Degree/Certificate application deadlines:

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

Graduation with Honors

Bellevue College encourages students to achieve the highest level of scholarship in pursuit of their educational goals. Students who have earned an associate degree or certificate of achievement and have achieved high cumulative grade-point averages in all coursework completed at BC will be recognized as follows:

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

Students who have earned a bachelor's degree and have achieved high cumulative grade-point averages in coursework completed at BC will be recognized as follows:

- Cum laude – cumulative grade-point average of 3.60 – 3.79
- Magna cum laude – cumulative grade-point average of 3.80 – 3.99
- Summa cum laude – cumulative grade-point average of 4.0

The distinction will be included on BC official transcripts, diplomas and the commencement program. Credits transferred to BC from other colleges are not included in the calculation of the cumulative grade-point average for distinction recognition.

Commencement

Commencement is held once a year in June, usually on the last day of spring quarter. Students awarded a degree or certificate of achievement in fall or winter quarter during the current academic year, and those who submitted an application for a degree or certificate of achievement for spring or summer quarter are invited to participate in the June commencement ceremony.

Students who expect to meet graduation requirements during the current spring and summer quarter must meet degree/certificate application deadlines in order to participate in the commencement ceremony. Participation in the graduation ceremony does not imply that the student has met all requirements for a degree or certificate. Notification of graduation approval will be mailed to students by the Evaluations/Graduation Office during the quarter in which the degree or certificate is to be received.

During spring quarter, eligible students are mailed instructions regarding participation in the June commencement ceremony. Students participating in the graduation ceremony must wear commencement regalia approved by the Commencement Committee. The regalia will be provided to graduates at no additional cost, and are normally available at the BC Bookstore in mid-May. Exceptions to commencement procedures must be approved in advance by the Commencement Committee.

Diplomas

Diplomas are not conferred to students at the commencement ceremony. They are mailed to each graduate at the address listed in the college Student Records approximately twelve weeks following the end of the quarter in which they earned their degree/certificate.

Diploma Name

Diplomas are issued with the student's name as it appears on the BC's Student Records and official transcript. It must include the student's legal first and last name. To indicate hyphens, spaces, lower/upper case letters, accents, or other special characters on your diploma, print it clearly on the degree or certificate application. To change name on the Students Records, students contact the Registration Office with the appropriate legal documentation which may include: marriage license/certificate, court order, divorce decree, passport or permanent visa.

Additional or replacement diplomas may be issued upon a student's request. A fee is required for a diploma replacement. Contact Evaluations/Graduation Office for instructions and request form.

Degree Verification

Degree or certificate completion is noted on BC official transcripts for qualified students who have applied for a degree or certificate. Notation will be posted to transcripts approximately 2-4 weeks following the end of the quarter in which the degree or certificate is to be received. Degrees and certificates are conferred for the quarter in which the degree/certificate applications are received, not the last quarter when the required coursework are completed.

To request an official BC transcript, or a letter verifying enrollment or degree/certificate completion, contact the Registration Office or visit <http://bellevuecollege.edu/services/> for procedures and detailed information.

**See an academic advisor
early to help you create
an educational plan.**

Student Support Services

Bellevue 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 College. Details about services, procedures, and dates are available on the BC website, www.bellevuecollege.edu.

Academic Success Center

Located in D204, the Academic Success Center is dedicated to providing FREE tutoring for all students enrolled at Bellevue College. Our center includes four facilities: Academic Tutoring, and the Reading, Writing and Math Labs. For additional information, please call our front desk at (425) 564-2200 or visit us online at www.bellevuecollege.edu/asc.

- **Academic Tutoring:** provides two types of assistance for students registered for classes: Drop-in tutoring is available in many subjects – please check the website for days and times. Individual tutoring is available, with instructor permission, for students who are performing at a C grade level or below. These students are eligible to receive up to 2 hours of individual assistance per week. We welcome all students to use this valuable resource.
- **The Math Lab:** offers drop in tutoring for students currently enrolled in math courses offered by the BC Math Program (some exceptions apply). We have a combination of peer and expert tutors on duty during its hours of operation.
- **The Writing Lab:** provides all Bellevue College students one-on-one tutoring for any writing project, including class assignments, college applications, resumes, and personal projects. Tutoring sessions last approximately 35 minutes. Students may drop in or schedule an appointment in person at the front desk in D204.
- **The Reading Lab:** (English 080/180) is a 1 or 2 credit lab course that helps students of all levels to improve their reading skills. Most sections are linked to courses offered by the English and Developmental Education Departments; however, students may also register independently for credit.

The Center for Career Connections & the Women's Center

The Center for Career Connections 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 and

include 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. The center offers weekly drop-in orientations for its services:

Introduction to Career Services

- Held most Mondays, 10:30-11:20 a.m. and most Tuesdays 12:30-1:20 p.m.

Looking for Internships

- Held most Mondays, 2:30-3:30 p.m., most Wednesdays, 12:30-1:20 p.m., and most Thursdays, 10:30-11:30 a.m.

Creating an Effective Resume

- Held most Tuesdays, 2:30-3:20 p.m. and most Thursdays, 11:30 a.m.-12:20 p.m.

Interviewing Strategies

- Held most Wednesdays, 1:30-2:20 p.m.

Job Search Strategies & LinkedIn

- Held most Wednesdays, 2:30-3:20 p.m.

Searching & Applying for Scholarships

- Held most Mondays, 1:30-2:20 p.m.

Sessions held in the Center, 2nd floor of the Student Service Building. Sessions can be cancelled due to unforeseen circumstances. Please call (425) 564-2279 to confirm.

Career Exploration

Center services help students explore different majors or career choices and plan a career pathway. The Center provides credit and noncredit classes and workshops, where emphasis is placed on developing lifelong skills; networking with other students and business leaders; and facilitating in-depth reflection on career and life goals. Career consultants can provide assistance with career assessments and career pathway planning.

Job Search

The Center is a great resource to get job search assistance. The Resume and Interviewing Strategies class is individualized and interactive, involving employers to let students know what they want to see in a candidate. Career consultants also offer individualized resume and cover letter critique.

Internships

Students can get help to search for an internship that will also earn credit through the Academic Internship Program. The Center has an active Web-based job and internship posting board to aid in career or internship search at www.bellevuecollege.edu/internships.

Scholarships

The Center provides referrals to campus and community services and resources, as well as assistance in searching for scholarships. Visit the Center on the second floor of the Student Services Building, Main Campus, call (425) 564-2279 or visit www.bellevuecollege.edu/scholarships for more information.

Counseling Center

Academic, career, and personal counseling services are available on a short-term basis to enrolled BC 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. Sessions are free and confidential. To schedule an appointment, call (425) 564-2212.

Disability Resource Center

The Disability Resource Center (DRC) at Bellevue College provides accommodation services for students with documented disabilities. The DRC staff coordinates assistance in meeting academic and professional goals for students with disabilities. To begin the process, students are required to submit qualifying documentation regarding their disability. During an intake meeting, appropriate accommodations are determined using disability laws and college procedures as guidelines. The program provides opportunities for students to build skills in self-advocacy, knowledge of institutional systems and knowledge of internal and community resources. The DRC provides academic adjustments and auxiliary aids or core services to ensure equal access to classroom material for eligible students with disabilities.

Visit the DRC in room B132 or call (425) 564-2498; Video Phone (425) 440-2025; TTY line (425) 564-4110 or visit www.bellevuecollege.edu/drc.

Early Learning Center

The BC Early Learning Center, located on campus, serves student families with children ages six weeks to six years old. The Early Learning Center offers an affordable, high quality, family centered early education child care program. During summer quarter only, in addition to the regular program for young children, the center also provides a summer program for school age children. Low-income student families may apply for enrollment in Head Start, an enhancement program for children three to five years old. For enrollment availability, tuition costs, and program information, please call (425) 564-2240.

Entry & Academic Advising Services

Professional Academic Advising

The Advising Center provides academic advising and educational planning for new, returning and continuing students. Academic advisors work in partnership with the student to identify academic goals, discuss degree options and requirements, and select appropriate coursework to create an educational plan for degree completion. Students who have not declared a major work with a professional academic advisor in the Advising Center and those with a declared major work with an advisor in the respective department of their major. Students who are unsure where to locate an advisor may consult the program contact information provided at www.bellevuecollege.edu/programs/az or call the Advising Center at (425) 564-2212.

New Student Academic Advising

Academic Advising is mandatory for first-time-to-college students and highly recommended for student with college experience. New student advising takes place during the registration period prior to the start of each quarter. The academic advisor reviews completed math and English assessment scores, assists with choosing appropriate coursework for the first quarter, discusses degree and certificate planning and registers the student for the first quarter of classes and the First Year Experience (see below for further information). For more information on new student advising, visit, www.bellevuecollege.edu/advising.

First Year Experience (FYE)

FYE is mandatory for first-time-to college students enrolling in ten or more credits. Students learn essential skills for a successful transition to higher education. FYE is a graded, one-credit college-level class. Topics include college culture, educational planning, learning styles, and campus resources. Students enroll for the course prior to the beginning of the quarter during the required advising session. For more information contact the Advising Center at (425) 564-2212 or fye@bellevuecollege.edu

University Transfer Center

The Transfer Center provides self-service resources for students planning to transfer to baccalaureate institutions (four-year colleges). The Center hosts admissions advisors 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 visit, <http://depts.bellevuecollege.edu/advising/transfer/>.

Prospective Student Information Sessions

Regularly scheduled Bellevue College information sessions are open to anyone interested in learning more about becoming a Bellevue College student. Attendees will receive an overview of the admission and assessment procedures, and degrees/certificates offered at Bellevue College. For more information visit, <http://depts.bellevuecollege.edu/advising/prospectivel/>.

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 visit <http://fa.bellevuecollege.edu/>.

If you have completed the FAFSA and your family's circumstances have changed dramatically in 2010 (e.g., loss of job, death, separation, etc.) ask in the Financial Aid Office about special conditions.

See Workforce Education Programs for additional funding sources for which you may qualify.

Application Procedure

The priority processing deadline is April 15; applicants who complete the aid process and make the April 15 deadline are given priority consideration for the upcoming Fall quarter. Students who missed the priority deadline should 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 BC 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: the Cost of Attendance minus the EFC equals unmet need.

Worksheet: Cost of Attendance for 9 Months

Your Cost of Attendance (COA) is an estimate we make based on a combination of factors. The COA is a critical part of the formula in how the government calculates your financial need.

	Living with Parents	Living in Apartment
Books & Supplies	\$ 1,026	\$ 1,026
Rent/Food/Utilities	\$ 3,147	\$ 9,492
Transportation	\$ 1,344	\$ 1,296
Misc./Personal	\$ 1,614	\$ 1,794
Subtotal	\$ 7,131	\$ 13,608
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 via BC e-mail or 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 BC and are rejecting their aid or canceling a portion of their aid package.

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.

BC Grants & Tuition Waivers

Bellevue College 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 tuition for needy residents and non-residents who usually do not qualify for grants.

Federal and State 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 BC website and provides valuable information about a student's rights and responsibilities as a borrower. Additionally students must complete a Master Promissory Note and provide the aid office with an electronically signed copy.

Scholarships

The College offers a variety of scholarships through the BC Foundation as well as local and national organizations. Scholarship orientations are held weekly through the Career Center. Please call (425) 564-2279 or visit the Center for Career Connections for scholarship orientation dates and times.

Students may also perform a scholarship search at www.thewashboard.org.

Students' 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 <http://fa.bellevuecollege.edu/>.

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 any 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 BC.

ISP assists international students in achieving their educational goals at BC. 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 BC international students, faculty, administrators, and the U.S. Department of Homeland Security (DHS). For more information, call (425) 564-3185. ISP offices are located in House 6 on the BC campus.

Learning Labs & Computer Labs

Bellevue 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
- BTS labs
- Developmental Math lab
- Information Systems lab
- IBIT labs
- IT/Tech support lab
- Interactive Multimedia lab
- Mediated Math lab
- Music lab
- Nursing lab
- Open Computer lab
- Physics lab
- Reading/Writing labs
- Science Learning

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

Library Media Center

The Library Media Center (LMC) staff assists students on-campus or online in finding print and electronic resources 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. Through the LMC website at www.bellevuecollege.edu/lmc, students may ask questions about library resources 24/7. The site has links to BC and local library catalogs, full-text online articles, e-books, image, film and music databases. Students have access to a wireless network using their personal laptops. Thirty computer workstations give access to the World Wide Web. Three additional computer workstations provide adaptive technology for students with special needs. The Media Center has laptop computers 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. All BC students are encouraged to take advantage of the rich on-campus and online resources offered by the Library Media Center.

Multicultural Services

The Office of Multicultural Services (MCS) provides academic success and support services and advocacy for students of color, LGBTQ, low income, first generation students, and students with disabilities. The MCS program goal is to increase student retention and enhance student success through culturally responsive programs and services. Additionally, MCS is a partner in promoting multi-cultural competence and inclusive community building within the college and surrounding community.

MCS assists the college in recruiting and retaining students from under-represented constituencies. Support services include recruitment outreach, financial aid application assistance, supplemental academic advising, student advocacy, academic mentoring and study sessions, Faculty/Staff mentoring program, cultural clubs/organizations advising, and multicultural curriculum and policy development. MCS also provides students information about scholarships, internships, and community resources which may support student retention. For more information, call (425) 564-2208 or e-mail mcs@bellevuecollege.edu.

Parking & Transportation

Visit www.bellevuecollege.edu/gettinghere/

Bus

Bellevue College and the adjacent Eastgate Park & Ride are served from all directions. Students can double their bus money by purchasing a subsidized Commuter Check for the ORCA card. Visit the Bellevue College “getting here” page for more information.

BC RideMatch / Carpool

Register with your Bellevue College e-mail to find students from your neighborhood and form a carpool. Separately for carpools of three or more, reserved carpool parking permits are available by application to Public Safety (K100).

Bike

Bellevue College is right off the I-90 bike trail, has covered parking for bikes and free access to shower and lockers in the gym. See p. 119 for Biking Map.

WeCar

Join WeCar to rent a car for an hourly rate directly from campus. Gas and liability is provided at no charge.

Parking

The college maintains more than 3,200 student parking spaces, with reserved areas for specially permitted vehicles, [i.e., with a LEFE permit; carpools (3+ people per car with a carpool permit)]; and drivers with disabilities with state-issued permits.

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 parking from 6:00 a.m. to 3:00 p.m. is limited to only those areas designated as student parking.
2. Staff/faculty parking from 6:00 a.m. to 3:00 p.m. is limited to only those areas designated as staff/faculty parking.
3. Quarterly/annual permits must be displayed on the driver's side bottom corner of the front windshield.
4. Daily/weekly passes must be displayed face up without obstruction on the front dashboard.
5. Parking after 3:00 p.m. for students, staff and faculty is available in all designated non 24-hour parking areas with the exceptions of parking spaces reserved for the disabled, the college motor pool and specifically signed reserved area.

Parking permits must be purchased online at <http://www.permitsales.net/bellevuecollege> and will be mailed to you. Parking lots 4, B-1,



B-2, C-5, and D-1 are reserved for employee permits 24 hours a day Monday-Friday. Daily passes are available at pay stations located in the visitor/daily metered parking lots. For rates and answers to frequently asked questions, go to <http://bellevuecollege.edu/publicsafety/parking.asp>. For your protection, **do not park in the Eastgate Park & Ride**. That facility is for bus commuters only and violators are towed, which is inconvenient and costly.

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

Contact Public Safety before leaving a personal vehicle on campus overnight. Unattended and abandoned vehicles must not remain on campus for longer than 72 hours without prior permission and without a valid permit may be subject to citation and impound (WAC 134H-116-620).

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

All regulatory signs (such as 20 minute parking stalls, delivery areas, fire lanes, ELFF staff parking, handicap parking, etc.) are enforced uniformly throughout the entire year (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 (WAC 134H-116-620). If you do not pay the fine listed on the ticket, the college may delay your registration, place a hold on your transcripts or financial aid, or impound (tow away) your vehicle.

Appealing Citations: Citations are not forgiven, erased, or forgotten. Citations are audit-controlled, legally enforced civil processes. If you receive a citation and believe it was issued in error or that you have an extenu-

ating situation and want to appeal a citation, then please fill out a 'Citation Appeal' at <http://bellevuecollege.edu/parkingpermits/>. Appeals are referred to the Traffic Court for adjudication.

Collisions and Hit & Runs: If you are involved in a collision or discover that you have been the victim of a hit-and-run, even if it involves just minor damage or personal injury, immediately report the incident to the Public Safety Department. Public Safety investigates all collisions that occur on campus (WAC 134H-116-655).

Public Safety

Hours of Operation

Public Safety officers are available 24 hours a day, 365 days a year, to respond to emergency and non-emergency calls. The Department provides first response services at crimes, fires and emergency medical calls, in addition to enforcing traffic and parking laws and regulations for all college properties and facilities. The Department can also assist drivers with dead batteries and other automobile emergencies. Call Public Safety to report any of the following: suspicious activity, criminal acts, collisions, hit-and-run crimes, or parking problems.

Security Reports

BC 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/public-safety/awareness.asp.

**Bellevue College is the
third largest institution of
higher learning in the state.**

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/stuprol.

The Student Programs Office coordinates the many Student Life and Co-Curricular Programs including:

- Over 100 student Organizations and Programs
- Associated Student Government (ASG) and Office of Student Legislative Affairs
- Student Leadership Institute
- Peer to Peer Volunteering and Mentoring
- Peer Assisted Leadership through Service (PALS) center
- Student Centers: BSU, El-Centro Latino, BC LGBTQ Center, and the BC Association of Veterans
- Campus Activities Board (CAB)
- The Watchdog (student newspaper)
- Campus Business Center
- Alumni outreach
- New Student Orientation
- Student Handbook
- Services and Activities Budget management
- Student Environmental and Sustainability Programs

Testing Services

The Assessment Center, located in room B132, offers COMPASS English and math assessment, the General Educational Development (GED) tests, chemistry placement exam, as well as the Test of Essential Academic Skills (TEAS) for nursing students. For information about testing schedule, fee and procedures, visit www.bellevuecollege.edu/enrollment/assessment/ or call (425) 564-2243. To waive the English and math assessment through completed previous college coursework or AP tests, students should take a copy of their college transcript or AP test report to the Evaluations Office in room B125. (Also see New Student Advising and Assessment on p. 6.)

TRiO Student Support Services

TRiO is a federally funded program that assists Bellevue College students in achieving their educational goals. TRiO provides extensive academic assistance services, financial guidance, and personal support for students who are first-generation college students, low-income students, or students who have a documented dis-

ability. TRiO services include academic advising, comprehensive transfer planning and guidance, and university visitations, personal support and advocacy, free tutoring, instruction in effective study skills, a computer lab and study center, laptop computer lending, ESL assistance, academic monitoring and intervention, academic achievement awards, workshops, and cultural activities. All services are designed to ensure student success at BC and beyond. TRiO serves 180 BC students each year. Specific eligibility requirements apply. For more information call (425) 564-5745 or go visit www.bellevuecollege.edu/trio/.

Veterans' Programs

The Veterans' Advisor Office in room B125A 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. See more veterans' information on page 9.

Workforce Education

Basic Food Employment and Training Program (BFET)

The Basic Food Employment & Training Program (BFET) provides tuition, fees, and textbooks for recipients of Federal food assistance (food stamps) from DSHS who need training to gain employment or advance their career.

To be eligible for the BFET program a student must:

- Receive Federal food stamps from DSHS (application assistance available);
 - Be eligible for the Washington State resident tuition rate;
 - Have an employment goal and intend to go to work after completing training; and
 - Pursue an approved professional/technical program (no transfer degrees) related to student's employment goal.
- GED, ABE, and ESL may also be considered approved programs if necessary to achieve student's employment goal.

Mandatory Information sessions are held weekly. Please visit <http://bellevuecollege.edu/we/bfet/> for more information.

Opportunity Grant Program

The Opportunity Grant provides assistance for limited income adults seeking professional/technical training in selected high demand programs. The grant provides tuition assistance for up to 45 credits.

To be eligible for the Opportunity Grant, a student must:

- Be a Washington State resident;
- Not already have a Bachelor's degree;
- Meet income guideline (no greater than 200% of the federal poverty level);
- Apply for financial aid and show need according to their guidelines; and
- Pursue an Opportunity Grant approved professional/technical certificate or AA degree within Business, Medical/Health Professions, Computer/Technology, or Early Childhood Education

Mandatory Information sessions are held weekly. Please visit <http://bellevuecollege.edu/we/og/> for more information.

WorkFirst

WorkFirst provides tuition support for parents with dependent children who are receiving TANF (Temporary Assistance to Needy Families) and pursuing a short term professional/technical certificate.

To be eligible for the WorkFirst Program, a student must:

- Receiving TANF through DSHS;
 - Be eligible for the Washington State resident tuition rate;
 - Apply for financial aid;
 - Have an employment goal and intend to go to work after completing training;
 - Pursue an approved professional/technical program (no transfer degrees) related to student's employment goal.
- GED, ABE, and ESL may also be considered approved programs if necessary to achieve student's employment goal.

Mandatory Information sessions are held weekly. Please visit our website <http://bellevuecollege.edu/we/workfirst> for more information.

Worker Retraining

Worker Retraining provides tuition assistance for students who meet the eligibility requirements. Funding can cover professional/technical credit courses that support employment objectives. Other services include priority registration, educational planning, and assistance in locating additional 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 have received a lay-off letter;
- You are a displaced homemaker;
- You are an honorably discharged veteran separated within the past 24 months

Sessions are offered weekly. Please visit our website <http://bellevuecollege.edu/we> for more information.

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

The Center for Career Connections & the Women's Center

In addition to student support services (see page 15), BC's Center for Career Connections and the 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 Division Programs

Bellevue College is the most comprehensive provider of continuing education courses in Washington State. These non-degree classes and workshops range from professional development and career enhancement to personal enrichment. Courses vary in length from one day to 10 weeks and are located at our North Campus, 14673 NE 29th Place.

BC Continuing Education also offers a number of professional certificate programs in areas that include technology, business and design.

- Earn a certificate in as few as 6 months
- No application process
- Start any time you like
- Complete at your own pace
- Day, evening and weekend classes

To receive a current course schedule, call (425) 564-2263 or visit www.gotobcc.com.

Arts & Design

Turn your creativity into a career with our certificate program in Graphic Design or expand your creative horizons with a course in the visual, literary, performing, or craft arts. Classes are offered for novices, as well as the seasoned professional.

Business & Professional Programs

Obtain the skills you need to remain professionally current and competitive. Take advantage of more than 150 different courses in areas such as project management, accounting, small business development, management, technical and business communication, writing, marketing,



real estate, leadership and career planning. Certificate programs are available in project management, human resources management, and technical writing. Courses focus on the skills most in demand by employers today. The department is a registered education provider with both the Project Management Institute (PMI®) and the Society of Human Resources Management (SHRM®).

Business Training Institute

The Business Training Institute is a regional leader in providing customized training for the business community. We offer high-quality instruction with a convenient and scalable training approach, tailored to suit virtually any business need. Offerings include both credit and noncredit 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, and leadership and development. For further information, contact (425) 564-2892 or biztrain@bellevuecollege.edu.

Computers & Technology

Choose from hundreds of course offerings focused on current software and information technology. Courses are offered for all levels

of skills and interest, from cautious beginners to proficient technical specialists. Courses are taught in comfortable, state-of-the-art classrooms, and include: introductory courses, business applications, graphics and publishing, Web design and development, programming, networking, Windows, software testing and quality assurance, and database development and management. Using PCs that meet industry standards and a staff of trainers drawn from local consulting firms and industry, BC offers students training opportunities six days a week. In addition, 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.

Personal Enrichment

Personal enrichment courses offer you the opportunity to explore new interests or develop current passions. Choose from a variety of courses ranging from cooking and fitness to finance and personal growth. Whatever your interest, there is a class for you.

**BC offers over 1,000
CE classes each year.**



Summer Program for Teens

The Bellevue College Summer Program for Teens offers a great way to learn and have fun. The classes are designed for 12-17 year olds, and are taught by experienced instructors. Class times and days vary, but most run half-days for one week, so teens can experience multiple classes throughout the summer. Classes are offered in academic achievement, technology, the arts, languages, and recreation. Get class information at www.gotobcc.com/summer or call (425) 564-2263.

Telos – Educational Programs for Retirees

Telos is Bellevue College'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.

Bellevue College has dramatically changed thousands of lives.

Testing Center (at North Campus)

The Bellevue College Testing Center is a state-of-the-art facility offering 19" flat-screen monitors and a comfortable test environment. The Testing Center is a Pearson VUE, Certipoint, and Kryterion authorized test site. authorized testing center, providing certification testing for industry professionals such as Microsoft Office Specialist, Microsoft Technology Associate, and Cisco Certified Network Associate exams. In addition, exam proctoring services are available for testers seeking to complete exams through their secondary school, college, university, employer, or a government agency. For further information, contact (425) 564-4006 or bcproctor@bellevuecollege.edu, or visit www.gotobcc.com/testing.

World Languages Institute

Continuing Education offers instruction in over 15 languages, including American Sign Language. Classes on world cultures, international business practices, and travel are also available. The evening certificate program in Translation & Interpretation helps prepare bilingual students for a career in translation, interpreting, or a related applied linguistics field. For more information, see page 95.

Distance Education: Online and Telecourses

Bellevue College Distance Education opportunities are designed to provide college credit classes for students whose educational opportunities are limited by time or distance constraints.

Online courses are accessible through links to the Distance Education website at <http://bellevuecollege.edu/distance/>. While no on-campus attendance is required, some online classes have mid-terms and final exams which can be completed during the instructor-led session at Bellevue College or with an instructor-approved proctor.

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 BC 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:

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 studies 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

We offer 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 BC. Call (425) 564-4035/2306 for more information.

College in the High School

High school students may earn both high school and college credit by taking courses through the College in High School program coordinated by high schools and colleges. Students take these credits at their own high school. They may choose to pay a fee to co-enroll in the equivalent class at college. Information is available through the high schools in the area.

High School Diploma

The Washington State Board for Community & Technical Colleges has passed a bill, effective July 2009, expanding options for students to earn high school diplomas. The bill allows students who earn an associate degree at a Washington State community or technical college to request a high school diploma from the college. According to the State's policy, Bellevue College may issue a high school diploma to students who complete an associate degree of any type if the student is 21 years and older or has been a Running Start student at any time prior to earning the diploma. For more information about this option, visit http://www.sbctc.edu/colleges/_runningstart.aspx. To request a high school diploma, students must submit an application to the Evaluations/Graduation Office according to the graduation application deadline and pay the same non-refundable application fee.

High School Summer Enrichment

This program is available in the summer 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 BC assessment is required to gain admission, as well as approval from a high school official and attendance at mandatory orientation. Call (425) 564-2026 or visit www.bellevuecollege.edu/hsprograms/enrichment for more information, including dates and deadlines.

General Education Development (GED)

The General Educational Development (GED) Tests measure high school-level skills and knowledge. Completion of the tests may provide adults alternate credentials for attending college or pursuing a career. To take the GED test, you must be at least 16 years old. Bellevue College is an authorized GED test center. For testing schedule and more information, call (425) 564-5609 or visit www.bellevuecollege.edu/enrollment/assessment/ for more information.

GED classes are designed to help students to review and prepare for the GED exam. The classes consist of a combination of individual and group work with exercises and practice tests. For information about the GED preparation classes, please call (425) 564-2067 or visit <http://bellevuecollege.edu/artshum/DevEd/gedprep.html>.

Running Start

Running Start is a partnership between BC and local public high schools. Applications are accepted on a quarterly bases online at <http://>

bellevuecollege.edu/hsprograms. To qualify, students must be classified as a junior or senior by the start of the quarter, attend a mandatory new student orientation and demonstrate proficiency in college-level English reading and writing by placing in English 101 through the BC 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 school district based on the combined high school and college credits the State will fund for each student with the limit of 1.2 FTE. The student is responsible for any tuition balance, fees, and books. For steps to enroll, e-mail hsprograms@bellevuecollege.edu or call (425) 564-2026.

Tech Prep

Tech Prep is a dual-credit program that enables high school students to earn college credit for certain career and technical education courses taken at their high school. Any high school student may take a Tech Prep course, but only those who successfully complete the course with a "B" grade or higher will earn the college credit. Students must register with our consortium Tech Prep College Connections online at www.techprepcc.org. Contact the BC Tech Prep office at (425) 564-6158 or e-mail techprep@bellevuecollege.edu 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 read-

ings 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 BC 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/health/parented/ for program information. To register for parent education classes, call (425) 564-2365.

Bellevue College Kids Summer Camp for children three to five years old is held on the BC 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. call (425) 564-2240.



Bellevue College 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 BC community.

Bookstore

The Bellevue College Bookstore features textbooks, school and office supplies, art supplies, greeting cards, snacks, gifts, sundries, and BC logo clothing. The North Campus Bookstore, at 14673 NE 29th Place, carries textbooks and supplies for Continuing Education and credit classes held at that site. Online textbook ordering is available at <http://bellevuecollege.edu/bookstore>.

Debate Team

The Bellevue College Speech and Debate team has consistently ranked among the top schools. It currently ranks number three in the Pacific Northwest Region National Forensics Conference, Division III and will go on to the Nationals. For more information about becoming a member, contact Denise Vaughan, PhD, Director of Forensics, at dvaughan@bellevuecollege.edu.

Fitness Center

The Bellevue College Fitness Center offers students the opportunity to improve their aerobic fitness level, muscle strength and endurance, flexibility, and body composition. Course design motivates participant to create a pattern of fitness throughout the quarter. Workout programs are developed individually and students are guided toward reaching their goals. Free weights, weight machines, and cardiovascular machines (treadmills, ellipticals, bikes etc.) are available for use in the Fitness Center.

Food Services

Bellevue College 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

BC's art gallery has over 2,000 square feet of floor space and has revolving exhibits by present and former students, faculty and staff members, and nationally recognized artists, 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 international honor society for community colleges, 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 college-level grade-point average to be eligible for Phi Theta Kappa membership. The BC 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 advisor Katherine Oleson at (425) 564-3050.

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). Contact MUN advisor Tim Jones at tjones@bellevuecollege.edu for more information.

Music

Choral Music Productions

Choral Music Productions involves students in a wide variety of performing ensembles and musical styles. The program includes BC'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, BC Jazz Band, and Music 106B, BC Jazz Workshop. IMP is involved in concerts (on- and off-campus), tours, festivals, and record-

ings. 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

Bellevue College'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.

Office of Sustainability

The Office of Sustainability offers opportunities for students, faculty, and staff to collaborate in building a sustainability college community. Internship and student job opportunities, student grants from the Student Environmental Sustainability Fund, and student programs and clubs related to sustainability are coordinated through this department. Visit bellevuecollege.edu/sustainability or facebook.com/bcsust for more information or to subscribe to student opportunities e-mails.

Planetarium

BC's Willard Geer Planetarium was the first major planetarium in the Puget Sound area. For more than 30 years it was the only one located at a Washington state community college, and uses an advanced, digital system to project and move images on the planetarium's domed ceiling. The 60-seat planetarium is almost constantly in use as a classroom for more than 1,400 BC astronomy students and 1,600 elementary and middle school students each year.

Radio Station KBCS FM 91.3

KBCS, 91.3FM, is an 8000-watt, listener-supported, non-commercial radio station licensed to Bellevue College. KBCS airs folk, jazz, blues, and world music along with a variety of local, regional and international news and information programming. More information is available on the website, kbcfs.fm. To request a sample program schedule, please call KBCS at (425) 564-2427.

Student Publications

Student Handbook

The Student Handbook, produced annually 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 PALS Center (C105), the Student Programs Office (C212), the Student Services Center, Entry & Academic Services, N250 Open Lab, MCS, and President's Office. the student union kiosks, and online at www.bellevuecollege.edu/stuprol.

Student Newspaper

Bellevue College's student newspaper, *The Watchdog*, welcomes students 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 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 Amy Miller at (425) 564-2235 or amy.miller@bellevuecollege.edu.

Sports Programs

Intercollegiate Athletics

There are currently 10 intercollegiate sports programs offered at BC: baseball, men's and women's basketball, men's and women's golf, men's and women's soccer, and women's softball, tennis and volleyball. Anyone enrolled as a full-time student (12 credits or more) is welcome to try out for BC intercollegiate athletic teams. Registered students attend home games free of charge. Equity in athletics data are available for public inspection online at www.bellevuecollege.edu/legal/publicdisclosure/ or in the Athletics Office, G100. BC belongs to the NWAACC (Northwest Athletic Association of Community Colleges).

Intramurals and Sports Clubs

Aerobics, basketball, pickleball, and volleyball are just a few of the midday activities offered through BC 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 BC students may form a student club and become eligible for funding through the ASBC student government. Over 50 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 online at www.bellevuecollege.edu/stuprol.

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 College (ASBC). All registered students automatically become members of ASBC. 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 ASG or ASBC, visit www.bellevuecollege.edu/stuprol.

Television Station – College Channel 28

The College Channel (Comcast Cable Channel 28), Bellevue College's own on-site cable channel, airs programming 24 hours a day. Programming includes telecourses offered through Distance Education, other educational programming, and college and community events. BC Television Services produces original, broadcast-quality video productions for the College and, through a partnership with the City of Bellevue, provides production crew and facilities for City of Bellevue productions. TV Services' video-production staff consists primarily of students enrolled in BC's Advanced Track Video Production program.

Theatre Arts

Dance

The Dance Program at BC offers credit dance classes in Ballet, Jazz, and Contemporary designed to accommodate beginning through advanced level dance students. All winter quarter dance students have the opportunity to perform in the Student Choreography Workshop held in the Carlson Theatre. Members of the Eastside Moving Company dance ensemble work with professional local and national choreographers and perform in the Carlson Theatre each May. Recent shows include works by Tony award winner Ann Reinking, Mandy Moore, Rhonda Miller, Deborah Wolf, Wade Madsen,



Adam Parson and Daniel Cruza. (see Dance, page 184). Those participating earn 1-5 credits per quarter (see Dance, page 197).

Drama

The Theatre Arts Department produces plays each quarter for credit. Open auditions are held for the intimate musicals, dramas and comedies that are produced in the Stop Gap Studio Theater fall and spring quarters. Recent productions include *Dog Sees God*, *Fuente Ovejuna*, *Lonely Planet* and the musicals *Spring Awakening*, *Celebration*, *A Little Night Music*, *Falsettos*, *Urinetown the Musical*. Auditions are open to all Bellevue College students.

Each Winter Quarter a large mainstage production in the Carlson Theater is produced. Recent productions have included *Little Shop of Horrors*, *The Foreigner*, *The Three Musketeers*, *Noises Off*, *The Music Man*, *The Rocky Horror Show*, *The Philadelphia Story*, and *Six Degrees of Separation*. Auditions are open to the campus community. Each Summer quarter a musical is rehearsed in a condensed daytime schedule and performed in one of the theatres. Recent summer productions have included *The Fantasticks*, *Grease*, *Pippin*, *Cabaret* and, *Working*.

The Bellevue College Theatre Arts 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 student drama group, 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. Stone Tablet Improv is a part of Stage Fright. Stage Fright also sponsors a year-end trip to Seattle for a weekend of theatregoing. Stage Fright is open to anyone in the campus community.

Please see <http://bellevuecollege.edu/artshum/theatrearts.asp> for more information.

Intercollegiate Sports

Women	Men
Fall	
soccer volleyball	soccer
Winter	
basketball	basketball
Spring	
softball golf tennis	baseball golf

General Education Requirements at Bellevue College



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 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. The General Education program at Bellevue College has undergone an extensive review. BC'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, BC has carefully formulated its General Education requirements to correspond with lower division and general requirements at other community colleges and at typical baccalaureate institutions. As a reflection of our values of maintaining excellence and anticipating future needs in teaching and learning, Bellevue College has identified three main overarching General Education areas: Creative and Critical Thinking, Communication, and Connections.

Opportunities to develop these skills in those three areas have been 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 BC are designed to provide appropriate levels of student preparation and learning in the general education areas by taking a course designated as a "Cultural Diversity Course" by BC, in addition to taking the Written Communications courses, Quantitative/Symbolic Reasoning courses, and distribution courses (in Social Sciences, Humanities, and Natural Sciences) required by the State's Direct Transfer Agreement.

General Education Competency Requirements

Creative and Critical Thinking	Communication	Connections
<p>The ability to utilize a range of thought processes to evaluate information and opinions, generate new ideas, and identify creative and successful outcomes. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Critical Thinking/Problem Solving ■ Quantitative / Symbolic Reasoning ■ Research / Information Literacy ■ Scientific Inquiry (Nature of Science) ■ Aesthetic Awareness 	<p>The ability to communicate effectively using written, oral, visual, and/or electronic means, as appropriate to a given situation. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Reading ■ Writing ■ Listening and speaking ■ Visual ■ Computer literacy 	<p>The ability to identify and explore connections, themes, and patterns in the social and natural world, and to see commonalities within dissimilar circumstances. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Self-Assessment/life goals ■ Group processes ■ Ethics ■ Global Citizenship ■ Historical and Intellectual Perspectives ■ Cultural Diversity ■ Science and the Natural World ■ Technology and Society

The specific general education requirements listed above are accurate as of the publication date for this Catalog. Please visit www.bellevuecollege.edu/programs/degrees/gened/ to obtain the most current information about General Education, including General Education competency requirements for specific degrees at Bellevue College.

Bachelor of Applied Arts Degree Planning – Interior Design

Bachelor of Applied Arts Degree – Interior Design

The Bachelor of Applied Arts in Interior Design (BAA) offers a broadly-based and professionally-relevant curriculum that embraces the responsibility of preparing and inspiring the designers of the future. The BAA program provides a learning environment based on a foundation of holistic, creative problem-solving. The BAA program is accredited as a professional level degree by the Council for Interior Design Accreditation (CIDA). The BAA program is an upper-division course of study for students who have completed a two year foundation in interior design-related studies. The degree offers a combination of core courses, general education and electives that helps students achieve their particular career goals.

Program Overview

The program works closely with the professional design community to keep current with the changes in interior design technologies and practices. The curriculum helps students gain insight into the various forms of spatial configuration, and learn from history and current strategies to achieve technological, sustainable, and socially relevant solutions for interior environments. Multi-disciplinary studios help students focus their interests while learning from experts in the professional field. This creates opportunities for highly collaborative student-faculty-industry relationships throughout the program. Please see page 28 for complete degree information.

Learning Outcomes

Students graduating from the BAA should have the skills and abilities to be employed by companies specializing in interior design services, including interior design and architectural firms who practice in commercial, institutional or residential interiors and space planning, provide furniture-related design and/or specifications, offer specialized consulting services, or participate in green-building and sustainable design projects. Program graduates should be able to:

- Apply interior design principles and practices
- Recognize the implications of globalization on design practices and demonstrate an understanding of how social, political and physical influences shape the design of built environments
- Utilize the principles of lighting, acoustics, thermal comfort and indoor air quality to enhance the health, safety, welfare, and performance of building occupants
- Select and specify furniture, fixtures, equipment and finish materials on the basis of their properties and performance criteria, including environmental attributes, maintenance, installation, and life cycle cost
- Apply ethical and accepted standards of practice for project management, project communication, and project delivery
- Demonstrate leadership by engaging in multi-disciplinary teams representing a variety of points of view and perspectives, collaborations, consensus building, and team-oriented activities
- Demonstrate understanding of laws, codes, standards, and guidelines that impact the design of interior spaces and protect the health, welfare and safety of the public, including fire and life safety, accessibility guidelines, and industry-specific regulations in the design of interior spaces
- Appraise the job market, create a search strategy and professional portfolio; leverage internship experience for career success; earn experience necessary to qualify for NCIDQ certification

Bachelor of Applied Arts Admissions

Students applying for admission to the bachelor of applied arts program must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission. Applications are accepted three times per year.

Eligibility

To qualify for admission to BC's BAA Interior Design program, eligible applicants must have:

- an interior design-related associate's degree OR have completed the equivalent of at least 90 credits in an interior design-related associate or bachelor degree program
- transcripts from an accredited college or university, and
- a cumulative grade point average of 2.0 or better.

Application Process

To be considered for the bachelor of applied arts program prospective students must submit the following:

- Completed Bellevue College online bachelor application form
- Nonrefundable application fee of \$125
- Official transcripts from a regionally accredited college
- Two letters of recommendation on an official recommendation form
- Digital portfolio containing examples of your work

For more information on the specific application requirements and instructions, please see the program website at http://bellevuecollege.edu/ArtsHum/interiordesign/baa_program.html, or visit the BC Student Service Center or the Interior Design department office in room L114 or by calling (425) 564-2624.

Tuition

The Bachelor of Applied Arts in Interior Design is a self-support program and therefore does not follow the upper division tuition schedule published in the catalog and schedule. These courses are not eligible for tuition waivers.

Basic Requirements for Graduation

A complete description of the required curriculum is shown on the following page. In addition to eligibility requirements, students must achieve the following:

- Complete a total of at least 191 applicable college-level quarter credits (including the 90 credits required for admission to the degree program)
- Maintain a minimum GPA of 2.0 in the general program and concentration requirements
- Earn a cumulative GPA of 2.0 for all coursework applied to the degree, including credits transferred from other colleges
- Complete at least 45 quarter credits for the degree in residence at BC, of which 30 credits must be upper division

Bachelor of Applied Arts Degree – Interior Design

Interior Design Requirements

Bachelor of Applied Arts

The Bachelor of Applied Arts in Interior Design is a selective-admission program that offers a CIDA (Council on Interior Design Accreditation) accredited curriculum. The BAA program challenges students to achieve excellence, and is designed to help graduates gain skills to compete for employment, practice as an interior designer, or pursue further academic studies.

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses/.

Proficiency Requirement

An interior design-related associate degree, or the equivalent, that includes the following: **90**

- Art History (5 Cr)
- English Composition (5 Cr)
- Quantitative and Symbolic Reasoning (5 Cr)
- Science (5 Cr)
- Social Science (5 Cr)

Course #	Course Title	Credits
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Core Courses

INDES 340	Interior Design Theory	3
INDES 350	History of Interiors & Furniture	5
INDES 351	Modern Interiors & Furniture	5
INDES 352	Design & Fabrication	3
INDES 390	Interior Building Systems	5
INDES 391	Lighting for Interiors	5
INDES 440	Design Research	2
INDES 471	Capstone Design Studio I	5
INDES 472	Capstone Design Studio II	5
INDES 480	Professional Practices & Principles	5
INDES 485	Practicum in Interior Design (150 hours)	3

Choose 15 credits from the following (these courses may be repeated up to 15 credits): **15**

INDES 370	Design Studio Residential (5 Cr)
INDES 371	Design Studio Commercial (5 Cr)
INDES 372	Design Studio Experimental (5 Cr)

Note: Students must earn a C or better in Interior Design core courses listed above.

Course #	Course Title	Credits
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Elective Requirements

Any combination of courses from the following disciplines **15***

- INDES studio or special topics
- ART studio; DRMA 210, 212, 215
- Animation & Graphics
- Web Multimedia Authoring
- Media

**The exact number of elective credits to achieve 191 credit hours required for graduation will be determined during the admission process based on the student's prior academic record. Students completing Bellevue College's 97-credit AA in Interior Studies will need 8 credits to satisfy the elective requirement.*

General Education Requirements

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

If you have taken ART 203 or an equivalent modern art history course as part of an associate's or other transfer degree, you must substitute another art history course. For instance: ART 201, 202, or 205.

Choose 5 credits from the following: **5**

ENGL 201	The Research Paper (5 Cr)
ENGL& 235	Technical Writing (5 Cr)
ENGL 271	Expository Writing I (5 Cr)
ENGL 272	Expository Writing II (5 Cr)

Laboratory Science

Choose 5 credits from the AAS-DTA lab science course list **5**

Recommended: ENV 207 or ENV 250

Humanities Distribution:

CMST 350 **Professional Communication for the Designer** **5**

Social Science Distribution:

Choose 5 credits from the AAS-DTA Social Science distribution course list. .. **5**

Recommended: ANTH& 206, BUS& 101, CMST& 230, ECON& 201, INTST 150, PSYC 203 or SOC 210

GRAND TOTAL **191**

Program contact information: bellevuecollege.edu/artshum/interiordesign/

Use Degree Audit to track your progress toward completion of this degree at bellevuecollege.edu/degreeaudit/

Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

Bachelor of Applied Science Degree – Healthcare Information Technology

The Bachelor of Applied Science (BAS) in Healthcare Technology and Management with a concentration in Healthcare Information Technology (Health IT) is a career-oriented bachelor degree program designed to prepare individuals to successfully compete for jobs that require knowledge of the healthcare system, information technology knowledge and skills, and supervisory or management skills.

The degree program is designed for individuals with IT and/or healthcare preparation and experience. The first 90 credits of the degree are fulfilled by entrance prerequisites. The second half of the degree program offers a professionally relevant curriculum that helps students achieve their goals.

Learning Outcomes

Graduates will be able to:

- Apply knowledge of current and emerging data standards and principles of interoperability
- Apply project management processes and tools in the context of complex IT projects and teams, and in the midst of changing and conflicting demands
- Comply with all healthcare laws and regulations relating to information security, privacy and protected health information, and meet institutional accreditation and certification requirements
- Contribute to systems integration and perform information technology systems customization to meet the needs of the healthcare organization
- Contribute to process improvement through the redesign of healthcare workflow and information management practices to better leverage the capabilities of new information technology systems
- Gather, identify and document requirements for technology solutions, working closely with clinical and non-clinical stakeholders and considering privacy, regulatory, efficiency and security issues
- Manage, analyze and present healthcare data for effective decision-making in support of a wide array of healthcare practices such as meaningful use initiatives, patient safety studies, and revenue cycle management
- Serve as liaison between technical and clinical functions to support users, including training and documenting the use of new technologies

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. For application deadlines, see www.bellevuecollege.edu/health/hctm/

Eligibility

Individuals must have an associate's degree in an information technology related – or healthcare related – field, or equivalent credits, to be eligible for the BAS degree.

In addition, applicants must have completed the following courses or their equivalents with a grade of 2.0 or higher from a regionally accredited college.

- English Composition I
- Technical or Research Writing
- College-Level Math: Statistics
- Natural Science: two courses must include at least one lab course and at least one life sciences course
- Communication (may fulfill humanities or social science requirement: check with an advisor)
- Humanities
- Social Science

Application Process

To be considered for the Bachelor of Applied Science in Healthcare Technology and Management with a concentration in Health IT, prospective students must submit the following:

- Completed bachelor of applied science application form
- Nonrefundable application fee of \$125
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associate's degree or equivalent credits, and the prerequisite courses, with a GPA of 2.0 or higher

Tuition

The Bachelor of Applied Science in Healthcare Technology and Management with a concentration in Health IT is a self-support program and therefore does not necessarily follow the upper division tuition schedule published in the college catalog and quarterly schedule. Tuition includes applicable college and course fees, plus current per credit rates published online at www.bellevuecollege.edu/enrollment/tuition/. These courses are not eligible for tuition waivers.

Basic Requirements for Graduation

A complete description of the required curriculum is shown on the following page. In addition to eligibility requirements, students must also achieve the following:

- Completion of 93-95 quarter credits in the general program and concentration requirements, with a grade of "C", or better
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and the courses applied to the degree, including credits transferred from other colleges
- At least 45 quarter credits for the degree must be completed in residence at BC, of which 30 credits must be upper division

Healthcare Technology and Management – Healthcare Information Technology

Healthcare Information Technology Concentration Requirements

Bachelor of Applied Science

Courses may be subject to minimum grade requirements and prerequisites. Check online at bellevuecollege.edu/catalog/courses/.

NOTE: Students must have basic computer skills including basic PC file management, Internet navigation, and use of office products (including word processing, spreadsheet, and presentation software tools)

Please contact the Healthcare Technology and Management office for additional information (425-564-3188) or go to <http://bellevuecollege.edu/health/hctm/> for the current official program and curriculum details.

Prerequisite Requirements

- Associate degree, or equivalent credits, in IT-related or healthcare-related field.....55
- Science: Must include one lab course and at least one life sciences course10
- English Composition I 5
- College Level Math: Statistics5
- Technical Writing/Research Writing5
- Social Science5
- Humanities (either Humanities or Social Science course must be a communication course)5

Course #	Course Title	Credits
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Core Courses – All Students

BUS 370	Intermediate Project Management	5
ECON 315	Economics of Healthcare	5
HCTM 310	Introduction to Health IT Environment	5
HCTM 320	Health IT Data Standards.....	5
HCTM 410	HIT Systems Analysis and Process Optimization	5
HCTM 420	HIT Systems Integration and Interoperability	5
HCTM 430	HIT Systems Implementation	5
HCTM 440	HIT Systems Operation and Administration	5
HCTM 450	Healthcare Analytics and Quality	5
HCTM 460	Healthcare and IT Change Management	5
HCTM 475	Field Studies.....	5
HCTM 485	Capstone	5
PHIL 365	Biomedical Ethics: Theory & Practice	5
RAIM 320	Finance and Accounting for Healthcare Managers.....	5
RAIM 325	Organizational Theory and Behavior in Healthcare ...	5

Choose 5 credits from the following5

HCTM 380 Healthcare Code Sets and Clinical Terminologies (5 Cr)

HCTM 495/496/497 HIT Special Topics (5 Cr)

Core Program Total **80**

Course #	Course Title	Credits
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Pathway for Students with Healthcare Backgrounds

IT 103	Networking Basics	5
BTS 168	Business Data Management Tools	5
BUSIT 103	SQL Fundamentals	5

Pathway Total **15**

Pathway for Students with IT Backgrounds

(IT grads must have 5 credits each in networking, programming and database, equivalent to above courses)

HPRO 120	Medical Terminology.....	3
HCTM 301	US Healthcare Policies and Delivery Systems	5
HCTM 302	Healthcare Safety, Quality and Legal Environment	5

Pathway Total **13**

Total Healthcare IT BAS credits **93-5**

GRAND TOTAL **183-5**

Bachelor of Applied Science Degree – Healthcare Management

The Bachelor of Applied Science (BAS) in Healthcare Technology and Management with a concentration in Healthcare Management is a career-oriented bachelor's degree program developed specifically to meet the career advancement needs of individuals with business and/or healthcare preparation and experience. Students in the Healthcare Management concentration will be provided with an overview of the business and administrative functions of healthcare, along with an understanding of the essentials of leadership that will enable them to become effective administrators in the healthcare industry.

The first 90 credits of the degree are fulfilled by entrance prerequisites, which include an associate's degree in a business related—or healthcare related—field, or equivalent credits. The second half of the degree program offers professionally relevant curriculum built around the essentials of leadership and provides an overview of the business and administrative functions of healthcare.

Learning Outcomes

Graduates will be able to:

- Apply administrative and business skills to solve problems, evaluate outcomes, and assess quality and performance in healthcare settings
- Demonstrate an understanding of leadership, ethical and multicultural issues as they pertain to healthcare
- Apply effective communication and management practices in healthcare settings
- Apply economic and financial management principles to healthcare organizations
- Demonstrate an understanding of the impact of information technology systems and applications on healthcare organizations and workflow processes
- Demonstrate a thorough understanding of safety, quality and regulatory issues and processes in a wide range of healthcare settings
- Manage, analyze and present healthcare data for effective decision-making in support of a wide array of healthcare practices such as meaningful use initiatives, patient safety studies, and revenue cycle management
- Serve as liaison between technical and clinical functions to support users, including training and documenting the use of new technologies

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. For application deadlines, see www.bellevuecollege.edu/health/hctm/.

Eligibility

Individuals must have an associate's degree in a business related—or healthcare related—field, or equivalent credits, to be eligible for the Healthcare Management concentration of the bachelor of applied science (BAS) degree.

In addition, applicants must have completed the following courses or their equivalents with a grade of 2.0 or higher from a regionally accredited institution:

- English Composition I
- Technical or Research Writing
- College-Level Math: Statistics
- Natural Science: two courses must include at least one lab course and at least one life sciences course
- Communication (may fulfill humanities or social science requirement; check with advisor)
- Humanities
- Social Science

Application Process

To be considered for the bachelor of applied science in Healthcare Technology and Management with a concentration in Healthcare Management, prospective students must submit the following:

- Completed bachelor of applied science application form
- Nonrefundable application fee of \$125
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associate's degree or equivalent credits, and the prerequisite courses, with a GPA of 2.0 or higher

Tuition

The Bachelor of Applied Science in Healthcare Technology and Management with a concentration in Healthcare Management is a self-support program and therefore does not necessarily follow the upper division tuition schedule published in the college catalog and quarterly schedule. Tuition includes applicable college and course fees, plus current per credit rates published online at www.bellevuecollege.edu/enrollment/tuition/. These courses are not eligible for tuition waivers.

Basic Requirements for Graduation

A complete description of the required curriculum is shown on the following page. In addition to eligibility requirements, students must also achieve the following:

- Completion of 90 quarter credits in the general program and concentration requirements, with a grade of "C", or better
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and the courses applied to the degree, including credits transferred from other colleges
- A least 45 quarter credits for the degree must be completed in residence at BC, of which 30 credits must be upper division

Healthcare Technology and Management – Healthcare Management

Healthcare Management Concentration Requirements

Bachelor of Applied Science

Courses may be subject to minimum grade requirements and prerequisites. Check online at bellevuecollege.edu/catalog/courses/.

NOTE: Students must have basic computer skills including basic PC file management, Internet navigation, and use of office products (including word processing, spreadsheet, and presentation software tools).

Prerequisite Requirements

- Associate degree, or equivalent credits, in a business-related or healthcare-related field55
- Science: Must include one lab course and at least one life sciences course.....10
- English Composition I..... 5
- College Level Math: Statistics5
- Technical Writing/Research Writing.....5
- Social Science.....5
- Humanities (either Humanities or Social Science course must be a communication course)5

Course #	Course Title	Credits
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Core Courses – All Students

BUS 370	Intermediate Project Management	5
CMST 330	Intercultural Communication for the Professional.....	5
ECON 315	Economics of Healthcare	5
HCTM 301	US Healthcare Policies and Delivery Systems	5
HCTM 310	Introduction to Health IT Environment.....	5
HCTM 380	Healthcare Code Sets and Clinical Terminologies.....	5
RAIM 320	Finance and Accounting for Healthcare Managers.....	5
RAIM 325	Organizational Theory and Behavior in Healthcare ...	5
RAIM 340	Human Resources Management in Health Professions..	5
RAIM 350	Legal and Regulatory Aspects of Healthcare	5
RAIM 401	Marketing in Healthcare Environment	5
RAIM 410	Institutional Quality Management and Accreditation...	5
RAIM 440	New Business Planning in Healthcare	5
RAIM 460	Management and Leadership in Healthcare.....	5
RAIM 475	Capstone Project.....	5
PHIL 365	Biomedical Ethics: Theory & Practice	5

Choose 5-7 credits from the following5

HCTM 410	Systems Analysis and Process Optimization (5 Cr)
HCTM 494/495/496/497	Healthcare Information Technology Special Topics (5 Cr)
RAIM 399	Radiation and Imaging Sciences Independent Study (1-5 Cr)
RAIT 490	Information and Imaging Management (3 Cr)

Core Program Total **85-87**

Course #	Course Title	Credits
Pathway for Students with Healthcare Backgrounds		
BUS& 101	Introduction to Business	5
Pathway Total		5
Pathway for Students with Business Backgrounds		
HPRO 120	Medical Terminology.....	3
Pathway Total		3
Total Healthcare Management BAS credits		90
GRAND TOTAL		180

Bachelor of Applied Science Degree – Information Systems and Technology

The BAS in Information Systems and Technology (IST) will provide students with a broad base of theoretical and technical knowledge, as well as specialized knowledge in one of four concentration areas: application development, business intelligence, systems administration and information security.

The program offers four concentrations:

- **Application Development** – for graduates seeking training as application developers, web developers, mobile application developers, systems analysts and QA associates/analysts.
- **Business Intelligence** – for graduates seeking training as database developers, business intelligence developers, data analysts/report writers, and electronic data interchange (EDI) specialists.
- **Information Security** – for graduates seeking training as information systems security analysts, data security administrators, and information security officers.
- **Systems Administration** – for graduates seeking training as systems administrators, networking associates, information technology specialists, and network administrators.

Degree learning outcomes

Graduates will be able to:

- Apply core competencies learned in the graduate's chosen concentration to function as a successful professional in the field of Information Systems and Technology
- Apply a broad understanding of information systems and technology, creative problem-solving techniques and systems thinking to developing organizational solutions
- Work effectively in multi-disciplinary teams to apply information technology in support of organizational goals
- Identify and analyze user needs and take them into account in the selection, creation, evaluation, implementation and administration of information technology systems
- Work efficiently and effectively applying sound project management techniques and professional communication skills
- Analyze the local and global impact of information technology on individuals, organizations, and society
- Apply best practices and standards, conform to legal and regulatory standards, and apply appropriate ethical considerations including respect for privacy and intellectual property
- Engage in continuing professional development through lifelong learning
- Analyze and apply sustainable business practices
- Demonstrate the breadth and depth of the educational preparation through the completion of a capstone project

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.

Eligibility

- Individuals must have a technical associate's degree in an information technology related field from a regionally accredited institution
- In addition, applicants must have completed college courses with a grade of 2.0 or higher, with a minimum grade of 2.5 in all courses required for associate's degree in IT
- At least 20 credits of general education requirements must have been completed as part of the associate's degree

Application Process

To be considered for the bachelor of applied science in Information Systems and Technology, prospective students must submit the following:

- Completed bachelor of applied science application (on line)
- Nonrefundable application fee of \$125
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associate's degree or equivalent credits, and the prerequisite courses, with a GPA of 2.0 or higher

Tuition

The Bachelor of Applied Science in Information Systems and Technology is a self-support program and therefore does not necessarily follow the upper division tuition schedule published in the college catalog and quarterly schedule. Tuition includes applicable college and course fees, plus current per credit rates published online at www.bellevuecollege.edu/enrollment/tuition/. These courses are not eligible for tuition waivers.

Basic Requirements for Graduation

Completion of all required courses as shown in the worksheet for each corresponding concentration. In addition to eligibility requirements, students must also achieve the following:

- Complete 90 quarter credits in the general program and concentration requirements, with a grade of "C" or better
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and the courses applied to the degree, including credits transferred from other colleges
- At least 45 quarter credits for the degree must be completed in residence at BC, of which 30 credits must be upper division.
- Courses may be subject to minimum grade requirements and prerequisites. Check online at bellevuecollege.edu/catalog/courses/

Bachelor of Applied Science Degree – Information Systems and Technology

Information Systems and Technology Concentration Requirements

Bachelor of Applied Science

Courses may be subject to minimum grade requirements and prerequisites. Check online at bellevuecollege.edu/catalog/courses/.

At the time of printing, final adjustments are being made to the new IST curriculum printed below. Please contact the BAS in IST office for additional information (425-564-3189) or go to <http://bellevuecollege.edu/ibit/ist/> for the current official program and curriculum details. Also note that a few of the course descriptions at the back of this catalog will be altered; website details will be accurate at the time of registration.

Prerequisite Requirements – All Students

- Associate degree in IT-related field90

Must include at least 20 credits of general education courses from the following list of General Education requirements:

- English Composition (5 Cr)
- Communication (5 Cr)
- College level math (5 Cr)
- Science, social science or humanities course from AAS-DTA transfer list (5 Cr)

Course #	Course Title	Credits
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Core Program Requirements – All Students

BUS 370	Intermediate Project Management	5
BUS 3XX	Business in Information Technology	5
CMST 330	Intercultural Communication for the Professional.....	5
ISIT 105	Problem Solving for the IT Professional	5
ISIT 490	Practicum I	5
ISIT 491	Practicum II	5
PHIL& 115	Critical Thinking	5
PHIL 3XX	Ethical Issues in Information Technology	5
SOC 275	Technology in Everyday Life.....	5
Any college life science course		5

Core Total **50**

APPLICATION DEVELOPMENT CONCENTRATION REQUIREMENTS

The Application Development concentration includes fundamentals of programming, object oriented programming, design patterns and practices, database applications, web technologies, and application environments, including mobile devices and the cloud. Graduates who choose this concentration will be prepared for jobs as application developers, web developers, mobile applications developers, systems analysts and QA associates/analysts.

Concentration Specific Courses

BUS& 101	Introduction to Business	5
ISIT 320	Developing Mobile Applications.....	5
ISIT 322	Advanced Web Development.....	5
ISIT 324	Principles of Software Testing.....	5
ISIT 328	Information Security Essentials.....	5
ISIT 420	Advanced Data Access Techniques.....	5
ISIT 422	Application Architecture	5
IT 101	Introduction to Information Technology	5

Concentration Total **40**

BUSINESS INTELLIGENCE CONCENTRATION REQUIREMENTS

The Business Intelligence concentration prepares graduates for roles in data management and data analysis. The concentration includes relational database design and implementation, data interchange technologies, design and implementation of data warehousing, and skills in predictive analytics, reporting and performance management. Graduates who choose this concentration will be prepared for jobs as database developers, business intelligence developers, data analysts/report writers, and electronic data interchange (EDI) specialists.

Course #	Course Title	Credits
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Concentration Specific Courses

BUS& 101	Introduction to Business	5
ISIT 328	Information Security Essentials	5
ISIT 330	Business Intelligence Applications.....	5
ISIT 332	Date Warehousing	5
ISIT 334	Data Visualization.....	5
IT 101	Introduction to Information Technology.....	5

Choose 10 credits from the following **10**

ISIT 335	Dimensional Modeling (5 Cr)
ISIT 337	Predictive Analytics (5 Cr)
ISIT 338	Data Analysis Techniques (5 Cr)
ISIT 432	Data Repositories for Analytics (5 Cr)
ISIT 433	Web Analytics (5 Cr)
ISIT 436	Performance Management (5 Cr)

Concentration Total **40**

SYSTEMS ADMINISTRATION CONCENTRATION REQUIREMENTS

The Systems Administration concentration will prepare graduates to support, maintain and interoperate server operating systems and directory services. In addition to learning how to install, configure and support LAN and WAN configurations, students will become proficient in cloud, virtualization and enterprise storage solutions. Graduates who choose this concentration will be prepared for jobs such as systems administrator, networking associate, information technology specialist, network administrator, and more.

Concentration Specific Courses

BUSIT 103	SQL Fundamentals	5
ISIT 305	Network Security and Firewalls	5
ISIT 342	VoIP and Wireless	5
ISIT 344	Virtualization and Storage	5
ISIT 440	Administering a Linux Server	5
ISIT 442	Managing Messaging Services	5
ISIT 444	Automation/Configuration and Management	5
PROG 160	Systems Analysis & Design	5

Concentration Total **40**

INFORMATION SECURITY CONCENTRATION REQUIREMENTS

The Information Security concentration will prepare graduates to monitor and maintain system security solutions, including legal, regulatory, and internal compliance solutions. Graduates will be able to translate security policies and procedures into technical architectures. Graduates who choose this concentration will be prepared for jobs such as information systems security analyst, data security administrator, information security officer, and more.

Concentration Specific Courses

BUSIT 103	SQL Fundamentals	5
ISIT 305	Network Security and Firewalls	5
ISIT 342	VoIP and Wireless	5
ISIT 350	Digital Information Analysis and Recovery	5
ISIT 450	Network Vulnerabilities and Countermeasures	5
ISIT 452	Network Detection and Prevention Systems	5
ISIT 454	Operating System Hardening.....	5
PROG 160	Systems Analysis and Design.....	5

Concentration Total **40**

GRAND TOTAL **180**

Bachelor of Applied Science Degree – Radiation and Imaging Sciences

The Bachelor of Applied Science in Radiation and Imaging Sciences (BAS) is a career-oriented bachelor degree program designed to prepare radiation and imaging professionals to successfully compete for jobs that require highly developed technical skills, advanced certifications or supervisory and management skills.

The degree completion program is designed for certified professionals in radiologic technology, diagnostic ultrasound, radiation therapy, or nuclear medicine. The first 90 credits of the degree are fulfilled by entrance prerequisites. The second half of the degree offers a professionally relevant curriculum that helps students achieve their career goals.

The program offers five concentrations:

- Nuclear Medicine
- Radiation and Imaging Management (RAIM)
- Radiation and Imaging Technology (RAIT)
- Radiation and Imaging Radiologist Assistant (RADA)
- Radiation and Imaging Medical Dosimetry (DOSM)

The program also has five certificates:

- CT Imaging Certificate of Accomplishment
- Magnetic Resonance Imaging Certificate of Accomplishment
- Positron Emission Tomography Certificate of Accomplishment
- Vascular Interventional Program Certificate of Accomplishment
- Breast Ultrasound Certificate of Completion

These certificates formally prepare individuals who hold a primary pathway registration with the ARRT (or in some cases, NMTCB or ARDMS) in an appropriate discipline to work in an advanced imaging lab and to potentially sit for advanced post-primary certification in one of the listed imaging specialties.

Degree Learning Outcomes

Graduates will be able to:

- Apply core competencies learned in the graduate's chosen concentration to function as a successful professional in the field of radiation and imaging sciences
- Demonstrate the breadth and depth of the educational preparation through the completion of a capstone project
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to the graduate's professional field
- Have the necessary preparation to pass national certification examinations in their chosen required or elective courses
- Demonstrate a commitment to continued competency through lifelong learning

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. Applications are accepted on a quarterly basis, depending on space availability.

Eligibility

1. National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography. For the medical dosimetry concentration, certification must be in radiation therapy. For the radiologist assistant concentration, certification must be in radiologic technology.
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:
 - Intermediate algebra (or assessment into a higher level course)
 - 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
3. The radiologist assistant program requires two years of practice as a certified (ARRT) radiographer.

Application Process

To be considered for the bachelor of applied science program prospective students must 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 from someone who personally knows your work, such as your current or past manager, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS program. For Medical Dosimetry at least one letter must be from an oncologist, medical physicist, dosimetrist, chief therapist, or program director of a radiation therapy program. For Radiologist Assistant at least one letter must be from a radiologist
- Personal statement of no more than 500 words discussing your understanding of the role in your chosen field and how that fits in with your personal or professional goals. You may also discuss your work experience; your advanced certifications; specific or unique attributes that you will bring to the program; challenges or hardships you have overcome in pursuing your educational or work goals; or other special considerations that would make you a good candidate for the program

Applications and instructions are available on the website at www.bellevuecollege.edu/health/imaging/.

Basic Requirements for Graduation

A complete description of the required curriculum for each concentration follows. In addition to eligibility requirements, students must achieve the following:

- Completion of 90 quarter credits in the general program and concentration requirements, with a grade of "C", or better
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and the courses applied to the degree, including credits transferred from other colleges
- At least 45 quarter credits for the degree must be completed in residence at BC, of which 30 credits must be upper division

Radiation and Imaging Sciences – Management

Management Concentration Requirements

Bachelor of Applied Science

The Bachelor of Applied Science in Radiation and Imaging Sciences (BAS) is a career-oriented bachelor degree program designed to prepare radiation and imaging professionals to successfully compete for jobs that require highly developed technical skills, advanced certifications or supervisory and management skills.

Degree recipients should possess the following skills and abilities:

- Apply core competencies learned in the graduate's chosen concentration to function as a successful professional in the field of radiation and imaging sciences
- Complete a capstone project that demonstrates the breadth and depth of the educational preparation
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to the graduate's professional field
- Pass national certification examinations in their chosen required or elective courses
- Demonstrate a commitment to continued competency through life-long learning

Course #	Course Title	Credits
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Proficiency Requirement

Math 099	Intermediate Algebra	N/A
Proficient use of Microsoft Word, Excel, and PowerPoint		

Prerequisite Requirements

- National Certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine N/A
- An associate degree in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine 65

Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional	5
ECON 315	Economics of Healthcare	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIM 320	Finance and Accounting for Healthcare	5
RAIM 325	Organizational Theory and Behavior	5
RAIM 340	Human Resources Management in Healthcare	5
RAIM 350	Legal and Regulatory Aspects of Healthcare	5
RAIM 401	Marketing in the Healthcare Environment	5
RAIM 411	Institutional Quality Management and Accreditation	5
RAIM 440	New Business Planning for Healthcare	5
RAIM 460	Management and Leadership	5
RAIM 475	Capstone Project	5
RAIT 490	Information & Image Management	3

Course #	Course Title	Credits
Choose 5 credits from the following: 5		
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
Choose at least 7 credits from the following: 7		
BUS 370	Intermediate Project Management (5 Cr)	
RAIT 301	Sectional Anatomy (3 Cr)	
RAIT 302	Body Pathophysiology (3 Cr)	
RAIT 303	Neuropathophysiology (3 Cr)	
RAIT 310	CT Instrumentation & Procedures (3 Cr)	
RAIT 311	Clinical Practicum – CT (12 Cr)	
RAIT 312/BIO 312	Biology of Cancer (5 Cr)	
RAIT 315	MRI Instrumentation & Procedures (3 Cr)	
RAIT 316	Clinical Practicum – MRI (12 Cr)	
RAIT 320	Interventional Procedures (3 Cr)	
RAIT 321	Vascular Interventional Clinical (12 Cr)	
RAIT 325	Mammography (4 Cr)	
RAIT 326	Ultrasound Physics for Mammographers (3 Cr)	
RAIT 327	Breast Ultrasound for Mammographers (3 Cr)	
RAIT 328	Ultrasound Equipment for Mammographers (2 Cr)	
RAIT 329	Clinical Practicum - Mammography (4 Cr)	
RAIT 330	Breast Ultrasound for Sonographers (3 Cr)	
RAIT 331	Clinical Practicum in Breast Ultrasound (12 Cr)	
RAIT 340	Fetal Echocardiography for Sonographers (3 Cr)	
RAIT 341	Clinical Practicum for Fetal Echocardiography (12 Cr)	
RAIT 344	Sonographer Vascular Technology (3 Cr)	
RAIT 345	Clinical Practicum – Vascular Sonography (12 Cr)	
RAIT 350	Nuclear Cardiology (5 Cr)	
RAIT 359	Basics of Positron Emission Tomography (3 Cr)	
RAIT 360	Advanced Positron Emission Tomography (3 Cr)	
RAIT 361	Clinical Practicum – Positron Emission Tomography (12 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced CT Procedures (3 Cr)	
RAIT 415	Advanced MRI Procedures (3 Cr)	
GRAND TOTAL		180

The following certificate(s) are nested in this degree:

- Medical Dosimetry - Certificate of Achievement
- Radiologist Assistant - Certificate of Achievement

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses/.

Radiation and Imaging Sciences – Medical Dosimetry

Medical Dosimetry Concentration Requirements

Bachelor of Applied Science

The BAS concentration in Medical Dosimetry is designed for radiation therapists who want to specialize in the planning of optimal radiation treatment techniques and dose calculations in collaboration with the medical physicist and radiation oncologist.

