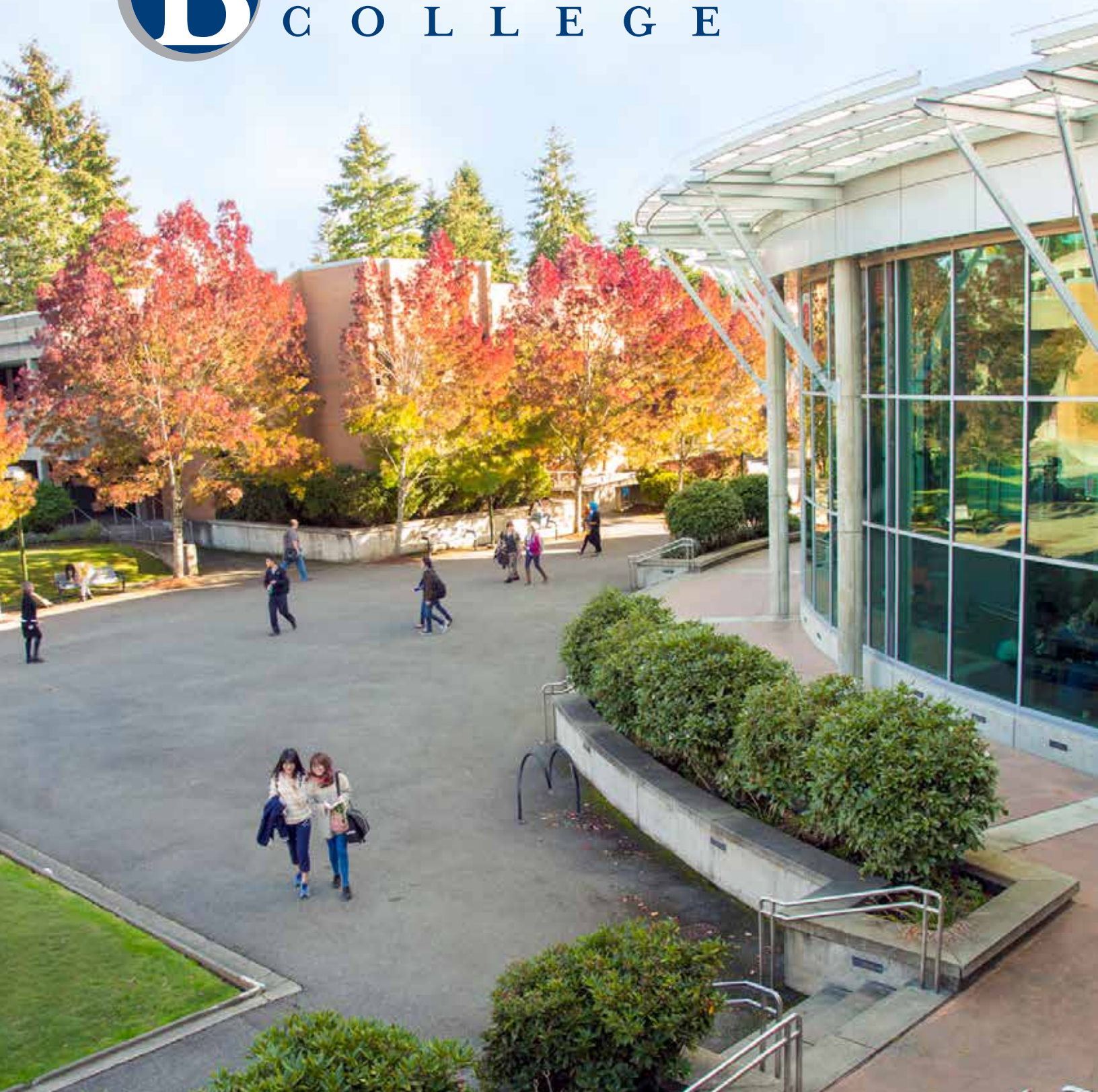




BELLEVUE
C O L L E G E



2017-18 COURSE CATALOG

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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
Center for 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



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

Student Right to Know

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

Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations.

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; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Bellevue College no discrimina por motivos de raza u origen étnico, credo, color, origen nacional, sexo, estado civil, orientación sexual, edad, religión, información genética, presencia de cualquier discapacidad sensorial, mental o física o condición de veterano en sus programas educativos ni en las actividades que administra. De acuerdo con políticas de la universidad y de leyes estatales y federales, Bellevue College tiene prohibido incurrir en tales actos de discriminación. Todo el personal y las personas que hacen vida en la institución, los proveedores y las organizaciones con las cuales trabaja Bellevue College deben acatar los estatutos y normativas federales y estatales vigentes creados con el fin de promover la discriminación positiva y la igualdad de oportunidades.

贝尔维学院 (Bellevue College) 不会因种族或民族、信仰、肤色、国籍、性别、婚姻状况、性取向、年龄、宗教、遗传信息，患有感官、精神或肢体残疾，或在其经营的教育计划和活动中的退伍军人身份而歧视任何人。根据学院政策以及州政府和联邦法律，禁止贝尔维学院 (Bellevue College) 以这种方式歧视他人。所有与学院开展业务的学院工作人员和个人、供应商，以及组织机构，都必须遵守旨在促进平权行动和平等机会所适用的联邦和州政府法规和条例。

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 (PDF) and 93-07 (PDF), Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, 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 in Employment 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 of Bellevue College with respect to equal opportunity and disability accommodation regulations is under the direction of:

Vice President of Human Resources

Aaron Hilliard
(425) 564-2274 • Office R130L
Bellevue College
3000 Landerholm Circle SE
Bellevue, WA 98007-6454

Employees, students, and the general public should contact Human Resources:
(425) 564-2274 • Fax: (425) 564-3173
Email: hr@bellevuecollege.edu.

Any person can file a complaint on campus, off campus, or online: www.bellevuecollege.edu/titleix/how/fileacomplaint/.

Title IX

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

Student Contact

The Title IX Coordinator can address student concerns related to sexual harassment, sexual assault and other actions that fall within the college's obligations under Title IX.

Bellevue College Title IX Coordinator

Rachel Wellman
(425) 564-2641 • Office C227
rachel.wellman@bellevuecollege.edu

Faculty and Staff Contact

The VP for Human Resources can address faculty and staff concerns related to sexual harassment, sexual assault and other actions that fall within the college's obligations under Title IX.

Vice-President of Human Resources

Aaron Hilliard
(425) 564-2445 • Office R130L
aaron.hilliard@bellevuecollege.edu

Disability Resource Center

For information or to request disability accommodation, students should contact the Disability Resource Center:

Director

Paul Arithi
425-564-2498 • Office B132
p.arithi@bellevuecollege.edu
TTY: (425) 564-4110 • Fax: (425) 564-4138
Email: drc@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.

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/.

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
- Digital Marketing
- Healthcare Informatics
- Health Promotion & Management
- Healthcare Management & Leadership
- Information Systems & Technology
- Molecular Biosciences
- Radiation & Imaging Sciences

Bachelor of Science

- Computer 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.

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.

Enrollment Information

Welcome Center

The Welcome Center is located on the first floor of B Building. The Welcome Center provides prospective and new students information about the college, and entry processes that include:

- Campus tours and information about college degree programs and services
- Entry level advising
- Admission
- Information about English and math placement, and transfer of credits

Admissions

Bellevue College Admits:

1. Eligible applicants who are at least eighteen (18) years of age, or are a high school graduate, hold a GED or other equivalent high school credential.
2. High school students who apply under the provisions of a Washington State student enrollment options program such as Running Start, Career Education Options (CEO), or Summer Enrichment.
3. Underage students on a case-by-case basis, and as determined by the Dean of Student Central.
4. Selected applicants to specific programs with selective admission criteria. Due to enrollment limitations, these programs may not admit all qualified applicants.

Application Process

General Admission: New Students

New students must take the following steps before registering for classes:

5. Complete the online admission application by the deadline for the quarter they wish to begin taking classes.
 - a. An admission fee is charged, but students do not pay the fee until they pay their first quarter tuition.
2. Obtain English and math placement using one of the options listed on the Testing & Placement Services website.
 - a. A Placement fee is charged, but students do not pay the fee until they pay their first quarter tuition.
3. Attend a new to Bellevue College orientation or information session.
4. Follow directions provided in the "Welcome Letter" email, sent shortly after submission of the admission application. Students who are new to college are required to take a First Year Experience (FYE) class before completing their first quarter of classes.

Prospective and new students may contact the Welcome Center for assistance and detailed information about the college and the admission process and requirements.

Note: Once the admission application is processed, applicants become students at Bellevue College and are subject to the rules and policies of the college, including the Student Code of Conduct. Admission remains active for one year after a student stops attending classes, or never attends classes.

General Admission: Former Students

If one-year, or four consecutive quarters pass without attending classes, returning students must reapply for admission.

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

International Students

The college is authorized under federal law to enroll non-immigrants. International students may enroll in the college credit programs (provided they meet the selective admissions requirements), 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 at least 18 to 20 clock hours of attendance a week for the intensive English program each quarter. As a condition of participating in the international student program, F-1 visa holders on BC's I-20s are required to join the BC-contracted medical insurance plan every quarter including approved vacation, Reduced Course Load (RCL), and Optional Practical Train-

ing (OPT) 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 insurance plan will need to secure other coverage and submit proof of coverage to OIE Immediately.

College Credit Programs

International students are admitted to the college 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 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 of application.

Bridge Program

International students are admitted to the Bridge 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
- 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 of 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 in fall and spring quarters only upon meeting the following requirements:

Track A and B

- 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
- Proof of high school completion (i.e. diploma and/or transcript)
- Proof of English language proficiency as defined by the Office of International Education and Global Initiatives (Track B only).

Bellevue College admits international students for four times a year in fall, winter, spring, and summer, except the IBP program, which admits fall and spring only. For more details, please go to the OIEGI website.

Student Central

Student Central is located on the first floor of B Building. Student Central advisors support student success by offering a full service approach for the departments listed below. Working in consultation with students, advisors resolve issues, answer questions, and provide information about next steps based on individual student need. Services available in Student Central include:

- Enrollment Services
- Financial Aid
- Evaluations and Graduation
- Information regarding placement into English and math

Registration

After students complete the admission process, they are generally ready to register for classes. Students are encouraged to register online, and may contact Student Central for assistance with the registration process if needed. Students must understand the following information and rules:

- When to register for the upcoming quarter
 - Refer to the Enrollment or Student Central calendar
 - Look up assigned registration time on the website
- The type of classes they plan to take
 - Credit classes for degree or certificates online, or on the main campus
 - Continuing Education classes generally offered on the north campus

- The class schedule is available online. The college provides a limited number of printed schedules. The online class schedule provides the following:

- Course description
- Dates and times classes are held
- Requirements for registration, if any
- Other pertinent or important information
- The college maintains a separate schedule for non-credit continuing education classes.
- Check to see if a prerequisite class is required before registering for a class, and how to clear that prerequisite if taken at another school
- Know specific registration terms and processes
 - **Audit a Class:** Elect to register for a class, and pay full tuition and fees, but receive no credit. The college places a grade of N on the transcript
 - **Entry Code:** Five-digit code obtained from instructor or division office for classes with an "instructor permission" designation
 - **Late Registration:** Begins on the first day of the quarter, and requires a Late Registration Petition signed by the instructor. The college charges a fee for registration that occurs after the deadline for a 100% refund. Check the enrollment or Student Central calendar for exact dates.
 - **Wait List:** The College offers a waitlist for most credit classes when registration for a class has reached the maximum number of students allowed. Students placed on a waitlist move into classes as space becomes available. Students should check their schedules and BC email regularly for notification of registration into a wait-listed class.
- 18 credits or less is the maximum number of credits students may register for each quarter
 - Registration for 19 – 21 credits requires a 3.0, or B cumulative grade point average (GPA), and submission of an online request form
- Full-time registration is 12 or more credits per quarter
- Registration is not complete until students pay their tuition and fees in full

Withdrawing from a Class or Classes

- Students must check the Enrollment or Student Central Calendar for withdrawal deadlines
- Students may withdraw online, or contact Student Central for assistance
- The college may withdraw students who fail to pay tuition and fees by the posted deadline, but students should not count on the college to withdraw them for non-payment.
- If students decide not to attend school, they should withdraw themselves from classes to

avoid tuition charges and failing grades on the official transcript

- Instructors do not withdraw students from classes
- Students do not need instructor or college permission to withdraw
- Students withdrawing from classes after the tenth day of the quarter (earlier for summer quarter) receive a W grade on their transcript, which represents an official withdrawal from the class/es

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/).

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

Alcohol & Drug Counseling, Occupational and Life Skills, 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.

Enrollment Information

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 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

Students must pay their tuition by the deadline posted on the enrollment or Student Central calendar to finalize their registration and to prevent the college from dropping their classes for non-payment.

Financial aid eligible students who meet application deadlines qualify for a deferment of their tuition payment until the college applies their awarded aid to tuition and fees. This generally occurs a few days before the quarter begins.

Drops for Non-Payment

The college routinely drops students from their classes for non-payment. However, students who owe tuition and decide not to attend classes should not count on the college dropping them for non-payment. The college may bill students who remain in their classes without attending, and students may receive failing grades on their transcripts. To avoid this, students who decide not to attend classes should drop them online.

The college charges students a Drop fee each time it drops classes for non-payment due to missing a payment deadline.

Refund Exceptions

State law allows the college to make exceptions to the withdrawal and refund deadlines for students who experience a serious medical situation, or for the deployment of Active Duty Military and Reservist students. Students must petition online for an exception, and provide documentation in the form of a letter from a health care provider, or official military orders. Check with Student Central for assistance if needed.

Tuition and Fee Waivers

Tuition and Fee Waivers are subject to state law and regulations. The College offers both mandatory and optional tuition and fee waivers for specific categories of students. The Bellevue College Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver and any adjustments deemed appropriate.

The Board of Trustees has approved the following optional tuition and fee waivers:

- Eligible Veterans or National Guard Members: 25% waiver of tuition – state support classes only
- Other Eligible Military or Naval Veterans: 25% waiver of tuition – state support classes only

- Military service members eligible to participate in the Department of Defense Tuition Assistance program: Waives building fees, and services and activities fees
- Refugee: Waives nonresident tuition differential
- Financially needy students who are eligible to pay resident tuition: Tuition waiver – state support classes only (eligibility determined by the Financial Aid Office)
- ABE, ESL, GED preparation classes for financially needy students: Waiver of \$25 fee (eligibility determined by designated department)
- Athletic Waiver – Resident and Nonresident: 25% waiver of tuition and fees for eligible students (up to 15 credits)
- Ungraded Courses: Parent Education – Waives 85% of tuition and all building and S&A fees.
- Nonresident – Waives operating fee differential for specific student groups
 - Students taking only online classes
 - Eligible students who have completed the residency paperwork and been approved for a future quarter – limited to 40% waiver

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.

- International Student Exchange: Waives non-resident tuition differential
 - Limited to 100 foreign exchange students per year, with an equal number of Bellevue College domestic students placed in exchange country
- Senior Citizens (audit only): \$5 fee charged – state support classes only (enrollment on space available basis, and limited to two courses per quarter)
- State Employees with enrollment preference given to Bellevue College employees: \$5 fee plus all classroom related fees charged – state support classes only (enrollment on space available basis, and limited to 12 credits per quarter)
- Nonresident Higher Education Employees: Waives nonresident tuition differential
- Transportation Fees for Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services Students (eligibility determined by appropriate department)

Washington State Residency for Tuition Purposes

The college determines applicants' residency at the time they apply for admission. Non-resident students pay a higher tuition rate than resident students do. Detailed information and assistance is available on the college website and in Student Central.

Non-resident students may apply for residency once they make Washington their permanent residence for at least 12-months and by meeting one of the following conditions at least 12-months before submitting a residency application:

- U.S citizen
- Hold a permanent resident card
- Hold an A, E, G, H, I, K, or L visa
- Hold refugee or asylum status

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".

Changing from Non-Resident to Resident

Generally, non-resident students apply for residency by completing the **Residence Questionnaire**, and submitting the documents listed on the **Residency Requirements Form**.

Student Profile

Where do our students come from? 46.5% from East King County Communities
 Number of students: 32,725 annually
 Gender distribution: Females 57% / Males 43%
 Age of all students: Median 23.7 / Average 27.5

Educational intent students:

Academic transfer 47.2%
 Professional-technical 40.9%
 Baccalaureate 6.4%

Race/Ethnicity of students¹:

Asian and Pacific Islander American* 22.4%
 African-American* 6.7%
 Latino/Hispanic 13.8%
 Native American* 0.7%
 Multi-Racial* 5.4%
 White* 48.8%

⁽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): 33.6%
 International Students: About 1,700 students per year from 74 countries
 Students with Disabilities: Over 1,000 served
 Students with Dependents: 21.1%
 Employed While Enrolled 54.7%

Students must submit the Residence Questionnaire and all needed documents by the 30th calendar day of the quarter they plan to obtain resident status. By regulation, the college processes applications and documents received after this date for the next quarter.

Exemption for Some Student Groups

Some groups of students do not need to complete the residency application process, or may need to submit additional documents. These include:

- Eligible members of Native American Tribes
- Active Duty military and eligible veterans
- Eligible dependents of Washington State Residents
- Eligible DREAMER/Undocumented/DACA students

Students who do not belong to one these groups, must complete the residency application process.

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

Student records include all information the College collects from you, or creates for you starting at the time of admission through graduation or completion of program. Student records include paper files and documents held in college

offices, and electronic records, including those in our student database.

Student records do not include information collected or created based on individual counseling sessions provided by our Counseling Center, and records related to law enforcement, which includes our Public Safety Office.

The Family Educational Rights and Privacy Act (FERPA) governs access and disclosure of student records. FERPA is a federal law that gives students three primary rights:

1. The right of students to inspect and review their own education records.
2. The right of students to have some control over release or use of information contained in their records.
3. The right of students to ask the college to correct or change incorrect information in their records.

The college notifies students of these rights and provides other information about access and disclosure of records at the beginning of each quarter using the students' BC Email Address. A copy of the notification is available in Student Central upon request.

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.

- 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)
 - International Baccalaureate (IB)
 - College Level Examination Program (CLEP)
 - DANTES Subject Standardized Tests (DSST)
 - Cambridge "A" Level Exam
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 place-

Academic Information

ment 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 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,



Graduation and Transfer Rates

Federal Graduation Rate Survey Information for Bellevue College (status of Fall 2010 cohort)

Combined transfer out/completion/graduation (within 150% normal time):	45.6%
GRS completion or graduation rate (within 150% normal time):	26.4%
GRS transfer-out rate (non-completers only within 150% normal time):	19.0%
Transfer out rate (completers and non-completers):	31.6%
GRS completion or graduation rate (within 8 years: Fall 2008 cohort):	42.0%
Students still enrolled after four years:	13.0%

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.

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 | ■ Geography |
| ■ Art | ■ Mathematics |
| ■ Criminal Justice | ■ Music |
| ■ Communication Studies | ■ Philosophy |
| ■ Cultural & Ethnic Studies | ■ Political Science |
| ■ English | ■ Psychology |
| ■ Film Studies | ■ Sociology |
| ■ Gender Studies | ■ 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 2017	March 15	July 27
Fall 2017	June 1	November 23
Winter 2018	October 10	March 8
Spring 2018	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.

Student Support Services

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, academic and career 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 placement 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/ascl.

- Academic Tutoring: provides three types of assistance for students registered for classes.
 - (1) Drop-in tutoring is available in many subjects, with days and times listed on our website.
 - (2) Online tutoring is available in many subjects, including English and math.
 - (3) 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 these valuable resources!
- 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.
- Workshop: regularly scheduled workshops on topics related to study skills, reading and writing are offered throughout the quarter. All students are 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/stemstostern/.

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 compre-

hensive 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.readyssetgrade.org/wasfa for WAFSA, or visit www.bellevuecollege.edu/fal/.

If you have completed the FAFSA or WAFSA and your family's circumstances have changed dramatically in 2017 (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 June 30; applicants who complete the aid process and make the June 30 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 choose 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.

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/fal

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. 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

The Office of International Education & Global Initiatives (OIEGI)

The Office of International Education and Global Initiatives (OIEGI) leads BC's internationalization efforts. With its two arms, the Office of International Education (OIE) and the Office of Global Initiatives (GI), it actively promotes global and intercultural understanding, as well as enriches the academic and cultural environment at BC by creating and maintaining programs that encourage the exchange of cultures and ideas.

The Office of International Education (OIE) provides primary support for students on non-immigrant visas who plan to enroll in college-credit classes, Intensive English/University Preparation (UP), International Business Professions (IBP), non-credit Community ESL, and short-term customized programs. In addition to advising and guiding international students in the clarification of their educational and career goals, OIE helps develop individualized educational plans. OIE services include international marketing and recruitment, admissions, advising (academic, immigration, and cultural), class registration, health insurance matters, activities, and housing referrals. OIE 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 B144 on the main campus.

The Office of Global Initiatives (GI) works

to instill a global perspective in our students by exposing them to other countries, cultures and languages through study abroad opportunities; Furthermore, it creates avenues and crafts opportunities for international faculty and staff development and internationalization of curriculum and fosters partnership building with institutions of higher education around the world. GI is also home to the J1 Exchange Visitor Program. The office works with College's departments and divisions and assists them with the process of hosting J-1 exchange visitors. This program provides opportunities for foreign visitors to experience United States society and culture and engage with Americans.

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



Student Support Services

- 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/wel/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/welog/ for more information.

WorkFirst

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

To be eligible for the WorkFirst Program, a

student must:

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

Mandatory information sessions are held weekly. Please visit our website www.bellevuecollege.edu/wel/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/experience
- Mandatory Information sessions are held weekly. Please visit our website at www.bellevuecollege.edu/wel/ 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.

Other Educational Opportunities

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/cel.

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/cel.

Testing Center (at North Campus)

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

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 certificates 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 and 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.

Bridge Program

Bridge is a quarter-long program that combines one advance ESL class (9 credits) and a 5-credit college class to help students develop the variety of skills they will need to succeed in an American college. Students must meet the international admissions requirements including the English proficiency level defined by OIEGI to enter this program.

The International Business Professions (IBP) Program

IBP is a full-time, one-year (four quarters) program that starts in fall and spring for international students interested in upgrading their business and English skills by taking a combination of English, Business, and college-level classes. The program offers two tracks. Track A students take combination of intensive English and IBP courses and prepares for a Service Learning course in the final (4th) quarter. Track B is a college level program. Students must meet the required English language proficiency level defined by OIEGI and take full-time (at least 12 credits) college-level courses during the first three quarters. These students will also engage in an experiential learning course in the final (4th) quarter. Upon successful completion of the IBP program, students will receive a completion note on their transcript. For more information, please visit the OIEGI website.

Short-Term Customized Programs

Bellevue College works with partner schools or licensed agencies to develop and deliver a short-term customized program for students wishing to enhance their general English skills and experience rich, diverse northwest culture firsthand.

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)

The CEO Program is designed for students aged 16–20, without a high school diploma, to receive an education at Bellevue College. CEO offers support for tuition, fees and books, while working towards a GED, High School Diploma, professional/technical degree or an AAS Transfer degree at BC. This program provides students with a second chance at their education and the tools necessary to succeed in the college environment. For more information call (425) 564-2026.

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/summerenrichment/> 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@bellevuecollege.edu for more information.

Interdisciplinary Studies

Interdisciplinary Studies combines the study of several subjects into one integrated course or "learning community," usually for 10 or more credits. Each IDS course features a theme that forms a common cross-disciplinary thread. The focus of these courses is YOU. Students learn from and with each other by discussing 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. For more information about becoming a member, contact Student Programs in C212.

DECA

Our school's collegiate DECA team is the only national championship winning sport or activity at Bellevue College, and arguably the best opportunity for students to develop problem solving, interpersonal communication, and crafting an executive vision. DECA is both an academic and extracurricular activity, focused on providing students at Bellevue College with real world business skills. The team participates in both leadership activities and intercollegiate competition throughout the country. Reach out to kyle.barber@bellevuecollege.edu for more information.

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, providing 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. 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 Ser-

vices 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 the advisor, Lindsay Haney at (425) 564-2509.

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. A variety of issues such as peacekeeping, disarmament, economic development, environmental policy, and human rights are examined and the impact of political, economic, historical, social, and cultural factors on foreign policy and international diplomacy. To participate, 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 musi-

cal 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 opportunity 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, kbcfs.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), student union kiosks, and online at www.bellevuecollege.edu/stuprol.

Student Newspaper

Bellevue College's student newspaper, *The Watchdog*, welcomes students who have news, editing, and advertising experience, as well as those who have interest but no experience. Enrollment in journalism courses is encouraged but not required to participate as a staff member. The newspaper is entirely student-run with occasional guidance from a faculty advisor. Students interested in joining the newspaper staff should contact advisor 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 intercolle-

giate 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/. BC belongs to the NWAC (Northwest Athletic Conference).

Student Clubs

Any group of five currently enrolled BC students may form a student club and become eligible for funding through the ASBC student government. Over 50 clubs per year enrich the campus with diverse events and services. Students who wish to join current clubs or form new clubs should contact the Student Programs Office at (425) 564-6150 for more information. A list of current and past student clubs/organizations is available online at www.bellevuecollege.edu/stuprol.

Student Government

General elections are held every spring quarter to elect the Associated Student Government (ASG), the board of students who represent the Associated Students of Bellevue College (ASBC). All registered students automatically become members of ASBC. Participation on the ASG board offers students experience in campus-wide policy development, decision-making, and event coordination. The ASG also helps organize and fund many campus clubs and activities. To learn more about ASG or ASBC, visit www.bellevuecollege.edu/stuprol.

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.

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. For a schedule of activities and Center hours, visit www.bellevuecollege.edu/pel/wellnesscenter/.

Intercollegiate Sports

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

College Services to Help You Become Exceptional

Campus Services	Website Address	Room #*	Phone #
<i>SAB = Student Affairs Building, east wing of the B building on the BC main campus.</i>			
Academic Advising	www.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	www.bellevuecollege.edu/counseling/	SAB, 2nd floor	(425) 564-5747
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
Reading Lab	www.bellevuecollege.edu/asc/reading/	D202	(425) 564-2494
Records & Grades	www.bellevuecollege.edu/enrollment/records/	SAB, 1st floor	(425) 564-2222
Tech Prep College Connections	www.techprepc.org/		(425) 564-2774
Testing Services / GED® Testing	www.bellevuecollege.edu/enrollment/assessment/	B132	(425) 564-2243
Title IX Coordinator	www.bellevuecollege.edu/titleix/	C227	(425) 564-2641
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
<p>The ability to utilize a range of thought processes to evaluate information and opinions, generate new ideas, and identify creative and successful outcomes. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Critical Thinking/Problem Solving ■ Quantitative / Symbolic Reasoning ■ Research / Information Literacy ■ Scientific Inquiry (Nature of Science) ■ Aesthetic Awareness 	<p>The ability to communicate effectively using written, oral, visual, and/or electronic means, as appropriate to a given situation. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Reading ■ Writing ■ Listening and speaking ■ Visual ■ Computer literacy 	<p>The ability to identify and explore connections, themes, and patterns in the social and natural world, and to see commonalities within dissimilar circumstances. Specific topics that fit within this area include:</p> <ul style="list-style-type: none"> ■ Self-Assessment/life goals ■ Group processes ■ Ethics ■ Global Citizenship ■ Historical and Intellectual Perspectives ■ Cultural Diversity ■ Science and the Natural World ■ Technology and Society

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

2017-18 Bachelor's Degrees



BACHELOR'S DEGREES

Bachelor of Applied Arts

- Interior Design

Bachelor of Applied Science

- Applied Accounting
- Data Analytics
- Digital Marketing
- Health Promotion & Management
- Healthcare Informatics
- Healthcare Management & Leadership:
 - Neurodiagnostic Tech
 - Radiation & Imaging Management
- Information Systems & Technology
- Molecular Biosciences
- Radiation & Imaging Sciences:
 - Diagnostic Medical Sonography
 - Medical Dosimetry
 - Nuclear Medicine
 - Technology

Bachelor of Science

- Computer Science BS
- 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:

- Associate of Arts degree or higher (or equivalent), from BC or another regionally accredited institutions in one of the following 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bellevue College bachelor application form
- Nonrefundable application fee of \$125
- 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.

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:		90
■ Art History (5 Cr)		
■ English Composition (5 Cr)		
■ Quantitative and Symbolic Reasoning (5 Cr)		
■ Science (5 Cr)		
■ Cultural Diversity Requirement (5 Cr)		
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	Design Studio Residential (5 Cr)	
INDES 371	Design Studio Commercial (5 Cr)	
INDES 372	Design Studio Experimental (5 Cr)	
Note: Students must earn a C or better in Interior Design core courses listed above. Only one course out of INDES 370, 371 and 372 may be taken in any one quarter.		

Continued on next page...

2017-18 Bachelor's Degrees

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, 269, 273, 280, 285, 294, 295, 296, 297, 299, 340, 350, 351, 352, 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)	
NATURAL LABORATORY SCIENCE		
Choose 5 credits from the AAS-DTA Natural Science distribution course list		
ASTR 101, 201 BIOL 100, 108, 150, 160, 162, 211, 212, 213, 241, 242, 260, 275, 276 BOTAN 110, 113, 120 CHEM 110, 121, 131, 140, 161, 162, 163, 261, 262, 263, 265, 266 ENVS 100, 207, 250 GEOG 206 GEOL 101, 103, 208 OCEAN 101 PHYS 104, 105, 109, 114, 115, 116, 121, 122, 123		5
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 credits that represent the combination of program admission required courses and other transferable college-level credits
- 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$75

- 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

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:		90
<ul style="list-style-type: none"> 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 		
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 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 Science, or 90 equivalent credits that represent the combination of program admission required courses and other transferable college-level credits
- 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form.
- Nonrefundable application fee of \$75
- 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

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

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

Continued on next page...

2017-18 Bachelor's Degrees

Course	Course Title	CR
PREREQUISITES		
	Associate degree in Accounting, Business, Marketing, Information Systems or Computer Science, or 90 equivalent credits that represent the combination of program admission required courses and other transferable college-level credits	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	Advanced Communication in Business & Technology	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

Digital Marketing

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Digital Marketing degree provides students with cutting-edge skills in search engine marketing, search engine optimization, display advertising, mobile marketing, online video, social media, and website design. Such training will position graduates to undertake roles in the creation and use of marketing digital content across multiple media platforms for a variety of organizations.

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 goal.

