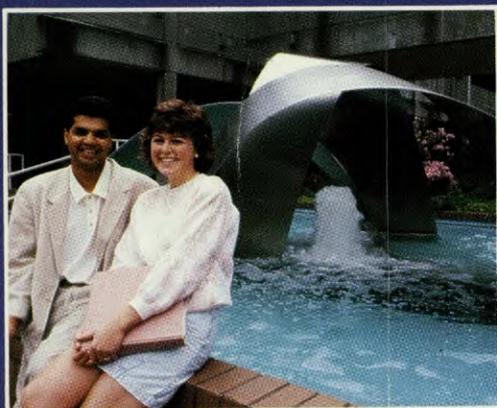


# Catalog



Bellevue  
Community  
College

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1988-90

# BELLEVUE COMMUNITY COLLEGE CATALOG 1988-90



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# INTRODUCTION: WELCOME TO BCC



## LETTER FROM THE PRESIDENT

Bellevue Community College provides the stepping stones to success. Students tell me their learning experiences at BCC have prepared them well for the next step in their careers, whether that means attainment of an additional degree or a move up in the company. Their success is insured by the competent and successful faculty and staff who work wonders helping students achieve their goals.

Our college is big enough to provide a broad array of choices in courses and programs. Yet it is not so big that we can't consider your individual needs and concerns. We are continually

upgrading our offerings to make them comply with what our students' future needs will be.

In the pages which follow you will find information about the variety of programs and services which are available. You will also find that you are responsible to take the initiative for meeting course requirements, for seeking financial aid and for finding ways to participate in extracurricular activities.

On behalf of the Board of Trustees, I invite you to combine your initiative with the challenge provided by our dedicated faculty and staff and move to the level of success experienced by thousands of former Bellevue Community College students. You are indeed welcome to the continuing quest for knowledge which we all share. It is a pursuit

of excellence that this college represents and wishes to make a part of your success story.

## COLLEGE MISSION STATEMENT

The mission of Bellevue Community College is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our district and will be accessible to all those seeking to continue their education.

The following goals reflect this mission.

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## INTRODUCTION: WELCOME TO BCC

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1. To provide full and equal access to opportunities for educational success
2. To offer comprehensive educational programs
3. To ensure quality and excellence
4. To be committed to knowledge, skills and creativity
5. To be a vital part of the College District and the broader community
6. To sustain institutional effectiveness
7. To be responsive to the needs of the future

Bellevue Community College is accredited by the Washington State Board of Community College Education and by the Northwest Association of Secondary and Higher Schools which is the nationally registered association for accreditation and is listed in the latest edition of "Higher Education," published by the United States Office of Education. The documents of accreditation may be reviewed by current and prospective students in the school library.

### STUDENT RIGHTS

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#### Student Responsibility for Catalog Information

Every effort is made to insure the accuracy of the information in this catalog; however, the possibility of changes in areas such as funding, personnel and policy require the College to reserve the option to amend, revise or modify any provision of the catalog and to add or withdraw courses without prior notification.

Because of the necessity for periodic change in the curriculum, the provisions of this catalog should not be regarded as an irrevocable contract between the student and the College. Photographs of students may be taken for publicity only.

#### Affirmative Action Policy

Bellevue Community College, Community College District 8, does not discriminate on the basis of sex, ethnicity or handicap in the educational programs and activities which it operates and is prohibited from discriminating in such a manner by law. All College personnel and persons, vendors and organizations with whom the College does business, are required to comply with all applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

#### Federal Privacy Act

Pursuant to Section 7 of Public Law 93-579, commonly known as the Federal Privacy Act, which became effective on September 27, 1975, notice is hereby given that disclosure of a student's social security number for the purpose of admission and registration at Bellevue Community College is voluntary on the student's part. However, the state Board for Community College Education records system requires that each student have a unique nine-digit number. For this reason, Bellevue Community College requests use of each student's social security number rather than assigning a student another nine-digit number. The social security number is used as an identifier in the college record system and is not released to any federal, state or private agency without the written consent of the student. Bellevue Community College will not deny any

individual the right, benefit or privilege provided by law because of such individual's refusal to disclose his social security number.

# 3 THE COLLEGE POLICIES



## ADMISSIONS

### Eligibility

Candidates for admission to Bellevue Community College must be graduates of an accredited high school or at least 18 years of age. Admission may be granted to other individuals by special permission. In addition, special qualifications must be met for some curricula.

### Application for Admission

To apply for admission to Bellevue Community College you are required to complete the "State of Washington Community College Application for Admission Form." This form is available in high school offices and in the BCC Admissions Center located in A101. After completing the form, return it to the Office of Admissions.

You will be admitted as a matriculated student to Bellevue Community College in the order in which your admission materials are completed.

### What is a Matriculated Student?

In reading this catalog, you will repeatedly run across the term "matriculated." A matriculated student is one who has submitted an admissions application, provided the college with all previous educational transcripts, and declared a major field of study or stated 'undecided' or 'exploratory.' One advantage of being matriculated is that you have priority over nonmatriculated students during registration for classes.

### What is a Nonmatriculated Student?

Nonmatriculated students are those who do not have a current application for admission on file and who have not been admitted to a college program. If you are a nonmatriculated student you may enroll for college credit courses only on a "space available" basis. The credits you earn will still be applied toward a BCC Associate degree, Certificate of Achievement or Completion or a diploma from the Adult High School program. At least 30 credits must be earned as a matriculated student to qualify for an associate degree. Enrollment as a nonmatriculated student implies that the college assumes no commitment to assure your matriculation or participation in college academic or occupational programs at a later date.

# 4 THE COLLEGE POLICIES

## Admission Procedures

To be accepted for admission as a matriculated student at Bellevue Community College, you must have the following on file in the Admissions Office:

1. A completed "State of Washington Community College Application For Admission Form."

2. **Transcripts of High School and/or Other College Work.** An official, eight-semester high school transcript is required of all matriculated students. If you are currently a high school senior, you may submit a copy of your Washington Pre-College test or a sixth semester transcript for admissions purposes. Some BCC two-year occupational programs require that you submit a transcript of your seventh semester before they will accept you into their program. Your complete, eight-semester transcript should be filed as soon as you graduate from high school.

3. **Transcripts from other Colleges.** If you have previously completed 45 college quarter credit hours or more, you do not need to submit a high school transcript --unless the particular program you are entering requests it. **IT IS YOUR RESPONSIBILITY TO SEE THAT YOUR TRANSCRIPTS ARE FORWARDED TO THE BCC ADMISSIONS OFFICE.**

## Formerly Enrolled Students

Students who have attended Bellevue Community College as matriculated students--but were not enrolled the quarter prior to this registration--must complete an application for readmission and submit updated transcripts as required.

## Residence Classification Information

Residency status is determined at the time the application for admission is processed. A resident is a U. S. Citizen, Permanent Resident, Refugee-Parolee or Conditional Entrant who (1) is financially independent; (2) has established a domicile in the state of Washington for other than educational purposes for a period of at least one full year prior to the beginning date of the quarter; or (3) is a dependent student whose parents or legal guardians have maintained a domicile in the state of Washington for at least one full year prior to the beginning date of the quarter; and (4) who further meets and complies with all applicable requirements of WAC 250-18-030 and 250-18-035.

Students meeting the above criteria who were previously classified as non residents are responsible for requesting a change in their residency status. Forms and information are available in the Registration Center.

Any questions concerning residence classification should be referred to the Residency Classification Office, Registration Center, A-111, telephone 641-2216.

## Admission for Foreign Students

Bellevue Community College is authorized under Federal Law to enroll Non-immigrant Aliens. Foreign students are admitted only under matriculated student status. In order to qualify for matriculated student status as a foreign student, you must adhere to the following conditions:

1. State of Washington Community College Admission form.
2. Translated copies of all scholastic records (i.e. High School, previous College, Language Schools, etc.)
3. Foreign students are also required to submit a Declaration and Certification of Finances or a notarized Affidavit of Support. Estimated expenses for a school year at Bellevue Community College are \$10,000. Students who are unable to provide proof of financial responsibility cannot be accepted, since funds to provide financial aid to foreign students are not available.
4. Bellevue Community College is not prepared to teach English to non English speaking students who also wish to enroll in the regular curriculum. Therefore, proof of proficiency in the English language has to be submitted. A score of 500 on the TOEFL test is required. (The English Language Institute, a part of the Continuing Education program, is an alternative for those who wish to improve their English skills prior to enrolling in the credit program.)

As a foreign student, you will be required to enroll for Student Accident and Sickness insurance for each quarter you are in attendance at Bellevue Community College.

Presently, Bellevue Community College is not able to admit all foreign students applying for admission. It is suggested that fall quarter is the most opportune time for gaining acceptance, and you should therefore file an application accordingly. Fall quarter applications are accepted on November 1st of the previous calendar year.

## ASSESSMENT AND ADVISING

Students are expected to assess their readiness for specific classes and programs and use assessment and advising resources as needed or required to make success-oriented decisions as well as meet formal requirements.

Readiness (success) factors include the cognitive skills of reading, writing, analytical thinking and math, which are necessary, but not necessarily sufficient by themselves. Research has shown that to successfully reach their goals, students should also assess their readiness for particular courses or programs in terms of study skills and learning styles, time and money-management skills; career, goal-setting and decision-making skills; and their emotional and social support skills. Assessment and advising staff are available to help do this.

After admission each student will be informed of the assessment and advising process available or required according to the individual situation. The process will vary by student from informal self-assessments to single placement tests such as English and math, to extend assessment and advising sessions.

## REGISTRATION

### Registration -- New Matriculated Students

A registration appointment will be made for all newly matriculated students upon completion of your admission file.

### Registration -- Presently Enrolled Matriculated Students

Presently enrolled matriculated students are registered prior to the beginning of each quarter on those days designated on the college calendar.

In order to provide counseling and advising service, you will be given a scheduled registration appointment by total credits earned.

As a matriculated student, you will be assigned an academic adviser from the division of your choice and/or the program in which you expect to major. You must consult with your adviser during your first quarter in residence at BCC and obtain the adviser's signature on the registration form.

### Registration -- Nonmatriculated Students

Nonmatriculated students are permitted to enroll in day and/or evening classes to the extent that space is available.

### Schedule Changes

Consult the quarterly class schedule for the dates limiting the adding or withdrawing from a course. Adding a course or withdrawing from a course is accomplished by filling out an "Add-Drop" form obtained in the Registration Center.

## GRADING/ CREDITS

### Withdrawal From a Course

Withdrawal from a course is the termination of the student's registration in

that course. Withdrawals are classified as official only when the student returns a completed Add/Drop form, available at the Registration Center, to the Registration Center or to their designee. The criteria used for determining grading and recording procedures for official withdrawals are as follows:

1. Through the tenth day of the quarter the dropped course does not become a part of the transcript record. The instructor's signature is not required.
2. After the tenth school day of the quarter and through the end of the sixth week of the quarter, the previously described procedures will be followed. The grade of "W" will become a part of the student's transcript record regardless of grade status at this time. The instructor's signature is not required.
3. From the beginning of the seventh week of the quarter through the end of the tenth week, students must return a completed Add/Drop form signed by the instructor to the Registration Center. The instructor must sign the withdrawal form. Upon signing the withdrawal form, the instructor will assign to the Add/Drop form one of the following grades: students withdrawing with a passing grade will be graded "W" (withdrawal); those not passing at the point of withdrawal will be graded "K" (failing). For those students who

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are failing after the sixth week who have had extensive illness or other bona fide reasons, may be assigned, at the instructor's discretion, a "W" (withdrawal).

4. No official withdrawal will be permitted after the tenth calendar week of the quarter.
5. A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons, must comply with the procedures listed above except that under unusual circumstances, the student's program adviser, counselor, or the administrator responsible for registration may give permission and the student will receive a "W". Failure to do this will not constitute an official withdrawal and will cause forfeiture of any refund.

## **Military Withdrawal**

If you submit proof of voluntary enlistment in the Armed Forces, you may receive credit and/or a refund of fees or no credit as follows:

1. During the first one-third course, you would receive a full refund of fees and no credit.
2. During the second one-third of the course, you would receive one-half credit, without a letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of your fees would be refunded.
3. Withdrawal during the last one-third of the course would entitle you to full credit, no letter grade and courses specified. A letter grade may be earned

upon recommendation of the instructor. There would be no monetary refund.

## **Removal of an Incomplete Grade**

If you have performed at a passing level during the quarter but due to some reason are unable to complete the course requirements, you may be graded "incomplete." **You, the student, are responsible for initiating the removal of the incomplete grade.** Incomplete grades are never converted to noncredit if not made up.

Although your instructor may designate a lesser amount of time for the removal of an incomplete, the college allows a maximum of one year from the receipt of the incomplete. After you complete the course requirements, your instructor is then responsible for returning the "Change of Grade" form to the Records Office for processing.

## **Public Law 93-380, The Family Educational Rights and Privacy Act of 1974**

In compliance with Public Law 93-380, **The Family Educational Rights and Privacy Act of 1974**, Bellevue Community College has adopted policies and procedures which permit the college to make public directory information containing students' names, addresses, telephone numbers, etc. This same law permits you to view your educational records upon request. If you would like more detailed information on this policy and how it affects you, please refer to the posted policies and procedures located in the Registration Center, A-111. If you wish to be excluded from the student directory as

defined in Public Law 93-380, you must fill out a petition with the Registrar.

## **Retention of Records**

If you have applied to Admissions and fail to register for classes, the credentials that you submitted will be retained in the Records Office for one year. If you have not notified the college of your intent to register by the end of this time, your records will be discarded.

All records forwarded to the Admissions Office become the property of the college and will not be returned to you or duplicated for any reason.

## **Auditing a Course**

Any person may enroll in a course for audit (non-credit) upon payment of the required enrollment fees. If you wish to transfer from a credit to an audit basis or from audit to a credit basis in a course for which you are presently enrolled, you must arrange for this change of status at the Registration Center within the first 10 days of a quarter.

## **Credits**

BCC awards class credit on the basis of the number of class hours registered per week. For example:

- 1 credit for 1 hour of lecture per week**
- 2 credits for 2 hours of lecture per week**
- 3 credits for 3 hours of lecture per week**
- 5 credits for 5 hours of lecture per week**



# 7 THE COLLEGE POLICIES

Exceptions are noted on the quarterly class schedule in which some classes are not scheduled in the same manner as normal college class periods. Laboratory courses often require two or three clock hours of work for each credit hour.

## Student Credit Load

A full-time student credit load is 12 to 15 credit hours. However, if you are enrolled under a government sponsored program (Financial Aid, Veterans, Social Security), you should check with the appropriate agency Financial Services office for the proper credit load requirements. To enroll in more than 16 credit hours you must meet the following minimum cumulative grade-point average:

- 17 to 18 credit hour load -- 2.5
- 19 to 20 credit hour load -- 3.0

## Examinations

Final examinations may, at the discretion of the instructor, be held at the end of each quarter. Final examinations will be held at fixed times. Instructors will not give examinations in advance of the regular schedule. Any student who is needlessly absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the students' control, students are unable to be present at an examination at the scheduled time, they may be permitted to take such examination at a later date.

## Grading

The college grading system consists of one grading period per quarter, the final grade using the letter grades as they appear in the college catalog. Grade reports will be mailed to you at the close of each quarter.

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately. The instructor receives an audit sheet of all grades he/she has awarded in all classes during the first ten 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. After one year, grades are not changed for whatever reason.

**If you are planning to transfer, you should examine the catalog of the transfer institution regarding the acceptance of credit for repeated courses.**

Bellevue Community College utilizes the following grading system which reflects your achievements:

- A-- Outstanding Achievement** - 4 points per credit hour
- B-- High Achievement** - 3 points per credit hour
- C--Average Achievement** - 2 points per credit hour
- D--Minimum Achievement** - 1 point per credit hour
- E\*--Unsatisfactory Achievement** - 0 points per credit hour
- P\*\*-- Passing** - No points are calculated for this grade. A "P" grade is issued in two separate instances; for those courses utilizing the "P" grade, and for those traditionally graded courses in which you elect to be evaluated P/E (see Pass/Fail Grading Policy). All "P's" issued in the latter category must be supported with traditional letter grades.

**Z\*\*\*-- Non credit** - No points are calculated for this mark. You may receive this grade if your achievement does not merit the awarding of credit for the course.

**W-- Official Withdrawal**

**K-- See Withdrawal Policy**, 0 points per credit hour

**N--Audit** - Not counted for credit or grade-point average. You must declare your intention to audit a course within the first ten days of a quarter by filing the required petition in the Registration Center.

**Y-- Course in progress** - This symbol indicates a course which, by authorization of the 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.

**I\*\*\*\*-- Incomplete** - No points are calculated for this grade. "I" indicates that you have not completed specific prescribed requirements for a course, generally for unforeseen reasons beyond your control.

\* You should be aware that each instructor determines whether or not his/her respective class will be evaluated utilizing the grade of "E". Thus, you should seek a determination from the instructor of record on or before the first class session, if you want to avoid the possibility of receiving an "E" grade.

\*\* There are certain limitations implicit in the "P" grade. Four-year colleges and universities are not bound to accept the "P" grade as meeting either admission or graduation requirements, since the "P" may reflect any level of letter grade performance from "A" through "D," inclusive. If you

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intend to transfer to a four-year institution, BCC urges you to consult with your transfer school or with the evaluator in the Admissions Office for an explanation of any restrictions you may encounter in transferring course credit graded "P." Courses which students elect to take P/E may not be used to satisfy distribution requirements in the Arts and Sciences or Science degree.

\*\*\* The "Z" grade, separate and distinct from audit, course in progress, incomplete and withdrawal marks, may be awarded for but not necessarily limited to the following reasons: a. your decision not to be formally graded in a course, b. terminating a course without completing an official withdrawal, c. failure, for any reason, to realize a minimal achievement level required by the course instructor for awarding credit.

\*\*\*\* An "I" will not be posted to a transcript unless the instructor's grade sheet is accompanied by a statement on the contractual form which specifically indicates the work you must do to make up the deficiency. It is strongly recommended, but not required, that the contractual form be signed by both the instructor and yourself. The contract, when negotiated, shall contain the specifics of the deficiency. Three copies of this contract shall be provided, with copies going to you, the instructor, and the Registrar. 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 you. Whenever possible, an instructor should designate a faculty alternate to act from within the same discipline in his/her behalf in resolving an "I" grade when subsequent conditions prevent further direct contact between you and the original

instructor. In the event the original instructor does not designate the required area alternate, the same area faculty shall then designate one of their members to serve as such, through simple majority agreement, with ties broken by the program chairperson. An "I" grade remains permanently on all official records unless the deficiency outlined is resolved by you within one year. You may petition at any time during the year to have the terms of the deficiency modified through subsequent communication with the instructor or his/her area designated alternate and the Office of Academic and Instructional Administration.

## Pass/Fail Policy

An optional Pass/Fail Grading Policy is available to all students and is governed only by the following provisions and stipulations:

1. You may choose to enroll in courses which are graded by using the regular institutional letter grading system on a pass/fail basis upon the approval of your program chairperson (occupational program majors) or the Associate Dean of Student Services (for transfer and general studies degree students). A form with which you may request specific courses and obtain requisite signatures is available at the Registration Center, A111.
2. All courses taken pass/fail under this policy must be identified at the time of registration and cannot be changed after the regularly designated period for schedule changes (10th day of the quarter).
3. A pass/fail option cannot be used for a course in which a student has already received a letter grade.

4. Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the pass/fail option, except in those courses which have been approved by the institution for pass/fail grading; e.g., physical education activity and clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized agencies who may request it, but will print "pass" or "fail" on the student grade report-permanent record.

5. No more than 15 credits may be taken pass/fail exclusive of those courses not requiring use of the traditional letter grade, to satisfy requirements for an Associate Degree. Students may not use this option for any course which they intend to use to satisfy distribution requirements in the Associate in Arts and Sciences and the Associate in Science degrees.

## Repeating a Course

If you have completed a course, you may repeat the course if you so desire. Both grades received will appear on your permanent record and will be used in computing your cumulative grade-point average. The second grade only will be used in computing grade-point averages for graduation.

## Honors

The college encourages you to achieve the highest level of scholarship in pursuit of your educational goal. If you have earned an Associate Degree or the Certificate of Achievement and have maintained a cumulative grade-point average of 3.50 or above, you will receive special recognition at the June commencement. All students graduating with honors will have their degree and transcript marked "with honors."



## **TRANSFER INFORMATION**

### **Student Rights and Responsibilities**

**Nondiscrimination Policy** - All the colleges and universities of Washington maintain a policy of not discriminating against students because of their age, color, sex, handicap, national origin, race or religion, as published in official institutional bulletins.

**Information Dissemination and Acquisition** - Students have the right to expect fair and equitable treatment from the public colleges and universities of Washington, both sending and receiving institutions. You have the right to expect reasonable efforts on the part of colleges to make accurate and current information available. You have, in turn, the responsibility of seeking out current information pertaining to your educational objectives and for acquiring appropriate information when you change your academic plans. When a student changes major or degree programs, the student shall assume full responsibility for meeting the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible.

**Review and Appeal - Student Appeals:** Students who encounter transfer difficulties shall first seek resolution through the receiving institution's transfer officer. If not resolved at this level, the student may appeal in writing to the transfer officer of the sending institution. The transfer officers shall confer and attempt to resolve the problem. In the event the transfer officers cannot resolve the issue within

two weeks, the matter will be referred to the two chief academic/instructional officers for resolution. Within two weeks, after the academic officers have conferred, a decision will be rendered by the chief academic officer of the receiving institution.

**Interinstitutional Disputes** - In the event of interinstitutional transfer disagreements, it is the responsibility of the two transfer officers to resolve the dispute wherever possible. If not resolved at this level within two weeks, the two transfer officers will refer the matter to the two chief academic/instructional officers for resolution. Unresolved interinstitutional transfer disputes shall be referred for review and recommendation to a committee composed of three representatives appointed by the Washington Association of Community College Presidents and three representatives of the Interinstitutional Committee of Academic Officers of the state's public four-year institutions. A report to the two institutions will be rendered when this committee has completed its deliberations. The chief academic officers of the affected institutions shall respond in a formal report to the committee within four weeks indicating actions to be taken in response to committee recommendations.

**Implementation and Revision of Policy** - Specifications in this document are intended to be minimum standards for transferability in order to maintain institutional flexibility. This policy shall be implemented and maintained through the cooperative efforts of the state institutions of higher education, the State Board for Community College Education, and the Council for

Postsecondary Education. It shall be implemented no later than fall term, 1985.

### **General Information**

Students who plan to transfer to a four-year college from Bellevue Community College should give careful attention to the following important steps.

1. Decide early which four-year college you wish to attend.
2. Obtain a current copy of that institution's catalog and make special note of:
  - a. Entrance requirements, especially any high school prerequisites which you might not already have.
  - b. Suggested freshman and sophomore level courses in your chosen field of study. Plan to include these courses in your quarterly schedule.
  - c. Courses that meet that institution's requirements for basic education. These basic courses are labeled differently from school to school; you may find them referred to as "distribution," "core" or "breadth" requirements. They consist mainly of lower-division courses from a variety of disciplines and are insurance that your education will be as complete and well-rounded as possible. It is to your advantage to complete as many of these courses as you can prior to transferring.
  - d. Limitations which the four-year institutions place upon their acceptance of transfer students and/or credits.
3. Advisers are available to help you plan the most effective way to achieve your educational goals. Contact the Educational Planning and Guidance Office early in your planning process. Through this office you will be able to

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obtain current, up-to-date information pertinent to the courses you wish to take and their transferability. Numbers assigned to courses in the quarterly schedules do not assure transferability to other institutions due to the fact that each institution has its own system of numbering.

The final authority of BCC transferability is the Associate Dean for Academic and Instructional Administration.

4. Talk with or write to an admissions officer from the institution where you wish to transfer. They may have information of interest to you that is not included in their catalog.

5. Double check, preferably two quarters prior to the time you expect to transfer, to make certain that you have met--or will meet--all of the necessary requirements. You should also make arrangements to have your files and any other necessary documents transferred at this time.

6. Courses numbered 100 and above carry college transfer credit and when transferred to another institution will normally apply toward higher degrees. It is the responsibility of the students to know the requirements of the college or university to which they intend to transfer and to meet those requirements.

## What 4-Year Institutions Want From You

1. Four-year colleges generally accept any course that is numbered 100 or above if it is not considered to be strictly occupational in nature. Occasionally occupational classes are accepted by four-year colleges, but this possibility should be carefully explored. Likewise, courses numbered

1 through 99 may, in some cases, be accepted by institutions offering similar courses, but don't assume anything--check it out.

2. Most four-year colleges and universities limit the number of credits they will accept from community college transfer students to 90 quarter credits and 3 credits of physical education, but remember that these institutions always reserve the right to make the final determination in deciding which courses and the number of credits they will accept as transferable.

3. Four-year colleges and universities also reserve the right to recompute your accumulated grade-point average in accordance with their own policies and regulations.

4. Although you are allowed to change your major field of study as often as you choose, such changes (especially if they are frequent) can lead to additional problems when you transfer to another institution. Changes in your major field of study should be made only after careful consideration.

5. If you haven't decided yet to which four-year college you would like to transfer and are uncertain which lower division classes to take now, the program outlined and required for the Associate in Arts and Sciences Degree is recommended.

## Direct Transfer Agreements Between Bellevue Community College and State Four-Year Colleges and Universities

Eleven Washington four-year colleges and universities have consummated direct transfer agreements with Bel-

levue Community College for the acceptance of the Associate in Arts and Sciences Degree.

Students earning the Associate in Arts and Sciences Degree and who meet the transfer institution's admission requirements, are admitted as juniors and usually have satisfied the four-year school's general education degree requirements.

The four-year schools with which the college now has agreements are: Central Washington State University, Eastern Washington State University, The Evergreen State College, Gonzaga University, Pacific Lutheran University, Seattle Pacific University, Seattle University, St. Martin's College, University of Puget Sound, Washington State University, Western Washington University, University of Washington and Whitworth College.

## Student Financial Obligations

All students will be held responsible for any outstanding financial obligations to the college; these include tuition, parking fees, and parking and library fines. In the event that these financial obligations are not met, appropriate legal action will be taken.

## Transcripts

A transcript is a copy of your official educational record and is signed by the Registrar. Upon your request, a reasonable number of copies of the transcript will be mailed free of charge to the prospective educational institutions or employers of your choice. Copies of the transcript are released only if you have met all of your financial obligations to the college and if you have signed an authorization for the release of the records. Authorization forms can be obtained in the Records Office.



# 11 THE COLLEGE POLICIES

## Transferring Credits to BCC From Other Schools or From Military Institutions

If you are transferring from another institution to Bellevue Community College, credits which you've accumulated are subject to approval and acceptance by the BCC Admissions/ Evaluation Office.

This includes credits earned and accredited through other regional accrediting associations or those from the United States Armed Forces Institute (USAFI).

Students who have completed formal military service school courses while serving in the Armed Forces may also be granted college credit. The American Council on Education publication, "Guide to the Evaluation of Educational Experiences in the Armed Services," is used by BCC as a reference in helping to determine the amount and type of credit, if any, a specific course is worth. For example, Basic Recruit Training may be accepted as three credits in Physical Education.

If you would like to have your military experiences evaluated, you must obtain and complete a special form available through the Admissions/Evaluation Office. Along with this form, you should also submit any documents verifying that you have completed the course or courses in a satisfactory manner.

The maximum number of credits which may be transferred and applied to an associate degree at BCC is 60. Only 30 of the 60 credits can be military courses. This limitation applies to civilian correspondence credits and all other nontraditional credit programs.

If you are a veteran and are eventually planning to transfer to a four-year college, it is often advantageous to have your military credits officially evaluated by the four-year college/ university after you have transferred. This could enable you to transfer **more** than the 90 credits usually allowed as transferable from a community college.

## NONTRADITIONAL CREDIT PROGRAMS

Bellevue Community College recognizes and believes that flexibility, innovation and independent study are essential ingredients in the educational process. Because of this belief, every effort is made to grant students credit for education and experiences gained outside of traditional credit programs. Though the entire area of nontraditional credit programs is still under development, the following specific programs are available to students:

### CLEP College-Level Examination Program

*Subject area* College-Level Examination Program tests (CLEP) are accepted for credit provided that a standard score of 50 or above has been achieved on any of the subject area examinations.

Up to five credits are allowed for a subject area test. Credits obtained through these sources will become a part of your permanent student record only after you've successfully completed 24 quarter credits with a minimum cumulative grade point average of 2.0 at Bellevue Community College.

Credits are not awarded for subject examinations if you've already successfully completed a course that contains essentially the same material and thereby duplicates the content of the exam. Examinations may not be repeated for credit.

### Credit by Examination

BCC recognizes that you may already have gained enough competence in a particular area of study to make taking some courses redundant. It is possible to receive credit for your knowledge without formally taking a course in that area. Examinations for credit in courses offered by Bellevue Community College may be taken for work completed in private study or at nonaccredited institutions with the following reservations:

1. You must be presently registered at Bellevue Community College.
2. You must have completed 10 quarter credit hours at BCC. Individual departments or programs may require that you complete the next highest sequential course before receiving credit.
3. You are not allowed to take an examination for a course in which you have previously been enrolled or audited at BCC.
4. If you've already taken an examination for credit and failed it, you may not repeat the examination.
5. You cannot receive credit for an examination if you have already completed a more advanced course in that subject area.

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6. If you are a foreign student you cannot receive credit by examination for 100-200 level courses in your native language.

7. All credits earned by examination may be used as elective credits but remember only 15 such credits are transferable. These credits cannot be applied to meet your distribution requirements for the transfer degree.

8. Although credits received through examination become a part of your transcript they are not added into your G.P.A. until graduation.

9. Credit is allowed only for examinations in which you have received a grade of "C" or better.

10. When you apply for credit by examination, you must petition the Registrar for a "Certificate of Approval." The Registrar will then forward the certificate to the instructor. After you have successfully completed the examination, the instructor then returns the completed form to the Registrar's Office for processing.