Degree recipients should possess the following skills and abilities:

- Demonstrate a clear understanding of medical dosimetry in its support of radiation oncology
- Design treatment plans for three-dimension conformal radiotherapy
- Design treatment plans for intensity modulated radiation therapy
- Design treatment plans for brachytherapy treatments
- Perform hand calculations to verify plan accuracy
- Effectively communicate with an interdisciplinary radiation oncology team
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to medical dosimetry

Course #	Course Title	Credits
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Proficiency Requirement

MATH 099	Intermediate Algebra	N/A
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Prerequisite Requirements

■ National Certification in radiation therapy	N/A	
■ An associate degree in radiation therapy.....	65	
Science	Human Anatomy and Physiology I.....	5
Science	Human Anatomy and Physiology II.....	5
English	English Composition I.....	5
MATH& 141	Precalculus I.....	5
RADON 127	Sectional Anatomy.....	2
Humanities	From AAS-DTA transfer list.....	5
Social Science	From AAS-DTA transfer list.....	5

General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional Practitioner.....	5
ECON 315	Economics of Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice.....	5
RAIM 460	Management and Leadership.....	5

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

ENGL 201	The Research Paper (5 Cr)
ENGL& 235	Technical Writing (5 Cr)

Medical Dosimetry Requirements

DOSM 301	Current Topics in Medical Dosimetry	3
DOSM 315	Physics for Medical Dosimetry I.....	5
DOSM 321	Radiation Treatment Planning I.....	5
DOSM 322	Radiation Treatment Planning II.....	5
DOSM 331	Dosimetry of Electron Beam Therapy.....	3
DOSM 401	Clinical Education I.....	8
DOSM 402	Clinical Education II.....	8
DOSM 403	Clinical Education III.....	8
DOSM 415	Physics for Medical Dosimetry II.....	5
DOSM 442	Brachytherapy for Medical Dosimetrists.....	4
DOSM 443	Quality Assurance for Medical Dosimetry.....	3
DOSM 475	Concept Integration Case Studies.....	3
RAIT 312 OR BIOL 312	Biology of Cancer	5

GRAND TOTAL **192**

Certificate of Achievement

Medical Dosimetry is designed for radiation therapists who want to specialize in the planning of optimal radiation treatment techniques and dose calculations in collaboration with the medical physicist and radiation oncologist. The certificate in Medical Dosimetry is for those who already possess a bachelor's degree. It provides the same technical preparation as the degree but does not require the student to take the general education courses required for the degree.

Certificate recipients should possess the following skills and abilities:

- Demonstrate a clear understanding of medical dosimetry in its support of radiation oncology
- Design treatment plans for three-dimension conformal radiotherapy
- Design treatment plans for intensity modulated radiation therapy
- Design treatment plans for brachytherapy treatments
- Perform hand calculations to verify plan accuracy
- Effectively communicate with an interdisciplinary radiation oncology team

Course #	Course Title	Credits
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Admission Prerequisite Requirements

■ National certification in radiation therapy	
MATH& 141	Precalculus I
RADON 127	Sectional Anatomy

Medical Dosimetry Requirements

DOSM 301	Current Topics in Medical Dosimetry	3
DOSM 315	Physics for Medical Dosimetry I.....	5
DOSM 321	Radiation Treatment Planning I.....	5
DOSM 322	Radiation Treatment Planning II.....	5
DOSM 331	Dosimetry of Electron Beam Therapy.....	3
DOSM 400	Treatment Planning System Lab	2
DOSM 401	Clinical Education I.....	8
DOSM 402	Clinical Education II.....	8
DOSM 403	Clinical Education III.....	8
DOSM 404	Clinical Education IV.....	8
DOSM 405	Clinical Education V.....	8
DOSM 406	Clinical Education VI.....	5
DOSM 442	Brachytherapy for Medical Dosimetrists.....	4
DOSM 443	Quality Assurance for Medical Dosimetry.....	3
DOSM 475	Concept Integration and Case Studies.....	3
RAIT 312 OR BIOL 312	Biology of Cancer	5

GRAND TOTAL **83**

Program contact information: <http://bellevuecollege.edu/health/imaging/>
 Use Degree Audit to track your progress toward completion of this degree at bellevuecollege.edu/degreeaudit/. Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

Radiation and Imaging Sciences – Nuclear Medicine

Nuclear Medicine Concentration Requirements

Bachelor of Applied Science

The BAS concentration in nuclear medicine is designed for individuals who have completed nuclear medicine technology educational programs and want to advance their knowledge and skills within this specialty. In conjunction with the combination of nuclear medicine imaging with other imaging modalities, the concentration includes learning and practice in computed tomography and magnetic resonance imaging.

Degree recipients should possess the following skills and abilities:

- Perform PET, CT and PET/CT examinations, analyze the results, and provide appropriate patient care relevant to each modality
- Demonstrate a level of knowledge in nuclear cardiology, positron emission tomography, computed tomography, and magnetic resonance imaging that is commensurate with certification exams in these fields
- Discuss concepts of and provide input into the management of radiology image/information processing systems, quality assurance programs, and departmental accreditation efforts
- Apply concepts of management, communications, and teamwork to the operation of a nuclear medicine department, and develop strategies to improve departmental function
- Analyze aspects of health care as currently practiced in the United States, from the standpoint of economic challenges, cultural differences, and ethical dilemmas
- Communicate with culturally dissimilar persons in a professional environment
- Given a variety of scenarios, integrate all aspects of nuclear medicine into holistic solutions or responses

Course #	Course Title	Credits
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Entry Requirements

MATH 099	Intermediate Algebra	
	■ Prior business experience or coursework	
	■ Skills in creating spreadsheets and using spreadsheet programs	

Prerequisite Requirements

	■ National Certification in Nuclear Medicine Technology OR.....	N/A
	■ An associate degree in Nuclear Medicine Technology	65
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

Course #	Course Title	Credits
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General Program and Concentration Requirements

CMST 330	Intercultural Communication for the Professional Practitioner	5
ECON 315	Economics of Healthcare	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5

Choose 5 credits from the following:

ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	

Concentration Requirements

RAIM 411	Institutional Quality Management & Accreditation	5
RAIM 460	Management & Leadership in Healthcare	5
RAIT 301	Sectional Anatomy	3
RAIT 310	Computed Tomography Instrumentation & Procedures	3
RAIT 311	Clinical Practicum in Computed Tomography	12
RAIT 315	Magnetic Resonance Instrumentation & Procedures	3
RAIT 350	Nuclear Cardiology	5
RAIT 360	Advanced Positron Emission Tomography	3
RAIT 361	Clinical Practicum Positron Emission Tomography	12
RAIT 455	Nuclear Medicine Concept Integration	2
RAIT 490	Information & Imaging Management	3

Electives

Choose 9 credits from the following:

RAIT 302	Body Pathophysiology (3 Cr)	
RAIT 303	Neuropathophysiology (3 Cr)	
RAIT 312	Biology of Cancer (5 Cr)	
RAIT 316	Clinical Practicum In Magnetic Resonance Imaging (12 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced Computed Tomography Procedures (3 Cr)	
RAIM 320	Finance & Accounting for Healthcare Managers (5 Cr)	
RAIM 325	Organizational Theory & Behavior in Healthcare (5 Cr)	
RAIM 340	Human Resources Management in Healthcare (5 Cr)	
RAIM 350	Legal & Regulatory Aspects of Healthcare (5 Cr)	
RAIM 401	Marketing in Healthcare Environment (5 Cr)	
RAIM 440	New Business Planning in Healthcare (5 Cr)	

Note: Prior upper-division college courses may be substituted for the electives on approval of the program director.

GRAND TOTAL		180
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Radiation and Imaging Sciences – Radiologist Assistant

Radiologist Assistant Concentration Requirements

Bachelor of Applied Science

The radiologist assistant is an advanced-practice role for a registered radiographer (ARRT certified) who wants to perform radiographic patient assessment and complex or invasive imaging procedures under the direction of a radiologist (M.D.). The BAS concentration in Radiologist Assistant prepares students academically and clinically to become registered radiologist assistants and deliver high quality patient care under the scope of practice identified by the ARRT and the State of Washington.

Degree recipients should possess the following skills and abilities:

- Demonstrate a clear understanding of the role of a radiologist assistant in its support of radiologists
- Function as a radiologist assistant in a hospital or imaging center
- Apply learned skills and abilities to pass a national certification exam
- Demonstrate a commitment to continued competency through life-long learning
- Demonstrate sensitivity to the physical, cultural, and emotional needs of patients through effective communication, competent patient assessment, continuous patient monitoring, and advanced patient care skills

Course #	Course Title	Credits
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Proficiency Requirement

MATH 099	Intermediate Algebra	N/A
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Prerequisite Requirements

■ National Certification in radiologic technology.....	N/A	
■ An associate degree in radiologic technology.....	65	
Science	Human Anatomy and Physiology I.....	5
Science	Human Anatomy and Physiology II.....	5
English	English Composition I.....	5
Humanities	From AAS-DTA transfer list.....	5
Social Science	From AAS-DTA transfer list.....	5

General Program and Concentration Requirements

CMST 330	Intercultural Communication for the Professional Practitioner	5
ENGL 201	The Research Paper	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 460	Management and Leadership	5
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3

Radiologist Assistant Requirements

RADA 306	Patient Care and Assessment I	3
RADA 308	Patient Care and Assessment II	3
RADA 311	Imaging Procedures I	4
RADA 312	Imaging Procedures II	4
RADA 313	Imaging Procedures III	3
RADA 314	Imaging Procedures IV	3
RADA 321	Radiologist Assistant Observation I	1
RADA 322	Radiologist Assistant Observation II	1
RADA 323	Radiologist Assistant Observation III	1
RADA 324	Radiologist Assistant Observation IV	1
RADA 330	Physics of Imaging	2
RADA 335	Radiation Biology and Safety	2
RADA 375	Pharmacology	3
RADA 411	Clinical Internship I	10
RADA 412	Clinical Internship II	10
RADA 413	Clinical Internship III	10
RADA 414	Clinical Internship IV	11
RADA 421	Case Study/Capstone I	2
RADA 422	Case Study/Capstone II	2
RADA 423	Case Study/Capstone III	2
RADA 424	Case Study/Capstone IV	2

GRAND TOTAL	204
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Advanced Cardiac Life Support (ACLS) certification is required to qualify for graduation.

Certificate of Achievement

The certificate in Radiologist Assistant is for those seeking advance certification as a radiologist assistant. This option is for people who already hold a bachelor's degree.

Certificate recipients should possess the following skills and abilities:

- Function as a radiologist assistant in a hospital or imaging center
- Have the required education to pass a national certification exam
- Demonstrate a commitment to continued competency through life-long learning
- Demonstrate sensitivity to the physical, cultural, and emotional needs of patients through effective communication, competent patient assessment, continuous patient monitoring, and advanced patient care skills

Course #	Course Title	Credits
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Admission Prerequisite Requirements

- Bachelor Degree
- National certification in radiologic technology

ENG&101	English Composition I
BIOL& 241	Human Anatomy and Physiology I
BIOL& 242	Human Anatomy and Physiology II
Humanities	From AAS-T transfer list
Social Science	From AAS-T transfer list

Radiologist Assistant Certificate Requirements

RADA 306	Patient Care and Assessment I	3
RADA 308	Patient Care and Assessment II	3
RADA 311	Imaging Procedures I	4
RADA 312	Imaging Procedures II	4
RADA 313	Imaging Procedures III	3
RADA 314	Imaging Procedures IV	3
RADA 321	Radiation Assistant Observation I	1
RADA 322	Radiation Assistant Observation II	1
RADA 323	Radiation Assistant Observation III	1
RADA 324	Radiation Assistant Observation IV	1
RADA 330	Physics of Imaging	2
RADA 335	Radiation Biology and Safety	2
RADA 375	Pharmacology	3
RADA 411	Clinical Internship I	10
RADA 412	Clinical Internship II	10
RADA 413	Clinical Internship III	10
RADA 414	Clinical Internship IV	11
RADA 421	Case Study/Capstone I	2
RADA 422	Case Study/Capstone II	2
RADA 423	Case Study/Capstone III	2
RADA 424	Case Study/Capstone IV	2
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3

GRAND TOTAL	89
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Program contact information: <http://bellevuecollege.edu/health/imaging/>
 Use Degree Audit to track your progress toward completion of this degree at bellevuecollege.edu/degreeaudit/. Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

Radiation and Imaging Sciences – Technology

Technology Concentration Requirements

Bachelor of Applied Science

The Bachelor of Applied Science in Radiation and Imaging Sciences (BAS) is a career-oriented bachelor degree program designed to prepare radiation and imaging professionals to successfully compete for jobs that require highly developed technical skills, advanced certifications or supervisory and management skills.

Degree recipients should possess the following skills and abilities:

- Apply core competencies learned in the graduate's chosen concentration to function as a successful professional in the field of radiation and imaging sciences
- Complete a capstone project that demonstrates the breadth and depth of the educational preparation
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to the graduate's professional field
- Pass national certification examinations in their chosen required or elective courses
- Demonstrate a commitment to continued competency through life-long learning

Course #	Course Title	Credits
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Proficiency Requirement

Math 099	Intermediate Algebra	N/A
Proficient use of Microsoft Word, Excel and PowerPoint		

Prerequisite Requirements

<ul style="list-style-type: none"> ■ National Certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine ■ An associate degree in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine 		
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional Practitioner	5
ECON 315	Economics of Healthcare	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIM 411	Institutional Quality Management & Accreditation	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

Course #	Course Title	Credits
Choose 5 credits from the following:		
ENGL 201	The Research Paper (5 Cr)	5
ENGL& 235	Technical Writing (5 Cr)	
Choose 28 credits from the following:		
RAIM 320	Finance and Accounting for Healthcare (5 Cr)	5
RAIM 325	Organizational Theory and Behavior (5 Cr)	
RAIM 340	Human Resources Mgmt in Healthcare (5 Cr)	
RAIM 350	Legal & Regulatory Aspects of Healthcare (5 Cr)	
RAIM 399	Radiation and Imaging Science Independent Study (1-5 Cr)	
RAIM 401	Marketing in the Healthcare Environment (5 Cr)	
RAIM 440	New Business Planning for Healthcare (5 Cr)	
RAIT 310	CT Instrumentation & Procedures (3 Cr)	
RAIT 311	Clinical Practicum – CT (12 Cr)	
RAIT 312/BIOL 312	Biology of Cancer (5 Cr)	
RAIT 315	MRI Instrumentation & Procedures (3 Cr)	
RAIT 316	Clinical Practicum – MRI (12 Cr)	
RAIT 320	Interventional Procedures (3 Cr)	
RAIT 321	Clinical Practicum – Interventional (12 Cr)	
RAIT 325	Mammography (4 Cr)	
RAIT 326	Ultrasound Physics for Mammographers (3 Cr)	
RAIT 327	Breast Ultrasound for Mammographers (3 Cr)	
RAIT 328	Ultrasound Equipment for Mammographers (2 Cr)	
RAIT 329	Clinical Practicum - Mammography (4 Cr)	
RAIT 330	Breast Ultrasound for Sonographers (3 Cr)	
RAIT 331	Clinical Practicum in Breast Ultrasound (12 Cr)	
RAIT 340	Fetal Echocardiography for Sonographers (3 Cr)	
RAIT 341	Clinical Practicum for Fetal Echocardiography (12 Cr)	
RAIT 344	Sonographer Vascular Technology (3 Cr)	
RAIT 345	Clinical Practicum for Vascular Sonography (12 Cr)	
RAIT 350	Nuclear Cardiology (5 Cr)	
RAIT 359	Basics of Positron Emission Tomography	
RAIT 360	Advanced Positron Emission Tomography (3 Cr)	
RAIT 361	Clinical Practicum – PET (12 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced CT Procedures (3 Cr)	
RAIT 415	Advanced MRI Procedures (3 Cr)	
GRAND TOTAL		180

The following certificate(s) are nested in this degree:

- Medical Dosimetry - Certificate of Achievement
- Radiologist Assistant - Certificate of Achievement

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses/.

Radiation and Imaging Sciences – Certificates

CT Imaging Certificate of Accomplishment

The certificate in CT Imaging formally prepares the Radiologic Technologist to work in a Computed Tomography Imaging lab and to sit for advanced certification in this imaging specialty.

Certificate recipients should possess the following skills and abilities:

- Have completed required clinical competencies as identified by the American Registry of Radiologic Technologists
- Identify pertinent anatomy on images in all of the various planes
- Relate pertinent pathology to appropriate scan protocols
- Evaluate CT images as related to the exam requested and the pertinent clinical information
- Manipulate CT instrumentation to produce the desired image results.
- Adjust CT image protocols as necessary
- Demonstrate communication skills that create a positive clinical environment for the patient
- Demonstrate proper application of safety standards in the clinical environment

Course #	Course Title	Credits
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 310	Computed Tomography Instrumentation & Procedures	3
RAIT 311	Clinical Practicum in Computed Tomography	12
RAIT 401	Advanced Sectional Anatomy	2
TOTAL		26

Magnetic Resonance Imaging Certificate of Accomplishment

The certificate in Magnetic Resonance Imaging (MRI) formally prepares the Radiologic Technologist to work in an MRI lab and to sit for advanced certification in this imaging specialty.

Certificate recipients should possess the following skills and abilities:

- Have completed required clinical competencies as identified by the American Registry of Radiologic Technologists
- Identify pertinent anatomy on images in all of the various planes
- Relate pertinent pathology to appropriate scan protocols
- Evaluate MR images as related to the exam requested and the pertinent clinical information
- Manipulate MR instrumentation to produce the desired image results
- Adjust MR image protocols as necessary
- Demonstrate communication skills that create a positive clinical environment for the patient
- Demonstrate proper application of safety standards in the clinical environment

Course #	Course Title	Credits
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 315	Magnetic Resonance Instrumentation & Procedures	3
RAIT 316	Clinical Practicum in Magnetic Resonance Imaging	12
RAIT 401	Advanced Sectional Anatomy	2
TOTAL		26

Positron Emission Tomography Certificate of Accomplishment

The Positron Emission Tomography certificate of accomplishment is designed for persons with certification as radiologic or radiation therapy technologists, who wish to take the certification exam in positron emission tomography. It may also be appropriate for some nuclear medicine technologists. The certificate includes 12 classroom credits and 12 credits of clinical practicum in PET.

Certificate recipients should possess the following skills and abilities:

- Discuss the composition, operation, and evaluation of a PET tomograph
- Describe the standardized uptake value, its uses in clinical PET, and factors affecting it
- Discuss mechanisms and issues related to the production of PET radionuclides and radiopharmaceuticals
- Outline important concepts of nuclear medicine physics and their application to radiation protection in PET
- Identify patient preparation and imaging protocols for oncologic, cardiac, and neurologic applications of PET, including the use of interventional pharmaceuticals
- Evaluate PET and PET/CT images with regard to clinical needs, image quality, and artifacts
- Discuss reimbursement issues related to PET
- Analyze case studies and emergency situations in the context of PET
- Discuss the benefits generated by combining PET tomographs with computed tomography or magnetic resonance imaging

#	Course Title	Credits
RAIT 301	Sectional Anatomy	3
RAIT 358	Principles of Nuclear Medicine Physics	3
RAIT 359	Basics of Positron Emission Tomography	3
RAIT 360	Advanced Positron Emission Tomography	3
RAIT 361	Clinical Practicum in Positron Emission Tomography	12
TOTAL		24

Vascular Interventional Program Certificate of Accomplishment

The certificate in Vascular Interventional Program formally prepares the Radiologic Technologist to work in a vascular interventional lab and to sit for advanced certification in this imaging specialty.

Certificate recipients should possess the following skills and abilities:

- Have completed required clinical competencies as identified by the American Registry of Radiologic Technologists
- Identify pertinent anatomy on images
- Relate pertinent pathology to appropriate procedure protocols
- Evaluate images as related to the exam requested and the pertinent clinical information
- Manipulate instrumentation to produce the desired image results
- Adjust image protocols as necessary
- Demonstrate communication skills that create a positive clinical environment for the patient
- Demonstrate proper application of safety standards in the clinical environment

Course #	Course Title	Credits
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 320	Intervention Procedures	3
RAIT 321	Vascular Interventional Clinical	12
TOTAL		24

Breast Ultrasound Certificate of Completion

The Breast Ultrasound certificate is a three-quarter certificate program 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.

Course	Course Name	Credit Hrs.
DUTEC 250	Ultrasound Physics for Mammographers	3
DUTEC 251	Breast Ultrasound for Mammographers	3
DUTEC 252	Ultrasound Equipment/Knobology for Mammographers	2
TOTAL		8

Bachelor of Science Degree – Nursing

The Bachelor of Science in Nursing Program (RN to BSN) is designed for students with an associate degree in nursing. The RN to BSN nursing program curriculum expands knowledge and skills in evidence based practice, community health, professional communication, leadership, and health information technology (HIT), as well as healthcare systems and policies. Learning experiences are focused on individuals, families, groups and communities. Students have the opportunity to complete additional courses or fieldwork in specialty areas such as global health, leadership, community health and health information systems.

Learning Outcomes

Degree recipients should possess the following skills and abilities:

- Evaluate and apply evidence-based research to clinical practice
- Appraise protective and predictive factors, including genetics, which influence the health of individuals, families, groups, communities and populations
- Develop and implement creative strategies to enable systems to change
- Negotiate and resolve conflicts to support professional, positive working relationships
- Utilize intra- and inter-professional resources to resolve ethical and other practice dilemmas
- Assess and fully utilize sophisticated healthcare information management systems to maximize patient outcomes

Bachelor of Science Admissions

Students who have earned an associate degree in nursing from any regionally accredited institution and who have a current Washington state RN license are eligible to apply to the program.

Eligibility

Applicants to the program must meet the following minimum requirements:

- Hold current unrestricted licensure as a registered nurse in Washington state
- Have an associate degree in nursing from a regionally accredited institution
- Have at least one year of clinical experience as a nurse (ADN clinical may be applied)
- Have earned thirty-five nursing credits (quarter system) from an associate degree nursing program at a regionally accredited institution
- Have completed thirty-five credits (quarter system) of general education requirements
- Have a cumulative GPA of at least 2.0 in all college coursework
- Have earned a minimum grade of 2.0 in each of the required courses

Application Process

To be considered for the RN to BSN program prospective students must submit the following:

- Completed Bellevue College bachelor application form
- Nonrefundable application fee of \$125
- Official transcripts from a regionally accredited college
- Three letters of recommendation on an official recommendation form

For more information on the specific application requirements and instructions, please contact the nursing program office (425) 564-5078), RNBSN@bellevuecollege.edu, or go to <http://bellevuecollege.edu/health/nursing/> for current official program and curriculum details.

Tuition

The Bachelor of Science in Nursing degree is a self-support program and therefore does not follow the upper division tuition schedule published in the catalog and schedule. These courses are not eligible for tuition waivers.

Basic Requirements for Graduation

A complete description of the required curriculum is shown on the following page. In addition to eligibility requirements, students must achieve the following:

- Complete a total of at least 180 applicable college-level quarter credits (including the 90 credits required for admission to the degree program)
- Maintain a minimum GPA of 2.0 in the general program and concentration requirements
- Earn a cumulative GPA of 2.0 for all coursework applied to the degree, including credits transferred from other colleges
- Complete at least 45 quarter credits for the degree in residence at BC, of which 30 credits must be upper division

RN-BSN Requirements

Bachelor of Science

At the time of printing, final adjustments are being made to the new RN to Bachelor of Science in Nursing (BSN) curriculum printed here. Please contact the nursing program office for additional information (425-564-5078), RNBSN@bellevuecollege.edu, or go to <http://bellevuecollege.edu/health/nursing/> for current official program and curriculum details. Website curriculum detail will be accurate at the time of registration.

Course #	Course Title	Credits
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Prerequisite Requirement

Associate degree in nursing from a regionally accredited institution90
(Must include at least 35 quarter credits in nursing.)

- Current unrestricted licensure as nurse in WA state. Students in final year of an associate-degree nursing program may be admitted, but must take and pass the NCLEX prior to clinical placement. Successful passing of NCLEX is equivalent to 45 college credits.
- Cumulative GPA of 2.0 in all college courses
- Minimum grade of 2.0 in all required courses for associate degree in nursing

Course #	Course Title	Credits
General Education and Core Courses		
ANTH& 235	Cross-Cultural Medicine	5
ECON 315	Economics of Healthcare	5
NURS 301	Transition to Baccalaureate Nursing Practice	3
NURS 310	Scholarship Inquiry: Connecting Research to Practice	5
NURS 350	Professional Communication	3
NURS 390	Nursing Management	3
NURS 401	Nursing Leadership	3
NURS 410	Community and Public Health Nursing	4
NURS 411	Community and Public Health Clinical	3
NURS 450	Health Information Technology	3
NURS 490	Senior Portfolio	1
Choice of practicum (global health, health IT, leadership, genomics)		3
PHIL 365	Biomedical Ethics	5
Approved humanities course, if not transferred in		5
GRAND TOTAL		180

Transfer Associate Degree Planning



Transfer Degrees Options

Complete degree requirements are on p. 34-45.

All transfer degree requirements conform to the transfer agreements established by the Intercollegiate Relations Commission. The transfer agreements ensure that a student who completes a transfer degree at a public community college in the State of Washington will have satisfied the lower division general education requirements at various baccalaureate institutions. Students who have earned a transfer degree will generally have junior level standing, but they must still meet the admission and pre-major requirements of the baccalaureate institution and major program.

The basic requirements for all transfer degrees are as follows:

1. Complete at least 90 applicable college level quarter credits.
2. Complete all degree requirements in the specified curriculum.
3. Maintain a minimum cumulative GPA of 2.00 in all coursework taken at BC.
4. Earn a cumulative GPA of 2.00 or better in the courses applied to the degree, including credits transferred from other colleges.
5. Transfer credits applied toward a degree must have a grade of "D" (1.0) or above (some degrees may have additional grade requirements).
6. Complete a minimum of 30 (or one-third) of all the credits applicable toward the degree in residence at BC.

Specific Degree Requirements

General Education

Bellevue 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 Bellevue College graduates will achieve competence in the general education outcome areas identified on page 26.

For more detail about BC's General Education requirements including Cultural Diversity, and the courses students can take to meet them, see <http://bellevuecollege.edu/programs/degrees/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 professional academic advisor or counselor 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 Student Rights and Responsibilities

Students who transfer from Bellevue College to colleges and universities have rights and responsibilities, as do the institutions to which they are transferring. For a list of those rights and responsibilities, go to: <http://www.hecb.wa.gov/research/issues/documents/transferstudentrightsandresponsibilities.pdf>.

Transfer Degree Offerings

Associate in Applied Science-T

The AAS-T combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington State bachelor of applied science (BAS) degree program. The AAS-T degree generally will not be accepted in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer.

Associate in Arts & Sciences-DTA*

Suitable for an array of intended majors, especially in the Humanities or Social Sciences. It allows for flexibility of choice by allotting thirty credits of electives that can be tailored to meet your aca-

demic needs, allowing the student to enter into the receiving institution with junior standing.

Associate in Business – DTA/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 – DTA/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 – DTA/MRP*

Designed for students 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 Engineering
- Civil, Mechanical and other Engineering

*DTA/MRP = Direct Transfer Agreement/Major Related Program

List of One Year Transfer Courses – "Washington 45"

In response to legislative action in 2010, the Washington State Board for Community and Technical Colleges identified a list of courses, the "Washington 45," that will transfer from community and technical colleges to other two-year and four-year institutions as general education credits. For additional information, go to: http://www.sbctc.ctc.edu/college/students/vcs/washington_45_final-may2012.docx. Please note that the "Washington 45" does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution. It also does not lead to any certificate conferral.

Degree Chart

INTENDED MAJOR OR SUBJECT AREA	DEGREE AVAILABLE:		
	AAS DTA	AB DTA	AS
Accounting	X	X	
Agriculture	X		
American Studies	X		
Anthropology	X		
Archaeology	X		
Architecture	X		
Art	X		
Astronomy	X		
Biology	X		Track I
Botany	X		Track I
Business Administration	X	X	
Chemistry	X		Track I
Communication Studies	X		
Computer Science	X		
Cultural & Ethnic Studies	X		
Dance	X		
Dental Hygiene	X		
Dentistry	X		
Drama	X		
Ecology	X		Track I
Economics	X		
Education	X		
Engineering	X		Track II
English	X		
Environmental Science	X		Track I
Fisheries / Wildlife	X		
Forestry	X		
Geography	X		
Geology	X		
History	X		
International Studies	X		
Journalism	X		
Law	X		

INTENDED MAJOR OR SUBJECT AREA	DEGREE AVAILABLE:		
	AAS DTA	AB DTA	AS
Librarianship	X		
Mathematics	X		
Medical Technology	X		
Medicine	X		
Meteorology	X		Track II
Microbiology	X		Track I
Music	X		
Nursing	X		
Occupational Therapy	X		
Oceanography / Marine Biology	X		Track I
Pharmacy	X		
Philosophy	X		
Physical/Health Education	X		
Physical Therapy	X		
Physics	X		Track II
Political Science	X		
Psychology	X		
Recreation Leadership	X		
Social Work / Welfare	X		
Society & Justice	X		
Sociology	X		
Speech	X		
Veterinary Medicine	X		
World Languages	X		

These are sample majors. Contact the Advising Office for more options.

Degree Abbreviations

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

AB DTA = Associate in Business –
Direct Transfer degree

AS = Associate in Science/Track I & II

Associate in Arts & Sciences Degree (DTA)*

90 Applicable College Level Quarter credits: Minimum
Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL]. Consult course catalog or meet with an advisor.
- "P" grade not allowed in Written Communication, Quantitative/Symbolic Reasoning, Humanities, Social Sciences, and Natural Sciences. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 10 credits

Complete **both** groups

Group A: English 101

Group B: Choose **one** from English 201, 235, 271 or 272

Intermediate Algebra Proficiency

This requirement may be changed for 2013-2014. At the time of printing, we are still waiting for the State's final decision. Please visit <http://bellevuecollege.edu/programs/degrees/transfer/aa/> for the latest updates.

It may be satisfied by one of the following options:

- Three years of high school mathematics [must include algebra, geometry, and advanced (second year) algebra].
- Completion of an intermediate algebra course (**Mathematics 099**) with a grade of C or above.
- Completion of a mathematics course for which intermediate algebra is a prerequisite: **Mathematics 107** with a grade of C or above, or one of the following courses: **Mathematics 130†**, **131†**, **132†**, **138**, **141**, **142**, **148**, **151**, **152**, **153**, **208**, **238**, **240**, **254**, **255**. **Mathematics 107-255** satisfy both the Intermediate Algebra Proficiency and the Quantitative/Symbolic Reasoning requirement listed below.

†If selecting **Mathematics 130**, **131** or **132**, see an academic advisor in the Advising Center.

Quantitative/Symbolic Reasoning: 5 credits

This requirement may be changed for 2013-2014. At the time of printing, we are still waiting for the State's final decision. Please visit <http://bellevuecollege.edu/programs/degrees/transfer/aa/> for the latest updates.

Choose **one** from the following:

Mathematics 107, **130**, **131**, **132**, **138**, **141**, **142**, **148**, **151**, **152**, **153**, **208**, **238**, **240**, **254**, **255**;
Philosophy 120

Humanities: 15 credits

Choose **three** different subjects from the following: Maximum 5 credits can be a performance/skills course (indicated by *)

Anthropology 208

Art 101, **103**, **105**, **110***, **111***, **112***, **120***, **121***, **150***, **151***, **153***, **154***, **201**, **202**, **203**, **205**, **206**, **221***, **222***, **225**, **230***, **235***, **240***, **242***, **245***, **247***, **253***, **254***, **256***, **260***, **261***, **280***

Communication Studies 101, **105**, **106**, **107**, **115**, **119**, **120**, **121**, **131**, **132**, **133**, **134**, **136**, **138**, **141**, **143**, **144**, **145**, **146**, **151**, **161**, **163**, **201**, **202**, **210**, **216**, **220**, **240**, **241**, **250**, **260**, **261**, **280**, **285**

Cultural and Ethnic Studies 100, **101**, **102**, **103**, **104**, **115**, **120**, **121**, **130**, **140**, **152**, **160**, **180**, **200**, **210**, **255**, **257**, **260**, **285**, **286**, **287**, **288**

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

Drama 101, **106**, **141**, **151***, **153***, **154***, **155***, **159***, **161***, **200**, **210**, **212**, **215**, **224**, **241**, **251***, **252***, **253***, **254***, **256***, **270**, **280***, **281***, **284***, **285***

English 111, **112**, **113**, **114**, **115**, **131**, **210**, **215**, **219**, **220**, **221**, **223**, **224**, **225**, **226**, **228**, **229**, **237**, **238**, **239**, **241**, **244**, **245**, **246**, **247**, **248**, **249**, **253**, **254**, **255**, **260**, **261**, **263**, **264**, **265**, **266**, **276**, **279**

History 101, **102**, **103**, **110**, **115**, **120**, **146**, **147**, **148**, **207**, **209**, **210**, **211**, **212**, **214**, **223**, **230**, **236**, **242**, **245**, **250**, **261**, **280**

Humanities 224, **230**

Music 100*, **101***, **102***, **103***, **104***, **105**, **106***, **107**, **109***, **110**, **111**, **112**, **113**, **114**, **115**, **116**, **117**, **118**, **120***, **126***, **130***, **131***, **132***, **135***, **136***, **139***, **140***, **143***, **150**, **151**, **152**, **153**, **156**, **157**, **158**, **200***, **203***, **205***, **206***, **210**, **211**, **212**, **240***, **243***

Philosophy 101, **102**, **112**, **115**, **122**, **145**, **160**, **201**, **225**, **247**, **248**, **260**, **265**, **267**

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

Arabic 121, **122**, **123**; **American Sign Language 121**, **122**, **123**, **221**, **222**, **223**;
Chinese 121, **122**, **123**, **221**, **222**, **223**; **French 121**, **122**, **123**, **131**, **132**, **133**, **221**, **222**, **223**, **231**, **232**, **233**; **German 121**, **122**, **123**, **221**, **222**, **223**; **Italian 121**, **122**, **123**;
Japanese 121, **122**, **123**, **221**, **222**, **223**; **Spanish 121**, **122**, **123**, **221**, **222**, **223**

Social Sciences: 15 credits

Choose **three** different subjects from the following:

Anthropology 100, **106**, **108**, **180**, **204**, **206**, **208**, **209**, **211**, **212**, **220**, **222**, **224**, **232**, **234**, **235**, **236**

Business 101

Communication Studies 102, **230**

Cultural and Ethnic Studies 100, **101**, **102**, **103**, **104**, **106**, **109**, **115**, **120**, **121**, **130**, **140**, **152**, **160**, **180**, **200**, **201**, **203**, **205**, **210**, **241**, **255**, **257**, **260**, **285**, **286**, **287**, **288**

Economics 100, **201**, **202**, **250**, **260**

Geography 100, **102**, **105**, **200**, **207**, **250**, **258**, **277**

History 101, **102**, **103**, **110**, **115**, **120**, **146**, **147**, **148**, **207**, **209**, **210**, **211**, **212**, **214**, **223**, **230**, **236**, **242**, **245**, **250**, **261**, **280**

Humanities 224, **230**

International Studies 150, **200**, **201**, **202**, **204**, **227**, **261**, **280**

Philosophy 102, **112**, **122**, **160**, **201**, **248**, **260**, **265**

Political Science 101, **121**, **122**, **123**, **125**, **155**, **160**, **175**, **201**, **202**, **203**, **204**, **220**, **221**, **222**, **223**, **227**, **230**

Psychology 100, **109**, **110**, **200**, **203**, **205**, **209**, **210**, **220**, **240**, **250**, **257**

Sociology 101, **105**, **122**, **150**, **201**, **215**, **230**, **240**, **246**, **248**, **250**, **252**, **253**, **254**, **255**, **256**, **258**, **260**, **262**, **264**, **265**, **268**, **270**, **275**, **278**

Natural Sciences: 15-16 credits

Choose **three** different subjects from the following: **One** course with a lab component required (indicated by "L")

Anthropology 205, **215(L)**

Astronomy 100, **101(L)**, **201(L)**

Biology 100(L), **108(L)**, **125**, **135**, **150(L)**, **160(L)**, **162(L)**, **211(L)**, **212(L)**, **213(L)**, **241(L)**, **242(L)**, **260(L)**, **275(L)**, **276(L)**

Botany 110(L), **113(L)**, **120(L)**

Chemistry 100, **110(L)**, **121(L)**, **131(L)**, **140(L)**, **161(L)**, **162(L)**, **163(L)**, **261(L)**, **262(L)**, **263(L)**, **265(L)**, **266(L)**

Environmental Science 100, **110**, **207(L)**, **250(L)**

Geography 106, **205**, **206(L)**

Geology 101(L), **103(L)**, **106**, **208(L)**

Meteorology 101, **211**

Nutrition 100, **101**

Oceanography 101(L), **110**

Physics 100, **104(L)**, **105(L)**, **109(L)**, **114(L)**, **115(L)**, **116(L)**, **121(L)**, **122(L)**, **123(L)**, **225**

Psychology 202

No more than five credits from one of the following subjects allowed in the Natural Sciences distribution.

Mathematics 107, **130**, **131**, **132**, **138**, **141**, **142**, **148**, **151**, **152**, **153**, **208**, **238**, **240**, **254**, **255**
Philosophy 120

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

Two types of electives: Transferable and Restricted

Maximum 15 elective credits with "P" grade

Transferable: All courses listed in Written Communication, Quantitative/Symbolic Reasoning, Humanities, Social Sciences, Natural Sciences, and their 190-199, 280-289, 290-299 series plus the following:

Accounting 201, **202**, **203**; **Art 108**; **Biology 312**; **Business 201**; **Business Administration 200**, **240**; **Communication Studies 245**, **266**, **330**, **350**; **Computer Science 101**, **210**, **211**, **212**, **250**; **Criminal Justice 101**, **106**, **109**, **110**, **112**; **Drama 230***; **Economics 315**; **Education 115**, **204**, **205**; **Engineering 114**, **204**, **214**, **215**, **224**, **225**; **Human Services Substance Abuse Counselor 101**; **Health 220**, **222**, **250**, **260**, **292**; **Humanities 205**, **260**; **Interior Design 140**; **Philosophy 365**; **Physical Education-Theory 126**, **210-225**, **230-249**, **267-290**; **Physical Education-Activity 103-124**, **127-166**, **194-197**, **228** [activity is limited to 3 credits]; **Programming 110**

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 has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Call (425) 564-2212 or go to: www.bellevuecollege.edu/advising/

*DTA = Direct Transfer Agreement AAS

Associate in Business Degree (DTA/MRP)*

90 Applicable College Level Quarter Credits: Minimum
Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG **or** GEOL]. Consult course catalog or meet with an advisor.
- "P" grade is not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 10 credits (See note # 1)

Complete **both** groups with minimum grade of C

Group A: English 101

Group B: Choose **one** from English 201, 235, 271 **or** 272

Mathematics (Quantitative): 5 credits

Complete **one** from the following with minimum grade of C:

Mathematics 138, 141, or 142, or higher level math (see Natural Sciences for second math requirement of Calculus)

Humanities: 15 credits (see note # 2 and # 3)

Choose **three** different subjects from the following:

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

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, **159***, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences: 20 credits

Complete **both** groups

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

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, 227, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Group B: Complete **both** courses with a minimum grade of C

Economics 201 and 202 (Micro and Macro Economics)

Natural Sciences: 15-16 credits (see note # 4)

Complete **both** groups

Group A: Complete one from the following with minimum grade of C:

Mathematics 148 or 151 or a higher level math that includes calculus as a prerequisite

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

One course with a lab component (indicated by "L").

Anthropology 205, 215(L)

Astronomy 100, 101(L), 201(L)

Biology 100(L), 108(L), 125, 135, 150(L), 160(L), 162(L), 211(L), 212(L), 213(L), 241(L), 242(L), 260(L), 275 (L), 276(L)

Botany 110(L), 113(L), 120(L)

Chemistry 100, 110(L), 121(L), 131(L), 140(L), 161(L), 162(L), 163(L), 261(L) 262(L), 263(L), 265(L), 266(L)

Environmental Science 100, 110, 207(L), 250(L)

Geography 106, 205, 206(L)

Geology 101(L), 103(L), **106**, 208(L)

Meteorology 101, 211

Nutrition 100, 101

Oceanography 101(L), 110

Physics 100, 104(L), 105(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225

Psychology 202

Business Core Coursework: 25 credits (see note # 5)

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

Accounting 201, 202, 203 and **Business Administration** 240

(Statistical Analysis) and **Business** 201

Additional courses may be required per specific university. (See note #6)

Notes 1 through 6: Specific University Requirements

See business advisor for any questions or further information.

1. To meet current EWU requirements, the second English Composition course must be equivalent to EWU's English 201- College Composition: Analysis, Research, and Documentation
2. Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. Five (5) credits in world languages may apply to the Humanities requirement.
3. Students are encouraged to include a speech or oral communication course (not small group communication.)
4. Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
5. International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.
6. Five institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:

University: **Course Equivalent to:**

WSU (all campuses): Management Information Systems MIS 250

Gonzaga: Management Information Systems BMIS 235

PLU: Computer applications CSCE 120, either an equivalent course or skills test

SPU: Spreadsheets BUS 1700, either an equivalent course or skills test

WWU: Introduction to Business Computer Systems MIS 220 (for transfer students entering fall 2014)

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Call (425) 564-2212 or go to: www.bellevuecollege.edu/advising/

*DTA/MRP = Direct Transfer Agreement/Major Related Program

Associate in Elementary Education Degree (DTA/MRP)*

90 Applicable College Level Quarter Credits: Minimum
Cumulative GPA 2.0 Required

The Elementary Education Major Related Program (MRP) is designed to prepare students for an upper division elementary education major. It provides students with the minimum preparation for consideration for admission to participating Washington State Baccalaureate institutions offering Elementary Education bachelor's degrees.

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG **or** GEOL]. Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed in Written Communication, Quantitative, Humanities, Social Sciences, and Natural Sciences and Core coursework. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 10 credits

Complete **both** groups

Group A: English 101

Group B: English 201, 271, or 272

Quantitative (Mathematics): 10 credits

Complete **both** courses:

Mathematics 131 and 132

Humanities: 20 credits

Complete **all** groups. **Three** different subjects are required.

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

Group A: 10 credits

Complete **both**: **Communication Studies** 220 and **History** 245 or 146 or 147

Group B: 5 credits

Choose **one**: **Cultural & Ethnic Studies** 200 or 286 or **Anthropology** 208

Group C: 5 credits from the following:

Recommended: 5 credits from Music, Art, English Literature or Drama/Theatre
Choose from the following list:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Cultural & Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, 153, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, 201, 225, 247, 248, 260, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences: 20 credits

Complete **all** groups. **Three** different subjects are required.

Group A: 5 credits

Choose **one**:

Sociology 101 or 201 or 256 or 262 or **Psychology** 250 or 257

Group B: 5 credits

Choose **one**:

History 101 or 102 or 103

Group C: 10 credits from the following (one subject must be different to Group A and B)

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

Anthropology 100, 106, **108**, 180, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

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

Natural Sciences: 15-17 credits

Complete **all** groups. **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**:

Biology 100(L), 108(L), 125, 135, 150(L), 160 (L), 162(L), 211 (L), 212(L), 213(L), 241(L), 242(L), 260(L), 275(L), 276(L)

Botany 110(L), 113(L), 120(L)

Nutrition 100, 101

Group B: Earth Sciences: 5-6 credits

Choose **one** from the following:

Environmental Science 100, **110**, 207(L), 250(L)

Geography 106, 205, 206(L)

Geology 101(L), 103(L), **106**, 208(L)

Oceanography 101(L), **110**

Group C: Physical Sciences: 5-6 credits

Choose **one** from the following:

Astronomy 100, **101**(L), 201(L)

Chemistry **100**, **110**(L), 121(L), 131(L), 140(L), 161(L), 162(L), 163(L), 261(L), 262 (L), 263 (L), 265 (L), 266(L)

Meteorology 101, 211

Physics 100, 104(L), 105(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225

Elementary Education Core Courses: 14 - 15 credits

Complete **all** of the following courses

Education 115 and 205

Health 220, **Physical Education** 237

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Call (425) 564-2212 or go to: www.bellevuecollege.edu/advising/

*DTA/MRP = Direct Transfer Agreement/Major Related Program

Associate in Math Education Degree (DTA/MRP)*

For Future Secondary Math Teachers

90 Applicable College Level Quarter Credits: Minimum GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL]. Consult course catalog or meet with an advisor.
- "P" grade only allowed in the electives area. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 10 credits

Complete **both** groups

Group A: English 101

Group B: choose **one** from English 201, 271 or 272

Quantitative: 5 credits

Mathematics 151

Humanities: 15 credits

Complete **both** groups from the following:

Group A: 5 credits

Communication Studies 101 or 220

Group B: 10 credits

Choose **two** different subjects from the following:

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

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, **120**, **121**, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences: 15 credits

Complete **both** groups:

Group A: 5 credits

Psychology 100

Group B: 10 credits

Choose **two different subjects from the following:**

Anthropology 100, 106, **108**, 180, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Natural Sciences: 15-16 credits

Complete **both** Group A and Group B

Group A: 5 credits

Mathematics 152

Group B: 10-11 credits

Must choose **two** different subjects from the following:

One course with a lab component required (indicated by "L")

Anthropology 205, 215(L)

Astronomy 100, 101(L), 201(L)

Biology 100(L), 108(L), 125, 135, 150(L), 160(L), 162(L), 211(L), 212(L), 213(L), 241(L), 242(L), 260(L), 275 (L), 276(L)

Botany 110(L), 113(L), 120(L)

Chemistry **100**, **110 (L)**, 121(L), 131(L), 140(L), 161(L), 162(L), 163(L), 261(L) 262(L), 263(L), 265(L), 266(L)

Environmental Science 100, **110**, 207(L), 250(L)

Geography **106**, 205, 206(L)

Geology 101(L), 103(L), **106**, 208(L)

Meteorology 101, 211

Nutrition 100, 101

Oceanography 101(L), **110**

Physics 100, 104(L), 105(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225

Psychology 202

Math Education Core Coursework: 20 credits

Complete **all** of the following:

Mathematics 153, 208, 254

Education 205

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

Activity Physical Education classes (PE 103-124, 127-166, 194-197, 228, 266) are limited to 3 credits

Complete 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 has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

*DTA/MRP = Direct Transfer Agreement/Major Related Program

Associate in Science Track I: Biological, Environmental/Resources, Chemistry, Earth Sciences

90 Applicable College Level Quarter Credits: Minimum
Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade is only allowed in electives area. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 5 credits

Complete **one** from the following:

English 101 201, 235, 271, 272

Quantitative (Mathematics): 10 credits

Choose **two** from the following:

Mathematics 151, 152, 153, 208, 238, 254, 255

Humanities and Social Sciences: 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 *)

Humanities

Choose from the following:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences:

Choose from the following:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Chemistry Sequence: 15-18 credits

Three quarter sequence (for science majors) should be taken at one institution (either at BC or transferred in as a whole sequence). If not, see science advisor at the Science Division.

Chemistry 161, 162, 163 or 261, 262, 263

Biology or Physics Sequence: 15-18 credits

Three quarter sequence Biology (for science majors) or Physics (calculus-based on non-calculus based) should be taken at one institution (either at BC or transferred in as a whole sequence). If not, see science advisor at the Science Division. Some majors require physics with Calculus (PHYS 121-123) – See advisor.

Physics 114, 115, 116 or 121, 122, 123

Biology 211, 212, 213

Additional Mathematics: 5 credits

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

Mathematics 153, 208, 238, 240, 254, 255 or **Business Administration** 240 (Statistical Analysis) or **Mathematics** 130 (Introduction to Statistics)

Additional Requirements for Intended Major: 10-18 credits

Complete 10-15 credits in physics, geology, organic chemistry, biology, or mathematics, consisting of courses normally taken for science majors (not for general education), preferably in a 2- or 3-quarter sequence. Biology majors should select organic chemistry or physics. Discuss subject and sequence choice with science advisor.

Electives: Sufficient to meet the minimum degree total of 90

Maximum 5 credits of restricted elective courses.

Courses should be planned only with a science advisor based on the requirements of your major and the university to which you intend to transfer. For a complete listing of approved electives, see the Associate in Arts & Sciences-Degree at: www.bellevuecollege.edu/worksheets

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Science Academic Advising

Call (425) 564-2321 or visit <http://scidiv.bellevuecollege.edu/>

Associate in Science Track II: Physics, Atmospheric Sciences and Engineering

For additional Engineering options, see Engineering MRP* degrees

90 Applicable College Level Credits: Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade is only allowed in electives area. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 5 credits

Complete **one** from the following:

English 101 201, 235, 271, 272

Quantitative (Mathematics): 10 credits

Choose **two** from the following:

Mathematics 151, 152, 153 208, 238, 254, 255

Humanities and Social Sciences: 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 *)

Humanities:

Choose from the following:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238 239, 241, 244 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences:

Choose from the following:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Physics Sequence: 15-18 credits

Three quarter sequence should be taken at one institution (either completed at BC or transferred in as a whole three quarter sequence). If not, see science advisor at the 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 114, 115, 116 or 121, 122, 123 (Physics with Calculus)

Chemistry with Lab: 5-6 credits

See course catalog and/or consult with science advisor

Engineering majors: select Chemistry 161 (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 153, 208, 240, 254, 255, 238 or **Business Administration** 240 (Statistical Analysis) or **Mathematics** 130 (Introduction to Statistics)

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 to which you intend to transfer.

For a complete listing of approved electives, see Associate in Arts & Sciences-Degree at: www.bellevuecollege.edu/worksheets.

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Engineering Department: (425) 564-2321, <http://scidiiv.bellevuecollege.edu/>

*MRP = Major Related Program

Associate in Science Track II: Engineering MRP* Chemical and Bio Engineering

90-105 Applicable College Level Credits: Minimum Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 5 credits

Choose **one**:

English 101, 201, 235, 271, 272

Mathematics: 20 Credits

Mathematics 151, 152, 153, 238

Humanities and Social Sciences: 15 credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area. Maximum 5 credits can be a performance/skills course (indicated by *).

Humanities:

Choose from the following:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 254* 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238 239, 241, 244 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences:

Choose from the following:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Physics and Chemistry Sequences: 30-36 credits

Three quarter sequence should be taken at one institution (either completed at BC or transferred in as a whole three quarter sequence). If not, see science advisor at the Science Division.

Physics 121, 122, 123 and **Chemistry** 161, 162, 163

Additional Science: 10-12 credits

Chemistry 261

Chemistry 262 or **Biology** 211

Additional Courses: 12-17 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:

Biology 211, 212

Chemistry 262

Computer Science 210

Engineering 204, 214, 224

English 235

Mathematics 208, 254, 255

Cultural Diversity Requirement

BC's General Education requirements have a cultural diversity component. For a list of courses that satisfy the requirement visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Engineering Department (425) 564-2321, <http://scidiv.bellevuecollege.edu/>

*MRP = Major Related Program

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

90-106 Applicable College Level Credits: Minimum Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 5 credits

Choose **one**:

English 101, 201, 235, 271, 272

Mathematics: 25 Credits

Mathematics 151, 152, 153, 208, 238

Humanities and Social Sciences: 15 credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area. Maximum 5 credits can be a performance/skills course (indicated by *).

Humanities:

Choose from the following:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences:

Choose from the following:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Physics Sequence: 15-18 credits

Three quarter sequence should be taken at one institution (either completed at BC or transferred in as a whole three quarter sequence). If not, see science advisor at the Science Division.

Physics 121, 122, 123

Chemistry with Lab: 10-12 credits

Chemistry 161 and 162

Engineering: 16 credits

Engineering 114, 214, 215, 225

Additional Courses: 10-15 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:

Computer Science 210

Engineering 111, 200, 204, 224

English 235

Mathematics 240, 254, 255

Cultural Diversity Requirement

BC's General Education requirements have a cultural diversity component. For a list of courses that satisfy the requirement visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Engineering Department (425) 564-2321, <http://scidiv.bellevuecollege.edu/>

*MRP = Major Related Program

Associate in Science Track II: Engineering MRP* Electrical and Computer Engineering

90-104 applicable College Level Credits: Minimum Cumulative GPA 2.0 Required

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Written Communication: 5 credits

Choose **one** from the following:

English 101, 201, 235, 271, 272

Mathematics: 25 Credits

Math 151, 152, 153, 208, 238

Humanities and Social Sciences: 15 credits

Minimum 5 credits each in the Humanities and Social Sciences area plus 5 additional credits in either area. Maximum 5 credits can be a performance/skills course (indicated by *).

Humanities:

Choose from the following:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Physics Sequence: 15-18 credits

Three quarter sequence should be taken at one institution (either completed at BC or transferred in as a whole three quarter sequence). If not, see science advisor at the Science Division.

Physics 121, 122, 123

Chemistry with Lab: 5-6 credits

Chemistry 161

Engineering: 8 credits

Engineering 214 and 204

Computer Programming: 10 credits

Computer Science 210 and 211

Additional Courses: 11-17 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:

Biology 211

Chemistry 162

Engineering 111, 215, 224

English 235

Math 240, 254, 255

Cultural Diversity Requirement

BC's General Education requirements have a cultural diversity component. For a list of courses that satisfy the requirement visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

Engineering Department (425) 564-2321, <http://scidiv.bellevuecollege.edu/>

*MRP = Major Related Program

Non-Transfer Associate Degree and Certificate Planning

Non-Transfer Associate Degree and Certificate 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 Degree Planning on page 35).

Associate in Occupational and Life Skills

OLS at Bellevue College is a 90-credit degree program for students with various disabilities that impacts learning in a traditional college setting. Specialized instruction assists students to learn course content. This degree prepares students to become self-determined, responsible citizens and successful employees. Students develop a career pathway, expand interpersonal skills, take part in service learning, and participate in internship experiences. Admission information available at www.bellevuecollege.edu/ols/.

BC General Education requirements embedded

Bellevue College 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 BC General Education Requirements listed at www.bellevuecollege.edu/programs/degrees/gened/.



Associate in Arts in General Studies

90 Applicable College Level Quarter Credits: Minimum
Cumulative GPA 2.0 Required

The Associate in Arts in General Studies: is 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 and does not fulfill the first two years of general education requirements for a bachelor's degree. See Associate in Arts & Sciences Direct Transfer Degree for transfer purposes.

Important Notes and Conditions

- A course cannot 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: GEOG 106 is same as GEOL 106 and may only count as GEOG or GEOL] Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed in Communication Skills, Quantitative, Humanities, Social Sciences, and Natural Sciences.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit www.bellevuecollege.edu/programs/degrees/transfer for the latest degree updates.

Communication Skills: 5-10 credits

Choose from *either* group I or II

Group I: Select **one** from the following for 5 credits:

English 101 or **Communication Studies** 101, 141, 220

Group II: Select **one** of the following combinations for 10 credits:

Business Technology Systems 109 and **English** 105, or

Business Technology Systems 109 and **English** 106

Quantitative: 5 credits

Business 145 or any math course numbered 100 or above

Humanities: 5 credits

*Performance / Skills courses.

Choose from the following list:

Anthropology 208

Art 101, **103**, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*

Communication Studies 101, 105, 106, 107, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 250, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 210, 255, 257, **260**, 285, 286, 287, 288

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

Drama 101, 106, 141, 151*, 153*, 154*, 155*, 159*, 161*, 200, 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, **153**, 156, 157, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, **225**, 247, **248**, **260**, 265, 267

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

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences: 5 credits

Choose from the following list:

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 106, 109, 115, 120, 121, 130, 140, 152, **160**, **180**, 200, 201, 203, 205, 210, **241**, 255, 257, **260**, 285, 286, 287, 288

Economics 100, 201, 202, 250, **260**

Geography 100, 102, 105, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

Humanities 224, 230

International Studies 150, 200, 201, 202, **204**, **227**, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, **248**, **260**, 265

Political Science 101, 121, 122, 123, 125, 155, **160**, 175, **201**, 202, 203, 204, 220, 221, 222, 223, **227**, **230**

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 257

Sociology 101, 105, 122, 150, 201, 215, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Natural Sciences: 5-12 credits

Choose from the following list:

(L) – Lab Science Courses

Anthropology 205, 215(L)

Astronomy 100, 101(L), 201(L)

Biology 100(L), 108(L), 125, 135, 150(L), 160(L), 162(L), 211(L), 212(L), 213(L), 241(L), 242(L), 260(L), 275 (L), 276(L)

Botany 110(L), 113(L), 120(L)

Chemistry 100, **110** (L), 121(L), 131(L), 140(L), 161(L), 162(L), 163(L), 261(L) 262(L), 263(L), 265(L), 266(L)

Environmental Science 100, **110**, 207(L), 250(L)

Geography 106, 205, 206(L)

Geology 101(L), 103(L), **106**, 208(L)

Meteorology 101, 211

Nutrition 100, 101

Oceanography 101(L), **110**

Physics 100, 104(L), 105(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225

Psychology 202

Electives: sufficient to meet minimum degree total of 90

Any course listed in the Communication, Quantitative, Humanities, Social Sciences, Natural Sciences, and all courses numbered 100 or above as listed in the BC college catalog.

For a complete course listing, go to: www.bellevuecollege.edu/catalog/courses/

Cultural Diversity

This degree has a set of BC General Education requirements including Cultural Diversity. For approved courses see page two of worksheet or visit www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Occupational & Life Skills Associate Degree Requirements

Associate Degree

OLS at Bellevue College is an associate degree program for students with various disabilities that interfere with learning success in a traditional college environment. Coursework includes work-related and life skills focusing on critical thinking and problem solving. Students create a career pathway that results in individual study and 198 hours of internship experiences. Admission information is available at www.bellevuecollege.edu/ols.

BC General Education requirements embedded in this degree are designed to address areas and specific requirements that ensure that students' learning experience prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners.

Degree recipients should possess the following skills and abilities:

- Demonstrate proficiency with occupational and life skills enumerated in OLS Performance Indicators
- Demonstrate professional interactions through actively and effectively participating in group collaboration
- Apply critical thinking and problem solving skills in life choices and responsibilities
- Apply personal health, nutrition, environment, and finance principles to make healthy life choices
- Apply social thinking skills to various social situations in the working environment and in the community
- Disclose aspects of one's personal disability as appropriate in any given situation
- Employ skills to complete job search and hiring process in a professional manner
- Interview for a job effectively and professionally
- Maintain a job related to personal career pathway for an extended period of time using the skills learned in OLS
- Advocate for appropriate accommodations on a job or in the community

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Grading Method

All courses for OLS are Pass/Fail. OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and BC approved course outcomes. The student receives a final report with instructor's narrative of student's performance in the course. At least 70 % of the performance indicators and 70% of the course outcomes for each course are required to be met to receive a passing grade (P).

Program Contact Info

bellevuecollege.edu/ols/

Use Degree Audit to track your progress toward completion of this degree at bellevuecollege.edu/degreeaudit

Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

Course #	Course Title	Credits
OLS 100	Nutrition Health & Fitness I	2
OLS 101	Nutrition Health & Fitness II	2
OLS 102	Human Sexuality	2
OLS 104	Disability Awareness	2
OLS 105	Introduction to Communication	2
OLS 106	Communication in the Workplace	2
OLS 107	Healthy Relationships	2
OLS 110	Learning Strategies	2
OLS 111	Learning Strategies in the College Environment	2
OLS 112	News and Daily Living	3
OLS 113	Critical Thinking through Writing	2
OLS 114	Critical Thinking through Media	2
OLS 120	Personal Finance I	2
OLS 121	Personal Finance II	2
OLS 122	Personal Finance III	2
OLS 123	Environmental & Our Community I	2
OLS 124	Environmental & Our Community II	2
OLS 125	Environmental & Our Community III	2
OLS 126	Cultural Awareness	2
OLS 130	Critical Thinking through Science	3
OLS 134	Social Change in America	2
OLS 136	Citizenship	2
OLS 140	Introduction to Computers	2
OLS 141	Computer Fundamentals	2
OLS 142	Computer Applications in the Workplace	3
OLS 143	Career Portfolio	1
OLS 144	Office Procedures & Customer Service	2
OLS 150-155	Physical Education	5
OLS 150	Strength & Fitness (1 Cr)	
OLS 151	Self Defense for Mind & Body (1 Cr)	
OLS 152	Tai Chi for Mind & Body (1 Cr)	
OLS 153	Qigong for Mind & Body (1 Cr)	
OLS 154	Martial Arts for Mind & Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
OLS 158-166	Electives	6
OLS 158	Introduction to the Theater (2 Cr)	
OLS 159	Introduction to Acting (2 Cr)	
OLS 160	Visual Thinking I (2 Cr)	
OLS 161	Visual Thinking II (2 Cr)	
OLS 162	Radio Theatre (2 Cr)	
OLS 163	Critical Thinking through Film (2 Cr)	
OLS 164	Historical Analysis through Film (2 Cr)	
OLS 165	World Culture Analysis through Film (2 Cr)	
OLS 166	Music Appreciation (2 Cr)	
OLS 170	Self Determination	2
OLS 171	Self Determination in the Workplace	2
OLS 172	Workplace Problem Solving	2
OLS 174	Career Exploration	3
OLS 175	Field Experience I	4
OLS 176	Field Experience II	4
OLS 177	Workplace Readiness	2
OLS 179	Controversial Issues in the Workplace	2
OLS 180	Individual Study	2
GRAND TOTAL		90

Occupational & Life Skills – Certificate of Achievement

Occupational & Life Skills Certificate of Achievement Requirements

Certificate of Achievement

BC General Education requirements embedded in this degree are designed to address areas of specific requirements that ensure that students' learning experience prepares them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners. All coursework applied to this certificate must be approved by program chair. Submit completed form to Enrollment Services when applying for graduation.

Related instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

Certificate recipients should possess the following skills and abilities:

- Demonstrate proficiency with occupational and life skills enumerated in OLS Performance Indicators
- Demonstrate professional interactions through actively and effectively participating in group collaboration
- Apply critical thinking and problem solving skills in life choices and responsibilities
- Apply personal health, nutrition, environment, and finance principles to make healthy life choices
- Apply social thinking skills to various social situations in the working environment and in the community
- Disclose aspects of one's personal disability as appropriate in any given situation
- Employ skills to complete job search and hiring process in a professional manner
- Interview for a job effectively and professionally
- Maintain a job related to personal career pathway for an extended period of time using the skills learned in OLS
- Advocate for appropriate accommodations on a job or in the community

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Grading Method

All courses for OLS are Pass/Fail. OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and BC approved course outcomes. The student receives a final report with instructor's narrative of student's performance in the course. At least 70 % of the performance indicators and 70% of the course outcomes for each course are required to be met to receive a passing grade (P).

Program Contact Info

bellevuecollege.edu/ols/

Use Degree Audit to track your progress toward completion of this certificate at bellevuecollege.edu/degreeaudit

Please refer to bellevuecollege.edu/programs/degrees/ for latest certificate updates and further information.

Course #	Course Title	Credits
OLS 100	Nutrition Health & Fitness I	2
OLS 102	Human Sexuality & Body Awareness	2
OLS 104	Disability Awareness.....	2
OLS 105	Introduction to Communication	2
OLS 106	Communication in the Workplace	2
OLS 107	Healthy Relationships.....	2
OLS 110	Learning Strategies	2
OLS 111	Learning Strategies in the College Environment.....	2
OLS 112	News and Daily Living	3
OLS 120	Personal Finance I	2
OLS 130	Critical Thinking through Science.....	3
OLS 140	Introduction to Computers	2
OLS 141	Computer Fundamentals	2
OLS 143	Career Portfolio	1
OLS 150-155	Physical Education	3
OLS 150	Strength & Fitness (1 Cr)	
OLS 151	Self Defense for Mind & Body (1 Cr)	
OLS 152	Tai Chi for Mind & Body (1 Cr)	
OLS 153	Qigong for Mind & Body (1 Cr)	
OLS 154	Martial Arts for Mind & Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
OLS 158-166	Electives	6
OLS 158	Introduction to the Theater (2 Cr)	
OLS 159	Introduction to Acting (2 Cr)	
OLS 160	Visual Thinking I (2 Cr)	
OLS 161	Visual Thinking II (2 Cr)	
OLS 162	Radio Theatre (2 Cr)	
OLS 163	Critical Thinking through Film (2 Cr)	
OLS 164	Historical Analysis through Film (2 Cr)	
OLS 165	World Culture Analysis through Film (2 Cr)	
OLS 166	Music Appreciation (2 Cr)	
OLS 170	Self Determination.....	2
OLS 171	Self Determination in the Workplace	2
OLS 174	Career Exploration.....	3
GRAND TOTAL		45

Professional/Technical Degrees & Certificates at BC

Accurate as of April 2013.
For the most current information, visit:
www.bellevuecollege.edu/worksheets

Bellevue College 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 5-24 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 BC admissions process as well.

Division Abbreviations

A&H	= Arts & Humanities
IBIT	= Institute for Business and Information Technology
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	BC Division	BC Department	Page #
APPLIED ARTS						
Graphic Design			X	CE	Arts & Design	21
Green Sustainable Design		15		A&H	Interior Design	92
Interior Studies	97			A&H	Interior Design	91-92
BUSINESS PROFESSIONS						
Accounting	90-92			IBIT	Accounting	61-62
Accounting AAS-T	97			IBIT	Accounting	61
Accounting Assistant		46-47		IBIT	Accounting	62
Accounting Information Systems		30		IBIT	Accounting	63
Administrative Assistant		48-51		IBIT	Business Technology Systems	72
Advanced Business Software Specialist		48		IBIT	Business Technology Systems	63
Accounting Preparation		16		IBIT	Accounting	63
Bookkeeping		29		IBIT	Accounting	63
Business Management	90			IBIT	Business Management	66
Business Management AAS-T	90			IBIT	Business Management	65-66
Business Technology		90-93		IBIT	Business Technology Systems	70
Business Software Specialist		30-31		IBIT	Business Technology Systems	74
Database User Specialist		18-20		IBIT	Business Technology Systems	74
Desktop Publishing for Print and Web		44		IBIT	Business Technology Systems	73
Entrepreneurship		30		IBIT	Business Management	66
Financial Data Report Specialist		25		IBIT	Accounting	63
Human Resources Assistant		48		IBIT	Business Technology Systems	73
Human Resources Management			X	CE	Business & Professional Programs	21
Marketing Management	90			IBIT	Marketing Management	93
Office Assistant		24-27		IBIT	Business Technology Systems	74
Project Management		18-30		IBIT	Business Management	66
Project Management			X	CE	Business & Professional Programs	21
Retail Management		50		IBIT	Marketing Management	94
Sales & Marketing		30/50		IBIT	Marketing Management	94
Sustainable Business Accounting		30		IBIT	Business Sustainable Practices	69
Sustainable Business Best Practices		19		IBIT	Business Sustainable Practices	69
Sustainable Business Practices	90-94			IBIT	Business Sustainable Practices	68
Sustainability Coordinator		49		IBIT	Business Sustainable Practices	68
Sustainable Systems Best Practices		30		IBIT	Business Sustainable Practices	68
Web Marketing Specialist		58-60		IBIT	Business Technology Systems	71
COMMUNICATIONS						
Movie Making	91			A&H	Communication	95
Interpretation #		24		CE	World Languages Institute	106
Technical Writing			X	CE	Business & Professional Programs	21
Translation		24		CE	World Languages Institute	106
COMPUTERS & TECHNOLOGY						
Advanced Video Production		48		IBIT	Digital Media Arts	79
Application & Desktop Support Specialist		45		IBIT	Network Services & Computing Systems	98
Business Intelligence Analyst		30		IBIT	Business Intelligence	63
Business Intelligence Developer		45		IBIT	Business Intelligence	64
Cisco Support Technician		46		IBIT	Network Services & Computing Systems	98
Cloud Technologies		10		IBIT	Information Systems	91
C# Programming			X	CE	Computers & Technology	21
C# Web Development			X	CE	Computers & Technology	21

Continued on next page.

Professional/Technical Degrees & Certificates

Category Degree/Certificate Name	A.A. Degree	Credit Certificate	Non-Credit Certificate	BC Division	BC Department	Page #
COMPUTERS & TECHNOLOGY (Continued from previous page.)						
Database Administration Assistant		40		IBIT	Information Systems	89
Database Administrator			X	CE	Computers & Technology	89
Database Analyst		25		IBIT	Information Systems	90
Database Business Intelligence Analyst			X	CE	Computers & Technology	21
Database Developer			X	CE	Computers & Technology	21
Database Report Developer		45		IBIT	Information Systems	90
Digital Media Arts	90-91			IBIT	Digital Media Arts	78
Information Systems AAS-T	90-91			IBIT	Information Systems	88
Intermediate Applications Developer		30		IBIT	Information Systems	90
Introductory C++ Programming		20		IBIT	Information Systems	90
Introductory .NET Programming		45		IBIT	Information Systems	89
Microsoft Network Support		45		IBIT	Network Services & Computing Systems	98
Mobile Technologies		10		IBIT	Information Systems	91
Network Services & Computing Systems	91-94			IBIT	Network Services & Computing Systems	96
Network Services & Computing Systems AAS-T	91-92			IBIT	Network Services & Computing Systems	97
Operating Systems Support Specialist		45		IBIT	Network Services & Computing Systems	99
Programming for Mobile & Web Development		45		IBIT	Information Systems	89
Software Testing Engineer			X	CE	Computers & Technology	21
Web Design			X	CE	Computers & Technology	21
Web Development			X	CE	Computers & Technology	21
EDUCATION						
Early Childhood Education (AA; AAS-T)	90; 90-91	47		HSEWI	Early Learning & Teacher Education	79-80
Early Childhood Education (general)		20		HSEWI	Early Learning & Teacher Education	81
Early Childhood Education Initial Certificate		12		HSEWI	Early Learning & Teacher Education	81
eLearning for Educators		12		HSEWI	Education	82
Infant & Toddler Care		20		HSEWI	Early Learning & Teacher Education	82
HEALTH						
Alcohol & Drug Counseling		46		HSEWI	Alcohol & Drug Counseling	64
Breast Ultrasound		8		HSEWI	Diagnostic Ultrasound	41, 77
Clinical Lab Assistant		29		HSEWI	Health Professions	83
CT Imaging		26		HSEWI	Radiologic Technology	41
Diagnostic Ultrasound Technology #	111-112			HSEWI	Diagnostic Ultrasound	76
Emergency Department Technician		44		HSEWI	Health Professions	85
Emergency Department Technician Professional		20		HSEWI	Health Professions	86
Health Unit Coordinator		50		HSEWI	Health Professions	85
Healthcare Professions Basics		19		HSEWI	Health Professions	87
Imaging Aide		16		HSEWI	Radiologic Technology	105
Magnetic Resonance Imaging		26		HSEWI	Radiologic Technology	41
Medical Office Reception		33		HSEWI	Health Professions	86
Neurodiagnostic Technologist #	103			HSEWI	Neurodiagnostics	99
Nuclear Medicine Technology #	93			HSEWI	Nuclear Medicine Technology	100-101
Nursing - AAS-T#	116			HSEWI	Nursing	101-102
Nursing Assistant			X	HSEWI	Health Professional	87
Nursing Assistant – Certified		7		HSEWI	Health Professional	87
Nursing Assistant – Certified for ESL		9		A&H	Developmental Education	132
Personal Fitness Trainer		19		HSEWI	Physical Education	102
Phlebotomy Technician		31		HSEWI	Health Professions	86
Positron Emission Tomography		24		HSEWI	Radiologic Technology	41
Radiation Therapy #	120			HSEWI	Radiation Therapy	103
Radiologic Technology #	103			HSEWI	Radiologic Technology	104
RN Refresher			X	HSEWI	Nursing	
Vascular Interventional Program		24		HSEWI	Radiologic Technology	41, 77
Wilderness Skills		19		HSEWI	Physical Education	103
PUBLIC SAFETY						
Criminal Justice - AAS-T	90-91			SocSci	Criminal Justice	75
Fire Investigation		13		HSEWI	Fire Science	84
Fire Officer		20		HSEWI	Fire Science	84
Fire Prevention Specialist		7		HSEWI	Fire Science	84
Fire Science (entry-level firefighter)	90	45		HSEWI	Fire Science	83

*For additional information please go to <http://bellevuecollege.edu/health/hprof/>

Course titles are abbreviated in these program outlines. Please see course descriptions, pages 109-202, for complete titles and content.