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 re-purpose content for the digital environment
- Optimize marketing campaigns based on campaign results
- Utilize marketing efforts to establish future product innovation and extensions

PROGRAM ELIGIBILITY

Individuals must have:

- Associate degree in business or marketing, or 90 equivalent credits that represent the combination of program admission required courses and other transferable college-level credits
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.0 or better:
 - MATH& 107 Math in Society (or assessment into a higher level course)
 - ENGL& 101 English Composition
 - Any Lab-based Natural Science course
 - 35 credits of Marketing courses, or equivalents: BTS 189, BUS& 101, MKTG 101, MKTG 102, MKTG 234, MKTG 261, MKTG 262 (some may be satisfied by examination)

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 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 Digital Marketing program, prospective students must submit the following:

- Completed general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$90
- Official transcripts from a regionally accredited college
- Two letters of recommendation from someone who personally knows your work, discussing your contributions to your work place. 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/programs/degrees/bachelor

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
Associate degree in business or marketing, or equivalent credits		40
BTS 189	Webpage Authoring Essentials	5
BUS& 101	Introduction to Business	5
ENGL& 101	English Composition I	5
MATH&107	Math in Society (or higher)	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
MKTG 234	Advertising I	5
MKTG 261	Marketing Research I	5
MKTG 262	Measurement and Analytics	5
Any Lab-based	Natural Science course	5-6
TOTAL PREREQUISITE REQUIREMENTS		90-91
CORE BAS COURSEWORK		
ECON 202	Macroeconomics	5
ENGL 271	Expository Writing I	5
ENGL 360	Copywriting	5
HIST 363	U.S. Business History	5
PHIL 360	Business Ethics Theory and Practice	5
Any 200-level	Anthropology course from AAS-DTA list	5
Any 200-level	Natural Science course from AAS-DTA list	5-6
Any 200-level	Sociology course from AAS-DTA list	5
DIGITAL MARKETING CORE COURSEWORK		
BTS 389	Ecommerce Strategy	5
MKTG 301	Media Planning and Buying	5
MKTG 333	Content Creation	5
MKTG 334	Advertising II	5
MKTG 341	Public Relations and Social Listening	5
MKTG 461	Marketing Research II	5
MKTG 462	Data Visualization and Advanced Analytics	5
MKTG 492	Capstone Course	5
ELECTIVES		10
<i>Choose two courses from the following:</i>		
MKTG 211	Multicultural Marketing (5 Cr)	
MKTG 241	Search Engine Strategy (5 Cr)	
MKTG 242	Social Media Strategy (5 Cr)	
MKTG 243	Mobile Marketing Strategy (5 Cr)	
MKTG 244	Online Video and TV Strategy (5 Cr)	
MKTG 271	Consumer Behavior (5 Cr)	
MKTG 434	Branding (5 Cr)	
MKTG 451	Sales Management (5 Cr)	
TOTAL BAS COURSEWORK		90-91
GRAND TOTAL		180-182

Health Promotion & Management

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Health Promotion & 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

PROGRAM ELIGIBILITY

Successful planning for this degree is best done with an advisor or the program director.

- Prerequisite Requirement: Associate degree [preferred in business-related, allied health, wellness, life science, or personal fitness trainer] or equivalent credits, to be eligible to enter BAS program.
- Co-requisite Requirements: before obtaining BAS degree, completion of the following courses or their equivalents with a grade of 2.0 or higher from a regionally accredited college
 - Lab and Life Science courses (must include at least one lab course)
 - College-Level Statistics
 - Course in Anatomy and Kinesiology
 - English Composition and Technical or Research Writing
 - Social Science: two courses from AAS-DTA transfer list, including at least one Communications course

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 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 Health Promotion and Management, prospective students must submit the following:

- Completed general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$90

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- 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
- 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 they believe 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.
- A diversity statement that addresses the following prompt: Provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to the community, preventive medicine, and to Bellevue College (max 1 page).

Course	Course Title	CR
HPM 470	Technological Applications in Health Promotions	4
HPM 475	Capstone	5
PHIL 365	Biomedical Ethics	5
CORE TOTAL		91
GRAND TOTAL		181

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

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

Course	Course Title	CR
PREREQUISITE REQUIREMENTS		
Associate degree [preferred in business-related, allied health, wellness, life science, or personal fitness training] or equivalent credits		50
CO-REQUISITE REQUIREMENTS		
Lab & Life Science: [preferred NUTR 100 or BIOL& 160] or courses from AAS-DTA list (must include at least one lab course)		10
College Level Statistics: MATH 130, BA 240, or equivalent		5
Anatomy and Kinesiology: PE 236, BIOL& 160 or General Anatomy		5
English: ENGL& 101 and ENGL& 235 or ENGL 201		10
Social Science: from AAS-DTA list and at least one course be a Communications course		10
CORE COURSES		
BUS 295	Business Practices for Health Promotion Professionals	2
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 325	Organizational Theory & Behavior in Healthcare	5
HPM 325	Foundations of Health Promotion	6
HPM 330	Leadership in Outdoor Pursuits	4
HPM 335	U.S. Healthcare Systems	5
HPM 340	Lifestyle Wellness Coaching	5
HPM 360	Epidemiology and Healthcare Statistics	5
HPM 375	Applied Research Methods	5
HPM 405	Health Behavior - Understanding and Effecting 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 445	Public Health Program Development & Evaluation	5
HPM 450	Worksite Wellness Management	4
HPM 460	Community Health Service - Learning	1
HPM 465	Practicum in Wellness Promotion	5

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:

- Manage, analyze and present healthcare data for effective decision-making in support of a wide array of healthcare practices such as regulatory requirements, patient safety studies, and clinical decision support
- Serve as liaison between technical and clinical functions to support users, including systems analysis, data analytics, training and documenting use of new technologies in a variety of healthcare settings
- Demonstrate a commitment to continued competency through life-long learning
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to healthcare informatics
- Gather, identify and document requirements for healthcare informatics solutions while working closely with patients, consumers, clinicians, and administrators
- Ensure that requirements for healthcare data privacy and security are met
- Complete a capstone or field studies project that demonstrates the breadth and depth of educational preparation

DEGREE REQUIREMENTS

In addition to eligibility requirements shown in the worksheet, students must also achieve the following:

- Completion of core courses 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 complete:

- 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 and Technical or Research Writing
 - College-Level Math: Statistics
 - Natural Science: must include at least one lab course and at least one life sciences course
 - BTS 168 and BUSIT 103, or equivalents
 - Humanities course from AAS-DTA transfer list
 - Social Science course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication course, please verify with an advisor

APPLICATION PROCESS

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

- Completed general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$90
- 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
- Personal statement

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	45
	A minimum cumulative GPA of 2.0 for all coursework including the following courses:	
	Writing: English Composition and Technical or Research Writing	10
	College Level Math: Statistics	5
	Natural Science: Must include one lab course and at least one life sciences course	10
	Data Management: BTS 168 or equivalent and BUSIT 103 or equivalent	10
	Social Science: course from AAS-DTA transfer list	5
	Humanities: course from AAS-DTA transfer list	5
<i>Either Humanities or Social Science course must be a communication course</i>		
CORE COURSES		
HCI 293	HCI New Student Orientation	4
HCI 301	U.S. Healthcare Policy and Delivery Systems	5
HCI 302	Healthcare Safety, Quality Management	5
HCI 310	Essentials of Healthcare Informatics	5
HCI 315	Electronic Health Records	5
HCI 320	HCI Data Standards & Interoperability	5
HCI 350	Usability and User Centered Design	5
HCI 360	Healthcare Information Seeking and Evaluation	3
HCI 375	Healthcare Informatics Project Management	5
HCI 380	Healthcare Code Sets and Clinical Terminologies	5
HCI 410	Healthcare Clinical Systems Analysis	5
HCI 435	Healthcare Clinical System Operation	5
HCI 450	Healthcare Analytics and Quality	5
HCI 460	Leading Change in Healthcare Informatics	5
HCI 465	HCI Capstone/ Field Studies Orientation	2
PHIL 365	Biomedical Ethics: Theory & Practice	5
<i>Choose one of the following options:</i>		4-5
HCI 475	Healthcare Informatics Field Studies (4 Cr)	
HCI 485	Healthcare Informatics Capstone (5 Cr)	

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Course	Course Title	CR
ELECTIVES		15
HCI 330	Healthcare Informatics Teaching and Training (5 Cr)	
HCI 385	Consumer Health Informatics (5 Cr)	
HCI 398	Healthcare Informatics Professional Portfolio (1-5 Cr)	
HCI 399	Healthcare Informatics Independent Study (1-5 Cr)	
HCI 405	Health and Information Literacy (5 Cr)	
HCI 456	Healthcare Data Visualization (5 Cr)	
HCI 470	Healthcare Analytics Applications (5 Cr)	
HCI 494/5/6/7	HCI Special Topics (1-5 Cr)	
CORE TOTAL		93-94

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 demonstrates 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, science, accounting, IT or healthcare-related field, or equivalent credits
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.0 or better:
 - Science: must include at least one lab science course
 - English composition course and Technical Writing or Research Paper course
 - College Level Math: MATH 130 Statistics or BA 240 Statistical Analysis or equivalent
- Co-requisite requirement: must be completed no later than the first two quarters of acceptance
 - Humanities course from AAS-DTA transfer list
 - Social sciences course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication course
 - Introduction to Business, or Medical Terminology course, depending on student background

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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34

- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$90
- 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.
- 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.
- A diversity statement that addresses the following prompt: Provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to the community, the healthcare industry, and to Bellevue College (max 1 page)

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

www.bellevuecollege.edu/hcml

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
Proficient use of Microsoft Word, Excel, and PowerPoint		
PREREQUISITE REQUIREMENTS		
Associate degree in business, science, accounting, IT or healthcare-related field, or equivalent credits		50
Science	Must include one lab science course	10
Writing	English Composition and Technical Writing or Research Writing	10
College Level Math	MATH 130 Statistics, BA 240 Statistical Analysis, or equivalent	5
CO-REQUISITE REQUIREMENTS		
AHE 110	Medical Terminology (for students with non-healthcare background), OR	5
BUS& 101	Introduction to Business (for students with healthcare background)	
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
<i>Either Humanities or Social Science must be a communication course</i>		
CORE MANAGEMENT AND LEADERSHIP COURSES		
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 301	Essential Foundations for Healthcare Managers	5
HCML 310	Health Information Systems for the HC Manager	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 375	Project Management for HC Managers	5
HCML 380	Revenue Cycle in Healthcare	5
HCML 401	Marketing in Healthcare Environment	5
HCML 411	Institutional Quality Management & Accreditation	5

Course	Course Title	CR
HCML 415	Strategic Operations Management in Healthcare	5
HCML 440	Business Planning in Healthcare	5
HCML 460	Management and Leadership in Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
<i>Choose one combination from the following:</i>		5
HCML 465	Capstone Proposal (1 Cr) and	
HCML 475	Capstone Project (4 Cr)	
HCML 466	Field Studies Orientation (1 Cr) and	
HCML 476	Field Studies (4 Cr)	
ELECTIVE COURSES		5
HCML 399	Healthcare Management Independent Study (1-5 Cr)	
HCML 420	Managerial Perspectives in Global Healthcare (5 Cr)	
HCML 494/5/6/7	Special Topics (1-5 Cr)	
RAIM 301	Essentials of Imaging and Therapy (5 Cr)	
GRAND TOTAL		180

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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 achieve 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 that 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
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.0 or better:
 - Science: must include at least one lab science course
 - Human Anatomy & Physiology I and II
 - English composition course and Technical Writing or Research Paper course
 - College Level Math: MATH 130 Statistics or BA 240 Statistical Analysis or equivalent
- Co-requisite requirement: must be completed no later than the first two quarters of acceptance
 - Introduction to Business course
 - Humanities course from AAS-DTA transfer list
 - Social sciences course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$90
- 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.
- A diversity statement that addresses the following prompt: Provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to the community, the healthcare industry, and to Bellevue College (max 1 page)

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

www.bellevuecollege.edu/hcml

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
Proficient use of Microsoft Word, Excel, and PowerPoint		
PREREQUISITE REQUIREMENTS		
National Certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine		50
Science	Human Anatomy and Physiology I and II	10
Writing	English Composition and Technical Writing or Research Writing	10
College Level Math	MATH 130 Statistics, BA 240 Statistical Analysis or equivalent	5
CO-REQUISITE REQUIREMENTS		
Business	BUS& 101 Introduction to Business	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
<i>Either Humanities or Social Science must be a communication course</i>		
CORE COURSES		
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 301	Essential Foundations of Healthcare Management	5
HCML 310	Health Information Systems for HC Managers	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 375	Project Management for HC Managers	5
HCML 380	Revenue Cycle in Healthcare	5
HCML 401	Marketing in Healthcare Environment	5
HCML 411	Institutional Quality Management and Accreditation	5
HCML 440	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

Course	Course Title	CR
Choose one combination from the following:		5
HCML 465 HCML 475	Capstone Proposal (1 Cr) Capstone Project (4 Cr)	
HCML 466 HCML 476	Field Studies Orientation (1 Cr) Field Studies (4 Cr)	
ELECTIVE COURSES		5
HCML 399 HCML 415 HCML 420 HCML 494/5/6/7	Independent Study (1-5 Cr) Strategic Operations Management Healthcare (5 Cr) Managerial Perspectives in Global Healthcare (5 Cr) Special Topics (1-5 Cr)	
RAIT 301 RAIT 302 RAIT 303 RAIT 310 RAIT 311 BIOL/RAIT 312	Sectional Anatomy (5 Cr) Body Pathophysiology (5 Cr) Neuropathophysiology (5 Cr) CT Instrumentation & Procedures (3 Cr) Clinical Practicum - CT (12 Cr) Biology of Cancer (5 Cr)	
RAIT 314 RAIT 315 RAIT 316 RAIT 317 RAIT 320 RAIT 321 RAIT 322 RAIT 325 RAIT 326 RAIT 328 RAIT 329 RAIT 330 RAIT 331 RAIT 340 RAIT 341 RAIT 344 RAIT 345 RAIT 350 RAIT 359 RAIT 360 RAIT 361 RAIT 401 RAIT 410 RAIT 411 RAIT 415 RAIT 416 RAIT 421 RAIT 430 RAIT 434 RAIT 440 RAIT 444 RAIT 461 RAIT 494/5/6/7	CT Lab (1 Cr) MRI Instrumentation & Procedures (3 Cr) Clinical Practicum - MRI (12 Cr) MRI Lab (1 Cr) Interventional Procedures (3 Cr) Vascular Interventional Clinical (12 Cr) VIR Lab (1 Cr) Mammography (5 Cr) Ultrasound Physics for Mammographers (3 Cr) Breast Ultrasound Equipment (2 Cr) Mammography Clinical (5 Cr) Breast Ultrasound (3 Cr) Clinical Practicum in Breast Ultrasound (12 Cr) Fetal Echocardiography for Sonographers (3 Cr) Clinical Practicum for Fetal Echo (12 Cr) Sonographer Vascular Technology (3 Cr) Clinical Practicum for Vascular Sonography (12 Cr) Nuclear Cardiology (5 Cr) Basics of Positron Emission Tomography (3 Cr) Advanced Positron Emission Tomography (3 Cr) Clinical Practicum - PET (12 Cr) Advanced Sectional Anatomy (2 Cr) Advanced CT Procedures (3 Cr) Clinical Practicum II - CT (1-11 Cr) Advanced MRI Procedures (3 Cr) Clinical Practicum II - MRI (1-11 Cr) Clinical Practicum II - VIR (1-11 Cr) Neurosonology (3 Cr) Musculoskeletal Ultrasound Lower Extremity (3 Cr) Pediatric Sonography (3 Cr) Musculoskeletal Ultrasound Upper Extremity (3 Cr) Clinical Practicum II - PET (9 Cr) Special Topics (1-5 Cr)	
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, and cyber security & systems administration. 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 and Technology
- Apply a broad understanding of information systems and technology, creative problem-solving techniques and systems thinking to developing organizational solutions
- Work effectively in multi-disciplinary teams to apply information technology in support of organizational goals
- Identify and analyze user needs and take them into account in the selection, creation, evaluation, implementation and administration of information technology systems
- Work efficiently and effectively applying sound project management techniques and professional communication skills
- Analyze the local and global impact of information technology on individuals, organizations, and society
- Apply best practices and standards, conform to legal and regulatory standards, and apply appropriate ethical considerations including respect for privacy and intellectual property
- Engage in continuing professional development through lifelong learning
- Analyze and apply sustainable business practices
- Demonstrate the breadth and depth of the educational preparation through the completion of a capstone project

PROGRAM ELIGIBILITY

Individuals must have:

- Associate degree in an information technology or computer science related field from a regionally accredited institution, or 90 equivalent credits that represent the combination of program admission required courses and other transferable college-level 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form

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- Nonrefundable application fee of \$75
- 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

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 that represent the combination of program admission required courses and other transferable college-level credits. 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 as per specific concentration requirements below ■ 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).		90
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
CMST 340	Advanced Communication in Business & Technology	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
Any 200-level Social Science course from AAS-DTA transfer list		5
Natural Science course from AAS-DTA transfer list		5
CORE TOTAL		45
TECHNICAL PREREQUISITES FOR APPLICATION DEVELOPMENT CONCENTRATION		
MATH 130/ BA 240/ MATH& 141* PROG 109 PROG 110 PROG 120 PROG 123 PROG 160 PROG 209 PROG 210 PROG 260 PROG 272	Intro to Statistics or Statistical Analysis or Precalculus I or higher (5 Cr) Introduction to Web Development (5 Cr) Introduction to Programming (5 Cr) Object Oriented Programming Concepts (5 Cr) Server Side Web Development (5 Cr) Systems Analysis and Design (5 Cr) Client-Side Web Programming I (5 Cr) Enterprise Software Development II (5 Cr) Adv.Topics in Object Oriented Programming (5 Cr) Implementing a Mobile Solution (5 Cr)	
Technology or math credits must not be more than 5 years old. *Determined by placement or transfer.		
APPLICATION DEVELOPMENT CONCENTRATION REQUIREMENTS		
BUS& 101	Introduction to Business	5
BUS 370	Intermediate Project Management	5
ISIT 320	Advanced Web Development	5

Course	Course Title	CR
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		45
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.		
BUSINESS INTELLIGENCE CONCENTRATION REQUIREMENTS		
BUS& 101	Introduction to Business	5
BUS 370	Intermediate Project Management	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		45
TECHNICAL PREREQUISITES FOR CYBER SECURITY AND SYSTEMS ADMINISTRATION CONCENTRATION		
BUS 355	Business of Information Technology (5 Cr)	
CMST 340	Applied Organizational Communication (5 Cr)	
ISIT 105	Problem Solving for IT Professionals (5 Cr)	
ISIT 490	Capstone I (5 Cr)	
ISIT 491	Capstone II (5 Cr)	
PHIL& 115	Critical Thinking (5 Cr)	
PHIL 375	Ethical Issues in Information Technology (5 Cr)	
Any 200-level Social Science course from AAS-DTA transfer list (5 Cr)		
Natural Science course from AAS-DTA transfer list (5 Cr)		
CYBER SECURITY AND SYSTEMS ADMINISTRATION CONCENTRATION REQUIREMENTS		
BUSIT 103	SQL Fundamentals	5
ISIT 305	Network Security and Firewalls	5
ISIT 344	Virtualization and Storage	5
ISIT 350	Digital Information Analysis and Recovery	5
ISIT 440	Administering a Linux Server	5
ISIT 444	Automation/Configuration & Management	5
ISIT 450	Network Vulnerabilities and Countermeasurements	5
ISIT 452	Network Security Monitoring	5
ISIT 454	System Hardening	5
CONCENTRATION TOTAL		45
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 should have a thorough understanding of the scientific disciplines underpinning molecular biosciences, as well as extensive laboratory experience using state-of-the-art equipment. They should 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 Math: Statistics (MATH 130)
 - Calculus I & II (MATH& 151 and 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science in Molecular Biosciences application form
- Nonrefundable application fee of \$75
- 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

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

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

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 I	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	Communication in a Diverse Workplace	5
Humanities	course from the AAS-DTA list	5
Social Science	course from the AAS-DTA list	5
TOTAL PREREQUISITES		91
GENERAL EDUCATION REQUIREMENTS		
MBS 410	Modern Topics in Bioethics	5
CORE PROGRAM REQUIREMENTS		
CHEM& 261	Organic Chemistry I	6
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 (<i>can be repeated up to three times for credit</i>)	2
MBS 330	Modern Genetics	5
MBS 340	Molecular Cell Biology	5
MBS 350	Bioinformatics	5
MBS 455	Advanced Methods in Molecular Biology	6

Continued on next page...

Course	Course Title	CR
MBS 499	Capstone Project	10
PHYS& 114	General Physics I	6
PHYS& 115	General Physics II	6
UPPER DIVISION ELECTIVES		
<i>Choose 12 credits from the following:</i>		12
BIOL& 260	Microbiology (6 Cr)	
BIOL& 241	Anatomy and Physiology I (6 Cr)	
BIOL& 242	Anatomy and Physiology II (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 Diagnostic Medical Sonography Concentration

BACHELOR OF APPLIED SCIENCE DEGREE

The BAS concentration in Diagnostic Medical Sonography is designed for individuals who have completed diagnostic medical sonography educational programs and want to advance their knowledge and skills within this specialty.

The curriculum is designed to teach students the essentials of leadership, an overview of the business and administrative functions in healthcare, along with advanced ultrasound imaging expertise. Graduates in this concentration will be qualified as managers and administrators and acquire the clinical expertise to obtain additional credentials within Ultrasound.

The degree includes 180 credits, 55 of those included from the national certification and 35 from prerequisite/co-requisite work.

LEARNING OUTCOMES

Degree recipients should possess the following skills and abilities:

- Apply administrative and business skills to solve problems, evaluate outcomes, and assess quality and performance in healthcare settings
- Demonstrate an understanding of leadership, ethical and multicultural issues as they pertain to healthcare
- Apply effective communication and management practices in healthcare settings
- Apply economic and financial management principles to healthcare organizations
- Apply advanced skills and concepts in clinical ultrasound imaging.

PROGRAM ELIGIBILITY

Individuals must have:

- National certification in Diagnostic Ultrasound
- Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.0 or better:
 - Human Anatomy and Physiology I and II
 - College Level Math: MATH 130 Statistics or BA 240 Statistical Analysis
 - English composition course and Technical Writing or Research Paper course
- Co-requisite requirement: must be completed no later than the first two quarters of acceptance:
 - Humanities course from AAS-DTA transfer list
 - Social sciences course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form and notice of right to file a discrimination complaint
- Nonrefundable application fee of \$90
- Official transcripts from a regionally accredited college
- Proof of national certification in Diagnostic Ultrasound (DMS)

- 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.

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

www.bellevuecollege.edu/imaging

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
Proficient use of Microsoft Word, Excel, and PowerPoint		
PREREQUISITE REQUIREMENTS		
National Certification in Diagnostic Ultrasound		55
Science	Human Anatomy and Physiology I & II	10
Writing	English Composition and Technical Writing or Research Paper	10
College Level Math	MATH 130 Statistics, BA 240 Statistical Analysis or equivalent	5
CO-REQUISITE REQUIREMENTS		
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
<i>Either Humanities or Social Sciences must be a communications course</i>		
CORE CURRICULUM		
RAIT 340	Fetal Echocardiography for Sonographers	3
RAIT 430	Neurosonology	3
RAIT 440	Pediatric Sonography	5
GENERAL PROGRAM REQUIREMENTS		
BUS& 101	Introduction to Business	5
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
HCML 310	Health Information Systems for Healthcare Managers	5
HCML 320	Finance and Accounting for Healthcare Managers	5
HCML 325	Organizational Theory and Behavior in Healthcare	5
HCML 401	Marketing in Healthcare Environment	5
HCML 411	Institutional Quality Management and Accreditation	5
HCML 440	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 465	Capstone Proposal	1
RAIT 475	Capstone Project	4

Course	Course Title	CR
ELECTIVES		14
HCML 340	Human Resources Management in Healthcare (5 Cr)	
HCML 350	Legal and Regulatory Aspects of Healthcare (5 Cr)	
HCML 375	Project Management in Healthcare (5 Cr)	
HCML 380	Revenue Cycle in Healthcare (5 Cr)	
HCML 399	Independent Study (1-5 Cr)	
HCML 415	Operations Management in Healthcare (5 Cr)	
HCML 420	Global Healthcare (5 Cr)	
RAIT/BIOL 312	Biology of Cancer (5 Cr)	
RAIT 328	Breast Ultrasound Equipment (2 Cr)	
RAIT 330	Breast Ultrasound (3 Cr)	
RAIT 331	Clinical Practicum in Breast Ultrasound (12 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 434	MSK Lower Extremity (3 Cr)	
RAIT 444	MSK Upper Extremity (3 Cr)	
RAIT 494/5/6/7	Special Topics (1-5 Cr)	
GRAND TOTAL		180

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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 2.0 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34 Completed Bachelor of Applied Science application form and notice of right to file a discrimination complaint
- Nonrefundable application fee of \$125
- 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

Course	Course Title	CR
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 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 for this degree. 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.

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:
 - Human Anatomy and Physiology I & II
 - College Level Math: MATH 130 Statistics, BA 240 Statistical Analysis or equivalent
 - English composition course and Technical Writing or Research Writing
- Co-Requisite requirement: must be completed no later than the first two quarters of acceptance:
 - Humanities course from AAS-DTA transfer list
 - Social sciences course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication 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

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2017-18 Bachelor's Degrees

APPLICATION PROCESS

To be considered for the Bachelor of Applied Science program prospective students must submit the following:

- Completed general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form and notice of right to file a discrimination complaint
- Nonrefundable application fee of \$90
- Official transcripts from a regionally accredited college
- Proof of national certification in Nuclear Medicine Technology (NM)
- 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
PROFICIENCY REQUIREMENT		
Proficient use of Microsoft Word, Excel and PowerPoint		
PREREQUISITE REQUIREMENTS		
National Certification in Nuclear Medicine Technology		55
Science	Human Anatomy and Physiology I & II	10
Writing	English Composition and Technical Writing or Research Writing	10
College Level Math	MATH 130 Statistics, BA 240 Statistical Analysis or equivalent	5
CO-REQUISITE REQUIREMENTS		
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
<i>Either Humanities or Social Science must be a communication course</i>		
CORE CURRICULUM		
GENERAL EDUCATION COURSES		
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
NUCLEAR MEDICINE CONCENTRATION REQUIREMENTS		
HCML 310	Health Information Systems for HC Managers	5
HCML 411	Institutional Quality Management & Accreditation	5
HCML 460	Management & Leadership in Healthcare	5
RAIT 301	Sectional Anatomy	5
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

Course	Course Title	CR
RAIT 360	Advanced Positron Emission Tomography	3
RAIT 361	Clinical Practicum Positron Emission Tomography	12
RAIT 455	Nuclear Medicine Concept Integration	2
ELECTIVES		15
HCML 301	Essential Foundations of Healthcare Management (5 Cr)	15
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 375	Project Management in Healthcare (5 Cr)	
HCML 380	Revenue Cycle in healthcare (5 Cr)	
HCML 399	Independent Study (1-5 Cr)	
HCML 401	Marketing in Healthcare Environment (5 Cr)	
HCML 415	Operations Management in Healthcare (5 Cr)	
HCML 420	Global Healthcare (5 Cr)	
HCML 440	Business Planning in Healthcare (5 Cr)	
HCML 494/5/6/7	Special Topics (1-5 Cr)	
RAIT 302	Body Pathophysiology (5 Cr)	
RAIT 303	Neuropathophysiology (5 Cr)	
RAIT/BIOL 312	Biology of Cancer (5 Cr)	
RAIT 314	CT Lab (1 Cr)	
RAIT 316	Clinical Practicum - MRI (12 Cr)	
RAIT 317	MRI Lab (1 Cr)	
RAIT 399	Independent Study (1-5 Cr)	
RAIT 401	Advanced Sectional Anatomy (2 Cr)	
RAIT 410	Advanced Computed Tomography Procedures (3 Cr)	
RAIT 411	Clinical Practicum II - CT (9 Cr)	
RAIT 461	Clinical Practicum II - PET (9 Cr)	
RAIT 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 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 2.0 or better:
 - Human Anatomy and Physiology I and II
 - College Level Math: MATH 130 Statistics or BA 240 Statistical Analysis
 - English composition course and Technical Writing or Research Paper course
- Co-requisite requirement: must be completed no later than the first two quarters of acceptance:
 - Humanities course from AAS-DTA transfer list
 - Social sciences course from AAS-DTA transfer list
 - Either Humanities or Social Science must be a communication 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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form and notice of right to file a discrimination complaint

- Nonrefundable application fee of \$90
- 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/imaging

Course	Course Title	CR
PROFICIENCY REQUIREMENT		
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
Writing	English Composition and Technical or Research Writing	10
College Level Math	MATH 130 Statistics, BA 240 Statistical Analysis or equivalent	5
CO-REQUISITE REQUIREMENTS		
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5
<i>Either Humanities or Social Science must be a communication course</i>		
CORE CURRICULUM		
GENERAL PROGRAM AND CONCENTRATION REQUIREMENTS		65
BUS& 101	Introduction to Business	5
CMST 330	Intercultural Health Communication	5
ECON 315	Economics of Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
HCML 310	Health Information Systems for HC Managers	5
HCML 411	Institutional Quality Management and Accreditation	5
HCML 460	Management & Leadership in Healthcare	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIT 301	Sectional Anatomy	5
RAIT 302	Body Pathophysiology	5
RAIT 303	Neuropathophysiology	5
RAIT 401	Advanced Sectional Anatomy	2
RAIT 465	Capstone Proposal	1
RAIT 475	Capstone Project	4

Continued on next page...

2017-18 Bachelor's Degrees

Course	Course Title	CR
Choose one course from the following (two others can be used as electives):		3
RAIT 310	CT Instrumentation & Procedures (3 Cr)	
RAIT 315	MRI Instrumentation & Procedures (3 Cr)	
RAIT 320	Interventional Procedures (3 Cr)	
ELECTIVES		25
HCML 301	Essential Foundation of Healthcare Management (5 Cr)	
HCML 320	Finance and Accounting for Healthcare Managers (5 Cr)	
HCML 325	Organizational Theory and Behavior in Healthcare (5 Cr)	
HCML 340	Human Resources Management in Healthcare (5 Cr)	
HCML 350	Legal & Regulatory Aspects of Healthcare (5 Cr)	
HCML 375	Project Management in Healthcare (5 Cr)	
HCML 380	Revenue Cycle in Healthcare (5 Cr)	
HCML 399	Independent Study (1-5 Cr)	
HCML 401	Marketing in the Healthcare Environment (5 Cr)	
HCML 415	Operations Management in Healthcare (5 Cr)	
HCML 420	Global Healthcare (5 Cr)	
HCML 440	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 314	CT Lab (1 Cr)	
RAIT 315	MRI Instrumentation & Procedures (3 Cr)	
RAIT 316	Clinical Practicum – MRI (12 Cr)	
RAIT 317	MRI Lab (1 Cr)	
RAIT 320	Interventional Procedures (3 Cr)	
RAIT 321	Vascular Interventional Clinical (12 Cr)	
RAIT 322	VIR Lab (1 Cr)	
RAIT 325	Mammography (5 Cr)	
RAIT 326	Ultrasound Physics for Mammographers (3 Cr)	
RAIT 328	Breast Ultrasound Equipment (2 Cr)	
RAIT 329	Clinical Practicum - Mammography (5 Cr)	
RAIT 330	Breast Ultrasound (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 358	Principles of Nuclear Medicine Physics (3 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 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 444	Musculoskeletal Ultrasound - Upper Extremity (3)	
RAIT 461	Clinical Practicum II – PET (9 Cr)	
RAIT 494/5/6/7	Special Topics (1-5 Cr)	
GRAND TOTAL		180

Computer Science

BACHELOR OF SCIENCE DEGREE

Bachelor of Science Degree (B.S.) in Computer Science from Bellevue College meets the critical and pervasive demand for rigorously trained computer science professionals. Seeking accreditation from the Accreditation Board for Engineering and Technology (ABET), this degree program will prepare graduates to apply mathematical foundations, algorithmic principles, and computer science theory in the design of computer and software based systems of varying complexity.

PROGRAM OUTCOMES

Upon graduation, program students should be able to:

- Demonstrate the ability to apply knowledge of mathematics to develop and analyze computing systems.
- Demonstrate the conceptual knowledge to identify and analyze a problem, and then define the computing requirements to creatively solve it.
- Demonstrate the ability to design, implement, evaluate, trouble-shoot and test a computer-based system process, component, or program to meet desired results.
- Demonstrate the ability to use current techniques, skills and tools for computing practice.
- Demonstrate success skills, including teamwork, leadership, communication, critical thinking, creative problem-solving, personal responsibility and management skills.
- Demonstrate an awareness of the impact of computers in society as well as an understanding of the key ethical issues shaping the practice of Computer Science.