11. A fee equal to one half the current tuition rate will be charged.

## **Advanced Placement and/or Credit**

Advanced placement credits are similar to credits earned by examination but involve successfully completing an entire, more advanced course rather than taking a test. By successfully completing an upper level course and thereby demonstrating an advanced ability, you may petition to receive credits for the lower level course or courses you have skipped. Students may presently earn advanced placement credit in the following course programs:

**Foreign Language.** If you have successfully completed a second-year language series (201,202 and 203) at BCC, you may petition to receive five advanced placement credits in the first-year 103 course in the same language.

If you want to qualify for advanced placement credits you will find the forms you need in the Registrar Center. You will also need a signed statement from the respective program chairman. If the petition is accepted these credits will be entered in your transcript.

## **VETERANS ADMINISTRATION PROGRAMS**

Bellevue Community College and its associate degree programs are approved for students eligible for Veterans Administration benefits administered under Vocational Rehabilitation, Veterans Educational Assistance, and Dependents Educational Assistance, Title 38, U.S. Code. In addition to monthly benefits, eligible students may obtain tutorial assistance. In order to receive compensation for full-time programs under the G.I. Bill, you will be expected to carry at least 12 credit hours.

If you are a veteran, the Office of Veterans Affairs at Bellevue Community College can help you to determine your eligibility as a veteran and counsel you in the college's requirements and regulations.

Applications for benefits under Chapters 30, 34, 35, 106, and 901 may be obtained in the Veterans Affairs Office. Again, please check with the BCC VA office for assistance and counseling.

## **VA STANDARDS OF SATISFACTORY PROGRESS**

### **Matriculation**

You must complete the matriculation process before the end of your first quarter of school. For information concerning matriculation contact the Admissions Office, A101.

### **VA Certification**

If you are a veteran, the only courses which entitle you to receive VA benefits are program requirements and approved electives. You will be certified for one quarter only until a program credit analysis is submitted to the VA Office. The VA Office at BCC can recommend the program chairperson or adviser best suited to perform this analysis.

### **Attendance and Academic Progress for Vets**

Satisfactory attendance and academic progress is required for all BCC students. The Veterans Administration requires that all students receiving VA benefits submit progress and attendance cards twice each quarter. These cards must be signed by your instructor. Failure to submit these cards on time will result in the delay or termination of your educational benefits.

### **Grade Requirements for Vets**

Veterans must successfully complete 100% of the credits taken in order to continue to receive benefits. If you fail to complete the certified credit level



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with letter grades of A, B, C, D or P, you may have to repay some of the benefits you have already received. Although extenuating circumstances (circumstances beyond your control) may be taken into consideration by the VA, it is best to consult with your adviser and to make every effort to meet the established requirements.

## Probation Status for Vets

Veterans who are failing to maintain a Grade Point Average of 2.0 or who fail to receive approved grades in 50% of the initial credit enrollment will be placed on probation. If you are placed on probation status for two consecutive quarters, your benefits will be cancelled. Reinstatement of benefits and further certification at BCC can then only occur after completing counseling through the Veterans' Administration.

To receive a two-year associate degree from Bellevue Community College all students, including veterans, must have a minimum cumulative GPA of 2.00.

## Deficiency Courses

Sometimes students are admitted to BCC and enrolled in programs even though it has been recognized that they are deficient in an area of study that is important to their successful continuation in college. Courses that help you catch up in the area you are deficient in are called "deficiency courses." Although the VA imposes some restrictions on taking these courses, you may be allowed to enroll in and receive benefits for a deficiency course for one quarter only.

## Change in Veteran's Status

Be sure to notify the VA Office if you change your program of study, your

credit load, your dependent status, your address or any other change you feel may change your VA status.

## TUITION & FEES

### Cost Per Credit

Credit	Resident	Non-Res.	SEA Vet
1 or 2	\$ 55.00	\$208.00	\$19.20
3	82.50	312.00	28.20
4	110.00	416.00	38.40
5	137.50	520.00	48.00
6	165.00	624.00	57.60
7	192.50	728.00	67.20
8	220.00	832.00	76.80
9	247.50	936.00	86.40
10 thru 18	275.00	1040.00	96.00
Each Additional Credit	24.35	100.85	

Audit-Noncredit . . . Same as for credit  
Continuing Education . . . . .Varies  
(See quarterly schedule)

Change of Schedule  
(addition of course or section after completion of registration) No Charge  
Withdrawal from class or complete withdrawal from college . . . No Charge  
Removal of incomplete grade . . . . .No Charge  
Change of grade . . . . .No Charge  
Credit Examination - 1/2 the current tuition rate  
Transcript . . . . .No Charge

### Health Insurance

Health insurance information is available in the Registration Center, A111.

### Withdrawal and Refund Policy

A refund of fees will be made according to the following policy when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reason will not be eligible for a refund.

### Tuition

#### Prior to the first day of the quarter

Complete withdrawal from college . . . . . 100%  
Withdrawal from a course(s) (reduction of class load below 10 credits) . . . . . 100%

#### Through the fourth week of the quarter

Complete withdrawal from college 50%  
Withdrawal from a course(s) (reduction of class load below 10 credits) . . . . . 50%

#### After the fourth week of the quarter

Complete withdrawal from college . . . . . NO REFUND  
Withdrawal from a course(s) (reduction of class load below 10 credits) . . . . . NO REFUND  
Cancellation of a course Permission to transfer to another course or full refund upon request

### LAB FEES (Includes Health Service Fee)

Prior to first week of quarter . . . . 100%  
Through the fourth week of quarter . . . . . 50%  
After the fourth week of quarter . . . NO REFUND

### INSURANCE FEES

Through first week of quarter only\* . . . . . 100%  
After first week of quarter . . . . . NO REFUND

### \*NO REFUND if insurance claim has been filed.

### Continuing Education Classes

(State and Student Supported)  
Prior to the first class session . . . 100%  
(Less a \$5.00 Administration Fee)  
Prior to the second class session 100%  
(Less a \$15.00 Administration Fee)  
After second class session . . . . . NO REFUND

### Continuing Education Workshops (Self Supported)

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Cancellation received up to four (4) working days prior to the first session 100%

(Less a \$5.00 Administration Fee)  
After fourth working day prior to the first session . . . . . NO REFUND

## Parking

The college provides adequate parking for all students. For those students who drive, there is no additional fee to park on campus. Students who ride METRO are eligible to purchase monthly passes at a discount (please contact the Cashier for additional METRO PASS details.)

## GRADUATION

### General Information

In order to graduate from Bellevue Community College with an Associate Degree, you must earn **30 credits as a matriculated student** and file an application for graduation with the Evaluations Office. Applications must be filed two quarters prior to the quarter in which you plan to graduate. Deadlines are as follows:

**Summer quarter - June 1**

**Fall quarter - June 1**

**Winter quarter - November 1**

**Spring quarter - January 10**

If you are transferring to BCC from another institution with 60 credits, you should apply for graduation as soon as you are enrolled. It is **your** responsibility to ascertain whether or not you will have fulfilled the academic and graduation requirements before applying for graduation. Your faculty adviser can help you in determining your status. Also, be sure you have met all general

and specific requirements of the college, including all of your financial obligations.

### Time Limitation

You may elect to graduate under either the provisions of the official catalog in force at the time you first entered any college or under the official catalog in force at the time you apply for graduation, providing you remain in continuous matriculated enrollment or the lapsed time does not exceed five (5) years.

Although credits earned and approved by the college qualify you for an Associate degree at BCC, these same credits may not be accepted by a four-year college for application toward their baccalaureate degree. All four-year institutions reserve the right to screen and make final judgment on credits they will accept as transferable. Please refer to the "Transfer Information" section of this catalog for more specific advice on insuring the transferability of credits you earn while at BCC.

### Commencement

Degrees and Certificates are issued at the end of each quarter to students who have completed all requirements, except for graduates of the High School Completion Program. High school diplomas are issued once each year following spring quarter. Commencement exercises are held at the close of spring quarter.

### June Commencement Exercises

Each year during spring quarter students are mailed specific instructions regarding participation in June commencement.

If you are planning to participate in these exercises, be sure to follow these instructions and return all of the requested information. Many students find that going through the commencement exercises is a rewarding and memorable experience, and graduates of any quarter during the academic year are encouraged to participate.

### Awards

Degrees and certificates will be available in the Records Office eight weeks after completion of the quarter in which the degree was earned.

## DEGREES

### THE ASSOCIATE DEGREE

Bellevue Community College grants one basic degree, the **Associate Degree**. In order to receive this degree you must be matriculated and have completed a minimum of 90 quarter credit hours with a cumulative grade-point average of at least 2.0.

At least 30 of the total credit hours you wish to have applied toward the degree must have been earned at Bellevue Community College as a **matriculated student**. The last 10 credits before graduation must also have been earned at BCC.

Curricular programs that are approved by the college are organized into four categories or "tracks": an Arts and Sciences degree program that is transfer oriented; the General Studies degree program; the Associate in Science degree and any one of the established Occupational degree programs. These are all listed and described in the Career Planning section.

Although the General Studies and Occupational degree programs may contain transferable courses, their total transferability must not be assumed. Transferability of courses and programs remain the sole prerogative of the institution to which you are transferring.

Specific degree requirements include completion of the following:

1. An approved curricular program as outlined in the "Career Planning" section of this catalog, **or**

2. Completion of the first two years of a baccalaureate program and satisfaction of the general admissions requirements as outlined by the college/university to which you plan to transfer.

### Physical Education Credit

Active military service of one year or more may make you eligible to receive three physical activity credits. To receive these credits you must file a petition request form available through the Evaluation Office.

### Certificate of Achievement

Certificates of Achievement are awarded to indicate that you have attained a satisfactory level within a program you have selected that has been arranged through the division and approved by the Dean of Instruction. The following restrictions apply to most programs.

1. Cumulative grade-point average of at least 2.0.

2. Only one-third of the total number of credits you have earned may be credits that you have transferred from another institution.

3. Earning a Certificate of Achievement does not qualify you to participate in graduation exercises.

### Certificate of Completion

At your request a Certificate of Completion may be issued upon the satisfactory completion of a course. You must, however, remember that these certificates are issued at the discretion of the division and of themselves do not qualify you to participate in graduation exercises. If you have already fulfilled all of the requirements for a degree and would like to receive a Certificate of Completion in addition to your degree this can be arranged.

### A Dual Degree

You may earn an Associate in Arts Degree in two different curricular programs at Bellevue Community College. To qualify for a second degree you must:

1. Complete the 90 or more credit hours required for the first degree, **and**

2. Complete all the specific course requirements of the second curricular program, **or**

3. Complete at least 30 quarter credit hours in addition to the credits earned to complete the initial degree. Between options number 2 and 3 you will be required to fulfill whichever program amounts to the **larger total of credits**.

If you are expecting to earn a dual degree you should indicate this objective on your application for graduation. Another option that goes beyond earning a single Associate Degree in Arts is that of earning the degree and a Certificate of Achievement. In order to earn a Certificate of Achievement in conjunc-

tion with a degree, you must successfully complete an additional 15 credit hours in an approved program, or you may also elect to complete the specific course requirements of an established Certificate of Achievement Program, whichever is the larger number of credits.

### Waiver of Requirements

Petitions for waivers of any Degree/Certificate Requirements should be directed to the Registrar, care of the Evaluation Office.

## GED/HIGH SCHOOL COMPLETION

### High School Completion

If you are an adult who would like to complete your high school education, you may do so at Bellevue Community College. The BCC Adult High School Completion Program has been approved by the State of Washington and is designed to help you achieve your educational goals.

Adult High School Program assistants are available to help and advise you on getting into and successfully completing the program. Credit toward a diploma may be granted for work completed in accredited secondary schools, courses completed during military service, verification of work experience having educational value, and by achieving a satisfactory score on standardized achievement tests. A minimum of four high school semester credits must be earned at Bellevue Community College in order to qualify for a high school diploma. The adult high school diploma is accepted for admis-

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sion to four-year colleges and is subject only to the same conditions as the usual high school diploma.

## General Educational Development (GED) Tests and Certificates

If you are 19 years or older and find it impossible to enter a formal high school completion program, you may be interested in taking a GED Preparatory Class or apply for the General Educational Development (GED) test. Further information is available through the Placement Testing Office or the Developmental Education Department.

## CONTINUING EDUCATION

### General Information

A wide variety of state funded and self-supporting, non-degree oriented classes and workshops are available to people of all ages through BCC's Continuing Education Program. These classes are designed to help people improve work skills, enhance personal and business communications skills, and further avocational interests. The program is continually being reviewed and modified in order to provide courses current to our community's needs and interests.

In addition to serving the needs of adults, special programs are also offered for children and families. Suggestions for new courses are welcome.

Any person 18 years of age or older may enroll in Continuing Education courses, regardless of educational background. Continuing Education students are classed as special students and need not follow admissions proce-

dures outlined in the transfer credit program. Advance mail registration is recommended to insure a place in the course or courses in which you are interested. Complete enrollment information may be obtained through the Registration Center or through the Continuing Education Office.

The Continuing Education Program usually follows the regular BCC calendar although exceptions are made for short courses, seminars, special activities, and courses for business. You will be required to provide your own textbooks and supplies in addition to registration fees. In some courses a laboratory fee is charged to cover the costs of supplies furnished.

### Continuing Education Class Schedules and Course Descriptions

Continuing Education bulletins are issued quarterly in the BCC Quarterly Class Schedules and gives brief descriptions of all courses, times, locations, fees, and other general information. These quarterly schedules are mailed to most area residents and are also available on request from the College. Radio, television and area newspapers are used to inform the community of registration dates and highlight specific course offerings.

Brochures are developed which describe the Continuing Education offerings in more specific topic areas such as art, foreign languages, business, travel programs, continuing professional health programs, and real estate. You may call Continuing Education and ask that you be put on the mailing list for any of these special area brochures.

### Certificates of Completion and Continuing Education Units (CEU's)

The **Continuing Education Unit** is a nationally recognized unit of documentation of participation in an organized Continuing Education experience. If you meet the performance criteria for the offering, you will receive a CEU certificate, and a transcript of your participation is kept at the College. CEU's are available for some of our Continuing Education offerings.

You may request and receive a **Certificate of Completion** for any continuing education course you have satisfactorily completed if you notify the instructor at the beginning of the course that you wish to do so.

### International Programs

The English Language Institute is a special Continuing Education program which offers full-time intensive English language training for foreign students as well as intensive day and evening English language courses for foreign business and professional people. Placement of participants in homes in the community fosters cross-cultural learning for both students and host families. For information call 641-2409.

### Classes at Your Workplace

Continuing Education also brings classes to your work location. Credit and non-credit courses can be selected from our current offerings or designed to your specifications. Frequently requested offerings have included management and supervisory skills and introduction to a variety of computer software programs. For information call 641-2496.

## STUDENT SERVICES



### Where to begin

The student services program at BCC has been designed to help you attain your educational objectives as quickly as possible. By taking advantage of these services and programs, you will find the process of self-assessment a rewarding one. The following programs and services are included in Student Services.

## COUNSELING AND ADVISING SERVICES

### Human Development Center

The Central Campus Counseling Center provides services for all students and prospective students to ena-

ble their satisfactory entry, progress and completion of college courses or programs.

Peer counselors, counselor aides and program assistants provide initial orientation, information, support and referral. Professional faculty counselors provide counseling or consulting about individual careers, educational plans, about class and program performance or relationships and related personal, social or academic concerns. Counselors are available at regular drop-in times or by appointment.

The Advising Resource Center provides information about educational and training programs in vocational-technical institutes, BCC and other two-year colleges and four-year colleges. Informal advising and schedul-

ing information is available along with referral to appropriate faculty program advisors.

The Career Resource Library is available with many materials about all career development issues -- how to do it, occupational and labor market information (not placement). Personal and career testing and Career Computer Programs are available for a fee. Testing can be obtained through workshops, classes and individual counseling. Computer programs may be used for self-assessment, occupational research and decision-making.

Seminars, workshops, learning modules and credit and non-credit classes are offered to improve personal, academic and career skills and to provide peer counselor training. Examples are Learning and College Survival,

# STUDENT SERVICES

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Career Exploration, Study Skills, Test Anxiety, Stress Management, Assertiveness Training. See the quarterly class schedule under the Human Development and Continuing Education Divisions and watch for special announcements.

**The Student Success Program** provides assessment sessions, information, and referrals. Program staff work closely with advising, admissions, placement testing, registration, and counseling services for all general and special populations. The program goal is to provide the best possible basis for students and advisors to make success-oriented decisions about student readiness for courses and programs.

**The Community Career Program** To help community residents meet the growing demands to change their careers throughout their lives, BCC is expanding the Community Career program on a fee basis. Program elements are offered through several offices and include informal and formal information, counseling, consulting, classes, workshops, career computers and a career resource library. See Life and Career Development listings in the Continuing Education section of the quarterly class schedule for details.

## High School Completion or GED

Adults may complete high school or be certified if they have completed high school requirements at BCC. To identify and evaluate your status regarding credits, classes and the diploma, contact the high school completion advisor (641-2477).

Those who plan to complete a high school diploma through BCC must apply for admission by - winter quarter, Oct 31; spring quarter, Feb. 1.

You may be able to enroll in college credit classes which will also fulfill high school requirements. If you are now in high school, a Special Student Authorization form is needed. These may be obtained from the Office of Academic and Instructional Administration and must be signed by parents or guardians and authorized by your high school principal. For more information, call 641-2361.

To take a General Educational Development (GED) exam, contact the placement testing office at 641-2243. You may want to take GED preparatory classes in advance.

## Multi-Cultural Services

**Multi-Cultural Services** provides personal advising, counseling and academic support services to ethnic minority, low-income and students with disabilities entering and enrolled in BCC. The program's goal is to provide an environment which will help each student reach the highest level of personal and career success.

**Minority Affairs** provides services and advocacy for Black, Hispanic, Asian and Native American students. The program facilitates the education of ethnic minority students and promotes cultural awareness within the college and community.

**The Learning Assistance Program** provides tutoring, study skills, basic science skills, computer familiarization and advising for low income students.

**Disabled Student Services** provides individual assessment, advising, counseling, or referral to any disabled student. Accommodation services are provided for those students with special needs due to disabling conditions (20 days advance notice is required).

## Women's Resource Center

The Women's Resource Center provides services to all women regardless of age, background or circumstances in life. It is a bridge between the College and the community and a support resource for women students.

Specially trained peer counselors help with information, individual support and referrals to community and campus services. Specialists provide:

- legal information.
- referrals and initial orientation to career services, including a brief evaluation (*First Step to a Job*).
- resume consultation.

Weekly discussion groups and workshops are also available.

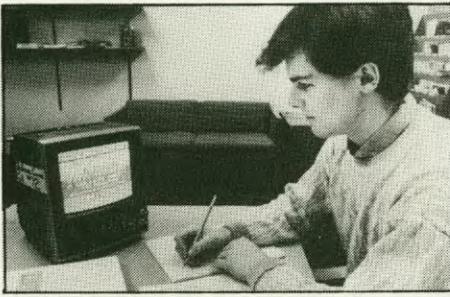
**The Displaced Homemakers Program** for widowed, divorced or separated homemakers offers classes in employment and life planning, On My Own support groups and a job board.

## DEVELOPMENTAL EDUCATION

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The Developmental Educational Program is an interdisciplinary program that coordinates the following:

# STUDENT SERVICES



**Pre-College Developmental English and Math:** These credit courses are offered through the Arts and Humanities and Science divisions, respectively.

**Non-Credit Courses:** ABE (Adult Basic Education), ESL (English as a Second Language), and GED test preparation (General Education Development.) Quarterly class schedules list complete class offerings and descriptions; these will be found in the Continuing Education section.

**Tutorial Services:** Free, non-credit tutorial support for all eligible students is offered through the centers listed below. These services are dependent on available funds.

**The Math Lab:** Student tutors and professionals can provide you with assistance in your math or math related assignments. The Lab has many resources that can be used on location to help students supplement their classroom textbooks. Service is on a drop-in basis as time and staffing permit.

**The Writing Lab:** If you're experiencing difficulty in any of your classes that require writing skills, the Writing Lab can help. Professional and student tutors provide personal help and can introduce you to reference materials that cover grammar, organization, how to write a summary, a term paper, etc. The Writing Lab also assists in preparing resumes and scholarship applications and provides help with computer assisted composition.

**The Reading Lab:** Whether the class you are in is developmental or non-developmental, the Reading Lab can help you improve your reading skills. Professional and student tutors can pro-

vide testing, an analysis of your reading strengths and weaknesses, and prescriptive measures to remedy difficulties you may be having in comprehension, vocabulary, reading rate and/or reading/study skills. They can even help you measure your progress.

**Volunteer Tutor Program:** Trained volunteer tutors are available to help with English as a Second Language or with basic reading and writing. Also, we can help you with your coursework if your problems are related to English as a Second Language or reading problems. Fill out a request form available in D207, or call the volunteer coordinator at 641-2347

## HEALTH SERVICES

Health Services are available to all Bellevue Community College students registered in credit classes.

The combined fee paid at registration entitles each student to unlimited visits during the quarter.

Total primary care and preventive services, such as immunizations, physical examinations, minor lab tests, and health counseling are offered.

Education, information, testing and treatment are offered in all health related areas including contraception, sexually transmitted diseases, nutrition, communicable diseases, and chronic conditions.

All care is completely **confidential**.

Location:  
C Building, Room 227  
Telephone: 641-2480 or 2489

Staff:

Luana Joslin, ARNP, FNP  
Director of Health Services

## LIBRARY/MEDIA CENTER

The Bellevue Community College Library Media Center (LMC) combines library and audio-visual services and makes a wide variety of print and nonprint materials available and readily accessible to students, faculty, staff and the community. Forty thousand books, subscriptions to 15 newspapers, 490 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfiche, microfilm, overhead transparencies, and audio and video tape recordings are available.

Seating and study carrels for over 400 LMC users are available. There are also 10 study/conference rooms that vary in size to meet the needs of different groups. A typing room on the second floor offers several "free use" manual typewriters and "pay" electric typewriters. On the lower floor, microform readers and reader-printers are available. Magnifying lenses for the visually impaired are provided. Meteorological information on dials controlled by the instruments from the weather station which sits atop the Library/Media Center building is also accessible.

Individual viewing and listening devices such as slide viewers, filmstrip projectors, and audio and video tape recorders are available in the LMC for independent study.

# STUDENT SERVICES

Reference service and instruction are available on a one-to-one basis and through individually tailored classroom orientations. Materials not available in the LMC often may be secured through interlibrary loan, using the computerized Western Library Network.

The college television studio housed in the LMC is used principally for instruction in the Media Technology program. Some lectures and lessons are also video-taped in the studio.

The Library Media Center is open from 8 a.m. to 8:30 p.m., Monday through Thursday, 8 a.m. to 5 p.m. on Friday, and 1 to 5 p.m. Sunday. During these hours librarians and assistants are on duty to help you. Please call for summer hours.

## Art Gallery

The Library Gallery Space is immediately to the right as one enters the Library Media Center. There are changing monthly exhibits by community artists and by BCC Art Department faculty, as well as an annual show of selected student work from BCC studio art classes.

## SERVICES

### Bookstore

Textbooks, reference materials, related supplies, and general merchandise such as greeting cards, cassettes, etc. are available in the BCC Bookstore. Popular paperback books and children's books are also available. NOTE: VISA and Master Card are now accepted.

**A Book Refund Policy** makes it possible for students to return textbooks for payment. The first two weeks from the opening day of the quarter a refund of 100% will be given if books are in perfect condition and with sales receipt. Twenty-five percent of price paid for new books will be deducted if books are marked or soiled in any way. Please do not write or mark in your books until you are sure that you are taking the class. Absolutely no refunds can be made without a sales receipt. After the first two weeks, refunds up to mid-terms will be at 60% with original sales receipt. All books have to be stamped with the Bookstore stamp. Under no condition will refunds be made on books purchased one week prior to, or during finals. All other merchandise may be returned with sales receipt within 7 days of purchase and in perfect condition.

**A Buy-Back Policy**, on specific days, allows students to sell their used textbooks back to the Bookstore for 50% of the original cost, providing the book is in reasonable condition and is going to be in use during the following quarter. The Bookstore also offers market value (20%) or less on books that are not going to be used by the College again but which are accepted by a used book company. Lab or workbooks are accepted only at the discretion of the Bookstore.

**Fountain Fashions** is a student managed clothing store, located in the Bookstore, featuring men's and women's apparel, jewelry, and accessories. The store has a two-fold purpose: as a retail outlet it serves the needs of the College and community and as a learning laboratory in the Marketing Management and Apparel Occupation Curriculum. Students gain experience in the areas

of merchandise buying, inventory control, pricing, selling and personnel management, promotion, and display.

## Financial Aid

**Philosophy:** Bellevue Community College believes that every individual should have the opportunity to achieve his/her educational goals. The college Financial Aid Office was established to provide assistance--within the limits of available resources--to those who need it. Sources of aid that are currently available include: jobs, loans, and grants. The criteria used in selecting recipients are: need, scholastic standing, and professional promise. The Financial Office reviews each applicant's needs and attempts to put together an individualized program which utilizes one or more of the resources available.

The Assistant Director of Student Financial Aid is responsible for consumer information. The telephone number of the Financial Aid office is (206) 641-2229.

**Determining Financial Need:** Financial need is determined by comparing student resources (family contribution, student assets, and summer earnings), as reflected by a financial aid application, with the budget for attending Bellevue Community College. An award "package" to cover all or part of the difference between assets and budget is then offered. This package consists of one or more types of aid.

**Budgeting for College:** The following standard budgets represent costs for a nine-month (three quarters) academic year, column 'A' is a commuter and column 'B' is a resident:

# STUDENT SERVICES



	A	B
Tuition & Fees	825	825
Books/Supplies	480	480
Room & Board	1,500	3,355
Transportation	760	760
Personal Expense	545	1,110
Total Cost	4,110	6,530

### Application for Financial Aid: 1.

For early and maximum consideration, you should complete the appropriate forms as soon as possible and comply with mailing instructions. Financial Aid Forms (FAF) and directions for mailing them are available through the BCC Financial Aid Office or through your high school counselor.

2. You must be admitted to BCC through the normal procedures requested by the Admissions Office.

3. If you are a nonresident, you should plan to pay an additional \$2,295 in tuition fees.

**Deadlines:** You should follow the above procedures as early as possible and not later than three months prior to the start of the quarter in which you plan to attend. Even though applications are received on a continuing basis, awards can be made to late applicants only if funds are available.

**Financial Aid Transcripts:** If you have previously attended any other postsecondary institution, you must make arrangements through that institution's financial aid office to send a **financial aid transcript** directly to the Financial Aid Office at BCC. No aid can be awarded to you until this requirement has been met.

**Notification of Award:** Notification of award for each Fall Quarter will be mailed on or before August 1 to applicants whose files are complete and who are admitted to the college as of June 15. Later notifications will be mailed as soon as possible. Awards are also made to students entering winter and spring quarters--applications should still be made well in advance. Summer awards are limited to those students determined eligible by the Financial Aid Office.

### Student Responsibilities:

- To read all instructions carefully and complete all parts of the application accurately.
- To inform the Financial Aid Office of any increase in income in excess of \$200 from what is reported on the Financial Aid Form.
- To sign and return the Notice of Award and Acceptance within 10 days of receipt.
- To complete and sign the Financial Aid Data Sheet for Washington State Community Colleges including Statement of Educational Purpose which specifies that all funds will be used for educational related expenses only and that if applicable you have registered with the Selective Services.
- To inform the Financial Aid Office of any change of address, Social Security Number, marital status or name.
- To sign for all aid at the time designated.
- To know and understand the terms and conditions of Financial Aid Programs.
- Maintain satisfactory progress as explained on the back of the Award Letter.

- To make required payments if you have withdrawn from school.
- To not owe a repayment on any grant awarded at this institution or be in default on any loan made at this institution.

### GRANTS:

*Supplemental Educational Opportunity:* Grants are awarded to undergraduate students from low-income families with exceptional financial need and who are citizens or permanent residents of the United States. Grants range from \$200 to \$1,600 per academic year depending on need and availability of funds. The amount of the grant may not, however, exceed one-half of a student's need.

*Washington State Need Grant:* This program is administered by the Higher Education Coordinating Board. These grants are awarded to students with financial need who are residents of the state and citizens or permanent residents of the United States. Applicants for this aid should complete the appropriate confidential statement. If you are interested but have been independent less than three years, you must submit parental income data.

*Washington State Tuition Waiver Program:* According to state community college regulations, a limited number of tuition waivers will be granted to needy students. Recipients must be residents of the state of Washington and must be enrolled as full-time students in a college-level or high school completion program.

# STUDENT SERVICES

**PELL Grant (Formerly the Basic Grant):** This program was established by the Federal Higher Education Amendments of 1972. The grant amount is determined by the Aid Index Number stated on the Student Aid Report (SAR). The purpose of this program is to provide an assurance that no student shall be denied access to postsecondary education because of financial need.

**On and Off Campus Employment:** A variety of jobs are made possible through federal and state college Work-Study programs and institutional funds. Students are employed in a wide range of positions and work as typists, landscapers, lab assistants, librarians, etc. in departments throughout the campus. Off campus placement related to a student's major are available in a variety of public and private settings. Placement may be obtained through the Job Placement Center in A-103.

## LOANS:

**Guaranteed Student Loan:** This loan is granted by banks, credit unions, and savings and loan associations to students registered for at least six credits and who are citizens or permanent residents of the United States. Repayment of Guaranteed Student Loans begin six months after borrower is no longer enrolled for a minimum of six credits.

Repayment of Plus Loans begins sixty days after disbursement of loan.

The standard repayment rate is about \$50 per month. In cases of demonstrated financial need, interest is paid by the federal government until the maturity date, at which time the borrower assumes the full interest charges.

Additional information and application forms are available in the Financial Aid Office.

**Disbursement:** Aid will be disbursed in three quarterly installments beginning the fifth day of classes if you have registered at least 10 days before the beginning of classes. If you are not registered at least 10 days before the beginning of the quarter, your aid will be available within two weeks after the quarter begins.