& = A common course identifier recognized among Washington State Community and Technical Colleges.

In the case of two associates degrees over the same subject matter, where one is the normal professional/technical AA degree and the other if an AAS-T degree of the same name (for example, an AA in accounting, and an AAS-T in accounting) students can be awarded one degree or the other, but not both. In the case of a student who satisfies both degrees, the later degree will be awarded unless otherwise specified by student.

ACCOUNTING

Accounting – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T

The Associate in Applied Science-T Accounting degree combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. The AAS-T Accounting degree provides a strong background in accounting, preparing students for a wide range of career options in the accounting field. The degree has the option to earn two national certifications as well as several embedded program certificates, while earning the degree.

Degree recipients should possess the following skills and abilities:

- Correctly use accounting terminology
- Analyze and record financial transactions and properly report financial information
- Use critical thinking skills to identify and solve problems in accounting
- Analyze and record financial transactions using general ledger computerized software for a small- to medium-sized business
- Perform accounting procedures employed in a typical payroll accounting system

Course	Course Name	Credit Hrs.
ACCT 101*	Applied Accounting I.....	5
ACCT 102*	Applied Accounting II	5
ACCT 135	Business Payroll Tax Accounting.....	3
ACCT 160	Washington State Tax & Audit.....	3
ACCT 172	Small Business Computerized Accounting.....	5
ACCT 234*	Managerial Accounting.....	5
ACCT 245	Accounting Information Systems	5
ACCT 250	Intermediate Accounting.....	5
ACCT 260	Accounting for Not-for-Profit Agencies.....	5
ACCT 285	Federal Income Taxes.....	5
BTS 146	10-Key	1
BTS 165	Business Spreadsheet Analysis & Design	5

Choose 5 credits from the following:

BA 200 Business Law Legal Foundations (5 Cr)

BUS& 201 Business Law (5 Cr)

*ACCT& 201, 202 and 203 may be substituted for ACCT 101, 102 and 234

COMMUNICATION

ENGL& 101 English Composition I

Choose 5 credits from the following:

ENGL 201 The Research Paper (5 Cr)

ENGL& 235 Technical Writing (5 Cr)

ENGL 271 Expository Writing (5 Cr)

QUANTITATIVE

Choose 5 credits from the following:

MATH 130 Introduction to Statistics (5 Cr)

Any other college level math of 107 or higher (5 Cr)

SOCIAL SCIENCE, NATURAL SCIENCE OR HUMANITIES

Choose 10 credits from the following:

BUS& 101 Introduction to Business (5 Cr)

CES 241 Multicultural Business Consulting (5 Cr)

CMST 202 Survey of Speech Communication (5 Cr)

CMST& 210 Interpersonal Communication (5 Cr)

CMST& 230 Small Group Communication (5 Cr)

CMST 250 Organizational Communication (5 Cr)

CMST 280 Intercultural Communication (5 Cr)

ECON& 201 Microeconomics (5 Cr)

ECON& 202 Macroeconomics (5 Cr)

Any 10 credits from the AAS Degree (DTA) list of Social Science, Natural Science or Humanities electives. You must have at least 5 credits that meet the Bellevue College Cultural Diversity requirement.

ACCOUNTING AAS-T ELECTIVES

Choose 15 credits from the following:

ACCT 240 Computerized Accounting (5 Cr)

ACCT 272 QuickBooks Certification (2 Cr)

ACCT 288 Bookkeeper Certification (10 Cr)

BTS 265 Business Spreadsheet Analysis & Design (5 Cr)

BTS 293 Business Technology Practicum (5 Cr)

BUS 120 Organizational Behavior (5 Cr)

BUS 221 Human Resource Management (5 Cr)

EXPRL 191/2/3 Academic Internship Experience (V 1-5 Cr)

PROG 160 System Analysis and Design (5 Cr)

Any program approved elective (5 Cr)

TOTAL..... 97

Accounting

ASSOCIATE IN ARTS DEGREE

The Associate of Arts Accounting degree provides a strong background in accounting and business skills for accounting positions and supervisory roles in business and government. Certificates of Achievement and Accomplishment in Accounting Assistant, Bookkeeping, Accounting Preparation, Accounting Information Systems, and Financial Data Report Specialist may be applied to this degree.

Degree recipients should possess the following skills and abilities:

- Correctly use accounting terminology
- Analyze and record financial transactions and properly report financial information
- Use critical thinking skills to identify and solve problems in accounting
- Analyze and record financial transactions using general ledger computerized software for a small- to medium-sized business
- Perform accounting procedures employed in a typical payroll accounting system

The following certificate(s) are nested within this degree:

- Accounting Information Systems – Certificate of Accomplishment

Continued on next page...

Professional/Technical Degrees & Certificates

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting.....	3
ACCT 160	Washington State Tax & Audit.....	3
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 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design	5
BUS 120	Organizational Behavior.....	5
BUS 145	Business Mathematics	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing.....	5
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT& 203	Principles of Accounting III (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BA 200	Business Law Legal Foundations (5 Cr)	
BUS& 201	Business Law (5 Cr)	
<i>Choose 8-10 credits from the following:</i>		8-10
ACCT 240	Computerized Accounting (5 Cr)	
ACCT 260	Accounting for Non-Profit Agencies (5 Cr)	
ACCT 272	QuickBooks Certification (2 Cr)	
ACCT 288	Bookkeeping Certification (10 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUSIT 101	Effective Decision Making (3 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 109	Business Communications (5 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
BUS& 101	Introduction to Business (5 Cr)	
BUS 241 or CES 241	Multicultural Business Consulting (5 Cr)	
ECON 100	Introduction to Basic Economic Principles (5 Cr)	
EXPL 191/2/3	Academic Internship Experience (V 1-5 Cr)	
PROG 160	Systems Analysis and Design (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ANTH& 204	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	History of Russia & Eastern Europe 1533 to Present (5 Cr)	
HIST 250	U.S. Military History (5 Cr)	
TOTAL		90-92

Accounting Assistant

CERTIFICATE OF ACHIEVEMENT

The Accounting Assistant certificate emphasizes practical skills in the accounting field.

Certificate recipients should possess the following skills and abilities:

- Analyze and record transactions including general accounting transactions, payroll
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software, database and spreadsheet programs
- Communicate accounting results to management

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting.....	3
ACCT 172	Small Business Computerized Accounting.....	5
BTS 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design	5
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
Any college level Math of 107 or higher (5 Cr)		
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	
<i>Choose one of the following</i>		2-3
ACCT 160	Washington State: Tax and Audit (3 Cr)	
ACCT 272	QuickBooks Certification (2 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 109	Business Communications (5 Cr)	
ENGL& 101	English Composition I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUS& 101	Introduction to Business (5 Cr)	
TOTAL		46-47

Bookkeeping

CERTIFICATE OF ACCOMPLISHMENT

The Bookkeeping certificate prepares students for employment as accounting clerks.

Certificate recipients should possess the following skills and abilities:

- Analyze and record transactions including general accounting transactions, payroll
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software and spreadsheet programs

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting.....	3
ACCT 172	Small Business Computerized Accounting.....	5
BTS 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design	5
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
Any college level math of 107 or higher (5 Cr)		
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	
TOTAL		29

Accounting Information Systems

CERTIFICATE OF ACCOMPLISHMENT

The Accounting Information Systems certificate emphasizes computerized accounting for mid-range organizations.

Certificate recipients should possess the following skills and abilities:

- Analyze a business' accounting systems needs
- Analyze and record transactions
- Evaluate security needs
- Perform extensive hands-on work using the software
- Perform fundamental accounting transactions
- Prepare and communicate managerial accounting analysis, using selected information system software

Course	Course Name	Credit Hrs.
ACCT 172	Small Business Computerized Accounting.....	5
ACCT 240	Computerized Accounting.....	5
ACCT 245	Accounting Information Systems	5
PROG 160	Systems Analysis & Design	5
BTS 168	Business Data Management Tools.....	5
BUSIT 103	SQL Fundamentals.....	5
TOTAL		30

Financial Data Report Specialist

CERTIFICATE OF ACCOMPLISHMENT

The Financial Data Report Specialist certificate emphasizes database and database reporting of financial and managerial information used for decision making and analysis. There is an emphasis on data analysis and reporting tools such as spreadsheets and databases.

Certificate recipients should possess the following skills and abilities:

- Use spreadsheets and database programs for data collection and information reporting of financial and managerial accounting data
- Perform decision making through data collection and analysis
- Prepare and communicate managerial accounting analysis used in decision making
- Prepare and communicate financial accounting information analysis, using selected information system software

Course	Course Name	Credit Hrs.
ACCT 234	Managerial Accounting.....	5
ACCT 245	Accounting Information Systems	5
BTS 265	Advanced Business Spreadsheet Analysis & Design.....	5
BTS 268	Advanced Business Data Management Tools	5
BUSIT 103	SQL Fundamentals.....	5
TOTAL		25

Accounting Preparation

CERTIFICATE OF COMPLETION

This 16-credit certificate is the foundation coursework for students to begin accounting studies (suggested first-quarter course of study in accounting).

Certificate recipients should possess the following skills and abilities:

- Demonstrate a basic understanding of accounting principles
- Use industry-standard financial tools

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
BTS 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design	5
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
Any college level Math 107 or higher (5 Cr)		
TOTAL		16

ALCOHOL & DRUG COUNSELING

Alcohol & Drug Counseling

CERTIFICATE OF ACHIEVEMENT

The certificate in Alcohol & Drug Counseling provides the knowledge, skills and training required for counseling in the field of chemical dependency treatment. The program is designed for students completing state-defined requirements for licensure or certification as a chemical dependency professional (CDP), probation assessment officer (PAO), alcohol/drug information (ADIS) instructor and substance abuse prevention specialist (SAPS).

Certificate recipients should possess the following skills and abilities:

- Distinguish the four basic theoretical perspectives on the cause of chemical dependency and the specific theoretical understanding of chemical dependency outlined in the Revised Code of Washington
- Implement the core elements of assessment and diagnosis of chemical dependency
- Create and implement individualized treatment plans designed to assist alcoholic and drug addicted individuals to achieve and maintain abstinence from mood-altering substances
- Engage in the case management of alcoholic and drug addicted individuals referred to chemical dependency treatment by employers, families and the legal system
- Demonstrate understanding of various theoretical principles of one to one, group, relapse prevention and continuing care counseling
- Competently use the skills needed to effectively counsel alcoholic and drug addicted individuals in one to one, group, relapse prevention and continuing care counseling sessions
- Competently maintain the medical records of alcoholic and drug addicted individuals
- Demonstrate understanding of Federal and State laws related to the field of chemical dependency counseling including but not limited to confidentiality, mandatory reporting and the Uniform Disciplinary Act

Course	Course Name	Credit Hrs.
ALDAC 100	Professional Development in Addiction Counseling	1
ALDAC 102	Chemical Dependency Pharmacology of Alcohol & Other Drugs.....	3
ALDAC 105	Chemical Dependency Client & Family Education.....	3
ALDAC 106	Chemical Dependency Individual Counseling.....	3
ALDAC 108	Chemical Dependency Case Management.....	3
ALDAC 125	Chemical Dependency Assessment & Diagnosis	2
ALDAC 150	Chemical Dependency Relapse Prevention.....	3
ALDAC 160	Chemical Dependency Culturally Competent Counseling	2
ALDAC 204	Chemical Dependency Adolescent Assessment & Treatment	2
ALDAC 206	Chemical Dependency Group Counseling	3
ALDAC 207	Chemical Dependency HIV AIDS Brief Risk Intervention	1
ALDAC 220	Chemical Dependency Clinical Practicum	3
ALDAC 225	Chemical Dependency Ethics & Laws	3
ALDAC 230	Chemical Dependency Family & Couples Counseling	3
ALDAC 235	Chemical Dependency Human Development	4
ALDAC 240	Chemical Dependency Psychopathology	4
HSSA& 101	Introduction to Addictive Drugs	3
TOTAL		46

BUSINESS INTELLIGENCE

Business Intelligence Developer

CERTIFICATE OF ACHIEVEMENT

The Business Intelligence Developer Certificate of Achievement prepares students for entry and mid-level positions developing business intelligence (BI) systems. Students use state-of-the-art tools to design and create BI solutions. They design and develop database reports, data warehouses and multi-dimensional databases. The Business Intelligence Analyst Certificate of Accomplishment may be applied to earn this certificate.

Certificate recipients should possess the following skills and abilities:

- Develop a dimensional model for a business process
- Implement a complex dimensional model by creating a data mart or a data warehouse that satisfies accepted practices
- Create a multidimensional database using a data mart and/or a data warehouse as a data source
- Create and manipulate advanced On Line Analytical Processing (OLAP) objects that satisfy stated requirements
- Create complex reports using data from a multidimensional database that satisfy stated requirements
- Design, create and apply Multi-Dimensional (MDX) queries against an OLAP cube
- Design and create Data Mining models based on a business scenario

The following certificate(s) are nested within this certificate:

- Business Intelligence Analyst – Certificate of Accomplishment

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
<i>Choose 5 credits from the following:</i>		5
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
Approved business elective.....		5
TOTAL		45

Business Intelligence Analyst

CERTIFICATE OF ACCOMPLISHMENT

The certificate in Business Intelligence Analyst is designed to prepare students for entry-level business intelligence (BI) positions in a variety of industries. Students gain skills using BI tools to analyze and report on data in a BI environment, and serve as team members on business intelligence and data warehousing projects.

Certificate recipients should possess the following skills and abilities:

- Develop a dimensional model for a business process
- Implement a simple dimensional model by creating a data mart or a data warehouse that satisfies accepted practices
- Create a multidimensional database using a data mart and/or a data warehouse as a data source
- Create and manipulate On Line Analytical Processing (OLAP) objects that satisfy stated requirements
- Create reports using data from a multidimensional database that satisfy stated requirements

Course	Course Name	Credit Hrs.
BUSIT 103	SQL Fundamentals.....	5
BUSIT 105	Multi Dimensional Analysis I	5
BUSIT 110	Data Warehouse I.....	5
BUSIT 115	Data Mining I	5
<i>Choose 5 credits from the following:</i>		5
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
Approved business elective.....		5
TOTAL		30

BUSINESS MANAGEMENT

Business Management – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T

The AAS-T in Business Management combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. This degree provides a strong background to enhance existing business skills and obtain broad based knowledge of business management in the manufacturing, retail, and service industries. This program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

Degree recipients should possess the following skills and abilities:

- Identify contemporary business concepts, principles and practices
- Demonstrate the interrelationship of the functional areas of business including management, marketing, law, organizational behavior, computer and software systems, human resources, insurance, accounting, and finance
- Analyze the interrelationship of a business organization within the larger business environment, including international business
- Apply basic legal business concepts within the legal environment in which business is conducted
- Perform basic business calculations to demonstrate basic financial literacy
- Apply problem solving and analysis skills to business research questions and demonstrate appropriate solutions
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Work as an effective team member and leader to develop a business plan and reach specific business goals
- Demonstrate an understanding of contemporary human relations/organizational behavior in terms of concepts, processes, and models and the issues, advantages, and challenges related to diversity in business organizations
- Identify the issues and challenges related to ethics in current business organizations

The following certificate(s) are nested within this degree:

- **Entrepreneurship** – Certificate of Accomplishment
- **Project Management** – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
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GENERAL EDUCATION REQUIREMENTS

ENGL& 101	English Composition I	5
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Choose 5 credits from the following:.....5

MATH 130 Introduction to Statistics (5 Cr)

Any college level math of 107 or higher

Choose 10 credits from the Direct Transfer Agreement (DTA) list of Social Science, Natural Science or Humanities electives. At least 5 credits must meet the Bellevue College Cultural Diversity requirement.

ECON& 201 and 202 are strongly recommended 10

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Professional/Technical Degrees & Certificates

CORE REQUIREMENTS

ACCT 234	Managerial Accounting.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BUS& 101	Introduction to Business	5
BUS 120	Organizational Behavior.....	5
BUS 145	Business Mathematics	5
BUS& 201	Business Law.....	5
BUS 210	Investments	5
BUS 221	Human Resource Management	5
BUS 230	Project Management.....	5
INTST 150	International Business.....	5
MKTG 154	Principles of Marketing.....	5

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

ACCT 101	Practical Accounting I (5 Cr)
ACCT 225	Survey of Financial and Managerial Accounting (5 Cr)

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

BUS 241	Multicultural Business Consulting (5 Cr)
BUS 250	Entrepreneurship (5 Cr)
BUS 280	Advanced Studies in International Business (5 Cr)
EXPL 191	Academic Internship Experience (V1-5 Cr)

Approved Electives.....5

TOTAL.....90

Business Management

ASSOCIATE IN ARTS DEGREE

The Associate in Arts in Business Management is designed to help students learn new or enhance existing business skills and obtain a strong, broad-based knowledge of business management in the manufacturing, retail, and service industries. This program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate. Certificates in Entrepreneurship and Project Management may be applied to this degree.

Degree recipients should possess the following skills and abilities:

- Identify contemporary business concepts, principles and practices
- Demonstrate the interrelationship of the functional areas of business including management, marketing, law, organizational behavior, computer and software systems, human resources, insurance, accounting, and finance
- Analyze the interrelationship of a business organization within the larger business environment, including international business
- Apply basic legal business concepts within the legal environment in which business is conducted
- Perform basic business calculations to demonstrate basic financial literacy
- Apply problem solving and analysis skills to business research questions and demonstrate appropriate solutions
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Work as an effective team member and leader to develop a business plan and reach specific business goals
- Demonstrate an understanding of contemporary human relations/organizational behavior in terms of concepts, processes, and models and the issues, advantages, and challenges related to diversity in business organizations
- Identify the issues and challenges related to ethics in current business organizations

The following certificate(s) are nested within this degree:

- **Entrepreneurship** – Certificate of Accomplishment
- **Project Management** – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
ACCT 234	Managerial Accounting.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BUS& 101	Introduction to Business	5
BUS 120	Organizational Behavior.....	5
BUS 145	Business Mathematics	5
BUS 210	Investments	5
BUS 221	Human Resource Management	5
ENGL& 101	English Composition I	5
INTST 150	International Business.....	5
MKTG 154	Principles of Marketing.....	5
	Science lab elective	6

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

ACCT 101	Practical Accounting I (5 Cr)
ACCT& 201	Principles of Accounting I (5 Cr)

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

BA 200	Business Law Legal Foundations (5 Cr)
BUS& 201	Business Law (5 Cr)

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

BUS 230	Project Management (5 Cr)
BUS 245	Property & Liability Insurance (5 Cr)

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

BUS 241	Multicultural Business Consulting (5 Cr)
CES 241	Multicultural Business Consulting (5 Cr)
EXPL 191	Academic Internship Experience (V1-5 Cr)

Approved Electives.....14

TOTAL.....90

Entrepreneurship

CERTIFICATE OF ACCOMPLISHMENT

The Entrepreneurship certificate is designed for students interested in entrepreneurial opportunities. It offers students an opportunity to understand entrepreneurship, take the first steps towards developing a new business and building the skills entrepreneurs need to be successful.

Certificate recipients should possess the following skills and abilities:

- Plan in the entrepreneurial environment, including launching a new business
- Develop a business plan for a startup business
- Lead product innovation for businesses ranging from startups to well-established corporations

The following certificate(s) are nested within this certificate:

- This Certificate aligns students for the Business Management Associate Degree if they desire to continue their studies.

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I OR.....	5
ACCT 225	Survey of Financial & Managerial Accounting (5 Cr)	
BTS 161	Business Software Essentials OR.....	5
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
BUS 221	Human Resource Management OR.....	5
BUS 222	Advanced Leadership & Management (5 Cr)	
BUS 250	Entrepreneurship	5
MKTG 110	Client Customer Relations.....	5
MKTG 154	Principles of Marketing.....	5

TOTAL.....30

Project Management

CERTIFICATE OF ACCOMPLISHMENT

The Project Management certificate addresses basic project management for better managing time, people, and money resources in a business environment. The certificate serves as the basis for further study and additional specialized skills in project management.

Certificate recipients should possess the following skills and abilities:

- Initiate, plan, execute, monitor and complete projects
- Understand and be able to communicate project management concepts
- Understand and be able to track projects using project management techniques and software
- Use best practices as identified by the profession

Course	Course Name	Credit Hrs.
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 230	Project Management	5
AND		
ACCT 225	Survey of Financial & Managerial Accounting (5 Cr)	
OR		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT 102	Practical Accounting II (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
OR		
BUS 299	Individual Studies in Business Management (V 3-5 Cr)	
OR		
MKTG 299	Individual Studies in Marketing (V 3-5 Cr)	
TOTAL		18-30

NOTE: This certificate requires the completion of a minimum of 18 credit hours including BTS 280, BUS 120, & BUS 230.

BUSINESS SUSTAINABLE PRACTICES

Sustainable Business Practices

ASSOCIATE IN ARTS DEGREE

The associate degree in Sustainable Business Practices prepares graduates to become active and successful professionals in promoting and implementing sustainable business practices in a wide range of industries and organizations. Students will explore the interactions between environmental, financial and social systems; learn to incorporate principles of sustainability into every business decision; and learn to participate in environmentally-friendly or green business activities to ensure that all processes, products, and manufacturing activities adequately address current environmental concerns while maintaining financial health for the organization.

Degree recipients should possess the following skills and abilities:

- Present and discuss the complexity and breadth of sustainable business practices, corporate responsibilities, ethics, regulations and their implications for business organizations as part of a larger ecosystem that includes environmental, societal and economic systems
- Assess the sustainability of existing business practices and develop recommendations for improvement, as well as identify their short and long-term economic impacts
- Perform business analysis and audit regarding sustainable business practices and develop a cost/benefit analysis of existing and proposed practices
- Assess the effectiveness of resource and waste management practices throughout all aspects of a product or service life cycle and supply chain management
- Develop an effective communication and PR strategic plan to best train stakeholders and position an organization's commitment to sustainability and the environment
- Develop in depth economic analysis of business practices taking into account various scenarios to decrease overall organization impact on resources and the environment
- Compute an organization carbon footprint including assumptions and analysis, using basic processes and information technology tools
- Plan, implement and evaluate sustainability programs; and develop sustainability and environmental management reports
- Present the trends and various options in energy generation and management systems, and compare advantages and constraints based on specific industries, geographic locations and existing infrastructures
- Discuss corporate responsibilities, ethics and regulations as they relate to the environment

The following certificate(s) are nested within this degree:

- Sustainable Business Best Practices – Certificate of Completion

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Professional/Technical Degrees & Certificates

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
ACCT/BSUST 280	Sustainable Business Accounting	5
BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 110	Communication for Sustainable Business Practices.....	4
BSUST 150	Introduction to Carbon Footprint.....	5
BSUST 160	Sustainable Business Analysis.....	5
BSUST 201	Whole Systems Thinking & Change Management	5
BTS 109	Business Communications.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BUS 260	Business Ethics	5
ECON/BSUST 250	Economics of Sustainability	5
ENGL& 101	English Composition I	5
EXPL 191/192/193	Academic Internship Experience.....	1-5
PHIL 122	Environmental Ethics.....	5
<i>Choose 5 credits from the following:</i>		5
BUS& 101	Introduction to Business (5 Cr)	
INTST 150	International Business (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ENV& 100	Survey of Environmental Science (5 Cr)	
METR 211	Global Climate Change (5 Cr)	

SUBTOTAL 75-79

Choose one of the following tracks for 15 credits:

SUSTAINABLE SYSTEMS MANAGEMENT TRACK

BSUST 120	Energy Systems and Management	5
BSUST 130	Resource and Waste Management.....	5
BSUST 260	Product Lifecycle and Supply Chain Management	5

SUSTAINABLE DESIGN TRACK

INDES 145	Introduction to Sustainable Design.....	5
INDES 146	Practical Applications of Sustainable Design.....	5
INDES 147	Healthy and Sustainable Interiors	5

ENTREPRENEURSHIP TRACK

BUS 250	Entrepreneurship	5
<i>Choose 5 credits from the following:</i>		5
BUS 221	Human Resources Management (5 Cr)	
BUS 222	Advanced Leadership and Management (5 Cr)	

<i>Choose 5 credits from the following:</i>		5
MKTG 110	Client Customer Relations (5 Cr)	
MKTG 154	Principles of Marketing (5 Cr)	

TOTAL..... 90-94

Sustainable Business Best Practices

CERTIFICATE OF COMPLETION

The Sustainable Business Best Practices certificate is for business professionals who want to expand their current business skills to include best practices in managing for sustainability. It provides an overview of sustainability practices that are proven to increase business effectiveness and competitiveness at all levels of the organization. Graduates will understand frameworks and to apply best practices to make recommendations that support the organization's environmental, social and economic growth as well as leverage the foundation of sustainability to increase the financial bottom line.

Certificate recipients should possess the following skills and abilities:

- Present and discuss the complexity and breadth of sustainable business practices, and their implications for business organizations as part of a larger ecosystem that includes environmental, societal and economic systems
- Assess the sustainability of existing business practices and develop recommendations for improvement, as well as identifying their short- and long-term economic impacts
- Compare the effectiveness and assess the cost/benefit of various sustainable business strategies in selected industries – such as healthcare, manufacturing, retail, high tech – and in small and large organizations
- Discuss corporate responsibilities and regulations as they relate to the environment
- Apply basic economic analysis tools as they relate to carbon footprint computing; resource economics and management, green supply chain management, and energy management solutions
- Apply basic strategies to best position and communicate an organization's commitment to sustainability and the environment
- Apply basic processes and information technology tools involved in performing analysis and audit of various businesses with an emphasis on sustainability, including planning, implementation and evaluation of sustainability programs, and sustainability and environmental management reporting
- Discuss emission trading regulations, trends and practices
- Discuss legal issues and regulatory compliance in sustainability

Course	Course Name	Credit Hrs.
BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 110	Communication for Sustainable Business Practices	4
BSUST 150	Introduction to Carbon Footprint.....	5
BSUST 160	Sustainable Business Analysis.....	5
TOTAL.....		19

Sustainability Coordinator

CERTIFICATE OF ACHIEVEMENT

The Sustainability Coordinator certificate prepares business professionals to take on the role of planning, managing, coordinating, reporting and assessing sustainable business practices across all organizational functions. Students will learn to incorporate principles of sustainability into every business decision and learn to coordinate sustainability initiatives throughout the organization to ensure that all processes, products, and manufacturing activities adequately address current environmental concerns while maintaining financial health for the organization. It is recommended that students have taken ACCT 101 or have equivalent experience with Accounting before starting this program.

Certificate recipients should possess the following skills and abilities:

- Assess the sustainability of existing business practices and develop recommendations for improvement, as well as their short and long-term economic impacts
- Perform business analysis and audit regarding sustainable business practices and develop a cost/benefit analysis of existing and proposed practices
- Assess the effectiveness of resource and waste management practices throughout all aspects of a product or service life cycle and supply chain management
- Develop an effective communication and PR strategic plan to best position and communicate an organization's commitment to sustainability and the environment

Sustainable Systems Best Practices

CERTIFICATE OF ACCOMPLISHMENT

The Sustainable Systems Best Practices certificate prepares business professionals to focus on a whole systems approach and change management for sustainability initiatives throughout the organization. The focus is on strategic approaches to change management based on whole systems thinking with an emphasis on economic, social and environmental impacts.

Certificate recipients should possess the following skills and abilities:

- Present and discuss the complexity and breadth of sustainable business practices, and their implications for business organizations as part of a larger ecosystem that includes environmental, societal and economic systems
- Assess the sustainability of existing business practices and develop recommendations for improvement, as well as their short and long-term economic impacts
- Assess the effectiveness of resource and waste management practices throughout all aspects of a product or service life cycle and supply chain management
- Compute an organization carbon footprint including assumptions and analysis, using basic processes and information technology tools
- Present the trends and various options in energy generation and management systems, and compare advantages and constraints based on specific industries, geographic locations and existing infrastructures
- Discuss corporate responsibilities, ethics and regulations as they relate to the environment

Course	Course Name	Credit Hrs.
BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 120	Energy Systems and Management.....	5
BSUST 130	Resource and Waste Management.....	5
BSUST 150	Introduction to Carbon Footprint.....	5
BSUST 201	Whole Systems Thinking & Change Management	5
BSUST 260	Product Lifecycle and Supply Chain Management	5
TOTAL		30

- Compute an organization carbon footprint including assumptions and analysis, using basic processes and information technology tools
- Plan, implement and evaluate sustainability programs; and develop sustainability and environmental management reports
- Present the trends and various options in energy generation and management systems, and compare advantages and constraints based on specific industries, geographic locations and existing infrastructures
- Discuss corporate responsibilities, ethics and regulations as they relate to the environment
- Present emission trading regulations, trends and practices, and legal issues and regulatory compliance in sustainability, and explain how they impact an organization's business practices and decisions

Course	Course Name	Credit Hrs.
BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 110	Communication for Sustainable Business Practices.....	4
BSUST 120	Energy Systems and Management.....	5
BSUST 130	Resource and Waste Management.....	5
BSUST 150	Introduction to Carbon Footprint.....	5
BSUST 160	Sustainable Business Analysis.....	5
BSUST 201	Whole Systems Thinking & Change Management	5
BSUST 250	Economics of Sustainability	5
BSUST 260	Product Lifecycle and Supply Chain Management	5
BSUST 280	Sustainable Business Accounting	5
TOTAL		49

Sustainable Business Accounting

CERTIFICATE OF ACCOMPLISHMENT

The Sustainable Business Accounting certificate prepares business professionals to focus on the financial aspects and reporting of sustainable business practices. The focus is on performing analysis of businesses with emphasis on how to best integrate sustainability into business and financial strategies, to analyze business processes in each functional area and as a whole to assess sustainability performance using triple bottom line accounting methods, and to develop recommendations for increased efficiencies and decreased environmental footprint.

Certificate recipients should possess the following skills and abilities:

- Perform business analysis and audit regarding sustainable business practices and develop a cost/benefit analysis of existing and proposed practices
- Develop in depth economic analysis of business practices taking into account various scenarios to decrease overall organization impact on resources and the environment
- Compute an organization carbon footprint including assumptions and analysis, using basic processes and information technology tools
- Discuss corporate responsibilities, ethics and regulations as they relate to the environment
- Present emission trading regulations, trends and practices, and legal issues and regulatory compliance

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
ACCT 102	Practical Accounting II.....	5
ACCT 270	Cost Accounting	5
BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 160	Sustainable Business Analysis.....	5
BSUST 280	Sustainable Business Accounting	5
TOTAL		30

BUSINESS TECHNOLOGY SYSTEMS

Certificate programs give students an opportunity to become computer literate, and gain competency working with the most current business software applications as applied in a business environment. Programs emphasize the technological changes occurring in the workforce, where employment opportunities increase dramatically for those who are computer competent and skilled in operating a variety of software applications with business skills. Instruction emphasizes business applications and skills as applied to technology. Credits earned in the certificate programs may be applied toward the Business Technology degree.

The degree includes emphasis in office management, advanced software skills, web marketing, human resources, bookkeeping, database and sustainable business practices. Positions include office manager, executive and administrative assistant, office assistant, web marketing specialist, desktop publisher, database specialist, coordinator and planner, bookkeeper and human resource assistant.

Business Technology

ASSOCIATE IN ARTS DEGREE

The Business Technology associate degree prepares students for general office administrative support in positions such as, office manager and administrative positions that require office administration, accounting, business communication, business math, customer relations and office software applications skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, business communication and electronic communication tools, office technology, office administration, accounting and business math. Students will also have additional practice in one or more of the following areas: electronic communications, project management applications, Outlook personal information manager, small group communication, Internet basics, customer relations, report writing, and business ethics. Certificates of Achievement and Accomplishment in Administrative Assistant, Advanced Business Software Specialist, Business Software Specialist and Office Assistant may be applied to this degree.

Degree recipients should possess the following skills and abilities:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with word processing applications
- Work at an advanced level with applications for spreadsheets, databases and computerized accounting
- Apply basic desktop publishing skills in web or print design to publication designs
- Apply business math concepts to workplace problems
- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Apply office accounting principles
- Apply organization behavior principles

The following certificate(s) are nested within this degree:

- Administrative Assistant – Certificate of Achievement
- Advanced Business Software Specialist – Certificate of Achievement
- Business Software Specialist – Certificate of Accomplishment
- Office Assistant – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 109	Business Communications.....	5
BTS 144	Personal Information Manager.....	3
BTS 147	Presentation Design and Delivery	3
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 293	Business Technology Practicum.....	5
BUS 120	Organizational Behavior.....	5
BUS& 201	Business Law.....	5
ENGL& 101	English Composition I	5
<i>Choose 5 credits from the following:</i>		5
ACCT 225	Analysis of Financial and Managerial Accounting (5 Cr)	
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
MATH XXX	Any College Level (100) Math Course (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
DMA 221	Web Animation (5 Cr)	
PROG 109	Introduction to Web Development (5 Cr)	
BTS 186-189	Any one of these courses not used elsewhere (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BUS& 101	Introduction to Business (5 Cr)	
BSUST 101	Introduction to Sustainable Business (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
INTST 150	International Business (5 Cr)	
MKTG 154	Principles of Marketing (5 Cr)	
MKTG 200	International Marketing (5 Cr)	
MKTG 225	Customer Relations Management (5 Cr)	
MKTG 234	Advertising (5 Cr)	
MKTG 240	eMarketing (5 Cr)	
<i>Choose 5-6 credits from the following:</i>		5-6
ASTR& 100	Survey of Astronomy (5 Cr)	
ASTR& 101	Introduction to Astronomy (6 Cr)	
CHEM 100	Chemical Explorations (6 Cr)	
CHEM& 110	Chemical Concepts w/Lab (6 Cr)	
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)	
GEOL& 101	Introduction to Physical Geology (6 Cr)	
GEOL& 208	Geology of the Pacific NW (6 Cr)	
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)	
PSYC 202	Introduction to Physiological Psychology (5 Cr)	

Choose a track from the following for 19-21 credits:

ADVANCED SOFTWARE SPECIALIST (20 Credits)

<i>Choose 20 credits from the following:</i>		20
BTS 168	Business Data Management Tools (5 Cr)	
BTS 171	Advanced Windows (5 Cr)	
BTS 210	Collaborative Workspaces (5 Cr)	
BTS 280	Project Planning, Tracking, & Reporting (5 Cr)	
BTS 265	Advanced Spreadsheet Applications (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	

BOOKKEEPING (21 Credits)

ACCT 102	Practical Accounting II.....	5
ACCT 135	Business Payroll Tax Accounting.....	5
ACCT 172	Small Business Computerized Accounting.....	5
ACCT 245	Accounting Information Systems	5
BTS 146	10-Key.....	1

DATABASE USER SPECIALIST (20 Credits)

BTS 168	Business Data Management Tools.....	5
BTS 268	Advanced Business Data Management Tools	5
DBA 130	Database Theory.....	5

Choose 5 credits from the following:5

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)
PROG 175	Database Reporting (5 Cr)

HUMAN RESOURCES ASSISTANT (20 Credits)

BTS 168	Business Data Management Tools.....	5
BTS 280	Project Planning, Tracking, & Reporting	5
BUS 221	Human Resources Management.....	5
PROG 175	Database Reporting.....	5

OFFICE MANAGEMENT (20 Credits)

BTS 210	Collaborative Workspaces.....	5
BTS 280	Project Planning, Tracking, & Reporting	5

Choose 10 credits from the following: 10

BTS 163	Word Processing Applications (5 Cr)
BTS 168	Business Data Management Tools (5 Cr)
BTS 250	Administrative Office Management (5 Cr)
BTS 265	Advanced Spreadsheet Analysis and Design (5 Cr)
BTS 268	Advanced Business Data Management Tools (5 Cr)

SUSTAINABLE BUSINESS BEST PRACTICES (19 Credits)

BSUST 101	Introduction to Sustainable Business Practices	5
BSUST 110	Communication for Sustainable Business Practices.....	4
BSUST 150	Introduction to Carbon Footprint.....	5
BSUST 160	Sustainable Business Analysis.....	5

WEB MARKETING (21 Credits)

BTS 145	Introduction to Web Technology.....	1
BTS 189	Webpage Authoring Essentials	5
BTS 289	Design & Deploy Ecommerce Website	5
MKTG 240	eMarketing	5

Choose 5 credits from the following: 5

BTS 168	Business Data Management tools (5 Cr)
BTS 188	Digital Images for Desktop Publishing (5 Cr)
MKTG 225	Customer Relations Management (5 Cr)
BTS 186	Publication Design Essentials (5 Cr)
DMA 212	Vector Images (Formerly ANIM 222) (5 Cr)
DMA 221	Web Animation (Formerly ANIM 230) (5 Cr)
BTS 187	Publication Design for Print (5 Cr)
BTS 280	Project Planning, Tracking & Reporting (5 Cr)
BUS 230	Project Management (5 Cr)

TOTAL**90-93**

Web Marketing Specialist

CERTIFICATE OF ACHIEVEMENT

Students completing the Web Marketing Specialist certificate are prepared for web marketing positions that require e-marketing theory and practical application of web marketing skills and basic web development. The certificate provides an overview of marketing and e-marketing skills in desktop publishing, digital design, web tools, graphics principles, business communication skills, electronic communications, customer relations management, advertising and office software applications skills. Students will also have additional practice in one or more of the following areas: illustration software, Web animation, publication software, project management theory and software, personal information manager (Outlook), or presentation software.

Certificate recipients should possess the following skills and abilities:

- Apply e-marketing theory and practice to business scenarios
- Apply traditional marketing and advertising principles to business problems
- Work at an intermediate level with web, desktop publishing applications and basic office software
- Apply effective digital design principles
- Apply marketing principles and digital design in a business setting
- Effectively communicate to a variety of audiences with a variety of medium
- Utilize customer relations management applications

Course	Course Name	Credit Hrs.
BTS 109	Business Communications.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 186	Publication Design Essentials	5
BTS 188	Digital Images for Desktop Publishing.....	5
BTS 189	Web Authoring Essentials	5
BTS 289	Design & Deploy Ecommerce Website	5
MKTG 154	Principles of Marketing.....	5
MKTG 225	Customer Relations Management	5
MKTG 240	eMarketing.....	5

Choose 5 credits from the following:5

BTS 110	Web Essentials for Communications (5 Cr)
BTS 161	Business Software Essentials (5 Cr)

Choose 5 credits from the following:5

MKTG 200	International Marketing (5 Cr)
MKTG 234	Advertising (5 Cr)

Choose 3-5 credits from the following: 3-5

BTS 144	Personal Information Manager (3 Cr)
BTS 147	Presentation Design & Delivery (3 Cr)
BTS 187	Publication Design for Print (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 293	Business Technology Practicum (5 Cr)
BUS 230	Project Management (5 Cr)
DMA 212	Vector Images & Illustrations (5 Cr)
DMA 221	Web Animation I (5 Cr)

TOTAL.....**58-60**

Professional/Technical Degrees & Certificates

Administrative Assistant

CERTIFICATE OF ACHIEVEMENT

The Administrative Assistant certificate prepares students to provide general office administrative support that requires business communication, office administration, business math, customer relations and office software applications skills. The curriculum includes office applications software courses, business communication and electronic communication tools, office technology, office administration and business math. Students will also have elected additional practice in one or more of the following areas: desktop publishing applications, project management applications, advanced skills in database and spreadsheet applications, computerized accounting applications, online collaboration, organizational behavior, small group communication.

Certificate recipients should possess the following skills and abilities:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Critically apply software skills to solve business problems in a variety of situations
- Apply basic desktop publishing skills in Web or print design to publication designs
- Work at the expert level with applications used for e-mail and information, presentations, and word processing
- Work at an advanced level with applications used for spreadsheets and databases
- Apply business math concepts to workplace problems

The following certificate(s) are nested within this certificate:

- Advanced Business Software Specialist - Certificate of Achievement
- Business Software Specialist – Certificate of Accomplishment
- Office Assistant – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 109	Business Communications.....	5
BTS 144	Personal Information Manager.....	3
BTS 147	Presentation Design & Delivery	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 293	Business Technology Practicum.....	5
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
	Any college level math (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
<i>Choose 2-5 credits from the following:</i>		2-5
ACCT 172	Small Business Computerized Accounting (5 Cr)	
BTS 104	Keyboarding Review & Speed Building (1 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 146	10-Key (1 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 171	Operating Systems for Advanced Users (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	

BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)
BTS 268	Advanced Business Data Management Tools (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 289	Design & Deploy Ecommerce Website (5 Cr)
BUS 120	Organizational Behavior (5 Cr)
CMST& 230	Small Group Communication (5 Cr)
MKTG 110	Client Customer Relations (5 Cr)

TOTAL..... 48-51

Advanced Business Software Specialist

CERTIFICATE OF ACHIEVEMENT

The Advanced Business Software Specialist certificate includes intermediate and advanced business technology office applications software courses, operating systems, office technology and electronic communications tools. Completers are prepared for administrative positions that require Advanced Office User skills. Certificates of Accomplishment in Business Software Specialist and Office Assistant can be applied to this certificate. Students will also have additional practice in one or more of the following areas: desktop publishing applications, collaboration software or client management software.

Certificate recipients should possess the following skills and abilities:

- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with applications for word processing, spreadsheets, and databases
- Work at the advanced level with applications for project management
- Demonstrate a high-level operating systems user knowledge

The following certificate(s) are nested within this certificate:

- Business Software Specialist – Certificate of Accomplishment
- Office Assistant – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager.....	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 171	Operating Systems for Advanced Users.....	5
BTS 265	Advanced Business Spreadsheet Analysis & Design.....	5
BTS 268	Advanced Business Data Management Tools	5
BTS 280	Project Planning Tracking & Reporting	5
<i>Choose 5 credits from the following:</i>		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
CS 250	Management Information Systems (5 Cr)	

TOTAL..... 48

Human Resources Assistant

CERTIFICATE OF ACHIEVEMENT

Students completing the Human Resources Assistant certificate are prepared for human resources administrative positions that require theory and practice of personnel administration, project management, human resources information systems technology skills, business communication skills, office administration, accounting principles, customer relations and office software applications skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, specialized human resources software, business communication and electronic communication tools, and accounting principles. This certificate prepares students to provide human resources administrative support using software application skills, business and communication skills.

Certificate recipients should possess the following skills and abilities:

- Work at the expert level with word processing applications
- Work at an advanced level with applications for spreadsheets, project management, human resources software and Personal Information Manager software
- Apply basic human resources practices and theories
- Use basic accounting principles
- Apply basic organizational behavior principles

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I.....	5
BTS 109	Business Communications.....	5
BTS 144	Personal Information Manager.....	3
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools.....	5
BTS 280	Project Planning Tracking & Reporting.....	5
BUS 120	Organizational Behavior.....	5
BUS 221	Human Resource Management.....	5
PROG 175	Database Reporting.....	5
<i>Choose 5 credits from the following:</i>		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
TOTAL		48

Desktop Publishing for Print and Web

CERTIFICATE OF ACCOMPLISHMENT

The Desktop Publishing for Print and Web certificate emphasizes standards for print and Web production. It covers current print and Web software applications, principles of design, and production workflow principles. It provides training for positions such as design assistant, production assistant, and marketing and communications assistant.

Certificate recipients should possess the following skills and abilities:

- Use file management and basic Windows principles to manage data
- Create basic office documents using industry standard software
- Confidently use current industry standard software in desktop publishing
- Create professional quality publications for print and Web
- Apply design principles for the creation of publications
- Apply principles of resolution, file types, color management and production workflow to the creation of print and Web publications
- Apply principles of written and visual communication to the creation of a variety of publications. Understand and apply the differences
- Research and recommend devices used in desktop publishing
- Collaborate with and advise clients, creating publications that best suit client needs
- Create a portfolio showcasing work
- Market themselves to potential employers

Course	Course Name	Credit Hrs.
BTS 110	Web Essentials for Communications.....	5
BTS 186	Publication Design Essentials.....	5
BTS 187	Publication Design for Print.....	5
BTS 188	Digital Images for Desktop Publishing.....	5
BTS 189	Webpage Authoring Essentials.....	5
BTS 293	Business Technology Practicum.....	5
<i>Choose 5 credits from the following:</i>		5
BTS 161	Business Software Essentials (5 Cr)	
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
<i>Choose 9 credits from the following:</i>		9
DMA 212	Vector Images & Illustrations (5 Cr)	
DMA 221	Web Animation I (5 Cr)	
ART 110	Two-Dimensional Design (5 Cr)	
ART 111	Design Color (5 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 147	Presentation Design & Delivery (3 Cr)	
BTS 280	Project Planning Tracking & Reporting (5 Cr)	
BTS 289	Design & Deploy Ecommerce Website (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
BUS 230	Project Management (5 Cr)	
MKTG 154	Principles of Marketing (5 Cr)	
MKTG 200	International Marketing (5 Cr)	
MKTG 225	Customer Relations Management (5 Cr)	
MKTG 234	Advertising (5 Cr)	
MKTG 240	eMarketing (5 Cr)	
TOTAL		44

Business Software Specialist

CERTIFICATE OF ACCOMPLISHMENT

The Business Software Specialist certificate prepares students to provide general office support using software applications skills. Students completing this certificate are prepared for administrative positions that require Office User skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, office technology and electronic communications tools. Students will also have additional practice in one or more of the following areas: desktop publishing applications, project management applications, advanced skills in database and spreadsheet applications, computerized accounting applications, online collaboration, and operating systems.

Certificate recipients should possess the following skills and abilities:

- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with applications for e-mail and information, word processing, spreadsheets, and databases

The following certificate(s) are nested within this certificate:

- Office Assistant – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5

Choose 5 credits from the following:

BTS 110 Web Essentials for Communications (5 Cr)

BTS 161 Business Software Essentials (5 Cr)

Choose 7-8 credits from the following:

ACCT 172 Small Business Computerized Accounting (5 Cr)

BTS 147 Presentation Design & Delivery (3 Cr)

BTS 171 Operating Systems for Advanced Users (5 Cr)

BTS 173 Windows Basics (1 Cr)

BTS 174 Windows File & Disk Management Basics (1 Cr)

BTS 186 Publication Design Essentials (5 Cr)

BTS 187 Publication Design for Print (5 Cr)

BTS 188 Digital Images for Desktop Publishing (5 Cr)

BTS 189 Webpage Authoring Essentials (5 Cr)

BTS 210 Collaborative Online Workspaces (5 Cr)

BTS 280 Project Planning Tracking & Reporting (5 Cr)

BTS 293 Business Technology Practicum (5 Cr)

PROG 175 Database Reporting (5 Cr)

TOTAL..... 30-31

Office Assistant

CERTIFICATE OF ACCOMPLISHMENT

The Office Assistant certificate prepares students to provide general office support using software applications skills. Students completing this certificate are prepared for administrative positions that require Office User skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, office technology and electronic communications tools. Students will also have additional practice in one or more of the following areas: web technology and communication, windows and file management, business communications and project based application of office skills.

Certificate recipients should possess the following skills and abilities:

- Critically apply software skills to solve business problems in a variety of situations.
- Work at the expert level with applications for e-mail and information, presentations, and word processing
- Work at an intermediate level with spreadsheet applications

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
BTS 147	Presentation Design & Delivery	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design	5

Choose 5 credits from the following:

BTS 110 Web Essentials for Communications (5 Cr)

BTS 161 Business Software Essentials (5 Cr)

Choose 3-6 credits from the following:

BTS 101 Keyboarding I (1 Cr)

BTS 104 Keyboarding Review & Speed Building (1 Cr)

BTS 109 Business Communications (5 Cr)

BTS 145 Introduction to Web Technology (1 Cr)

BTS 173 Windows Basics (1 Cr)

BTS 174 Windows File & Disk Management Basics (1 Cr)

BTS 293 Business Technology Practicum (5 Cr)

TOTAL..... 24-27

Database User Specialist

CERTIFICATE OF ACCOMPLISHMENT

In depth knowledge of databases is becoming a requirement of many administrative assistant and software technical support jobs. The Database User Specialist certificate is targeted towards students with some basic computer knowledge and skills who want to upgrade their skills to be more competitive in the job market.

Certificate recipients should possess the following skills and abilities:

- Work with Access database software at an advanced level of proficiency
- Present the principles of relational databases and appropriately apply database terminology
- Develop effective database user interfaces
- Apply the basic principles of data modeling and normalization of database tables
- Develop basic SQL commands
- Develop basic database applications for the business environment
- Troubleshoot database problems

Course	Course Name	Credit Hrs.
BTS 168	Business Data Management Tools	5
BTS 268	Advanced Business Data Management Tools	5
DBA 130	Database Theory.....	5

Choose 3-5 credits from the following:

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)

TOTAL..... 18-20

CRIMINAL JUSTICE

Criminal Justice – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T – CRIMINAL JUSTICE

The AAS-T combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. The AAS-T degree generally will not be accepted in transfer-in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer.

The Associate in Applied Science-T in Criminal Justice provides students with knowledge of the criminal justice system (law enforcement, court system, and corrections) and stages of the criminal justice process. The curriculum includes coursework in criminal justice and criminology, law enforcement and criminal justice ethics, criminal and constitutional law, and written, verbal, and non-verbal communications. The degree prepares students either for immediate employment or for transfer to a bachelor's degree program. Career pathways include the Washington State Patrol, municipal and county law enforcement agencies, federal agencies, law practice, corrections, private investigations, security and social service agencies.

Degree recipients should possess the following skills and abilities:

- Apply basic investigative techniques for developing solutions to crime problems
- Use critical thinking skills to understand and analyze verbal, non-verbal and cultural communications in the field of criminal justice
- Define, explain and contrast the basic sociological, economical and physiological theories relating to the causation of crime
- Demonstrate how the theories relating to the causation of crime, law building and law enforcement reflect the historical context of times and culture in which they were developed
- Explain and analyze different social, legal and political responses to criminal behavior
- Define and explain the different philosophies of policing and determine which philosophy a police department is utilizing by analyzing process, programs and organizational structure
- Define and explain the ethics and ethical paradoxes that face criminal justice professionals
- Define and explain the basic precepts of criminal law as it applies in the State of Washington
- Define and explain the major reform movements which have substantially impacted the policing profession in America

Course	Course Name	Credit Hrs.
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CORE COURSEWORK

CJ& 101	Introduction to Criminal Justice.....	5
CJ 106	American Corrections System.....	5
CJ 109	Introduction to Juvenile Justice System.....	5
CJ& 110	Criminal Law.....	5
CJ& 112	Introduction to Criminology.....	5
CJ 202	Principles of Criminal Investigation.....	5
CJ 248	Ethics in Criminal Justice.....	5

WRITTEN COMMUNICATION

ENGL& 101	English Composition I.....	5
CMST 280	Intercultural Communication.....	5
CMST 285	Nonverbal Communication.....	5

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

ENGL 201	The Research Paper (5 Cr)
ENGL& 235	Technical Writing (5 Cr)
ENGL 271	Expository Writing (5 Cr)

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

CMST& 101	Introduction to Communication (5 Cr)
CMST& 210	Interpersonal Communication (5 Cr)

QUANTITATIVE

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

MATH& 107	Math in Society (5 Cr)
MATH 138	College Algebra for Business & Social Science (5 Cr)
MATH& 141	Precalculus I (5 Cr)
or any college level math course higher than MATH& 141	

HUMANITIES & SOCIAL SCIENCE (can be in same group)

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

ANTH& 100	Survey of Anthropology (5 Cr)
ANTH& 206	Cultural Anthropology (5 Cr)
ANTH& 236	Forensic Anthropology (5 Cr)
POLS& 101	Introduction to Political Science (5 Cr)
POLS& 202	American Government (5 Cr)
PSYC& 100	General Psychology (5 Cr)
PSYC& 220	Abnormal Psychology (5 Cr)
PSYC 240	Social Psychology (5 Cr)
SOC& 101	Introduction to Sociology (5 Cr)
SOC& 201	Social Problems (5 Cr)
SOC 270	Deviance (5 Cr)

NATURAL SCIENCES

Choose 10-11 credits from the following:..... 10-11

ANTH& 205	Biological Anthropology (5 Cr)
ANTH& 215	Bioanthropology w/Lab (5 Cr)
ASTR& 100	Survey of Astronomy (5 Cr)
ASTR& 101	Introduction to Astronomy (6 Cr)
BIOL& 100	Survey of Biology (6 Cr)
BIOL 150	Marine Biology (6 Cr)
BIOL& 160	General Biology w/Lab (6 Cr)
BOTAN 110	Introduction to Plant Biology (6 Cr)
BOTAN 113	Plant Identification & Classification (6 Cr)
CHEM 100	Chemical Explorations (5 Cr)
CHEM& 110	Chemical Concepts w/Lab (6 Cr)
ENVS 207	Field & Laboratory Environmental Science (6 Cr)
GEOG 106	Introduction to Natural Hazards & Disasters (5 Cr)
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)
PHYS& 100	Physics – Basic Concepts (5 Cr)
PSYCH 202	Introduction to Physiological Psychology (5 Cr)

CRIMINAL JUSTICE ELECTIVES

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

CJ 102	Policing Operations (5 Cr)
CJ 200	Criminal Evidence & Procedures – Police Officer (5 Cr)
CJ 204	Constitutional Law (5 Cr)
CJ 206	Community-Oriented Policing (5 Cr)
CJ 242	Law & the Police in a Multicultural Society (5 Cr)

GRAND TOTAL 90-91

Academic Advising and Program Information: Social Science Division
<http://www.bellevuecollege.edu/socsci>

DIAGNOSTIC ULTRASOUND TECHNOLOGY

Diagnostic Ultrasound Technology

ASSOCIATE IN ARTS DEGREE

Diagnostic Ultrasound Technology uses energy in the form of ultrasound to diagnose pathology and assess fetal well-being. The Associate in Arts degree in Diagnostic Ultrasound provides training in ultrasound patient services and related diagnostic techniques. The program offers training in the following specialty tracks: General (Abdomen & OB/GYN), Vascular Technology, and Echocardiography. Students must declare their specialty track of sonography practice at time of application. The program uses a selective admissions process, with admissions guidelines published annually. Graduates are eligible to apply to take the American Registry of Diagnostic Medical Sonography and the American Registry of Radiologic Technology examinations. It is accredited by the Commission on Accreditation of Allied Health Education Programs.

Ultrasonography, commonly called sonography, is a diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body. Sonography can be used to examine many parts of the body, such as the abdomen, breasts, female reproductive system, prostate, heart, and blood vessels. Sonography is increasingly being used in the detection and treatment of heart disease, heart attack, and vascular disease that can lead to stroke. It is also used to guide fine needle tissue biopsy to assist in taking a sample of cells from an organ for lab testing (for example, a test for cancer in breast tissue). Unlike X-rays, sonography is a radiation-free imaging modality.

Sonographers have extensive, direct patient contact that may include performing some invasive procedures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill.

Degree recipients should possess the following skills and abilities:

- Function in the capacity as an entry-level sonographer; acquiring diagnostic ultrasound images of the patient's anatomy to aid the physician in the diagnosis of various pathological conditions
- Act in the best interests of the patient and the institution through the prudent use of safety measures, techniques and equipment to prevent harm to patient, facility or oneself
- Act within the Ultrasonography Scope of Practice as outlined by the Society of Diagnostic Medical Sonographers
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures
- Assimilate pertinent clinical information, ultrasound findings and knowledge of normal and abnormal conditions into a cohesive and complete ultrasound examination for interpreting physicians
- Communicate effectively with patients, family members, hospital staff, and the general public, and demonstrate professionalism in all actions and communications

Course	Course Name	Credit Hrs.
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PROGRAM PREREQUISITES

BIOL& 241	Human Anatomy & Physiology I.....	6
BIOL& 242	Human Anatomy & Physiology II.....	6
HPRO 120	Medical Terminology	3
MATH& 141	Precalculus I.....	5
PHYS& 100	Physics — Basic Concepts	5
Choose one of the following:		5
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
Five credits from BC approved Cultural Diversity courses.....		5
(see DUTEC program website)		

General Ultrasound

Course	Course Name	Credit Hrs.
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FIRST YEAR – FALL QUARTER:

DUTEC 100	Introduction to Sonography.....	3
DUTEC 105	Pathophysiology I.....	3
DUTEC 107	Human Cross-Section Anatomy	7
DUTEC 130	Small Parts with Vasculature Sonography	3
DUTEC 170	Ultrasound Physics and Instrumentation I.....	3

FIRST YEAR - WINTER QUARTER:

DUTEC 106	Pathophysiology II.....	3
DUTEC 110	Abdominal Scanning & Techniques.....	5
DUTEC 135	Ultrasound Equipment I.....	3
DUTEC 171	Ultrasound Physics & Instrumentation II	3

FIRST YEAR - SPRING QUARTER:

DUTEC 112	Pathophysiology III	3
DUTEC 120	Obstetrics & Gynecological Sonography.....	5
DUTEC 145	Ultrasound Equipment II	4
DUTEC 160	Vascular Ultrasound Technology	3

FIRST YEAR - SUMMER QUARTER:

DUTEC 102	Practical Aspects of Sonography	3
DUTEC 113	Pathophysiology IV.....	3
DUTEC 165	Ultrasound Equipment III	3
DUTEC 180	Advanced Studies: General Ultrasound	3

SECOND YEAR - FALL QUARTER:

DUTEC 210	Clinical Practicum I.....	13
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SECOND YEAR - WINTER QUARTER:

DUTEC 220	Clinical Practicum II.....	13
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SECOND YEAR - SPRING QUARTER:

DUTEC 230	Clinical Practicum III	13
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SECOND YEAR - SUMMER QUARTER:

DUTEC 240	Clinical Practicum IV	13
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GRAND TOTAL	112
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Vascular Technology Ultrasound

Course	Course Name	Credit Hrs.
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FIRST YEAR – FALL QUARTER:

DUTEC 100	Introduction to Sonography.....	3
DUTEC 105	Pathophysiology I.....	3
DUTEC 107	Human Cross-Section Anatomy	7
DUTEC 130	Small Parts with Vasculature Sonography.....	3
DUTEC 170	Ultrasound Physics and Instrumentation I.....	3

FIRST YEAR - WINTER QUARTER:

DUTEC 106	Pathophysiology II.....	3
DUTEC 110	Abdominal Scanning & Techniques.....	5
DUTEC 135	Ultrasound Equipment I.....	3
DUTEC 171	Ultrasound Physics & Instrumentation II.....	3

FIRST YEAR - SPRING QUARTER:

DUTEC 112	Pathophysiology III	3
DUTEC 120	Obstetrics & Gynecological Sonography	5
DUTEC 145	Ultrasound Equipment II	4
DUTEC 160	Vascular Ultrasound Technology	3

FIRST YEAR - SUMMER QUARTER:

DUTEC 102	Practical Aspects of Sonography.....	3
DUTEC 113	Pathophysiology IV.....	3
DUTEC 165	Ultrasound Equipment III	3
DUTEC 181	Advanced Studies: Echo-Vascular	3

SECOND YEAR - FALL QUARTER:

DUTEC 210	Clinical Practicum I.....	13
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SECOND YEAR - WINTER QUARTER:

DUTEC 220	Clinical Practicum II.....	13
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SECOND YEAR - SPRING QUARTER:

DUTEC 230	Clinical Practicum III	13
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SECOND YEAR - SUMMER QUARTER:

DUTEC 240	Clinical Practicum IV	13
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GRAND TOTAL 112

Echocardiography Ultrasound

Course	Course Name	Credit Hrs.
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FIRST YEAR – FALL QUARTER:

DUTEC 100	Introduction to Sonography.....	3
DUTEC 105	Pathophysiology I.....	3
DUTEC 107	Human Cross-Section Anatomy	7
DUTEC 130	Small Parts with Vasculature Sonography.....	3
DUTEC 170	Ultrasound Physics and Instrumentation I.....	3

FIRST YEAR - WINTER QUARTER:

DUTEC 106	Pathophysiology II.....	3
DUTEC 135	Ultrasound Equipment I.....	3
DUTEC 150	Basic Echocardiography	4
DUTEC 171	Ultrasound Physics & Instrumentation II.....	3

FIRST YEAR - SPRING QUARTER:

DUTEC 112	Pathophysiology III	3
DUTEC 145	Ultrasound Equipment II	4
DUTEC 155	Echocardiography	5
DUTEC 200	Stress, EKG and Auscultation for Echo	3

FIRST YEAR - SUMMER QUARTER:

DUTEC 102	Practical Aspects of Sonography.....	3
DUTEC 113	Pathophysiology IV.....	3
DUTEC 165	Ultrasound Equipment III	3
DUTEC 181	Advanced Studies: Echo-Vascular	3

SECOND YEAR - FALL QUARTER:

DUTEC 210	Clinical Practicum I.....	13
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SECOND YEAR - WINTER QUARTER:

DUTEC 220	Clinical Practicum II.....	13
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SECOND YEAR - SPRING QUARTER:

DUTEC 230	Clinical Practicum III	13
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SECOND YEAR - SUMMER QUARTER:

DUTEC 240	Clinical Practicum IV	13
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GRAND TOTAL 111

Breast Ultrasound

CERTIFICATE OF COMPLETION

The Breast Ultrasound certificate is a three-quarter certificate program 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. See Radiation and Imaging Sciences Certificates for more information.

DIGITAL MEDIA ARTS

Digital Media Arts

ASSOCIATE IN ARTS DEGREE

The Digital Media Arts associate degree provides students the opportunity to gain fundamental skills in the application of digital tools to video, games, animations, design and graphics in a project-based, hands-on environment. A range of elective options supports individual educational and employment goals. Students who have completed the degree should have a strong portfolio, workplace skills and trans-media competency. Robust faculty mentoring and frequent portfolio review support students as they prepare to continue their studies or pursue work as freelance artists or as employees.

Degree recipients should possess the following skills and abilities:

- Effectively use a variety of tools and processes for producing contemporary forms of digital media
- Effectively use multiple contemporary media delivery platforms and delivery systems
- Use a cluster of industry standard applications to create digital media
- Use current industry standards of production, design, and function within a chosen area of specialization
- Apply coursework and area of specialization towards transitioning from school to working in the industry
- Identify career ladders and options for further education
- Plan, create and maintain a professional portfolio highlighting and marketing skills and capabilities. Present this portfolio via websites, blogs and social media
- Collaborate and communicate in ways that support design team and/or group production
- Accurately describe the phases of production (pre, production and post) as well as the project management tasks inherent in each phase

Course	Course Name	Credit Hrs.
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CORE COURSES

DMA 100	Portfolio & Employment I.....	2
DMA 102	Digital Design & Storytelling	5
DMA 103	Graphic Design Fundamentals	5
DMA 104	Motion Graphic Fundamentals	5
DMA 105	Production Studio I.....	5
DMA 106	Animation & Game Design Fundamentals	5
DMA 107	Web Design Fundamentals.....	5
DMA 108	Video Fundamentals.....	5
DMA 201	Portfolio & Employment II.....	2
DMA 290	Portfolio Presentation and Review.....	1
DMA 292	Internship in Media.....	5

WRITTEN COMMUNICATION

Choose 5 credits from the following:5

CES 287	American Heroes (5 Cr)
CMST 136	Writing for the World Wide Web (5 Cr)
CMST 216	Scripting for Film & Multimedia (5 Cr)
ENGL& 101	English Composition I (5 Cr)
ENGL 201	The Research Paper (5 Cr)
ENGL 237	Writing Fiction I (5 Cr)
HIST 120	Global History (5 Cr)
HIST& 146	US History (5 Cr)

QUANTITATIVE & CRITICAL THINKING

Choose 5 credits from the following:5

BUS 145	Business Mathematics (5 Cr)
MATH& 107	Math in Society (5 Cr)
PHIL 115	Critical Reasoning (5 Cr)

CULTURAL DIVERSITY

Choose 5 credits from the following:5

ANTH& 100	Survey of Anthropology (5 Cr)
ART 103	American Art & Architecture (5 Cr)
CES 200	Cultural Pluralism (5 Cr)
CMST 134	Cultural Studies in Mass Media (5 Cr)
CMST 280	Intercultural Communication (5 Cr)
MUSC 117	Music of the World (5 Cr)
PSYC 250	Cross Cultural Psychology (5 Cr)
SOC 122	Activism & Social Change (5 Cr)
SOC 210	Popular Culture (5 Cr)
SOC 215	TV Culture & Society (5 Cr)
SOC 275	Technology in Society (5 Cr)

ELECTIVES

Choose 30 credits from the following:30

ART 120	Drawing I (5 Cr)
ART 121	Drawing II (5 Cr)
CMST 119	History of Animation (5 Cr)
DMA 125	Drawing for Animation I (5 Cr)
DMA 126	Drawing for Animation II (5 Cr)
DMA 140	Gaming Theory (5 Cr)
DMA 152	Audio & Recording I (5 Cr)
DMA 155	Digital Editing (5 Cr)
DMA 213	Screen Design (5 Cr)
DMA 214	Graphics I (5 Cr)
DMA 215	Graphics II (5 Cr)
DMA 230	3-D Animation I (5 Cr)
DMA 231	3-D Animation II (5 Cr)
DMA 234	Motion Graphics I (5 Cr)
DMA 235	Motion Graphics II (5 Cr)
DMA 240	Game Design I (5 Cr)
DMA 241	Game Design II (5 Cr)
DMA 255	Video Production I (5 Cr)
DMA 258	Video Studio Production (5 Cr)
DMA 259	Video Production II (5 Cr)
DMA 263	Web Design I (5 Cr)
DMA 264	Web Design II (5 Cr)
DMA 291	The Business of Media (5 Cr)
DMA 294/5/6/7	Special Topics in Digital Media Arts (5 Cr)
DMA 298	Seminars in Digital Media Arts (5 Cr)
DMA 299	Individual Studies in Digital Media Arts (5 Cr)

GRAND TOTAL90

Advanced Video Production

CERTIFICATE OF ACHIEVEMENT

The Advanced Track Video Production Training program at Bellevue College is a one-year on-the-job training program for individuals who either have some professional video or film experience or prior training in video production. "Class" consists of participating as producers or crew for Television Services productions. Students receive training in all aspects of video production – from project design to production to post-production. This program gives students the opportunity to work with professional quality equipment and specialize in areas of interest. Admission to program requires application and interview.

Certificate recipients should possess the following skills and abilities:

- Utilize appropriate methods of production planning specific to producing animation
- Demonstrate basic proficiency with software, tools and processes specific to 2D and 3D animation
- Demonstrate appropriate use of a lexicon of terms and concepts specific to area of concentration
- Demonstrate the ability to work in groups
- Demonstrate the ability to tell a story, reveal a process and illuminate a concept or action visually

Course	Course Name	Credit Hrs.
DMA 271	Production Systems.....	4
DMA 272	Technical Operation for Video.....	4
DMA 273	Production Practicum I.....	4
DMA 274	Production Design.....	4
DMA 275	Computer-Video Integration I	4
DMA 276	Production Practicum II	4
DMA 277	Production Management.....	4
DMA 278	Computer-Video Integration II	4
DMA 279	Production Practicum III	4
DMA 280	Production Portfolio.....	3
DMA 281	Career Preparation	6
DMA 282	Production Practicum IV	3
GRAND TOTAL.....		48

EARLY LEARNING AND TEACHER EDUCATION

Early Childhood Education

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in Early Childhood Education is designed to meet the Washington State Career Lattice guidelines for people interested in becoming lead teachers, program supervisors, program directors or family support specialists in early childhood settings, caring for and educating young children. Emphasis is placed on active student involvement, observation, participation, and practical experience. Classes help adults increase their understanding of the physical, intellectual, emotional and social development of children and to apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. Students also complete general education requirements. Credits earned may be applied to the 90 credit AAS-T Early Childhood Education Transfer Degree.

Degree recipients should possess the following skills and abilities:

- Promote child development and learning by using their understanding of young children's characteristics and needs to create environments that are healthy, respectful, supportive, and challenging for children of all abilities
- Build and value diverse family and community relationships and support by demonstrating their understanding of the importance and complex characteristics of children's families and communities
- Observe, document and assess young children and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development
- Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children
- Use developmentally effective approaches by knowing, understanding, and using a wide array of approaches, strategies, and tools to positively influence children's development and learning
- Utilize content knowledge in early education by applying the essential concepts, inquiry tools, and academic subjects; and use resources to deepen their understanding
- Design, implement, and evaluate relevant, challenging, and responsive curriculum that promotes comprehensive developmental and learning outcomes for young children of all cultures
- Identify, explain, and apply appropriate guidance techniques and theories as an important classroom management tool
- Identify, explain, and apply nutrition, health and safety practices and procedures appropriate for use when teaching young children
- Write clearly and effectively for varied audiences and purposes
- Use, analyze and draw inferences from numerical and symbolic modes of communication
- Graduates will be engaged as members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice

Continued on next page...

