BELLEVUE

COLLEGE

50

YEARS

1966 ~ 2016

2016-17 Course Catalog

Table of Contents

B **BELLEVUE**
COLLEGE

3000 Landerholm Circle SE
Bellevue, Washington 98077
(425) 564-1000
www.bellevuecollege.edu

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates... Please see policy 4150 at *www.bellevuecollege.edu/policies/*.

Helpful Telephone Numbers

General Information .... (425) 564-1000

Instruction
Academic Success Center .... (425) 564-2200
Arts & Humanities Division .... (425) 564-2341
Health Sciences, Education & Wellness Institute .... (425) 564-2012
Institute for Business and Information Technology (IBIT) .... (425) 564-2311
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

Student Affairs
Advising .... (425) 564-2212
Bookstore .... (425) 564-2285
Center for Career Connections & Women's Center .... (425) 564-2279
Counseling Center .... (425) 564-2212
Disability Resource Center .... (425) 564-2498
TTY .... (425) 564-4110
Early Learning Center (Childcare & Head Start) .... (425) 564-2240
Enrollment Services .... (425) 564-2222
Evaluations/Graduation .... (425) 564-3106
Testing Services .... (425) 564-2243
Transcripts .... (425) 564-2222
Financial Aid .... (425) 564-2227
High School Programs .... (425) 564-2026
    CEO (Career Education Options) .... (425) 564-2026
    Running Start .... (425) 564-4145
    Summer Enrichment .... (425) 564-4145
Multicultural Services & Student Success Programs .... (425) 564-2208
OIE (Office of International Education and Global Initiatives) .... (425) 564-3185
Registration .... (425) 564-2222
Student Programs .... (425) 564-6150
Associated Student Government .... (425) 564-6150
TRiO – Student Support Services .... (425) 564-5745
Veterans Office .... (425) 564-2220

Economic & Workforce Development
Continuing Education .... (425) 564-4000
Workforce Education .... (425) 564-4045
Worker Retraining .... (425) 564-2036

Public Safety .... (425) 564-2400
Emergency Closure Information .... (425) 401-6680

Welcome to Bellevue College!

This year marks Bellevue College's 50th anniversary and it's so thrilling to think about not only what we've accomplished on the Eastside in the past 50 years, but what we will be able to do in the next 50! As this year unfolds, you will hear about events and activities centered on the 50th and I encourage you to get involved. Our success is, in large part, due to our community's continued call to action.

Bellevue College is such a unique campus and given the depth and breadth of our programming, 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 enthusiastic support staff. Use this time to create lifelong relationships that expand your horizons and enhance the world. Join a club, explore cultural activities, attend a Bulldog Athletics event, 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 developed a greater appreciation for all that there is to learn and explore.

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 interior design, 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.

The education you receive from Bellevue College will make a difference in your life. So whether your dream is to design the corner office or reside in it, we are here to support your success, help your dreams come true, and give you a fresh start.
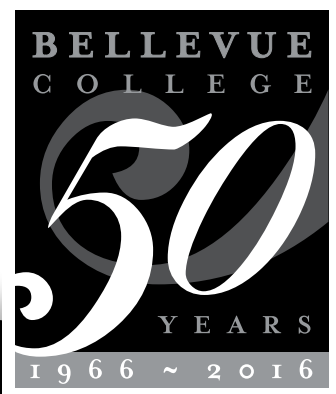
Become Exceptional!

Dr. David L. Rule
President
Bellevue College

A leader in Washington since 1966

2016: An economic engine powering the Puget Sound

Since opening our doors in 1966, Bellevue College has educated and inspired over 450,000 students. We're excited for our future as we continue to expand our bachelor degrees and international offerings. Join us in honoring our history and celebrating our achievements as we look ahead to a bright future.

Celebrating the past. Embracing our future.

Learn more at www.bellevuecollege.edu/50years/

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.

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:

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

State Approving Agency

Selected programs of study at Bellevue College are approved by the Washington State Achievement Council (WSAC) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

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 Landerholm 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*.

Student 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:

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

Where to Find Information on Student Affairs and Policies

The Bellevue College website is the gateway to an enormous amount of information about student life at Bellevue College. Academic, enrollment and graduation, and tuition information are among the many topics you may find helpful. In addition, there is information about our wide array of Student Affairs, including advising, counseling, veterans' assistance, and financial aid. (See page 4 for department listings, URL and contact information.)

Policies and procedures that students need to know can also be found on the website. These include policies about academic standards, withdrawing from classes, behavior expectations and discipline procedures. BC policies and procedures are subject to revision without notice. For current information on policies, visit *www.bellevuecollege.edu/policies/.*

Be sure to pick up a Student Handbook, available in the Student Programs office or PALS Center, prepared by the Student Programs department. There you will find for a great deal of information that will be helpful to you throughout your time at BC. Among handbook content is information about campus resources, policies and opportunities for student involvement, including participation in the Associated Student Government, by joining one of the college's more than 70 student clubs, or becoming involved in campus athletics, music, dance or theatre.

Limitation of Liability

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

Students and Learning

At Bellevue 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, 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

Our applied bachelor's degree programs are designed to accommodate both individuals new to higher education and working professionals. Current programs include:

Bachelor of Applied Arts
■ Interior Design

Bachelor of Applied Science
■ Applied Accounting
■ Data Analytics
■ Health Promotion & Management (starts Fall 2016)
■ Healthcare Informatics
■ Healthcare Management & Leadership (starts Fall 2016)
■ Information Systems & Technology
■ Molecular Biosciences (starts Fall 2016)
■ Radiation & Imaging Sciences

Bachelor of Science
■ Nursing (RN to BSN)

These degrees are intended for students who have already completed an associate's degree in a specific field. See pages 29-48 for more detailed information and degree requirements.

Transfer Associate Degrees

The college offers the following transfer associate degrees intended for students who plan to transfer to baccalaureate institutions in the State of Washington. Students must follow the appropriate degree guidelines in order to fulfill graduation requirements. All are part of the Intercollege Relations Commission (ICRC) transfer agreement and offer several options. See pages 55-62 for further degree details, major programs, and degree requirements.

■ Associate in Arts & Sciences (DTA)*
■ Associate in Business (DTA/MRP)*
■ Associate in Math Education (DTA/MRP)*
■ Associate in Science
  ■ Track I: Biological, Environmental/Resources, Chemistry and Earth Sciences
  ■ Track II: Physics and Atmospheric Sciences
  ■ Track II: Engineering (MRP)*
    ■ Chemical and Bio-Engineering
    ■ Electrical and Computer Science
    ■ Civil, Mechanical and 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 and 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 64 and 67.

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 64 for degree requirements).

Associate in Occupational and Life Skills

Occupational and Life Skills (OLS) is a 90-credit associate degree program for students with varying disabilities that interfere with learning success in a traditional college environment. 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. Learn more on page 65. Visit *www.bellevuecollege.edu/ols* for admission information.

Basic & Transitional Studies

Basic & Transitional Studies has three components at BC: Basic Education for Adults classes, numbered below 100, develop or build basic skills. English as a Second Language offers non-native students an opportunity to learn English. High School Completion is available for students 19 years or older to prepare for the GED® exam. The exam is available through Testing Services. For course descriptions, see pages 115-118.

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 XX for more details.

Continuing Education

Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, businesses, technology enthusiasts, retirees, and casual learners seeking personal enrichment. Most classes are located at our North Campus, 14673 NE 29th Place, Bellevue. 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.

To review the latest class descriptions, schedules and fees, pick up a copy of the Continuing Education print schedule, *visit www.bellevuecollege.edu/ce/* 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. Current 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 *www.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.

- 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.

As a condition of participating in the International student program, F-1 visa holders on the BC's I-20 are required to join the BC-contracted medical insurance plan every quarter including approved vacation and Reduced Course Load (RCL) term. Mandatory medical insurance is a requirement imposed by the BC Foundation in the International Shared Funding Agreement. F-1 students who become ineligible for the College's Accident and Sickness Insurance plan will need to secure other coverage and submit proof of coverage to OIE immediately.

College credit programs

International students are admitted to regular credit programs upon meeting the following requirements (students 16 and 17 years of age must also submit the Limited Power of Attorney to Make Health Care Decisions for My Minor Child and the Attorney in Fact forms as well as the proof of high school graduation or equivalent);

- Completed and signed Bellevue College international student application with the non-refundable application fee
- Proof of English language proficiency as defined by the Office of International Education and Global Initiatives
- Official transcripts in English from the applicant's current or most recent school
- Certification of financial support dated not more than six (6) months from the date application.

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 the Limited Power of Attorney to Make Health Care Decisions for My Minor Child and the Attorney in Fact forms);

- Completed and signed Bellevue College international student application with the non-refundable application fee.
- Official transcripts in English from the applicant's current or most recent school
- Certificate of financial support dated not more than six (6) months from the date of submission.

International Business Professions (IBP) Program

International students are admitted to the International Business Professions (IBP) program upon meeting the following requirements:

- Completed and signed Bellevue College international student application with the non-refundable application fee.
- Official translated transcripts from the applicant's current or most recent school
- Certificate of financial support dated not more than six (6) months from the date of submission
- Proof of high school completion (i.e., diploma and/or transcript).
- International students may apply for any quarter throughout the year, except for the International Business Professions (IBP) Program. The IBP program only accepts international students for fall and spring terms. Bellevue College is not able to admit all international students applying for admission, and accepts students on a rolling admission basis. Deadlines are listed on our website.

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 14 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 day before each quarter.

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

Open registration ends on the day before the 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. The waitlist ends on the business day before 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 Affairs Building.

Students should check their schedules daily to learn if they have been enrolled in their waitlisted classes and to be informed of any resulting changes to their tuition and fees.

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

Students who have not been registered via the 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 a full-time load and six 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 Affairs.

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.bellevuecollege.edu/ce/).*

Course Prerequisite and Entry Code

Transfer coursework completed at another regionally accredited institution may satisfy the prerequisite requirement for some courses or programs at Bellevue College. A request must be submitted online to the Evaluations/Graduation Office at the Online Prerequisite Check website with a transcript or test report to clear the prerequisite requirement. Please visit *www.bellevuecollege.edu/transfer/prerequisites/* for more information.

If the enforced prerequisite request is not approved by the Evaluations/Graduation Office, students may request an entry code from the program chair at the respective academic program.

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 will 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 *www.bellevuecollege.edu/services/* .

All registering students will receive registration information, including your access time, via your e-mail. If you do not 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 day before the quarter begins. 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 Affairs 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 checkwriting will be denied.

Tuition and Fee Rates

The following information shows the per credit per quarter resident and non-resident 2016-17 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

Upper division Interior Design, lower level Alcohol & Drug Counseling, and selected other 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 shown within course listings 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 $1.70 per credit with a $17. 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 eLearning 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 eLearning course.

Fee for Continuing Education Courses

Fees for Continuing Education classes are included within course listings in the quarterly Continuing Education schedule. Residency in Washington State is not required for these classes; all students pay 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

You are responsible for paying your tuition by the applicable payment deadline to avoid being withdrawn from your classes due to non-payment, even if you receive financial aid. 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 payment deadline.

The charts below show the 2016-17 basic tuition for state-supported courses per credit

Number Credits	TUITION for "200" Level Courses & Below		Bachelor's Program Above "200" Level Courses		
	Resident Tuition	Non-Resident Tuition	Resident/ Non-Resident (Self-Support)*	Resident Fee Pay 65	Non-Resident Fee Pay 66
1	$102.90	$279.59	$234.43	$200.93	$599.17
2	205.80	559.18	468.86	401.86	1,198.34
3	308.70	838.77	703.29	602.79	1,797.51
4	411.60	1,118.36	937.72	803.72	2,396.68
5	514.50	1,397.95	1,172.15	1,004.65	2,995.85
6	617.40	1,677.54	1,406.58	1,205.58	3,595.02
7	720.30	1,957.13	1,641.01	1,406.51	4,194.19
8	823.20	2,236.72	1,875.44	1,607.44	4,793.36
9	926.10	2,516.31	2,109.87	1,808.37	5,392.53
10	1,029.00	2,795.90	2,344.30	2,009.30	5,991.70
11	1,079.95	2,854.04	2,578.73	2,019.30	6,002.41
12	1,130.90	2,912.18	2,813.16	2,029.30	6,013.12
13	1,181.85	2,970.32	3,047.59	2,039.30	6,023.83
14	1,232.80	3,028.46	3,282.02	2,049.30	6,034.54
15	1,283.75	3,086.60	3,516.45	2,059.30	6,045.25
16	1,334.70	3,144.74	3,750.88	2,069.30	6,055.96
17	1,385.65	3,202.88	3,985.31	2,079.30	6,066.67
18	1,436.60	3,261.02	4,219.74	2,089.30	6,077.38
19 +	(1)	(2)	(3)	(4)	(5)

"200" Level Courses & Lower:
(1) Residents pay $1,436.60 for 18 cr + $92.32 additional per credit beyond 18
(2) Non-Residents pay $3,261.02 for 18 cr + $269.01 additional per credit beyond 18

Bachelor's Program Above "200" Level Courses:
(3) Last year's rates listed: these are subject to change*

(4) Bachelor's Program
(5) Bachelor's Program

Additional fees per credit are:
A comprehensive fee of $1.50 per credit with a $15. max; A commute reduction fee of $1.70 per credit with a $17. max.; a technology fee of $3.50 per credit 1-10 credits and $3.50 per credit beyond 18. An environmental sustainability fee of $1.00 per credit with a $10 max.

per quarter for residents and non-residents. Additional fees are described below. Please visit www.bellevuecollege.edu/tuition/ for most current information.

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 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://www.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 a credit card was used for the initial payment, 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 eight 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://www.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. Waves 100% of tuition and some fees for eligible child and spouse of 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.

eLearning 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".

Student Profile

Where do our students come from? .... 45.9% from East King County Communities

Number of students: .... 32,725 annually

Gender distribution: .... Females 55.7% / Males 44.3%

Age of all students: .... Median 23.7 / Average 27.6

Educational intent students:

    Academic transfer 35%

    Professional-technical 38%

Race/Ethnicity of students[1]:

    Asian and Pacific Islander American* 21.5%

    African-American* 6.7%

    Native American* 0.7%

    Multi-Racial* 4.0%

    White* 51.3%

[1] *Data are only for students who identified with a race category; 13.4% of these students self-identified as Latino or Hispanic separate from any race.*

Grants and scholarships recipients (includes only students eligible to receive aid): 29.4%

International Students: .... About 1,700 students per year from 74 countries

Students with Disabilities: .... Over 1,000 served

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/cpso/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

Selected programs of study at Bellevue College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. 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 a 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.

Federal law requires students to report any change in enrollment status that may affect their VA educational benefits. Students should inform a 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 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 a Bellevue College Veterans' Advisor at (425) 564- 2220, Room C230 or e-mail *veterans@bellevuecollege.edu* to determine their eligibility.

Bellevue College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

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 Affairs 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 *www.bellevuecollege.edu/ enrollment/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 initi-

ate 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 must earn a cumulative GPA of 2.0 or better to remain in good academic standing. The following consequences will be imposed progressively for students who are not in good academic standing.

- **Academic Warning**
- **Academic Probation**
- **One (1) Quarter Academic Dismissal**
- **Four (4) Quarter Academic Dismissal**

Consecutive quarter is defined to mean the next quarter in which a student is enrolled even if a break in time occurs. Note: Students will remain at currently assigned academic standard level if cumulative GPA remains below 2.0 but quarterly GPA reaches 2.0 or better.

Academic Warning

Students carrying five or more credits will be placed on Academic Warning at the end of any quarter in which their quarterly GPA is below 2.0 Students who fail to make satisfactory progress over time will be placed on the next level of academic intervention. There is no appeal process to this level of intervention.

Academic Probation

Students carrying five or more credits will be placed on Academic Probation at the end of any quarter in which their quarterly GPA is below 2.0 for a second consecutive quarter.

Students placed on Academic Warning or Academic Probation will be sent a letter that offers effective study tips and strongly encourages students to take advantage of college support resources for education planning.

Students on Academic Probation are required to complete an Academic Probation Contract that outlines steps for improving the student's academic performance. A student on Academic Probation will be required to meet with an Academic Advisor, Counselor, or designated Faculty member (in certain programs) to review the plan prior to registration. Online registration will be blocked while the student remains on Academic Probation. There is no appeal process to this level of intervention.

One Quarter Academic Dismissal

Students carrying five or more credits will be placed on 1 Quarter Academic Dismissal at the end of any quarter in which their quarterly GPA is below 2.0 for a third consecutive quarter.

Students placed on 1 Quarter Academic Dismissal will not be permitted to register for any courses for credit the subsequent quarter. Dismissed students will be blocked from registering. Students who enrolled for classes prior to suspension status will be administratively withdrawn, and tuition paid will be refunded.

Students placed on 1 Quarter Academic Dismissal will be sent a letter that outlines the appeal process for reinstatement. To be considered for reinstatement, students must outline a plan for making measurable and substantial progress towards improving their grade point average and meet in person with the Dean of Student Success or designee.

All appeals are reviewed by the Dean of Student Success. If approved, the student will continue on probationary status until satisfactory academic progress has been met for two quarters or longer. Notification will be sent to the student outlining conditions of reinstatement.

Four Quarter Academic Dismissal

Students carrying five or more credits will be placed on 4 Quarter Academic Dismissal at the end of any quarter in which their quarterly GPA is below 2.0 for a fourth consecutive quarter.

Students placed on 4 Quarter Academic Dismissal will not be permitted to register for any courses for four quarters. Dismissed students will be blocked from registering. Students who enrolled for classes prior to suspension status will be administratively withdrawn, and tuition paid will be refunded.

Students placed on 4 Quarter Academic Dismissal will be sent a letter that outlines the appeal process for reinstatement. The student must submit to the Vice President of Student Affairs a suitable plan to improve academic performance. The student may be referred to an Academic Advisor, Counselor, or designated Faculty member (in certain programs) helps with the student's progress.

Petitions to appeal an academic dismissal must be received in writing in the office of the Vice President of Student Affairs at least two weeks prior to the start of the quarter in which the student wishes to enroll. If approved, the student will continue on probationary status until satisfactory academic progress has been met for two quarters or longer. Notification will be sent to the student outlining conditions or reinstatement.

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

Repeating a Course

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the course catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student's transcript; the Registrar will place an "R" next to other grade(s) received for that course.
- Courses must be repeated for a letter grade unless the course is offered only as pass/fail.
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

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/Graduation 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/transfer/*.

Tech Prep College Connections

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 consortium 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

The college awards non-traditional credit for work completed in private study, at non-accredited institutions, military training, other industry related certificates and trainings, and for certain examinations. The following applies:

- Transferability of awarded credits are subject to the policies of the receiving institution and the college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.
- Awarded credits are subject to review and approval by faculty.
- Awarded credits do not count toward college residence requirements.
- Depending on the type of awarded credit, limitations or restrictions may apply.
- Awarded credits must apply to the student's program.
- Some Non-Traditional Credit options charge a fee.

In accordance with the standards set by the State Board for Community and Technical Colleges, the college recognizes four categories of Credit for Non-Traditional Learning:

1. Credit by Testing: Includes commonly accepted higher education equivalency exams that are documented via a transcript or other official record. Awarded credit is based on the type of test and test scores. Tests include:
    - Advanced Placement (AP) – up to 60 credits may be awarded.
    - International Baccalaureate (IB) – up to 60 credits may be awarded.
    - College Level Examination Program (CLEP) – limited to 15 restricted elective credits.
    - DANTES Subject Standardized Tests (DSST) – limited to 15 restricted elective credits.
    - Cambridge "A" Level Exam – up to 60 credits may be awarded.

2. Prior Experiential Learning: Knowledge and skills acquired through experience alone, evaluated (subjectively) by faculty via evaluation of a compilation of work. Includes Portfolio Review and HS21+ Portfolio Review for students interested in obtaining a high school diploma.

3. Extra-Institutional Learning: Knowledge and skills acquired outside the institution and objectively verified through third-party certifications, industry-recognized testing/training, and crosswalks. Includes military training.

4. Course Challenges (formerly Credit by Examination): Challenge examinations are instructor-designed, and sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in, and successfully complete the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or abilities equivalent to course completers. Other conditions apply. Not all college courses have a Course Challenge option.

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

Credits in composition, mathematics, world language, or science have to be taken in sequence. Out-of-sequence courses, in general, will not be applied towards graduation if completed after a more advanced level course has been completed. Student should check with the school they plan to transfer on the out-of-sequence policy.

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 three years have not lapsed and they have remained continuously enrolled at the college. Students in transfer degree programs must 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.

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

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.

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. 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*: www.bellevuecollege.edu/graduation/academic-concentrations/.*

Programs with an Academic Concentration:

- Anthropology
- Art
- Criminal Justice
- Communication Studies
- Cultural & Ethnic Studies
- English
- Film Studies
- Gender Studies
- Geography
- Mathematics
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- Sustainability
- 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 available at Enrollment and Registrar Services located in the Student Affairs Building.

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 must 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 policy on exceptions to degree or certificate requirements, visit *www.bellevuecollege.edu/policies/*.

Graduation application deadlines:

Quarter/Year	EARLY Review	LAST DAY to Submit
Summer 2016	March 15	July 28
Fall 2016	June 1	November 23
Winter 2017	October 10	March 10
Spring 2017	December 10	June 2

www.bellevuecollege.edu/graduation/

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 *www.bellevuecollege.edu/services/* for procedures and detailed information.

Academic Advising

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 and career 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/advising/meet/* or call (425) 564-2212.

New Student Academic Advising

Academic Advising is mandatory for first-time-to-college students. If you are entering college for the first time, you must obtain your Math and English placements and attend a BARK (Bellevue Advising and Registration Kickoff) session before registering for classes. New student advising takes place during the registration period prior to the start of each quarter. This is a group session presented by an academic advisor who will review your math and English placement and help select first quarter of classes based on academic and career goals. For more information on new student advising, visit, *www.bellevuecollege.edu/advising.* New students with prior college experience are highly encouraged to make an appointment with an advisor after applying. For more information visit *www.bellevuecollege.edu/advising/transfer/.*

First Year Experience (FYE)

FYE is mandatory for first-time-to college students. Students learn essential skills for a successful transition to higher education. FYE is a graded, college-level class. Topics include college culture, educational planning, learning styles, and campus resources. Students enroll in the course during the required advising session. For more information visit www.*bellevuecollege.edu/fye.*

University Transfer

Academic Advising provides one-on-one appointments and resources for students planning to transfer to baccalaureate institutions (four-year colleges). Admissions advisors from colleges and universities also meet with students throughout the year, and the department sponsors a Transfer Fair every quarter. For a quarterly schedule of campus visits and appointment information visit, *www.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, *www.bellevuecollege.edu/admissions/infosessions/.*

Academic Success Center

Located in D204, the Academic Success Center is dedicated to providing 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, with days and times listed on our website. For students who find they are earning a C grade or below, they may apply to meet an individual tutor up to 2 hours per week. We encourage all students to use this valuable resource!
- **The Math Lab:** provides tutoring assistance for students who are currently enrolled in a BC math class. A combination of peer and expert tutors are available daily. Limited appointment times are also available.
- **The Writing Lab:** provides all students one-on-one tutoring for any writing project, including class assignments, college applications, resumes, and personal statements. Tutoring sessions last approximately 35 minutes. Although primarily a drop-in lab, limited appointment times are available.
- **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, focusing on vocabulary, reading speed, and comprehension. Many sections are linked to courses offered by the English Department; however, students may also register independently for credit. Instructor referrals are also welcome.

Autism Spectrum Navigators (ASN)

The Autism Spectrum Navigators program currently serves Bellevue College students with Autism Spectrum Conditions, including High Functioning Autism, Asperger's Syndrome, Non-Verbal Learning Disability and PDD-NOS. ASN supports these students in accessing college programs and services, including communication with instructors. Students in the program have access to a network of support, including meetings each week with trained peer mentors and participation in group classes and discussions. Other program elements include parent training and support, faculty and staff training and support and community engagement and education. Learn more at *www.bellevuecollege.edu/autismspectrumnavigators.*

Center for Career Connections & the Women's Center

Located in A265 while the B building is under construction, the Center for Career Connections and the Women's Career Connections Program 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 one-on-one consultations, workshops, orientations and credit classes.

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; emphasis is placed on developing lifelong skills, networking with other students and industry professionals, and facilitating in-depth reflection on career and life goals. Career consultants can provide assistance with career assessments and career pathway planning, connections to industry professionals, and hands-on learning experiences.

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 system to aid in career or internship search at *www.bellevuecollege.edu/internships.*

Introduction to Career Assessments and Services

Sessions held in the Center. Sessions can be cancelled due to unforeseen circumstances. Please call (425) 564-2279 for dates and times.

Job Search

The Center is a great resource for job-search assistance for students, alumni and community members. Stop by for help with job search and networking strategies or use CONNECT, the Center's website page for job and internship postings. To register, visit *www.bellevuecollege.edu/careers*

Project Succeed: Career Connections for Veterans & Spouses

This program assists veterans and spouses, active, military, reservist and guard members at the college and in the community with:

- Transitioning to civilian life
- Choosing a major and career pathway
- Planning with job search strategies
- Representing military skills on a civilian resume
- Finding internships and jobs
- Networking with industry professionals and other veterans

Call (425) 564-2279 for more information. Join other veterans on Wednesdays for Vets Connect Networking lunches. Please call (425) 564-2279 for time and location.

Referrals and Scholarships

The Center provides referrals to campus and community services and resources, as well as assistance in searching for scholarships. Please call (425) 564-2279 or visit *www.bellevuecollege. edu/scholarships* for more information.

STEM to Stern Program

Designed specifically for incoming freshman students who plan to pursue a career related to science, technology, engineering, and math fields. Students have the chance to network with STEM professionals and prepare for internship and research opportunities. Students in this program may also be eligible for a STEM Scholars Network Scholarship. Call (425) 564-2279 or check out *www.bellevuecollege.edu/ stemtostern/*.

Work-Study Opportunities

The Center helps students who are eligible for financial aid to find jobs on-campus and in the community. Jobs are posted on our CONNECT site at *https://bellevue-csm.symplicity.com/ students/*.

Counseling Center

BC counselors are here to listen and help students move towards their goals. The BC counselors provide: individual personal, career, and educational counseling; group counseling; academic probation services; consultation services for students, faculty, staff, and community members; outreach, workshops, and prevention services; human development curriculum implementation; and community referrals. All interactions with a counselor, including everything students discuss and even appointments that are made, are confidential. To schedule an appointment, call (425) 564-5747.

Disability Resource Center

The Disability Resource Center (DRC) is dedicated to service excellence in the provision of comprehensive classroom accommodations, working with students, instructors, staff, administration and community contacts to ensure the successful academic goals of qualified and documented Bellevue College students with disabilities.

The DRC works in innovative ways to provide teaching and learning opportunities to college staff, faculty members and community partners to remove barriers to access and help further the understanding, support and success of the students we serve. We contribute to the disability justice movement, centered in a social justice model of disability, and work to incorporate concepts of universal design into all aspects of the Bellevue College environment.

The DRC helps students develop the critical skills necessary to achieve success, promoting self-advocacy, and seeks to better integrate people with disabilities–through structural, curricular, and attitudinal changes — into the overall pluralistic fabric of the college and community.

Visit the DRC at B132, call (425) 564-2498, TTY 425.564.4110, Skype for ASL users 'DRCatBC' or check out our website at *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 childcare program. Student families who are income eligible 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.

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) or Washington Application for State Financial Aid (WAFSA). Sources of aid include federal, state, and institutional grants; loans; and work-study jobs. Students interested in attending BC, must complete the FAFSA or WAFSA and the BC Financial Aid Application. Details are available at *www.FAFSA.gov for FAFSA, www.readysetgrade.org/wasfa for WASFA*, or visit *www.bellevuecollege.edu/fa/*.

If you have completed the FAFSA or WAFSA and your family's circumstances have changed dramatically in 2016 (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 July 29; applicants who complete the aid process and make the July 29 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 or WAFSA 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.

Notification of Award

When awarded aid, students receive an Award Notification via BC e-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.

Federal Pell Grant

The federal Pell Grant is for qualifying undergraduate students who have not earned a bachelor's or professional degree.

Washington State Need Grant

This is a state grant for residents of Washington 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 eligible students. See the Financial Aid website for more details.

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 office assistants, 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 in A265.

Loans

Federal Direct Loans are available to students registered for at least 6 eligible program 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 complete a Loan Entrance Counseling session. This session is available online via the BC website or studentloans.gov and provides valuable information about a student's rights and responsibilities as a borrower. Additionally students must complete a Master Promissory Note. See the Financial Aid office website for further details.

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 *www.bellevuecollege.edu/fa/*

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 programs, 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. In addition, future eligibility for financial aid may be lost.

Learning Labs & Computer Labs

With over 30 different labs across multiple campuses, we offer general and specialized facilities that support our diverse college curriculum. 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:

- Adult Basic Skills Lab
- Advanced Media Lab
- Advanced Video Production
- AutoCAD/Interior Design lab
- BTS labs
- Career Education Options (CEO) Computer Classroom
- Center for Career Connections
- Cisco Lab
- Developmental Math Lab
- Digital Media Lab
- Digital Music Lab
- Digital Music Studio
- Disability Resource Center (DRC) Labs
- Foreign Language Lab
- IBIT Computer Classrooms
- IT/Tech Support lab
- Information Systems lab
- Interactive Multimedia lab
- Library Media Center
- Mediated Math Lab
- Nursing Computer Classroom
- Open Computer Lab
- Photo Lab
- Physics Lab
- Reading Lab
- Student Affairs Registration Lobby
- Science Study Center
- WorkFirst/Worker Retraining Labs
- Writing Lab

Library Media Center

The Library Media Center's (LMC) goal is to support student learning at Bellevue College. The LMC provides resources to assist students with their research needs. Many resources are available 24/7 via the LMC website: *www.bellevuecollege.edu/lmc/*. Librarians provide individual assistance and classroom instruction in the use of LMC resources. Help is also available 24/7 via the "Ask a Librarian" chat reference service. The LMC offers silent, quiet, and collaborate study spaces, as well as group study rooms to meet student needs. The LMC is fully equipped with computers and Wi-Fi, including two stations with adaptive technology. The Media Center provides check-out of media equipment and various media production services. All BC students are encouraged to explore the resources and study spaces offered by the LMC.

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. MCS program goals are to increase student retention and enhance student success through culturally responsive programming and services. Additionally, MCS is a partner in promoting multicultural competence and building an inclusive community.

MCS assists the college in recruiting and retaining students from under-represented constituencies. Support services include recruitment outreach, supplemental academic advising, student advocacy, academic mentoring and study sessions, 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*

Office of International Education & Global Initiatives (OIEGI)

The Office of International Education & Global Initiatives (OIEGI) 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 (IBP), short-term customized programs, and noncredit Community English as a Second Language (ESL) classes at BC.

OIEGI advises and guides international students in the clarification of their educational and career goals and helps develop invidualized educational plans. OIEGI also fosters cross-cultural experiences on campus for domestic and international students. OIEGI services include international marketing and recruitment, admissions, advising (academic, immigration, and cultural), class registration, health and medical insurance matters, activities, and housing referrals. OIEGI 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 or visit us in House 6 on the main campus.

Parking & Transportation

Bus

Bellevue College and the adjacent Eastgate Park & Ride are served from all directions. Students can double their bus money by purchasing an ORCA Plus Card in the Cashier's Office (B126). Visit *www.bellevuecollege.edu/location/bus* for more information.

Carpool with Zimride by BC

Register with your Bellevue College e-mail at *www.zimride.com/bc* to share or find a ride, and split the cost of travelling to BC! You can also connect your Facebook account! For carpools of 3 or more, reserved carpool parking permits are available by application to Public Safety (D171).

Biking to BC

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.

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 parking restrictions (WAC 132H-116-415) – Student, staff and faculty may obtain 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 areas designated student and visitor parking.
2. Staff/faculty parking from 6:00 a.m. to 3:00 p.m. is limited to areas designated staff/faculty and visitor parking.
3. Visitor parking from 6:00 a.m. to 3:00 p.m. is limited to areas designated visitor and student parking.
4. Temporary parking permit validity is limited to the areas designated in the issuance of the permit.
5. Quarterly/annual permits must be displayed on the driver's side bottom corner of the front windshield.
6. Daily/weekly passes must be displayed face up without obstruction on the front dashboard.
7. Parking after 3:00 p.m. for students, staff and faculty is available in all designated 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 only at *www.permitsales.net/bellevuecollege* and will be mailed to you. For quarterly permit rates and availability, check the same website. Daily $2.00 and weekly $10.00 passes are available at pay stations located in the visitor/daily-metered parking lots lot 9, 12, and the top floor of the parking garage. 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 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, carpools, LEFE, 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 extenuating situation and want to appeal a citation, then please fill out a 'Citation Appeal' at *www.permitsales.net/bellevuecollege/violations* 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

Bellevue College 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/publicsafety/information/annual-security-report/*. For campus crime awareness and prevention information, visit *www.bellevuecollege.edu/publicsafety/*.

Student Programs

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

The Student Programs Office coordinates the 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
- Campus Activities Board (CAB)
- Student Centers: BSU, El-Centro Latino, BC LGBTQ Center, and the BC Assoc. of Veterans
- 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

Testing Services, located in room B142, offers COMPASS English and math assessments, the General Educational Development (GED) tests, chemistry placement exam, exam proctoring, 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/testing/* or call (425) 564-2243. To waive the English and math assessment through completed previous college coursework, Advanced Placement (AP) or International Baccalaureate (IB) test scores, please go to: *www.bellevuecollege.edu/transfer/prerequisites/* (Also see New Student Advising and Assessment on p. 7.)

TRiO Student Support Services

TRiO is a federally funded program that assists Bellevue College students in achieving their educational goals. TRiO provides extensive academic advising services, financial guidance, and personal support for students who are first-generation college students, low-income students, or students who have a documented disability. TRiO services include academic advising, comprehensive transfer planning and guidance, university visitations, personal support and advocacy, free tutoring, instruction in effective study skills, a computer lab and study center, laptop computer lending, 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 visit *www.bellevuecollege.edu/trio/*.

Veterans' Programs

The Veterans' Advisor Office in room C230 assists veterans, reservists, dependents, and VA chapter 31 students with education funding 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 10.

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 *www.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 pursing 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 *www.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/have:

- collecting Unemployment Insurance (UI);
- received a lay-off letter;
- exhausted your UI but not returned to full-time employment;
- separated from military service, including the National Guard;
- a displaced homemaker: divorced or widowed and lack work skills/experiencee
- Mandatory Information sessions are held weekly. Please visit our website at *www.bellevuecollege.edu/we/* for more information.

Employment Program

For all Workforce Education students:

Are you nearing graduation or looking for a part-time job while in school? The Employment Program offers individual appointments or workshop opportunities to assist with employment preparation needs in achieving career goals during any stage of your education, expertise on various employment concepts including but not limited to;

- Resumes
- Cover letters
- Interview Preparation
- LinkedIn
- Job searching techniques
- Potential internship & job leads

Interested in receiving assistance regarding employment preparation by appointment or workshops? For more information please contact the B131 Workforce Education office: (425) 564-4054.

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 Career Connections Program

In addition to student support (see page 17), BC's Center for Career Connections and the Women's Career Connections Program offer credit and noncredit classes and workshops to help with career and life planning, job-search strategies, connections to professionals, and hands-on work opportunities. Please 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.bellevuecollege.edu/ce/*.

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, 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 computers 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.

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.bellevuecollege.edu/ce/* 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.bellevuecollege.edu/ce/*.

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, Certiport, 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*.

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.

eLearning

Bellevue College eLearning opportunities are designed to provide online and hybrid college credit classes for students whose educational opportunities are limited by time or distance constraints. Online class listings are located at *www.bellevuecollege.edu/classes/*. **Select the online class format option.** While no on-campus attendance is required for online classes, 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. Another learning option is the hybrid format class, which is a combination of online and on-campus learning. Transfer degrees and professional/technical cer-

tificates can be earned solely through eLearning courses. The cost per credit hour is the same as other state resident BC credit courses, plus additional per-course fees, where applicable. There is a $10.50 fee per credit up to 5 credits for online classes. More information about Bellevue College's eLearning program can be found at *www.bellevuecollege.edu/elearning/*.

Information for Out-of-State Students

Bellevue College is authorized to provide online courses and degrees to students in nearly all states. except Kentucky, Delaware, and the territory of Puerto Rico. If you reside in one of these states, we will not be able to accept your application. Please note, some states may have restrictions for certain programs that include internships, externships, clinicals and practicums. Please See *www.bellevuecollege.edu/elearning/out-of-state/* for information specific to your state.

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.

Center for 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 *https://www.sbctc. edu/becoming-a-student/basic-education/hs-diploma-student.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 *http://www.bellevuecollege.edu/summe-renrichment/* for more information, including dates and deadlines.

High School Completion

High School Completion(HSC) courses in the Basic Studies program consist of high school-level English, Math, and GED Preparation. The HSC program offers day, evening, and Saturday classes to adults who are preparing to take the GED exams and/or transition to college-level coursework. Students must complete a one-week Orientation class to determine appropriate placement into the program. Substantial and sustained progress is required for continued enrollment. There is a $25 fee per student each quarter. There is a fee waiver available for those who qualify. Come to R230 or call (425) 564-2067 for more information.

Running Start

Running Start is a partnership between BC and local public high schools. Applications are accepted on a quarterly bases online at *http://www.bellevuecollege.edu/runningstart/*. 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 *chsprograms@bellevuecollege.edu* or call (425) 564-2026.

Tech Prep College Connections

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@bellevue-college.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 readings in small groups (seminars), participating in group activities, and, in some courses, by taking field trips. These programs emphasize the process of learning as well as course content. The student-centered, discussion-oriented format supports differing points of view and creates a collaborative learning environment. For additional information regarding the Interdisciplinary Studies program, visit *www.bellevuecollege.edu/ids*.

Parent Education & Early Learning

Parent Education classes consist of child-centered early learning classes and adult-centered lectures and discussion groups. There are classes for parent and infants, toddlers and preschool, and elementary 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) 564-2365 or visit *www.bellevuecollege.edu/parented* for program information and to register.

Bellevue College Kids Summer Camp is for children three to five years old. It is held on the BC campus, with each one-week session offering stimulating and fun activities to keep the kids busy and learning. Registration begins each year in late March. For a flyer and registration information, call (425) 564-2365 or visit *www.bellevuecollege.edu/parented*

Bellevue College offers many extracurricular activities and benefits to involve students and enhance their experience at BC, including arts, athletics, leadership-building and special-interest activities.

Bookstore

The BC Store features textbooks, school, art and office supplies, greeting cards, snacks, gifts, sundries and BC logo clothing. Online textbook ordering is available at *http://bcc.collegestoreonline.com/.*

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 Student Programs in C212.

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 serves the main campus with a full service cafeteria, which provides meals and beverages throughout the day when classes are in session. The cafeteria offers a large salad bar, custom-made sandwiches, pasta bar, daily entrées and a full-service grill. The cafeteria is a popular spot for eating lunch, studying or just hanging out with friends and a frequent place for events, like the annual cultural dance. Food Services also manages two coffee shops that offer espresso, tea, and other beverages, plus pastries, fruit smoothies, small sandwiches, a daily featured soup, fruit, chips and other snack items and beverages. Food Services also manages the 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, founded in 1979, is rated as one of the leading regional and national chapters. For further information, come to C212 in the Student Union or call an advisor 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 recordings. Students audition for membership in the award-winning Jazz Band during Fall Quarter, making a commitment for the entire year. Other musicians can enroll in the Jazz Workshop. Auditions may be held for any available chairs during the rest of the year. The IMP experience includes combos gathered from the Jazz Band instrumentation. These combos may also tour and perform with the Jazz Band.

CWMEA Music Education Club

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 sustainable college community. Internships and student 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 a listener-supported, non-commercial radio station licensed to Bellevue College and heard throughout the Seattle Metropolitan region. The station features diverse music styles, along with progressive news and talk. More information is available on the website, *kbcs.fm* .

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, and more. Handbooks are free and are available at the PALS Center (C105), the Student Programs Office (C212), the Student Affairs Center, Entry & Academic Services, N250 Open Lab, MCS, and President's Office. The student union kiosks, and online at *www.bellevuecollege.edu/stupro/*.

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 Aaron Day at (425) 564-2435 or *aaron.day@bellevuecollege.edu/*.

Sports Programs

Intercollegiate Athletics

Currently, eleven intercollegiate sports programs are offered at BC: baseball, men's and women's basketball, men's and women's golf, men's and women's soccer, men's and women's tennis, women's softball, 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 NWAC (Northwest Athletic Conference).

Intercollegiate Sports

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

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/stupro/*.

Student Government

General elections are held every spring quarter to elect the Associated Student Government (ASG), the board of students who represent the Associated Students of Bellevue 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/stupro/*.

TV 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 educational programs, BC basketball games, and other 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 Video Production certificate program.

Theatre Arts

Dance

The Dance Program at BC offers credit dance classes in Ballet, Jazz, and Contemporary designed to accommodate beginning through intermediate level dance students. Winter quarter dance students have the opportunity to perform in the Student Showcase held in the Carlson Theatre. Any interested student may become a member of the Bellevue College Dance Company which performs in the Carlson Theatre each May. (see Dance, page 190).

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 *Dead Man's Cell Phone, Translations,* *Dog Sees God, Fuente Ovejuna, These Shining Lives* and the musicals *Spring Awakening, title of show, 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 *Carnival, 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. Summer quarter a special project or musical is rehearsed in a condensed daytime schedule and performed in one of the theatres. Recent summer productions have included *Macbeth, The Fantasticks, Grease, Pippin, Cabaret* and *Working*.

The Bellevue College Theatre Arts Department is very active in the Kennedy Center American College Theatre Festival, which offer opportunities for students of all levels, and in all theatrical fields. Acting, playwriting, 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 trips to Seattle for theatre going evenings. Stage Fright is open to anyone in the campus community. Please see *www.bellevuecollege.edu/theatrearts/*.

Wellness Center

The Wellness Center embraces all that our community, environment and natural surroundings have to offer, and attempts to enrich the emotional, environmental, occupational, spiritual, intellectual, social and physical well-being of students, staff, faculty and the community at large. The Center's activities focus on providing leadership, planning, opportunity, and education in pursuit of healthier lives. Great classes and outdoor experiences are made available by the BC Wellness Center, Student Programs, Human Resources and the Wilderness Skills Certificate Program. Visit our website at *www.bellevuecollege.edu/pe/wellnesscenter/* for a schedule of activities and Center hours.

College Services to Help You Become Exceptional

Campus Services	Website Address	Room #*	Phone #
SAB = Student Affairs Building, east wing of the B buidling on the BC main campus.			
Academic Advising	depts.bellevuecollege.edu/advising/	SAB, 2nd floor	(425) 564-2212
Academic Success Center	www.bellevuecollege.edu/asc/	D204	(425) 564-2200
Admissions	www.bellevuecollege.edu/enrollment/admissions/	SAB, 1st floor	(425) 564-2222
Associated Student Government	www.bellevuecollege.edu/stupro/	C212	(425) 564-6150
Bookstore	bcc.collegestoreonline.com	SAB, 1st floor	(425) 564-2285
Center for Career Connections & Women's Center	www.bellevuecollege.edu/careers/	A265	(425) 564-2279
Cashier	www.bellevuecollege.edu/enrollment/tuition/cashier/	SAB, 1st floor	(425) 564-2309
Childcare & Head Start	www.bellevuecollege.edu/childcare/	Q Bldg.	(425) 564-2240
Counseling Center	depts.bellevuecollege.edu/counseling/	SAB, 2nd floor	(425) 564-2212
Disability Resource Center	www.bellevuecollege.edu/drc/	B132	(425) 564-2498
eLearning	www.bellevuecollege.edu/distance/	A202	(425) 564-2438
GED® Preparation Classes	www.bellevuecollege.edu/deved/ged/	R230	(425) 564-2067
High School Programs	www.bellevuecollege.edu/programs/highschool/	SAB, 2nd floor	(425) 564-2026
International Education & Global Initiatives	www.bellevuecollege.edu/isp/	House 6	(425) 564-3185
Library Media Center	www.bellevuecollege.edu/lmc/	D126	(425) 564-6161
Multicultural Services & Student Success	depts.bellevuecollege.edu/mcs/	SAB, 2nd floor	(425) 564-2208
Occupational & Life Skills	olsatbellevuecollege.com/	North Campus	(425) 564-2844
Parent Education – Preschool	www.bellevuecollege.edu/parented/	T208	(425) 564-2365
Public Safety/Security	www.bellevuecollege.edu/publicsafety/	D171	(425) 564-2400
Records & Grades	www.bellevuecollege.edu/enrollment/records/	SAB, 1st floor	(425) 564-2222
Tech Prep College Connections	www.techprepcc.org/		(425) 564-2774
Testing Services / GED® Testing	www.bellevuecollege.edu/enrollment/assessment/	B132	(425) 564-2243
Transcripts	www.bellevuecollege.edu/enrollment/records/	SAB, 1st floor	(425) 564-2222
TRiO Student Support Services	depts.bellevuecollege.edu/trio/	SAB, 2nd floor	(425) 564-5745
TTY (in Disability Resource Center)			(425) 564-4110
Veterans Office	www.bellevuecollege.edu/veterans	C230	(425) 564-2220
Workforce Education	www.bellevuecollege.edu/we/	B131	(425) 564-4054
Worker Retraining	www.bellevuecollege.edu/we/wrp/	N211	(425) 564-2036
Writing Lab	www.bellevuecollege.edu/asc/writing/	D204	(425) 564-2200
Student Central			
Admissions	www.bellevuecollege.edu/enrollment/admissions/	SAB, 1st floor	(425) 564-2222
Enrollment & Registrar Services	www.bellevuecollege.edu/enrollment/registration/	SAB, 1st floor	(425) 564-2222
Evaluations/Graduation	www.bellevuecollege.edu/enrollment/graduation/	B125	(425) 564-3106
Financial Aid	www.bellevuecollege.edu/fa	SAB, 1st floor	(425) 564-2227
College Credit Instructional Divisions			
Arts & Humanities	www.bellevuecollege.edu/artshum/	R230	(425) 564-2341
Institute for Business & Information Technology (IBIT)	www.bellevuecollege.edu/ibit/	A254	(425) 564-2311
Health Sciences, Education & Wellness (HSEWI)	www.bellevuecollege.edu/health/	T208	(425) 564-2012
Science	scidiv.bellevuecollege.edu/	L200	(425) 564-2321
Social Science	www.bellevuecollege.edu/socsci/	D110	(425) 564-2331
Continuing Education			
Continuing Education	www.bellevuecollege.edu/ce/	North Campus	(425) 564-2263
Business Training Institute	www.bellevuecollege.edu/ce/corporate-group-training/	North Campus	(425) 564-2959

*Remodeling of the Student Affairs Building (SAB) may affect room numbers. Please check department websites for updates.