ENTRY REQUIREMENTS

Must be qualified to enroll in the following courses:

Freshmen

- MATH& 151 Calculus I: Placement by assessment or MATH& 142 with a C- or better, or AP score of 2 or higher on AB or BC exam.
- ENGL& 101 English Composition I: Placement by assessment or ENGL 092 or 093 with C- or better.

Transfer Students

- MATH& 151 and MATH&152, or equivalent credits.
- ENGL& 101 English Composition I.
- CS 210 and CS 211
- 5-6 credits of either PHYS 121, biology or chemistry.

DEGREE REQUIREMENTS

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

- Complete 180 credits with a minimum 2.0 cumulative GPA 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.

COLLEGE ACADEMIC DISTRIBUTION REQUIREMENTS (CADR)

Freshmen and transfer applicants must complete a minimum level of preparation prior to applying for admissions into Computer Science. Completion in six subject areas: English, Mathematics, Social Sciences/Social Studies, World Languages, Lab Science, Senior Year Math-Based Quantitative, and Arts. These minimum academic subject areas are set by the Washington Student Achievement Council. Most applicants have completed these requirements in high school, or through college course work.

SAT or ACT scores are required only for applicants with fewer than 40 transferable college credits.

ENGLISH LANGUAGE PROFICIENCY

All international applicants must submit proof of English language proficiency as defined by the Office of International Education and Global Initiatives by the application deadline. See www.bellevuecollege.edu/oiegi for details.

APPLICATION PROCESS

To be considered for the Bachelor of Science in Computer Science program, prospective students must submit the following:

- Completed general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Science in Computer Sciences application form
- Nonrefundable application fee of \$75
- Official transcripts from all college(s) attended and high school transcript
- SAT/ACT scores for first year admissions

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

www.bellevuecollege.edu/cs

Course	Course Title	CR
GENERAL EDUCATION REQUIREMENTS		
ENGL& 101	English Composition	5
ENGL 201	The Research Paper or ENGL& 235 Technical Writing	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 208	Linear Algebra	5
MATH 270	Probability and Statistics	5
MATH 301	Discrete Math	5
PHYS 121	General Engineering Physics I	6
PHYS 122	General Engineering Physics II	6
Humanities course from AAS-DTA list - choose 3 different areas		15
Social Science courses from AAS-DTA list - choose 3 different areas		15
Natural Science course with lab: Chemistry or Biology		6
Cultural Diversity Requirement Please see www.bellevuecollege.edu/programs/degrees/culturaldiversity for the list of approved courses		
CORE PROGRAM REQUIREMENTS		
CS 19X	Special Topics in Computer Science	2
CS 210	Fundamentals of Computer Science I	5
CS 211	Fundamentals of Computer Science II	5
CS 300	Data Structures	5
CS 320	Programming Languages	5
CS 331	Database Systems	5
CS 351	Computer Architecture I	5
CS 360	Operating Systems	5
CS 401	Algorithms	5
CS 410	Software Engineering	5
CS 481/2/3	Capstone Courses	10

Course	Course Title	CR
UPPER DIVISION ELECTIVES		
<i>Choose 15 credits from the following:</i>		15
CS 341	Computer Networks (5 Cr)	
CS 352	Computer Architecture II (5 Cr)	
CS 356	Computer Security (5 Cr)	
CS 405	Numerical Methods (5 Cr)	
CS 411	Software Engineering Project Management (5 Cr)	
CS 420	Theory of Computation (5 Cr)	
CS 455	Cloud Computing (5 Cr)	
CS 460	Machine Learning (5 Cr)	
CS 485	Computer Science Co-op/Practicum (1-5 Cr)	
FREE CHOICE ELECTIVES		20
Students have an opportunity to take additional computer science courses, or additional general education courses of their own interest.		
GRAND TOTAL		180

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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 general Bellevue College admission form
- Nonrefundable general admission fee of \$34
- Completed Bachelor of Applied Science application form
- Nonrefundable application fee of \$60
- Official transcripts from a regionally accredited college
- Three letters of recommendation on an official recommendation form
- Essay
- Resume/CV

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.)		90
■ Cumulative GPA of 2.0 in all college courses		
■ Minimum grade of 2.0 in all required courses for associate degree in nursing		
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
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
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

Individuals must have:

- 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 and 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 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

COURSE	COURSE TITLE	CR
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

Individuals must have:

- Database Report Developer Certificate of Achievement or equivalent skills
- Experience with software development, SQL and relational databases

LEARNING OUTCOMES

Certificate recipients should possess the skills and 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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

COURSE	COURSE TITLE	CR
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

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HEALTHCARE INFORMATICS

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 HIT professionals who will be involved in analyzing, interpreting and/or reporting clinical, financial, operational and/or regulatory data.

PREREQUISITES

Individuals must have:

- 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
- BUSIT 103 SQL Fundamentals or equivalent
- BA 240 Statistical Analysis, or MATH 130 Intro to Statistics or equivalents

LEARNING OUTCOMES

Certificate recipients should possess the following skills & abilities:

- Determine how healthcare standards relate to patient records, coding and classification systems, privacy and security
- Explore the scope and role of data and data analytics in healthcare in the context of national quality policies
- Identify and apply appropriate tools and techniques to analyze a given data set
- Describe how data analytics can support key decisions in healthcare clinical, financial and operational settings
- Develop appropriate metrics and processes to obtain data supporting key healthcare decisions
- Propose appropriate healthcare data analytic plans that include development of the research question, identification of appropriate data sets, data validation, analysis, and visualization of results
- Explain the benefits and limitations of electronic health records (EHR) as sources of healthcare data
- Debate ethical issues surrounding data privacy and security and use of secondary health data for analytics

CERTIFICATE 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 44 quarter credits in the general program requirements, with a grade of "C", or better.
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and applied to the certificate, including credits transferred from other colleges
- 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 Certificate of Accomplishment in Healthcare Data Analytics, prospective students must submit the following:

- Completed general Bellevue College admission form
- Non-refundable general admission fee of \$34
- Completed Healthcare Data Analytics certificate application form
- Non-refundable HCDA certificate application fee of \$75
- Official transcripts from regionally accredited college(s), demonstrating completion of an appropriate associate's degree, and the prerequisite courses, with a GPA of 2.0 or higher

- Professional resume describing relevant work experience
- Personal Statement

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

www.bellevuecollege.edu/hci

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

COURSE	COURSE TITLE	CR
HCI 293	HCI New Student Orientation	4
HCI 310	Essentials of healthcare Informatics	5
HCI 315	Electronic Health Records	5
HCI 320	HCI Data Standards and Interoperability	5
HCI 375	HCI Project Management	5
HCI 450	Healthcare Analytics and Quality	5
HCI 456	Healthcare Data Visualization	5
HCI 470	Healthcare Analytics Applications	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
TOTAL		44

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. It provides the same technical preparation as the Healthcare Informatics BAS degree concentration but does not require the same 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
- BA 240 Statistical Analysis, or MATH 130 Intro to Statistics or equivalents

LEARNING OUTCOMES

Certificate recipients should possess the following skills & abilities:

- 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.

CERTIFICATE 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 49 quarter credits in the general program requirements, with a grade of "C", or better.
- A minimum cumulative GPA of 2.0 for all coursework taken at BC and applied to the certificate, including credits transferred from other colleges
- Courses may be subject to minimum grade requirements and prerequisites. Check online at www.bellevuecollege.edu/classes/all

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

www.bellevuecollege.edu/hci

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

COURSE	COURSE TITLE	CR
HCI 293	HCI New Student Orientation	4
HCI 302	Healthcare Safety & Quality Management	5
HCI 310	Essentials of Healthcare Informatics	5
HCI 315	Electronic Health Records	5
HCI 320	HCI Data Standards and Interoperability	5
HCI 360	Healthcare Information Seeking & Evaluation	3
HCI 410	Healthcare Clinical Systems Analysis	5
HCI 435	Healthcare Clinical Information System Operation	5
HCI 460	Leading Change in Healthcare Informatics	5
HCI 465	HCI Capstone/Field Studies Orientation	2
HCI 485	Healthcare Informatics Capstone	5
TOTAL		49

RADIATION & IMAGING SCIENCES

Medical Dosimetry

CERTIFICATE OF ACHIEVEMENT

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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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.

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

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2017-18 Upper Level Certificates

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
RAIT 301	Sectional Anatomy	5
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
* Student currently registered for Nuclear Medicine (AART or NMTCB) may substitute another RAIT course approved by the program chair		
GRAND TOTAL		26

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
RAIT 301	Sectional Anatomy	5
RAIT 302	Body Pathophysiology	5
RAIT 303	Neuropathophysiology	5
RAIT 310	CT Instrumentation & Procedures	3
RAIT 311	Clinical Practicum - CT	12
RAIT 401	Advanced Sectional Anatomy	2
TOTAL		32

Magnetic Resonance Imaging

CERTIFICATE OF ACCOMPLISHMENT

The certificate in Magnetic Resonance (MR) Imaging formally prepares the Imaging Technologist in Radiologic Technology, Nuclear Medicine, 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 American Registry of Radiologic Technologists
- Identify pertinent anatomy on images in all of the various planes
- Relate pertinent pathology to appropriate scan protocols
- Evaluate MR images as related to the exam requested and the pertinent clinical information
- Manipulate MR instrumentation to produce the desired image results.
- Adjust MR image protocols as necessary.
- Demonstrate communication skills that create a positive clinical environment for the patient.
- Demonstrate proper application of safety standards in the clinical environment.

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

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
RAIT 301	Sectional Anatomy	5
RAIT 302	Body Pathophysiology	5
RAIT 303	Neuropathophysiology	5
RAIT 315	MRI Instrumentation & Procedures	3
RAIT 316	Clinical Practicum - MRI	12
RAIT 401	Advanced Sectional Anatomy	2
TOTAL		32

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
RAIT 301	Sectional Anatomy	5
RAIT 302	Body Pathophysiology	5
RAIT 303	Neuropathophysiology	5
RAIT 320	VIR Instrumentation & Procedures	3
RAIT 321	Clinical Practicum - VIR	12
TOTAL		30

Breast Ultrasound

CERTIFICATE OF COMPLETION

Breast Ultrasound Certificate of Achievement is designed for Mammographers or Sonographers who want to gain didactic preparation level certification in breast ultrasound. 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. Content covers all areas included in the breast specialty exam offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

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

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
RAIT 326 or DUTEC 170 and DUTEC 171	Ultrasound Physics for Mammographers or Ultrasound Physics & Instrumentation I and Ultrasound Physics & Instrumentation II	3-6
RAIT 328	Breast Ultrasound Equipment	2
RAIT 330	Breast Ultrasound	3
TOTAL		8-11

Continued on next page...

2017-18 Transfer Associate Degrees



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/students/vcs/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

Important Notes and Conditions

- Total 90 Applicable College Level 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: 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.

Written Communication: 10 credits

Complete **both** groups

Group A: English 101

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

Quantitative/Symbolic Reasoning: 5 credits

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)

- **Please note:** UW may have additional mathematics requirements for admission, that might not be satisfied by some of above courses. More information at <http://admit.washington.edu/Admission/Transfer/CADR>

Humanities: 15 credits

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

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

Arabic 121, 122, 123

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

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

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

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

Italian 121, 122, 123

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

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

Social Sciences: 15 credits

Choose **three** different 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, 150, 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 credits

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

Anthropology 205, 215(L)

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

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

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

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

Environmental Science 100, 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 five credits from one of the following subjects allowed in the Natural Sciences distribution.

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

Philosophy 120

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

Two types of electives: Transferable and Restricted. Maximum 15 elective credits with "P" grade

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

Accounting 201, 202, 203; **Art** 108; **Biology** 312; **Business** 201; **Business**

Administration 200, 240; **Communication Studies** 245, 266, 330, 350; **Computer**

Science 101, 210, 211, 212, 250; **Criminal Justice** 101, 106, 109, 110, 112; **Drama**

230*; **Education** 115, 130, 150, 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/.

Academic Advising

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

2017-18 Transfer Associate Degrees

Associate in Business Degree (DTA/MRP)

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90 Applicable College Level 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: 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 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/lab for the latest degree updates.

Written Communication: 10 credits (See note # 1)

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

Group A: English 101

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

Quantitative/Symbolic Reasoning: 5 credits

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

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

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

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

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

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

Arabic 121, 122, 123

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

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

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

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

Italian 121, 122, 123

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

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

Social Sciences: 20 credits

Complete **both** groups A and B:

Group A: Choose **two** different subjects 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, 150, 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: 15-16 credits (see note # 4)

Complete **both** groups A and 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 subjects from the following:

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

Anthropology 205, 215(L)

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

Biology 100(L), 108(L), 125, 135, 150(L), 160(L), 162(L), 211(L),

212(L), 213(L), 241(L), 242(L), 260(L), 275 (L), 276(L)

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

Chemistry 100, 110(L), 121(L), 131(L), 140(L), 161(L), 162(L),

163(L), 261(L), 262(L), 263(L), 265(L), 266(L)

Environmental Science 100, 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: 25 credits (see note # 5)

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

Accounting 201, 202, 203

Business Administration 240 (Statistical Analysis)

Business 201

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

Notes 1 through 6: Specific University Requirements

See business advisor for any questions or further information.

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

University: **Course Equivalent to:**

WSU (all campuses): Management Information Systems MIS 250

Gonzaga: Management Information Systems BMIS 235

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

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

WWU: Introduction to Business Computer Systems MIS 220

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/.

Academic Advising

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

Associate in Math Education Degree (DTA/MRP)

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- For Future Secondary Math Teachers
- Total 90 Applicable College Level 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: 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 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/ame for the latest degree updates.

Written Communication: 10 credits

Complete **both** groups

Group A: English 101

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

Quantitative: 5 credits

Mathematics 151

Humanities: 15 credits

Complete **both** groups from the following:

Group A: Choose 5 credits from the following:

Communication Studies 101 or 220

Group B: 10 credits and **two** different subjects from the following:

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

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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

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

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

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

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

Arabic 121, 122, 123

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

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

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

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

Italian 121, 122, 123

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

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

Social Sciences: 15 credits

Complete **both** groups:

Group A: 5 credits

Psychology 100

Group B: Choose 10 credits and two different subjects 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**, 108, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 150, 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, 215, 230, **240**, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Natural Sciences: 15-16 credits

Complete **both** Group A and Group B

Group A: 5 credits

Mathematics 152

Group B: 10-11 credits and two different subjects from the following:

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

Anthropology 205, **215(L)**

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

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

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

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

Environmental Science 100, 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

Complete **all** of the following:

Mathematics 153, 208, 254

Education 205

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

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

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

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses visit

www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

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

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90 Applicable College Level 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: PHIL 201 is same as POLS 201 and 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/track1/ for the latest degree updates.

Written Communication: 5 credits

Complete **one** from the following:

English 101 201, 235, 271, 272

Quantitative (Mathematics): 10 credits

Choose **two** from the following:

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

Humanities and Social Sciences: 15 credits

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

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

Humanities

Choose from the following:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

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, 108, 123, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, 120, 146, 147, 148, 150, 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, 215, 230, 240, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Chemistry Sequence: 15-18 credits

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

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

Biology or Physics Sequence: 15-18 credits

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

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

Biology 211, 212, 213

Additional Mathematics: 5 credits

Choose from the following:

Mathematics 153, 208, 238, 240, 254, 255

Business Administration 240 (Statistical Analysis)

Mathematics 130 (Introduction to Statistics)

Additional Requirements for Intended Major: 10-18 credits

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

Electives: Sufficient to meet the minimum degree total of 90

Maximum 5 credits of restricted elective courses.

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

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses visit

www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Science Academic Advising

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

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

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90 Applicable College Level 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: PHIL 201 is same as POLS 201 and 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.

Written Communication: 5 credits

Complete **one** from the following:

English 101 201, 235, 271, 272

Quantitative (Mathematics): 10 credits

Choose **two** from the following:

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

Humanities and Social Sciences: 15 credits

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

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

Humanities:

Choose from the following:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

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, 108, 123, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, 120, 146, 147, 148, 150, 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, 215, 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.

Select one of the following sequences based on major requirements:

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

Physics 114, 115, 116 or 121, 122, 123 (Physics with Calculus)

Chemistry with Lab: 5-6 credits

See course catalog and/or consult with science advisor

Engineering majors: select Chemistry 161 (required)

Others should select 5-6 credits of science based on major program.

Additional Mathematics: 5 credits

Choose from the following:

Mathematics 153, 208, 240, 254, 255, 238

Business Administration 240 (Statistical Analysis)

Mathematics 130 (Introduction to Statistics)

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

Maximum 5 credits of restricted elective courses.

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

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

Cultural Diversity Requirement

This degree has a set of BC General Education requirements including Cultural Diversity. Please choose one course to meet the Cultural Diversity Requirement. For approved courses visit

www.bellevuecollege.edu/programs/degrees/culturaldiversity/.

Academic Advising

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

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

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90-105 Applicable College Level 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: PHIL 201 is same as POLS 201 and 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.

Written Communication: 5 credits

Choose **one**:

English 101, 201, 235, 271, 272

Mathematics: 20 Credits

Mathematics 151, 152, 153, 238

Humanities and Social Sciences: 15 credits

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

Humanities:

Choose from the following:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

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, 108, 123, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, 120, 146, 147, 148, 150, 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, 215, 230, 240, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Physics and Chemistry Sequences: 30-36 credits

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

Physics 121, 122, 123

Chemistry 161, 162, 163

Additional Science: 10-12 credits

Chemistry 261

Chemistry 262 or **Biology** 211

Additional Courses: 12-17 credits

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

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

Biology 211, 212

Chemistry 262

Computer Science 210

Engineering 204, 214, 224

English 235

Mathematics 208, 240, 254, 255

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/.

Academic Advising

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

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

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90-106 Applicable College Level 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: PHIL 201 is same as POLS 201 and 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.

Written Communication: 5 credits

Choose **one**:

English 101, 201, 235, 271, 272

Mathematics: 25 Credits

Mathematics 151, 152, 153, 208, 238

Humanities and Social Sciences: 15 credits

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

Humanities:

Choose from the following:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

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, 108, 123, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, 120, 146, 147, 148, 150, 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, 215, 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.

Physics 121, 122, 123

Chemistry with Lab: 10-12 credits

Chemistry 161 and 162

Engineering: 16 credits

Engineering 114, 214, 215, 225

Additional Courses: 10-15 credits

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

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

Computer Science 210

Engineering 111, 200, 204, 224

English 235

Mathematics 240, 254, 255

Cultural Diversity Requirement

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/.

Academic Advising

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

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

TRANSFER ASSOCIATE DEGREE

Important Notes and Conditions

- Total 90-106 Applicable College Level 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: PHIL 201 is same as POLS 201 and 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.

Written Communication: 5 credits

Choose **one** from the following:

English 101, 201, 235, 271, 272

Mathematics: 25 Credits

Math 151, 152, 153, 208, 238

Humanities and Social Sciences: 15 credits

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

Humanities:

Choose from the following:

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, 225, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254*, 256*, 260*, 261*, 280*, 281*

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, 150, 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

Students cannot apply more than 5 credits of a foreign language at 100-level to Humanities distribution.

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, 108, 123, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, 120, 146, 147, 148, 150, 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, 215, 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.

Physics 121, 122, 123

Chemistry with Lab: 5-6 credits

Chemistry 161

Engineering: 8 credits

Engineering 204 and 214

Computer Programming: 10 credits

Computer Science 210 and 211

Additional Courses: 11-17 credits

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

Select **three** courses from the following:

Biology 211

Chemistry 162

Engineering 111, 215, 224

English 235

Math 240, 254, 255

Cultural Diversity Requirement

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/

Academic Advising

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

2017-18 Non-Transfer Associate Degrees and Certificates



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

- 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.

PREREQUISITES

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

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/



2017-18 Non-Transfer Associate Degrees and Certificates

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: PHIL 201 is same as POLS 201 and may only count as PHIL or POLS] 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*, 281* 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, 150, 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 , 108, 123 , 200, 207, 250, 258, 277 Geology 107 History 101, 102, 103, 110, 115, 120 , 146, 147, 148, 150, 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 ("L" indicates lab component):		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 108, 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		
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

Unlike any other program in the nation, Occupational & Life Skills (OLS) is a part-time, 90 credit associate degree program for adults with learning disabilities. Students identify and develop a career pathway, grow interpersonal skills, and gain marketable, workplace ready skills interning with local businesses aligned to their career goals. In the last eight years, 85% of our graduates are employed and 30% enjoy upward career mobility.

OLS creates a guided career pathway for graduating students to become gainfully employed, contributing citizens. The program is specific to their self-identified skills, strengths, and passions, and prepares them for the workforce through courses such as Workplace Readiness, Computer Application in the Workplace, Customer Service, Communication and Career Exploration. In the fourth year, an internship of 200 hours related to that career pathway is completed. Some internships translate into jobs and most students are gainfully employed within three months of graduation. Our goal is to help students attain marketable skills for a successful work life.

During our program, students grow interpersonal skills and take steps toward greater autonomy. Courses in Personal Finance, Cultural Awareness, Nutrition, and Social Change in America help make that possible. The confidence they gain at OLS, both onsite and in the community, help students self-advocate and mature so they can become productive community members.

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

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 www.bellevuecollege.edu/ols/application-process/

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.

Current information about OLS Internship Information can be found at www.bellevuecollege.edu/ols/discover/internships/

PROGRAM CONTACT INFORMATION

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

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

www.bellevuecollege.edu/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

Course	Course Title	CR
OLS 111	Learning Strategies in the College Environment	2
OLS 112	News and Daily Living	3
OLS 113	Critical Thinking through Writing	2
OLS 114	Critical Thinking through Media	2
OLS 120	Personal Finance I	2
OLS 121	Personal Finance II	2
OLS 122	Personal Finance III	2
OLS 123	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	6
OLS 176	Field Experience II	6
OLS 177	Workplace Readiness	2
OLS 179	Controversial Issues in the Workplace	2
OLS 180	Individual Study	2
Choose 3 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 4 credits from the following electives:		4
OLS 158	Introduction to Theatre (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		

2017-18 Professional/Technical Degrees & Certificates



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 certificates 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 course-work 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/

2017-18 Professional/Technical Degrees & Certificates



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 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

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

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

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

INTERIOR DESIGN

Interior Studies AA

MARKETING MANAGEMENT

Marketing Management AA

Digital Marketing AAST

- Retail Marketing **ACH**
- Promotional Marketing **ACH**
 - Sales **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**
- Operating System Support Specialist **ACH**
- Cisco Support Technician **ACH**
- Microsoft Network Support **ACH**
- Cloud Architecture and Services **ACH**
- Technical Assistant **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**

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*	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 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
<i>*ACCT& 201, 202 and 203 may be substituted for ACCT 101, 102 and 234</i>		
COMMUNICATION		
ENGL& 101	English Composition I (5 Cr)	5
<i>Choose 5 credits from the following:</i>		5
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
ENGL 271	Expository Writing (5 Cr)	
QUANTITATIVE		
<i>Choose 5 credits from the following:</i>		5
MATH 130	Introduction to Statistics (5 Cr) Any college-level math of 107 or higher (5 Cr)	

Course	Course Title	CR
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
<i>Choose 10 credits of the following, or AAS-DTA list. One course must meet the Cultural Diversity Requirement (CDR).</i>		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	Communication in a Diverse Workplace (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
ECON& 201	Microeconomics (5 Cr)	
ECON& 202	Macroeconomics (5 Cr)	
ELECTIVES		
<i>Choose 10-15 credits from the following:</i>		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 (5 Cr)	
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 234*	Managerial Accounting	5
ACCT 245	Accounting Information Systems	5

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
ACCT 250	Intermediate Accounting	5
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
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr) Any college level Math 107 or higher (5 Cr)	
ELECTIVES		
<i>Choose 8-10 credits from the following:</i>		8-10
ACCT 240	Computerized Accounting (5 Cr)	
ACCT 260	Accounting for Non-Profit Agencies (5 Cr)	
ACCT 272	QuickBooks Certification (2 Cr)	
ACCT 288	Bookkeeping Certification (10 Cr)	
BTS 144	Personal Information Manager (3 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUSIT 103	SQL Fundamentals (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 109	Business Communications (5 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BUS& 101	Introduction to Business (5 Cr)	
BUS 241	Multicultural Business Consulting (5 Cr)	
ECON 100	Introduction to Basic Economic Principles (5 Cr)	
EXPL 191/2/3	Academic Internship Experience (1-5 Cr)	
PROG 160	Systems Analysis and Design (5 Cr)	
SOCIAL SCIENCE		
<i>Choose 5 credits from the following, or any social science course from the Associate in Business Degree – DTA</i>		5
ANTH& 204	Archaeology (5 Cr)	
GEOG& 100	Introduction to Geography (5 Cr)	
HIST 115	English History 1603 to Present (5 Cr)	
HIST 120*	Global History (5 Cr)	
HIST 223	History of Russia & Eastern Europe 1533 to Present (5 Cr)	
HIST 250	U.S. Military History (5 Cr)	
TOTAL		92-94

*Shared (cross-listed) courses with other departments. These courses can count only once for credit. Consult an advisor for details. ACCT& 201, 202 and 203 may be substituted for ACCT 101, 102 and 234.

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr) Any college level math of 107 or higher (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	
<i>Choose one of the following:</i>		2-5
BTS 144	Personal Information Manager (3 Cr)	
ACCT 160	Washington State: Tax and Audit (5 Cr)	
ACCT 272	QuickBooks Certification (2 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 109	Business Communications (5 Cr)	
ENGL& 101	English Composition (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT& 203	Principles of Accounting III (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUS& 101	Introduction to Business	
TOTAL		46-49

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

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2017-18 Professional/Technical Degrees & Certificates

GAINFUL EMPLOYMENT DISCLOSURE

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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
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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
ALDAC 100	Professional Development in Addiction Counseling	1
ALDAC 102	Chemical Dependency Pharmacology of Alcohol & Other Drugs	3

Course	Course Title	CR
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
<i>Choose any one or more from the following:</i>		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.

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2017-18 Professional/Technical Degrees & Certificates

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/ah/#aas-t_allied_health

Course	Course Title	CR
CORE COURSEWORK		
MAJOR / CORE REQUIREMENT		
<i>Complete one or more of the professional certificates in an Allied Health Discipline totaling at least 40 credits.</i>		
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
GENERAL EDUCATION: Complete 26 credits of General Education from the following distribution areas:		
COMMUNICATIONS		
ENGL& 101	English Composition (5 Cr)	5
QUANTITATIVE		
<i>Choose 5 credits from the Mathematics courses listed below</i>		5
Mathematics 107*, 130*, 131, 132, 138, 141, 142, 148, 151, 152, 153, 208, 238, 240, 254, 255		
HUMANITIES		
<i>Choose 5 credits from the Humanities courses listed below:</i>		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		

Course	Course Title	CR
SOCIAL SCIENCE		
<i>Choose 5 credits from the Social Science courses listed below:</i>		5
Anthropology 100, 106, 108, 180, 204, 206, 208, 209, 211, 212, 220, 222, 224, 232, 234, 235, 236; Business 101; Communication Studies 102, 230; Cultural and Ethnic Studies 100, 101, 102, 103, 104, 106, 109, 115, 120, 121, 130, 140, 152, 160, 180, 200, 201, 203, 205, 210, 241, 255, 257, 260, 285, 286, 287, 288; Economics 100, 201, 202, 250, 260; Geography 100, 102, 105, 200, 207, 250, 258, 277; History 101, 102, 103, 110, 115, 120, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, 230, 236, 242, 245, 250, 261, 280; Humanities 224, 230; International Studies 150, 200, 201, 202, 204, 227, 261, 280; Philosophy 102, 112, 122, 160, 201, 248, 260, 265; Political Science 101, 121, 122, 123, 125, 155, 160, 175, 201, 202, 203, 204, 220, 221, 222, 223, 227, 230; Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, 240, 250, 257; Sociology 101, 105, 122, 150, 201, 215, 230, 240, 246, 248, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278		
NATURAL SCIENCE		
<i>Choose 6 credits from the Natural Science LAB courses listed below</i>		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/ah/#certificateAchievement_clinical_lab_assistant

GAINFUL EMPLOYMENT DISCLOSURE

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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
<i>Choose one option from the following Anatomy and Physiology courses:</i>		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)	
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
<i>Choose at least 3 credits from the following Wellness courses:</i>		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)	
<i>Choose 5 credits from the following Information Technology courses:</i>		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
<i>*Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.</i>		
<i>**See Catalog for defined prerequisite or placement standards.</i>		

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:
www.bellevuecollege.edu/legal/publicdisclosure

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
<i>Choose one option from the following Anatomy and Physiology courses:</i>		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)	
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
<i>Choose at least 3 credits from the following Wellness courses:</i>		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)	
<i>Choose 5 credits from the following Information Technology courses:</i>		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
<i>* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.</i>		
<i>**See Catalog for defined prerequisite or placement standards.</i>		

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

Continued on next page...

2017-18 Professional/Technical Degrees & Certificates

- 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/ahel/certificateAchievement_health_unit_coordinator

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
Choose one option from the following Anatomy and Physiology courses:		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)	
Choose 5 credits from the following Diversity and Communication courses:		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
Choose at least 3 credits from the following Wellness courses:		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)	
Choose 5 credits from the following Information Technology courses:		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/ahel/certificateAccomplishment_medical_office_reception

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
Choose one option from the following Anatomy and Physiology courses:		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)	
Choose 5 credits from the following Diversity and Communication courses:		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
Choose at least 3 credits from the following Wellness courses:		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)	
Choose 5 credits from the following Information Technology courses:		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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
<i>Choose one option from the following Anatomy and Physiology courses:</i>		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)	
<i>Choose from the following Diversity and Communication courses:</i>		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	

Course	Course Title	CR
<i>Choose at least 3 credits from the following Wellness courses:</i>		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)	
<i>Choose 5 credits from the following Information Technology courses:</i>		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		83-92
<i>* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.</i>		
<i>**See Catalog for defined prerequisite or placement standards.</i>		

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

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2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
AHEA 122	Intermediate Medical Billing	5
AHEA 124	Advanced Medical Billing and Coding	5
<i>Choose one option from the following Anatomy and Physiology courses:</i>		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)	
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
<i>Choose at least 3 credits from the following Wellness courses:</i>		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)	
<i>Choose 5 credits from the following Information Technology courses:</i>		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.		