Professional/Technical Degrees & Certificates

The following certificate(s) are nested within this degree:

- **Early Childhood Education Short Certificate of Specialization – Infant-Toddler Care** – Certificate of Accomplishment
- **Early Childhood Education Short Certificate of Specialization – General Early Childhood Education** – Certificate of Accomplishment
- **Early Childhood Education Initial Certificate** – Certificate of Completion

Course	Course Name	Credit Hrs.
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition.....	5
ECED& 120	Practicum—Nurturing Relationships.....	2
ECED& 132	Nurturing Care—Infants & Toddlers.....	3
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3
ECED& 180	Language and Literacy Development.....	3
ECED& 190	Observation and Assessment	3
ECED 191	Early Childhood Education Practicum I.....	5
ECED 192	Early Childhood Education Practicum II	5
EDUC& 115	Child Development.....	5
EDUC& 130	Guiding Behavior.....	3
EDUC& 150	Child, Family and Community.....	3
EDUC& 204	The Exceptional Child	5
EDUC 240	Culture & Human Diversity in Education	3
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology.....	5
SOC& 101	Introduction to Sociology	5
Choose 5 credits from the following:		5
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
Choose 5 credits from the following:		5
MATH& 107	Math in Society (5 Cr)	
MATH& 131	Math for Elementary Education I (5 Cr)	
Choose 5-6 credits from the following:		5-6
ASTR& 101	Introduction to Astronomy (6 Cr)	
BIOL& 100	Survey of Biology (6 Cr)	
BIOL 108	Human Biology (6 Cr)	
BOTAN 110	Introduction Plant Biology (6 Cr)	
CHEM& 110	Chemical Concepts w/Lab (6 Cr)	
GEOL& 101	Introduction to Physical Geology (6 Cr)	
NUTR 100	Personal Nutrition (5 Cr)	
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)	
PHYS& 100	Physics – Basic Concepts (5 Cr)	
PHYS 104	Discoveries in Physics (6 Cr)	
Approved Electives		1-2
TOTAL		90

Early Childhood Education – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The AAS-T combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. The AAS-T degree generally will not be accepted in transfer-in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer. For updated AAS-T degree requirements see Early Learning and Teacher Education department website: www.bellevuecollege.edu/teachered

Early Childhood Education – State Certificate

CERTIFICATE OF ACHIEVEMENT

The Early Childhood Education State Certificate is designed to meet the Washington State Career Lattice guidelines for people interested in becoming teacher assistants in early childhood, early elementary, special education or other settings caring for and educating young children. Emphasis is placed on active student involvement, observation, participation, and practical experience. Classes help adults increase their understanding of the physical, intellectual, emotional and social development of children and to apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. Credits earned may be applied to the 90-credit Associate in Arts Degree Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

Certificate recipients should possess the following skills and abilities:

- Build and value diverse family and community relationships and support by demonstrating their understanding of the importance and complex characteristics of children's families and communities
- Observe, document and assess young children and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development
- Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children
- Use developmentally effective approaches by knowing, understanding, and using a wide array of approaches, strategies, and tools to positively influence children's development and learning
- Utilize content knowledge in early education by applying the essential concepts, inquiry tools, and academic subjects; and use resources to deepen their understanding
- Identify, explain, and apply appropriate guidance techniques and theories as an important classroom management tool
- Identify, explain, and apply nutrition, health and safety practices and procedures appropriate for use when teaching young children
- Write clearly and effectively for varied audiences and purposes
- Use, analyze and draw inferences from numerical and symbolic modes of communication
- Be engaged as members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice

The following certificate(s) are nested within this certificate:

- **Early Childhood Education Short Certificate of Specialization – General Early Childhood Education** – Certificate of Accomplishment
- **Early Childhood Education Initial Certificate** – Certificate of Completion

Course	Course Name	Credit Hrs.
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition.....	5
ECED& 120	Practicum — Nurturing Relationships	2
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3
ECED& 180	Language and Literacy Development.....	3
ECED& 190	Observation and Assessment	3
EDUC& 115	Child Development.....	5
EDUC& 130	Guiding Behavior.....	3
EDUC& 150	Child, Family and Community.....	3
ENGL& 101	English Composition I	5
Choose one of the following:		5
MATH& 107	Math in Society (5 Cr)	
MATH& 131	Math for Elementary Education I (5 Cr)	
TOTAL		47

Early Childhood Education – General Early Childhood Education

CERTIFICATE OF ACCOMPLISHMENT

The Early Childhood Education Short Certificate of Specialization in General ECE is designed to meet the Washington State Career Lattice guidelines for people interested in becoming teacher assistants in early childhood, early elementary, special education or other settings caring for and educating young children. Emphasis is placed on active student involvement, observation, participation and practical experience. Classes help adults increase their understanding of the physical, intellectual, emotional and social development of children and to apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. Credits earned may be applied to the 47-credit Early Childhood Education State Certificate and the 90 credit Associate in Arts Degree Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

Certificate recipients should possess the following skills and abilities:

- Observe, document, and assess young children, and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development
- Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children
- Identify, explain, and apply appropriate guidance techniques and theories as an important classroom management tool
- Identify, explain, and apply nutrition, health and safety practices and procedures appropriate for use when teaching young children
- Be engaged as members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice

The following certificate(s) are nested within this certificate:

- **Early Childhood Education Initial Certificate** – Certificate of Completion

Course	Course Name	Credit Hrs.
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum--Nurturing Relationships.....	2
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior.....	3
TOTAL		20

Infant & Toddler Care

CERTIFICATE OF ACCOMPLISHMENT

The Early Childhood Education Short Certificate of Specialization in Infant and Toddler Care is designed to meet the Washington State Career Lattice guidelines for people interested in caring for and educating young children from birth to age 3 in a variety of child care settings. Emphasis is placed on active student involvement, observation, participation and practical experience. Classes help adults increase their understanding of the physical, intellectual, emotional and social development of children and to apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. Credits earned may be applied to the 47-credit Early Childhood Education State Certificate and the Associate in Arts Degree Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

Certificate recipients should possess the following skills and abilities:

- Observe, document, and assess young children and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development
- Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children
- Use developmentally effective approaches by knowing, understanding, and using a wide array of approaches, strategies, and tools to positively influence children's development and learning
- Identify, explain, and apply appropriate guidance techniques and theories as an important classroom management tool
- Identify, explain, and apply nutrition, health and safety practices and procedures appropriate for use when teaching young children
- Be engaged as members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice

The following certificate(s) are nested within this certificate:

- **Early Childhood Education Initial Certificate** – Certificate of Completion

Course	Course Name	Credit Hrs.
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum—Nurturing Relationships.....	2
ECED& 132	Nurturing Care—Infants & Toddlers.....	3
EDUC& 115	Child Development	5
TOTAL		20

Early Childhood Education – Initial Certificate

CERTIFICATE OF COMPLETION

The Early Childhood Education Initial Certificate is designed to meet the Washington State Career Lattice guidelines for teacher assistants in early childhood, early elementary, special education or other settings caring for and educating young children. Classes help adults increase their understanding of the physical, intellectual, emotional and social development of children and to apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. Emphasis is placed on active student involvement, observation, participation and practical experience. Credits earned may be applied to the 20-credit Certificate of Specialization, 47-credit Early Childhood Education State Certificate and the 90 credit Associate in Arts Degree in Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

Certificate recipients should possess the following skills and abilities:

- Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children
- Identify, explain and apply appropriate guidance techniques and theories as an important classroom management tool
- Identify, explain and apply nutrition, health and safety practices and procedures appropriate for use when teaching young children
- Be engaged as members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice

Course	Course Name	Credit Hrs.
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition.....	5
ECED& 120	Practicum—Nurturing Relationships.....	2
TOTAL		12

eLearning for Educators

CERTIFICATE OF COMPLETION

eLearning for Educators offers professional development for new and experienced K-12 and college faculty and administrators. Courses prepare educators to select and use emerging technology tools to develop effective instructional strategies that support student-centered, contemporary learning environments. Coursework integrates pedagogically informed instructional design with hands-on skill building to facilitate learning in face-to-face, blended and fully online courses that are rich in technology.

Certificate recipients should possess the following skills and abilities:

- Create and facilitate technology-enriched learning experiences that advance student creativity and innovation
- Assess, select and utilize current and emerging technology tools and resources to develop and facilitate effective student-centered, contemporary learning environments that support learning objectives for students with diverse backgrounds and learning styles
- Demonstrate fluency with current research and practice in teaching and learning in the eLearning environment
- Model, teach, and promote digital citizenship and responsible behavior in safe, legal, and ethical use of digital information and technology

Course	Course Name	Credit Hrs.
EDUC 230	eLearning Tools.....	3
EDUC 231	eLearning Course Design.....	3
EDUC 232	eLearning Course Development	3
EDUC 281/2/3/4	Electives, Special Topics.....	3
TOTAL		12

Please note: Eletroneurodiagnostic is now Neurodiagnostic, see page 99.

FIRE SERVICE PROGRAM

The Fire Science degree provides 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.

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 degree are continuously updated to meet NFPA Guidelines. Prior to admission, potential students must contact the program advisor. Please phone (425) 564-2012 or go to <http://bellevuecollege.edu/fire/> and click on Fully Involved for advising session dates and times.

Designed for those either seeking a career in the fire service or are newly hired. Degree gives a 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 held monthly on the main campus.

Fire Science

ASSOCIATE IN ARTS DEGREE

The Fire Science associate degree is designed for those either newly-hired or seeking a career in the fire service. This degree gives a solid background in fire science core curriculum and general education.

Degree recipients should possess the following skills and abilities:

- Demonstrate proficient skills, knowledge and abilities as listed in NFPA 1001 for Firefighter One
- Communicate effectively during emergency and non-emergency operations and situations
- Effectively work as a team member in a variety of emergency and non-emergency situations
- Possess entry-level requirements as a firefighter
- Effectively utilize critical thinking and problem solving abilities as they apply to the fire service
- Demonstrate basic understanding of all the national core curriculum requirements as outlined by Fire and Emergency Services Higher Education

Course	Course Name	Credit Hrs.
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CORE CURRICULUM

FS 101	Fire Behavior and Combustion	3
FS 102	Introduction to Fire Prevention and Practices.....	3
FS 105	Fire Service Hydraulics	3
FS 110	Fundamentals of Emergency Services.....	3
FS 120	Fire Investigation.....	3
FS 137	Fire Protection	3
FS 152	Building Construction.....	3
FS 160	Fire Tactics & Strategies.....	3
FS 177	Wildland/Urban Interface	3
FS 190	Fire Inspection & Codes.....	4
FS 201	Emergency Medical Technician	8
FS 275	Fire and Emergency Services Safety and Survival	3

DISTRIBUTION REQUIREMENTS

BTS 161	Business Software Essentials	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing.....	5
PSYC& 100	General Psychology	5
SOC& 101	Introduction to Sociology	5

Choose 6 credits from the following: 6

CHEM& 110 Chemical Concepts w/Lab (6 Cr)

CHEM& 121 Introduction to Chemistry (6 Cr)

Choose 5 credits from the following:5

CMST& 101 Introduction to Communication (5 Cr)

CMST& 210 Interpersonal Communication (5 Cr)

CMST& 220 Public Speaking (5 Cr)

Choose 5 credits from the following:5

MATH 130 Introduction to Statistics (5 Cr)

MATH 138 College Algebra for Business & Social Science (5 Cr)

MATH& 141 Precalculus I (5 Cr)

Electives 7

GRAND TOTAL 90

Fire Science

CERTIFICATE OF ACHIEVEMENT

The Fire Science certificate is designed for people working in fire service and who want to enhance their level of knowledge in the fire sciences. This certificate assists in fulfilling Joint Apprenticeship Training Consortium (JATC) requirements for fire science core courses.

Certificate recipients should possess the following skills and abilities:

- Apply effective communication skills in emergency and non-emergency situations
- Understand fire science core curriculum as outlined in Fire and Emergency Services Higher Education
- Utilize general education knowledge at Firefighter One level

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I	5
FS 120	Fire Investigation.....	3
FS 137	Fire Protection	3
FS 152	Building Construction.....	3
FS 160	Fire Tactics & Strategies.....	3
FS 190	Fire Inspection & Codes.....	4

Choose 5-6 credits from the following: 5-6

CHEM 100 Chemical Explorations (5 Cr)

CHEM& 110 Chemical Concepts w/Lab (6 Cr)

CHEM& 121 Introduction to Chemistry (6 Cr)

Choose 5 credits from the following:5

CMST& 101 Introduction to Communication (5 Cr)

CMST& 220 Public Speaking (5 Cr)

Choose 5 credits from the following:5

MATH 138 College Algebra for Business & Social Science (5 Cr)

MATH& 141 Precalculus I (5 Cr)

Electives8-9

TOTAL..... 45

Professional/Technical Degrees & Certificates

Fire Officer

CERTIFICATE OF ACCOMPLISHMENT

The Fire Officer certificate is designed for individuals who have completed an AA degree in Fire Science and are seeking a promotion in the fire service. The curriculum follows the IAFC Professional Development recommendations in higher education for a supervising fire officer.

Certificate recipients should possess the following skills and abilities:

- Apply basic management principles and theories at Fire Officer I level
- Apply critical thinking and problem solving skills for Fire Officer I
- Apply effective communication skills in emergency and non-emergency situations

Course	Course Name	Credit Hrs.
FS 131	Fire Service Instructor.....	3
FS 140	Incident Safety Officer	2
FS 210	Incident Management Multi Company Operations.....	3
FS 215	Hazardous Materials Incident Management	3
FS 232	Human Resources Management.....	3
FS 233	Fire Service Administration	3
FS 261	Incident Management II	3
TOTAL.....		20

Fire Investigation

CERTIFICATE OF COMPLETION

The Fire Investigation certificate is for members of the Fire Service who have completed an AA degree in Fire Science, and is especially helpful for individuals working in the field of fire investigation or seeking to transfer into fire investigation. All courses follow NFPA 921 and 1033 guidelines.

Certificate recipients should possess the following skills and abilities:

- Apply effective communication skills in emergency and non-emergency situations
- Understand fire science core curriculum as outlined in Fire and Emergency Services Higher Education
- Utilize general education knowledge at Firefighter One level

Course	Course Name	Credit Hrs.
FS 130	Investigative Interview Techniques	2
FS 150	Intermediate Fire Scene Investigation	3
FS 240	Crime Scene & Physical Evidence	4
FS 260	Arson for Profit	4
TOTAL.....		13

Fire Prevention Specialist

CERTIFICATE OF COMPLETION

The Fire Prevention Specialist certificate is for individuals who have completed an AA degree in Fire Science and are employed in the fire service, and/or are employed in the private sector within the discipline of fire prevention.

Certificate recipients should possess the following skills and abilities:

- Apply effective communication skills in emergency and non-emergency situations
- Understand fire science core curriculum as outlined in Fire and Emergency Services Higher Education
- Utilize general education knowledge at Firefighter One level

Course	Course Name	Credit Hrs.
FS 200	Plan Review for Fire Prevention	4
FS 291	Hazardous Materials Inspection	3
TOTAL.....		7

HEALTH PROFESSIONS

Health Unit Coordinator

CERTIFICATE OF ACHIEVEMENT

This health professional is responsible for maintaining and supporting a healthcare facility. Their duties include setting up hospital admittance charts, performing data entry, ordering lab tests and x-rays, transcribing physician orders, maintaining patient records, and managing facility communications. Due to the high turnover rate of this entry-level position, job opportunities are excellent.

Certificate recipients should possess the following skills and abilities:

- Demonstrate understanding of basic human anatomical structure and body functions
- Interpret, understand, and use basic medical and laboratory terminology
- Demonstrate proficiency in basic computer applications
- Utilize critical thinking and problem solving skills
- Interact and communicate with a diverse client base, with sensitivity to cultural differences
- Demonstrate the ability to use an electronic admitting system for admitting, discharging, and transferring pre-operative and post-operative patients
- Demonstrate the ability to check patients into a doctor's office, including complete knowledge of insurance types and restrictions and proficiency in medical billing and coding

Course	Course Name	Credit Hrs.
BTS 104	Keyboarding Review & Speed Building.....	1
BTS 144	Personal Information Manager	3
BTS 161	Business Software Essentials.....	5
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
HPRO 131	Medical Law and Ethics	2
HPRO 134	Basic Pharmacology for Healthcare Professionals	2
HPRO 135	Medical Reception Skills and Procedures	3
HPRO 174	Health Unit Coordinator I.....	5
HPRO 175	Health Unit Coordinator II	5
HPRO 176	Health Unit Coordinator Externship	5
TOTAL		50

Clinical Lab Assistant

CERTIFICATE OF ACCOMPLISHMENT

Clinical lab assistants perform laboratory work such as processing and testing specimens, reporting the results, and performing data entry. This is an entry-level position available in many medical settings. Graduates of this program should have a hiring advantage over applicants with no laboratory training.

Certificate recipients should possess the following skills and abilities:

- Apply the theory associated with laboratory testing in the areas of chemistry, hematology, microbiology, toxicology, serology and urinalysis

- Interpret and use terminology and abbreviations associated with clinical laboratory testing and processing
- Prepare laboratory specimens following quality assurance and quality control protocols, perform basic tests, and interpret, record, and report results in the areas of chemistry, hematology, microbiology, toxicology, serology, and urinalysis
- Accurately communicate test results to healthcare personnel
- Communicate respectfully and professionally with co-workers, health care professionals, customers, patients, and their families
- Practice responsible and confidential communications and apply an understanding of clinical lab laws and ethics as required in health care practice
- Recognize and respect cultural influences and practices

Course	Course Name	Credit Hrs.
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
HPRO 146	Clinical Lab Assistant I.....	5
HPRO 147	Clinical Lab Assistant II.....	5
TOTAL		29

Emergency Department Technician

CERTIFICATE OF ACCOMPLISHMENT

An Emergency Department Technician assesses and manages a wide range of emergency conditions in addition to assisting in wound care and orthopedic splint application. This mid-level position is often the stepping stone for further advancement into nursing or medical school. Because of upward mobility within the field, openings are frequent for new applicants.

Certificate recipients should possess the following skills and abilities:

- Possess clinical skills, knowledge, and competency performance as an Emergency Department Technician in emergency situations in a hospital setting
- Assess emergency situations and perform necessary procedures
- Assist physicians and other healthcare workers
- Utilize specialized medical equipment
- Assist with wound care, orthopedic splinting, and specimen collection
- Assist with patient monitoring for cardiac, respiratory, nervous and genito-urinary emergencies

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager	3
BTS 161	Business Software Essentials.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
HPRO 134	Basic Pharmacology for Healthcare Professionals	2
HPRO 141	Phlebotomy Technician I.....	8
HPRO 180	Emergency Department Clinical Skills.....	7
HPRO 181	Emergency Department Technician Externship	5
TOTAL		44

Professional/Technical Degrees & Certificates

Emergency Department Technician Professional

CERTIFICATE OF ACCOMPLISHMENT

An Emergency Department Technician assesses and manages a wide range of emergency conditions in addition to assisting in wound care and orthopedic splint application. This mid-level position is often the stepping stone for further advancement into nursing or medical school. Because of upward mobility within the field, openings are frequent for new applicants. The "professional" version of this certificate is only open to EMT's and board certified CNA's (with a minimum of 1 year work experience in the field).

Certificate recipients should possess the following skills and abilities:

- Possess clinical skills, knowledge and competency performance as an Emergency Department Technician in emergency situations in a hospital setting
- Assess emergency situations and perform necessary procedures
- Assist physicians and other healthcare workers
- Utilize specialized medical equipment
- Assist with wound care, orthopedic splinting and specimen collection
- Assist with patient monitoring for cardiac, respiratory, nervous and genito-urinary emergencies

Course	Course Name	Credit Hrs.
HPRO 141	Phlebotomy Technician I.....	8
HPRO 180	Emergency Department Clinical Skills.....	7
HPRO 181	Emergency Department Technician Externship	5
TOTAL.....		20

Medical Office Reception

CERTIFICATE OF ACCOMPLISHMENT

Medical office reception employees go by several names (receptionist, staffing assistant, admitting registrar, patient care coordinator) and are often the first person a patient talks to on entering a medical facility. Their duties typically include greeting the patient, taking information, referring patient questions to appropriate sources, scheduling visits, and answering the phone. These positions are usually entry-level and although they require no credentialing, the training and experience offered through this certificate should provide a hiring advantage to job seekers.

Certificate recipients should possess the following skills and abilities:

- Read, spell, understand and pronounce basic terms of medical terminology and apply them appropriately
- Demonstrate competence in operating a personal computer system and its applications
- Communicate respectfully and professionally with co-workers, health care professionals, customers, patients, and their families
- Practice responsible and confidential communications and apply an understanding of laws and ethics as required in health care practice
- Recognize and respect cultural influences and perceptions
- Work within an integrated system of jobs and professions that make up the health care delivery system

Course	Course Name	Credit Hrs.
BTS 104	Keyboarding Review & Speed Building.....	1
BTS 144	Personal Information Manager	3
BTS 161	Business Software Essentials	5
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
HPRO 131	Medical Law and Ethics	2
HPRO 135	Medical Reception Skills and Procedures	3
TOTAL		33

Phlebotomy Technician

CERTIFICATE OF ACCOMPLISHMENT

Phlebotomists are primarily responsible for drawing blood and conducting other specimen collections. They must be adept at recognizing conditions that may alter a collection, have a high regard for patient safety, and be capable of communicating with both the laboratory and the patient. Washington state does not require national certification to be a phlebotomist, but graduates of this certificate should have a hiring advantage over applicants with no formal training.

Certificate recipients should possess the following skills and abilities:

- Describe the anatomy and physiology of the circulatory system
- Select correct blood collection tube for ordered test
- Select best vein for blood draws
- Use alternative techniques such as capillary punctures or bleeding times
- Use correct labeling and documentation techniques

Course	Course Name	Credit Hrs.
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
HPRO 141	Phlebotomy Technician I.....	8
HPRO 144	Phlebotomy Externship	4
TOTAL.....		31

Healthcare Professions Basics

CERTIFICATE OF COMPLETION

The Healthcare Professions Basics certificate provides foundation courses for students hoping to enter the healthcare field. These classes constitute the core curriculum of various other certificate programs offered through Health Professions.

Certificate recipients should possess the following skills and abilities:

- Understand and apply medical terminology appropriately
- Describe the anatomy and physiology of the various systems of the body
- Work in a professional and respectful manner with other members of the health care team and with members of the public
- Practice responsible and confidential communications and apply an understanding of health care laws and ethics as required in health care practice
- Apply quality control techniques used to perform healthcare procedures
- Accurately communicate test results to healthcare personnel
- Recognize the role that culture plays in his/her own practices and perceptions

Course	Course Name	Credit Hrs.
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings	4
TOTAL		19

Nursing Assistant Certified

CERTIFICATE OF COMPLETION

The Nursing Assistant Certified certificate consists of 130 hours of didactic education, training in a skills laboratory, and clinical experience in both a nursing home and hospital. Students learn skills that prepare them to provide basic assistance to patients in hospitals and nursing homes. This course is approved and certified by both WA Department of Social and Health Services and Department of Health. Students who successfully complete the Nursing Assistant Certified training program are eligible to take the NNAAP Exam and to become licensed in WA State.

Certificate recipients should possess the following skills and abilities:

- Identify basic needs of adults and apply that knowledge while providing daily care to residents, patients, and clients
- Recognize emergency situations and procedures and respond appropriately
- Employ safety and infection control procedures
- Communicate effectively with residents, patients, clients and other members of the health care team
- Apply critical thought in new situations
- Demonstrate professional behavior
- Recognize and respond to the individual needs of residents, patients and clients in a culturally sensitive manner
- Use the principles of restorative and rehabilitative care

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

Information Systems–AAS-T

ASSOCIATE IN APPLIED SCIENCE -T

The Information Systems degree includes concentrations for students interested in software development, database administration or business intelligence. Students also take general education courses. The degree prepares graduates for entry-level developer/analyst positions and for continuation to a baccalaureate institution. Certificates of Accomplishment and Achievement in Business Intelligence Developer, Database Administration Assistant, Introductory .NET Programming, Programming for Web Development, Database Report Developer, Business Intelligence Analyst, Intermediate Applications Developer, Introductory C++ Programming, and Database Analyst may be applied toward the degree.

Degree recipients should possess the following skills and abilities in addition to those specific to each track:

- Communicate effectively in the three areas of listening, writing and speaking
- Apply critical thinking and logical research to technological problems in their area of concentration
- Create stored procedures, triggers and cursors using an appropriate database server programming language
- Use common relational database terminology and normalization to design a relational database

BUSINESS INTELLIGENCE TRACK

- Use current business tools to develop strategies for supporting decision support systems
- Create and manipulate advanced On Line Analytical Processing (OLAP) objects that satisfy stated requirements
- Design, create and apply Multi Dimensional (MDX) queries against an OLAP cube design and create data mining models based on a business scenario

DBA TRACK

- Describe the role of a database administrator (DBA) for a “high end” relational database implementation
- Install and configure a new instance of a database server along with the rules and roles required
- Design and implement a database backup and recovery plan based on a stated business scenario
- Monitor database server performance and tune the server as required

SOFTWARE DEVELOPMENT TRACK

- Using .NET compliant programming languages, write, compile, debug and execute well engineered and maintainable programs that effectively meet the requirements for Web and/or Windows applications
- Write code for efficiently designed N-tiered business applications
- Explain and apply the necessary processes, tools and skills used in the systems analysis and system design phases of a project
- Create and utilize relational databases, including modeling data, developing queries, customizing forms and reports, using code, creating charts and working with graphics

The following certificate(s) are nested within this degree:

- Business Intelligence Developer – Certificate of Achievement
- Database Administration Assistant – Certificate of Accomplishment
- Introductory .NET Programming – Certificate of Achievement
- Database Report Developer – Certificate of Achievement

- Business Intelligence Analyst – Certificate of Accomplishment
- Intermediate Applications Developer – Certificate of Accomplishment
- Introductory C++ Programming – Certificate of Accomplishment
- Database Analyst – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
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CORE CURRICULUM

BUSIT 103	SQL Fundamentals.....	5
CMST 250	Organizational Communication	5
DBA 130	Database Theory.....	5
ENGL& 101	English Composition I	5
IT 103	Networking Basics	5
PROG 110	Introduction to Programming.....	5
PROG 140	SQL & Relational Database Programming	5

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

ENGL 201 The Research Paper (5 Cr)

ENGL& 235 Technical Writing (5 Cr)

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

BA 240 Statistical Analysis (5 Cr)

MATH 130 Introduction to Statistics (5 Cr)

Choose one from the following:..... 5-6

PHYS 109 Science for Information Technology (6 Cr)

Any lab science (5-6 Cr)

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

PROG 117 Web Development II(5 Cr)

PROG 118 Windows Development II (5 Cr)

TOTAL..... 55-56

Choose one track from the following:

BUSINESS INTELLIGENCE TRACK

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

TOTAL..... 35

DATABASE ADMINISTRATION TRACK

BUSIT 105	Multi-Dimensional Analysis I.....	5
DBA 232	Database Administration.....	5
NSCOM 221	Implementing Server Operating Systems	5
PROG 160	Systems Analysis & Design	5
TECH 223	Using & Supporting Linux	5
Approved Electives	10

TOTAL..... 35

SOFTWARE DEVELOPMENT TRACK

PROG 109	Introduction to Web Development.....	5
PROG 120	Object Oriented Programming Concepts.....	5
PROG 160	Systems Analysis & Design	5
PROG 210	Enterprise Software Development II	5

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

PROG 225 Enterprise Software Development Project (5 Cr)

PROG 260 Advanced Topics in Object Oriented Programming (5 Cr)

Approved Electives..... 10

TOTAL..... 35

GRAND TOTAL..... 90-91

Introductory .NET Programming

CERTIFICATE OF ACHIEVEMENT

The certificate in Introductory .NET Programming prepares students for entry-level positions as programmers with companies using Visual Studio .NET and relational databases. Students completing the certificate can design, test, and debug programs in the .NET environment; understand object oriented programming and the software development life cycle; work in a team environment, and independently solve problems.

Certificate recipients should possess the following skills and abilities:

- Write, compile, debug and execute well-engineered and maintainable programs using a .NET compliant programming language that effectively meets the application requirements
- Use classes to encapsulate business logic functionality in creating an N-tier application structure
- Explain and apply the principles of SQL programming
- Explain and apply the necessary processes, tools and skills used in the systems analysis and system design phases of a project
- Prepare professional documentation and reports

Course	Course Name	Credit Hrs.
CMST& 230	Small Group Communication	5
DBA 130	Database Theory.....	5
ENGL& 235	Technical 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
<i>Choose 10 credits from one of the following sets.....</i>		<i>10</i>
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

Programming for Mobile & Web Development

CERTIFICATE OF ACHIEVEMENT

The certificate in Programming for Mobile and Web Development is designed for entry-level positions which require maintenance and development of web-based applications to be used on the desktop and mobile devices.

Certificate recipients should possess the following skills and abilities:

- Prepared for entry-level positions developing websites and Web-based applications
- Use Web development tools, code XHTML, JavaScript, Ajax, and CSS
- Use introductory knowledge of .NET to retrieve and display data for the Web

Course	Course Name	Credit Hrs.
DMA 263	Web Design I	5
PROG 109	Introduction to Web Development.....	5
PROG 110	Introduction to Programming.....	5
PROG 117	Web Development II	5
PROG 120	Object Oriented Programming Concepts.....	5
PROG 140	SQL & Relational Database Programming	5
PROG 209	Client-Side Web Programming I.....	5
PROG 219	Client-Side Web Programming II	5
PROG 272	Implementing a Mobile Solution	5
TOTAL.....		45

Database Administration Assistant

CERTIFICATE OF ACCOMPLISHMENT

The certificate in Database Administration Assistant prepares students for entry-level positions in the maintenance and administration of database systems and applications. Database administration employees are required to assume responsibility, do independent research to solve problems, and work in a team environment. The certificate provides students the opportunity to develop and practice database administration skills and knowledge that meet this industry need.

Certificate recipients should possess the following skills and abilities:

- Create an N-tier Windows application using a .NET compliant programming language
- Create stored procedures, triggers and cursors using an appropriate database server programming language
- Design and execute complex queries using Structured Query Language (SQL)
- Design and model a normalized database schema
- Create a departmental database based on an approved design
- Assist in the installation and configuration of database software
- Assist in developing and implementing database security, user permissions, backup, recovery and replication

Course	Course Name	Credit Hrs.
BUSIT 103	SQL Fundamentals.....	5
DBA 130	Database Theory.....	5
DBA 232	Database Administration.....	5
IT 103	Networking Basics	5
NSCOM 221	Implementing Server Operating Systems	5
PROG 110	Introduction to Programming.....	5
PROG 118	Windows Development II	5
PROG 140	SQL & Relational Database Programming	5
TOTAL.....		40

Professional/Technical Degrees & Certificates

Intermediate Applications Developer

CERTIFICATE OF ACCOMPLISHMENT

The Intermediate Applications Developer certificate prepares students for advanced-level application software development. The program is designed for students who are seeking to upgrade software development skills to meet current business requirements and requires a programming background.

Certificate recipients should possess the following skills and abilities:

- Write, compile, debug and execute well-engineered and maintainable programs using a .NET compliant programming language that effectively meets the application requirements
- Use classes to encapsulate business logic functionality in creating an N-tier application structure
- Explain and apply the principles of SQL programming
- Write data driven applications to update data in relational databases

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
	Approved Technology Course Elective	5
TOTAL.....		30

Introductory C++ Programming

CERTIFICATE OF ACCOMPLISHMENT

The C++ Programming certificate introduces students to the concepts of object-oriented programming, C++ class libraries and abstract data structures.

Certificate recipients should possess the following skills and abilities:

- Write, compile, debug and execute well-engineered and maintainable C++ programs that effectively meet the application requirements
- Prepare professional documentation and reports

Course	Course Name	Credit Hrs.
BUSIT 103	SQL Fundamentals.....	5
ENGL& 235	Technical Writing.....	5
PROG 111	Introduction to C++ Programming	5
PROG 113	Intermediate C++ Programming.....	5
TOTAL.....		20

Database Report Developer

CERTIFICATE OF ACHIEVEMENT

The Database Report Developer certificate prepares students for entry-level positions working with programmers and database analysts to maintain programs, create data analysis reports, work with relational databases and create reports for decision makers. The Certificate of Accomplishment in Database Analyst may be applied toward this certificate.

Certificate recipients should possess the following skills and abilities:

- Create an N-tier Windows application using a .NET compliant programming language

- Create stored procedures, triggers and cursors using an appropriate database server programming language
- Design and execute complex queries using Structured Query Language (SQL)
- Design and model a normalized database schema
- Explain and apply the necessary processes, tools and skills used in the systems analysis and system design phases of a project
- Develop client reports using a reporting software tool
- Design and create a spreadsheet application with intermediate complexity

The following certificate(s) are nested within this certificate:

- Database Analyst – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design	5
BUSIT 103	SQL Fundamentals.....	5
CMST& 230	Small Group Communication	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	Systems Analysis & Design	5
PROG 175	Database Reporting.....	5
TOTAL.....		45

Database Analyst

CERTIFICATE OF ACCOMPLISHMENT

The Database Analyst certificate prepares students for entry-level positions. Students create relational databases, develop data input forms, and retrieve and display data for department personnel.

Certificate recipients should possess the following skills and abilities:

- Compare and contrast alternative cloud models, performance, security, operations and organization structure
- Describe the IT standards that impact cloud computing including security, connectivity and hardware infrastructure
- Demonstrate the ability to write, compile, debug and execute well-engineered and maintainable programs using appropriate development tools
- Create a new cloud service project

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design	5
BUSIT 103	SQL Fundamentals.....	5
PROG 110	Introduction to Programming.....	5
PROG 160	Systems Analysis & Design	5
PROG 175	Database Reporting.....	5
TOTAL.....		25

Cloud Technologies

CERTIFICATE OF COMPLETION

The Cloud Technologies certificate is an advanced certificate designed for students who have knowledge of object oriented programming. The certificate introduces students to the world of cloud computing technologies and prepares them to develop and deploy applications in the cloud. Based upon security considerations, performance, and economic factor, students learn to identify scenarios where a cloud computing solution is appropriate. Students are prepared for the increasing number of software development positions involving cloud computing.

Certificate recipients should possess the following skills and abilities:

- Under the direction of a systems analyst, apply the appropriate processes, tools and skills to conduct the systems analysis and system design phases of a project
- Create a Windows application using a .NET compliant programming language
- Develop client reports using a reporting software tool
- Design and create a spreadsheet application using data from a relational database
- Create departmental databases based on an approved design
- Write and execute intermediate SQL queries

Course	Course Name	Credit Hrs.
PROG 280	Introduction to Cloud Computing.....	5
PROG 282	Implementing a Cloud Solution.....	5
TOTAL		10

Mobile Technologies

CERTIFICATE OF COMPLETION

The Mobile Technologies certificate is an advanced certificate designed for students who have knowledge of object oriented programming. The certificate introduces students to the world of mobile computing technologies and prepares them to design, develop, test and deploy mobile applications. Students are prepared for the increasing number of software development positions involving mobile applications.

Certificate recipients should possess the following skills and abilities:

- Compare and contrast current mobile computing technologies including various platforms and usability
- Describe the connectivity and security issues associated with mobile devices
- Use simple server services to provide application data
- Design, write, compile, debug and execute well-engineered and maintainable mobile programs using object oriented programming techniques

Course	Course Name	Credit Hrs.
PROG 270	Introduction to Mobile Computing Technologies.....	5
PROG 272	Implementing a Mobile Solution	5
TOTAL		10

INTERIOR DESIGN

Program includes core courses in Art and Interior Design to strengthen visual, oral, and written communication and for admission to the Bachelor of Applied Arts degree in Interior Design. Also provides training for paraprofessional positions such as production, sales, customer service, or private consulting. Students receive foundation skills in both manual and computer-aided graphics along with exposure to design studio processes and methodologies. Requires demonstration of the ability to create and execute a design portfolio, creative problem solving, and sustainability practices.

Interior Studies

ASSOCIATE IN ARTS DEGREE

The Associate of Arts in Interior Studies is a two-year degree open to anyone interested in a career in interior design. Graduates have found employment in sales, customer service, or professional support. The degree also forms the foundation for entry into the Bachelor of Applied Arts in Interior Design program.

Degree recipients should possess the following skills and abilities:

- Apply creative, critical, analytical and strategic thinking skills in all phases of the design process
- Apply design fundamentals, theories and concepts to interior design problems
- Apply knowledge of history in art, architecture, and interior design to contemporary design problems
- Apply the design process to interior design problems, including design programming, schematics and design development
- Produce competent contract documents including coordinated drawings, schedules and specifications
- Communicate information, both oral and written, in a clear, concise and well organized manner
- Use manual and computer-aided drafting skills to create accurate, measured drawings
- Select and effectively integrate a range of presentation skills, including drawing, sketching, lettering, perspective, rendering, and model building, using appropriate media, colors and techniques
- Apply knowledge of interior finishes and materials for appropriate selection, specification, installation and maintenance to interior designs
- Demonstrate the attitudes, traits, and values of professional responsibility, accountability, and effectiveness within the context of interior design process and practice

Continued on next page...

Professional/Technical Degrees & Certificates

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 167	Digital Design Tools.....	2
INDES 171	Interior Design Studio I.....	5
INDES 172	Interior Design Studio II	5
INDES 242	Interior Materials & Sources.....	5
INDES 262	Introduction to Computer-Aided Design.....	5
INDES 265	Design Illustration.....	5
INDES 267	Digital Design Presentation.....	3
INDES 273	Interior Design Studio III.....	5
INDES 280	Contract Documents.....	5

TOTAL..... 72

NOTE: Students must earn a C- or better in Interior Design core courses listed above.

GENERAL EDUCATION

ENGL& 101	English Composition I	5
ENVS& 100	Survey of Environmental Science	5

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

ART 201	History of Western Art (5 Cr)
ART 202	History of Western Art (5 Cr)
ART 203	History of Western Art (5 Cr)
ART 205	Survey of Non-Western Art (5 Cr)

Students planning to pursue the Bachelor of Applied Arts in Interior Design, please note: BAA degree requires students to complete ART 203 and one of the other art history courses above.

SOCIAL SCIENCE/CULTURAL DIVERSITY

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

American Studies 180 (5 Cr)
Anthropology 100, 106, 180, 206, 208, 220, 235 (5 Cr)
Cultural & Ethnic Studies 100, 102, 105, 109, 120, 121, 130, 140, 152, 200, 201, 210, 241 (5 Cr)
Geography 200, 277 (5 Cr)
Psychology 250 (5 Cr)
Sociology 101, 120, 121, 122, 201, 205, 210, 215, 230, 248, 253, 254, 257, 260, 262, 264, 268, 275 (5 Cr)

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

Mathematics 107, 130, 131, 132, 138, 141, 142, 148, 151, 153, 208, 238, 254 (5 Cr)
Business Administration 240 (5 Cr)
Computer Science 210 (5 Cr)
Philosophy 106, 115 (5 Cr)
Programming 110 (5 Cr)

GRAND TOTAL..... 97

Green Sustainable Design

CERTIFICATE OF COMPLETION

The Green Sustainable Design certificate focuses on both commercial and residential interior architectural spaces. Students study leadership in energy and environmental design for commercial interiors (LEED-CI), LEED for homes and the local Built-Green rating systems; present best practices case studies in sustainable design of interiors; research precedent studies, examining built projects and evaluating the success according to sustainable theories, applications and life-cycle assessments; and prepare for the LEED Accredited Professional exam at a third party testing site.

Certificate recipients should possess the skills and abilities:

- Select appropriately sustainable materials and products based on their life-cycle properties and performance criteria
- Apply knowledge of sustainable sources, installation methods, and material maintenance for sustainable materials and products to design of interiors
- Apply the concept of sustainable building methods and materials to design of interiors
- Use Ecological Footprint and other indicators of human use of energy and other resources in designing interiors
- Understand the LEED Building Rating System, the appropriate application of LEED-CI rating standards for interior materials, and the LEED rating system within the context of professional practice, project types and applications

Course	Course Name	Credit Hrs.
INDES 145	Introduction to Sustainable Design.....	5
INDES 146	Practical Applications of Sustainable Design.....	5
INDES 147	Healthy Sustainable Interiors.....	5
TOTAL.....		15

MARKETING MANAGEMENT

Marketing Management

ASSOCIATE IN ARTS DEGREE

The Associate of Arts in Marketing Management provides a core of business skills along with specific training in marketing management for employment in sales, customer service, advertising, promotion, and other marketing functions and activities. Students complete course work that emphasizes advertising, marketing segmentation and strategies, branding and product/service development, sales management evaluation, marketing communication, pricing, promotion, distribution, market research, e-marketing, analyzing marketing data, consumer behavior, social media marketing, and international marketing. Career paths include marketing manager, advertising sales agent, market researcher, market analyst and e-marketing specialist. Certificates of Accomplishment or Achievement in Sales and Marketing and Retail Management may be applied to this degree.

Degree recipients should possess the following skills and abilities:

- Explain and apply the marketing functions of product/service planning, pricing, distribution, and promotion for both domestic and international marketing situations
- Identify and apply the principles of client relations; explain how they apply in building client and customer partnerships
- Identify and apply the principles of retailing and e-marketing principles within the marketing function of a business
- Describe and understand the legal environment in which business and marketing is conducted and basic legal concepts that apply to business organizations and the marketing function
- Demonstrate the ability to engage in media planning strategies, marketing and advertising strategies for business advertising campaigns
- Perform basic business calculations and create budgets for managing expenses
- Apply critical thinking skills to perform marketing research and analyze information
- Communicate marketing concepts effectively both written and orally in clear concise language appropriate to the audience including business presentation skills
- Work an effective team member and leader to develop a marketing plan and reach specific marketing goals
- Demonstrate an understanding of contemporary human relations/organizational behavior in terms of concepts, processes, and models and the issues, advantages, and challenges related to diversity in business organizations
- Identify the issues and challenges related to ethics in current business organizations and in the marketing function, and identify ethical dilemmas in the business setting
- Identify the issues, advantages, and challenges related to diversity in a global workforce

The following certificate(s) are nested within this degree:

- Sales and Marketing – Certificate of Accomplishment
- Sales and Marketing – Certificate of Achievement
- Retail Management – Certificate of Achievement

Course	Course Name	Credit Hrs.
BTS 147	Presentation Applications	3
BTS 161	Business Software Essentials	5
BUS& 101	Introduction to Business	5
BUS 120	Organizational Behavior.....	5
BUS& 201	Business Law.....	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing.....	5
MKTG 200	International Marketing	5
MKTG 210	Business Research	5
MKTG 234	Advertising	5
MKTG 240	eMarketing	5
MKTG 271	Consumer Behavior	5
Choose 5 credits from the following:		5
BUS 145	Business Math (5 Cr)	
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
Choose 5 credits from the following:		5
BUS 241	Multicultural Business Consulting (5 Cr)	
BUS 250	Entrepreneurship (5 Cr)	
CES 241	Multicultural Business Consulting (5 Cr)	
MKTG 292	Marketing Internship (1-5 Cr)	
Science lab elective		6
Six or more credits from BUS/MKTG/IBIT		6
Suggested electives: Any business division course not listed above with approval of advisor or program chair.		
TOTAL.....		90

Professional/Technical Degrees & Certificates

Retail Management

CERTIFICATE OF ACHIEVEMENT

The Retail Management certificate prepares students for entry-level positions in retailing. The certificate may be applied to the Marketing Management associate degree.

Certificate recipients should possess the following skills and abilities:

- Identify problems within retail organizations and apply principles of organizational structure and organizational behavior to solve the problems
- Accurately perform basic business calculations
- Create a basic marketing plan
- Accurately perform basic bookkeeping or managerial bookkeeping activities
- Use basic features of business software
- Communicate effectively, using suitable communication for the audience and using principles of intercultural sensitivity

Course	Course Name	Credit Hrs.
BTS 109	Business Communications.....	5
BUS 120	Organizational Behavior.....	5
BUS 145	Business Mathematics.....	5
BUS 221	Human Resource Management.....	5
BUS 222	Advanced Leadership & Management.....	5
MKTG 135	Principles of Retailing.....	5
MKTG 154	Principles of Marketing.....	5
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 161	Business Software Essentials (5 Cr)	
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
CMST& 101	Introduction to Communication (5 Cr)	
CMST 202	Survey of Speech Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
TOTAL.....		50

Sales & Marketing

CERTIFICATE OF ACHIEVEMENT

The Sales and Marketing Certificate of Achievement builds on the skills developed in the Sales and Marketing Certificate of Accomplishment. This certificate also aligns students for the Marketing Management associate degree.

Certificate recipients should possess the following skills and abilities:

- Apply advanced skills in the fundamentals of marketing, selling, advertising, communication and computer skills to develop or improve business concepts
- Identify and apply the e-marketing principles and concepts to on line organizations
- Enhance oral and written communication skills as well as team building skills through variable marketing assignments

- Demonstrate an ability to work in teams and with diverse groups in developing marketing campaigns and selling presentations to accomplish specific organizational tasks
- Demonstrate knowledge of business software to improve workflow

The following certificate(s) are nested within this degree:

- Sales and Marketing – Certificate of Accomplishment

This certificate also aligns students for the Marketing Management associate degree and is the next steps for Sales and Marketing – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
BTS 109	Business Communications.....	5
BTS 161	Business Software Essentials.....	5
BUS& 101	Introduction to Business.....	5
BUS 145	Business Mathematics.....	5
CMST& 220	Public Speaking.....	5
MKTG 110	Client Customer Relations.....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing.....	5
MKTG 234	Advertising.....	5
<i>Choose 5 credits from the following:</i>		5
BUS 120	Organizational Behavior (5 Cr)	
BUS 250	Entrepreneurship (5 Cr)	
MKTG 200	International Marketing (5 Cr)	
TOTAL.....		50

Sales & Marketing

CERTIFICATE OF ACCOMPLISHMENT

The Sales and Marketing Certificate of Accomplishment helps beginners or those interested in entering sales and marketing positions to obtain, enhance or update the marketing, sales and computer skills needed for professional success. The certificate may be applied to the Certificate of Achievement in Sales and Marketing and the Marketing Management associate degree.

Certificate recipients should possess the following skills and abilities:

- Apply basic marketing and sales skills necessary for an entry-level position
- Demonstrate fundamental skills in marketing, selling, advertising, communication and computational skills

Course	Course Name	Credit Hrs.
BTS 161	Business Software Essentials.....	5
CMST& 220	Public Speaking.....	5
MKTG 110	Client Customer Relations.....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing.....	5
MKTG 234	Advertising.....	5
TOTAL.....		30

MOVIE MAKING

Movie Making

ASSOCIATE IN ARTS DEGREE

Movie Making offers a solid background in theoretical, aesthetic, technical and economic aspects of filmmaking with a hands-on foundation for creating both dramatic and documentary films and videos. Experience on professional film sets introduces 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. Students also explore writing and expressing stories within the visual media.

Degree recipients should possess the following skills and abilities:

- Accurately use disciplinary and industry terminology and concepts concerning screen writing, camera set-ups, lighting, shooting and editing
- Understand and apply film industry-specific job skills relating to screen writing, production, cinematography, lighting, art, production design, editing, and current camera equipment and technologies
- Write, analyze, and evaluate components of diverse story structures for any given industry production
- Design visual media based on theoretical, aesthetic, technical, cultural and economic aspects of filmmaking
- Effectively carry out diverse roles and functions within the filmmaking process and team
- Keep up with the newest technology available to film makers
- Showcase films on the web

Course	Course Name	Credit Hrs.
ANTH& 100	Survey of Anthropology	5
CMST 115	Visual Storytelling.....	5
CMST 120	Film History	5
CMST 133	Media Aesthetics.....	5
CMST 134	Cultural Studies in Mass Media.....	5
CMST 138	Media Digital Law & Ethics.....	5
CMST 216	Scripting for Film Video & Multimedia.....	5
CMST 260	Art of Cinematography & Lighting.....	5
CMST 291	Making Movies.....	5
CMST 299	Special Projects in Communication	3
DMA 152	Audio & Recording I	5
DMA 155	Video Editing & Streaming.....	5
DMA 201	Portfolio & Employment II.....	2
DMA 290	Portfolio Presentation & Review.....	1
PHIL 115	Critical Reasoning	5

Choose 5 credits from the following:5

CMST 141 Introduction to Media Writing (5 Cr)

ENGL& 101 English Composition I (5 Cr)

Choose 5 credits from the following:5

BUS 219 Business of Film & Video Production (5 Cr)

DMA 251 Business of Film & Video Production (5 Cr)

Choose 15 credits from the following:..... 15

CES 115 American Film as Literature (5 Cr)

CES 286 Popular Culture (5 Cr)

CES 287 American Heroes (5 Cr)

CMST 121 Exploring the Documentary (5 Cr)

CMST 122 Introduction to Movie Making (5 Cr)

CMST 131 Exploring the Digital Future (5 Cr)

CMST 132 Techniques & Technology of Propaganda (5 Cr)

DRMA 161 Acting for Film & Media (5 Cr)

ENGL 115 The Film as Literature (5 Cr)

Any English 200 level literature course (5 Cr)

TOTAL..... 91

NETWORK SERVICES & COMPUTING SYSTEMS – INFORMATION TECHNOLOGY

Network Services & Computing Systems – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T

The Network Services and Computing Systems Associate in Applied Science-T degree addresses how to connect computers and other resources in a network, perform network maintenance tasks, and install and configure hardware and software in microcomputers. In addition to technical content, the degree includes skills in communication (oral, written, and listening), general business, teamwork, and problem solving.

Degree recipients should possess the following skills and abilities in addition to those specific to each track:

- Write, speak and listen effectively
- Apply critical thinking and logical research to technological problems in area of concentration
- Explain fundamental networking theory, terminology, and industry recognized standards

APPLICATION SUPPORT TRACK

- Create business spreadsheets and documents conforming to acceptable business practice
- Compare and contrast memory types, characteristics purpose and install memory in a PC
- Distinguish between the different display devices and their characteristics

OPERATING SYSTEM ADMINISTRATION TRACK

- Explain the function of and configure various services to support an enterprise network infrastructure
- Compare and contrast the different operating systems and their features
- Define the functions of client/customer service personnel and analyze how these functions contribute to the development of long-term relationships with clients, customers and suppliers

NETWORK ADMINISTRATION TRACK

- Explain the theory and benefits of various technologies employed in Internetworks
- Perform simple hardware and software configuration on a switch and a router
- Explain the function of and configure various services to support an enterprise network infrastructure
- Administer an organization's computer network infrastructure including servers, workstations, printers, and routers and other Internetworking devices
- Monitor network performance, troubleshoot network problems

The following certificate(s) are nested within this degree:

- Cisco Support Technician – Certificate of Achievement
- Application & Desktop Support Specialist – Certificate of Achievement
- Microsoft Network Support – Certificate of Achievement
- Operating System Support Specialist – Certificate of Achievement

Course	Course Name	Credit Hrs.
BUS& 101	Introduction to Business	5
CMST 250	Organizational Communication	5
ENGL& 101	English Composition I	5
IT 101	Introduction to Information Technology	5
IT 128	Information Security Essentials	5
MATH 138	College Algebra for Business & Social Science.....	5
PHYS 109	Science for Information Technology	6
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5

Choose 5 credits from the following:

ENGL 201 The Research Paper (5 Cr)

ENGL& 235 Technical Writing (5 Cr)

Choose 5 credits from the following:

IT 103 Networking Basics (5 Cr)

NSCOM 201 Cisco Networking I (5 Cr)

NOTE: Network Administrator track requires NSCOM 201

TOTAL..... **56**

Choose one track from the following:

APPLICATION SUPPORT TRACK

BTS 144	Personal Information Manager	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 171	Operating Systems for Advanced Users.....	5
TECH 293*	Tech Support Internship I.....	4
TECH 294*	Tech Support Internship II	4

Choose 5 credits from the following:

BTS 189 Web Authoring Tools (5 Cr)

BTS 280 Project Planning Tracking, & Reporting (5 Cr)

TOTAL..... **36**

OPERATING SYSTEM ADMINISTRATION TRACK

BTS 144	Personal Information Manager	3
NSCOM 220	Implementing Client Operating Systems	5
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
TECH 223	Using and Supporting Linux.....	5
TECH 293*	Tech Support Internship I.....	4
TECH 294*	Tech Support Internship II	4

Choose 5 credits from the following:

BTS 189 Webpage Authoring Essentials (5 Cr)

BTS 280 Project Planning Tracking, & Reporting (5 Cr)

TOTAL..... **36**

NETWORK ADMINISTRATION TRACK

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 227	Implementing Directory Services	5

TOTAL..... **35**

GRAND TOTAL..... **91-92**

NOTE: Will additionally need PROG 110 or equivalent to enter BC's BAS in Information Technology System Administration or Security tracks.

*May substitute TECH 289 Evaluation of Work Experience (4 Cr) for TECH 293 and TECH 294 with advisor permission.

Network Services & Computing Systems

ASSOCIATE IN ARTS DEGREE

The Network Services and Computing Systems Associate in Arts degree addresses how to connect computers and other resources in a network, perform network maintenance tasks, and install and configure hardware and software in microcomputers. In addition to technical content, the degree includes skills in communication (oral, written, and listening), general business, teamwork, and problem solving.

Degree recipients should possess the following skills and abilities in addition to those specific to each track:

- Write, speak and listen effectively
- Apply critical thinking and logical research to technological problems in area of concentration
- Administer an organization's computer network infrastructure including servers, workstations, printers, and routers and other Internetworking devices
- Monitor network performance, troubleshoot network problems
- Explain fundamental networking theory, terminology, and industry recognized standards

Application Support Track

- Create business spreadsheets and documents conforming to acceptable business practice
- Compare and contrast memory types, characteristics purpose and install memory in a PC
- Distinguish between the different display devices and their characteristics

Operating System Administration Track

- Explain the function of and configure various services to support an enterprise network infrastructure
- Compare and contrast the different operating systems and their features
- Define the functions of client/customer service personnel and analyze how these functions contribute to the development of long-term relationships with clients, customers and suppliers

Network Administration Track

- Explain the theory and benefits of various technologies employed in Internetworks
- Perform simple hardware and software configuration on a switch and a router
- Explain the function of and configure various services to support an enterprise network infrastructure

The following certificate(s) are nested within this degree:

- Cisco Support Technician – Certificate of Achievement
- Microcomputer Support Specialist – Certificate of Achievement
- Microsoft Network Support – Certificate of Achievement
- Operating System Support Specialist – Certificate of Achievement

Course	Course Name	Credit Hrs.
BUS& 101	Introduction to Business	5
CMST& 230	Small Group Communication	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing.....	5
IT 101	Introduction to Information Technology	5
PHYS 109	Science for Information Technology	6
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II.....	5

Choose 5 credits from the following:5

CES180 American Life & Culture (5 Cr)

ANTH 180 American Life & Culture (5 Cr)

Choose 5 credits from the following:5

MATH 138 College Algebra for Business & Social Science (5 Cr)

PROG 110 Introduction to Programming (5 Cr)

NOTE: Preparation for EWU Bachelor of Science in Technology requires MATH 138.

Choose 5 credits from the following:5

IT 103 Networking Basics (5 Cr)

NSCOM 201 Cisco Networking I (5 Cr)

NOTE: Network Administrator track requires NSCOM 201

TOTAL.....56

Choose one track from the following:

APPLICATION SUPPORT TRACK

BTS 144 Personal Information Manager 3

BTS 163 Business Document Design Comprehensive..... 5

BTS 165 Business Spreadsheet Analysis & Design 5

BTS 168 Business Data Management Tools 5

BTS 171 Operating Systems for Advanced Users..... 5

TECH 293* Tech Support Internship I..... 4

TECH 294* Tech Support Internship II 4

Choose 5 credits from the following:5

BTS 189 Webpage Authoring Essentials (5 Cr)

BTS 280 Project Planning Tracking, & Reporting (5 Cr)

Elective 2

TOTAL.....38

OPERATING SYSTEM ADMINISTRATION TRACK

BTS 144 Personal Information Manager 3

NSCOM 220Implementing Client Operating Systems.....5

NSCOM 221Implementing Server Operating Systems.....5

NSCOM 223Managing a Network Environment.....5

TECH 223 Using and Supporting Linux..... 5

TECH 293* Tech Support Internship I..... 4

TECH 294* Tech Support Internship II 4

Choose 5 credits from the following:5

BTS 189 Webpage Authoring Essentials (5 Cr)

BTS 280 Project Planning Tracking, & Reporting (5 Cr)

Elective 2

TOTAL.....38

NETWORK ADMINISTRATION TRACK

NSCOM 202Cisco Networking II5

NSCOM 203Cisco Networking III.....5

NSCOM 204Cisco Networking IV.....5

NSCOM 220Implementing Client Operating Systems.....5

NSCOM 221Implementing Server Operating Systems.....5

NSCOM 223Managing a Network Environment.....5

NSCOM 227Implementing Directory Services.....5

**May substitute TECH 289 Portfolio Evaluation of Work Experience (4 Cr) for TECH 293 and TECH 294 with advisor permission*

TOTAL.....35

GRAND TOTAL 91-94

Professional/Technical Degrees & Certificates

Cisco Support Technician – Information Technology

CERTIFICATE OF ACHIEVEMENT

The Cisco Support Technician certificate addresses design, configuration and support of networks and Internetworks in implementations based on current Cisco Internetworking hardware.

Certificate recipients should possess the following skills and abilities:

- Perform simple hardware and software configuration of a switch and a router
- Explain the theory and benefits of a VLAN and configure a VLAN on a switch
- Create site wiring diagrams and physical and logical topologies for a network
- Apply knowledge of Frame Relay, Integrated Services Digital Network (ISDN) and Point-to-Point Protocol (PPP)
- Describe the Wide Area Network design process and design a Wide Area Network

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I	5
IT 128	Information Security Essentials	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

Microsoft Network Support – Information Technology

CERTIFICATE OF ACHIEVEMENT

The Microsoft Network Support certificate addresses design, configure and support networks, infrastructure and workstations in implementations of varying size based on current Microsoft client and server operating systems.

Certificate recipients should possess the following skills and abilities:

- Configure services to support an enterprise network infrastructure
- Configure connectivity between network segments
- Manage the operation of a network from a central location and identify and resolve network connectivity problems
- Configure Domain Name Service to support a directory services database and install a directory services database
- Centrally manage users, computers and security settings
- Implement and administer a directory services database based on specific design requirements

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I	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 227	Implementing Directory Services	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
<i>Choose 5 credits from the following:</i>		5
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
TOTAL		45
TOTAL		45

Application & Desktop Support Specialist

CERTIFICATE OF ACHIEVEMENT

The Application & Desktop Support Specialist certificate teaches skills used in entry-level positions in desktop support. Desktop support duties include the daily operation and support of computers across local area networks, application-level technical assistance to end-users and creation of written documentation. Technical classes in the certificate map to industry-standard certification tests from COMPTIA. Job titles include IT Specialist, Desktop Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, and Computer Specialist

Certificate recipients should possess the following skills and abilities:

- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- Install, configure and maintain client system software
- Install and configure end-user relevant Windows services and applications
- Assist end-users with basic software applications
- Create and maintain system documentation
- Demonstrate the appropriate use of communication skills and professionalism in the workplace

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
ENGL& 235	Technical Writing	5
IT 101	Introduction to Information Technology	5
MKTG 110	Client Customer Relations	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
IT 128	Information Security Essentials	5
<i>Choose 5 credits from the following:</i>		5
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
TOTAL		45

Operating System Support Specialist

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Operating System Support Analyst is designed for entry-level positions in server administration and desktop support. Desktop support includes the daily operation and support of computers across local area networks, technical assistance to computer users and the creation of written documentation. Server duties include installing, configuring, monitoring and administering servers. Technical classes in the certificate map to industry-standard certification tests from COMPTIA and Microsoft. The certificate prepares students for these positions: LAN Administrator, Desktop Support Specialist, Computer Technician, Computer Support Specialist, Junior Network (or Systems) Administrator, Network Technician and Computer Specialist.

Certificate recipients should possess the following skills and abilities:

- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components
- Install, configure and maintain client and server system software
- Install and configure administrator-relevant Windows services and applications
- Monitor network to ensure network availability to all system users
- Implement security policies
- Create and maintain system documentation
- Communicate and act professionally in the workplace

Course	Course Name	Credit Hrs.
ENGL& 235	Technical Writing.....	5
IT 103	Networking Basics.....	5
IT 128	Information Security Essentials.....	5
MKTG 110	Client Customer Relations.....	5
NSCOM 220	Implementing Client Operating Systems.....	5
NSCOM 221	Implementing Server Operating Systems.....	5
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II.....	5
TECH 223	Using & Supporting Linux.....	5
TOTAL		45

NEURODIAGNOSTIC

Neurodiagnostic Technology

ASSOCIATE IN ARTS DEGREE

The neurodiagnostic technologist (NDT) operates sophisticated equipment that displays the electrical activity of the brain and nervous system. The ND technologist works alongside physicians who interpret the data and provide clinical impressions. ND is a diverse field that includes electroencephalography, nerve conduction studies, intraoperative monitoring, long-term epilepsy monitoring, polysomnography (sleep disorder studies), and evoked potential. Generally working in a hospital or clinical setting, ND technologists prepare patients for procedures, record electrical potentials, obtain medical histories, and calibrate and maintain equipment. A cumulative grade point average (GPA) of 3.0 is required to graduate with a minimum of 2.0 in any given course.

Degree recipients should possess the following skills and abilities:

- Interpret accurate, diagnostically acceptable ND tests in hospital or clinical laboratories
- Apply neuroscience to ND recordings and diagnosis of disease conditions
- Interpret the electrical display of EEG-PSG-EP recordings
- Practice patient-centered care in accordance with the ethical and legal framework of the NDT
- Collaborate as a member of the health care team to ensure clinical effectiveness
- Evaluate ND tests (i.e., intraoperative monitoring, nerve conduction studies, ambulatory recordings, long-term video, EEG monitoring)
- Operate ND diagnostic instrumentation
- Prepare written summary reports for the neurologist
- Practice infection control
- Apply theoretical knowledge to relate the ND recordings to diagnosis of disease conditions

Course	Course Name	Credit Hrs.
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PROGRAM PREREQUISITES

BIOL& 241	Human Anatomy & Physiology I.....	6
BIOL& 242	Human Anatomy & Physiology II.....	6
ENGL& 101	English Composition I.....	5
PSYC& 100	General Psychology.....	5
<i>Choose 5 credits from the following:</i>		5
MATH 130	Introduction to Statistics (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
Placement by assessment into MATH& 142		
Compass E-Write passing score of 7 or better		

Continued on next page...

Professional/Technical Degrees & Certificates

CORE COURSES

CMST& 220	Public Speaking	5
CMST 280	Intercultural Communication	5
ENGL& 235	Technical Writing.....	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
NDT 100	Biomedical Electronics	2
NDT 101	Introduction to EEG	6
NDT 102	Applied Neurophysiology	5
NDT 103	Intermediate EEG Applied.....	3
NDT 104	Clinical Correlates I.....	3
NDT 105	Advanced EEG	3
NDT 106	Applied Evoked Potential.....	4
NDT 120	Intermediate EEG Skills	3
NDT 121	Advanced EEG Skills.....	2
NDT 130	EEG Clinical I	4
NDT 131	EEG Clinical II.....	4
NDT 132	EEG Clinical III	5
NDT 200	Clinical Correlates II.....	3
NDT 201	NDT Theory I	3
NDT 202	NDT Theory II.....	3
NDT 203	NDT Registry Review.....	1
NDT 220	NDT Skills I.....	2
NDT 221	NDT Skills II	2
NDT 230	NDT Clinical I	4
NDT 231	NDT Clinical II.....	4
NDT 232	NDT Clinical III.....	12
SOC& 101	Introduction to Sociology	5

TOTAL 103

NUCLEAR MEDICINE TECHNOLOGY

Nuclear Medicine Technology

ASSOCIATE IN ARTS DEGREE

Nuclear medicine is a subspecialty of radiology that uses radioactive materials in the body to diagnose and treat disease. The Associate of Arts degree program in nuclear medicine technology covers all aspects of a nuclear medicine technologist's job, including a wide variety of imaging and therapeutic procedures; preparation and administration of radiopharmaceuticals; use of radiation detectors including gamma cameras and PET tomographs; and use of a variety of computer systems. More than 2/3 of the program is devoted to training in area hospitals and clinics. The program uses a selective-admissions process, with admissions guidelines published annually.

Degree recipients should possess the following skills and abilities:

- Perform nuclear medicine functions of all kinds, including imaging, non-imaging, and therapy procedures; quality control procedures; radiopharmacy skills; and radiation safety/protection techniques and procedures.
- Operate nuclear medicine equipment including gamma cameras, SPECT systems, PET scanners, and CT scanners co-located with SPECT or PET systems; and nuclear medicine computers, including scheduling, radiopharmacy, imaging, and archiving systems.
- Review requests for appropriateness and schedule nuclear medicine studies, consulting as necessary to attain the best quality of patient care.
- Assess technical results of nuclear medicine procedures and functions and determine appropriate actions based on those results.
- Communicate effectively with patients, family members, hospital staff, and the general public, and demonstrate professionalism in all actions and communications.
- Provide nursing and emergency care as appropriate to the situation and scope of practice.
- Use appropriate resources to advance their understanding of new directions within the field of nuclear medicine.

Course	Course Name	Credit Hrs.
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FALL QUARTER

CMST 250	Organizational Communication	5
NMTEC 200	Applied Anatomy & Physiology	1
NMTEC 201	Basic Nuclear Medicine Science	3
NMTEC 229	Introduction to Clinical Education	3
NMTEC 260	Clinical Nuclear Medicine I	1
RADON 107	Orientation to Clinical Practice.....	2

WINTER QUARTER

NMTEC 202	Instrumentation	3
NMTEC 210	Radiopharmacy	1
NMTEC 211	Patient Care in Nuclear Medicine	1
NMTEC 230	Clinical Education I	10

SPRING QUARTER

NMTEC 203	Computers in Nuclear Medicine	3
NMTEC 231	Clinical Education II.....	10
NMTEC 240	Radiation Safety	1
NMTEC 241	Radiation Biology	1
NMTEC 261	Clinical Nuclear Medicine II.....	1

SUMMER QUARTER

NMTEC 212	Positron Emission Tomography	1
NMTEC 232	Clinical Education III	12
NMTEC 250	Sectional Anatomy for Nuclear Medicine	3
NMTEC 262	Clinical Nuclear Medicine III	1

FALL QUARTER

NMTEC 280	Computed Tomography for Nuclear Medicine.....	3
NMTEC 233	Clinical Education IV	13

WINTER QUARTER

NMTEC 234	Clinical Education V	13
NMTEC 275	Board Preparation	1

TOTAL.....93

NURSING

Nursing – AAS-T

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The AAS-T combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state bachelor of applied science (BAS) degree program. The AAS-T degree generally will not be accepted in transfer-in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer.

Once required prerequisites are completed, the 6-10 quarter selective admissions nursing program prepares students to become registered nurses (RN). Accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Washington State Nursing Care Quality Assurance Commission, the curriculum provides didactic education and clinical experience in medical, surgical, pediatric, behavioral health, maternity, and gerontological nursing. To be considered for acceptance into the program, students must follow specific admission guidelines, published annually at <http://bellevuecollege.edu/nursing/>.

Students in the Nursing Program must earn a C (2.0) or better in all courses required for a degree or certificate.

Degree recipients should possess the following skills and abilities:

- Apply the standards of professional practice, be accountable for their own actions and practice nursing within legal, ethical and regulatory frameworks.
- Assist the client to manage change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills.
- Collect information in an orderly fashion from multiple sources to establish a foundation for provision of nursing care, identify available resources and perform ongoing assessment to meet the client's changing needs.
- Identify individualized solutions and deliver accurate, safe care that moves the client and support person(s) toward positive outcomes.
- Create an environment in which cultural values, beliefs, and lifestyles of the client are respected.
- Promote and facilitate informed decision making, and support self-care activities of the client.
- Collaborate with the client and health care team in planning and delivering care.
- Manage client care through efficient, effective use of human, physical, financial, and technological resources.

Course	Course Name	Credit Hrs.
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PREREQUISITES

BIOL& 241	Human Anatomy & Physiology I.....	6
BIOL& 242	Human Anatomy & Physiology II.....	6
BIOL& 260	Microbiology.....	6
CHEM& 121	Introduction to Chemistry.....	6
ENGL& 101	English Composition I	5
MATH 130	Introduction to Statistics	5
PSYC& 200	Lifespan Psychology.....	5

Writing Sample: All qualified applicants must take a COMPASS E-Writing Assessment.

Continued on next page...

Professional/Technical Degrees & Certificates

CO-PREREQUISITE

Full Time:	Must be completed in spring or summer quarter before starting the nursing program.
Part Time:	Must be completed by graduation.
CMST 280	Intercultural Communication 5

TOTAL..... 44

NOTE: There are two options – Full time (6 quarters) or Part time (10 quarters). Take courses in only one option, not both.

FULL TIME OPTION – 6 QUARTERS

FIRST YEAR - FIRST QUARTER

NURS 100X	Foundations of Nursing	7
NURS 100Y	Foundations of Nursing Lab	2
NURS 100Z	Foundations of Nursing Lab	3

FIRST YEAR - SECOND QUARTER

NURS 101X	Nursing Care of the Adult Client I	6
NURS 101Y	Nursing Care of the Adult Client I Lab	1
NURS 101Z	Nursing Care of the Adult Client I Clinical	5

FIRST YEAR - THIRD QUARTER

NURS 102X	Nursing Care of the Adult Client II	6
NURS 102Y	Nursing Care of the Adult Client II Lab	1
NURS 102Z	Nursing Care of the Adult Client II Clinical	5

SECOND YEAR - FOURTH QUARTER

NURS 220X	Maternal/Child Health Nursing	7
NURS 220Y	Maternal/Child Health Nursing Lab	1
NURS 220Z	Maternal/Child Health Nursing Clinical	4

SECOND YEAR - FIFTH QUARTER

NURS 221X	Behavioral Health & Gerontological Nursing	7
NURS 221Z	Behavioral Health & Gerontological Nursing Lab	5

SECOND YEAR - SIXTH QUARTER

NURS 222X	Transition to Professional Nursing Practice	6
NURS 222Y	Transition to Professional Nursing Practice Lab	1
NURS 222Z	Transition to Professional Nursing Practice Clinical	5

TOTAL..... 72

PART TIME OPTION – 10 QUARTERS

NOTE: Consult the website for updated course information and 10 quarter schedule.

NURS 110X	Nursing Fundamentals Theory	7
NURS 110Y	Nursing Fundamentals Skills Lab	2
NURS 110Z	Nursing Fundamentals Clinical	3
NURS 111X	Acute Care Nursing I Theory	6
NURS 111Y	Acute Care Nursing I Skills Lab	2
NURS 111Z	Acute Care Nursing I Skills Clinical	5
NURS 112X	Acute Care Nursing II Theory	2
NURS 113X	Acute Care Nursing III Theory	4
NURS 113Z	Acute Care Nursing III Clinical	5
NURS 114X	Gerontology Nursing	1
NURS 230X	Mental Health Nursing Theory	6
NURS 230Z	Mental Health Nursing Clinical	4
NURS 231X	Pediatric Nursing Theory	4
NURS 231Y	Pediatric Skills Lab	1
NURS 231Z	Pediatric Nursing Clinical	3
NURS 233X	Maternal/Newborn Nursing Theory	3
NURS 233Z	Maternal/Newborn Nursing Clinical	1
NURS 234X	Professional Role Transitions	6
NURS 234Y	Professional Role Transitions Skills Lab	1
NURS 234Z	Professional Role Transitions Clinical	6

TOTAL..... 72

GRAND TOTAL 116

PHYSICAL EDUCATION

Personal Fitness Trainer

CERTIFICATE OF COMPLETION

Certificate covers material needed to apply to take the NSCA Personal Fitness Trainer Exam and for a variety of employment opportunities in health and fitness including 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 four-year University Sports Medicine, Exercise Science or Physical Education Teaching Certificate Program. This certificate prepares students for the following personal fitness trainer exams: ACSM American College of Sports Medicine, NSCA National Strength and Conditioning Association, ACE American Council of Exercise.

Certificate recipients should possess the following skills and abilities:

- Identify anatomical agonists and antagonists muscles in the body
- Design exercise programs addressing the five health related components of fitness (body composition, cardiovascular fitness, muscle strength, muscle endurance and flexibility)
- Apply customer service concepts and applications in the fitness industry
- Demonstrate an understanding of exercise equipment and the effectiveness in developing specific aspects of fitness
- Assess risk management and safety procedures that need to be followed in fitness training
- Clearly communicate individual goals and motivate participants in a fitness program
- Apply basic first aid techniques

Course	Course Name	Credit Hrs.
HLTH 262	Personal Fitness Trainer First Aid & Athletic Training	5
HLTH 290	Sports Nutrition	1
PE 137	Sports Conditioning	2
PE 211	Fitness Assessment	2
PE 228	Life Fitness Internship	1
PE 236	Anatomical Kinesiology	4
PE 267	Applied Kinesiology	4
TOTAL.....		19

Wilderness Skills

CERTIFICATE OF COMPLETION

The Wilderness Skills certificate program prepares students for a wide range of professional opportunities in recreation and education. Students learn to plan and safely lead adventure activities such as sea kayaking, rock climbing, fly fishing, mountain bike touring, backpacking and snowshoeing.

Certificate recipients should possess the following skills and abilities:

- Identify appropriate outdoor adventure opportunities in the Northwest for a wide variety of individuals as part of a life-long wellness plan
- Demonstrate an understanding of basic competency skills in select adventure sports
- Understand the functions and utilization of adventure trip equipment
- Plan and coordinate logistics of adventure trips
- Lead group adventure outings and promote positive group dynamics
- Assess risks and use appropriate safety procedure in a variety of outdoor adventure activities
- Apply basic backcountry first aid techniques

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 128	Sea Kayaking & Navigation.....	1
PE 239	Outdoor Leadership	4
RECED 260	Northwest Fitness Exploration.....	2
TOTAL		19

RADIATION THERAPY

Radiation Therapy

ASSOCIATE IN ARTS DEGREE

This selective-admissions program is a highly technical and important component in cancer treatment and cure. To be considered for acceptance into the program, students must follow specific admission and prerequisite 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 program, students are eligible to apply 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 workday. 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.