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
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: ■ Critical Thinking/Problem Solving ■ Quantitative / Symbolic Reasoning ■ Research / Information Literacy ■ Scientific Inquiry (Nature of Science) ■ Aesthetic Awareness	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: ■ Reading ■ Writing ■ Listening and speaking ■ Visual ■ Computer literacy	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: ■ 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.

Opportunity Awaits Our Bachelor's Degree Graduates

BACHELOR'S DEGREES

Bachelor of Applied Arts
- Interior Design

Bachelor of Applied Science:
- Applied Accounting
- Data Analytics
- Health Promotion & Management (starts Fall 2016)
- Healthcare Informatics
- Healthcare Management & Leadership (starts Fall 2016)
- Information Systems & Technology
- Molecular Biosciences (starts Fall 2016)
- Radiation & Imaging Sciences

Bachelor of Science
- Nursing (RN to BSN)

UPPER LEVEL CERTIFICATES

Business Intelligence
- Intermediate Business Intelligence Analyst
- Intermediate Business Intelligence Developer

Healthcare Informatics
- Healthcare Data Analytics
- Healthcare Informatics

Radiation & Imaging Sciences
- Medical Dosimetry
- Positron Emission Tomography
- CT Imaging
- Magnetic Resonance Imaging
- Vascular Interventional Program
- Breast Ultrasound

The information on this page applies to all the bachelor's degrees listed in this catalog on the following pages.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

GRADUATION DEADLINES

EXPECTED GRADUATION:	APPLICATION DUE:
Fall Quarter	June 1
Winter Quarter	October 10
Spring Quarter	December 10
Summer Quarter	March 15

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. For more information, go to *www.bellevuecollege. edu/enrollment/academic/nontraditional/*.

TRANSFER CREDITS

Courses from other institutions must meet the transfer guidelines of Bellevue College. Students are advised to meet with a program manager or faculty advisor for an initial unofficial transcript review.

- For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.
- Contact the specific BAS program for details on how to have your transcripts officially evaluated.

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of the degree at *www.bellevuecollege. edu/degreeaudit/*. Degree Audit can be used as a guide, please be sure to consult with an advisor for better results. Please refer to *www.bellevuecollege. edu/programs/degrees/* for latest degree updates and further information.

PREREQUISITES

- Courses may be subject to prerequisites and minimum grade requirements. Check online at *www.bellevuecollege.edu/classes/all/*.
- Successful planning for all degrees is best done with an advisor or the program manager.

For most up-to-date information

www.bellevuecollege.edu/programs/ degrees/bachelor/

Interior Design
BACHELOR OF APPLIED ARTS DEGREE

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, and is accredited as a professional level degree by the Council for Interior Design Accreditation (CIDA). The BAA curriculum is an upper-division course of study for students who have completed a regionally accredited Associate of Arts degree or higher (or equivalent), in one of the following degree categories: Interior Design, Interior Architecture, Architecture or Industrial Design. The degree offers a combination of core courses, general education and electives that help students achieve their particular career goals.

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

PROGRAM ELIGIBILITY

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

- Completed a regionally accredited Associate of Arts degree or higher (or equivalent), in one of the following degree categories: Interior Design, Interior Architecture, Architecture, or Industrial Design
- Official transcripts from an accredited college or university
- A cumulative grade point average of 2.0 or better

DEGREE REQUIREMENTS

A complete description of the required curriculum is shown in the worksheet. 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

APPLICATION PROCESS

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

- Completed Bellevue College bachelor application form
- Nonrefundable application fee of $125
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- Official transcripts from a regionally accredited college
- Digital portfolio containing examples of your work

For more information on the specific application requirements and instructions, please see the program website at *www.bellevuecollege.edu/interiordesign/*. You can also visit the BC Student Service Center or contact the Interior Design program manager at (425) 564-2624, *indes.advisor@bellevuecollege.edu* for more information.

TUITION

The Bachelor of Applied Arts in Interior Design 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.

PROGRAM CONTACT INFORMATION

For more information on the specific application requirements and instructions, please see the program website at *www.bellevuecollege.edu/interiordesign/*, or visit the BC Student Service Center or contact the Interior Design program manager at (425) 564-2624, *indes.advisor@bellevuecollege.edu*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/baa/

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
An interior design-related associate degree, or equivalent, that includes: ■ Art History (5 Cr) ■ English Composition (5 Cr) ■ Quantitative and Symbolic Reasoning (5 Cr) ■ Science (5 Cr) ■ Social Science (5 Cr)		90
CORE COURSEWORK		
ART 108	Introduction to Hand and Power Tools	2
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 (may be repeated up to 15 CR):		15
INDES 370 INDES 371 INDES 372	Design Studio Residential (5 Cr) Design Studio Commercial (5 Cr) Design Studio Experimental (5 Cr)	

Note: Students must earn a C or better in Interior Design core courses listed above. Only one course out of INDES 370, 371, and 372 may be taken in any one quarter.

Course	Course Title	CR
ELECTIVE REQUIREMENT		
Any combination of courses from the following disciplines:		**13***
■ INDES 140, 145, 146, 147, 163, 167, 171, 172, 179, 185, 194, 195, 197, 242, 261, 262, 265, 267, 273, 280, 285, 294, 295, 296, 297, 299, 340, 350, 351, 352, 360, 370, 371, 372, 390, 391, 394, 395, 399, 485		
■ ART 101, 103, 105, 110, 111, 112, 120, 121, 150, 151, 153, 154, 194, 195, 196, 197, 199, 201, 202, 203, 205, 206, 221, 222, 225, 230, 240, 242, 245, 253, 254, 256, 260, 261, 280, 294, 295, 296, 297, 299		
■ BTS 110, 147, 161, 163, 186, 187, 188, 210		
■ CMST 115, 131, 151, 250, 260		
■ DRMA 210, 212, 215		
■ DMA 102, 103, 104, 107, 108, 125, 126, 221, 231		
■ PHYS 105		

*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 95-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: ENVS 207 or ENVS 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**

Applied Accounting
BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Applied Accounting provides graduates with the skills and knowledge needed for employment in the field of accounting. This degree completion program is designed for individuals who wish to compete for jobs that require a more in depth knowledge of accounting, and supervisory or management skills. The BAS in Applied Accounting brings together tools and techniques from business, communication, information technology, management, sustainability and project based skills.

This degree completion program is designed for individuals with two-year degrees in accounting related fields. The first 90 credits of the degree are fulfilled by entrance prerequisites.

LEARNING OUTCOMES
Degree recipients should be able to:
- Apply a broad understanding of accounting systems and technology, creative problem-solving techniques in the context of complex projects and teams, and in the midst of changing and conflicting demands.
- Collaborate effectively in multi-disciplinary work teams in support of organizational goals
- Integrate efficiently and effectively sound project management techniques and professional communication skills
- Analyze and apply best practices and standards, conform to legal and regulatory standards, and apply appropriate ethical considerations including respect for privacy and fiduciary responsibility.
- Engage in continuing professional development through lifelong learning
- Interpret and apply accounting standards to a broad range of business environments to include public, private, non-profit and government
- Demonstrate the breadth and depth of the educational preparation through the completion of a capstone project

ENTRY REQUIREMENTS
Individuals must have:
- An associate degree in accounting or 90 equivalent credit
- Cumulative GPA of 2.0 in all college courses AND a GPA of 2.5 in each individual course: ACCT 101,102, 234, 250 and 285. It is necessary that students have taken all prerequisite Accounting courses within two years.
- At least 25 credits of general education requirements must have been completed as part of the associate's degree (see prerequisites)

DEGREE REQUIREMENTS
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 www.bellevuecollege.edu/classes/all.

APPLICATION PROCESS
To be considered for the bachelor of applied science in Applied Accounting prospective students must submit the following:
- Completed bachelor of applied science application form
- Nonrefundable application fee of $75
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associates degree or equivalent credits,

and the prerequisite courses, with the required program GPA, see Entry Requirements above

TUITION

The Bachelor of Applied Science in Applied Accounting 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/ibit/degrees/bachelor/

Course	Course Title	CR
PREREQUISITES		
Associate degree in accounting or 90 equivalent credits with a cumulative GPA of 2.0 in all college courses, and a GPA of 2.5 in each individual course: ACCT 101, 102, 234, 250 and 285. Student may substitute ACCT& 201, 202 and 203 for ACCT 101, 102 and 234. Accounting classes must not be more than two years old. Courses must include at least 25 credits of general education, including: ■ 10 credits of English Composition (ENG& 101 and ENGL 201, ENGL& 235 or ENGL 271) ■ 5 credits of college level math ■ 10 credits of natural sciences, humanities or social sciences		90
GENERAL EDUCATION REQUIREMENTS		
Met in Baccalaureate		35-36
BUS 370	Intermediate Project Management	5
CMST 340	Applied Organizational Communication	5
PHIL 360	Business Ethics, Theory and Practice	5
Choose 5 credits from the following:		5
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
Choose 5 credits from the following:		5
ECON& 201	Microeconomics (5 Cr)	
ECON& 202	Macroeconomics (5 Cr)	
Natural Science from AAS-DTA transfer list. Students must choose from two different subjects and at least five credits must be in in physical, biological and/or earth sciences. Shall include at least one laboratory course.		10-11
CORE PROGRAM REQUIREMENTS		
ACCT 300	Finance	5
ACCT 350	Intermediate Accounting II	5
ACCT 351	Intermediate Accounting III	5
ACCT 360	Cost Accounting	5
ACCT 380	Environmental Accounting	5
ACCT 400	Accounting Information Systems (AIS)	5
ACCT 420	Auditing	5
ACCT 450	Federal Income Taxation II	5
ACCT 470	Advanced Accounting	5
ACCT 490	Accounting Capstone I	5
ACCT 491	Accounting Capstone II	5
CORE TOTAL		55
GRAND TOTAL		180-181

Data Analytics

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Data Analytics provides graduates with the skills and knowledge needed for employment in the rapidly emerging field of data analytics, which comprises analyzing and interpreting the large datasets now available in a wide range of organizations and industries. Modern data analytics brings together tools and techniques from business, communication, graphic arts, information technology and statistics to collect, mine, interpret and represent large datasets to illustrate concepts and inform decisions.

This degree completion program is designed for individuals with two-year degrees in accounting, business, computer science, database, or related fields, or equivalent credits. The first 90 credits of the degree are fulfilled by entrance prerequisites.

LEARNING OUTCOMES

Degree recipients should be able to:

■ Use technical tools and statistical knowledge to answer questions using data
■ Plan and organize multiple projects to meet deadlines
■ Apply data analytics within business contexts, in accordance with best practices, laws and regulations, and ethics
■ Communicate effectively in multiple contexts and a variety of formats

ENTRY REQUIREMENTS

Individuals must have:

■ An associate degree in Accounting, Business, Marketing, Information Systems or Computer Sciences, or 90 equivalent credits that satisfy all course prerequisites
■ Cumulative GPA of 2.0 in all college courses
■ At least 30 credits of general education requirements must have been completed as part of the associate's degree (see prerequisites)
■ Level one Excel proficiency

DEGREE REQUIREMENTS

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 *www.bellevuecollege.edu/classes/all/*.

APPLICATION PROCESS

To be considered for the bachelor of applied science in Data Analytics, prospective students must submit the following:

■ Completed bachelor of applied science application form.
■ Nonrefundable application fee of $75
■ Completed general Bellevue College admission form
■ Nonrefundable general admission fee of $34
■ Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associates degree or equivalent credits, and the prerequisite courses, with a GPA of 2.0 or higher

TUITION

The Bachelor of Applied Science in Data Analytics 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/ibit/degrees/bachelor/data-analytics/

Course	Course Title	CR
PREREQUISITES		
Associate degree in Accounting, Business, Marketing, Information Systems or Computer Science, or 90 equivalent credits that satisfy all course pre-requisites including the following general education requirements:		90
ENGL& 101	English Composition	5
MATH 138/ MATH& 141	College Algebra for Business & Social Science/ Precalculus I, or equivalent	5
Humanities course from the AAS-DTA list		5
Social Science course from the AAS-DTA list		5
Natural Science from the AAS-DTA list (choose two different subjects, and at least five credits must be in physical, biological or Earth sciences. Shall include at least one laboratory course)		10-11
Excel proficiency (BTS 165 or CS 250 or challenge test)		
GENERAL EDUCATION REQUIREMENTS		
Met in Baccalaureate		35-45
CMST 340	Applied Organizational Communication	5
ECON 400	Econometrics	5
ENGL& 235	Technical Writing	5
INTST 150 BUS& 101 BUSIT 103	International Business – OR – Introduction to Business – OR – SQL Fundamentals	5
MATH 341	Applied Statistical Methods I	5
MATH 342	Applied Statistical Methods II	5
PHIL 375	Ethics in Information Technology	5
Humanities or Social Science if needed		5-10
CORE PROGRAM REQUIREMENTS		
BA 240	Statistical Analysis	5
DA 310	Introduction to Analytics	5
DA 320	Data Acquisition and Management	5
DA 410	Multivariate Analytics	5
DA 420	Predictive Analytics	5
DA 430	Marketing Analytics	5
DA 460	Data Analysis with Software Programming	5
DA 485	Capstone Project	5
ISIT 330	Business Intelligence Applications	5
ISIT 334	Data Visualization	5
ISIT 434	Web Analytics	5
CORE TOTAL		55
COURSEWORK TOTAL		90-100
GRAND TOTAL		180

Health Promotion & Management
BACHELOR OF APPLIED SCIENCE DEGREE

The bachelor of applied science in Health Promotion and Management (HPM) is designed as a cohort career-oriented program. HPM graduates will be ready to develop effective wellness programs within organizations to reduce healthcare costs, increase productivity, lower absenteeism, enhance employee safety and improve employee well-being.

The degree program is designed for individuals with business 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

Degree recipients should possess the skills and abilities described below:

- Apply knowledge of chronic disease, health promotion, nutrition, exercise science, environmental health, stress management and wellness in the development of effective health promotion programming
- Assess organizational culture, and develop, implement, market and evaluate a research-based health promotion program
- Demonstrate proficiency in health education sufficient to earn national certification in Wellness Coaching
- Collaborate effectively in multi-disciplinary work teams in support of organizational goals
- Identify health inhibiting behaviors and promote evidence-based strategies of altering such behaviors
- Conduct health research, including applying research processes and developing research instruments

DEGREE REQUIREMENTS

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

- Completion of 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

PROGRAM ELIGIBILITY

Individuals must have:

An associate's degree in business-related, or allied health, wellness, or personal fitness training, or equivalent credits, to be eligible for the BAS degree. Successful planning for this degree is best done with an advisor or the program director.

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
- Life Science: two courses (must include at least one lab course)
- College-Level Business Management course
- Social Science courses

APPLICATION PROCESS

To be considered for the bachelor of applied science in Health Promotion and Management, prospective students must submit the following:

- Completed bachelor of applied science application form
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- 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 Health Promotion and 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/hpm

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
	Associate degree in a business-related, or allied health, wellness or personal fitness training, or equivalent credits	50
	Life Science: NUTR& 101 or BIOL& 160 or courses from AAS-DTA list (must include at least one lab course)	10-12
	Communication Skills: ENGL& 101 and ENGL& 235 or ENGL 201	10
	Social Science: SOC 248, or PSYC 109, or PSYC 250, and a course from Cultural Diversity list	10
	Quantitative Skills: MATH 130 or equivalent	5
	Business Management: BUS 120 or equivalent	5
CORE COURSES – ALL STUDENTS		
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 325	Organizational Theory and Behavior in Healthcare	5
HPM 325	Foundations of Health Promotion	5
HPM 330	Leadership in Outdoor Pursuits	4
HPM 340	Lifestyle Wellness Coaching	5
HPM 360	Epidemiology and Healthcare Statistics	5
HPM 375	Research Design Methods	4
HPM 385	Consumer Health Informatics and Website Design	5
HPM 405	Health Behavior - Understanding and Effective Change	3
HPM 415	Community Health	2
HPM 430	Lifestyle Chronic Disease and Environment	6
HPM 440	Safety and Workplace Ergonomics for Wellness	4
HPM 450	Worksite Wellness Management for NWI Certification	4
HPM 460	Community Health Service - Learning	2
PHIL 365	Biomedical Ethics	5
CORE TOTAL		**83**
PATHWAY FOR STUDENTS WITH HEALTHCARE BACKGROUND		
BA 102	Business Processes, Analysis and Writing I (2 Cr)	
HCML 320	Finance and Accounting for Healthcare (5 Cr)	
PATHWAY FOR STUDENTS WITH BUSINESS BACKGROUND		
HLTH 145	Wellness for Health Professionals (3 Cr)	
PE 236	Anatomical Kinesiology (4 Cr)	
PATHWAY TOTAL		**7**
CORE PROGRAM REQUIREMENTS TOTAL		**90**
GRAND TOTAL		**180**

Healthcare Informatics
BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Healthcare Informatics prepares individuals with IT and/or healthcare preparation and experience to successfully compete for jobs in the rapidly growing field of healthcare informatics, which focuses on optimizing use of technology to manage knowledge in order to improve quality of care.

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

Degree recipients should possess the skills and abilities described below:

- 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

DEGREE REQUIREMENTS

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

- Completion of 91 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

PROGRAM 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 Informatics, prospective students must submit the following:

- Completed bachelor of applied science application form
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- 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 Informatics 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hci

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
Associate degree in IT-related or healthcare-related field, or equivalent credits		55
Science: Must include one lab course and at least one life sciences course		10
English Composition I		5
College Level Math: Statistics		5
Technical Writing/Research Writing		5
Social Science		5
Humanities (either Humanities or Social Science course must be a communication course)		5
CORE COURSE – ALL STUDENTS		
ECON 315	Economics of Healthcare	5
HCTM 293	HCI New Student Orientation	2
HCTM 310	Essentials of Healthcare Informatics	5
HCTM 315	Electronic Health Records	5
HCTM 320	HCI Standards & Interoperability	5
HCTM 375	Healthcare Informatics Project Management	5
HCTM 390	Health Information Seeking	3
HCTM 410	Healthcare Clinical Systems Analysis	5
HCTM 435	Healthcare Clinical Information System Operation	5
HCTM 450	Healthcare Analytics and Quality	5
HCTM 460	Leading Change in Healthcare Informatics	5
HCTM 465	HCI Capstone / Field Studies Orientation	2
PHIL 365	Biomedical Ethics: Theory & Practice	5
Choose one of the following options:		4
HCTM 475 HCTM 485	Healthcare Informatics Field Studies (4 Cr) Healthcare Informatics Capstone (4 Cr)	

Course	Course Title	CR
Choose 15 credits from the following:		15
HCTM 330	Healthcare Informatics Teaching and Training (5 Cr)	
HCTM 350	Usability and User-Centered Design in Healthcare (5 Cr)	
HCTM 380	Healthcare Code Sets and Clinical Terminologies (5 Cr)	
HCTM 385	Consumer Health Informatics (5 Cr)	
HCTM 399	Independent Study (1-5 Cr)	
HCTM 405	Health and Information Literacy (5 Cr)	
HCTM 455	Data Warehousing in Healthcare (5 Cr)	
HCTM 470	Healthcare Data Analytics Application (5 Cr)	
HCTM 494/5/6/7	Special Topics (1-5 Cr)	
CORE TOTAL		**76**
PATHWAY FOR STUDENTS WITH HEALTHCARE BACKGROUND		
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 BACKGROUND		
IT grads must have 5 credits each in networking, programming and database, equivalent to above courses		
HCTM 301	US Healthcare Policies and Delivery Systems	5
HCTM 302	Healthcare Safety, Quality and Legal Environment	5
HCTM 380	Healthcare Code Sets and Clinical Terminologies	5
PATHWAY TOTAL		**15**
HEALTHCARE INFORMATICS PROGRAM TOTAL		**91**
GRAND TOTAL		**181**

Healthcare Management & Leadership
Healthcare Management General Concentration
BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Healthcare Management and Leadership, General 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. It is designed to prepare individuals to successfully compete for jobs that require knowledge of the healthcare system and supervisory or management skills.

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

Degree recipients should possess the following skills and abilities:

- Manage, analyze, and present healthcare data for effective decision-making in support of 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
- Complete a capstone project that demosntrates the breadth and depth of the educational preparation
- Demonstrate a commitment to continued competency through life-long learning

PROGRAM ELIGIBILITY

Individuals must have:

- Associate degree in business-related or healthcare-related field, or equivalent credits
- Basic computer skills, including basic PC file management, Internet navigation, and use of MS Office products
- 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 Math: Statistics
  - Science: one lab course and at least one life sciences course
  - College level English composition and technical/or research writing course
  - 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 course
  - Social sciences course

DEGREE REQUIREMENTS

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 applies 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

APPLICATION PROCESS

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

- Completed bachelor of applied science application form
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- Official transcripts from a 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
- Two letters of recommendation from someone who personally knows your work, such as your current or past supervisor, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS program. If you are applying for this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors.
- 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.

TUITION

The Bachelor of Applied Science in Healthcare Management and Leadership 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 rate published online at www.bellevuecollege.edu/tuition

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hcml

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
MATH 099	Intermediate Algebra	N/A
Proficient use of Microsoft Word, Excel, and PowerPoint		
PREREQUISITE REQUIREMENTS		
Associate degree in business-related or healthcare-related field –OR– equivalent credits		55
Science	Must include one lab course and at least one lab science course	10
ENGL& 101	English Composition I	5
Writing	Technical Writing or Research Writing	5
College Level Math	MATH 130, Statistics, or equivalent	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
Either Humanities or Social Science must be a communication course.		
CORE COURSES		
BUS 370 HCTM 375	Intermediate Project Management (5 Cr) –OR– Healthcare Informatics Project Management (5 Cr)	5
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCTM 301	US Healthcare Policies and Delivery Systems	5
HCTM 310	Essentials of Healthcare Informatics	5

Course	Course Title	CR
HCTM 380	Healthcare Code Sets and Clinical Terminologies	5
HCML 320	Finance and Accounting for Healthcare Managers	5
HCML 325	Organizational Theory and Behavior in Healthcare	5
HCML 340	Human Resources Management in Healthcare	5
HCML 350	Legal and Regulatory Aspects of Healthcare	5
HCML 401	Marketing in Healthcare Environment	5
HCML 411	Institutional Quality Management & Accreditation	5
HCML 440	New Business Planning for Healthcare	5
HCML 460	Management and Leadership in Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
Choose 5 credits from the following: (pathway-specific)		5
BUS 101	Introduction to Business (5 Cr) for students with healthcare related background	
AHE 110	Medical Terminology (5 Cr) for students with business background	
Choose one combination from the following:		5
HCML 465 HCML 475	Capstone Proposal (1 Cr) **AND** Capstone Project (4 Cr)	
HCML 466 HCML 476	Field Studies Orientation (1 Cr) **AND** Capstone Project (4 Cr)	
ELECTIVE COURSES		5
Choose 5 credits from the following:		
HCML 399 HCML 494/5/6/7 HCTM 410 HCTM 494/5/6/7 RAIT 490	Independent Study (1-5 Cr) Special Topics (1-5 Cr) Healthcare Clinical Systems Analysis (5 Cr) Healthcare Informatics Special Topics (1-5 Cr) Information and Imaging Management (3 Cr)	
CONCENTRATION TOTAL		90
GRAND TOTAL		180

Healthcare Management & Leadership Radiation & Imaging Management Concentration

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Healthcare Management and Leadership, concentration in Radiation and Imaging Management is a career-oriented degree program developed specifically to meet the career advancement needs of radiation and imaging professionals to successfully compete for jobs that require knowledge of the healthcare system and supervisory or management skills.

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 schieve their goal.

LEARNING OUTCOMES

Degree recipients should possess the following skills and abilities:

- Apply core competencies learned to function as a successful professional in the field of radiation and imaging sciences
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to the radiation and imaging sciences
- Complete a capstone project the demonstrates the breadth and depth of the educational preparation
- Demonstrate a commitment to continued competency through life- long learning

PROGRAM ELIGIBILITY

Individuals must have:

- National certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine technology, to be eligible for the BAS degree
- Students must have basic computer skills to enter the program, including basic PC file management, internet navigation and use of MS Office suite products
- 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)
  - English Composition
  - Technical or Research Writing
  - College-level Math: Statistics
  - Science: Two courses in human anatomy and physiology
  - Humanities course
  - Social sciences course

DEGREE REQUIREMENTS

A complete description of the required curriculum is shown in the worksheet. 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

APPLICATION PROCESS

To be considered for the bachelor of applied science in Healthcare Management and Leadership program, with a concentration in Radiation and Imaging Sciences, prospective students must submit the following:

- Completed bachelor of applied science application form
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34

- Official transcripts from a regionally accredited college
- 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. If you are applying for this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors.
- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hcml

Course	Course Title	CR
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		55
Science	Human Anatomy and Physiology I and II	10
ENGL& 101	English Composition I	5
Writing	Technical Writing or Research Writing	5
College Level Math	Statistics	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
CORE COURSES		
BUS& 101	Introduction to Business	5
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 320	Finance and Accounting for Healthcare	5
HCML 325	Organizational Theory and Behavior in Healthcare	5
HCML 340	Human Resources Management in Healthcare	5
HCML 350	Legal and Regulatory Aspects of Healthcare	5
HCML 401	Marketing in Healthcare Environment	5
HCML 411	Institutional Quality Management and Accreditation	5
HCML 440	New Business Planning in Healthcare	5
HCML 460	Management and Leadership in Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIT 490	Information and Image Management	3

Course	Course Title	CR
Choose 5 credits from the following:		5
BUS 370	Intermediate Project Management (5 Cr)	
HCTM 375	Healthcare Informatics Project Management (5 Cr)	
Choose one combination from the following:		5
HCML 465 Capstone Proposal (1 Cr) and HCML 475 Capstone Project (4 Cr) –OR–		
HCML 466 Field Studies Orient (1 Cr) and HCML 476 Capstone Project (4 Cr)		
ELECTIVE COURSES		**12**
Choose 12 credits from the following:		
HCML 399	IIndependent Study (1-5 Cr)	
HCML 494/5/6/7	Special Topics (1-5 Cr)	
RAIT 301	Sectional Anatomy (3 Cr)	
RAIT 302	Body Pathophysiology (3 Cr)	
RAIT 303	Neuropathophysiology (3 Cr)	
RAIT 310	Instrumentation & Procedures (3 Cr)	
RAIT 311	Clinical Practicum - CT (12 Cr)	
BIOL/RAIT 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 (5 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	Mammography Clinical (5 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 (3 Cr)	
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 411	Clinical Practicum II - CT (1-11 Cr)	
RAIT 415	Advanced MRI Procedures (3 Cr)	
RAIT 416	Clinical Practicum II - MRI (1-11 Cr)	
RAIT 421	Clinical Practicum II - Interventional (1-11 Cr)	
RAIT 430	Neurosonology (3 Cr)	
RAIT 434	Musculoskeletal Ultrasound - Lower Extremity (3 Cr)	
RAIT 440	Pediatric Sonography (3 Cr)	
RAIT 444	Musculoskeletal Ultrasound - Upper Extremity (3 Cr)	
RAIT 461	Clinical Practicum II - PET (9 Cr)	
RAIT 494/5/6/7	Special Topics (1-5 Cr)	
CONCENTRATION TOTAL		**90**
GRAND TOTAL		**180**

Information Systems & Technology

BACHELOR OF APPLIED SCIENCE DEGREE

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. Individual concentration descriptions can be found online at *www.bellevuecollege.edu/ibit/degrees/bachelor/ist*.

LEARNING OUTCOMES

Program graduates should 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 & 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

PROGRAM ELIGIBILITY

Individuals must have:

- A technical associate's degree in an information technology related field from a regionally accredited institution, or equivalent credits
- Completed college courses with a grade of 2.0 or higher, with a minimum grade of 2.0 in all courses required for associate's degree in IT
- At least 30 credits of general education requirements completed as part of the associate's degree

DEGREE REQUIREMENTS

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 *www.bellevuecollege.edu/classes/all/*

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 form
- Nonrefundable application fee of $75
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/ist/

Course	Course Title	CR
PREREQUISITE REQUIREMENTS – ALL STUDENTS		
Associate degree in IT or CS-related field or equivalent credits		90
Must have two English courses and at least 20 credits of general education courses from the following list of General Education requirements:		
■ English Composition (5 Cr)		
■ The Research Paper (5 Cr) or Technical Writing (5 Cr)		
■ College level Math (5 Cr) (see below for specific concentration requirements)		
■ Social Science course from AAS-DTA transfer list (5 Cr) (Students selecting the Application Development or BI concentration do not need a social science prerequisite)		
■ Humanities course from AAS-DTA transfer list (5 Cr)		
■ Natural Science (5-6 Cr) (Ten credits in Natural Science from AAS-DTA list required for BAS Information Systems and Technology graduation. Students must choose from two different subject areas. At least five credits must be in physical, biological and/or Earth sciences. Shall include at least one laboratory course).		
Students who don't have an associate degree in an IT-related field from Bellevue College, should contact the BAS IST program manager for technical prerequisite courses		
CORE PROGRAM REQUIREMENTS – ALL STUDENTS		
BUS 355	Business of Information Technology	**5**
BUS 370	Intermediate Project Management	**5**
CMST 340	Applied Organizational Communication	**5**
ISIT 105	Problem Solving for the IT Professional	**5**
ISIT 490	Capstone I	**5**
ISIT 491	Capstone II	**5**
PHIL& 115	Critical Thinking	**5**
PHIL 375	Ethical Issues in Information Technology	**5**
SOC 275	Technology in Everyday Life	**5**
Natural Science (5 Cr) from AAS-DTA transfer list		**5**
CORE TOTAL		**50**
TECHNICAL PREREQUISITES FOR APPLICATION DEVELOPMENT CONCENTRATION		
MATH 130/	Intro to Statistics or	
BA 240/	Statistical Analysis or	
MATH& 141*	Precalculus I or higher (5 Cr)	
PROG 109	Introduction to Web Development (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 117	Web Development II (5 Cr)	
PROG 120	Object Oriented Programming Concepts (5 Cr)Systems	
PROG 160	Analysis and Design (5 Cr)	
PROG 209	Client-Side Web Programming I (5 Cr)	
PROG 210	Enterprise Software Development II (5 Cr)	
PROG 260	Adv.Topics in Object Oriented Programming (5 Cr)	
PROG 272	Implementing a Mobile Solution (5 Cr)	
Technology or math credits must not be more than 5 years old. *Determined by placement or transfer.		

Course	Course Title	CR
APPLICATION DEVELOPMENT CONCENTRATION REQUIREMENTS		
BUS& 101	Introduction to Business	5
ISIT 320	Advanced Web Development	5
ISIT 322	Developing Mobile Applications	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
TECH 223	Using and Supporting Linux	5
CONCENTRATION TOTAL		40
TECHNICAL PREREQUISITES FOR BUSINESS INTELLIGENCE CONCENTRATION		
MATH 130/ BA 240*	Introduction to Statistics/Statistical Analysis (5 Cr)	

Technology or math credits must not be more than 5 years old. *Determined by placement or transfer.

Course	Course Title	CR
BUSINESS INTELLIGENCE CONCENTRATION REQUIREMENTS		
BUS& 101	Introduction to Business	5
ISIT 328	Information Security Essentials	5
ISIT 330	Business Intelligence Applications	5
ISIT 331	Applied Database Concepts	5
ISIT 332	Data Warehousing	5
ISIT 333	Applied Programming Concepts	5
ISIT 334	Data Visualization Tools & Techniques	5
Choose 5 credits from the following:		5
ISIT 336	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 434	Web Analytics (5 Cr)	
ISIT 436	Performance Management (5 Cr)	
CONCENTRATION TOTAL		40
TECHNICAL PREREQUISITES FOR INFORMATION SECURITY AND SYSTEMS ADMINISTRATION CONCENTRATIONS		
IT 128	Information Security Essentials (5 Cr)	
NSCOM 201	CISCO Networking I (5 Cr)	
NSCOM 202	CISCO Networking II (5 Cr)	
NSCOM 221	Implementing Server Operating Systems (5 Cr)	
NSCOM 223	Managing a Network Environment (5 Cr)	
NSCOM 227	Implementing Directory Services(5 Cr)	
TECH 215	PC Analysis & Configuration I (5 Cr)	
TECH 217	PC Analysis & Configuration II (5 Cr)	
MATH 138*	College Algebra for Business or Social Sciences or higher (5 Cr)	

Technology or math credits must not be more than 5 years old. *Determined by placement or transfer.

Course	Course Title	CR
INFORMATION SECURITY CONCENTRATION REQUIREMENTS		
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 Countermeasurements	5
ISIT 452	Network Security Monitoring	5
ISIT 454	System Hardening	5
CONCENTRATION TOTAL		40

Course	Course Title	CR
SYSTEM ADMINISTRATION CONCENTRATION REQUIREMENTS		
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 & Management	5
PROG 160	Systems Analysis and Design	5
CONCENTRATION TOTAL		40
GRAND TOTAL		180

Molecular Biosciences

BACHELOR OF APPLIED SCIENCE DEGREE

Successful program graduates of the Bachelor of Applied Science in Molecular Biosciences should possess the skills necessary for careers in a variety of disciplines such as molecular biology, medicine, forensics, biochemistry, pharmacology, neuroscience, food chemistry, and environmental science.

Graduates will have a thorough understanding of the scientific disciplines underpinning molecular biosciences, as well as extensive laboratory experience using state-of-the-art equipment. They will also bring understanding of the complex regulatory environment surrounding the biosciences as well as the business skills needed to manage a project.

PROGRAM HIGHLIGHTS

This applied degree differs significantly from the traditional undergraduate science degree in several ways, including:

- Focus on developing a solid scientific background that becomes the foundation for applied laboratory skills
- Extensive laboratory work with state-of-the-art technologies to foster the development of independent laboratory skills
- Familiarity with reading, understanding, and discussing research papers in molecular biosciences through participation in the molecular biosciences seminars
- Exposure to project management and general business skills for laboratory settings
- Coursework on the regulatory and legal environments within which the molecular biosciences operate
- Preparation for immediate employment through a capstone project in a laboratory setting

ENTRY REQUIREMENTS

Individuals must have:

- Associate's degree in Biotechnology, Molecular Sciences Technician, General Science Technician, or equivalent degree with a minimum cumulative GPA of 2.7. Math and Science transfer degree students may also be eligible
- Demonstrated completion of the following courses or their equivalent:
  - College Level Statistics (MATH 130)
  - Calculus I & II (MATH& 151-152)
  - English Composition (ENGL& 101)
  - Technical Writing (ENGL& 235)
  - General Chemistry sequence (CHEM& 161-162-163)
  - Introduction to Instrumental Analysis (CHEM 275)
  - General Biology or Biology Majors Cellular (BIOL& 160 or BIOL& 211)
  - Laboratory Methods in Genomics (BIOL 275)
  - Two Science electives as listed in the AAS-T Molecular Sciences Technician science electives *www.bellevuecollege.edu/programs/degrees/proftech/applied/*
  - Presentation Design and Delivery (BTS 147)
  - Communication Studies (CMST 250 or 280)
  - Humanities course from the AAS-DTA list
  - Social Science course from the AAS-DTA list

DEGREE REQUIREMENTS

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

- Complete 90-100 quarter credits in the program with a cumulative GPA of 2.5 and minimum GPA of 2.0 for each individual core course (including transferred credits) in all mandatory program courses
- At least 45 quarter credits for the degree must be completed in residence at Bellevue College, of which 30 credits must be upper division.
- Courses may be subject to minimum grade requirements and prerequisites. Check online at *www.bellevuecollege.edu/classes/all/*.

APPLICATION PROCESS

To be considered for the Bachelor of Applied Science in Molecular Biosciences, prospective students must submit the following:

- Completed Bachelor of Applied Science in Molecular Biosciences application form at *www.bellevuecollege.edu/programs/degrees/bachelors/mb*
- Nonrefundable application fee of $75
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associates degree or equivalent credits, and the prerequisite courses, with a GPA of 2.7 or higher

TUITION

The Bachelor of Applied Science in Molecular Biosciences 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/worksheets/

Course	Course Title	CR
PREREQUISITES		
Associate's degree in Biotechnology, Molecular Sciences Technician, General Science Technician, or equivalent degree with a minimum cumulative GPA of 2.7. Math and Science transfer degree students may also be eligible.		**90**
Demonstrated completion of the following courses or their equivalent:		
MATH 130	College Level Statistics	**5**
MATH& 151/152	Calculus I & II	**10**
ENGL& 101	English Composition	**5**
ENGL& 235	Technical Writing	**5**
CHEM& 161/162/163	General Chemistry sequence	**18**
CHEM 275	Introduction to Instrumental Analysis	**6**
BIOL& 160 or 211	General Biology or Biology Majors Cellular	**6**
BIOL 275	Laboratory Methods in Genomics	**6**
Science electives as listed in the AAS-T Molecular Sciences Technician science electives *www.bellevuecollege.edu/programs/degrees/proftech/applied/*		**12**
BTS 147	Presentation Design and Delivery	**3**
CMST 250 or 280	Communication Studies	**5**
Humanities course from the AAS-DTA list		**5**
Social Science course from the AAS-DTA list		**5**
GENERAL EDUCATION REQUIREMENTS		
MBS 410	Modern Topics in Bioethics	**5**
CORE PROGRAM REQUIREMENTS		
PHYS& 114	General Physics I	**6**
PHYS& 115	General Physics II	**6**
CHEM& 261	Organic Chemistry I	**6**

Course	Course Title	CR
CHEM& 262	Organic Chemistry II	6
CHEM& 263	Organic Chemistry III	6
CHEM 405	Biochemistry I	5
CHEM 406	Biochemistry II	5
DA 310	Introduction to Data Analytics	5
MBS 320	Molecular Biosciences Seminar (can be repeated up to three times for credit)	2
MBS 330	Modern Genetics	5
MBS 340	Molecular Cell Biology	5
MBS 350	Bioinformatics	5
MBS 455	Advanced Methods in Molecular Biology	6
MBS 499	Capstone Project	10
UPPER DIVISION ELECTIVES		
Choose from the following:		
BIOL& 241	Anatomy and Physiology I (6 Cr)	
BIOL& 242	Anatomy and Physiology II (6 Cr)	
BIOL& 260	Microbiology (6 Cr)	
BIOL 312	Biology of Cancer (5 Cr)	
BTS 280	Project Planning, Tracking, and Reporting (5 Cr)	
MBS 430	Systems Immunology (5 Cr)	
MBS 460	Introduction to Biomedical and Biotechnology Regulations (2 Cr)	
MBS 470	Introduction to Patent Law (2 Cr)	
COURSEWORK TOTAL		**95**
GRAND TOTAL		**185**

Radiation & Imaging Sciences Nuclear Medicine Concentration
BACHELOR OF APPLIED SCIENCE DEGREE

Bellevue College consulted with radiation and imaging professionals and accrediting societies to develop the professionally relevant curriculum. The curriculum incorporates discipline-based, general education and elective courses built on progressive rigor and sophistication. The program receives ongoing review and guidance from its industry advisory committee to maintain currency.

The 180-credit technology concentrations are comprised of 65 credits earned through achievement of national certification in the students' professional field; 25 credits for demonstrated satisfactory completion of specific general education requirements; and 90 credits earned through the general program and concentration requirements.

Required core courses provide the technical knowledge and foundational skills to your success as an advanced technologist. Students can also choose from a variety of electives that will help develop advanced technical skills that best match their career goals.

LEARNING OUTCOMES
Degree recipients should possess the skills and abilities described below:
- 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

PROGRAM ELIGIBILITY
Individuals must have:
- National certification in nuclear medicine technology
- 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

DEGREE REQUIREMENTS
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 applies 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

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 and notice of right to file a discrimination complaint
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- 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
- 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/imaging/*.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/bas/nucmed/

Course	Course Title	CR
ENTRY REQUIREMENT		
MATH 099	Intermediate Algebra	N/A
Prior business experience or coursework. Skills In creating spreadsheets and using spreadsheet programs.		
PREREQUISITE REQUIREMENTS		
National Certification in Nuclear Medicine Technology		65
BIOL& 241	Human Anatomy and Physiology I	6
BIOL& 242	Human Anatomy and Physiology II	6
ENGL& 101	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 Health Communication	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:		5
ENGL 201 **ENGL& 235**	The Research Paper (5 Cr) Technical Writing (5 Cr)	
NUCLEAR MEDICINE CONCENTRATION REQUIREMENTS		
HCML 411	Institutional Quality Management & Accreditation	5
HCML 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

Course	Course Title	CR
RAIT 361	Clinical Practicum Positron Emission Tomography	12
RAIT 455	Nuclear Medicine Concept Integration	2
RAIT 490	Information & Imaging Management	3
ELECTIVES		
Choose at least 9 credits from the following:		9
RAIT 302	Body Pathophysiology (3 Cr)	
RAIT 303	Neuropathophysiology (3 Cr)	
RAIT/BIOL 312	Biology of Cancer (5 Cr)	
RAIT 316	Clinical Practicum - MRI (12 Cr)	
RAIT 399	Independent Study (1-5 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced Computed Tomography Procedures (3 Cr)	
RAIT 461	Clinical Practicum II - PET (9 Cr)	
RAIT 494/5/6/7	Special Topics (1-5 Cr)	
HCML 320	Finance & Accounting for Healthcare Managers (5 Cr)	
HCML 325	Organizational Theory & Behavior in Healthcare (5 Cr)	
HCML 340	Human Resources Management in Healthcare (5 Cr)	
HCML 350	Legal & Regulatory Aspects of Healthcare (5 Cr)	
HCML 399	Independent Study (1-5 Cr)	
HCML 401	Marketing in Healthcare Environment (5 Cr)	
HCML 440	New Business Planning in Healthcare (5 Cr)	
HCML 494/5/6/7	Special Topics (1-5 Cr)	

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

GRAND TOTAL		180

Radiation & Imaging Sciences
Medical Dosimetry Concentration
BACHELOR OF APPLIED SCIENCE DEGREE

Bellevue College consulted with radiation and imaging professionals and accrediting societies to develop the professionally relevant curriculum. The curriculum incorporates discipline-based, general education and elective courses built on progressive rigor and sophistication. The program receives ongoing review and guidance from its industry advisory committee to maintain currency.

The 180-credit technology concentrations are comprised of 65 credits earned through achievement of national certification in the students' professional field; 25 credits for demonstrated satisfactory completion of specific general education requirements; and 90 credits earned through the general program and concentration requirements.

Required core courses provide the technical knowledge and foundational skills to your success as an advanced technologist. Students can also choose from a variety of electives that will help develop advanced technical skills that best match their career goals.

LEARNING OUTCOMES

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

PROGRAM ELIGIBILITY

Individuals must have:

- National certification in Radiation Therapy
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.5 or better:
  - Precalculus (or assessment into a higher level course)
  - College level English composition
  - Two courses in human anatomy and physiology and one course in sectional anatomy
  - Humanities course
  - Social sciences course

DEGREE REQUIREMENTS

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

- Completion of 103 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 applies 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

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 and notice of right to file a discrimination complaint
- Nonrefundable application fee of $125
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- Official transcripts from a regionally accredited college

- Proof of national certification in Radiation Therapy
- 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
- 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/imaging/*.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/bas/dosm/

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
National Certification in Radiation Therapy		65
BIOL& 241	Human Anatomy and Physiology I	6
BIOL& 242	Human Anatomy and Physiology II	6
ENGL& 101	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
CORE REQUIREMENTS		
CMST 330	Intercultural Health Communication	5
ENGL 201	The Research Paper	5
DOSM 301	Current Topics in Medical Dosimetry	3
DOSM 315	Physics for Medical Dosimetry	5
DOSM 321	Radiation Treatment Planning I	5
DOSM 322	Radiation Treatment Planning II	5
DOSM 331	Dosimetry of Particle Beams	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 Case Studies	3
PHIL 365	Biomedical Ethics: Theory and Practice	5
HCML	BAS Approved Elective	5
RAIT/BIOL 312	Biology of Cancer	5
GRAND TOTAL		200

Radiation & Imaging Sciences Technology Concentration
BACHELOR OF APPLIED SCIENCE DEGREE

Bellevue College consulted with radiation and imaging professionals and accrediting societies to develop the professionally relevant curriculum. The curriculum incorporates discipline-based, general education and elective courses built on progressive rigor and sophistication. The program receives ongoing review and guidance from its industry advisory committee to maintain currency.