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
<i>Choose one option from the following Anatomy and Physiology courses:</i>		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)	
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5
AHE 140	Professional Relationships in Healthcare (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST 280*	Intercultural Communication (5 Cr)	
<i>Choose at least 3 credits from the following Wellness courses:</i>		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)	
<i>Choose 5 credits from the following Information Technology courses:</i>		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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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 221	Human Resource Management	5
BUS 230	Project Management	5
ENGL& 101	English Composition I	5
INTST 150	International Business	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
Choose one course from the following:		5
BUS& 201	Business Law (5 Cr)	
PHIL 260	Business Ethics (5 Cr)	
Choose one course from the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
Choose 5 credits from the following:		5
MATH& 107	Math in Society (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
Choose 10 credits from the Direct Transfer Agreement list. One course must meet the Cultural Diversity Requirement (CDR).		10
ELECTIVES		
Choose 5 credits from the following:		5
BUS 241	Multicultural Business Consulting (5 Cr)	
BUS 250	Entrepreneurship (5 Cr)	
BUS 280	Advanced Studies in International Business (5 Cr)	
CES 241	Multicultural Business Consulting (5 Cr)	
EXPRL	Academic Internship Experience (1-5 Cr)	
191/192/193		
MKTG 290	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

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2017-18 Professional/Technical Degrees & Certificates

- 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 221	Human Resource Management	5
ENGL& 101	English Composition I	5
INTST 150	International Business	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
Choose one course from the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
Choose one course from the following:		5
BUS& 201	Business Law (5 Cr)	
PHIL 260	Business Ethics (5 Cr)	
Choose one course from the following:		5
BUS 230	Project Management (5 Cr)	
BUS 245	Property & Liability Insurance (5 Cr)	
Choose 5 credits from the following:		5
BUS 241	Multicultural Business Consulting (5 Cr)	
CES 241	Multicultural Business Consulting (5 Cr)	
EXPL 191/192/193	Academic Internship Experience (1-5 Cr)	
MKTG 290	Marketing Activities in DECA (1-5 Cr)	
SCIENCE LAB ELECTIVE		6
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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 165	Business Spreadsheet Analysis & Design	5
BUS 250	Entrepreneurship	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Platforms	5
Choose one course from the following:		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
Choose one course from the following:		5
BUS 221	Human Resource Management (5 Cr)	
MKTG 290	Marketing Activities in DECA (5 Cr)	
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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
CMST& 230	Small Group Communication	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 230	Project Management	5
TOTAL		25

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	College level math (MATH 107 or higher) (5 Cr)	

Course	Course Title	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 234	Advertising (5 Cr)	
Choose 5-6 credits from the following:		5-6
ASTR& 100	Survey of Astronomy (5 Cr)	
ASTR& 101	Introduction to Astronomy (6 Cr)	
CHEM 100	Chemical Explorations (6 Cr)	
CHEM& 110	Chemical Concepts w/Lab (6 Cr)	
GEOG 205	Geography of Weather and Climate Change (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

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2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
<i>Choose 10 credits from the following:</i>		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 241	Search Engine Strategy	5
<i>Choose 5 credits from the following:</i>		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)	
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 and databases
- Apply business math concepts to workplace problems

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

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 109	Business Communications	5
BTS 110	Web Essentials	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
<i>Choose 5 credits from the following:</i>		5
BUS 145	Business Mathematics (5 Cr)	
MATH xxx	College level math (MATH 107 or higher) (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 201	Content Management Systems (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
<i>Choose 10 credits from the following:</i>		10
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 265	Adv. Business Spreadsheet Analysis & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
BTS 280	Project Planning, Tracking & Reporting (5 Cr)	
BTS 289	Emerging Web Development Technologies (5 Cr)	
TOTAL		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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

2017-18 Professional/Technical Degrees & Certificates

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
<i>Choose 3-5 credits from the following:</i>		3-5
BTS 147	Presentation Design and Delivery (3 Cr)	
BTS 186	Publication Design Essentials (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 201	Content Management Systems (5 Cr)	
BTS 293	Professional Skills (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 resource 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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
ACCT 101	Practical Accounting I	5
BTS 109	Business Communications	5
BTS 144	Personal Information Manager	3
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 210	Collaborative Web Spaces	5

Course	Course Title	CR
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 221	Human Resource Management	5
<i>Choose 5 credits from the following:</i>		5
BTS 110	Web Essentials (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 109	Business Communications	5
BTS 110	Web Essentials	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 188	Digital Images for Desktop Publishing	5
BTS 189	Web Authoring Essentials	5
BTS 201	Content Management Systems	5
BTS 289	Emerging Web Development Technologies	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
<i>Choose one course from the following:</i>		1
MKTG 103	Intro to Sports Marketing (1 Cr)	
MKTG 104	Intro to Fashion Marketing (1 Cr)	
MKTG 105	Intro to Music Marketing (1 Cr)	
MKTG 106	Intro to Film & TV Marketing (1 Cr)	

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2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
Choose 5 credits from the following:		5
MKTG 241	Search Engine Strategy (5 Cr)	
MKTG 242	Social Media Strategy (5 Cr)	
MKTG 243	Mobile Marketing Strategy (5 Cr)	
Choose 3-5 credits from the following:		3-5
BTS 147	Presentation Design & Delivery (3 Cr)	
BTS 186	Publication Design Essentials (5 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)	
TOTAL		54-56

Business Technology 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 110	Web Essentials	5
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
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)	
MKTG 110	Client Customer Relations (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 and 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 268	Advanced Business Data Management Tools	5
BUSIT 103	SQL Fundamentals	5
DBA 130	Database Theory	5
TOTAL		25

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 110	Web Essentials	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 10 credits from the following:		10
BTS 161	Business Software Essentials (5 Cr)	
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
BTS 201	Content Management Systems (5 Cr)	
BTS 210	Collaborative Web Spaces (5 Cr)	
BTS 280	Project Planning, Tracking & Reporting (5 Cr)	
BTS 289	Emerging Web Development Technologies (5 Cr)	
MKTG 101	Introduction to Marketing (5 Cr)	
MKTG 234	Advertising (5 Cr)	
TOTAL		40

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

Course	Course Title	CR
Choose 5 credits from the following:		5
BTS 110	Web Essentials (5 Cr)	
BTS 161	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 variety 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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

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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
<i>Choose 5 credits from the following:</i>		5
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
ENGL 271	Expository Writing (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
QUANTITATIVE		
<i>Choose 5 credits from the following:</i>		5
MATH& 107	Math in Society (5 Cr)	
MATH 138	College Algebra for Business & Social Science (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
Any college level Math higher than MATH& 141 (5 Cr)		
NATURAL SCIENCE, SOCIAL SCIENCE, HUMANITIES		
Humanities & Social Science (see below for specific courses)		10
Natural Sciences (see below for specific courses)		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.		
CRIMINAL JUSTICE AAS-T ELECTIVES		
<i>Choose 5 credits from the following:</i>		5
CJ 102	Policing Operations (5 Cr)	
CJ 200	Criminal Evidence & Procedures—Police Officer (5 Cr)	
CJ 204	Constitutional Law (5 Cr)	
CJ 206	Community-Oriented Policing (5 Cr)	
CJ 242	Law & the Police in a Multicultural Society (5 Cr)	
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.

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		
PREREQUISITES		
AHE 110	Medical Terminology	5
BIOL& 241	Human Anatomy & Physiology I	6
BIOL& 242	Human Anatomy & Physiology II	6
MATH 130	Introduction to Statistics	5
PHYS& 100	Physics – Basic Concepts	5
Choose 5 Credits from the following		5
CMST& 230	Small Group Communication (5 Cr)	
CMST 250	Communication in a Diverse Workplace (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
	Any Other Cultural Diversity Requirement Course (5 Cr)	
Choose 5 Credits from the following		5
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
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
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

Course	Course Title	CR
DUTEC 165	General Ultrasound Lab III	3
DUTEC 180	Advanced Studies: Obstetrics	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

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

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2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
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)	

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
ELECTIVES		
<i>Choose 30 credits from the following:</i>		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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

Course	Course Title	CR
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	3
EDUC& 204	Exceptional Child	5
EDUC 240	Culture and Human Diversity in Education	3
<i>Choose 5 credits from the following:</i>		5
EDUC& 115	Child Development (5 Cr)	
PSYC& 200	Lifespan Psychology (5 Cr)	
COMMUNICATION		
<i>Choose 10 credits from the following:</i>		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)	

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2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	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)	
HUMANITIES		
Choose 10 credits from the following*:		10
ART 105	Art Appreciation (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/programs/degrees/proftech/eced/#EarlyChildhoodEd

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

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
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
<i>Choose 5 credits from the following:</i>		5
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
MATH& 107	Math in Society (5 Cr)	
MATH& 131	Math for Elementary Education I (5 Cr)	
<i>Choose 5-6 credits from the following:</i>		5-6
ASTR& 101	Introduction to Astronomy (6 Cr)	
BIOL& 100	Survey of Biology (6 Cr)	
BIOL 108	Human Biology (6 Cr)	
BOTAN 110	Introduction Plant Biology (6 Cr)	
CHEM& 110	Chemical Concepts w/Lab (6 Cr)	
GEOL& 101	Introduction to Physical Geology (6 Cr)	
NUTR 100	Personal Nutrition (5 Cr)	
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)	
PHYS& 100	Physics – Basic Concepts (5 Cr)	
PHYS 104	Discoveries in Physics (6 Cr)	
APPROVED ELECTIVES		1-2
TOTAL		90

Early Childhood Education – 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:

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

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
<i>Choose 5 credits from the following:</i>		5
MATH&107	Math in Society (5 Cr)	
MATH& 131	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.

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2017-18 Professional/Technical Degrees & Certificates

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/programs/degrees/proftech/eced/#Early_Childhood_Education_Infant_and_Toddler_Care

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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, 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 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/programs/degrees/proftech/eced/#Early_Childhood_Education_General_Early_Childhood_Education

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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 applied 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/programs/degrees/proftech/eced/#Early_Childhood_Education_Initial_Certificate

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:
www.bellevuecollege.edu/legal/publicdisclosure

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 intelligence. Students also take general education courses. The degree prepares graduates for entry-level developer/analyst positions and for continuation to a Baccalaureate institution. Certificates of Accomplishment and Achievement in 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	Communication in a Diverse Workplace	5
DBA 130	Database Theory	5
ENGL& 101	English Composition I	5
IT 103	Networking Basics	5
PROG 109	Introduction to Web Development	5
PROG 110	Introduction to Programming	5
PROG 140	SQL & Relational Database Programming	5
COMMUNICATION		
Choose 5 credits from the following:		5
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
QUANTITATIVE		
Choose 5 credits from the following:		5
BA 240	Statistical Analysis (5 Cr)	
MATH 130	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
CHOOSE ONE TRACK FROM THE FOLLOWING:		
BUSINESS ANALYST TRACK		
BUS& 101	Introduction to Business	5
BUSIT 105	Introduction to Business Intelligence	5
BUSIT 150	Introduction to Business Analysis	5
BUSIT 250	Applying Business Analysis Techniques	5
PROG 160	System Analysis and Design	5
Program Approved Electives		10
TOTAL		35
SOFTWARE DEVELOPMENT TRACK		
PROG 120	Object Oriented Programming Concepts	5
PROG 123	Sever Side Web Development	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

Continued on next page...

2017-18 Professional/Technical Degrees & Certificates

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BUSIT 103	SQL Fundamentals	5
CMST& 250	Communication in the Diverse Workplace	5
DBA 130	Database Theory	5
PROG 109	Introduction to Web Development	5
PROG 110	Introduction to Programming	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
PROG 175	Database Reporting	5
TOTAL		40

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BUSIT 103	SQL Fundamentals	5
CMST& 250	Communication in the Diverse 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 120	Object Oriented Programming Concepts	5
PROG 123	Server Side Web Development	5
PROG 160	Systems Analysis & Design	5
TOTAL		45

Programming for Mobile & Web Development

CERTIFICATE OF ACHIEVEMENT

The certificate in Programming for Mobile and Web Development is designed for entry-level positions which require maintenance and development of web-based applications to be used on the desktop and mobile devices.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Prepared for entry-level positions developing websites and Web-based applications
- Use Web development tools, code XHTML, JavaScript, Ajax, and CSS
- Use introductory knowledge of .NET to retrieve and display data for the Web

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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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 120	Object Oriented Programming Concepts	5
PROG 123	Server Side Web Development	5
PROG 140	SQL & Relational Database Programming	5
PROG 209	Client-Side Web Programming I	5
PROG 219	Client-Side Web Programming II	5
PROG 272	Implementing a Mobile Solution	5
TOTAL		45

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

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/#introplusplus

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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.

Continued on next page...

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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/index/#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 CORE COURSEWORK		70

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

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
GENERAL EDUCATION		
WRITING		5
English 101	English Composition I	
NATURAL SCIENCE		5
<i>Take ENV& 100 or choose a course with a lab component from AAS-DTA transfer list:</i>		
Astronomy 101, 201 Biology 100, 108, 150, 160, 162, 211, 212, 213, 241, 242, 260, 275, 276 Botany 110, 113, 120 Chemistry 110, 121, 131, 140, 161, 162, 163, 261, 262, 263, 265, 266 Environmental Science 207, 250 Geography 206 Geology 101, 103, 208 Oceanography 101 Physics 104, 105, 109, 114, 115, 116, 121, 122, 123		
CULTURAL DIVERSITY REQUIREMENT		5
<i>Choose a course from a list at www.bellevuecollege.edu/programs/degrees/culturaldiversity/ (also see page 2)</i>		
QUANTITATIVE/SYMBOLIC REASONING		5
<i>Choose a course from the following selection:</i>		
Mathematics 107, 130, 131, 132, 138, 141, 142, 148, 151, 152, 153, 208, 238, 240, 254, 255 Philosophy 120		
ART HISTORY		5
<i>Choose a course from the following selection:</i>		
Art 201, 202, 203*, 205		
<i>*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.</i>		
TOTAL GENERAL EDUCATION		25
GRAND TOTAL		95

- 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		
BUS& 101	Introduction to Business	5
ENGL& 101	English Composition I	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
MKTG 131	Principles of Professional Selling	5
MKTG 200	International Marketing	5
MKTG 211	Multicultural Marketing	5
MKTG 234	Advertising	5
MKTG 241	Search Engine Strategy	5
MKTG 255	Relationship Marketing	5
MKTG 261	Marketing Research I	5
MKTG 262	Measurement and Analytics	5
<i>Choose 5 credits from the following:</i>		5
CMST& 220	Public Speaking (5 Cr)	
MKTG 290	Marketing Activities in DECA (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 201	Content Management Systems (5 Cr)	
<i>Choose one course from the following:</i>		1
MKTG 103	Intro to Sports Marketing (1 Cr)	
MKTG 104	Intro to Fashion Marketing (1 Cr)	
MKTG 105	Intro to Music Marketing (1 Cr)	
MKTG 106	Intro to Film & TV Marketing (1Cr)	
<i>Choose 5 credits from the following:</i>		5
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
BUS 145	Business Math (5 Cr)	
MATH& 107	Math in Society (5 Cr) or higher	
ELECTIVES		
Science Lab course		6
BUS/MKTG courses*		10
<i>*Any selection of business division courses not listed above, with approval of advisor or program chair.</i>		
TOTAL		92

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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

2017-18 Professional/Technical Degrees & Certificates

Digital Marketing

ASSOCIATE IN APPLIED SCIENCE-T 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
<i>Choose one from the following, to complement MKTG 101 and 102:</i>		1
MKTG 103	Intro to Sports Marketing (1 Cr)	
MKTG 104	Intro to Fashion Marketing (1 Cr)	
MKTG 105	Intro to Music Marketing (1 Cr)	
MKTG 106	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
<i>Choose five credits from the following:</i>		5
BTS 293	Professional Skills (5 Cr)	
BUS 241	Multicultural Business Consulting (5 Cr)	
MKTG 290	Marketing Activities in DECA (1-5 Cr)	
MKTG 292	Marketing Internship (1-5 Cr)	

Course	Course Title	CR
<i>Choose two courses from the following:</i>		10
BTS 165	Business Spreadsheet Analysis and Design (5 Cr)	
BTS 188	Intro to Digital Content (5 Cr)	
BTS 289	Emerging Web Development Technologies (5 Cr)	
MKTG 131	Principles of Professional Selling (5 Cr)	
MKTG 211	Multicultural Marketing (5 Cr)	
MKTG 244	Online Video and Television Strategy (5 Cr)	
MKTG 271	Consumer Behavior (5 Cr)	
<i>Students interested in continuing for a bachelor's degree should contact their program advisor.</i>		
TOTAL		97

Retail Marketing

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Retail Marketing provides students with practical, hands-on experience in marketing, with an emphasis on retail activity and the distribution of goods and services. Courses in retail marketing, digital platforms, fashion marketing, advertising, sales, and relationship marketing offer students instruction matching employer needs. The program requires students to assume a management viewpoint, and develop appropriate marketing strategies that employ their newly honed skills.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Establish business and marketing objectives
- Translate objectives into integrated marketing strategies that lean heavily on the retail experience
- Utilize event marketing and in-store promotional opportunities to drive conversions
- Optimize campaigns based on data inputs and research efforts
- Utilize marketing efforts to create future product innovation and extensions

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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
ENGL&101	English Composition I	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
MKTG 135	Principles of Retailing	5
MKTG 234	Advertising	5
MKTG 255	Relationship Marketing	5
MKTG 277	Fashion Marketing & Merchandising	5
<i>Choose one course from the following:</i>		5
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
MATH&107	Math in Society (5 Cr)	
<i>Choose one course from the following:</i>		5
CMST& 220	Public Speaking (5 Cr)	
MKTG 290	Marketing Activities in DECA (5 Cr)	
TOTAL		45

Promotional Marketing

CERTIFICATE OF ACHIEVEMENT

The Promotional Marketing Certificate of Achievement provides students with an introduction to the field of marketing, with an emphasis on promotional marketing disciplines. Courses in sales, social media strategy, and relationship marketing offer students hands-on experience that match employer needs. This certificate also aligns with both the Digital Marketing and Marketing Management associate degrees for students who want to continue with further learning.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Establish business and marketing objectives
- Translate objectives into integrated marketing strategies that lean heavily on promotional marketing platforms
- Demonstrate an ability to work in teams and with diverse groups in developing marketing campaigns
- 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/#promomarketing

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BUS& 101	Introduction to Business	5
ENGL& 101	English Composition I	5
MATH& 107	Math in Society or higher	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
MKTG 131	Principles of Professional Selling	5
MKTG 242	Social Media Strategy	5
MKTG 255	Relationship Marketing	5
Choose one course from the following:		5
CMST& 220	Public Speaking (5 Cr)	
MKTG 290	Marketing Activities in DECA (5 Cr)	
TOTAL		45

Sales

CERTIFICATE OF ACCOMPLISHMENT

The Certificate of Accomplishment in Sales provides students with a broad introductory experience in marketing and sales. Courses in digital platforms, international marketing, advertising, and sales offer students instruction matching employer needs. The program requires students to assume a management viewpoint, and develop appropriate marketing strategies that employ their newly honed skills.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Establish business and marketing objectives
- Provide customer service that supports long-term relationships with consumers
- Identify sales approaches that articulate marketing messages

- Translate objectives into integrated marketing strategies and tactics
- Optimize campaigns based on data inputs and identify actionable next steps

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

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:
www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
MKTG 131	Principles of Professional Selling	5
MKTG 200	International Marketing	5
MKTG 234	Advertising	5
Choose one course from the following:		5
MKTG 110	Client Customer Relations (5 Cr)	
MKTG 290	Marketing Activities in DECA (5 Cr)	
TOTAL		30

MOLECULAR SCIENCES

Molecular Sciences Technician

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

Graduates with a two-year molecular sciences technician degree should 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 should be well prepared for the BAS in Molecular Biosciences planned 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

Continued on next page...

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
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
<i>Choose 6 credits from the following:</i>		6
BIOL& 160	General Biology w/Lab (6 Cr)	
BIOL& 211	Biology Majors Cellular (6 Cr)	
<i>Choose 5 credits from the following (fulfills Cultural Diversity Requirement at Bellevue College):</i>		5
CMST 250	Communication in a Diverse Workplace (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
HUMANITIES (5 CREDITS)		
<i>Choose 5 credits from the Direct Transfer Agreement (DTA).</i>		5
SCIENCE ELECTIVES (12 CREDITS)		
<i>Choose 12 credits from the following:</i>		12
BIOL& 241 and BIOL& 242	Anatomy & Physiology I (6 Cr) 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 Engineer 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

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

www.bellevuecollege.edu/programs/degrees/proftech/nscom/#nscomaast

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

Course	Course Title	CR
CORE COURSEWORK		
BUS& 101	Introduction to Business	5
CMST 250	Communication in a Diverse Workplace	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
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
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

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
OPERATING SYSTEM ADMINISTRATION TRACK		
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
<i>*May substitute TECH 289 for TECH 293 and TECH 294 with advisor's permission</i>		
TOTAL		29
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		90-93

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5

Course	Course Title	CR
CMST& 250	Communication in a Diverse Workplace	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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
CMST& 250	Communication in a Diverse Workplace	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

Continued on next page...

2017-18 Professional/Technical Degrees & Certificates

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
ENGL& 101	English Composition I	5
IT 128	Information Security Essentials	5
NSCOM 201	Cisco Networking I (5 Cr)	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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

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

2017-18 Professional/Technical Degrees & Certificates

Course	Course Title	CR
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

Technical Assistant

CERTIFICATE OF ACCOMPLISHMENT

The Technical Assistant Certificate of Accomplishment is designed for entry level positions where individuals may work in a retail area where they need to understand the technology of the products being sold, answer phones with a script to assist customers in forwarding calls and documenting (ticketing) their requests or a depot technician.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Design, create and format a variety of business documents, including business letters, newsletters, business correspondence, business plans, flyers, spreadsheets, presentations, budgets, charts, and database reports and tracking
- Calculate and measure system efficiencies and examine computer performance benchmarks.
- Demonstrate appropriate interpersonal abilities (such as leadership, integrity, diplomacy, respect for cultural diversity, flexibility, perseverance, resourcefulness, etc.)

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

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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
BTS 161	Business Software Essentials	5
TECH 215	PC Analysis and Configuration I	5
TECH 217	PC Analysis and Configuration II	5
CHOOSE ONE TRACK FROM THE FOLLOWING		
REQUIRED COURSES FOR BC PROGRAM STUDENTS		
IT 103	Networking Basics	5
TECH 293	Technical Support Internship I	5
REQUIRED COURSES FOR YEAR UP STUDENTS		
TECH 293	Technical Support Internship I	6
TECH 294	Technical Support Internship II	4
TOTAL		25

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
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

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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/nucmed

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		
AHE 120	Safety for Healthcare	2
CMST 250	Communication in a Diverse Workplace	5
NMTEC 190	Intro to Nuclear Medicine Technology	2
NMTEC 200	Applied Anatomy & Physiology	1
NMTEC 201	Basic Nuclear Medicine Science	3
NMTEC 260	Clinical Nuclear Medicine I	1

Course	Course Title	CR
WINTER QUARTER		
NMTEC 202	Instrumentation	2
NMTEC 210	Radiopharmacy	1
NMTEC 211	Patient Care in Nuclear Medicine	1
NMTEC 229	Introduction to Clinical Education	3
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		95

NURSING

Nursing

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

Once required prerequisites are completed, this is a two-year selective admissions program, designed to prepare a student to become a registered nurse (RN). The program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road N, Suite 850, Atlanta, GA 30326, [404-975-5016] and approved by the Washington State Nursing Care Quality Assurance Commission, Department of Health, P O Box 47860, Tumwater, WA 98501, [360-236-4700].

The curriculum in nursing provides didactic education and clinical experience in medical, surgical, pediatric, behavioral health, maternity, and gerontological nursing.

To be considered for acceptance into the program, students must follow specific admission guidelines, published annually and updated as needed. Please refer to the nursing website for any significant changes occurring between publications. Students planning to enroll in this program should be aware that a criminal history investigation will be required and may affect their continued enrollment. The applicant should also be aware that some clinical facilities are randomly screening for drug usage.

Graduates are eligible to apply to take the National Council Licensure Examination (RN-NCLEX). Although students receive a degree from Bellevue College, the actual license to practice nursing in the state of Washington is granted by the Department of Licensing, Nursing Care Quality Assurance Commission, and the Commission stipulates requirements for licensure.

Applicants must take the Test of Essential Academic Skills (TEAS) to apply to the program. Testing must be completed within one year of the application date.

The Associate in Nursing DTA/MRP degree is a pathway preparing a student for licensure as a registered nurse through Washington State community and technical colleges, as well as for entry into a Bachelor of Science in Nursing completion degree. This pathway does not alter the basic Associate Degree Transfer Degree (DTA).

The Associate in Nursing DTA/MRP degree combines technical courses required for job preparation and college-level general education courses. This degree is designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state baccalaureate degree program. 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. College courses typically have a ratio of one credit hour to one clock hour (hour of attendance) per week. For the nursing program, theory courses have this 1:1 ratio. For example, NURS 120 is a 6-credit course with an average of 6 clock hours per week for a TOTAL of 66 clock hours over the 11-week quarter. Nursing lab/clinical courses have a 1:2 ratio. For example, NURS 121 is a 6-credit course with an average of 12 clock hours per week for a TOTAL of 132 clock hours over the 11-week quarter.

Students in the Associate in Nursing DTA/MRP degree program must earn a C (2.0) or better in all courses required to earn the degree.

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/

As of the publication date for 2017-18 catalog, changes to this program are pending approval from Northwest Commission on Colleges and Universities.

Nursing Assistant Certified

CERTIFICATE OF COMPLETION

The Nursing Assistant Certified certificate consists of 176 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 the WA Department of Social and Health Services and Department of Health. Students who successfully complete the Nursing Assistant Certified are eligible to take the NNAAP Exam and become certified in Washington 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
- Employ safety and infection control procedures
- Communicate effectively with residents, patients, clients, and other members of the health care team
- Recognize emergency situations and procedures and respond appropriately
- 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

GAINFUL EMPLOYMENT DISCLOSURE

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www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
AHE 120	Safety for Healthcare	2
NAC 106	Nursing Assistant Foundations	4
NAC 107	Nursing Assistant Technical Skills	3
NAC 108	Nursing Assistant Practicum	3
TOTAL		12

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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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
HLTH 224	Wellness Coaching	2
HLTH 262	Personal Fitness Trainer First Aid & Athletic Training	5
PE 211	Fitness Assessment	2
PE 212	Athletic Fitness	1
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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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
RECD 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:
www.bellevuecollege.edu/legal/publicdisclosure

Course	Course Title	CR
CORE COURSEWORK		
HLTH 145	Wellness Healthcare Providers	3
HLTH 224	Wellness Coaching	2
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		15

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

Course	Course Title	CR
<i>Choose 5 or 10 credits from the following:</i>		5-10
MATH 099 or MATH& 141	Intermediate Algebra (5 Cr), plus an additional College-Level Math course (5 Cr) Precalculus I (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
CMST& 101 CMST& 210	Introduction to Communication (5 Cr) Interpersonal Communication (5 Cr)	
<i>Choose 5 credits from the following:</i>		5
CMST 250 CMST 280	Communication in a Diverse Workplace (5 Cr) Intercultural Communication (5 Cr)	
TOTAL PREREQUISITES		32-37
CORE COURSES		
AHE 120	Safety for Healthcare	2
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
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 COURSES		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.

Continued on next page...

2017-18 Professional/Technical Degrees & Certificates

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		
MATH 099	Intermediate Algebra	5
ENGL& 101	English Composition I	5
BIOL& 241	Human Anatomy and Physiology I	6
BIOL& 242	Human Anatomy and Physiology II	6
<i>Choose one Cultural Diversity course from the following:</i>		5
CMST 250	Communication in a Diverse Workplace (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
CMST 330	Intercultural Health 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

Course	Course Title	CR
RATEC 127	Introduction to Sectional Anatomy	2
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
SECOND YEAR – SPRING QUARTER		
RATEC 207	Concept Integration	2
RATEC 213	Clinical Education VIII	8
RATEC 297*	Special Topics in RATEC*	2
TOTAL CORE COURSEWORK		104

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

2017-18 Professional/Technical Degrees & Certificates

- 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

- 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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

www.bellevuecollege.edu/legal/publicdisclosure

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

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 equivalency, and types of meaning (i.e., propositional meaning, expressive meaning, presupposed meaning, and evoked meaning)
- Conduct research relevant to performing specific interpretation assignments and design an industry-standard terminology database to store and maintain results
- Demonstrate effective note-taking for consecutive interpretation
- Perform professional interpretation at real-life speeds in a variety of fields, situations, and modes (i.e., consecutive and simultaneous interpretation, sight translation)
- Implement performance improvements based on professional and self-evaluation of practical interpretation experience
- Use a range of fundamental equipment and software needed to begin work as an interpreter
- Develop and employ essential industry-oriented business materials, including résumés, business cards, portfolios, contractual agreements, and invoices

2017-18 Course Descriptions

Quarterly credit schedules are available in advance to help students plan class schedules and include days, times, locations and instructors for each class being offered.

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 • 1-10 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 • 1-10 CR

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

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.

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 • 1-10 CR**

Allows in-depth study of subjects supplementing the accountancy curriculum. Topics are announced in the class schedule.

ACCT 299**Individual Studies in Accounting • 1-10 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 • 1-10 CR****ACCTG 295/296/297****Seminar in Accounting • 2 CR**

Studies special problems in accounting and/or training of teaching assistants for ACCT& 201 and ACCT& 202. Course graded on a Pass/Fail basis. *Prerequisite:* Permission of Instructor.

ACCTG 299**Individual Studies in Accounting • 1-10 CR**

Alcohol & Drug Counseling

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

ALDAC 094/095/096/097

Special Topics in Alcohol and Drug Counseling • 1-5 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

Chem 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 • 1-6 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 • 1-3 CR

Includes seminars and workshops for which college credit is offered. Topics are announced in the class schedule.

ALDAC 199

Individual Studies in Alcohol and Drug Counsel • 1-6 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

Chem Dep 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

Chem 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 depen-

gency 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

Chem 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 epigenesis to geriatrics in addiction treatment. Explores the effects of personal and parental use of psychoactive substances and related environmental stressors on human development patterns.

ALDAC 240

Chemical Dependency Psychopathology • 4 CR

Examines the interaction of substance abuse and dependence with co-occurring psychological disorders. Explores the biological psychological and social influences on the use and abuse of substances, theories of addiction, and common myths and realities of alcoholism and drug addiction.

ALDAC 294/295/296/297

Special Topics in Alcohol and Drug Counseling • 1-6 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 • 1-3 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 • 1-3 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 and RADON 107. Either one of HPRO 105 or RADON 107 or AHE 120 may be taken for credit.

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 • 1-10 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 HPO 194.

AHE 199

Individual Study in Allied Health • 1-10 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 294/294/295/296/297

Special Topics in Allied Health • 1-10 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:** 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 handling 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 intravas-

2017-18 Course Descriptions

cular. **Prerequisite:** Successful completion of, or concurrent enrollment in AHEP 100, or permission of the instructor.

TEST

TEST 120

Introduction to Clinical Laboratory • 3 CR

American Sign Language

ARTS & HUMANITIES DIVISION

See World Languages, pages 211-214.

Anthropology

SOCIAL SCIENCE DIVISION

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 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ANTH 198

Seminar in Anthropology • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ANTH 199

Individual Studies in Anthropology • 1-10 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 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 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 294/295/296/297

Special Topics in Anthropology • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ANTH 298

Seminar in Anthropology • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ANTH 299

Individual Studies in Anthropology • 1-10 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& 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& 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& 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& 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& 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.

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.

2017-18 Course Descriptions

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 • 1-5 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 • 1-5 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 many processes, materials, and techniques available to contemporary sculptors. Fulfills an Art concentration requirement. **Prerequisite:** ART 280.

ART 294/295/296/297**Special Topics in Art • 1-5 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 • 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.

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 • 1-5 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 • 1-5 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 • 1-5 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

ARTS & HUMANITIES DIVISION

Adult Basic Education (ABE)

ABE 040

Academic Skills Lab 1- • 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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 1- • 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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.

DEVED 020**Job Preparedness 1 • 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**

English as a Second Language (ESL)

ESL 010**ESL Orientation 1 • 8 CR****ESL 031****Basic Skills Learning Lab – Level 1 • 1-5 CR****ESL 032****Basic Skills Learning Lab – Level 2 • 1-5 CR****ESL 033****Basic Skills Learning Lab – Level 3 • 1-5 CR****ESL 034****Basic Skills Learning Lab – Level 4 • 1-5 CR****ESL 035****Basic Skills Learning Lab – Level 5 • 1-5 CR****ESL 036****Basic Skills Learning Lab – Level 6 • 1-5 CR****ESL 051****English as a Second Language
Level 1 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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

Formerly general Education Development (GED®).