Your Financial Aid will be applied toward your tuition and fees. The remainder of your aid, if any, will be disbursed to you in a check.

Work Study funds must be earned. Checks are disbursed to you by your supervisor once a month.

Students who receive cash from any Financial Aid Program and withdraw from school officially or unofficially may be required to repay a prorated amount to Financial Aid Programs.

The maximum time frame for a full time student to earn an A. A. Degree while on Financial Aid is nine quarters.

The maximum time frame for a part time student to earn an A. A. Degree while on Financial Aid is 15 quarters.

## SCHOLARSHIPS:

**Private Scholarships:** A considerable number of private scholarships are administered through the college. In most cases the recipient is chosen, by the donor, at the time of graduation from high school. In other instances, the college Financial Aid Committee makes the final decision. The BCC stu-

dent newspaper, **The Advocate**, publishes announcements on available scholarships.

**Veterans Affairs:** If you are a veteran, or qualify for benefits as a dependent of a deceased or disabled veteran, the Veterans Affairs Office can help you with program information, benefit applications and procedures, tutorial assistance, financial aid and job placement, and individual and group counseling.

## Job Placement Services

A free job placement service is offered on campus for currently enrolled students and alumni. This is part of Student Services and is located in A-101. Staff are available to help you find part- and full-time jobs. Applications are kept on file and every effort is made to help you find a job within your career field or to help you earn money to pay for your education and living expenses.

The Job Placement Office recruits State and Federal work study positions both on and off campus and coordinates student placements. Students may work up to 19½ hours per week, for an established hourly rate of pay. Students must contact the Job Placement Office and Financial Aid to obtain a work study position.

# STUDENT SERVICES



## STUDENT PROGRAMS AND ACTIVITIES

In addition to providing special facilities to meet the educational and recreational needs of students, members of the college community have put together many special programs designed to enhance and enrich your educational experience.

It is important to the College that you be given every opportunity to organize and take part in campus activities and integrate these activities into your educational development.

### College Radio Station

Operated and programed by students, KBCS 91.3FM broadcasts jazz and folk music, news and traffic information throughout the Eastside and Seattle 24 hours a day. Announcing, engineering, production, operation, traffic control, and news reporting are just some of the ways in which students are involved in the program.

Courses in basic radio are available (COMM 161, 162, 163) but are not required for participation. All operators must hold an FCC permit.

The station broadcasts at 1200 watts at 91.3 FM. Studios are in House 2 (641-2424).

### Cultural Events

A calendar of artists, lecturers, films, drama and dance productions is available regularly in the Student Union building. Noted speakers and performing artists appear at the college through-

out the year. Special festivals and events add to the cultural and social environment.

### Dance Group

Members of the Moving Company, or students who are enrolled in college dance courses, offer several performances each year. For more information contact the Arts & Humanities Division.

### Delta Epsilon Chi

Opportunities for personal and professional development are provided through BCC's award winning Delta Epsilon Chi. Through the Chapter, students interested in careers in management, marketing, general business and apparel occupations work with local businesses and are actively involved in the free enterprise system.

Participation in the association also allows you to develop in areas such as communication, human relations, management decision making, leadership and teamwork skills while building your self confidence by taking an active role in your future. The association is affiliated with the community college division of the Distributive Education Clubs of America (DECA). Competitions, fund raising activities and community service projects are organized throughout the year and provide a great way to meet new friends. College credit can be obtained by enrolling in MKTG 290 - Marketing Activities. For more information, contact the Business Division: 641-2311 (A242).

### Drama Club

Members of the BCC Drama Club and students enrolled in drama courses present plays throughout the school year. Emphasis is placed upon production,

as well as upon acting. For more information contact the Arts & Humanities division.

### Food Services

In addition to offering high quality meals throughout the day in the College cafeteria, the BCC Food Services group also caters community and college groups.

### Intercollegiate Athletics

Two hundred students annually participate in a 12-sport Intercollegiate Athletic Program at Bellevue Community College. As a member of the Northwest Athletic Association of Community Colleges (NWAACC), the college fields varsity teams in cross-country, baseball, basketball, golf, tennis, volleyball, soccer and track.

Women's athletics were instituted in the fall of 1973 starting with volleyball and basketball, subsequently cross country, track, and tennis were added. BCC teams have won numerous honors and championships over the years and strive for a high level of intercollegiate participation at all times. Several BCC athletes have gone on to prominence in major college, professional or international amateur competition.

All teams are well equipped and provided with a full staff of coaches.

If you are interested in becoming a part of the BCC Intercollegiate Athletic Department, contact the Athletic Department, 641-2396. Scholarships are available.

### Intramurals

The Intramural Program sponsors open team competition, gym activities,

# STUDENT SERVICES

sports clubs, outdoor programs, indoor recreational activities, and community recreation.

## Literary/Arts Magazine

**Arnazella**, the annual BCC literary/arts magazine, publishes poems, short stories, autobiographical sketches, essays, line drawings, photographs, and photographs of sculpture and ceramics. Publication is by competition. Entries must be submitted by February 1 and should be turned in to **Arnazella**, in Room A255. Submissions must include name, address, short biography and a self-addressed envelope for their return.

Students assuming editorial or staff positions on the magazine will learn specific skills in preparing and publishing a literary/arts magazine and can earn up to ten humanities credits. Permission of the adviser and a special permit card are required.

## Newspaper Production

Students have the opportunity to gain experience in the field of journalism through work on the student-run newspaper, the **Advocate**. Interested students may concentrate on their own writing interests or may engage in formal journalism training through Communications courses 141, 142, 143, 144, 145, 240 and 241. Offices are in Portable 5 (641-2434).

## Phi Theta Kappa

Phi Theta Kappa is an honorary fraternity for the community and junior colleges throughout the United States. It recognizes academic excellence and leadership potential in students and gives them the opportunity to become involved in a variety of activities emphasizing academics and community services. Each year an Honors Theme

is chosen and this theme is reflected in programs developed by the various chapters. Bellevue Community College's Chapter, **Alpha Epsilon Rho** founded in 1979, requires a 3.5 GPA for membership eligibility. For further information contact the Chapter Advisors or the Dean of Student Programs and Personnel Services.

## Senior Citizen Program

TELOS is an educational program designed to fill the needs of senior adults. It is a non-credit day program offering college level classes at the Northwest Center and the BCC campus. Various programs serve seniors not able to attend regular classes.

Class options range from personal growth and exercise through the academics to arts and skills classes including, drawing, painting and bridge. Approximately 30 classes are offered each quarter. For more information call 641-2462.

## Student Child Care Center

Child care in a learning environment is available at the Student Child Care & Early Learning Center. The Center is licensed for 42 children per hour and is located in House 1 in the Northeast corner of the campus. Children, ages 2½ through 6 can be enrolled from 7:15 a.m. to 4:15 p.m. and ages 7 to 9 year olds before school and in the summer. BCC students pay for this service on a sliding scale. Faculty, staff, and community members may enroll on a space available basis at a higher hourly rate.

## Student Government

The Associated Students of Bellevue Community College, the student government organization, is an integral part of the governance at Bellevue Com-

munity College, with elected and appointed students serving on many college committees, councils and boards. Many concerts and special events are sponsored by the student government.

## Student Organizations & Areas of Involvement

Clubs and organizations are developed around specific interests, skills, educational programs, ethnic derivations or social causes. All students are urged to participate in already existing organizations or start clubs of their own interests. Drop in the ASBCC office, C117, for further information.

Opportunities for students to perform or contribute include: Band, Choir, Dance Ensemble ("The Moving Company"), Drama productions, Literary Magazine (**Arnazella**), DEC, Model United Nations, the Newspaper (**Advocate**) and Radio Station (KBCS).

## Student Union

The Student Union is a center for recreational and social events and includes a Game Room, Cafeteria and the Matrix Coffeehouse. Concerts and special events are scheduled throughout the year.

## TELECOURSES

### Telecommunications Center

The Center coordinates the telecommunications activities for Bellevue Community College while providing leadership and coordination of the development of educational telecommunications in the greater Puget Sound area. Through the use of broadcast and cable television, college credit

## STUDENT SERVICES

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courses are made available to students who cannot attend traditional classes on campus.

The Center has developed channel 28, a comprehensive Eastside cable television channel to provide educational and personal enrichment opportunities in the home and workplace. The Center also coordinates audio and video teleconferencing and productions.

For more information, call 641-2258.

# CAREER PLANNING



## FOUR PATHS TO YOUR FUTURE

### Arts and Sciences Transfer Program

Eleven Washington State four-year colleges and universities have direct transfer agreements to admit, as juniors, BCC students who earn the Associate in Arts and Sciences degree. With help from BCC's advising and educational planning staff, credits you earn here may count toward your four-year degree.

### General Studies Program

The General Studies Degree is an option for those who are not planning to transfer to a four-year institution. Most BCC college credit courses may be applied toward the 90 credit graduation

requirements. Students may select a "Major" emphasis from a variety of program areas.

### Associate in Science Program

If you intend to complete a non-Arts baccalaureate degree at a four-year institution, you may earn this degree by declaring your intention at least two quarters prior to the time you expect to graduate. You will be expected to complete a program that is precisely parallel with the first two years of a baccalaureate degree plan at the institution to which you expect to transfer, with a cumulative GPA of 2.0.

Students will not be guaranteed the benefits that accrue to the Arts & Sciences degree transferees, but will often realize essentially the same results since their curriculum has paralleled that

which is required by the non-Arts and Sciences program at the institution to which they intend to transfer.

Recipients of the Associate in Science degree will have the appropriate suffix added to their degree title, reflecting the major emphasis of their study. The major disciplines in which students may presently earn Associate in Sciences degrees are:

- Business Administration
- Engineering
- Physical Education

### Occupational Education

Career preparation or job advancement are the goals of BCC's Occupational Education Program. Two-year programs lead to an Associate in Arts degree. One-year certificate programs and short courses in special topics are also available. Several programs offer

# CAREER PLANNING

credit for previous work experience which relates to your area of study. Actual "hands on" work experience is a basic part of many programs. Detailed brochures on most of the topics listed below are available from the Advising or Admissions offices.

## ASSOCIATE IN ARTS AND SCIENCES TRANSFER PROGRAM

The Associate in Arts and Sciences degree is defined as that degree which is awarded students who successfully complete a transfer curricula that conforms to the state-wide **Associate in Arts Guidelines** endorsed by the Higher Education Coordinating Council, the Inter-College Relations Commission, the Bellevue Community College council, the Board of Trustees, and the college President. Direct transfer agreements with four-year colleges and universities are negotiated solely on the basis of this degree structure, and the benefits that accrue to students thereby are based on the assumption that the transfer student will be a recipient of the Associate in Arts and Sciences Degree.

### Specific Requirements are:

1. The completion of ninety (90) quarter credit hours of College-level transferable credit with a cumulative GPA of not less than 2.0. (A GPA of 2.5 is recommended.)

2. A maximum of sixty (60) quarter credit hours of **General Education** (distribution) courses distributed as follows:

### Basic Skills . . . . . 15 Credits

- a. Communication Skills, 10 Credits  
Must include at least two courses in English Composition which totals not less than six credits. The remaining credits, if any, may be in basic speech or additional writing courses.
- b. Quantitative Skills, 5 Credits  
Must be a math course above the level of Intermediate Algebra; symbolic reasoning (logic), Math 156, or a Data Processing course requiring Quantitative skills above the level of Intermediate Algebra, or Math 107.

### Humanities . . . . . 15 - 20 Credits

(See *Distribution Course Option List* for more extensive listing of courses which may be used to satisfy distribution requirements.)

- a. Select from at least three (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. No more than five (5) credits may be taken in performance/skills or studio art classes;
- d. Suggested disciplines include:
  - American Studies
  - Anthropology (200 only)
  - Art
  - Communications (all except 150)
  - Drama/Dance
  - Foreign Language (preferably 2nd yr.)
  - History (see Degree Planning Notes #3)
  - Literature
  - Music
  - Philosophy (all except 110, 120, and 140)
  - Speech
 (Performance skills classes in dance, drama and music, and studio art classes are indicated with an asterisk in the class descriptions.)

### Social Science . . . . . 15-20 Credits

(See *Distribution Course Option List* for more extensive listing of courses which may be used to satisfy distribution requirements.)

- a. Select from at least (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. Suggested disciplines include:
  - Anthropology (except 200, and 201)
  - Economics
  - Geography (except 205)
  - History
  - International Studies
  - Philosophy 110
  - Political Science
  - Psychology (except 115)
  - Sociology

### Natural Sciences . . . . 15-20 Credits

(See *Distribution Course Option List* for more extensive listing of courses which may be used to satisfy distribution requirements.)

- a. Select from at least three (3) disciplines;
- b. No more than ten (10) credits from any one discipline;
- c. Must include one (1) laboratory course;
- d. Suggested disciplines include:
  - Anthropology
  - Astronomy
  - Biology
  - Botany
  - Chemistry
  - Environmental Science
  - Geology
  - Geography (205 and 206 only)
  - Mathematics (see Degree Planning Notes #3)
  - Philosophy (see Degree Planning Notes #3)
  - Physics
  - Psychology 115
  - Zoology

### Electives . . . . . 15-30 Credits

# CAREER PLANNING



- a. A minimum of 15 credits shall be in fully transferable courses as defined by the receiving institution.
  - b. A maximum of fifteen (15) elective credits may be in college level courses as defined by Bellevue Community College. Remedial courses may not be included in this category. (See *Distribution Course Option List* for more extensive listing of courses which may be used to satisfy distribution requirements.)
  - c. Electives will be the portion of the degree plan in which students will want to include their lower-division major discipline requirements. **Major-field course requirements may not be used to satisfy general education (distribution) requirements.**
5. First year foreign language courses are encouraged to include cultural aspects of study.
  6. The Associate in Arts and Sciences degree is designed to assist the student in satisfying college and university General Education requirements. Students planning to transfer to institutions with unique requirements such as religion or philosophy courses, or special programs such as Pharmacy or Engineering, should be prepared to satisfy additional requirements after their transfer, if not included within the degree plan. The AAS degree will not alter special admission criteria which may be established by four-year institutions.
6. At least thirty (30) of the ninety (90) quarter credit hours required for the Associate in Arts in General Studies degree program must be completed in residence at Bellevue Community College, the last ten (10) of which are to be earned at the college immediately preceding graduation.

## ASSOCIATE IN SCIENCES PROGRAM

The Associate in Science degree permits the student to complete the first two years of selected, non-liberal arts, professional programs at four-year institutions.

## OCCUPATIONAL PROGRAMS

The following occupational degree programs indicate those areas in which students may earn the Associate in Arts degree at Bellevue Community College.

Approval for course requirements completed at other institutions must be obtained from respective program chairpersons.

Changes in program offerings will reflect the changing needs of industry, as well as student's interest and availability of resources. The following suggested yearly program offerings may be altered to accommodate these needs. In such a case, the program student should consult with the appropriate program chairperson to select suitable alternatives.

## ASSOCIATE IN ARTS IN GENERAL STUDIES PROGRAM

The Associate in Arts in General Studies allows exploration of courses by the student. It is not intended for students planning to transfer to a senior institution and pursue a Baccalaureate Degree.

Requirements for the degree are:

### Degree Planning Notes

1. Disciplines listed under each of the preceding four (4) major components of the General Education requirements are intended to be **descriptive** and not **prescriptive**.
2. Within appropriate distribution areas, students are encouraged to develop an understanding of and sensitivity to cultural differences, completing courses requiring study of cultures other than their own. To most, this should include Non-Western ethnic, minority, or other area studies.
3. A specific course may be credited towards no more than one distribution or skill area requirement.
4. Within each distribution area, integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses are encouraged.

1. Ninety (90) credits, of which it is recommended three (3) be activity courses in physical education.
2. At least sixty (60) credits must be taken from courses numbered 100 or above
3. English 100 or above.
4. Math 075 or above.
5. It is recommended that students include 30 credits; 10 credits each, in Humanities, Social Science and Science areas.

# CAREER PLANNING

## ACCOUNTANT

Accounting is essential to the efficient management of business enterprises. Besides being a vocation in itself, accountancy is indispensable in many other vocations such as business management, law, banking, public administration, and criminal investigation.

Two occupational programs in accounting are offered at Bellevue Community College. One leads to an Associate of Arts Degree in Accounting, and the other to a Certificate of Achievement in Accounting.

### Associate Degree Program

This two-year program is designed to provide for practical skills, as well as general education. The broad educational base facilitates advancement on the job and adaptation to future changes in the labor market. Upon successful completion of the program, students are qualified for employment as staff accountants in private, public, and governmental (federal, state, municipal) accounting.

#### First Year

##### Credits

- 15 ACCT 101, 102, 103
- 8 QM 210 and ACCT 172
- 5 ACCT 135 and 240
- 5 G BUS 101
- 3 OFF 104, 105, 106 or approved elective
- 2 OFF 125 or approved elective
- 5 QM 145

43 **Total Credits**

#### Second Year

##### Credits

- 14 ACCT 123, 235, 250, 260
- 5 ACCT 270 or 290
- 5 ECON 100 or 200
- 10 G BUS 202, or 215
- 5 G BUS 120
- 5 QM 150
- 3 Approved Electives

47 **Total Credits**

### Certificate Program

The one-year program emphasizes practical skills for those who seek early employment as full-charge bookkeepers or accounting clerks. Credits earned may be applied to the Associate Degree Program.

##### Credits

- 15 ACCT 101, 102, 103
- 8 QM 210 and ACCT 172
- 5 QM 145
- 5 ACCT 135 and 240
- 5 G BUS 101
- 3 OFF 104, 105, 106 or approved elective
- 2 OFF 125 or approved elective

43 **Total Credits**

## ADMINISTRATION OF CRIMINAL JUSTICE

Administration of Criminal Justice is a program designed for people who want to pursue a career in the Criminal Justice field from law enforcement, courts, law, probation & parole, juvenile, corrections or community based social services. Employment opportunities in these areas are usually good either at local, state or federal levels. Graduates

of the AA program are also encouraged and advised to continue their education at the baccalaureate level where needed.

Students interested in any of the areas of Criminal Justice are counseled quarterly to assist them in reaching their goal.

The student may choose from one of several curriculum options. The two-year vocational curriculum, or the transfer track options designed for those students who are planning on transferring to a baccalaureate institution.

### Associate in Arts Curriculum Occupational Degree Requirements

#### ADMCJ Requirements

##### Credits

- 50 ADMCJ 100, 101, 102, 104, 111, 200, 202, 204, 206, 253

#### Other Requirements

##### Credits

- 10 Engl 101, 102, or 270
- 5 SPCH 220
- 5 PSYCH 100
- 5 SOC 110
- 5 POLSC 102
- 5 Humanities electives
- 5 Science electives

40 **Total Credits**

#### Approved Electives

- ADMCJ 199, 299 Individual Studies on Criminal Justice

**\*ADMCJ course requirements vary with the type of program selected (vocational or academic transfer track).**

# CAREER PLANNING



## Associate in Arts and Science Curriculum

### Academic Degree Requirements\*

#### Credits

- 15-20 Basic Skills
- 15-20 Humanities
- 15-20 Social Science
- 15-20 Natural Science
- 15-30 ADMCJ

\*Please see ADMCJ advisor for specific course requirements.

## Associate of Arts in Retail Loss Prevention

For those students who are looking toward a career in commercial or industrial security, the Administration of Criminal Justice Program offers courses in Loss Prevention leading to an associate degree in Loss Prevention. As budget constraints continue to impact law enforcement agencies, private loss prevention and security professionals will assume responsibilities that are currently handled by our local police agencies.

Employment opportunities in this field are quite high for trained, qualified applicants.

**Prerequisites** for this program include a criminal history background check and satisfactory completion of a Personal Selection Inventory Survey.

Please see your ADMCJ advisor regarding specific course requirements.

## AMERICAN STUDIES PROGRAM

The two-year American Studies program leads to (1) an Associate in Arts and Science degree fully transferable to other Washington colleges and universities or (2) preparation for vocational students in gaining a broadened perspective for flexibility in careers like law, social work, government service, or business.

The course focus on American thought and character. Each course pursues a major theme and leads students to explore this theme as it is treated by several disciplines. Students are encouraged to develop individual and innovative projects incorporating ethnic and regional studies and to investigate the future implications of the topics. Instructors from various departments teach in the program.

### General Course Work

#### Credits

- 10 ENGL 101, 102, 270, 271, or 272
- 5 Math, 107, 124, 156, 157, or PHIL 120
- 60 Humanities, Math/Natural Science, Social Science

### Major Course Work

#### Credits

- 3 AMST 101
- 2 AMST 102
- 10 AMST 285, 286, 287, 288, 294-297

## APPAREL OCCUPATIONS

Apparel Occupations is a vocational program which provides knowledge and skills in the production, and wholesale and retail management of fashion apparel. To augment traditional classroom instruction, the program includes opportunities for first hand exposure to all facets of the apparel industry through field studies, fashion shows, national and international tours, professional conferences and industry work experiences. Students enrolling in the Apparel Occupations program can opt to specialize in Design and Construction or Wholesale and Retail.

### Design and Construction Specialty

Design and Construction focuses on the materials and technology of producing fashion apparel from concept to a complete line of garments. Students selecting this specialty will attain competencies in apparel design, pattern-making, construction, alteration, grading, etc. (For additional information about the Design and Construction Specialty, contact the Educational Development and Health Sciences Division: 641-2366.)

### Wholesale and Retail Specialty

Wholesale and Retail focuses on buying, pricing, promotion, displaying, and selling of fashion apparel. Fountain Fashions, a student operated store, is located on campus to provide students with a laboratory where they receive instruction in all aspects of retail management. In addition to the student operated store, students have opportunities for employment in local businesses, buying trips at Seattle

# CAREER PLANNING

Trade Center, manufactory visits, and tours of distribution centers and major department stores. Upon graduating from the Apparel Occupations program with a specialty in Wholesale and Retailing, students will be qualified for positions, such as, department manager, buyer trainee, sales representative, merchandise assistant, or proprietor of their own retail outlets. (For additional information about the Wholesale and Retail Specialty, contact the Business Division: 641-2311.)

## Curriculum

### Core Courses: 43 Credits

AO 100, 101, 201  
GBUS 101  
HOMEC 108, 109, 110, 111  
MKTG 131  
QM 145  
Industry Experience

### Support Courses: 25 Credits

CONED 150  
MKTG 154  
Data Processing  
Approved Electives

### Specialties: 22 Credits

#### Design and Construction:

HOMEC 212, 213, 214, 215,  
216, 217

### Wholesale and Retail: 23 Credits

AO 236, 239  
ENGL 100 or 101  
MKTG 135, 234  
MKTG 290 or SPCH 100

## BIOMEDICAL PHOTOGRAPHY

This program prepares professionals for the growing field of biological and scientific photography. Upon completion of two years of study, the graduate student is awarded the degree of Asso-

ciate in Arts. The curriculum prepares the graduate for certification as a Registered Biological Photographer(RBP).

Technical skills taught include exposure and development of black and white and color films, reproduction of X-rays, charts, and illustrations; clinical/dental photography, surgical and gross specimen photography and the use of television and motion picture in the sciences.

Admission requirements: Students are expected to meet the requirements for admission to BCC. A separate application is made to the Program after December 1. Since applicants must pass a written exam and submit a portfolio of pictures, past photographic experience or training is necessary. Completion of the Introduction to Biophotography class is recommended. Applicants will also be interviewed by the program faculty. A list of equipment required is available upon request from the program chairman. Prerequisites: Biology 101, English 101. Math to include Algebra is desirable.

Clinical experience for students is provided by participation in internships in hospitals and other facilities in the Seattle area.

### First Year

#### Credits

11 BIOMD 101, 111, 121  
10 ZOOL 113, 114  
11 BIOMD 102, 112, 122  
10 BIOMD 110, 124  
5 MEDIA 115 or 125

#### 47 Total Credits

### Second Year

#### Credits

17 BIOMD 200, 210, 125  
13 BIOMD 231, 233, 225  
5 ENGL 270  
13 BIOMED 230, 235, 221  
Approved Electives\*

#### 48 Total Credits

\*All electives to be approved by Program Chairman.

## CLERK-TYPIST

Students successfully completing this one-year program will have acquired proficiency in typewriting, office machines operations, and general office practice, all of which will prepare them for the many general office positions available in local business establishments.

Students completing this one-year program may receive a Certificate of Achievement. See Business Division for an adviser.

#### Credits

9 OFF 102, 103, 104, 105, 106  
24 OFF 109, 112, 113, 125, 130,  
150  
5 ACCT 101 or ACCT 108  
5 ENGL 101 or 105  
5 QM 145

#### 48 Total Credits

# CAREER PLANNING



## COOPERATIVE PRACTICAL EXPERIENCE EDUCATION

In an increasing number of academic and occupational programs on campus, the option of "going co-op" is available. Cooperative Education is a learning experience in which actual on-the-job experience is coordinated with the student's academic study--providing him/her an opportunity to obtain real life experience in his/her chosen field. Credits vary with number of work hours, meetings with instructor and project report. Courses may be repeated--at least two quarters of participation is desirable.

Registration continues throughout the quarter for some courses depending on placement availability. Co-op advisers plan work experiences with the student as a part of his/her personal development, general education and occupational training. Interested students should check with their program advisers. Within the Business Division, Co-op programs are available in Office Professions, Marketing Management, and Apparel Occupations. Call 641-2311 or visit A242 for information on Business Division programs.

## DATA PROCESSING

Upon completion of this two-year program, an Associate in Arts degree in Data Processing, the graduate is prepared to be an entry level Business Applications Programmer. The skills that have been identified as important

for well-trained programmers are addressed in the complete program. Communication skills, English, problem solving, and accounting, as well as the data processing classes are included.

Many of the Data Processing courses are sequential and a grade of C or above is required both for graduation and in order to continue in the sequence. All Data Processing courses applied towards the Associate of Arts degree must be taken at this institution. Non-Data Processing electives may be transferred to fulfill graduation requirements.

Students undecided about the field are encouraged to take DP 101 and DP 110 to determine an interest and level of aptitude for programming.

A night program option allows students to complete all the requirements in three years.

### Data Processing Program

#### First Year

Credits	
3	DP 101
5	DP 110
5	DP 105 or DP 205
10	ENGL 101, 270
20	DP 120, 150, 160, 270

43 **Total Credits**

#### Second Year

Credits	
26	DP 225, 239, 250, 265, 290, 297, 298
5	ACCTG 210 or ACCT 108
4	Computer Language
2	Approved Electives

47 **Total Credits**

### Courses for the Data Processing Professional

Many of the classes offered as a part of the Data Processing Program can be used by the person who is already employed, but desiring further training.

For information concerning the Data Processing Program contact the Business Division, 641-2311.

## DIAGNOSTIC ULTRASOUND TECHNOLOGY PROGRAM

Diagnostic Ultrasound Technology is a two-year (24 month) accredited Vocational Health Sciences Program. The purpose of the Program is to provide didactic education and clinical experience as preparation for employment and national certification as a sonographer.

The Program is divided into two instructional components: four quarters didactic and four quarters clinical education. Education includes study in the areas of Physics, Pathology, Abdominal Sonography, Ob-Gyn Sonography, Echocardiography and Vascular studies. Other topics include Neurosonography, Intraoperative Sonography and Patient Care Techniques.

A sonographer works with the direction of a Doctor of Medicine or Osteopathy to create high quality diagnostic images and assists with patient care. Graduates of the Program are awarded an Associate in Arts degree in Diagnostic Ultrasound Technology.

# CAREER PLANNING

Applications for admission to the Diagnostic Ultrasound Technology Program should be submitted to the Office of Admissions, Bellevue Community College, P.O. Box 92700, Bellevue WA 98009-2037.

Admission is selective: class size is limited. Applications may be submitted after December 1 each year. Classes begin each Fall Quarter. Candidates will be notified of his/her status following evaluation of transcripts and personal interview.

## Admission Requirements

The following courses must be completed with a "C" or better to be considered for admission to the Program. Prerequisite coursework may be in progress at the time of application:

- Credits
- 10 \*Zoology 113 & 114, Anatomy & Physiology
  - 5 English 101 Written Expression
  - 5 English 270 Technical Report Writing
  - 5 \*Math 105 College Algebra
- Written Application  
Personal interview  
Clinical Facility Visit  
Physical examination and immunizations

\*Some prerequisites may have their own prerequisites, for example: Zoology 113 and 114 have a prerequisite of Biology and Chemistry 101.

The applicant may be enrolled in the prerequisites at the time application is made, but before final acceptance into the Program the student's transcript must show completion of Program prerequisites with a grade of "C" or better in each course.

## First Year

Credits  
50 DUTEC 101, 105, 106, 107, 110, 112, 113, 120, 130, 150, 155, 160, 165, 170, 171

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50 **Total Credits**

## Second Year

Credits  
48 DUTEC 210, 220, 230, 240

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48 **Total Credits**

Credits - Variable, Dutec 299 (Optional)

# EARLY CHILDHOOD EDUCATION

## Two-Year Program

The Early Childhood Education two-year program is designed for the student considering employment as a teacher assistant in preschools, child care centers, kindergartens, primary grades or other occupations where a knowledge of the young child is necessary. The student who completes this degree will find the door open to many employment possibilities.

## Special Education Degree Option

The Early Childhood Education Special Education two-year degree program is designed for the student considering employment as a teacher assistant for the young handicapped child. Career opportunities would be in preschools, public schools, child care centers or other settings where the young handicapped child is served. The curric-

ulum is designed to prepare the student to meet the challenge of the young child in a variety of activities including art, recreation, music, literature, dramatic play, science and field trips. Class study incorporates observation, participation and practical experience in the settings where a person will be employed. Emphasis is placed on involving the student in participation and observation from the first quarter to the last, thus giving the student a continued awareness of the child.