A radiation therapist utilizes ionizing radiation in the treatment and cure of cancer. Radiation therapy is a rewarding profession that requires interpersonal communication skills, critical thinking skills, and the ability to handle multiple tasks.

Degree recipients should possess the following skills and abilities:

- Interpret a planned course of radiation therapy and accurately administer it; to include patient positioning, documentation and management of (electronic) patient records.
- Employ patient care skills and comfort essential to radiation therapy procedures.
- Appraise and report, within the Scope of Practice for Radiation Therapists, the clinical progress of the patient undergoing radiation therapy.
- Apply the principles of radiation safety.
- Analyze the functions of radiation therapy equipment and determine the most appropriate utilization of that equipment.
- Operate radiation therapy equipment in a safe manner.
- Evaluate the use of treatment accessories and construct immobilization and other devices.
- Apply principles of confidentiality of medical records and privileged knowledge and the "Patient's Bill of Rights" and HIPPA regulations.
- Demonstrate effective oral and written communication techniques with patients, families and staff.
- Demonstrate professional attitudes in the work environment (e.g. cooperation, teamwork, attendance and punctuality).

Continued on next page...

Professional/Technical Degrees & Certificates

Course	Course Name	Credit Hrs.
CORE COURSES		
RADON 100	Principles of Oncology	4
RADON 101	Principles of Dose Calculations	4
RADON 104	Radiation Therapy Physics I	3
RADON 105	Principles & Practice of Radiation Therapy I.....	2
RADON 106	Imaging and Processing in Radiation Oncology.....	3
RADON 107	Orientation to Clinical Practice.....	2
RADON 111	Clinical Practice I.....	3
RADON 112	Clinical Practice II	5
RADON 113	Clinical Practice III	5
RADON 114	Clinical Practice IV	12
RADON 115	Principles of Simulation.....	2
RADON 119	Legal Issues in the Radiologic Sciences.....	2
RADON 120	Radiologic Sciences Patient Care	3
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	6
RADON 204	Treatment Planning III.....	5
RADON 211	Clinical Practice V.....	8
RADON 212	Clinical Practice VI.....	8
RADON 213	Clinical Practice VII	8
RADON 214	Clinical Practice VIII	12
RADON 220	Principles & Practice of Radiation Therapy II	2
RADON 221	Principles & Practice of Radiation Therapy III	2
RADON 222	Principles & Practice of Radiation Therapy IV	2
RADON 224	Concept Integration	1
RADON 240	Radiation Biology	3
TOTAL		120

RADIOLOGIC TECHNOLOGY

Radiologic Technology

ASSOCIATE IN ARTS DEGREE

This selective-admissions Radiologic Technology program prepares the student to become a Diagnostic Radiologic Technologist capable of carrying out the responsibilities of the staff technologist. 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 apply to take the American Registry of Radiologic Technologists examination for certification. Students in the Radiologic Technology Program must earn a C (2.0) or better in all courses required for a degree or certificate.

Graduates may also apply their Associate of Arts in Radiologic Technology toward the BAS degree in Radiation and Imaging Sciences.

Degree recipients should possess the following skills and abilities:

- Anticipate and provide quality patient care as it relates to diagnostic imaging.
- Operate modern technology radiographic imaging equipment and accessory devices.
- Demonstrate proper positioning of the patient and imaging system to perform radiographic examinations and procedures.
- Modify standard procedures to accommodate for patient condition and other variables.
- Formulate exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
- Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
- Practice radiation protection for the patient, self and others.
- Evaluate radiographic images for appropriate positioning and image quality.
- Evaluate the performance of radiographic systems, know the limits of equipment operation, and report malfunctions to the proper authority.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

Course	Course Name	Credit Hrs.
FIRST YEAR – SUMMER QUARTER		
RATEC 101	Introduction to Radiologic Technology.....	1
RATEC 107	Positioning & Related Anatomy I	2
RATEC 110	Clinical Education I.....	3
RATEC 120	Basic Patient Care Procedures.....	2
TOTAL		8
FIRST YEAR – FALL QUARTER		
RATEC 105	Introduction to Radiologic Technique.....	3
RATEC 108	Positioning & Related Anatomy II	3
RATEC 111	Clinical Education II.....	5
RATEC 125	Medical Terminology	3
TOTAL		14

Professional/Technical Degrees & Certificates

FIRST YEAR – WINTER QUARTER

RATEC 103	Principles of Radiographic Exposure.....	4
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..... 16

FIRST YEAR – SPRING QUARTER

RATEC 102	Radiographic Physics.....	5
RATEC 104	Advanced Radiographic Procedures.....	4
RATEC 113	Clinical Education IV.....	5

TOTAL..... 14

SECOND YEAR – SUMMER QUARTER

RATEC 210	Clinical Education V.....	13
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TOTAL..... 13

SECOND YEAR – FALL QUARTER

RATEC 211	Clinical Education VI.....	8
RATEC 220	Pathology I.....	3
RATEC 240	Radiation Biology & Protection.....	3

TOTAL..... 14

SECOND YEAR – WINTER QUARTER

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

TOTAL..... 12 OR 14

SECOND YEAR – SPRING QUARTER

RATEC 207	Concept Integration.....	2
RATEC 213	Clinical Education VIII.....	8
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..... 103

Imaging Aide

CERTIFICATE OF COMPLETION

The entry-level Imaging Aide certificate is for people interested in medical imaging careers. Imaging Aides work in hospitals or clinic radiology departments to assist imaging technologists. The program includes a basic understanding of the human body, patient assessment and care techniques, radiology procedures and safety, sterile techniques, patient records systems, and communication skills.

Certificate recipients should possess the following skills and abilities:

- Function as a member of the imaging team
- Use appropriate medical language to communicate with co-workers and ancillary staff
- Understand and apply knowledge of radiologic anatomy and basic imaging modalities
- Perform duties safely and effectively within the scope of practice
- Demonstrate basic CPR, first aid skills, and HIV/AIDS safety
- Apply problem solving and critical thinking skills within the scope of practice and in coordination with team members to foster good patient outcomes
- Use effective written and oral communication skills and listening skills in interactions with a diverse patient population
- Apply knowledge of common data systems used in hospitals
- Adhere strictly to current HIPAA and patient confidentiality regulations

Course	Course Name	Credit Hrs.
HPRO 105	Training for Healthcare Workers.....	2
HPRO 130	Human Relations in Healthcare Settings.....	4
IMAGE 102	Imaging Aide Fundamentals.....	2
IMAGE 110	Survey of Imaging.....	3
IMAGE 115	Radiologic Anatomy.....	2
RATEC 120	Basic Patient Care Procedures.....	2
RATEC 125	Medical Terminology.....	1
TOTAL.....		16

TRANSLATION & INTERPRETATION

This is a self-supporting program offering credit toward two certificates, one in interpretation and the other in translation. Permission is required to take courses. Students may start the program during any quarter of the year. Please call (425) 564-3177 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.

Interpretation

CERTIFICATE OF ACCOMPLISHMENT

Interpretation is the facilitation of communication between speakers of different languages in the spoken medium; to be accepted into the program students must have high-level oral and written proficiency in English and another spoken language. Courses for the certificate cover general theory and practical skills necessary for performing entry-level professional interpretation in a variety of settings (e.g., legal, medical, and social). Core courses provide fundamental interpreting and related skills to speakers of any language and advanced courses focus on interpreting practice and skill-building for speakers of select languages.

Certificate recipients should possess the following skills and abilities:

- Analyze a source speech or text for interpretation, including the identification of meaning, stylistics, register, and emotional tone while applying the concepts of linguistic and cultural translatability and untranslatability, cultural and functional equivalency, and types of meaning (i.e., propositional meaning, expressive meaning, presupposed meaning, and evoked meaning)
- Conduct research relevant to performing specific interpretation assignments and design an industry-standard terminology database to store and maintain results
- Demonstrate effective note-taking for consecutive interpretation
- Perform professional interpretation at real-life speeds in a variety of fields, situations, and modes (i.e., consecutive and simultaneous interpretation, sight translation)
- Implement performance improvements based on professional and self-evaluation of practical interpretation experience
- Use a range of fundamental equipment and software needed to begin work as an interpreter
- Develop and employ essential industry-oriented business materials, including résumés, business cards, portfolios, contractual agreements, and invoices
- Describe the different types and levels of certification available to interpreters and the legal requirements to work as an independent contractor in the State of Washington
- Apply a variety of codes of ethics for interpreters, including the concepts of impartiality, confidentiality, and conflict of interest

The following certificate(s) are nested within this certificate:

- Partial overlap with Translation – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
TRANS 101	Introduction to Translation & Interpreting	3
TRANS 102	Fundamentals of Interpreting	3
TRANS 104	Technology for Translators & Interpreters.....	3
TRANS 105	Terminology Management & Research	3
TRANS 106	Ethics & Business Practice of Translation & Interpretation	3

TRANS 202	Advanced Interpreting Skills I	3
TRANS 204	Advanced Interpreting Skills II	3
TRANS 206	Advanced Interpreting Skills III.....	3
TOTAL		24

Translation

CERTIFICATE OF ACCOMPLISHMENT

Translation is the facilitation of communication between speakers of different languages in the written medium; to be accepted into the program students must have high-level written and oral proficiency in English and another spoken language. Courses cover general theory and practical skills to perform entry-level professional translation in a variety of topics (e.g., business, medical, and legal). Core courses provide fundamental translation and related skills to speakers of any language and advanced courses focus on translation practice and skill-building for speakers of select languages.

Certificate recipients should possess the following skills and abilities:

- Analyze a source text for translation, including the identification of meaning, stylistics, register, and emotional tone while applying the concepts of linguistic and cultural translatability and untranslatability, cultural and functional equivalency, and types of meaning (i.e., propositional meaning, expressive meaning, presupposed meaning, and evoked meaning)
- Conduct research relevant to performing specific translation assignments and design an industry-standard terminology database to store and maintain results
- Prepare and use a style-sheet for translation, editing, and proofreading
- Perform professional translation of documents into one's dominant language in a variety of fields and formats using the ten-step method of translation
- Implement performance improvements based on professional and self-evaluation of practical translation experience
- Use and assess a range of fundamental equipment and software needed to begin work as a translator, including Microsoft Office applications and computer-assisted translation (CAT) tools
- Develop and employ essential industry-oriented business materials, including résumés, business cards, portfolios, contractual agreements, and invoices
- Describe the different types and levels of certification available to translators and the legal requirements to work as an independent contractor in the State of Washington, as well as the legalities surrounding contractual agreements and copyright law
- Apply a variety of codes of ethics for translators, including the concepts of impartiality, confidentiality, and conflict of interest

The following certificate(s) are nested within this certificate:

- Partial overlap with Interpretation – Certificate of Accomplishment

Course	Course Name	Credit Hrs.
TRANS 101	Introduction to Translation & Interpreting	3
TRANS 103	Fundamentals of Translation	3
TRANS 104	Technology for Translators & Interpreters.....	3
TRANS 105	Terminology Management & Research	3
TRANS 106	Ethics & Business Practice of Translation & Interpretation	3
TRANS 201	Advanced Translation Skills I.....	3
TRANS 203	Advanced Translation Skills II	3
TRANS 205	Advanced Translation Skills III	3
TOTAL		24

Instructional Divisions

At Bellevue College, 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 BC'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 (see page 14).

Arts & Humanities Division

Division office: R230

Phone: (425) 564-2341

Fax: (425) 564-2690

www.bellevuecollege.edu/artshum

Dean: Maggie Harada

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

- Bachelor of Applied Arts
 - Interior Design
- Applied Linguistics & Language
- Art
- Communication Studies*
 - Film Studies*
 - Movie Making
- Developmental Education
 - Adult Basic Education
 - English as a Second Language
 - General Education Development
- English*
- English Language Institute
- Humanities
- Individual Development
- Interdisciplinary Studies
- Interior Design
- Music*
 - Dance
 - Drama
- Theatre Arts
 - Dance
 - Drama
- World Languages
 - Arabic
 - American Sign Language
 - Chinese
 - French
 - German
 - Italian
 - Japanese
 - Spanish

Related Activities

- Art Gallery: The Gallery Space
- Dance Ensemble: Eastside Moving Company
- Learning Labs
 - Basic Skills Labs
 - Reading Lab
 - Writing Lab
- Music performance groups
 - Chamber Choir
 - Jazz Band
 - Symphonic Choir
 - Vocal Jazz Ensemble "Celebration!"
- 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 Watchdog*
- Tutoring for ESL and basic-skills students

Institute for Business and Information Technology (IBIT)

Division Office: A254

Phone: (425) 564-2311

Fax: (425) 564-4197

www.bellevuecollege.edu/ibit

Dean: TBF

The Institute for Business and Information Technology (IBIT) offers a Bachelor of Applied Science in Information Systems and Technology and professional/technical and transfer-option certificates and degrees. It also encompasses the Washington State Center of Excellence for Information and Computing Technology (CoE for ICT) which is a statewide resource and solutions provider for community and technical colleges and the information and computing technology industry. IBIT prepares students for success in current and future careers, engages in imaginative and meaningful research, and collaborates with innovative partners to meet the educational and workforce needs of our community in the areas of business, information technology, and digital media.

Instructional Programs

- Bachelor of Applied Science
- Information Systems & Technology
 - Application Development
 - Business Intelligence
 - Information Security
 - Systems Administration

- Accounting
- Business Management
- Business Technology Systems
- Digital Media Arts
- Information Systems
 - Business Intelligence
 - Database Administration
 - Software Development
- Marketing Management
- Network Services & Computing Systems
- Application Support
- Network Administration
- Operating System Administration

Related Activities

- Student Clubs & Organizations

Health Sciences, Education & Wellness Institute

Division Office: R130

Phone: (425) 564-2012

Fax: (425) 564-4135

www.bellevuecollege.edu/health

Dean: Dr. Kevin McCarthy

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 Science
 - Radiation and Imaging Science
- Bachelor of Applied Science
- Healthcare Technology and Management
 - with a concentration in Healthcare Information Technology
- Nursing
- Alcohol & Drug Counseling
- Diagnostic Ultrasound
- Early Learning and Teacher Education
- Education
- Neurodiagnostic Technologist
- Fire Service
- Health
- Health Professions
- Imaging
- Medical Dosimetry
- Nuclear Medicine Technology
- Nursing
- Parent Education
- Physical Education
- Radiation Therapy
- Radiologic Technology

Instructional Divisions

Related Activities

- Athletics & Intramural Sports
- Fitness Center
- Student Clubs & Organizations
 - Badminton Club
 - Classical Fencing Club
 - Table Tennis club

Human Development

Division Office: B234

Phone: (425) 564-2212

Fax: (425) 564-4177

www.bellevuecollege.edu/counseling/

Dean: Matt Groshong

Human Development classes help students achieve academic and personal success. Classes include: stress management, selecting a college major, learning strategies for student success, career exploration, understanding personal relationships, assertive communication and race in America.

Instructional Programs

- Human Development

Related Programs & Services

- Center for Career Connections
- Counseling Center
- Disability Resource Center
- Educational Planning Advising Center
- Multicultural Services
- TRiO Student Support Services
- Women's Center

Science Division

Division Office: L200

Phone: (425) 564-2321

Fax: (425) 564-4125

<http://scidiv.bellevuecollege.edu/>

Dean: Dr. Robert Viens

The Science Division offers a wide variety of courses in earth and space sciences, engineering sciences, life sciences, mathematics, and physical sciences. Courses serve as core requirements for science, technology, engineering and mathematics (STEM) majors and professional programs, and serve as electives for the entire college community.

Instructional Programs

- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science - Transfer
- Engineering
- Environmental Science

- Geology
- Mathematics
- Meteorology
- Nutrition
- Oceanography
- Physics

Related Activities

- AMATYC Student Math League
- BC Greenhouse
- BC Weather Station
- Central Sound Regional Science & Engineering Fair
- Community College Genomics Laboratory
- Earth Week
- Learning Labs
 - Math Lab
 - Science Study Center
- Planetarium & Observatory
- Science and Math Institute (SAMI)
- Science Camps & K-12 Outreach
- Student Clubs & Organizations
 - Chemistry Club
 - Computer Science Club
 - Docs & Dents Club
 - Earth and Space Sciences Club
 - Engineering Club
 - Physics Club
 - Sustainability Science Association

Social Science Division

Division Office: D110

Phone: (425) 564-2331

Fax: (425) 564-3108

www.bellevuecollege.edu/socsci/

Dean: Virginia Bridwell

The Social Science Division offers courses in academic transfer and occupational programs. All fields deal with aspects of the human situation. Though tied together by common concern with humankind, each discipline includes its own particular perspectives, theories, and methods.

Instructional Programs

- Accounting Transfer
- Anthropology*
- Business Administration Transfer
- Criminal Justice*
- Cultural & Ethnic Studies*
 - American Studies
 - Ethnic & Cultural Studies
- Economics
- Geography
- History
- International Studies
- Political Science
- Psychology*
- Sociology*

Related Activities

- Anthropology Club
- BC Student Historical Society
- Center for Puget Sound History & Archeology
- Geography Club
- Model United Nations
- Psychology Club

Continuing Education Division

Location: North Campus

Phone: (425) 564-2263

Fax: (425) 564-3094

www.gotobcc.com

Interim Director: Janis Machala

The most comprehensive program in the region, Bellevue College's Continuing Education division offers mainly non-credit classes and professional certification in many areas of study, along with credit classes and a degree program. Courses vary in length from one day to 11 weeks.

Instructional Departments

- Arts & Design (non-credit certificate)
 - Graphic Design
- Business Training Institute (contract training)
- Business & Professional Programs (non-credit certificate)
 - Human Resources Management
 - Project Management
- Computer Programs (non-credit certificate)
 - C# Programming
 - C# Web Development
 - C# Application Development
 - Database Administrator
 - Database Administrator Intelligence Analyst
 - Database Developer
 - Database Test Engineer
 - Software Test Engineer
 - Software Test & Development Engineer
 - Web Design
 - Web Development
- Health Professionals
- Occupational and Life Skills (degree and certificate)
- Personal Enrichment
- Summer Program for Teens
- Technical Communication (non-credit certificate)
 - Technical & Professional Editing
 - Technical Writing & Communication
- TELOS: Educational Programs for Retirees
- World Languages Institute (certificate)
 - Interpretation
 - Translation

Related Activities

- Testing Center (North Campus)
 - ACT
 - Certiport

In this Annual Course Catalog are course descriptions for all classes that may be offered at BC at various times throughout the year. (*Quarterly Credit Schedules are available in advance of each quarter to help students plan class schedules for that quarter and include days, times, locations and instructors for each class being offered that quarter.*)

Accounting

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

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. **Recommended:** BUS 145.

ACCT 102

Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships and basic analysis of financial statements. Not recommended for students transferring to 4-year colleges. **Prerequisite:** ACCT 101 with a C- or better, or entry code.

ACCT 135

Business Payroll Tax Accounting • 3 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 160

Washington State: Tax and Audit • 3 CR

include State Unemployment, Labor & Industries, Department of Revenue – B&O and Business Property Tax. State audit processes will be covered and how companies can prepare for an audit, interpret the findings and the appeal process. **Recommended:** BTS 161.

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 • V1-10 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 224

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 with a C- or better, or entry code.

ACCT 225

Survey of Financial and Managerial Accounting • 5 CR

Provide students in non-accounting programs an introduction to the world of financial and managerial accounting. The course will emphasize how financial data is used through the organization and how that data is transformed into useful information to support business decisions. Not recommended for students in a paraprofessional or transfer accounting programs. Not for Accounting majors. **Recommended:** ENGL& 101.

ACCT 240

Computerized Accounting • 5 CR

Using a mid-range accounting system, students complete all functions of a full accounting cycle. Topics include use of the general ledger, recording accounting transactions, accounts receivable, accounts payable, inventory, job costing, payroll, reporting and financial statements. **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 ACCT& 201. BTS 161 recommend.

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

Governmental and Non-Profit Accounting • 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 272

QuickBooks Certification • 2 CR

This course is designed to prepare students for the QuickBooks User Certification Exam. The course will cover new features in the current release of QuickBooks Premier as well as provide a review of the overall program features. The certification exam will be taken in the last week of the quarter. **Prerequisite:** ACCT 172 with a C or better, or entry code.

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 288

Bookkeeping Certification • 10 CR

Prepares students to take the Certified Bookkeeper Examination administered by the American Institute of Certified Bookkeepers (AIPB). Topics: Adjusting and Correcting Entries, Depreciation, Payroll, Inventory, Internal Controls and Fraud Prevention. Additional fees are assessed for off-site testing. **Prerequisites:** ACCT 101, 102, 135, 224, 250, and 285 or two years of recent bookkeeping experience.

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.

Course Descriptions

Accounting Transfer

SOCIAL SCIENCE DIVISION

ACCTG 199

Individual Studies in Accounting • V1-10 CR

ACCT& 201

Principles 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. **Prerequisites:** ENGL& 101 with a C or better. Math 138 or higher with C or better.

ACCT& 202

Principles of Accounting II • 5 CR

Presents basic concepts used in financial reporting and interpreting financial statements. **Prerequisite:** ACCT& 201 with a C or better or entry code.

ACCT& 203

Principles of Accounting III • 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:** ACCT& 202 with a C or better or entry code.

ACCTG 295/296/2097

Seminar in Accounting • 2 CR

Studies special problems in accounting and/or training of teaching assistants for ACCT& 202. Course graded on pass/fail basis. **Prerequisite:** ACCT& 201 and permission of instructor.

ACCTG 299

Individual Studies in Accounting • V1-10 CR

Adult Basic Education

ARTS & HUMANITIES DIVISION

ABE 041/042/043/044

Adult Basic Education Lab Level 1 • V1- 5

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.

ABE 060

Orientation to Basic Skills • V1- 3

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 061

Adult Basic Education Level 1 • V1-10 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 062

Adult Basic Education Level 2 • V1-10 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 063

Adult Basic Education Level 3 • V1-10 CR

Prepares native English-speaking adults and, in some cases, high-level English-as-a second language students for credit courses or GED preparation courses by improving basic reading, writing, grammar, and math skills. Substantial and sustained progress is a requirement for continued enrollment. **Prerequisite:** Placement by assessment.

ABE 064

Adult Basic Education Level 4 • V1-10 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.

Alcohol & Drug Counseling

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

ALDAC 094/095/096/097

Special Topics in Alcohol and Drug Counseling • V1-5 CR

ALDAC 100

Professional Development in Addiction Counseling • 1 CR

Introduction to the field of addiction counseling and treatment. Overview of state mandated education requirements, certification processes for CDP/CDPT licenses and methods for documenting CDPT work experience hours.

HSSA& 101

Introduction to Addictive Drugs • 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

Chemical Dependency Pharm of Alcohol and Drugs • 3 CR

Examines the physiological and psychological effects of alcohol and other psychoactive drugs including various categories of psychoactive substances and their absorption, ingestion, metabolism, acute intoxication, withdrawal symptomatology, and short and long term effects on severity of addiction and process of recovery.

ALDAC 103

Introduction to Counseling Helping Profession • 3 CR

Introduces basic theories, models and techniques used in the counseling professions. Includes interviews with current counseling professionals, hands on practice with counseling techniques and transference, counter-transference self-awareness inventories.

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 the program director.

ALDAC 105

Chemical Dependency Client & Family Education • 3 CR

Explores effects of substance use, abuse and dependence on families and family dynamics. Includes review of community resources and content for educating family members of alcohol and drug addicted individuals.

ALDAC 106

Chemical Dependency Individual Counseling • 3 CR

Introduces counseling theory and techniques for working with alcoholic and drug addicted individuals with emphasis on motivation to change. Includes practice and development of chemical dependency counseling techniques and strategies. *Prerequisite:* ALDAC 100, 102, 103, and HSSA& 101 and permission of program director.

ALDAC 108

Chemical Dependency Case Management • 3 CR

Introduces mandated requirements for case management responsibilities including patient record management for alcoholic and drug addicted individuals. *Prerequisite:* ALDAC 100, 102, 103, HSSA& 101 and permission of program director.

ALDAC 125

Chemical Dependency Assessment & Diagnosis • 2 CR

Provides diagnostic skills required to accurately assess an individual's use, abuse or dependence on psychoactive substances. Includes assessment standards for evaluating severity of substance dependence on life functioning and patient placement in the continuum of care. *Prerequisite:* ALDAC 100, 102, 103, and HSSA& 101 and permission of program director.

ALDAC 150

Chemical Dependency Relapse Prevention • 3 CR

Addresses processes, behaviors and circumstances related to relapse and recovery with chemically dependent patients. *Prerequisite:* ALDAC 102, and HSSA& 101 and permission of program director.

ALDAC 160

Chemical Dependency Culturally Competent Counseling • 2 CR

Introduces the multicultural counseling competencies needed to meet the diverse needs of alcoholic and drug addicted individuals. Includes exercises in self-awareness about diverse communities and barriers to effective addiction treatment.

ALDAC 194/195/196/197

Special Topics in Alcohol and 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 and 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 and Drug Counsel • 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 program director.

ALDAC 204

Chemical Dependency Adolescent Assessment & Treatment • 2 CR

Examines the similarities and differences between adolescent and adult onset of addiction, various treatment models and developmental delay. Includes practice with adolescent specific diagnostic and patient placement criteria. *Prerequisite:* ALDAC 102 and HSSA& 101 and permission of program chair.

ALDAC 206

Chemical Dependency Group Counseling • 3 CR

Examines psycho-educational dynamics, models, techniques and theories of group counseling with alcoholic and drug addicted individuals. Includes practice and development of group counseling skills. *Prerequisite:* ALDAC 106 and permission of program director.

ALDAC 207

Chemical Dependency HIV AIDS Brief Risk Intervention • 1 CR

Provides education on the pathology, intervention and treatment of HIV AIDS and other blood borne pathogens required for chemical dependency professional trainee and certification requirements to be a chemical dependency professional.

ALDAC 220

Chemical Dependency Clinical Practicum • 3 CR

Provides opportunity for one-on-one counseling, group counseling and case management services in a DBHR certified chemical dependency treatment program with qualified supervision. *Prerequisite:* ALDAC 106, 108, 204, and 206 and permission of program director.

ALDAC 225

Chemical Dependency Ethics & Laws • 3 CR

Provides up to date understanding of state and federal statutes, state regulations and code of ethics specific to the field of alcohol and drug counseling and the provision of chemical dependency treatment services in Washington State. *Prerequisite:* ALDAC 106 and 108 and permission of program director.

ALDAC 230

Chemical Dependency Family & Couples Counseling • 3 CR

Introduces counseling theory and techniques for working with families, couples and significant others affected by alcoholic and drug addicted individuals with emphasis on prevention, crisis management and intervention strategies. Includes practice and development of crisis management and intervention techniques. *Prerequisite:* ALDAC 100, 102, 103 and HSSA& 101 and permission of program director.

ALDAC 235

Chemical Dependency Human Development • 4 CR

Examines application of various theories on human development from fetal epigenesis to geriatrics in addiction treatment. Explores the effects of personal and parental use of psychoactive substances and related environmental stressors on human development patterns.

ALDAC 240

Chemical Dependency Psychopathology • 4 CR

Examines the interaction of substance abuse and dependence with co-occurring psychological disorders. Explores the biological psychological and social influences on the use and abuse of substances, theories of addiction, and common myths and realities of alcoholism and drug addiction.

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.

Course Descriptions

ALDAC 298

Seminar in Alcohol & Drug Counseling • 13 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 Counsel • 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 Sign Language

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Anthropology

SOCIAL SCIENCE DIVISION

The Anthropology Department offers a wide variety of courses, covering the four fields of the discipline: archaeology, biological anthropology, cultural anthropology, and linguistics. Faculty experts in each of the four fields provide dynamic learning experiences, combining classroom and fieldwork components. All BC students are welcome to join the “Society of Student Anthropologist@ Bellevue College” to further explore fascinating issues and multiple ways of being human that may not be considered in other forums. Please contact the Anthropology Department or visit <http://bellevuecollege.edu/anthropology>.

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an academic concentration in Anthropology by completing course work in the four core areas of Anthropology. This includes ANTH&204: Archaeology (5 credits), ANTH&206 Cultural Anthropology (5 credits), ANTH 208: Language, Culture and Society (5 credits), AND ANTH&205: Biological Anthropology (5 credits) OR ANTH&215: Bioanthropology with Lab (6 credits).

Please Note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 or 16 credits will apply as electives.

ANTH& 100

Survey of Anthropology • 5 CR

An introductory course on the cultures and biology of humans, from scientific and humanistic perspectives. Explores all four fields of anthropology: archaeology (ancient cultures), cultural anthropology (contemporary cultures and cultural diversity), biological anthropology (primates, genetics, evolution, and human biological diversity), and linguistics (language and communication).

ANTH 106

Great Discoveries in World Archeology • 5 CR

Covers how ancient remains are recovered, the politics of ‘discovering’ such remains, and what these remains mean within a scientific framework. A critical evaluation of world famous sites (such as the cave paintings at Lascaux, Old Kingdom Egyptian Pyramids, Great Zimbabwe, Machu Picchu, Classic Maya site of Copán, Ozette in Washington state, and more) highlights key factors, such as racism and sexism, that influence interpretation of the past. An awareness of legal responsibilities facing world citizens and their collective past will be increased. A large visual component will illustrate salient points of the course.

ANTH 108

Food, Drink & Culture • 5 CR

Embark on an eating and drinking adventure and discover the roots of your cuisine. A cross-cultural and global view of food and drink that examines these essentials of life from the cultural, biological, archaeological and linguistic perspectives of anthropology. The phrase “You are what you eat (and drink)” takes on new and profound meanings. Previously ANTH 214.

ANTH 180

American Life & Culture • 5 CR

A view of American culture from the broad lens of anthropology. Topics include American popular culture, the historical background to American social and cultural values, and the effect of economic and political changes in American life. Situates American culture and society in the context of a globalized world. Same as CES 180. Either ANTH 180 or CES 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& 204

Archaeology • 5 CR

Finding and digging sites is just the beginning of unearthing the past. Archaeologists are scientists who specialize in survey and excavation, as well as analysis and interpretation of ancient and historical remains. The methods, techniques, and goals of archaeology are highlighted to provide a basis on which to understand the rich record of the past. Previously ANTH 105.

ANTH& 205

Biological 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, apes and prosimians, fossil evidence for human evolution and the study of biological diversity in contemporary human populations. Either ANTH& 205 or ANTH& 215 may be taken for credit, not both. **Note:** Fulfills Science course requirement at BC. Previously ANTH 201.

ANTH 208

Language, Culture & Society • 5 CR

Explores the role of language in culture and society. Course covers tools for analyzing language, and examines cross-cultural and cross-linguistic variation. There is a focus on cultural and social issues, such as attitudes toward regional and social dialects, correlations between social groupings and language behavior, the influence of language on thought, and the life and death of languages. **Note:** Fulfills Humanities course requirement at BC. Previously ANTH 200.

ANTH 209

Great Discoveries in North American Archeology • 5 CR

Popular TV shows highlight forensics, but how accurate are they and what is this field of study? Covers the tools of the experts in analyzing crime scenes and solving mysteries. Numerous methods, including skeletal analysis, recovery of evidence, and body decomposition, all contribute to resolution of medical/legal investigations. **Prerequisite:** ANTH& 204 or ANTH& 205 recommended.

ANTH 211

Great Discoveries in South American Archeology • 5 CR

Explore the magnificent ancient civilizations of South America by taking a virtual tour of the spectacular ruins of the Inca, Moche, Nazca, Wari and many other prehistoric cultures. A consideration of South American archaeology in global context is addressed, as well as the plight of modern descendants.

ANTH 212

Great Discoveries in Mesoamerican Archeology • 5 CR

Journey into the exciting past of Mexico and Central America by exploring the spectacular archaeological remains of the Aztecs, Mayas, and many other peoples who built grand civilizations of Mesoamerica. Continue the expedition into the present as connections to contemporary populations are addressed and the place of ancient Mesoamerica in global history is considered.

ANTH& 215

Bioanthropology w/Lab • 6 CR

A hands-on laboratory approach to human biological characteristics, non-human primates, and evolutionary forces. Major topics include human genetics, adaptation, prosimians, monkeys and apes, fossil evidence for human evolution, and the study of biological diversity in contemporary human populations. Either ANTH& 205 or ANTH& 215 may be taken for credit, not both. **Note:** Fulfills Laboratory Science course requirement at BC. **Recommended:** ANTH& 100.

ANTH 220

Sex, Gender & Culture • 5 CR

An evolutionary, comparative, and holistic approach to sex and gender from the theoretical perspective of Anthropology. Explores the concepts of sex and gender through all four sub-fields (cultural anthropology, biological anthropology, archaeology, and linguistics). Readings examine both non-Western and Western cultures, illustrating how ideas about sex and gender vary in different times and cultures. **Recommended:** ANTH& 100.

ANTH 222

Environment & Culture • 5 CR

Investigates human and cultural systems as part of the ecosystem from the dual lenses of cultural ecology and human ecology. Cross-cultural comparisons of indigenous knowledge and cultural adaptations through time. Scientific modeling of social behaviors and long-term environmental modifications. Contemplates current environmental problems and potential solutions. **Recommended:** ANTH& 100.

ANTH 224

Anthropology of Music • 5 CR

Introduction to the academic discipline of ethnomusicology. The class is built around student participation in a field project, in which students will document, analyze and report on selected regional musical cultures. Covers the history, theoretical constructs and terminology of the discipline, and the ethics and methods of field work. **Recommended:** ANTH& 100.

ANTH 232

Reel Culture • 5 CR

Documentary films are a popular way to examine real life that often rivals Hollywood. Combining the methods of film-making with the lens of anthropology offers students the perspective of visual anthropology. This field broadens your horizons by analyzing films from around the world and delving into the history, methods, and theories of the industry. Experiential learning through production of documentaries. **Recommended:** ANTH& 100.

ANTH& 234

Religion & Culture • 5 CR

A global introduction to the religions of the world from a broad comparative perspective. Students examine the development and aspects of various religions (indigenous, Islam, Judaism, Buddhism, Hinduism, Christianity, and others). The relationship between religion and the social and cultural context are explored, especially in relation to nationalism, politics, and globalization. Same as INTST 224. Either ANTH& 224 or INTST 224 may be taken for credit, not both. Previously ANTH 203.

ANTH& 235

Cross-Cultural Medicine • 5 CR

Everyone gets sick at some point in their lives, but how this sickness is viewed and treated is a cultural phenomenon. View health, disease, sickness, and healing from a global lens through the consideration of biology, culture, and political and economic systems. Knowledge of the rapidly expanding field of medical anthropology is essential for future health practitioners for competency in dealing with diverse patients. **Recommended:** ANTH& 100.

ANTH& 236

Forensic Anthropology • 5 CR

Popular TV shows highlight forensics, but how accurate are they and what is this field of study? Covers the tools of the experts in analyzing crime scenes and solving mysteries. Numerous methods, including skeletal analysis, recovery of evidence, and body decomposition, all contribute to resolution of medical and legal investigations. **Recommended:** ANTH& 204 or ANTH& 205. Previously ANTH 207.

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.

Course Descriptions

Arabic

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Art

ARTS & HUMANITIES DIVISION

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

First-Year Foundation Courses

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

Second-Year:

ART 201, 202, 203, and 1 credit 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 college and art schools to Bellevue College should check with and 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.

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 additional lab time outside class. **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.

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. Course graded pass/fail. May be repeated for a maximum of 3 credits. **Prerequisite:** ART 150.

ART 154*

Introduction to Digital Photography • 5 CR

Introduction to digital photography as a means for artistic exploration and expression. From camera basics, to using appropriate hardware and software, to conceptual and aesthetic considerations, students develop a digital workflow. **Recommended:** Basic computer skills.

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 206

History of Photography Theory & Criticism • 5 CR

Examines the role photography has played reflecting and shaping culture from its emergence in the 19th century to the digital revolution currently underway. Emphasizes what it means to photograph, to be photographed, and to view photographers as part of an audience. Students make a few photographs of their own along the way (some using a cell phone). *Recommended:* ENGL& 101.

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 and 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 230*

Beginning Printmaking • 5 CR

The purpose of a printmaking course is to present students with an opportunity to further their knowledge of drawing, painting and design beyond what is offered in our beginning classes. The experience of a different media such as printmaking is desirable as it expands students' concepts of how to compose and activate a two dimensional art format as well as understanding graphic technique. *Recommended:* ART 120.

ART 235

Printmaking II • 5 CR

Continuation of Art 245, Watercolor I. Provides students an opportunity to further their knowledge of drawing, painting and design beyond beginning watercolor. *Recommended:* ART 245.

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 and 121 and 240, or permission of instructor.

ART 245*

Watercolor I • 5 CR

This course presents basic instruction in watercolor painting. Students use watercolor to paint objects and forms from both direct observation and imagination. Students gain skill in techniques unique to the watercolor process. Requires additional lab time outside of class. *Recommended:* ART 120.

ART 247*

Watercolor II • 5 CR

Continuation of Art 245 CR, Watercolor I. Provides students an opportunity to further their knowledge of drawing, painting and design beyond beginning watercolor. *Recommended:* ART 245.

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.

ART 254*

Advanced Digital Imaging • 5 CR

Building on knowledge and skills gained in either ART 150 or ART 154. Explores technical, aesthetic, and conceptual considerations that are driving digital imaging in the 21st century. *Prerequisite:* ART 150 or 154. Basic computer skills and ownership of a DSLR recommended.

ART 256*

Art & Technology • 5 CR

Studio art class. Provides key concepts and strategies for students to express themselves using the latest technologies. Students, as employees produce projects using current techniques and tools. Course includes skills for being adaptive and developing problem solving skills for tomorrow's workplace. *Recommended:* Basic computer skills.

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

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.

Course Descriptions

Astronomy

SCIENCE DIVISION

ASTR& 100

Survey of Astronomy • 5 CR

Offers a general survey of astronomy, including the moon, planets, solar system, stars, galaxies, and cosmology. Non-mathematical approach. Classes meet in the planetarium. Either ASTR& 100 (prev ASTR 101) or ASTR& 101 (prev ASTR 105) may be taken for credit, not both.

ASTR& 101

Introduction to Astronomy • 6 CR

A general, non-math survey of topics in astronomy, including history, solar system, stars, galaxies and cosmology. Includes a weekly lab. Either ASTR& 100 (prev ASTR 101) or ASTR& 101 (ASTR 105) may be taken for credit, not both.

ASTR 194/195/196/197

Special Topics in Astronomy • V1-5 CR

Topics announced in the quarterly credit schedule.

ASTR 199

Individual Studies in Astronomy • V1-5 CR

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

ASTR 201

Selected Topics in Advanced Astronomy • 6 CR

Utilizes hands-on laboratory exercises to address selected topics in advanced astronomy. Topics include the use of telescopes and the methods astronomers use to gather data, the solar system, the evolution of stars, relativity and quantum physics, galaxies and cosmology. Nighttime telescope observing will take place weather permitting. **Prerequisite:** ASTR& 100 (prev ASTR 101) or ASTR& 101 (prev ASTR 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.

Biology

SCIENCE DIVISION

BIOL& 100

Survey of 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 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. Fulfills laboratory science course requirement at BC.

BIOL 125

Survey of Human Diseases • 5 CR

Examines the pathophysiology, diagnosis and treatment of common and/or emerging human diseases.

BIOL 135

Introduction to Global Health • 5 CR

Introduction to the principles of global health, health determinants, health care systems, nutrition, and women's health issues in the world. The course will discuss ways in which to improve global health and connect how global health challenges can affect local health issues.

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 BC.

BIOL& 160

General Biology w/Lab • 6 CR

Introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs. Format includes laboratory work. Strongly **Recommended:** CHEM 100 or CHEM& 121 or BASIC 098, or one year of high-school chemistry.

BIOL 162

General Biology II • 6 CR

Surveys systems and processes, and diversity of living organisms and their environment. Format includes laboratory work.

BIOL 194/195/196/197

Special Topics in Biology • V1-5 CR

Topics announced in the quarterly schedule.

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& 211

Biology Majors Cellular or Animal or Plant • 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& 160 and CHEM& 161 with a C (2.0) or better or entry code.

BIOL& 212

Biology Majors Animal or Cellular or Plant • 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& 211 (prev BIOL 201).

BIOL& 213

Biology Majors Plant or Cellular or Animal • 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& 211.

BIOL& 241

Human Anatomy & Physiology I • 6 CR

Introduces the structure and function of tissues, organs, and systems of the human body. Both BIOL& 241 and BIOL& 242 are needed for a complete study of the anatomy and physiology of all human systems. Format includes laboratory work. **Prerequisite:** BIOL& 160 or BIOL& 211 with a C or better, or entry code.

BIOL& 242

Human Anatomy & Physiology II • 6 CR

Continues the study of tissues, organs, and systems of the human body. Both BIOL& 241 and BIOL& 242 are needed for a complete study of the anatomy and physiology of all human systems. Format includes laboratory work. **Prerequisite:** BIOL& 241 with a C or better, or entry code.

BIOL& 260

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& 160 or BIOL& 211 with a C or better, or entry code.

BIOL 275

Laboratory Methods in Genomics • 6 CR

Introduces the use of laboratory tools and techniques to sequence DNA. Topics covered include DNA structures and gene expression. Emphasis on experimental methods and design. Students learn to think critically about research methodology and scientific investigation. **Prerequisite:** BIOL& 160 or BIOL& 211 or permission of instructor.

BIOL 276

Advanced Laboratory Methods in Genomics • 6 CR

Provides experience in teaching and advanced laboratory techniques in genomics. Topics include genomic library maintenance and DNA sequence database maintenance. Emphasis on independent work and teaching other students, critical thinking about research methodology and scientific investigation. **Prerequisite:** BIOL 275 with a C- or better or permission of instructor.

BIOL 294/295/296/297

Special Topics in Biology • V1-10 CR

Topics announced in the quarterly schedule.

BIOL 312

Biology of Cancer • 5 CR

Emphasis is on the cellular, genetic, biochemical and environmental aspects of the disease including discussion of the multiple disease nature of cancer, its diagnosis and treatment. Same as RAIT 312. Either BIOL 312 or RAIT 312 may be taken for credit, not both. **Prerequisite:** Acceptance into the BAS in Radiation and Imaging Sciences or permission of instructor. **Recommended:** BIOL& 160 or BIOL& 211.

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.

BOTAN 199

Individual Studies in Botany • V1-5 CR

Business Administration – Transfer

SOCIAL SCIENCE DIVISION

BA 102

Business Processes, Analysis and Writing I • 2 CR

This course provides an overview of business processes in select industries and examines models of social responsibility with a heavy emphasis on analysis and writing. Restricted to business transfer students in the BC-UWB China US Program. **Prerequisites:** Completion of ENGL& 101 with a C or higher, completion of MATH 097 with a C or higher. C or higher is required in Math and English to receive the Associate in Business DTA. Permission of instructor.

BA 103

Business Processes, Analysis and Writing II • 3 CR

The course provides in-depth analysis of business processes, their use in enterprises, nonprofit, governmental and quasi-governmental entities with particular focus on the US and one other country. It also explores the multicultural transformation of business practices and continues with the analysis of models of corporate social responsibility. The course has a heavy emphasis on analysis and writing. Restricted to business transfer students in the BC-UWB China US Program. May be taken twice for a maximum of 6 credits. **Prerequisite:** ENGL& 101 with a C or higher, MATH 097 with a C or higher. C grades or higher are required in Math and English to receive the Associate in Business DTA. Permission of instructor.

BA 199

Individual Studies in Business Administration • V1-10 CR

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 201, 271, 272 or ENGL& 235 with a C or better. **Recommended:** 30 prior college credits.

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 138 or MATH& 141 with a C or better, or entry code.

BA 294/295/296/297

Special Topics in Administration • V1-10 CR

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

BA 299

Individual Studies in Business Administration • V1-10 CR

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

Course Descriptions

Business Intelligence

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

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 103

SQL Fundamentals • 5 CR

Students learn the fundamentals of database structure and SQL (Structured Query Language). They learn techniques useful for querying databases and they learn to apply their skills in realistic scenarios extracting data and organizing it into meaningful information. Students gain experience with database servers and client tools. **Recommended:** Familiarity with spreadsheets or databases.

BUSIT 105

Multi-Dimensional Analysis I • 5 CR

Provides an introduction to Business Intelligence solutions. Introduces the concepts and current methodologies for creating multi-dimensional databases. Students work with current server tools to create and browse multi-dimensional databases of various designs. Students learn to use reporting software and analytical software tools to analyze data and present findings. **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 199

Independent Studies in Business Intelligence • VI-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.

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. **Prerequisite:** BUSIT 105 with a C- or better.

BUSIT 205

Multi-Dimensional Analysis • 5 CR

Concepts and techniques used in BUSIT 105 are expanded upon to create advanced, business-oriented solutions with multi-dimensional databases. Students learn the MDX language for querying multi-dimensional databases. **Prerequisite:** BUSIT 105 with a C- or better and PROG 140 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 build on the concepts and techniques learned in BUSIT 110 while focusing on ETL (Extract, Transform and Load) strategies and tools. Current server tools are used in hands-on exercises to help reinforce data warehousing concepts. **Prerequisite:** BUSIT 110 with a C- or better and PROG 140 with a C- or better.

BUSIT 294/295/296/297

Special Topics in Business Intelligence • VI-5 CR

Allows specialized or in-depth study of a subject related to business intelligence where the topic is announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics.

BUSIT 299

Independent Studies in Business Intelligence • VI-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.

Business Management

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

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 BC.

BUS 102

Personal Money Management • 1CR

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.

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.

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.

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.

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.

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.

BUS 108

Personal Investment • 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.

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.

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.

BUS 141

Introduction to Insurance • 2 CR

Covers the basic background of modern property/casualty insurance systems. Explores the interrelationship of insurance work, how insurance products and services are distributed to the consumer, and how insurance company departments function. Includes civil, tort and contract law and the importance of the risk management process.

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 or BTS 165 at BC with a C- or better or equivalent spreadsheet experience.

BUS 199

Individual Studies in Business Management • 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.

BUS& 201

Business Law • 5 CR

Surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency.

BUS 203

Business Law II • 5 CR

Second course in business law. Extends the study of business law into real property, the Uniform Commercial Code, debtor-creditor relationships, business organizations, cyber law, ethics, and employment. Students extend their learning in the legal reasoning process, legal analysis and writing, and how to communicate clearly. **Prerequisite:** BA 200 or BUS& 201 or permission of instructor.

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.

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 BUS 219 or MEDIA 219 may be taken for credit, not both. **Recommended:** Video production or film studies coursework.

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.

BUS 222

Advanced Leadership & Management • 5 CR

Prepares working professionals for effective leadership in a culturally diverse and constantly changing business environment. **Prerequisite:** BUS& 101 (prev G BUS 101) or BUS 120 or BUS 221.

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.

BUS 241

Multicultural 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 CES 241. Either BUS 241 or CES 241 may be taken for credit, not both. **Prerequisite:** Recommended 30 prior college business credits.

Course Descriptions

BUS 245

Property & Liability Insurance • 5 CR

Includes basic property and liability insurance, contracts, loss exposure, risk management, types of insurers, institution regulations, measurement of financial performance, and operations such as marketing, underwriting, and claims. Prepares students to test for the Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

BUS 246

Personal Insurance • 5 CR

Designed for those interested in personal insurance needs or majoring in business. Covers personal insurance and financial planning. Includes automobile, homeowners, fire, flood, earthquake, ocean marine, life, health and other personal property and liability insurance. Prepares students for the Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

BUS 247

Commercial Insurance • 5 CR

Covers insurance for commercial property, business income, equipment breakdown, inland and ocean marine, commercial crime, commercial automobile and general liability, farm, and business owner's policies. Includes workers compensation and employers liability insurance. Prepares students for Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

BUS 248

Insurance Codes & Ethics • 2 CR

Designed for insurance majors. Addresses ethical behavior and considerations one must support in order to succeed in business, specifically in the insurance industry. Includes the Washington State Code and a series of case studies regarding ethical behavior in the field of insurance. **Prerequisite:** BUS 141 or equivalent experience recommended.

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.

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 BUS 260 or PHIL 260 may be taken for credit, not both.

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.

BUS 291

Business Internship I • 2 CR

Develops the skills necessary for an effective job search. Topics covered include resumes, cover letters, interviews, job searches, and portfolios. Course is graded credit/no credit. **Prerequisite:** Entry code.

BUS 292

Business Internship II • V1-10 CR

Continues 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.

BUS 294/295/296/297

Special Topics in Management • V1-10 CR

Allows study of advanced or specialized topics in the field of management.

BUS 299

Individual Studies in Business Management • 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.

BUS 370

Intermediate Project Management • 5 CR

Examines project management theory and practice, with emphasis on scientific, technical, and medical applications. Uses PMI's PMBOK framework to explain the creation and management of projects in contemporary organizations. Cases and examples illustrate the application of this framework to real-world Waterfall, Iterative, and Agile projects. **Prerequisite:** Acceptance to BAS program or instructor permission.

Business Sustainable Practices

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

BSUST 101

Introduction to Sustainable Business Practices • 5 CR

Exploration of sustainable business practices that manage resources, emphasize policies to minimally affect local and global environment, and create positive social environments. Topics cover energy systems and efficiencies, transportation, water usage, waste management and recycling, supply chain and product lifecycle management, and environmental corporate responsibilities and regulations.

BSUST 110

Communication for Sustainable Business Practices • 4 CR

Introduces strategies to best position and communicate your organization's commitment to the environment and social responsibility. Topics cover communication of sustainability strategies, integration of sustainable practices, marketing sustainability services and products, sustainability image positioning and advertising, training of employees, vendors and distributors, and developing accountability at all levels of operation.

BSUST 120

Survey of Energy Systems Management • 5 CR

Explore and compare traditional and renewable energy systems, from efficiency, environment, socio-political and economic perspectives at the regional, US and global levels. Evaluate strategies for energy management in buildings, transportation and business operations. Topics include laws and regulations that govern energy sourcing, utilization and efficiency and their evolution over time.

BSUST 130

Survey of Resource and Waste Management • 5 CR

Introduction to the environmental and economic impact of various resource and waste systems management strategies. Focus is on assessing every stage of business activities from the sourcing of materials and resources, through the use and maintenance of products, to the disposal of resulting waste and emissions.

BSUST 150

Introduction to Carbon Footprint • 5 CR

Introduction to basic tools and techniques used to assess the impact of selected business practices on the environment and society. Topics include introduction to life cycle analysis, carbon footprint computing and analysis; auditing; emission and greenhouse gas reporting; emission trading regulations and energy management solutions.

BSUST 160

Sustainable Business Analysis • 5 CR

Introduction to process and techniques involved in performing analysis of businesses with emphasis on how to best integrate sustainability into business and financial strategies. Topics include business process analysis, triple bottom line accounting, information technology processes, green supply chain, trends and practices, and legal issues and regulatory compliance. *Recommended:* BSUST 150.

BSUST 201

Whole Systems Thinking and Change Management • 5 CR

Presents strategic approach to change management based on whole systems thinking. Using case studies, the focus is on developing and accessing strategies at all levels of the business systems that break down barriers and build upon relationships between units and stakeholders with an emphasis on economic, social and environmental impacts. *Recommended:* BSUST 101 or general knowledge of business and sustainable business practices.

BSUST 260

Product Lifecycle and Supply Chain Management • 5 CR

Study of principles, functions and objectives of green and sustainable product lifecycle and supply chain management in various industries. Topics include: product design, standards and labeling; purchasing, contracts and supplier programs; outsourcing; manufacturing processes; material sourcing; waste management; resource and energy management; inventory management; transportation and distribution; and overall operations. *Recommended:* BSUST 160 and one from BSUST 120, BSUST 130 or BSUST 150.

BSUST 280

Sustainable Business Accounting • 5 CR

Analyze business processes in each functional area and as a whole to assess sustainability performance using triple bottom line accounting methods, and to develop recommendations for increased efficiencies and decreased environmental footprint. Topics include: history of triple bottom line accounting, internal costs, human elements, supply chain management, operations, budgeting, funding, reporting and managing sustainable business projects. *Prerequisite:* ACCT 101. *Recommended:* BSUST 160.

Business Technology Systems

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

BTS 095

Introduction to Online Learning • 1 CR

Introduces the basic tools, best practices, learning styles, technology and expectations students encounter in an on-line course.

BTS 101

Keyboarding I • 1 CR

Develops basic skills in keyboarding (touch-typing) and document formatting using the personal computer. No previous computer experience necessary. Course is graded pass/fail.

BTS 104

Keyboarding Review & Speed Building • 1 CR

Increases students' keyboarding speed and accuracy. *Prerequisite:* BTS 101 or equivalent experience recommended. Course is graded pass/fail.

BTS 109

Business Communications • 5 CR

Strengthens skills for effective professional verbal, written and non-verbal communication. Includes reinforcement of grammar and punctuation, writing and peer-editing, proofreading and revising, business writing strategies, and portfolio preparation. Projects include a presentation with visual tools, outline, citations and portfolio preparation of professionally written business messages. *Prerequisite:* BTS 110 or BTS 161 or equivalent experience and ENGL 092 or 093 CR. Keyboarding skill recommended.

BTS 110

Web Essentials for Communication • 5 CR

Introduces internet research, web design tools, web communication and networking websites and tools, browser basics, web search strategies, evaluating and using online resources, writing in HTML, creating effective web pages, and Internet and web security. Projects combine professional writing, computer and web authoring software skills, website creation and design, and presentation skills.

BTS 141

Presentation Design & Delivery Essentials • 1 CR

Studies business presentation essentials using current presentation software and professional standards. Topics include content development, audience analysis, presentation delivery, and design and presentation principles. Projects create and deliver presentations that are professional, organized, effective and appropriate for the audience. *Recommended:* BTS 110 or 161. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

BTS 142

Presentation Design & Delivery Intermediate • 1 CR

Studies intermediate business presentations using current software and professional standards. Topics include content development, graphics, animation, sound, video, collaboration tools and integration with other software applications. Projects create and deliver presentations that are professional, appropriate for the audience and organized. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

Course Descriptions

BTS 143

Presentation Design & Delivery Advanced • 1 CR

Studies advanced business presentations using current software and professional standards. Topics include content development, custom animation and sound, custom designs, custom graphics, security, narration and alternative delivery modes including print and self-running presentations. Projects create and deliver presentations that are professional, appropriate for the audience and organized. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

BTS 144

Personal Information Manager • 3 CR

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

BTS 145

Introduction to Web Technology • 1 CR

Explores a wide variety of emerging online technologies and concepts that are both important and practical for businesses. Topics include how emerging technology tools can help you stay up to date in the new information landscape businesses are entering. Projects combine the use of emerging online technology with the needs of businesses and organizations to improve communications and productivity. **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 147

Presentation Design & Delivery • 3 CR

Studies business presentation design, delivery and publication using current software and professional standards. Topics include content development, audience analysis, presentation delivery, presentation slides, collaboration tools, integration, security tools, application of template and custom graphics, animation, sound, video and delivery modes. Projects create and deliver professional presentations appropriately organized for the audience. **Recommended:** BTS 110 or BTS 161.

BTS 151

Spreadsheet Applications: Formulas & Functions • 1 CR

Develops and creates a workbook with formulas and functions using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

BTS 152

Spreadsheet Applications: Charts & Formatting • 1 CR

Develops Workbooks and creates and modifies charts using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

BTS 153

Spreadsheets: Data Analysis • 1 CR

Develops worksheets and analyzes data using pivot tables, pivot charts, filtering, sorting and subtotals using spreadsheet software. The entire series of BTS 151, 152, 153, 154 & 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

BTS 154

Spreadsheet Applications: Links VLookUps & Templates • 1 CR

Develops and creates multiple workbooks with linking VLookup and templates using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

BTS 155

Spreadsheets: Advanced Functions and Formulas • 1 CR

Develops worksheets using advanced functions and formulas such as IF, AND, OR, COUNTIF, SUMIF, LOOKUPS including nested functions and formulas, using spreadsheet software. The entire series of BTS 151, 152, 153, 154 and 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

BTS 161

Business Software Essentials • 5 CR

Introduces personal computer and business software in a Windows based environment. Includes file management strategies, personal computing tools, internet navigation, effective business document design, spreadsheet analysis and design and a survey of fundamental software used in a typical business environment. Projects include design and creation of a file management plan, and fundamental interactive spreadsheets. **Recommended:** BTS 101 or 104 or equivalent keyboarding experience.

BTS 163

Business Document Design Comprehensive • 5 CR

Introduces key concepts and software to develop and create business documents. Topics include document design, creation, formatting, layout, output, graphics, tables, citations, mail merge, indexes, macros, forms, and sharing documents. Projects integrate business communication skills and problem solving techniques to create a variety of business documents such as letters, memos, newsletters, flyers, automated documents and collaborative documents. **Recommended:** BTS 161 or equivalent experience.

BTS 165

Business Spreadsheet Analysis & Design • 5 CR

Introduces key concepts to develop and analyze business spreadsheets. Topics include formulas, formatting, logical, financial and lookup functions, charts, pivot tables, data tables, and multiple workbooks. Projects integrate skills to create business spreadsheets that communicate financial and operational performance. **Recommended:** BTS 161 or equivalent experience.

BTS 168

Business Data Management Tools • 5 CR

Introduces key concepts of data management and the use and creation of relational databases as a business tool. Topics include: views, simple and advanced queries, create and modify forms and sub-forms, reports, primary and foreign keys, importing data, formulas, controls and conditional formatting. Projects apply skills to multiple hands-on databases of increasing complexity. **Recommended:** BTS 161 or equivalent experience.

BTS 171

Operating Systems for Advanced Users • 5 CR

Covers 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. **Recommended:** BTS 161 or equivalent experience.

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. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

BTS 182

Word Processing: Tables Columns & Graphics • 1 CR

Develops advanced skills in word processing applications such as tabs, tables, columns, newsletters, and graphics. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

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. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

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. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

BTS 185

Word Processing: Forms & Macros • 1 CR

Develops skills in creating standardized forms and automated documents by using templates, electronic forms and macros. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

BTS 186

Publication Design Essentials • 5 CR

Introduces key concepts to create and design publications for business use. Studies design principles, publication function, and industry standard software to create, design, and publish business documents, and prepare digital images for print and web use. Projects combine computer software skills design principles and efficient workflow to create business publications such as logos, brochures, advertisements and newsletters. **Recommended:** BTS 161 or equivalent experience.

BTS 187

Publication Design for Print • 5 CR

Explores in-depth the current industry standard software to create and produce professional layouts and multipage publications for print. Topics include design principles, publication function, advertising principles and issues working with clients, typography, print considerations, color management, layout design, and management. Projects integrate design, advertising and client relations skills to create business cards, brochures, posters, directories, books, and banners. **Prerequisite:** BTS 161 or equivalent experience recommended.

BTS 188

Digital Images for Desktop Publishing • 5 CR

Introduces industry standards in digital imaging software and devices to create, edit, and manipulate images for print and web. Topics include design principles, print and web standards and tools, editing, modifying, compositing, painting, drawing, repairing, color-correcting, and automating digital images for business. Projects include marketing materials such as posters, book covers, labels and ads for use in a final portfolio. **Recommended:** BTS 161 or BTS 186.

BTS 189

Webpage Authoring Essentials • 5 CR

Introduces industry standards in web page authoring and editing tools. Topics include principles of web design, file management, formatting, HTML, CSS, image optimization, publishing and managing dynamic web pages. Projects include the design and publication of a website based on a business client need. **Recommended:** BTS 161 or MEDIA 109 and working knowledge of HTML.

BTS 199

Individual Studies Business Technology Systems • VI-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 210

Collaborative Online Workspace • 5 CR

Introduces web based collaborative software to enhance work, data and content collaboration in a business environment. Topics include workspace sites, content publication, lists, discussion boards, libraries, surveys, tracking tasks, blogs, wikis, web parts, customization, templates, managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. **Recommended:** BTS 110 or BTS 161.

BTS 250

Administrative Office Management • 5 CR

Explores essential skills necessary for an office administration professional. Topics include workplace trends, ethics, conflict resolution, written communications, records management, presentations, teamwork, customer service, leadership, event planning, job searching, and stress, anger, and time management. Projects integrate topics and apply them to a work-based team project and professional development plan. **Recommended:** BTS 161 or equivalent experience.

Course Descriptions

BTS 265

Advanced Business Spreadsheet Analysis & Design • 5 CR

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

Prerequisite: BTS 165.

BTS 268

Advanced Business Data Management Tools • 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 Planning Tracking and Reporting • 5 CR

Introduces skills to gather information about responsibilities and resources required to accomplish tasks and calculate the overall cost to plan a project. Studies the software needed to create and modify a project plan. Projects combine software skills with project management principles to plan a project and keep it moving on track in the implementation phase. **Recommended:** BTS 161 or equivalent experience.

BTS 289

Design & Deploy Ecommerce Website • 5 CR

Expands web development skills to market and sell products and services online. Topics include site design, data management, dynamic content, spray, shopping carts, search engine optimization and web marketing tactics. Projects integrate skills to design, build, and publish an e-commerce web site using current tools, following web marketing best practices and techniques. **Prerequisite:** BTS 189.

BTS 293

Business Technology Practicum • 5 CR

Students apply business technology tools and skills in a project environment to accomplish actual goals and objectives at the college. These projects, which require application of technical expertise, may include event management, peer mentoring, grant writing, and similar activities. Emphasis is placed on critical thinking, communication techniques, time management, project management and other topics that assist students in integrating technical skills into business careers. This class is best taken toward the end of program completion. **Recommended:** a minimum of 15 credits in BTS courses.

BTS 294/295/296/297

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.

Career Education Options (CEO)

STUDENT SERVICES

To take CEO classes you must be accepted into the program.

CEO 100

Introduction to College Level Learning • 5 CR

General introduction to the cognitive and affective skills needed to succeed in life, education and career: understanding the difference between high school and college expectations to achieve academic success, and development of self-esteem, commitment, responsibility, persistence, respect and positive attitude. **Prerequisites:** Participant in CEO Program, concurrent enrollment with CEO 101 and 105 CR.

CEO 101

Introduction to College/ Career Success • 5 CR

An introduction to the attitudes, skills and personal characteristics that contribute to personal, academic, career and life success; the characteristics of positive attitude and self-esteem as an essential factor to personal health and positive relationships; recognizing and eliminating self-defeating behavior. **Prerequisites:** Concurrent enrollment with CEO 101 and 105, active CEO Program participant.

CEO 102

Survey of Life, Education, and Career Success • 5 CR

Development of skills that promote success in education, career and life. **Prerequisites:** CEO 100, 101, and 105 and active status in CEO Program.

CEO 103

Career Planning • 3 CR

Advanced application and implementation of previously-learned skills: leadership, comprehensive career plan, and an intensive scholarship search. **Prerequisite:** C- or better in CEO 100, 101, 102, 105 and permission of instructor.

CEO 104

Preparing for the Job Market • 2 CR

This course will introduce skills and strategies to compete in the job market, general and discipline-specific leadership skills, the career portfolio as a tool in job application, resources for future education, professional development, and lifelong learning. **Prerequisite:** C- or better in CEO 100, 101, 102, 103, 105, and permission of instructor.

CEO 105

Resources and Technology for College and Career • 5 CR

Overview and introduction to BC and community websites, resources and support. Students will assess their keyboarding skills. They will cover the basics of power point, outlook, website navigation, online classes and Excel and their application to college and career success. This class will satisfy the recommended prerequisite for BTS 161 or BTS 110.

CEO 194/195/196/197

Special Topics in Career Education Options • V1-5 CR

In-depth study of educational or career topic. Will be announced in quarterly schedule.

CEO 294/296/297

Special Topics in Career Education Options • V1-5 CR

In-depth study of educational or career topic. Will be announced in quarterly schedule.

Chemistry

SCIENCE DIVISION

CHEM 100

Chemical Explorations • 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. Only one of the two (CHEM 100 or CHEM&110) may be taken for credit.

CHEM& 110

Chemical Concepts w/ Lab • 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. Only one of the two (CHEM 100 or CHEM& 110) may be taken for credit.

CHEM& 121

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 098 with a C or better, or placement into MATH 099 or higher.

CHEM& 131

Introduction to Organic/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& 121 or permission of instructor.

CHEM& 140

General Chemical Prep w/Lab • 6 CR

Preparatory chemistry for science and engineering majors intending to take the general chemistry series (161/162/163). Topics include: atomic structure, stoichiometry, solutions, bonding, acids-bases, and oxidation-reduction. A quantitative approach and problem solving is emphasized. **Prerequisite:** Math 099 (with C or better) or placement into Math 141 or higher.

CHEM& 161

General Chemistry I • 6 CR

First in a three-course chemistry sequence for science and engineering students. The 161/162/163 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. **Enforced prerequisites:** Completion or concurrent enrollment in MATH& 141 or higher, or placement into MATH& 142 or higher. Also, CHEM& 121 or 140 with a C or better (or equivalent), or by chemistry placement exam.

CHEM& 162

General Chemistry II • 6 CR

Second in a three-course chemistry sequence for science and engineering students. **Prerequisite:** CHEM& 161 with a C or better.

CHEM& 163

General Chemistry III • 6 CR

Third in a three-course chemistry sequence for science and engineering students. **Prerequisite:** CHEM& 162 with a C or better.

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& 261

Organic Chemistry I • 6 CR

The first of a three-course series in organic chemistry. The 261/262/263 series covers structure, nomenclature, reactions, and synthesis of organic compounds. Format includes laboratory work. **Prerequisite:** CHEM& 161 and CHEM& 162 and CHEM& 163.

CHEM& 262

Organic Chemistry II • 6 CR

Second in a three-course organic chemistry sequence. Format includes laboratory work. **Prerequisite:** CHEM& 261.

CHEM& 263

Organic Chemistry III • 6 CR

Third in a three-course sequence. Continues the lecture and lab component of CHEM& 261 and CHEM& 262. Topics include functional groups and biologically important compounds. Format includes laboratory work. **Prerequisite:** CHEM& 262.

CHEM 265

Biochemistry I • 5 CR

The first in a two-quarter sequence for science majors and for students interested in careers in pharmacy, dentistry, medicine, veterinary medicine and medical technology. Topics include protein structure and function; carbohydrates and their metabolism, electron transport processes and some of the major metabolic pathways. **Prerequisite:** BIOL& 211 and CHEM& 261.

CHEM 266

Biochemistry II • 5 CR

The second in a two-quarter sequence for science majors and for students interested in careers in pharmacy, dentistry, medicine, veterinary medicine and medical technology. Topics include lipid structure, metabolism, transport and biosynthesis, nucleic acid structure and function, DNA replication, transcription and translation. **Prerequisite:** CHEM 265

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.

Chinese

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Communication Studies

ARTS & HUMANITIES DIVISION

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an academic concentration in Communication Studies or Film Studies by completing 20 credits in the discipline. For Communication Studies, the following courses are required: CMST 102, 202, 220 and an additional five credits from CMST 20, 230, 240, 280, or 285. For Film Studies, please contact the department for more information. Please note only five credits from the concentration discipline may be applied to a Basic Skills and distribution requirement. The remaining 15 credits will apply as electives.

CMST& 101

Introduction to 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.

CMST& 102

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.

Course Descriptions

CMST 105

Debate I • 5 CR

Exposes students to argumentation structure in basic parliamentary debate and speech. Students spend a significant amount of time conducting research, preparing and debating. Students may choose to travel and compete at the collegiate level in speech & debate tournaments as well. **Recommended:** ENGL& 101.

CMST 106

Debate II • 5 CR

Students are exposed to argumentation structure in basic parliamentary debate and speech spending significant time conducting research, preparing and debating at a more advanced level than CMST105. Students may choose to travel and compete at the collegiate level in speech & debate tournaments. **Recommended:** ENGL 101 and CMST 105.

CMST 107

Debate III • 5 CR

Continues material from CMST 106 with argumentation structure in basic parliamentary debate and speech. Requires a significant amount of time conducting research, preparing and debating. Students may choose to travel and compete at the collegiate level in speech & debate tournaments. **Recommended:** ENGL& 101 and CMST 106.

CMST 114

Introduction to Producing Motion Pictures • 5 CR

This course focuses on the elements and process of all aspects of film production from pre-production to the end of post-production. The course will also cover production skills and the impact of such on the viewer. Students will leave the course with a producing plan portfolio.

CMST 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.

CMST 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.

CMST 120

Film History • 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 CMST Theory course.

CMST 121

Exploring the Documentary Film • 5 CR

Examines the theory, practice, history and ethics of documentary film making.

CMST 123

Introduction to Digital Cinema • 3 CR

This course is designed to introduce students to the latest cameras used in cinema (i.e. RED camera, digital film, HD). Students will be exposed to camera equipment, discuss theories, and critique use of various cameras in film making. The course is designed as an intensive workshop.

CMST 124

Introduction to Line Producing in Filmmaking • 2 CR

This course is designed to introduce students to the roles and responsibilities of a line producer in creating motion pictures. The course is delivered as an intensive workshop.

CMST 131

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.

CMST 132

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.

CMST 133

Media Aesthetics • 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.

CMST 134

Cultural Studies in Mass Media • 5 CR

Introduces terms, analytical techniques, and interpretive strategies commonly used in cultural studies. Explores how mass mediated artifacts are produced, shaped, distributed, consumed, and responded to in diverse ways. Students investigate these varied dimensions of culture to understand them in their broader social, aesthetic, ethnical and political context.

CMST 136

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 (prev ENGL 101).

CMST 138

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.

CMST 141

Introduction to Media Writing • 5 CR

Students learn interviewing, basic research, effective expression and editing through note taking, interviewing, drafting and revision. Emphasizes observation skills and choice of language, structure and source material to communicate events and ideas to selected audiences. Students are encouraged to submit writing to the BC student newspaper. **Prerequisite:** Placement by assessment into ENGL& 101, completion of ENGL 092 or ENGL 093 CR with a C- or better, or entry code.

CMST 143

Editing Techniques • 3 CR

Applies the techniques and responsibilities of newspaper editing. Students practice copy reading and headline writing.

CMST 144

Print and Online Media • 3 CR

Presents the basics of newspaper, magazine and online media design strategies. Topics include page makeup, assignment planning and picture editing. Requires additional lab time outside of class. **Prerequisite:** CMST 141 or ENGL& 101 or entry code.

CMST 145

Advertising • 3 CR

Covers audience, market research, effective messaging and design. Students gain practical experience working on advertising campaigns on campus for the newspaper and other entities.

CMST 146

News Staff • 3 CR

Continues CMST 141 with further skills development and practical applications. Students typically complete major reporting assignments each quarter. Requires additional time outside of class. **Prerequisite:** CMST 141 or ENGL& 101.

CMST 151

Introduction to Public Relations • 5 CR

Provides an overview of the field of public relations from history to practice. Introduces writing, interviewing and publicity techniques and creates press kits for a variety of audiences. **Prerequisite:** CMST 141 or ENGL& 101.

CMST 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.

CMST 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:** CMST 161 and permission of instructor.

CMST 194/195/196/197

Special Topics in Communication • V1-10 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.

CMST 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.

CMST 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 and SPCH 202.

CMST& 210

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.

CMST 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:** CMST 141 or ENGL& 101 or ENGL& 235 or ENGL 271 or ENGL 272 or equivalent English course at another college with a C- or better, or an entry code.

CMST& 220

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.

CMST& 230

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 BC.

CMST 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 or ENGL 201 or ENGL& 235 or ENGL 271 or ENGL 272.

CMST 241

News Features & 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:** CMST 141 or ENGL& 101 with a C- or better or entry code.

CMST 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 Studies Program. **Prerequisite:** Permission of instructor.