HSC 055**Math 5 • 1-10 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 • 1-10 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 • 1-10 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 • 1-10 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 145**Understanding Cancer • 5 CR**

This course will cover the causes, detection, treatment and prevention of the major types of cancer, including the hallmarks of cancer as well as the fundamentals of the cell and molecular events that lead to cancer. *Recommended:* some Biology courses taken prior to this course.

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.

2017-18 Course Descriptions

BIOL 194/195/196/197

Special Topics in Biology • 1-5 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 • 1-5 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) or better.

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. Fulfills a laboratory science course requirement at BC. **Prerequisite:** BIOL& 241 at BC 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 • 1-10 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 • 1-5 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:** Admission into the program or permission of the Program Chair. **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 • 1-5 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 181

Business Honors Seminar I • 2 CR

BA 181 is the first course in the Business Honors Guided Pathway cohort sequence. It is designed for first-year students pursuing studies in accounting, management, marketing, business, finance, law, and statistics. Students will study motivation, teamwork, networking, values, career exploration and cultural competency. **Prerequisite:** Permission of instructor. **Recommended:** Placement into ENGL& 101 and MATH 138 (or higher)

BA 182**Business Honors Seminar II • 2 CR**

BA 182 is the second course in the Business Honors Guided Pathway cohort sequence. It is designed for first-year students pursuing studies in accounting, management, marketing, business, finance, law, and statistics. Students will study business writing, research tools, leadership, and cultural competency. **Prerequisite:** BA 181 or permission of instructor.

BA 183**Business Honors Seminar III • 2 CR**

BA 183 is the third course in the Business Honors Guided Pathway cohort sequence. It is designed for first-year students pursuing studies in accounting, management, marketing, business, finance, law, and statistics. Students will study a variety of analytical tools and the visual display of information, while learning about writing and communicating research in business, teamwork, and cultural competency. **Prerequisite:** BA 182 or permission of instructor.

BA 199**Individual Studies in Business Administration • 1-10 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 • 1-10 CR**

Students study advanced, new topics related to developments in the field of administration and management.

BA 299**Individual Studies in Business Administration • 1-10 CR****Business Intelligence**

INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

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 multi-dimensional databases. Students work with current server tools to create and browse multi-dimensional databases of various designs. Students learn to use reporting software and analytical software tools to analyze data and present findings. **Prerequisite:** 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 • 1-5 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 multidimensional 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 • 1-5 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 • 1-5 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 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.

BUS 199

Individual Studies in Business Management • 1-10 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 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 • 1-10 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 • 1-10 CR**

Allows study of advanced or specialized topics in the field of management.

BUS 299**Individual Studies in Business Management • 1-10 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 Env • 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.

2017-18 Course Descriptions

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& 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.

Business Sustainable Practice

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 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 • 1-10 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 works pace 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 e-commerce 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 • 1-5 CR

Allows study of advanced or specialized business software applications, supplementing the regular courses.

BTS 389

Ecommerce Development Strategy • 5 CR

Expands web development skills to market and sell products and services online. Topics include site design, product management, shopping carts, search engine optimization and web marketing tactics. Projects integrate skills to design, build, and publish an e-commerce web site using current e-commerce platforms and tools, following digital marketing best practices and techniques. *Prerequisite:* BTS 189 or program chair's permission.

Career Education Options (CEO)

STUDENT AFFAIRS

CEO 057

Special Topics in CEO • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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.

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. To qualify for concentration in Communication Studies, student must:

1. Take 15 credits from CMST& 102, CMST 202 and CMST& 220 (previously COMM 150, SPCH 202 and SPCH 220).

2. Take ~ 5 credits from any of the following 200-level Communication Studies courses: CMST& 210, CMST& 230, CMST 250, CMST 280, CMST 285. Five of these credits will be counted as Humanities distribution or you may choose to have CMST& 230 (formerly SPCH 225) count as Social Science distribution.

Students must apply to the program chair in Communication Studies for approval and a recommendation. Please visit www.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 CMST 105. 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 • 1-10 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& 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 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 241**News Features & Magazine Writing • 5 CR**

Intended for intermediate writers to focus on non-fiction writing for magazine, newspaper investigative features, and online publication. Covers research and interview techniques, editing and revision, and strategies for "pitching" and perfecting articles for publication. *Prerequisite:* CMST 141 or ENGL& 101 with a C- or better or entry code.

CMST 245**Practicum in Journalism • 5 CR**

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

CMST 250**Communication in a Diverse Workplace • 5 CR**

Applies communication concepts and theory to the culturally diverse workplace. Covers interpersonal communication, teamwork and meeting effectiveness, electronic communication, conflict management, managerial effectiveness and organizational culture. *Recommended:* Placement in ENGL& 101, or higher.

2017-18 Course Descriptions

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 • 1-10 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 • 1-5 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

Advanced Communication in Business & Technology • 5 CR

This course is designed for students accepted into a baccalaureate degree program in business or technology fields. Students identify, self-assess, analyze and apply skills to effectively communicate in culturally diverse business and technology settings. Students explore original research and apply the information they learn to their communication skill repertoire. Topics include: active listening, intercultural communication, collaborating in teams, conflict management, verbal and nonverbal communication and public speaking. **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. **Recommended:** MATH 098 or higher.

CS 194/195/196/197

Special Topics in Computer Science • 1-10 CR

CS 199

Independent Study in Computer Science • 1-10 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 • 1-10 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 • 1-10 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.

CS 300**Data Structures • 5 CR**

This course is an introduction to the fundamental concept of data structures. It explains how to organize and store data efficiently using data structures and how to select appropriate data structures. The course further focuses on understanding the fundamental algorithms and analyzing the time and space complexity of these algorithms. **Prerequisite:** CS 211 and admission to BS CS program, or permission of instructor.

CS 320**Programming Languages • 5 CR**

This course is an introduction to the design and implementation of programming languages. The course explores organization and structure of programming languages, run-time behavior and requirements of programs, and programming language specification. The course teaches the programming models underlying different programming paradigms such as functional, logic, scripting and object-oriented languages. **Prerequisites:** CS 300 and admission to BC CS program, or instructor's permission.

CS 331**Database Systems • 5 CR**

The course covers the fundamental concepts of database systems. It teaches students the internals of database systems including data model, database design, relational model, relational algebra, SQL, indexing, concurrency control, query processing, transaction management and recovery. This course also aims to teach the new directions involving NoSQL persistence models. **Prerequisites:** CS 211 and admission to BC CS program, or instructor's permission.

CS 341**Computer Networks • 5 CR**

The course teaches the fundamentals of computer networks, with emphasis on the Internet. The course covers basic concepts of computer networks, layered network architecture, protocols, network programming interfaces, and concept of network performance. The course also provides students with the opportunity to having a hands-on experience by network programming. **Prerequisites:** CS 211 and admission to BS CS program, or instructor's permission.

CS 351**Computer Architecture I • 5 CR**

This class introduces different hardware architectures, organizations and operations of various machines. Primary topics include number representation, CPU concepts, hardware/software interaction, hardwired control, micro-programming control, memory hierarchy, I/O organization, assembly language and pipeline. **Prerequisite:** CS 211 and admission to BS CS program, or instructor's permission.

CS 360**Operating Systems • 5 CR**

This class introduces the design and implementation of modern, process oriented operating systems, as well as systems programming basics. Primary topics include operating system structure, processes, threads, synchronization, memory management, virtual memory, file systems, I/O subsystem and device management. **Prerequisite:** CS 351 and admission to BS CS program, or instructor's permission.

CS 401**Algorithms • 5 CR**

This course teaches the concepts and skills required to design, implement and analyze algorithms for constructing efficient computer programs. The course covers elementary data structures, searching, sorting, graph and string algorithms, and algorithm design principles such as dynamic programming, greedy, divide-and-conquer paradigms. The emphasis is on applications and scientific performance analysis of algorithms. **Prerequisites:** CS 300, MATH 301 and admission to BS CS program, or instructor's permission.

CS 410**Software Engineering • 5 CR**

The course teaches the fundamental concepts and principles of software engineering, its tools and techniques, and methods for building reliable software systems. This course introduces all phases of the lifecycle of a software

system, including requirements elicitation and analysis, design, implementation, integration, testing, verification and validation, deployment, and maintenance. **Prerequisite:** CS 300 and admission to BS CS program, or instructor's permission.

CS 455**Cloud Computing • 5 CR**

This course is an introduction to cloud computing. It teaches distributed computing concepts, the architecture of cloud computing, cloud services, virtualization, and cloud-based data storage. The course provides students with the opportunity to having a hands-on experience by deploying an application that uses cloud architecture for computing and data resources. **Prerequisites:** CS 331, CS 341, CS 360 and admission to BS CS program, or instructor's permission.

CS 460**Machine Learning • 5 CR**

This course is an introduction to the fundamentals and applications of machine learning. The course provides students with the opportunity to have theoretical knowledge and practical experience on basic concepts of machine learning with programming assignments. The course focuses on fundamentals, not on providing mastery of specific commercially available tools. **Prerequisites:** CS 401, MATH 208, MATH 270 and admission to BS CS program, or instructor's permission.

CS 481**Senior Capstone I • 3 CR**

This course focuses on literature review, requirement specification, project management, initial design and prototyping of the three-quarter long computer science project. Students work in teams and are given milestones. The course includes lectures, reading assignments and guest speakers on development process, team working, report writing and emerging trends in computer science. **Prerequisites:** CS 410 and admission to BS CS program, or instructor's permission.

CS 482**Senior Capstone II • 4 CR**

This course is the second in a sequence of three senior level capstone courses. This course focuses on detailed design, test plan and implementation of the project. The course includes lectures, reading assignments and guest speakers on development process, test plan, ethics, legal issues, and emerging trends in computer science. **Prerequisites:** CS 481 and admission to BS CS program, or instructor's permission.

CS 483

Senior Capstone III • 3 CR

This course is the third in a sequence of three senior level capstone courses. This course focuses on implementation, test and presentation of the project. The course includes lectures, reading assignments and guest speakers on poster design, innovation and entrepreneurship, presentation skills and emerging trends in computer science. **Prerequisites:** CS 482 and admission to BS CS program, or instructor's permission.

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

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. 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 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 • 1-10 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 • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

CJ 199

Individual Studies in Criminal Justice • 1-10 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 • 1-10 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 • 1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

CJ 299**Individual Studies in Criminal Justice • 1-10 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 ENGL 093 with a C- or better or entry code. Previously ETHN 100.

CES 101**Introduction to American Myth • 1-5 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 ENGL 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 ENGL 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

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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 170

Introduction to Latino Studies in the U.S. • 5 CR

Examines social, cultural and political issues of Latinos in the US past and present. Topics include: Latino cultural and racial identity, social movements, immigration, stereotypes, social stratification and racial inequality.

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 • 1-5 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 the US • 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. May be used as social science course requirement at BC.

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 281/282/283/284.

CES 285

American Humor • 5 CR

Surveys the history of American humor. Topics may include the Down East, Old Southwest, and Literary Comedian genres of the 19th century and the Purple Cow and Columnists humorists of the 20th century. Students may also analyze contemporary forms such as cartoons and stand-up comedy. Previously AMST 285.

CES 286

Popular Culture • 5 CR

Analyzes various forms of contemporary popular culture and its expression in mass media. Specific topics may include western and romance novels, consumerism, advertising, gender images, folklore, film, and music. Previously AMST 286.

CES 287**American Heroes • 5 CR**

Investigates the American hero as part of the American dream. Students examine the different ideologies for men and women as well as ethnic minorities. Students take an interdisciplinary approach to analyzing changing heroic values in literature, history, film, art, and music. Previously AMST 287.

CES 288**Frontiers--Land & Space • 5 CR**

Explores land (wilderness, frontier, city) and space as major symbols in the American myth. Students gain an interdisciplinary perspective on concepts from the "promised land" of Puritan New England to 20th-century space exploration. Previously AMST 288.

CES 294/295/296/297**Special Topics in Cultural and Ethnic Studies • 1-5 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 • 1-5 CR**

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor. Previously AMST 299.

Dance**ARTS & HUMANITIES DIVISION**

See Theatre Arts, pages 208-210.

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, and admission into BAS Data Analytics program, or permission of 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), repli-

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cation, 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 • 1-10 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 • 1-10 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.

Diagnostic Ultrasound

**HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE**

DUTEC 100

Introduction to Diagnostic Medical Sonography • 3 CR

This course will introduce the student to the field of diagnostic medical sonography. Topics include the history and foundations of medical ultrasound; medical terminology; relevant ergonomics; and the role of sonography compared to other Imaging disciplines. Professionalism, communication, patient care, vitals, medical ethics, legal issues, scope of practice, certification, and accreditation are addressed. **Prerequisite:** Acceptance into program.

DUTEC 102

Practical Aspects of Sonography • 3 CR

This course will introduce the student to the principles of Diagnostic Medical Sonography, scanning techniques, image critique, image identification; patient care and preparation as related to the sonography exam. Introduction to the operation of diagnostic ultrasound equipment and routine scanning protocols will provide a foundation for future scanning courses. **Prerequisite:** Acceptance into program.

DUTEC 105

Pathophysiology I • 3 CR

Introduces pathogenesis: the sequence of events in the development of a disease. Students focus on pathological conditions affecting the abdomen and identifiable with diagnostic imaging techniques. An extensive review of normal physiology is also presented.

Prerequisite: BIOL& 241 (prev BIOL 260) and BIOL& 242 and acceptance into the program or permission of program chair.

DUTEC 106

Pathophysiology II • 3 CR

Continues upon Pathophysiology I emphasizing the physiology and pathology of the cardiovascular and the peripheral vascular system. **Prerequisite:** DUTEC 105 or permission of program chair.

DUTEC 107

Human Cross-Sectional Anatomy • 7 CR

Covers the human anatomy from the cross-sectional perspective in longitudinal, transverse, coronal, and oblique planes. Students analyze correlations with clinical diagnostic imaging techniques. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 110

Abdominal Scanning and Techniques • 5 CR

Presents basic concepts and terminology, as well as scanning protocols for the ultrasound examination of the abdomen. Topics include both normal and pathological states. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 112

Pathophysiology III • 3 CR

Continues upon Pathophysiology II and focuses on the disease process and disease states relevant to obstetrics, gynecology, and neurology. **Prerequisite:** DUTEC 106 or permission of program chair.

DUTEC 113

Pathophysiology IV • 3 CR

Continues Pathophysiology III, emphasizing the physiology and the pathology of the cardiovascular and cerebral vascular system. **Prerequisite:** DUTEC 105, and DUTEC 106 and DUTEC 112 and acceptance into program or permission of program chair.

DUTEC 120

Obstetrics 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 be 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 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 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 echocardiography 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 gray-scale, 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 transcranial 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 • 3 CR**

Provides clinical experience in an ultrasound department under the supervision of a sonographer. **Prerequisite:** Acceptance into program and completion of all prerequisite coursework with a grade of C or better.

DUTEC 220**Clinical Practicum II 1 • 3 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. **Prerequisite:** Acceptance into program, completion of all prerequisite coursework with a grade of C or better, and DUTEC 210.

DUTEC 230**Clinical Practicum III 1 • 3 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. **Prerequisite:** Acceptance into program, completion of all prerequisite coursework with a grade of C or better, and DUTEC 210 and DUTEC 220.

DUTEC 240**Clinical Practicum IV 1 • 3 CR**

Provides additional clinical experience in an ultrasound department under the supervision of a sonographer. **Prerequisite:** Acceptance into program, completion of all prerequisite coursework with a grade of C or better, and DUTEC 210, DUTEC 220, and DUTEC 230.

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 1 • 1-2 CR**

Provides clinical experience in a diagnostic imaging facility under the direction of a medical sonographer, doctor of medicine or osteopathy, or associate research fellow. **Prerequisite:** Permission of program chair.

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 through the creation of a personalized pathway for Digital Media Arts degree completion and employment. Students will explore industry trends, standards and expectations, and will complete a self-assessment process resulting in an initial course of study. The importance of portfolios for obtaining employment will be introduced. Required first-quarter course for students entering the DMA degree program. .

DMA 102

Digital Design and Storytelling • 5 CR

Explores storytelling from oral and written traditions and those found in today's visual and social media. Students will analyze stories, characters, narrative elements and themes and review visual media through the lens of story structure. Students will also develop stories, characters, and storyboards and learn processes for carrying a project from initial idea to completion. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 103

Graphic Design Fundamentals • 5 CR

This course provides foundational knowledge of graphic design theory, tools and processes. Introduces students to the technologies, theories, practices and techniques of graphic design. Students will use graphic design tools and apply basic visual design theory to create and manage digital images, graphics, illustrations and effects. The impact delivery environments have on design will also be explored. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 104

Motion Graphic Fundamentals • 5 CR

An introduction to the technologies, theories, practices and techniques used to create motion graphics as used in animations, gaming environments and special effect videos. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations and effects. End use requirements for various applications of moving graphics will also be explored as well as simple audio editing tools. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 105

Production Studio • 5 CR

Provides students with practical experience working on collaborative teams while applying design principles and processes. Small teams will be taught to work together to carry a design solution through the cycle of pre-production including steps such as working with clients, creating design documents, making pitches, drafting contingency plans and budgeting. **Prerequisite:** DMA 100 and 103 at BC with a C- or better, or instructor permission. Recommended that students be in third quarter of enrollment or later.

DMA 106

Animation and Game Design Fundamentals • 5 CR

Provides foundational knowledge of animation and game design theory, tools and processes. Introduces the basic terminology, concepts, and principles of animation and game design. Students gain an understanding of historical perspective, current technologies, applications of animation, basic principles of 2D and 3D animation, the use of animation in game design and conceptual level design for games. Animation and game delivery platforms and standards are also introduced. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 107

Web Design Fundamentals • 5 CR

Provides a hands-on overview of the design, creation and use of media-rich websites. Students will create web sites using XHTML basic CSS and elemental JavaScript. Web site structures, industry standards, social media and delivery platforms for web multimedia will also be explored. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 108

Video Fundamentals • 5 CR

Introduces the use of video across media through instruction and hands-on experiences. Students study video technologies, basic equipment operation, video composition, basic lighting and audio production, delivery platforms and standards, and visual storytelling while gaining an understanding of the pre-production, production and post-production phases of media development. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 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 interactive media applications. Topics include basic sound characteristics, microphones, single and multi-track recording techniques, and sound reinforcement and enhancement. Students work on a production team to complete audio productions. **Recommended prerequisite or concurrent enrollment:** DMA 100.

DMA 155

Digital Editing • 5 CR

Course introduces digital non-linear editing software and its use in post-production in digital media creation. Topics include editing and outputting of video and interactive media content for a variety of delivery platforms. **Prerequisite:** DMA 108 at BC with a C- or better, or instructor permission.

DMA 200**Production Studio II • 5 CR**

Provides instruction and practical experience with working on collaborative teams to produce digital products for real-world clients for students who have completed their core coursework. Small teams will work with community organizations and non-profit clients to create digital media solutions for their needs as well as materials for student personal portfolios. **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 documentary-style productions. Students focus on pre-production planning and executing excellence 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 audience profiles, impact, and feedback, increasing audio, video, and post-production values, ethics and integrity. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 274 replaces VIDEO 274. Either DMA 274 or VIDEO 274 may be taken for credit, but not both.

DMA 275

Computer-Video Integration I • 4 CR

Covers the operation of computer animation software to create function animations and the use of linear and non-linear editor systems. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 275 replaces VIDEO 275. Either DMA 275 or VIDEO 275 may be taken for credit, but not both.

DMA 276

Production Practicum II • 4 CR

Provides experience in editing programs and functioning in crew positions. Students use linear and non-linear editing systems, function as technical director, floor director, and assistant producer or director, organize and operate videoconferences, and create publicity materials using desktop publishing software. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 276 replaces VIDEO 276. Either DMA 276 or VIDEO 276 may be taken for credit, but not both.

DMA 277

Production Management • 4 CR

Covers elements of directing fiction and non-fiction programming. Topics include writing scripts and developing characters, staging; camera work, and directing interviews, demonstrations, and commercials. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 277 replaces VIDEO 277. Either DMA 277 or VIDEO 277 may be taken for credit, but not both.

DMA 278

Computer-Video Integration II • 4 CR

Covers advanced applications of computer animation programs, word processing programs, and digital video switcher for television and business. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 278 replaces VIDEO 278. Either DMA 278 or VIDEO 278 may be taken for credit, but not both.

DMA 279

Production Practicum III • 4 CR

Provides experience in advanced-level production processes. Topics include client interviews, content development and research, audience and purpose, timelines and budgets, production book management, location and studio supervision and direction, post-production requirements, and program evaluation. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 279 replaces VIDEO 279. Either DMA 279 or VIDEO 279 may be taken for credit, but not both.

DMA 280

Production Portfolio • 3 CR

Allows students to design resumes and portfolios and develop employment strategies. Students design production resumes, compile and edit resume videotapes, create written resumes, practice job-search networking, and conduct job interviews. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 280 replaces VIDEO 280. Either DMA 280 or VIDEO 280 may be taken for credit, but not both.

DMA 281

Career Preparation • 6 CR

Allows students to identify and secure an internship in media production and complete a contract of employment. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the instructor. DMA 281 replaces VIDEO 281. Either DMA 281 or VIDEO 281 may be taken for credit, but not both.

DMA 282

Production Practicum IV • 3 CR

Provides experience on multiple production projects. Students seek out and create projects, work with producers to develop concepts, oversee production quality, and evaluate results and audience feedback. **Prerequisite:** Acceptance into the Advanced Certificate in Video Production program and permission of the

instructor. DMA 282 replaces VIDEO 282. Either DMA 282 or VIDEO 282 may be taken for credit, but not both.

DMA 284/285/286/287

Special Topics in Video • 1-10 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 284/285/286/287 replaces VIDEO 294285/286/287. Either DMA 284285/286/287 or VIDEO 294285/286/287 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 • 1-10 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 • 1-5 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 • 1-10 CR

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** Completion of 45 credits of Digital Media Arts instruction and permission of instructor.

Drama

ARTS & HUMANITIES DIVISION

See Theatre Arts, pages 208-210.

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. 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 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:**

2017-18 Course Descriptions

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 • 1-5 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 • 1-5 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 • 1-5 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 296/298

Special Seminar in Early Childhood Education • 1-5 CR

Allows study of special topics related to early childhood education. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

ECED 299

Independent Studies in Early Childhood Education • 1-5 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& 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.

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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ECON 198

Seminar in Economics • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ECON 199

Individual Studies in Economics • 1-10 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 unemployment in an industrialized capitalist nation as well as factors in international trade and monetary flows. It may also cover the development policies of underdeveloped countries. **Recommended:** 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

ECON 298

Seminar in Economics • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

ECON 299

Individual Studies in Economics • 1-10 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 from conception through adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

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 and youth aged 0-21 years with exceptionalities. Students explore the impact of exceptionalities on children, their families and on their futures. Includes information about federal and state legislation and programs designed for children with special needs.

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 281/282/283/284 **Special Topics for Educators • 1-5 CR**

Allows specialized or in-depth study of subjects supplementing the field of education.

EDUC 294/295/296/297 **Special Topics in Education • 1-5 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 111 **Introduction to Engineering Analysis • 3 CR**

Introduction to engineering analysis techniques, including: dimensional analysis, statistics and programming logic. Design process, group dynamics and communication skills also presented. **Prerequisite:** MATH& 142.

ENGR& 114 **Engineering Graphics • 4 CR**

Introduces methods of communicating technical information in engineering design and research. Topics include freehand sketching, lettering, scales, drawing layout, orthographic projection, pictorials, auxiliary views, section views, dimensioning, thread specifications, and tolerances. Includes Computer-Aided

Design with parametric solid modeling, drawing production and assemblies. **Recommended:** MATH 098 or 099.

ENGR 199 **Individual Studies in Engineering • 1-5 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. **Recommended:** 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 • 1-5 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 • 1-5 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 • 1- 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 • 1-5 CR**

Allows specialized or in-depth study of a subject supplementing the English curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule.

ENGL 201**The Research Paper • 5 CR**

Develops skills required for writing research papers. Students learn research techniques, source analysis, thesis development, argumentation styles, and summarizing. Fulfills a written communication course requirement at BC. Same as ENGL 102. Either ENGL 102 or ENGL 201 may be taken for credit, not both. *Prerequisite:* ENGL& 101 or equivalent course from another college with a C- or better.

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

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

ENGL 215**Myth Folktale & Legend • 5 CR**

Examines traditional stories from different cultures. Students discuss common motifs and styles, relationships between cultural perspectives, and theories concerning origins and significance. *Recommended:* ENGL& 101 or ENGL 201, or a literature course in the 100 series.

ENGL 219**World Literature I • 5 CR**

Course explores major themes and ideas found in the literature of a specific culture, region or ethnic group. Selected literature promotes historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL& 101 and any 100 level literature course recommended.

ENGL 220**World Literature II • 5 CR**

Explores additional major themes and ideas found in the literature of specific culture, region or ethnic group. Selected literature promotes historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. *Prerequisite:* ENGL 219. ENGL& 101 and any 100 level literature course recommended.

ENGL 221**Popular Literature • 5 CR**

Investigates the themes, conventions, and cultural assumptions of genre-based popular literature. Specific topics vary and are announced in the class schedule. *Recommended:* ENGL& 101 or ENGL 201 or a literature course in the 100 series.

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

Examines literature written for children. Students discuss its moral, psychological, and political implications and its place in the larger literary heritage. *Recommended:* ENGL& 101 or ENGL 201 or a literature course in the 100 series.

ENGL& 224**Shakespeare I • 5 CR**

Surveys the development of Shakespeare's dramatic and literary art. Students read and analyze representative comedies, tragedies, romances, and histories. Lecture/discussion format. *Recommended:* ENGL& 101 or ENGL 201 or a literature course in the 100 series.

ENGL& 225**Shakespeare II • 5 CR**

Continues ENGL& 224 (prev ENGL 231) examining additional comedies, tragedies, and histories. *Recommended:* ENGL& 101 or ENGL 201 or a literature course in the 100 series.

ENGL 226**Literature & Current Issues I • 5 CR**

Explores major themes and ideas found in literature framed by a chosen current social issue. Selected literature presents the issue from a variety of perspectives and 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:** ENGL& 101 placement or higher.

ENGL 254

Writing Creative Non-fiction II • 5 CR

Continuation of ENGL 253. **Prerequisite:** ENGL 253 with a C- or better, or entry code.

ENGL 255

Writing Creative Non-fiction III • 5 CR

Continuation of ENGL 254. **Prerequisite:** ENGL 254 with a C- or better, or entry code.

ENGL 260

American Literature: Harlem Renaissance • 5 CR

Introduces students to the writers of the historic black culture movement known as the Harlem Renaissance. From W.E.B. DuBois and Langston Hughes to Zora Neale Hurston and Richard Wright, students explore the origins, themes, controversies and legacies of a literary and arts group known for its progressive thinking. **Recommended:** ENGL& 101 and ENGL 201.

ENGL 261

American Literature: Essential Black Voice • 5 CR

This course is an introduction to the central themes and aesthetics of the modern and contemporary periods in black American literature. Authors and works vary but would typically include Maya Angelou, Ralph Ellison, Gwendolyn Brooks, James Baldwin, Toni Morrison, Malcolm X, Charles Johnson, Octavia Butler and Nikki Giovanni. **Recommended:** Completion of ENGL& 101.

ENGL 263

British Literature: 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 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 • 1-5 CR**

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

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

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

ENGL 299**Directed Reading & Research • 1-5 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-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 I. Students improve their ability to express themselves in formal and informal situations. There is a balance between speaking and listening during class. *Prerequisite:* Acceptance to the ELI program.

ELIUP 051**Writing Level III • 4-5 CR**

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Students apply the process of writing to paragraphs, mastering narrative, descriptive and expository modes. Greater accuracy of syntax and grammar are expected. Course is linked with ELIUP 052. *Prerequisite:* Acceptance to the ELI program.

ELIUP 052**Grammar Level III • 4-5 CR**

Students master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. They identify and produce accurate compound and complex sentences using passive, pronouns, and modals. Course is linked with ELIUP 051. *Prerequisite:* Acceptance to the ELI program.

ELIUP 053**Reading III • 4-5 CR**

Students develop and practice comprehensive and critical reading skills including skimming, scanning, vocabulary development, etc. Identifying the author's main point of view and expressing an opinion about the passage are also emphasized. Study skills include finding materials in the library and interpreting graphs and tables. *Prerequisite:* Acceptance to the ELI program.

ELIUP 054**Speaking & Listening III • 4-5 CR**

Students are introduced to oral presentation and begin acquiring and using analysis, organizational, and synthesis skills. Increasingly difficult oral proficiency skills are taught and practiced, including pronunciation. Students take notes, demonstrate eye contact and summarize orally. *Prerequisite:* Acceptance to the ELI program.

ELIUP 061**Integrated Skills IV • 4-5 CR**

Course emphasizes academic writing skills, including formal instruction in sentence level expression (grammar). Assigned writing tasks are varied with an emphasis on timed writing and revision. Course is linked with ELIUP 062. *Prerequisite:* Acceptance to the ELI program.

ELIUP 062

Reading IV • 4-5 CR

Course emphasizes academic reading skills. Assigned reading includes a variety of lengths, styles, and levels of difficulty. Course is linked with ELIUP 061. **Prerequisite:** Acceptance to the ELI program.

ELIUP 063

Read and React IV • 4-5 CR

Emphasizes reading, related discussion, and critical thinking. Lengthy pieces of fiction and non-fiction are read, interpreted, evaluated and discussed. **Prerequisite:** Acceptance to the ELI program.

ELIUP 064

Speaking & Listening IV • 4-5 CR

Students develop their skills using lectures, presentations, and assigned readings. Oral presentation practice and development are featured. Listening skills include identifying mood and tone, anticipation of topics etc. **Prerequisite:** Acceptance to the ELI program.

ELIUP 065

Advanced Grammar • 4-5 CR

Students learn and practice advanced grammar constructions in both oral and written communication. Emphasis is on self-correction and practice with authentic language. **Prerequisite:** Acceptance to the ELI program.

ELIUP 066

American Culture • 4-5 CR

Students learn about and discuss values, assumptions, communication styles, behavior, and other aspects of cultural and ethnic diversity, concentrating specifically on American culture. **Prerequisite:** Acceptance to the ELI program.

ELIUP 067

English Through Film • 4-5 CR

Students increase their communication skills by viewing, discussing and thinking critically about films. **Prerequisite:** Acceptance to the ELI program.

ELIUP 068

Pronunciation & Accent Reduction • 4-5 CR

Students learn and practice specific difficult sounds, proper mouth position, stress, intonation, and rhythm, and how to assess and improve their own pronunciation. **Prerequisite:** Acceptance to the ELI program.

ELIUP 069

TOEFL Preparation • 4-5 CR

Students improve their test-taking skills, practice taking the TOEFL, and improve their listening comprehension, structure, and reading skills by focusing on specific TOEFL-type exercises. **Prerequisite:** Acceptance to the ELI program.

ELIUP 071

Integrated Skills V • 4-5 CR

Course emphasizes academic writing skills, including formal instruction in sentence level expression (grammar). Assigned writing tasks are varied with an emphasis on timed writing and revision. Course is linked with ELIUP 072. **Prerequisite:** Acceptance to the ELI program.