## First Year

Credits  
15 EC ED 171, 172, 181  
5 ENGL 101  
3 HOMEC 256  
5 PSYCH 100  
5 SOC 110  
12 Approved Electives

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45 **Total Credits**

## Second Year

Credits  
23 EC ED 191, 192, 193, 201, 204  
3 HLTH 292  
5 SPCH 100, 200 or 225  
14 Electives

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45 **Total Credits**

## One-Year Program

Opportunities for employment are available to those completing the one-year program in early childhood education. The course of study includes specific skills to enable the student to function effectively in the care of the young child.

# CAREER PLANNING

## Credits

- 38 EC ED 171, 172, 181, 191, 192,  
193, 201, 204
- 3 HLTH 292
- 3 HOMECEC 256
- 1 Elective

45 **Total Credits**

## Early Childhood Special Education (Optional Track)

### First Year

#### Credits

- 15 EC ED 131, 172, 181
- 5 ENGL 101
- 5 PSYCH 100
- 5 SOC 110
- 3 HOMECEC 256
- 12 Approved Electives

45 **Total Credits**

### Second Year

#### Credits

- 21 EC ED 132, 135, 136, 201, 204
- 3 HLTH 292
- 5 SPCH 100 or 225
- 4 SIGN LAN ID 135, 136
- 12 Approved Electives

45 **Total Credits**

## One-Year Program

This program provides knowledge and training to enhance the opportunity for employment with programs assisting the young handicapped child.

#### Credits

- 36 EC ED 131, 132, 135, 136, 172,  
181, 201, 204
- 3 HLTH 292
- 3 HOMECEC 256
- 4 SIGN LAN ID 135, 136

46 **Total Credits**

## GENERAL BUSINESS MANAGEMENT

Leading business people recognize that particular skills are necessary to achieve effective and efficient management in the world of business. Individuals can acquire some of these skills through a program of study in general business and management techniques. For those who plan only two years of college, this program offers a broad background of business courses necessary for entrance into any field of business and offers maximum flexibility to the student. It also is intended for the student who has not decided upon a definite area of specialization.

It is recommended that students have actual work experience in some phase of business prior to graduation. This program is designed for the student who plans to enter the business world upon completion of the program.

**Students planning to transfer to a four-year college or university in Business Administration should see a business adviser.**

### First Year

#### Credits

- 5 ACCT 108
- 5 ECON 100 or 200
- 5 ENGL 100 or 101
- 10 G BUS 101, 120
- 5 MKTG 154
- 13 DP 101, QM 145 and 150
- 2 Approved Electives

45 **Total Credits**

### Second Year

#### Credits

- 25 G BUS 202, 210, 215, 221, 241
- 5 DP 105
- 5 SPCH 220

10-13 Approved Electives\*

45-48 **Total Credits**

\*All electives must be approved by a General Business Program Adviser. A suggested list:

- ENGL 270
- G BUS 140, 150, 160
- GEOG 207
- MKTG 131, 234
- OFF 101, 125
- PHIL 110, 140
- POLSC 102
- R EST 140

## GRAPHIC REPRODUCTION TECHNICIAN

The two year Associate in Arts degree program in Graphic Reproduction offers specialized training for students seeking graphic reproduction technician jobs in the printing- publishing industry. Students will receive training in the terminology, principles, and techniques of graphic reproduction, including extensive "hands on" work experience in each step of the graphic reproduction process, from planning, pricing, and preparation of copy to binding the completed project.

Graduates of the program will be qualified to enter employment in the graphic reproduction industry, which includes print shops in governmental agencies and private businesses, large publishers of periodicals, and letter shops.

## CAREER PLANNING

Persons interested in the program should contact the Arts and Humanities division (641-2341). For specific program information, see the Graphic Reproduction Program as listed under the Arts and Humanities Division "Curriculum" section of this catalog.

### First Year

#### Credits

- 26 GR 100, 111, 120, 130, 140, 150
- 5 ENGL 101
- 14 Approved Electives

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45 **Total Credits**

### Second Year

Second year students are required to take GR 260 and a minimum of 25 additional graphic credits.

#### Credits

- 3 GR 260 (Required)
- 25 Additional hours from GR 111, 200, 210, 220, 240, 261
- 17 Approved Electives

---

45 **Total Credits**

## INTERIOR DESIGN TECHNOLOGY

Interior Design at Bellevue Community College is a three-year professional program that challenges students to achieve excellence. It offers a broadly based and professionally relevant curriculum, designed to enable graduates to successfully compete for jobs and to function as professional interior designers. Class projects are supervised by professionally active instructors, and every student is required to complete 180 hours of internship that eases the transition from school to work.

The interior design curriculum is balanced with academic, technical and practical instruction. The program is successful because students are required to get a solid foundation in design theory and history. The first year includes Art History, Basic Design, Basic Drawing, Color Theory, Study of Textiles and Introduction to Interior Design. During the second year, the student is taught technical, rendering, and free-hand drawing and knowledge of construction and materials. The third and final year is devoted to refining techniques and applying design concepts to actual interior design problems in the interior design studio courses. During this year, additional courses are required in Professional Practices, Lighting, Furniture Design and Construction, and Computer-Aided Design. Seminars are offered as elective credits to give more in-depth knowledge of a subject or to perfect particular skills.

This three-year outline suggests a plan for completing the Interior Design degree. Courses may be taken in different order as long as required prerequisites have been met.

### First Year

#### Credits

- 5 ENGL 101
- 3 INDES 140
- 5 HOMECE 110 (refer to description in the Interior Design section)
- 24 ART 101, 110, 111, 120, 201 (or 202), 203
- 8 Electives

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45 **Total Credits**

### Second year

#### Credits

- 32 INDES 150, 151, 160, 165, 170, 185, 190, 260
- 3 ART 112
- 10 Electives

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45 **Total credits**

### Third year

#### Credits

- 30 INDES 152, 180, 181, 191, 270, 271, 272, 285
- 3 ENGR 200
- 12 Electives

---

45 **Total credits**

## INTERNATIONAL STUDIES PROGRAM

The International Studies Program is a two-year program leading to an A. A. degree in International Studies fully transferrable to the University of Washington. In other four-year institutions/universities it is transferable either as a major in the discipline or as distribution credit.

The major in International Studies provides a rigorous liberal arts education that forms a strong basis for either direct entry into a career upon completion of AA/BA or for further study in graduate or professional school. Graduates of this program are in a favorable position to compete for positions in the rapidly increasing fields of International Business, Banking, Law, Health, Journalism and other related areas.

# CAREER PLANNING

The interdisciplinary nature of the program allows students to become acquainted with several disciplines, (Politics, Languages, Economics, History, Anthropology, etc.), as well as interdisciplinary approaches to problem solving.

## Requirements for A.A. Degree

Minimum of 90 credit hours and 2.75\* GPA upon graduation (\*subject to change).

## General Course Work

Credits

- 5 ENGL 101 or equivalent
- 60 HUMANITIES, MATH/NATURAL SCIENCE, SOCIAL SCIENCE, Course work in Major
- 10 ECON 200, 201
- 20 INTST 105, 200, 201, 202
- 30 Foreign Language or equivalent Proficiency

Persons interested in the program should contact the Social Science Division (D100) or Steven Hamernyik (A100E).

## MARKETING MANAGEMENT

The Marketing Management Program prepares the student for the many opportunities that exist in the field of Marketing. Individuals are trained for middle-management positions in business such as sales representative, sales manager, marketing manager, department manager, and buyer. Related areas include advertising, distribution, marketing research, and customer service. Students also acquire knowledge and skills useful in operating their own business.

Also see Delta Epsilon Chi in Student Services.

**Persons interested in the program should contact the Business Division (641-2311).**

## First Year

Credits

- 5 ENGL 100 or 101
- 5 ACCT 108
- 10 G BUS 101, 120
- 14 MKTG 198 or 290, 131 or 132, 135, 154
- 8 DP 101, QM 145
- 3 Approved Electives

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**45 Total Credits**

## Second Year

Credits

- 10 G BUS 202, 215 or 241
- 13 MKTG 297, 234, 235
- 5 DP 105
- 17 Approved Electives

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**45 Total Credits**

## Mid-Management

The Mid-Management Program is designed to meet the growing need of business and industry for trained middle management personnel.

This program currently offers two options for students interested in mid-management: General Business Management and Marketing Management. The Marketing Management option provides the student with course work directly applicable to the marketing field. The General Business Management option is somewhat more flexible and less specialized in terms of specific course work.

Both options are flexible and can be altered to suit the needs and background experience of the individual student.

**For specific program information see: General Business Management Program and Marketing Management Program.**

## MEDIA TECHNICIAN PROGRAM

The two-year Media Technician Program is designed to train students in the various skills needed to function as audio-visual media technicians in schools, business, and industry.

The skills learned will include photography, organization and production of instructional materials, audio and video recording techniques, and the operation, maintenance and repair of audio-visual equipment. The two-year program sequence leads to an Associate in Arts Degree.

Students successfully completing 45 credits including the required courses and 5 credits of approved electives qualify for a Certificate in the program.

## Required Courses for the Certificate

Credits

- 35 MEDIA 100, 105, 115, 120, 121, 125, 150
- 5 ART 150 or 151
- 5 Approved Electives

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**45 Credits for the Certificate**

**Additional Required Courses for the Associate in Arts Degree**

# CAREER PLANNING

## Credits

- 10 ENGL 100, 101, or 101 and 102
- 11 MEDIA 110, 122 and 135
- 3 OFF 101
- 21 Approved Electives

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45 **Total Credits**

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90 **Total credits for Associate  
in Arts Degree.**

## NURSING

The Associate Degree Nursing program is designed to help you become an intellectually and technically competent professional, prepared to give quality patient-centered nursing care in first-level positions.

New students are accepted into the 6-quarter program each fall. Graduates are awarded the Associate in Arts Degree in Nursing and are eligible to take the NCLEX licensing examination. NOTE: To be licensed as a Registered Nurse in the State of Washington, you must have graduated from an approved School of Nursing and be able to verify good physical and mental health. Any criminal charges must be reported at the time of application. The Licensing Board will determine eligibility for licensure.

The program is open to men and women of all ages; your education will include both classroom instruction and clinical experience.

Since class sizes are limited, students should apply well in advance of the fall quarter when you plan to begin the program. "Guidelines for Selection of the Nursing Class," published annually, are available from the Admissions Office each August 1st. Applications

are accepted beginning December 1st each year until the desired number have been received.

All prerequisites (see "Admission Requirements") must be completed and all admission materials and transcripts must be received in the Admissions Office by the date specified in the "Guidelines for Selection of the Nursing Class" (referred to as "Guidelines" in future). Applicants enrolled in high schools or colleges with a semester system will have until February 10th to submit transcripts.

**Admission.** Student must be a high school graduate with a minimum grade point average of 2.5. During high school the student must have completed the following courses with a "C" grade or higher: three semesters of English, two semesters of mathematics (including at least one of algebra) and one semester of chemistry. The chemistry course must be completed not more than five years prior to your admission to the nursing program. If the individual has been out of high school for more than five years he/she may substitute college chemistry (101 or equivalent). You must complete the chemistry requirement (with a "C" or better) by the end of the fall quarter prior to admission into the program.

Previously earned credits for anatomy, physiology, microbiology, sociology, anthropology and psychology can be applied toward the BCC nursing program if: (1) they have been taken from an accredited college within the past five years (anatomy, physiology, and microbiology), (2) they are comparable to similar BCC courses, (3) they are five quarter credits each.

If the student wishes he/she may complete any or all of the required non-nursing courses before entering the nursing program.

A LPN transition program is available for Licensed Practical Nurses who are currently practicing in the health care field. A transition course is offered summer quarter. Upon successful completion of this course students are eligible to enter the second year of the ADN Program.

You will also need a complete physical examination, tuberculin test, dental exam, and evidence of required immunizations and rubella screen.

The Associate Degree Program in Nursing is fully accredited by the Washington State Board of Nursing and the National League for Nursing.

### First Year

#### Credits

- 5 BIOL 201
- 44 NURS 100, 101, 102
- 10 PSYCH 100, 204
- 10 ZOOL 113, 114

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69 **Total Credits**

### Second Year

#### Credits

- 14 Electives
- 44 NURS 210, 211, 212, 213, 214
- 5 SOC 110 or ANTH 202

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63 **Total Credits**

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132 **Total Credits for Associate  
Degree Nursing**

# CAREER PLANNING

## RADIOLOGIC TECHNOLOGY

The Radiologic Technology Program prepares the student to become a diagnostic radiologic technologist capable of carrying out the responsibilities of the staff technologist and includes a general education background. This program is approved by the American Medical Association, the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, and consists of eight consecutive quarters of combined class work and clinical experience including summer quarters.

Upon successful completion of the program, the student will receive an Associate in Arts Degree in Radiologic Technology, and is eligible to write the National Registry Examination for Certification as a Radiologic Technologist.

Students will be admitted to the program in June of each year. Application for admission must be made to the Admissions Office at Bellevue Community College, and includes an application to (1) Bellevue Community College, and (2) the Radiologic Technology Program. Applications are accepted after December 1st.

### Admission to the Program

Approximately 35 students are admitted each year to the Radiologic Technology Program at BCC, with the curriculum beginning in June.

To be eligible for admission, you will need:

1. A minimum grade point average of 2.25 (where "A" is 4 points)

- a. Upon graduation from an accredited high school or completion of GED or
  - b. After completion of 30 quarter credits of college level work.
2. Course prerequisites to be completed with a grade of "C" or better
    - a. College English 100 or placement in English 101.
    - b. College Math 090 at BCC, or placement in Math 101.
    - c. College Chemistry 100 or 1 year of High School Chemistry or High School Physics
    - d. Biology 101 or High School Biology

3. Special Requirement:  
You must arrange with a BCC hospital affiliate to visit its X-ray department for at least eight hours during a regular working day. Your visit to an X-ray department will precede your personal interview with the Radiologic Technology Admissions Committee. (See 4.c. below)

The hospitals affiliates and their phone numbers are:

Harborview Medical Center	223-3346
Providence Medical Center	326-5591
The Swedish Hospital Medical Center	386-2241
University Hospital	548-6200
Veterans Admin. Medical Center	764-2444
Virginia Mason Medical Center	223-6851
Overlake Hospital Medical Center	462-5101

4. Additional requirement:
  - a. Evidence of good physical and mental health
  - b. A willingness to help sick and disabled people

- c. A personal interview with the Radiologic Technology Admissions Committee occurs near the end of winter quarter.

### First Year

#### Credits

5	ENGL 101
10	ZOOL 113, 114
43	RATEC 101, 102, 103, 104, 107, 108, 109, 120, 110, 111, 113, 114
3	Electives

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61 **First Year Credits**

### Second Year

#### Credits

56	RATEC 206, 207, 210, 211, 212, 213, 220, 230, 240
3	Electives

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59 **Second Year Credits**

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120 **Total Credits**

## REAL ESTATE RESOURCES CENTER

The Real Estate Resource Center at Bellevue Community College offers two Associate in Art Degrees: Real Estate and Escrow. Within the Real Estate degree the student may choose one of three specialties: Residential, Commercial and Mortgage Finance. Certificate of Completion Programs are also available in Real Estate and Escrow

# CAREER PLANNING

## Associate Degree in Real Estate Escrow

### College Core Courses

Credits	
5	ACCT 108
5	ECON 100
5	ENGL 101
15	G BUS 101, 120, 202
3	SPCH 100
<hr/>	
35	<b>Credits</b>

### Real Estate Core Courses

Credits	
5	R EST 130
18	R EST 131, 133, 135, 230, 231, 240
<hr/>	
23	<b>Credits</b>

### Escrow Core Courses

Credits	
15	R EST 160, 161, 165, 170, 260
17	Approved Electives
<hr/>	
90	<b>Total Credits</b>

## Associate Degree in Real Estate Mortgage Finance

### College Core Courses

Credits	
5	ACCT 108
5	ECON 100
5	ENGL 101
10	QM 145, DP 105
3	SPCH 100
<hr/>	
30	<b>Credits</b>

### Real Estate Core Courses

Credits	
5	R EST 130
21	R EST 131, 132, 133, 160, 161, 165, 232
<hr/>	
26	<b>Credits</b>

### Business Core Courses

Credits	
20	G BUS 101, 202, 210, 215
14	Approved Electives
<hr/>	
90	<b>Total Credits</b>

## Associate Degree in Real Estate Commercial or Residential

### College Core Courses

Credits	
5	ACCT 108
5	ECON 100
5	ENGL 101
10	G BUS 101, 202
5	QM 145
5	PSYCH 100
5	SPCH 100
<hr/>	
40	<b>Credits</b>

### Real Estate Core Courses

Credits	
5	R EST 130
12	R EST 131, 132, 133, 160
<hr/>	
17	<b>Credits</b>

### Real Estate Variable Curriculum (choose five)

Credits	
3 each	R EST 134, 135, 151, 161, 165, 170, 171, 230, 231, 232, 235, 240, 241, 242, or 260
4 each	R EST 150 or 250
<hr/>	
15/17	<b>Credits</b>
18/16	Approved Electives
<hr/>	
90	<b>Total Credits</b>

## Certificate in Real Estate

### Required Courses

Credits	
5	R EST 130
9	R EST 131, 132, 133
6/7	Any two additional R EST courses (except 105 and 299)
<hr/>	
20/21	<b>Total Credits</b>

## Certificate in Real Estate Escrow

### Required Courses

Credits	
5	R EST 130
18	R EST 131, 133, 160, 161, 165
<hr/>	
20	<b>Total Credits</b>

# RECREATION LEADERSHIP

The recreation leader may assist the professional recreation leader in planning, organizing, and leading recreation activities.

The student shall be prepared for positions in city and county recreation, medical institutions, industrial recreation, camping, and various youth-service organizations. Students also will be prepared for entry into the upper division courses of four-year colleges or universities in preparation for the professional recreation leader, after completion of their formal education at the end of the two-year period.

# CAREER PLANNING

## First Year

### Credits

- 5 ENGL 101
- 8 HLTH 250, 292
- 14 PE 164, 165, 166, 190, 265, 290
- 3 Physical Education Activity
- 2 RECED 160
- 10 Science (Lab Science Preferred)
- 5 SPCH 220

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47 **Total Credits**

## Second Year

### Credits

- 2 PE 209
- 4 DRAMA 211
- 4 PE 264, 266
- 5 PSYCH 100
- 22 RECED 154, 240, 244, 245, 254, 274, 290
- 5 SOC 110
- 4 Approved Electives

---

46 **Total Credits**

## One Year Clerk/Typist Certificate

### Credits

- 5 ACCT 101 or 108
- 5 ENGL 101 or 105
- 33 OFF 102, 103, 104, 105, 106, 109, 112, 113, 125, 130, 150
- 5 QM 145

---

48 **Total Credits for Certificate**

## Two-Year Associate in Arts Degree

### Credits

- 48 Credits from Certificate program
- 16 OFF 110, 111, 151, 155
- 15 G BUS 101, 120, 202
- 11 Electives: 1-5 approved electives outside the program

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90 **Total Credits for Associate in Arts Degree**

## SECRETARY

The Professional Secretary Program leads to an Associate in Arts Degree. There is a constant unfilled demand for secretaries in all phases of business, including word processing. The student's program will vary with the amount of previous experience. Elective courses from any area of the curriculum may thus be valuable, although the student will no doubt wish to elect work in the fields of business, economics, accounting, and human relations.

Students may elect the cooperative work training class by special arrangement through the program chairman.

# 43 ARTS AND HUMANITIES DIVISION



The Division of Arts and Humanities offers a widely diversified range of disciplines, through 12 programs and departments. These courses of study are the traditional humanities (American Studies; Communications; English; French, German, and Spanish languages; Philosophy; Speech), fine and performing arts (Art, Dance, Drama, Music), and occupational programs with kinship to the arts (Graphic Reproduction Technician and Interior Design Technology). In addition, the English Department provides faculty and staffing and sequenced courses in developmental or remedial reading and writing for the Developmental Education Program; and it provides directors for that program's Reading Lab and Writing Lab.

## AMERICAN STUDIES

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The American Studies Program offers a study of American thought and character. Each course pursues a major theme and leads students to explore this theme as it is treated by several disciplines. Students are encouraged to develop individual and innovative projects incorporating ethnic and regional studies and to investigate the future implications of the topic. Instructors for various departments teach in the program.

The courses are designed for both academic transfer (for such majors as business, international studies, art) and vocational students to investigate the

unique experience of American culture and to gain that broadening perspective as an aid to flexibility in careers.

### AMST 101 INTRODUCTION TO AMERICAN MYTH (3)

Overviews American Studies by analyzing the meanings and dimensions of the myth of America as it appears in American life and thought, considering the form of the myth in literature, the arts and mass media. The course would enable students to determine the basis of their value system by careful attention to critical thinking. Applications to most disciplines will be considered.

# 44 ARTS AND HUMANITIES DIVISION

## AMST 102 INTRODUCTION TO AMERICAN CULTURE (2)

Overviews separate disciplines in relation to a central theme in American Studies. The head of the department would arrange for 1-2 week presentations by faculty from art, literature, performing arts, history, geography, political science, sociology, anthropology, geology, environmental studies, computer science, languages, music, etc. depending on the central theme requirements. Examples of themes: American Myth in Life, Comparative Culture: U.S. and Central America.

## AMST 180 ANTHROPOLOGY OF AMERICAN LIFE (5)

Examines the nature of American culture from the standpoint of the social sciences. The historical origins of cultural and political values, the effects of economic changes and the impact of mass culture on American consciousness are among the issues considered.

## AMST 285 AMERICAN HUMOR (5)

Provides a history and analysis of American humor. Topics may include, for the 19th century, Down East, Old Southwest, and Literary Comedians; for the 20th century, the Purple Cow and Columnists humorists. Contemporary forms of humor such as cartoons, cinema, and stand-up comics' routines may also be included.

## AMST 286 POPULAR CULTURE (5)

Analysis of popular culture forms in mass media. Varying topics examined include: Western and romance novels,

cartoons, advertisements, folklore, film, musical comedy, and other contemporary forms.

## AMST 287 AMERICAN HEROES (5)

Investigates the American hero incorporated within the American Dream including the different ideologies for men and women and ethnic minorities. Interdisciplinary approach indicates changing values of heroes in literature, autobiography, history, film, art, and music.

## AMST 288 FRONTIERS--LAND AND SPACE (5)

Explores land--wilderness, frontier, urban development--and space as the major symbol in the American myth. Historical view from Puritan New England Promised Land to Twentieth-century space exploration includes interdisciplinary perspective.

## AMST 294, 295, 296, 297 SPECIAL TOPICS IN AMERICAN STUDIES (V1-5)

Provides opportunity for focused study of various American Studies topics by capitalizing on the special knowledge of college instructors. Appropriate subjects could be American Women artists, American Stages of Life, Modernity in America, Immigrant Women. Subject can be influenced by student request and is announced before each quarter.

## AMST 299 INDIVIDUAL STUDIES IN AMERICAN STUDIES (V1-5)

Covers directed readings, special projects, and independent study by an individual student.

## ART

**DECLARED ART MAJORS** -- Students whose focus is the studio arts (painting, photography, etc.), commercial art, should take the courses outlined as follows:

**FIRST-YEAR FOUNDATION COURSES:** ART 101, 110, 111, 112, 120, 121, 122.

**SECOND-YEAR:** ART 201, 202, 203; and nine credits of studio courses.

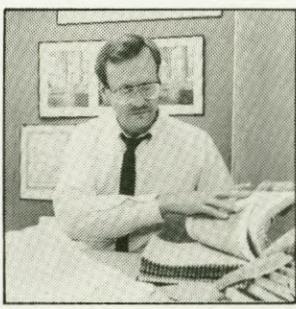
Students who plan to transfer to a university or art school, should see an art adviser for detailed schedule planning as early as possible.

**PREREQUISITES:** Students should be aware that many courses have prerequisites which must be followed in all cases.

Admission to advanced studio courses is dependent upon the successful completion of both foundation and basic studio course work. Check with your advisor or instructor to make certain you have met the prerequisites.

**TRANSFERABILITY:** Students in doubt about transferability of art courses from other colleges and art schools to Bellevue Community College should check with an advisor in the Art Department.

**RETENTION OF STUDENT WORK:** The college reserves the right to retain, from each student, as many as three items from each class each quarter, without monetary compensation.



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## ART 101 ENVIRONMENTAL DESIGN (5)

Provides a look at the visual environment and how various aspects of design affect it and interrelate. The course includes a history of design movements, styles and noted designers since 1850. It also surveys current designers and the fields of architecture, urban planning, landscape, industrial and interior design.

## ART 105 ART APPRECIATION (3)

Offers slide lectures, gallery visits and visiting artists creating a course for the non-art major to discover more about the fine arts. Art 105 includes design in everyday life, evaluating art, a historic survey and an introduction of various art media. Not recommended for art or interior design majors.

## ART 110 BASIC DESIGN (3)

Teaches students the elements and principles of two-dimensional design, with special emphasis on creative problem-solving. (Six hours laboratory)\*

## ART 111 DESIGN: COLOR (3)

Provides a continuation of principles used in ART 110, with emphasis on color theory. Students learn to use and mix paint, understand environmental and psychological use of color, and apply it to their designing. (Six hours laboratory)\* **Prerequisite: ART 110**

## ART 112 THREE-DIMENSIONAL DESIGN (3)

Introduces a basic course emphasizing three-dimensional design. Students develop design concepts involving mass, space, time, and light. (Six hours laboratory) This is usually offered winter and spring quarters. \* **Prerequisite: ART 110**

## ART 120 BASIC DRAWING (3)

Deals with visual and drawing skills, working mostly from "still life" objects and structural forms in the studio and around the campus. Pencil and charcoal are primary media used. (Six hours laboratory)\*

## ART 121 BASIC AND FIGURE DRAWING I (3)

Is a continuation of ART 120, but includes the human figure. (Six hours laboratory.) The course is usually offered winter and spring quarters. \***Prerequisite: ART 120**

## ART 122 BASIC AND FIGURE DRAWING II (3)

Applies skills gained in ART 120 and 121 to problems of composition in drawing. Originality and independent observation are stressed. Additional work in figure drawing is also offered and includes six hours laboratory. Course is usually offered winter and spring quarters. \***Prerequisite: ART 121**

## ART 150 BASIC PHOTO I (5)

Introduces basic camera handling, developing, printing, and composition with black and white film. Students should own a camera with manual exposure control and are expected to supply their own developing tank, film, and photographic paper. (Three hours lecture, four hours laboratory)\*

## ART 151 BASIC PHOTO II (5)

Provides advanced techniques in black and white photography, with emphasis on the creative seeing: the play between light and dark, between soft focus and sharp focus, the use of smaller forms against larger forms, the use of cropping, etc. (Three hours lecture, four hours laboratory)\* **Prerequisite: ART 150 or permission of instructor.**

## ART 153 DARKROOM LABORATORY TECHNIQUES (1)\*

Includes darkroom privileges for students not presently enrolled in a photography class. It is designed for students with a working understanding of processes who wish to gain experience in darkroom work. \* **Prerequisite: ART 150 or permission of instructor**

## ART 199 INDIVIDUAL PROJECTS IN ART (V1-3)

Provides an opportunity for expansion of individual skills outside of the regular curriculum. The student must have had the appropriate foundation level courses relative to the basic studio

\*This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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## ARTS AND HUMANITIES DIVISION

course. Course may be repeated for credit. **Prerequisite:** Permission of instructor

### ART 201 HISTORY OF WESTERN ART (5)

Introduces art history terms and concepts. History of the art of ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, and Gothic period in Europe is discussed with slide lectures.

### ART 202 HISTORY OF WESTERN ART (5)

Deals with a descriptive survey of the art of Europe and America, Renaissance, Baroque, and 18th century Europe.

### ART 203 HISTORY OF WESTERN ART (5)

Offers a descriptive survey of the art of Europe and America in the 19th and 20th centuries.

### ART 210 TEXTILE DESIGN: PRINTING AND DYEING (5)

Introduces textile techniques, with emphasis on the design of the object. Processes include batik, tie and dye, silk screening. (Six hours laboratory)\* **Prerequisite:** ART 110

### ART 211 TEXTILE DESIGN: CONSTRUCTION (5)

Introduces textile techniques, with emphasis on the design of the object. Processes include simple weaving, stitchery, applique, macrame, and rug

knitting. (Six hours lab) This course is offered alternate years.\* **Prerequisite:** ART 110

### ART 212 ADVANCED STUDIO: TEXTILES (5)

Offers studio experience in textiles beyond ART 210 or 211.\* **Prerequisite:** 210 or 211, and permission of the instructor

### ART 221 ADVANCED STUDIO: DRAWING (3)

Provides studio experience in drawing beyond the basic courses.\* **Prerequisite:** ART 111, 122 and permission of instructor

### ART 222 ADVANCED STUDIO: DRAWING (3)

Gives studio experience in drawing beyond ART 221.\* **Prerequisite:** 221 and permission of instructor

### ART 240 OIL PAINTING (V 3-5)

Is an introduction to painting, with instruction in modeling in light and shade, composition, color theory, and technique. (Six hours laboratory) The course is offered alternate years.\*

### ART 242 ADVANCED STUDIO: PAINTING (5)

Offers studio experience in painting beyond ART 240. Course offered alternate years.\* **Prerequisite:** ART 111, 121, and 240, or permission of instructor

### ART 252 BASIC COLOR PHOTO (5)

Introduces basic color theory, processing techniques of negative and positive materials and color enlarging. Emphasis is on establishing a firm technical base for the creative approach to color photography. Regular critique sessions on technique and composition, as they apply to the process of visual communication, are given.\* **Prerequisite:** ART 111, 120, 151, or permission of instructor

### ART 253 ADVANCED PHOTO 1: (BLACK AND WHITE) (3)

Advanced exploration of the history and techniques of photography with assignments in creative solving of visual problems.\* **Prerequisite:** ART 110, 120, 151, or permission of instructor

### ART 260 BASIC CERAMICS I (5)

Gives the student the opportunity to work primarily on hand building processes for high fire clay bodies and glaze work. Limited work on the wheel is included.\*

### ART 299 INDIVIDUAL PROJECTS IN ART (V1-3)

Provides an opportunity for expansion of individual skills outside of the regular curriculum. The student must have had the appropriate foundation level courses relative to the basic studio course. Course may be repeated for credit.\* **Prerequisite:** Permission of instructor

\*This is a studio art course whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.