The 180-credit technology concentrations are comprised of 65 credits earned through achievement of national certification in the students' professional field; 25 credits for demonstrated satisfactory completion of specific general education requirements; and 90 credits earned through the general program and concentration requirements.

Required core courses provide the technical knowledge and foundational skills to your success as an advanced technologist. Students can also choose from a variety of electives that will help develop advanced technical skills that best match their career goals.

LEARNING OUTCOMES

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

PROGRAM ELIGIBILITY

Individuals must have:

- National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography.
- 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
  - Humanities course
  - Social sciences course

DEGREE REQUIREMENTS

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 applies 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.

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 and notice of right to file a discrimination complaint
- Nonrefundable application fee of $90
- Completed general Bellevue College admission form
- Nonrefundable general admission fee of $34
- 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
- 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/imaging/***.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/bachelor/bas/rait/

Course	Course Title	CR
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		**65**
BIOL& 241	Human Anatomy and Physiology I	**6**
BIOL& 242	Human Anatomy and Physiology II	**6**
ENGL& 101	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 Health Communication	**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**
HCML 411	Institutional Quality Management and Accreditation	**5**
HCML 460	Management & Leadership in Healthcare	**5**
HCML 465	Capstone Proposal	**1**
HCML 475	Capstone Project	**4**
RAIT 301	Sectional Anatomy	**3**
RAIT 302	Body Pathophysiology	**3**
RAIT 303	Neuropathophysiology	**3**
RAIT 490	Information & Image Management	**3**

Course	Course Title	CR
Choose 5 credits from the following:		**5**
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
Choose 28 credits from the following:		**28**
HCML 320	Finance and Accounting for Healthcare (5 Cr)	
HCML 325	Organizational Theory and Behavior (5 Cr)	
HCML 340	Human Resources Management in Healthcare (5 Cr)	
HCML 350	Legal & Regulatory Aspects of Healthcare (5 Cr)	
HCML 399	Independent Study (1-5 Cr)	
HCML 401	Marketing in the Healthcare Environment (5 Cr)	
HCML 440	New Business Planning for Healthcare (5 Cr)	
HCML 494/5/6/7	Special Topics (1-5 Cr)	
RAIT 310	CT Instrumentation & Procedures (3 Cr)	
RAIT 311	Clinical Practicum – CT (12 Cr)	
RAIT/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	Vascular Interventional Clinical (12 Cr)	
RAIT 325	Mammography (5 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 (5 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	Positron Emission Tomography (3 Cr)	
RAIT 361	Clinical Practicum – PET (12 Cr)	
RAIT 399	Independent Studies (1-5 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced CT Procedures (3 Cr)	
RAIT 411	Clinical Practicum II – CT (1-11 Cr)	
RAIT 415	Advanced MRI Procedures (3 Cr)	
RAIT 416	Clinical Practicum II – MRI (1-11 Cr)	
RAIT 421	Clinical Practicum II – Interventional (1-11 Cr)	
RAIT 430	Neurosonology (3 Cr)	
RAIT 434	Musculoskeletal Ultrasound - Lower Extremity (3)	
RAIT 440	Pediatric Sonography (3 Cr)	
RAIT 461	Musculoskeletal Ultrasound - Upper Extremity (3)	
RAIT 444	Clinical Practicum II – PET (9 Cr)	
RAIT 494/5/6/7	Special Topics (1-5 Cr)	
GRAND TOTAL		**180**

Nursing (RN to BSN)
BACHELOR OF SCIENCE DEGREE

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

PROGRAM ELIGIBILITY
Individuals must have:
- Current unrestricted licensure as a registered nurse in Washington State
- An associate degree in nursing from a regionally accredited institution (Students in final year of an associate-degree nursing program may be admitted, but must take and pass the NCLEX by the end of fall quarter. Successful passing of NCLEX is equivalent to 45 college credits.)
- At least one year of clinical experience as a nurse (ADN clinical may be applied)
- Earned thirty-five nursing credits (quarter system) from an associate degree nursing program at a regionally accredited institution
- Completed thirty-five credits (quarter system) of general education requirements
- A cumulative GPA of at least 2.0 in all college coursework
- Earned a minimum grade of 2.0 in each of the required courses

DEGREE REQUIREMENTS
Completion of all required courses as shown in the worksheet. In addition to eligibility requirements, students must also 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

APPLICATION PROCESS
To be considered for the bachelor of science in nursing degree, prospective students must submit the following:
- Completed bachelor of applied science application form
- Nonrefundable application fee of $60
- Completed general admission form
- Nonrefundable general application fee of $34
- Official transcripts from a regionally accredited college
- Three letters of recommendation on an official recommendation form
- Essay
- Resume/CV

TUITION

The Bachelor of Science in Nursing degree 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.bellevue-college.edu/enrollment/tuition/*.

These courses are not eligible for tuition waivers.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/bachelor/nursing/

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
Associate Degree in Nursing from a Regionally Accredited Institution (Must include at least 35 quarter credits in nursing.) ■ Cumulative GPA of 2.0 in all college courses ■ Minimum grade of 2.0 in all required courses for associate degree in nursing		90
NCLEX Exam (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 by the end of fall quarter. Successful passing of NCLEX is equivalent to 45 college credits.)		45
GENERAL EDUCATION 15-20 CR		
ANTH& 235	Cross-Cultural Medicine	5
ECON 315	Economics of Healthcare	5
PHIL 365	Biomedical Ethics	5
Additional approved humanities elective, as necessary		5
NURSING CORE COURSES 30 CR		
NURS 302	Foundation of BSN Practice	4
NURS 320	Foundation of Scholarly Inquiry	3
NURS 321	Scholarly Inquiry Project Development	2
NURS 360	Management in Healthcare	4
NURS 410	Community and Public Health Nursing	5
NURS 420	Leadership in Healthcare	4
NURS 460	Health Information Technology	4
NURS 485	Fieldwork in Community and Public Health Nursing	4
TOTAL BSN COURSEWORK		**45-50**
GRAND TOTAL		**180-185**

BUSINESS INTELLIGENCE

Intermediate Business Intelligence Analyst
CERTIFICATE OF ACCOMPLISHMENT

The Intermediate Business Intelligence Analyst Certificate of Accomplishment will prepare students for entry and mid-level Business Intelligence (BI) positions in a variety of industries. 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. Students will also 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.

PREREQUISITES
- Database Analyst Certificate of Accomplishment or equivalent skills
- Experience with SQL and relational databases
- Math 130 (Introduction to Statistics)

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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 advanced On Line Analytical Processing (OLAP) objects that satisfy stated requirements
- Create reports using data from a multidimensional database that satisfy stated requirements
- Serve as liaison between technical and clinical functions to support users, including training and documenting the use of new technologies

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/busit/#intbusitana

COURSE	COURSE TITLE	CR
CORE COURSEWORK		
CMST 340	Applied Organizational Communication	5
ISIT 330	Business Intelligence Applications	5
ISIT 334	Data Visualization	5
Choose 15 credits from the following:		15
ISIT 337	Predictive Analytics (5 Cr)	
ISIT 338	Data Analyst Techniques (5 Cr)	
ISIT 434	Web Analytics (5 Cr)	
ISIT 436	Performance Management (5 Cr)	
TOTAL		30

Intermediate Business Intelligence Developer
CERTIFICATE OF ACCOMPLISHMENT

The Intermediate Business Intelligence Developer Certificate of Accomplishment will prepare students for entry and mid-level Business Intelligence (BI) positions in a variety of industries. 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. Students will also 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.

PREREQUISITES
- Database Analyst Certificate of Accomplishment or equivalent skills
- Experience with SQL and relational databases

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/busit/#intbusitdev

COURSE	COURSE TITLE	CR
CORE COURSEWORK		
CMST 340	Applied Organizational Communication	5
ISIT 330	Business Intelligence Applications	5
ISIT 332	Data Warehousing	5
ISIT 334	Data Visualization	5
ISIT 336	Dimensional Modeling	5
ISIT 432	Data Repositories for Analytics	5
TOTAL		30

HEALTHCARE TECHNOLOGY & MANAGEMENT

Healthcare Data Analytics
CERTIFICATE OF ACCOMPLISHMENT

The Healthcare Data Analytics certificate is an advanced certificate option designed to introduce students to the rapidly emerging field of healthcare data analytics. Courses in this certificate will focus on tools, practices and issues surrounding the use of data analytics in support of key decisions in healthcare organizations. Topics include: clinical, operational and financial analytics in various healthcare settings; and trends and regulations that shape the role and practices of healthcare analytics.This certificate will be well-suited for Healthcare and/or Informatics professionals who will be involved in analyzing, interpreting and/or reporting clinical, financial, operational and/or regulatory data.

PREREQUISITES
- Associate degree in an IT-related or healthcare-related field
- Two years of work experience in an information technology, business intelligence or healthcare setting
- BTS 168 Business Data Management Tools or equivalent
- BTS 165 Business Spreadsheet Analysis and Design or equivalent
- BA 240 Statistical Analysis, or MATH 130 Intro to Statistics or equivalent

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- Determine how healthcare standards relate to patient records, coding and classification systems, privacy and security

- Discuss the current practices and trends in data infrastructure and medical device integration
- Articulate the current industry standards and associations, government legislations and regulations, and national organizations that support and drive healthcare data analytics
- Explore the scope and role of data and data analytics in healthcare in the context of national quality policies
- Analyze strategies, benefits and limitations of data analytics in various healthcare environments and for different applications
- Debate how data analytics can support key decisions in healthcare clinical, financial and operational settings
- Analyze the drivers, barriers and trends to the implementation and use of healthcare analytics are discussed
- Identify and apply appropriate tools and techniques to analyze a given data set
- Develop reports and presentations summarizing analytics results for stakeholders with varied backgrounds and expertise
- Develop a research strategy to solve a particular problem for a particular stakeholder
- Debate how current and emerging regulations and ethical perspectives impact healthcare data analytics practices
- Develop appropriate metrics and processes to obtain data supporting key healthcare decisions
- Analyze the various elements of data analytics implementation and management plans in specific healthcare settings and for specific outcomes

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hci

COURSE	COURSE TITLE	CR
CORE COURSEWORK		
HCTM 310	Essentials of Healthcare Informatics	5
HCTM 315	Electronic Health Records	5
HCTM 320	HCI Data Standards and Interoperability	5
HCTM 375	Healthcare Informatics Project Management	5
HCTM 450	Healthcare Analytics and Quality	5
HCTM 455	Data Warehousing in Healthcare	5
HCTM 470	Healthcare Data Analytics Applications	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
TOTAL		**40**

Healthcare Informatics

CERTIFICATE OF ACHIEVEMENT

The certificate in Healthcare Informatics prepares students who already have significant experience in either an IT-related field, or a health profession, to transition into the Healthcare Informatics workforce as effective members of teams that manage and perform the customization, implementation, integration and maintenance of healthcare information systems, data and components. The certificate in Healthcare Informatics is for those who already possess a bachelor's degree. It provides the same technical preparation as the Healthcare Informatics BAS degree but does not require all of the general education courses required for the degree.

PREREQUISITES

- An associate degree in an IT-related or health records/health management field
- BUSIT 103 SQL Fundamentals or equivalent coursework
- BTS 168 Business Data Management Tools or equivalent coursework
- IT 103 Networking Basics or equivalent coursework

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Apply knowledge of current and emerging data standards and principles of interoperability
- Comply with all healthcare laws and regulations relation 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
- Serve as liaison between technical and clinical functions to support users, including training and documenting the use of new technologies

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/hci

COURSE	COURSE TITLE	CR
CORE COURSEWORK		
HCTM 293	HCI New Student Orientation	2
HCTM 302	Healthcare Safety, Quality and Legal Environment	5
HCTM 310	Essentials of Healthcare Informatics	5
HCTM 315	Electronic Health Records	5
HCTM 320	HCI Data Standards and Interoperability	5
HCTM 390	Health Information Seeking	3
HCTM 410	Healthcare Clinical Systems Analysis	5
HCTM 435	Healthcare Clinical Information System Operation	5
HCTM 460	Leading Change in Healthcare Informatics	5
HCTM 465	HCI Capstone/Field Studies Orientation	2
HCTM 485	Healthcare Informatics Capstone	4
TOTAL		**46**

RADIATION & IMAGING SCIENCES

Medical Dosimetry

CERTIFICATE OF ACHIEVEMENT

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/imaging/#dosimitry

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
National Certification in Radiation Therapy		N/A
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 Case Studies	3
RAIT 312/ BIOL 312	Biology of Cancer	5
GRAND TOTAL		**83**

Positron Emission Tomography
CERTIFICATE OF ACCOMPLISHMENT

The certificate in Positron Emission Tomography (PET) is designed for persons with certification or registration as radiologic or radiation therapy technologists, who wish to take the certification exam in positron emission tomography (PET). It may also be appropriate for some nuclear medicine technologists. The didactic courses are designed to prepare the student to sit for the Advanced Certification exam administered by the Nuclear Medicine Technology Certification Board. The clinical practicum provides the student with the opportunity to earn some of the 700 hours of clinical PET experience required prior to applying to take the exam. Enrollment in the clinical practicum is not guaranteed and dependent upon grades, site availability, and approval. A selective-application process is utilized to align eligible students with the appropriate clinical site.

PREREQUISITES
- National certification as radiologic technologists, radiation therapy technologists, and/or nuclear medicine technologists (the latter requiring some substitutions)

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/imaging/#positron

Course	Course Title	CR
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

*Students currently registered in Nuclear Medicine (AART or NMTCB) may substitute another RAIT course approved by the program chair

GRAND TOTAL		**24**

CT Imaging
CERTIFICATE OF ACCOMPLISHMENT

The certificate in Computed Tomography (CT) Imaging formally prepares the Imaging Technologist in Radiologic Technology, Nuclear Medicine, or Radiation Therapy to work in a CT Imaging lab. The didactic courses are designed to prepare the student to sit for the Advanced Certification exam administered by the American Registry of Radiologic Technologists. The clinical practicum provides the student with the opportunity develop required competencies. Enrollment in the clinical practicum is not guaranteed and dependent upon grades, site availability, and approval. A selective-application process for the clinical practicum is utilized to align eligible students with the appropriate clinical site.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/imaging/#ctimaging

Course	Course Title	CR
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 (MR) Imaging formally prepares the Imaging Technologist in Radiologic Technology, Nuclear Medicine, Ultasound, or Radiation Therapy to work in an MR Imaging lab. The didactic courses are designed to prepare the student to sit for the Advanced Certification exam administered by the American Registry of Radiologic Technologists. The clinical practicum provides the student with the opportunity develop required competencies. Enrollment in the clinical practicum is not guaranteed and dependent upon grades, site availability, and approval. A selective-application process is utilized to align eligible students with the appropriate clinical site.

LEARNING OUTCOMES
Certificate recipients should possess the skills and abilities described below:
- Have completed required clinical competencies as identified by the America 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/imaging/#magneticresonance

Course	Course Title	CR
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

Vascular Interventional Program
CERTIFICATE OF ACCOMPLISHMENT

The certificate in Vascular Interventional (VI) Radiography formally prepares the Imaging Technologist registered or certified in Radiologic Technology to work in a VIR Imaging lab. The didactic courses are designed to prepare the student to sit for the post-primary advanced certification exam administered by the American Registry of Radiologic Technologists (ARRT). The clinical practicum provides the student with the opportunity develop required competencies although additional work experience may be required to complete the number of competencies required by the ARRT to be eligible for the advanced certification exam. Enrollment in the clinical practicum is not guaranteed and dependent upon grades, site availability, and approval. A selective-application process is utilized to align eligible students with the appropriate clinical site.

LEARNING OUTCOMES
Certificate recipients should possess the skills and abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/imaging/#vascular

Course	Course Title	CR
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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/dutec/#breastultrasound

Course	Course Title	CR
RAIT 326 DUTEC 170, 171	Ultrasound Physics for Mammographers, **– OR –** Ultrasound Physics & Instrumentation I (3 Cr) and Ultrasound Physics & Instrumentation II (3 Cr)	3-6
RAIT 327	Breast Ultrasound for Mammographers	3
RAIT 328	Ultrasound Equipment/Knoblogy for Mammographers	2
TOTAL		8-11

Transfer Associate Degree Options

Our two-year transfer associate degrees are for students wishing to pursue a bachelor's degree at a four year university. We offer six degrees as part of the Intercollege Relations Commission (ICRC) transfer agreement and several options depending on the student's area of interest.

ASSOCIATE IN ARTS & SCIENCES (AAS-DTA)

Completing this degree will prepare you to transfer to a participating college or university with junior status. Review possible areas of study.

ASSOCIATE IN BUSINESS (AB-DTA/MRP)

Completing this degree will prepare you to transfer with junior status to a business school of a participating college or university.

ASSOCIATE IN MATH EDUCATION (AME-DTA/MRP)

Completing this degree will prepare you to transfer with junior status to a participating college or university for a student pursuing teaching secondary mathematics and pursuing a teaching certificate.

ASSOCIATE IN SCIENCE (AS)

Completing this degree will prepare you for upper division study in a science major at a participating college or university. Review possible areas of study.

- Track I: Biological, Environmental/Resources, Chemistry, and Earth Sciences (Life Sciences)
- Track II: Physics, Atmospheric Sciences and Engineering (Physical Sciences)
- Track II: Engineering/Major Related Program
  - Chemical and Bio-Engineering
  - Electrical and Computer Engineering
  - Civil, Mechanical and Other Engineering

(DTA = Direct Transfer Agreement; MRP=Major Related Program)

The information on this page applies to all the transfer associate degrees listed in this catalog on the following pages.

All transfer degree requirements conform to the transfer agreements established by the Intercollege Relations Commission. 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.

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 28.

For more detail about BC's General Education requirements including Cultural Diversity, and the courses students can take to meet them, see *www.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.wsac.wa.gov/transfers/*.

LIST OF ONE YEAR TRANSFER COURSES – THE "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/studentsvcs/wa45_final-2012.pdf*. 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.

Associate in Arts & Sciences Degree (DTA)

TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201 and may only count as PHIL or POLS]. 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.

ACADEMIC ADVISING

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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/aas/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**10**
Complete *both* groups A & B		
GROUP A		
ENGL& 101	English Composition I (5 CR)	
GROUP B: *Choose 5 credits from the following:*		
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)	
QUANTITATIVE/SYMBOLIC REASONING		**5**

Choose 5 credits from the following:

Mathematics 107, 130, 131, 132, **138**, **141**,142, **148**, **151**, 152, 153, 208, 238, 240, 254, 255
Philosophy 120 (completed Summer 2013 or later)

Note: UW may have additional mathematics requirement for admission, that might not be satisfied by some of above courses. More info at *http://admit.washington.edu/Admission/Transfer/CADR*

HUMANITIES	**15**

*Choose **three** different disciplines 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR
SOCIAL SCIENCES		**15**

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

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 219, 220, 222, 224, 228, 232, **234**, 235, 236
Business 101
Communication Studies 102, 230
Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277
History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**
Humanities 224, 230
International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

NATURAL SCIENCES	**15-16**

*Choose **three** different disciplines 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, 105, **110**, 207(L), 250(L)
Geography 108, 205, 206(L)
Geology 101(L), 103(L), 107, 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 5 credits from **one** of the following subjects allowed in this distribution:*

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

ELECTIVES	**30**

Two types of electives: Transferable & Restricted. Maximum 15 elective credits with "P" grade. Complete 30 credits or sufficient credits to meet degree total.

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, 130, 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.
Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL	**90**

Associate in Business Degree (DTA/MRP)
TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

ACADEMIC ADVISING

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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/transfer/ab

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		10

Complete *both* groups A & B with minimum grade of C

GROUP A

| ENGL& 101 | English Composition I | |

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

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)

QUANTITATIVE/SYMBOLIC REASONING		5

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 (SEE NOTES #2 & #3)		15

Choose *three* different disciplines 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR
SOCIAL SCIENCES		20

Complete *both* groups A & B.

GROUP A: *Choose two different disciplines from the following:*

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 219, 220, 222, 224, 228, 232, **234**, 235, 236
Business 101
Communication Studies 102, 230
Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277
History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**
Humanities 224, 230
International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 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 (SEE NOTE # 4)		15-16

Complete *both* groups A & B.

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 disciplines 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, 105, **110**, 207(L), 250(L)
Geography 108, 205, 206(L)
Geology 101(L), 103(L), 107, 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: (SEE NOTE # 5)		25

Complete *all* of the following courses with minimum grade of C. Additional courses may be required per specific university. (See note #6)

Accounting 201, 202, 203
Business Administration 240 (Statistical Analysis)
Business 201

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 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

CULTURAL DIVERSITY REQUIREMENT

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL		90

Associate in Math Education Degree (DTA/MRP)

TRANSFER ASSOCIATE DEGREE

- For Future Secondary Math Teachers
- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

ACADEMIC ADVISING

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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/transfer/ame/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**10**
Complete *both* groups A & B		
GROUP A		
ENGL& 101	English Composition I	
GROUP B: *Choose 5 credits from the following:*		
ENGL 201	The Research Paper (5 Cr)	
ENGL 271	Expository Writing I (5 Cr)	
ENGL 272	Expository Writing II (5 Cr)	
HUMANITIES		**15**

Complete *both* groups A & B

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

CMST& 101	Introduction to Communication (5 Cr)	
CMST& 220	Public Speaking (5 Cr)	

GROUP B: *Choose 10 credits and **two** different disciplines 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*
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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR
SOCIAL SCIENCES		**15**
Complete *both* groups A & B		
GROUP A		
PSYC& 100	General Psychology (5 Cr)	

GROUP B: *Choose 10 credits and **two** different disciplines from the following:*

Anthropology 100, 106, 108, **180**, 204, 206, 208, 209, 211, 212, 219, 220, 222, 224, 228, 232, **234**, 235, 236
Business 101
Communication Studies 102, 230
Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277
History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**
Humanities 224, 230
International Studies **105**, **123**, 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, 206, 220, 221, 222, 223, **227**, **230**
Sociology 101, 105, 122, 150, 201, 210, 215, 222, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

NATURAL SCIENCES		**15-16**
Complete *both* groups A & B.		
GROUP A		
MATH& 152	Calculus II (5 Cr)	

GROUP B: *Choose 10-11 credits and **two** different disciplines 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, 105, **110**, 207(L), 250(L)
Geography 108, 205, 206(L)
Geology 101(L), 103(L), 107, 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)		
MATH& 153	Calculus III (5 Cr)	**5**
MATH 208	Introduction to Linear Algebra (5 Cr)	**5**
MATH& 254	Calculus IV (5 Cr)	**5**
EDUC& 205	Introduction to Education with Field Experience (5 Cr)	**5**
ELECTIVES		**9-10**

Activity Physical Education classes (PE 103-124,127-166, 194-197, 228, 266) are limited to 3 CR. **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. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL		**90**

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

TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

SCIENCE ACADEMIC ADVISING

Call (425) 564-2321 or go to: *www.bellevuecollege.edu/science/advising/*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/astrack1/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**5**
Choose one course from the following:		
ENGL& 101	English Composition I (5 CR)	
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)	
MATHEMATICS		**10**
Choose two courses from the following:		
MATH& 151	Calculus I (5 Cr)	
MATH& 152	Calculus II (5 Cr)	
MATH& 153	Calculus III (5 Cr)	
MATH 208	Introduction to Linear Algebra (5 Cr)	
MATH 238	Differential Equations (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	
HUMANITIES AND SOCIAL SCIENCES		**15**

Min. 5 credits each in the Humanities & Social Sciences area plus 5 additional credits in either area (for a total of 15 CR). 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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, 219, 220, 222, 224, 228, 232, **234**, 235, 236
Business 101
Communication Studies 102, 230
Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277
History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**
Humanities 224, 230
International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275**,** 278

CHEMISTRY SEQUENCE		**15-18**

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.

*Choose **one** of the following sequences:*

CHEM& 161	General Chemistry I (6 Cr)
CHEM& 162	General Chemistry II (6 Cr)
CHEM& 163	General Chemistry III (6 Cr)
CHEM& 261	Organic Chemistry I (6 Cr)
CHEM& 262	Organic Chemistry II (6 Cr)
CHEM& 263	Organic Chemistry III (6 Cr)

BIOLOGY OR PHYSICS SEQUENCE		**15-18**

Three quarter sequence Biology (for science majors) **–OR– Physics** (calculus-based or 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.

*Choose **one** of the following sequences:*

PHYS& 114	General Physics I (6 Cr)
PHYS& 115	General Physics II (6 Cr)
PHYS& 116	General Physics III (6 Cr)
PHYS 121	General Engineering Physics I (6 Cr)
PHYS 122	General Engineering Physics II (6 Cr)
PHYS 123	General Engineering Physics III (6 Cr)
BIOL& 211	Biology Majors Cellular (6 Cr)
BIOL& 212	Biology Majors Animal (6 Cr)
BIOL& 213	Biology Majors Plant (6 Cr)

ADDITIONAL MATHEMATICS		**5**

Third quarter of calculus **–OR–** above **–OR–** an approved statistics course.

MATH& 153	Calculus III (5 Cr)
MATH 208	Introduction to Linear Algebra (5 Cr)
MATH 238	Differential Equations (5 Cr)
MATH 240	Scientific Computation (5 Cr)
MATH& 254	Calculus IV (5 Cr)
MATH 255	Vector Calculus (5 Cr)
BA 240	Statistical Analysis (5 Cr)
MATH 130	Introduction to Statistics (5 Cr)

ADDITIONAL REQUIREMENTS FOR INTENDED MAJOR		**10-18**

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 credits 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. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL		**90**

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

TRANSFER ASSOCIATE DEGREE

- Cumulative GPA 2.0 Required.
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

SCIENCE ACADEMIC ADVISING

Call (425) 564-2321 or go to: *www.bellevuecollege.edu/science/advising/*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/astrack2-physics/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		5

*Choose **one** course from the following:*

Course	Course Title	
ENGL& 101	English Composition I (5 CR)	
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)	

MATHEMATICS		10

*Choose **two** courses from the following:*

Course	Course Title	
MATH& 151	Calculus I (5 Cr)	
MATH& 152	Calculus II (5 Cr)	
MATH& 153	Calculus III (5 Cr)	
MATH 208	Introduction to Linear Algebra (5 Cr)	
MATH 238	Differential Equations (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	

HUMANITIES AND SOCIAL SCIENCES		15

Min. 5 credits each in the Humanities & Social Sciences area plus 5 additional credits in either area (for a total of 15 CR). 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR

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, 219, 220, 222, 224, 228, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275**,** 278

PHYSICS SEQUENCE		15-18

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. Most physical and science majors require Physics with calculus (PHYS 121-123) – See advisor.

*Choose **one** of the following sequences:*

Course	Course Title	
PHYS& 114	General Physics I (6 Cr)	
PHYS& 115	General Physics II (6 Cr)	
PHYS& 116	General Physics III (6 Cr)	
PHYS 121	General Engineering Physics I (6 Cr)	
PHYS 122	General Engineering Physics II (6 Cr)	
PHYS 123	General Engineering Physics III (6 Cr)	

CHEMISTRY WITH LAB		5-6

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

Third quarter of calculus –OR– above –OR– an approved statistics course.

Course	Course Title	
MATH& 153	Calculus III (5 Cr)	
MATH 208	Introduction to Linear Algebra (5 Cr)	
MATH 238	Differential Equations (5 Cr)	
MATH 240	Scientific Computation (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	

ELECTIVES		

Sufficient credits to meet the minimum degree total of 90. Maximum 5 credits of restricted elective courses. **Courses should be planned with a science advisor** (strongly recommended) based on the requirements of your major and the university 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. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/.*

TOTAL		90

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

TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

SCIENCE ACADEMIC ADVISING

Call (425) 564-2321 or go to: *www.bellevuecollege.edu/science/advising/*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/astrack2-engr-chem/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**5**

*Choose **one** course from the following:*

Course	Course Title	CR
ENGL& 101	English Composition I (5 CR)	
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)	
MATHEMATICS (25 CREDITS)		
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 208	Introduction to Linear Algebra	5
MATH 238	Differential Equations	5
HUMANITIES AND SOCIAL SCIENCES		**15**

Min. 5 credits each in the Humanities & Social Sciences area plus 5 additional credits in either area (for a total of 15 CR). 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR

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, 219, 220, 222, 224, 228, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 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.

Course	Course Title	CR
PHYS 121	General Engineering Physics I	6
PHYS 122	General Engineering Physics II	6
PHYS 123	General Engineering Physics III	6
CHEMISTRY WITH LAB (10-12 CREDITS)		
CHEM& 161	General Chemistry I	6
CHEM& 162	General Chemistry II	6
ENGINEERING (16 CREDITS)		
ENGR& 114	Engineering Graphics	4
ENGR& 214	Statics	4
ENGR& 215	Dynamics	4
ENGR& 225	Mechanics of Materials	4
ADDITIONAL COURSES		**10-15**

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

*Choose **three** courses from the following:*

Course	Course Title	CR
CS 210	Fundamentals of Computer Science I (5 Cr)	
ENGR 111	Introduction to Engineering Analysis (3 Cr)	
ENGR 200	Advanced Computer Aided Design (3 Cr)	
ENGR& 204	Electrical Circuits (4 Cr)	
ENGR& 224	Thermodynamics (4 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
MATH 208	Introduction to Linear Algebra (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	
CULTURAL DIVERSITY REQUIREMENT		

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL	**90-105**

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

TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

SCIENCE ACADEMIC ADVISING

Call (425) 564-2321 or go to: *www.bellevuecollege.edu/science/advising/*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/astrack2-engr-mechanical/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**5**

*Choose **one** course from the following:*

ENGL& 101	English Composition I (5 CR)	
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)	
MATHEMATICS (25 CREDITS)		
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 208	Introduction to Linear Algebra	5
MATH 238	Differential Equations	5
HUMANITIES AND SOCIAL SCIENCES		**15**

Min. 5 credits each in the Humanities & Social Sciences area plus 5 additional credits in either area (for a total of 15 CR). 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR

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, 219, 220, 222, 224, 228, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 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.

Course	Course Title	CR
PHYS 121	General Engineering Physics I	6
PHYS 122	General Engineering Physics II	6
PHYS 123	General Engineering Physics III	6
CHEMISTRY WITH LAB (10-12 CREDITS)		
CHEM& 161	General Chemistry I	6
CHEM& 162	General Chemistry II	6
ENGINEERING (16 CREDITS)		
ENGR& 114	Engineering Graphics	4
ENGR& 214	Statics	4
ENGR& 215	Dynamics	4
ENGR& 225	Mechanics of Materials	4
ADDITIONAL COURSES		**10-15**

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

CS 210	Fundamentals of Computer Science I (5 Cr)	
ENGR 111	Introduction to Engineering Analysis (3 Cr)	
ENGR 200	Advanced Computer Aided Design (4 Cr)	
ENGR& 204	Electrical Circuits (4 Cr)	
ENGR& 224	Thermodynamics (4 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
MATH 240	Scientific Computation (5 Cr)	
MATH 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	
CULTURAL DIVERSITY REQUIREMENT		

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*.

TOTAL		**90-106**

Associate in Science Track II: Engineering MRP* Electrical and Computer Engineering

TRANSFER ASSOCIATE DEGREE

- Minimum Cumulative GPA 2.0 Required
- 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: PHIL 201 is same as POLS 201and may only count as PHIL or POLS]. 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.

SCIENCE ACADEMIC ADVISING

Call (425) 564-2321 or go to: *www.bellevuecollege.edu/science/advising/*

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/transfer/astrack2-engr-electrical/

Course	Course Title	CR
CORE COURSEWORK		
WRITTEN COMMUNICATION		**5**

*Choose **one** course from the following:*

Course	Course Title	CR
ENGL& 101	English Composition I (5 CR)	
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)	
MATHEMATICS (25 CREDITS)		
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 208	Introduction to Linear Algebra	5
MATH 238	Differential Equations	5
HUMANITIES AND SOCIAL SCIENCES		**15**

Min. 5 credits each in the Humanities & Social Sciences area plus 5 additional credits in either area (for a total of 15 CR). 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, 202, 210, 216, 220, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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

Course	Course Title	CR

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, 219, 220, 222, 224, 228, 232, **234**, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

International Studies **105**, **123**, 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, 206, 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, 210, 215, 222, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275**,** 278

Course	Course Title	CR
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.

Course	Course Title	CR
PHYS 121	General Engineering Physics I	6
PHYS 122	General Engineering Physics II	6
PHYS 123	General Engineering Physics III	6
CHEMISTRY WITH LAB (5-6 CREDITS)		
CHEM& 161	General Chemistry I	6
ENGINEERING (8 CREDITS)		
ENGR& 204	Electrical Circuits	4
ENGR& 214	Statics	4
COMPUTER PROGRAMMING (10 CREDITS)		
CS 210	Fundamentals of Computer Science I	5
CS 211	Fundamentals of Computer Science II	5
ADDITIONAL COURSES		**11-17**

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:*

Course	Course Title	CR
BIOL& 211	Biology Majors Cellular (6 Cr)	
CHEM& 162	General Chemistry II (6 Cr)	
ENGR 111	Introduction to Engineering Analysis (3 Cr)	
ENGR& 215	Dynamics (4 Cr)	
ENGR& 224	Thermodynamics (4 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
MATH 240	Scientific Computation (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	
MATH 255	Vector Calculus (5 Cr)	
CULTURAL DIVERSITY REQUIREMENT		

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses, visit *www.bellevuecollege.edu/programs/degrees/culturaldiversity/.*

TOTAL		**90-106**

Non-Transfer Associate Degree Options

Non-transfer associate degrees do not fulfill the first two years of general education requirements for a bachelor degree (if pursuing a bachelor degree is your intent, see the Associate Transfer Degrees or our Bachelor's Degree Programs).

- **Associate in Arts General Studies:** 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.

- **Associate in Occupational and Life Skills:** OLS is an associate degree program designed for post-secondary highly motivated adults with mild developmental delays. This degree prepares students to become self-determined, responsible citizens. Students develop a career pathway, interpersonal skills, and participate in related internship experiences. Admission information available through the OLS at Bellevue College website.

- **Professional/Technical Associate in Arts Degrees:** Earn a degree in a professional or technical field.

The information below applies to all the non-transfer associate degrees and certificates listed in this catalog on the following pages.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

GRADUATION DEADLINES

Expected Graduation:	Application Due:
Fall Quarter	June 1
Winter Quarter	October 10
Spring Quarter	December 10
Summer Quarter	March 15

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. For more information, go to *www.bellevuecollege. edu/enrollment/academic/nontraditional/.*

TRANSFER CREDITS

The transferability of certificates or courses from other institutions is not guaranteed and must meet the applicable transfer guidelines of Bellevue College. Transferability will be evaluated on a case-by-case basis.

- For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.

- For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

  Petition: *www.bellevuecollege.edu/services/*

  Program chairs: *www.bellevuecollege.edu/ classes/all/*

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at *www.bellevue-college.edu/degreeaudit/.* Please refer to *www. bellevuecollege.edu/programs/degrees/* for latest degree updates and further information.

PREREQUISITES

- Courses may be subject to prerequisites and minimum grade requirements. Check online at *www.bellevuecollege.edu/classes/all/.*

- Successful planning for all degrees is best done with an advisor or the Program Director.

BC GENERAL EDUCATION REQUIREMENTS EMBEDDED

We have 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 in Reasoning, Communication, Responsibility, Cultural Traditions, Science & Environment.

For most up-to-date information

www.bellevuecollege.edu/programs/ degrees/nontransfer/

General Studies

ASSOCIATE IN ARTS DEGREE

The Associate in Arts in General Studies is a degree that grants academic recognition for the completion of 90 applicable college level credits. It is not for students intending to transfer to a university/college in pursuit of a baccalaureate degree 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

- 90 Applicable College Level Quarter Credits
- Minimum Cumulative GPA 2.0 Required
- 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.
- Courses listed below are subject to change; visit *www.bellevuecollege.edu/programs/degrees/* for the latest degree updates.

Course	Course Title	CR
CORE COURSEWORK		
COMMUNICATION SKILLS		
Choose 5 credits from the following:		5
ENGL& 101	English Composition I (5 Cr)	
CMST& 101	Introduction to Communication (5 Cr)	
CMST 141	Introduction to Media Writing (5 Cr)	
CMST& 220	Public Speaking (5 Cr)	
QUANTITATIVE		
Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr)	
Any math course numbered 100 or above		
HUMANITIES		
*Choose 5 credits from the following (*Performance / Skills courses):*		5

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, 202, 210, 216, 220, 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*, 152*, 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, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 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
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

Course	Course Title	CR
SOCIAL SCIENCES		
Choose 5 credits from the following:		5

Anthropology 100, 106, **180**, 204, 206, 208, 209, 211, 212, 214, 219, 220, 222, 224, 228, 232, **234**, 235, 236
Business 101
Communication Studies 102, 230
Cultural and Ethnic Studies 100, 101, 102, 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**, **123**, 200, 207, 250, 258, 277
History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 185, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**
Humanities 224, 230
International Studies **105**, **123**, 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, **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, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275**,** 278

NATURAL SCIENCES		
Choose 5-6 credits from the following:		5-6

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, 105, **110**, 207(L), 250(L)
Geography 205, 206(L)
Geology 101(L), 103(L), 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		
Choose sufficient credits to meet minimum degree minimum of 90.		65-70

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/classes/all/*.

CULTURAL DIVERSITY COURSE		

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/*.

TOTAL		**90**

Occupational and Life Skills
ASSOCIATE DEGREE

OLS at Bellevue College is an innovative 90 credit associate degree program unlike any other program in the nation. This program gives adults with cognitive disabilities the opportunity to acquire an accredited college degree that leads to post-graduation employment rates well above the national average. The curriculum is occupational and life skills based taught through scaffolded instruction and universal design. All OLS courses focus on developing critical thinking skills, soft skills, and self-determination skills. Courses incorporate service learning in the community with local businesses as a way to help students utilize new skills outside of the classroom. Students create a career pathway over a 3 year period that is specific to their self-identified skills, strengths, and passions. An internship of 200 hours related to that career pathway is completed during their last 2 quarters. This internship is mutually beneficial for both the business partner and the intern. Some internships translate into jobs and most students are employed in their career pathway within 3 months after graduation.

OLS students are eligible for state and federal financial aid. Students with the greatest financial need may attend with minimal financial contribution.

All OLS courses focus on developing critical thinking skills, social skills, and self-determination skills. Specialized scaffolded instruction infused with 21st Century skills assists student to learn college content that is directly related to a student's career pathway and life. Courses include service learning in the community with local businesses.

ADMISSIONS TO THE PROGRAM

The Occupational and Life Skills Associate in Arts degree is a selective-admissions program. To be considered for acceptance into the program, students must follow specific admission guidelines. Current information can be found online at *olsatbellevuecollege.com/admissions-overview/*.

ASSESSMENT

OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and Bellevue College approved course outcomes. Detailed information can be found online at *olsatbellevuecollege. com/grading/*.

INTERNSHIPS

The internship experience at OLS is designed to provide a safe and practical environment for students to develop a deeper understanding of the occupational and interpersonal skills they have learned. Detailed information can be found online at *olsatbellevuecollege.com/internships/*.

COURSE INFORMATION

The Associate in Occupational and Life Skills (OLS) is a 90-credit degree designed to be completed in four years with a course load of 9 credits per quarter. Course descriptions and sequences can be found online at *www. bellevuecollege.edu/classes/All/OLS/*.

FREQUENTLY ASKED QUESTIONS

Answers to frequently asked questions can be found online at *olsatbellev-uecollege.com/faq/*.

PROGRAM CONTACT INFORMATION

OLS holds informational meetings each quarter for prospective students, families and educators. See the current schedule online at *olsatbellevuecollege. com/events/*, or contact them at *ols@bellevuecollege.edu* or (425) 564-5206.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/nontransfer/ols/

Course	Course Title	CR
CORE COURSEWORK		
OLS 100	Nutrition, Health and Fitness I	2
OLS 101	Nutrition, Health and 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 for Daily Living	3
OLS 113	Critical Thinking through Writing	2
OLS 114	Media Advertising	2
OLS 120	Personal Finance I	2
OLS 121	Personal Finance II	2
OLS 122	Personal Finance III	2
OLS 123	Environment and Our Community I	2
OLS 124	Environment and Our Community II	2
OLS 125	Environment and Our Community III	2
OLS 126	Cultural Awareness	2
OLS 130	Critical Thinking through Science	2
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	2
OLS 144	Office Procedures and Customer Service	2
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	Independent Study	2
Choose 5 credits from the following PE electives:		5
OLS 150	Strength and Fitness (1 Cr)	
OLS 151	Self Defense for Mind and Body (1 Cr)	
OLS 152	Tai Chi for Mind and Body (1 Cr)	
OLS 153	Qigong for Mind and Body (1 Cr)	
OLS 154	Martial Arts for Mind and Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
Choose 6 credits from the following electives:		6
OLS 158	Introduction to 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)	
TOTAL		**90**

Occupational and Life Skills

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.

LEARNING OUTCOMES

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

ADMISSIONS TO THE PROGRAM

The Occupational and Life Skills Associate in Arts degree is a selective-admissions program. To be considered for acceptance into the program, students must follow specific admission guidelines. Current information can be found online at *olsatbellevuecollege.com/admissions-overview/*.

ASSESSMENT

OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and Bellevue College approved course outcomes. Detailed information can be found online at *olsatbellevuecollege.com/grading/*.

FREQUENTLY ASKED QUESTIONS

Answers to frequently asked questions can be found online at *olsatbellevuecollege.com/faq/*.

PREREQUISITES

Courses may be subject to prerequisites and minimum grade requirements. Check online at *www.bellevuecollege.edu/classes/All/OLS/*.

PROGRAM CONTACT INFORMATION

OLS holds informational meetings each quarter for prospective students, families and educators. See the current schedule online at *olsatbellevue-college.com/events/*, or contact them at *ols@bellevuecollege.edu* or (425) 564-5206.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/nontransfer/ols/#ols-achievement

Course	Course Title	CR
CORE COURSEWORK		
OLS 100	Nutrition, Health and Fitness I	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 for Daily Living	3
OLS 120	Personal Finance I	2
OLS 130	Critical Thinking through Science	2
OLS 140	Introduction to Computers	2
OLS 141	Computer Fundamentals	2
OLS 143	Career Portfolio	2
OLS 170	Self Determination	2
OLS 171	Self Determination in the Workplace	2
OLS 174	Career Exploration	3
Choose 5 credits from the following PE electives:		3
OLS 150	Strength and Fitness (1 Cr)	
OLS 151	Self Defense for Mind and Body (1 Cr)	
OLS 152	Tai Chi for Mind and Body (1 Cr)	
OLS 153	Qigong for Mind and Body (1 Cr)	
OLS 154	Martial Arts for Mind and Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
Choose 6 credits from the following 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)	
TOTAL		**45**

Professional/Technical Degrees & Certificates Options

Our programs are designed for people with diverse interests at different stages of life. Whether you're a new college student, a seasoned professional, or a dedicated hobbyist, we have programs that help you pursue your educational goals and personal interests. We offer a broad selection of credit and non–credit programs in professional and technical fields. In most cases, full–time students can complete:

- 90–credit programs in two academic years
- 45–credit programs in one academic year
- 30–credit programs in two quarters
- Non–credit certificates within 5–24 months

See the next page for a complete list of all our professional/technical degree & certificate options.

The information on this page applies to all the professional/technical degrees and certficates listed in this catalog on the following pages.

CULTURAL DIVERSITY REQUIREMENT (CDR)

Below is a complete listing of all the courses that meet the college's Cultural Diversity requirements for the Associate Transfer Degrees. Classes will be applied toward either the Humanities, Social Science, Natural Sciences or electives.