ELIUP 072

Reading V • 4-5 CR

Course emphasizes academic reading skills. Assigned reading includes a variety of lengths, styles, and levels of difficulty. Course is linked with ELIUP 071. **Prerequisite:** Acceptance to the ELI program.

ELIUP 073

Read & React V • 4-5 CR

Emphasis is on authentic material at a high level. Students read, interpret, evaluate, and discuss adult/college level fiction or non-fiction. **Prerequisite:** Acceptance to the ELI program.

ELIUP 074

Exploring Contemporary Issues • 4-5 CR

Course integrates instruction in speaking and listening skills through the exploration of contemporary topics. High interest topics are selected and current articles, videos and/or guest speakers are used to introduce new language and improve students' skills. Students work in teams to "present" their topics in class. **Prerequisite:** Acceptance to the ELI program.

ELIUP 080

Academic Preparation • 9 CR

Students learn and practice critical thinking, study skills, research techniques, and listening, speaking, reading, and writing in the content areas. **Prerequisite:** Acceptance to the ELI program.

ELIUP 084

English Through Music • 4-5 CR

Presents English grammar and vocabulary through songs in English. Students listen to different types of music (in English) to recognize and respect different perspectives of music. Students survey others about music and present their favorite songs in English to the class. **Prerequisite:** Acceptance to the ELI program.

ELIUP 087

English Through Technology • 4-5 CR

Designed to improve ESL students' English speaking, listening, reading, and writing skills with the aid of technology, multimedia tools, and discussions related to technology. Includes activities using the internet, social media, blogs, digital photography, digital voice recording, podcasting, digital storytelling, digital video production, discussions and readings on current technology trends. **Prerequisite:** Acceptance to the ELI program.

ELIUP 094/295/296/297

Special Topics in Intensive ESL • 1-10 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**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 over-fishing, undersea mining, habitat loss, pollution, coastal development, and global climate change. Examined in the context of the innate relationship between humans and the sea. Same as OCEA 110. Either ENVS 110 or OCEA 110 may be taken for credit, not both.

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 281/282/283**Current Issues in Environmental Science • 1-3 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.

ENVS 294/295/296/297**Special Topics in Environmental Science • 1-10 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 • 1-5 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 187****Prior Learning Portfolio Development • 2 CR**

Students document college-level learning derived from non-college experience. Documentation is presented for evaluation of college-level learning and subsequent awarding of college credit. Course is graded as Credit/non-credit. **Prerequisite:** Permission of program chair or instructor.

EXPRL 190**Learning Portfolio Fundamentals • 2 CR**

Introduces students to the basic steps needed to build a learning portfolio. Students learn to select and develop evidence, reflect on significant learning, and connect evidence and reflections in an organized portfolio.

EXPRL 191**Academic Internship Experience • 1-5 CR**

Provides a framework to integrate practical work experience with academic goals. Participants develop solid learning objectives to guide their experience, document the experience for later use, and reflect upon what they have learned in order to connect their practical and academic work. Students must have an approved internship before registering. Course is graded pass/fail. **Prerequisite:** Permission of instructor.

EXPRL 192/193**Academic Internship Experience • 1-5 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 • 1-5 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 • 1-5 CR

Geography

SOCIAL SCIENCE DIVISION

GEOG& 100

Introduction to Geography • 5 CR

Surveys the concepts and methods of geography by examining humankind's influence on the environment and the environment's impact on humankind. Topics include patterns and processes of world climates, culture, population, urbanization, economic activities, and resources.

GEOG 102

World Regional Geography • 5 CR

Studies world geographical relationships. Students analyze and interpret demographic, economic, political, social, and resource distribution patterns in the contemporary world, as well as the factors leading to these regional distributions and the interrelationships among them. Please see quarterly schedule for region of study.

GEOG 105

Geography of World Affairs • 5 CR

Offers a geographical perspective on contemporary world problems. Students investigate economic, demographic, social, political, cultural, and environmental issues, with emphasis on interrelationships, patterns, processes, and potential solutions. 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 challenges 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 • 1-10 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 • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

GEOG 199

Individual Studies in Geography • 1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

GEOG& 200

Human Geography • 5 CR

Explores the relationship between humankind and the physical environment. Based on a series of case studies ranging from the streets of Havana to the soccer stadiums of Europe and the cultural adaptations of the Inuit as they adjust to the physical challenges of their homeland.

GEOG 205

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 geomorphological and climatological processes and their relationship to settlement, population, and economic patterns.

GEOG 258

Intro to Mapping & Geographic Information System • 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 • 1-10 CR

Covers supplementary or unusual topics related to the field. Topics are announced in the class schedule.

GEOG 298

Seminar in Geography • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

GEOG 299

Individual Studies in Geography • 1-10 CR

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

Geology

SCIENCE DIVISION

GEOL& 101

Introduction to Physical Geology • 6 CR

Studies the physical processes, both on and beneath the surface, that have over time given the earth its present form. Course format includes field and laboratory study of minerals, rocks, and maps. Fulfills laboratory science course requirement at BC.

GEOL 103

Evolution of the 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, tsunamis, 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 • 1-5 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 • 1-5 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& 208

Geology of the Pacific NW • 6 CR

Examines the geologic history of the Pacific Northwest, focusing on geologic processes important to its evolution. Students use evidence from rocks, landforms, and maps to reconstruct the geological story of the region. Fulfills laboratory science course requirement at BC.

GEOL 299

Individual Studies in Geology • 1-5 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.

German

ARTS & HUMANITIES DIVISION

See World Languages, pages 211-214.

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 • 1-5 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 • 2 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 • 1-3 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 • 1-5 CR

Students explore specific issues in personal health, with emphasis on practical application of theory. Topics are announced in the class schedule.

Healthcare Informatics BAS

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

HCI 293

HCI – New Student Orientation • 4 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. Critical reading, research, and writing skills are included. Additionally, students make connections with HCI faculty, staff and peers, develop learning management system user skills and establish a learning portfolio. **Prerequisite:** Acceptance into the program, or permission of instructor. Previously HCTM 293.

HCI 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 the program, or permission of instructor. Previously HCTM 301.

HCI 302

Healthcare Safety & Quality Management • 5 CR

Covers general safety and quality processes in the US healthcare system, including care processes, legislative, regulatory, and accreditation processes. Includes policies and procedures pertaining to patient safety, healthcare quality, data confidentiality, privacy, release of information, and professional and practice-related ethical issues. Introduces basic statistical methods used to analyze healthcare data. **Prerequisite:** MATH 130 and acceptance into the program, or permission of instructor. Previously HCTM 302.

HCI 310

Essentials of Healthcare Informatics • 5 CR

Examines the role of healthcare informatics in improving healthcare quality and safety. Covers electronic health records, health information exchange, consumer information needs, global health, public health informatics, and clinical information systems. Also looks at trends in health information technologies at the

organizational and patient level. **Prerequisite:** Acceptance into the program, or permission of instructor. Previously HCTM 310.

HCI 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:** HCI 310 and acceptance into the program, or permission of instructor. Previously HCTM 315.

HCI 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. **Prerequisites:** HCI 310 and acceptance into the program, or permission of the instructor. Previously HCTM 320.

HCI 330

Teaching and Training in Healthcare Informatics • 5 CR

Successful implementation of HIT requires extensive training. This course addresses general and special issues associated with adult learning in healthcare information technology. Covers training methods used for diverse, interdisciplinary audiences. **Prerequisites:** HCI 310 and acceptance into the program, or permission of the instructor. Previously HCTM 330.

HCI 350

Usability and User Centered Design • 5 CR

This course covers the role of human factors, usability, and user centered design in healthcare. Presents the impact of clinical information system design and usability on risk for medical errors. Students will evaluate usability testing methods appropriate for the type of healthcare setting and user characteristics along with system redesign to improve usability. **Prerequisites:** HCI 310 and HCI 315, or permission of the instructor. Previously HCTM 350.

HCI 360

Healthcare Information Seeking and Evaluation 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. **Prerequisites:** HCI 310 with a grade of C or higher, or permission of the instructor. Previously HCTM 360.

HCI 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. **Prerequisites:** HCI 310 and HCI 315 with a grade of C or higher, or permission of instructor. Previously HCTM 375.

HCI 380

Healthcare Code Sets & 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. **Prerequisites:** HCI 310 and HCI 315 with the grades of C or higher, or permission of the instructor. Previously HCTM 380.

HCI 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:** HCI 310 with the grades of C or higher, or permission of the instructor. Previously HCTM 385.

HCI 398

Professional Portfolio 1- • 5 CR

This course allows students to work directly with a faculty member to develop an E-portfolio that can be evaluated for award of non-traditional

credit for prior experiential learning. **Prerequisite:** Admission into program or permission of instructor.

HCI 399

HCI Independent Study 1- • 5 CR

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

HCI 405

Health and 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:** HCI 360 or permission of the instructor. Previously HCTM 405.

HCI 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:** HCI 310 and 315 with C or higher, or permission of instructor. Previously HCTM 410.

HCI 435

Healthcare Informatics Systems Operation • 5 CR

Covers all aspects of healthcare clinical information system implementation and administration. Includes vendor selection, implementation planning, system customization, configuration and testing, user training, key issues, best practices, and adherence to healthcare standards and regulations. **Prerequisite:** HCI 310 and 315, or permission of instructor. Previously HCTM 435.

HCI 450

Healthcare Analytics and Quality • 5 CR

Explores the scope and role of data and data analytics in healthcare. Covers data management concepts including data governance, validation, storage and retrieval. Covers healthcare database design and creation. Introduces basic analytic techniques used to generate findings for interpretation and techniques used to meet

end user needs for visualizing and interpreting results. **Prerequisites:** HCI 302 and MATH 130 (or equivalent), or permission of instructor. Previously HCTM 450.

HCI 456

Healthcare Data Visualization • 5 CR

Presents students with best practices for healthcare data management with a focus on visualization of healthcare data analysis. Students will utilize best practices in data governance to ensure that data quality is maintained throughout the analytics process. Strategies for extracting data from disparate databases will be covered along with data transformation and loading into formats suitable for analysis. **Prerequisites:** HCI 302, HCI 450 and MATH 130 (or equivalent), or permission of instructor. Previously HCTM 456.

HCI 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. **Prerequisites:** HCI 310 and acceptance into program, or permission of instructor. Previously HCTM 460.

HCI 465

HCI Field Studies/Capstone Orientation • 2 CR

This course prepares students for the HCI Capstone and Field Studies courses. Students will prepare professional goals, objectives as well as a personal mission statement, vision and career strategic plan. Students taking Field Studies (HCI 475) work with possible mentors to identify and secure a site for their Field Studies while students taking Capstone (HCI 485) identify their paper topic, evaluate writing skills, and begin the research process. **Prerequisite:** Acceptance into program or permission of instructor.

HCI 470

Healthcare Analytics Applications • 5 CR

Analyze strategies, benefits and limitations of data analytics in various healthcare environments. In the context of case studies, evaluate, select and apply analytics tools and methods to support key clinical, operational and financial decisions. **Prerequisites:** HCI 456, or permission of instructor. Previously HCTM 470.

HCI 475

HCI 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:** HCI 465 and permission of instructor.

HCI 485

Healthcare Informatics Capstone • 5 CR

This course provides students the opportunity to demonstrate mastery of program curriculum through development of a research question, completion of a literature review, and successful submission of a scholarly paper. **Prerequisite:** HCI 465 and permission of instructor.

HCI 494/495/496/497

Special Topics • 5 CR

Presents advanced or specialized topics in the field of Healthcare Informatics. Topics focus on new and emerging trends in healthcare informatics. Specific topics are announced in the quarterly schedule. **Prerequisite:** Admission into the program. Previously HCTM 494.

Healthcare Management & Leadership BAS

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

HCML 301

Essential Foundations of Healthcare Management • 5 CR

Examines the foundational concepts of healthcare management and leadership. This introduction to healthcare systems and the role of the manager includes leadership theory, interpersonal and technical skills, and legal and regulatory issues. Course covers: critical thinking, scholarly writing, communication, and leadership skills at the BAS level, as well as the relationship between research, theory, and evidence-based practice. Case studies are used to bring a contextual focus on organizations in the healthcare. **Prerequisite:** Acceptance to the program, or permission of instructor.

HCML 310

Health Information Systems for HC Managers • 5 CR

Explores the types of Health Information Systems (HIS) as well as associated regulations and standards from a management perspective. Students will evaluate the various information technology (IT), roles of, and terminology used by HIS professionals. Examines stakeholder participation in the selection, application, and management of clinical and adminis-

trative health information systems. **Prerequisite:** Acceptance to the program or permission of instructor.

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 multi-national 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 375

Project Management for Healthcare Managers • 5 CR

Examines project management theory and practice with emphasis on project management in healthcare settings. Students will evaluate tools used to develop and manage healthcare projects common for the healthcare manager and apply appropriate tools for developing a project based on a case study. **Prerequisite:** Acceptance to the program or permission of instructor.

HCML 380

Revenue Cycle in Healthcare • 5 CR

Students will review the people, processes, and technology used during each phase of the reimbursement cycle. Students will use research tools to evaluate best practices in revenue cycle management to make effective management decisions. **Prerequisite:** HCML 301 and admission to the program, or permission of Program Chair.

HCML 399

Independent Study • 1-5 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 415

Strategic Operations Management in Healthcare • 5 CR

This course is designed to address key operations issues in large as well as small/medium healthcare organizations. These issues include both strategic and design decisions, and as such make evidence-based operations management an inter-functional concern that requires cross-functional understanding and coordination. A blend of theory, cases, analytical techniques, business examples, videos, online simulation, and class discussions will be used to fulfill the course outcomes. **Prerequisite:** Acceptance to the program or permission of Program Chair. **Recommended:** HCML 411 or RAIM 411.

HCML 420

Managerial Perspectives in Global Health • 5 CR

This course is designed to provide an understanding of global health concerns from a socioeconomic, biological, and environmental perspective. Global health topics will cover infectious diseases, nutrition, maternal health, non-communicable diseases, mental health, and injuries. **Prerequisite:** Acceptance to the program or permission of Program Chair.

HCML 440

Business Planning in Healthcare • 5 CR

Covers planning and developing a 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, and admission into the program, or permission of Program Chair.

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**Field 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 475**Capstone Project • 4 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:** Acceptance into HCML or RAIS programs and HCML 465, or 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 494/495/496/497**Special Topics • 1-5 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 494/495/496/497. **Prerequisite:** Permission of the instructor.

Health Promotion & Management BAS

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

HPM 325**Foundation of Health Promotion • 6 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 335**U. S. Healthcare System • 5 CR**

This course provides an introduction to essential topics surrounding healthcare delivery and public health within the U.S. healthcare system. This course will focus on the evolution of the U.S. healthcare system, the system's historical foundations, healthcare system resources and processes, and the future of the delivery of healthcare services. **Prerequisite:** Admission to the BAS HPM program.

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 445**Public Health Program Development and Evaluation • 5 CR**

This course introduces students to the theory and application of public health and health promotion program planning, implementation,

and evaluation. Students will be presented with these concepts, processes and techniques while engaging in exercises that emphasize the synthesis of health promotion competencies from a program development and evaluation perspective. **Prerequisite:** Admission to the BAS HPM program.

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.

High School Completion

ARTS & HUMANITIES DIVISION

Formerly general Education Development (GED®). See Basic & Transitional Studies, pages 118-121.

History

SOCIAL SCIENCE DIVISION

"Academic Concentration in History"
Students pursuing an Associate in Arts and Sciences Degree can earn an Academic Concentration in History notation on their transcript by completing 20 credits in History (earning a grade of "C-" or better in each course) from a focused list of courses, and completing an Application for Academic Concentration in History, signed by the History Program Chair. Students should complete 20 credits in History as follows:

- 1) One course in United States History (5 credits) from the following: HIST& 146, HIST& 147, or HIST& 14
- 2) One course in World History (5 credits) from the following: HIST 101, HIST 102, HIST 103, HIST 120
- 3) One thematic History course (5 credits) from the following: HIST 185, HIST 205, HIST 210, HIST 212, HIST& 214, HIST 245, HIST 246, HIST 250, HIST 261, HIST 280
- 4) One additional course (5 credits) from either category 2 (World History) or category 3 (thematic History course), but not category 1 (United States History)

HIST 101

History of Civilization: Cultural Traditions • 5 CR

Surveys the development of civilizations from ancient times to approximately 1000 CE. Topics include Mesopotamia, Egypt, India, China, Greece, Rome, and the rise of agriculture, cities, empires and major world religions. 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 approximately 500 CE to the French Revolution. Topics include the fall of Rome, the rise of major world religions, medieval institutions, the Renaissance, the rise of science, and the age of exploration. May be used as social science or humanities credit, not both, at BC.

HIST 103

History of Civilization: Contemporary World • 5 CR

Surveys world history since the Enlightenment. Topics include major political revolutions and ideologies, the Industrial Revolution, imperialism, the origins and impact of the World Wars, the rise of nation states, the Cold War, and increasing global connections. May be used as social science or humanities credit, not both, at BC.

HIST 110

English History to 1603 • 5 CR

Surveys the history of the British Isles from the Roman conquest to the reigns of Henry VIII and Elizabeth I. Topics include life and culture in the Middle Ages, the Hundred Year's 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

Surveys the history of the British Isles from the death of Elizabeth I to the present. Topics include the development of Parliament, civil war, political reform, the industrial revolution, the world wars and cold war, and the growth and decline of British imperial power. 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

Surveys the history of North America in the colonial era. Topics include the establishment of European colonies, relations between colonists and Native Americans, the development of slavery, economic and social developments, the

relationship with the British Empire, the Revolutionary War, and the emergence of the U.S. May be used as social science or humanities credit, not both, at BC.

HIST& 147

US History II • 5 CR

Surveys the history of the U.S. from the ratification of the Constitution to the end of the nineteenth century. Topics include Native American-white relations, slavery, territorial expansion, the Civil War, and economic, social and political developments. May be used as social science or humanities credit, not both, at BC.

HIST& 148

US History III • 5 CR

Surveys the history of the U.S. during the twentieth century. Topics include reform movements, the world wars, the Cold War, Civil Rights activism, feminism, and economic, social and political developments. May be used as social science or humanities credit, not both, at BC.

HIST 150

African American History • 5 CR

Surveys the history of African Americans from the slave trade to present. Topics include African origins, construction of racial identity, slavery, emancipation, formation of post-emancipation communities, war and migration, the Harlem Renaissance, and civil rights activism. 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

HIST 198

Seminar in History • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

HIST 199

Individual Studies in History • 1-10 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

Explores the causes and consequences of World War II. Topics include 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. May be used as social science or humanities credit, not both, at BC. *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 modern era. May be used as 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. Topics include the region's cultures 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 Ancient Rome • 5 CR

Explores the military, political, and economic factors behind the rise of Rome. Topics include the development of Roman legal and social systems, the role of slavery, conquest and expansion, transition from republic to empire, the Roman military, the rise of Christianity, and

the eventual fall of the empire. May be used as social science or humanities credit, not both, at BC.

HIST 212

Sport in America: A Social History • 5 CR

Surveys the role of sports in American society. Topics include the historical development of games and sports, with an emphasis on the intersections between organized sports and American society and culture. May be used as social science or humanities credit, not both, at BC.

HIST& 214

Pacific Northwest History • 5 CR

Surveys major historical developments in the Pacific Northwest from the late 1700s to the present. Examines relations between whites, Native Americans, and other groups, changing relationships between people and the environment, and relations between the region and international and national political, economic and social developments. May be used as social science or humanities credit, not both, at BC.

HIST 223

History of Russia & Eastern Europe 1500 to Pres • 5 CR

Surveys the social, political, and economic history of Russia and Eastern Europe from 1500 to the present, with special emphasis on 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 exploration in world history. Topics include the factors encouraging exploration and discovery from medieval to modern times, as well as the social, environmental, economic, and political 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. relations with the rest of the world since 1898. Topics include external and internal factors influencing foreign policy, the development of an overseas empire, the world wars, the Cold War, the rise to superpower status, globalization, and challenges in the post-Cold War world. 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. May be used as social science or humanities credit, not both, at BC. *Recommended:* Completion of ENGL& 101.

HIST 250

U.S. Military History • 5 CR

Surveys the development of the U.S. military from the colonial era to the present. Examines the military's role in major conflicts, civilian-military relations, and the social, cultural, political, and technological influences on the military's development. May be used as 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

HIST 298

Seminar in History • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

HIST 299

Individual Studies in History • 1-10 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 • 1-5 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 • 1-3 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 • 1-5 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 • 1-5 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 • 1-10 CR**

Covers supplementary, self-supporting, or televised courses. Topics are announced in the class schedule.

HD 199**Individual Studies in Human Development • 1-5 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 • 1-5 CR****HUMAN 205****Life & Culture for Study Abroad • 1-5 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.

2017-18 Course Descriptions

Learning activities include lecture-discussion-participation, analysis of readings and films, exams, and a research project.

HUMAN 230

Central American Perspectives • 1-5 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 • 1-5 CR

Information Studies

LIBRARY SCIENCE DIVISION

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 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:** Admission into BAS Information Systems and Technology program, or permission of instructor.

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 the Cyber Security and Systems Administration concentration of the BAS IST program, or permission of the 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 or Business Intelligence concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST program, or permission of the instructor.

ISIT 399

Independent Study • 1-5 CR

Covers directed advanced special projects, student research, and independent study in Information Systems & Technology by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

ISIT 420

Advanced Data Access Techniques • 5 CR

Students learn to develop data driven applications using both proprietary and open source environments. Students will develop applications using data from a variety of data repositories including relational databases, multi-dimensional databases and "big data" repositories. Students also learn to work with data in a variety of formats. **Prerequisite:** Admission to the Application Development concentration of BAS IST program, or permission of the instructor.

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 the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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

2017-18 Course Descriptions

to the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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 the Cyber Security and Systems Administration concentration of the BAS IST 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.

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 • 1-10 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 • 1-10 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 • 1-5 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 • 1-10 CR**

Covers directed readings, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

Interdisciplinary Studies

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.

INTER 100
Interdisciplinary Studies • 15 CR

INTER 110
CSI Bellevue: Who Do It • 17 CR

Do you need biology and chemistry for an allied health field or a transfer degree? Mice and Matter is an integrated learning community. Through hands-on activities you will learn how to use biology and chemistry to solve crimes! Accelerate your entry into A&P while learning science through the lens of forensics and anthropology! Then you will be able to answer the questions "Who Dunnit?" **Prerequisite:** Math 098 with a C or better, or placement into Math 099 or higher. Strongly **Recommended:** BASCI 098, CHEM 100 or Chem& 121, or one year of high school chemistry. Fulfills laboratory science course requirement at BC.

INTER 115
Bite Me Consumption and Sustainability in the US • 11 CR

Drive-thru or dining room table? Factory-processed or home-grown? Broccoli, barley, beans or edible food-like substances? What's cheap about cheap food? Is all food equal? What is real? Do you eat for nutrients, taste or cost? The focus of this course is the impacts of lifestyle choices in regard to food. We will examine our behaviors, choices, and responsibilities and consequences of our actions to our communities, nation and the entire globe by investigating ecosystem interconnections. Through our readings and discussions, we will evaluate diverse opinions and values in order to scrutinize our own personal beliefs. Minimum **Prerequisite:** placement by assessment into ENGL& 101, or ENGL 092 or 093 with a C- or better. English course placement depends on level of prerequisites met.

INTER 116
Bite Me Consumption and Sustainability in the US • 10 CR

INTER 117
Bite Me 2.0 Food Security and Sustainability • 11 CR

INTER 118
Bite Me 2.0 Food Security and Sustainability • 10 CR

INTER 125
The Pursuit of Happiness • 10 CR

What is happiness? What are the elements of a fulfilling and meaningful life? This class explores what social scientists have discovered about happiness at both the individual and societal levels. Topics include friendship, love, justice, citizenship, time, sustainability, self-esteem, empathy, work, creativity, music, politics, money, achievement, spirituality, and humor. **Recommended:** PSYC& 100.

INTER 130
How to Survive the Collapse of W Civilization • 10 CR

INTER 135
Finding Your Place in School and Life • 10 CR

How do I create the good life for myself? For that matter, how do I make it through college? Begin to answer these questions while developing your sociology and English skills through reading, writing, discussing, and interacting with guest speakers in "The Good Life". **Prerequisite:** placement by assessment into ENGL 092, 093 or ENGL& 101; or completion of ENGL 092 or 093 with a C- or better. English course placement depends on level of prerequisites met.

INTER 140
Idiocracy 1 • 5 CR

INTER 145
Mind Your Language • 10 CR

INTER 150
Fighting for the Planet • 10 CR

INTER 155
The Wire: Life on the Streets and War on Drugs • 15 CR

INTER 160
Love in the Digital Age • 10 CR

INTER 165
Coming to America: Hist and Lit Immigration • 10 CR

INTER 170
Are You Who You Think You Are: Finding of Self • 11 CR

INTER 175
What is Black: Blackness in the Modern Diaspora • 10 CR

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 introduction to the elements and principles of design and their application to shaping interior space, design processes and methods, sustainability, the role of interior designers in practice and society, and what students can expect as an Interior Design major. Open to all interested students. Class format includes illustrated lectures, discussions, field learning, 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

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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 • 1-5 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

Description: Introduces computer-aided design for designers. Covers the role and application of computers in graphic communication and interior design while creating two-dimensional drawings. Hands-on work in the computer 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 269

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 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 • 1-5 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 • 1-5 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 355

Contemporary Design Issues • 5 CR

The course aims at creating a critical understanding of contemporary design in the context of global urbanization. The class strives to dig beyond the mainstream architectural historiography and puts forward a critical perspective by introducing non-Western examples, themes including colonialism, feminism and environmental, humanitarian and socially conscious design. **Prerequisite:** Acceptance to the program or permission of instructor.

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 • 1-5 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 • 1-5 CR**

Allows in-depth study or approved work experience in the field of interior design. **Prerequisite:** Interior Design major and permission of instructor.

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, 15 credits in Studio Design courses (INDES 370, 371 or 372), and INDES 440, all with a C or better.

INDES 472**Capstone Design Studio II • 5 CR**

Focuses on the problem solving discipline of the design process and its application to interior design. Completes the capstone studio sequence with a design development phase. Students work on a variety of professionally relevant self-directed interior design projects, pursue an individualized area of inquiry and project context, and prepare a detailed design solution and project documentation. Builds on research begun in INDES 440 and uses research and concepts developed in INDES 471 for design development process in INDES 472. **Prerequisite:** Acceptance to the program and INDES 471 with a C or better.

INDES 480**Professional Practices & Principles • 5 CR**

Prepares students to work as professional interior designers. Includes managing interior design projects, legal and contractual issues, resources and services, and working with showroom and service personnel, and clients. Either INDES 180 or INDES 480 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

INDES 485**Practicum in Interior Design • 3 CR**

Offers additional work study experience relevant to a students' future employment plans in interior design. Either INDES 285 or INDES 485 may be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

International Business Professions (IBP)

ARTS & HUMANITIES DIVISION

See English Language Institute, pages 149-151.

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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

INTST 198

Seminar in International Studies • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 199

Individual Studies in International Studies • 1-10 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

INTST 298

Seminar in International Studies • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

INTST 299

Individual Studies in International Studies • 1-10 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.

Japanese

ARTS & HUMANITIES DIVISION

See World Languages, pages 211-214.

Italian

ARTS & HUMANITIES DIVISION

See World Languages, pages 211-214.

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 replaced MKTG 154. Either MKTG 101 or 154 can be taken for credit, not both.

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.

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 • 1-10 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

This course builds on the fundamentals of MKTG 101 and applies learning to the international business landscape. Students consider the impact of marketing environment variables such as politics, religion, economies, technological advancements, weather, and terrain. Differences between countries are considered

and help shape a global strategic approach to a multi-market campaign. *Recommended:* MKTG 101.

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. *Recommended:* MKTG 101.

MKTG 234

Advertising I • 5 CR

Provides an in-depth look at the world's dominant promotional channel. Students consider how advertising differs from other approaches, and the ways in which it must evolve to thrive in the digital era. Group projects will emphasize integrated strategy, creative choices, media planning, and how to assess a successful advertising campaign. *Recommended:* MKTG 101.

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. *Recommended:* MKTG 102. Previously MKTG 240. Only MKTG 240 or 241 can be taken for credit, not both.

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. *Recommended:* 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. *Recommended:* MKTG 102.

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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. *Recommended:* MKTG 102.

MKTG 245

Display Media Strategy • 5 CR

This class builds on ideas introduced in MKTG 102 and covers intermediate and advanced concepts of display media. Students will learn about ad networks, exchanges, programmatic media buying, takeovers, and native advertising. They will apply those skills to the larger digital framework and craft integrated marketing strategies. *Recommended:* 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. *Recommended:* MKTG 101. Previously MKTG 225. Only MKTG 225 or 255 can be taken for credit, not both.

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. *Recommended:* MKTG 101. Previously MKTG 210. Only MKTG 210 or 261 can be taken for credit, not both.

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. *Recommended:* MKTG 102.

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. *Recommended:* MKTG 101.

MKTG 277

Fashion Marketing and Merchandising • 5 CR

This course provides students with a foundational knowledge of the fashion industry, and how marketing efforts are employed to maximize profits and build brand equity. Participants apply business and marketing skills to conceptualize and promote fashion products, which includes merchandising in the retail environment. *Recommended:* MKTG 101.

MKTG 278

Fashion Design • 5 CR

This course provides an overview on the principles of design that inform fashion product development. Students will review textiles, the use of color, scale and proportion, social context, and which tools are used by fashion professionals to execute their work. *Recommended:* MKTG 101.

MKTG 290

Marketing Activities in DECA • 1-5 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 • 1-5 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 • 1-10 CR

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

MKTG 299

Individual Studies in Marketing • 1-10 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.

MKTG 301

Media Planning and Buying • 5 CR

Media continues to be central to marketing efforts, even as there is a shift from paid impressions to owned and earned activity. Students will explore the roles of media buying and media planning, tackling hands-on projects and communicating the value of different media options to clients and internal partners. *Prerequisites:* MKTG 101 and MKTG 102.

MKTG 333

Content Creation • 5 CR

This course will introduce students to content marketing and digital content creation. Students will learn about the different types of digital content while developing strategies that include managing user-generated and original content, creating new content using software tools and resources, and sharing content across digital platforms.

MKTG 334

Advertising II • 5 CR

This advanced promotional marketing course builds on ideas explored in Advertising I, with a strong emphasis on building strategies that drive smart integrated marketing plans. Students will focus more heavily on digital storytelling, and how efforts in these new digital advertising channels resonate with consumers. *Prerequisite:* MKTG 234.

MKTG 341

Public Relations and Social Listening • 5 CR

This promotional marketing course builds on the shift from employing mass media to having conversations with consumers. Social listening tools are employed to document how brands manage their reputations. Students will craft brand communications, measure brand equity, consider data for insights, and engage consumers across digital channels. *Prerequisite:* MKTG 234.

MKTG 343

Event Marketing • 5 CR

This course connects online consumer engagement with offline promotional activities that result in purchases. Events of all types are employed to drive immediate actions and build brand equity. Students will consider consumer motivations, design event tactics, leverage

unique data sets, and contribute to relationship marketing efforts with key customers. **Prerequisites:** MKTG 101 and MKTG 102.

MKTG 434

Branding • 5 CR

This marketing course builds on ideas explored in Advertising I and II, expanding the promotional aspect of communicating ideas with customers to a larger brand identity building framework. Students will consider successful branding case studies, and then craft their own brand along with appropriate marketing materials in this innovative course. **Prerequisite:** MKTG 334.