# 47 ARTS AND HUMANITIES DIVISION

## COMMUNICATIONS

### COMM 141 REPORTING AND NEWSWRITING (5)

Introduces the fundamentals of reporting: Researching, event coverage, interviewing. Also introduces the fundamentals of newswriting: story organization, style succinctness. Includes newspaper function and elements of libel; classroom instruction and practical assignments. **Prerequisite: Eligibility for ENG 101**

### COMM 142 INTERMEDIATE REPORTING (2)

Presents practical assignments in investigative reporting, team reporting, feature writing, and beat coverage. **Prerequisite: COMM 141**

### COMM 143 EDITING TECHNIQUES (2)

Deals with techniques and responsibilities of newspaper editing; emphasis is upon copyreading, headline writing. **Prerequisite: COMM 141 and permission of instructor**

### COMM 144 NEWSPAPER DESIGN (2)

Deals with newspaper design and coverage strategies: headline schedules, page makeup, assignment planning, and picture editing. **Prerequisite: COMM 141 and permission of instructor**

### COMM 145 ADVERTISING STAFF (3)

Teaches the student typography, paste-up, design and sales, and includes practical work on student newspaper. **Prerequisite: Permission of instructor**

### COMM 150 INTRODUCTION TO MASS MEDIA (5)

Deals with organization, operation, and control of the American mass media; influence upon social organization, social values, and social change; relations between media and government, media and their audiences.

### COMM 161 BASIC BROADCASTING (5)

Develops announcing skills and audio operations. Course includes preparation in radio history and regulations and introduction to commercials, news, production, and station organization.

### COMM 162 IMPROVING ANNOUNCING (3)

Improves broadcasting technique and includes on-air and in-class practice and critique. Students audition for broadcasting duties on KBCS-FM. **Prerequisite: COMM 161 and permission of instructor**

### COMM 163 RADIO PRODUCTION (3)

Develops audio production skills and improvement of voicing skills. Tape editing and mixing are covered and production values are developed through class projects. **Prerequisite: COMM 161 and permission of instructor**

### COMM 201 HISTORY OF COMMUNICA- TION (5)

Development of communication from prehistorical changes in the United States and in other nations of the world. Covers social and technological change.

### COMM 240 ADVANCED NEWSWRITING (3)

Concentrates on covering special assignments and interpretative and investigative reporting. **Prerequisite: COMM 141**

### COMM 241 PHOTOJOURNALISM (3)

Involves the use of photography in print communications: conventional pictures (portraits, group pictures, feature stories, sports pictures); and special occasion pictures. Publication values include news angle, cut lines, legal constraints, cropping, and halftoning. **Prerequisite: ART 150 and permission of instructor**

### COMM 245 PRACTICUM IN JOURNALISM (5)

Provides practical work in community journalism involving 10 hours per week working on the staff of a local community newspaper under the supervision of one or more departmental editors. **Prerequisite: Permission of instructor - Enrollment only by arrangement with the Communications Program**

# 48 ARTS AND HUMANITIES DIVISION

COMM 261

## **RADIO NEWS BROADCASTING (2)**

Offers writing, editing, producing and delivering news for radio. **Prerequisite:** COMM 141 and 161 and permission of instructor

COMM 262

## **RADIO NEWS STAFF (1)**

Teaches radio news staff writing, editing and producing news for radio. **Prerequisite:** COMM 261 and permission of instructor

COMM 264

## **PUBLIC AFFAIRS PROGRAMMING (2)**

Enables students to produce individual and group projects in public affairs programming to be broadcast on KBCS-FM. Developing of program ideas, researching of data, working with community ascertainment information, field reporting, telephone reporting and producing of completed programs. **Prerequisite:** COMM 261 and permission of instructor

COMM 265

## **RADIO OPERATIONS STAFF (1)**

Gives the student three to six hours per week working at KBCS-FM in an operator capacity. Limited evaluation of performance is given. No more than six hours can apply to graduation. **Prerequisite:** Appropriate FCC licensing, successful audition, and permission of instructor

COMM 266

## **PRACTICUM IN BROADCASTING (5)**

Provides 10 hours a week spent working in a local broadcast outlet. The course may be repeated for a maximum of 10 credits. **Prerequisite:** Permission of instructor

COMM 299

## **SPECIAL PROJECTS IN COMMUNICATIONS (V1-5)**

Involves individual projects in broadcasting, journalism and advertising, which will enhance the knowledge, skills, and experience gained in specific communications courses. Arrangements should be made with a communications instructor. **Prerequisite:** Previous Communication enrollments and permission of instructor

## **DANCE**

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DANCE 130

### **JAZZ TECHNIQUE I (3)**

Consists of movement studies designed for students interested in developing techniques in a highly energized theatrical style of jazz dance.\*

DANCE 131

### **JAZZ TECHNIQUE II (3)**

Continues DANCE 130. Students are expected to perform at a more advanced level and pick up on the more subtle nuances of style, rhythm, and dynamics.\* **Prerequisite:** DANCE 130 or permission of instructor

DANCE 145

### **HISTORY OF DANCE (3)**

Introduction to dance as an art form. Emphasis is on the origins and development of classical ballet and the modern dance from revolution to the post-modernists.\***Prerequisite:** None

DANCE 151

### **CONTEMPORARY DANCE I (3)**

Introduces technique work at the barre and center floor designed to tune the dancer's instrument. The purposes of the course are: to gain flexibility and strength; to extend the student's movement vocabulary; to develop an awareness of the use of shape and space, time and energy. The course may be taken for PE credit instead of Dance credit by signing up for PE 151.\*

DANCE 152

### **CONTEMPORARY DANCE II (3)**

Continues Contemporary Dance I. Technique studies include longer and more challenging movement combinations. Course is open to men and women students with previous dance experience. If uncertain of ability, confer with Dance Program advisor. Course may be repeated for a maximum of six credits.\*

DANCE 201

### **DANCE ENSEMBLE I (V1-5)**

Consists of a performing group of dancers and movement oriented actors. A variety of styles are included in performance, but emphasis is on dance as an art form. Course includes a "company class", formal and informal improvisation and solo or small group

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.



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work. Emphasis is on improving technique.\* **Prerequisite:** Audition and/or permission of instructor

## DANCE 202 DANCE ENSEMBLE II (V1-5)

Involves a performing group of dancers and movement-oriented actors. A variety of styles are included in performance, but emphasis is on dance as an art form. Course includes a "company class," formal and informal improvisation, solo or small group work. Emphasis is on rehearsing for specific dance works. Choreographic experience is offered to those with more experience and ability.\* **Prerequisite:** DANCE 201 or permission of instructor

## DANCE 203 DANCE ENSEMBLE III (V1-5)

A performing group of dancers and movement-oriented actors. A variety of styles are included in performance, but emphasis is on dance as an art form. Course includes a "company class," formal and informal improvisation, solo or small group work. Stress is on performance. Students combine technical and performing skills and experience the production aspects of concerts (tech and dress rehearsals with lighting, costuming, makeup, etc.)\* **Prerequisite:** DANCE 202 or permission of instructor

## DRAMA

### DRAMA 101 INTRODUCTION TO THE THEATRE (5)

Surveys the modern theatre and the lively arts. Course includes a lecture-

discussion course, with guest speakers representing the many phases of theatre.

### DRAMA 112 THEATRE PRODUCTION I (V2-5)

Consists of actual practice in rehearsal and production, providing performing and/or technical experience. Course may be repeated for a maximum of 15 credits.\*

### DRAMA 114 STUDIO THEATRE I (V2-5)

Involves actual practice in direction, rehearsal, scripting, and production of Stop Gap Studio Theatre performance. Course may be repeated for a maximum of 15 credits.\* **Prerequisite:** Audition and/or permission of instructor.

### DRAMA 120 STAGECRAFT: SETS/PROPS (5)

Provides intensive lecture/laboratory course in basic theories, techniques, and equipment of set and property construction and scene painting. Crew work required in addition to scheduled class hours.\*

### DRAMA 122 STAGECRAFT: LIGHT/SOUND (5)

Is an intensive lecture/laboratory course in basic theories, techniques, equipment, and control of lighting and sound production. Crew work is required in addition to scheduled class hours.\*

### DRAMA 146 THEATRE VOICE AND SPEECH (3)

Provides stage vocal techniques and exercises. Concentration is on practical application of these techniques on the stage and in other performance situations. Course is offered alternate years.\*

### DRAMA 151 ACTING: MOVEMENT (5)

Concentrates on tuning the actor's body; relaxation, fluidity, flexibility, agility, and developing specific skills such as tumbling, stage fights, juggling, and manipulation (mime). Projects include work on specific dramatic situations that incorporate both character work and strenuous physical activity.\*

### DRAMA 152 ACTING: IMPROVISATION (5)

Concentrates on the actor's body; working individually and with others; loosening up; thinking on one's feet; developing a spontaneous sense of play and interplay through exercises focusing on developing a situation; listening; playing objectives; and playing off partner's behavior.\*

### DRAMA 153 ACTING: SCENE STUDY (5)

Involves working with text: character analysis; textual analysis; rehearsal tools; acting one's age; playing against type, underplaying, overplaying; rhythm, timing, pacing, and achieving an objective through work on scenes and monologues. Project includes: working as an ensemble on a theater piece to be presented at the end of the

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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quarter at a public performance.\* **Prerequisite:** Audition and/or permission of instructor

## DRAMA 161 COMMUNITY MUSICAL PRODUCTION (V1-5)

Is a full-scale musical, opera or operetta which provides for participation in the production through Music, Drama, or Dance Programs. It provides experience for solo or chorus dancers, singers, actors, and technical personnel. (See DANCE 161 and MUSIC 161.) Course and credit determined by student's role in production. Course may be repeated for credit.\*

## DRAMA 213 THEATRE PRODUCTION II (V3-5)

Allows participation in a full-scale drama production as a member of the cast or technical crew while providing work experience. Course may be repeated for a maximum of 15 credits.\* **Prerequisite:** DRAMA 112; audition or permission of instructor

## DRAMA 214 STUDIO THEATRE II (V2-5)

Provides actual practice in direction, rehearsal, scripting, and production of Stop Gap Studio Theatre performance. Course may be repeated for a maximum of 15 credits.\* **Prerequisite:** Permission of instructor

## DRAMA 251, 252, 253 ADVANCED ACTING (5) (5) (5)

Studies an intensive course sequence in acting with integrated laboratory work in movement and voice, improvisation, mime, and scene analysis. Emphasis is

on realistic acting with introduction to styles and genres.\***Prerequisite:** DRAMA 151, 152, 153 or permission of instructor

## DRAMA 299 INDIVIDUAL RESEARCH (V2-5)

Provides advanced individual study in the areas of acting, stage, costume and lighting design, publicity, playwriting, or directing.\***Prerequisite:** Permission of instructor

## ENGLISH

The Reading and Writing Labs are available to BCC students for free non-credit tutorial support. See the Student Services Chapter for description of services and location of labs.

## ENGL 080 STRATEGIES FOR LEARNING ENGLISH (V1-5)

Is designed for the student whose skills are not compatible with materials/methodology offered in regular reading classes. English 080 is Independent Studies in the Reading lab. Skills are assessed so that each student enrolled works on an individually prescribed program under the supervision of the Reading lab Director and an assigned tutor.\***Prerequisite:** Permission of instructor

## ENGL 085 READING II (5)

Emphasizes literal reading skills (finding the main idea, identifying details, identifying patterns of organization in paragraphs), vocabulary building, and study skills (use of dictionary, simple

outlining). The student works in the Reading Lab one or two days per week with individualized materials. This class is compatible with English 094 or 095. **Prerequisite:** placement test

## ENGL 087 READING III (5)

Emphasizes improving literal and simple inferential comprehension skills. Secondary emphasis includes improving vocabulary skills and reading rate. The student works in the Reading Lab one to two days per week with individualized materials. This class is compatible with English 096, 097, 098, or 099. **Prerequisite:** placement test

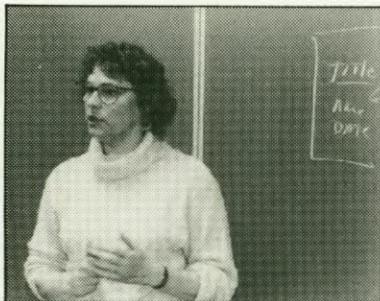
## ENGL 089 READING IV (5)

Emphasizes improving inferential comprehension, vocabulary, reading study-skills (textbook reading), and reading rate. The student works in the Reading Lab one to two days per week with individualized materials. This class is compatible with English 100 ESL, English 100 or 101. **Prerequisite:** placement test

## ENGL 090 STRATEGIES FOR IMPROVING WRITING SKILLS (V1-5)

Designed for the student whose skills are not compatible with materials/methodology offered in regular writing classes. ENGL 090 is Independent Studies in the Writing Lab. Skills are assessed so that each student enrolled works on an individually prescribed program under the supervision of the Writing Lab Director and an assigned tutor. **Prerequisite:** Permission of instructor

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.



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## ENGL 094 DEVELOPMENTAL ENGLISH I - ESL (5)

Emphasizes sentence structure, punctuation, spelling and recognition of basic parts of speech. On completion, the student is able to write complete sentences and has been introduced to the paragraph unit. **Prerequisite:** placement test/English must be a second language.

## ENGL 095 DEVELOPMENTAL ENGLISH I (5)

Emphasizes sentence structure, punctuation, spelling and recognition of basic parts of speech. On completion, student is able to write complete sentences and has been introduced to the paragraph unit. **Prerequisite:** Placement Test

## ENGL 096 DEVELOPMENTAL ENGLISH II ESL (5)

Is an extension of Developmental English I, for the student who requires further instruction in these skills. **Prerequisite:** ENGL 094/placement test/English must be a second language.

## ENGL 097 DEVELOPMENTAL ENGLISH II (5)

Is an extension of Developmental English I, for the student who requires further instruction in these skills. **Prerequisite:** ENGL 095 or placement test

## ENGL 098 DEVELOPMENTAL ENGLISH III - ESL (5)

Emphasizes building basic, 100-word paragraphs. Course work includes topic sentence, focus, development of supporting detail and related usage problems; and punctuation and spelling. **Prerequisite:** ENGL 096, placement test, English must be a second language

## ENGL 099 DEVELOPMENTAL ENGLISH III (5)

Emphasizes building basic, 100-word paragraphs. Coursework includes topic sentence, focus, development of supporting detail and related usage problems; and punctuation and spelling. **Prerequisite:** ENGL 097 or placement test

## ENGL 100 DEVELOPMENTAL ENGLISH IV (5)

Emphasizes writing clear and complete sentences; sustaining a definite focus and point of view in a 200-350 word paper; linking ideas in a progressive, flowing sequence; making accurate paragraph distinctions and correctly signaling them; and spelling and punctuating accurately. **Prerequisite:** ENGL 099 or placement test

## ENGL 101 WRITTEN EXPRESSION (5)

Provides practice on a more advanced level than ENGL 100, in writing clearly and effectively. The course particularly emphasizes developing awareness of one's surroundings, acquiring fluency, choosing the kind of language most natural to each writer, and learn-

ing to edit the final manuscript. **Prerequisite:** A or B in ENGL 100 or placement test

## ENGL 102 WRITTEN EXPRESSION (5)

Emphasizes research, analytical writing techniques, and the functions of language. **Prerequisite:** ENGL 101

## ENGL 103 ACCESSING INFORMATION TODAY (3)

Is designed to familiarize students with effective ways of assessing information through a variety of general reference sources, indexes and databases. Also examined are the social and psychological barriers impeding free access to information.

## ENGL 105 MECHANICS OF ENGLISH, A SURVEY (5)

Which is college-level, not remedial, emphasizes grammar, usage, sentence structure, and punctuation in the context of the student's own writing. The content and goals are partly determined by the needs of the participants. **Prerequisite:** A or B in English 100 or placement test

## ENGL 106 COLLEGE READING AND ANALYSIS (5)

Is for the student who reads at levels 12-15. This course emphasizes the development of critical reading and thinking skills (analysis, synthesis, evaluation) necessary for successful completion of college level course in the Humanities, Social Sciences and Sciences. **Prerequisite:** placement test

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## ARTS AND HUMANITIES DIVISION

### ENGL 107, 108 ENGLISH AS A FOREIGN LANGUAGE (5) (5)

Includes enrollment of non-native speakers only, after completion of three English courses numbered below 100. The course validates "foreign language" development for non-native speakers. (Enrollment in 108 requires additional 15 credits below 100.) **Prerequisite: Permission of program chairperson**

### ENGL 110 READING POETRY (5)

Introduces major poets and a wide range of poetic styles in English. Its primary objective is to enable the student to more fully enjoy poetry through understanding the conventions of poetic usage and structure. Equal emphasis is placed on classroom explanation of poems and group discussion in order to build skill in interpretation.

### ENGL 111 READING DRAMA (5)

Broadly introduces major plays including a variety of works from traditional and modern playwrights. Its primary objective is to enable the student to enjoy drama more fully through understanding its conventions, styles, and techniques.

### ENGL 112 READING FICTION (5)

Is a study of fictional forms ranging from short stories to novels, exploring the techniques and effects achieved.

### ENGL 114 THE FILM AS LITERATURE (5)

Introduces the critical study of the motion picture as an expressive

medium bearing close affinities to the forms and styles of literary art but possessing its own unique language, history, formal conventions and critical bibliography. Focus of study is on the feature-length film as a novelistic form, but the documentary as an expository form is also examined.

### ENGL 130, 131 INTRODUCTION TO LITERATURE (5) (5)

Is an introduction to literature course for evening students only. Its focus is to combine genres (fiction, drama, poetry) each quarter to broaden the evening student's exposure to literature. Format consists of class discussion with minimal lecture; material varies according to instructor.

### ENGL 210 INTRODUCTION TO EUROPEAN LITERATURE (5)

Intensively examines the fiction, drama, and poetry from European cultures. Content varies but is limited to 19th and 20th Century works in translation. **Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series**

### ENGL 215 FOLKLORE: MYTH, FOLKTALE, AND LEGEND (5)

Surveys the stories of selected cultures in order to evolve principles concerning common motifs and styles, to explore relationships between cultural perspectives and folklore, and to examine theories concerning its origins and significance. **Recommended prerequisite: ENGL 101, 102 or a literature course in the 100 series**

### ENGL 231 INTRODUCTION TO SHAKESPEARE (5)

Surveys the development of Shakespeare's dramatic and literary art. Through a lecture/discussion structure, the course offers study in representative comedies, tragedies, romances, and histories. **Recommended prerequisite: ENGL 101, 102, or a literature course in the 100 series**

### ENGL 232 INTRODUCTION TO SHAKESPEARE II (5)

Is a continuation of English 231 offering comedies, tragedies and histories not covered in 231. **Recommended prerequisites: 101, 102 or a literature course in the 100 series**

### ENGL 241 THE BIBLE AS LITERATURE (5)

Combines lecture/discussion exploring the oral and written traditions of literature in the Old and New Testaments, emphasizing the historical, cultural, and literary aspects of Scripture. **Recommended prerequisite: ENGL 101, 102 or a literature course in the 100 series**

### ENGL 263 ENGLISH LITERATURE: BEOWULF THROUGH SHAKESPEARE(5)

Introduces the major writers and writing styles of the period, including "Beowulf," representative works by Chaucer, and one or more Shakespearean plays. **Recommended prerequisite: ENGL 101, 102 or a literature course in the 100 series**



# 53 ARTS AND HUMANITIES DIVISION

## ENGL 264 ENGLISH LITERATURE: DONNE THROUGH JOHNSON (5)

Surveys major literary figures, styles, and themes of the 17th and 18th Centuries, including early periodicals and the beginnings of the English novel. The course typically features figures such as Milton, Dryden, Congreve, Richardson, Fielding, Goldsmith, Pope, and Swift. **Recommended prerequisite:** ENGL 101, 102, or a literature course in the 100 series

## ENGL 265 ENGLISH LITERATURE: BLAKE THROUGH HARDY (5)

Surveys the major Romantic and Victorian writers as they reflect the changing attitudes of their time. **Recommended prerequisite:** ENGL 101, 102, or a literature course in the 100 series

## ENGL 266 ENGLISH LITERATURE: TWENTIETH CENTURY WRITERS (5)

Surveys modern British writers with emphasis on major movements and figures, including Eliot, Yeats, Conrad, Joyce, Lawrence, Auden, Thomas, Woolf, and Forster. **Recommended prerequisite:** ENGL 101, 102, or literature course in the 100 series

## ENGL 267 AMERICAN LITERATURE: BEGINNINGS THROUGH CIVIL WAR (5)

Provides readings from authors such as Edwards, Franklin, Thoreau, Hawthorne, Melville, Twain and others, and considers their respective contributions to the American literary scene.

**Recommended prerequisite:** ENGL 101, 102, or a literature course in the 100 series

## ENGL 268 AMERICAN LITERATURE: CIVIL WAR TO END OF WORLD WAR I (5)

Gives readings in American literature emphasizing the realistic period and including such writers as Dickinson, James, Adams, Howells, Crane, Dreiser, and Twain. **Recommended prerequisite:** ENGL 101, 102, or a literature course in the 100 series

## ENGL 269 AMERICAN LITERATURE: END OF WORLD WAR I TO PRESENT (5)

Offers readings in American literature emphasizing the expatriots and the experimental, including such writers as Fitzgerald, Hemingway, Steinbeck, Faulkner, Flannery, O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. **Recommended prerequisite:** ENGL 101, 102, or a literature course in the 100 series

## ENGL 270 PROFESSIONAL REPORT WRITING (5)

Incorporates organization, development and expression of ideas with practical problems in logical and concise writing. Technical periodicals and reference works with proper bibliographical usage are emphasized. **Prerequisite:** ENGL 101

## ENGL 271, 272 EXPOSITORY WRITING (5) (5)

Provides a chance for further development of writing skills, learned in

ENGL 101 or 102, and extended practice in developing ideas and finding the prose form best suited to each subject. Emphasis is on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews, and upon individual projects. ENGL 272 in planned for those wishing to continue work begun in ENGL 271. **Prerequisite:** ENGL 101

## ENGL 273, 274, 275 VERSE AND SHORT STORY SERIES (CREATIVE WRITING) (5) (5) (5)

Analyzes contemporary styles in poetry and fiction. Course includes class analysis of student manuscripts.

## ENGL 276 WOMEN IN LITERATURE (5)

Combines lecture/discussion to explore the rich diversity of style, themes, and subjects in women's writings from the 12th to the 20th Centuries. Content emphasizes current, contemporary writers. **Recommended prerequisite:** English 101, 102 or a literature course in the 100 series

## ENGL 281 CREATIVE WRITING CONFERENCE (V1-5)

Allows students contract with the instructor to complete a particular kind or piece of writing. This course is 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)

Provides opportunity for focused study of various literatures utilizing the spe-

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## ARTS AND HUMANITIES DIVISION

cial knowledge of instructors. Appropriate subject matter could be science fiction, or concentration on single figures, regional writers or particular themes. Subject matter can be determined by student request and is announced before each quarter. May be repeated for a maximum of 15 credits.

### ENGL 299 DIRECTED READING AND RESEARCH (V1-5)

Allows individual study of given authors or areas of special interest by arrangement with instructor. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

## FOREIGN LANGUAGES

### FRNCH 101 BEGINNING FIRST-YEAR FRENCH (5)

The methods and objectives are primarily audio-lingual, practice with cassettes being an integral part of the course. Basic reading and writing skills are gradually introduced.

### FRNCH 102 INTERMEDIATE FIRST-YEAR FRENCH (5)

Is a continuation of FRNCH 101. **Prerequisite: 101 level course or permission of instructor**

### FRNCH 103 ADVANCED FIRST-YEAR FRENCH (5)

Is a continuation of FRNCH 102. **Prerequisite: 102 level course or permission of instructor**

### FRNCH 201 BASIC SECOND YEAR FRENCH (5)

Reviews French grammar and is designed for students who have already acquired a basic knowledge of all four French language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand fluency in French while acquainting students with France and the French-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. **Prerequisite: 103 level course or permission of instructor**

### FRNCH 202 INTERMEDIATE SECOND YEAR FRENCH (5)

Continues FRNCH 201. **Prerequisite: 201 level course or permission of instructor**

### FRNCH 203 ADVANCED SECOND-YEAR FRENCH (5)

Continues FRNCH 202. **Prerequisite: 202 or permission of instructor**

### GERM 101 BEGINNING FIRST-YEAR GERMAN (5)

Methods and objectives are primarily audio-lingual. Practice with cassettes is required.

### GERM 102 INTERMEDIATE FIRST-YEAR GERMAN (5)

Continues GERMN 101. **Prerequisite: 101 level course or permission of instructor**

### GERM 103 ADVANCED FIRST-YEAR GERMAN (5)

Continues GERMN 102. **Prerequisite: 102 level course or permission of instructor**

### GERM 104v (FLAP) INDIVIDUALIZED FIRST- YEAR GERMAN (V1-10)

Requires that each student bears the major responsibility for his/her own learning. Emphasis lies on a balanced approach to the "four skills" of language learning: listening, speaking, reading, and writing, with ample opportunity to engage in extra practice in any of these skills. With the help of an instructor on a one-to-one basis, the student proceeds at his/her own pace earning credits based on achievement; any student may earn between 1 and 10 credits for completing the equivalent of two quarters' study of German in one quarter.

### GERM 201 BASIC SECOND-YEAR GER- MAN (5)

Reviews German grammar and is designed for students who have already acquired a basic knowledge of all four German language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand fluency in German while acquainting students with Germany and the German-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. **Prerequisite: 103 level course or permission of instructor**



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## **GERM 202 INTERMEDIATE SECOND- YEAR GERMAN (5)**

Continues GERMN 201. **Prerequisite:** GERMN 201 or permission of instructor

## **GERM 203 ADVANCED SECOND-YEAR GERMAN (5)**

Continues GERMN 202. **Prerequisite:** GERMN 202 or equivalent

## **SPAN 101 BEGINNING FIRST-YEAR SPANISH (5)**

Is primarily audio-lingual in its methods and objectives. Practice with cassettes is an integral part of the course. Basic reading and writing skills are gradually introduced.

## **SPAN 102 INTERMEDIATE FIRST-YEAR SPANISH (5)**

Continues SPAN 101. **Prerequisite:** 101 course level or permission of instructor

## **SPAN 103 ADVANCED FIRST-YEAR SPANISH (5)**

Continues SPAN 102. **Prerequisite:** 102 level course or permission of instructor

## **SPAN 201 BASIC SECOND-YEAR SPANISH (5)**

Reviews Spanish grammar and is designed for students who have already acquired a basic knowledge of all four Spanish language skills: listening, speaking, reading, and writing. Its aim is to continue to reinforce and expand

fluency in Spanish while acquainting students with Spain and the Spanish-speaking world. Emphasis is given to the conditions and situations of modern life, including relevant historical and literary perspectives. **Prerequisite:** 103 level course or permission of instructor

## **SPAN 202 INTERMEDIATE SECOND- YEAR SPANISH (5)**

Continues SPAN 201. **Prerequisite:** SPAN 201 or equivalent

## **SPAN 203 ADVANCED SECOND-YEAR SPANISH (5)**

Continues SPAN 202. **Prerequisite:** SPAN 202 or equivalent

## **FOREIGN LANGUAGE ALTERNATIVE PROGRAM (FLAP)**

Students who are interested in the FLAP program register for the language of their choice and for the designated hour and location of that section. FLAP students have different emphasis on the basic four language skills of comprehension, speaking, reading, and writing than regular language classes. In their second year, they may expect greater individualization of instruction as the instructor offers materials more congruent with student objectives, whether vocational or academic.

## **FOREIGN LANGUAGE ALTERNATIVE PROGRAM (FLAP)**

These classes are designed for students:  
- who have the ability and want to share the classroom activities within the same structured units and earn 5 credits.

- who had French, German or Spanish in the past and need to review it in an individualized situation, earning 5 to 15 credits.
- who need to review an appropriate section or course offering so as to be able to sign up for the highest sequential offering.
- who want to review first-year college grammar in one quarter in order to carry on in foreign language study at BCC or the transfer college of their choice.

In the second year, students may choose academic or vocational tracks congruent with their objectives, or a combination of both. Emphasis is placed on oral expression through the study of culture and civilization. Special audio-visual materials are used to meet the above objective. Students may also have a choice of any individual approach with a great emphasis on reading and writing skills, as well as a grammar review.

The FLAP Program includes arrangements through which we combine our second year classes with our most advanced first-year group each quarter.

## **GRAPHIC REPRODUCTION**

### **GR 100 SURVEY OF GRAPHIC REPRODUCTION (3)**

Is designed to give all students a brief overview into graphic arts. Students are allowed to explore the many careers within the industry and have hands-on-experience with some of the tools and equipment used.

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## ARTS AND HUMANITIES DIVISION

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GR 101

### **COPY PREPARATION (3)**

Studies the techniques involved in preparing and designing camera-ready art for printing materials.

GR 110

### **PHOTO TYPESETTING (5)**

Is an in-depth study in the operating, scheduling and programming of composing and typesetting equipment. Applications of these skills and techniques are those used in the printing, publishing and duplicating industry. **Prerequisite: Permission of instructor and the ability to type 30 words per minute.**

GR 120

### **PROCESS CAMERA TECHNIQUES (5)**

Teaches the process camera processes using inspection, time and gray scale exposure and developing techniques. The latter part of this program includes the making of halftones using the densitometer and exposure calculator.

GR 130

### **NEGATIVE STRIPPING AND OFFSET PLATE MAKING (5)**

Demonstrates principles and practice of preparing process negatives into flats for metal and foil printing plates, encompassing negative scribing, multiple burns, step and repeat processes, and page and booklet layout, also principles and operation of electrostatic, photodirect and direct image platemaking.