CMST 250

Organizational Communication • 5 CR

Applies communication concepts and theory to an organizational setting. Covers interpersonal communication in a culturally diverse workplace, teamwork and meeting effectiveness, electronic communication, conflict management, managerial effectiveness and organizational culture. **Recommended:** Placement in ENGL& 101 or higher.

CMST 260

Art of Cinematography & Lighting • 5 CR

Covers the aesthetics of lighting to create mood, intensify drama and enhance the visual narrative.

Course Descriptions

CMST 261

Radio News Broadcasting • 5 CR

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

CMST 266

Practicum in Broadcasting • 5 CR

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

CMST 280

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.

CMST 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.

CMST 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:** CMST 216.

CMST 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.

CMST 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.

CMST 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.

CMST 350

Professional Communication for the Designer • 5 CR

Examines how an Interior Design Professional applies communication theory and concepts to perform effectively in the workplace. Focuses on development of interpersonal skills in a diverse workplace, small group interaction and meeting effectiveness, public presentations, business writing including electronic collaboration, and organizational culture. Course requires significant oral presentation. **Prerequisite:** Acceptance to the program or permission of instructor.

Computer Science – Transfer

SCIENCE 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 199

Independent Study in Computer Science • V1-10 CR

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& 141 (or higher) 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 and inheritance. Students learn to create collections, lists, binary trees, and sets. Other topics include sets, generic data types, sorting, recursion, run-time complexity, and graphical user interfaces. **Prerequisite:** CS 210 or entry code.

CS 212

C++ Data Structures • 5 CR

Completes one year sequence with data structures using C++, including lists, hash tables, stacks, queues, trees, and graphs. Contrasts the implementations of such data structures in different languages, specifically the differences between pointers versus references, templates versus generics, dynamic versus static memory allocation, multiple inheritance, and destructors. **Prerequisite:** CS 211.

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. Enforced **Prerequisite:** CS 101 or entry code. Requires experience with computer databases.

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.

Criminal Justice

SOCIAL SCIENCE DIVISION

CJ & 101

Introduction to Criminal Justice • 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

CJ 102

Policing Operations • 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.

CJ 103

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.

CJ 106

American Corrections System • 5 CR

Introduces basic concepts, theories, principles and an historical overview of the system as it pertains to the institutional control and supervision of adult offenders. *Prerequisite:* CJ& 101 or CJ& 112 recommended.

CJ 109

Introduction to Juvenile Justice System • 5 CR

Introduces basic concepts, theories, principles and an historical overview of the criminal process as they relate to the formal and informal adjudication of violent, serious, and chronic juvenile offenders. *Prerequisite:* CJ& 101 recommended.

CJ& 110

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.

CJ& 112

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.

CJ 194/195/196/197

Special Topics in Criminal Justice • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

CJ 198

Seminar in Criminal Justice • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

CJ 199

Individual Studies in Criminal Justice • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

CJ 200

Criminal Evidence & Procedures – Police Officer • 5 CR

Surveys the steps in collecting evidence, both real and circumstantial, in a criminal case. Students examine the legal processes from investigation through the trial process.

CJ 202

Principles of Criminal Investigation • 5 CR

Presents fundamental investigative techniques used within the criminal justice system. Topics include discovery, preservation, and presentation of evidence, methods of obtaining information and developing sources, and functions of a criminal laboratory.

CJ 204

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.

CJ 206

Community-Oriented Policing • 5 CR

Analyzes the philosophy and strategies essential to community-oriented policing. Students examine the role of the police in American society and the dynamics of the interaction between the police and their constituents.

CJ 242

Law & the Police in a Multicultural Society • 5 CR

Examines the strengths and weaknesses of the police carrying out their mission in a culturally diverse society. Students develop an understanding of the influences of culture, race, ethnicity, sexual orientation, and socioeconomic class on the legal process and within society.

CJ 248

Ethics in Criminal Justice • 5 CR

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment, moral decision-making; and ethical and legal dilemmas in law enforcement. Same as PHIL 248. Either CJ 248 or PHIL 248 may be taken for credit, not both.

CJ 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.

CJ 294/295/296/297

Special Topics in Criminal Justice • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

CJ 298

Seminar in Criminal Justice • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

CJ 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.

Cultural & Ethnic & Studies

SOCIAL SCIENCE DIVISION

CES 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 BC. *Prerequisite:* Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better or entry code. Previously ETHN 100.

Course Descriptions

CES 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. Previously AMST 101.

CES 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. Previously AMST 102.

CES 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 CES 103 or ART 103 may be taken for credit, not both. Previously AMST 103.

CES 104

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 BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better or entry code. Previously ETHN 102.

CES 106

Introduction to Immigration • 5 CR

Are you curious about the state of Immigration or what it means to be an immigrant? Study some of the most important thrusts in Migration Studies and trace its history from a cultural and policy standpoint. Themes may include global impacts, cultural migration and analyses of Immigration in popular culture.

CES 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. Previously ETHN 109.

CES 115

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. Previously AMST 115.

CES 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. **Recommended:** ENGL& 101. Previously ETHN 120.

CES 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 CES 121 or SOC 121 may be taken for credit, not both. **Recommended:** ENGL& 101. Previously ETHN 121.

CES 130

Ethnic Identity of Deafness • 5 CR

Leads students to an understanding of Deafness as a cultural identity, through an exploration of Identity Formation, as explained by social scientific theory, and expressed through film, art, literature, poetry, and visual music, which reveal 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 ENGL 093 CR with a C- or better.

CES 140

Introduction to African American Studies • 5 CR

Uses an interdisciplinary, multimedia approach to examine the history, culture, religions, institutions, politics, economics, and arts of peoples of African descent in the United States. Focus is on U.S. life from a Black perspective, examining both historical and contemporary works. **Prerequisite:** Placement by assessment into ENGL& 101, or ENGL092 or ENGL 093 CR with a C- or better. Previously ETHN 140.

CES 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 BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better. Previously ETHN 152.

CES 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 POLS 160 (prev POLSC 160). Either CES 160 or POLS 160 (prev POLSC 160) may be taken for credit, not both. Previously AMST 160.

CES 180

American Life & Culture • 5 CR

A view of American culture from the broad lens of anthropology. Topics include American popular culture, the historical background to American social and cultural values, and the effect of economic and political changes in American life. Situates American culture and society in the context of globalized world. Same as ANTH 180. Either CES 180 or ANTH 180 may be taken for credit, not both. Previously AMST 180.

CES 199

Independent Studies in Cultural & Ethnic Studies • V1-5 CR

Covers directed readings, special projects and independent study by an individual student. **Prerequisite:** Permission of instructor. Previously ETHN 199.

CES 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. Previously: AMST 200.

CES 201

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 CR with a C- or better. Previously: ETHN 200.

CES 203

Borderlands • 5 CR

What goes on in Border Towns? What do you know about Mexico-U.S. Immigration political policy? What about the history of immigration and where you fit in? Study the most current Borderlands studies from all political perspectives in this dynamic class.

CES 205

Cultural Studies • 5 CR

What (and who) makes culture in America? Study some of the most important thrusts in Cultural Studies, and trace the history of Cultural Studies as a field. Themes may include the development of cultural studies, high/low brow culture, and analyses of art, film, media, and network societies.

CES 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 BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better. Previously: ETHN 210.

CES 225

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. Previously: ETHN 225.

CES 241

Multicultural 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 BUS 241. Either CES 241 or BUS 241 may be taken for credit, not both. **Recommended:** 30 prior college business credits. Previously: ETHN 241.

CES 257

Queer Studies • 5 CR

Explore the social, cross-cultural, and historical issues related to lesbian, gay, bisexual, transgender, and queer-identified peoples in the United States. Using cultural studies, sociology, literature, art, history, and popular culture, we will investigate the relationship between homophobia, heterosexism, heterosexuality and the societal structures that create and perpetuate systems of inequality. May be used to satisfy either Social Science or Humanities credit.

CES 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 CES 260 or ECON 260 may be taken for credit, not both. **Recommended:** 30 prior college credits. Previously: AMST 260.

CES 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 CR with a C- or better. Previously: ETHN 282, ETHN 283, and ETHN 284.

CES 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. Previously: AMST 285.

CES 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. Previously: AMST 286.

CES 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. Previously: AMST 287.

CES 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. Previously: AMST 288.

CES 294/295/296/297

Special Topics in Cultural and Ethnic Studies • V1-5 CR

Allows focused study of a topic supplementing the Cultural and Ethnic 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. Previously: AMST 294, AMST 295, AMST 296 and AMST 297.

CES 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. Previously: AMST 299.

Dance

ARTS & HUMANITIES DIVISION

See Theatre Arts, pages 197-199.

Course Descriptions

Database Administration

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

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:** BUSIT 103 with a C or better. Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR 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 CR with a C- or better.

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 020

Job Preparedness • V1-8 CR

For high intermediate/advance level English speakers. Students learn how to write a resume, complete applications and network to find employment in the U.S. **Prerequisite:** Must be eligible to work in the U.S. and a city of Bellevue resident. Call (425) 564-2341 for more information or come to R230.

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.

DEVED 074

Strategies for Learning Nursing Content Part IV • 2 CR

This course is designed for non-native speakers of English who are planning to study nursing in the Associate Degree Nursing Program, but who still need English. The four areas of communication (speaking, reading, listening, and writing) are reflected in the outcomes. This course is given in the summer and then offers ongoing support throughout the college calendar year.

Diagnostic Ultrasound

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

DUTEC 100

Introduction to Diagnostic Medical Sonography • 3 CR

This course will introduce the student to the field of diagnostic medical sonography. Topics include the history and foundations of medical ultrasound; medical terminology; relevant ergonomics; and the role of sonography compared to other Imaging disciplines. Professionalism, communication, patient care, vitals, medical ethics, legal issues, scope of practice, certification, and accreditation are addressed. **Prerequisite:** Acceptance into program.

DUTEC 102

Practical Aspects of Sonography • 3 CR

This course will introduce the student to the principles of Diagnostic Medical Sonography, scanning techniques, image critique, image identification; patient care and preparation as related to the sonography exam. Introduction to the operation of diagnostic ultrasound equipment and routine scanning protocols will provide a foundation for future scanning courses. **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& 241 (prev BIOL 260) and BIOL& 242 and acceptance into the program or permission of program chair.

DUTEC 106

Pathophysiology II • 3 CR

Continues upon Pathophysiology I emphasizing the physiology and pathology of the cardiovascular and the peripheral vascular system. **Prerequisite:** DUTEC 105 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

Abdominal Scanning and Techniques • 5 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 upon Pathophysiology II and focuses on the disease process and disease states relevant to obstetrics, gynecology, and neurology. **Prerequisite:** DUTEC 106 or permission of program chair.

DUTEC 113

Pathophysiology IV • 3 CR

Continues Pathophysiology III, emphasizing the physiology and the pathology of the cardiovascular and cerebral vascular system. **Prerequisite:** DUTEC 105, and DUTEC 106 and DUTEC 112 and acceptance into program or permission of program chair.

DUTEC 120

Obstetrics & Gynecological Sonography • 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

Small Parts with Vasculature Sonography • 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 knowledge 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 experience in the student's clinical specialty area. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 150

Basic Echocardiography • 4 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

Echocardiography • 5 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

Vascular Ultrasound Technology • 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 200

Stress, EKG and Auscultation for Echo • 3 CR

This course covers cardiac electrical activity and the interpretation of electrocardiograms. The student echocardiographer develops skill in recognizing normal sinus rhythm versus atypical cardiac rhythms. Students learn to interpret common cardiac dysrhythmias, including sinus, atrial, junctional, and ventricular, and integrate this skill into the daily practice of echocardiography. The students will know the stress echo lab procedures including monitoring the patient. Students will learn to perform auscultation of the heart and lungs. **Prerequisite:** Acceptance into program, completion of DUTEC 155.

DUTEC 210

Clinical Practicum I 1 • 3 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 1 • 3 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.

DUTEC 230

Clinical Practicum III 1 • 3 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 DUTEC 220.

DUTEC 240

Clinical Practicum IV 1 • 3 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, DUTEC 220, and DUTEC 230.

Course Descriptions

DUTEC 250 Ultrasound Physics for Mammographers • 3 CR

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

DUTEC 251 Breast Ultrasound for Mammographers • 3 CR

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

DUTEC 252 Ultrasound Equipment/Knobology for Mammographers • 2 CR

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

DUTEC 269 Physics Review • 2 CR

Prepares student for certification exams by reviewing physics and ultrasound instrumentation. Students focus on mathematical analysis and physics theories. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 296 Special Topics-Vascular Technology • 3 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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.

Digital Media Arts

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

DMA 100 Portfolio and Employment I • 2 CR

Introduces students to the digital media industry and leads them through the creation of a personalized pathway for Digital Media Arts degree completion and employment. Students will explore industry trends, standards and expectations, and will complete a self-assessment process resulting in an initial course of study. The importance of portfolios for obtaining employment will be introduced. Required first-quarter course for students entering the DMA degree program.

DMA 102 Digital Design and Storytelling • 5 CR

Explores storytelling from oral and written traditions and those found in today's visual and social media. Students will analyze stories, characters, narrative elements and themes and review visual media through the lens of story structure. Students will also develop stories, characters, and storyboards and learn processes for carrying a project from initial idea to completion. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 103 Graphic Design Fundamentals • 5 CR

This course provides foundational knowledge of graphic design theory, tools and processes. Introduces students to the technologies, theories, practices and techniques of graphic design. Students will use graphic design tools and apply basic visual design theory to create and manage digital images, graphics, illustrations and effects. The impact delivery environments have on design will also be explored. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 104 Motion Graphic Fundamentals • 5 CR

An introduction to the technologies, theories, practices and techniques used to create motion graphics as used in animations, gaming environments and special effect videos. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations and effects. End use requirements for various applications of moving graphics will also be explored as well as simple audio editing tools. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 105 Production Studio • 5 CR

Provides students with practical experience working on collaborative teams while applying design principles and processes. Small teams will be taught to work together to carry a design solution through the cycle of pre-production including steps such as working with clients, creating design documents, making pitches, drafting contingency plans and budgeting. **Prerequisite:** DMA 100 and 103 at BC with a C- or better, or instructor permission. **Recommended** that students be in third quarter of enrollment or later.

DMA 106 Animation and Game Design Fundamentals • 5 CR

Provides foundational knowledge of animation and game design theory, tools and processes. Introduces the basic terminology, concepts, and principles of animation and game design. Students gain an understanding of historical perspective, current technologies, applications of animation, basic principles of 2D and 3D animation, the use of animation in game design and conceptual level design for games. Animation and game delivery platforms and standards are also introduced. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 107 Web Design Fundamentals • 5 CR

Provides a hands-on overview of the design, creation and use of media-rich websites. Students will create web sites using XHTML basic CSS and elemental JavaScript. Web site structures, industry standards, social media and delivery platforms for web multimedia will also be explored. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 108 Video Fundamentals • 5 CR

Introduces the use of video across media through instruction and hands-on experiences. Students study video technologies, basic equipment operation, video composition, basic lighting and audio production, delivery platforms and standards, and visual storytelling while gaining an understanding of the pre-production, production and post-production phases of media development. **Recommended** prerequisite or concurrent enrollment: DMA 100.

DMA 125

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.

DMA 126

Drawing for Animation II • 5 CR

A continuation of DMA 125. 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:** DMA 125 at BC with a C- or better; or entry code.

DMA 140

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.

DMA 152

Audio & Recording for Digital Media • 5 CR

Introduces basic audio for use in video and interactive 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. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 155

Digital Editing • 5 CR

Course introduces digital non-linear editing software and its use in post-production in digital media creation. Topics include editing and outputting of video and interactive media content for a variety of delivery platforms. **Prerequisite:** DMA 108 at BC with a C- or better, or instructor permission.

DMA 200

Production Studio II • 5 CR

Provides instruction and practical experience with working on collaborative teams to produce digital products for real-world clients for students who have completed their core coursework. Small teams will work with community organizations and non-profit clients to create digital media solutions for their needs as well as materials for student personal portfolios. **Enforced prerequisites:** DMA 105, DMA 106, DMA 107, DMA 108.

DMA 201

Portfolio and Employment II • 2 CR

Industry exploration (from Portfolio & Employment I) is continued and construction of professional employment portfolios is begun by designing, creating, and presenting mid-program digital portfolios and receiving critical feedback. **Prerequisite:** DMA 100 and DMA 105 at BC with a C- or better, or instructor permission.

DMA 213

Screen Design • 5 CR

Examines the principles and elements of design as practiced for computers, mobile devices and other digital displays. Course covers aspects of producing compelling visual interface designs and explores the use of icons, navigation, composition and layout, typography, scalability, and usability. **Prerequisite:** DMA 100 & 103 at BC with a C- or better, or permission of instructor.

DMA 214

Graphics I • 5 CR

Explores current and historical practices for producing images, diagrams, illustrations, textures, and other 2D graphics while working with commercial graphic production software. Students will develop technique and visual problem solving skills while examining the world of graphics. **Prerequisite:** DMA 100 and 103 at BC with a C- or better, or instructor permission.

DMA 215

Graphics II • 5 CR

Further exploration of practices and processes for producing digital images, diagrams, illustrations, textures, and other 2D graphics. Students will further develop their skills for generating graphics for use in a variety of media. **Prerequisite:** DMA 214 at BC with a C- or better, or permission of instructor.

DMA 221

Web Animation • 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. **Prerequisite:** DMA 106 and DMA 107 at BC with C- or better, or entry code.

DMA 230

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:** DMA 100 and DMA 106 at BC with a C- or better or instructor permission. DMA 230 replaces DMA 130. Either DMA 230 or DMA 130 may be taken for credit, but not both.

DMA 231

3-D Animation II • 5 CR

Students work with character motion and advanced animation techniques. **Prerequisite:** DMA 130 or 230 at BC with a C- or better, or instructor permission.

DMA 234

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:** DMA 100 and DMA 104 at BC with a C- or better, or instructor permission. DMA 224 replaces DMA 134. Either DMA 224 or DMA 134 may be taken for credit, but not both.

DMA 235

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:** DMA 134 or 224 at BC with a C- or better, or instructor permission.

Course Descriptions

DMA 240

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:** DMA 100 and 106 at BC with a C- or better, or instructor permission.

DMA 241

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:** DMA 240 at BC with a C- or better, or instructor permission.

DMA 255

Video Production I • 5 CR

Continues DMA 108 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:** DMA 108 at BC with a C- or better, or instructor permission.

DMA 258

Video Studio Production • 5 CR

Continues DMA 108 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:** DMA 108 at BC with a C- or better, or instructor permission.

DMA 259

Video Production II • 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 executing excellence in their production and post-production processes. **Prerequisite:** DMA 225 at BC with a C- or better, or instructor permission. **Recommended:** DMA 258.

DMA 263

Web Design I • 5 CR

Students learn to use WYSIWYG web editing tools, such as Dreamweaver or others, to create and manage web sites. Topics include design standards, creating navigation, asset management, ways to customize and extend functionality, and introduces the concepts of dynamic web content and scalability for various devices. **Prerequisite:** DMA 107 or PROG 109 at BC with a C- or better, or instructor permission. DMA 263 replaces DMA 165. Either DMA 263 or DMA 165 may be taken for credit, but not both.

DMA 264

Web Design II • 5 CR

This course teaches the basic principles of usability as it applies to Web design. Students learn the practical knowledge and skills to create a user-centered design, and to conduct usability testing. Emphasis is on strategies to design sites based on user needs, and to develop appropriate testing scenarios. Enforced **Prerequisite:** DMA 263 at BC with a C- or better. DMA 264 replaces DMA 217. Either DMA 264 or DMA 217 may be taken for credit, but not both.

DMA 266

Interactive Gaming for the Web • 5 CR

Develop interactive gaming environments for the web. Provides an overview of design for casual internet based games. Includes interface design for 2D games and effective programming practices. **Prerequisite:** DMA 106 at BC with a C- or better, or entry code.

DMA 271

Production Systems • 4 CR

Presents a systematic approach to production management and operations. Students analyze the systems within BC-TV operations and learn to work effectively as production team members. Requires basic word-processing skill. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 271 replaces VIDEO 271. Either DMA 271 or VIDEO 271 may be taken for credit, but not both.

DMA 272

Technical Operation for Video • 4 CR

Covers set-up and operation of BC-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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 272 replaces VIDEO 272. Either DMA 272 or VIDEO 272 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 273 replaces VIDEO 273. Either DMA 273 or VIDEO 273 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 274 replaces VIDEO 274. Either DMA 274 or VIDEO 274 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 275 replaces VIDEO 275. Either DMA 275 or VIDEO 275 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 276 replaces VIDEO 276. Either DMA 276 or VIDEO 276 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 277 replaces VIDEO 277. Either DMA 277 or VIDEO 277 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 278 replaces VIDEO 278. Either DMA 278 or VIDEO 278 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 279 replaces VIDEO 279. Either DMA 279 or VIDEO 279 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 280 replaces VIDEO 280. Either DMA 280 or VIDEO 280 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 281 replaces VIDEO 281. Either DMA 281 or VIDEO 281 may be taken for credit, but not both.

DMA 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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 282 replaces VIDEO 282. Either DMA 282 or VIDEO 282 may be taken for credit, but not both.

DMA 284/285/286/287**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 the Advanced Certificate in Video Production program and permission of the instructor. DMA 284 replaces VIDEO 294. Either DMA 284 or VIDEO 294 may be taken for credit, but not both.

DMA 290**Portfolio Presentation and Review • 1 CR**

Provides graduating students with the opportunity to present themselves and their portfolios to a panel of industry professionals and/or hiring agents and to receive feedback on their presentation. Students will also provide feedback to peers. **Prerequisite:** DMA 201 and instructor permission. Course to be taken last quarter prior to graduation.

DMA 291**The Business of Media • 5 CR**

The business of digital and interactive media is such that it depends on designers and artists who continually evolve with industry trends and technology advances and who often work as independent contractors or as project-based employees. This course explores working as a contractor, running your own business, serial employment, funding and grants, and other aspects of doing business as a media professional. **Prerequisite:** DMA 100 and 105 with a C- or better. DMA 291 replaces DMA 251.

DMA 292**Internship in Digital Media Arts • 5 CR**

After securing an internship placement, students gain practical experience within a media production environment while setting learning goals and reflecting on their experience and work readiness. In special circumstances, projects may be approved for groups who are working with an approved client. Instructor permission required. **Recommended:** DMA 201 and 290.

DMA 294/295/296/297**Special Topics in Digital Media Arts • V1-10 CR**

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

DMA 298**Seminar in Digital Media Arts • V1-5 CR**

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Previous digital media arts enrollment and permission of program chair.

DMA 299**Independent Study in Digital Media Arts • 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:** Completion of 45 credits of Digital Media Arts instruction and permission of instructor.

Drama**ARTS & HUMANITIES DIVISION**

See Theatre Arts, pages 197-199.

Course Descriptions

Early Learning & Teacher Education

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

ECED& 100

Introduction to Child Care • 2 CR

Designed to meet the 20 hour basic training outcomes for early childhood and school age professionals as outlined by the Washington STARS system. Topic areas addressed include child growth and development, cultural competency and sensitivity, child guidance, and the health and safety of children in group settings. Previously ECED 170. Either ECED 170 or ECED& 100 may be taken for credit, but not both.

ECED& 105

Introduction to Early Childhood Education • 5 CR

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. Previously ECED 171. Either ECED 171 or ECED& 105 may be taken for credit, but not both.

ECED& 107

Health, Safety, Nutrition • 5 CR

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. Previously ECED 204. Either ECED 204 or ECED& 107 may be taken for credit, but not both.

ECED& 120

Practicum-Nurturing Relationships • 2 CR

In an early learning setting apply best practice for engaging nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Format includes laboratory participation.

ECED& 132

Nurturing Care-Infants and Toddlers • 3 CR

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Previously ECED 180. Either ECED 180 or ECED& 132 may be taken for credit, but not both.

ECED& 160

Curriculum Development • 5 CR

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills, and growth in young children (birth-age 8). Format includes laboratory participation. Previously ECED 181. Either ECED 181 or ECED& 160 may be taken for credit, but not both.

ECED& 170

Environments for Young Children • 3 CR

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180

Language and Literacy Development • 3 CR

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. Previously EDUC 150. Either EDUC 150 or ECED& 180 may be taken for credit, but not both.

ECED& 190

Observation and Assessment • 3 CR

Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

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 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.

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 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 298

Special Seminar in Early Childhood Education • V1-5 CR

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits.

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& 201 or ECON& 202 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& 201

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. **Prerequisite:** English 101 and Math 138 (or higher), both with a grade of C or better.

ECON& 202

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. **Prerequisite:** English 101 and Math 138 (or higher), both with a grade of C or better.

ECON 250

Economics of Sustainability • 5 CR

Study issues of environmental, resource and sustainable economics using basic economic principles. Topics include: economics of renewable resources, full-cost accounting, natural capital and social capital, international environmental trade and regulation, and ecological economics. Explore how sustainability economics can be integrated in corporate financial analysis and inform decision-making at all levels. **Recommended:** 30 prior college credits.

ECON 260

Economic Development of the U.S. • 5 CR

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

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 Bachelor of Applied Science Radiation and Imaging Sciences program or permission of the instructor.

Education

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

EDUC& 115

Child Development • 5 CR

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. Previously EDUC& 114. Either EDUC& 114 or EDUC& 115 may be taken for credit, but not both.

EDUC& 130

Guiding Behavior • 3 CR

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

EDUC& 150

Child, Family, Community • 3 CR

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. Previously ECED 201. Either ECED 201 or EDUC& 150 may be taken for credit, but not both.

Course Descriptions

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& 205.

EDUC& 204

Exceptional Child • 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.

EDUC& 205

Introduction to Education with Field Experience • 5 CR

Details the history, development, purposes, and processes of education. Students examine the teaching-learning process. Format includes lecture, discussion, and lab.

EDUC 230

eLearning Tools • 3 CR

Introduces the mechanics of the internet, eLearning tools, and best practices in eLearning—both instructor responsibilities and learning site design. Students use best practices guidelines to analyze existing tools and course designs.

EDUC 231

eLearning Course Design • 3 CR

Grounds eLearning site design in current theory—both how students learn and how to facilitate that learning through course design. Students apply the theories to design of a learning module.

EDUC 232

eLearning Course Development • 3 CR

Students design all learning modules and put those modules into an open source learning management system. They also demonstrate how to use the tools (grade book, e-mail, discussion, assessment) in the learning management system. **Prerequisite:** Completion of EDUC 231 with a C or better.

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 281/282/283/284

Special Topics for Educators • V1-5 CR

Allows specialized or in-depth study of subjects supplementing the field of education.

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.

Electroneurodiagnostics

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

See Neurodiagnostic Technology, pages 169-171.

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

Introduction to Engineering Analysis • 3 CR

Introduction to engineering analysis techniques, including: dimensional analysis, statistics and programming logic. Design process, group dynamics and communication skills also presented. **Prerequisite:** MATH& 142.

ENGR& 114

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 199

Individual Studies in Engineering • V1-5 CR

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& 114 or permission of instructor.

ENGR& 204

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& 214

Statics • 4 CR

Explores principles of statics, vector algebra, force-couple relationships, equilibrium analysis, structures, area properties, beams, and friction. **Prerequisite:** PHYS 121 or MATH&254.

ENGR& 215

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& 214.

ENGR& 224

Thermodynamics • 4 CR

Introduces basic principles of thermodynamics from a predominately macroscopic point of view. Topics include the basic laws of thermodynamics as relating to energy transformations and state changes in engineering problems. **Recommended:** CHEM& 162 and MATH& 152.

ENGR& 225

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& 214.

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 CR 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 CR. ENGL 071 is offered in summer quarter, 072 in fall, 073 CR in winter, 074 in spring. Course is graded credit/no credit.

Prerequisite: Placement by assessment.

ENGL 080

Improving Reading Skills

Reading Lab • 1-2 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 • V1-5 CR

Allows a student to work individually on an area of special need by arrangement with an instructor. **Prerequisite:** Permission of instructor.

ENGL 091

Basic Grammar & Sentence Patterns • 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 credit/no credit. **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

English Composition I • 5 CR

Revised course description: Develops clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes. **Prerequisite:** Placement by assessment or ENGL 092 or 093 CR with a C- or better.

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 CR 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& 111

Introduction to Literature I • 5 CR

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

ENGL& 112

Introduction to 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& 113

Introduction to 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& 114

Introduction to 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 115

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 131

Introduction to Literature II • 5 CR

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

Course Descriptions

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 CR with a C- or better.

ENGL 194/195/196/197

Special Studies in English • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the English curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule.

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 BC. Same as ENGL 102. Either ENGL 102 or ENGL 201 may be taken for credit, not both. **Prerequisite:** ENGL& 101 or equivalent course from another college with a C- or better.

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

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 or ENGL 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 or ENGL 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 or ENGL 201 or a literature course in the 100 series.

ENGL& 224

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 or ENGL 201 or a literature course in the 100 series.

ENGL& 225

Shakespeare II • 5 CR

Continues ENGL& 224 (prev ENGL 231) examining additional comedies, tragedies, and histories. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

ENGL 226

Literature & Current Issues I • 5 CR

Explores major themes and ideas found in literature framed by a chosen current social issue. Selected literature presents the issue from a variety of perspectives and promotes a historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. **Recommended:** ENGL& 101 and any 100 level literature course.

ENGL 228

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.

ENGL 229

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 228 or ENGL& 101 and any 100 level literature course recommended.

ENGL& 235

Technical Writing • 5 CR

Focuses on the development of professional skills in research, design, and communication of technical information. Emphasis on audience analysis, clear and effective writing style, and use of visual elements, by creating documents in a variety of professional report formats, such as memos, proposals, progress reports, completion reports, and instruction manuals. Computer use is required. Fulfills a written communication course requirement at BC. **Prerequisite:** ENGL& 101 or equivalent course from another college with a C- or better.

ENGL 237

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 238

Writing Fiction II • 5 CR

Continuation of ENGL 237. **Prerequisite:** ENGL 237 with a C- or better or entry code.

ENGL 239

Writing Fiction III • 5 CR

Continuation of ENGL 238 (prev ENGL 224). **Prerequisite:** ENGL 238 (prev ENGL 224 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 or ENGL 201 or a literature course in the 100 series.

ENGL& 244

American Literature I • 5 CR

Surveys the early American literary scene. Authors and works vary, but typically include Edwards, Franklin, Thoreau, Hawthorne, and Melville. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

ENGL& 245

American Literature II • 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 or ENGL 201 or a literature course in the 100 series.

ENGL& 246

American Literature III • 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 or ENGL 201 or a literature course in the 100 series.

ENGL 247

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 248

Writing Poetry II • 5 CR

Continuation of ENGL 247. **Prerequisite:** ENGL 247 with a C- or better or entry code.

ENGL 249

Writing Poetry III • 5 CR

Continuation of ENGL 248. **Prerequisite:** ENGL 248 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 260

American Literature: Harlem Renaissance • 5 CR

Introduces students to the writers of the historic black culture movement known as the Harlem Renaissance. From W.E.B. DuBois and Langston Hughes to Zora Neale Hurston and Richard Wright, students explore the origins, themes, controversies and legacies of a literary and arts group known for its progressive thinking. **Recommended:** ENGL& 101 and ENGL 201.

ENGL 261

American Literature: Essential Black Voice • 5 CR

This course is an introduction to the central themes and aesthetics of the modern and contemporary periods in black American literature. Authors and works vary but would typically include Maya Angelou, Ralph Ellison, Gwendolyn Brooks, James Baldwin, Toni Morrison, Malcolm X, Charles Johnson, Octavia Butler and Nikki Giovanni. **Recommended:** Completion of ENGL& 101.

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 or ENGL 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 or ENGL 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 or ENGL 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 or ENGL 201 or a literature course in the 100 series.

ENGL 271

Expository Writing I • 5 CR

Builds on the writing skills learned in ENGL& 101 (prev ENGL 101) or ENGL 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 BC. **Prerequisite:** ENGL& 101 or equivalent course from another college with a C- or better.

ENGL 272

Expository Writing II • 5 CR

Continues ENGL 271, developing more advanced writing skills. Fulfills a written communication course requirement at BC. **Prerequisite:** ENGL 271 with a C- or better.

Course Descriptions

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 or ENGL 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 or ENGL 201 or a literature course in the 100 series.

ENGL 281

Creative Writing Conference • V1-5 CR

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

ENGL 294/295/296/297

Special Studies in Literature • 5 CR

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

ENGL 299

Directed Reading & Research • V1-5 CR

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

English Language Institute

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.

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 I. 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 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 • 9 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 084

English Through Music • 4.5 CR

Presents English grammar and vocabulary through songs in English. Students listen to different types of music (in English) to recognize and respect different perspectives of music. Students survey others about music and present their favorite songs in English to the class. *Prerequisite:* Acceptance to the ELI program.

ELIUP 087

English Through Technology • 4.5 CR

Designed to improve ESL students' English speaking, listening, reading, and writing skills with the aid of technology, multimedia tools, and discussions related to technology. Includes activities using the internet, social media, blogs, digital photography, digital voice recording, podcasting, digital storytelling, digital video production, discussions and readings on current technology trends. *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

ENVS& 100

Survey of Environmental Science • 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.

ENVS 110

Environmental Oceanography • 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. Examined in the context of the innate relationship between humans and the sea. Same as OCEA 110. Either ENVS 110 or OCEA 110 may be taken for credit, not both.

Course Descriptions

ENVS 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 BC.

ENVS 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 BC.

ENVS 280

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:* ENVS& 100 or equivalent recommended.

ENVS 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:* ENVS& 100 or equivalent recommended.

ENVS 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.

ENVS 299

Individual Studies in Environmental Science • V1-5 CR

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/non-credit. *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

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 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 194/195/196/197

Special Topics in Experiential Learning • V1-5 CR

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.

EXPRL 294/295/296/297

Special Topics in Experiential Learning • V1-5 CR

Fire Science

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

FS 101

Fire Behavior & Combustion • 2 CR

Studies basic chemical concepts of fire behavior and combustion. Topics include fire and the physical world, properties of solids, liquids and gases and chemical reactions as they relate to fire behavior. Fire extinguishment, agents and their effect on fire are explored.

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.

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 CR 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 150

Intermediate Fire Scene Investigation • 3 CR

Recalls elements in basic fire investigation. Discussion of motives and laws affecting juvenile fire setters both criminal and non-criminal. Covers investigation of fire scenes that involve injuries or fatalities, electrical causes of fires, and the compilation of information into reports for a case ready presentation. **Prerequisite:** ENGL& 101 and FS 101 and FS 130 and FS 152 or permission of instructor.

FS 152

Building Construction • 3 CR

Provides the components of building construction that relate to fire and life safety. Elements of construction and design of structures are shown to be key factors when inspecting building, pre-planning and operating at emergencies. **Prerequisite:** FS 110 or permission of instructor.

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 • 3 CR

Presents information and skills required to contain fires in open or rural land that interfaces with urban or suburban environments. Specific issues include forests, grassland, farmland, etc.

FS 190

Fire Inspection & Codes • 4 CR

Studies International Fire Code as applied to fire prevention inspections at the fire company level. Students relate the IFC to the International Building Code and other recognized standards. Students take a realistic approach to field application. **Prerequisite:** FS 110 or permission of instructor.

FS 194/195/196/197

Special Topics in Fire Science 1-1 • 5 CR

FS 198

Seminar in Fire Science • V1-3

FS 199

Individual Studies: Fire Science • V1-10 CR

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 and FS 137 and FS 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.

Course Descriptions

FS 210

Incident Management Multicompany 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 and FS 111 and FS 115 and FS 119 or proof of completion of a Hazardous Materials Operations Certificate.

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 260

Arson for Profit • 4 CR

Presents arson for profit 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 275

Fire and Emergency Services Safety and Survival • 3 CR

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FS 290

Advanced Codes & Inspection • 3 CR

Utilizing the International Fire Code, course builds on FS 190 by analyzing specific articles of the code that are more difficult to interpret and apply. Looks closely at local, state, and federal regulations that apply to the IFC. *Prerequisite:* FS 190 or permission of instructor.

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 294/295/96/297

Special Topics in Fire Science • V1-15 CR

FS 298

Seminar in Fire Science • V1-3

Covers workshops and seminars on fire science and supervision for which college credit is offered.

FS 299

Individual Studies in Fire Science • V1-10 CR

French

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

General Education Development

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

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. Please see quarterly schedule for region of study.

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.

GEOG 106**Introduction to Natural Hazards & Disasters • 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. Fulfills a natural science course requirement at BC.

GEOG 194/194/195/196/197**Special Topics in Geography • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

GEOG 198**Seminar in Geography • V1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

GEOG 199**Individual Studies in Geography • V1-10 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

GEOG& 200**Human 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 BC.

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 BC.

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 277**Geography of Cities • 5 CR**

A study of the location and function of cities as well as their internal layout and the cultural and economic components of these urban areas. Case studies cover all regions of the world from North America to Europe, Latin America, Africa and Asia.

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**SOCIAL SCIENCE DIVISION****GEOL& 101****Introduction to Physical 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 BC.

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. Fulfills laboratory science course requirement at BC.

GEOL 106**Introduction to Natural Hazards & Disasters • 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. Fulfills a natural science course requirement at BC.

GEOL 194/195/196/197**Special Topics in Geology • V1-5 CR****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 Pacific NW • 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 BC.

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.

Course Descriptions

German

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Health

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HLTH 030

Phlebotomy Basics • 1.4 CR

HLTH 041

Phlebotomy 2 ASCP • 2.5 CR

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 • V1-5 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 262

Person Fit Trainer First Aid & Athletic Training • 5 CR

Expands on knowledge and skills gained through Adult CPR, AED and First Aid certification. Covers care, management, and prevention of injuries and illnesses common in fitness and athletic arenas. Practice and demonstration of training skills include injuries to muscles, joints, bones, spine and head. Meets requirements for Personal Fitness Trainer certificate.

HLTH 290

Introduction to Sports Nutrition • V1-3 CR

An introduction to the energy systems used during physical activity. Specialized attention to the body's ability to perform under aerobic and anaerobic conditions. Identification of energy, macronutrient, fluid and electrolyte needs during activity. Food sources and Sport specific case studies will be discussed. Personal application of material will be emphasized in class. **Recommended:** High School Algebra.

HLTH 292

First Aid & CPR Taking Action • 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.

Healthcare Technology & Management

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HCTM 301

US Healthcare Policies and Delivery Systems • 5 CR

Introduction to the US types of healthcare delivery systems. Students will identify laws, regulations, standards, initiatives, and payment systems; learn the impact of policies and procedures applicable to the various healthcare organizations; and gain an appreciation of the roles and disciplines of providers throughout the US healthcare system. **Prerequisite:** Acceptance into program or permission of instructor.

HCTM 302

Healthcare Safety, Quality and Legal Environment • 5 CR

Covers general safety and quality processes in the healthcare system, including the business, clinical, and delivery processes, the legislative, regulatory, and accreditation processes, laws, regulations, and policies and procedures pertaining to patient safety, healthcare quality, data confidentiality, privacy, release of information, and professional and practice-related ethical issues. **Prerequisite:** Acceptance into program or permission of instructor.

HCTM 310

Introduction to Health IT Environment • 5 CR

Examines the architecture, components and applications of healthcare information systems, including electronic medical records, health information exchange, medical patient diagnostic, monitoring and therapeutic devices and systems, lab and pharmacy systems, computerized provider order entry, and decision support systems. Also looks at trends in health information technologies and applications, and healthcare enterprise. **Prerequisite:** Acceptance into program or permission of instructor.

HCTM 320

Health IT Data Standards • 5 CR

Fundamentals of healthcare standards as they relate to patient records, coding and classification systems, privacy and security, technical infrastructure and medical device integration. Includes basics of decision support and data mining, the National Health Information Exchange, the federal Standards and Infrastructure Framework, Health Information Exchange systems (HIEs), Regional Health Information Organizations (RHIOs), and Meaningful Use. **Prerequisite:** BTS 168 or equivalent and HCTM 310.

HCTM 380

Healthcare Code Sets and Clinical Terminologies • 5 CR

Covers structured terminology systems currently in use in healthcare settings, including medical, nursing, laboratory and other allied health terminologies. Includes historical development and use of terminologies, revision processes, use in electronic health records as well as requirements for statistical reporting. **Prerequisite:** HCTM 310 and HCTM 320, or permission of instructor.

HCTM 410

Healthcare IT Systems Analysis and Processes • 5 CR

Presents strategies and tools for systems analysis and the development of user and systems requirements. Emphasis is on capturing and evaluating the needs of various stakeholders including physicians, nurses, patients, and caregivers, as well as meeting health information technology general practices and regulations, and covers techniques to analyze and model healthcare processes. **Prerequisite:** Acceptance into program and completion of fundamentals pathway (IT 103, BTS 168 and PROG 100) or (HPRO 120, HCTM 301 and HCTM 302).

HCTM 420

HIT Systems Integration and Interoperability • 5 CR

Covers the details of healthcare technology standards and interoperability, as well as the processes to develop an integration plan, including systems customization, test plans, unit integration and system testing, and identification of roles and responsibilities of internal and external professionals during the integration phase. **Prerequisite:** Acceptance into program and completion of fundamentals pathway (IT 103, BTS 168 and PROG 100) or (HPRO 120, HCTM 301 and HCTM 302).

HCTM 430

Healthcare IT Systems Implementation • 5 CR

Covers the implementation of information systems within healthcare organizations, as well as documentation and reporting. Includes development of an implementation plan, systems customization, configuration and testing, user training, key issues confronting organization and management of healthcare systems, best practices, and adherence to healthcare standards and regulations. **Prerequisite:** Acceptance into program or permission of instructor and HCTM 420.

HCTM 440

HIT Systems Operation and Administration • 5 CR

Covers basic strategies to perform systems operation, administration and reporting with an emphasis on systems and data integrity and security. Topics include performance monitoring, systems testing and troubleshooting, maintenance, upgrades, security enhancements and process changes, management of contingency and emergency recovery plans, report generation and health information technology best practices and compliance. **Prerequisite:** Acceptance into program or permission of instructor and HCTM 420.

HCTM 450

Healthcare Analytics and Quality • 5 CR

Explores the scope and role of data and data analytics in healthcare in the context of national quality policies, as articulated in Meaningful Use Stages 1 and 2, and the National Quality Forum metrics that have been selected for Accountable Care Organization assessment and rewards, Health Information Technology for Economic and Clinical Health (HITECH) Act, and the Patient Protection and Affordable Care Act (PPACA). **Prerequisite:** Acceptance into program or permission of instructor and HCTM 320.

HCTM 460

Healthcare and IT Change Management • 5 CR

Covers best practices in healthcare information technology process improvement and change management in the context of human process, systems implementation, workflow process analysis and redesign as a necessary component of information systems implementation. Includes topics of user interfaces and system usability, quality management strategies, and failure process analysis. **Prerequisite:** Acceptance into program or permission of instructor and HCTM 410.

HCTM 475

Healthcare Information Technology Field Studies • 5 CR

Provides students with the opportunity to gain a deeper understanding of the healthcare environment through industry internship, practicum or series of field trips. **Prerequisite:** Acceptance into program and permission of instructor.

HCTM 485

Healthcare Information Technology Capstone • 5 CR

The capstone project course is the culmination of the Health Information Technology BAS program and demonstrates to faculty a student's mastery of the curriculum, general education skills and core competencies in the healthcare informatics field. Students, working in small groups, complete a comprehensive project selected at beginning of course. **Prerequisite:** Acceptance into program and permission of instructor.

HCTM 494

Healthcare Information Technology Special Topics • 5 CR

Presents advanced or specialized topics in the field of Health Information Technology. Topics focus on new and emerging trends in health information technology. Examples include public health information technology; public policies as they relate to health information technology; telemedicine; mobile devices in healthcare; etc. Specific topics are announced in the quarterly schedule. **Prerequisite:** Acceptance into program and permission of instructor.

HCTM 495

Healthcare Information Technology Special Topics • 5 CR

Presents advanced or specialized topics in the field of Health Information Technology. Topics focus on new and emerging trends in health information technology. Examples include public health information technology; public policies as they relate to health information technology; telemedicine; mobile devices in healthcare; etc. Specific topics are announced in the quarterly schedule. **Prerequisite:** Acceptance into program and permission of instructor.

HCTM 496

Healthcare Information Technology Special Topics • 5 CR

Presents advanced or specialized topics in the field of Health Information Technology. Topics focus on new and emerging trends in health information technology. Examples include public health information technology; public policies as they relate to health information technology; telemedicine; mobile devices in healthcare; etc. Specific topics are announced in the quarterly schedule. **Prerequisite:** Acceptance into program and permission of instructor.

HCTM 497

Healthcare Information Technology Special Topics • 5 CR

Presents advanced or specialized topics in the field of Health Information Technology. Topics focus on new and emerging trends in health information technology. Examples include public health information technology; public policies as they relate to health information technology; telemedicine; mobile devices in healthcare; etc. Specific topics are announced in the quarterly schedule. **Prerequisite:** Acceptance into program and permission of instructor.

Course Descriptions

Health Professions

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HPRO 100

Introduction to Healthcare • 5 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 Healthcare Workers • 2 CR

Provides basic training in CPR, first aid, HIV/AIDS, HIPAA, 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 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 • 5 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& 241 and/or BIOL& 242.

HPRO 130

Human Relations in Healthcare 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 131

Medical Law and Ethics • 2 CR

Designed for students interested in entry-level healthcare positions, this is an introductory course in the "practical" application of law and ethics as related to medical issues healthcare employees face on a daily basis. Topics include federal and state legislation, legal liability, HIPAA, confidentiality and release of information, scheduled drugs and DEA regulations, standard-of-care, and an exploration of the legal issues related to ethical considerations of conception, quality-of-life, hospice care, and advance directives.

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 125.

HPRO 135

Medical Reception Skills & Procedures • 3 CR

Covers basic skills to be a Medical Office Receptionist. Includes basic medical office administrative skills, a basic understanding of medical informatics, how to create and manage medical charts and records, proper accounting and bookkeeping methods, processing insurance authorizations, operate office equipment, and customer service skills. **Enforced Prerequisite:** Placement by assessment into ENGL& 101 and HPRO 100, 105, 120, 125, 130, and BTS 144, BTS 161 with a C- or better or permission of instructor.

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 venipuncture. **Enforced Prerequisite:** Placement by assessment into ENGL& 101, and HPRO 100, 105, 120, 125, and 130 with a C- or better at BC or permission of instructor. Minimum of first 2 of 3 Hepatitis B immunizations.

HPRO 144

Phlebotomy Externship • 4 CR

Provides practical experience in the role of the phlebotomy technician. **Enforced Prerequisite:** Placement by assessment into ENGL& 101 and completion of all other classes in the Phlebotomy Technician certificate at BC with a C- or better; successful passing of HPRO 141 skills tests and permission of instructor. No more than one quarter off between completion of HPRO 141 and enrollment in HPRO 144.

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. **Enforced Prerequisite:** Placement by assessment into ENGL& 101, completion of HPRO 100, 105, 120, 125, and 130 with a C- or better, or permission of instructor.

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. **Enforced Prerequisite:** HPRO 146 with a C- or better.

HPRO 174

Health 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. Enforced **Prerequisite:** Placement by assessment into ENGL& 101 and HPRO 100, 105, 120, 125, and 130 with a C- or better or permission of instructor.

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 healthcare environment. Enforced **Prerequisite:** HPRO 174 and BTS 144 with a C- or better or permission of instructor.

HPRO 176

Health Unit Coordinator Externship • 5 CR

Capstone course in the Health Unit Coordinator series. Students are supervised and monitored while applying skills in performing functions required in a nursing unit. Enforced **Prerequisite:** placement by assessment into ENGL& 101 and completion of all other classes in the Health Unit Coordinator certificate at BC with a C- or better and permission of instructor. No more than one (1) quarter off between completion of HPRO 175 and enrollment in HPRO 176.

HPRO 180

Emergency Department Clinical Skills • 7 CR

Covers the skills needed to assist in a hospital emergency room as an Emergency Department Technician. Includes the basic skills and knowledge necessary to stabilize patients and assist physicians in life-saving procedures. Enforced prerequisite restrictions: Placement by assessment into ENGL& 101 and BTS 144, BTS 161, HPRO 105, HPRO 120, HPRO 125, HPRO 130, HPRO 134, and HPRO 141 with a C- or better at BC and permission of instructor. Ability to lift 50 pounds. Current CPR card. Complete HSEWI immunization status record. Complete Certified National Background Check. If applying for Emergency Department Technician Professional certificate: 1.) demonstration of EMT certification; or 2.) demonstration of board-certification as a CNA with a minimum of 1 year work experience.

HPRO 181

Emergency Department Technician Externship • 5 CR

Provides clinical practice in a hospital emergency room as an Emergency Department Technician. Enforced **Prerequisite:** placement by assessment into ENGL& 101 and completion of all other classes in the Emergency Department Technician and Emergency Department Technician Professional certificates at BC with a C- or better. Successful passing of HPRO 180 skills tests and permission of instructor. No more than one quarter off between completion of HPRO 180 and enrollment in HPRO 181.

HPRO 194/195/196/197

Special Topics in Health Professions • V1-10 CR

HPRO 294/296/297

Special Topics in Health Professions • V1-10 CR

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 BC.

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 BC.

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 BC.

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 BC.

HIST 115

English History 1603 CR 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 BC.

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 BC. Same as INTST 204. Either HIST 120 or INTST 204 may be taken for credit, not both.

HIST& 146

US History I • 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 BC.

HIST& 147

US History II • 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 BC.

Course Descriptions

HIST& 148

US History III • 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 BC.

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 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 Reformation. 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 BC.

HIST 209

History of Christianity • 5 CR

Explores the beginnings of the Christian church, the impact of Christian teaching and organization on the West, and the challenge of other religions and philosophies. Traces the spread of Christianity in the non-Western world and assesses its role in American culture in the post-modern era. May be used as a social science or humanities credit, not both, at BC.

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 BC.

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 BC.

HIST& 214

Pacific Northwest History • 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 BC.

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 BC.

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 POLS 230 (prev POLSC 230). Either HIST 230 or POLS 230 may be taken for credit, not both. May be used as social science or humanities credit, not both, at BC.

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 BC.

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 BC.

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 BC.

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 BC.

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 BC.

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 BC.

HIST 294/295/296/297

Special Topics in History • V1-10 CR

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.

Human Development

STUDENT SERVICES

HD 100

First Year Experience • V1-2 CR

Develops a better understanding of the learning process and essential academic success skills and abilities. Topics include use of information resources, study skills, learning styles, personal responsibility, career resources, intercultural competence, and development of personal education plan. Mandatory in the first quarter of attendance for first-time-to college students enrolled for 10 or more credits. Course graded credit/no credit only.

HD 101

Healthy Self-Esteem • 3 CR

Explores theory and practice of positive self-image through small-group discussion, self-assessments, and multi-media content. Students focus on understanding their behaviors as a reflection of their self-concept.

HD 103

International Student First Year Experience • 2 CR

Provides international students new to the American college system the knowledge and skills necessary to succeed in the U.S. higher education environment. Required for all new-to-American college students enrolled in ten or more credits. *Prerequisite:* Permission of instructor.

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 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 125

Motivation and Empowerment • V1-3 CR

Students identify and analyze unique sources of motivation to improve attainment of goals in academic and personal realms of life. Students critically examine their strengths, values, and goals. Students develop tools for taking personal responsibility, and accessing intrinsic sources of motivation to reach their highest potential in school and life.

HD 131

Understanding Personal Relationships • 2 CR

Explores personal growth through the development of interpersonal skills. Facilitates learning and growth in areas of cultural awareness and appreciation of differences, respectful communication resolution of interpersonal conflict.

HD 140

U.S. Race Relations • 2 CR

Students have the opportunity to critically examine the impact of racism and white privilege in the U.S. Students learn about themselves as racial beings and are taught how to engage in cross-racial dialogues about race and become active change agents in a multicultural society.

HD 157

Assertive Communication • V1-3 CR

Develops awareness of personal communication styles and choices. Students practice skills that enable them to communicate directly and to get their needs met without denying the rights of others.

HD 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 and goal setting.

HD 185

Managing Career Change • V1-7 CR

Assists workforce training students in making career transitions. Module topics are career exploration, job search, education/training orientation, and study skills. *Prerequisite:* Permission of instructor.

HD 190

Staying on Track • V1-5 CR

Helps students of color and students from nontraditional backgrounds succeed in college. Students develop skills needed to reach their educational objectives and to enhance their personal and cultural identity. *Prerequisite:* Permission of instructor.

HD 194/195/196/197

Special Topics in Human Development • V1-10 CR

Covers supplementary, self-supporting, or televised courses. Topics are announced in the class schedule.

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.

Course Descriptions

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.

HD 212

Inclusive Leadership • 2 CR

Leaders must answer the greatest challenge of our times - how should we engage, involve, and inspire those who have different life experiences, values, and world view to create safe, inclusive, and mutually beneficial communities and societies globally?

HD 215

Strategic Leadership Listening to the Future • 2 CR

Leaders create alternative futures for a hypothetical industry case. Covers the analysis of uncertainties and the influence of social, technological, economic, environmental and economic forces leading to a set of scenarios applicable to risk evaluation & competitive positioning, contingency planning and thought leadership.

Humanities

ARTS & HUMANITIES DIVISION

HUMAN 194/195/196/197

Special Topics in Humanities • V1-5 CR

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 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 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 294/295/296/297

Special Topics in Humanities • V1-5 CR

Imaging

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

IMAGE 102

Imaging Aide Fundamentals • 2 CR

Presents skills and scope of practice of the Imaging Aide. Designed as an overview of hospital and clinic organization in relation to the radiology industry. Emphasis is directed toward patient flow within the system, information systems utilized, and specific patient and exam information included in diagnostic imaging. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better.

IMAGE 110

Survey of Imaging • 3 CR

Presents a basic survey of the different medical specialties found in a diagnostic imaging department. Emphasis is on developing a working knowledge of the terminology, procedures, patient care, and occupational issues an imaging aide would encounter. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better.

IMAGE 115

Radiologic Anatomy • 2 CR

Presents a basic survey of human anatomy commonly imaged in a diagnostic radiology department. Emphasis is on major structures and topographical anatomy. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 CR with a C- or better.

Independent Studies

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

IS 195

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.

Information Systems and Technology

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

ISIT 105

Problem Solving for the IT Professional • 5 CR

This course presents a wide variety of strategies to build a person's problem solving skills towards situations in IT. Students practice creative/lateral thinking techniques and communication skills to approach technical and non-technical problems. **Prerequisite:** ENG 092 or 093 CR with a C- or better, and Math 098 with a C- or better.

ISIT 305

Network Security and Firewalls • 5 CR

This course covers the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate those threats. Emphasizes core security technologies, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Includes attack and defense case study. Either ISIT 305 CR or NSCOM 205 may be taken for credit, not both. **Prerequisite:** Admission into the program or permission of instructor.

ISIT 320

Advanced Web Development • 5 CR

Students learn to develop efficient web applications across multiple browsers. Students will use applicable design principles and protocols, and best practices in creating extensible web applications. Students will use both open source and proprietary technologies to create web sites that incorporate code elements and services from across the Internet. **Prerequisite:** Admission to the program or permission of the instructor.

ISIT 322

Developing Mobile Applications • 5 CR

This course prepares students to do mobile application development. Students will learn to design, develop, test, and deploy mobile applications for multiple types of mobile devices in multiple software environments. **Prerequisite:** ISIT 320.

ISIT 324

Software Testing • 5 CR

This class will present to students practical techniques and strategies to use in overall software testing and quality assurance methodologies. Students will be exposed to testing concepts and how to design, develop and document different kinds of tests. **Prerequisite:** ISIT 320.

ISIT 328

Information Security Essentials • 5 CR

Introduces concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include security vulnerabilities, threats and defense measures and legal and ethical issues associated with information security. Students will learn how to recognize and apply secure software development best practices. **Prerequisite:** Admission to the program or permission of the instructor.

ISIT 332

Data Warehousing • 5 CR

Students learn concepts and techniques associated with development of a data warehouse. They learn how to prepare data for consolidation and exchange. Students learn to apply Extract, Transform and Load (ETL) principles and they use current ETL tools. Students practice coding techniques for extracting, cleaning and conforming data. **Prerequisite:** ISIT 330.

ISIT 334

Data Visualization Tools & Techniques • 5 CR

This course introduces the theory and concepts related to effective display of data with a focus on quantitative data. Students learn the principles of preparing effective visualizations and the tools to create such visualizations. Students use analytic tools to create visualizations. **Prerequisite:** ISIT 330.

ISIT 336

Dimensional Modeling • 5 CR

Dimensional modeling has been broadly accepted as one of the principle techniques 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. **Prerequisite:** ISIT 330.

ISIT 337

Predictive Analytics • 5 CR

In this course students learn to go beyond simply querying data to do predictive data mining analysis. Students learn to apply data mining algorithms to realistic organizational data to find previously undiscovered patterns and draw conclusions. Students use current software tools and hands-on exercises to learn theoretical concepts. **Prerequisite:** ISIT 330.

ISIT 338

Data Analysis Techniques • 5 CR

Students learn a variety strategies and techniques for analyzing data and making decisions based upon that data. Students use case studies to integrate their analysis and problem solving skills. Students use current software systems to do analysis and they are required to present the results of their analyses. **Prerequisite:** ISIT 330, and either MATH 130 or BA 240.

ISIT 342

VoIP and Wireless • 5 CR

This course introduces and applies the concepts of design, implementation and troubleshooting of Voice Over Internet Protocol (VoIP) and wireless systems. Technologies include VoIP Managers, Voicemail, System Reporting, Wireless Controllers, Access Points, Relay Systems, Wireless Topologies, Wireless Security and the associated protocols for both VoIP and wireless technologies. **Prerequisite:** Acceptance to the program or permission of instructor.

ISIT 344

Virtualization & Storage • 5 CR

This course introduces and applies the concepts of design, implementation, management and troubleshooting of server virtualization, network virtualization and large storage systems. Technologies include VMware and Storage Area Networks (SAN) solutions. **Prerequisite:** Acceptance to the program or permission of instructor.

ISIT 420

Advanced Data Access Techniques • 5 CR

Students learn to develop data driven applications using both proprietary and open source environments. Students will develop applications using data from a variety of data repositories including relational databases, multi-dimensional databases and "big data" repositories. Students also learn to work with data in a variety of formats. **Prerequisite:** ISIT 322.

ISIT 422

Application Architecture • 5 CR

Students learn best practices for developing enterprise software solutions with appropriate structure for maintainability and efficiency. This course expands student knowledge of software application structure and design principles focusing on advanced object oriented techniques, service oriented architectures and cloud services. **Prerequisite:** ISIT 420 Advanced Data Access with a C+ or better.

Course Descriptions

ISIT 432

Data Repositories for Analytics • 5 CR

Students learn to create and query analytic databases including multi-dimensional databases (cubes) and “big data” repositories. Students create business-oriented solutions for analytics. **Prerequisite:** ISIT 330.

ISIT 434

Web Analytics • 5 CR

Students learn techniques for analyzing data generated by web traffic and social media sites. Students learn the importance of such data to an organization and they learn what analytic measures are available and applicable. Students also learn how to implement web data collection and analytic tools for web-sites. **Prerequisite:** ISIT 330.

ISIT 436

Performance Management • 5 CR

Students learn how to implement performance management in support of organizational change. Students learn how organizations define objectives, establish goals and measure progress using metrics and key performance indicators. Students learn how to implement software systems to provide appropriate information to users at all levels within an organization. **Prerequisite:** ISIT 330.

ISIT 444

Automation/Configuration & Management • 5 CR

Introduces the concepts and application of basic scripting to monitor and collect logs in relation to servers and the associated services. Topics include scripting, logging, automation and system management. **Prerequisite:** Acceptance to the program or permission of instructor.

Information Technology

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

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 CR.

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 CR. **Recommended:** BTS 161 or equivalent work experience.

IT 128

Information Security Essentials • 5 CR

Introduces concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include security vulnerabilities, threats, defense measures, and the legal and ethical issues associated with information security. Students will learn how to apply security best practices in multiple security architectures. **Prerequisite:** TECH 217 or IT 103.

IT 194/195/196/197

Special Topics in Information Technology • V1-10 CR

Allows specialized or in-depth study of a subject related to information technology. Topics are announced in the quarterly schedule. Students may retake the course for credit as content changes. May be repeated for a maximum of 15 credits.

IT 199

Individual Studies in Information Technologies • V1-10 CR

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

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

Students learn by taking part in group activities. Field trips are included in some courses. These programs emphasize the process of learning as well as content. The student-centered, discussion-oriented format encourages and supports different points of view and creates a social climate that promotes collaborative learning.

INTER 100

Interdisciplinary Studies • 15 CR

INTER 110

Interdisciplinary Studies • 15 CR

INTER 115

Interdisciplinary Studies • 12 CR

INTER 125

Interdisciplinary Studies • 10 CR

INTER 130/135

Interdisciplinary Studies • 10 CR

INTER 135

Interdisciplinary Studies • 10 CR

Interior Design

ARTS & HUMANITIES DIVISION

Please Note: courses designated with an asterisk (*) are graded pass/fail only.

The Interior Design department at Bellevue College is suitable for anyone with a serious interest in Interior Design. The department offers an AA Interior Studies and many classes of interest to working professionals. Visit www.bellevuecollege.edu/artshum/interiordesign/ for more information.

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 145**Introduction to Sustainable Design • 5 CR**

Discover the past, present and future of “Green Design”. How can we design more sustainable and healthy environments today? Students study global environmental issues and their impact on the design process, including the history, principles and theories of sustainability, life-cycle design practices, relevant green design terminology, and the LEED Green Building Rating System. *Prerequisite:* INDES 140 with a C- or better or equivalent course from another college or permission of instructor.

INDES 146**Practical Applications of Sustainable Design • 5 CR**

From where does “Green” come? Translate theoretical knowledge in INDES 145 into practical design methodology, research interior materials and building systems, and apply that knowledge to design decisions in an environmentally responsible manner. Presents the LEED rating system within the context of professional interior design practice, how LEED encourages design teams to achieve high performance design, and how to effectively use the LEED rating system as a tool to benefit the environment and your community and profession. *Prerequisite:* INDES 145 with a C- or better.

INDES 147**Healthy Sustainable Interiors • 5 CR**

Make it “Green”. Examine Commercial and Residential interior architectural spaces, using concepts learned in INDES 145 and 146. Study the LEED-CI (Commercial Interiors), LEED for Homes and the local BuiltGreen rating systems. Review case studies representing best practices in sustainable design of interiors for discussion and analysis, evaluating project success according to sustainable theories, application of LEED standards, and life-cycle assessments. *Prerequisite:* INDES 146 with a C- or better.

INDES 163**Introduction to Revit • 5 CR**

Introduction to Revit Architecture for interior designers using the PC. Covers the role and application of Revit Architecture in graphic communication and interior design while producing architectural and interior design projects in 3D. Includes lectures, textbook and hands-on project work to familiarize students with Revit software, its application and basic functions, and the production of orthographic, 3D, and data output for contract documents and presentations.

INDES 167**Digital Design Tools • 2 CR**

Uses a variety of digital design tools to demonstrate how graphic software applications and digital tools are used to enhance communication of design solutions and concepts. Includes graphic software applications, equipment and services for digital archiving, production, and printing. Structured as a workshop for students to work as much as possible at an independent pace. *Prerequisite:* INDES 171 with a C- or better.

INDES 171**Interior Design Studio I • 5 CR**

Introduces the fundamental elements and principles of design. Students work with concepts and methods for defining and organizing space and form in the interior environment. Introduces graphic tools, techniques, and conventions used for effective visual communication in design. Applies basic theory in architectural drafting and drawing skills. *Prerequisite:* INDES 140 with a C- or better.

INDES 172**Interior Design Studio II • 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. *Prerequisite:* INDES 171 with a C- or better.

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 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. Course graded pass/fail. *Prerequisite:* INDES 170 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. Course graded pass/fail. *Prerequisite:* Permission of program chair or

INDES 242**Interior Materials & Sources • 5 CR**

Introduces textiles and various interior materials and sources selected, specified, installed and maintained in an interior environment. Topics include materials for flooring, walls, ceilings, upholstery, millwork, and cabinetry. Includes equipment, appliances, how to measure, specify, and understand correct installation methods, and product maintenance. *Prerequisite:* INDES 171 with a C- or better.

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. Course graded pass/fail. *Prerequisite:* INDES 260 with a C- or better.

INDES 262**Introduction to Computer-Aided Design • 5 CR**

Introduces computer-aided design for designers. Covers 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 171 with a C- or better.

INDES 265**Design Illustration • 5 CR**

Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Covers advanced perspective drawing methods. Students practice simple and rapid illustration techniques in various media including graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Topics include concept and descriptive writing and production, duplication, transfer, and mounting techniques for presentation. *Prerequisite:* INDES 171 with a C- or better.

INDES 267**Digital Design Presentation • 3 CR**

Builds on skills covered in INDES 167. Students employ digital design tools in the organization and presentation of their design solutions. Introduces various strategies for effectively linking media and message, using fundamental graphic and identity design principles, and evaluation methods for producing design presentation packages and printed documents. *Prerequisite:* INDES 167 with a C- or better.

Course Descriptions

INDES 273

Interior Design Studio III • 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 make the best functional and aesthetic use of space. **Prerequisite:** INDES 172 with a C- or better.

INDES 280

Contract Documents • 5 CR

Introduces professional applications for graphic communication and CADD 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 262 and INDES 273 both with a C- or better.

INDES 285

Practicum in Interior Design • 3 CR

Offers additional work-study experience relevant to a student's future employment plans in interior design. Course graded pass/fail. **Prerequisite:** INDES 150, and INDES 160 and INDES 170 with a C- or better or permission of instructor.

INDES 294

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. Course graded pass/fail. **Prerequisite:** Permission of program chair or instructor.

INDES 295

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. Course graded pass/fail. **Prerequisite:** Permission of program chair or instructor.

INDES 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. Course graded pass/fail. **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.

Interior Design BAA Program

ARTS & HUMANITIES DIVISION

The BAA Interior Design is a program for completion of the baccalaureate degree. For students with an AA or previous coursework or degrees in Interior Design, Art or other related disciplines. Visit www.bellevuecollege.edu/arshum/interiordesign/ for more information.

INDES 340

Interior Design Theory • 3 CR

Explores philosophical approaches to design and various aesthetic and judgmental concerns. Applies critical thinking and creative problem solving to the enclosure and systematic organization of space. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 350

History of Interiors & Furniture • 5 CR

Surveys the main characteristics and motifs of Western interiors and furniture from antiquity to the 19th century. Students examine how people, social conditions, and technology influenced furniture design in each period. Either INDES 150 or INDES 350 may be taken for credit, not both. Class format includes illustrated lectures and discussions. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 351

Modern Interiors & Furniture • 5 CR

Continues INDES 350. Covers interiors and 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. Either INDES 151 or 351 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 352

Design & Fabrication • 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. Either INDES 152 or INDES 352 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 370

Design Studio Residential • 5 CR

Focuses on residential spaces, the problem solving discipline of design process and its application to single and multi-family dwellings. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Either INDES 270 or INDES 370 may be taken for credit, not both. **Prerequisite:** Acceptance to the program. Students may repeat course up to 15 credits.

INDES 371

Design Studio Commercial • 5 CR

Focuses on commercial spaces, the problem solving discipline of the design process and its application to commercial spaces. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. **Prerequisite:** Acceptance into the BAA program. Students may repeat course up to 15 credits.

INDES 372

Design Studio Experimental • 5 CR

The experimental studio focuses on problem solving as it pertains to conceptual and theoretical design issues. This studio will address and investigate topics relating to interior design in unique methods such as technology, methodology, construction or production to give a few examples. The studio will result in an investigation into interior design. May be repeated for a maximum of 15 credits. **Prerequisite:** Acceptance to the program.

INDES 390

Interior Building Systems • 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. Either INDES 190 or INDES 390 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 391

Lighting for Interiors • 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. Either INDES 191 or INDES 391 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 394*/395*/396*/397*

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. Course graded pass/fail. **Prerequisite:** Permission of program chair or instructor.

INDES 399

Individual Studies in Interior Design • V1-5 CR

INDES 440

Design Research • 2 CR

Focuses on methods for research, problem identification, site identification and analysis, and definition of user needs in preparation for pursuing an individualized inquiry of interior design issues in specific built environment contexts. Work from this course is carried forward to INDES 471 and INDES 472. **Prerequisite:** Acceptance into the program and two (2) courses from the INDES 370, 371, 372 design studio series with a C (2.0) or better or permission of instructor.

INDES 471

Capstone Design Studio I • 5 CR

Focuses on the problem solving discipline of the design process and its application to interior design. Sequence begins by focusing on concept development to achieve design goals, and application of theoretical knowledge and technical skills to research, develop, and document design process, product, and proposals. Students work on a variety of professionally relevant self-directed interior design projects, pursue an individualized area of inquiry and project context, and prepare a detailed analysis, program, concept and schematic design presentation. Builds on research begun in INDES 440. **Prerequisite:** Acceptance to the program, 15 credits in Studio Design courses (INDES 370, 371 or 372), and INDES 440, all with a C or better.

INDES 472

Capstone Design Studio II • 5 CR

Focuses on the problem solving discipline of the design process and its application to interior design. Completes the capstone studio sequence with a design development phase. Students work on a variety of professionally relevant self-directed interior design projects, pursue an individualized area of inquiry and project context, and prepare a detailed design solution and project documentation. Builds on research begun in INDES 440 and uses research and concepts developed in INDES 471 for design development process in INDES 472. **Prerequisite:** Acceptance to the program and INDES 471 with a C or better.

INDES 480

Professional Practices & Principles • 5 CR

Prepares students to work as professional interior designers. Includes managing interior design projects, legal and contractual issues, resources and services, and working with showroom and service personnel, and clients. Either INDES 180 or INDES 480 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 485

Practicum in Interior Design • 3 CR

Offers additional work study experience relevant to a students' future employment plans in interior design. Either INDES 285 or INDES 485 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

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.

Course Descriptions

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

Observation Support • 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 • 4.5 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.

International Studies

SOCIAL SCIENCE DIVISION

INTST 150

International Business • 5 CR

Surveys international business and trade. Students focus on the inter-relationships among technology, culture, law, and economics in the contemporary world.

INTST 194/195/196/197

Special Topics in International Studies • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

INTST 198

Seminar in International Studies • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 199

Individual Studies in International Studies • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

INTST 200

States & Capitalism: Origin/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 post-war economic and political orders, including the crisis of the 1970's-1980's and north/south and east/west relations.

INTST 202

Cultural Encounters & Tensions • 5 CR

Deals with the contemporary world from a cultural standpoint. Students examine problems of intercultural relations with particular emphasis on divergent "world views."

INTST 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 BC.

INTST 227

Middle East Politics & Society • 5 CR

Entails an understanding of Islam as a fundamental socio-economic and political force, the European power of politics of early centuries, U.S. involvement in the region, comparative analysis of governments, political cultures, economic development, regional conflict and terrorism. Same as POLS 227. Either INTST 227 or POLS 227 may be taken for credit, not both.

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 or INTST 201 or POLS 103 or SOC& 201 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 BC. **Recommended:** HIST 102 or HIST 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 BC.

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.

Italian

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Marketing Management

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

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

Marketing Research Design and Analysis • 5 CR

Presents the structure and use of marketing research in managerial decision-making. Students discuss research objectives and techniques, data analysis and interpretation, and reporting methods. **Prerequisite:** BTS 161.

MKTG 225

Customer Relations Management • 5 CR

Course designed for students who have familiarity with Internet concepts, basic 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 224

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:** BUS 145 and MKTG 135.