The following transferable courses meet the Cultural Diversity requirement:

- **Anthropology** 100, 104, 106, 108, 117, 180, 200, 206, 208, 209, 210, 211, 212, 214, 219, 220, 222, 224, 235, 260, 265;
- **Art** 103
- **Cultural and Ethnic Studies** 100, 101, 106, 109, 120, 121, 130, 140, 152, 180, 200, 201, 203, 205, 210, 241, 257;
- **Communication Studies** 134, 250, 280
- **French** 131, 132, 133, 231, 232, 233
- **Geography** 123, 200, 277
- **History** 185, 246
- **International Studies** 123
- **Music** 117
- **Philosophy** 102, 145, 265
- **Psychology** 250
- **Sociology** 101, 120, 121, 122, 201, 205, 210, 215, 222, 230, 248, 249, 253, 254, 257, 260, 262, 264, 267, 268, 275

The following restrictive electives also meet the Cultural Diversity requirement:

- **Allied Health** 140
- **Business** 120, 241
- **Criminal Justice** 242
- **Education** 150, 240, 286
- **Human Development** 140
- **Marketing Management** 200
- **Nursing** 290

For more information, go to: *www.bellevuecollege.edu/programs/degrees/culturaldiversity/*

DEGREE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. A minimum of 30 credits of the total must be completed at BC. **For more information, go to:** *www.bellevuecollege.edu/enrollment/records/standards/*

GENERAL EDUCATION REQUIREMENTS

BC General Education requirements embedded in this degree are 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 lifelong learners. **For more information, go to:** *www.bellevuecollege.edu/programs/degrees/gened/*.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

GRADUATION DEADLINES

Expected Graduation:	Application Due:
Fall Quarter	June 1
Winter Quarter	October 10
Spring Quarter	December 10
Summer Quarter	March 15

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. For more information, go to *www.bellevuecollege.edu/enrollment/academic/nontraditional/*.

PREREQUISITES

- Courses may be subject to prerequisites and minimum grade requirements. Check online at *www.bellevuecollege.edu/classes/all/*.
- Successful planning for all degrees is best done with an advisor or the program chair.

TRANSFER CREDITS

The transferability of certificates or courses from other institutions is not guaranteed and must meet the applicable transfer guidelines of Bellevue College. Transferability will be evaluated on a case-by-case basis.

- For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.
- For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the program chair.

  Petition: *www.bellevuecollege.edu/services/*

  Program chairs: *www.bellevuecollege.edu/classes/all/*

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at *www.bellevuecollege.edu/degreeaudit/*. Please refer to *www.bellevuecollege.edu/programs/degrees/* for latest degree updates and further information.

For most up-to-date information

www.bellevuecollege.edu/programs/degrees/proftech/

ACCOUNTING

Accounting AAS-T

Accounting AA
- Accounting Assistant ACH
  - Bookkeeping ACC
  - Accounting Information Systems ACC
  - Financial Data Report Specialist ACC
    - Accounting Preparation COM

ALCOHOL & DRUG COUNSELING
- Alcohol and Drug Counseling ACH

ALLIED HEALTH

(formerly Health professions)

Allied Health AAS-T
- Clinical Lab Assistant ACH
- Emergency Department Technician ACH
- Health Unit Coordinator ACH
- Medical Administrative Assistant ACH
- Medical Assistant ACH
- Medical Billing and Coding ACH
- Phlebotomy Technician ACC

BUSINESS INTELLIGENCE
- Business Intelligence Analyst ACC

BUSINESS MANAGEMENT

Business Management AAS-T

Business Management AA
- Entrepreneurship ACC
- Project Management ACC

BUSINESS TECHNOLOGY

Business Technology AA
- Web Marketing Specialist ACH
- Administrative Assistant ACH
- Advanced Business Technology Specialist ACH
- Human Resources Assistant ACH
- Desktop Publishing for Print and Web ACC
- Business Technology Specialist ACC
- Office Assistant ACC
- Database User Specialist ACC
- Web Content Management ACC

CRIMINAL JUSTICE

Criminal Justice AAS-T

DIAGNOSTIC ULTRASOUND TECHNOLOGY

Diagnostic Ultrasound Technology AA

DIGITAL MEDIA ARTS

Digital Media Arts AA
- Advanced Video Production ACH

EARLY LEARNING AND TEACHER EDUCATION

Early Childhood Education AAS-T

Early Childhood Education AA
- State Early Childhood Education Certificate
  - Short State Certificate of Specialization – Infants and Toddlers ACC
  - Short State Certificate of Specialization – General ACC
    - Initial State Certificate COM

INFORMATION SYSTEMS

Information Systems AAS-T
- Introductory .NET Programming ACH
- Programming for Mobile & Web Development ACH
- Intermediate Applications Developer ACC
- Introductory C++ Programming ACC
- Database Report Developer ACH
  - Database Analyst ACC
    - Cloud Technologies COM
    - Mobile Technologies COM

INTERIOR DESIGN

Interior Studies AA

MARKETING MANAGEMENT

Marketing Management AA

Digital Marketing AAST
- Retail Management ACH
- Sales & Marketing ACH
  - Sales & Marketing ACC

MOLECULAR SCIENCES

Molecular Sciences Technician AAS-T

NETWORK SERVICES & COMPUTING SYSTEMS INFORMATION TECHNOLOGY

Network Services & Computing Systems AAS-T
- Application & Desktop Support Specialist ACH
- Cisco Support Technician ACH
- Cloud Architecture and Services ACH
- Microsoft Network Support ACH
- Operating System Support Specialist ACH

NEURODIAGNOSTIC

Neurodiagnostic Technology AA

NUCLEAR MEDICINE TECHNOLOGY

Nuclear Medicine Technology AA

NURSING

Nursing AAS-T
- Nursing Assistant Certified COM

PHYSICAL EDUCATION
- Personal Fitness Trainer COM
- Wilderness Skills COM
- Yoga Instructor COM

RADIATION THERAPY

Radiation Therapy AA

RADIOLOGIC TECHNOLOGY

Radiologic Technology AA
- Imaging Aide COM

TRANSLATION & INTERPRETATION
- Interpretation ACC
- Translation ACC

DEGREES & CERTIFICATES KEY

CODE	TYPE OF DEGREE
AAS-T	Associates in Applied Science – Transfer Degree
AA	Associate in Arts Degree
ACH	Certificate of Achievement
ACC	Certificate of Accomplishment
COM	Certificate of Completion

For most up-to-date information

www.bellevuecollege.edu/programs/ degrees/proftech/

ACCOUNTING

Accounting

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The Associate in Applied Science-Transfer 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. This provides a strong background in accounting, preparing students for a wide range of career options in the accounting field and has the option to earn national certifications as well as several embedded program certificates, while earning the degree.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ acct/#Accounting_AAS-T

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101*	Applied Accounting I	**5**
ACCT 102*	Applied Accounting II	**5**
ACCT 135	Business Payroll Tax Accounting	**3**
ACCT 146	10-Key	**1**
ACCT 160	Washington State: Tax and Audit	**5**
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 I	**5**
BTS 165	Business Spreadsheet Analysis & Design	**5**
BUS& 201	Business Law	**5**
*ACCT& 201, 202 and 203 may be substituted for ACCT 101, 102 and 234		
COMMUNICATION		
ENGL& 101	English Composition I (5 Cr)	**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)	
QUANTITATIVE		
Choose 5 credits from the following:		**5**
MATH 130	Introduction to Statistics (5 Cr)	
	Any college-level math of 107 or higher (5 Cr)	
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		

Course	Course Title	CR
Choose 10 credits of the following, or AAS-DTA list. One course must meet the Cultural Diversity Requirement (CDR).		**10**
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)	
ELECTIVES		
Choose 10-15 credits from the following:		**10-15**
ACCT 240	Computerized Accounting (5 Cr)	
ACCT 272	QuickBooks Certification (2 Cr)	
ACCT 288	Bookkeeping Certification (10 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 168	Business Data Management Tools (5Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management (5 Cr)	
BUSIT 103	SQL Fundamentals (5 Cr)	
EXPRL191/2/3	Academic Internship Experience (V 1-5 Cr)	
PROG 160	System Analysis and Design (5 Cr)	
TOTAL		**94-99**

Accounting

ASSOCIATE IN ARTS DEGREE

The Associate of Arts Accounting degree provides a strong background in accounting, preparing students for a wide range of career options in the accounting field. This degree is designed to prepare students for immediate employment. The degree has the option to earn national certifications as well as several embedded program certificates, while earning the degree.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/acct/#accounting

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101*	Practical Accounting I	**5**
ACCT 102*	Practical Accounting II	**5**
ACCT 135	Business Payroll Tax Accounting	**3**
ACCT 146	10-Key	**1**
ACCT 160	Washington State: Tax and Audit	**5**
ACCT 172	Small Business Computerized Accounting	**5**
ACCT 245	Accounting Information Systems	**5**
ACCT 250	Intermediate Accounting	**5**

Course	Course Title	CR
ACCT 285	Federal Income Taxes I	5
BTS 165	Business Spreadsheet Analysis and Design	5
BUS 120	Organizational Behavior	5
BUS& 201	Business Law	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr) Any college level Math 107 or higher (5 Cr)	
ELECTIVES		
Choose 8-10 credits from the following:		8-10
ACCT 240 ACCT 260 ACCT 272 ACCT 288 BTS 144 BTS 265 BUSIT 103	Computerized Accounting (5 Cr) Accounting for Non-Profit Agencies (5 Cr) QuickBooks Certification (2 Cr) Bookkeeping Certification (10 Cr) Personal Information Manager (3 Cr) Advanced Business Spreadsheet Analysis & Design (5 Cr) SQL Fundamentals (5 Cr)	
Choose 5 credits from the following:		5
BTS 109 BTS 168 BUS& 101 BUS 241 ECON 100 EXPRL 191/2/3 PROG 160	Business Communications (5 Cr) Business Data Management Tools (5 Cr) Introduction to Business (5 Cr) Multicultural Business Consulting (5 Cr) Introduction to Basic Economic Principles (5 Cr) Academic Internship Experience (1-5 Cr) Systems Analysis and Design (5 Cr)	
SOCIAL SCIENCE		
Choose 5 credits from the following, or any social science course from the Associate in Business Degree – DTA		5
ANTH& 204 GEOG& 100 HIST 115 HIST 120* HIST 223 HIST 250	Archaeology (5 Cr) Introduction to Geography (5 Cr) English History 1603 to Present (5 Cr) Global History (5 Cr) History of Russia & Eastern Europe 1533 to Present (5 Cr) U.S. Military History (5 Cr)	
TOTAL		94-99

Accounting Assistant
CERTIFICATE OF ACHIEVEMENT

The Accounting Assistant Certificate emphasizes practical skills in the accounting field as well as providing an introduction to business management. Embedded in the certificate is a national certification in a leading accounting software package. Students completing the certificate are employable as AP, AR or payroll clerks or any entry level accounting support position.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:
- Analyze & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/acct/#acctassistant

Course	Course Title	CR
CORE COURSEWORK		
ACCT 135	Business Payroll Accounting	3
ACCT 172	Small Business Computerized Accounting	5
BTS 146	10-Key	1
BTS 165	Business Spreadsheet Analysis & Design	5
Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr) Any college level math of 107 or higher (5 Cr)	
Choose 5 credits from the following:		5
ACCT 101 ACCT& 201	Practical Accounting I (5 Cr) Principles of Accounting I (5 Cr)	
Choose 5 credits from the following:		5
ACCT 102 ACCT& 202	Practical Accounting II (5 Cr) Principles of Accounting II (5 Cr)	
Choose one of the following:		2-5
BTS 144 ACCT 160 ACCT 272	Personal Information Manager (3 Cr) Washington State: Tax and Audit (5 Cr) QuickBooks Certification (2 Cr)	
Choose 5 credits from the following:		5
BTS 109 ENGL& 101	Business Communications (5 Cr) English Composition (5 Cr)	
Choose 5 credits from the following:		5
BUS 120 BUS 221	Organizational Behavior (5 Cr) Human Resource Management (5 Cr)	
Choose 5 credits from the following:		5
ACCT& 203 ACCT 234 BTS 168 BTS 265 BUS& 101	Principles of Accounting III (5 Cr) Managerial Accounting (5 Cr) Business Data Management Tools (5 Cr) Advanced Business Spreadsheet Analysis & Design (5 Cr) Introduction to Business	
TOTAL		46-47

Bookkeeping
CERTIFICATE OF ACCOMPLISHMENT

The Bookkeeping Certificate emphasizes practical skills in the accounting field. Embedded in the certificate is a national certification in a leading accounting software package. Students completing the certificate are employable as AP, AR or payroll clerks for entry level positions.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:
- Analyze & record transactions including general accounting transactions, payroll.
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software and spreadsheet programs.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/acct/#bookkeeping

Course	Course Title	CR
CORE COURSEWORK		
ACCT 135	Business Payroll Tax Accounting	3
ACCT 172	Small Business Computerized Accounting	5
ACCT 146	10-Key	1
BTS 165	Business Spreadsheet Analysis and Design	5

Continued on next page...

Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr) Any college level math 107 or higher (5 Cr)	
Choose 5 credits from the following:		5
ACCT 101 ACCT& 201	Practical Accounting I (5 Cr) Principles of Accounting I (5 Cr)	
Choose 5 credits from the following:		5
ACCT 102 ACCT& 202	Practical Accounting II (5 Cr) Principles of Accounting II (5 Cr)	
TOTAL		29

Accounting Information Systems
CERTIFICATE OF ACCOMPLISHMENT

The Accounting Information Systems certificate emphasizes computerized accounting for small to mid-range organizations. The certificate incorporates the use of various computerized accounting systems and the techniques to analyze data management, structure, flow and system design.

LEARNING OUTCOMES

Certificate recipients should possess the following skills & 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 accounting information analysis, using selected information system software

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/acct/#accountinfo

Course	Course Title	CR
CORE COURSEWORK		
ACCT 172	Small Business Computerized Accounting	5
ACCT 240	Computerized Accounting	5
ACCT 245	Accounting Information Systems	5
BTS 168	Business Data Management Tools	5
BUSIT 103	SQL Fundamentals	5
PROG 160	Systems Analysis and Design	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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/acct/#report

Course	Course Title	CR
CORE COURSEWORK		
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
PROG 175	Database Reporting	5
TOTAL		30

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).

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- Demonstrate a basic understanding of accounting principles
- Use industry-standard financial tools

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/acct/#acctprep

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101	Practical Accounting I	5
ACCT 146	10-Key	1
BTS 165	Business Spreadsheet Analysis & Design	5
Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr) Any college level Math of 107 or higher (5 Cr)	
TOTAL		16

ALCOHOL & DRUG COUNSELING (ALDAC)

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).

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/aldac/

Course	Course Title	CR
CORE COURSEWORK		
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
Choose any one or more from the following:		4
ALDAC 194/5/6/7	Special Topics in ALDAC (1-6 Cr)	
ALDAC 198	Seminar in ALDAC (1-3 Cr)	
ALDAC 199	Individual Studies in ALDAC (1-6 Cr)	
ALDAC 294/5/6/7	Special Topics in ALDAC (1-6 Cr)	
ALDAC 298	Seminar in ALDAC (1-3 Cr)	
ALDAC 299	Individual Studies in ALDAC (1-6 Cr)	
TOTAL		**50**

ALLIED HEALTH

Allied Health

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The Associate of Applied Science-Transfer Allied Health degree is a bridge between allied health certificates and a transfer degree. The degree is designed to prepare students to enter the allied health workplace with strong knowledge and skills in college-level math, science, social science and humanities. Degree completers are also eligible to enter related BAS programs at Bellevue College or other system colleges. The degree is designed to provide vertical mobility to individuals with professional certificates in Allied Health disciplines or to provide skills to individuals who have general education credits but no professional training. The degree also provides a link between a certificate, the associate degree, and an applied baccalaureate degree.

IMPORTANT NOTES AND CONDITIONS

- A course cannot be credited toward more than one distribution or skill area.
- The **BOLDED** numbers 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.
- **Restricted:** ANY college level courses not listed in any of the skill area, distribution or transferable electives (generally professional/technical and human development classes)
- **Cultural Diversity:** Bellevue College requires that one of the distribution courses meet the colleges Cultural Diversity requirement. For the most up-to-date information, go to: www.bellevuecollege.edu/programs/degrees/culturaldiversity/. AHE140 meets the Cultural Diversity requirement.

LEARNING OUTCOMES:

Degree recipients should possess the following skills and abilities:

- Locate and understand theoretical underpinnings of specialty within Allied Health.
- Appreciate the role of scientific inquiry and the changing nature of evidence-based medicine.
- Work effectively as a member of health care team
- Understand how Allied Health professions contribute to health care delivery.
- Advocate on behalf of patients to diverse health care practitioners and patient care teams.
- Improve oral and written communications, spoken communication, critical thinking, and quantitative analysis to reflect expertise at the Associate's level.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ahe/#aas-t_allied_health

Course	Course Title	CR
MAJOR / CORE REQUIREMENT		
Complete one or more of the professional certificates in an Allied Health Discipline totaling at least 40 credits.		
Alcohol and Drug Counseling		50
Clinical Laboratory Assistant		50-59
Emergency Department Technician		52-61
Health Unit Coordinator		63-72
Medical Administrative Assistant		48-57
Medical Assistant		83-92
Medical Billing and Coding		63-72
Phlebotomy Technician		43-52

Course	Course Title	CR
GENERAL EDUCATION: *Complete 26 credits of General Education from the following distribution areas:*		
COMMUNICATIONS		
ENGL& 101	English Composition (5 Cr)	**5**
QUANTITATIVE		
Choose 5 credits from the Mathematics courses listed below		**5**
Mathematics 107*, 130*, 131, 132, 138, 141,142, 148, 151, 152, 153, 208, 238, 240, 254, 255		
HUMANITIES		
Choose 5 credits from the Humanities courses listed below:		**5**
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; **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 SCIENCE		
Choose 5 credits from the Social Science courses listed below:		**5**
Anthropology 100, 106, **108**, 180, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, **234**, 235, 236; **Business** 101; **Cultural and Ethnic Studies** 102, 230; **Communication 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**; **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 SCIENCE		
Choose 6 credits from the Natural Science LAB courses listed below		**6**
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		
ELECTIVES		
Select additional courses from the Allied Health department or General Education to meet the degree total of 90 credits.		
TOTAL		**90**

Clinical Laboratory Assistant

CERTIFICATE OF ACHIEVEMENT

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.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAchievement_clinical_lab_assistant

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	**5**
AHE 110	Medical Terminology	**5**
AHE 120	Safety for Healthcare	**2**
AHEL 110	Introduction to Phlebotomy	**5**
AHEL 120	Introduction to Clinical Laboratory	**5**
AHEL 122	Advanced Clinical Laboratory	**5**
AHEL 128	Clinical Laboratory Practicum	**5**
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		**5-12**
AHE 130	Human Systems (5 Cr)	
BIOL 108*	Human Biology (6 Cr)	
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and	
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
HLTH 145*	Wellness for Healthcare (3 Cr)	
HLTH 250	Wellness (5 Cr)	
NUTR 100	Survey of Nutrition (5 Cr)	
NUTR& 101**	Nutrition (5 Cr)	
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		**5**
BTS 161	Business Software Essentials (5 Cr)	
CS 101	Technology and Computer Science (5 Cr)	
IT 101*	Introduction to Information Technology (5 Cr)	
TOTAL		**50-59**

*Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.

Emergency Department Technician
CERTIFICATE OF ACHIEVEMENT

This program is designed to prepare students to meet the requirements to serve as an Emergency Department Technician. This entry to mid-level position assesses and manages a wide range of emergency conditions including respiratory, genito-urinary, and cardiac emergencies. They also assist in wound care and the application of orthopedic splinting devices. Also necessary is familiarization with specialized medical equipment and the ability to communicate effectively with other medical personnel, the patient, and the patient's family in emergency situations.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & 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, specimen collection
- Assist with patient monitoring for cardiac, respiratory, nervous, and genito-urinary emergencies

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAccomplishment_emergency_department_technician

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	5
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
AHEE 120	Emergency Department Skills	3
AHEE 122	Emergency Department Diagnostics	3
AHEE 124	Emergency Department Procedures	3
AHEE 128	Emergency Department Practicum	5
AHEL 110	Introduction to Phlebotomy	5
AHEP 100	Introduction to Pharmacology	3
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		5-12
AHE 130	Human Systems (5 Cr)	
BIOL 108*	Human Biology (6 Cr)	
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and	
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		5
HLTH 145*	Wellness for Healthcare (3 Cr)	
HLTH 250	Wellness (5 Cr)	
NUTR 100	Survey of Nutrition (5 Cr)	
NUTR& 101**	Nutrition (5 Cr)	

Course	Course Title	CR
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		5
BTS 161	Business Software Essentials (5 Cr)	
CS 101	Technology and Computer Science (5 Cr)	
IT 101*	Introduction to Information Technology (5 Cr)	
TOTAL		52-61

Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.*

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.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAchievement_health_unit_coordinator

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	5
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
AHEA 100	Medical Law and Ethics	3
AHEA 102	Introduction to Medical Administration	5
AHEA 104	Introduction to Billing and Coding	5
AHEA 106	Medical Computer Systems	5
AHEA 110	Health Unit Coordinator I	5
AHEA 112	Health Unit Coordinator Ii	5
AHEA 118	Health Unit Coordinator Practicum	5
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		5-12
AHE 130	Human Systems (5 Cr)	
BIOL 108*	Human Biology (6 Cr)	
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and	
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)	

Course	Course Title	CR
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
HLTH 145*	Wellness for Healthcare (3 Cr)	
HLTH 250	Wellness (5 Cr)	
NUTR 100	Survey of Nutrition (5 Cr)	
NUTR& 101*	Nutrition (5 Cr)	
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		**5**
BTS 161	Business Software Essentials (5 Cr)	
CS 101	Technology and Computer Science (5 Cr)	
IT 101*	Introduction to Information Technology (5 Cr)	
TOTAL		**63-72**

*Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.

Medical Administrative Assistant
CERTIFICATE OF ACHIEVEMENT

The Medical Administrative Assistant program prepares students to serve in integral roles in the medical office. The program prepares students with core knowledge to understand the general medical profession. This program further specifies knowledge and skills to function in an administrative capacity with reception, basic medical documentation, basic medical billing & coding and electronic medical record keeping.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAccomplishment_medical_office_reception

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	5
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
AHEA 100	Medical Law and Ethics	3
AHEA 102	Introduction to Medical Administration	5
AHEA 104	Introduction to Billing and Coding	5
AHEA 106	Medical Computer Systems	5

Course	Course Title	CR
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		**5-12**
AHE 130	Human Systems (5 Cr)	
BIOL 108*	Human Biology (6 Cr)	
BIOL& 241*	Human Anatomy and Physiology I (6 Cr) and	
BIOL& 242*	Human Anatomy and Physiology II (6 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
HLTH 145*	Wellness for Healthcare (3 Cr)	
HLTH 250	Wellness (5 Cr)	
NUTR 100	Survey of Nutrition (5 Cr)	
NUTR& 101*	Nutrition (5 Cr)	
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		**5**
BTS 161	Business Software Essentials (5 Cr)	
CS 101	Technology and Computer Science (5 Cr)	
IT 101*	Introduction to Information Technology (5 Cr)	
TOTAL		**48-57**

*Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.

Medical Assistant
CERTIFICATE OF ACHIEVEMENT

The Medical Assistant program prepares students to fulfill the growing need for medical professionals following the implementation of the Affordable Care Act. Our comprehensive program meets requirements of Washington State Medical Assisting law and prepares the students for the State Certification exam. No prior knowledge of medical assisting is required to enter the program.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Be prepared to obtain an entry-level position in their field
- Be prepared to work in ambulatory settings performing administrative and clinical duties
- Meet CAAHEP Standards in the areas of cognitive and psychomotor skills (these standards are required by WA State as of July 2013)
- Be prepared to pass credentialing and State exams and/or requirements
- Demonstrate critical thinking, teamwork, communication, intercultural appreciation, and technical and information literacy skills
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes
- Students are required to demonstrate competencies in a wide variety of skills (over 100 skills)

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAchievement_medical_assistant

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	5
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
AHEA 100	Medical Law and Ethics	3
AHEA 102	Introduction to Medical Administration	5
AHEA 104	Introduction to Billing and Coding	5
AHEA 106	Medical Computer Systems	5
AHEL 110	Introduction to Phlebotomy	5
AHEL 120	Introduction to Clinical Laboratory	5
AHEM 120	Clinical Skills	3
AHEM 122	Clinical Diagnostics	3
AHEM 124	Clinical Procedures	3
AHEM 128	Medical Assistant Practicum	5
AHEP 100	Introduction to Pharmacology	3
AHEP 101	Medical Calculation & Administration	3
BIOL 125	Survey of Human Diseases	5
Choose one option from the following Anatomy & Physiology courses:		5-12
AHE 130 **BIOL 108*** **BIOL& 241**** **BIOL& 242****	Human Systems (5 Cr) Human Biology (6 Cr) Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology II (6 Cr)	
Choose from the following Diversity & Communication courses:		5
AHE 140 **BUS 120** **CMST 280***	Professional Relationships in Healthcare (5 Cr) Organizational Behavior (5 Cr) Intercultural Communication (5 Cr)	
Choose at least 3 credits from the following Wellness courses:		3-5
HLTH 145* **HLTH 250** **NUTR 100** **NUTR& 101****	Wellness for Healthcare (3 Cr) Wellness (5 Cr) Survey of Nutrition (5 Cr) Nutrition (5 Cr)	
Choose 5 credits from the following Information Technology courses:		5
BTS 161 **CS 101** **IT 101***	Business Software Essentials (5 Cr) Technology and Computer Science (5 Cr) Introduction to Information Technology (5 Cr)	
TOTAL		**83-92**

Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.*

Medical Billing and Coding
CERTIFICATE OF ACHIEVEMENT

Medical Billing and Coding program will serve the growing need for medical coders and billers as we experience the implementation of the Affordable Care Act, the transition to ICD-10 and electronic coding systems, the legal requirement for increased medical documentation, and the increasing age and retirement rate of the coding workforce. This program utilizes the core health professions courses we already have in place, with the addition of supplemental specialty skill courses. No previous medical office experience is required to enter the program.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Be prepared to obtain an entry-level position in their field
- Be prepared to work in ambulatory settings performing administrative and clinical duties
- Meet CAAHEP Standards in the areas of cognitive and psychomotor skills
- Be prepared to pass credentialing and state exams and/or requirements
- Demonstrate critical thinking, teamwork, communication, intercultural appreciation , and technical and information literacy skills
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes
- Students are required to demonstrate competencies in a wide variety of skills

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAccomplishment_medical_office

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	5
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
AHEA 100	Medical Law and Ethics	3
AHEA 102	Introduction to Medical Administration	5
AHEA 104	Introduction to Billing and Coding	5
AHEA 106	Medical Computer Systems	5
AHEA 120	Intermediate Medical Coding	5
AHEA 122	Intermediate Medical Billing	5
AHEA 124	Advanced Medical Billing and Coding	5
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		5-12
AHE 130 **BIOL 108*** **BIOL& 241**** **BIOL& 242****	Human Systems (5 Cr) Human Biology (6 Cr) Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology II (6 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		5
AHE 140 **BUS 120** **CMST 280***	Professional Relationships in Healthcare (5 Cr) Organizational Behavior (5 Cr) Intercultural Communication (5 Cr)	
WELLNESS		
Choose 3-5 credits from the following:		3-5
HLTH 145* **HLTH 250** **NUTR 100** **NUTR& 101****	Wellness for Healthcare (3 Cr) Wellness (5 Cr) Survey of Nutrition (5 Cr) Nutrition (5 Cr)	
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		5
BTS 161 **CS 101** **IT 101***	Business Software Essentials (5 Cr) Technology and Computer Science (5 Cr) Introduction to Information Technology (5 Cr)	
TOTAL		**63-72**

Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.*

Phlebotomy Technician
CERTIFICATE OF ACCOMPLISHMENT

The phlebotomy technician program prepares students to certify and work as a phlebotomist in the clinical or laboratory setting. The program is designed to incorporate foundation courses in Allied Health education with focused courses in basic and advanced phlebotomy skills. The program includes required lecture, laboratory and practicum components to meet state and national standards for certification and employment.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & 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
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAccomplishment_phlebotomy_technician

Course	Course Title	CR
CORE COURSEWORK		
AHE 100	Introduction to Healthcare	**5**
AHE 110	Medical Terminology	**5**
AHE 120	Safety for Healthcare	**2**
AHEL 110	Introduction to Phlebotomy	**5**
AHEL 112	Advanced Phlebotomy	**5**
AHEL 118	Phlebotomy Practicum	**5**
ANATOMY & PHYSIOLOGY		
Choose one option from the following:		**5-12**
AHE 130	Human Systems (5 Cr)	
BIOL 108*	Human Biology (6 Cr)	
BIOL& 241*	Human Anatomy and Physiology I (6 Cr) and	
BIOL& 242*	Human Anatomy and Physiology II (6 Cr)	
DIVERSITY & COMMUNICATION		
Choose 5 credits from the following:		**5**
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
WELLNESS		
Choose 3-3 credits from the following:		**3-5**
HLTH 145*	Wellness for Healthcare (3 Cr)	
HLTH 250	Wellness (5 Cr)	
NUTR 100	Survey of Nutrition (5 Cr)	
NUTR& 101*	Nutrition (5 Cr)	

Course	Course Title	CR
INFORMATION TECHNOLOGY		
Choose 5 credits from the following:		**5**
BTS 161	Business Software Essentials (5 Cr)	
CS 101	Technology and Computer Science (5 Cr)	
IT 101*	Introduction to Information Technology (5 Cr)	
TOTAL		**43-52**

*Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
**See Catalog for defined prerequisite or placement standards.

BUSINESS INTELLIGENCE

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 in business intelligence and data warehousing projects. This is an advanced certificate designed for students who have knowledge of relational database theory, and requires a prerequisite of ENGL& 101 with a C or better. The Database Analyst Certificate of Accomplishment may be applied to earn this certificate.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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 advanced On Line Analytical Processing (OLAP) objects that satisfy stated requirements
- Create complex reports using data from a multidimensional database that satisfy stated requirements
- Create reports using data from a multidimensional database that satisfy stated requirements

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/busit/#busitanalyst

Course	Course Title	CR
CORE COURSEWORK		
BUS& 101	Introduction to Business	**5**
BUSIT 103	SQL Fundamentals	**5**
BUSIT 105	Introduction to Business Intelligence	**5**
BUSIT 115	Data Mining I	**5**
BUSIT 209	Data Visualization	**5**
Choose 5 credits from the following:		**5**
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
TOTAL		**30**

BUSINESS MANAGEMENT

Business Management

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The AAS-Transfer 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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/bus/#aastBUS

Course	Course Title	CR
CORE COURSEWORK		
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 101	Introduction to Marketing	5
Choose 5 credits from the following:		5
ACCT 101 ACCT 225	Practical Accounting (5 Cr) Survey of Financial and Managerial Accounting (5 Cr)	

Course	Course Title	CR
COMMUNICATION		
ENGL& 101	English Composition I (5 Cr)	5
QUANTITATIVE		
Choose 5 credits from the following:		5
MATH 130	Introduction to Statistics (5 Cr) Any college-level math of 107 or higher (5 Cr)	
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
Choose 10 credits from the Direct Transfer Agreement (DTA). One course must meet the Cultural Diversity Requirement (CDR).		10
ECON& 201 and 202 are strongly recommended.		
ELECTIVES		
Choose 5 credits from the following:		5
BUS 241 BUS 250 BUS 280 EXPRL 191/2/3 MKTG 290	Multicultural Business Consulting (5 Cr) Entrepreneurship (5 Cr) Advanced Studies in International Business (5 Cr) Academic Internship Experience (1-5 Cr) Marketing Activities in DECA (1-5 Cr)	
APPROVED ELECTIVES		
Any program approved electives (5 Cr)		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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/bus/#bus

Course	Course Title	CR
CORE COURSEWORK		
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 101	Introduction to Marketing	5
Science Lab Elective		6
Choose 5 credits from the following:		5
ACCT 101 **ACCT& 201**	Practical Accounting I (5 Cr) Principles of Accounting (5 Cr)	
Choose 5 credits from the following:		5
BA 200 **BUS& 201**	Business Law Legal Foundations (5 Cr) Business Law (5 Cr)	
Choose 5 credits from the following:		5
BUS 230 **BUS 245**	Project Management (5 Cr) Property & Liability Insurance (5 Cr)	
Choose 5 credits from the following:		5
BUS 241 **CES 241** **EXPRL 191/2/3** **MKTG 290**	Multicultural Business Consulting (5 Cr) Multicultural Business Consulting (5 Cr) Academic Internship Experience (1-5 Cr) Marketing Activities in DECA (1-5 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/
bus/#entrepreneurship

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101 **ACCT 225**	Practical Accounting I (5 Cr) – OR – Survey of Financial & Managerial Accounting (5 Cr)	5
BTS 161 **BTS 165**	Business Software Essentials (5 Cr) – OR – Business Spreadsheet Analysis & Design (5 Cr)	5
BUS 221 **BUS 222**	Human Resource Management (5 Cr) – OR – Advanced Leadership & Management (5 Cr)	5
BUS 250	Entrepreneurship	5
MKTG 110	Client Customer Relations	5
MKTG 101	Introduction to 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/
bus/#projectmanagement

Course	Course Title	CR
CORE COURSEWORK		
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 230	Project Management	5
Choose 3-15 credits (from one option) from the following:		3-15
OPTION 1		
ACCT 225	Survey of Financial & Managerial Accounting (5 Cr)	
OPTION 2		
ACCT 101 **ACCT 102** **ACCT 234**	Practical Accounting I (5 Cr) Practical Accounting I (5 Cr) Managerial Accounting I (5 Cr)	
OPTION 3		
BUS 299	Individual Studies in Business Management (V 3-5 Cr)	
OPTION 4		
MKTG 299	Individual Studies in Marketing (V 3-5 Cr)	
TOTAL		18-30

BUSINESS TECHNOLOGY SYSTEMS

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 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 Technology Specialist, Business Software Specialist and Office Assistant may be applied to this degree.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/
bts/#businesstechnology

Course	Course Title	CR
CORE COURSEWORK		
BTS 109	Business Communications	**5**
BTS 144	Personal Information Manager	**3**
BTS 147	Presentation Design and Delivery	**3**
BTS 165	Business Spreadsheet Analysis and Design	**5**
BTS 293	Professional Skills	**5**
BUS 120	Organizational Behavior	**5**
BUS& 201	Business Law	**5**
ENGL& 101	English Composition I	**5**
Choose 5 credits from the following:		**5**
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
ACCT 225	Analysis of Financial & Managerial Accounting (5 Cr)	
Choose 5 credits from the following:		**5**
BUS 145	Business Mathematics (5 Cr)	
MATH xxx	Any college level math 100 or higher (5 Cr)	
Choose 5 credits from the following:		**5**
BTS 110	Web Essentials (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)	
Choose 5 credits from the following:		**5**
BTS 186	Publication Design Essentials (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Intro to Digital Content (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
Choose 5 credits from the following:		**5**
BUS& 101	Introduction to Business (5 Cr)	
BSUST 101	Introduction to Sustainable Business (5 Cr)	
Choose 5 credits from the following:		**5**
INTST 150	International Business (5 Cr)	
MKTG 101	Introduction to 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)	
Choose 5-6 credits from the following:		**5-6**

Course	Course Title	CR
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 ONE TRACK FROM THE FOLLOWING:		
ADVANCED SOFTWARE SPECIALIST (20 CR)		
Choose 20 credits from the following:		**20**
BTS 168	Business Data Management Tools (5 Cr)	
BTS 171	Advanced Windows (5 Cr)	
BTS 210	Collaborative Web Spaces (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)	
DATABASE USER SPECIALIST (20 CR)		
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 and Design (5 Cr)	
PROG 175	Database Reporting (5 Cr)	
HUMAN RESOURCES ASSISTANT (20 CR)		
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 CR)		
BTS 210	Collaborative Web Spaces	**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 & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
WEB MARKETING (21 CR)		
BTS 145	Introduction to Web Technology	**1**
BTS 189	Webpage Authoring Essentials	**5**
BTS 289	Emerging Web Development Technologies	**5**
MKTG 240	eMarketing	**5**
Choose 5 credits from the following:		**5**
BTS 168	Business Data Management Tools (5 Cr)	
BTS 186	Publication Design Essentials (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Intro to Digital Content (5 Cr)	
BTS 280	Project Planning, Tracking and Reporting (5 Cr)	
BUS 230	Project Management (5 Cr)	
DMA 212	Vector Images (5 Cr)	
DMA 221	Web Animation (5 Cr)	
MKTG 225	Customer Relations Management (5 Cr)	
TOTAL		**90-93**

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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 & databases
- Apply business math concepts to workplace problems

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#adminassistant

Course	Course Title	CR
CORE COURSEWORK		
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	Professional Skills	5
Choose 5 credits from the following:		5
BUS 145	Business Mathematics (5 Cr) Any college level math (5 Cr)	
Choose 5 credits from the following:		5
BTS 110 BTS 161	Web Essentials for Communications (5 Cr) Business Software Essentials (5 Cr)	
Choose 5 credits from the following:		5
BTS 186 BTS 189	Publication Design Essentials (5 Cr) Webpage Authoring Essentials (5 Cr)	
Choose 7-10 credits from the following:		7-10
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 168	Business Data Management Tolls (5 Cr)	
BTS 171	Operating Systems for Advanced Users (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Intro to Digital Content (5 Cr)	
BTS 210	Collaborative Web Spaces (5 Cr)	
BTS 265	Adv. Business Sprdsht. Analysis & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
BTS 280	Project Planning, Tracking & Reporting (5 Cr)	
BTS 289	Emerging Web Development Technologies (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 Technology 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#advBusinessTechSpec

Course	Course Title	CR
CORE COURSEWORK		
BTS 110	Web Essentials	5
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 210	Collaborative Web Spaces	5
BTS 265	Advanced Business Spreadsheet Analysis & Design	5
BTS 268	Advanced Business Data Management Tools	5
BTS 280	Project Planning, Tracking, and Reporting	5
Choose 3-5 credits from the following:		3-5
BTS 147 BTS 186 BTS 189 CS 250	Presentation Design and Delivery (3 Cr) Publication Design Essentials (5 Cr) Webpage Authoring Essentials (5 Cr) Management Information Systems (5 Cr)	
TOTAL		**46-48**

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 recourse software, business communication and electronic communication tools, and accounting principles. This certificate prepares students to provide human resources administrative support using software applications skills, business and communication skills.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Work at the expert 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#hrAssistant

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101	Practical Accounting I	5
BTS 109	Business Communications	5
BTS 110	Web Essentials	5
BTS 144	Personal Information Manager	3
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 210	Collaborative Web Spaces	5
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 221	Human Resource Management	5
TOTAL		**48**

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#web_marketing_specialist

Course	Course Title	CR
CORE COURSEWORK		
BTS 109	Business Communications	5
BTS 110	Web Essentials	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 186	Publication Design Essentials	5
BTS 189	Web Authoring Essentials	5
BTS 289	Emerging Web Development Technologies	5

Course	Course Title	CR
MKTG 101	Introduction to Marketing	5
MKTG 225	Customer Relations Management	5
MKTG 240	eMarketing	5
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	Professional Skills (5 Cr)	
BUS 230	Project Management (5 Cr)	
DMA 212	Vector Images & Illustrations (5 Cr)	
DMA 221	Web Animation I (5 Cr)	
TOTAL		**53-55**

Business Software Specialist
CERTIFICATE OF ACCOMPLISHMENT

The Business Software Specialist certificate prepares students to provide general office support using software applications and web skills. Students completing this certificate are prepared for administrative positions that require Office User and web skills. The curriculum includes introductory through intermediate and some advanced office applications software courses and web communications tools. Students will also have additional practice in one or more of the following areas: web technology, project management applications, advanced skills in database and spreadsheet applications, online collaboration software.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#busSoftwareSpecialist

Course	Course Title	CR
CORE COURSEWORK		
BTS 144	Personal Information Manager	3
BTS 147	Presentation Design and Delivery	3
BTS 163	Business Document Design Comprehensive	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 110	Web Essentials for Communications	5
Choose 5 credits from the following:		5
ACCT 172	Small Business Computerized Accounting (5 Cr)	
BTS 186	Publication Design Essentials (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Intro to Digital Content (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 210	Collaborative Web Spaces (5 Cr)	
BTS 280	Project Planning, Tracking and Reporting (5 Cr)	
BTS 293	Professional Skills (5 Cr)	
PROG 175	Database Reporting (5 Cr)	
TOTAL		**31**

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.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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 & normalization of database tables
- Develop basic SQL commands
- Develop basic database applications for the business environment
- Troubleshoot database problems

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/bts/#dbuserspecialist

Course	Course Title	CR
CORE COURSEWORK		
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:		3-5
BTS 144	Personal Information Manager (3 Cr)	
DBA 232	Database Administration (5 Cr)	
IT 103	Networking Basics (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 160	Systems Analysis and Design (5 Cr)	
TOTAL		18-20

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, marketing and communications assistant.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/bts/#desktopwebpub

Course	Course Title	CR
CORE COURSEWORK		
BTS 110	Web Essentials for Communications	5
BTS 186	Publication Design Essentials	5
BTS 187	Publication Design for Print	5
BTS 188	Intro to Digital Content	5
BTS 189	Webpage Authoring Essentials	5
BTS 293	Professional Skills	5
Choose 5 credits from the following:		5
BTS 161	Business Software Essentials (5 Cr)	
BTS 165	Business Spreadsheet Analysis and Design (5 Cr)	
Choose 9 credits from the following:		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	Emerging Web Development Technologies (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
BUS 230	Project Management (5 Cr)	
MKTG 101	Introduction to 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

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.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- Critically apply software skills to solve business problems in a variety of situations.
- Work at the expert level with applications for email and information, presentations, and word processing
- Work at an intermediate level with spreadsheet applications

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/bts/#officeAssistant

Course	Course Title	CR
CORE COURSEWORK		
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:		**5**
BTS 110 **BTS 161**	Web Essentials for Communications (5 Cr) Business Software Essentials (5 Cr)	
Choose 3-6 credits from the following:		**3-6**
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	Professional Skills (5 Cr)	
TOTAL		**24-27**

Web Content Management

CERTIFICATE OF ACCOMPLISHMENT

The Web Content Management is designed for entry level positions where the individual may create and manage digital website content on new or existing websites using HTML5, CSS and/or content management systems.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Design, create and professionally format content for a varierty of business websites using industry standard software and development tools
- Utilize popular content management systems and collaborative tools to work with, organize and share documents in a business setting
- Create and manage internet and intranet websites

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ bts/#webmanagement

Course	Course Title	CR
CORE COURSEWORK		
BTS 100	Intro to Competency Based Learning	**1**
BTS 109	Business Communications	**5**
BTS 110	Web Essentials	**5**
BTS 186	Publication Design Essentials	**5**
BTS 188	Intro to Digital Content	**5**
BTS 189	Web Page Authoring	**5**
BTS 201	Content Management Systems	**5**
BTS 210	Collaborative Web Spaces	**5**
BTS 289	Emerging Web Development Technologies	**5**
TOTAL		**41**

CRIMINAL JUSTICE

Criminal Justice

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.