GR 140

### **OFFSET PRESS OPERATION (5)**

Introduces offset lithography using 10 x 15 to 15 x 18 offset duplicators. The emphasis is on quality offset duplication, the ability to make all duplicator operator adjustments, and the troubleshooting of printing problems.

GR 150

### **PAPER TECHNOLOGY AND BINDERY (3)**

Teaches qualities, characteristics, and pricing of papers, inks, designs, and bindery practices. Course emphasis is on paper making, paper textures, paper weights, and psychology of paper color and textures. Students are instructed in matching customer printing needs with appropriate paper, design, ink, binding and their costs.

GR 200

### **ADVANCED COPY PREPARATION — SPECIAL EFFECTS (5)**

Is an advanced copy preparation class which teaches various special printing effects which incorporates bleeds, screens, surprint, reverses, and other designs and interpretation of customer's needs. This course may be repeated for a maximum of 10 credits. Six hours lab per week TBA. **Prerequisite: second year status or permission of instructor**

GR 210

### **ADVANCED TYPESETTING (5)**

Is a course for advanced students in the field of cold-type preparation, either strike on or photo composition. This course may be repeated for a maximum of 10 credits. **Prerequisite: Second-year status or permission of instructor**

imum of 10 credits. **Prerequisite: Second-year status or permission of instructor**

GR 220

### **ADVANCED PROCESS CAMERA (5)**

Presents a course in advanced line, half-tone and special effect photographic techniques. Students create color printing from black and white art and are introduced to different color proofing systems. Course may be repeated for a maximum of 15 credits. **Prerequisite: second year status or permission of instructor**

GR 240

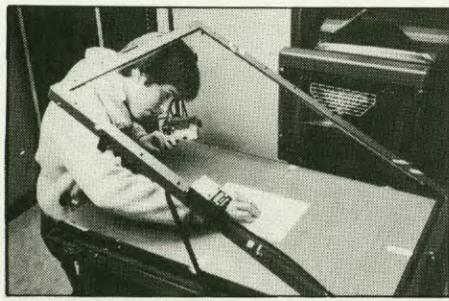
### **ADVANCED OFFSET PRESS (5)**

Develops skill and proficiency in operating large offset duplicators and small offset presses with emphasis on high quality printing. To be taken in conjunction with GR 220. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

GR 260

### **PRINTING JOB ORGANIZATION (3)**

Allows practical experience in pricing and estimating. Beginning with accepting a printing job, trainees become familiar with the ordering of special papers, supplies and other printing materials in a realistic production oriented shop. The trainees experience cost estimating, scheduling for production and arranging for outside services when necessary. **Prerequisite: Permission of instructor**



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## GR 261 PRACTICUM IN GRAPHIC REPRODUCTION (5)

Provides practical training in production problems connected with the operation of a printing duplicating facility. Training may be either in the college graphic reproduction facility or on work release to an outside print shop, and includes the taking of inventory and purchasing. **Prerequisite: Permission of instructor**

## GR 299 GRAPHIC REPRODUCTION SPECIAL PROJECTS (V2-5)

Allows a student to explore areas of graphic reproduction in greater depth. May be repeated for a maximum of 15 credits. **Prerequisite: Second year status and permission of instructor**

## HUMANITIES

### HUMAN 194, 195, 196, 197 SPECIAL TOPICS IN HUMANITIES (V1-5)

Gives varying presentations in course or workshop format in the humanities subject area.

### HUMAN 294, 295 296, 297 SPECIAL TOPICS IN HUMANITIES (V1-5)

Provides opportunity for focused study of subjects which cross several disciplines in the humanities, specifically, the liberal arts, generally. Appropriate subjects could be nuclear armament dilemmas, the creative artist in the twentieth century, or concentration on single figures, particular multidisciplinary themes, regional creative artists. Subjects can be determined by

student request and are announced before each quarter. Course may be repeated for a maximum of 15 credits.

## INTERIOR DESIGN TECHNOLOGY

### HOMECEC 110 TEXTILES FOR INTERIORS (5)

Presents an intensive study of fabrics used for interiors. Course includes lectures, discussion, laboratories and quiz sections and analyzes upholstery, drapery fabrics and carpeting in relation to performance and care. All of the components of each fabric are analyzed and compared. Course is usually offered fall quarter.

### INDES 140 INTRODUCTION TO INTERIOR DESIGN (3)

Surveys Interior Design. Course is open to all interested students and includes lectures, discussions and slides, with assigned readings, and projects. Some topics include color, space, form, light, furniture, windows, floors and accessories.

### INDES 150 HISTORY OF FURNITURE (3)

Provides lectures, discussions and slides and covers the dominant characteristics and motifs of furniture from antiquity to the 20th century. Class explains how people, social conditions and technology influenced the design of furniture of each period.

### INDES 151 TWENTIETH CENTURY FURNITURE (3)

Continues INDES 150 with same format. Class includes study of furniture designers and movements from Victorian period to present. Furniture of each period is analyzed in terms of human values, social conditions, technology and design criteria.

### INDES 152 FURNITURE DESIGN AND CONSTRUCTION (3)

Is a studio course, required of interior design majors. Students design, draft, and construct furniture and learn about material for the construction of furniture engineering basics, manufacturing processes, joinery and finishes. **Prerequisite: recommended, INDES 150, 151, 160, 190**

### INDES 160 GRAPHIC COMMUNICATION I (5)

Presents a fast-paced, beginning course that introduces the variety of graphic tools, techniques and conventions used for effective visual communication in design. The course focuses on three basic aspects of graphic communication: architectural drafting, lettering and freehand pencil sketching. **Prerequisite: ART 110, 120**

### INDES 165 VISUAL PRESENTATIONS (5)

Introduces tools and techniques for illustrative graphic presentations of design ideas, concepts, and final products. Course concentrates on relatively simple and rapid techniques, in both black and white and colored media, including graphite, ink, colored

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pencils, felt-tipped markers, watercolor and collage, along with various reproduction, transfer and mounting techniques. **Prerequisite:** ART 111, INDES 160

## INDES 170 RESIDENTIAL SPACE PLANNING (5)

Introduces fundamental concepts for planning organizing and arranging spaces. It deals with architectural and interior space needs based on the activities and priorities of the users, and concentrates on making the best functional and aesthetic use of minimum space. Work focuses on the design of the residential "lifespace." **Prerequisite:** INDES 140, 160 and ART 110

## INDES 180 PROFESSIONAL PRACTICES (3)

Gives procedures for becoming a residential interior designer and provides information about available resources and services, responsibilities for working with showrooms, service personnel, and clients. Course also includes information about seeking employment and managing a small business. **Prerequisite:** INDES 160, 170

## INDES 181 PROFESSIONAL PRACTICES II (3)

Continues to prepare students for work as professional interior designers. Emphasis is on working with commercial interior design firms. Students learn every aspect of commercial interior design work: client interviewing, programming, specifying, design procedures, becoming familiar with fabricators and suppliers, productive business

procedures and various employment opportunities in the design industry. **Prerequisite:** INDES 180

## INDES 185 PRACTICUM IN INTERIOR DESIGN (3)

Provides individually tailored experiences in either residential or commercial interior design. The student, with his/her advisor, selects a work experience with future employment expectations. **Prerequisites:** INDES 150, 160, 170

## INDES 190 MATERIALS AND CONSTRUCTION (3)

Provides basic knowledge of the physical components used in the building trades. Industry-wide classification systems, standards and resources, the basic physical properties of building materials, and the basics of building construction systems are covered, along with interior finishing systems, millwork and cabinetry, equipment, and mechanical and electrical systems. **Prerequisite:** INDES 140, 160 or concurrent

## INDES 191 LIGHTING (3)

Is an introduction to the design lighting for the built environment. Information about properties of light, perception and how we see, natural and artificial light sources, lighting device and controls, and specific design problems is included. **Prerequisite:** INDES 160 and 190

## INDES 260 GRAPHIC COMMUNICATION II (5)

Introduces specific professional applications for graphic communication skills.

It delineates the design and construction process, and specifically deals with the technical drawings needed by tradespersons for construction. Information about specification, building trades, building materials and methods is included. **Prerequisite:** INDES 160, 190

## INDES 270 INTERIOR DESIGN II (5)

Uses special populations such as the young, the elderly and the physically handicapped as a vehicle for study of the design process. Focuses on formulating and developing a design process for interior design problems, from conceptualization and schematics through design development and presentation. **Prerequisite:** INDES 165, 170, 260

## INDES 271 INTERIOR DESIGN III-- RESIDENTIAL DESIGN (5)

Familiarizes the student with the particular demands and challenges of residential design work using skills acquired in previous classes. Interior design as a problem-solving discipline is emphasized. Projects explore the practical aspects of residential design--functional requirements, color and materials selection, lighting design, and remodeling--and the ways and means of working with residential clients in consultation, interview and design concept presentation. **Prerequisite:** INDES 270

## INDES 272 INTERIOR DESIGN IV-- COMMERCIAL DESIGN (5)

Focuses on the total design process for solving interior design problems. In addition to graphic presentation skills, this course develops students' verbal skills for client interaction situations.

Emphasis is placed on the use of light, color, space, form, materials, architectural signage and graphics. **Prerequisites:** INDES 270, 271

**INDES 285**  
**PRACTICUM IN**  
**INTERIOR DESIGN (3)**

Is a second work-study experience that provides the student with perspective on interior design work opportunities similar to the type hoped for in future employment. **Prerequisites:** INDES 150, 160, 170

INDES 194, 195, 196, 197 and 294, 295, 296, 297

**SPECIAL TOPICS IN**  
**INTERIOR DESIGN (1-5)**

Allows the student to pursue a specialized or in-depth study of a particular subject relating to interior design. Supplements the information in the required courses in a subject area in order to accommodate student interests. The course may be repeated for a maximum of 10 credits. Special elective courses are offered under this number as well. These are enrichment courses for one or two credits offered in the form of labs or seminars, often taught by visiting professionals. The credits count as electives. **Prerequisite:** Permission of program chairperson or instructor

**INDES 299**  
**INDIVIDUAL STUDIES IN**  
**INTERIOR DESIGN (V 1-5)**

Studies selected topics or approved work experience in the field of Interior Design Technology. May be repeated for a maximum of 10 credits. **Prerequisite:** INDES major and permission of instructor

**MUSIC**

Suggested minimum program for music majors and minors is:

**First year:** MUSIC 110, 111, 112--First Year Theory MUSIC 140--First Year Private Instruction I and participation in at least one performing group each quarter.

**Second year:** MUSIC 210, 211, 212--Second Year Theory MUSIC 240--Second Year Private Instruction I and participation in at least one performing group each quarter.

**MUSIC 100**  
**COLLEGE CHOIR (3)**

Is open to all students interested in singing. Selected voices are chosen by audition for various ensembles from entire choir membership. Choir includes five hours of rehearsal per week plus all scheduled rehearsals and performances. Course is designed to promote understanding and skills essential to group and choral singing. It may be repeated for a maximum of 18 credits.\*

**MUSIC 101**  
**COMMUNITY**  
**SYMPHONIES (1)**

Provides college credit for BCC students playing in approved community or symphony groups. Usual rehearsal time is one evening per week. See Music Program for approved groups. Course may be repeated for a maximum of 6 credits.\***Prerequisite:** Prior enrollment in Music 101 or permission of Music program chairperson

**MUSIC 102**  
**BELLEVUE COMMUNITY**  
**BAND (1)**

Presents an existing community band, composed of high school graduates and college students from the Bellevue area. The band meets once a week to rehearse symphonic band literature. It performs publicly several times each year. Membership for Bellevue Community College students open by consent of director of band. Course may be repeated for a maximum of six credits.\* **Prerequisite:** Prior enrollment in Music 102 or permission of Music program chairperson

**MUSIC 104**  
**SMALL INSTRUMENTAL**  
**ENSEMBLES (2)**

Includes woodwinds, strings, brass, and stage band. Literature and performance are to develop technique, independence of part, and sensitivity. Two hours minimum rehearsal per week is required. The course may be repeated for a maximum of 12 credits.\* **Prerequisite:** Permission of instructor

**MUSIC 105**  
**VOCAL JAZZ**  
**AND RECORDING**  
**ENSEMBLE (2)**

Consists of a vocal ensemble selected by audition from the membership of the college concert choir. This group explores and develops the vocal techniques, performance and recording skills necessary to the contemporary recording studio singer. It may be repeated for a maximum of 12 credits.\* **Prerequisite:** Concurrent membership in MUSIC 100 and prior enrollment in MUSIC 105 or permission of instructor

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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## MUSIC 106

### JAZZ BAND (3)

Is open to all instrumentalists within the Stage Band instrumentation (trumpet, trombone, saxophone, and rhythm section). Auditions for chairs are held during the first week of the quarter. Emphasis is on the art of jazz improvisation, performance and interpretation of contemporary and traditional jazz, and exposure to the performance demands of a professional musician. The course may be repeated for a maximum of 18 credits.\* **Prerequisite:** Ability to read music and competency on student's instrument

## MUSIC 107

### FUNDAMENTALS OF MUSIC (5)

Offers one-quarter survey class, which studies the structure of music and its notation. The goal of the class is to learn the elements of music and how to use them. Some of these include reading and writing basic pitch and rhythm notation, constructing scales and chords, writing melodies, and some basic keyboard skills. The course is intended for non-majors or beginners with little or no musical experience.

## MUSIC 108

### LISTENING TO MUSIC (5)

Helps develop a more direct awareness of music; class emphasizes listening in order to recognize how a composer uses the musical materials to create different effects. Studies include texture, rhythm, melodic motion and shape, harmony, sounds of instruments, how the composer organizes his materials, and the function of form. Materials are

drawn from all styles and periods of music. Class concludes with short historical survey of music from medieval times to present and is for the general student.

## MUSIC 110, 111, 112

### FIRST YEAR THEORY (5) (5) (5)

Consists of three courses which comprise the first three quarters of a two-year, six quarter sequence of Music Theory. It is primarily intended for music majors, but also for students who wish to compose or perform. The courses cover notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight-singing and ear training are included as well. This sequence is also recommended for piano instructors who wish to fulfill their theory requirement. **Prerequisite:** For MUSIC 110 is a basic knowledge of music notation and performance capability on an instrument or voice; prerequisite for MUSIC 111 is MUSIC 110 or equivalent; prerequisite for MUSIC 112 is MUSIC 111 or equivalent.

## MUSIC 113

### SURVEY OF MUSIC HISTORY (ANTIQUITY TO 1800) (5)

Presents an overview of the origins of music from its earliest forms to its development as a major art form by 1800. Course work includes reading, research work on prominent composers and styles and development of some listening skills.

## MUSIC 114

### SURVEY OF MUSIC HISTORY (1800 TO PRESENT) (5)

Presents an overview of the composers, music and philosophy of the Romantic period through Impressionism, Expressionism and music of the 20th Century. Course work includes lectures, demonstrations, listening exercises, and research work on composers and their most famous works. Though this course begins where MUSIC 113 ends, it is intended to be non-sequential, and does not require 113 as a prerequisite.

## MUSIC 120

### CLASS VOICE (GROUP VOCAL INSTRUCTION) (2)

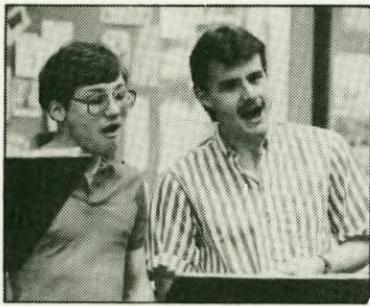
Is intended for major and non-major students who have never received any vocal training on an individual basis. Prior knowledge of music notation is not necessary as it is covered in the course. Voice science, vocal production, pronunciation, style, music notation, and some music literature are included.\*

## MUSIC 130

### GROUP PIANO INSTRUCTION I (2)

Prepares the beginning music major for the eventually required piano competency and provides basic keyboard experience for nonmajors. Course includes basic music reading, keyboard technique, interpretation, and simple chording.\*

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.



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## MUSIC 131 GROUP PIANO INSTRUCTION II (2)

Expands basic keyboard and music reading skills taught in MUSIC 130 to more keys, chord combinations, and performance of more complex compositions. For specific course objectives, see music program chairpersons. \* **Prerequisite:** MUSIC 130 or permission of music program chairperson

## MUSIC 140 FIRST-YEAR PRIVATE INSTRUCTION I (1)

Is provided on all instruments listed below with college-approved teacher. Beginning through advanced levels are half-hour lessons weekly for 10 weeks. Fee for private study is in addition to normal college fees. (Maximum six credits in three quarters)\* **Prerequisite:** Permission of instructor

Accordion  
Baritone Horn  
Bassoon  
Cello  
Clarinet  
Classical Guitar/Mandolin  
Double Bass  
English Horn  
French Horn  
Flute  
Folk Guitar/Jazz Guitar  
Harp  
Oboe  
Organ  
Percussion  
Piano  
Piano/Jazz-Popular  
Saxophone  
Trumpet  
Trombone

Tuba  
Violin/Viola  
Voice

## MUSIC 143 FIRST-YEAR PRIVATE INSTRUCTION II (2)

Provides instruction at advanced and intermediate levels for serious music students. Forty-five minute to one hour lessons are held each week for ten weeks with a college approved instructor. There is a fee for private study in addition to normal college fees. (Maximum six credits in three quarters)\* **Prerequisite:** Permission of instructor

## MUSIC 200 CASCADIAN CHORALE (1)

Is an established East Side chorus that has earned a reputation for excellence. It is a mixed-voice chorus whose members are of all ages. Musical selections vary from classical to pop. Sight-reading and vocal production are taught. Public performances are made each quarter, and a costume is required. It may be repeated for a maximum of six credits.\* **Prerequisite:** Ability to pass a vocal audition with the director

## MUSIC 206 BELLEVUE COMMUNITY COLLEGE NIGHT JAZZ BAND (1)

Provides a large instrumental group with the instrumentation of the traditional stage band. Its goals include sight-reading the latest available arrangements and performing quarterly concerts. The course may be repeated for a maximum of six credits.\* **Prerequisite:**

site: Pass audition for available chair. Do not register without instructor permission.

## MUSIC 210, 211, 212 SECOND-YEAR THEORY (3) (3) (3)

Continues 110, 111, 112 Music Theory sequence. Music 210 covers review of first year theory techniques, secondary dominants, modulation, linear embellishing, chords, harmonic analysis, figured bass, and composition. Music 211 covers Neopolitan chords, augmented 6th chords, chromatic modulation, harmonic analysis and composition. Music 212 covers 20th Century compositional techniques, planing, jazz notation, extended tertian harmony, modes, synthetic scales, pandiatonicism, quartal and secundal harmony, polytonality, 12-tone techniques, analysis and composition.\* **Prerequisite:** for MUSIC 210 is MUSIC 112 or one year of college level music theory; for MUSIC 211 is MUSIC 210 or equivalent; for MUSIC 212 is MUSIC 211 or equivalent.

## MUSIC 231 HISTORY OF JAZZ (3)

Surveys the development of jazz from its origins through "jazz age" of 20's, the big bands of the "Swing Era," the development of Bop, and foundations of modern jazz to contemporary experiments of past few years. Recorded examples illustrate lectures. This class is usually offered once a year.

## MUSIC 240 SECOND-YEAR PRIVATE INSTRUCTION I (1)

Consists of half-hour weekly lessons with college-approved teacher on all

\*This is a performance class whose use in the distribution area of the Arts and Sciences transfer degree is limited to 5 credits.

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instruments listed in MUSIC 140. A special fee, in addition to normal college fees, is required. (Maximum three credits in three quarters.)\***Prerequisite: three quarters of MUSIC 140 or 143, and permission of instructor**

## MUSIC 243 SECOND-YEAR PRIVATE INSTRUCTION II (2)

Is a continuation of MUSIC 143 and is intended for the serious music student. The course consists of a minimum of 45 minutes to one-hour lesson weekly for 10 weeks with a college-approved teacher. A special fee, in addition to normal college fees, is required. (Maximum six credits in three quarters.) **Prerequisite: Three quarter of MUSIC 140 or 143 and permission of instructor**

## MUSIC 299 INDIVIDUAL PROJECTS IN MUSIC (V1-3)

Allows the student to work out an individual course of study with an instructor in any area of music approved by instructor. It includes at least five hours of individual consultation with instructor, with a summary paper, performance or presentation. Credit levels vary with the nature of the project. The course may be repeated for up to 12 credits. **Prerequisite: Permission of instructor**

## PHILOSOPHY

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### PHIL 095 BASIC CONCEPTS OF LOGIC (5)

Introduces the various types of logical thinking required in all college classes. This course enables students who do not qualify for ENGLISH 101 on the English Placement Examination to succeed in symbolic logic, PHIL 120.

### PHIL 100 INTRODUCTION TO PHILO- SOPHY (5)

Investigates the problems and history of philosophy through a careful study of some original writings of the great philosophers on issues of lasting importance.

### PHIL 102 CONTEMPORARY MORAL PROBLEMS (5)

Provides philosophical consideration of some of the main moral problems of modern society and civilization such as abortion, euthanasia, war, sexual morality, governmental paternalism, reverse discrimination, and capital punishment. Topics vary.

### PHIL 115 PRACTICAL REASONING (5)

Introduces the concepts and methods useful for practical analysis of arguments in everyday contexts. Meaning, syllogisms, logical diagrams, inductive and statistical inference, informal fallacies, argument structure, and perhaps some beginning symbolic logic are included.

### PHIL 120 INTRODUCTION TO LOGIC (5)

Provides a thorough study of the formal conditions of valid argumentation. The student may profitably apply this knowledge in all fields of inquiry. This course transfers as science credit. **Prerequisite: Qualification for English 101 Placement**

### PHIL 267 INTRODUCTION TO PHILOSOPHY OF RELIGION (5)

Offers a systematic study of philosophical writings designed to affect the understanding of religion and the relation of religion to truth, morality, God, and salvation.

### PHIL 299 CONFERENCE IN PHILOSOPHY (5)

Is based upon selected readings on a topic in philosophy or a philosopher of the student's or teacher's choice. A paper is written in connection with five to ten hours private conference with the instructor. **Prerequisite: PHIL 100 and 120 and permission of instructor**

## SPEECH

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### SPCH 100 BASIC PRINCIPLES OF ORAL COMMUNICATION (5)

Explores the characteristics of effective communication in the one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to

become more effective. Students will be involved in giving speeches to inform and persuade.

**SPCH 102  
SURVEY OF SPEECH  
COMMUNICATION (5)**

Provides the learner with a basic understanding of speech communication. The course includes a general overview of the communication process and the understanding of models. Intrapersonal, interpersonal, organizational and intercultural communication are explored.

**SPCH 200  
INTERPERSONAL  
COMMUNICATION (5)**

Studies interpersonal communication as a dynamic process. The course focuses on the analysis of interpersonal communication in a variety of situations. Students test theories by practice and application, examining the entire communication event. Course topics include perception, language, self concept empathy, reasoning styles, emotion, self-disclosure, ethical communication, relationships, conflict, listening, and communication climate.

**SPCH 220  
INTRODUCTION TO  
PUBLIC SPEAKING (5)**

Sets forth the essentials of effective public speaking including: Preliminary selection, library research methods, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches.

**SPCH 225  
INTRODUCTION TO GROUP  
DISCUSSION (5)**

Focuses on understanding and utilizing interpersonal communication skills in problem-solving and fact-finding groups. Various aspects of group process will be explored including leadership, conflict management, conformity, consensus, active listening, nonverbal cues, problem-solving methods, and creativity. This course transfers as a social science credit.

**SPCH 285  
NONVERBAL  
COMMUNICATION (5)**

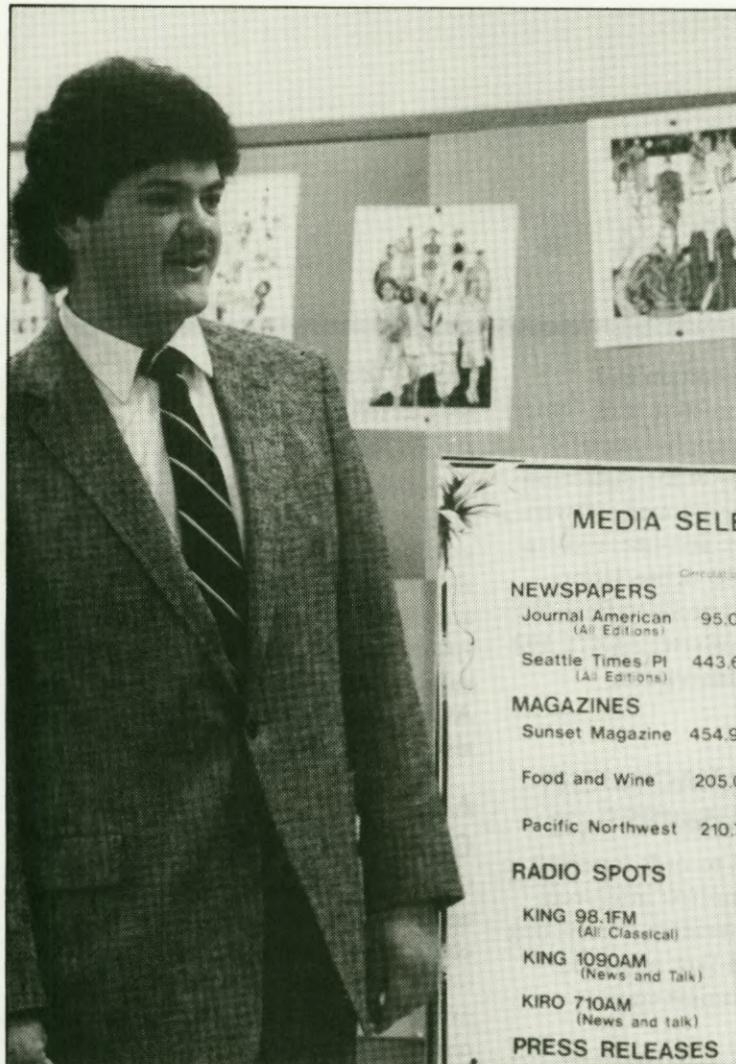
Examines nonverbal behavior and its effects on people. Students examine each general area of nonverbal communication, such as body language, physical characteristics, touching behavior, personal space, para-language, artifacts and dress, environment, use of time, color, emotions, silence, nonverbal signals, nonverbal rules, and lying. Emphasis is on the student's examinations of their personal nonverbal communication. Students are taught techniques for developing nonverbal language sensitivities, and practice making their nonverbal communication congruent with their verbal utterances.

**SPCH 294, 295, 296, 297  
SPECIAL TOPICS  
IN SPEECH (V1-5)**

Offers the opportunity to explore specific focuses in the field of speech-communication not offered by the core courses. Subjects may include: parliamentary procedure, voice improvement, forensics, expository speaking, Greek and Roman rhetoric and contemporary public address. Course contents are announced in the quarterly schedules. Students may retake the course

for credit as content changes. Course may be repeated for a maximum of 15 credits.

## BUSINESS DIVISION



The Business Division offers seven vocational programs and an academic transfer program. Students can obtain Associate in Arts degrees in the following vocational programs: Apparel Occupations, Data Processing, General Business Management, Marketing Management, Accounting, Office Professions and Real Estate. Three areas offer one year certificates: Accounting, Office Professions and Real Estate. See the Career Planning section of the catalog for descriptions of these programs.

For those interested in transferring to a four-year institution, the Business Administration Program provides the first two-years of a baccalaureate degree. Students enrolled in this program can receive an Associate in Arts and Sciences degree.

### ACCOUNTING

Four year transfer program: See Business Administration.

### TWO-YEAR ASSOCIATE DEGREE PROGRAM

#### ACCT 101, 102 PRACTICAL ACCOUNTING (5) (5)

For reporting business transactions, makes use of special journals, general ledgers, and subsidiary ledgers and covers periodic adjustments, closing procedures, preparation of financial statements partnerships, and introduction to corporations. (These courses are not recommended for students transferring to four-year colleges.) **Prerequisite:** ACCT 101 for ACCT 102

#### ACCT 103 PRACTICAL ACCOUNTING (5)

Covers accounting procedures for corporations introduction to basic analysis of financial statements; fundamentals of accounting for manufacturers, and cost accounting. (Not recommended for students transferring to four-year colleges.) **Prerequisite:** ACCT 102 or permission of instructor.

#### ACCT 108 INTRODUCTORY ACCOUNTING FOR MID-MANAGEMENT (5)

Introduces the principles and methods of capturing accounting data with emphasis on the use of such data in managerial decision making.

# BUSINESS DIVISION

## ACCT 123 SPECIALIZED ACCOUNTING COMPUTATIONAL APPLICATIONS (2)

Provides a specialized course in the application of financial computations to the solution of upper-level accounting problems. It is specifically designed for second-year accounting program students. **Prerequisite: Permission of instructor**

## ACCT 135, 235 CONTEMPORARY PROBLEMS IN ACCOUNTING (2) (2)

Examines current problems present in the preparation of financial reports for business firms, non-profit organizations, and governmental bodies. **Prerequisite: ACCT 102 or permission of instructor**

## ACCT 140 COMPUTER AUGMENTED ACCOUNTING (3)

Introduces the accounting student to the use of the micro-computer through a pre-programmed series of exercises involving spreadsheet applications. These are followed by specific applications in areas such as financial statements, payroll, inventory, depreciation, amortization, sinking funds, and related subsidiary documents. This is an upper-level course for 2nd year program students. **Prerequisite: ACCT 101 and 102 or experience in accounting and permission of instructor**

## ACCT 172 INTEGRATED ACCOUNTING ON THE MICROCOMPUTER (3)

A course to familiarize the accounting

students with the operation and functions of the microcomputer. This introductory course applies specific accounting problems to the microcomputer using pre-programmed software to efficiently manage accounts receivable, accounts payable, depreciation, payroll, ledgers, and produce financial statements. **Prerequisite: ACCT 102 or permission of instructor**

## ACCT 200 FINANCIAL MANAGEMENT FOR SMALL BUSINESS (3)

Overviews financial records for small business; internal control; interpretation of financial statements; forecasting and budgeting; cash flow and fund flow analysis for business success.