MKTG 461

Marketing Research II • 5 CR

This advanced marketing course builds on the research process introduced in MKTG 261: Marketing Research I. Students will continue working with local businesses to identify marketing challenges, formulate research problems, design an approach to data collection, handle data sets and derive insights, and make the insights actionable to stakeholders. **Prerequisite:** MKTG 261.

MKTG 462

Data Visualization & Advanced Analytics • 5 CR

A continuation of materials first explored in MKTG 262: Measurement and Analytics, students will delve deeper on how analytics is maturing from static data reports to complex predictive modeling. Hands-on practice with data visualization and manipulation tools is balanced with the strategic implementation of analytics. **Prerequisite:** MKTG 262.

MKTG 492

Capstone • 5 CR

Credit is offered for an end-of-program project or professional internship that is aligned with the digital marketing curriculum. This course requires students to define the specific opportunity before enrolling or at the very beginning of the course with the course instructor. **Prerequisite:** Permission of instructor.

Mathematics

SCIENCE DIVISION

The Mathematics Program offers a concentration in mathematics so our advanced students can choose to receive an "Associate in Arts and Sciences with a Concentration in Mathematics". To qualify for this concentration,

students must have at least 20 credits in mathematics and at least two of the following: MATH 208, 238 and MATH& 254.

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 078

Math Literacy • 7 CR

This is an overview of algebra in which students build math literacy skills by exploring topics including exponents, radicals, percentages, and various equations. The course emphasizes visualization, interpretation, and communication of mathematics in context. Students learn to persevere by building strategies based on algebraic skills, numerical relationships, and attention to precision. Successful completion of this course meets the prerequisite for MATH&107 and MATH 130. **Prerequisites:** MATH 070 with a passing grade or MATH 075 with a grade of B or higher, or placement by assessment.

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/workshop format. Topics include exponents, polynomials, quadratic equations, rational expressions, and radicals. Students must complete both MATH 080 (or equivalent) and MATH 085 to have the equivalent of MATH 097. **Prerequisite:** MATH 080 or permission of instructor.

MATH 093

Algebra Review • 1-5 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 • 1-5 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

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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, or MATH 078 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, or MATH 078 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 • 1-5 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 • 1-5 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 270**Probability and Statistical Models • 5 CR**

The fundamentals of probability-based statistics with a focus on data-based problem solving. Introduces probability axioms and principles of randomness to model and evaluate samples from discrete, continuous, univariate, and multivariate distributions. Varying statistical techniques (with use of software such as MATLAB or R) will be included. **Prerequisite:** MATH& 152 with a B- or better. **Recommended:** MATH& 153.

MATH 299**Individual Studies in Mathematics • 1-5 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 301**Discrete Mathematics • 5 CR**

This class introduces basic discrete structures in mathematics, computer science and engineering fields. Topics include elementary logic, set theory, mathematical proof, relations, combinatorics, induction, recursion, sequence and recurrence, trees, graph theory. **Prerequisite:** MATH 208 with a C or better or entry code.

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 and admission into Data Analytics program, or permission of the instructor.

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 • 1-5 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.

Molecular Bioscience BAS**SCIENCE DIVISION****MBS 320****Molecular Biosciences Seminar • 2 CR**

This course provides strategies for reading and analyzing articles in molecular biosciences. Students engage in discussion while they learn to evaluate data, analyze figures and focus on the major questions addressed in a scientific paper. **Prerequisite:** BIOL& 211 or BIOL 275 with a C or higher.

MBS 330**Modern Genetics • 5 CR**

This course examines the principles of inheritance, the molecular nature of the gene and regulation of gene expression in various systems, and the basis for mutation, variation and evolution. The course begins with an introduction to Mendel's experiments and culminates in a survey of modern methods in genetics research. **Prerequisite:** BIOL& 160 or BIOL& 211 with C or higher.

MBS 340**Molecular Cell Biology • 5 CR**

Exploration of cellular structure, organization, dynamics and signaling of diverse cell types at the molecular level. The course emphasizes the experiments and techniques used throughout the research process. Topics include biological membranes, protein targeting, the endomembrane system, cell signaling, the cytoskeleton and control of the cell cycle. **Prerequisite:** MBS 330 or equivalent, with C or higher.

MBS 350**Bioinformatics • 5 CR**

Topics include protein and DNA sequence alignments, evolutionary analysis and phylogenetic trees, obtaining protein secondary structure from sequence, and analysis of gene expression including clustering methods. **Prerequisite:** MBS 340 or equivalent, with a C or higher.

MBS 410**Modern Topics in Bioethics • 5 CR**

This class introduces ethical problems relating to molecular biosciences research and the biomedical industry. The emphasis is to train students on awareness of ethical issues specifically applicable to laboratory research and biomedical industry. **Prerequisite:** MBS 330 or equivalent, with a C or higher.

MBS 430

Systems Immunology • 5 CR

This course is an introduction to molecular immunology. Topics include an overview of the immune system, antibody and T-cell receptor structure and function, genes of the immunoglobulin family, cells and molecules that mediate the immune response, and medical applications of modern immunology. **Prerequisite:** MBS 340 and CHEM 406 and with a C or higher.

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 • 1-3 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 1 ~ 2 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 1 ~ 8 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.

2017-18 Course Descriptions

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 • 1-5 CR

MUSC 194/195/196/197

Special Topics in Music • 1-3 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 • 1-3 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 MUSC 105 or MUSC 109. May be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor (audition) by entry code. Students registered in MUSC 205 must be concurrently enrolled in MUSC 200 unless waived by the department.

MUSC 206*

BC Jazz Band • 3 CR

Offers performance opportunities for instrumentalists within the Stage Band instrumentation who have completed three quarters of MUSC 106. The ensemble focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. **Prerequisite:** May enroll in MUSC 206 after 3 quarters (~ 9 credits) in MUSC 106.

MUSC 210

Second-Year Theory I • 5 CR

Fourth in a six-quarter sequence in Music Theory. Topics include diatonic materials, basic chromatic chords, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 112 or permission of instructor.

MUSC 211

Second-Year Theory II • 5 CR

Fifth in a six-quarter sequence in Music Theory. Topics include advanced chromatic chords, advanced modulation, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 210 or permission of instructor.

MUSC 212

Second-Year Theory III • 5 CR

Last in a six-quarter sequence in Music Theory. Topics include 20th-century techniques, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 211 or permission of instructor.

MUSC 240*

Second-Year Private Instruction I • 1 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 minute lesson per week. Students pay cost of lesson. May be repeated for a maximum

of ~ 3 credits in three quarters. **Prerequisite:** Three quarters of MUSC 140 or MUSC 143 and permission of program chair

MUSC 243*

Second-Year Private Instruction II • 2 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 minute lesson per week. Students pay cost of lesson. May be repeated for a maximum of ~ 4 credits. **Prerequisite:** Three quarters of MUSC 140 or MUSC 143 or permission of program chair.

MUSC 299

Individual Projects in Music • 1-3 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 1 ~ 2 credits. **Prerequisite:** Permission of instructor.

Network Services

INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

NSCOM 199

Independent Studies-Network Services/Computing • 1-5 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 • 1-10 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 • 1-10 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 • 2 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 190**Introduction to Nuclear Medicine Technology • 2 CR**

This course introduces the student to the Bellevue College Nuclear Medicine Technology program. It includes three days of clinical orientation in a nuclear medicine department. We'll create a shared understanding of the basics of nuclear medicine practice, examine active learning techniques, and develop cohesiveness as a group. *Prerequisite:* Acceptance to the NMTEC program or permission of instructor.

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

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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 I • 2 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 1 • 3 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 1 • 3 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 procedures. NMTEC 260 lectures are coordinated with NMTEC 200. **Prerequisite:** Acceptance into program.

NMTEC 261

Clinical Nuclear Medicine II • 1 CR

Presents nuclear medicine from the physician's standpoint, emphasizing the diagnosis of disease and ways in which the technologist can assist the physician making a correct diagnosis. **Prerequisite:** Acceptance into program.

NMTEC 262

Clinical Nuclear Medicine III • 1 CR

Discusses advanced topics related to imaging and non-imaging procedures. Topics include hematology and immunology, laboratory techniques in nuclear medicine, Schilling test, H. pylori breath testing, blood volume

determination, bone densitometry, radioimmunotherapy, and advanced nuclear neurology. **Prerequisite:** Acceptance into program.

NMTEC 275

Board Preparation • 1 CR

Prepares students for the NMTCB exam by reviewing all aspects of nuclear medicine technology and giving practice tests. Students focus on practical application of the basic science knowledge gained throughout the program. Students also complete a capstone project. **Prerequisite:** Acceptance into program or permission of instructor.

NMTEC 280

Computed Tomography for Nuclear Medicine • 3 CR

Provides didactic instruction in CT scanning, as is pertinent to its application to nuclear medicine procedures. Includes information relevant to production and detection of X-rays in CT, instrumentation and image reconstruction, specific technique applications, patient care and quality control. **Prerequisite:** acceptance into program or permission of program chair.

NMTEC 299

Independent Study in Nuclear Medicine 1-1 • 2 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 Assistant

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

NAC 106

Nursing Assistant Foundations • 4 CR

Presents anatomy and physiology, resident rights, concepts of death and dying, dementia care, legal aspects of care, function of the health care team, and the communication skills and scope of practice of the nursing assistant. **Prerequisite:** placement by assessment into ENGL& 101 or permission of instructor. Previously HPRO 116. Either HPRO 116 or NAC 106 may be taken for credit, but not both.

NAC 107

Nursing Assistant Technical Skills • 3 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 • 3 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.

Nursing

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

NURS 099

Nursing Student Success • 1 CR

Designed for first quarter students in the nursing program. Focuses on study and organizational skills, test taking skills and strategies, critical thinking skills, time management, and support to help students succeed in the nursing program.

NURS 100X

Foundations of Nursing • 7 CR

Provides the framework for nursing theory. Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain clinical experiences in extended-care facilities. Course consists of two components: 100X and 100Z. **Prerequisite:** Acceptance into program.

NURS 100Y

Foundations of Nursing Skills Lab • 2 CR

This is the lab portion of Nursing Fundamentals. In this class nursing assessment and other fundamental skills like medication administration are learned prior to students' first hands-on experience with clients. **Prerequisite:** Admission to program.

NURS 100Z

Foundations of Nursing Clinical • 3 CR

Clinical component for NURS 100X. Students gain experience in rehabilitation facilities correlating with and implementing nursing theory. **Prerequisite:** Acceptance into program.

NURS 101X

Nursing Care of the Adult Client I • 6 CR

The first of three medical/surgical courses focusing on acute and chronic health dysfunctions in the adult client. Students gain clinical experience in acute-care settings. Course consists of two components: 101X and 101Z. **Prerequisite:** NURS 100X and 100Z.

NURS 101Y

Nursing Care of the Adult Client Skills Lab • 1 CR

A variety of acute care nursing skills provide baseline competency prior to entry into acute care clinical facilities. Students learn hands-on nursing skills and have the opportunity to practice and perform demonstrations. **Prerequisite:** N100X, N100Y, N100Z.

NURS 101Z

Nursing Care of the Adult Client I Clinical • 5 CR

Clinical component for NURS 101X. Students gain experience in health agencies correlating with and implementing nursing theory. **Prerequisite:** 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 120

Nursing Fundamentals • 6 CR

The Nursing Fundamentals course provides students with foundational concepts related to nursing practice. This course introduces essential principles of health and wellness,

medical terminology, med-math, health assessment, and the nursing process. Formerly known as NURS 100X. **Prerequisite:** Admission into the Associate Degree Nursing Program.

NURS 121

Nursing Fundamentals Clinical • 6 CR

In this course fundamental concepts and principles of nursing practice are reinforced, and students apply these in laboratory, clinical settings and simulated situations. Course graded credit/no credit. Formerly NURS 100Y and 100Z. **Prerequisite:** Admission into the Associate Degree Nursing Program.

NURS 122

Nursing Care of the Adult Client I • 6 CR

This is the first of two courses applying nursing theory; quality and safety; and evidence based care concepts to individual, adult clients. Professional interactions and teamwork are emphasized. Formerly known as NURS 101X. **Prerequisites:** NURS 120 with a grade of C or better, and NURS 121 with credit.

NURS 123

Nursing Care of the Adult Client I Clinical • 6 CR

This course is the clinical component of NURS 122. Students implement the nursing process of assessment, planning, intervention, and evaluation for adult medical-surgical patients. They apply nursing theory, identify physiological changes in these patients, and develop a professional nursing identity. Course graded credit/no credit. Formerly NURS 101Y and 101Z. **Prerequisites:** NURS 120 with a grade of C or better, and NURS 121 with credit.

NURS 124

Nursing Care of the Adult Client II • 6 CR

This is the second of two courses applying nursing theory; quality and safety; and evidence-based care concepts to adult clients with acute and chronic health dysfunctions. Developing professional interactions are emphasized. Formerly NURS 102X. **Prerequisites:** NURS 122 with a grade of C or better, and NURS 123 with credit.

NURS 125

Nursing Care of the Adult Client II Clinical • 6 CR

This course is the clinical component of NURS 124. The students gain experience in medical-surgical settings applying nursing theory and quality and safety concepts to clients with acute and chronic health dysfunctions. Students also further develop a professional nurse identity. Course graded credit/no credit. Formerly NURS

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102Y & NURS 102Z. **Prerequisites:** NURS 122 with a grade of C or better, and NURS 123 with credit.

NURS 198

Independent Study Clinical • 1-6 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 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 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 252

Nursing Care of the Behavioral Health Client • 3 CR

Focuses on the nurse's therapeutic role in maintaining and enhancing behavioral health. Students learn to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Formerly NURS 221X. **Prerequisites:** NURS 124 with a grade of C or better, and NURS 125 with credit.

NURS 253

Behavioral Health Clinical • 2 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. Course graded credit/no credit. Formerly NURS 221Z. **Prerequisites:** NURS 124 with a grade of C or better, and NURS 125 with credit.

NURS 254

Nursing Care of the Pediatric Client • 4 CR

This course focuses on the nurse's role of health promotion in the pediatric patient and family emphasizing expected growth trends and overall assessment data. Differences in adult and pediatric nursing are highlighted to promote safety and minimize risk. Opportunities for reflective practice, clinical reasoning development, and collaborative teamwork are integrated into learning activities. Formerly NURS 231X. **Prerequisites:** NURS 252 with a grade of C or better, and NURS 253 with credit.

NURS 255

Nursing Care of the Pediatric Client Clinical • 5 CR

This course provides students the opportunity to engage in health promotion of the pediatric patient and family. Students apply developmental theory and principles of pediatric safety to deliver family-centered care. Students also gain confidence in articulating nursing priorities and developing clinical reasoning and reflective practice in the care of pediatric patients. Course grade credit/no credit. Formerly NURS 231Y and 231Z. **Prerequisites:** NURS 252 with a grade C or better, and NURS 253 with credit.

NURS 256

Nursing Care of the Maternal Client • 2 CR

This course focuses on the nurse's role in the care of the maternal patient and family and highlights the normal physiological and emotional changes related to pregnancy. The nursing process is implemented and evaluated in the context of overall assessment data. Opportunities for reflective practice, clinical reasoning development, and collaboration are integrated

into learning activities. Formerly NURS 233X.

Prerequisites: NURS 252 with a grade of C or better, and NURS 253 with credit.

NURS 257

Nursing Care of the Maternal Client Clinical • 1 CR

This course provides students the opportunity to engage in health promotion of the pregnant mother and newborn. Students gain confidence in articulating nursing priorities, developing clinical reasoning, and continuing reflective practice. This course focuses on clinical observations, as well as in-hospital experience in labor/delivery and mother/baby care. Course graded credit/no credit. Formerly NURS 233Z.

Prerequisites: NURS 252 with a grade of C or better, and NURS 253 with credit.

NURS 260

Transition to Professional Nursing • 3 CR

This course assists in the transition from student to the professional nurse and is the final course in medical-surgical nursing. Students incorporate concepts of evidence-based practice, quality improvement, and informatics along with previous theory and competencies learned throughout the nursing program to assimilate into their professional practice. Formerly NURS 222X. **Prerequisites:** NURS 254 and NURS 256 with a grade of C or better, and NURS 255 and NURS 257 with a grade of credit.

NURS 261

Pre-Professional Nursing Preceptorship • 4 CR

This course assists in the transition from nursing student to the role of professional nurse in the clinical setting. The students, working with a registered nurse (RN) preceptor, develop their ability to prioritize and delegate care for multiple patients while using concepts of health information technology and evidence-based practice to assure quality and safety. Course graded credit/no credit. Formerly NURS 222Z. **Prerequisites:** NURS 254 and NURS 256 with a grade of C or better, and NURS 255 and NURS 257 with a grade of credit.

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 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 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 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 360.

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 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 • 4 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

HEALTH SCIENCES, EDUCATION & WELLNESS INSTITUTE

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.

NUTR 299

Individual Study in Nutrition • 1-5 CR

Allows for advanced special projects, student research and independent study in Nutrition by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

Occupational & 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:** OLS 110, 111, and 112 and acceptance into the program.

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 and acceptance into the program.

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:** Acceptance 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, theater games, vocal physical and emotional awareness, listening skills, and beginning textual analysis using objectives, obstacles and tactics. **Prerequisite:** Acceptance into 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 • 6 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 • 6 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 over-fishing, undersea mining, habitat loss, pollution, coastal development, and global climate change. Examined in the context of the innate relationship between humans and the sea. Same as ENVS 110. Either OCEA 110 or ENVS 110 may be taken for credit, not both.

OCEA 199

Individual Studies in Oceanography • 1-5 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

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 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 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 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 • 1-5 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 • 1-5 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 argu-

ments 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 • 1-5 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

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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 263

Ethics and Policy in Healthcare • 5 CR

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of healthcare professions. *Prerequisite:* Acceptance into the (ADN) Nursing program.

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 • 1-5 CR

Covers supplemental or unusual topics related to Philosophy. Topics are announced in the quarterly class schedule.

PHIL 299

Independent Studies in Philosophy • 1-5 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.

2017-18 Course Descriptions

PE 194/195/196/197

Special Topics in Fitness • 1-3 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 212

Athletic Fitness • 1 CR

Develop fitness programs designed to aid recreational and collegiate athletes reach and maintain fitness levels required for specific sports.

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:** permission of instructor.

PE 230

Techniques of Basketball • 3 CR

Analyzes the theories and methods of basketball. Advanced topics include philosophy, program organization, training and conditioning, care and treatment of injuries, fundamentals, offensive and defensive play, game strategy, and psychology.

PE 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.

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 280

Yoga Instruction Practicum • 1 CR

Students will observe community yoga classes to gain knowledge about different methods of teaching and assisting, teaching style, and class environment. Analysis, evaluation and reflection will follow each observation and practical teaching. **Prerequisite:** PE 149.

PE 294

Special Topics in Physical Education • 1-10 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

Historically, the field of psychology has placed a lot of attention on what's wrong with people and what we can do to treat mental disorders. More recently, however, the field has broadened its scope to give more attention to the positive side of human nature and the most effective ways to pursue a good, meaningful life. This course will focus on the scientific research centered on the nature of happiness, well-being and leading a flourishing life. Throughout the course we will also engage in experiential learning and practical exercises to increase well-being, which will inform our theoretical and empirical understanding of positive psychology.

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 • 1-5 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 • 1-5 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

POLS 198

Seminar in Political Science • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

POLS 199

Individual Studies in Political Science • 1-10 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

POLS 298

Seminar in Political Science • 1-10 CR

POLS 299

Individual Studies in Political Science • 1-10 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

Using a current object-oriented programming language, students learn and apply the fundamental principles of programming. Students design solutions, write computer instructions to solve business problems, learn procedural programming, document and debug computer applications. **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 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 110 with a C or better. Placement by assessment into ENGL& 101, or completion of ENGL 092 or 093 with a C or better.

PROG 123

Server Side Web Development • 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 and PROG 120, both with a C or better. (May be taken concurrently with PROG 120). Replaces PROG 117. Only PROG 117 or PROG 123 can be taken for credit, not both.

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 with a C or better, and either PROG 110 or PROG 111 with a C or better.

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 • 1-5 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

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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.

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, imple-

menting 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 • 1-10 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 • 1-10 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

Positive Psychology • 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 • 1-10 CR

PSYC 198

Seminar in Psychology • 1-10 CR

PSYC 199

Individual Studies in Psychology • 1-10 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 • 1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

PSYC 298**Seminar in Psychology • 1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

PSYC 299**Individual Studies in Psychology • 1-10 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.

RAIM 399**Radiation & Imaging Sciences Independent Study • 1-5 CR**

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

Radiation & Imaging Medical Dosimetry (DOSM)**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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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

Brachytherapy for Medical Dosimetrists • 4 CR

Examines treatment planning techniques for both LDR and HDR brachytherapy. Topics include radioactive source characteristics, calculation of dose distributions, imaging requirements, systems of implant dosimetry and treatment planning goals across various anatomical sites. **Prerequisite:** Acceptance into the program.

DOSM 443

Quality Assurance for Medical Dosimetry • 3 CR

Examines the components of a quality assurance program within Medical Dosimetry. Topics include quality assurance of a treatment planning system, patient records and data, role and process of plan verification, and quality assurance recommendations from outside agencies. **Prerequisite:** Acceptance into the program.

DOSM 475

Concept Integration and Case Studies • 3 CR

Preparation for the Certification Exam issued by the Medical Dosimetry Certification Board (MDCB) through a comprehensive examination of coursework and student case presentations based on MDCB content specification. **Prerequisite:** Acceptance into the program.

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, fistulogram, loopogram, and swallowing studies. **Prerequisite:** RADA 311 and acceptance into the program.

RADA 313

Imaging Procedures III • 3 CR

Establishes a framework for radiologist assistants performing lumbar puncture under fluoroscopy guidance, myelograms, joint injections, joint aspiration, arthrograms, conventional, CT and MRI, breast needle localization and ductogram. **Prerequisite:** RADA 312 and acceptance into the program.

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 • 5 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. **Prerequisites:** BIOL&241 and BIOL&242 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

RAIT 302**Body Pathophysiology • 5 CR**

Presents pathologies of the abdomen, chest, and neck with physiological implications pertinent to Computed Tomography, Magnetic Resonance, interventional, and Cardiac Catheter imaging modalities. Either RAIT 302 or IMAGE 265 can be taken for credit, not both. **Prerequisites:** BIOL&241 and BIOL&242 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

RAIT 303**Neuropathophysiology • 5 CR**

Presents neurological based pathologies and the related diagnostic/interventional procedures applied in evaluation and treatment. Either RAIT 303 or IMAGE 266 can be taken for credit, not both. **Prerequisites:** BIOL&241 and BIOL&242 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

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 with a B (3.0) or better and permission of the Program Chair.

RAIT 311**Clinical Practicum in Computed Tomography • 12 CR**

Provides the opportunity to develop required competencies for advance certification in Computed Tomography technology. Includes 40 hours per week for 11 weeks in a CT department. Either RAIT 311 or IMAGE 270 can be taken for credit, not both. **Prerequisites:** RAIT 310 within the past 12 months with a B (3.0) or better and permission of Program Chair.

2017-18 Course Descriptions

RAIT 312

Biology of Cancer • 5 CR

Emphasis is on the cellular, genetic, biochemical and environmental aspects of the disease including discussion of the multiple disease nature of cancer, its diagnosis and treatment. Same as BIOL 312. Either BIOL 312 or RAIT 312 may be taken for credit, not both. **Prerequisite:** Admission into the program or permission of Program Chair. **Recommended:** BIOL& 160 or BIOL& 211.

RAIT 314

CT Lab • 1 CR

This course is designed to allow the CT student an opportunity to apply lessons learned within RAIT 310 CT Instrumentation and Procedures. **Prerequisite:** Permission of Program Chair and concurrent enrollment into RAIT 310.

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 • 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. **Prerequisites:** RAIT 315 within the past 12 months with a B (3.0) or better and permission of Program Chair.

RAIT 317

MRI Lab • 1 CR

This course is designed to allow the MRI student an opportunity to apply lessons learned within RAIT 315 MRI Instrumentation and Procedures. **Prerequisite:** Permission of Program Chair and concurrent enrollment into RAIT 315.

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 with a B (3.0) or better and permission of the Program Chair.

RAIT 321

Vascular Interventional Clinical 1 • 2 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. **Prerequisites:** RAIT 320 within the past 12 months with a B (3.0) or better and permission of Program Chair.

RAIT 322

VIR Lab • 1 CR

This course is designed to allow the VIR student an opportunity to apply lessons learned within RAIT 320 Vascular Interventional Procedures. **Prerequisite:** Permission of Program Chair and concurrent enrollment with RAIT 320.

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:** Admission to the program and permission of the Program Chair.

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:** Admission to the program and permission of the Program Chair.

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:** Admission to the program and permission of the Program Chair.

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 within 120 months with a B (3.0) or better and permission of the Program Chair.

RAIT 330

Breast Ultrasound • 3 CR

Designed for Mammographers or Sonographers who want to gain didactic preparation level certification in breast ultrasound. 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. Content covers all areas included in the breast specialty exam offered by the ARDMS. **Prerequisite:** Admission to the program and permission of the Program Chair.

RAIT 331

Clinical Practicum in Breast Ultrasound 1 • 2 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:** RAIT 330 within the past 12 months with a B (3.0) or better and permission of the Program Chair.

RAIT 340

Fetal Echocardiography for Sonographers • 3 CR

Designed to provide didactic preparation for ARDMS certified sonographers for advanced level certification in fetal echocardiography. Content covers all areas included in the specialty exam offered by the ARDMS. **Prerequisite:** Admission into the program or permission of the Program Chair.

RAIT 341

Clinical Practicum for Fetal Echocardiography • 12 CR

Provides the opportunity for ARDMS certified sonographers to develop competencies in fetal echocardiography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. **Prerequisites:** RAIT 340 within the past 12 months with a B (3.0) or better and permission of the Program Chair.

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:** Admission into the program or permission of the Program Chair.

RAIT 345

Clinical Practicum for Vascular Sonography • 12 CR

Provides the opportunity for ARDMS certified sonographers to develop competencies in vascular sonography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. **Prerequisites:** RAIT 344 within the past 12 months with a B (3.0) or better and permission of the Program Chair.

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:** Admission to the program or permission of the Program Chair.

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:** Admission to the program or permission of the 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 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

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. **Prerequisites:** RAIT 301 with a B (3.0) or better, or permission of the Program Chair.

RAIT 361

Clinical Practicum Positron Emission Tomography 1 • 2 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. **Prerequisites:** RAIT 359 within the past 12 months with a B (3.0) or better and permission of the Program Chair.

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. **Prerequisites:** RAIT 301 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

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. **Prerequisites:** RAIT 310 with a C (2.0) or better, or permission of the Program Chair.

RAIT 411

Clinical Practicum II in CT • 1-11 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. **Prerequisites:** RAIT 311 and permission of the Program Chair.

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. **Prerequisites:** RAIT 315 with a C (2.0) or better and admission to the program, or permission of the Program Chair.

RAIT 416

Clinical Practicum II in MRI • 1-11 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. **Prerequisites:** RAIT 316 and permission of the Program Chair.

RAIT 421

Clinical Practicum II in Vascular Interventional • 1-11 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. **Prerequisites:** RAIT 321 and permission of the Program Chair.

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:** Admission to the program or permission of the 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:** Admission to the program or permission of the Program Chair.

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:** Admission to the program or permission of the 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:** Admission to the program or permission of the Program Chair.

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:** Admission to the program or permission of the Program Chair.

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. **Prerequisites:** RAIT 361 AND permission of the Program Chair.

RAIT 465

Capstone Proposal • 1 CR

This course prepares students for the RAIS BAS Program Capstone course (RAIT 475). Students will develop professional goals and objectives, as well as their mission, vision, and strategic plan for their career. This will ensure that work done in the capstone project supports the individual career goals. **Prerequisite:** Acceptance to the program.

RAIT 475

Capstone Project • 4 CR

Students review, integrate and practice the skills and knowledge covered throughout the Radiation and Imaging program. Students select a complete and significant project drawn from their coursework and concentration. Previously RAIM 475. **Prerequisite:** Acceptance to the program and RAIT 465, or permission of the Program Chair.

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:** Admission to the program or permission of the Program Chair.

RAIT 494/495/496/497

Radiation & Imaging Sciences Special Topics • 1-5 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
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RADON 100

Principles of Oncology • 4 CR

Explores causes, classification, diagnosis, detection, spread, and management of cancer. **Prerequisite:** Acceptance into program.

RADON 101

Principles of Dose Calculation • 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. Same as AHE 120. Either AHE 120 or RADON 107 can be taken for credit, not both. **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 • 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 • 1-5 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 • 1-5 CR**

Covers a variety of topics to acquaint the radiation therapy student with the role of radiation oncology in cancer management. May be repeated for a maximum of 15 credits. *Prerequisite:* Acceptance into program.

RADON 201**Radiation Therapy Physics II • 3 CR**

Explores interactions of ionizing radiation with matter, high-energy particle beams, measurement of radiation, calibration of radiation therapy treatment machines, and brachytherapy implants. *Prerequisite:* Acceptance into program.

RADON 202**Treatment Planning I • 2 CR**

Explores principles of radiation therapy treatment planning, including patient positioning, immobilization, and contouring techniques. *Prerequisite:* Acceptance into program.

RADON 203**Treatment Planning II • 6 CR**

Presents a variety of radiation therapy treatment techniques and dose calculation methods. *Prerequisite:* Acceptance into program.

RADON 204**Treatment Planning III • 5 CR**

Presents additional special treatment techniques used in radiation therapy. Topics include moving beam, electron beam, orthovoltage therapy, matching fields, weighted fields, irregular fields, and three-dimensional treatment planning. *Prerequisite:* Acceptance into program.

RADON 211**Clinical Practice V • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 212**Clinical Practice VI • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 213**Clinical Practice VII • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

RADON 214**Clinical Practice VIII • 12 CR**

Provides 40 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. *Prerequisite:* Acceptance into program.

RADON 220**Principles & Practice of Radiation Therapy II • 2 CR**

Examines cancer epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of radiation therapy side effects. *Prerequisite:* Acceptance into program.

RADON 221**Principles & Practice of Radiation Therapy III • 2 CR**

Continues RADON 220. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

RADON 222**Principles & Practice of Radiation Therapy IV • 2 CR**

Continues RADON 221. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

RADON 224**Concept Integration • 1 CR**

Provides review of all areas for the American Registry of Radiologic Technologists (ARRT) examination in Radiation Therapy. Students work in teams to develop a simulated exam based on ARRT content specifications. *Prerequisite:* Acceptance into program.

RADON 240**Radiation Biology • 3 CR**

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and therapist. *Prerequisite:* Acceptance into program.

RADON 294/295/296/297

Special Topics in Radiation Therapy • 1-5 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 • 1-5 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 and image production. **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 • 1-5 CR

RATEC 199

Independent Studies • 1-5 CR

RATEC 207**Concept Integration • 2 CR**

Prepares students for the American Registry of Radiologic Technologists exam through a comprehensive review. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 210**Clinical Education V • 13 CR**

Fifth in a series of supervised clinical education experiences. Students work 40 hours per week for 11 weeks. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 211**Clinical Education VI • 8 CR**

Sixth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 212**Clinical Education VII • 8 CR**

Seventh in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 213**Clinical Education VIII • 8 CR**

Eighth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 220**Pathology I • 3 CR**

Introduces changes that occur in disease and injury, with application to radiologic technology. Topics include respiratory, skeletal, gastrointestinal, and urinary systems. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 221**Pathology II • 2 CR**

Continues RATEC 220. Students become familiar with the etiology, symptoms, prognosis, and imaging of disease processes of the cardiovascular, nervous, hemoparetic, endocrine, and reproductive systems. *Prerequisite:* Acceptance into program or permission of instructor.