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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/cj/

Course	Course Title	CR
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**
COMMUNICATION		
ENGL& 101	English Composition I	**5**
CMST 280	Intercultural Communication	**5**
CMST 285	Nonverbal Communication	**5**

Course	Course Title	CR
Choose 5 credits from the following:		**5**
ENGL 201 **ENGL& 235** **ENGL 271**	The Research Paper (5 Cr) Technical Writing (5 Cr) Expository Writing (5 Cr)	
Choose 5 credits from the following:		**5**
CMST& 101 **CMST& 210**	Introduction to Communication (5 Cr) Interpersonal Communication (5 Cr)	
QUANTITATIVE		
Choose 5 credits from the following:		**5**
MATH& 107 **MATH 138** **MATH& 141**	Math in Society (5 Cr) College Algebra for Business & Social Science (5 Cr) Precalculus I (5 Cr)	
Any college level Math higher than MATH& 141 (5 Cr)		
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
Humanities & Social Science		**10**
Natural Sciences		**10-11**
Anthropology (ANTH and ANTH&) 100, **205**, 206, **215**, 236 Astronomy (ASTR and ASTR&) **100, 101** Biology (BIOL and BIOL&) 100, 150, 160 Botany (BOTAN) 110, 113 Chemistry (CHEM and CHEM&) **100, 110** Environmental Science (ENVS) 207 Geography (GEOG) **106**, 205 Oceanography (OCEA&) 101 Physics (PHYS&) 100 Political Science (POLS&) 101, 202 Psychology (PSYC and PSYC&) 100, 202, 220, **240** Sociology (SOC and SOC&) 101, 201, 270 The **BOLDED** numbers are shared (cross-listed) courses with other departments. These courses can count only once for credit [Example: GEOG 106 is the same as GEOL 106 and may only count as GEOG or GEOL]. Consult course catalog or meet with an advisor.		
ELECTIVES		
Choose 5 credits from the following:		**5**
CJ 102 **CJ 200** **CJ 204** **CJ 206** **CJ 242**	Policing Operations (5 Cr) Criminal Evidence & Procedures—Police Officer (5 Cr) Constitutional Law (5 Cr) Community-Oriented Policing (5 Cr) Law & the Police in a Multicultural Society (5 Cr)	
TOTAL		**90-91**

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 of 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 examination. 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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/dutec/#dutecdegree

Course	Course Title	CR
CORE COURSEWORK		
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 5 Credits from the following		**5**
ENGL 201 **ENGL& 235**	The Research Paper (5 Cr) Technical Writing (5 Cr)	
Five credits from BC approved Cultural Diversity courses (5 Cr)		**5**
GENERAL ULTRASOUND		
FIRST YEAR – FALL QUARTER		
DUTEC 100	Introduction to Diagnostic Medical 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	General Ultrasound Lab	**3**
DUTEC 171	Ultrasound Physics & Instrumentation II	**3**

Course	Course Title	CR
FIRST YEAR – SPRING QUARTER		
DUTEC 112	Pathophysiology III	3
DUTEC 120	Obstetrics & Gynecological Sonography	5
DUTEC 145	General Ultrasound Lab 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	General Ultrasound Lab III	3
DUTEC 180	Advanced Studies: Obsterics	3
SECOND YEAR – FALL QUARTER		
DUTEC 210	Clinical Practicum I	13
SECOND YEAR – WINTER QUARTER		
DUTEC 220	Clinical Practicum II	13
SECOND YEAR – SPRING QUARTER		
DUTEC 230	Clinical Practicum III	13
SECOND YEAR – SUMMER QUARTER		
DUTEC 240	Clinical Practicum IV	13
GENERAL ULTRASOUND GRAND TOTAL		**112**
VASCULAR TECHNOLOGY ULTRASOUND		
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	General Ultrasound Lab	3
DUTEC 171	Ultrasound Physics & Instrumentation II	3
FIRST YEAR – SPRING QUARTER		
DUTEC 112	Pathophysiology III	3
DUTEC 120	Obstetrics & Gynecological Sonography	5
DUTEC 146	Vascular Technology Lab I	4
DUTEC 160	Vascular Ultrasound Technology	3
FIRST YEAR – SUMMER QUARTER		
DUTEC 102	Practical Aspects of Sonography	3
DUTEC 113	Pathophysiology IV	3
DUTEC 166	Vascular Technology Lab II	3
DUTEC 182	Advanced Studies: Vascular Technology	3
SECOND YEAR – FALL QUARTER		
DUTEC 210	Clinical Practicum I	13
SECOND YEAR – WINTER QUARTER		
DUTEC 220	Clinical Practicum II	13
SECOND YEAR – SPRING QUARTER		
DUTEC 230	Clinical Practicum III	13
SECOND YEAR – SUMMER QUARTER		
DUTEC 240	Clinical Practicum IV	13
VASCULAR TECHNOLOGY ULTRASOUND GRAND TOTAL		**112**

Course	Course Title	CR
ECHOCARDIOGRAPHY ULTRASOUND		
FIRST YEAR – FALL QUARTER		
DUTEC 100	Introduction to Diagnostic Medical Sonography	3
DUTEC 105	Pathophysiology I	3
DUTEC 107	Human Cross–Section Anatomy	7
DUTEC 125	Congenital Heart Disease	3
DUTEC 170	Ultrasound Physics and Instrumentation I	3
FIRST YEAR – WINTER QUARTER		
DUTEC 106	Pathophysiology II	3
DUTEC 137	Echocardiography Lab I	3
DUTEC 150	Basic Echocardiography	4
DUTEC 171	Ultrasound Physics & Instrumentation II	3
FIRST YEAR – SPRING QUARTER		
DUTEC 147	Echocardiography Scanning Lab II	4
DUTEC 155	Echocardiography	5
DUTEC 160	Vascular Ultrasound Technology	3
DUTEC 200	Stress, EKG and Auscultation for Echo	4
FIRST YEAR – SUMMER QUARTER		
DUTEC 102	Practical Aspects of Sonography	3
DUTEC 167	Echocardiography Scanning Lab III	3
DUTEC 181	Advanced Studies: Echocardiography	3
DUTEC 190	Pediatric Echocardiography	3
SECOND YEAR – FALL QUARTER		
DUTEC 210	Clinical Practicum I	13
SECOND YEAR – WINTER QUARTER		
DUTEC 220	Clinical Practicum II	13
SECOND YEAR – SPRING QUARTER		
DUTEC 230	Clinical Practicum III	13
SECOND YEAR – SUMMER QUARTER		
DUTEC 240	Clinical Practicum IV	13
ECHOCARDIOGRAPHY ULTRASOUND GRAND TOTAL		**112**

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.

LEARNING OUTCOMES
Degree recipients should possess the skills & abilities described below:
- 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
- Accurately describe the phases of production (pre, production and post) as well as the project management tasks inherent in each phase

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/dma/#digital_media_arts production

Course	Course Title	CR
CORE COURSEWORK		
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 141	Introduction to Media Writing (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)	
MKTG 200	International Marketing (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)	

Course	Course Title	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 for Digital Media (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)	
TOTAL		90

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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/dma/#advancedvideocertificate

Course	Course Title	CR
CORE COURSEWORK		
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
TOTAL		48

EARLY LEARNING AND TEACHER EDUCATION

Early Childhood Education

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 MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/eced/

Course	Course Title	CR
CORE COURSEWORK		
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, 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
ECED 191	Early Childhood Education Practicum I	5
ECED 192	Early Childhood Education Practicum II	5
EDUC 130	Guiding Behavior	3
EDUC 150	Child, Family, Community	1
EDUC& 204	Exceptional Child	5
EDUC 240	Culture and Human Diversity in Education	3
Choose 5 credits from the following:		5
EDUC& 115	Child Development (5 Cr)	
PSYC& 200	Lifespan Psychology (5 Cr)	
COMMUNICATION		
Choose 10 credits from the following:		10
ENGL& 101	English Composition I	
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:		5
BA 240	Statistical Analysis (5 Cr)	
MATH& 107	Math in Society (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
MATH& 131	Math for Elementary Education I (5 Cr)	
MATH& 132	Math for Elementary Education II (5 Cr)	
MATH 138	College Algebra for Business & Social Science (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
MATH& 142	Precalculus II (5 Cr)	
MATH& 148	Business Calculus (5 Cr)	
MATH& 151	Calculus I (5 Cr)	
MATH& 152	Calculus II (5 Cr)	
MATH& 153	Calculus III (5 Cr)	
MATH 208	Introduction to Linear Algebra (5 Cr)	
MATH 238	Differential Equations (5 Cr)	
MATH& 254	Calculus IV (5 Cr)	

Course	Course Title	CR
HUMANITIES		
Choose 10 credits from the following*:		10
ART 105	Art Appreciation (v 1-5 Cr)	
ASL& 121	American Sign Language I (5 Cr)	
CMST& 101	Introduction to Communication (5 Cr)	
*You may also choose courses from the Associate in Arts & Sciences Degree (DTA) list online. Only one language course for a maximum of 5 credits allowed in Humanities.		
SOCIAL SCIENCE		
Choose 10 credits from the following*:		10
ANTH& 206	Cultural Anthropology (5 Cr)	
HIST 101	History of Civilization Cultural Traditions (5 Cr)	
PSYC& 100	General Psychology (5 Cr)	
SOC& 101**	Introduction to Sociology (5 Cr)	
*You may also choose courses from the Associate in Arts & Sciences Degree (DTA) list online. **Eastern Washington University recommends SOC& 101 to satisfy an EWU required sociology course.		
NATURAL SCIENCE		
Choose 5-6 credits from the following:		5-6
ASTR& 101	Introduction to Astronomy (6 Cr)	
ASTR 201	Selected Topics in Advanced Astronomy (6 Cr)	
BIOL/BIOL&	Choose from Associate in Arts & Sciences DTA list	
BOTAN 110	Introduction to Plant Biology (6 Cr)	
BOTAN 113	Plant Identification & Classification (6 Cr)	
BOTAN 120	Introduction to Mycology (6 Cr)	
CHEM 100	Chemical Explorations (5 Cr)	
CHEM& 110	Chemical Concepts w/Lab (6 Cr)	
ENVS 207	Field & Laboratory Environmental Science (6 Cr)	
ENVS 250	Puget Sound Ecology (6 Cr)	
GEOL& 101	Introduction to Physical Geology (6 Cr)	
GEOL 103	History of Earth (6 Cr)	
OCEA& 101	Introduction to Oceanography (6 Cr)	
PHYS& 100	Physics—Basic Concepts (5 Cr)	
PHYS 109	Science for Information Technology (6 Cr)	
PHYS& 114	General Physics I (6 Cr)	
PHYS& 115	General Physics II (6 Cr)	
PHYS& 116	General Physics III (6 Cr)	
PHYS 121	General Engineering Physics I (6 Cr)	
PHYS 122	General Engineering Physics II (6 Cr)	
PHYS 123	General Engineering Physics III (6 Cr)	
TOTAL		**93-94**

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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/teachered/programs/degrees/

Course	Course Title	CR
CORE COURSEWORK		
ECED& 105	Introduction to Early Childhood Education	**5**
ECED& 107	Health, Safety and Nutrition	**5**
ECED& 120	Practicum–Nurturing Relationships	**2**
ECED& 132	Infants/Toddlers Care	**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 **CMST& 210** **CMST& 230**	Introduction to Communication (5 Cr) Interpersonal Communication (5 Cr) Small Group Communication (5 Cr)	
Choose 5 credits from the following:		**5**
MATH& 107 **MATH& 131**	Math in Society (5 Cr) Math for Elementary Education I (5 Cr)	
Choose 5-6 credits from the following:		**5-6**

Course	Course Title	CR
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 – State Certificate
CERTIFICATE OF ACHIEVEMENT

The State Early Childhood Education 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 Degree.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
https://www.bellevuecollege.edu/teachered/programs/certificates/

Course	Course Title	CR
CORE COURSEWORK		
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 5 credits from the following:		5
MATH&107 **MATH& 131**	Math in Society (5 Cr) Math for Elementary Education I (5 Cr)	
TOTAL		**47**

State Short Certificate of Specialization – Infants & Toddlers

CERTIFICATE OF ACCOMPLISHMENT

The State Short Early Childhood Education Certificate of Specialization-Infants and Toddlers 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 State Early Childhood Education Certificate and the Associate in Arts Degree Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/teachered/programs/certificates/

Course	Course Title	CR
CORE COURSEWORK		
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum–Nurturing Relationships	2
ECED& 132	Infants/Toddlers Care	3
ECED& 115	Child Development	5
TOTAL		**20**

State Short Certificate of Specialization – General

CERTIFICATE OF ACCOMPLISHMENT

The State Short Early Childhood Education Certificate of Specialization – General is designed to meet the Washington State Career Lattice guidelines for people in-retested 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, inlet-effectual, 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 State Early Childhood Education Certificate and the 90 credit Associate in Arts Degree Early Childhood Education and AAS-T Early Childhood Education Transfer Degree.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/teachered/programs/certificates/

Course	Course Title	CR
CORE COURSEWORK		
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**

State Initial Early Childhood Education – Certificate

CERTIFICATE OF COMPLETION

The Initial State Certificate (Early Childhood Education) 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 pa-plied to the 20 credit Certificates of Specialization, 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/teachered/programs/certificates/

Course	Course Title	CR
CORE COURSEWORK		
ECED& 105	Introduction to Early Childhood Education	**5**
ECED& 107	Health, Safety, and Nutrition	**5**
ECED& 120	Practicum–Nurturing Relationships	**2**
TOTAL		**12**

INFORMATION SYSTEMS

Information Systems

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The Information Systems degree includes concentrations for students interested in software development or business analyst. 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 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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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 ANALYST TRACK

- Identify appropriate business analysis tasks for a variety of organizational scenarios using appropriate terminology
- Document the results of various business analysis tasks using generally acceptable approaches
- Communicate within a small group using appropriate business analysis terminology and techniques
- Detail business analysis techniques to real-world scenarios/tasks by explaining the advantages and disadvantages of each

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
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/infosys/#infosysaast

Course	Course Title	CR
CORE COURSEWORK		
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 117	Web Development II	5
PROG 140	SQL & Relational Database Programming	5
COMMUNICATION		
Choose 5 credits from the following:		**5**
ENGL 201 **ENGL& 235**	The Research Paper (5 Cr) Technical Writing (5 Cr)	
QUANTITATIVE		
Choose 5 credits from the following:		**5**
BA 240 **MATH 130**	Statistical Analysis (5 Cr) Introduction to Statistics (5 Cr)	
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
Choose one from the following:		**5-6**
PHYS 109	Science for Information Technology (6 Cr) Any lab science (5-6 Cr)	
TOTAL		**55-56**

Course	Course Title	CR
CHOOSE ONE TRACK FROM THE FOLLOWING:		
BUSINESS ANALYST TRACK		
BUS& 101	Introduction to Business	5
BUSIT 150	Introduction to Business Analysis	5
BUSIT 250	Applying Business Analysis Techniques	5
PROG 109	Introduction to Web Development	5
PROG 160	System Analysis and Design	5
Program Approved Electives		10
TOTAL		**35**

Course	Course Title	CR
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
PROG 260	Advanced Topics in Object Oriented Programming	5
Any program approved electives (10 Cr) Preparation for BAS Information Systems and Technology, Application Development concentration, requires PROG 209 and PROG 272		10
TOTAL		35
GRAND TOTAL		90-91

Database Analyst

CERTIFICATE OF ACCOMPLISHMENT

The Database Analyst certificate is designed for entry level positions at the departmental level to create relational databases, develop data input forms, and retrieve and display data for department personnel.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/infosys/#dataanalyst

Course	Course Title	CR
CORE COURSEWORK		
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

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Create a Web-based data driven application using a current object oriented 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/infosys/#databaserept

Course	Course Title	CR
CORE COURSEWORK		
BUSIT 103	SQL Fundamentals	5
CMST& 230	Communication in the Workplace	5
DBA 130	Database Theory	5
PROG 109	Introduction to Web Development	5
PROG 110	Introduction to Programming	5
PROG 117	Web Development II	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
PROG 175	Database Reporting	5
TOTAL		45

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/infosys/#netprogcert

Course	Course Title	CR
CORE COURSEWORK		
BUSIT 103	SQL Fundamentals	5
CMST& 250	Communication in the Workplace	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	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 160	Systems Analysis & Design	5
TOTAL		45

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ infosys/#intermediateappdev

Course	Course Title	CR
PREREQUISITE		
Introductory .NET Programming Certificate of Achievement, or equivalent skills and experience with software development, SQL and technical writing.		
CORE COURSEWORK		
DBA 130	Database Theory	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

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Prepared for entry-level positions developing websites & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ infosys/#mobilewebprogramming

Course	Course Title	CR
CORE COURSEWORK		
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

Course	Course Title	CR
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

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Write, compile, debug and execute well engineered and maintainable C++ programs that effectively meet the application requirements
- Prepare professional documentation and reports

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ infosys/#introcplusplus

Course	Course Title	CR
CORE COURSEWORK		
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

Cloud Technologies
CERTIFICATE OF COMPLETION

This 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/infosys/#cloudtech

Course	Course Title	CR
CORE COURSEWORK		
PROG 280	Introduction to Cloud Computing	5
PROG 282	Implementing a Cloud Solution	5
TOTAL		10

Mobile Technologies
CERTIFICATE OF COMPLETION

This 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/infosys/#mobiletech

Course	Course Title	CR
CORE COURSEWORK		
PROG 270	Introduction to Mobile Computing Technologies	**5**
PROG 272	Implementing a Mobile Solution	**5**
TOTAL		**10**

INTERIOR DESIGN

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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/indes/#interiorstudiesdegree

Course	Course Title	CR
CORE COURSEWORK		
ART 101	Modern Architecture & Design	**5**
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		**70**

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

GENERAL EDUCATION		
ENGL& 101	English Composition I	**5**

LAB SCIENCE	
ENVS& 100 *or choose 5 credits from the following: (Laboratory component required)*	**5**

ANTH &215
ASTR &101, 201
BIOL &100, 108, 150, **&**160, 162, 211, 212, 213, 241, 242, 260, 275, 276
BOTAN 110, 113
CHEM &110, **&**121, **&**131, **&**140, **&**161, **&**162, **&**163, **&**261, **&**262, **&**263, 265, 266
ENVS 207, 250
GEOG 206
GEOL &101, 103, **&**208
OCEA &101
PHYS 104, 105, 109, **&**114, **&**115, **&**116, 121, 122, 123

CULTURAL DIVERSITY REQUIREMENT (CDR)	
Choose 5 credits from the following:	**5**

Anthropology 100, 101, 102, 103, 104, 106, 107, 108, 117, 180, 200, 206, 208, 209, 210, 211, 212, 214, 219, 220, 222, 224, 235, 260, 265;
Art 103
Cultural and Ethnic Studies 100, 101, 106, 109, 120, 121, 130, 140, 152, 180, 200, 201, 203, 205, 210, 241, 257;
Communication Studies 134, 250, 280
French 131, 132, 133, 231, 232, 233
Geography 123, 200, 277
History 185, 246
International Studies 123
Music 117
Philosophy 102, 145, 206, 265
Psychology 250
Sociology 101, 120, 121, 122, 201, 205, 210, 215, 222, 230, 248, 249, 253, 254, 257, 260, 262, 264, 267, 268, 275

Course	Course Title	CR
QUANTITATIVE/SYMBOLIC REASONING (QSR)		
Choose 5 credits from the following:		5
Mathematics 107, 130, 131, 132, 138, 141,142, 148, 151, 152, 153, 208, 238, 240, 254, 255 **Philosophy** 120		
ART HISTORY		
Choose 5 credits from the following:		5
Art 201, 202, 203*, 205		
Students planning to pursue the Bachelor of Applied Arts in Interior Design, please note, the BAA degree requires completion of ART 203 and one of the other art history courses from the Art History list.		
SUBTOTAL GENERAL EDUCATION		25
TOTAL		95

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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ mktg/#marketingdegree

Course	Course Title	CR
CORE COURSEWORK		
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 101	Introduction to Marketing	5
MKTG 131	Principles of Professional Selling	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 290	Marketing Activities in DECA (1-5 Cr)	
MKTG 292	Marketing Internship (1-5 Cr)	
ELECTIVES		
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

Digital Marketing
ASSOCIATE IN ARTS AND SCIENCES TRANSFER DEGREE

The Associate of Arts and Sciences – Transfer in Digital Marketing degree provides students with practical, hands-on experience across the full spectrum of marketing. Courses in search engine strategy, social media, mobile marketing, ecommerce, relationship marketing, and measurement and analytics offer students instruction matching employer needs.

The program requires students to assume a management viewpoint, and develop appropriate digital marketing strategies that employ their newly honed skills.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:
- Establish business and marketing objectives
- Translate objectives into integrated marketing strategies that lean heavily on digital platforms
- Create and repurpose content for the digital environment
- Optimize campaigns based on data inputs and research efforts
- Utilize marketing efforts to establish future product innovation and extensions

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/mktg

Course	Course Title	CR
GENERAL EDUCATION COURSEWORK		
BUS& 101	Introduction to Business	5
ENGL& 101	English Composition I	5
GEOG 206	Landforms and Landform Processes *(or any other Science class with Lab)*	6
MATH&107	Math in Society *(or any other Math class above 107)*	5
CORE COURSEWORK		
BTS 189	Webpage Authoring Essentials	5
BTS 201	Content Management Systems	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
Choose one from the following, to complement MKTG 101 and 102:		1
MKTG 103 MKTG 104 MKTG 105 MKTG 106	Intro to Sports Marketing (1 Cr) Intro to Fashion Marketing (1 Cr) Intro to Music Marketing (1 Cr) Intro to Film and Television Marketing (1 Cr)	
MKTG 200	International Marketing	5
MKTG 234	Advertising	5
MKTG 241	Search Engine Strategy	5
MKTG 242	Social Media Strategy	5
MKTG 243	Mobile Marketing Strategy	5
MKTG 255	Relationship Marketing	5
MKTG 261	Marketing Research I	5
MKTG 262	Measurement and Analytics	5
Choose five credits from the following:		5
BTS 293 BUS 241 MKTG 290 MKTG 292	Professional Skills (5 Cr) Multicultural Business Consulting (5 Cr) Marketing Activities in DECA (1-5 Cr) Marketing Internship (1-5 Cr)	
Choose two courses from the following:		10
BTS 165 BTS 188 BTS 289 MKTG 131 MKTG 211 MKTG 244 MKTG 271	Business Spreadsheet Analysis and Design (5 Cr) Intro to Digital Content (5 Cr) Emerging Web Development Technologies (5 Cr) Principles of Professional Selling (5 Cr) Multicultural Marketing (5 Cr) Online Video and Television Strategy (5 Cr) Consumer Behavior (5 Cr)	
Students interested in continuing for a bachelor's degree should contact their program advisor		
TOTAL		97

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ mktg/#retailmanagement

Course	Course Title	CR
CORE COURSEWORK		
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 101	Introduction to Marketing	5
MKTG 135	Principles of Retailing	5
Choose 5 credits from the following:		5
ACCT 101 ACCT 234	Practical Accounting I (5 Cr) Managerial Accounting (5 Cr)	
Choose 5 credits from the following:		5
BTS 161 BTS 165	Business Software Essentials (5 Cr) Business Spreadsheet Analysis & Design (5 Cr)	
Choose 5 credits from the following:		5
CMST& 101 CMST 202 CMST& 210 CMST& 230 CMST 280	Introduction to Communication (5 Cr) Survey of Speech Communication (5 Cr) Interpersonal Communication (5 Cr) Small Group Communication (5 Cr) 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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ mktg/#salesmarketing

Course	Course Title	CR
CORE COURSEWORK		
BTS 109	Business Communications	5
BTS 161	Business Software Essentials	5
BUS& 101	Introduction to Business	5

Course	Course Title	CR
BUS 145	Business Mathematics	5
CMST& 220	Public Speaking	5
MKTG 101	Introduction to Marketing	5
MKTG 110	Client Customer Relations	5
MKTG 131	Principles of Professional Selling	5
MKTG 234	Advertising	5
Choose 5 credits from the following:		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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:
- Apply basic marketing and sales skills necessary for an entry-level position
- Demonstrate fundamental skills in marketing, selling, advertising, communication and computational skills

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/mktg/#salescertificate

Course	Course Title	CR
CORE COURSEWORK		
BUS& 101	Introduction to Business	5
BTS 161	Business Software Essentials	5
CMST& 220	Public Speaking	5
MKTG 101	Introduction to Marketing	5
MKTG 110	Client Customer Relations	5
MKTG 131	Principles of Professional Selling	5
MKTG 234	Advertising	5
TOTAL		35

MOLECULAR SCIENCES

Molecular Sciences Technician
ASSOCIATE IN APPLIED SCIENCE-T DEGREE

Graduates with a two-year molecular sciences technician degree will be prepared to work as laboratory technicians in a variety of environments, including bioscience research labs, chemical research labs, and environmental science labs. Typical job titles include biological technician, chemical technician, and laboratory technician. Individuals wishing to continue their education to the baccalaureate degree will be well prepared for the BAS in Molecular Biosciences at Bellevue College.

LEARNING OUTCOMES

Degree recipients should possess the following skills and abilities:
- Read, understand, carry out protocols and use appropriate laboratory equipment with minimal supervision
- Apply the scientific method and good experimental design in the workplace
- Integrate laboratory skills and theory into job-related tasks
- Analyze and summarize scientific data using analytical and computational tools
- Communicate scientific ideas in either written or oral formats in a manner that is appropriate for either a technical or non-technical audience

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/applied/#mstdegree

Course	Course Title	CR
CORE COURSEWORK		
BIOL 275	Laboratory Methods in Genomics	6
BUS& 101	Introduction to Business	5
BTS 147	Presentation Design & Delivery	3
CHEM& 161	General Chemistry I	6
CHEM& 162	General Chemistry II	6
CHEM& 163	General Chemistry III	6
CHEM 275	Introduction to Instrumental Analysis	6
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
MATH 130	Introduction to Statistics	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
Choose 6 credits from the following:		6
BIOL& 160 and	General Biology w/Lab (6 Cr)	
BIOL& 211	Biology Majors Cellular (6 Cr)	
Choose 5 credits from the following (fulfills Cultural Diversity Requirement at Bellevue College):		5
CMST 250	Organizational Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
HUMANITIES (5 CREDITS)		
Choose 5 credits from the Direct Transfer Agreement (DTA).		5
SCIENCE ELECTIVES (12 CREDITS)		
Choose 12 credits from the following:		12
BIOL& 241 and	Anatomy & Physiology I (6 Cr)	
BIOL& 242	Anatomy & Physiology II (6 Cr)	
Or two of the following approved science electives:		
BIOL& 260	Microbiology (6 Cr)	
CHEM& 131	Introduction to Organic/Biochemistry (6 Cr)	
CHEM& 261	Organic Chemistry I (6 Cr)	
CHEM& 262	Organic Chemistry II (6 Cr)	
CHEM& 263	Organic Chemistry III (6 Cr)	
PHYS& 114	General Physics I (6 Cr)	
PHYS& 115	General Physics II (6 Cr)	
PHYS& 116	General Physics III (6 Cr)	
PHYS 121	General Engineering Physics I (6 Cr)	
PHYS 122	General Engineering Physics II (6 Cr)	
PHYS 123	General Engineering Physics III (6 Cr)	
TOTAL		91

NETWORK SERVICES & COMPUTING SYSTEMS – INFORMATION TECHNOLOGY

Network Services & Computing Systems
ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The Network Services and Computing Systems Associate in Applied Science-Transfer 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.

LEARNING OUTCOMES
Degree recipients should possess the skills & abilities described below:
- 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

CLOUD ARCHITECTURE AND SERVICES TRACK
- Describe the benefits and challenges of cloud architecture and the available services
- Deploy, manage, and migrate virtual machines, storage solutions and the associated services
- Deploy, manage and configure SaaS (Software as a Service), PaaS (Platform as a Service), IaaS (Infrastructure as a Service) and SaaS (Storage as a Service) solutions

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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/nscom/#nscomaast

Course	Course Title	CR
CORE COURSEWORK		
BUS& 101	Introduction to Business	5
CMST 250	Organizational Communication	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
IT 128	Information Security Essentials	5
MATH 138	College Algebra for Business & Social Science	5
NSCOM 201	Cisco Networking I	5

Course	Course Title	CR
NCSOM 202	Cisco Networking II	5
PHYS 109	Science for Information Technology	6
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TECH 223	Using and Supporting Linux	5
TOTAL		**61**

Course	Course Title	CR
CHOOSE ONE TRACK FROM THE FOLLOWING:		
CLOUD ARCHITECTURE AND SERVICES TRACK		
IT 270	IT Experiential Learning Capstone	2
NSCOM 221	Implementing Server Operating Systems	5
NSCOM 223	Managing a Network Environment	5
NSCOM 227	Implementing Directory Services	5
NSCOM 231	Introduction to Cloud Architecture and Services	5
NSCOM 235	Cloud Infrastructure	5
NSCOM 240	Cloud Services	5
TOTAL		**32**

Course	Course Title	CR
OPERATING SYSTEM ADMINISTRATION TRACK		
BTS 144	Personal Information Manager	3
IT 270	IT Experiential Learning Capstone	1
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 293*	Tech Support Internship I	4
TECH 294*	Tech Support Internship II	4

*May substitute TECH 289 for TECH 293 and TECH 294 with advisor's permission.

TOTAL		**32**
NETWORK ADMINISTRATION TRACK		
IT 270	IT Experiential Learning Capstone	2
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		**32**
GRAND TOTAL		**93**

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

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nscom/#application_and_desktop_support_specialist

Course	Course Title	CR
CORE COURSEWORK		
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	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
NSCOM 201	Cisco Networking I	5
TECH 215	PC Analysis & Configuration I	5
TECH 217	PC Analysis & Configuration II	5
TOTAL		45

Cisco Support Technician
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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nscom/#ciscotech

Course	Course Title	CR
CORE COURSEWORK		
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

Cloud Architecture and Services
CERTIFICATE OF ACHIEVEMENT

The Cloud Architecture and Services certificate is an entry-level position certificate with a focus on the design and utilization of cloud services. The student population for this certification would be new technologists who desire a short term certification with stackable options. This certificate has the ability to stack to the Associate in Arts Degree and to the BAS in Information Systems and Technology. The courses within this certificate map to the following industry certifications: Comptia A+, EMC CIS, AWS Certified Solutions Architect – Associate, Microsoft Azure Infrastructure Solutions and Cisco CCENT.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Describe and implement cloud solutions
- Plan and execute a lift shift operation
- Identify, describe and explain different service solutions
- Identify and integrate the appropriate service based on data, compute, database and/or security requirements
- Create and maintain system documentation
- Demonstrate the appropriate use of communication skills and professionalism in the workplace

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nscs/#cloudtech

Course	Course Title	CR
CORE COURSEWORK		
ENGL& 101	English Composition I	5
NSCOM 201	Cisco Networking I	5
NSCOM 202	Cisco Networking II	5
NSCOM 231	Introduction to Cloud Architecture and Services	5
NSCOM 235	Cloud Infrastructure	5
NSCOM 240	Cloud Services	5
PHYS 109	Science for Information Technology	6
TECH 215	PC Analysis and Configuration I	5
TECH 217	PC Analysis and Configuration II	5
TOTAL		46

Microsoft Network Support
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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nscom/#microsoftnetworksupport

Course	Course Title	CR
CORE COURSEWORK		
ENGL& 101	English Composition I	5
IT 128	Information Security Essentials	5
NSCOM 201	Cisco Networking I	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
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.

LEARNING OUTCOMES
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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/nscom/#osspecialist

Course	Course Title	CR
CORE COURSEWORK		
CMST 250	Organizational Communication	5
ENGL& 101	English Composition I	5
IT 128	Information Security Essentials	5
NSCOM 201	Cisco Networking I	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.

LEARNING OUTCOMES
Degree recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ndt/

Course	Course Title	CR
CORE COURSEWORK		
AHE 110	Medical Terminology	5
AHE 120	Safety for Healthcare	2
CMST& 220	Public Speaking	5
CMST 280	Intercultural Communication	5
ENGL& 235	Technical Writing	5
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	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

Course	Course Title	CR
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		**105**

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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nmtec/

Course	Course Title	CR
PROGRAM PREREQUISITES		
BIOL& 241	Human Anatomy and Physiology I (6 Cr) Note: this course requires either BIOL& 160 or BIOL& 211)	
BIOL& 242	Human Anatomy and Physiology II (6 Cr)	
CHEM& 121	Introduction to Chemistry (6 Cr)	
CHEM& 131	Introduction to Organic/Biochemistry (6 Cr)	
ENGL& 101	English Composition I (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
PHYS& 114	General Physics I (6 Cr)	
PHYS& 115	General Physics II (6 Cr)	
PHYS& 116	General Physics III (6 Cr)	
CORE COURSEWORK		
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	2
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	2
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

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

The Nursing AAS-Transfer 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 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). Ac-credited 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 *www.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.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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.

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/nurs/

Course	Course Title	CR
PROGRAM 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
PROGRAM CO-PREREQUISITE		
CMST 280	Intercultural Communication	5
TOTAL		44

NOTE: There are two options – 6 quarters, or 10 quarters.

Course	Course Title	CR
CORE COURSEWORK		
NURS 100X	Foundations of Nursing	7
NURS 100Y	Foundations of Nursing Skills Lab	2
NURS 100Z	Foundations of Nursing Clinical	3
NURS 101X	Nursing Care of the Adult Client I	6
NURS 101Y	Nursing Care of the Adult Client I Skills Lab	1
NURS 101Z	Nursing Care of the Adult Client I Clinical	5
NURS 102X	Nursing Care of the Adult Client II	6
NURS 102Y	Nursing Care of the Adult Client II Skills Lab	1
NURS 102Z	Nursing Care of the Adult Client II Clinical	5
NURS 231X	Pediatric Nursing Theory	4
NURS 231Y	Pediatric Nursing Skills Lab	1
NURS 231Z	Pediatric Nursing Clinical	3
NURS 233X	Maternal/Newborn Nursing Theory	3
NURS 233Z	Maternal/Newborn Nursing Clinical	1
NURS 217X	Gerontology Nursing	3
NURS 221X	Behavioral Health Nursing	6
NURS 221Z	Behavioral Health Nursing Clinical	3
NURS 222X	Transition to Professional Nursing Practice	6
NURS 222Z	Transition to Professional Nursing Practice Clinical	6
TOTAL		72
GRAND TOTAL		116

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#nursingassistantcertified

Course	Course Title	CR
CORE COURSEWORK		
NAC 106	Nursing Assistant Foundations	4
NAC 107	Nursing Assistant Technical Skills	1
NAC 108	Nursing Assistant Practicum	2
TOTAL		7

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.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/pe/#fitness

Course	Course Title	CR
CORE COURSEWORK		
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.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- 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
- Assess risk management and safety procedures that need to be followed in outdoor adventure activities
- Assume a leadership role in group adventure outings and promote positive group dynamics
- Plan and coordinate logistics of adventure trips
- Understand the functions and utilization of adventure trip equipment
- Apply basic backcountry first aid techniques

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/pe/#wilderness

Course	Course Title	CR
CORE COURSEWORK		
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

Yoga Instructor
CERTIFICATE OF COMPLETION

The Yoga Teacher Training Certificate is designed to prepare students for teaching Yoga in a wide variety of health and wellness settings in individual and group settings. Completing this certificate at Bellevue College meets the standards for the National Yoga Alliance 200 hour Registered Yoga Teacher certification as well as employment requirements for teaching Yoga in the health industry.

LEARNING OUTCOMES
Certificate recipients should possess the skills & abilities described below:
- Identify ethical and professional standards of the International Coaching Foundation
- Develop a deeper understanding of the Yoga Alliance sequential instructional applications
- Evaluate, summarize and paraphrase client-based information in a wellness plan
- Demonstrate ability to manage and teach yoga classes with established safety parameters
- Identify core strength, flexibility and posture benefits of yoga
- Develop yoga class sequential lesson plans incorporating individualized routines for clients and groups
- Assess and analyze professional and personal skills required in the yoga profession
- Analyze and reflect on yoga within a wellness plan

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/pe

Course	Course Title	CR
CORE COURSEWORK		
HLTH 145	Wellness Healthcare Providers	3
HLTH 224	Wellness Coaching	1
PE 148	Yoga Instructor Techniques I	3
PE 149	Yoga Instructor Techniques II	2
PE 236	Anatomical Kinesiology	4
PE 280	Yoga Instructor Practicum	1
TOTAL		14

RADIATION THERAPY

Radiation Therapy

ASSOCIATE IN ARTS DEGREE

Radiation therapy 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.

The Radiation Therapy (RADON) program at Bellevue College (BC) offers you personalized and intensive instruction to form a solid foundation for a rewarding career in this field. Bellevue College has the only radiation therapy technology program in Washington State and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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).

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/radon/

Course	Course Title	CR
PREREQUISITES		
BIOL& 241	Human Anatomy and Physiology I & Lab	6
BIOL& 242	Human Anatomy and Physiology II & Lab	6
ENGL 201	The Research Paper	5
Choose 5 or 10 credits from the following:		5-10
MATH 099	Intermediate Algebra (5 Cr) plus one additional college level Math Course (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
Choose 5 credits from the following:		5
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
Choose 5 credits from the following:		5
CMST 250	Organizational Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
CORE COURSEWORK		
RADON 100	Principles of Oncology	4
RADON 101	Principles of Dose Calculations	4
RADON 104	Radiation Therapy Physics I	3
RADON 105	Principles and Practice of Radiation Therapy I	2
RADON 106	Imaging and Processing in Radiation Oncology	3

Course	Course Title	CR
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 and Practice of Radiation Therapy II	2
RADON 221	Principles and Practice of Radiation Therapy III	2
RADON 222	Principles and Practice of Radiation Therapy IV	2
RADON 224	Concept Integration	1
RADON 240	Radiation Biology	3
TOTAL CORE COURSEWORK		**120**

RADIOLOGIC TECHNOLOGY

Radiologic Technology

ASSOCIATE IN ARTS DEGREE

This selective admissions program prepares the student to become a Diagnostic Radiologic Technologist capable of carrying out the responsibilities of the staff technologist; it includes a general education background. To be considered for acceptance into the program, students must follow specific admissions guidelines, published annually.

The curriculum consists of combined class work and clinical experience over eight consecutive full-time quarters, including summers. Upon successful completion of the program, students are eligible to apply to take the American Registry examination for certification as a radiologic technologist.

Students in the Radiologic Technology program must earn a C (2.0) or better in all courses required for a degree or certificate.

Graduates may also apply their Associate of Arts in Radiologic Technology toward the BAS degree in Radiation and Imaging Sciences.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ratec/#ratecdegree

Course	Course Title	CR
PREREQUISITES		
BIOL& 241	Human Anatomy and Physiology I & Lab 6	**6**
BIOL& 242	Human Anatomy and Physiology II & Lab 6	**6**
ENGL& 101	English Composition I	**5**
MATH 099	Intermediate Algebra	**5**
Choose 5 credits from the following:		**5**
CMST 250 **CMST 280**	Organizational Communication (5 Cr) Intercultural Communication (5 Cr)	
CORE COURSEWORK		
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	Patient Care in Radiology I	**2**
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**
FIRST YEAR – WINTER QUARTER		
RATEC 103	Principles of Radiographic Exposure	**4**
RATEC 109	Positioning & Related Anatomy II	**3**
RATEC 112	Clinical Education III	**5**
RATEC 121	Patient Care in Radiology II	**3**
RATEC 127 **RAIT 301**	Introduction to Sectional Anatomy (2 Cr) or Sectional Anatomy (3 Cr)	**2-3**
FIRST YEAR – SPRING QUARTER		
RATEC 102	Radiographic Physics	**5**
RATEC 104	Advanced Radiographic Procedures	**4**
RATEC 113	Clinical Education IV	**5**
SECOND YEAR – SUMMER QUARTER		
RATEC 210	Clinical Education V	**13**
SECOND YEAR – FALL QUARTER		
RATEC 211	Clinical Education VI	**8**
RATEC 220	Pathology I	**3**
RATEC 240	Radiation Biology & Protection	**3**
SECOND YEAR – WINTER QUARTER		
RATEC 212	Clinical Education VII	**8**
RATEC 221	Pathology II	**2**
RATEC 230	Quality Assurance	**2**

Course	Course Title	CR
SECOND YEAR – SPRING QUARTER		
RATEC 207	Concept Integration	**2**
RATEC 213	Clinical Education VIII	**8**
RATEC 297*	Special Topics in RATEC*	**2**
TOTAL		**104-105**

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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
- Apply knowledge of common data systems used in hospitals
- Adhere strictly to current HIPAA and patient confidentiality regulations

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ratec/#imagingaide

Course	Course Title	CR
CORE COURSEWORK		
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	Patient Care in Radiology I	**2**
RATEC 125	Medical Terminology	**1**
TOTAL		**16**

TRANSLATION AND INTERPRETATION

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/trans/#translation

Course	Course Title	CR
CORE COURSEWORK		
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

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.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- 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 equivalence, 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/trans/#interpretation

Course	Course Title	CR
CORE COURSEWORK		
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

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 to help students plan class schedules for that quarter and include days, times, locations and instructors for each class being offered that quarter.)*

Accounting

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. Not recommended for students transferring to four-year baccalaureate degree programs. Most four-year universities do not accept this course for credit towards baccalaureate degree requirements.

ACCT 102
Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships and analysis of financial statements. Not recommended for students transferring to four-year baccalaureate degree programs. Most four-year universities do not accept this course for credit towards baccalaureate degree requirements. *Prerequisite:* ACCT 101 with a C or better, or ACCT& 201 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. The use of software such as Microsoft Excel is incorporated into the course. Topics include the Fair Labor Standards Act and Social Security Act. *Recommended:* ACCT 101.

ACCT 146
10-Key • 1 CR

Introduction to the computer 10-key, keypad and the functions of the desktop calculator. *Recommended:* Previous computer experience or permission of the instructor. Previously BTS 146. Either BTS 146 or ACCT 146 may be taken for credit, but not both.

ACCT 160
Washington State: Tax and Audit • 5 CR

This course will cover the State of Washington tax requirements, reporting and audit procedures. Topics covered will 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:* ACCT 101 or ACCT& 201.

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. *Recommended:* ACCT 101 or ACCT& 201.

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 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 234
Managerial Accounting • 5 CR

Explores the use of managerial accounting techniques and analytical tools in business decision-making. Students focus on short- and long-range financial planning, management planning, and control. *Prerequisite:* ACCT 102 with a C or better, or entry code.

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. *Recommended:* ACCT 101 or ACCT&201.

ACCT 245
Accounting Systems for the Enterprise • 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 with a C or better, ACCT& 201 with a C or better, or entry code.

ACCT 250
Intermediate Accounting I • 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 ACCT&202 with a C or better, or entry code.

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 ACCT&202 with a C or better, or entry code.

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 I • 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, 234, 250, and 285 with a B- or better, or entry code.

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.

ACCT 300

Finance • 5 CR

An introduction to financial decision making. Topics include financial statement analysis, time value of money, risk and return, financial assets, securities valuation, capital budgeting, cost of capital, and capital structure. *Prerequisite:* Program Entry Requirements and ACCT 250.

ACCT 350

Intermediate Accounting II • 5 CR

Continuation of theoretical foundations of accounting. The course covers valuation of assets, business financing options and in-depth examination of lease accounting. *Prerequisite:* Admission to the program and ACCT 250.

ACCT 351

Intermediate Accounting III • 5 CR

Continuation of theoretical foundations of accounting. The course covers business capital structures, interim reporting, and advanced analysis of domestic and international financial statements and standards. *Prerequisite:* ACCT 350.

ACCT 360

Cost Accounting • 5 CR

Covers the purpose and the methods of cost accounting for an efficient and effective planning and control. It examines cost behavior and alternate costing methods including job-order, process, and standard cost accounting systems, as well as cost variances. It also covers budgets and profitability analysis. *Prerequisite:* Admission to the program and ACCT 234.

ACCT 380

Environmental Accounting • 5 CR

The course covers utilization of advanced accounting topics with a focus on measurement of environmental costs and benefits in the decision making process and evaluation techniques of natural resources, taxation and the profession's role in environmental issues. *Prerequisite:* ACCT 360 and ACCT 351.

ACCT 400

Accounting Information Systems • 5 CR

Introduces the student to systems analysis and the application of information system concepts to the accounting process. Both manual and automated accounting cycles are studied. System processes, controls, flowcharting and internal controls relevant to each of the major transaction processing cycles for a typical business enterprise are covered. *Prerequisite:* ACCT 351.

ACCT 420

Auditing • 5 CR

Introduction to auditing standards; the legal and ethical environment of the profession. Strong emphasis is given on materiality, audit risk, and audit reports. It covers the concepts for application of the audit process to multiple business cycles, internal controls, and to an audit of financial statements by using work papers, sampling, and audit tests and procedures. *Prerequisite:* ACCT 400.

ACCT 450

Federal Income Taxation II • 5 CR

Advanced approach to principles of federal taxation. The course specifically covers concepts and provisions of federal income taxation in relation to property transactions, partnerships, corporations, trusts and estates. *Prerequisite:* ACCT 285 and admission to BAS Accounting program.

ACCT 470

Advanced Accounting • 5 CR

Accounting theory which covers business combinations, consolidated financial statements, and international transactions and investments. Emphasis is given on mergers and acquisitions, subsidiary investments and transactions, international accounting issues and foreign currency transactions, derivatives and hedging activities. *Prerequisite:* ACCT 351 and ACCT 360.

ACCT 490

Accounting Capstone I • 5 CR

This baccalaureate-level course takes a Directed Learning Project (DLP) approach and provides students with a structured learning experience by completing a major practical project in accounting. Students are going to be mentored through the course by a supervising instructor/ accounting professional. This course is intended to enhance professional experience in a specific curriculum-related area of accounting, such as auditing, taxation, fraud, finance, payroll, receivables, payables, governmental and non-profit accounting. *Prerequisite:* Permission of instructor.

ACCT 491

Accounting Capstone II • 5 CR

This course is a continuation of ACCT 490. The course is intended to provide students with opportunities for analysis, synthesis, prescription, and application of accounting concepts related to the Directed Learning Project undertaken in ACCT 490, along with case studies pulled from the Securities and Exchange Commission (SEC) site for public Corporations. Students will apply critical thinking and decision making skills to these real-world business cases involving complex accounting decisions. *Prerequisite:* ACCT 490.

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

Seminar in Accounting • 2 CR

Studies special problems in accounting and/or training of teaching assistants for ACCT& 201 and ACCT& 202. Couse graded on a Pass/Fail basis. *Prerequisite:* Permission of Instructor.

ACCTG 296
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 297
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

See Basic & Transitional Studies, pages 115-118.

Alcohol and Drug Counseling
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

ALDAC 094
Special Topics in Alcohol and Drug Counseling • V1-5 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ALDAC 095
Special Topics in Alcohol and Drug Counseling • V1-5 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ALDAC 096
Special Topics in Alcohol and Drug Counseling • V1-5 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ALDAC 097
Special Topics in Alcohol and Drug Counseling • V1-5 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

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.

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 and 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. *Prerequisite:* Permission of program director.

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 and 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 and 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 and 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 and 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 epigenesist 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 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 298
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 299
Individual Studies in Alcohol and 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.

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.

Allied Health
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

AHE 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. Previously HPRO 100. Either HPRO 100 or AHE 100 may be taken for credit, but not both.

AHE 110
Medical Terminology • 5 CR

Provides a comprehensive foundation of basic medical terminology for use in health care careers. Includes Greek and Latin word roots, prefixes, suffixes, combining forms, special endings, plural forms, abbreviations and symbols. Terminology emphasis on body structures, anatomical systems, pathologies, medical procedures, medical specialties, and common terms and abbreviations used in health care. Introduces concepts and application or reading, writing and interpreting common medical formats such as HPI and SOAP. Previously HPRO 120. Either HPRO 120 or AHE 110 may be taken for credit, but not both.