## ACCT 234 MANAGERIAL ACCOUNTING (5)

Provides instruction in making business decisions with the aid of managerial accounting techniques and is especially designed for accounting program students. Topics include various aspects of long-range and short-range financial planning. Emphasis is on management planning and control and solving business problems using analytical tools. **Prerequisite: ACCT 103 or permission of instructor**

## ACCT 240 ACCOUNTING SYSTEMS (3)

Studies accounting systems in small and medium-sized firms with emphasis on manual accounting records used in different types of business operation and annual reports. **Prerequisite: ACCT 101 and 102 or permission of instructor**

## ACCT 250, 260 INTERMEDIATE ACCOUNTING (5) (5)

Includes the concepts and principles underlying financial reporting. Topics are financial reporting, in-depth analysis of balance sheet classifications, accounting for taxes, leases and other specialized topics, as well as current value accounting. **Prerequisite: ACCT 250 for ACCT 260 or permission of instructor**

## ACCT 270 COST ACCOUNTING (5)

Covers the accounting fundamentals and principles of cost accounting. Cost control is studied by learning application of process, job and standard cost procedures. Additional topics are planning and budgeting.

## ACCT 285 FEDERAL INCOME TAXES (5)

Introduces the student to the preparation of federal income tax returns.

## ACCT 290 ADVANCED ACCOUNTING (5)

Emphasizes accounting concepts and problems involved with partnerships, business combinations, and consolidated financial statements. **Prerequisite: Permission of instructor**

## ACCT 199/299 INDIVIDUAL STUDIES IN ACCOUNTING (V 1-5)

Is designed to enable the student to pursue an instructional area of accounting to meet particular needs of his program, his interests, or his employment. **Prerequisite: Permission of instructor**

# BUSINESS DIVISION

## APPAREL OCCUPATIONS

### AO 100 ORIENTATION TO APPAREL OCCUPATIONS (3)

Introduces the Apparel Occupations Program and the apparel industry through the examination of a wide variety of career opportunities, including history of the apparel industry, industry and career research, and career planning.

### AO 101 PROFESSIONAL DEVELOPMENT IN FASHION CAREERS (3)

Develops professionalism and the image necessary to maximize fashion career potential.

### AO 201 TRENDS IN APPAREL MERCHANDISING AND TECHNOLOGY (3)

Studies the direction a style or fashion is moving. The term in industry used to describe this phenomenon is "forward fashion."

### AO 235 EXTENDED FIELD LEARNING EXPERIENCE (2)

The New York Extended Learning Experience provides students the opportunity to visit Market Week, become oriented with the garment district, explore leading department stores, develop an understanding of the fashion evolution.

### AO 236 FASHION BUYING (3)

Prepares students with the knowledge and skills necessary to effectively perform the functions concerned with buying fashion merchandise. Specific topics include customer demand, budgeting, buying plans, market trips, selection of fashion merchandise, fashion coordination, etc. When feasible, the course includes a trip to the Seattle Trade Center. **Prerequisite:** MKTG 135, QM 145 or permission of instructor

### AO 239 DISPLAY DESIGN (5)

Develops the ability to plan, construct, and evaluate merchandising displays. The students apply the elements of design to development of effective displays. Topics include elements of design, visual merchandising, and physical elements of display such as: merchandise, props, backgrounds, lighting, etc. Students develop and install window, showcase and interior displays for Fountain Fashions, the student-operated clothing store on campus.

## BUSINESS ADMINISTRATION- TRANSFER PROGRAM

### ACCOUNTING

### ACCTG 210 FUNDAMENTALS OF ACCOUNTING (5)

Includes the nature and social setting of accounting; uses of accounting information; introduction to basic account-

ing concepts; and accounting procedures. This is the first accounting course required of business administration students who are planning to transfer to a four-year college or university.

### ACCTG 220 FUNDAMENTALS OF ACCOUNTING (5)

Overviews basic concepts used in financial reporting; interpretation of financial statements. **Prerequisite:** ACCTG 210 receiving a grade of "C" or better

### ACCTG 230 BASIC ACCOUNTING ANALYSIS (3)

Incorporates analysis and evaluation of accounting information as part of the managerial process of control, planning, and decision making. The course concentrates on the use of information by those managing the business and making decisions. **Prerequisite:** ACCTG 220 receiving a grade of "C" or better

### ACCTG 245 ACCOUNTING SPECIAL PRO- JECTS (V1-3)

Provides training in accounting for non-profit organizations and/or special projects. **Prerequisite:** Permission of instructor

### ACCTG 295 SEMINAR IN ACCOUNTING (2)

Studies special problems in accounting and/or training of teaching assistants for ACCTG 210. **Prerequisite:** Permission of instructor

## BUSINESS DIVISION

### ACCTG 296 SEMINAR IN ACCOUNTING (2)

Studies special problems in accounting and/or training of teaching assistants for ACCTG 220. **Prerequisite:** ACCTG 220 and permission of instructor

### ACCTG 297 SEMINAR IN ACCOUNTING (2)

Studies special problems in accounting and/or training of teaching assistants for ACCTG 230. **Prerequisite:** ACCTG 220 and permission of instructor

## BUSINESS ADMINISTRATION

### BA 200 BUSINESS LAW--LEGAL FOUNDATIONS (5)

Examines legal institutions and processes; law as a system of social thought and behavior, a frame of order and authority within which rival claims are resolved and compromised; legal reasoning; the interaction of law and business; the lawyer and the business firm.

### BA 210 INTRODUCTION TO COMPUTERS AND INFORMATION SYSTEMS (3)

Applies computers and information systems to business problems. Course introduces business application software such as word processing, electronic spreadsheets, and database processors. Students also are introduced to

computer programming and business data processing concepts and terminology.

### BA 220 INTRODUCTION TO FORTRAN PROGRAMMING (4)

Includes programming and use of the computer; flow charting; problem organization; basic computer statements; application to business problems for business students. **Prerequisite:** MATH 105

### BA 230 COBOL PROGRAMMING (5)

Introduces the most popular programming language used in business data processing applications. Students write their own programs and run them on our computer on campus outside of classroom hours.

### BA 240 STATISTICAL ANALYSIS (5)

Surveys statistical techniques useful in guiding business decisions; introduction to probability, decision making, linear programming, correlation, and regression. **Prerequisite:** MATH 156 or permission of instructor

### BA 241 TIME SERIES AND INDEX NUMBERS (2)

Studies indexes which measure the changes that occur in prices, production, cost of living, etc. The course includes the analysis of both long and short term time series as it applies to business and economic conditions. **Prerequisite:** Permission of instructor

### BA 250 COMPUTERS IN SOCIETY (3)

Provides a broad overview of computer concepts and problems. The emphasis is toward computer literacy and societal issues rather than technical prerequisites for advanced computer courses. Course content includes the fundamentals of hardware and software (programming). These technical topics require no previous experience or prerequisite courses. Applications of the computer in business, government, and other fields of human affairs are described, demonstrated and discussed. The course format includes a mix of hands-on computer exercises, audiovisual presentations, lectures and discussions.

## DATA PROCESSING

### DP 101 ELECTRONIC DATA PROCESSING ORIENTATION (3)

Overviews the computer in today's society as it affects the individual both as a business person and a member of society. Topics include computers in business, accounting, marketing, government, medicine and transportation.

### DP 105 MICROCOMPUTERS IN BUSINESS (5)

Presents an overview of the use of microcomputers in business. The most common business applications programs are studied including word processing, electronic spreadsheet and database management. Students use microcomputers to develop reports for management decision making. Compu-

# BUSINESS DIVISION



ter generated business graphs and telecommunications are also studied. Two hour lab per week to be arranged. No prior knowledge of computers is required.

## DP 110 INTRODUCTION TO PROGRAMMING (BASIC) (5)

Comprehensively introduces programming in BASIC, emphasizing structured programming. Students analyze specifications, design algorithms and write code for several business problems. Designed for the DP major, as well as the student wanting to learn BASIC. **Prerequisite: Math 101 or 2 years high school algebra**

## DP 120 STRUCTURED PROGRAMMING CONCEPTS (5)

Introduces students to the use of an interactive editor to create programs and files, and use structured programming techniques to flowchart and code programs. Edit, update and control break logic is discussed. A major project, using a system approach, is designed and coded by students. **Prerequisite: C or above in DP 110**

## DP 150 COBOL I (5)

Introduces ANS COBOL with an emphasis on structured coding techniques. Students develop and code programs. COBOL verbs, edits, updates, control breaks and tables are covered. **Prerequisite: C or above in DP 120 and DP major or industry programming experience**

## DP 160 SYSTEMS ANALYSIS (5)

Includes problem solving cycle, problem identification, information gathering techniques, structured analysis concepts, report analysis, systems flow charts, decision tables, and data dictionary. This course is an in-depth initiation to the system development life cycle, emphasizing the earlier portion. **Prerequisite: C or above in DP 101 and ENG 101 or permission of instructor**

## DP 205 MICROCOMPUTER APPLICATIONS (5)

Provides the opportunity to learn several microcomputer software packages and solve practical problems. Topics include uploading and downloading of data between micros and mini-computers and using files from one program as input to another program. **Prerequisite: DP 105 or extensive micro experience**

## DP 220 PROGRAMMING IN PASCAL (4)

Emphasizes structured programming with scientific and mathematical applications. **Prerequisite: Computer experience and knowledge of a programming language**

## DP 225 JOB CONTROL LANGUAGE (3)

Prepares and provides the student with practical experience in writing JCL for compiling, linking, and running programs in various languages. Topics covered include sorts, procedures, generation data sets, system utilities

and access methods. **Prerequisite: Computer experience and knowledge of a programming language**

## DP 230 PROGRAMMING IN RPG II (4)

Focuses on techniques necessary to use RPG II in the production of reports in data processing, gain understanding of the fixed program logic a Report Generator uses to record, classify, sequence, summarize or store data; study file manipulation techniques used in the execution of RPG II programs. **Prerequisite: DP 120 or permission of instructor**

## DP 235 OPERATING SYSTEMS (2)

Defines what a Computer Operating System is and how it works. The course is designed to help the applications programmer become familiar with the system available, its resources and its services. **Prerequisite: Computer experience and previous programming language**

## DP 240 PROGRAMMING IN ASSEMBLER (5)

Includes principles and theory of BAL using the College's VAX 11-780. Concepts learned can be applied to any hardware. The course also covers writing and debugging programs with an emphasis on business applications. **Prerequisite: Computer experience and knowledge of a programming language**

## DP 245 PROGRAMMING IN "C" (4)

Includes programming in the "C" computer language. Structured programming techniques are used to solve general, scientific and mathematical

# BUSINESS DIVISION

applications. Programs are written, debugged, then executed on the computer. **Prerequisite: computer experience & previous programming language**

## DP 250 COBOL II (5)

Continues COBOL I and emphasizes tables, subroutines, and file organization methods. **Prerequisite: C or above in DP 150, COBOL I**

## DP 255 PROGRAMMING IN MODULA 2 (4)

Thoroughly studies the programming language, MODULA-2. Designed with large software development projects in mind, MODULA-2 is replacing PASCAL as a teaching and learning commercial language. It is the perfect language for the person desiring to learn PASCAL but also wanting a practical language used in business. **Prerequisite: Another programming language**

## DP 260 SYSTEMS DESIGN

Pursues the system development life cycle where Systems Analysis (DP 160) leaves off. **Prerequisite: C or above in DP 160**

## DP 262 4TH GENERATION LANGUAGES (4)

Introduces general concepts and development of applications using a 4th generation programming language. Students gain an understanding of when use of a 4th GL is appropriate and how to implement. A working knowledge of a business programming language is required. Techniques

learned are then used to develop business applications. **Prerequisite: Programming experience**

## DP 265 MAINTENANCE (3)

Provides practical experience by giving the student existing programs to update and document. Debugging, program testing, validating changes, and core dumps are also discussed. Emphasis is placed on practical problems the programmer faces in industry. **Prerequisite: C or above in DP 250**

## DP 270 TEAM PROJECT (5)

Utilizes a team environment to demonstrate application system development and project management. Students manage a project of moderate complexity and participate in all aspects, including project leadership scheduling, analyzing a given system, designing physical input and output, building test data, writing modules, documentation, structured walkthroughs, testing modules in a top-down fashion, writing operating manuals, and program documentation. **Prerequisite: C or above in DP 250 and DP 260**

## DP 280 CDP REVIEW (CERTIFICATE IN DATA PROCESSING) (5)

Presents a ten week lecture/workshop designed to improve your chances of passing the CDP exam. The class spends two weeks on each of the five areas (hardware, software, quantitative methods, systems analysis and design, and management). Students take a sample test each session and discuss answers. Designed for the Data Processing professional who wants a structured review.

## DP 290 DATA BASE MANAGEMENT (5)

Provides students with a broad knowledge of fundamental database concepts to enable them to evaluate a database application in a given situation. Students participate in database design and understand basic implementation concerns. **Prerequisite: DP 160 or industry experience**

## DP 294, 295, 296, and 297 SPECIAL TOPICS: CURRENT TRENDS IN COMPUTER TECHNOLOGY (2)

Studies the direction and trends in computer technology. **Prerequisite: DP 101, Eng 270 or computer industry experience**

## DP 297 WORK EXPERIENCES IN DATA PROCESSING I (V1-3)

Provides students with skills necessary to secure employment in the data processing field. Topics covered include: resumes, cover letters, interviews, job research and developing a data processing portfolio. Grading is on a credit/no credit basis. **Prerequisite: Permission of instructor**

## DP 298 WORK EXPERIENCES IN DATA PROCESSING II (V 1-10)

Continues DP 297. Students work at least 15 hours weekly in industry on projects outlined during DP 297. Possible projects might include maintenance, coding, designing, testing, and running programs, or documentation. Students keep journals of time spent and activities, as well as meeting

# BUSINESS DIVISION



weekly with other students to discuss projects. Grading is on a pass/no credit basis. **Prerequisite:** DP 297 and **permission of instructor**

## DP 299 INDIVIDUAL STUDIES IN DATA PROCESSING (V1-10)

Is designed to allow a student to explore areas of special interest in data processing in depth. **Prerequisite:** **Permission of instructor**

## GENERAL BUSINESS MANAGEMENT

See Quantitative Methods page for additional program courses.

### G BUS 101 INTRODUCTION TO BUSINESS (5)

Examines the role of business in a modern economy; its growth, structure, organization and relationship to the environment. Business firms their objectives, functions, and management are also looked at, as well as problems of organization, decision-making, controls, and related aspects.

### G BUS 120 HUMAN RELATIONS (5)

Looks into the dynamics of the business organization and its human resources. Attitudes are examined to develop a positive attitude toward the human element in business. Topics include: motivation, leadership, group dynamics, organization theory, participatory

management, and communication. The course relates the behavioral science approach to management.

### G BUS 140 ETHICAL THEORY AND BUSINESS (5)

Is an integrated course which investigates issues from both a philosophical and business point of view. Analyzes common principles of decision-making in business and ethics. Assesses human and social impact of corporate and government policies on economic systems. See PHIL 140.

### G BUS 150 SMALL BUSINESS MANAGEMENT (3)

Deals with organizing and operating a small business. Topics include: success and failure factors in small business, source of capital, record keeping and interpretation of financial statements, taxation, marketing, credits and collections, legal problems, and management principles.

### G BUS 160 THE WOMAN MANAGER IN THE AMERICAN ECONOMY (3)

Analyzes economic aspects of women's changing role in the labor force with emphasis on women as managers in business. The course examines stereotypes, traditional attitudes, the realities of management responsibility, and the impact of federal and state legislation.

### G BUS 202 LAW AND BUSINESS (5)

Surveys laws applicable to business transactions. Course emphasizes contracts, sales, negotiable instruments, agency, partnerships and corporations.

### G BUS 210 BUSINESS FINANCE (5)

Looks into how the financial system works; basic functions of financial management (anticipate needs, acquire and allocate resources); money markets (government; fiscal/monetary policy; banking, securities markets); business cycle, growth, financial economics; interest, leverage, creation of money; profit targets, financial statement analysis, capital structure planning, master budget, and cash flow.

### G BUS 215 MANAGEMENT ACCOUNTING AND FINANCIAL ANALYSIS TECHNOLOGY (5)

Through lecture/case study/problem discussion, instructs students in decision making on management subjects. Topics include market research and demand determination; profit target establishment; capital structure optimization; present value theory; breakeven analysis; buy vs. lease vs. keep (sunk cost); master budgeting; profit/investment center analysis; valuation of the firm; pay system determination; etc.

### G BUS 221 PERSONNEL MANAGEMENT (5)

Concentrates on the mechanical aspects of personnel work in the business and industrial setting. Topics include: job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration, and performance evaluation. Labor-management relations are studied relative to history, collective bargaining and grievance procedures. The course

# BUSINESS DIVISION

is conducted primarily as these subjects relate to the line manager and his/her role in personnel work.

## G BUS 241 PRINCIPLES OF ORGANIZATION AND MANAGEMENT (5)

Details the principles of organization and management as applied to both profit and non-profit organizations. Realistic case problems in business are used to help the student apply principles to actual management problems.

**Prerequisite:** G BUS 120 or permission of instructor

## G BUS 199/299 INDIVIDUAL STUDIES IN GENERAL BUSINESS (V1-10)

Is designed to allow a student to explore areas of business of special interest in greater depth. **Prerequisite:** Permission of instructor

## MARKETING

### MKGT 131 MARKETING--PRINCIPLES OF SALESMANSHIP (3)

Studies the principles and techniques of salesmanship as a form of persuasive communication basic to business and various types of interpersonal relationships. Sales presentations and case studies are used to develop your persuasive skills.

### MKGT 135 PRINCIPLES OF RETAILING (5)

Examines the fundamental principles and practices of retail merchandising. Included in the course is an overview

of the field of retailing and a look into some of its potential opportunities and rewards. Qualities necessary for success are also identified. Different types of retail outlets, store policies, location, layout, organization, the buying-selling functions, profit planning, operating controls, advertising, and sales promotion are integrated parts of the course work.

### MKTG 154 PRINCIPLES OF MARKETING (5)

Takes up the study of the business activities concerned with planning, pricing, promoting, and distributing goods and services. Fundamental principles and business cases are combined to provide an understanding of the role of marketing in our economy and the processes used to make decisions within a firm.

### MKTG 198 SEMINAR IN MARKETING (V1-10)

Allows students who are currently working at business related jobs an opportunity to receive up to 12 credits for their on-the-job experience and to participate in a weekly one hour seminar. Although primarily designed for Marketing and Apparel Occupations students, the course offers any business students a chance to discuss job-related problems and explore new techniques in dealing with business issues. **Prerequisite:** Permission of instructor

### MKTG 234 ADVERTISING (5)

Recognizes the place of advertising in our society and studies the way in which it relates to marketing activity and serves as a communication process.

Elements of the course include discussion of the institutions and media involved in advertising as well as planning, preparing and placing advertisements. Course work for the class includes development of an advertising campaign.

### MKTG 235 RETAILING MANAGEMENT (5)

Provides the student with hands-on experience in managing a retail store. Students are involved in all functions concerned with the operation of Fountain Fashions (an on-campus clothing store) including: store management, personnel management, financial management, merchandise buying, pricing, promotion, display, etc. Students are involved in the store during lab hours, as well as meeting in class twice a week. This course can be repeated for a maximum of 15 credits. Lab six hours a week TBA. **Prerequisite:** Permission of instructor by appointment only

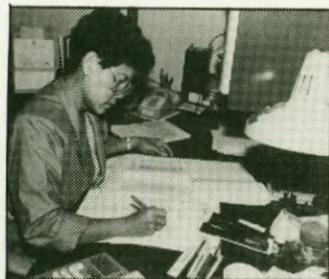
### MKTG 290 MARKETING ACTIVITIES - DEC (3)

Offers opportunities to develop leadership, communication, and human relation skills. Students become active in the Bellevue Community Delta Epsilon Chi Chapter, which is the junior collegiate level of Distributive Education Clubs of America (DECA). See Delta Epsilon Chi under Student Programs and Activities. A total of 12 credits (two per quarter) may be accumulated.

### MKTG 299 INDIVIDUAL STUDIES IN MARKETING (V1-10)

Allows students to explore in-depth areas of special interest in marketing

# BUSINESS DIVISION



and is designed to accommodate student needs for flexibility within the Marketing Program. **Prerequisite:** Permission of instructor

## OFFICE PROFESSIONS

### OFF 18 PRACTICE LAB (0)

Offers non-instructional lab practice and is designed for students enrolled in office courses and for community residents desiring to renew their secretarial skills through individual application on electric typewriters, machine transcription, calculators, and shorthand transcription. (Open continuous enrollment)

### OFF 101 BEGINNING TYPEWRITING (3)

Offers an introductory course in typewriting. Instruction is on an electric typewriter. **Enrollment in OFF 18 is suggested.**

### OFF 102 INTERMEDIATE TYPEWRITING (3)

**Prerequisite:** OFF 101 or one year typing instruction on the electric typewriter within the last two years. **Enrollment in OFF 18 is suggested.**

### OFF 103 ADVANCED TYPEWRITING (3)

**Prerequisite:** OFF 102 or college typewriting instruction on the electric typewriter within the last two years. **Enrollment in OFF 18 is suggested.**

### OFF 104 TYPING REVIEW AND SPEED BUILDING (1)

Provides an intensive 18-day course designed for the student who wishes to improve basic typewriting techniques and to increase typing speed. Course grades are based on individual words-per-minute increase at the completion of the course. This course may be taken concurrently with OFF 102 or 103. **Prerequisite:** OFF 101 or equivalent. **Enrollment in OFF 18 is suggested.**

### OFF 105 PRODUCTION TYPING (1)

Provides an intensive 18-day course with emphasis on timed production work involving rearranging rough draft material; editing and composing communications at the typewriter. **Prerequisite:** OFF 101 or 104, **enrollment in OFF 18 is suggested.**

### OFF 106 STATISTICAL TYPING (1)

Offers an intensive 18-day course designed to help develop statistical typing skills. Statistical typing contains number drills, a wide variety of tabulation problems, and tabulation tests to help develop proficiency in statistical typing and tabulation. **Prerequisite:** OFF 101 or 104, **enrollment in OFF 18 is suggested.**

### OFF 108 KEYBOARDING (1)

An intensive 18-day course to master the basic touch skills necessary to input data through the use of the typewriter keyboard. Speed and accuracy will be stressed -- speed so one can operate the equipment quickly and accuracy so cor-

rect information will be input and retrieved. No typing experience necessary.

### OFF 109 BUSINESS COMMUNICATIONS (3)

Includes study and application of the principles of communication theory to achieve effective written communications in business. Emphasis is placed on solving communication problems, making decisions involving selection and organization of content, and choosing appropriate formats for presentation of information. **Prerequisite:** ENGL 101 or 105

### OFF 110 WORD PROCESSING I (5)

Provides an operational course in basic functions and procedures on word processing equipment. Training includes repetitive letters, multi-page documents, and tabular formats. A minimum of two hours lab outside class is recommended. **Enrollment in OFF 18 is suggested. Prerequisite:** OFF 102 or instructor permission

### OFF 111 WORD PROCESSING II (5)

Offers a sequential progression of word processing functions and procedures begun in OFF 110. Training and practice includes repetitive letters, multi-page documents, tabular formats, column layout, merge and filing. Four hours of lab outside of class is recommended.

### OFF 112 RECORDS MANAGEMENT (3)

Introduces the principles involved in the creation, control, use and disposition of records. Included in the course

## BUSINESS DIVISION

are practice materials for arranging records by alphabetic, geographic, numeric and subject methods.

### OFF 125 OFFICE MACHINES (2)

Provides basic instruction and practice in the operation of electronic display calculators and the application of these machines to business. **Prerequisite:** QM 145 OR permission of instructor. **Enrollment in OFF 18 is suggested.**

### OFF 130 MACHINE TRANSCRIPTION (3)

Instructs students in the operation of transcribing equipment with the application of good transcribing fundamentals including spelling, grammar, and punctuation. Attention is given to setting up letters, manuscripts, memos and reports. **Prerequisite:** ENGL 101 or 105, OFF 102 or instructor permission

### OFF 131 MEDICAL TRANSCRIPTION (2)

Introduces medical terminology/transcription for students who are proficient in keyboarding and have a working knowledge of transcription equipment. Includes typing medical forms and reports from recorded dictation. **Prerequisite:** OFF 130, course in Medical Terminology recommended

### OFF 132 LEGAL TRANSCRIPTION (2)

Introduces legal terminology/transcription. Students learn to prepare top-quality client and court documents and correspondence from recorded dicta-

tion with a minimum of rough drafting. **Prerequisite:** GB 202 and OFF 130

### OFF 150 SECRETARIAL PROCEDURES (5)

Provides skill and confidence necessary in performing secretarial operations. **Prerequisite:** OFF 102 or permission of instructor

### OFF 151 ADVANCED SECRETARIAL PROCEDURES (5)

Offers training necessary to top-level secretaries who must perform both operational and managerial functions. In the operational role, the secretary demonstrates an in-depth knowledge of office and secretarial procedures. A high degree of competency in administrative skills is studied in this course. **Prerequisite:** OFF 102 and OFF 150

### OFF 152 MEDICAL SECRETARIAL PROCEDURES (2)

Presents a self-paced course in which the student prepares a practice set which includes the preparation, handling and tabulation of the patient care records, articles for publication and case histories. Proficiency in typewriting and a working knowledge of transcription equipment is recommended. **Prerequisite:** OFF 130 and 150

### OFF 153 LEGAL SECRETARIAL PROCESSING (2)

Provides a self-paced course in which the student prepares a practice set to simulate five days of secretarial work in a small law office. Proficiency in typewriting and a working knowledge of

transcription equipment is recommended. **Prerequisite:** OFF 110, 130, 150 and GB 202

### OFF 155 OFFICE PROFESSIONS-- STATE-OF-THE-ART (1)

Offers a weekly seminar for secretarial majors. Students meet representatives of the business community who have first-hand knowledge of or direct experience with the latest technology and innovations in the Office Professions field. Students can compare various secretarial fields and make career decisions. **Prerequisite:** For Office Professions majors

### OFF 160 ELECTRONIC OFFICE PROCEDURES (5)

Introduces new technology, awareness of the skills and knowledge needed in office careers. Students see how their knowledge about information processing procedures applies to the ways businesses operate. **Prerequisite:** OFF 102 or currently enrolled

### OFF 161 COMPUTERS IN THE OFFICE (PFS) (5)

Offers instruction on the IBM Personal Computer--its use and care, use of a printer, proficiency in using a word processing program, a graphing program and a database program to perform secretarial tasks. Course may be taken twice for credit. A user fee is charged. **Prerequisite:** Beginning typing

## BUSINESS DIVISION

### OFF 162 COMPUTERS IN THE OFFICE (5)

WordPerfect word processing software taught on the IBM Personal Computer or compatible. Includes both fundamentals and special features of the WordPerfect program as well as formatting and computer applications skills. A computer fee is charged.

### OFF 163 COMPUTERS IN THE OFFICE (5)

Microsoft WORD word processing software taught on the IBM Personal Computer or compatible. Includes beginning, intermediate and advanced features of the WORD program, as well as formatting and computer applications skills. A computer fee is charged.

### OFF 199 INDIVIDUAL STUDIES IN OFFICE PROFESSIONS (V 1-5)

Is designed to enable students to pursue an area of Office Professions to meet particular needs of his/her program interests or employment. **Prerequisite: Permission of program chairman**

## QUANTITATIVE METHODS

### QM 145 BUSINESS MATHEMATICS (5)

Presents practical problems in computing simple and compound interest, pres-

ent values, annuities, amortization and other applications of mathematics to business and consumer financing.

### QM 150 BASIC STATISTICS-- DESCRIPTIVE (5)

Introduces problems and methods of collecting, organizing, analyzing, and presenting data as an aid to management decision making. Also included in the course are the characteristics of frequency distributions, central tendencies, variability, time series, index numbers, and business forecasting. This course is not recommended for the transfer student. **Prerequisite: QM 145 or permission of instructor**

## REAL ESTATE

### R EST 130 PRINCIPLES OF REAL ESTATE (5)

Is the entry level course in real estate designed for entering agents, investors, and consumer education. This course overviews the entire field of real estate. It encompasses legal titles and instruments, finance, valuation, land economics, and description, contracts and agency. Fulfills Washington State Pre-Salesperson's License specific clock hour requirement. Fulfills LPO Cont. Ed. requirement. Course is approved for R EST clock hour credit.