RATEC 230**Quality Assurance • 2 CR**

Presents theory and practice for operating a successful quality assurance program in a diagnostic radiology department. Students discuss the importance of quality control with respect to health care costs, radiation exposure to patients, and improvement of the diagnostic quality of images. *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 • 1-5 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 • 1-5 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.

**Science, Technology,
Engineering, or Math**

HEALTH SCIENCES, EDUCATION
& WELLNESS INSTITUTE

STEM 101**STEM to Stern Cohort – I • 2 CR**

STEM 101 is the first course in the STEM to Stern cohort sequence, designed for students pursuing science, technology, engineering, or math studies. Students learn STEM-specific strategies for academic success, explore STEM career options, craft a strengths-based professional

resume, network directly with professionals in their fields of interest, and identify resources and hands-on learning experiences that can help them be successful as students and as STEM professionals. *Prerequisite:* Permission of instructor.

STEM 102**STEM to Stern Cohort – II • 2 CR**

STEM 102 is the second course in the STEM to Stern cohort sequence. Students utilize specific STEM-related learning strategies and problem-solving skills, practice representing their skills in mock interviews, meet with mentors in their fields of interest, use basic research design principles, and apply for hands-on STEM learning opportunities. *Prerequisite:* STEM 101 or permission of instructor.

STEM 103**STEM to Stern Cohort – III • 2 CR**

STEM 103 is the third course in the STEM to Stern cohort sequence. Students develop new STEM-related problem-solving strategies, meet with STEM professionals to learn about their research projects, work in teams to create research project ideas, create experiential learning plans, and apply for experiential learning opportunities. *Prerequisite:* STEM 102 or permission of instructor.

STEM 201**STEM to Stern Cohort – IV • 1 CR**

STEM 201 is the fourth course in the STEM to Stern cohort sequence. Students research the transfer process, investigate STEM opportunities like internships and undergraduate research, and analyze and draft the sorts of personal statements required by transfer programs and in order to be selected for STEM opportunities. They craft research project pitches and select project teams. *Prerequisite:* STEM 103 or permission of instructor.

STEM 202**STEM to Stern Cohort – V • 1 CR**

STEM 202 is the fifth course in the STEM to Stern cohort sequence. Students continue to research the transfer process and create and revise personal statements. They work in teams using agile project management techniques to plan, draft, and revise a project proposal and begin work on that project. *Prerequisite:* STEM 201 or permission of instructor.

STEM 203**STEM to Stern Cohort – VI • 1 CR**

STEM 203 is the sixth course in the STEM to Stern cohort sequence. Students network with STEM professionals and keep seeking STEM opportunities. They work in teams using agile

2017-18 Course Descriptions

project management techniques to complete their projects, develop presentation skills, and create a culminating presentation about their projects. **Prerequisite:** STEM 202 or permission of instructor.

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 expe-

riences 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 • 1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

SOC 198

Seminar in Sociology • 1-10 CR

Includes seminars, workshops, etc., for which college credit is offered.

SOC 199

Individual Studies in Sociology • 1-10 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 • 1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule.

SOC 298**Seminar in Sociology • 1-10 CR**

Includes seminars, workshops, etc., for which college credit is offered.

SOC 299**Individual Studies in Sociology • 1-10 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.

Technical Support

INSTITUTE FOR BUSINESS & INFORMATION TECHNOLOGY

TECH 199

Independent Studies in Technology • 1-10 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 • 1-6 CR

First in a two-quarter technical support internship. Students provide technical assistance to students and staff using the Tech Support and NSCOM labs. May include off-campus internships with specific academic & industry partners. For NSCOM degree students only. Provides non-paying, credit-earning, on-the-job experience. Course is graded credit/no credit. *Prerequisite:* permission of instructor.

TECH 294

Technical Support Internship II • 4 CR

Continues TECH 293, for additional non-paying credit-earning, on-the-job experience in technical support. For NSCOM degree students only. *Prerequisite:* TECH 293 at BC and permission of instructor.

TECH 295/296/297

Special Topics in Technology • 1-10 CR

Allows specialized or in-depth study of a subject related to computing technologies and/or technical support practices. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. *Prerequisite:* Permission of instructor.

TECH 299

Independent Studies in Technology • 1-5 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.

Spanish

ARTS & HUMANITIES DIVISION

See World Languages, pages 211-214..

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 194/195/196/197**Special Topic in Dance • 1-5 CR**

Allows focused study of topics supplementing dance. Topics are announced in the class schedule.

DANCE 201**Dance Ensemble I • 1-5 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 • 1-5 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 • 1-5 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 • 1-3 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 highlighted. **Prerequisite:** DRMA 154 or permission of instructor. **Recommended:** DRMA 251.

DRMA 256

Shakespearean Scene Study • 3 CR

Introduces the student actor to the plays of William Shakespeare. Modern acting practices are combined with various specific techniques of interpreting and applying Shakespeare's language to the stage. **Recommended:** DRMA 251.

DRMA 270

Directing • 3 CR

Theory and practice of stage direction including selection of play, casting and staging. Production of a scene for public performance is required. **Recommended:** ENGL& 101 placement.

DRMA 280

Studio Theater I • 5 CR

All students are cast in the studio theater production. Students analyze, prepare, rehearse and perform a play. Provides practical experience in rehearsal and performance. Lecture/lab format. May be repeated for a maximum of 30 credits. **Prerequisite:** Permission of instructor.

DRMA 281

Studio Theater II • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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

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:** TRANS 101.

TRANS 103

Fundamentals of Translation • 3 CR

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proof-reading skills necessary to produce clear, and polished translations. **Prerequisite:** TRANS 101.

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:** TRANS 101.

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:** TRANS 101.

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:** TRANS 101.

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. **Prerequisites:** Completion of TRANS 100 Level Courses (TRANS 101, 103, 104, 105, 106) with a grade of C or higher, or permission of Program Manager.

TRANS 202**Advanced Interpreting Skills I • 3 CR**

Provides opportunities for practical experience in the interpreting modes necessary for working in different settings. **Prerequisite:** *Prerequisites:* Completion of 100 Level Courses (TRANS 101, 102, 104, 105, 106) with a GPA of 2.0, or permission of Program Manager.

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:** TRANS 201.

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:** TRANS 202.

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

WLANG 194/195/196/197**Special Topics in World Languages • 1-5 CR**

Allows specialized or in-depth study of a subject supplementing the World Languages curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits. **Recommended:** Permission of instructor.

American Sign Language

ASL 194/195/196/197**Special Topics in American Sign Language • 1-5 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 199/299**Individual Studies in American Sign Language • 1-5 CR**

Covers individual projects in American Sign Language by an individual student. **Prerequisite:** Permission of instructor.

ASL& 121**American Sign Language I • 5 CR**

Introduces the basic vocabulary and grammar of ASL for the beginning student and reviews the cultural aspects of deafness. Fulfills humanities course requirement at BC.

ASL& 122**American Sign Language II • 5 CR**

Develops skills for the student with a basic knowledge of ASL. Focus is on the rules of grammar, idioms, vocabulary building, signing, and reading of signs. Fulfills humanities course requirement at BC. **Prerequisite:** ASL& 121.

ASL& 123**American Sign Language III • 5 CR**

Continues ASL& 122 (prev ASL 102). Topics include rules and syntax, and use of illustrated techniques to describe signs. **Prerequisite:** ASL& 122 (prev ASL 102).

ASL& 221**American Sign Language IV • 5 CR**

Reviews and expands basic first-year ASL skills. Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. **Prerequisite:** ASL& 123 (prev ASL 103) with a C- or better or permission of instructor.

ASL& 222**American Sign Language V • 5 CR**

Continues ASL& 221 (prev ASL 201). Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. **Prerequisite:** ASL& 221 (prev ASL 201) with a C- or better or permission of instructor.

ASL& 223**American Sign Language VI • 5 CR**

Continues ASL& 222 (prev ASL 202). Students increase their understanding of ASL grammar, expand vocabulary, and engage in refinement of their signing style within a cultural context. **Prerequisite:** ASL& 221 (prev ASL 201) with a C- or better or permission of instructor.

Arabic

ARAB 121**Arabic I • 5 CR**

Introduces the Arabic alphabet, numbers, and fundamentals of the vocabulary and grammar of Modern Standard Arabic. Listening, speaking, reading, and writing are addressed. Interactive multimedia tools are used to develop skills in active listening and oral communication. Language learning is coordinated with exposure to Arab culture.

ARAB 122**Arabic II • 5 CR**

Continues ARAB 121. **Prerequisite:** ARAB 121 or permission of instructor.

ARAB 123**Arabic III • 5 CR**

Continues ARAB 121. **Prerequisite:** ARAB 121 or permission of instructor.

ARAB 194/195/196/197**Special Topics Arabic • 1-5 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

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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 • 1-5 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 • 1-5 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 • 1-5 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- Intermediate 1st Year French • 5 CR

Gives beginner with some previous knowledge of elementary French (faux debutant) an opportunity to improve use of basic oral and written skills in a variety of everyday situations using readily understandable language. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement determined by approved host institution and permission of instructor.

FRCH 133

Language & Culture Immersion- Advanced 1st Year French • 5 CR

Allows student with working knowledge of elementary French using past, present & future tenses in basic social situations (pre-intermediary) 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 • 1-5 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 Yr French • 5 CR

Gives a student with a general understanding of spoken and written functional language (intermediary) the opportunity to expand and perfect their oral and written command of intermediate French in daily situations.

FRCH 232

Language & Culture Immersion- Basic 2nd Yr French • 5 CR

Allows students to use spoken and written French with relative ease (intermediary advance) 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 Yr French • 5 CR**

Gives a student the ability to use appropriate vocabulary and grammar at a normal rate of speech with excellent pronunciation (advance) the opportunity to enhance their use of advanced oral and written French. Continues FRCH 222. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. *Prerequisite:* Placement by approved host institution and permission of instructor.

FRCH 294/295/296/297**Special Topics in French • 1-5 CR**

Allows specialized or in-depth study of subjects related to French language and culture. *Prerequisite:* Current French students or permission of instructor.

German**GERM& 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& 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 194/195/196/197**Special Topics in German • 1-5 CR**

Allows specialized or in-depth study of subjects related to German language and culture. *Prerequisite:* Current German students.

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& 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 • 1-5 CR**

Allows specialized or in-depth study of subjects related to German language and culture. *Prerequisite:* Current German students.

Italian**ITAL 121****Italian I • 5 CR**

Introduces the fundamentals of vocabulary and grammar focusing on the development of four basic skills: listening, speaking, reading, and writing. Emphasis is placed on active communication aimed at the development of oral and comprehension skills. Various aspects of Italian culture are presented. Format includes extensive audio and internet usage. After successful completion, students are encouraged to continue with ITAL 122.

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 • 1-5 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 • 1-5 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 • 1-5 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 • 1-5 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. This class is not intended for "Heritage Speakers" (i.e. Students who grew up speaking Spanish.). Please refer to "Spanish for Heritage Speakers" SPAN& 231 if you grew up speaking Spanish without ever having had formal instruction.

SPAN& 122

Spanish II • 5 CR

Continues SPAN& 121. Format includes extensive audio and Internet usage. This class is not intended for "Heritage Speakers" (i.e. Students who grew up speaking Spanish.). Please refer to "Spanish for Heritage Speakers" SPAN& 232 if you grew up speaking Spanish without ever having had formal instruction. **Prerequisite:** SPAN& 121 or permission of instructor.

SPAN& 123

Spanish III • 5 CR

Continues SPAN& 122. Format includes extensive audio and Internet usage. This class is not intended for "Heritage Speakers" (i.e. Students who grew up speaking Spanish.). Please refer to "Spanish for Heritage Speakers" SPAN& 232 if you grew up speaking Spanish without ever having had formal instruction. **Prerequisite:** SPAN& 122 or permission of instructor.

SPAN 194/195/196/197

Special Topics Spanish • 1-5 CR

Allows specialized or in-depth study of a subject supplementing Spanish curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

SPAN 199

Individual Studies in Spanish • 1-5 CR

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

SPAN& 221

Spanish IV • 5 CR

Reviews first-year grammar concepts and expands on vocabulary acquisition. Students practice integrating the four major language skills: listening, speaking, reading, and writing, and further develop their cultural competency by working on authentic material from the Spanish-speaking world. Oral communication is emphasized. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 123 or permission of instructor.

SPAN& 222

Spanish V • 5 CR

Continues SPAN& 221. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 221 or permission of instructor.

SPAN& 223

Spanish VI • 5 CR

Continues SPAN& 222. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 222 or permission of instructor.

SPAN 231

Spanish for Heritage Speakers I • 5 CR

For students who can speak Spanish in everyday situations because of family and/or community connections, but who have little formal education in Spanish. Develops ability to use Spanish in academic and professional situations, and knowledge of Spanish-speaking cultures. First in a three-course sequence. **Recommended:** Ability to speak and understand Spanish due to family and/or community connections, but limited or no formal instruction in Spanish; English 101.

SPAN 232

Spanish for Heritage Speakers II • 5 CR

For students who can speak Spanish in everyday situations because of family and/or community connections, but who have little formal education in Spanish. Develops ability to use Spanish in academic and professional situations, and knowledge of Spanish-speaking cultures.

Second in a three-course sequence. **Prerequisite:** SPAN 231, or Instructor Permission. **Recommended:** ENGL& 101.

SPAN 233

Spanish for Heritage Speakers III • 5 CR

For students who can speak Spanish in everyday situations because of family and/or community connections, but who have little formal education in Spanish. Develops ability to use Spanish in academic and professional situations, and knowledge of Spanish-speaking cultures. Third in a three-course sequence. **Prerequisite:** SPAN 232, or Instructor Permission. **Recommended:** ENGL& 101.

SPAN 299

Individual Studies in Spanish • 1-5 CR

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

For policies and procedures on grades, academic standards, withdrawing from classes, and related issues, see "Enrollment Information." BC policies and procedures are subject to revision without notice. For current information on policies visit www.bellevuecollege.edu/policies/.

Adherence to College Policies & Procedures

Bellevue College expects students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website, student handbook, and other official publications. Students will be held accountable for following all procedures for which they have a responsibility. These include but are not limited to:

- Registration-related activities
- Deadlines
- Payments and refunds
- Grading
- Student Code

In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the Executive Dean of Instruction for academic matters or to the Vice President of Student 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 permis-

sion 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.

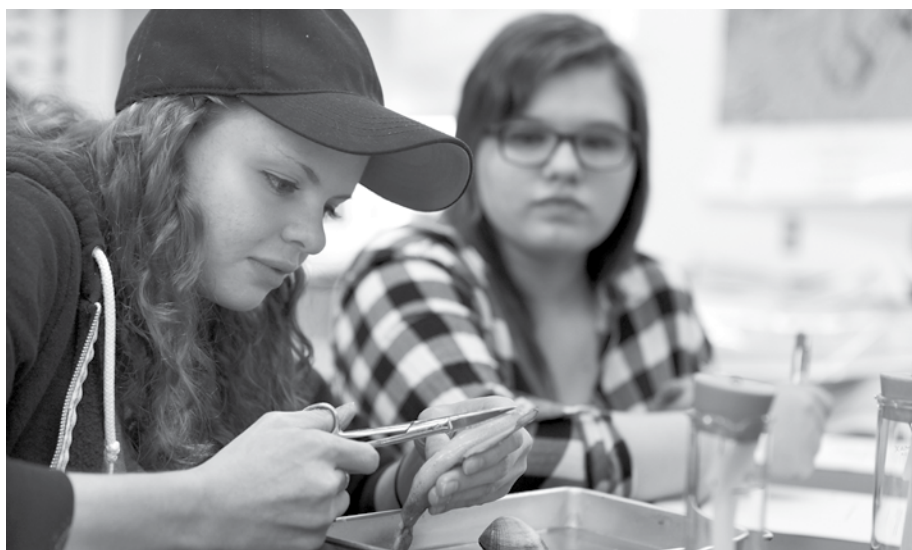
- 15. **Retaliation.** Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, 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/](http://www.bellevuecollege.edu/policies/id-2050/)**



2017-18 Administration & Faculty

Bellevue College is accredited by the Commission on Colleges and Universities of the Northwest of Schools and of Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond WA 98052

Board of Trustees of Community College District VIII

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Administration of Bellevue College (for 2017-2018 Academic Year)

President: Dr. Jerry Weber

Administrative Assistant: Kirsty Haining

Executive Assistant & Board Secretary: TBF

Governance Coordinator: Alice Jenkins

Administrative Services

Vice President: Raymond White

Manager: Kathi Hutchins

Administrative Assistant to VP: TBF

Executive Director, Finance & Auxiliary Services: Jennifer Strother

Executive Director, Procurement Management & Facilities Planning: Dexter Johnson

Director, Bookstore: Kristen Connely

Director, Budget, Grants & Contracts: Kelly Paustain

Director, Early Learning Center: Lisa Miller

Director, Food Services: Todd Juvrud

Director, Office of Sustainability:
Amber L. Nicholson

Interim Director, Public Safety: My Tran

Director, Payroll: James Craswell

Director, Campus Operations: Cynthia Gross

Director, Campus Operations:
Srividya Ramachandran

Economic & Workforce Development

Vice President: Albert Lewis, Jr.

Administrative Assistant to VP: Terri Tanino

Dean, Continuing Education: TBF

Associate Dean, Occupational Life Skills (OLS) Program: Marci Muhlestein

Associate Dean, Workforce

Education: Sarah Gray

Director, Center of Excellence for Information and Computing Technology: Maureen Majury

Director, Corporate Relations at Business Training Institute, Continuing Education: James Bryan

Director, Grant Development: Bonnie Berry

Director, Marketing, Continuing Education: Gayle C. Solberg

Director, Tech Prep College Connections: Tanya Rettinger

Director, Workforce Education: Yolanda Ibarra

Executive Director, Community Programs: TBF

Executive Director, Operations & Finance, Continuing Education: Christopher Ma

Effectiveness & Strategic Planning

Associate Vice President, Effectiveness & Strategic Planning: TBF

Director, Research and Analysis:
Dr. Alec Campbell

Associate Director, Effectiveness & Strategic Planning: Dr. Tracy Biga MacLean

Human Resources

Vice President: Aaron Hilliard

Administrative Assistant to VP: Jewell Evans

HR Generalist: David Hall

HR Generalist: Sallee Hilliard

HR Generalist: Alicia Tarigan

HR Generalist: Beverly Tonda

HR Generalist: Brynn Vrabel

Information Resources

Vice President, Information Tech Services: Russ Beard

Director, Digital Media Services: Richard Otte

Director, Information Tech Services: Eden Lasater

Director, Information Tech Services: Mary Kay Wegner

Director, Infrastructure Team: Rodger Harrison

Director, Technical Support Services: Jason Aquí

Director: Jarka Gurthova

General Manager, College Radio Station KBCS 91.3 FM: Steve Ramsey

Director, Music, College Star KBCS 91.3 FM: Jaan Hughes.

Director, Programs, College Radio Station KBCS 91.3 FM: Patrick Whalen

Associate Director, Member Services, College Radio Station KBCS 91.3 FM: Elizabeth Topping

Associate Director, Operations: TBF

Institutional Advancement

Vice President: Dr. Gayle Colston Barge

Executive Director, BC Foundation:
Rebecca Chawgo

Administrative Assistant: Laura Gettleman

Director, Development, BC Foundation:
Mareth Flores

Director, Finance & Planned Giving, BC Foundation: Paul Feavel

Director, Marketing: TBF

Associate Director, Development – Annual Giving, BC Foundation: Aimee White

Assistant Director, Development, BC Foundation: Taryn Echert

Associate Director, Public Relations & Communications: Nicole Beattie

Manager, Publications & Communications: Sharon Berg

Manager, Scholarship and Programs, BC Foundation: Lauren Hardin

Senior Graphic Designer: Robyn Bell-Bangerter

Web Editor-in-Chief: James Hoehn

Instruction

Interim Vice President:
Mahalaxmi Gita Bangera

Director, Academic Success Center: Carol T. Grant

Director, Operations: Donna Sullivan

Dean, Library Media Center: Dr. Vivienne McClendon

Associate Dean, Applied Baccalaureate Development: Christopher Bell

Associate Dean: Joyce Carroll

Associate Dean: Dr. Rebecca Cory

Pluralism & Equity

Interim Vice President: Sayumi Irei, Ph. D.

Program Manager: Beabe Akpojovwo

Title IX Coordinator: Rachel Wellman

Student Affairs

Vice President: Ata Karim

DIV Operations Director: Julie Werner

Dean, International Education & Global Initiatives: Jean D'Arc Campbell

Dean, Student Success: Kathleen Hathaway

Dean, Enrollment & Registrar Services: Rae Ellen Reas

Dean, Student Programs: Michael Kaptik

Assistant Dean, Enrollment Services: TBF

Assistant Dean, Student Programs: Faisal Jaswal

Director, Academic Advising: Emily Kolby

Director, Athletics: Jeremy Eggers

Director, Disability Resource Center: Paul Arithi.

Director, Enrollment & Registrar Services: Stephen Downing

Director, Financial Aid: Melanie Ruiz

Director, HSP/CEO: Glen Jackson

Director, Office of International Education & Global Initiatives: Kazumi Hada

Director, Office of International Education & Global Initiatives: Shpresa Halimi

Director, Multicultural Services: Aaron Reader

Director, TRIO Student Support Services: Barbara Brodsky

Interim Associate Director, Enrollment & Register Services: Dawn M Robertson

Assistant Director, Office of International Education & Global Initiatives: Bradley Huggins

Assistant Director, Office of International Education & Global Initiatives: Perri K Schodorf

Assistant Director, Office of International Education & Global Initiatives: Deron Dahlke

Assistant Director, Disability Resource Center: A.J. Duxbury

Assistant Director, Multicultural Services: Henry Amaya

Associate Director, Academic Advising: TBF

Associate Director, Evaluations & Graduation: Nelli Kasparova

Associate Director, Financial Aid: Leslie R Allen

Associate Director, Student Programs: Nora Lance

Arts & Humanities Division

Dean: Dr. Margaret Harada

Assistant Dean: TBF

Associate Dean: Tuan Dang

Director of Division Operations: Susan Roselle

Art: Katrina Casprowiak

Communication Studies: Katherine Medbery-Oleson

English: Sean Allen

English Language Institute – International Business Programs & Community: Ivan Breen

Dev Ed/ESL: Nancy McEachran

Dev Ed/ABE/GED: Heidi Songstad

Interior Design: Daniel Beert

Music: Tom Almli

Philosophy: Russ Payne

Theatre Arts: Tammi Doyle

World Languages: Melissa Massie

Health Sciences, Education & Wellness Institute

Dean: Dr. Leslie Heizer-Newquist

Assistant Dean: Ray Butler

Division Director of Operations: Chelsie Hanks

Alcohol & Drug Counseling: Paul Weatherly

Allied Health: Dave Rex (Director)

Associate Degree NURS: Lisa Tedeschi

Diagnostic Ultrasound: Terry Hatcher

Early Childhood Education: W. Orcajo

Health & Physical Education: Ray Butler

Healthcare Informatics: Pam Charney

Life Science Informatics Center, Executive Director: Patricia Dombrowski

Neurodiagnostic Technologist (NDT): John Lott

Nuclear Medicine Technology: Jennifer Prekeges

Nursing Associate Dean: Dr. Suzanne Beltz

Parent Education: Lisa Allen

Physical Education/Health: Ray Butler

Radiation Imaging Science BAS: Maurya Radvilas

Radiation Therapy: Linda Schinman

Radiologic Technology: Kris L. Miller

Institute for Business & Information Technology

Dean: Jody Laflen

Assistant Dean: Sylvia Unwin

Division Director of Operations: Pavy Thao

Accounting: Anne Mary Nash-Haruna

Business Technology System (BTS): Suzanne Marks

Business Management: Suzanne Marks

Marketing Management: Kyle Barber

Digital Media Arts: Stephen Garrow

Information Systems, Network Services & Computing Systems: Sylvia Unwin

Science Division

Dean: Dr. Rob Viens

Assistant Dean: Kent Short

Division Director of Operations: April Wedman

Earth & Space Sciences: Kent Short

Engineering Sciences: Frank Lee

Life Sciences: Sue Nightingale

Mathematics: Jennifer Laveglia

Physical Sciences: Jennie Mayer

Science & Math Institute (SAMI): Dr. Jennie Pang

Molecular Biosciences: Jacqueline Drak

Social Science Division

Dean: Virginia Bridwell

Assistant Dean: Tony Tessandori

Division Director of Operations: Deanna Veyna

Accounting -Transfer/BA-Transfer: Judith Paquette

Criminal Justice: Charlene Freyberg

Anthropology: Anthony Tessandori

Economics: Chace Stiehl

Ethnic & Cultural Studies: Eric Davis

Geography: George Walker

History: Sabrina Sanchez

Political Science/International Studies: Tim Jones

Psychology: Deepti Karkhanis

Sociology: Denise Johnson

RISE Learning Institute

Dean, Undergraduate Research: TBF

Director, Center for Career Connections: Cheryl Vermilyea

Director, Rise Learning Institute: Michael Reese

Associate Director, Rise Learning Institute: Sapan Parekh

Associate Director, Center for Career Connections: Chiew Jones

Associate Director, Center for Career Connections: Fabienne Mouton

Associate Director, Center for Career Connections: Christina Sciabarra

Experiential Learning: Cheryl Vermilyea

Administrators & Faculty

* PTF Affiliates prior to 2009

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B.A., University of Michigan

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J.D., University of California,
Hastings College of Law

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M.S., Cranbrook Academy of Art, Michigan

Dang, Tuan, Art & Humanities Division
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M.Ed., Rangsit University

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M.A. Seattle University

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M.A., University of Washington

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M.S., University of Washington
Ph. D., University of Washington

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M.L.A., University of Washington

Doyle, Tammis E., Theatre Arts (Chair)
B.A., University of California at Berkeley
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- Meyer, Rika M.**
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- Mihaylova, Tatiana M.**
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M.S., University of Washington
- Minks, Ann K.**, Allied Health
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- Pang, Jennifer**, Director, Science
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M.B.A., Golden Gate University, San Francisco
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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 and a fee to pay by a certain deadline.

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.

(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. See also professor.

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).

General Employment Disclosure

Federal regulations require academic institutions to disclose to prospective students certain information about the institution's Gainful Employment (GE) Programs, and about students who enrolled in those programs eligible for Title IV funding that lead to gainful employment in a recognized occupation. You may see the disclosure for each certificate program online at <http://www.bellevuecollege.edu/legal/publicdisclosure/#gainful-employment-information>.

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.

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.

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.

pluralism

Pluralism refers to a proactive and ongoing engagement with diversity and a commitment to learning to understand across differences. Thus, pluralism requires active listening and dialogue to achieve understanding with others.

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.

professor

Not all faculty are professors. To be a professor at BC, an instructor must be tenured and then may be designated as an assistant professor, associate professor, senior professor or full professor. In higher education, tenure is a permanent job contract, granted only after a designated number of years of experience and after an intensive and protracted process of review and vetting, followed by a successful tenure review.

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.

(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.

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).

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 achieve-

ment, 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.

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.

Title IX

Title IX is a federal civil right that prohibits gender-based discrimination. Protections from gender-based or sex-based discrimination are extended to all people on campus regardless of their real or perceived sex, gender identity or gender expression, and prohibits gender-based discrimination in all college programs and activities. For more information visit www.bellevuecollege.edu/titleix/.

TOEFL (Test of English as a Foreign Language)

A standardized test which assesses the English language abilities of students who are not native English-speakers.

transcript

An official record of the courses and quarter credits a student has taken at a college or university, the grades and degrees or certificates earned, and any awards and honors received.

transfer

To move from one college or university to another and have the second institution recognize and accept some or all of the courses taken and credits earned at the first.

tuition & fees

Tuition is a student's basic payment towards the cost of instruction at a college or university. Most institutions also charge fees for laboratory equipment and materials, computer use, parking, and other miscellaneous costs.

undergraduate

A student who has not yet earned a bachelor's degree; also refers to the courses and instructional programs such a student enrolls in.

upper division

The courses students are generally expected to complete during the last two years of a typical four-year baccalaureate degree program.

wait list

A wait list offers students who sign up a fair and consistent method of being enrolled in a full class if openings occur.

waiver

To waive a right or a claim is to voluntarily give it up.

(1) If a student meets specific criteria, the college may waive some of his or her tuition and fees (that is, some of the money owed to the college will be forgiven).

(2) If a student demonstrates certain knowledge and abilities, the college may waive a course prerequisite (that is, allow the student to take the class even though he or she hasn't completed the listed requirements for it).

withdrawal

The process of formally dropping a class or classes after the quarter has started.

work-study

A type of financial aid which pays students to work part-time, often on campus, during the academic year.

Course Prefix & Department Titles

Course Prefix	Department Title
ABE	Adult Basic Education
ACCT& 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
HCI and HCTM	Healthcare Informatics

Course Prefix	Department Title
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 Biosciences
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
STEM	Science, Technology, Engineering and Math
TECH	Technical Support
TRANS	Translation & Interpretation
WLANG	World Languages

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BELLEVUE
COLLEGE

2017-2018 Academic Calendar

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 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
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	24	25	26	27	28	29
30	31					

AUGUST 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Power Down: See website for start and end times				1	2	3
6	7	8	9	10 Finals Qtr Ends	11	12
13	14	15	16	17	18	19
20 POWER DOWN	21	22	23	24 Last Day Extended Summer Qtr	25	26
27	28	29	30	31		

*Extended Summer Quarter by permission only

SEPTEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9/14 Opening Activities: Offices closed. 9/15 Opening Activities: Offices open.				1	2	
3	4 HOLIDAY	5	6	7	8	9
10	11	12	13	14 Opening Activities	15 Opening Activities	16
17	18 Fall Qtr Begins	19	20	21	22	23
24	25	26	27	28	29 Count Day	30

OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10/16 Non-contract day for Faculty: No day or evening credit classes. Offices open.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10 HOLIDAY	11
12	13	14	15	16	17	18
19	20	21	22	23 HOLIDAY	24 HOLIDAY	25
26	27	28	29	30		

DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12/4 Faculty Professional Development Day: No day or evening credit classes. Offices open.				1	2	
3	4 NO CLASS	5 Finals	6 Finals	7 Finals Qtr Ends	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 HOLIDAY	23
24	25 HOLIDAY	26	27	28	29	30

JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13
14	15 HOLIDAY	16 Count Day	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2/8 College Issues Day: No day or evening classes. Offices closed.				1	2	3
4	5	6	7	8 NO CLASS	9	10
11	12	13	14	15	16	17
18	19 NO CLASS	20	21	22	23	24
25	26	27	28	2/19 Classified Staff Professional Development Day: No day or evening classes. Offices closed.		

MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3/6 Faculty Professional Development Day: No day or evening credit classes. Offices open.				1	2	3
4	5	6 NO CLASS	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Finals	21 Finals	22 Finals Qtr Ends	23	24
25	26	27	28	29	30	31

APRIL 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Spring Qtr Begins	3	4	5	6	7
8	9	10	11	12	13 Count Day	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 HOLIDAY	29	30	31		

JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 15: End of quarter and Commencement				1	2	
3	4	5	6	7	8	9
10	11	12	13 Finals	14 Finals	15 Finals Commencement	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Summer Qtr Begins	3	4 HOLIDAY	5	6	7
8	9	10	11	12 Count Day	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Power Down: See website for start and end times				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16 Finals Qtr Ends	17	18
19	20	21	22	23	24	25 POWER DOWN
26 POWER DOWN	27	28	29	30 Last Day Extended Summer Qtr	31	

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