AHE 120
Safety for Healthcare • 2 CR

Provides basic training in CPR, First Aid, HIV/AIDS, and the prevention of workplace violence. Previously HPRO 105. Either HPRO 105 or AHE 120 may be taken for credit, but not both.

AHE 130
Human Systems • 5 CR

Introductory course covering basic cellular, tissue, organ and system structure. Presents an overview of the structure and function of human systems. This course does not substitute for BIOL& 241 and/or BIOL& 242. Previously HPRO 125. Either HPRO 125 or AHE 130 may be taken for credit, but not both.

AHE 140
Professional Relationships in Healthcare • 5 CR

Includes interpersonal communication with patients, families, and co-workers. Developing communication skills, cultural competencies, and maintaining customer satisfaction in health care settings. Introduces HIPAA compliance in communication. Previously HPRO 130. Either HPRO 130 or AHE 140 may be taken for credit, but not both.

AHE 194/195/196/197
Special Topics in Allied Health • V1-10 CR

Allows specialized, supplemental, or in-depth study of Health Sciences and Allied Health topics. Specific topics are announced in the course schedule. *Prerequisite:* Permission of program director. Previously HPRO 194/195/196/197.

AHE 199
Individual Study in Allied Health • V1-10 CR

Covers directed readings, special projects and independent study by an individual student. Designed for students to coordinate with an instructor to investigate individual topics of interest in Health Professions. Specific topics of interest to be arranged with instructor. *Prerequisite:* Permission of program director. Previously HPRO 199.

AHE 294/295/296/297
Special Topics in Allied Health • V1-10 CR

Allows specialized, supplemental, or in-depth study of Health Sciences and Allied Health topics. Specific topics are announced in the course schedule. *Prerequisite:* Permission of program director. Previously HPRO 294.

Allied Health Education Administration

AHEA 100
Medical Law and Ethics • 3 CR

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. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Completion of AHE 100 and AHE 110 with a C or better, or permission of instructor. Previously HPRO 131. Either HPRO 131 or AHEA 100 may be taken for credit, but not both.

AHEA 102
Introduction to Medical Administration • 5 CR

This course introduces students to basic medical office procedures, including patient scheduling, written and oral communication, telecommunications, medical records management, and daily financial practices. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better. Completion of AHE 100, AHE 110, and BTS 161 with a C or better or permission of instructor. Previously HPRO 135. Either HPRO 135 or AHEA 102 may be taken for credit, but not both.

AHEA 104
Introduction to Billing and Coding • 5 CR

Introduces Medical Billing & Coding procedures including insurance coverage, terminology, payment systems, legal and ethical issues, healthcare compliance, and collections, and common coding systems such as ICD and CPT. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHE 100, 110, 120, 130, 140, HLTH 145 and BTS 161 with a C or better at BC; or permission of instructor.

AHEA 106
Medical Computer Systems • 5 CR

Medical computer applications familiarizes students with electronic health record and financial record software used in the medical office and/or hospital settings. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHE 100, 110, 120, 130, 140, HLTH 145 and BTS 161 with a C or better at BC; or permission of instructor.

AHEA 110
Health Unit Coordinator I • 5 CR

First in a series of courses that focus on the skills needed to become a Health Unit Coordinator. Includes certification requirements, basic data entry, proper workplace behavior, and basic office procedures. Application of these skills will be done in a lab setting. *Prerequisite: Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHE 100, 110, 120, 130, and 140; HLTH 145; AHEA 100, 102, 104, and 106 with a C or better at BC; or permission of instructor. Previously HPRO 174. Either HPRO 174 or AHEA 110 may be taken for credit, but not both.

AHEA 112
Health Unit Coordinator II • 5 CR

The second in a series of courses focusing on skills needed to become a Health Unit Coordinator. Students learn the procedures and skills required for this position in a simulated healthcare environment. *Prerequisite:* Completion of AHEA 110 with a C or better or permission of the instructor. Previously HPRO 175. Either HPRO 175 or AHEA 112 may be taken for credit, but not both.

AHEA 118
Health Unit Coordinator Practicum • 5 CR

Capstone course of the Health Unit Coordinator program allows students an opportunity to apply skills learned in the classroom. Students perform functions required in a nursing unit and are monitored and supervised by an experienced Health Unit Coordinator. *Prerequisite:* Completion of AHEA 110 and AHEA 112 with a C or better at BC, and permission of the instructor. Previously HPRO 176. Either HPRO 176 or AHEA 118 may be taken for credit, but not both.

AHEA 120
Intermediate Medical Coding • 5 CR

Students gain an intermediate knowledge and application of medical coding including ICD-9, ICD-10, CPT, HCPCS, and hospital coding systems. *Prerequisite:* Placement by assessment into ENGL&101, or completion of 3, with a C or better. Successful completion of AHEA 104 and AHEA 106 with a C or better at BC, or permission of instructor.

AHEA 122
Intermediate Medical Billing • 5 CR

Students gain an intermediate knowledge of medical billing and reimbursement procedures including insurance coverage, terminology, payment systems, legal and ethical issues, healthcare compliance, and collections. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093, with a C or better. Successful completion of AHEA 104 and AHEA 106 with a C or better at BC, or permission of instructor.

AHEA 124
Advanced Medical Billing and Coding • 5 CR

This course expands on intermediate medical billing & coding procedures by providing the knowledge and skills to assess, evaluate, and trouble shoot these systems. This course will also include some industry certification preparation. *Prerequisite:* Successful completion of both AHEA 120 and AHEA 122 with a C or better at BC, or permission of the instructor.

Allied Health Education Emergency

AHEE 120
Emergency Department Skills • 3 CR

First course of a series of corequisite courses that addresses general patient assessment skills required of Emergency Department Technicians. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better; and successful completion of AHEL 110 and AHEP 100 with a C or better at BC, or permission of instructor.

AHEE 122
Emergency Department Diagnostics • 3 CR

Second course of a series of corequisite courses that addresses general patient diagnostic skills required of Emergency Department Technicians. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better; and successful completion of AHEL 110 and AHEP 100 with a C or better at BC, or permission of instructor.

AHEE 124
Emergency Department Procedures • 3 CR

Third course of a series of corequisite courses that addresses general patient procedural skills required of Emergency Department Technicians. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHEL 110, AHEP 100, with a C or better at BC or permission of instructor.

AHEE 128
Emergency Department Practicum • 5 CR

Provides clinical practice in a hospital emergency room as an Emergency Department Technician. *Prerequisite:* Successful completion of AHEE 120, AHEE 122, and AHEE 124 with a C or better at BC, and permission of the instructor. No more than one quarter between completion of AHEE 120, 122, 124 and enrollment in AHEE 128. Previously HPRO 181. Either HPRO 181 or AHEE 128 may be taken for credit, not both.

Allied Health Education Laboratory

AHEL 110
Introduction to Phlebotomy • 5 CR

Covers basic responsibilities and skills for phlebotomy. Includes venipuncture techniques and safety with laboratory equipment. Suitable for individuals with limited health care experience interested in venipuncture. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Completion of AHE 100, 110, 120, 130, 140 and HLTH 145 with a C or better at BC, or instructor permission. *Recommended:* First 2 of 3 Hepatitis B vaccinations. Previously HPRO 141. Either HPRO 141 or AHEL 110 may be taken for credit, but not both.

AHEL 112
Advanced Phlebotomy • 5 CR

Expands on the basic responsibilities and skills for the laboratory phlebotomist. This course is for students pursuing phlebotomy specific credentialing, by providing refinement of and advanced techniques for phlebotomy. *Prerequisite:* Successful completion of AHEL 110 with a C or better at BC or permission of the instructor. No more than one quarter between completion of AHEL 110 and enrollment in AHEL 112. *Recommended:* Completion of 2 of 3 Hepatitis B vaccinations.

AHEL 118
Phlebotomy Practicum • 5 CR

Provides practical experience in the role of the phlebotomy technician. *Prerequisite:* Completion of both AHEL 110 and AHEL 112 at BC with a C or better and permission of instructor, with no more than one quarter between completion of AHEL 112 and enrollment in AHEL 118. Previously HPRO 144. Either HPRO 144 or AHEL 118 may be taken for credit, but not both.

AHEL 120
Introduction to Clinical Laboratory • 5 CR

First in a series designed to prepare students to work in a clinical laboratory setting. Provides overview of clinical laboratory work including organizational structures; regulatory standards; quality assurance practices; and basic clinical laboratory procedures. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. Completion of AHE 100, 110, 120, 130, 140; HLTH 145; and AHEL 110 with a C or better at BC, or permission of instructor. Previously HPRO 146. Either HPRO 146 or AHEL 120 may be taken for credit, but not both.

AHEL 122
Advanced Clinical Laboratory • 5 CR

Second course in a series designed to prepare students to work in a clinical laboratory setting. Provides expanded laboratory focused work including regulatory standards; quality assurance practices; and advanced clinical laboratory procedures. *Prerequisite:* Completion of AHEL 120 with a C or better at BC or permission of instructor. Previously HPRO 147. Either HPRO 147 or AHEL 122 may be taken for credit, but not both.

AHEL 128
Clinical Laboratory Practicum • 5 CR

Final course in a series designed to prepare students to work in a clinical laboratory setting. Provides experiential application of knowledge and skills gained through prior course work in a professional practicum. *Prerequisite:* Completion of AHEL 120 and AHEL 122 with a C or better at BC AND permission of instructor. No more than one quarter between completion of AHEL 122 and enrollment in AHEL 128.

Allied Health Education Medicine

AHEM 120
Clinical Medicine • 3 CR

This is the first in a cohort of courses focused on Medical Assistant skills. The course covers the basic knowledge and skills to assist with rooming patients in the clinical setting, including History & Physical, Vital Signs and patient preparation for the provider consult. *Prerequisite:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHEL 110, 120; AHEP 100, 101 with a C or better at BC or permission of instructor.

AHEM 122
Clinical Procedures • 3 CR

This is the second in a series of courses covering Medical Assistant skills. The focus is on clinical procedures, preparation and set up, sterile fields, instrument handing and sterilizing, procedure follow up and education. *Prerequisite:* Concurrent enrollment in AHEM 120 or permission of instructor.

AHEM 124
Diagnostic Medicine • 3 CR

This is the third in a series of courses on Medical Assistant skills. The focus is on diagnostic testing in the clinical setting including CLIA-waived Point-of-care testing, ECG, Spirometry. *Prerequisite:* Concurrent enrollment in AHEM 120 or permission of instructor.

AHEM 128
Medical Assistant Practicum • 5 CR

Provides knowledge and skill practice in a clinical medical environment room as a student Medical Assistant. *Prerequisite:* Successful completion of AHEM 120, 122, 124 with a C or better at BC, and permission of the instructor. No more than one quarter between completion of AHEM 120, 122, 124 and enrollment in this course.

Allied Health Education Pharmacology

AHEP 100
Introduction to Pharmacology • 3 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:* Placement by assessment into ENGL&101, or completion of ENGL 092 or 093 with a C or better. Successful completion of AHE 100, 110, 120, 130, 140; HLTH 145 with a C or better at BC or permission of instructor. Previously HPRO 134. Either HPRO 134 or AHEP 100 may be taken for credit, but not both.

AHEP 101
Medical Administration and Calculation • 3 CR

This course introduces the practical application of administering medications to patients. The course covers both enteral and parenteral administration of medications including topical, oral, rectal, intramuscular, subcutaneous, intradermal, and intravascular. *Prerequisite:* Successful completion of, or concurrent enrollment in AHEP 100, or permission of the instructor.

American Sign Language
ARTS & HUMANITIES DIVISION

See World Languages, page 206-209.

Anthropology
SOCIAL SCIENCE DIVISION

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an Academic Concentration in Anthropology by completing the course work in the core subject matter areas. Anthropology in Bellevue College is administered and managed through the Anthropology Program, so interested students should contact the Anthropology Program Chair for advising and paperwork. All BC students are welcome to join the "Society of Student Anthropologist @Bellevue College" to further explore fascinating issues and multiple ways of being humans that may not be considered in other forums. Please visit the department's page at *www.bellevuecollege.edu/anthropology* for more information.

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 101
Introduction to North American Archaeology • 5 CR

An introduction to the archaeology and environments of North America. Journey back in time and across the continent to learn how native peoples adapted and lived their daily lives. A consideration of prehistory from a global perspective is addressed, as well as the plight of modern descendants.

ANTH 102
Intro Mexican and Central American Archaeology • 5 CR

Journey through time to the spectacular prehistoric ruins of the Aztec, Maya, and many other native cultures of Mexico and Central America. Discover how ancient inhabitants dealt with earthquakes, volcanic eruptions, droughts, and other environmental challenges. Connections to contemporary populations are addressed and the place of prehistoric Mesoamerica in global history is considered.

ANTH 103
Introduction to South American Archaeology • 5 CR

The vast continent of South America was the home for numerous prehistoric adaptations in diverse landscapes. Explore the magnificent ruins of the Inca, Moche, Nazca, Wari, and ancient peoples of the Amazon Basin. South American archaeology in global context is addressed, as well as the plight of modern descendants.

ANTH 104
Great Discoveries in Archaeology • 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) will highlight 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 107
Great Discoveries in World Archaeology • 5 CR

Exploration of some of the most well-known archaeological discoveries from the distant and recent past (such as Olduvai Gorge, Ice Age Caves, Jericho, Egyptian pyramids, Harappa, Stonehenge, Xianyang, Teotihuacan, Cahokia, Mesa Verde, Great Zimbabwe, Chichén Itzá, Machu Picchu, Ozette, etc). Offers global coverage and scientific interpretation incorporating a large visual component.

ANTH 108
Food, Drink and 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& 125
Human Variation • 5 CR

Examines the biological basis for population human variation, as well as cultural diversity in the interpretations of these differences. Examine contemporary populations and their distribution of body form, features, skeletal structures and skin color. As well as the cultural, ecological and evolutionary forces that shape human diversity and behavior.

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& 206
Cultural Anthropology • 5 CR

Cultural anthropologists are social scientists who learn first-hand about other cultures by living with the people under study. Topics may include social organization, economics, power and politics, race and ethnicity, language and communication, technology, religion and ritual, and sex and gender. Wide geographic coverage provides a basis for global comparisons of cultural similarities and differences between human groups. Previously ANTH 202.

ANTH 208
Language, Culture and 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& 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 219
Sociolinguistics • 5 CR

What can you tell about people from the way they speak? This course investigates the way social factors, such as age, gender and social class, affect the way people talk. The course also addresses how social and political changes can affect the language we use. Fulfills Social Science course requirement at BC.

ANTH 220
Sex, Gender and 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 and 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
Film and 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.

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.

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 and 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 and 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 and 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 1 • 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 and 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, 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 281
Sculpture II • 5 CR

Continuation of ART 280, Sculpture, providing further exploration of the may processes, materials, and techniques available to contemporary sculptors. Fulfills an Art concentration requirement. *Prerequisite:* A RT 280.

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

Allows specialized or in-depth study of a subject supplementing the art curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

ART 299
Individual Projects in Art • V1-3 CR

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

Astronomy
SCIENCE DIVISION

ASTR& 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

Covers supplementary, contemporary, or focused topics related to Astronomy. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

ASTR 199
Individual Studies in Astronomy • V1-5 CR

Allows for special projects, student research and independent study in Astronomy by an individual student. May be repeated for a maximum of 15 credits. *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 for advanced special projects, student research and independent study in Astronomy by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Basic & Transitional Studies (ABE, ESL & HSC)
ARTS & HUMANITIES DIVISION

DEVED 020
Job Preparedness • V1-8 CR

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

Adult Basic Education (ABE)

ABE 040
Academic Skills Lab • V1-2 CR

Students work independently with instructor support to develop skills in content areas of choice such as reading, writing, math, social studies, science, GED® and technology. *Prerequisite:* ABE Orientation and advising.

ABE 041
Adult Basic Education Lab Level 1 • V1-5 CR

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

ABE 042
Adult Basic Education Lab Level 2 • V1-5 CR

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

ABE 043
Adult Basic Education Lab Level 3 • V1-5 CR

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

ABE 044
Adult Basic Education Lab Level 4 • V1-5 CR

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

ABE 051
Math 1 • V1-10 CR

Emphasizes development of strategies to effectively solve mathematical problems for high school completion, and college and career readiness. Students meet class objectives through the analysis of numbers, place values, shapes and measurement to solve addition and subtraction problems. Students build their math vocabulary as well as note taking and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 052
Math 2 • V1-10 CR

Emphasizes development of strategies to effectively solve mathematical problems for high school completion, and college and career readiness. Students meet class objectives through the analysis of numbers, place values, shapes and measurement to solve addition, subtraction, multiplication and division problems. Students build their math vocabulary as well as note taking and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 053
Math 3 • V1-10 CR

Emphasizes development of strategies to effectively solve mathematical problems for high school completion, and college and career readiness. Students meet class objectives through the analysis of numbers, place values, shapes and measurement to solve addition, subtraction, multiplication and division problems with whole numbers, decimals, fractions and percents. Students build their math vocabulary as well as note taking and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 054
Math 4 • V1-10 CR

Emphasizes development of strategies to effectively solve mathematical problems for high school completion, and college and career readiness. Students meet class objectives through the use of fractions, percents, ratios, and proportions to solve problems relating to measurements, geometry and basic algebra. Students build their math vocabulary as well as note taking and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 060
ABE Orientation • V1-4 CR

Orients students to the ABE, GED, and HSC programs. Students will become familiar with college resources, assess their skills in reading, writing and math, develop college and career goals, and meet with a faculty advisor to determine an initial academic plan.

ABE 061
English 1 • V4-10 CR

Emphasizes development of strategies to effectively communicate in English for high school completion, and college and career readiness. Students read and report on books, short stories, graphs, maps, and informational text that relate to social studies, science and literature. Students meet composition objectives by writing complete sentences in short answers, notes, and paragraphs. Students build their vocabulary for reading and writing as well as improve spelling and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 062
English 2 • V4-10 CR

Emphasizes development of strategies to effectively communicate in English for high school completion, and college and career readiness. Students read and report on books, short stories, graphs, maps, and informational text that relate to social studies, science and literature. Students meet composition objectives by writing complete sentences in short answers, notes, and paragraphs. Students build their vocabulary for reading and writing as well as improve spelling and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 063
English 3 • V4-10 CR

Emphasizes development of strategies to effectively communicate in English for high school completion, and college and career readiness. Students read and report on books, short stories, graphs, maps, and informational text that relate to social studies, science and literature. Students meet composition objectives by writing complete sentences in short answers, notes, and paragraphs. Students build their vocabulary for reading and writing as well as improve spelling and technology skills. *Prerequisite:* ABE Orientation and advising.

ABE 064
English 4 • V4-10 CR

Emphasizes development of strategies to effectively communicate in English for high school completion, and college and career readiness. Students read and report on fiction and non-fiction texts that relate to social studies, science and literature. Students meet composition objectives by writing well-organized and well-developed paragraphs and essays. Students develop their technology skills to complete a variety of tasks. *Prerequisite:* ABE Orientation and advising.

English as a Second Language (ESL)

ESL 010
ESL Orientation • V1-3 CR

ESL 031
Basic Skills Learning Lab – Level 1 • V1-5 CR

ESL 032
Basic Skills Learning Lab – Level 2 • V1-5 CR

ESL 033
Basic Skills Learning Lab – Level 3 • V1-5 CR

ESL 034
Basic Skills Learning Lab – Level 4 • V1-5 CR

ESL 035
Basic Skills Learning Lab – Level 5 • V1-5 CR

ESL 036
Basic Skills Learning Lab – Level 6 • V1-5 CR

ESL 051
English as a Second Language
Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is graded credit/no credit. *Prerequisite:* Placement by assessment.

ESL 052
English as a Second Language
Level 2 • V1-10 CR

Prepares English-as-a-second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is graded credit/no credit. *Prerequisite:* Placement by assessment.

ESL 053
English as a Second Language
Level 3 • V1-10 CR

Prepares English-as-a-second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 054
English as a Second Language
Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 055
English as a Second Language
Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply

reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 056
English as a Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. *Prerequisite:* Placement by assessment.

ESL 061
English as a Second Language
Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 062
English as a Second Language
Level 2 • V1-10 CR

Prepares English-as-a second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 063
English as a Second Language
Level 3 • V1-10 CR

Prepares English-as-a second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 064
English as a Second Language
Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 065
English as a Second Language
Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 066
English as a Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 071
English as a Second Language
Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 072
English as a Second Language
Level 2 • V1-10 CR

Prepares English-as-a-second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 073
English as a Second Language
Level 3 • V1-10 CR

Prepares English-as-a-second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment

ESL 074
English as a Second Language
Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 075
English as a Second Language
Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 076
English as a Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 081
English as a Second Language
Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 082
English as a Second Language
Level 2 • V1-10 CR

Prepares English-as-a second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 083
English as a Second Language
Level 3 • V1-10 CR

Prepares English-as-a second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 084
English as a Second Language
Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 085
English as a Second Language
Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

ESL 086
English as a Second Language
Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. *Prerequisite:* Placement by assessment.

High School Completion (HSC)

HSC 055
Math 5 • V1-10 CR

Emphasizes development of strategies to effectively solve mathematical problems for high school completion, and college and career readiness. Students meet class objectives through the use of algebra and geometry to solve problems. Students build their math vocabulary as well as note taking and technology skills. *Prerequisite:* ABE Orientation and advising.

HSC 065
English 5 • V1-10 CR

Emphasizes development of strategies to effectively communicate in English for high school completion and college and career readiness. Students read and report on college-level fiction and non-fiction texts that relate to social studies, science and literature. Students meet composition objectives by writing critical responses, including note taking and annotation. Students develop their technology skills to complete a variety of tasks. *Prerequisite:* ABE Orientation and advising.

HSC 071
GED Test Preparation I • V1-10 CR

Emphasizes the skills and strategies necessary for students placing at beginning high school reading and math levels to successfully complete the four GED tests: Social Studies, Science, Reasoning through Language Arts, and Mathematical Reasoning. Students are expected to register for and take the official tests when ready. *Prerequisite:* ABE Orientation and advising.

HSC 072
GED Test Preparation II • V1-10 CR

Emphasizes the skills and strategies necessary for students placing at advanced high school levels of reading and math to successfully complete the four GED tests: Social Studies, Science, Reasoning through Language Arts, and Mathematical Reasoning. Students are expected to register for and take the official tests when ready. *Prerequisite:* ABE Orientation and advising.

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. *Recommended:* High School Biology.

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. Fulfills laboratory science course requirement at BC. Strongly *Recommended:* CHEM& 121, Chem& 140 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

Covers supplementary, contemporary, or focused topics related to Biology. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

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 • 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).

BIOL& 212
Biology Majors Animal • 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 • 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 and 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.

BIOL& 242
Human Anatomy and 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.

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.

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

Covers supplementary, contemporary, or focused topics related to Biology. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

BIOL 299
Individual Studies in Biology • V1-5 CR

Allows for advanced special projects, student research and independent study in Biology by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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 and 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

Allows for special projects, student research and independent study in Botany by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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 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

Business Intelligence
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
Introduction to Business Intelligence • 5 CR

Provides an introduction to Business Intelligence solutions. Introduces the concepts and current methodologies for creating multidimensional databases. Students work with current server tools to create and browse multidimensional databases of various designs. Students learn to use reporting software and

analytical software tools to analyze data and present findings. *Prerequisite:* BUSIT 103 with a C or better and completion of ENGL& 101 with a C or better.

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 150
Introduction to Business Analysis • 5 CR

This course introduces business analysis and business analysis areas of knowledge based upon the International Institute of Business Analysis (IIBA) Guide to the Business Analysis Body of Knowledge. Students learn business analysis terminology and the structure of business analysis tasks. *Prerequisite:* ENGL& 235, BUS& 101, and CMST 250.

BUSIT 199
Independent Studies in Business Intelligence • 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.

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
Multidimensional 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 250
Applying Business Analysis Techniques • 5 CR

Students learn specific techniques for various business analysis tasks. They learn to apply these techniques to real world scenarios. Techniques are chosen based upon The International Institute of Business Analysis (IIBA) Guide to the Business Analysis Body of Knowledge and focus is on those techniques most commonly used. *Prerequisite:* BUSIT 150 Introduction to Business Analysis.

BUSIT 294/295/296/297
Special Topics in Business Intelligence • V1-5 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 • 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.

Business Management
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 • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Includes cash flow management, personal budgeting, and record keeping. Students develop a personal budget and compile personal income statements. .

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 set financial goals, 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. *Prerequisite:* ENGL 201, ENGL& 235, ENGL 271 or ENGL 272 with a C or better. *Recommended:* 30 prior college credits.

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 • 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

Course combines classroom based theory with practicum experience. Students apply skills in marketing, financial analysis, business process analysis, consulting, and multicultural business management in working with a real business or nonprofit. Includes practical experience in consulting and managing in a multicultural environment, and opportunities to link classroom learning to a wide array of business disciplines to see how changes in one area affect the growth of the company as a whole. The same as CES 241. Either CES 241 or BUS 241 may be taken for credit, not both. *Recommended:* 30 prior college business or marketing credits.

BUS 245
Property and 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 and 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 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 355
Business of IT: Legal Regulatory Business Environment • 5 CR

This course focuses on managerial and legal principles and knowledge that are critical to IT organizations and the management of organizations focused on information technology in the modern business world. Students will develop skills and techniques in the areas of the relevant legal concepts and doctrines; regulatory and administrative agency requirements; and organizational development and management practice applicable in the IT environment. Case studies will be used. *Prerequisite:* BUS& 101.

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
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 assessing 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 BSUT 150.

Business Technology Systems

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 100
Intro to Competency Based Learning • 1 CR

Introduces students to the tools, best practices, learning styles, technology and expectations students will encounter in a competency based online 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.

BTS 104
Keyboarding Review and Speed Building • 1 CR

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

BTS 109
Business Communications • 5 CR

Strengthens skills for effective professional verbal, written and nonverbal 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.

BTS 110
Web Essentials • 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 144
Personal Information Manager • 3 CR

Course features the concepts, terminology, and techniques involved in utilizing a popular messaging and personal information management program specifically Microsoft Outlook. Tools and commands are utilized to 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.

BTS 147
Presentation Design and 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.

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.

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.

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.

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 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.

BTS 188
Intro to Digital Content • 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 110.

BTS 199
Individual Studies Business Technology Systems • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

BTS 201
Content Management Systems • 5 CR

Explores content management systems (CMS) used to create a web presence. Topics include installation, configuration, designing themes, creating, managing and organizing content, adding plugins, user account management, security and overall CMS site administration. Projects include design and creation of a website using a content management system to meet business/organizational needs. *Recommended:* BTS 110.

BTS 210
Collaborative Web Spaces • 5 CR

Introduces web based collaborative software to enhance work, data and content collaboration in a business environment. Topics include work space 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.

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 165 or equivalent experience, and concurrent enrollment in BUS 230.

BTS 289
Emerging Web Development Technologies • 5 CR

Expands web development skills to market and sell products and services online. Topics include site design, data management, dynamic content, spry, shopping carts, search engine optimization and web marketing tactics. Projects integrate skills to design, build, and publish an ecommerce web site using current tools, following web marketing best practices and techniques. *Prerequisite:* BTS 189.

BTS 293
Professional Skills • 5 CR

Students apply learning from their respective areas of study to simulate a project environment. They will also work on developing key business skills such as establishing their own professional brand (resume, social media profiles, elevator pitch, letters of recommendation), networking, and creating a portfolio of their professional accomplishments. Emphasis is placed on critical thinking, communication skills, and project management, helping students integrate technical skills into business careers.

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.

Career Education Options (CEO)
STUDENT AFFAIRS

CEO 057
Special Topics in CEO • V1-5 CR

Develops skills for success in career and education programs through special topics.

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.

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 294/295/296/297
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 Chemistry Preparation 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. Prerequisites: Completion or concurrent enrollment in MATH& 141 or higher, or placement into MATH& 142 or higher. Also, CHEM& 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 for special projects, student research and independent study in Chemistry by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* 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 272
Undergraduate Research in Chemistry • 6 CR

This course is designed for students to get a head start into the field of fundamental and applied chemistry research by providing knowledge and experience using the scientific method to tackle real life problems. Topics include developing a question and hypothesis, designing an experiment, collecting data, drawing conclusions from findings and presenting research. Format includes lecture and laboratory. *Prerequisite:* CHEM& 161 with a C or better, or instructor permission.

CHEM 275
Introduction to Instrumental Analysis • 6 CR

Designed for students interested in a career in molecular biosciences. Topics include measurements and calculations in analytical chemistry, interaction of radiation with matter, spectroscopy, mass spectrometry, and separation techniques. Format includes lecture, discussion,

and laboratory. *Prerequisite:* CHEM& 163, and BIOL& 160 or BIOL& 211. *Recommended:* ENGL& 235 and BTS 147.

CHEM 299
Individual Studies in Chemistry • V1-5 CR

Allows for advanced special projects, student research and independent study in Chemistry by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

CHEM 405
Biochemistry I • 5 CR

The first in a two-quarter sequence for students in the Bachelor in Applied Science in Molecular Biosciences, science majors and 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 or equivalent.

CHEM 406
Biochemistry II • 5 CR

The second in a two-quarter sequence for students in the Bachelor in Applied Science in Molecular Biosciences, science majors and 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 405 with a C or better.

Chinese
ARTS & HUMANITIES DIVISION

See World Languages, pages 206-209.

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. Interested students should contact the department for advising and paperwork. Please visit w*ww.bellevuecollege. edu/communication/degrees-concentrations/* for more information.

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.

CMST& 102
Introduction to Mass Media • 5 CR

Examines the operation and impact of American media. Students analyze media influence on society and the relationships among media, audience, and government. Current events and issues are discussed.

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 Web • 5 CR

Introduces the cognitive, creative, and technical tools needed to effectively create text and publish ideas for the World Wide Web. Students explore and practice styles of writing to communicate effectively in various online settings.

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 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 maximum of 15 credits.

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 effective interpersonal communication in relationships through lecture, class discussion, and activities. Topics addressed include: culture, language, nonverbal communication, listening, perception, and conflict management.

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 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 super-vision. 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.

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 Health Communication • 5 CR

Examines how a healthcare practitioner may engage in effective communication with culturally dissimilar individuals in a variety of contexts. Students practice intercultural strategies and skills. *Prerequisite:* Acceptance to the program or permission of instructor.

CMST 340
Applied Organizational Communication • 5 CR

Examines and applies communication concepts and theory to an organizational setting. Students self-assess, analyze, develop and practice skills to effectively communicate in a diverse work environment. Topics include listening, teamwork, decision making, conflict management, collaboration, verbal and nonverbal communication, presentation skills, audience adaptation, organizational communication, and intercultural communication. *Prerequisite:* Acceptance into applicable baccalaureate program or permission of instructor. *Recommended:* CMST& 220, CMST& 230, or CMST 280.

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 and 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

Allows for special projects, student research and independent study in Computer Science by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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), or placement by assessment in MATH&142 or above, 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

Covers advanced supplementary, contemporary, or focused topics related to Computer Science. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

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

Allows for advanced special projects, student research and independent study in Computer Science 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 125
Introduction to Visual Tracking • 5 CR

The student will learn how to identify, interpret and document physical evidence directly related to human movement and travel. The student will learn how this evidence is relevant to the processing of a crime scene while working with a tracking team to identify and follow sign evidence to reach a valid conclusion pertaining to the person's movements and behavior. The student will learn about different tracking applications to include Search and Rescue.

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
Race, Law, and Justice • 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 with a C- or better or entry code. Previously ETHN 100.

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 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 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 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 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 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 with a C- or better. Previously ETHN 210.

CES 234
Being Mixed Race in America • 5 CR

What does it mean to be mixed race? Isn't everyone mixed? Explore what it means to be mixed race in the US. Examine what our society tells us about race and ethnicity and how being mixed challenges those long-held understandings. Themes will include media representations, personal narratives, identity, and many more.

CES 241
Multicultural Business Consulting • 5 CR

Course combines classroom based theory with practicum experience. Students apply skills in marketing, financial analysis, business process analysis, consulting, and multicultural business management in working with a real business or nonprofit. Includes practical experience in consulting and managing in a multicultural environment, and opportunities to link classroom learning to a wide array of business disciplines to see how changes in one area affect the growth of the company as a whole. The same as BUS 241. Either CES 241 or BUS 241 may be taken for credit, not both. *Recommended:* 30 prior college business credits.

CES 255
Hawaii the Center of the Pacific • 5 CR

Examines Hawaiian culture from pre-Christian Hawaii to the Hawaiian Sovereignty Movement of the 20th Century. Studies the geography, culture and diaspora of selected immigrant cultures and the development of the Hawaiian multicultural society. Also examines the evolving land use and economic patterns of Hawaii. Previously ETHN 255.

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 Womens Studies • 5 CR

An exploration of women's specific issues from a cultural and historical perspective. Topics are announced in the quarterly schedule. *Prerequisite:* Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better. Previously ETHN 281.

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 294/295/296/297.

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.

Data Analytics
INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

DA 310
Introduction to Analytics • 5 CR

Introduces the importance of data management, data analysis and data representation. Includes the use of common statistical tools and their applications in decision-making and research. Emphasis is on quantitative and technology based analysis of real world problems to improve decision-making in various disciplines, along with report writing and presentation skills. *Prerequisite:* Admission into the program and MATH 130, 138 or MATH& 141 with a C or better; or permission of the instructor.

DA 320
Data Acquisition and Management • 5 CR

Learn core concepts of data collection and its management. Topics include collecting data ethically from different sources, assessing data quality, learning techniques to clean, process, and store the data while maintaining privacy and security. Students will research real world examples, using common statistical software and produce reports and presentations. *Prerequisite:* DA 310 or permission of the instructor.

DA 410
Multivariate Analysis • 5 CR

Introduce various statistical methods for analyzing more than one outcome variable and understanding the relationships between variables. Topics include a variety of multivariate models such as MANOVA, discriminant functions, canonical correlation, and cluster analysis. The focus will be on real world examples from a variety of sources and using statistical software. *Prerequisite:* MATH 342 with C or better. *Recommended:* DA 460.

DA 420
Predictive Analytics • 5 CR

Students will study the process of formulating business objectives, data selection, preparation, and partition to successfully design, build, evaluate, and implement predictive models for a variety of practical business applications. Topics include a variety of predictive models such as classification, decision trees, machine learning, supervised and unsupervised learning. *Prerequisite:* MATH 342 with a C or better, or permission of the instructor. *Recommended:* DA 460.

DA 430
Marketing Analytics • 5 CR

This course introduces a quantitatively oriented view of marketing strategy and provides tools and methods to leverage data to inform marketing strategies. Topics may include a variety of marketing analytics strategic models and metrics such as competitive analysis, segmentation, targeting and positioning. The focus will be on real world examples from a variety of sources and using statistical software. *Prerequisite:* MATH 342 with a C or better, or permission of the instructor. *Recommended:* DA 460.

DA 460
Data Analysis with Software and Programming • 5 CR

This course introduces modern software and programming languages for effective data analysis, such as R and Python. Students will learn how to configure software environment, apply programming concepts, build statistical models, and write code to analyze data sets. *Prerequisite:* BA 240 or DA 310 or MATH 341 with a C or better, or permission of the instructor.

DA 485
Data Analytics Capstone Project • 5 CR

In this integrative learning course, students will engage in planning, designing, implementing and presenting a project demonstrating the attainment of business analytics program learning outcomes, as well as professional competencies and career readiness. *Prerequisite:* DA 420 with a C or better, or permission of instructor.

Database Administration
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 with a C or better.

DBA 232
Database Administration • 5 CR

Develops the concepts and skills required to perform the duties of Database Administrator (DBA) in organizations using large relational

databases. Students develop coherent plans for security, disaster recovery, backup and restore, replication and other administrative functions, including the creation and use of SQL scripts to automate administrative tasks. *Prerequisite:* DBA 130 with a C- or better. Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

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.

Dance
ARTS & HUMANITIES DIVISION

See Theatre Arts, pages 203-204.

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 cardio-vascular 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 and 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 125
Congenital Heart Disease • 3 CR

This course will introduce the student to embryologic development of the heart and great vessels. Emphasis will be placed on normal development and congenital heart disease. Echocardiography will be introduced as well as specific imaging protocols, trends, and techniques that will used with the pediatric patient. *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
General Ultrasound Lab • 3 CR

Introduces knob ology 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 137
Echocardiography Lab I • 3 CR

Introduces knobology and annotation for state-of-art diagnostic ultrasound equipment and prepares student for hands-on live scanning. *Prerequisite:* Acceptance into program or permission of program chair.

DUTEC 145
General Ultrasound Lab 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 146
Vascular Lab I • 4 CR

Introduces hands-on live scanning experience in the area of vascular technology. *Prerequisite:* Acceptance into the program or permission of program chair.

DUTEC 147
Echocardiography Scanning Lab II • 4 CR

Continuation of hands-on live scanning experience in the student's clinical specialty area. A lecture series is included with this course. *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
General Ultrasound Lab 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 166
Vascular Technology Lab II • 3 CR

Provides hands-on ultrasound scanning experience in vascular technology. Competency of a variety of scanning procedures must be demonstrated before beginning the clinical practicum. *Prerequisite:* Acceptance into program or permission of program chair.

DUTEC 167
Echocardiography Scanning Lab III • 3 CR

Provides hands-on ultrasound scanning experience in adult echocardiography. A lecture series is included with this course. Competency of a variety of scanning procedures must be demonstrated 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 Obstetrics • 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 Echocardiography • 3 CR

Examines issues relating to the clinical practicum in echocardiology and vascular technology. *Prerequisite:* Acceptance into program, or permission of program chair.

DUTEC 182
Advanced Studies Vascular Technology • 3 CR

Continues the vascular application of grayscale, color flow and Doppler sonography for the detection of peripheral vascular (PV) disease in the lower extremities and upper extremities. Includes PV arterial and venous anatomy, physiology, disease and treatment. Advanced concepts in trans-cranial Doppler will be revealed. *Prerequisite:* Acceptance into program or permission of program chair.

DUTEC 190
Pediatric Echocardiography • 3 CR

This course continues the basic echocardiography started in DUTEC 125. Students focus Doppler measurements and calculations, M-mode and two-dimensional imaging in conjunction with the targeted obstetric exam and fetal interventions with congenital heart disease. *Prerequisite:* Acceptance into program or permission of program chair.

DUTEC 200
Stress, EKG and Auscultation for Echo • 4 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 • 1-3CR

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 • 1-3CR

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. *Prerequisite:* Acceptance into program, completion of all prerequisite course work with a grade of C or better, and DUTEC 210.

DUTEC 230
Clinical Practicum III • 1-3CR

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.

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

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

INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

DMA 100
Portfolio and Employment I • 2 CR

Introduces students to the digital media industry and leads them though 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 111
Game Culture & Interactive Worlds • 5 CR

Game Culture & Interactive Worlds provides an overview of gaming and real time interactive simulations. Includes sections on history, aesthetics, design, technology, narrative, middleware, marketing, artificial intelligence, world building, culture, social issues, and 'serious' games. Also provides a broad framework for understanding video game technologies and communications in multi-user online worlds. *Recommended:* ENGL& 101.

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 will analyze game design, game play and the role of the design document in the game development process. Activities include planning, design and industry-standard documentation of a concept, menu, level and campaign for a game. Suggested for game design or animation students or those interested in related careers.

DMA 152
Audio & Recording for Digital Media • 5 CR

Introduces basic audio for use in video and inter-active 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 deli<$!>very 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 port-folios. 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 234 replaces DMA 134. Either DMA 234 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 234 at BC with a C- or better, or instructor permission.

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 docu-mentary-style productions. Students focus on pre-production planning and executing excel-lence in their production and post-production

processes. *Prerequisite:* DMA 255 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 head end (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 audienceprofiles, 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
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 285
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 285 replaces VIDEO 295. Either DMA 285 or VIDEO 295 may be taken for credit, but not both.

DMA 286
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 286 replaces VIDEO 296. Either DMA 286 or VIDEO 296 may be taken for credit, but not both.

DMA 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 287 replaces VIDEO 297. Either DMA 287 or VIDEO 297 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. Course is graded C/NC.

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 4 • 5 credits of Digital Media Arts instruction and permission of instructor.

Drama
ARTS & HUMANITIES DIVISION

See Theatre Arts, pages 204-205

Early Learning & Teacher Education
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

ECED& 100
Child Care Basics • 3 CR

Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resource, guidance, health/safety/nutrition and professional practice. 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. Previously ECED 171.Either ECED 171 or ECED& 105 may be taken for credit, but not both.

ECED& 107
Health, Safety, and 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. *Prerequisite:* Permission of instructor.

ECED& 132
Infants/Toddlers Care • 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

Design, plan, and evaluate curriculum for young children. Related topics include: lesson planning, environmental arrangement, the appropriate use of learning materials, and making positive connections with young children. Includes nine hours per week of supervised laboratory participation. *Prerequisite:* Conversational English and permission of instructor. *Recommended:* EDUC& 130, ECED& 160, ECED& 170.

ECED 192
Early Childhood Education Practicum II • 5 CR

Develop and implement a research project applied to an early childhood setting, and create a professional teaching portfolio. Related topics include: activity planning, developing teaching resources, and making positive connections with young children. Includes nine hours per week of supervised laboratory participation. *Prerequisite:* Permission of Instructor. *Recommended:* Conversational English and EDUC& 130, ECED& 160, ECED& 170, ECED 191.

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 Economics 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. *Recommended:* MATH 099 or higher, and ENGL& 101 or higher.

ECON& 202
Macroeconomics • 5 CR

Presents major theories of business cycles and economic growth. Students examine economic policies aimed "at price stability" and unem-

ployment in an industrialized capitalist nation as well as factors in international trade and monetary flows. It may also cover the development policies of underdeveloped countries. *Recommended:* MATH 099 or higher, and ENGL& 101 or higher.

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.

ECON 400
Econometrics • 5 CR

This course introduces Econometric methods used in economics, business, finance, marketing, management and other disciplines, with emphasis on practical use and application. Students will construct models using real-world empirical data, conduct hypothesis testing, forecast outcomes, and learn to estimate and interpret the parameters of models. *Prerequisite:* MATH 342 with a C or better, and acceptance into BAS Data Analytics 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.

EDUC& 204
Exceptional Child • 5 CR

Examines the educational, social, and developmental patterns of children with special needs. Students explore the impact of disabilities on the children, their families, and on their futures. Includes information about federal and state legislation and programs designed for children with special needs. *Recommended:* EDUC& 115, ECED& 160, ECED& 170.

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 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
Special Topics for Educators • V1-5 CR

Allows specialized or in-depth study of subjects supplementing the field of education.

EDUC 282
Special Topics for Educators • V1-5 CR

Allows specialized or in-depth study of subjects supplementing the field of education.

EDUC 283
Special Topics for Educators • V1-5 CR

Allows specialized or in-depth study of subjects supplementing the field of education.

EDUC 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.

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& 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, thread specifications, and tolerances. Includes Computer-Aided Design with parametric solid modeling, drawing production and assemblies. *Prerequisite:* MATH 098 or 099.

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 199
Individual Studies in Engineering • V1-5 CR

Allows for special projects, student research and independent study in Engineering by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

ENGR 200
Advanced Computer Aided Design • 3 CR

Includes Computer-Aided Design using multi body parts, sheet metal, surfacing and weldment models. Also covers engineering simulation analysis and an introduction to Computer Numerical Control. *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

Allows for advanced special projects, student research and independent study in Engineering by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

English
ARTS & HUMANITIES DIVISION

ENGL 072
Introductory College Reading and Writing I • 10 CR

Students learn reading and writing strategies to prepare them for success in higher level composition classes. Students are also enrolled automatically in ENGL 080, Reading Lab, to work more intensively on reading skills, which are a key to improving writing and editing skills. Course is graded credit/no credit; may be repeated for a maximum of 30 credits. *Prerequisite:* Placement by assessment.

ENGL 080
Improving Reading Skills Reading Lab • V1-2 CR

Open to all students, English 080 students work individually under the supervision of the Reading Lab Director. This course is a non-graded class and non-transferable credit. One credit represents 22 hours of lab work and the course may be taken for 1 or 2 credits. Students are automatically enrolled in English 080 if they are taking English 072 or English 089.

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
Introductory College Reading and Writing II • 5 CR

Students meet composition objectives by reading, writing, revising and editing essays and strengthening college study skills. Course work includes readings from a variety of sources and classroom instruction in sentence structure and variety. *Prerequisite:* Placement by assessment.

ENGL 093
ELL Introductory College Reading and Writing II • 5 CR

This course is tailored to the skills and needs of English language learners (ELL) who require more practice with essay reading, writing and editing before taking English 101. Students

improve English skills through writing assignments based on college-level readings. *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 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 various grammatical structures of English. *Prerequisite:* Placement by assessment; or ENGL 092 or 093 with a C- or better.

ENGL 106
Critical Reading in the Humanities • 5 CR

Course focuses on developing higher level cognitive skills: critical reading and questioning of a wide selection of materials-philosophy, education, religion, literature, culture-to examine ways of knowing and thinking, engaging in thoughtful dialogue with peers (via seminars or class/group discussions) on college level material, developing the art of asking insightful questions to generate and advance relevant discussion. Required parallel lab (ENGL 180, 1 or 2 credits) emphasizes vocabulary and comprehension skills. *Prerequisite:* Placement by assessment.