MKTG 240

eMarketing • 5 CR

Provides an overview and in depth understanding of the principles and practices of using the internet to market goods and services. Includes learning in the areas of ethical and legal issues surrounding eMarketing. Emphasizes processes for planning and implementing an eMarketing strategy. **Prerequisite:** MKTG 154. **Recommended:** BUS& 101 and MKTG 110.

MKTG 271

Consumer Behavior • 5 CR

This course examines the concepts, principles, and theories that describe and explain consumer behavior. This course studies the process of consumer choice, how consumer choice is determined, and the implications for the marketing efforts of businesses.

MKTG 290

Marketing Activities in DECA • V1-5 CR

Develops occupational skills through activities affiliated with National DECA. Students participate in community service projects and gain leadership, communication, and human relations experience. Chapter officers help lead the class.

Course Descriptions

MKTG 292

Marketing Internship • V1-5 CR

After securing internship placement students gain practical experience within the marketing management industry environment which they use as preparation for work readiness. The internship should consist of 3-15 hours (depending on number of Credits) weekly engagement with the organization; students will also meet weekly with the instructor and discuss work activities. Variable Credit based on hours worked in internship. **Prerequisite:** Permission of Program Chair.

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.

Mathematics

SCIENCE DIVISION

MATH 070

Basic Math for the Math Avoiders • 5 CR

Builds confidence and skills in arithmetic and pre-algebra. Students discuss symptoms of math anxiety and avoidance, as well as suggestions for overcoming them. Topics include operations with whole numbers, fractions, decimals and percentages, and elements of geometry and pre-algebra. Course is graded pass/fail.

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. **Recommended:** Basic arithmetic skills.

MATH 084

Learning Strategies for Math Success • 3 CR

Through small group interactions and tutoring, Math 094 builds confidence in students who have struggled trying to learn mathematics. Math 094 facilitates the understanding of math concepts, learning effective study skills, and overcoming math anxiety / avoidance. Math 084 students must be simultaneously enrolled in a mathematics course numbered below 100. **Prerequisite:** Entry code. .

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. **Recommended:** 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& 107

Math in Society • 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 BC. **Prerequisite:** Placement by assessment or MATH 098 with a C or better.

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 BC. **Prerequisite:** Placement by assessment or MATH 099 with a C or better.

MATH& 131

Math for Elementary Education 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 BC. **Prerequisite:** MATH 099 with a C or better.

MATH& 132

Math for Elementary Education 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 BC. **Prerequisite:** MATH& 131 with a C or better.

MATH 138

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& 141 or MATH 138 may be taken for credit, not both. MATH 138 is required before taking MATH& 148. Fulfills quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH 099 with a B- or better.

MATH& 141

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& 141 or MATHY 138 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment or MATH 099 with a B- or better.

MATH& 142

Precalculus II • 5 CR

Prepares students for the MATH& 151/152/153 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 BC. **Prerequisite:** Placement by assessment, or MATH& 141 with a C- or better.

MATH& 148

Business 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& 151 or MATH& 148 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment or MATH 138 with a C- or better.

MATH& 151

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& 151 or MATH& 148 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment or MATH& 142 with a C- or better, or Advanced Placement score of 2 or higher on AB or BC exam.

MATH& 152

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 BC. **Recommended:** MATH& 151.

MATH& 153

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 BC. **Recommended:** MATH& 152.

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, MATH& 153 or MATH 208 and/or MATH 238. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

MATH 208

Introduction to Linear Algebra • 5 CR

Introduces the vocabulary, algebra, and geometry of vector spaces in "R" and function spaces. Students use matrix methods and vectors to explore systems of linear equations and transformations. Also presents elementary theory of eigenvalues. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Recommended:** MATH& 153.

MATH 225

Vector Calculus • 5 CR

Course topics include multiple integration, line and surface integrals and the theorems of Green, Gauss and Stokes with applications. Related topics such as conservative vector fields, change of variables in special coordinate systems, the higher-dimensional Taylor's Theorem and constrained optimization will be considered. **Prerequisite:** Multivariable Calculus (MATH& 254).

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 BC. **Recommended:** MATH& 153.

MATH 240

Scientific Computation • 5 CR

Introduction to numerical methods used to solve problems in the sciences and engineering. Students will use software to solve problems and communicate the results of calculations. Awareness of appropriate software tools to help analyze a physical problem and the limitations and strengths of these tools will be emphasized. **Prerequisite:** MATH 208. **Recommended:** MATH 238.

MATH& 254

Calculus IV • 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 BC. **Recommended:** MATH& 152.

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, MATH& 153 or MATH 208 and/or MATH 238. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

Course Descriptions

Medical Dosimetry

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

See Radiation and Imaging Sciences, pages 186-191.

Meteorology

SCIENCE DIVISION

METR 101

Introduction to the Weather • 5 CR

Introduces the study of the weather, including atmospheric properties and processes that control temperature, wind, precipitation, and storm systems. Students also discuss weather forecasting, air pollution, and climate change. Format may include field trips and guest lectures.

METR 199

Individual Studies in Meteorology • V1-5 CR

METR 211

Global Warming: Causes and Consequences • 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

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.

MUSC 100*

Concert Choir I • V1-3

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. **Prerequisite:** Audition and permission of instructor.

MUSC 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.

MUSC 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.

MUSC 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 MUSC 100.

MUSC 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 MUSC 100 or MUSC 200 for 3 of their 6 quarters.

MUSC& 105

Music Appreciation • 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.

MUSC 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 MUSC 106 or permission of instructor.

MUSC 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.

MUSC 109*

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 MUSC 109 must be concurrently registered in MUSC 100 unless waived by the department.

MUSC 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.

MUSC 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:** MUSC 110 or permission of instructor.

MUSC 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:** MUSC 111 or permission of instructor.

MUSC 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.

MUSC 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 MUSC 113.

MUSC 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.

MUSC 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.

MUSC 117

Music of the World • 5 CR

Examines the varied ways music is used and performed in selected non-Western cultures, such as Africa, India, the Middle East, China, Japan, Indonesia, Latin America, and Native North America. Includes styles and methods of music making, music's relationship to religion, magic, social structure, language, politics, philosophy and aesthetics, and the impact of historical migration and dispersions of ethnic groups.

MUSC 118

History of Music in Film • 5 CR

Presents a comprehensive survey of the history of film music from the genre's precursory influences to the present day. Topics include: historically significant film composers from the Hollywood and international scenes, genre specific film scoring trends and compositional techniques, and an overview of the film music business. **Recommended:** College level reading and writing skills. Past experience performing or composing music is helpful but not necessary.

MUSC 120*

Class Voice Vocal Group 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.

MUSC 126*

Beginning College Choir • 3 CR

A non-audition vocal ensemble. Open to all students interested in the basics of choral singing. Students rehearse and perform choral music from a variety of eras and styles. Includes the study of vocal technique and choral musicianship skills. Quarterly concerts are required.

MUSC 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.

MUSC 131*

Group Piano Instruction II • 2 CR

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

MUSC 132*

Group Piano Instruction III • 2 CR

Continues MUSC 131 with intermediate level piano keyboard repertory. **Recommended:** Completion of MUSC 131.

MUSC 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.

MUSC 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.

MUSC 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.

MUSC 140*

First-Year Private Instruction • 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 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.

MUSC 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.

MUSC 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.

MUSC 151

MIDI Sequencing I • 3 CR

Gives hands-on opportunities to create music using the equipment introduced in MUSC 150. Students complete at least three sequences. May be repeated for a maximum of 18 credits. **Prerequisite:** MUSC 150. Highly **Recommended:** Basic piano and keyboard experience or permission of instructor.

Course Descriptions

MUSC 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:** MUSC 151 or entry code.

MUSC 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. **Prerequisite:** Completion of MUSC 156 with a C- or better or permission of instructor. **Recommended:** DMA 152.

MUSC 156

Audio Engineering & 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.

MUSC 157

Audio Engineering & 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:** MUSC 156.

MUSC 158

Audio Engineering & Production III • 5 CR

Covers intermediate techniques in recording, mixing down, and mastering music projects. Students work with analog and digital mixing consoles. Includes the history and theories of multi-track technology, analog and digital recording. **Prerequisite:** MUSC 156 and permission of instructor. **Recommended:** MUSC 157.

MUSC 161

Community Musical Production • V1-5 CR

MUSC 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.

MUSC 200*

Concert Choir II • V1-3 CR

Offers performance opportunities for student singers who have completed three quarters of MUSC 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. **Prerequisite:** Audition and permission of instructor.

MUSC 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 MUSC 103 and permission of instructor (audition). Students must schedule MUSC 100 for 3 of their 6 quarters in music.

MUSC 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 MUSC 105 or MUSC 109. May be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor (audition) by entry code. Students registered in MUSC 205 must be concurrently enrolled in MUSC 200 unless waived by the department.

MUSC 206*

BC Jazz Band • 3 CR

Offers performance opportunities for instrumentalists within the Stage Band instrumentation who have completed three quarters of MUSC 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 MUSC 206 after 3 quarters (9 credits) in MUSC 106.

MUSC 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:** MUSC 112 or permission of instructor.

MUSC 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:** MUSC 210 or permission of instructor.

MUSC 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:** MUSC 211 or permission of instructor.

MUSC 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 MUSC 140 or MUSC 143 and permission of program chair.

MUSC 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 MUSC 140 or MUSC 143 or permission of program chair.

MUSC 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 & Computing Systems

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

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 completion of ENGL 092 or 093 CR with a C or better and IT 101, or DMA 107. Students 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 completion of ENGL 092 or 093 CR 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 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 with a C or better.

NSCOM 205

Cisco CCNA Security • 5 CR

Demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. Emphasizes core security technologies, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies. **Prerequisite:** NSCOM 204 with a C or better or current Cisco CCNA or CCNP certification in routing and switching.

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:** Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR with a C or better. **Recommended:** IT 101 or BTS 161.

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:** Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR with a C or better. **Recommended:** IT 103, NSCOM 201.

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 221 at BC 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 at BC 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.

Neurodiagnostic Technology

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

NDT 100

Biomedical Electronics • 2 CR

Introduction to the field of EEG and its use in medicine and surgery. Emphasizes: instrumentation, principles of conversion between analog and digital signals, localization techniques for bipolar and referential montage, and the purpose of bipolar and referential montage. Technical principles in actual operation of a laboratory are introduced in the classroom and applied in the clinical area of EEG. **Prerequisite:** Acceptance into program. Previously ENDT 100. Either ENDT 100 or NDT 100 may be taken for credit, but not both.

Course Descriptions

NDT 101

Introduction to EEG • 6 CR

Introduction to the field of EEG and its use in medicine and surgery. Emphasizes: patient hook-up, history taking, and handling of patients. Technical principles in actual operation of a laboratory are introduced in the classroom and applied in the clinical area of EEG. **Prerequisite:** Acceptance into program. Previously ENDT 101. Either ENDT 101 or NDT 101 may be taken for credit, but not both.

NDT 102

Applied Neurophysiology • 5 CR

Advanced neuroanatomy of the central nervous system. Identifies the role of the brainstem in controlling body functions and maintaining equilibrium. Includes functions of the musculoskeletal system. Analyzes the nervous control of cardiac muscles, including the autonomic nervous system. **Prerequisite:** Acceptance into program. Previously ENDT 102. Either ENDT 102 or NDT 102 may be taken for credit, but not both.

NDT 103

Intermediate EEG • 3 CR

Expand knowledge in the field of EEG and its use in medicine and surgery. Emphasizes recognizing normal and abnormal EEGs, including epilepsy, diffuse encephalopathy, and focal brain lesions. Technical principles in actual operation of a laboratory are introduced in the classroom and applied in the clinical area of EEG. **Prerequisite:** NDT 101. Previously ENDT 103. Either ENDT 103 or NDT 103 may be taken for credit, but not both.

NDT 104

Clinical Correlates I • 3 CR

Explores the clinical correlates for EEG, recognizing diseases and syndromes related to EEG, and how they relate to the EEG recording. Previously ENDT 104. Either ENDT 104 or NDT 104 may be taken for credit, but not both.

NDT 105

Advanced EEG • 3 CR

Broaden knowledge of EEG findings in neurological diseases. Emphasizes: assessing and analyzing brain death, neonates, organic brain syndromes and dementias, medication effects and the EEG, and bedside recording. **Prerequisite:** NDT 105. Previously ENDT 105. Either ENDT 105 or NDT 105 may be taken for credit, but not both.

NDT 106

Applied Evoked Potential • 4 CR

Introduction to the fundamentals of evoked potential, including sensory pathways, digital instrumentation, obligate wave forms, and technical reporting. Previously ENDT 106. Either ENDT 106 or NDT 106 may be taken for credit, but not both.

NDT 120

Intermediate EEG Skills • 3 CR

Continuing study of the field of EEG and its use in medicine and surgery. Emphasizes: patient hook-up, history taking, and handling of patients. Technical principles in actual operation of a laboratory are introduced in the classroom and applied in the clinical area of EEG. Previously ENDT 120. Either ENDT 120 or NDT 120 may be taken for credit, but not both.

NDT 121

Advanced EEG Skills • 2 CR

Broadens knowledge of EEG findings in neurological diseases. Emphasizes: assessing and analyzing brain death, neonates, organic brain syndromes and dementias, medication effects and the EEG, and bedside recording. **Prerequisite:** NDT 120. Previously ENDT 121. Either ENDT 121 or NDT 121 may be taken for credit, but not both.

NDT 130

EEG Clinical I • 4 CR

Performance of clinical EEG along with recognizing and understanding the test result displayed. Previously ENDT 130. Either ENDT 130 or NDT 130 may be taken for credit, but not both.

NDT 131

EEG Clinical II • 4 CR

Performance of clinical EEG and evoked potential along with recognizing and understanding the test result displayed. **Prerequisite:** NDT 130. Previously ENDT 131. Either ENDT 131 or NDT 131 may be taken for credit, but not both.

NDT 132

EEG Clinical III • 5 CR

Performance of clinical EEG and evoked potential along with recognizing and understanding the test result displayed. **Prerequisite:** NDT 131. Previously ENDT 132. Either ENDT 132 or NDT 132 may be taken for credit, but not both.

NDT 200

Clinical Correlates II • 3 CR

Explores the clinical correlates for evoked potential, long-term epilepsy monitoring, nerve conduction velocity and intraoperative monitoring, including indications for intraoperative neurophysiological changes and intraoperative monitoring. Classifies pharmacological agents according to their use in the surgical environment. Analyzes the effects of anesthetic agents. **Prerequisite:** NDT 104. Previously ENDT 200. Either ENDT 200 or NDT 200 may be taken for credit, but not both.

NDT 201

NDT Theory I • 3 CR

Introduce other neurodiagnostic recordings used in the neurological area. Emphasizes: polysomnography (sleep disorders) and long-term epilepsy monitoring. Previously ENDT 201. Either ENDT 201 or NDT 201 may be taken for credit, but not both.

NDT 202

NDT Theory II • 3 CR

Introduce other neurodiagnostic recordings used in the neurological area. Emphasizes: nerve conduction velocity testing and intraoperative monitoring. **Prerequisite:** NDT 201. Previously ENDT 202. Either ENDT 202 or NDT 202 may be taken for credit, but not both.

NDT 203

NDT Registry Review • 1 CR

Comprehensive review of theory pertaining to EEG and evoked potential in preparation for the national exams. Reviews resumes, job-seeking skills, and practice skills for employment. **Prerequisite:** NDT 201. Previously ENDT 203. Either ENDT 203 or NDT 203 may be taken for credit, but not both.

NDT 220

NDT Skills I • 2 CR

An introduction to other neurodiagnostic recordings used in the neurological area. Emphasis will be placed on polysomnography (sleep disorders) and long-term epilepsy monitoring. Previously ENDT 220. Either ENDT 220 or NDT 220 may be taken for credit, but not both.

NDT 221

NDT Skills III • 2 CR

Introduce other neurodiagnostic recordings used in the neurological area. Emphasizes: intraoperative monitoring and nerve conduction velocity. **Prerequisite:** NDT 220. Previously ENDT 221. Either ENDT 221 or NDT 221 may be taken for credit, but not both.

NDT 230

NDT Clinical I • 4 CR

Performance of EEG and evoked potential with minimal supervision. Observe polysomnography and long-term epilepsy monitoring. Previously ENDT 230. Either ENDT 230 or NDT 230 may be taken for credit, but not both.

NDT 231

NDT Clinical II • 4 CR

Performance of EEG and evoked potential with minimal supervision. Observe intraoperative monitoring and nerve conduction velocity testing. **Prerequisite:** NDT 230. **Prerequisite:** NDT 220. Previously ENDT 231. Either ENDT 231 or NDT 231 may be taken for credit, but not both.

NDT 232

NDT Clinical III • 12 CR

Performance of EEG, evoked potential, polysomnography, intraoperative, nerve conduction studies, and long-term epilepsy monitoring, all within the clinical setting with minimal supervision. **Prerequisite:** NDT 231. Previously ENDT 232. Either ENDT 232 or NDT 232 may be taken for credit, but not both.

Nuclear Medicine Technology

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

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 imaging process. **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.

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

Patient Care in Nuclear Medicine • 1 CR

Presents nursing procedures relating to nuclear medicine. Topics include patient assessment, oxygen administration, infection control, intravenous drug administration, vasovagal and anaphylactic reactions, basic pharmacology, sedation, medical and legal issues, 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, 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 an introduction to the practice of nuclear medicine 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 include 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 include 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 include 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 include 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.

Course Descriptions

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. Main emphasis is on identifying organs of the head, neck, chest, abdomen, and pelvis on CT and MR images. **Prerequisite:** Acceptance into the program or permission of program chair.

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 hematology and immunology, laboratory techniques in nuclear medicine, Schilling test, H. pylori breath testing, blood volume determination, bone densitometry, radioimmunotherapy, and advanced nuclear neurology. **Prerequisite:** Acceptance into program.

NMTEC 275

Board Preparation • 1 CR

Prepares students for the NMTCB exam by reviewing all aspects of nuclear medicine technology and giving practice tests. Students focus on practical application of the basic science knowledge gained throughout the program. 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 or permission of program chair.

NMTEC 299

Independent Study in Nuclear Medicine • V1-12 CR

Provides clinical experience in nuclear medicine technology under the direction of a nuclear medicine technologist, a physician, or a researcher. **Prerequisite:** permission of a program chair.

Nursing

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

NURS 099

Nursing Student Success • 1 CR

Designed for first quarter students in the nursing program. Focuses on study and organizational skills, test taking skills and strategies, critical thinking skills, time management, and support to help students succeed in the nursing program.

NURS 100X

Foundations of Nursing • 7 CR

Provides the framework for nursing theory. Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain clinical experiences in extended-care facilities. Course consists of two components: 100X and 100Z. **Prerequisite:** Acceptance into program.

NURS 100Y

Foundations of Nursing Skills Lab • 2 CR

This is the lab portion of Nursing Fundamentals. In this class nursing assessment and other fundamental skills like medication administration are learned prior to students' first hands-on experience with clients. **Prerequisite:** Admission to program.

NURS 100Z

Foundations of Nursing Clinical • 3 CR

Clinical component for NURS 100X. Students gain experience in rehabilitation facilities correlating with and implementing nursing theory. **Prerequisite:** Acceptance into program.

NURS 101X

Nursing Care of the Adult Client I • 6 CR

The first of three medical/surgical courses focusing on acute and chronic health dysfunctions in the adult client. Students gain clinical experience in acute-care settings. Course consists of two components: 101X and 101Z. **Prerequisite:** NURS 100X and 100Z.

NURS 101Y

Nursing Care of the Adult Client Skills Lab • 1 CR

A variety of acute care nursing skills provide baseline competency prior to entry into acute care clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform demonstrations. **Prerequisite:** N100X, N100Y, N100Z.

NURS 101Z

Nursing Care of the Adult Client I Clinical • 5 CR

Clinical component for NURS 101X. Students gain experience in health agencies correlating with and implementing nursing theory. **Prerequisite:** **Prerequisite:** NURS 100X and 100Z.

NURS 102X

Nursing Care of the Adult Client II • 6 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:** NURS 101X and 101Z.

NURS 102Y

Nursing Care of the Adult Client II Skills Lab • 1 CR

A variety of acute care nursing skills provide baseline competency prior to entry into acute care clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform demonstrations and simulation. **Prerequisite:** NURS 101X, NURS 101Y, and NURS 101Z.

NURS 102Z

Nursing Care of the Adult Client II Clinical • 5 CR

Clinical component for NURS 102X. Students gain experience in health agencies correlating with and implementing nursing theory. **Prerequisite:** NURS 101X and 101Z.

NURS 110X**Nursing Fundamentals Theory • 7 CR**

Introduces relevant theoretical concepts related to fundamentals of nursing practice, such as nursing process, ethical and legal framework for nursing practice, pharmacological principles, biological and sociocultural concepts related to meeting basic needs and health issues across the lifespan. *Prerequisite:* Acceptance into program.

NURS 110Y**Nursing Fundamentals Skills Lab • 2 CR**

A variety of fundamental nursing skills, including physical assessment, medication administration, and IV therapy provide baseline skills prior to entry into the clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform return demonstrations. *Prerequisite:* NURS 110Y

NURS 110Z**Nursing Fundamentals Clinical • 3 CR**

Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biological, physiological, and psychosocial needs of the client. Students gain clinical experiences in rehabilitation and extended-care facilities. *Prerequisite:* NURS 110X and NURS 110Y.

NURS 111X**Acute Care Nursing I Theory • 6 CR**

The first of four medical-surgical courses focusing on acute and chronic health dysfunctions in the adult client. These include nursing and pharmacological management of clients with a variety of medical and surgical diagnosis. *Prerequisite:* NURS 110X.

NURS 111Y**Acute Care Nursing I Skills Lab • 2 CR**

A variety of acute care nursing skills provide baseline competency prior to entry into acute care clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform demonstrations. *Prerequisite:* NURS 111X and NURS 110Y.

NURS 111Z**Acute Care Nursing I Clinical • 5 CR**

Clinical component for NURS 111X. Students gain experience in a medical-surgical acute-care facility correlating theory instruction and implementing nursing process. *Prerequisite:* NURS 110Z and 111Y.

NURS 112X**Acute Care Nursing II Theory • 2 CR**

The second of four medical-surgical courses focusing on acute and chronic health dysfunctions in the adult client. These include nursing and pharmacological management of clients with a variety of medical and surgical diagnosis. *Prerequisite:* NURS 111X.

NURS 113X**Acute Care Nursing III Theory • 4 CR**

The third of four medical-surgical courses focusing on acute and chronic health dysfunctions in the adult client. These include nursing and pharmacological management of clients with a variety of medical and surgical diagnosis.

NURS 113Z**Acute Care Nursing III Clinical • 5 CR**

Clinical component for NURS 113X. Students gain experience in a medical-surgical acute-care facility correlating theory instruction and implementing nursing process. *Prerequisite:* NURS 113X and NURS 111Z.

NURS 114X**Gerontology Nursing • 1 CR**

This course covers the biological, psychosocial, cultural, and environmental challenges associated with aging and the geriatric client. Awareness of these changes and challenges assists the student to effectively plan, negotiate, and implement client-specific strategies of care. *Prerequisite:* NURS 113X.

NURS 199**Independent Lab • 1 CR**

This is an independent nursing lab class where students can review and practice nursing skills learned in the nursing program. *Prerequisite:* admission to the nursing program.

NURS 220X**Maternal/Child Health 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:* NURS 102X and NURS 102Z, and completion of either N221X or N221Z.

NURS 220Y**Maternal and Child Health Nursing Skills Lab • 1 CR**

A variety of maternity and pediatric acute care nursing skills provide baseline competency prior to entry into the maternity and pediatric care clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform demonstrations and simulation. *Prerequisite:* NURS 221Z.

NURS 220Z**Maternal/Child Health Nursing Clinical • 4 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:* N102X and N102Z, and completion of either N221 or N221Z.

NURS 221X**Behavioral Health and Gerontological Nursing • 7 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:* NURS 102X and 102Z.

NURS 221Z**Behavioral Health and Gerontological 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:* NURS 102X and 102Z.

NURS 222X**Transition to Professional Nursing Practice • 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:* NURS 220X, 220Z, 221X, and 221Z.

Course Descriptions

NURS 222Y

Transition to Professional Nursing Skills Lab • 1 CR

This course the students will review the advanced nursing skills learned in previous lab classes in preparation to entering their last clinical rotation prior to graduation. They will participate in advanced simulation scenarios that correspond with their current level of training and participate in a nursing informatics module. **Prerequisite:** NURS 221X, NURS 221Z, NURS 220X, and NURS 220Z.

NURS 222Z

Transition to Professional Nursing Practice • 5 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:** NURS 220X, 220Z, 221X, and 221Z.

NURS 224X

Professional Role Transitions Theory • 6 CR

This is 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. **Prerequisite:** NURS 233X and NURS 233Z.

NURS 224Y

Professional Role Transitions Skills Lab • 2 CR

Students maintain competency of all nursing skills previously learned and have the opportunity to practice and perform return demonstrations. Variety of clinical simulations performed using a high velocity simulation mannequin. **Prerequisite:** NURS 230Z, 231Z and 233Z.

NURS 224Z

Professional Role Transitions Clinical • 2 CR

Provides clinical experience in advanced medical-surgical nursing in a variety of acute care facilities. **Prerequisite:** NURS 224X.

NURS 230X

Mental Health Nursing Theory • 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:** NURS 114X and NURS 113Z.

NURS 230Z

Mental Health Nursing Clinical • 4 CR

Clinical component for NURS 230X. Students gain experience in a mental health acute care and outpatient facilities, correlating theory instruction and implementing nursing process. **Prerequisite:** NURS 114X and NURS 113Z.

NURS 231X

Pediatric Nursing Theory • 4 CR

Focuses on 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:** NURS 230X.

NURS 231Y

Pediatric Nursing Skills Lab • 1 CR

A variety of acute-care pediatric nursing skills provide baseline competency prior-entry into acute-care pediatric clinical facilities. Students learn hands-on pediatric nursing skills and have the opportunity to practice and perform return demonstrations. **Prerequisite:** NURS 230X and NURS 230Z.

NURS 231Z

Pediatric Nursing Clinical • 3 CR

Includes community-based clinical observation as well as in-hospital experience in delivery of care of ill children and their families. **Prerequisite:** NURS 230X and NURS 230Z.

NURS 233X

Maternal Newborn Nursing Theory • 3 CR

This course focuses on women's health promotion and maintenance and family-centered nursing care of the maternal and newborn populations. Students learn how to promote health maintenance, provide preventive care, and manage complications through the antepartum, intrapartum and postpartum periods of childbirth. **Prerequisite:** NURS 231X and NURS 231Z.

NURS 233Z

Maternal Newborn Nursing Clinical • 1 CR

This course focuses on clinical observations, as well as in-hospital experience in labor/delivery, mother/baby care, and the care of pregnant mother and newborn. **Prerequisite:** NURS 231X and NURS 231Z.

NURS 290

Global Health and Nursing • 5 CR

Focuses on global health care within the domain of community health nursing and culturally competent practice. Provides students an opportunity to apply community health concepts in an international environment: gaining experience in diverse health care settings and participating in a community nursing health project. **Prerequisites:** NURS 100X and NURS 100Z, NURS 101X and NURS 101Z.

Nutrition

SCIENCE DIVISION

NUTR 100

Personal Nutrition • 5 CR

A personal yet scientific view of human nutrition. Topics include digestion, absorption and nutrient requirements for healthy living, use of food additives, food fads and diets, food safety and world hunger.

NUTR& 101

Nutrition • 5 CR

Study of human nutrition and health. Topics include digestion, absorption and processing nutrients in the body; chemistry and functions of the major nutrients: carbohydrates, fat, protein; vitamin and mineral functions; food, culture and diet, energy balance, diet and metabolism; fitness and health; nutrition of the life cycle, food safety and local and world hunger issues. **Prerequisite:** BIOL& 160 or CHEM& 121 or concurrent enrollment in BIOL& 160. Previously NUTR 130 Nutrition and the Human Body.

Occupational Life Skills (OLS)

SELECTIVE DEGREE PROGRAM

OLS 100

Nutrition Health & Fitness I • 2 CR

Examines the concept of a balanced diet, exercise and health, wellness and food safety. Nutritional models are presented to allow the student to understand and build a healthy lifestyle. **Prerequisite:** OLS 107, 110, and 111 and Acceptance into the program.

OLS 101

Nutrition Health and Fitness II • 2 CR

Builds upon the concepts taught in OLS 100 to develop personal health and wellness that lead to a healthy lifestyle. Personal plans are developed and implemented. **Prerequisite:** OLS 100 and Acceptance into the program.

OLS 102

Human Sexuality • 2 CR

Explores sexual attitudes, beliefs, and stereotypes within the context of the students' immediate environment. Students examine adult lifestyles, sexual relationships, reproduction, and responsible sexual behavior. **Prerequisite:** OLS 107, 110, 111 and Acceptance into the program.

OLS 104

Disability Awareness • 2 CR

Designed to increase awareness of different types of disabilities within our community. Individuals reflect upon their own disability and when and how to disclose this information. **Prerequisite:** OLS 110, 143, 170 and Acceptance into the program.

OLS 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.

OLS 106

Communication in the Workplace • 2 CR

Communication in the workplace is unique to the environment. Understanding the use of assertive language, how to manage a conflict, solve a problem, and job finding skills are all related to being an effective communicator. Career networking is introduced. **Prerequisite:** OLS 105 and Acceptance into the program.

OLS 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.

OLS 110

Learning Strategies • 2 CR

Presents different learning modalities and personal styles to articulate learning needs to others. Covers basic skills such as time management and organization. Students use templates and processes for effective reading and writing practices. **Prerequisite:** Acceptance into the program.

OLS 111

Learning Strategies in the College Environment • 2 CR

Covers specific methods of note taking, actively reading, researching information, writing research papers, presenting and producing effective writing and incorporating personal learning styles for success. Academic disclosure is discussed. **Prerequisite:** OLS 110 and Acceptance into the program.

OLS 112

News and Daily Living • 3 CR

Discusses the types of news and how it affects your daily life. Covers the correlation between reality and representation and how various points of view enter into the elements of news and applying it into an article. **Prerequisite:** OLS 110, 111, 140, 141 and Acceptance into the program.

OLS 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.

OLS 114

Critical Thinking through Media • 2 CR

Explores how media advertising works and why it is so successful with consumers. Analyzes the way buyers are influenced. Takes advertising and correlates it into purchase choices and personal attitudes. **Prerequisite:** OLS 110, 111, 112, 113 and Acceptance into the program.

OLS 120

Personal Finance I • 2 CR

First course in the personal finance series. Students participate in developing a foundation of money management, the use of finance tools, and skills necessary for independent financial success. **Prerequisite:** OLS 110, 111, 140, 141 and acceptance into the program.

OLS 121

Personal Finance II • 2 CR

Second course in the personal finance series. Students participate in compiling a spending journal, reflecting on wants and needs that develop into a personal budget. Covers basic financial concepts, safe practices when buying an item online, use of a credit or debit card, and using a savings account. **Prerequisite:** OLS 120, 141 and Acceptance into the program.

OLS 122

Personal Finance III • 2 CR

Third course in the personal finance series. Students participate in hands-on activities including creating and using their own budget and balancing accounts. Examines use of credit cards, money scams, and paycheck information. Focus is on applying personal money management knowledge in real and simulated situations to improve how to view and handle money. **Prerequisite:** OLS 120, 121 and Acceptance into the program.

OLS 123

Environment & Our Community I • 2 CR

First in a three course series that address our impact on the Puget Sound, the dynamic nature of the physical environment and how people's interactions shape the world around us. Critical thinking and problem solving are used to determine sense of space. **Prerequisite:** OLS 110, 111, 130 and acceptance to the program.

OLS 124

Environment & Our Community II • 2 CR

Second in a three course series. Continues to build awareness of the Puget Sound by engaging students in the pressing issues facing our communities. **Prerequisite:** OLS 123 and acceptance to the program.

OLS 125

Environment & Our Community III • 2 CR

Third in a three course series focusing on individual connection to place. Students explore their own relationship to the Puget Sound through the lens of service and volunteerism identifying ways they can contribute to the environmental movement. **Prerequisite:** OLS 124 and acceptance to the program.

OLS 126

Cultural Awareness • 2 CR

Increases cultural awareness both locally and globally. Students begin by reflecting on their own culture and examine how cultural diffusion affects the lens in which they see the world. Students explore how culture, gender, race, politics, and religion shape their lives and the importance of diversity. **Prerequisite:** OLS 111, 113, 114 and acceptance to the program.

OLS 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.

Course Descriptions

OLS 134

Social Change in America • 2 CR

Students examine cases of social change to understand how and why change occurs. Students identify and issue and make a plan to initiate or continue with others toward social change in their community. *Prerequisite:* OLS 111, 113, 114 and Acceptance into the program.

OLS 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.

OLS 140

Introduction To Computers • 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.

OLS 141

Computer Fundamentals • 2 CR

Builds on material in OLS 140 with Microsoft Word, PowerPoint, Excel and Outlook. Includes resumes and cover letters and professional versus personal computer use. *Prerequisite:* OLS 140 or permission of instructor.

OLS 142

Computer Applications in the Workplace • 3 CR

Expands on Word, PowerPoint, Excel and Outlook material covered in OLS 141. Introduces Photoshop and basic publishing applications. *Prerequisite:* OLS 140 and 141 and Acceptance into the program.

OLS 143

Career Portfolio • 1 CR

Students begin developing a career portfolio based on courses taken, adding to the document throughout the program identifying personal values and strengths. The information is used to begin a career pathway setting an initial career goal. *Prerequisite:* OLS 105, 106, 110 and 111 and Acceptance into the program.

OLS 144

Office Procedures and Customer Service • 2 CR

Covers basic office skills includes filing, faxing, copying, answering telephones, and handling money and customer service skills focusing on the interaction with others and handling conflict. *Prerequisite:* OLS 106, 111, 141, 174 and Acceptance into the program.

OLS 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.

OLS 151

Self Defense for Mind & Body • 1 CR

Develop body awareness with basic knowledge about and applications of self-defense including hand and foot techniques, blocks, defense zones, and the eight directional movements. Explore techniques for conflict resolution and philosophy. Structured to accommodate special needs learners. *Prerequisite:* Acceptance to the program.

OLS 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.

OLS 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.

OLS 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.

OLS 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.

OLS 158

Introduction to the Theatre • 1 CR

Explores the theatre experience from a variety of perspectives, including the audience, the playwright, the actor, the designer, and the director. Attendance at a performance on campus is required. *Prerequisite:* Entrance to the program.

OLS 159

Introduction to Acting • 2 CR

Introduces the basic techniques and tools used by the actor. Moving from improvisation to scene work, students learn warm ups, theatre games, vocal physical and emotional awareness, listening skills, and beginning textual analysis using objectives, obstacles and tactics. *Prerequisite:* Entrance to the program.

OLS 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.

OLS 161

Visual Thinking II • 2 CR

Continues and builds upon concepts covered in OLS 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:** OLS 160 or permission of instructor.

OLS 162

Radio Theatre • 2 CR

Improves reading and speaking skills, and explores 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.

OLS 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.

OLS 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.

OLS 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.

OLS 166

Music Appreciation • 2 CR

Music is a key element of all cultures across space and time. Designed to give students an appreciation for how the finer elements of music are deeply shaped by the culture of technology and time. Offers critical thinking skills and an appreciation for multiple perspectives. **Prerequisite:** Acceptance into the program.

OLS 170

Self Determination • 2 CR

Using strengths, skills, and accomplishments students assess personal needs and accommodations. Includes effective assertive communication to have needs and accommodations considered or met. Students set measurable goals and develop an action plan. **Prerequisite:** OLS 105, 110 and Acceptance into the program.

OLS 171

Self Determination in the Workplace • 2 CR

Presents methods for advocating for yourself in a professional environment during an interview, how to ask for accommodations, and ask for help as needed. Includes interviewing skills both in group and one on one situations. Covers basic knowledge of ADA, labor laws, unions, and OSHA. **Prerequisite:** OLS 106, 111, 170, 174, and Acceptance into the program.

OLS 172

Workplace Problem Solving • 2 CR

Applies problem solving techniques and strategies to various workplace situations to help students handle any difficulties. Also covers resumes, cover letters and job searching techniques. **Prerequisite:** OLS 106, 111, 174 and Acceptance into the program.

OLS 174

Career Exploration • 3 CR

Continues OLS 143. Develops a career pathway from information gathered through research, career assessments, job clusters from testing results, and job site observations. Specific career goals are set with measureable outcomes. **Prerequisite:** OLS 106, 111, 143 and Acceptance into the program.

OLS 175

Field Experience I • 4 CR

Combines practical work experience with course objectives. Focuses on strengthening time and task management skills, clear and professional communication and utilizing job search resources. Students are required to participate in no less than nine hours per week at their internship site. **Prerequisite:** OLS 171, 172, 174 and Acceptance into the program.

OLS 176

Field Experience II • 4 CR

Examines and discusses participation and communication in the integrated internship experience. Focuses on workplace problem solving, practicing job search, practical interview techniques and portfolio assembly. Students are required to participate in no less than nine hours per week at their internship site. **Prerequisite:** OLS 171, 172, 174, 175 and Acceptance into the program.

OLS 177

Workplace Readiness • 2 CR

Presents skills needed to participate professionally in the workforce. Includes securing an internship site and examines and updates professional publications. Students discuss and construct a professional network, and examine and experience current interviewing styles. Interviews are scheduled and conducted. **Prerequisite:** OLS 106, 171, 174 and Acceptance into the program.

OLS 179

Controversial Issues in the Workplace • 2 CR

Examine controversial issues in the workplace such as gender or racial discrimination, the ADA, harassment, sweatshops, and unions through case studies, related court cases and laws and current news stories. Structured to accommodate special needs learners. **Prerequisite:** OLS 170, 171, 172 and acceptance into the program.

OLS 180

Individual Study • 2 CR

Students develop a plan with a faculty advisor that includes further education, learning objectives, worksite experiences or activities, and evaluation specific to their career pathway. **Prerequisite:** OLS 106, 171, and OLS 174, and permission of program manager.

OLS 199

Individual Study in Occupation and Life Skills • V1-2 CR

Students develop a plan with a faculty advisor that includes further education, learning objectives, worksite experiences or activities, and progress and evaluation specific to their career pathway. **Prerequisite:** OLS 106, 171, 174 and acceptance into the program.

Course Descriptions

Oceanography

SCIENCE DIVISION

OCEA& 101

Introduction to Oceanography w/ Lab • 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 BC.

OCEA 110

Environmental Oceanography • 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. Examined in the context of the innate relationship between humans and the sea. Same as ENVS 110. Either OCEA 110 or ENVS 110 may be taken for credit, not both.

OCEA 199

Individual Studies in Oceanography • V1-5 CR

Parent Education & Early Learning

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

PARED 135

Special Topics in Parent Education • V1-5 CR

Studies selected topics or special seminars in parent education.

PARED 136

Parent Education for Parents of Young Children • 2 CR

Focuses on the parent role in nurturing and understanding the development of their young child. Provides opportunities for parents to build skills that contribute to the healthy growth and development of their child.

PARED 294

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.

PARED 195

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.

PARED 296

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.

PARED 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 suitable for general education, personal interest, and transfer purposes. Introduction to Logic and Critical Reasoning fulfill the A.A.S Basic Skills requirement for Quantitative and Symbolic Reasoning. Students pursuing an Associate in Arts and Science transfer degree may elect to complete an "academic concentration" in Philosophy by completing 20 credits in the concentration discipline. **Please Note:** students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

A diverse faculty having a wide range of specialties and fields of interest teach our courses. In addition, the department offers both a tutoring service and a philosophy club, the latter hosting debates, lectures, and other presentations. For more information, please contact the Philosophy Department or visit their website at <http://bellevuecollege.edu/philosophy/>.

PHIL& 101

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 BC.

PHIL 112

Introduction to Social Philosophy • 5 CR

Introduces fundamental social and political theories, such as Mill's libertarianism and Rawls's social contract theory. Students also examine concepts of liberty, justice, civil disobedience, democracy, and political rights.

PHIL& 115

Critical Thinking • 5 CR

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies.

PHIL& 120

Symbolic Logic • 5 CR

Introduction to modern symbolic logic emphasizing sentence logic with translation and proofs and quantificational logic with translation and proofs. **Prerequisite:** Placement by assessment into MATH 099, or completion of MATH 098 with a C or better.

PHIL 122

Environmental Ethics • 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 BC.

PHIL 145

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 194/195/196/197

Special Topics in Philosophy • V1-5 CR

Covers supplemental or unusual topics related to Philosophy. Topics are announced in the quarterly class schedule.

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 POLS 201. Either PHIL 201 or POLS 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 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 CJ 248. Either PHIL 248 or CJ 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 BUS 260. Either PHIL 260 or 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 294/295/296/297

Special Topics in Philosophy • V1-5 CR

Covers supplemental or unusual topics related to Philosophy. Topics are announced in the quarterly class schedule.

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

Examine ethical issues that arise in healthcare, such as provider-patient relations, death and dying, reproductive issues, human and animal experimentation, and bioethics and public policy. Offers the knowledge and skills needed to research, analyze, and evaluate positions taken on these or related issues. Special attention is paid to the practical use of ethics in clinical practice and in public society. *Prerequisite:* Acceptance to the program or permission of instructor.

Physical Education

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

A double asterisk (**) indicates a Physical Education activity course. The one-credit activity PE courses 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.

Course Descriptions

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

Hiking & Orienteering • 1 CR

Introduction to hiking 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. *Recommended:* Participants need to be able to walk 3-4 miles at a sustained pace.

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 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 124

Intermediate Rock Climbing • 1 CR

Introduces experienced climbers to skills necessary for sport lead climbing. Site assessment, lead climbing equipment, rappel techniques and safety issues will be discussed. *Prerequisite:* PE 114 or permission of instructor.

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 131

Intermediate Yoga • 1 CR

Introduces intermediate and advanced yoga techniques to increase balance, core strength, flexibility, and joint stability. Provides intermediate yoga students with a supportive environment to go into more depth in their yoga skills and expand their knowledge and experience of advanced options. *Recommended:* PE 105.

PE 136

Basketball & Flag Football • 2 CR

Presents basic skills and rules in both sports. Basketball: ball handling, passing, shooting, pivoting, and dribbling. Flag football: stances, ball carrying, passing and receiving, kicking, tackling, and centering. Students practice basic elements of offensive and defensive play.

PE 137

Sports Conditioning • 2 CR

Offers activities to help recreational and collegiate athletes reach and maintain fitness levels required for their sports.

PE 151

Contemporary Dance I • 2 CR

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

PE 152

Contemporary Dance II • 2 CR

Continues Contemporary Dance I with longer and more challenging movement combinations. Students should consult with the program advisor to determine ability. May be repeated for a maximum of 6 credits. Same as DANCE 152. Either PE 152 or DANCE 152 may be taken for credit, not both.

PE 159

Basic Acting Movement • 3 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. Same as DRMA 159. Either PE 159 or DRMA 159 may be taken for credit, not both.

PE 194/195/196/197

Special Topics in Fitness • V1-3 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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 211

Fitness Assessment • 2 CR

Developing skills for methods of assessment of body composition, cardio-respiratory fitness, flexibility, and muscular strength/endurance.

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 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 BC 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 239

Outdoor Leadership • 4 CR

Leadership styles and techniques in outdoor education will be explored. Students develop conflict resolution, emotional management and task balancing skills while developing a greater understanding of group dynamics. Risk management issues including recognizing hazards, decision making, site evaluation, accessibility and back country first aid requirements will also be discussed. *Recommended:* HLTH 260.

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 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 267

Applied Kinesiology • 4 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.

PE 294

Special Topics in Physical Education • V1-10 CR

Physics

SCIENCE DIVISION

PHYS& 100

Physics - Basic Concepts • 5 CR

Motion is one of the most familiar aspects of the natural world, but it can be surprisingly difficult to analyze. Through observation, activities, and classroom presentations, students study particles (e.g. baseballs, automobiles) and waves (e.g. sound and water waves) to learn the concepts and skills needed to study motion. Applies wave particle duality to explain the motion of electrons. *Prerequisite:* MATH 099.

PHYS 104

Discoveries in Physics • 6 CR

Introduces physical reasoning and basic concepts in physics. Hand-on activities demonstrate fundamental concepts in geometric optics, electricity, and motion. Designed for students with little or no previous physics. Appropriate for general students including those preparing for PHYS 114 and K-12 teachers. Not sufficient preparation for PHYS 121. *Prerequisite:* MATH 099.

Course Descriptions

PHYS 105

Light and Color • 6 CR

Through hands-on investigation students discover the fundamental physics of light and color including geometric optics, lenses and mirrors, and human vision including color perception. Students will apply course principles to explain natural and human made visual phenomena in their environment and learn how to create desired effects in fields employing visual arts. **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& 142 or equivalent. PHYS 104 is recommended for students with no background in physics.

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& 151 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& 152 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 225

Modern Physics • 5 CR

Presents the special theory of relativity, key phenomena, and experiments of modern physics that led to a break from classical views. Includes an introduction to quantum mechanics. Research based active engagement, pedagogical methods and hands on activities assist conceptual development. **Prerequisite:** MATH& 153 or MATH& 254 and PHYS 123. **Recommended:** MATH 238 or concurrent enrollment.

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 CR) credits. **Prerequisite:** Permission of instructor.

Political Science

SOCIAL SCIENCE DIVISION

POLS& 101

Introduction to Political Science • 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.

POLS 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.

POLS 122

The United Nations • 3 CR

Analyzes the present structure and purpose of the United Nations organization. Seminar format. **Prerequisite:** Permission of the instructor.

POLS 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.

POLS 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.

POLS 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.

POLS 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 POLS 160 or AMST 160 may be taken for credit, not both.

POLS 175**Contemporary Global Issues • 5 CR**

Explores a number of current global issues that have generated tensions and controversy and often placed the U.S. in opposition to world opinion, including nuclear non-proliferation, global warming, the problem of torture, and humanitarian intervention. The role of the United Nations and international law are examined within the framework of national sovereignty and self-interest.

POLS 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.

POLS 198**Seminar in Political Science • V1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

POLS 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.

POLS 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 POLS 201 or PHIL 201 may be taken for credit, not both.

POLS& 202**American Government • 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.

POLS& 203**International Relations • 5 CR**

Examines the struggle for power and peace and the methods by which affairs are conducted between modern nations.

POLS 204**Introduction to Comparative Politics • 5 CR**

Introduces how societies and cultures organize their political, economic and social lives. Through comparison of political systems, students discover unique characteristics, challenges and opportunities as well as how political authority operates focusing on policy process, the economy, the role of citizens, and overall performance in a time of globalization.

POLS 220**Introduction to Law • 5 CR**

Examines comparatively the social, political, behavioral, philosophical, and intercultural dimensions of law and the legal and political aspects of justice, constitutionalism and rights. Explores legal reasoning and how law operates within the broader societal context. Students critically interpret and evaluate legal information.

POLS 221**Advanced United Nations I • 2 CR**

Students analyze the present structure and purpose of the United Nations organization. Advanced students serve as mentors for the introductory students participating in the Bellevue College Model United Nations program. Seminar format. *Prerequisite:* Instructor permission required. *Recommended:* Completion of POLS 121, 122 and 123.

POLS 222**Advanced United Nations II • 3 CR**

Students write position papers, draft resolutions, and navigate the UN's rules of procedure in an attempt to mobilize international cooperation to resolve real international problems. Advanced students serve as mentors for introductory students participating in the Bellevue College Model United Nations program. Seminar format. *Prerequisite:* Instructor permission is required. *Recommended:* Completion of POLS 121, 122, and 123.

POLS 223**Advanced United Nations III • 5 CR**

Students write position papers, draft resolutions, and navigate the UN's rules of procedure in an attempt to mobilize international cooperation to resolve real international problems. Advanced students serve as mentors for introductory students participating in the Bellevue College Model United Nations program. Seminar format. *Prerequisite:* Instructor permission required. *Recommended:* Completion of POLS 121, 122, 123, 221 & 222.

POLS 227**Middle East Politics & Society • 5 CR**

Entails an understanding of Islam as a fundamental socio-economic and political force, the European power of politics of early centuries, U.S. involvement in the region, comparative analysis of governments, political cultures, economic development, regional conflict and terrorism. Same as INTST 227. Either POLS 227 or INTST 227 may be taken for credit, not both.

POLS 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 POLS 230 or HIST 230 can be taken for credit, not both. May be used as social science or humanities credit, not both, at BC.

POLS 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.

POLS 298**Seminar in Political Science • V1-10 CR****POLS 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

IBIT (INSTITUTE FOR BUSINESS
& INFORMATION TECHNOLOGY)

PROG 109

Introduction to Web Development • 5 CR

Introduces fundamental programming techniques using current web development software. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop graphical user interfaces for the web and work with events and objects. **Prerequisite:** Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR with a C or better.

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 BC. **Prerequisite:** Placement by assessment into MATH& 141 or completion of 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 CR with a C or better.

PROG 111

Introduction to C++ Programming • 5 CR

Presents the C++ Programming Language using structured programming techniques and program development methodology. Students design, code, test and debug programs using repetition and decision structures, pointers, functions, and other C++ data structures. **Prerequisite:** Placement by assessment into MATH& 141 or completion of 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 CR with a C or better.

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 with a C or better. Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR 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 BC with a C- or better, and PROG 110 at BC with a C or better.

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 BC 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 with a C or better. Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 CR 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 CR with a C or better. .

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 or BUSIT 103 with a C or better.

PROG 199

Independent Studies in Programming • VI-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 209

Client-Side Web Programming I • 5 CR

Students learn and practice the principles of web application development. Students utilize HTML 5 and JavaScript to build web applications for multiple browsers and devices. Create interactive web content using an interpreted languages such as JavaScript and jQuery libraries. Emphasis is placed on planning and production practices. Either PROG 209 or DMA 262 may be taken for credit, not both. **Prerequisite:** PROG 109 with a C or better.

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 BC with a C- or better.

PROG 219

Client-Side Web Programming II • 5 CR

Students expand their ability to develop client side web applications. Focus is on JavaScript's object-based features, advanced use of JavaScript libraries, and integration with server side data. Build interactive web applications for multiple browsers and devices. Either PROG 219 or DMA 265 may be taken for credit, not both.

Prerequisite: PROG 209 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 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 BC with a C- or better, or entry code.

PROG 270

Introduction to Mobile Computing Technologies • 5 CR

Students are introduced to the concepts associated with Mobile computing technologies. Various current Mobile Computing Technologies are compared and contrasted. Course topics include architecture, design and development of Mobile Applications. Students will understand the business value behind developing mobile applications and will know how to manage a mobile development effort. **Prerequisite:** ENGL& 101 with a C- or better, or permission of instructor.

PROG 272

Implementing a Mobile Solution • 5 CR

Students completing this course are able to design, develop, test, and deploy mobile programs. They understand the mobile application development environment and tools. They are able to work in a team environment and can independently solve programming problems. **Prerequisite:** PROG 120 with a C- or better, or permission of instructor.

PROG 280

Introduction to Cloud Computing • 5 CR

Students are introduced to the concepts of Cloud Computing and Software as a Service. Alternative implementations are considered from technology and business perspectives with analysis of cost, security and performance. The role of senior managers in selecting, implementing and managing a Cloud system is examined. **Prerequisite:** ENGL& 101 with a C- or better, or permission of instructor.

PROG 282

Implementing a Cloud Solution • 5 CR

Students will use current software development tools to create applications and services that can be deployed to the Cloud. Students will develop and manage the components of a Cloud project including storage services and relational database services, and will apply best practice security to their applications. **Prerequisite:** PROG 210 with a C- or better, or permission of instructor.

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

PSYC& 100

General 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 their treatments.

PSYC 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.

PSYC 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.

PSYC 194/195/196/197

Special Topics in Psychology • V1-10 CR

PSYC 198

Seminar in Psychology • V1-10 CR

PSYC 199

Individual Studies in Psychology • V1-10 CR

PSYC& 200

Lifespan Psychology • 5 CR

Presents research and theories regarding human growth and change across the life span. Students explore factors that affect psychosocial, cognitive, and physical development from psychological and socio-cultural perspectives. May require participation in projects. **Prerequisite:** PSYC& 100.

PSYC 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 BC. **Recommended:** PSYC& 100.

Course Descriptions

PSYC 203

Cognitive Psychology • 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.

PSYC 205

Theories of Personality • 5 CR

Examines assumptions about the nature of humankind. Students focus on psychometric techniques as well as major theories and theorists. **Recommended:** PSYC& 100.

PSYC 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:** PSYC& 100.

PSYC 210

Psychology of Human Sexuality • 5 CR

Examines human sexuality from three main perspectives: Psychological, biological, and socio-cultural. **Recommended:** PSYC& 100.

PSYC& 220

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:** PSYC& 100.

PSYC 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. Students who completed either PSYC 240 or SOC 240 before Summer Quarter 2013 may not take this course for credit. **Recommended:** PSYC& 100.

PSYC 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.

PSYC 257

Psychology of Sex & Gender • 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.

PSYC 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.

PSYC 298

Seminar in Psychology • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

PSYC 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 INSTITUTE

Baccalaureate degree completion program designed specifically for professionals certified in Diagnostic Ultrasound, Nuclear Medicine, Radiologic Technology, or Radiation Therapy. The program has five concentrations.

- **Medical Dosimetry:** for radiation therapists who want to become certified as a medical dosimetrist.
- **Nuclear Medicine**
- **Radiologist Assistant:** for ARRT radiographers who want to become certified as a radiologist assistant.
- **Radiation & Imaging Management:** for students who wish to lead radiation and imaging departments and clinics.
- **Radiation & Imaging Technology:** for students seeking advanced technical expertise.

Medical Dosimetry

DOSM 301

Current Topics in Medical Dosimetry • 3 CR

Studies the role of the Medical Dosimetrist within a Radiation Oncology Department. Topics include professional issues, treatment planning, dose calculations, imaging, QA and special procedures. **Prerequisite:** Acceptance into the program.

DOSM 315

Physics for Medical Dosimetry I • 5 CR

Explores the fundamentals of radiation therapy physics with special attention to nuclear transformations and decay, x-ray production, radiation generators, interactions of ionizing radiation, x-ray beam quality, measurement of absorbed dose, dose distribution and scatter analysis. **Prerequisite:** Acceptance into the program.

DOSM 321

Radiation Treatment Planning I • 5 CR

Explores treatment planning for 2D planar and 3D conformal therapies. Topics include Isodose pattern assessment, DVH analysis, ICRU definition, Beam modifiers, Photon Monitor Unit calculations, and treatment planning goals for the pelvis, breast, lung, abdomen, head and neck, CNS and metastases. **Prerequisite:** Acceptance into the program.

DOSM 322

Radiation Treatment Planning II • 5 CR

Explores planning techniques for IMRT, SRS, and Special Procedures. Topics include Planning process, Isodose pattern assessment, SRS techniques, new delivery technologies, imaging and fusion, arc therapy, dMLC delivery, and special procedure calculations (TBI, and TSe-). **Prerequisite:** Acceptance into the program.

DOSM 331

Dosimetry of Particle Beam Therapy • 3 CR

Explores treatment planning techniques for electron beam therapy. Topics include clinical usage, treatment applications, energy and field size selection, dose and MU calculations, calculations for and concerns with matching of electron ports, and beam shielding modifying devices. **Prerequisite:** Acceptance into the program.

DOSM 394/395/396/297

Special Topics in Medical Dosimetry • V1-5 CR

Explores issues of special interest to students in medical dosimetry. May be used as continuing education for certified medical dosimetrists. Requires acceptance into the program.

DOSM 399 Individual Study in Medical Dosimetry • VI-5 CR

Covers a variety of topics to acquaint the medical dosimetry student with the role of medical dosimetry in cancer management. **Prerequisite:** Acceptance into the Medical Dosimetry Program.

DOSM 400 Treatment Planning System Lab • 2 CR

Through a series of structured lab exercises, students receive hands-on experience using a Medical Dosimetry Treatment Planning System. **Prerequisite:** Acceptance into the program.

DOSM 401 Clinical Education I • 8 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 165 hours. **Prerequisite:** Acceptance into the program.

DOSM 402 Clinical Education II • 8 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 165 hours. **Prerequisite:** Acceptance into the program.

DOSM 403 Clinical Education III • 8 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 165 hours. **Prerequisite:** Acceptance into the program.

DOSM 404 Clinical Education IV • 8 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 264 hours. **Prerequisite:** Acceptance into the program.

DOSM 405 Clinical Education V • 8 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 264 hours. **Prerequisite:** Acceptance into the program.

DOSM 406 Clinical Education VI • 5 CR

Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. Course totals 165 hours. **Prerequisite:** Acceptance into the program.

DOSM 415 Physics for Medical Dosimetry II • 5 CR

Explores radiation therapy physics with special attention to the physics of electron interactions, depth dose curves, shaping of radiation fields, radioactive sources, State and National regulations, radiation safety and physics acceptance testing and commissioning. **Prerequisite:** Acceptance into the program.

DOSM 442 Brachytherapy for Medical Dosimetrists • 4 CR

Examines treatment planning techniques for both LDR and HDR brachytherapy. Topics include radioactive source characteristics, calculation of dose distributions, imaging requirements, systems of implant dosimetry and treatment planning goals across various anatomical sites. **Prerequisite:** Acceptance into the program.

DOSM 443 Quality Assurance for Medical Dosimetry • 3 CR

Examines the components of a quality assurance program within Medical Dosimetry. Topics include quality assurance of a treatment planning system, patient records and data, role and process of plan verification, and quality assurance recommendations from outside agencies. **Prerequisite:** Acceptance into the program.

DOSM 475 Concept Integration and Case Studies • 3 CR

Preparation for the Certification Exam issued by the Medical Dosimetry Certification Board (MDCB) through a comprehensive examination of coursework and student case presentations based on MDCB content specification. **Prerequisite:** Acceptance into the program.

Radiologist Assistant

RADA 306 Patient Care & Assessment I • 3 CR

Reinforces the use of the clinical thinking model to aid in patient assessment including interviewing skills and assessment techniques. Focus is on the application of anatomy and physiology knowledge to assist in patient assessment and management. Content includes specific assessment and examination procedures for the abdomen, thorax and lungs. **Prerequisite:** Acceptance into the program.

RADA 308 Patient Care & Assessment II • 3 CR

Reinforces use of the clinical thinking model to aid in patient assessment including interviewing skills and assessment techniques. Focuses on the application of anatomy and physiology knowledge, assisting in patient assessment management. Includes assessment and examination procedures for the cardiovascular, musculoskeletal, peripheral vascular and nervous systems, breast and axillae. **Prerequisite:** RADA 306 and acceptance into the program.

RADA 311 Imaging Procedures I • 4 CR

Establishes a framework for radiologist assistants performing fluoroscopic patient examinations in upper gastrointestinal, esophagus, small bowel, and barium enema studies. **Prerequisite:** Acceptance into the program.

RADA 312 Imaging Procedures II • 4 CR

Establishes a framework for radiologist assistants performing cystogram, T-tube cholangiogram, hysterosalpingogram, retrograde urethrogram, naso and orenteric feeding tube placement, port injections, fistulogram, loopogram, and swallowing studies. **Prerequisite:** RADA 311 and acceptance into the program.

RADA 313 Imaging Procedures III • 3 CR

Establishes a framework for radiologist assistants performing lumbar puncture under fluoroscopy guidance, myelograms, joint injections, joint aspiration, arthrograms, conventional, CT and MRI, breast needle localization and ductogram. **Prerequisite:** RADA 312 and acceptance into the program.

Course Descriptions

RADA 314

Imaging Procedures IV • 3 CR

Establishes a framework for radiologist assistants performing PICC line placement, non-tunneled venous central line placement, paracentesis, thoracentesis with appropriate image guidance, venous catheter placement for dialysis, lower extremity venography. **Prerequisite:** RADA 313 and acceptance into the program.

RADA 321

Radiologist Assistant Observation I • 1 CR

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 311. **Prerequisite:** Acceptance into the program.

RADA 322

Radiologist Assistant Observation II • 1 CR

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 312. **Prerequisite:** RADA 321 and acceptance into the program.

RADA 323

Radiologist Assistant Observation III • 1 CR

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 313. **Prerequisite:** RADA 322 and acceptance into the program.

RADA 324

Radiologist Assistant Observation IV • 1 CR

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 314. **Prerequisite:** RADA 323 and acceptance into the program.

RADA 330

Physics of Imaging • 2 CR

Presents an overview of CT, MRI, and fluoroscopy instrumentation and terminology. Course includes image post processing procedures for CT and MRI. **Prerequisite:** Acceptance into the program.

RADA 335

Radiation Biology and Safety • 2 CR

Presents radiation safety for the occupational worker and patient. Topics include radiation biology, medical and legal implications, professional, and governmental standards, regulatory, malpractice, and ethical concerns. **Prerequisite:** Acceptance into the program.

RADA 375

Pharmacology • 3 CR

Topics include consumer safety and drug regulation, sources and effects of drugs and safe dose preparation. Types of drug preparations, principles of responsible drug administration including routes and techniques are examined. **Prerequisite:** Acceptance into the program.

RADA 411

Clinical Internship I • 10 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

RADA 412

Clinical Internship II • 10 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

RADA 413

Clinical Internship III • 10 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

RADA 414

Clinical Internship IV • 11 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

RADA 421

Case Study Capstone I • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** Acceptance into program.

RADA 422

Case Study Capstone II • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 421 and acceptance into program.

RADA 423

Case Study Capstone III • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 422 and acceptance into program.

RADA 424

Case Study Capstone IV • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 423 CR and acceptance into program.

Radiation & Imaging Management

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 specific healthcare departments and organizations 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 specific departments and organizations in 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 specific departments and organizations 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 specific departments and organizations in the healthcare industry. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIM 399

Radiation & Imaging Sciences Independent Study • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. **Prerequisite:** 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 specific departments and organizations in the global healthcare industry. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIM 411

Institutional Quality Management & Accreditation • 5 CR

Covers principles of total quality management including quality assurance and quality control. Includes management of hospital and departmental accreditation including 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 healthcare. **Prerequisite:** Acceptance into the program or permission of instructor. Previously RAIT 495 & RAIM 410. Only one of these courses may be taken for credit: RAIT 495, RAIM 410, or RAIM 411.

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 specific departments and organizations in 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 specific departments and organizations in 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.

Radiation & Imaging Technology

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. Either RAIT 301 or IMAGE 250 can be taken for credit, not both. **Prerequisite:** BIOL& 241 Human Anatomy & Physiology I and BIOL& 242 Human Anatomy & Physiology II, 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. Either RAIT 302 or IMAGE 265 can be taken for credit, not both. **Prerequisites:** BIOL& 241 Human Anatomy & Physiology I and BIOL& 242 Human Anatomy & Physiology II, or permission of instructor.

RAIT 303

Neuropathophysiology • 3 CR

Presents neurological based pathologies and the related diagnostic/interventional procedures applied in evaluation and treatment. Either RAIT 303 or IMAGE 266 can be taken for credit, not both. **Prerequisites:** BIOL& 241 Human Anatomy & Physiology I and BIOL& 242 Human Anatomy & Physiology II, 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. Either RAIT 310 or IMAGE 280 can be taken for credit, not both. **Prerequisites:** RAIT 301 Sectional Anatomy, or permission of instructor.

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. Either RAIT 311 or IMAGE 270 can be taken for credit, not both. **Prerequisites:** RAIT 310 Computed Tomography Instrumentation & Procedures and permission of instructor.

Course Descriptions

RAIT 312

Biology of Cancer • 5 CR

Emphasis is on the cellular, genetic, biochemical and environmental aspects of the disease including discussion of the multiple disease nature of cancer, its diagnosis and treatment. Same as BIOL 312. Either BIOL 312 or RAIT 312 may be taken for credit, not both. **Prerequisite:** Acceptance into the BAS in Radiation and Imaging Sciences or permission of instructor. **Recommended:** BIOL& 160 or BIOL& 211.

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. Either RAIT 315 or IMAGE 281 can be taken for credit, not both. **Prerequisites:** RAIT 301 Sectional Anatomy, 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. Either RAIT 316 or IMAGE 271 can be taken for credit, not both. **Prerequisite:** RAIT 315 Magnetic Resonance Instrumentation and Procedures, and 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. Either RAIT 320 or IMAGE 283 can be taken for credit, not both. **Prerequisites:** RAIT 301 Sectional Anatomy, 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. Either RAIT 321 or IMAGE 272 can be taken for credit, not both. **Prerequisite:** RAIT 320 Interventional Procedures and 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 329

Mammography Clinical Practicum • 4 CR

Students are assigned to a mammography department for 132 hours to satisfy clinical competency requirements of the ARRT for eligibility to sit for the ARRT advanced level exam in mammography. **Prerequisites:** RAIT 325 Mammography and permission of instructor.

RAIT 330

Breast Ultrasound for Sonographers • 3 CR

Designed for ARDMS certified sonographers who want to gain didactic preparation level certification in breast ultrasound. Content covers all areas included in the breast specialty exam offered by the ARDMS. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIT 331

Clinical Practicum in Breast Ultrasound • 12 CR

Provides the opportunity for ARDMS certified sonographers to develop competencies in breast ultrasound, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the breast specialty exam offered by the ARDMS. Course includes 40 hours per week for 11 weeks in the clinical setting. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIT 340

Fetal Echocardiography for Sonographers • 3 CR

Designed to provide didactic preparation for ARDMS certified sonographers for advanced level certification in fetal echocardiography. Content covers all areas included in the specialty exam offered by the ARDMS. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIT 341

Clinical Practicum for Fetal Echocardiography • 12 CR

Provides the opportunity for ARDMS certified sonographers to develop competencies in fetal echocardiography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIT 344

Sonographer Vascular Technology • 3 CR

Designed to provide didactic preparation for ARDMS certified sonographer for advanced level certification in vascular technology. Content covers all areas included in the specialty exam offered by the ARDMS. **Prerequisite:** Acceptance to the program or permission of instructor.

RAIT 345

Clinical Practicum for Vascular Sonography • 12 CR

Provides the opportunity for ARDMS certified sonographers to develop competencies in vascular sonography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. **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. The course is designed to prepare students for the Nuclear Cardiology (NCT) examination. **Prerequisite:** Acceptance to the program.

RAIT 358

Principles of Nuclear Medicine Physics • 3 CR

Covers the basic principles and practices of nuclear medicine, with emphasis on concepts of physiologic imaging, radioactivity, radiation detection, and radiation safety. Designed for individuals with prior certification in radiography or radiation therapy who wish to become certified in positron emission tomography (PET). Should be taken before beginning clinical experience in PET. **Prerequisite:** Permission of Nuclear Medicine Program Chair.

RAIT 359

Basics of Positron Emission Tomography • 3 CR

Covers the basic science of positron emission tomography (PET) imaging, including the principles of coincidence imaging, the operation of a PET tomograph, and the creation and use of PET radiopharmaceuticals. Intended for individuals interested in pursuing clinical experience in PET. **Prerequisite:** RAIT 358 or certification as a nuclear medicine technologist.

RAIT 360

Advanced Positron Emission Tomography • 3 CR

Covers advanced topics in positron emission tomography (PET), emphasizing imaging studies in the areas of neurology, cardiology, and oncology. Also reviews PET tomograph operation and PET department operation. Both RAIT 359 and RAIT 360 are recommended as preparation for the PET board exam; RAIT 360 should not be taken until after PET clinical experience.

RAIT 361

Clinical Practicum Positron Emission Tomography • 12 CR

Provides the opportunity to develop required competencies for certification in Positron Emission Tomography. Course includes approximately 396 hours in one or more PET departments and clinics. Students work with combined PET/CT scanners. Course does not address clinical training in computed tomography. **Prerequisite:** Acceptance to the program or permission of instructor.

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. Either RAIT 401 or IMAGE 251 can be taken for credit, not both. **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 & Imaging 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.

Radiation Therapy

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

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 • 4 CR

Explores principles and methods for calculation of treatment times in administering radiation therapy treatments. **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 106

Imaging and Processing in Radiation Oncology • 3 CR

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized.

RADON 107

Orientation to Clinical Practice • 2 CR

Provides basic education and training in CPR, HIV/AIDS, HIPAA, and prevention of workplace violence, in preparation for starting clinical internships. **Prerequisite:** Acceptance into the Radiation Therapy or Nuclear Medicine Program.

RADON 111

Clinical Practice I • 3 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.

Course Descriptions

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 • 12 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 115

Principles of Simulation • 2 CR

Presents basic principles of radiation therapy simulation. Topics include rationale for simulation, legal aspects, equipment components and operation, positioning techniques, imaging techniques and analysis, measurement and documentation. *Prerequisite:* Acceptance into program.

RADON 119

Legal Issues in the Radiologic Sciences • 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 • 3 CR

Explores general care of the patient, emphasizing the role of the radiation therapist in various nursing situations. *Prerequisite:* Acceptance into program.

RADON 127

Sectional Anatomy • 2 CR

Presents sectional anatomy using CT and MRI images. *Prerequisite:* Acceptance into program.

RADON 130

Psychosocial Aspects of Cancer Care • 2 CR

Explores psychosocial issues related to the care of patients with cancer. Students discuss stress, fear, stages of acceptance, belief systems, etc. Format includes lecture, role-playing, outside resources. *Prerequisite:* Acceptance into program.

RADON 150

Pathology • 4 CR

Studies changes that occur in disease and injury, and their application to the radiologic sciences. Students review basic concepts of oncologic pathology. *Prerequisite:* Acceptance into program.

RADON 194/195/196/197

Special Topics in Radiation Therapy • V1-5 CR

Explores issues of special interest to students and radiation therapists. May be used as continuing education for certified Radiation Therapy Therapists. *Prerequisite:* Acceptance into program.

RADON 199

Individual Study in Radiation Therapy Technology • V1-5 CR

Covers a variety of topics to acquaint the radiation therapy student with the role of radiation oncology in cancer management. 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 • 6 CR

Presents a variety of radiation therapy treatment techniques and dose calculation methods. *Prerequisite:* Acceptance into program.

RADON 204

Treatment Planning III • 5 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 • 12 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 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 INSTITUTE

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 • 4 CR

Examines the application and analysis of concepts in manipulation of technique to maximize image quality while maintaining ALARA. Topics include: applying mathematical concepts to solve multiple technique variables, analyzing imaging scenarios for dose and image quality factors, and employing key concepts in image acquisition and display.

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 • 3 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 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

Basic Patient Care 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.

Course Descriptions

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 • 3 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 194/195/296/197

Special Topics in RATEC • V1-5 CR

RATEC 199

Independent Studies • V1-5 CR

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.

RATEC 299

Independent Studies • V1-5 CR

Recreation Leadership

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

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.

Sociology

SOCIAL SCIENCE DIVISION

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an academic concentration in Sociology by completing 20 credits in the concentration discipline. The following courses are required: SOC 101; five credits from SOC 105, 249, 253, 254, 256, 257, 258, 262, or 264; and ten credits from any other Sociology courses. **Please note:** students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

SOC& 101

Introduction to Sociology • 5 CR

What makes you, you? Are you free to choose your own destiny, or does society determine your path? Explore how our different identities impact our everyday lived experiences and develop useful ways to think about the world around you. Themes include power dynamics, culture, identities, deviance, stereotyping, and/or the social construction of knowledge.

SOC 105

Blacks in America • 5 CR

What does it mean to be “Black” in America? Explore the social and cultural background of Blacks in America through the lens of sociology, and analyze the ways in which social institutions have been transformed by these contributions. Through research and writing, themes include music and popular culture, activism, politics, and/or social change.

SOC 122

Activism & Social Change • 5 CR

Can one person make a difference? What does making a difference look like? Using literature, film, music, and news media to look at past and present social movements, examine what makes us engage in acts of political protest, and critically analyze why some resistance efforts are successful and others are not.

SOC 150

The Social Lives of Children and Youth • 5 CR

What are the challenges of being a young person in American society, and how do young people negotiate those challenges? Investigate the experiences of youth, and learn to apply sociological thinking to everyday life. Themes include youth subcultures, identity development, friendships and dating, and social problems of youth like drug use and eating disorders.

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& 201

Social Problems • 5 CR

Do you know a social problem when you see one? Are you a part of the solution or part of the problem? Investigate contemporary social issues such as homelessness, violence and war, racism, education in America, and/or the criminal justice system and learn how individuals and groups can combat major problems facing us today.

SOC 210

Popular Culture • 5 CR

What makes popular culture “popular” and who decides for us? Wrestle with the notion of whether popular culture defines society, or if society defines popular culture; by studying television, music, film, and more. Themes include audience reception, network societies, and popular culture on a global scale.

SOC 215

Television, Culture and Society • 5 CR

How do we watch TV in the 21st century? Do we need a TV to watch TV? Study how television affects knowledge building, ways of thinking, and core elements of our social lives. Themes include television culture, how to understand news media, and the social history of television.

SOC 222

Sports in Society • 5 CR

Are sports an avenue for personal empowerment or a path to exploitation? What do sports mean in American society? Study the ways in which sports are embedded in social systems such as the economy, government, and education. Themes include race, class and gender issues, crime and violence in sport, and the economic impact of sport.

SOC 230

Education in the 21st Century • 5 CR

What role do education and schools play in society? How do schools both reinforce and challenge prevailing social practices? Untangle such complex issues as gender differences in education, racial and ethnic segregation, and affirmative action, and learn more about current political controversies about schools.

SOC 240

Identity, Self and Social Interaction • 5 CR

How do we become who we are? How are our Selves shaped in a busy, ever-changing world? In this introduction to social psychology from a sociological perspective, topics focus on identity development and the Self in all social institutions including family, social networks, and cultural environments. Students who completed either PSYC 240 or SOC 240 before Summer Quarter 2013 may not take this class for credit.

SOC 246

Religion and Our Social World • 5 CR

What is religion? What power does religion have in our social world? What's the difference between spirituality and religion? Explore the sociological phenomenon of religion and religious life. Themes include various beliefs and practices, cults, popular culture, death and dying, the political and economic impacts of religion, and/or social change.

SOC 248

Public Health Around the Globe • 5 CR

What is Public Health, and how does it differ from Health Care? Investigate the role of the American Public Health system and how it impacts different groups across racial, class, and gender lines. Themes may include the social history of Public Health, needle exchange programs, and germ panic in America.

SOC 250

Growing Up and Older in America • 5 CR

What does it mean to be young, middle-aged, or elderly in American society? Examine coming-of-age and transitions in life from a sociological perspective. Themes may include rites of passage, age discrimination, work and retirement, sexuality and relationships, health, illness, and caregiving.

SOC 252

Work and the Culture of Employment • 5 CR

Got a job? Need a job? Don't want a job? What does it mean to be a worker? Understand the complexities of workers, poverty, and social reform. See yourself as a worker, and understand what that may mean. Topics may include Unions, the class system in America, and the idea of a “good job.”

SOC 253

Men & Masculinities • 5 CR

What does it mean to be a “real man” in contemporary society? What are the challenges of living up to the ideals of manhood? How are women impacted by men's lives? Investigate the meanings of “masculinity” and explore themes such as athletics and sports, male body image, pornography, alcohol use, fatherhood, military, and male bonding.

Course Descriptions

SOC 254

Gender in the Social World • 5 CR

Are you born a “man” or “woman,” or does society make us “men” and “women?” Examine the ways in which gender organizes social life and shapes the distribution of power in society. Themes may include media stereotyping, gender roles, sex segregation in the workforce, sexual politics, and the experiences of women and men in families.

SOC 225

Dating, Relationships, and Families • 5 CR

How have courtship and dating changed? What does it mean to be a “family?” Is “the family” falling apart? Explore changes in the culture and structure of families, and analyze how families play a central role in American life. Themes include single parenting, new family structures, cohabitation, marriage and divorce, and/or courtship and dating.

SOC 256

Sex and Sexualities • 5 CR

Do men and women think differently about sex? Does pornography impact how we have sex? Is prostitution harmful to society? Investigate contemporary sexual behaviors from a sociological perspective and examine how culture impacts sexual practices and identities. Themes may include the sex industry, the sexual self, attitudes about the body, and/or sex in popular culture.

SOC 258

Sociology of the Body • 5 CR

Examine how cultures think about the body. Explore how society shapes bodies and how humans “perform” individual and group identities through bodies and bodily manipulation. Themes may include tattooing and body piercing, beauty standards and plastic surgery, transgenderism, race/ethnicity, and disability.

SOC 260

Death and Dying • 5 CR

What happens to your physical body when you die? Who decides what happens? Critically examine the social history and the business of death and dying in America as it has changed over time. Topics may include death in popular culture, the business of death, and the employment that death provides.

SOC 262

Sociology of Race & Ethnicity • 5 CR

Examine the complexities of race and ethnicity in America. Themes include current events, representations in popular culture, the development of a racial self, and/or the interaction of race and social class.

SOC 264

Intersections of Inequality and Identity • 5 CR

How is one kind of inequality connected to another? Can we understand race without also understanding gender? Can someone simultaneously be both advantaged and disadvantaged in society? Explore how social experiences are impacted by multiple forms of inequality. Themes may include poverty, socialization, domestic violence, media representations, stereotypes, prisons, AIDS/HIV, and/or drug addiction.

SOC 265

City Life and Culture • 5 CR

What's the difference between The City and The Country? What do Suburbs have to do with The City? How are cities imagined? Investigate the structures and activities of city life with themes like urban development, decay, renewal, art and architecture, wealth and poverty, growth of the suburbs and/or overall transformation of the City.

SOC 268

You Are What You Eat: Food in Society • 5 CR

From where does your food come? Why and when do you eat what you do? Critically analyze the social history of food production and consumption in America over time. Themes include the changing rhythms of food development, understanding diet and nutrition from a cultural perspective, and food in pop culture.

SOC 270

Deviance in Society • 5 CR

What is deviance and how is it created? How is it maintained? How has it changed over time? What does it have to do with power? Explore deviance as an ever-changing idea in society. Understand the impact social values have on the development of deviance. Themes may include religion, family, sexuality, crime, and/or popular culture.

SOC 275

Technology in Everyday Life • 5 CR

What is the role technology plays in society and in your life? Dig deeply into the social realm of technology. Investigate how identities are created, re-created, and challenged through mediated technologies. Topics may include network societies, hyper-realities, the digital divide, and the global and social histories of technology.

SOC 278

Global Sociology • 5 CR

How are people around the world deeply intertwined in a complex web of relationships? Explore a variety of political, cultural, and social changes that are transforming our world. Investigate globalization and its consequences. Using literature, art, film and popular culture, examine how countries are increasingly interconnected by flows of information, money, and people.

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.

Spanish

ARTS & HUMANITIES DIVISION

See World Languages, pages 200-202.

Technical Support

IBIT (INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY)

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 completion of ENGL 092 or 093 CR 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 BC 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:** NSCOM 221 with a C- or better.

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 BC faculty and staff using the Tech Support and NSCOM lab. 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 BC 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.

Theatre Arts

ARTS & HUMANITIES DIVISION

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.

Dance

DANCE 115*

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 6 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 equivalent or permission of instructor.

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 • V1-5 CR

Emphasizes dance as a performing art form. Students learn in various settings, including a company class, formal and informal improvisation, and solo or small group work. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Audition and permission of instructor.

DANCE 202*

Dance Ensemble II • V1-5 CR

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

DANCE 203*

Dance Ensemble III • V1-5 CR

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

DANCE 299

Individual Research • V1-3

Drama

DRMA& 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 required at one on campus performance.

Course Descriptions

DRMA 106

American Musical Theatre • 5 CR

Traces the development of the American Musical from its roots to the newest musicals on and off Broadway including vaudeville, tap shows, classic musicals, rock musicals, through-sung musicals, and the trend setting and trend breaking shows of every era. Covers script (book), dance, music, production, thematic material, and the cultural context in which each show was written. Lectures, films, CD's, scripts and a text will be used.

DRMA 141

Playwriting I • 5 CR

Introduction to the art and craft of writing plays. Through written exercises, readings and discussions, students write their own scenes and begin work on short plays. Covers dialogue, character, relationships, plots, and conflict. Designed for those interested in writing for the stage or screen. **Recommended:** Placement in ENGL& 101.

DRMA 151*

Basic Acting Fundamentals • 5 CR

Introduces the basic techniques and tools used by the actor. Moving from improvisation to scene work, students learn warm ups, theatre games, vocal physical and emotional awareness, listening skills, and beginning textual analysis using objectives, obstacles and tactics.

DRMA 153*

Basic Acting Scene Study • 5 CR

Emphasizes interpretation of the text through work on scenes and monologues. Students work with scene partners, develop a character and explore the scenes using textual analysis to find objectives and obstacles for performance.

DRMA 154*

Musical Theatre Acting Fundamentals • 3 CR

Introduces acting in musical theatre. Practical application of basic acting techniques for playing objectives and developing character are used to combine music, lyrics and written word into performance. Solos, duets and group scenes and songs are explored. **Recommended:** DRMA 151.

DRMA 155*

Improvisation • 3 CR

Games, exercise and warm ups are used to build the skills needed in individual and group improvisations. Practical application emphasizes team building and the basic structure and format of a comic sketch.

DRMA 159*

Basic Acting Movement • 3 CR

Concentrates on tuning the actor's body. Students gain fluidity, flexibility, and strength as they use their bodies to create character and define space. Students practice dramatic situations incorporating character work and strenuous physical activity. Same as PE 159. Either DRMA 159 or PE 159 may be taken for credit, not both.

DRMA 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.

DRMA 200

Drama Colloquium • 3 CR

Offers an in-depth analysis of the history and literature of the period for BC's annual drama production. Format includes discussion with the director, designers, and technical director of the production.

DRMA 210

Scene Technology • 4 CR

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

DRMA 212

Stage Lighting • 4 CR

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

DRMA 215

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.

DRMA 224

Theatre History • 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 period are studied. The relationship between play-writing and playmaking is explored.

DRMA 230*

Audition Technique • 2 CR

Exploration and practice techniques and materials required to audition for plays, musicals, and advanced theatre programs. May be repeated up to 6 credits.

DRMA 241

Playwriting II • 5 CR

More advanced work in the art and craft of writing plays. Students will work on at least 20 pages of a one act or full length play. Through written exercises, readings and discussions, students will share their work and actively participate in a workshop process for the playwright. **Prerequisite:** DRMA 141 or permission of instructor. **Recommended:** Placement in ENGL& 101.

DRMA 251*

Acting Contemporary Scene Study • 5 CR

Acting training based on preparation of scene work in the context of the entire play. Students rehearse and perform scenes chosen from contemporary theater plays. A variety of acting methods are studied. **Prerequisite:** Permission of instructor and/or audition.

DRMA 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:** DRMA 251.

DRMA 253*

Acting Individual 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.

DRMA 254*

Musical Theatre Scene Study • 3 CR

Continues skill building in the art and craft of acting in musical theatre. Practical application of singing and acting to perform scenes, songs, and duets from musical theatre are highlighted. Duets and through sung scene work will be highlighted. **Prerequisite:** DRMA 154 or permission of instructor. **Recommended:** DRMA 251.

DRMA 256*

Shakespearean Scene Study • 3 CR

Introduces the student actor to the plays of William Shakespeare. Modern acting practices are combined with various specific techniques of interpreting and applying Shakespeare's language to the stage. **Recommended:** DRMA 251.

DRMA 270

Directing • 3 CR

Theory and practice of stage direction including selection of play, casting and staging. Production of a scene for public performance is required. **Recommended:** ENGL 101 placement.

DRMA 280*

Studio Theater I • 5 CR

All students are cast in the studio theater production. Students analyze, prepare, rehearse and perform a play. Provides practical experience in rehearsal and performance. Lecture/lab format. May be repeated for a maximum of 30 credits. **Prerequisite:** Permission of instructor.

DRMA 281*

Studio Theater II • 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 rehearsal and performance. May be repeated for a maximum of 10 credits. **Prerequisite:** DRMA 280 and permission of instructor.

DRMA 284*

Musical Theatre Performance I • 5 CR

Offers in-depth analysis of, and performance opportunity in, a musical theatre production. All students are cast in the musical. Lecture/lab format. May be repeated for a maximum of 30 credits. **Prerequisite:** permission of instructor.

DRMA 285*

Musical Theatre Performance II • V1-5 CR

All students cast in the musical cover in-depth analysis of, and performance in the musical theatre production. Lecture/lab format. May be repeated for a maximum of 30 credits. Required for students cast in musical production. **Prerequisite:** permission of instructor.

DRMA 290*

Technical Practice • 1 CR

Provides stage or light crew component of DRMA 210 or 212. Requires a minimum of 33 hours of backstage work on the studio theater production. **Prerequisite:** Concurrent enrollment in DRMA 210 or DRMA 212.

DRMA 291*

Theater Practicum • 5 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:** Permission of instructor.

DRMA 294/295/296/297

Special Topics in Theatre Art • V1-5 CR

Allows focused study of topics supplementing the Theatre Arts curriculum. Topics are announced in the class schedule. May be repeated for a maximum of 10 credits.

DRMA 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.

Translation & Interpretation

CONTINUING EDUCATION

The Translation program is intended for bilingual students. Non-credit courses are also available. For more information, please call (425) 564-3177.

TRANS 101

Introduction to Translation and Interpreting • 3 CR

Introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skill necessary for the profession. Covers general problems involved in translating and interpreting. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 102

Fundamentals of Interpreting • 3 CR

Covers the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 103

Fundamentals of Translation • 3 CR

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proof-reading skills necessary to produce clear, and polished translations. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 104

Technology for Translators & Interpreters • 3 CR

Introduction to the equipment and electronic tools used by professional translators and interpreters throughout their workflow. Develop basic skills using, assessing, and choosing appropriate hardware and software including computer-assisted translation tools. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 105

Terminology Management & Research • 3 CR

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.

TRANS 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.

TRANS 201

Advanced Translation Skills 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 science, technology, legal commercial, and medical. Emphasis is on professional presentation. Included is a team translation project. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 202

Advanced Interpreting Skills I • 3 CR

Provides opportunities for practical experience in the interpreting modes necessary for working in different settings. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 203

Advanced Translation Skills 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 science, technology, legal, commercial and medical. Emphasis is on professional presentation. Includes a team translation project. **Prerequisite:** Acceptance into program, bilingual proficiency.

Course Descriptions

TRANS 204

Advanced Interpreting Skills II • 3 CR

Provides 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.

TRANS 205

Advanced Translation Skills III • 3 CR

Practical experience in translation, editing, and finalization of more complex commercial texts in a variety of fields. **Prerequisite:** Acceptance into program, bilingual proficiency.

TRANS 206

Advanced Interpreting Skills III • 3 CR

Advanced practical experience in the three interpreting modes necessary for working in different settings. **Prerequisite:** Acceptance into program, bilingual proficiency.

World Languages

ARTS & HUMANITIES DIVISION

The World Languages department strongly recommends that native and heritage speakers of a language do not take first-year courses in that language. They may either study another language in the program, or contact the coordinator of their language for correct placement at a higher level.

American Sign Language

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& 121

American Sign Language I • 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 BC.

ASL& 122

American Sign Language II • 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 BC. **Prerequisite:** ASL& 121.

ASL& 123

American Sign Language III • 5 CR

Continues ASL& 122 (prev ASL 102). Topics include rules and syntax, and use of illustrated techniques to describe signs. **Prerequisite:** ASL& 122 (prev ASL 102).

ASL& 221

American Sign Language IV • 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& 123 (prev ASL 103) with a C- or better or permission of instructor.

ASL& 222

American Sign Language V • 5 CR

Continues ASL& 221 (prev ASL 201). Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. **Prerequisite:** ASL& 221 (prev ASL 201) with a C- or better or permission of instructor.

ASL& 223

American Sign Language VI • 5 CR

Continues ASL& 222 (prev 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& 221 (prev ASL 201) with a C- or better or permission of instructor.

Arabic

ARAB 121

Arabic I • 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 122

Arabic II • 5 CR

Continues ARAB 121. **Prerequisite:** ARAB 121 or permission of instructor.

ARAB 123

Arabic III • 5 CR

Continues ARAB 122. **Prerequisite:** ARAB 122 or permission of instructor.

ARAB 194/195/196/197

Special Topics Arabic • V1-5 CR

Allows specialized or in-depth study of subjects related to Arabic language and culture.

Chinese

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& 222

Chinese V • 5 CR

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese culture, grammar, expands vocabulary, improves productivity and receptive language skills within a cultural context. Covers both traditional and simplified characters and practices using Chinese in authentic situations. **Recommended:** CHIN& 221 or permission of instructor.

CHIN& 223

Chinese VI • 5 CR

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese culture and society, grammar, expand vocabulary, and improves productive and receptive language skills within a cultural context. **Prerequisite:** CHIN& 222 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

FRCH& 121

French I • 5 CR

Introduces basic speaking, reading, and writing skills. Students learn by listening and speaking as well as reading and writing with the help of a variety of web based materials.

FRCH& 122

French II • 5 CR

Continues FRCH& 121. **Prerequisite:** FRCH& 121 or permission of instructor.

FRCH& 123

French III • 5 CR

Continues FRCH& 122. *Prerequisite:* FRCH& 122 or permission of instructor.

FRCH& 221

French IV • 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:* FRCH& 123 or permission of instructor.

FRCH& 222

French V • 5 CR

Continues FRCH& 221. *Prerequisite:* FRCH& 221 or permission of instructor.

FRCH& 223

French VI • 5 CR

Continues FRCH& 222. *Prerequisite:* FRCH& 222 or permission of instructor.

FRCH 131

Language & Culture Immersion: Beginning 1st Year French • 5 CR

Introduces basic speaking, reading and writing skills to the complete beginner (debutant) who has little or no previous exposure to elementary French. Placement is determined by approved host institution. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement determined by assessment at host institution.

FRCH 132

Language & Culture Immersion: Intermediate 1st Year French • 5 CR

Gives beginner with some previous knowledge of elementary French (faux debutant) an opportunity to improve use of basic oral and written skills in a variety of everyday situations using readily understandable language. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement determined by approved host institution and permission of instructor.

FRCH 133

Language & Culture Immersion: Advanced 1st 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 FRCH 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.

FRCH 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.

FRCH 231

Language & Culture Immersion: Basic 2nd Year French • 5 CR

Gives a student with a general understanding of spoken and written functional language (intermediaire) the opportunity to expand and perfect their oral and written command of intermediate French in daily situations.

FRCH 232

Language & Culture Immersion: Basic 2nd Year French • 5 CR

Allows students to use spoken and written French with relative ease (intermediaire avance) to expand their ability to explain a variety of general and specific information using advanced intermediate functional language. Continues FRCH 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.

FRCH 233

Language & Culture Immersion: Basic 2nd Year French • 5 CR

Gives a student the ability to use appropriate vocabulary and grammar at a normal rate of speech with excellent pronunciation (avance) the opportunity to enhance their use of advanced oral and written French. Continues FRCH 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.

FRCH 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& 121

German I • 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& 122

German II • 5 CR

Continues GERM& 121. *Prerequisite:* GERM& 121 or permission of instructor.

GERM& 123

German III • 5 CR

Continues GERM& 122. *Prerequisite:* GERM& 122 or permission of instructor.

GERM 194/95/196/197

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& 221

German IV • 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& 123 (prev GERM 103) or permission of instructor.

GERM& 222

German V • 5 CR

Continues GERM& 221. *Prerequisite:* GERM& 221 or permission of instructor.

GERM& 223

German VI • 5 CR

Continues GERM& 222. *Prerequisite:* GERM& 222 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.

Italian

ITAL 121

Italian I • 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. Format includes extensive audio and internet usage. After successful completion, students are encouraged to continue with ITAL 122.

Course Descriptions

ITAL 122

Italian II • 5 CR

Continues ITAL 121. Format includes extensive audio and internet usage. After successful completion, students are encouraged to continue with ITAL 123. **Prerequisite:** ITAL 121.

ITAL 123

Italian III • 5 CR

Continues ITAL 122. Format includes extensive audio and internet usage. **Prerequisite:** ITAL 122.

ITAL 194/195/196/197

Special Topics in Italian • V1-5 CR

Allows specialized or in-depth study of a subject supplementing Italian curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

ITAL 294/295/296/297

Special Topics in Italian • V1-5 CR

Allows specialized or in-depth study of a subject supplementing Italian curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

Japanese

JAPN 194/195/196/197

Special Topics in Japanese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Japanese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

JAPN 294/295/296/297

Special Topics in Japanese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Japanese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

JAPN& 121

Japanese I • 5 CR

Develops beginning level listening and conversation skills along with reading and writing hiragana and katakana characters. Some relevant aspects of Japanese culture are introduced.

JAPN& 122

Japanese II • 5 CR

Continues JAPN& 121. Continues to develop listening, speaking, and reading and writing skills of Japanese. Some basic kanji characters and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 121 permission of instructor.

JAPN& 123

Japanese III • 5 CR

Continues JAPN& 122. Continues to develop listening, speaking, and reading and writing skills of Japanese. More basic kanji characters and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 122 or permission of instructor.

JAPN& 221

Japanese IV • 5 CR

Continuation of JAPN& 123. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 123 or permission of instructor.

JAPN& 222

Japanese V • 5 CR

Continues JAPN& 221. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 221 or permission of instructor.

JAPN& 223

Japanese VI • 5 CR

Continues JAPN& 222. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 222 or permission of instructor.

Spanish

SPAN 108

Spanish for Health Care Providers • 5 CR

Provides students with specialized medical vocabulary needed to communicate effectively with Spanish-speaking patients in a variety of health care situations. Culture is an important component of the course. This is not a certified interpreting course. **Recommended:** Prior exposure to Spanish.

SPAN& 121

Spanish I • 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 Hispanic culture are presented. Format includes extensive audio and Internet usage. After successful completion, students are encouraged to continue with SPAN& 122.

SPAN& 122

Spanish II • 5 CR

Continues SPAN& 121. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 121 or permission of instructor.

SPAN& 123

Spanish III • 5 CR

Continues SPAN& 122. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 122 or permission of instructor.

SPAN 194/195/196/197

Special Topics Spanish • V1-5 CR

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& 221

Spanish IV • 5 CR

Reviews first-year grammar concepts and expands on vocabulary acquisition. Students practice integrating the four major language skills: listening, speaking, reading, and writing, and further develop their cultural competency by working on authentic material from the Spanish-speaking world. Oral communication is emphasized. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 123 or permission of instructor.

SPAN& 222

Spanish V • 5 CR

Continues SPAN& 221. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 221 or permission of instructor.

SPAN& 223

Spanish VI • 5 CR

Continues SPAN& 222. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 222 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.



For policies and procedures on grades, academic standards, withdrawing from classes, and related issues, see "Enrollment Information." BC policies and procedures are subject to revision without notice. For current information on policies visit www.bellevuecollege.edu/policies/.

Adherence to College Policies & Procedures

Bellevue 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 Vice President of Student Services for nonacademic matters. The respective offices will seek the necessary means for providing a student with a decision.

Bellevue 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 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 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 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 classroom behavior, 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 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 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.

Bellevue College employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue 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.

General Complaint Resolution Procedures can be viewed at: http://bellevuecollege.edu/policies/1/1450P_General%20Complaint%20Resolution%20Procedures.asp

Student Academic Dispute Resolution Procedure can be viewed at: <http://bellevuecollege.edu/policies/1/1450P2%20Student%20Academic%20Dispute%20Resolution%20Procedure.asp>

Student Academic Grievance Committee

The Student Academic Grievance Committee shall be composed of four faculty and two student justices. The BCAHE 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 ASBC president from the ASBC 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 Vice President of Student Services. The Vice President of Student Services 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 Vice President of Student Services 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 Vice President of Student Services.

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 College is voluntary on the student's part.

BC 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.

BC 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 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 College owned or controlled property, or while conducting Bellevue 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 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 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 Vice President 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
2. Students may inspect and review their education records upon written request to the Vice President or Student Services identifying the record(s) the student wishes to inspect.
3. The Vice President of Student Services will make the needed arrangements for access within 45 days from the receipt of the student's written request. If the requested records are not maintained by the office of the vice president, then the Vice President shall forward the request to the appropriate college official. If the requested records contain information about more than one student, the student may inspect and review only the records of portions of records which related to him or her.
4. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of their privacy rights. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the vice president of student services, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of his or her privacy rights. 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.
5. 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 in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; 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 subpoena orders issued by the U.S. attorney General under the USA Patriot Act 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, college email address, dates of enrollment, degree/certificate earned, sports participation (including height & weight), scholarships received, membership or office in Bellevue College Student Government or honor society, part time or full time student status and previous schools attended.

6. The right to file a complaint with the US Department of Education concerning alleged failures by Bellevue College to comply with the requirements of FERPA. Contact the office that administers FERPA:

Family Policy Compliance Office
US Department of Education

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.

Discrimination, Harassment and Retaliation

It is the policy of Bellevue College (College) to provide a working and learning environment free from discrimination, harassment, or retaliation. This policy expressly prohibits conduct that discriminates against individuals or groups based on their race or ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law.

This policy also prohibits retaliation directed at any individual who reports or files a claim of discrimination or harassment, or who participates in an investigation of a claim of discrimination or harassment. Any member of the college community who is found to have engaged in unlawful discrimination, harassment or retaliation is subject to appropriate corrective or disciplinary action in accordance with applicable college policies and collective bargaining agreements.

Prevention of Discrimination, Harassment and Retaliation policy can be viewed at: http://bellevuecollege.edu/policies/1/1440_Prevention_of_Discrimination_Harassment_and_Retaliation.asp.

Discrimination Complaint Resolution Procedures can be viewed at: <http://bellevuecollege.edu/policies/1/1440P%20Discrimination%20Complaint%20Resolution%20Procedures.asp>

Smoking on Campus

Excerpt from Policy

Bellevue 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 College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

6. primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
7. 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 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 the 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 Events 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 Vice President 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 legal 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, legal 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 through 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.

- Y. **Peer-to-Peer (P2P) File Sharing.** Students need to become familiar with the risks taken when sharing files and software. It is a violation of federal law and college policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators are subject to civil and criminal prosecution, as well as college sanctions. Bellevue College has established policies covering *Copyright and the Right of Fair Use and Digital Copyright Safeguards for Students* so that students, faculty, and staff members have a basic understanding of their responsibilities when using campus equipment and the network. Visit <http://bellevuecollege.edu/ir/p2p.asp> to read descriptions of policies regarding copyright and peer-to-peer file sharing.

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 Vice President 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 Vice President 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 Vice President may take any of the following actions:
 - Terminate the proceeding, exonerating the student or students;
 - Dismiss the case after whatever counseling and advice the Vice President 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.

Administration & Faculty

Bellevue 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

Chair: Paul T. Chiles, Bellevue
Vice Chair: Marie Gunn, Bellevue
Lisa Chin, Bellevue
Steve Miller, Bellevue
Vicki Orrico, Bellevue
Student Trustee: Robert Rowe

Administration of Bellevue College

President: Dr. David Rule
Executive Assistant to the President:
Lisa Corcoran
Associate Vice President, Effectiveness &
Strategic Planning: Patricia James

Administrative Services

Vice-President: Raymond White
Special Assistant to the Vice-President:
Kathi Hutchins
Executive Director, Finance & Auxiliary
Services: Jennifer Strother
Executive Director, Procurement Management
& Facilities Planning: Dexter Johnson
Director, Bookstore: Kristen Connely
Director, Budget, Grants & Contracts:
Kelly Paustain
Director, Early Learning Center: Verna Willis
Director, Food Services: Todd Juvrud
Director, Office of Sustainability: Deric Gruen
Director, Public Safety: Tommy Vu

Human Resources

Vice-President: Cesar Portillo
Director, Organizational Development &
Employee Services: Yvonne Freitas McGookin

Information Resources

Vice President: Russ Beard
Director, Computing Services: Jason Aqui
Director, Distance Education: Liz Anderson
Director, Television Services: Richard Otte
Director of IT Development & Communication,
Web Services: Lori Tiede
General Manager, Radio Station KBCS:
Steve Ramsey
Director of Network & IT Security
Administration, IT Security: Gary Farris

Institutional Advancement

Vice-President: Laurence Herron
Director, Development: TBF
Director, Foundation Finances &
Planned Giving: Paul Feavel

Director, Marketing, Community &
College Relations: Bart Becker
Manager, Public Relations, Community &
College Relations: David Sandler

Instruction

Vice President: Thomas R. Nielsen
Dean, Library Media Center: Myra Van Vactor
Associate Dean: Joyce Carroll
Director, Academic Success Center: Carol T. Grant
Director, Applied Baccalaureate Development:
Leslie Heizer Newquist

Pluralism & Equity

Vice President: Yoshiko Harden

Student Services

Interim Vice President: Ata Karim
Dean, Student Success: Matt Groshong
Assistant Dean, Enrollment Services: TBF
Assistant Dean, Financial Aid: Sherri Ballantyne
Assistant Dean, International Student
Programs: Crisanto Samia
Assistant Dean, Student Programs: Faisal Jaswal
Interim Assistant Dean, Entry
Services & Advising: TBF
Director, Athletics: William O'Connor
Director, Disability Resource Center:
Susan Gjolmesli
Director, International Student
Programs: Kazumi Hada
Director, TRIO Student Support Services:
Barbara Brodsky
Interim Director, HSP/CEO: Glen Jackson
Assistant Director, Veteran's Office:
Margo Georgian
Interim Director, Multicultural
Services: Aaron Reader
Interim Assistant Director, Multicultural
Services: Henry Amaya
Director, International Student
Programs: Kazumi Hada

Economic & Workforce Development

Vice-President: Dr. Paula Boyum
Dean, Continuing Education: Janis M. Machala
Associate Dean: Worker Retraining:
Darlene Molsen
Director, Business & Professional Programs and
Computer Program & Technology: TBA
Director, Center for Career Connections:
Cheryl Vermilyea
Director, Continuing Education
Marketing: Lane Gossard
Director, Grant Development: Bonnie Berry
Director, Life Science Informatics
Center: Patricia Dombrowski
Director, Occupational Life Skills (OLS)
Program: Marci Muhlestein
Director, Tech Prep College
Connections: Tanya Rettinger
Director, Workforce Education: TBF
Director, World Languages Institute, Art & Design,
Enrichment Programs (Cont. Ed.):
René Siegenthaler

Deans

Arts & Humanities: Margaret Harada
Institute for Business & Information Technology: TBF
Health Sciences, Education & Wellness
Institute: Dr. Kevin McCarthy
Science: Dr. Rob Viens
Social Science: Virginia Bridwell

Program Chairs

Arts & Humanities Division

Assistant Dean: Scott Bessho
Art: Dale Lindman
Communication Studies: Katherine Oleson
Theatre Arts: Tammi Doyle
English: Steve Yarbrough
English Language Institute – International Business
Programs & Community: Susan Jamieson
ESL: Tom Graham
Experiential Learning: Cheryl Vermilyea
Interior Design: Michael Culpepper
Music: Tom Almli
Philosophy: Russ Payne
World Languages: Eva Norling

Health Sciences, Education & Wellness Institute

Assistant Dean: Ray Butler
Alcohol & Drug Counseling: Paul Weatherly
Bachelor of Applied Science:
Maurya Radvilas (Chair)
Diagnostic Ultrasound: Terry Hatcher
Early Learning & Teacher Education:
Stephanie Sloan
Fire Science Programs: Paul Weatherly
Health Professions: TBF
Healthcare Technology Management:
Pam Charney (Chair)
Neurodiagnostic Technologist
(ENDT): Stacey Austin
Nuclear Medicine Technology: Jennifer Prekeges
Nursing (Associate Degree & Continuing
Nursing Educ.): Lisa Tedeschi
Parent Education: Lisa Allen
Physical Education/Health: Ray Butler
Radiation Therapy: Julius Armstrong
Radiologic Technology: Kris L. Miller

Institute for Business & Information Technology

Assistant Dean: TBF
Accounting: Rosemary Hall
Business Technology System (BTS): TBF
Business Management/Marketing
Management: Frank Hatstat
Digital Media Arts: Mary Slowinski
Information Systems, Network Services &
Computing Systems: Sylvia Unwin
Center of Excellence for Information and Computing
Technology (CoE for ICT): Maureen Majury

Science Division

Assistant Dean: Gita Bangera
Earth & Space Sciences: Kent Short
Engineering Sciences: Frank Lee
Mathematics: Dana Updegreve
Physical Sciences: Lyle Cathy
Chemistry: Jennie Mayer

Social Science Division

Accounting - Transfer/BA - Transfer:
Judith Paquette
Criminal Justice: Charlene Freyberg
Anthropology: Anthony Tessandori
Economics: Chace Stiehl
Ethnic & Cultural Studies: Kim Pollock
Geography: George Walker
History: Eric Haines
Political Science/International Studies: Tim Jones
Psychology: Carol Anderson
Sociology: Denise Johnson

Administrators & Faculty

*** PTF Affiliates 2011 or later*

** PTF Affiliates prior to 2009*

Akhlaghi, Tony, Mathematics
B.S., University of Washington
M.S., Western Washington University
Allen, Lisa, Parent Education (Chair)
B.S., Northwestern University, Illinois
Allen, Sean, English,
B.A., University of Washington
M.A., Seattle University
Almli, Thomas, Music (Chair)
B.A.E., Luther College, Iowa
***Alwar**, Archana A., World Languages
B.A., Business, University of Puerto Rico,
Mayaguez P.R.
M.A., Spanish, University of Memphis, TN
Amaya, Henry, Multicultural Services, (Interim
Assistant Director)
B.A., University of Wisconsin-Madison
M.B.A., University of Phoenix
Anderson, Carol L., Psychology (Chair)
B.A., University of Washington
M.A., University of Washington
M.S., Western Washington University
Anderson, Marilyn D., Mathematics
B.S., University of Redlands, California
M.S., University of Washington
***Andrus**, Pat L., English
B.A., Nazareth College, Michigan
M.F.A., Goddard College, Vermont
Anthony, Elizabeth, Psychology
B.A. Ph.D., University of Washington
Armstrong, Julius B., Medical Dosimetry/
Radiation Therapy (Chair)
B.A., City College, New York
M.B.A., Adelphi University, New York
Anderson, Jocelyn, Nursing
B.S., University of Washington
Austin, Stacey, ENDT (Chair)
A.A., Western Wisconsin Tech. College
B.S., University of Wisconsin-Stout
Ballantyne, Sherri, Assistant Dean, Financial Aid
B.A., Seattle University
Bangera, Mahalaxmi Gita, Dr., Life Sciences
(Chair)
B.S., University of Bombay, India
M.S., Carnegie-Mellon University,
Pennsylvania
Ph.D., Washington State University
Bauer, Ryan, Dr., Mathematics
B.S., Southern Oregon University
Ph.D., University of Idaho

Beard, Russell, Vice President,
Information Resources
Beert, Daniel C., Interior Design
B.A., Northern Illinois University
M.A., Michigan State University
Benarick, Peter M., Interior Design
B.S., Catholic University of America,
Washington D.C.
M.S., Art Center College of Design, California
***Berg**, Carole A., Physical Sciences/Chemistry
B.S., Washington State University
M.S., University of Washington
Bessho, Scott, Assistant Dean, English
B.A., University of Washington
M.A., California State University
Bilby, Carolyn P., World Languages
B.A., Seton Hall University, New Jersey
M.A., Pennsylvania State University
Bloomsburg, Peter, Dr., Mathematics
B.S., M.S., Ph.D., University of Idaho
Bongiorno, Beatrice, World Languages
B.A., McMurry University, Texas
M.A., M.A., Middlebury College
Language Schools, Vermont
Boyum, Paula, Dr., Vice President, Workforce
Development
B.S., University of Health Sciences/Chicago
Medical School
M.Ed., Ph.D., University of Illinois
Breen, Ivan F, English Language Institute
B.A., Arts University of Washington, Seattle
M.A., Education Seattle University
Bridwell, Virginia, Social Science (Dean)
B.S., M.S., University of Alaska
****Brislawn**, Michael M., Psychology
AA, Spokane Falls Community College
B.A., B.S., M.S. Eastern Washington University
Brown, Douglas N., Dr., Physical Sciences/Physics
A.B., B.S., Oberlin College
Ph.D., University of Michigan
Brown, Ross, Art
B.S., University of Indiana
M.A., University of Washington
Burns, Laura L., World Languages
B.A., M.A., University of Washington
Butler, Ray, Physical Education/Health (Chair)
B.S., Southeast Missouri State University
M.A., Maryville University of Saint Louis
***Buxton**, M. Lee, Communications/Speech
B.A., M.A., University of Washington, Seattle
Carroll, Joyce, Associate Dean, Office of
Instruction
B.A., University of Washington, Bothell
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B.A., M.A., Ph.D., University of Washington
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B.A., University of West Florida
M.A.s University of Washington, Seattle
Ph.D. University of Medicine
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Chism, Teassa, Nursing
B.S.N., Indiana University East
Cobb, Brian A., Music
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Ph.D., University of Washington
Cowan, Donna M., English
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Angeles
M.A., The University of Washington
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M.A., University of Washington
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M.A., University of Southern California
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B.A., University of Northern Iowa
M.L.A., University of Washington
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B.A., University of California at Berkeley
M.F.A., University of Washington
Drak, E Jacqueline, Dr, Chemistry
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M.S., M Phil., PH D. Yale
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B.A., University of Maryland
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Foundation Finances & Planned Giving
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M.A., Northwest University

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B.A., Western Washington University, Bellingham
M.A., Oregon State University
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B.A., Ricker College, Maine
M.A., University of Arizona
M.F.A., State University of New York
- Geiger, Weihong**, Chinese
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M.S., University of Washington
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M.A., Texas Tech University
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M.S., University of Washington
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M.A., Ph.D., Pennsylvania State University
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B.S., M.S., Wright State University, Ohio
- Graham, Thomas**, ABE/GED/ESL/DEVED (Chair)
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M.A., Seattle University
- Grant, Renee**, HSEWI/DUTEC
- Green, Sally**, Radiation Therapy
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R.R. (T), Swedish Hospital
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- Groshong, Matt**, Dean, Student Success
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B.A., M.A., University of Natal, South Africa
M.A., University of London
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- Hall, Rosemary**, Accounting/Paraprofessional (Chair)
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M.A., San Francisco State University
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Ph.D., The Claremont Graduate School, California
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M.A., California Polytechnic State University
Ph.D., University of New Mexico
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M.A., Portland State University
- Harden, Yoshiko**, Office of Equity & Pluralism (Vice President of Diversity)
B.A., University of California, San Diego
M.Ed., Seattle University
- Hatcher, Terry G.**, DUTEC (Chair)
A.A., Florence-Darlington Technical College
M.A., University of South Carolina
- Hatstat, Francis**, Business Management/
Marketing Management (Chair)
B.A., University of Michigan
MBA, City University
J.D., Puget Sound School of Law
- Heinrichs, Timothy, Dr.**, History
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M.A., University of Utah
M.A., Ph.D., University of Washington
- Heizer-Newquist, Leslie**, Applied Baccalaureate Development (Director)
B.A., Western Washington University
Ph.D., Union Institute & University, Cincinnati
- Helm, Rudolph**, Information Technology & Technical Support
B.A., University of Washington
- **Henkel, Gaelyn**, Counseling Center
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B.A., Western Washington University
M.A., Western Seminary
- Herron, Laurence**, Interim Vice-President, Institutional Advancement; Executive Director,
M.A., University of Chicago
M.A., University of Iowa
- Hobbs, Robert**, Physical Sciences/Physics
B.A., University of Colorado
M.S., Indiana University
- Hoffman, Dale**, Mathematics
B.A., Washington State University
M.S., University of Connecticut
- **Hunt, Katharine**, Anthropology
B.A., M.A., University of Canterbury
M.A., University of Washington
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- Hurst, Stephanie J.**, Communication Studies
B.A., M.A., California State University at Long Beach
- Irey, Sayumi**, Library Media Center;
Ethnic & Cultural Studies
A.A.S., Everett Community College
B.A., University of Washington
- Iverson, William P., Dr.**, Computer Science
B.A., B.S., Washington State University
Ph.D., University of Wyoming
- Jackson, Glenn D.**, High School Programs & CEO (Interim Director)
A.A.S, Bellevue College
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M.A. Capella University, Minnesota
- James, Patricia A.**, Associate Vice President, Effectiveness & Strategic Planning
B.S., Bowling Green State University, Ohio
M.S., University of Washington
- Jamieson, Susan**, Director, English Language Institute (Director), Applied Linguistics & Languages (Chair), International Business Professions (Chair)
B.A., Miami University
M.A., Washington University
- Jaswal, Faisal**, Assistant Dean, Student Programs
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- **Jejurikar, Seema**, Biology
B.A. M.A., University of Bombay
M.S., University of Washington
- Johnson, Andrew**, Business Management/
Marketing Management
B.A., University of Missouri
M.B.A., Oklahoma City University
- Johnson, Denise L.**, Sociology (Chair)
B.A., University of Florida
M.A., University of Washington
- Jones, Naomi**, Life Sciences/Biology
B.S., Montana State University, Bozeman
M.S, Western Washington University
- Jones, Timothy**, Political Science/International Studies (Chair)
B.A., Pitzer College, Claremont, CA
M.S., University of Washington
- Karim, Ata**, Student Services (Interim Vice President)
B.S., M.S., Karachi University
MSIO, California State University-Long Beach
Ph.D., Southern Illinois University, Carbondale
- Karnes, Nancy, R.N.**, Nursing
B.S.N., Baylor University
M.S., Loyola University
- Knight, Daniel W.**, Astronomy
B.A., Wesleyan University
M.S, University of Washington
- Kopp, David**, English
B.A., State University of New York at Stony Brook
M.A., Northern Arizona University
- Korolenko, Michael**, Digital Communications
B.A., Vassar College, New York
M.S., Boston University
- *Kotker, Joan Barcia**, English
B.A., M.A., Ohio State University
- Ku, Sunmi**, Mathematics
B.S., Kyung-Sung University, South Korea
M.S., Pusan National University, South Korea
M.S., Florida State University
- Kuba, Kathleen M.**, Developmental Education (Director)
- Laub, Eric**, Mathematics
M.A., Portland State University
- Laveglia, Jennifer L.**, Mathematics
B.S., Bowling Green State University, Ohio
M.S., University of North Carolina at Chapel Hill

- Lee, Frank**, Engineering Sciences (Chair)
B.S., M.S.ME, University of Washington
- Lee, Harlan**, Counseling Center (Chair)
B.A., Glassboro State College, New Jersey
M.A., Arizona State University
M.Ed., Northern Arizona University
- Lee, Thomas J.**, Network SVCS & Comp. Systems
B.S., Eastern Washington University
- Leighton, Gordon B., Dr.**, English
B.A., Bates College, Maine
M.A., Ph.D., University of Virginia
- Lepeintre, Suzanne**, English
B.A., Lewis & Clark College
M.A.T., Ph.C., University of Washington
- Li, Xiao**, Business Administration - Transfer;
Computer Science - Transfer
B.S., University of California at Davis
M.S., California State University at Hayward
- Linde, Christy L**, KBCS (Music Director)
- Lindman, Dale**, Art (Chair)
B.A., M.A., St. Cloud State University
M.F.A., University of Washington
- Lippincott, Chelan A**, KBCS (Membership Director)
- Longpre, Nicole**, Library Media Center
B.A., The Evergreen State College
M.L.S., University of Washington
- Luark, Carolyn**, Art
B.A., Central Washington University
M.F.A., Washington State University
- Lucero, Jamie**, CE/Translation &
Interpretation (Program Manager)
- Ludlow, Jocelyn A.**, Nursing
B.S.N., University of Mary-Hardin Baylor
M.N., University of Washington, Bothell
- Lum, Leslie G.**, Business Administration-Transfer;
E-Commerce
B.F.A., M.S.W., University of British Columbia
M.B.A., Columbia University
- Luzzi, Bethanne**, Counseling Center
B.A. Muhlenberg College
M.A., Seattle University
- Lyle, Catherine**, Physical Sciences (Chair)
B.A., Pomona College
M.S., Tufts University, Massachusetts
- Machala, Janis**, Continuing Education (Executive Dean)
B.A., Augustana College
MBA, University of Iowa
- Majury, Maureen**, IBIT Center of Excellence for
Information & Computing Technology (Director)
M.Ed.
- Malinsky, Alexander S.**, Mathematics
B.S., Western Washington University
M.A., University of Washington
- Mangan, Rick**, American Sign Language
B.A., University of Washington
- Marks, Suzanne**, Business Technology Systems
B.A., Washington State University
- Martel, Steven G.**, Counseling Center
A.A., Highline Community College
B.S., Psychology, Western Oregon University
M.A., Ph.D., Argosy University, Seattle
- Massie, Melissa**, World Languages
B.A., Linfield College, Oregon
M. A., Seattle University
- Mauldin, Diane M.**, Life Sciences
B.A., M.Ed., University of Washington
- Maulik, Manusumi**, Mathematics
B.S., Calcutta University, India
M.S. Garwhal University, India
- Mayer, Jennie K.**, Chemistry
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M.S., University of California
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M.A., Ph.D., University of Mississippi
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M.A., Seattle Pacific University
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M.A., Marquette University, Wisconsin
- Miguel, Donna**, English
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M.A., New Mexico State University
- Miller, Kristine L.**, Radiologic Technology
A.A., Bellevue College
B.A., Eastern Washington University
- Miller, Susan A.**, Biology
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M.S., University of Washington
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M.A., Antioch New England Graduate School
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M.A. Seattle University
- Murphy, Margaret**, Associate Director, Life Science
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M.A., New York University
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M.S., Strayer University, VA
- Nielsen, Thomas R.**, Vice President - Instruction
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M.A., Antioch University Seattle
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M.A. Seattle University
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M.A., Freiburg University, Germany
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B.A., University of the Pacific, California
M.A., San Diego State University
- Oar, David J.**, Library Media Center
B.A., University of Washington
M.A., University of Washington
- Oleson, Katherine E.**, Communication Studies
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B.A., Gustavus Adolphus College
M.A., University of Washington
- Orechia, Stella**, Health and Physical Education;
Athletics
B.S., Brigham Young University
M.A., San Francisco State University
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Administration-Transfer (Chair)
B.S., California State University at Fresno
M.B.A., Golden Gate University, San Francisco
- Pauley, Jean M**, English
B.S., Northern Kentucky University
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Ph.D., University of Utah
- Payne, William, Dr.**, Philosophy (Chair)
B.A., M.A., Arizona State University
Ph.D., University of California at Davis
- *Perry, Thornton**, History
B.A., M.A., Ohio State University
- *Phillips, Gayne E.**, Parent Education
B.A., M.A., Washington State University
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M.Ed., Seattle University
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M.A., University of Southwestern Louisiana
- Portillo, Cesar**, Vice President of Human Resources
B.A., University of Texas
M.A., Seattle University
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M.S., University of Washington
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B.S., M.S., Western Washington University
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St. Luke's Hospital, South Dakota

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 BC; 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 BC, assessment also refers to determining skills and abilities as learning outcomes in the college's general education program.

associate 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 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 baccalaureate institution, 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 published which lists college regulations, program and course descriptions, degree and graduation requirements, transfer requirements, and other essential information. (Published annually at BC.)

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. (published quarterly at BC)

(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 BC, 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).

common course identifier

common course numbering

The Common Course Numbering system identifies courses that are commonly shared among Washington community and technical colleges. Visit www.bellevuecollege.edu/ccn for more information.

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 instruction 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 them for college-level study.

At BC, 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 does not require students to come to the campus; can include correspondence courses, televised or videotaped lectures, online courses (Internet and e-mail), etc.

distribution requirements

Course requirements included in an instructional program to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or major.

division

An organizational unit within a college or university consisting of two or more related departments.

drop

To cancel registration in a course after enrolling into it. Students often add and drop courses before settling on a class schedule for a particular quarter. 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.

entry code

The 5-digit number students get from the division office allowing them to register for a class that requires prerequisites or "permission of instructor." at a school. At

evaluation

- (1) The process and standards by which an instructor judges a student's work and assigns a grade.

- (2) At BC, 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 BC, 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, www.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 BC, 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.

hybrid course

A course that is partially held on campus and partially online.

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 BC, 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).

late start classes

Classes that begin after the official first week of the quarter.

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 BC, this is called "academic concentration" in a particular subject.

north campus

As of spring 2011, BC's Continuing Education administration and classes are located in a facility in north Bellevue, just off 148th at SR 520.

no-show

A student who registers into a course but never goes to class. At BC 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.

Once-a-week classes

Instruction which only requires students to come to the campus one day a week.

Online courses

Instruction which does not require students to come to the campus and uses the Internet and/or e-mail.

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 BC offers instructional programs in nine fields”).

(4) Organized activities with a specific function (“BC offers support programs and services for students of color”).

quarter

Some schools (including BC) 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 BC, 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 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.

wait list

A wait list offers students who sign up a fair and consistent method of being enrolled in a full class if openings occur.

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 and 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 quarter has started.

work-study

A type of financial aid which pays students to work part-time, often on campus, during the academic year.

Course Prefix & Department Titles

Course Prefix	Department Title
ABE	Adult Basic Education
ACCT	Accounting
ACCT&	Accounting – Transfer
ADFIT	Fitness Center
ALDAC	Alcohol & Drug Counseling
ALL	Applied Linguistics
ANTH& and ANTH	Anthropology
ARAB	Arabic – World Languages
ART	Art
ASL& and ASL	American Sign Language - World Languages
ASTR& and ASTR	Astronomy
BA	Business Administration - Transfer
BIOL& and BIOL	Biology
BOTAN	Botany
BTS	Business Technology Systems
BUS& and BUS	Business Management
CEO	Career Education Options
CES	Cultural & Ethnic Studies
CHEM& and CHEM	Chemistry
CHIN& and CHIN	Chinese – World Languages
CJ& and CJ	Criminal Justice
CMST& and CMST	Communication Studies
CS	Computer Science
DANCE	Dance – Theatre Arts
DBA	Database Administration
DEVED	Developmental Education
DMA	Digital Media Arts
DOSM	Dosimetry
DRMA& and DRMA	Drama – Theatre Arts
DUTEC	Diagnostic Ultrasound
ECED& and ECED	Early Childhood Education
ECON& and ECON	Economics
EDUC& and EDUC	Education
ENGL& and ENGL	English
ENGR& and ENGR	Engineering
ENVS	Environmental Science
ESL	English as a Second Language
EXPRL	Experiential Learning
FRCH& and FRCH	French – World Languages
FS	Fire Science
GED	General Education Development
GEOG& and GEOG	Geography
GEOL	Geology

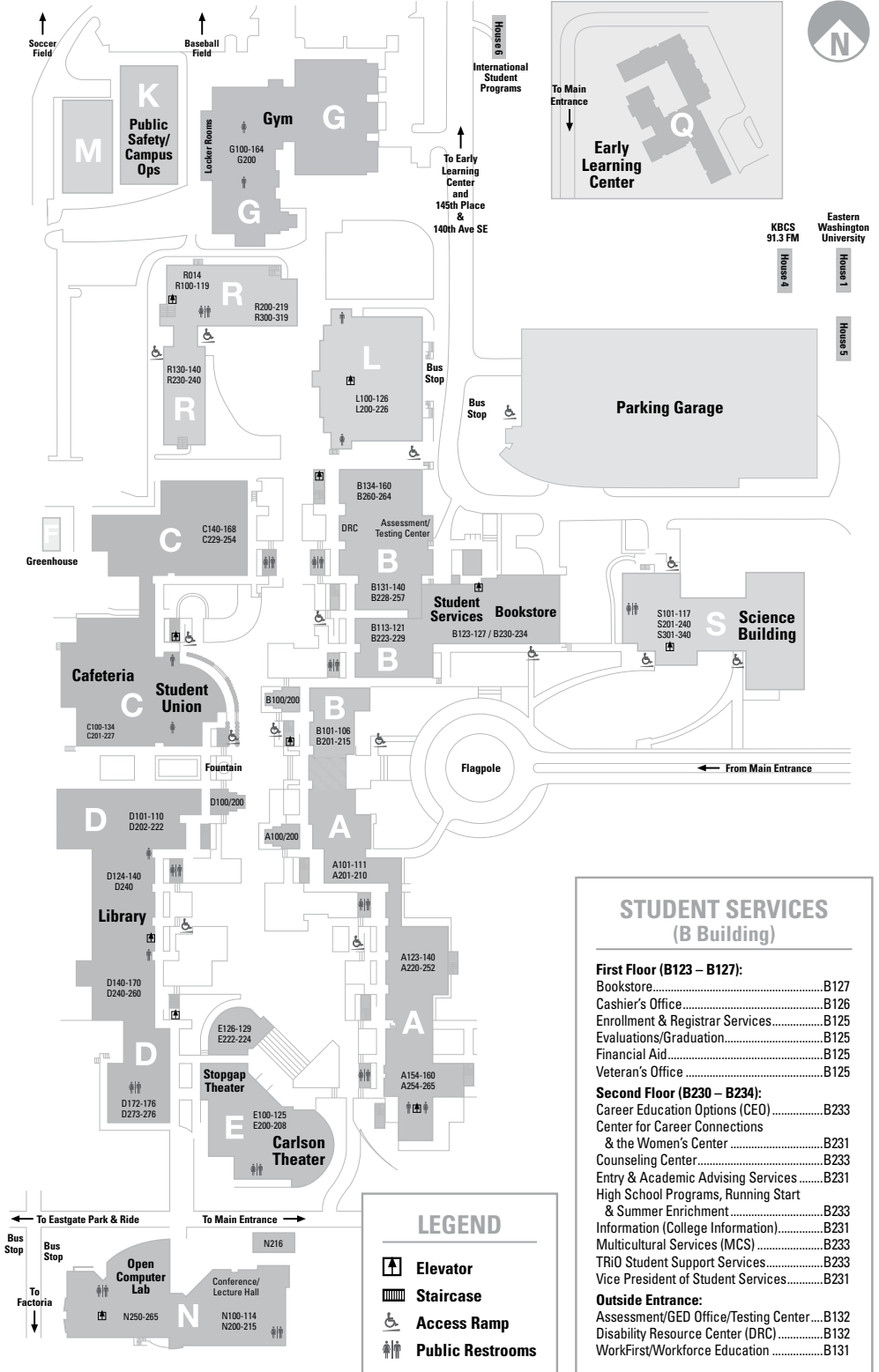
Course Prefix	Department Title
GERM& and GERM	German - World Languages
HCTM	Healthcare Technology and Management
HEALTH	Health
HIST	History
HPRO	Health Professions
HSSA& and HSSA	Alcohol & Drug Counseling
HUMAN	Human Development
ID	Individual Development
IMAGE	Imaging
ISIT	Information Systems and Technology
IT	Information Technology
INDES	Interior Design
INTER	Interdisciplinary Studies
INTST	International Studies
IS	Individual Studies
ITAL	Italian – World Languages
JAPN& and JAPN	World Languages
MATH& and MATH	Mathematics
METR	Meteorology
MKTG	Marketing Management
MUSC& and MUSC	Music
NDT	Neurodiagnostic Technologist
NMTEC	Nuclear Medicine Technology
NSCOM	Network Services
NUTR& and NUTR	Nutrition
NURS	Nursing
OCEA& and OCEAN	Oceanography
OLS	Occupational & Life Skills
PARED	Parent Education
PE	Physical Development
PHIL& and PHIL	Philosophy
PHYS& and PHYS	Physics
POLS& and POLS	Political Science
PROG	Programming
PSYC& and PSYC	Psychology
RADON	Radiologic Therapy
RAIM/RAIT	Radiation & Imaging Sciences
RATEC	Radiologic Technology
RECED	Recreational Education
SOC& and SOC	Sociology
SPAN& and SPAN	Spanish - World Languages
TECH	Technical Support
TRANS	Translation & Interpretation

MAIN CAMPUS MAP

3000 Landerholm Circle SE
Bellevue, WA 98007-6484

INDEX

A	Academic Success Center.....	D204
	Administrative Services.....	B202
	Arts & Humanities Division Office.....	R230
	Art Gallery (The Gallery Space).....	D271
	Assessment/GED Office/Testing Center.....	B132
B	Basic Skills Learning Lab.....	R108
	Board Room(s).....	B201
	Bookstore.....	B127
C	Cafeteria.....	C115
	Campus Business Center.....	C105
	Campus Operations.....	K100
	Center for Career Connections.....	B231
	Carlson Theater.....	E100
	Cashier's Office.....	B126
	Career Education Options (CEO).....	B233
	Childcare Center.....	Q Building
	College Relations.....	A101
	Computer Lab (Open).....	N250
	Conference & Lecture Hall.....	N201
	Counseling Center.....	B233
D	Dance Studio.....	R014
	Disability Resource Center (DRC).....	B132
E	Early Learning Center.....	Q Building
	Eastern Washington University.....	House 1
	Enrollment & Registrar Services.....	B125
	Entry & Academic Advising Services.....	B231
	Evaluations/Graduation.....	B125
F	Faculty Resource Center.....	D104
	Financial Aid.....	B125
	Fitness Center.....	G102
	Foundation.....	A101
G	Greenhouse.....	F100
	Gymnasium.....	G Building
H	Health Sciences, Education & Wellness Institute.....	R130
	High School Programs.....	B233
	Human Resources.....	A102
I	Information (College Information).....	B232
	Information Resources.....	N215
	Institute for Business & Information Technology (IBIT).....	A254
	Institutional Advancement.....	A101
	Instruction Office/VP of Instruction.....	A202
	International Student Programs.....	House 6
L	Library.....	D126
K	KBSCS 91.3 FM Main Studio.....	House 5
	KBSCS 91.3 FM Public Affairs.....	House 4
M	Mailroom.....	K106
	Math Lab.....	D204
	Meeting/Dining Rooms.....	C120 A/B, C130 A/B
	Multicultural Services (MCS).....	B233
P	Planetarium.....	B244
	President's Office.....	A201
	Printing Services.....	D175
	Public Safety.....	K100
	Puget Sound Regional Archives.....	N100
R	Reading Lab.....	D204
	Receiving Dock.....	K102
	Running Start.....	B233
S	Science Division Office.....	L200
	Social Science Division Office.....	D110
	Student Programs/ Student Government Office.....	C212
	Student Services.....	B Building
	Student Services Vice President.....	B231
	Summer Enrichment.....	B233
T	Television Services.....	D152
	TRIO Student Support Services.....	B233
V	Veteran's Office.....	B125
W	Warehouse.....	K110
	Women's Center, The.....	B231
	WorkFirst/Workforce Education.....	B131
	Worker Retraining Program.....	N211
	Writing Lab.....	D204



STUDENT SERVICES (B Building)

First Floor (B123 – B127):

Bookstore.....	B127
Cashier's Office.....	B126
Enrollment & Registrar Services.....	B125
Evaluations/Graduation.....	B125
Financial Aid.....	B125
Veteran's Office.....	B125

Second Floor (B230 – B234):

Career Education Options (CEO).....	B233
Center for Career Connections & the Women's Center.....	B231
Counseling Center.....	B233
Entry & Academic Advising Services.....	B231
High School Programs, Running Start & Summer Enrichment.....	B233
Information (College Information).....	B231
Multicultural Services (MCS).....	B233
TRIO Student Support Services.....	B233
Vice President of Student Services.....	B231

Outside Entrance:

Assessment/GED Office/Testing Center.....	B132
Disability Resource Center (DRC).....	B132
WorkFirst/Workforce Education.....	B131

For more information, visit www.bellevuecollege.edu/visitors

PS9-12

Main Campus Parking Map

BELLEVUE COLLEGE MAIN CAMPUS PARKING MAP

LEGEND

Daily Metered Parking
Open to Employees, Students without Permits, and Visitors

Discount Permit Parking
Requires Discount Permit (all student permits okay)

Student Parking
Requires Non-discount Student Permit (daily permits okay)

Employee Parking
Requires Employee Permit
24 hour lots: 4, B1, B2, C5, D1

Reserved Parking
Loading Dock

Metro Bus Stop

Electric Vehicle Charging Station

Pay Station Location

Wheelchair Accessible

Motorcycle Parking

Second Floor Walkway



Soccer Field

Courier Baseball Field

Softball Field

INDEX

Name	Building
Academic Success Center	D
Bookstore	B
Cafeteria	C
Campus Operations	K
Carlson Theater	E
Cashiers Office	B
Center for Career Connections & the Women's Center	B
Computer Lab	N
Early Learning Center	Q
Enrollment Services	B
Eastern Washington University	House 1
Fountain	C Courtyard
Gallery Space (the)	D
Greenhouse	F
Gymnasium	G
International Student Programs	House 6
KBCS Main Station	House 5
KBCS Public Affairs	House 4
Library	D
Planetarium	B
Printing Services	D
Public Safety	K
Receiving Dock	K
State Archives	N
Student Services	B
Student Union	C
Warehouse	K

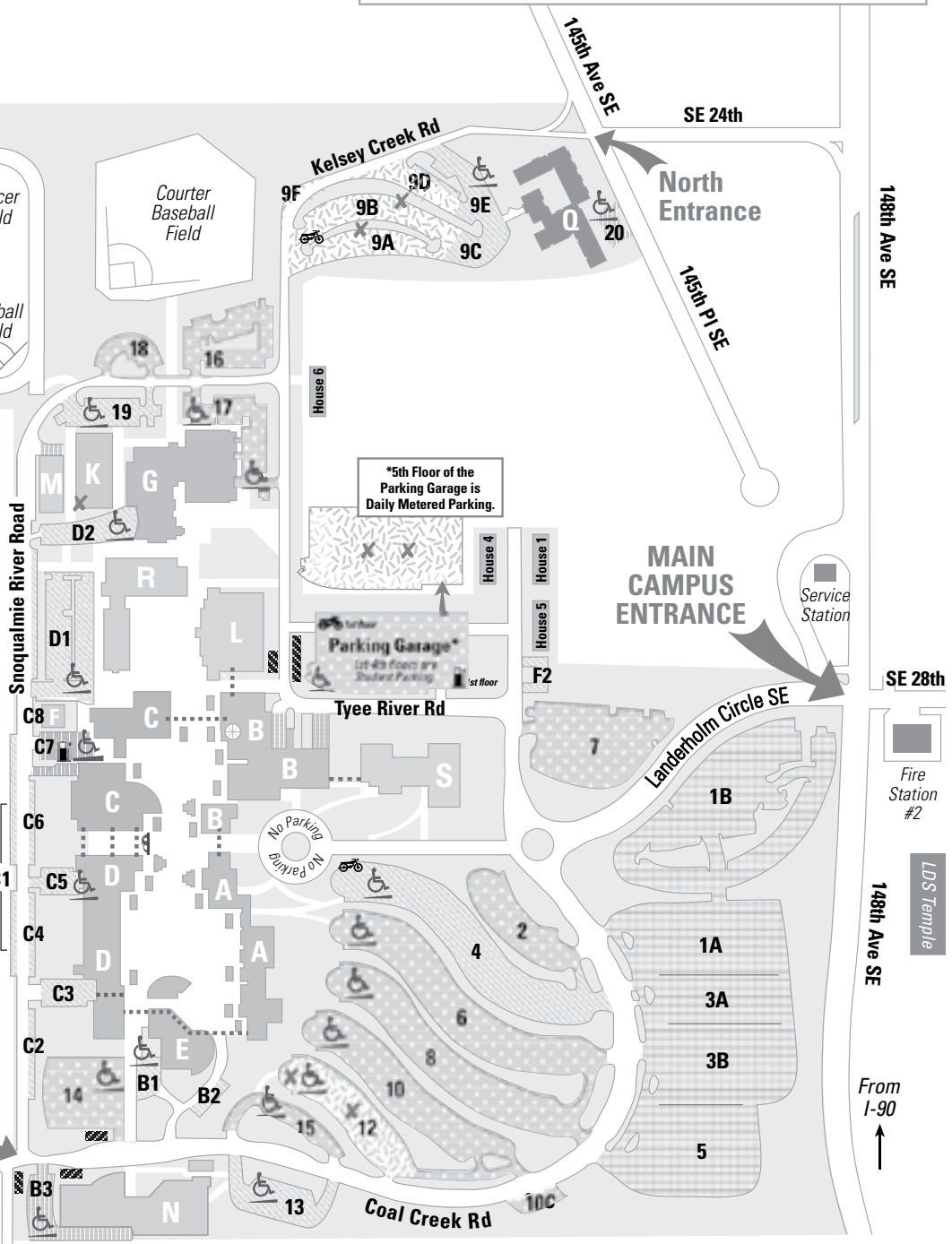
South Entrance

From Eastgate Park and Ride

To I-90 Overpass

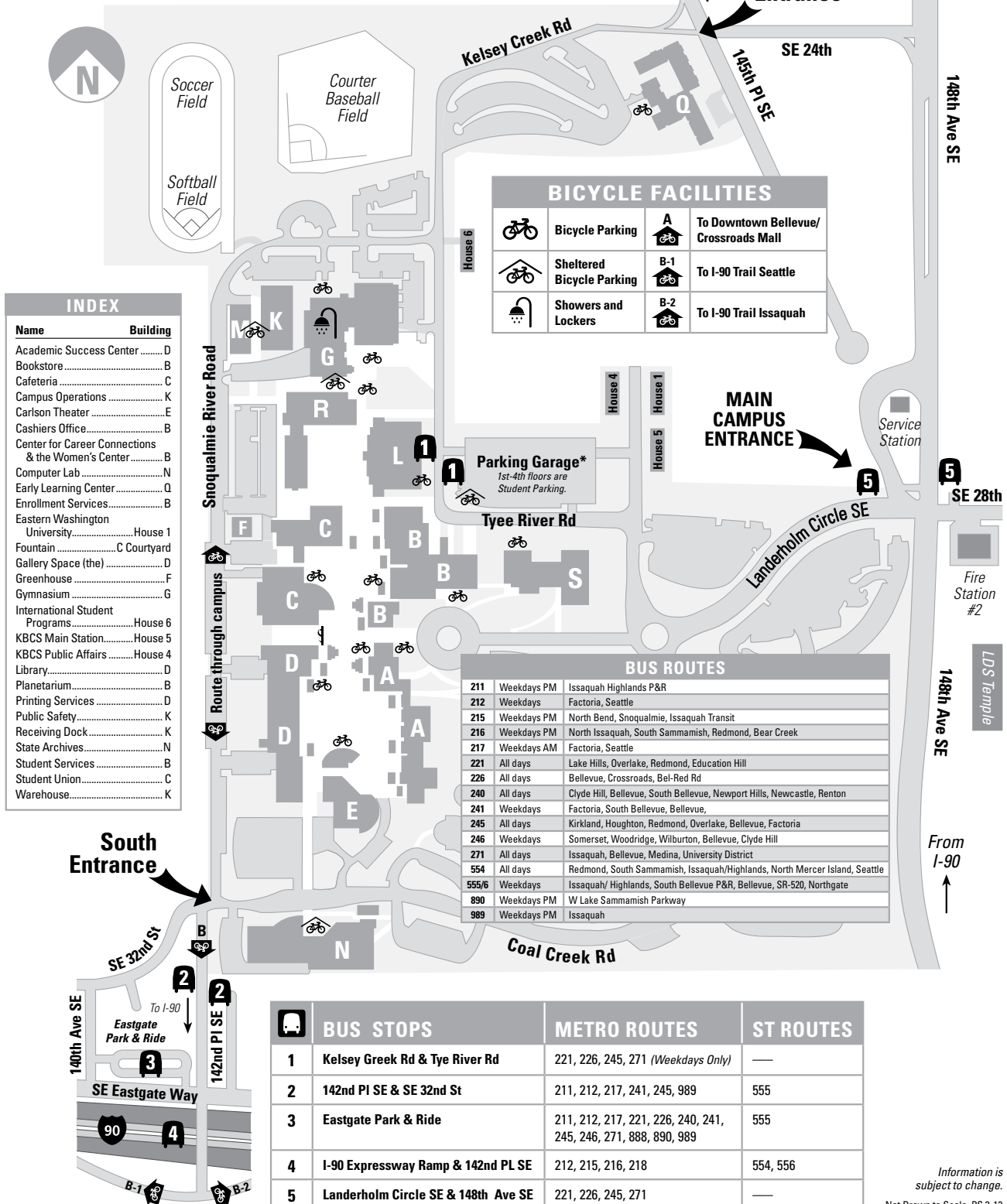
Information subject to change - please check entrance sign at lots for current restrictions.

Effective September 2012
Not Drawn to Scale PS 8-12



Main Campus Bicycle Map

BELLEVUE BUS & COLLEGE BICYCLE MAP



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2013-2014 Academic Calendar

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Commencement June 14						1
2	3	4	5	6	7	8
9	10	11	12 Finals	13 Finals	14 Finals Qtr Ends	15
16	17	18	19	20	21	22
23 30	24 Summer Qtr Begins	25	26	27	28	29

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 HOLIDAY	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 HOLIDAY	29 HOLIDAY	30

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 HOLIDAY	2	3	4	
5	6 Winter Qtr Begins	7	8	9	10	11
12	13	14	15	16	17 Count Day	18
19	20 HOLIDAY	21	22	23	24	25
26	27	28	29	30	31	

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Count Day	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			

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Finals	10 Finals	11 Finals Qtr Ends	12	13	14
15	16	17	18	19	20	21
22	23	24 HOLIDAY	25 HOLIDAY	26	27	28
29	30	31				

May 2014

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 HOLIDAY	27	28	29	30	31

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Finals Qtr Ends	9	10
11	12	13	14	15	16	17 POWER DOWN
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 NO CLASS	7	8
9	10	11	12	13	14	15
16	17 NO CLASS	18	19	20	21	22
23	24	25	26	27	28	

June 2014

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 Finals	19 Finals	20 Finals Qtr Ends	21
22	23	24	25	26	27	28
29	30	Commencement June 20				

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 OPENING WEEK	19 OPENING WEEK	20 OPENING WEEK	21
22	23 Fall Qtr Begins	24	25	26	27	28
29	30					

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 NO CLASS	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 Finals	25 Finals	26 Finals Qtr Ends	27	28	29

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Summer Qtr Begins	2	3	4 HOLIDAY	5
6	7	8	9 Count Day	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Count Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 NO CLASS	24	25	26
27	28	29	30	31		

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Spring Qtr Begins	8	9	10	11	12
13	14	15	16	17	18 Count Day	19
20	21	22	23	24	25	26
27	28	29	30			

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Finals Qtr Ends	15	16 POWER DOWN
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

Paths to... Becoming Exceptional

- › Looking for a high-quality, affordable way to start college?
- › Want to finish a bachelor's degree?
- › Interested in pursuing a new career?
- › Ready to update your skills and experience?

Transfer AA Programs



2,600

of graduates last June

Professional & Technical Degrees & Certificates



1,000

of faculty
(including part-time)



General Studies

Continuing Education



66

of students receiving
4-year degrees last June



Bachelor's Degrees

38,000

of enrolled students annually



BELLEVUE
COLLEGE

3000 Landerholm Circle SE
Bellevue, WA 98007



bellevuecollege.edu