ENGL& 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.

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

Open to students who have placed at the English 101 level or above, English 180 students work individually under the supervision of the Reading Lab Director to strengthen skills that enhance the ability to read critically. This course is a graded class with transferable credits. One credit represents 22 hours of lab work and the course may be taken for 1 or 2 credits. Students are automatically enrolled in English 180 if they are taking English 106.

ENGL 190
Writing Lab Link for Discipline Courses • 1 CR

Provides additional instruction in support of discipline courses. Students work on term papers or other assignments with a writing instructor who guides them through the writing process, from research and note taking through drafting and editing. Students spend one hour a week in class and one hour a week in a tutoring session. Recommended ENGL& 101. *Prerequisite:* ENGL 092 or 093 with a C- or better.

ENGL 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, argumen-

tation 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 promote 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 234). *Prerequisite:* ENGL 238 (prev ENGL 234 with a C- or better or entry code.

ENGL 241
The Bible as Literature • 5 CR

Explores the oral and written literary traditions of the Old and New Testaments. Students focus on the cultural, historical, and literary aspects of scripture. Lecture/discussion format. *Recommended:* ENGL& 101 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:* NGL& 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: Middle Ages & Renaissance • 5 CR

Explores the relationships among language, literature, and cultural and intellectual context. Students examine representative works such as "Beowulf," Chaucer's "Canterbury Tales," and the poems and plays of Shakespeare. *Recommended:* ENGL& 101 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 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.

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

ELI – TOEFL Preparation

ELITP 055
TOEFL Preparation – UP • V1-4 CR

ELI – University Preparation

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 1. Students improve their ability to express themselves in formal and informal situations. There is a balance between speaking and listening during class. *Prerequisite:* Acceptance to the ELI program.

ELIUP 051
Writing Level III • 4.5 CR

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Students apply the process of writing to paragraphs, mastering narrative, descriptive and expository modes. Greater accuracy of syntax and grammar are expected. Course is linked with ELIUP 052. *Prerequisite:* Acceptance to the ELI program.

ELIUP 052
Grammar Level III • 4.5 CR

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Course is linked with ELIUP 051. *Prerequisite:* Acceptance to the ELI program.

ELIUP 053
Reading III • 4.5 CR

Students develop and practice comprehensive and critical reading skills including skimming, scanning, vocabulary development, etc. Identifying the author's main point of view and expressing an opinion about the passage are also emphasized. Study skills include finding materials in the library and interpreting graphs and tables. *Prerequisite:* Acceptance to the ELI program.

ELIUP 054
Speaking & Listening III • 4.5 CR

Students are introduced to oral presentation and begin acquiring and using analysis, organizational, and synthesis skills. Increasingly difficult oral proficiency skills are taught and practiced, including pronunciation. Students take notes, demonstrate eye contact and summarize orally. *Prerequisite:* Acceptance to the ELI program.

ELIUP 061
Integrated Skills IV • 4.5 CR

Course emphasizes academic writing skills, including formal instruction in sentence level expression (grammar). Assigned writing tasks are varied with an emphasis on timed writing and revision. Course is linked with ELIUP 062. *Prerequisite:* Acceptance to the ELI program.

ELIUP 062
Reading IV • 4.5 CR

Course emphasizes academic reading skills. Assigned reading includes a variety of lengths, styles, and levels of difficulty. Course is linked with ELIUP 061. *Prerequisite:* Acceptance to the ELI program.

ELIUP 063
Read and React IV • 4.5 CR

Emphasizes reading, related discussion, and critical thinking. Lengthy pieces of fiction and non-fiction are read, interpreted, evaluated and discussed. *Prerequisite:* Acceptance to the ELI program.

ELIUP 064
Speaking & Listening IV • 4.5 CR

Students develop their skills using lectures, presentations, and assigned readings. Oral presentation practice and development are featured. Listening skills include identifying mood and tone, anticipation of topics etc. *Prerequisite:* Acceptance to the ELI program.

ELIUP 065
Advanced Grammar • 4.5 CR

Students learn and practice advanced grammar constructions in both oral and written communication. Emphasis is on self-correction and practice with authentic language. *Prerequisite:* Acceptance to the ELI program.

ELIUP 066
American Culture • 4.5 CR

Students learn about and discuss values, assumptions, communication styles, behavior, and other aspects of cultural and ethnic diversity, concentrating specifically on American culture. *Prerequisite:* Acceptance to the ELI program.

ELIUP 067
English Through Film • 4.5 CR

Students increase their communication skills by viewing, discussing and thinking critically about films. *Prerequisite:* Acceptance to the ELI program.

ELIUP 068
Pronunciation & Accent Reduction • 4.5 CR

Students learn and practice specific difficult sounds, proper mouth position, stress, intonation, and rhythm, and how to assess and improve their own pronunciation. *Prerequisite:* Acceptance to the ELI program.

ELIUP 069
TOEFL Preparation • 4.5 CR

Students improve their test-taking skills, practice taking the TOEFL, and improve their listening comprehension, structure, and reading skills by focusing on specific TOEFL-type exercises. *Prerequisite:* Acceptance to the ELI program.

ELIUP 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
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.

ELIUP 095
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.

ELIUP 096
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.

ELIUP 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.

International Business Professions (IBP)

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

Improves the written effectiveness of non-native English speaking interns. Focus is on grammar, word choice, tone, and writing for a specific purpose and audience. Prerequisite: Acceptance into the IBP program or permission of director.

IBP 069
Introduction to Business • 4.5 CR

Improves understanding of business trends including sustainability, technology, and corporate social responsibility. Develops students' knowledge of economics, human resources, operations management, marketing, and finance. Prerequisite: Acceptance into the IBP program or permission of director.

IBP 076
International Business • 4.5 CR

Students gain an understanding of the international marketplace. Focus is on economics, culture, legal and political issues in a global context. Prerequisite: Acceptance into the IBP program or permission of director.

IBP 077
Observation Preparation • 4.5 CR

Prepares students with the skills, strategies, and resources to secure internships in their fields of interest. Prerequisite: Acceptance into the IBP program or director's permission.

IBP 086
Observation Placement • 2 CR

Students apply skills learned in Observation Preparation to secure an observational internship with guidance from instructor. Prerequisite: Acceptance into the IBP program or director's permission.

IBP 087
Pronunciation Workshop • 1.5 CR

Students learn how to communicate more effectively and naturally in English. Prerequisite: Acceptance into the IBP program and placement by director.

IBP 096
Workplace Support • 2 CR

Students learn how to increase responsibility, contribute to an organization, navigate workplace issues, and build a professional network. Prerequisite: Acceptance into the IBP program or director's permission.

IBP 097
Observation • 4.5 CR

Students apply workplace support knowledge to participate in an unpaid practical experience in a U.S. organization. Prerequisite: Acceptance into the IBP program.

Environmental Science
SOCIAL 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 105
The Science of Sustainable Living • 5 CR

Introduces the science of sustainability as it relates to our everyday lives. Topics covered include sustainable practices pertaining to buildings, foods and agriculture, environmental health, carbon emissions, life-cycle analysis and waste, renewable energy, transportation, social justice, and personal economic choices. Students who take this course will learn how to make more sustainable choices in their day-to-day life.

ENVS 110
Environmental Oceanography • 5 CR

Provides an overview of ocean environmental issues, including the potential impacts of overfishing, undersea mining, habitat loss, pollution, costal 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.

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
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 282
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 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 advanced supplementary, contemporary, or focused topics related to Environmental Science. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

ENVS 299
Individual Studies in Environmental Science • V1-5 CR

Allows for advanced special projects, student research and independent study in Environmental Science by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Experiential Learning
RISE LEARNING INSTITUTE

EXPRL 191/193
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

French
ARTS & HUMANITIES DIVISION

See World Languages, pages 206-209.

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 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 CR

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.

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 294/295/296/297
Special Topics in Fire Science 1-1 • 5 CR

FS 298
Seminar in Fire Science • V1-3 CR

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

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. Same as INTST 105. Either GEOG 105 or INTST 105 can be taken for credit but not both.

GEOG 108
Violent Face of Nature • 5 CR

Provides the background needed to be knowledgeable about the inherent dangers in living with nature as evidenced by actual catastrophes or disasters. Primary focus is on physical processes such as earthquakes; severe storms; and flash flooding that often occur without much warning and longer-term potential hazards such as global warming that may have even greater consequences. Also, current advances in hazards research and applied mitigation techniques will be addressed. This course fulfills a natural science course requirement at BC.

GEOG 123
Introduction to Globalization • 5 CR

Globalization considers the dynamic processes and consequences of human contact over time that cross traditional economic, cultural and geographic boundaries. The course examines the ever increasing flows of goods, people, ideas, capital and services and the subsequent chal-

2016-17 Course Descriptions

lenges that have emerged for humankind. Same as INTST 123. Either GEOG 123 or INTST 123 may be taken for credit, but not both.

GEOG 194/195/196/197
Special Topics in Geography • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

GEOG 198
Seminar in Geography • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

GEOG 199
Individual Studies in Geography • V1-10 CR

overs 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
Geography of Weather and Climate Change • 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 geomorpho-logical 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
SCIENCE DIVISION

GEOL 103
History of Earth • 6 CR

Surveys the geologic history of the earth, including the history of life on earth. Students learn to interpret rock and fossil evidence. The course is designed for non-majors includes laboratory work. Fulfills laboratory science course requirement at BC.

GEOL 107
Geologic Catastrophes • 5 CR

Explore the science behind our restless earth. This class examines the geologic disasters that face human society, including volcanic eruptions, earthquakes, tsunami, landslides, floods, meteorite impacts and global climate change. In addition, we will examine ways that we can better prepare our society and ourselves for when disaster strikes.

GEOL 194/195/196/197
Special Topics in Geology • V1-5 CR

Covers supplementary, contemporary, or focused topics related to Geology. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

GEOL 199
Individual Studies in Geology • V1-5 CR

Allows for special projects, student research and independent study in Geology by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

GEOL 299
Individual Studies in Geology • V1-5 CR

Allows for advanced special projects, student research and independent study in Geology by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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& 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.

German
ARTS & HUMANITIES DIVISION

Health
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HLTH 030
Phlebotomy Basics 1. • 4 CR

HLTH 041
Phlebotomy 2 ASCP 2. • 5 CR

HLTH 145
Wellness for Healthcare • 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 healthcare setting.

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 preschool 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 224
Wellness Coaching • 1 CR

Provides an overview of effective wellness coaching techniques that promote long-term healthy lifestyle choices for both individual clients and groups.

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.

Health Promotion & Management BAS
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HPM 325
Foundation of Health Promotion • 5 CR

Examines the theories, policies and principles of health promotion. Topics include identifying community needs, delivering custom programs, researching and evaluating health trends and locating employment potential. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 330
Leadership in Outdoor Pursuits • 4 CR

Exposes students to team-building processes, adventure planning and risk assessment. Topics include conflict resolution, team formation, group dynamics, leadership, risk management and decision making. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 340
Lifestyle Wellness Coaching • 5 CR

Defines the art and science of lifestyle coaching. Examines diverse methodologies, coaching principles, counseling skills and techniques used to guide individuals and groups successfully through meaningful lifestyle changes. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 360
Epidemiology and Health Care Statistics • 5 CR

Presents the fundamentals of epidemiology including infectious disease, environmental epidemiology, chronic disease, experimental study design, observation and data interpretation. Students engage in a comprehensive study of epidemiology through the human life span. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 375
Applied Research Methods • 5 CR

Introduces students to the research process, from developing a research question, through study design, and the collection and analysis of data. Qualitative and quantitative research models will be explored to assist students in effectively drawing conclusions. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 405
Health Behavior-Understanding & Effecting Change • 3 CR

Explores the various models and theories of health behavior. Factors that influence health behavior at individual, family, community and national/societal levels are investigated. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 415
Community Health • 2 CR

An overview of community health programs and the organizational structures of governmental and non-governmental health agencies. Examines various health services to address cultural, economic and environmental issues related to health care delivery and health disparity. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 430
Lifestyle Chronic Disease and Environment • 6 CR

Explores the relationship between chronic diseases/conditions, lifestyle behaviors, and the environment. Includes an examination of a wide variety of chronic conditions and focuses on prevention and management strategies. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 440
Safety and Workplace Ergonomics for Wellness • 4 CR

Provides training and certification for CPR, First Aid and HIV/AIDS as it applies to worksite wellness and safety. Explores HIPAA regulations, workplace violence and occupational ergonomics. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 450
Worksite Wellness Management • 4 CR

A study of core elements in a successful worksite wellness program. The course reviews several program planning models and approaches to maintain organizational alignment. Key tenets examined are proper assessment, design, implementation, measurement, daily operations management, program evaluation and program reporting for worksite wellness programs. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 460
Community Health Service-Learning • 1 CR

Explores the integral role community health volunteers play in the community through a combination of classroom instruction and service-learning engagement. Includes 33-hours of community health volunteer service during the term employing skills and knowledge attained through the program. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 465
Practicum in Wellness Promotion • 5 CR

Provides experience in a community health setting such as a hospital wellness center, community wellness center, employee wellness center, wellness service provider company, or health department. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 470
Technological Applications in Health Promotions • 4 CR

An overview of various emerging forms of technology used in health promotion programs. Interactive tools and media to support individuals in proactive health are explored. The course provides students with knowledge and resources to examine current and trending technology that includes (but not limited to) online challenges and assessments, mobile applications, digital health coaching programs, web portals, social networking, portable trackers and access to electronic medical records. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

HPM 475
Capstone • 5 CR

The capstone project course is the culmination of the Health Promotion and Management Program. Students complete a comprehensive project drawn from case studies involving both management and wellness components. *Prerequisite:* Admission to the BAS Health Promotion and Management program at Bellevue College.

Healthcare Informatics BAS
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HCTM 293
HCI New Student Orientation • 2 CR

This course prepares students in the Healthcare Informatics program for transition into baccalaureate-level study. Students gain an understanding of program expectations, campus resources, and strategies for success in an online learning environment. Additionally, students make connections with HCI faculty, staff and peers, develop CANVAS skills and establish a learning portfolio for their BAS degree. *Prerequisite:* Admission to HCI program or instructor permission.

HCTM 301
US Healthcare Policies and Delivery Systems • 5 CR

Introduction to healthcare systems in the United States. 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. Includes comparison of the national and international healthcare systems. *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
Essentials of Healthcare Informatics • 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 315
Electronic Health Records • 5 CR

Provides students with a broad overview of electronic health record (EHR) design, implementation, and use of EHRs. Includes promises and pitfalls of EHRs, role of EHR in improving care quality and safety, and pros and cons of different EHR design. Government and regulatory agency requirements for EHR implementation and use will be covered along with the role of EHR users in design and implementation. *Prerequisite:* Admission to program and HCTM 310, or permission of instructor.

HCTM 320
HCI Data Standards & Interoperability • 5 CR

Covers standards designed to enable interoperability of healthcare information systems. Includes benefits and challenges of healthcare systems interoperability along with data standards (HL7 v2, HL7 v3 RIM, CDA, SNOMED) that support interoperability. Students will learn how data standards are incorporated into national regulations and health information exchange. *Prerequisite:* Admission to program and HCTM 310 or permission of instructor.

HCTM 375
Healthcare Informatics Project Management • 5 CR

Examines project management theory and practice with emphasis on project management in healthcare IT settings. Students will evaluate tools used to develop and manage healthcare IT projects and select appropriate tools for developing a project based on a case study. *Prerequisite:* Acceptance into program or permission of instructor.

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 385
Consumer Health Informatics • 5 CR

This course focuses on consumer healthcare information needs, information seeking behaviors and information sources. Topics include social networks, patient portals and information sources focused on health conditions. Additional focus will be given to development, use and regulation of personal health records as well as evaluation of health condition specific information available on the web. *Prerequisite:* HCTM 310 and acceptance to program. Alternatively, instructor permission.

HCTM 390
Healthcare Information Seeking • 3 CR

Covers theory and practices related to health information seeking and evaluation. Includes determination of information needs by healthcare professionals and consumers, conversion of a given information need into a searchable question, selection of appropriate search tools, conducting the information search, and evaluating search results. *Prerequisite:* HCTM 310 and admission to program.

HCTM 405
Health & Information Literacy • 5 CR

Healthcare informatics professionals are at the forefront of current initiatives aimed at providing consumer-centric healthcare. Success of these initiatives depends on thorough understanding of concepts associated with health and information literacy. Students will develop skills needed to assess health and information literacy, locate, evaluate and effectively use information appropriate to meet consumer health information needs. *Prerequisite:* HCTM 390. *Recommended:* permission of instructor.

HCTM 410
Healthcare Clinical Systems Analysis • 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 BUSIT 103) or (HCTM 301, HCTM 302 and HCTM 380).

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 BUSIT 103) or (HCTM 301, HCTM 302 and HCTM 380).

HCTM 430
Healthcare Information Systems Implementation • 4 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.

HCTM 435
Healthcare Clinical Information System Operation • 5 CR

Covers all aspects of healthcare clinical information system implementation and administration to include documentation and reporting. Includes vendor selection, implementation planning, system 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:* HCTM 310, HCTM 315, and admission to program.

HCTM 440
Healthcare Systems Operation and Administration • 4 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.

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.

HCTM 455
Data Warehousing in Healthcare • 5 CR

Presents students with best practices for ETL (extract, transform and load) and data warehousing in healthcare. Utilizing both theory and hands on experience, students practice querying disparate healthcare databases to populate a data warehouse. The importance of organizational data governance will also be introduced. *Prerequisite:* Acceptance into the program, and completion of HCTM 320 and 450 with a C or above, or permission of instructor.

HCTM 460
Leading Change in Healthcare Informatics • 5 CR

Prepares students for leadership roles in healthcare informatics. Covers leadership characteristics, roles and responsibilities in healthcare informatics. Topics include leadership theories, responsibilities, and skills. Addresses the unique role of leaders in managing transformational change in healthcare informatics. Students will assess their own leadership skills and develop plans for lifelong learning as leaders in healthcare informatics. *Prerequisite:* Acceptance into program and HCTM 310, or permission of the instructor.

HCTM 465
HCI Capstone / Field Studies • 2 CR

This course prepares students for the HCTM Capstone and Field Studies courses. Students will prepare professional goals, objectives as well as their mission, vision and career strategic plan in order to ensure that work done in Field Studies and Capstone support individual career goals. *Prerequisite:* Acceptance into program and permission of instructor.

HCTM 470
Healthcare Data Analytics Applications • 5 CR

Students analyze strategies, benefits and limitations of data analytics in various healthcare environments. In the context of case studies, they evaluate, select and apply analytics tools and methods to develop meaningful information in support of key clinical, operational and financial decisions. Current and emerging analytics practices and metrics are discussed. *Prerequisite:* Acceptance into program and completion of HCTM 450 with a C or above, or permission of instructor.

HCTM 475
Healthcare Informatics Field Studies • 4 CR

This course provides students with the opportunity to gain a deeper understanding of the healthcare environment through industry internship or practicum. *Prerequisite:* HCTM 465 or permission of instructor.

HCTM 485
Healthcare Informatics Capstone • 4 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 494/495/496/497
Healthcare Informatics 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.

Healthcare Management & Leadership BAS
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HCML 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. Previously RAIM 320.

HCML 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. Previously RAIM 325.

HCML 340
Human Resources Management in Healthcare • 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. Previously RAIM 340.

HCML 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. Previously RAIM 350.

HCML 399
Independent Study • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. Only one of these courses may be taken for credit: RAIM 399 or HCML 399. *Prerequisite:* permission of instructor. Previously RAIM 399.

HCML 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. Previously RAIM 401.

HCML 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. Previously RAIT 495, RAIM 410, RAIM 411. Only one of these courses may be taken for credit: RAIT 495, RAIM 410, RAIM 411 or HCML 411. *Prerequisite:* Acceptance into the program or permission of instructor.

HCML 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. Previously RAIM 440. Prerequisites: RAIM 401 or HCML 401, or permission of instructor.

HCML 460
Management & Leadership in Healthcare • 5 CR

Prepares students 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. Previously RAIM 460.

HCML 465
Capstone Proposal • 1 CR

This course prepares students for the HCML Capstone course (HCML 475). Students will prepare professional goals, objectives as well as their mission, vision and career strategic plan in order to ensure that work done in the capstone project support individual career goals. *Prerequisite:* Acceptance into HCML program or permission of the instructor.

HCML 466
Filed Studies Orientation • 1 CR

This course prepares students for the HCML Field Studies course (HCML 476). Students will prepare professional goals and objectives as well as a mission, vision and career strategic plan in order to ensure that work done in Field Studies supports individual career goals. Prerequisite: Acceptance into program and permission of instructor.

HCML 476
Field Studies • 4 CR

This course provides students with the opportunity to gain a deeper understanding of the healthcare environment through industry internship or practicum. Only one of these courses may be taken for credit: HCTM 475 or HCML 476. *Prerequisite:* HCML 466 or permission of instructor.

HCML 475
Capstone Project • 5 CR

Students review, integrate and practice the skills and knowledge covered throughout their BAS Program. Students select a complete and significant project drawn from case studies involving both management components. Previously RAIM 475. *Prerequisite:* HCML 465, or permission of instructor.

HCML 494/495/496/497
Special Topics • V1-5 CR

Presents advanced or specialized topics in healthcare management. Topics focus on new and emerging trends. Examples include Lean Thinking, leadership, economics, etc. Specific topics are announced in the quarterly schedule. Previously RAIM 494. *Prerequisite:* Permission of the instructor.

High School Completion
ARTS & HUMANITIES

Formerly General Education Development (GED®). See Basic & Transitional Studies, pages 115-118.

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 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, consti-tution, 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.

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 185
History of Latin America • 5 CR

Survey of the social history, political development, and cultural contributions of Latin America. Topics include ancient indigenous civilizations of Central and South America, Spanish and Portuguese colonization, revolutions for independence, the building of nation-states, ethnic diversity, and present-day

patterns of migration and globalization. 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 205
History of World War II • 5 CR

HIST 205 explores the causes and consequences of World War II. The class will focus on the major political, social, economic, military, environmental, technological, and cultural aspects of the broad history of World War II in the period from the end of World War I to the end of World War II and the beginning of the Cold War. *Recommended:* Completion of ENGL& 101.

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 postmodern era. May be used as a social science or humanities credit, not both, at BC.

HIST 210
History of Modern Asia • 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 Pres • 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 246
History of Immigration to the US • 5 CR

This course explores the history of immigration to the United States from the colonial period to the present day. It examines the forces shaping immigration, the diversity of immigrant experiences, the legal/policy framework influencing immigration, and the impact of immigration on U.S. society and culture. *Recommended:* Completion of ENGL& 101.

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

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

HIST 298
Seminar in History • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

HIST 299
Individual Studies in History • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Human Development
STUDENT AFFAIRS

HD 100
First Year Experience • 1-2 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 • 1-3 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 • 1-3 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. *Recommended:* 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 • 1-3 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 180
Skills for Navigating College & Career • 2 CR

Introduce and explore four areas which may be difficult for students: executive functioning, social interaction, self-advocacy and self-regulation. This includes learning to identify strengths and weaknesses, as well as strategies for success. *Prerequisite:* Permission of instructor, cohort class.

HD 181
Self-Advocacy • 2 CR

Expand on information learned in HD 180: Skills for Navigating College & Career class regarding self-advocacy. Presents concepts and skills related to self-advocacy. Students learn to identify when, where, how and to whom to advocate. Students discuss current community and personal events, and the impact this has on their lives and work. *Prerequisite:* Permission of instructor, cohort class.

HD 182
Executive Functioning • 2 CR

Expand on information learned in HD 180: Skills for Navigating College & Career class. Explores executive functioning which includes planning, organizing, strategizing, paying attention to and remembering details, and managing time and space. Learn to use strengths to obtain real-life success at school, work and in relationships. Gain a deeper understanding of how one's

executive functioning profile can be an asset in certain tasks and types of work. *Prerequisite:* Permission of instructor, cohort class.

HD 185
Managing Career Change 1- • 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.

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 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 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 with a C- or better.

Information Studies
LIBRARY MEDIA CENTER

INFO 101
The World of Information • 2 CR

What do you mean I can't find that on the Internet? This course explores the many manifestations of information, from print to digital. Explore how information is created, used, and valued. Discover how to ask the right questions and how to find the best resources for your purpose.

Information Technology
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& 101, or completion of ENGL 092 or 093 with a C or better.

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& 101 or completion of ENGL 092 or 093 with a C or better. *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 270
IT Experiential Learning Capstone • 1-2 CR

This course includes a panel interview and reflection of a technical service learning project. This course is for IT degree students only. It provides non-paying, credit-earning, on-the-job experience as a technical consultant. Course is graded credit/no credit. *Prerequisite:* Entry code.

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.

Informational Systems & Information Technology
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 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 or NSCOM 205 may be taken for credit, not both. *Prerequisite:* Admission into either the System Administration or Information Security concentration of the ISIT 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 Application Development concentration of the ISIT 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:* Admission to the Application Development concentration of the ISIT program, or permission of the instructor.

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 Application Development concentration of the ISIT program, or permission of the instructor.

ISIT 330
Business Intelligence Applications • 5 CR

Students learn about Business Intelligence (BI) applications and appropriate application architectures for a variety of scenarios. The benefits of BI and the possibilities for organizational change are discussed. Students use current BI tools to develop realistic solutions. Current trends are discussed as is the growing role of "big data." *Prerequisite:* Admission to the BAS Data Analytics program and completion of BUSIT 103, or admission to the BAS Information Systems and Technology program and completion of ISIT 331. Students not admitted to either program should contact the program chair for more details.

ISIT 331
Applied Database Concepts • 5 CR

This course provides an in-depth introduction to relational database concepts, the Structured Query Language (SQL), and relational database programming. Topics include generating the structure of a relational database and relational database design principles. This course provides extensive practical experience with creating, modifying, and querying relational databases. *Prerequisite:* Admission to the Business Intelligence concentration of the ISIT 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 333
Applied Programming Concepts • 5 CR

This course provides an in-depth introduction to core programming concepts and the software development process. This course will cover object-oriented programming concepts through extensive "hands-on" practice with an integrated software development tool and a modern object oriented programming language. *Prerequisite:* Admission to the Business Intelligence concentration of the ISIT program, or permission of the instructor.

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:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the 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:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 350
Digital Information Analysis and Recovery • 5 CR

Introduces students to computer forensics, both its fundamentals and best practices for incident response. Includes the legal aspects of computer forensics, as well as its relationship to the Information Technology field. Hands-on projects will give students the tools and techniques to perform a full computer forensic investigation. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the 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:* PROG 210 with a C or better.

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.

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 440
Administering a Linux Server • 5 CR
This course covers the essentials of Linux server administration. Students install, configure, use, secure and administer a Linux enterprise server. Topics include user access and security, process and service control, server monitoring, networks and networking services, interoperability, package management, backup and recovery and essential BASH commands. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 442
Managing Messaging Services • 5 CR
This course is an introduction to messaging and collaboration services for system administrators. Students will become familiar with popular messaging platforms and protocols such as POP3, IMAP, SMTP, and web services. Additional topics will include server virtualization, cloud services, system configuration, directory service configuration and deploying email clients. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

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:* Admission

to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 450
Network Vulnerabilities and Countermeasures • 5 CR
This course covers the concepts of network vulnerabilities from a hacker's perspective. Its focus is professional penetration testing and the securing of information assets. The course provides students with the knowledge to prevent, detect, and respond to network security incidents. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 452
Network Security Monitoring • 5 CR
This course focuses on the qualities that go into a sound Network Security Monitoring (NSM) system. Hands-on exercises use various network protocol analyzers and other tools to detect, investigate, and respond to network and system attacks. Students will learn how identify authorized and unauthorized malicious activity on an information systems network. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 454
System Hardening • 5 CR
Hardening a computer reduces the attack surface by disabling functionality that is not required while maintaining the minimum functionality that is required. Students will learn to apply the key system hardening principles of segregation of duties, dual control, principle of least privilege, and economy of mechanism. This course covers system hardening techniques for physical devices & connections, network devices, Windows and Unix/Linux server operating systems, and cross-platform applications. *Prerequisite:* Admission to either the Systems Administration or Information Security concentration of the ISIT program, or permission of the instructor.

ISIT 490
ISIT Capstone I • 5 CR
This course provides practical experience in information systems and technology. Students apply knowledge and skills learned in classes as they work in settings relevant to their future employment plans. This is part 1 of a 2 quarter series. *Prerequisite:* Permission of the instructor.

ISIT 491
ISIT Capstone II • 5 CR
Students continue their work from ISIT 490 to further develop their project work. *Prerequisite:* ISIT 490.

Interdisciplinary Studies
SOCIAL SCIENCE DIVISION

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.

Sustainability Concentration

A Concentration in Sustainability at Bellevue College offers students an opportunity to contribute to solving real-world sustainability challenges while acquiring tangible skills for resume-building and earning an Associate in Arts and Science transfer degree. Students complete a pre-approved service learning project, a one-credit seminar course, and 20 credits from a list of courses with two from the Interconnected Systems category and two from the Change Agent category (a grade of C- or better in each course is required). The Sustainability Concentration is managed by a Coordinator (Sonya Doucette, sonya.doucette@bellevuecollege.edu) affiliated with the Interdisciplinary Studies program and the Office of Sustainability. Interested students should contact the Coordinator for advising and paperwork.

Interior Design
ARTS & HUMANITIES DIVISION

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 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 169
SketchUp • 3 CR

Designed for students with basic SketchUp skills, or beginning level Computer Aided Design experience. Introduces strategies and skills for managing complex architectural models, as well as presentation methods, including Trimble Layout® and third-party rendering plug-ins.

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 179
Perspective Drawing • 5 CR

Introduction of tools and techniques for illustrative graphic presentation of design ideas and products. Students learn advanced perspective drawing methods and practice simple and rapid illustration techniques in various media including graphite, ink, marker pens and collage.

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 instructor.

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 280 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.

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

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

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

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

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.

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.

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:* ART 108.

INDES 360
Introduction to Rhinoceros 3D • 5 CR

Introduces fundamental concepts and methods for planning, organizing, and arranging digital models using Rhinoceros 3D modeling software. Various exercises throughout the quarter will be used to illustrate various strategies for generating three dimensional form using Rhinoceros.

INDES 365
Project Reboot • 5 CR

Uses a variety of digital tools to demonstrate how graphic software can be leveraged to enhance communication of design solutions. This course is focused on the nature of design presentations. This class will make your work look and read better than ever. *Recommended:* A working knowledge of Adobe Creative Suite, SketchUp, AutoCAD, Rhino and Revit.

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. Students may enroll in only one studio course (INDES 370, 371, 372) in any one quarter.

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. Students may enroll in only one studio course (INDES 370, 371, 372) in any one quarter.

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. Students may enroll in only one studio course (INDES 370, 371, 372) in any one quarter.

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, the properties of electric light and daylight, including light source technology and terminology, an overview of energy issues as they relate to lighting, and visual communication of architectural lighting design. The course applies architectural lighting design processes and principles to specific interior design problems. Either INDES191 or INDES391 may be taken for credit, not both. *Prerequisite:* Acceptance to the program or permission of the 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.

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, 1-5 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 (IBP)
ARTS & HUMANITIES

See English Language Institute, pages 145-147.

International Studies
SOCIAL SCIENCE DIVISION

INTST 105
Geography of World Affairs • 5 CR

Offers a geographical perspective on contemporary world problems. Students investigate economic, demographic, social, political, cultural, and environmental issues, with emphasis on interrelationships, patterns, processes, and potential solutions. Same as GEOG 105. Either INTST 105 or GEOG 105 may be taken for credit, but not both.

INTST 123
Introduction to Globalization • 5 CR

Globalization considers the dynamic processes and consequences of human contact over time that cross traditional economic, cultural and geographic boundaries. The course examines the ever increasing flows of goods, people, ideas, capital and services and the subsequent challenges that have emerged for humankind. Same as GEOG 123. Either GEOG 123 or INTST 123 may be taken for credit, but not both.

INTST 150
International Business • 5 CR

Surveys international business and trade. Students focus on the inter-relationships among technology, culture, law, and economics in the contemporary world.

INTST 194/195/196/197
Special Topics in International Studies • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

INTST 198
Seminar in International Studies • V1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 199
Individual Studies in International Studies • V1-10 CR

Covers directed readings, special projects, and independent study by an individual student. Course may be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

INTST 200
States & Capitalism: Origin/ 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 Interactions in An Interdependent World • 5 CR

Critically analyzes the relationship between culture and politics in the contemporary world, focusing on how the systems of meaning and social organization we call 'culture' impact political processes at the local, national, and international levels. Special emphasis on the interaction between 'Western' and 'non-Western' cultures.

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 206-209.

Japanese
ARTS & HUMANITIES DIVISION

See World Languages, pages 206-209.

Marketing Management
INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

MKTG 101
Introduction to Marketing • 5 CR

Provides an introduction to the field of marketing. Students explore the larger business story and how marketing is reshaping that in the 21st century. The class introduces sub disciplines such as advertising, consumer behavior, research, strategy, analytics, creative execution, sales, and customer relationship management. MKTG 101 replaces MKTG 154. Either MKTG 101 or MKTG 154 may be taken for credit, not both. *Recommended:* Take MKTG 101 with one of the following: MKTG 103, 104, 105 or 106 as a block of classes.

MKTG 102
Intro to Digital Marketing Platforms • 5 CR

Provides an introduction to digital marketing concepts and how they can be used in a larger integrated marketing campaign. Students explore search engine marketing (SEM), search engine optimization (SEO), display advertising, online video, social media, mobile marketing, content creation, ecommerce, and digital measurement/analytics. *Prerequisite:* MKTG 101 (may be taken concurrently), or MKTG 154. Recommended: take MKTG 101 with 102, and one of the following: MKTG 103,104,105, or 106 as a block of classes with the same instructor.

MKTG 103
Intro to Sports Marketing • 1 CR

Provides an introduction to the exciting world of sports marketing, as well as the career paths that are available to skilled marketing practitioners. This class is taught in tandem with Introduction to Marketing and Introduction to Digital Marketing Platforms, and offers students the chance to build integrated marketing plans that are specific to the sports industry.

MKTG 104
Intro to Fashion Marketing • 1 CR

An introductory class that connects the essentials of marketing to the fashion industry. Case studies will be presented in class that demonstrate how marketing strategy was applied in a number of fashion-related business activities. Students will engage in business research to uncover problems and opportunities; establish objectives and goals to guide their work; develop a marketing strategy that helps achieve those goals; implement tactics that ladder up to the integrated strategy; and employ metrics to ensure that the marketing campaign was successful.

MKTG 105
Intro to Music Marketing • 1 CR

Provides an introduction to the exciting world of music marketing, as well as the career paths that are available to skilled marketing practitioners. This class is taught in tandem with Introduction to Marketing and Introduction to Digital Marketing Platforms, and offers students the chance to build integrated marketing plans that are specific to the music industry.

MKTG 106
Intro to Film & TV Marketing • 1 CR

Provides an introduction to the exciting world of film and television marketing, as well as the career paths that are available to skilled marketing practitioners. This class is taught in tandem with Introduction to Marketing and Introduction to Digital Marketing Platforms, and offers students the chance to build integrated marketing plans that are specific to the entertainment industry.

MKTG 110
Client Customer Relations • 5 CR

Covers the key elements to providing quality customer service, ensuring repeat business for the company and opportunities for employees to advance their careers. The class explores how to troubleshoot customer concerns, implement company policies, communicate effectively in a service role, and identify opportunities to go above and beyond to create a win-win situation for both parties.

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 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 211
Multicultural Marketing • 5 CR

Explores the large number of underrepresented communities and subcultures that exist within the United States, and how the field of marketing is trying to adapt and change to communicate authentically with these consumers. The class offers students practical, activity-based instruction along with lectures and case studies to provide context and ideas for application. *Prerequisite:* MKTG 200.

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 234
Advertising • 5 CR

Examines advertising's role in society and its relationship to communications and marketing activities. Topics include media terminology, planning and selection, copy writing, and art direction.

MKTG 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 241
Search Engine Strategy • 5 CR

Students will learn the fundamentals of search engine marketing (SEM) and search engine optimization (SEO), and how those skills impact a larger digital framework. While a hands-on course, the curriculum is focused on the application of search skills to craft an integrated marketing strategy and executive vision. *Prerequisite:* MKTG 102.

MKTG 242
Social Media Strategy • 5 CR

Students will learn the fundamentals of social media advertising and marketing, and how those skills impact a larger digital framework. While a hands-on course, the curriculum is focused on the application of social media skills to craft an integrated marketing strategy and executive vision. *Prerequisite:* MKTG 102.

MKTG 243
Mobile Marketing Strategy • 5 CR

Students will learn the fundamentals of mobile advertising and marketing, and how those skills impact a larger digital framework. While a hands-on course, the curriculum is focused on the application of mobile skills to craft an integrated marketing strategy and executive vision. *Prerequisite:* MKTG 102.

MKTG 244
Online Video and TV Strategy • 5 CR

Students will review the evolution from television to online video, including advertising. The class explores how marketing strategies and video tactics support the larger digital framework. While a hands-on course, the curriculum is focused on the application of video skills to craft an integrated marketing strategy and executive vision. *Prerequisite:* MKTG 102.

MKTG 255
Relationship Marketing • 5 CR

Provides an introduction to the field of relationship marketing. Topics include the evolution from one time sales to ongoing brand relationships, lifetime customer value, loyalty programs, customer service software, sales technologies, marketing automation, and customer relationship management (CRM) tools. The class offers students practical, hands-on instruction along with case studies. *Prerequisite:* MKTG 102.

MKTG 261
Marketing Research I • 5 CR

Provides an in-depth look at how marketing utilizes business research to solve problems, uncover opportunities, and drive additional revenue. Students will get hands-on experience with business question formulation, data analysis and interpretation, presenting findings to business leaders, and managerial decision-making. *Prerequisite:* MKTG 102. *Recommended:* take MKTG 261 and 262 as a block of classes with the same instructor.

MKTG 262
Measurement and Analytics • 5 CR

Provides an in-depth look at marketing measurement, reporting and analytics. Students will get hands-on experience with collecting and housing data sets, establishing business rules for data manipulation, aligning key performance indicators to larger business concerns, data visualization techniques, and interpreting and presenting findings key decision makers. *Prerequisite:* MKTG 102. *Recommended:* take MKTG 261 and 262 as a block of classes with the same instructor.

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.

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 084 builds confidence in students who have struggled trying to learn mathematics. Math 084 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:* Permission of instructor.

MATH 085
Elementary Algebra II • 5 CR

Second in a two-quarter sequence of basic algebra using a lecture/work<$!>shop 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
Essentials of Intermediate Algebra • 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 098 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:* Placement by assessment, or 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:* Placement by assessment, MATH 099 with a C or better, or 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 MATH 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, contemporary, or focused topics related to Mathematics. 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 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 255
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 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.

MATH 341
Applied Statistical Methods I • 5 CR

This class covers probability theory and applications including trees and Venn diagrams, conditional probability, contingency tables, independence and Bayes theorem. It will cover random variables and sampling distributions (binomial, Poisson, normal, exponential, geometric and hypergeometric) and their use in confidence intervals and hypothesis testing such as t-tests, z-tests, one and two sample mean and proportions, chi-squared; ANOVA. The focus will be on real world examples from a variety of sources and using statistical software such as Excel, Minitab, SAS or R. Students should expect to produce reports and presentations. *Prerequisite:* BA 240 or entry code.

MATH 342
Applied Statistical Methods II • 5 CR

This class will focus on various types of general linear models including simple and multiple regression, and log-linear models, as well as stepwise regression, logistic regression, and analysis of variance/covariance. The focus will be on real world examples from a variety of sources and using statistical software such as Excel, Minitab, SAS or R. Students should expect to produce reports and presentations. *Prerequisite:* MATH 341 or entry code.

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

Allows for special projects, student research and independent study in Meteorology by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

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 CR

Ensemble provides vocal performance opportunities of traditional choral literature, great masterworks and musical theater scenes. Covers vocal production, reading music, and musical

expression. Includes daily and scheduled rehearsals, and performances outside of class. May be repeated for a maximum of 9 credits. *Prerequisite:* Permission of instructor, upon audition for ensemble.

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 I • 1 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 to 45 minute lesson per week. Private lesson fee is added to normal college fees. May be repeated for a maximum of 3 credits in three quarters. *Prerequisite:* Permission of program chair.

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.

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:* Permission of instructor, upon audition for ensemble.

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 MUSIC 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 MUSIC 106. The ensemble focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. *Prerequisite:* May enroll in 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

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 with a C or better.

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 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 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 with a C or better. *Recommended:* 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 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 231
Introduction to Cloud Architecture and Services • 5 CR

This course addresses the principles and concepts of virtualization and cloud Infrastructure technologies. The course is ideal for gaining a broad understanding of the transition from classic data center, to virtualized data center, to the cloud. *Prerequisite:* TECH 217 with a C or better, and placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better.

NSCOM 235
Cloud Infrastructure • 5 CR

This course addresses the principles and concepts of Storage as a Service (SAAS) and Infrastructure/Networking as a Service (IAAS/NAAS). *Prerequisite:* NSCOM 231 with a C or better.

NSCOM 240
Cloud Services • 5 CR

This course addresses the principles and concepts of Platform as a Service and Software as a Service. *Prerequisite:* NSCOM 231 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.

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 103. 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. *Prerequisite:* NDT 105 and 121 with a C or better. 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. *Prerequisite:* NDT 105 and 121 with a C or better. Previously ENDT 220. Either ENDT 220 or NDT 220 may be taken for credit, but not both.

NDT 221
NDT Skills II • 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. Previously ENDT 231. Either ENDT 231 or NDT 231 may be taken for credit, but not both.

NDT 232
NDT Clinical III • V1-12 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.

NDT 350
EKG Dysrhythmias • 5 CR

This course covers standard EKG placement, cardiovascular anatomy, and physiology, methods of EKG interpretation, and differentiation of normal and abnormal rhythms. Students will learn to recognize sinus, atrial, junctional, and ventricular dysrhythmias. *Prerequisite:* Permission of instructor.

NDT 351
Nerve Conduction Studies • 5 CR

This course covers the use of nerve conduction studies to assess peripheral nervous system damage. After covering electrical safety standards and application of electrodes, students will learn to perform several different nerve conduction studies; to correlate patient histories with current symptoms to determine the appropriate study, and to differentiate between normal and abnormal waveforms. *Prerequisite:* Permission of instructor.

NDT 352
Polysomnography Studies • 5 CR

This course covers polysomnography from initial patient contact through the study and follow-up. Students will be exposed to proper polysomnography instrumentation and recording techniques, technical specifications, and scoring methods. Students will learn to perform all of the discrete tests administered during an overnight sleep study. *Prerequisite:* Permission of instructor.

NDT 353
Evoked Potential Studies • 5 CR

Students will learn to test the integrity of the central nervous system through administering a series of sensory stimulus exams. Students will

be exposed to methods for assessing the visual, auditory, and somatosensory pathways. *Prerequisite:* Permission of instructor.

NDT 450
Intraoperative Monitoring • 5 CR

Intraoperative neurophysiological monitoring or intraoperative neuromonitoring is the use of electrophysiological methods such as electroencephalography, electromyography, and evoked potentials to monitor the functional integrity of certain neural structures during surgery. *Prerequisite:* Permission of instructor.

NDT 451
Long Term Epilepsy Monitoring • 5 CR

Students will learn to conduct a long-term epilepsy monitoring study, beginning with appropriate electrode placement for specific patient needs. Instrumentation for long-term monitoring, preparation of data sheets for seizure tracking, and assessment of results will be covered. Patient safety will be emphasized. *Prerequisite:* Permission of instructor.

NDT 452
Quantitative and Continuous EEG • 5 CR

Quantitative Electroencephalography (QEEG) is the field concerned with the numerical analysis of electroencephalography data and associated behavioral correlates. Continuous EEG (CEEG) monitoring allows uninterrupted assessment of cerebral cortical activity with good spatial resolution and excellent temporal resolution. This procedure provides a means of constantly assessing brain function in critically ill obtunded and comatose patients. *Prerequisite:* Permission of instructor.

NDT 453
Functional MRI and Magnetic Encephalography • 5 CR

In this advanced course, students will explore the various applications for performing fMRI and/or MEG; include perceptual and cognitive brain processes, localizing regions affected by pathology before surgical removal, determining the function of various parts of the brain, and neurofeedback. Students will learn to differentiate between the physiologic information from the EEG and the anatomical information in the MRI. Instrumentation and patient safety will be emphasized. *Prerequisite:* Permission of instructor.

NDT 454
Pediatric EEG Monitoring • 5 CR

In this advanced course, students will learn the theory and practice of pediatric EEG monitoring. They will learn to assess signs and symptoms for pediatric diseases and disorders; students will

also develop skills for recognizing childhood seizure manifestations and classification and other abnormal childhood EEG patterns. The course will cover current medications and their effect on EEG activity. Other therapeutic modalities; mechanical, pharmacological, and surgical will be explored. *Prerequisite:* Permission of instructor.

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 • 2 CR

Examines the function and use of the nuclear medicine gamma camera. Topics include basic electronics, collimators, digital cameras, on-line correction systems, and modifications required for tomographic studies. Students learn quality control and troubleshooting. *Prerequisite:* Acceptance into program.

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 • 2 CR

Covers all aspects of positron emission tomography (PET), including basic principles, instrumentation, PET/CT imaging and quality control, quantitation of radiopharmaceutical uptake, clinical indications for PET imaging, biochemistry of fluorodeoxyglucose (FDG), clinical aspects of FDG imaging, new PET radiopharmaceuticals, and issues relating to reimbursement for PET scans. *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.

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 proce-

dures. 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 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 program chair.

Nursing
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

NAC 096
Nursing Assistant • 7 CR

This non-credit course prepares students for certification as a Nursing Assistant Certified (NAC). The course meets all requirements for lecture, laboratory and clinical components for Nursing Assistant certification. *Prerequisite:* Permission of Instructor. Previously NURS 010. Either NURS 010 or NAC 096 may be taken for credit, but not both.

NAC 106
Nursing Assistant Foundations • 4 CR

Presents anatomy and physiology, resident rights, concepts of death. Provides students with opportunities to learn and practice 22 client care skills in preparation for the Washington state certification examination as a nursing assistant. *Prerequisite:* permission of instructor. *Recommended:* placement by assessment into ENGL& 101. Previously HPRO 117. Either HPRO 117 or NAC 107 may be taken for credit, but not both.

NAC 107
Nursing Assistant Technical Skills • 1 CR

Provides students with opportunities to learn and practice 22 client care skills in preparation for the Washington state certification examination as a nursing assistant. *Prerequisite:* permission of instructor. *Recommended:* placement by assessment into ENGL& 101. Previously HPRO 117. Either HPRO 117 or NAC 107 may be taken for credit, but not both.

NAC 108
Nursing Assistant Practicum • 2 CR

Provides a total of 66 hours of supervised clinical instruction in both long term care and acute care settings. *Prerequisite:* Permission of instructor and NAC 107. May be concurrently enrolled in NAC 107. *Recommended:* Current CPR card, submit a complete Immunization Status form for BC healthcare students, WA state background check, and ability to safely lift 50 lbs. Previously HPRO 118. Either HPRO 118 or NAC 108 may be taken for credit, but not both.

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:* 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. *Prerequisite:* NURS 110X, 111X, and 112X. "

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, psycho-social, 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 198
Independent Study Clinical • V1-6 CR

This is an independent study course where students can engage in clinical experiences to meet learning outcomes that have been determined by student and instructor. *Prerequisite:* Permission of Associate Dean of Nursing.

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 217X
Gerontology Nursing • 3 CR

This course explores the process of aging. Physiological, psychological, sociocultural, ethical, and legal aspects of aging are examined within the context of the family and society. A focus will be on promoting healthy aging. Use of evidence based research findings and assessment tools will be utilized in the course. ***Prerequisite:*** Admission to the program or permission of Associate Dean of Nursing.

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 Nursing • 6 CR

Focuses on the nurse's therapeutic role in maintaining and enhancing mental health. Students learn to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. ***Prerequisite:*** NURS 102X and 102Z.

NURS 221Z
Behavioral Health Clinical • 3 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.

NURS 222Z
Transition to Professional Nursing Practice Clinical • 6 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 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:*** Admission to program.

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:*** Admission to program.

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:*** Admission to program.

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:*** Admission to program.

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:*** Admission to program.

NURS 234X
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 234Y
Professional Role Transitions Skills Lab • 1 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 234Z
Professional Role Transitions Clinical • 6 CR

Provides clinical experience in advanced medical-surgical nursing in a variety of acute care facilities. ***Prerequisite:*** NURS 234X.

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, NURS 100Z, NURS 101X and NURS 101Z.

NURS 301
Transitions to Baccalaureate Nursing • 3 CR

This bridge course provides the conceptual background and essential skills for success in a baccalaureate nursing program and the professional nursing role. Course covers: critical thinking, scholarly writing, communication and leadership skills at the BSN level, as well as the relationship between research, theory, and evidence-based practice. Students will conduct a reflective analysis of life-long learning goals. Prerequisites: Acceptance into BSN program, graduated from state approved associate degree nursing program, and passed NCLEX.

NURS 302
Foundations of BSN Practice • 4 CR

Provides the conceptual background and essential skills for success in a BSN program and the professional nursing role. Course covers: core competencies of professional nursing practice; scholarly writing; nursing ethics and leadership skills; and, the relationship between research, theory, and evidence-based practice. Reflective analysis of life-long learning goals is included. ***Prerequisite:*** Acceptance into BSN program.

NURS 310
Scholarly Inquiry in Nursing • 5 CR

This course examines the nature of inquiry, basic research concepts, language and processes. Content and process will focus on how research contributes to the development of nursing knowledge, improves nursing practice, and enhances professional development and professional accountability. Qualitative and quantitative research methods are compared. Students will critically appraise and interpret nursing research studies in order to enhance their understanding of the research process. Ethical and legal rights of human subjects are explored. Students will explore the considerations of nursing research related to diverse populations. Prerequisites: Acceptance into BSN program, associate degree in nursing from state approved program, and passed NCLEX.

NURS 320
Foundations of Scholarly Inquiry • 3 CR

Examines basic research concepts, language and processes. Content focuses on research contributions to development of knowledge, improving practice, and enhancing professional development/accountability. Research methods are compared, critically appraised and interpreted. Ethical and legal rights of human subjects are explored. Students will explore the considerations of research related to diverse populations. ***Prerequisite:*** Acceptance into BSN program.

NURS 321
Scholarly Inquiry Project Development • 2 CR

Reviews basic research concepts, language and processes. Working in Learning Teams, students develop a research proposal to study a health related issue in a targeted community population. Students increase informational literacy skills to critically appraise and interpret research studies and enhance their understanding of the health related issue. ***Prerequisite:*** Acceptance into BSN program and successful completion of NURS 320.

NURS 350
Perspectives in Global Health • 5 CR

This is an elective course that continues to build upon the community health experience with the ability to apply concepts from community and global health in an international environment. This course expands the focus of the 200 level global health course offered in the ADN program. ***Prerequisite:*** Acceptance into the BSN program.

NURS 360
Management in Healthcare • 4 CR

Focuses on the development management skills assumed by healthcare professionals: delegation of responsibility; networking; facilitation of groups; conflict resolution; case management; and collaboration. Management and organizational theories are studied, evaluated and applied. Concepts include organizational structure, change, managing quality and performance, workplace diversity, budgeting and resource allocation, and delivery systems. Prerequisite Admission into BSN program.

NURS 366
Nursing Ethics • 1 CR

This course focuses on the application of bioethical principles in nursing practice. Students will evaluate moral values and ethical principles from a nursing perspective. Ethical models in nursing will underpin topics presented in Philosophy 365. Topics may include: the nature of the provider-patient relationship, patient decision-making and advocacy, life-sustaining treatments, reproductive issues, euthanasia and physician-assisted suicide, and research ethics. Prerequisites: Admission to BSN program and concurrent enrollment in PHIL 365.

NURS 390
Nursing Management • 3 CR

This course focuses on the development of management skills assumed by professional nurses, including delegation of responsibilities, networking, group facilitation, conflict resolution, case management and collaboration. Management and organizational theories and concepts are studied, evaluated and applied. Concepts addressed include organizational structure, change, managing quality and performance, workplace diversity, budgeting and resource allocation, and delivery systems. Prerequisites: Acceptance into BSN program, associate degree in nursing from state approved program, and passed NCLEX.

NURS 401
Nursing Leadership • 3 CR

Course covers the analysis, integration and application of leadership principles in health care organizations and population-based efforts across the health care delivery system. The focus is on interaction and socialization into the professional leadership role. Emphasis is placed on practical skills needed for nurses to succeed as leaders in today's local, state, national, and global health care environment. ***Prerequisite:*** Acceptance into the BSN program.

NURS 402
Nursing Leadership Fieldwork • 3 CR

This course is designed to provide a mentored nursing leadership practicum that offers the opportunity to integrate knowledge of nursing, leadership and management in a selected healthcare related organization. Learning needs are identified and personal objectives are negotiated with a mentor, emphasizing preparation for advanced leadership and management responsibilities. Practicum seminars focus on current nursing leadership/management issues in a variety of health care environments. ***Prerequisite:*** Acceptance into the BSN program.

NURS 410
Community and Public Health Nursing • 5 CR

This course focuses on the principles, theories, and concepts of community and public health utilized in the role of the professional nurse in community oriented and population focused nursing practice. Analysis, application and evaluation of nursing interventions that include: disease prevention and health promotion,

protection and maintenance within the context of family and community partnerships. Evidence-based practice for the health of individuals, families, aggregate populations, communities and systems on a local to global scale is examined. Analyzes epidemiological, environmental, economic, and socio-cultural issues that impact local, national and global healthcare delivery and functional status. *Prerequisite:* Acceptance into the BSN program and successful completion of NURS 321 and NURS 391.

NURS 411
Community and Public Health Nursing Fieldwork I • 3 CR

This course provides the opportunity for students to apply family and community nursing theory and nursing process to work collaboratively with families and communities in the process of assessment. Students will utilize tools of data collection and analysis to develop a collaborative plan to meet identified needs. *Prerequisite:* Acceptance into BSN program.

NURS 412
Community and Public Health Nursing Fieldwork II • 2 CR

Students apply community and population focus health concepts to develop and implement nursing interventions in a community health nursing project that will address identified problems/needs for groups in the community setting. Group work, field experience and project development provide analysis, application and evaluation of community and population focused nursing processes. *Prerequisite:* Acceptance into BSN program, NURS 410 and NURS 411 (may be taken concurrently with NURS 412).

NURS 420
Leadership in Healthcare • 4 CR

This course covers the analysis, integration and application of leadership principles in health care organizations and population-based efforts across the health care delivery system. The focus is on interaction and socialization into the professional leadership role and skills needed for health care providers as leaders in today's health care environment. *Prerequisite:* Acceptance into BSN program.

NURS 450
Nursing Health Information Technology • 3 CR

This course is an introduction to health information systems and informatics concepts encountered in healthcare settings. The course is designed to enable students to use information management and patient care technologies to deliver safe and effective care to diverse patient populations in a variety of settings. Students

will explore the nurse's role in implementing advanced technology and identifying the impact of health information systems. *Prerequisite:* Acceptance into the BSN program.

NURS 451
Nursing Health Information Technology Fieldwork • 3 CR

This course is designed to provide a mentored nursing informatics practicum that offers the opportunity to integrate knowledge of nursing with the application of health care information technology and informatics. Learning needs are identified and personal objectives are negotiated with a mentor, emphasizing preparation for the role of the nurse in the health IT environment. Students will have a "hands-on" experience in healthcare information technology while working with a mentor. Practicum seminars focus on current issues in healthcare technology and implementation and management of technology in a variety of healthcare environments. *Prerequisite:* Acceptance into BSN program and NURS 450.

NURS 460
Health Information Technology • 4 CR

This course is an introduction to health information systems and informatics concepts encountered in healthcare settings. The course is designed to enable students to use information management and patient care technologies to deliver safe and effective care to diverse patient populations in a variety of settings. *Prerequisite:* Acceptance into BSN program.

NURS 485
Fieldwork in Community and Public Health Nursing • 5 CR

This course provides fieldwork for students to apply nursing theory and nursing process while working collaboratively with families, communities, and populations. Fieldwork experience focuses on health promotion, disease prevention, patient education, and case management. *Prerequisite:* Admission into BSN program. *Recommended:* NURS 410 as a prerequisite or corequisite.

NURS 490
BSN Senior Portfolio • 1 CR

The senior nursing portfolio project is a purposeful collection of materials that documents the student's academic and professional development throughout the RN-BSN program. The portfolio is designed to foster student empowerment through analysis and critique of one's own work and self-awareness through reflection and self-evaluation. It serves as a method of measuring achievement of course

and program outcomes. *Prerequisite:* Acceptance into BSN program and NURS 410, 411, and 412.

Nutrition
SCIENCE DIVISION

NUTR 100
Survey of Nutrition • 5 CR

A 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. Either NUTR 130 or NUTR& 101 may be taken for credit, but not both.

Occupational and Life Skills
SELECTIVE DEGREE PROGRAM

OLS at Bellevue College is an innovative 90-credit associate degree program unlike any other program in the nation. This program gives adults with cognitive disabilities the opportunity to acquire an accredited college degree that leads to post – graduation employment rates well above the national average. The curriculum is occupational and life skills based taught through scaffold instruction and universal design. All OLS courses focus on developing critical thinking skills, soft skills, and self – determination skills. Courses incorporate service learning in the community with local businesses as a way to help students utilize new skills outside of the classroom. Students create a career pathway over a three year period that is specific to their self – identified skills, strengths, and passions. An internship of 200 hours related to that career pathway is completed during their last 2 quarters. Additional information can be found at *www.OLSatBellevueCollege.com*. No courses offered summer quarter.

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 • 2 CR
Explores healthy and unhealthy relationships emphasizing strategies to maintain a healthy relationship in various environments. Disability disclosure in social situations is discussed. Students learn strategies to manage conflict. *Prerequisite:* Acceptance to the program and OLS 110.

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 effects 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 builds 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

effects 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 • 2 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.

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 • 2 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 • 2 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 • 1-2 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.

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 overfishing, 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

Allows for special projects, student research and independent study in Oceanography by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Parent Education & Early Learning
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

PARED 011
Parent and Infant Lab I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages newborn through two years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 021
Parent and Infant Lab II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages newborn through two years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 031
Parent and Infant Lab III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages newborn through two years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion,

and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 012
Toddler Observation Lab I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages two through three years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 022
Toddler Observation Lab II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages two through three years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 032
Toddler Observation Lab III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages two through three years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 013
Child Study Lab Three Year Olds I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through four years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 023
Child Study Lab Three Year Olds II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through four years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion,

and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 033
Child Study Lab Three Year Olds III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through four years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 014
Child Study Lab Four Year Olds I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages four through five years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 024
Child Study Lab Four Year Olds II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages four through five years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 034
Child Study Lab Four Year Olds III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages four through five years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 015
Child Study Lab Five Year Olds I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages five through six years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and

observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 025
Child Study Lab Five Year Olds II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages five through six years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 035
Child Study Lab Five Year Olds III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages five through six years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 016
Creative Activities Lab I • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through seven years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 026
Creative Activities Lab II • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through seven years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion, and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 036
Creative Activities Lab III • 3 CR

Provides education and personal exploration opportunities for parenting the young child ages three through seven years old. Students will explore the cognitive, emotional, social and physical development of the young child through research based information, discussion,

and observation. Students will observe and practice models of child guidance practices and techniques in the laboratory classrooms.

PARED 065
Special Topics in Parent Education • 1 CR

Allows specialized, supplemental, or in-depth study of Parent Education topics. Specific topics are announced in the course schedule.

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

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

Philosophy
ARTS & HUMANITIES DIVISION

The Philosophy Department offers a wide variety of courses 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 *www.bellevuecollege.edu/philosophy/*.

PHIL& 101
Introduction to Philosophy • 5 CR

This course introduces some current and traditional problems in philosophy (e.g. the nature of reality, the justification of knowledge, the nature of mind, morality, aesthetic experience). Students examine the diverse views and arguments and develop basic philosophy skills including critical reasoning and conceptual analysis.

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. Previously PHIL& 106. Either PHIL& 106 or PHIL& 120 may be taken for credit, but not both.

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

Explores the philosophical foundations of politics and political activity. Organized around key political and philosophical concepts, such as authority, citizenship, equality, justice, liberty, power, rights, and sustainability. Same as POLS 201. Either PHIL 201 or POLS 201 may be taken for credit, not both.

PHIL 206
Philosophy of Feminism • 5 CR

"A woman may as well grow a beard as be a philosopher" according to Immanuel Kant. Was he right? Develop an understanding of feminism through a theoretical, humanities based framework employing a contemporary feminist analysis of philosophical theories, including ethics, metaphysics and epistemology.

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 360
Business Ethics Theory and Practice • 5 CR

Investigates ethical problems in business through ethical theory and case studies. Involves original research and discussion of business related ethical issues such as social responsibility in corporate governance, proprietary information, whistle-blowers, sustainability and equity in hiring and advancement. This course is intended for students in four-year business programs.

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.

PHIL 375
Ethical Issues in Information Technology • 5 CR

Investigates ethical problems relating to information technology through ethical theory and case studies. Involves in-depth and original research and discussion of ethical issues including privacy, control of information and intellectual property rights. Designed for students in four-year Information Technology degree programs at Bellevue College. *Prerequisite:* Acceptance to the program or permission of the 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 • 1-2 CR

Provides cardiovascular improvement, changes metabolism, and burns body fat. Students exercise to music during the entire class period. A low-impact option is also available to promote cardiovascular benefit, fat burning, and toning without the stress of jumping.

PE 104**
Capoeira • 1 CR

An aerobic form of exercise combining basic dance and martial arts movements performed to the beat of Brazilian drums. Developed in Brazil by African slaves integrating characteristics of both cultures.

PE 105**
Yoga • 1 CR

Introductory and intermediate yoga techniques will be introduced to develop balance, core strength, flexibility, and joint stability. Students gain a greater understanding of the relationship

between the mind and body and the importance of exercise in promoting health and reducing stress.

PE 106**
Beginning Golf • 1 CR

Introduces basic skills and techniques of golf. Students practice grip, stance, swing, use of various clubs, rules, scoring, and the etiquette of the game.

PE 107**
Basketball • 1 CR

Introduces basic skills and techniques of basketball. Students practice shooting, passing, dribbling, footwork, rebounding, defense, and combining individual offensive and defensive techniques into play patterns.

PE 108**
Tennis • 1 CR

Introduces basic skills and techniques of tennis. Students practice serves, forehand drive, backhand drive, volley, grip, footwork, and rules and etiquette. Student must supply own racquet.

PE 109**
Pickleball • 1 CR

Introduces the basic skills and techniques of pickleball. Students learn grip, strokes, footwork, and strategies, and practice court coverage through drills and competition.

PE 110**
Life Fitness Training I • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition.

PE 111**
Life Fitness Training II • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. *Prerequisite:* PE 110.

PE 112**
Life Fitness Training III • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. *Prerequisite:* PE 111.

PE 114**
Beginning Rock Climbing • 1 CR

Introduction to basic rock climbing techniques, equipment, belay, and safety and risk assessment issues. Class meets off campus at a designated local indoor climbing wall for weekly climbing and instruction sessions.

PE 115**
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 148
Yoga Instructor Techniques I • 3 CR

Provides in depth knowledge and preparation for learning to teach yoga in a yoga studio, classroom, private or work setting. This course provides an overview of yoga postures and poses in several different styles of yoga, injury precautions, how to teach the postures, and yogic philosophy and techniques. For Yoga Instructor Certificate students only. *Prerequisite:* Instructor permission.

PE 149
Yoga Instructor Techniques II • 2 CR

Provides in depth knowledge and preparation for learning to teach yoga in a yoga studio, classroom, private or work setting. The analytical training in the practice of yoga postures and techniques will be applied to assisting, demonstrating, and teaching methodology. For Yoga Certificate students only. *Prerequisite:* PE 148.

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.

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& 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

Allows for special projects, student research and independent study in Physics 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

Allows for advanced special projects, student research and independent study in Physics by an individual student. May be repeated for a maximum of 15 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 I • 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 II • 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 III • 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 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

Explores the philosophical foundations of politics and political activity. Organized around key political and philosophical concepts, such as authority, citizenship, equality, justice, liberty, power, rights, and sustainability. 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 206
International Human Rights • 5 CR

This course focuses on the global movement to fight injustice and promote human rights. The course's primary objectives are to enhance student understanding of international human rights violations and to empower students to be change-agents in the struggle to bring greater justice and security to people around the world.

POLS 220
Introduction to Law • 5 CR

Explores the central role of law in economic, political, and social processes; investigates the primary types of legal actors and institutions and compares them across different national and international contexts; helps 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
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 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. *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 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 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 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 with a C or better.

PROG 140
SQL & Relational Database Programming • 5 CR

Students learn to apply relational database theory by creating databases, tables, views and indexes in a server environment. Focus is on developing complex SQL queries to retrieve meaningful information and on developing procedures to manipulate data. SQL server and related client tools are used in all work. *Prerequisite:* DBA 130 and choose one of PROG 113, or PROG 117, or PROG 118.

PROG 160
Systems Analysis & Design • 5 CR

Examines the system-development cycle in depth. Topics include, problem identification, problem solving, and information-gathering techniques. Current structured tools are used to describe business rules and objects, data flow, data structures, and process flow and documentation. Creative problem solving and working in a team environment are stressed. *Prerequisite:* Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better. .

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 • V1-5 CR

Covers directed readings, special projects, and independent study by a student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

PROG 209
Client-Side Web Programming I • 5 CR

Students learn and practice the principles of web application development. Students utilize HTML5 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 and PROG 209 with a C or better.

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.

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 & Imaging Sciences
HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

Radiation & Imaging Management (RAIM)

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.

Radiation & Imaging 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
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. *Prerequisite:* acceptance into the program.

DOSM 395
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. *Prerequisite:* acceptance into the program.

DOSM 396
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. *Prerequisite:* acceptance into the program.

DOSM 397
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. *Prerequisite:* acceptance into the program.

DOSM 399
Individual Study in Medical Dosimetry • V1-5 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 264 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 264 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 264 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 442
Brachythearpy 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.

Radiation & Imaging
Radiologist Assistant (RADA)

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, fistulosinogram, 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.

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 and acceptance into program.

Radiation & Imaging Technology (RAIT)

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 and BIOL&242 and permission of instructor, or enrollment in the program.

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. *Prerequisite:* BIOL&241 and BIOL&242 and permission of instructor, or enrollment in the program.

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. *Prerequisite:* BIOL&241 and BIOL&242 and permission of instructor, or enrollment in the program.

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 • V1-12 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 within the past 36 months with a grade of 2.7 (B-) or better and permission of instructor.

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. *Prerequisite:* RAIT 301, or permission of instructor.

RAIT 316
Clinical Practicum in Magnetic Resonance Imaging • V1-12 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 within the past 36 months with a grade of 2.7 (B-) or better 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 • V1-12 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 within the past 36 months with a grade of 2.7 (B-) or better and permission of instructor.

RAIT 325
Mammography • 5 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
Breast Ultrasound Equipment • 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 • 5 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 • V1-12 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 ARMDS. *Prerequisite:* Acceptance to the program or permission of instructor.

RAIT 341
Clinical Practicum for Fetal Echocardiography • V1-12 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 • V1-12 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. *Prerequisite:* permission of instructor.

RAIT 361
Clinical Practicum Positron Emission Tomography • V1-12 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 411
Clinical Practicum II in CT • V1-11 CR

Provides the opportunity to develop required competencies for advance certification in Computed Tomography Imaging. Includes 40 hours per week for 1 – 11 weeks in an MRI department. *Prerequisite:* RAIT 311 Clinical Practicum in Computed Tomography, and 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 416
Clinical Practicum II in MRI • V1-11 CR

Provides the opportunity to develop required competencies for advance certification in Magnetic Resonance Imaging. Includes 40 hours per week for 1 – 11 weeks in an MRI department. *Prerequisite:* RAIT 316 Clinical Practicum in Magnetic Resonance Imaging, and permission of instructor.

RAIT 421
Clinical Practicum II in Vascular Interventional • V1-11 CR

Provides the opportunity to develop required competencies for advanced certification in Interventional Vascular Technology. The course includes 40 hours per week for 1 – 11 weeks in an IR department. *Prerequisite:* RAIT 321 Interventional Procedures Clinical and permission of instructor.

RAIT 430
Neurosonology • 3 CR

This course will allow the student to further explore the concepts of ultrasound of the brain and spinal cord of the neonate patient. Emphasis will be placed on normal and congenital neurological disease. Scanning protocols will be introduced as well as specific medical needs of the critically ill neonate and pediatric patient. *Prerequisite:* Acceptance into program or permission of program chair.

RAIT 434
Musculoskeletal Ultrasound – Lower Extremity • 3 CR

This course provides direct learning of the advanced concepts of sonographic imaging of the lower extremities. Scanning protocols will be included, as well as specific techniques including augmentation of the joints and interventional musculoskeletal ultrasound. *Prerequisite:* Acceptance into program or permission of the instructor.

RAIT 440
Pediatric Sonography • 5 CR

This course provides direct learning of the advanced concepts of sonographic imaging of the abdomen and pelvis of the pediatric patient. Scanning protocols will be included, as well as specific medical needs of the critically ill neonate and pediatric patient. *Prerequisite:* Acceptance into program or permission of program chair.

RAIT 444
Musculoskeletal Ultrasound – Upper Extremity • 3 CR

This course provides direct learning of the advanced concepts of sonographic imaging of the upper extremities. Scanning protocols will be included, as well as specific techniques including augmentation of the joints and interventional musculoskeletal ultrasound. *Prerequisite:* Acceptance into program or permission of the instructor.

RAIT 455
Nuclear Medicine Concept Integration • 2 CR

Brings together the different aspects of nuclear medicine and provides the student with an opportunity to integrate theory and practice. Using a series of scenarios, students prepare short papers and participate in discussions on how they would handle each situation. *Prerequisite:* Acceptance into the BAS Nuclear Medicine concentration.

RAIT 461
Clinical Practicum II in PET 9 CR

Provides the student the opportunity to develop required competencies for certification in Positron Emission Tomography. The course includes approximately 300 hours in one or more PET departments and clinics. The student will work with combined PET/CT scanners, but this course will not address clinical training in computed tomography. *Prerequisite:* Permission of instructor. *Recommended:* RAIT 361.

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.

RAIT 494
Radiation & Imaging Sciences Special Topics • V1-5 CR

Presents advanced or specialized topics in the field of Radiation & Imaging Sciences. Topics focus on new and emerging trends. Examples include new technology, techniques, clinical research, etc. Specific topics are announced in the quarterly schedule. *Prerequisite:* Permission of instructor.

RAIT 495
Radiation & Imaging Sciences Special Topics • V1-5 CR

Presents advanced or specialized topics in the field of Radiation & Imaging Sciences. Topics focus on new and emerging trends. Examples include new technology, techniques, clinical research, etc. Specific topics are announced in the quarterly schedule. *Prerequisite:* Permission of instructor.

RAIT 496
Radiation & Imaging Sciences Special Topics • V1-5 CR

Presents advanced or specialized topics in the field of Radiation & Imaging Sciences. Topics focus on new and emerging trends. Examples include new technology, techniques, clinical research, etc. Specific topics are announced in the quarterly schedule. *Prerequisite:* Permission of instructor.

RAIT 497
Radiation & Imaging Sciences Special Topics • V1-5 CR

Presents advanced or specialized topics in the field of Radiation & Imaging Sciences. Topics focus on new and emerging trends. Examples include new technology, techniques, clinical research, etc. Specific topics are announced in the quarterly schedule. *Prerequisite:* 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.

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 • V1-12 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 • V1-12 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
Patient Care in Radiology I • 2 CR

Presents basic nursing procedures, emphasizing the role of the radiologic technologist in various patient-care situations. Incorporates seven hours of AIDS and blood-borne pathogen education. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 121
Patient Care in Radiology II • 3 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 194/195/196/197
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 • 1-3CR

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

Gender studies at Bellevue College provides students with an opportunity to explore sex, gender and sexuality through an interdisciplinary lens. Students pursuing an Associate in Arts and Science transfer degree may elect to complete an Academic Concentration in Gender Studies by completing 20 credits from a focused list of courses (with a grade of C- or better in each course). Gender Studies in Bellevue College is administered and managed through the Sociology Program, so interested students should contact the Sociology Program Chair for advising and paperwork.

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 249
Disability in Society • 5 CR

What is 'disability?' What does it mean to be a person living with a disability? Explore how history and culture shape the experiences of people with disabilities. Topics include eugenics, popular representations like the 'freak show,' the Disability Rights Movement, and the relationship of disability, gender, race, and class.

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.

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 255
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

See World Languages, pages 206-209.

Technical Support
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, storage, system optimization, motherboards, printers, and system 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 with a C or better. Recommended IT 101 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 command-line and Windows configuration, resource management, advanced troubleshooting, virtualization, mobile computing, introductory network installation and configuration, basic electrical concepts and measurement. 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:* IT103 or NSCOM201, or admission into BAS Application Development concentration and permission of BAS program manager.

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 • V4-6 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 294/295/296/297
Technical Support Internship II • 4 CR

Continues TECH 293, for additional non-paying credit-earning, on-the-job experience in technical support. For NSCOM degree students only. ***Prerequisite:*** TECH 293 at BC and 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 130*
Jazz Technique I • 2 CR

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

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.

DRMA 106
History of 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 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.

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 of set and property construction and painting. 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 theater. Students rehearse and perform selected scenes in class. *Prerequisite:* DRMA 251.

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 highlighter. *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 Performance • 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 proofreading 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.

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

American Sign Language

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 (previously ASL 102). Topics include rules and syntax, and use of illustrated techniques to describe signs. *Prerequisite:* ASL& 122 (previously ASL 102).

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 199
Individual Studies in American Sign Language • V1-5 CR

Covers individual projects in American Sign Language by an individual student. *Prerequisite:* Permission of instructor.

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 (previously ASL 103) with a C- or better or permission of instructor.

ASL& 222
American Sign Language V • 5 CR

Continues ASL& 221 (previously 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 (previously ASL 201) with a C- or better or permission of instructor.

ASL& 223
American Sign Language VI • 5 CR

Continues ASL& 222 (previously 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 (previously ASL 201) with a C- or better or permission of instructor.

ASL 299
Individual Studies in American Sign Language • V1-5 CR

Covers individual projects in American Sign Language by an individual student. *Prerequisite:* 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 121. *Prerequisite:* ARAB 121 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& 121
Chinese I • 5 CR

Introduces basic functional language ability by acquiring vocabulary and skills in grammar, pronunciation, and the Pinyin (Romanized) writing system. Students practice sounds and tones, vocabulary, grammatical constructions and practice pronunciation and Chinese characters writing. Includes listening, speaking, reading and writing skills using traditional and simplified characters. Course includes elements of Chinese culture, art, and music.

CHIN& 122
Chinese II • 5 CR

Introduces functional language ability in spoken and written Chinese. Continues elements of Chinese culture. Students practice sounds and tones, vocabulary, and grammatical constructions, practice pronunciation and Chinese characters writing and use Chinese in authentic situations. *Recommended:* CHIN& 121 or permission of instructor.

CHIN& 123
Chinese III • 5 CR

Further expands functional language ability in spoken and written Chinese. Students practice sounds and tones, vocabulary, and grammatical constructions and both traditional and both traditional and simplified characters and practice using Chinese in authentic situations. Continues understanding of Chinese culture. *Prerequisite:* CHIN& 122 or permission of instructor.

CHIN 194/195/196/197
Special Topics in Chinese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

CHIN 199
Individual Studies in Chinese • V1-5 CR

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

CHIN& 221
Chinese IV • 5 CR

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese grammar, expand vocabulary, and improves productive and receptive language skills within a cultural context. Includes both traditional and simplified characters. Increases understanding of Chinese culture. *Prerequisite:* CHIN& 123 or 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& 121. *Prerequisite:* FRCH& 121 or permission of instructor.

FRCH 131
Language & Culture Immersion-Beg 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-Introductory 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- intermédiaire) the opportunity to expand and improve spoken and written skills. Continues FRNCH 122. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement by approved host institution and permission of instructor.

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& 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 231
Language & Culture Immersion-Basic 2nd Year French • 5 CR

Gives a student with a general understanding of spoken and written functional language (intermédiaire) 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 (intermédiaire avancé) to expand their ability to explain a variety of general and specific information using advanced intermediate functional language. Continues FRNCH 221. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement by approved host institution and permission of instructor.

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 (avancé) the opportunity to enhance their use of advanced oral and written French. Continues FRNCH 222. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement by approved host institution and permission of instructor.

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.

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 194/195/196/197
Special Topics in German • V1-5 CR

Allows specialized or in-depth study of subjects related to German language and culture. *Prerequisite:* Current German students.

GERM& 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.

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 commu-

nication 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.

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

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.

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.

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 199/299
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.

College Policies

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 Affairs 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 Procedures

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 when-

ever 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: *www.bellevuecollege.edu/policies/id-1450p/*

Student Academic Dispute Resolution Procedure can be viewed at: *www.bellevuecollege.edu/policies/id-1450p2/*

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. Violation of this policy will be reason for appropriate personnel action, or for mandatory evaluation/treatment for substance abuse. Any personnel actions and student violations will be processed in accordance with state regulations, bargaining unit agreements, student conduct code, or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon the specific circumstances.

Employees must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Bellevue College or while conducting Bellevue College business. An employee shall report any such conviction to her/his supervisor within five (5) days after the conviction. Bellevue College must report the conviction to the appropriate federal grant/contracting agency within ten (10) days after having received notice that a person employed under a federally-sponsored grant or contract has any drug statute conviction or violation occurring in the workplace.

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 Affairs.

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 Affairs identifying the record(s) the student wishes to inspect.

3. The Vice President of Student Affairs 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 Affairs, 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: *www. bellevuecollege.edu/policies/id-1440/*

Discrimination Complaint Resolution Procedures can be viewed at: *www.bellevuecollege. edu/policies/id-1440p/*

General Complaint Resolution Procedures can be viewed at: *www.bellevuecollege.edu/policies/id-1450p/*

Smoking on Campus

In accordance with the Washington Clean Indoor Air Act of 1985 (RCW 70.160) and in recognition of the Executive Order Establishing Governor's Policy on Smoking in State Facilities, it shall be the policy of Bellevue College to limit smoking and tobacco use on campus as follows:

- Smoking, use of electronic cigarettes and tobacco use is permitted only in designated locations.
- Smoking, use of electronic cigarettes and tobacco use is prohibited in college vehicles.

To view additional Smoking On Campus policy information view: *www.bellevuecollege.edu/policies/id-6350/*

2050 Student Code

Original Date: 6/11/1992
Last Revision Effective: 3/24/2015
Policy Contact: Vice President, Student Affairs
Excerpt from Policy

Authority

The board of trustees, acting pursuant to RCW 28B.50.140, delegates to the president of Bellevue College the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs and/or designated student conduct officer. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

Statement of Student Rights

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

Student Rights and Freedoms

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

Academic Freedom

A. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

B. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 50.090 (3)(b).

C. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

D. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

Due process

A. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

B. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

C. A student accused of violating this Code of Student Conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Prohibited Student Conduct

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. **Academic Dishonesty.** Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.

    a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

    b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas,

writings, or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

2. **Other Dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:

a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

b) Tampering with an election conducted by or for college students; or

c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

3. **Obstruction or Disruption.** Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

4. **Assault.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:

a) Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.

b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.

5. **Cyber-Misconduct.** Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's

email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.

6. **Property Violation.** Damage to, or theft or misuse of, real or personal property or money of the college or state; any student or college officer, employee, or organization; or any other member of the college community or organization; or possession of such property or money after it has been stolen.

7. **Failure to Comply with Directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

8. **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

a) Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties, or

b) Students with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view, or

c) The president or his delegate may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein.

9. **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

10. **Alcohol, Drug, and Tobacco Violations.**

a) Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

b) Marijuana. The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

c) Drugs. The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined

in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.

d) Tobacco, electronic cigarettes and related products. The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

11. **Lewd Conduct.** Conduct which is lewd or obscene.

12. **Discriminatory conduct.** Discriminatory conduct which harm or adversely affect any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification.

13. **Sexual Misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

a) Sexual Harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

b) Sexual Intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

c) Sexual violence. "Sexual violence" is a type of sexual harassment and includes non-consensual intercourse, non-consensual sexual contact, sexual coercion, sexual exploitation, and stalking. The term further includes acts of dating or domestic violence.

i. Consent requires knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or

sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

   ii. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

   iii. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

   iv. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

   v. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

   vi. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.

14. **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

15. **Retaliation.** Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

16. **Misuse of Electronic Resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:

   a) Unauthorized use of such resources or opening of a file, message, or other item;

   b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

   c) Unauthorized use or distribution of someone else's password or other identification;

   d) Use of such time or resources to interfere with someone else's work;

   e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

   f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

   g) Use of such time or resources in violation of applicable copyright or other law;

   h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

   i) Failure to comply with the college's electronic use policy.

17. **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

18. **Safety Violations.** Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

19. **Violation of Other Laws or Policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

20. **Ethical 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 a course or is pursuing as an educational goal or major. In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

The full Student Code can be viewed at:

www.bellevuecollege.edu/ policies/id-2050/
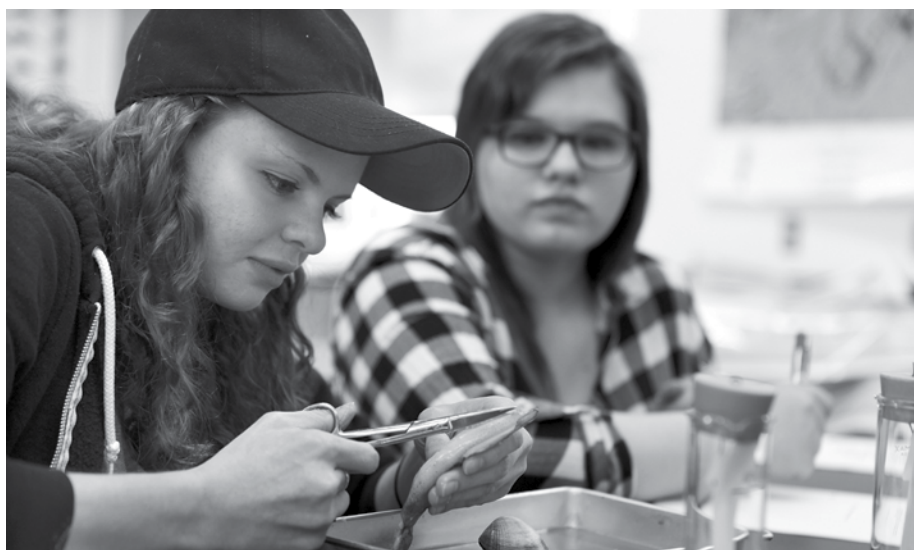
Bellevue College is accredited by the Commission on Colleges and Universities of the Northwest of Schools and of Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond WA 98052

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Dean, Library Media Center: Dr. Vivienne McClendon

Director, Academic Success Center: Carol T. Grant

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Director, HSP/CEO: Glen Jackson

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Deans & Program Chairs

Arts & Humanities: Dr. Margaret Harada

Institute for Business & Information Technology: Jody Laflen

Health Sciences, Education & Wellness Institute: Dr. Leslie Heizer-Newquist

Science: Dr. Rob Viens

Social Science: Virginia Bridwell

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Arts & Humanities Division

Assistant Dean: Scott Bessho

Associate Dean: Tuan Dang

Director of Division Operations: Susan Roselle

Art: Ross Brown

Communication Studies: Katherine Oleson

Theatre Arts: Tammi Doyle

English: Scott Bessho

English: Elizabeth Harazim

English Language Institute – International Business Programs & Community: Ivan Breen

Dev Ed/ESL: Jean Pauley

Dev Ed/ABE/GED: Tonya Estes

Experiential Learning: Cheryl Vermilyea

Interior Design: Daniel Beert

Music: Tom Almli

Philosophy: Russ Payne

World Languages: Eva Norling

Health Sciences, Education & Wellness Institute

Assistant Dean: Ray Butler

Division Director of Operations: Chelsie Hanks

Alcohol & Drug Counseling: Paul Weatherly

Allied Health: Dave Rex (Director)

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Diagnostic Ultrasound: Terry Hatcher

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Nuclear Medicine Technology: Jennifer Prekeges

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Physical Education/Health: Ray Butler

Radiation Therapy: Subramanya Betageri

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Radiologic Technology: Kris L. Miller

Health & Physical Education: Ray Butler

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Business Technology System (BTS): Suzanne Marks

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Yoshino, Mark, Physical Education
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A.A., Presentation College/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 education or eLearning

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)

An exam resulting in 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 Title
ABE	Adult Basic Education
ACCT& and ACCT	Accounting
ADFIT	Fitness Center
AHE, AHEA, AHEE, AHEP, and AHEL	Allied Health
ALDAC	Alcohol & Drug Counseling
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
BUSIT	Business Intelligence
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
DA	Data Analytics
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 Learning and Teacher Education
ECON& and ECON	Economics
EDUC& and EDUC	Education
ELENG	English Language Institute Academic and Professional English
ELIUP	English Language Institute University Prep
ENGL& and ENGL	English
ENGR& and ENGR	Engineering
ENVS& and ENVS	Environmental Science
ESL	English as a Second Language
EXPRL	Experiential Learning
FRCH& and FRCH	French – World Languages
GEOG& and GEOG	Geography
GEOL and GEOL&	Geology
GERM& and GERM	German - World Languages
HCML	Health Management and Leadership

Course Prefix	Department Title
HCTM	Healthcare Informatics
HD	Human Development
HIST& and HIST	History
HLTH	Health
HPM	Health Promotion and Management
HSC (formerly GED)	High School Completion
HSSA&	Alcohol & Drug Counseling
IBP	International Business Professions Program
ID	Individual Development
IMAGE	Imaging
INFO	Library Science
ISIT	Information Systems and Technology
IT	Information Technology
INDES	Interior Design
INTER	Interdisciplinary Studies
INTST	International Studies
ITAL	Italian – World Languages
JAPN& and JAPN	Japanese – World Languages
MATH& and MATH	Mathematics
MBS	Molecular Biosciemces
METR	Meteorology
MKTG	Marketing Management
MUSC& and MUSC	Music
NAC	Nursing Assistant Certified (Nursing)
NDT	Neurodiagnostic Technology
NMTEC	Nuclear Medicine Technology
NSCOM	Network Services & Computing Systems
NUTR& and NUTR	Nutrition
NURS	Nursing
OCEA& and OCEAN	Oceanography
OLS	Occupational & Life Skills
PARED	Parent Education
PE	Physical Education
PHIL& and PHIL	Philosophy
PHYS& and PHYS	Physics
POLS& and POLS	Political Science
PROG	Programming
PSYC& and PSYC	Psychology
RADON	Radiologic Therapy
RAIM	Radiation & Imaging Management
RAIT	Radiation & Imaging Technology
RATEC	Radiologic Technology
RECED	Recreational Education
SOC& and SOC	Sociology
SPAN& and SPAN	Spanish - World Languages
TECH	Technical Support
TRANS	Translation & Interpretation
WLANG	World Languages

Index

NOTES

2016-2017 Academic Calendar

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 17: End of quarter and Commencement			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Finals	16 Finals	17 Finals Commencement	18
19	20	21	22	23	24	25
26	27 Summer Qtr Begins	28	29	30		

July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 HOLIDAY	5	6 Count Day	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 Finals Qtr Ends	12	13
14	15	16	17	18	19	20 POWER DOWN
21	22	23	24	25 Last Day Extended Summer Qtr	26	27
28	29	30	31			

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9/15 Opening Activities: Offices closed. 9/16 Opening Activities: Offices open.				1	2	3
4	5 HOLIDAY	6	7	8	9	10
11	12	13	14	15 Opening Activities	16 Opening Activities	17
18	19 Fall Qtr Begins	20	21	22	23	24
25	26	27	28	29	30 Count Day	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10/18 Non-contract day for Faculty: No day or evening classes. Offices open.						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 NO CLASS	19	20	21	22
23 / 30	24 / 31	25	26	27	28	29

November 2016

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 HOLIDAY	25 HOLIDAY	26
27	28	29	30			

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12/5 Faculty Professional Development Day No day or evening credit classes. Offices open.				1	2	3
4	5 NO CLASS	6 Finals	7 Finals	8 Finals Qtr Ends	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 HOLIDAY	24
25	26 HOLIDAY	27	28	29	30	31

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3 Winter Qtr Begins	4	5	6	7
8	9	10	11	12	13	14
15	16 HOLIDAY	17 Count Day	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2/9 College Issues Day: No day or evening classes. Offices closed.			1	2	3	4
5	6	7	8	9 NO CLASS	10	11
12	13	14	15	16	17	18
19	20 NO CLASS	21	22	23	24	25
26	27	28	2/20 Classified Staff Professional Development Day: No day or evening classes. Offices closed.			

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3/7 Faculty Professional Development Day No day or evening credit classes. Offices open.			1	2	3	4
5	6	7 NO CLASS	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Finals	22 Finals	23 Finals Qtr Ends	24	25
26	27	28	29	30	31	

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Spring Qtr Begins	4	5	6	7	8
9	10	11	12	13	14 Count Day	15
16	17	18	19	20	21	22
23 / 30	24	25	26	27	28	29

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 HOLIDAY	30	31			

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 16: End of quarter and Commencement				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Finals	15 Finals	16 Finals Commencement	17
18	19	20	21	22	23	24
25	26 Summer Qtr Begins	27	28	29	30	

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 HOLIDAY	5 Count Day	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24 / 31	25	26	27	28	29

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Finals Qtr Ends	11	12
13	14	15	16	17	18	19 POWER DOWN
20	21	22	23	24 Last Day Extended Summer Qtr	25	26
27	28	29	30	31		

Curriculum subject to change. For most current information, visit us at: **www.bellevuecollege.edu**

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