### R EST 131 REAL ESTATE FINANCE (3)

Outlines the policies, problems and methods involved in financing various types of real property. These include loans and lenders, debt and security, primary and secondary money markets, financing alternatives, institutional and government sources. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite: R EST 130**

### R EST 132 APPRAISING RESIDENTIAL PROPERTIES (3)

Reviews the principles and techniques used in estimating the value of real property. Focusing on the market data and cost methods of appraisal, the course also enters into a discussion of the income approach. The class participates in an appraisal project. Course is approved for R EST clock hour credit. **Prerequisite: R EST 130**

### R EST 133 REAL ESTATE LAW (3)

Studies the principles of statutory and common law governing interests in real estate including acquisition encumbrances, transfer, rights and obligations of the parties, and the regulations of Washington State. **Prerequisite: R EST 130**

### R EST 134 REAL ESTATE SALES PRACTICES (3)

Studies the basic essentials of salesmanship and advertising as they specifically relate to real estate. The qualification

## BUSINESS DIVISION

of clientele, listing and sales techniques and agreements, agency relationships, and time management are some of the topics covered. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130 recommended

### R EST 135 REAL ESTATE FORECASTING AND ECONOMICS (3)

Includes forecasting techniques and urban economics applied to the local real estate market. The student is introduced to economic principles, forecasting tools and local economic data sources. These tools are applied to forecasting of supply and demand in the real estate market. This course assists real estate practitioners and investors in planning for their business and investment needs. A forecasting project is required of students. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 150 RESIDENTIAL PROPERTY MANAGEMENT (4)

Is an introductory course focusing on the application of the management process to residential properties. It is geared to the property manager, rather than the on-site manager. Class is required to meet outside of classroom hours (7-10 hours) for development of an apartment management plan. Students receive five elective credits from the Institute of Real Estate Management toward the CPM (Certified Property Manager) designation. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 151 REAL ESTATE BROKERAGE MANAGEMENT (3)

Studies the practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis. Course fulfills pre-Broker's License specific requirement. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130 recommended

### R EST 160 REAL ESTATE ESCROW (3)

Is an extremely practical course and is recommended for all real estate practitioners. The course studies of the basic concepts of closing a real estate transaction. Subjects covered include title clearance, prorations, lien rights, escrow law, and escrow agent, loan processor and real estate agent/client cooperation. Escrow problems include a minimum of cash, contract, assumption, and new mortgage closings. The course fulfills LPO Cont. Ed. requirement. Approved for State Board of Accountance Cont. Ed. credit and is approved for R EST clock hour credit. **Prerequisite:** R EST 130 or current escrow or mortgage employment

### R EST 161 ADVANCED REAL ESTATE ESCROW (3)

Is designed specifically for working and potential escrow officers and mortgage closers. Following R EST 160, this course enters into more complicated areas of escrowing. Exchanges, wraps, mobile homes, personal property, equity interests, condos and co-ops, and various mortgage closings are covered. Course fulfills LPO Cont. Ed. requirement and is approved for R

EST clock hour credit. **Prerequisite:** R EST 160 or one year full-time in BOTH straight escrow and mortgage closing, or permission of instructor

### R EST 165 LAND TITLES INSURANCE AND CLEARANCE (3)

Is designed for individuals employed or considering employment in the real estate, mortgage, escrow or title insurance fields. Title insurance and coverages, liens, exceptions and clouds that affect real property, formal and informal methods of title clearance, and legal rights and responsibilities are covered. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 170 MORTGAGE LOAN ADMINISTRATION (3)

Is designed for individuals employed or considering employment in the real estate mortgage, or escrow field. The course covers lending practices, including land development, construction, FHA/VA and conventional financing. It follows various loans from initial application through processing, underwriting, insuring, closing, servicing, marketing and shipping. Course fulfills LPO Cont. Ed. requirement and is approved for R EST clock hour credit. **Prerequisite:** R EST 130

### R EST 230 ELEMENTS OF COMMERCIAL REAL ESTATE (3)

Is designed for the potential commercial investor or agent, or the commercial agent interested in a basic back-

# BUSINESS DIVISION

ground in other areas of the field. The course focuses specifically on the various types of commercial real estate dealings and investments. Industrial, office and retail leasings; investment, mobile home and apartment sales are examined. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

## R EST 231 COMMERCIAL REAL ESTATE FINANCE (3)

Covers the financing of various types of commercial properties (retail, shopping centers, office and industrial, land development, mobile home parks and special purpose real estate). Areas covered include: financing patterns and methods (syndications, participation, etc); leasehold and fee title financing; packaging the loan and lender negotiations. **Prerequisite:** R EST 130

## R EST 232 APPRAISAL OF INCOME PROPERTIES (3)

Reviews the principles and techniques used in estimating the value of real property. (See R EST 132). The major focus of the course is the income approach to appraisal. The class participates in an appraisal project. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

## R EST 235 REAL ESTATE INVESTMENT STRATEGY (3)

Covers the fundamentals of analyzing real estate investments that are income producing, depreciable, and financially leveraged. The course covers the various elements of the analysis process and their interrelationship. Students examine how real estate investments and their changing characteristics (with

respect to time and market conditions) might relate to their own goals, objectives and financial circumstances. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

## R EST 240 LAND PLANNING AND DEVELOPMENT (3)

Involves the study of the legislation, ordinances and procedural requirements involved in the land use and development processes. The areas of zoning, subdivision, comprehensive planning, environmental codes and land economics are covered. **Prerequisite:** R EST 130

## R EST 250 COMMERCIAL PROPERTY MANAGEMENT (4)

Covers all types of properties involved in the management process. It includes a study of the important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspections, building codes tenant relations, operating policies and financial result analysis. The class is required to meet outside of classroom hours (7-10 hours) for the development of a Marketing Plan. Students also receive five elective credits from the Institute of Real Estate Management toward the CPM (Certified Property Manager) designation. Course is approved for R EST clock hour credit. **Prerequisite:** R EST 130

## R EST 260 COMMERCIAL ESCROW (3)

Is designed specifically for working and potential escrow officers and mortgage closers. Third in a series (See R EST 160 and R EST 161), this course deals with the escrowing of income pro-

ducing entities and non-standard properties. Among others, this course covers business escrows, office, industrial and shopping complexes, developmental properties and farm and land escrows. Course is approved for LPO Cont. Ed. credit and approved for R EST clock hour credit. **Prerequisite:** R EST 161 OR three years full-time experience in BOTH mortgage closings and straight escrows, OR permission of instructor

## R EST 299 INDIVIDUAL STUDIES IN REAL ESTATE (V 1-10)

Is designed to accommodate student needs for flexibility within the Real Estate Program. The course allows students to explore in-depth areas of special interest in real estate. **Prerequisite:** Permission of program chairperson



# 79 EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

The Educational Development and Health Sciences Division provides a diverse array of program and course offerings. The health science programs of Nursing, Biomedical Photography, Diagnostic Ultrasound and Radiologic Technology provide instruction and preparation to enable students to pass the licensing examinations required for entry into these career areas. Developmental Education courses and services assist students in developing their basic and sometimes pre-college level academic skills to the point that they can compete positively in collegiate-level educational opportunities. The programs of Consumer Education, Early Childhood Education, Home Economics and Parent Education provide skills and training for students whose educational objectives are in parenting, child development and/or productive personal and family living concepts. Physical Education, Recreation Leadership,

and Health provide the basis for developing and maximizing fitness, health, and safety competencies. All of the Division's program offerings can be used in satisfying the various degree options for the Associate in Arts and Sciences degree.

## **BIOMEDICAL PHOTOGRAPHY**

### **BIOMD 101 SCIENTIFIC PHOTOGRAPHY I (5)**

Consists of an overview of biophotography, theory of light, optics, sensitized materials, exposure, development and calibration of personal camera gear. **Prerequisite: Acceptance into the program or permission of instructor**

### **BIOMD 102 SCIENTIFIC PHOTOGRAPHY II (5)**

Introduces clinical photography, lighting with flash, copying document, and illustrations, X-rays and ECG's, surgical and gross specimen photography, slide preparation and portraiture. **Prerequisite: BIOMD 101**

### **BIOMD 103 COLOR CONCEPTS (3)**

Studies the theory and practice of color photography. The course includes an evaluation of a variety of films and processes. **Prerequisite: Acceptance into program or instructor permission**

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## BIOMD 104 INTRODUCTION TO CLINICAL LAB (4)

Includes safety in the hospital environment, closely tied to BIOMD 110, the Clinical Internship, allows feed back from hospital lab to the classroom. Problem solving in the production lab is also experienced. **Prerequisite:** BIOMD 102

## BIOMD 110 CLINICAL INTERNSHIP I (7)

Presents practical application of theory in one-to-one relationship with associate faculty in hospital and other institutions. **Prerequisite:** BIOMD 102

## BIOMD 111 BASIC CAMERA TECHNIQUES (3)

Presents the camera as a scientific tool. Assignments given in BIOMD 101 are exposed, processed and evaluated. **Prerequisite:** Acceptance into the program

## BIOMD 112 ADVANCED CAMERA TECHNIQUES (3)

In a clinical setting, works with reproduction ratios, using flash for close-up exposures. Assignments given in BIOMD 102 are exposed, processed and critiqued. **Prerequisite:** BIOMD 101

## BIOMD 121 BASIC LAB PROCEDURES (3)

Involves printing the negative, fixing, washing, and drying. Care and maintenance of darkroom equipment is taught. **Prerequisite:** Acceptance into the program

## BIOMD 122 ADVANCED LAB PROCEDURES (3)

Provides printing and processing of assignments given in BIOMD 102 and 112. Special photographic techniques are also learned. **Prerequisite:** BIOMD 101

## BIOMD 124 EXPOSURE AND DEVELOPMENT CONTROL (3)

Teaches critical exposure measurement, processing of film for contrast control, as well as use of camera movements in large format cameras. **Prerequisite:** Permission of instructor

## BIOMD 125 PHOTOGRAPHY IN THE NATURAL SCIENCES (5)

Uses photography as a tool in exploring the natural sciences. Includes close-up and photomacrography of plants and animals in their environment, as well as specimens prepared for laboratory use. **Prerequisite:** Permission of instructor

## BIOMD 200 PHOTOMICROGRAPHY (5)

Includes photography through the microscope, and macroscope; processing and printing in black and white and color. **Prerequisite:** Permission of instructor

## BIOMD 210 CLINICAL INTERNSHIP II (7)

Is a practical application of theory learned in one-to-one relationship with associate faculty in hospitals and other facilities. **Prerequisite:** BIOMD 110

## BIOMD 221 SCIENTIFIC PHOTOGRAPHY III (5)

Allows solving special problems in macrography, micrography, infrared, ultraviolet, microspecimen lighting, and photographic preservation of evidence. **Prerequisite:** BIOMD 200

## BIOMD 225 MOTION MEDIA IN MEDICINE (5)

Explores the mechanics of motion picture and video production, demonstration and use of specialized equipment, and critique of films and video tapes. **Prerequisite:** Permission of instructor

## BIOMD 230 SCIENTIFIC PHOTOGRAPHY IV (5)

Comprehensively reviews course content, aimed at preparing the graduate for the written portion of the Registered Biological Photographer Certification. **Prerequisite:** Permission of instructor

## BIOMD 231 PORTFOLIO PREPARATION (3)

Allows students to compile and finish working portfolios and resumes.

## BIOMD 233 PHOTO LAB MANAGEMENT (5)

Covers designing, staffing, equipping and supplying the photographic laboratory. **Prerequisite:** BIOMD 110 and 210

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# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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BIOMD 235

## **AUDIOVISUAL PREPARATION (3)**

Provides the student with the opportunity to prepare and present a slide-sound program. Course includes sound recording techniques, script writing, preparation of titling, and pulsing the sound track. **Prerequisite: Permission of instructor**

## **CONSUMER EDUCATION**

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CONED 100

### **INTRODUCTION TO CONSUMER EDUCATION (3)**

Is a critical analysis of consumer information, problems, and practices. Discussion topics include: role of the consumer in the American economy, factors influencing consumer behavior, price, identifying quality, some legal aspects of consumership, and consumer protection agencies.

CONED 150

### **INTRODUCTION TO CONSUMER BEHAVIOR (5)**

Studies the dynamics of consumer behavior and of the awareness critical to effective, responsible consumerism in a free enterprise system.

CONED 200

### **PERSONAL AND FAMILY FINANCE (5)**

Studies the acquisition and utilization of family economics resources and the effect of values, standards, and goals on family spending.

CONED 250

### **CONSUMER LAW (5)**

Analyzes and evaluates the rules established by the legislation, judicial decisions, or customs concerning consumer rights and responsibilities in the United States.

CONED 290

### **SPECIAL INTERESTS IN CONSUMER EDUCATION (V1-5)**

Presents seminars, supervised individual study, and/or workshops in special projects or topics in consumer education.

## **DEVELOPMENTAL EDUCATION**

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DEVED 081/082

### **STRATEGIES FOR LEARNING ENGLISH**

Designed for the foreign student who has taken one or more non-credit ESL classes and needs to prepare for credit classes. Course emphasizes oral communication (speech), vocabulary, writing, and reading in English. Course may be repeated for credit twice.

## **DIAGNOSTIC ULTRASOUND TECHNOLOGY**

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DUTEC 101

### **CONCEPTS OF PATIENT CARE (3)**

Prepares the student for patient care and psychomotor/communication skills required in the health professions working environment, specifically focusing on concerns of medical sonography.

Legal/ethical and psycho-social aspects of patient care are emphasized. Medical terminology is integrated throughout the course. **Prerequisite: Official acceptance into the program**

DUTEC 105

### **PATHOPHYSIOLOGY I (3)**

Studies the pathogenesis (sequence of events) in the development of a disease. Emphasis is placed on pathological conditions identifiable with diagnostic imaging techniques. An extensive review of normal physiology is also presented. **Prerequisite: Zoology 113 and 114; official acceptance in the program**

DUTEC 106

### **PATHOPHYSIOLOGY II (3)**

Is a continuation of Pathophysiology I. The course focuses on the disease process and disease states relevant to obstetrics and gynecology, neurology and urology. **Prerequisite: DUTEC 105 and official acceptance in the program**

DUTEC 107

### **HUMAN CROSS- SECTIONAL ANATOMY (3)**

Presents the human anatomy in orthogonal planes of cross-sectional longitudinal, coronal and oblique. Emphasis is on correlation with clinical diagnostic imaging techniques. **Prerequisite: ZOOL 113 and 114, official acceptance in the program, and permission of instructor**

DUTEC 110

### **ULTRA-SOUND I - ABDOMINAL SCANNING AND TECHNIQUES (4)**

Studies basic ultrasound techniques and terminology, as well as scanning

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

techniques of the abdomen. Emphasis is on normal anatomy and selected pathologies. **Prerequisite:** ZOO 113 and 114 and official acceptance in the program

## DUTEC 112 PATHOPHYSIOLOGY III (3)

Is a continuation of Pathophysiology II and III. Emphasis is on the physiology and pathology of the cardio-vascular and the peripheral vascular system. **Prerequisite:** DUTEC 105, 106, and official acceptance in the program

## DUTEC 113 PATHOPHYSIOLOGY IV (3)

Presents a continuation of Pathophysiology III. Emphasis is on the physiology and the pathology of the cardio-vascular and cerebral vascular lesions. **Prerequisite:** DUTEC 105, 106, and official acceptance in the program

## DUTEC 120 ULTRASOUND II - OBSTETRICAL AND GYNECOLOGICAL SCANNING AND TECHNIQUES (4)

Provides current theory and scanning techniques for medical sonographers focusing on obstetrics and gynecology procedures and pathologies. **Prerequisites:** DUTEC 105, DUTEC 107, and official acceptance in the program

## DUTEC 130 ULTRASOUND III - SMALL PARTS & INTRAOPERATIVE SCANNING TECHNIQUES (4)

Studies scanning techniques involved in imaging small human body parts (thyroid, adrenals, brain, breast, etc.) Emphasis is on anatomy and any

pathologies. Intraoperative scanning focuses on surgical procedures, sterile technique and special care and maintenance of equipment. **Prerequisite:** DUTEC 107, 120, 115 and official acceptance in the program

## DUTEC 150 ULTRASOUND IV BASIC ECHOCARDIOGRAPHY (4)

Studies basic ultrasound scanning techniques of the heart. Emphasis is on anatomy, physiology, pathology and echocardiographic pattern recognition. Class must be taken concurrently with DUTEC 112. **Prerequisite:** DUTEC 107 and official acceptance into program

## DUTEC 155 ULTRASOUND VI ECHOCARDIOGRAPHY II (3)

Continues Basic Echocardiography. Emphasis is on Doppler echocardiographic techniques and congenital heart disease as it applies to the practice of adult echocardiography. Class must be taken concurrently with DUTEC 113. **Prerequisite:** DUTEC 150, 112 and official acceptance in the program

## DUTEC 160 ULTRASOUND V PERIPHERAL VASCULAR DOPPLER SCANNING TECHNIQUES (4)

Provides current theory and scanning techniques for medical sonographers focusing on Doppler techniques used in the diagnosis of peripheral vascular and cerebral vascular pathologies. Course must be taken concurrently with DUTEC 112. **Prerequisite:** DUTEC 107 and official acceptance in the program

## DUTEC 170 ULTRASOUND PHYSICS (3)

Gives the principles of physics needed in the field of diagnostic ultrasound. The topics include heat energy, electricity and magnetism, fluid dynamics and the physics of waves including reflection, refraction, resonance, and interference and Doppler effects. **Prerequisite:** Official acceptance in the program

## DUTEC 171 ULTRASOUND PHYSICS (3)

Continues 170 and ultrasound/tissue interaction, transducers, Doppler techniques, bio effects and acoustic power measurements, computers in ultrasonics and quality assurance procedures. **Prerequisite:** DUTEC 170 or permission, and official acceptance in the program

## DUTEC 210 CLINICAL PRACTICUM I (12)

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 101, 105, 106, 112, 115, 120, 150, 160, 180 and official acceptance in the program

## DUTEC 220 CLINICAL PRACTICUM II (12)

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy. **Prerequisite:** DUTEC 210

## DUTEC 230 CLINICAL PRACTICUM III (12)

Gives clinical experience in an ultrasound department with the supervision

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

and direction of a medical sonographer and doctor of medicine or osteopathy.  
**Prerequisite:** DUTEC 210 and 220

## DUTEC 240 CLINICAL PRACTICUM IV (12)

Provides clinical experience in an ultrasound department with the supervision and direction of a medical sonographer and doctor of medicine or osteopathy.  
**Prerequisite:** DUTEC 210, 220 and 230

## DUTEC 299 SPECIAL TOPICS PRACTICUM (V8-12)

Provides clinical experience in a diagnostic imaging facility with the supervision and direction of a medical sonographer or doctor of medicine or osteopathy or associate research fellow.  
**Prerequisite:** Permission of instructor

## EARLY CHILDHOOD EDUCATION

### EC ED 131 ORIENTATION TO THE HANDICAPPED CHILD (5)

Acquaints students with the educational, social and developmental patterns of the handicapped child. The impact of a disability on the child, on his family, and on his future is also explored. Course includes lecture and participation.

### EC ED 132 TECHNIQUES FOR TEACHING THE HANDICAPPED CHILD (3)

Overviews information related to systematic instruction of children with special needs. Subjects to be covered are initial and on-going assessment, individualized education programs, measurements, and management of child change and performance.

### EC ED 135, 136 PRACTICUM FOR SPECIAL EDUCATION (5) (5)

Presents supervised learning experiences in a specific school setting for handicapped children at the primary or pre-school level. Participation is closely supervised by a qualified instructor. Course includes seven hours directed participation and two hours lecture.

### EC ED 150, 151, 152 SPECIAL EXPERIENCE FOR FAMILY DAY CARE MOTHERS (1) (1) (1)

Is a sequence of courses designed to give family day care mothers opportunities to explore different skill areas of art, music, parent contacts, child development and others.

### EC ED 171 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (5)

Presents theories and practices of Early Childhood Education, as well as observations in preschools, day care centers, Headstart agencies, kindergartens and elementary schools.

### EC ED 172 FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION (5)

Presents materials, methods and professional practices relevant to the subject. It considers the influence of the cultural environment on the developing child. Course includes laboratory participation.

### EC ED 181 CHILDREN'S CREATIVE ACTIVITIES (5)

Gives practical aspects of planning, selecting, preparing, and presenting creative curriculum materials and activities to the young child. Laboratory participation included.

### EC ED 183 ART EXPERIENCES FOR EARLY CHILDHOOD EDUCATION (3)

Studies art in the development of the young child. Provides experiences in working with various media and materials as used with the young child. Lecture, discussion and participation are included.

### ECED 184 MUSIC FOR CHILDREN (3)

Focuses on developmentally appropriate musical activities with emphasis on movement, songs, and simple dances. Students learn basic skills on the audioharp or other simple musical instruments. Lecture, discussion, and participation are included in the class.

### EC ED 185 INSTRUCTIONAL AIDS (5)

Introduces a basic course designed to acquaint students with the new instructional materials and media used in the classrooms for Early Childhood Educa-

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## EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

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tion. Students are shown how to become skilled in the use of audio-visual aids and some office equipment.

### EC ED 191, 192, 193 **PRACTICUM IN EARLY CHILDHOOD EDUCATION (5) (5) (5)**

Gives supervised learning experience in a specific school situation at the primary levels or preschool, day care center, or Headstart agency. Participation is closely supervised by a qualified instructor.

### EC ED 201 **PARENT EDUCATION (5)**

Provides a lecture and discussion class in interviewing techniques, emphasizing the development of competency in parent contacts. Skills learned involve the parent in understanding the child's home and school environment. Community resources and referral agencies are used.

### EC ED 203 **DAY CARE (3)**

Gives supervised care for the child from two and one-half to five years of age. The parent/student participates in the child care center. A weekly class involves the parent/student in understanding the child and developing techniques for effective home and family living. Course includes one and one-half hours lecture, three hours laboratory, and directed participation. Use of center is allowed for up to 15 hours per week. **Prerequisite: Permission of instructor**

### EC ED 204 **CHILD HEALTH AND SAFETY (3)**

Emphasizes setting up and maintaining a safe and healthy learning environment for the young child. Course content includes information about the basic nutritional needs of children, accident prevention in the home and classroom, and the identification of good health practices.

### EC ED 205 **DAY CARE (5)**

Allows supervised care for the child from two and one-half to five years of age. The parent/student participates in the child care center. A weekly class involves the parent/student in understanding the child and developing techniques for effective home and family living. (Course includes one and one-half hours lecture, seven hours laboratory, and directed participation.) Full use of the center is provided. **Prerequisite: Permission of instructor**

### EC ED 293 **BASIC TECHNIQUES & NEW IDEAS FOR THE PRE- SCHOOL TEACHER (3)**

Explores fundamental aspects of good teaching and preschool techniques. Observations, lectures, demonstration, films and discussion are included. Special topics explore teacher attitudes and new approaches in the field. Resource speakers include transitions, music, puppetry, science, and special techniques with the individual child.

### EC ED 295 **SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION (V1-5)**

Studies selected topics or approved

work experience in the field of Early Childhood Education. Course may be repeated for a maximum of 15 credits. **Prerequisite: EC ED major and permission of instructor**

### EC ED 296 **SPECIAL SEMINAR I EARLY CHILDHOOD EDUCATION (5)**

Studies selected topics or special seminars in Early Childhood Education. Course may be repeated for a maximum of 15 credits. **Prerequisite: EC ED major and permission of instructor**

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## EDUCATION

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### EDUC 110 **INTRODUCTION TO EDUCATION (5)**

Details the history, development, purposes, and processes of education. Class sessions and laboratory experiences are used to clarify and focus feeling and thought involved in the teaching-learning process.

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## HEALTH

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### HLTH 102 **HOW TO STAY HEALTHY (2)**

Emphasizes individual rights and responsibilities, self care and self help in matters pertaining to health. Students are instructed in how to take an active role in health care rather than passive, as well as to function for themselves and families to prevent, detect and treat common illness and injury, promote positive health habits and supplement primary health care.



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HLTH 120b

## **BASIC LIFE SUPPORT/ ADULT AND PEDIATRIC (V.5-1)**

Provides knowledge and skills necessary for successful treatment of victims of life threatening cardiac/respiratory problems or cardiac arrest.

HLTH 250

## **HEALTH SCIENCE (5)**

Allows student involvement, health visitation in the community, discussions on drugs, health sexuality, marriage and family, emotional problems, environment, physical well-being consumer health, communicable and degenerative diseases, and subjects selected by students.

HLTH 292

## **FIRST AID AND SAFETY (3)**

Is a lecture laboratory course. The student may meet requirements of both a Standard Red Cross First Aid certificate and Cardiopulmonary Resuscitation (CPR) certificate.

## **HOME ECONOMICS**

HOMECE 100

## **INTRODUCTION TO HOME ECONOMICS (1)**

Is an orientation to the field of home economics with emphasis on philosophy and subject matter content. Attention is given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

HOMECE 108

## **INTRODUCTION TO FASHION (2)**

Studies the nature and dynamics of fashion and of the role fashion plays in the lives of individuals, families, and communities.

HOMECE 109

## **HISTORY OF APPAREL IN THE UNITED STATES (2)**

Studies apparel in the United States and of the economic, political, psychological and social factors that influenced fashion in dress.

HOMECE 110

## **TEXTILES (5)**

Studies the physical and chemical properties of natural and manmade fibers and finishes, identification of construction methods, and principles related to use and care of fabrics.

Note: Interior Design Program students, please see description in Interior Design section.

HOMECE 111

## **CLOTHING STUDY (2)**

Deals with the aesthetic, economic, psychological, and sociological aspects of clothing selection.

HOMECE 112

## **BEGINNING CLOTHING CONSTRUCTION (2)**

Provides instruction in basic sewing skills and techniques with use of commercial pattern and woven cotton fabric; including terminology, use and care of sewing machines, body measurements and simple fitting.

HOMECE 130

## **HUMAN NUTRITION (5)**

Studies foods and nutrition in relation to health and disease, and the processes by which nutrients function in the human body.

HOMECE 170

## **INDIVIDUAL AND FAMILY HOUSING (3)**

Explores housing alternatives for individuals and families and the economic, political and social factors to consider in meeting housing needs.

HOMECE 171

## **HOME FURNISHINGS AND EQUIPMENT (3)**

Studies furniture and appliances in reference to the home; including construction, selection, use, and care.

HOMECE 172

## **DESIGNING & DECORATING THE HOME (3)**

Presents the basic principles of design as a focus for the understanding of aesthetic and practical elements of creating a pleasant and comfortable home environment.

HOMECE 200

## **SPECIAL INTERESTS IN HOME ECONOMICS (V1-5)**

Provides individual or group projects, seminars or work experience in the field of home economics.

HOMECE 212

## **CLOTHING CONSTRUCTION (5)**

Offers sewing and finishing skills and techniques applicable to a variety of

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

garments and fabrics; including fitting and pattern alterations. **Prerequisite:** HOMECEC 112 or sewing experience

## HOMECEC 213 DRAPING (4)

Presents instruction in developing a pattern through the draping process using a commercial dress form. **Prerequisite:** HOMECEC 212 or sewing experience

## HOMECEC 214 PATTERN DRAFTING (4)

Gives instruction in developing a basic pattern by the drafting method and fashioning different styles from the basic pattern. **Prerequisite:** HOMECEC 212 or sewing experience

## HOMECEC 215 ALTERATIONS AND GRADING (4)

Teaches the alteration of a design through the flat pattern method and grading of patterns to different sizes with emphasis on figure irregularities. **Prerequisite:** HOMECEC 212 or sewing experience

## HOMECEC 216 COMMERCIAL SEWING (2)

Instructs in the use and care of selected commercial sewing equipment and machines, including practice in commercial construction techniques. **Prerequisite:** HOMECEC 212 or sewing experience

## HOMECEC 217 PRODUCING A LINE (4)

Provides practical experience in the creation of a contemporary line of apparel for a specific market. **Prerequisite:** HOMECEC 212, or sewing experience, HOMECEC 213, 214, 215, 216

## HOMECEC 220 HOME MANAGEMENT (3)

Teaches principles of management related to family activities throughout the family life cycle, as well as the effect of values, standards, goals, and resources upon decision making.

## HOMECEC 235 NUTRITION AND DISEASE (5)

Applies the principles of human nutrition, including underlying biochemical and physiological components, to therapeutic needs, dietary treatment of nutrition-related diseases, malnutrition, and nutrition in the prevention of disease. **Prerequisite:** HOMECEC 130

## HOMECEC 255 MARRIAGE AND THE FAMILY (5)

Studies the family as an institution and mode for personal living; marital adjustment; parent-child relationships; changing family patterns; and family disorganization and reorganization. **Prerequisite:** SOC 110 or PSYCH 100

## HOMECEC 256 CHILD DEVELOPMENT AND GUIDANCE (3)

Studies the physical, social, and emotional development of the child from infancy to adolescence and the guidance necessary for optimal development.

## HOMECEC 257 HUMAN GROWTH AND DEVELOPMENT (3)

Studies the physical, social and emotional growth and development of the individual from adolescence through

old age and the requisite conditions and fitnesses for optimum adjustment. **Prerequisite:** HOMECEC 256

## HOMECEC 258 COPING WITH FAMILY VIOLENCE (5)

Analyzes family violence with emphasis on cause, effect, and coping strategies. Skills for working with abusive family members are developed including identification of abuse, reporting procedures, treatment, and prevention.

## INDIVIDUAL DEVELOPMENT

### ID 291-295 INDEPENDENT STUDIES (1) (2) (3) (4) (5)

Offers coursework and projects in specific student-initiated topical areas. Possible subject matter found in areas of student interest and need. Approval of project or course of study is dependent upon thoroughness of initial design, plan of student-faculty consultation relative to learning objectives, progress, and evaluation. Entire process must be coordinated with and approved by the Division Chairman. Achievement level is determined by nature of project and extent of credits awarded. Each class may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor of record (Division Chairman)

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

## NURSING - ASSOCIATE DEGREE

Objectives of the program are achieved through individual student and small group participation on campus and in the clinical agencies.

Didactic group experiences permit the student to interact with peers and instructors, utilizing group process as the forum for sharing and evaluating nursing theory and practice.

### NURS 100 NURSING I (14)

Serves as the structural framework of the program. Skills are developed to enable the student to meet basic physiological and psycho-socio-cultural needs of the hospitalized adult. In-patient facilities in acute or convalescent care settings are utilized for clinical laboratory experiences. This course consists of two segments: 100x and z. **Prerequisite: Official acceptance into the program**

### NURS 101 NURSING II (15)

Presents a sequential progression of nursing theory and practice focusing on health concepts and problems associated with medical-surgical nursing. In-patient facilities in acute care settings are utilized for clinical laboratory experience. This course consists of two segments: 101x and z **Prerequisite: NURS 100**

### NURS 102 NURSING III (15)

Continues Nursing 101 focusing on health concepts and problems associated with medical-surgical nursing.

In-patient facilities in acute care settings are utilized for clinical laboratory experience. The course consists of two segments: 102x and z. **Prerequisite: NURS 101**

### NURS 210 NURSING IV (9.5 - 10)

Studies nursing of children--selected observations and experiences in caring for the well, handicapped and ill child. Concurrent theory emphasizes growth and development and the similarities and differences in the nursing care offered to adults and children. **Prerequisite: NURS 102**

### NURS 211 NURSING V (9.5 - 10)

Teaches maternity nursing--theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the postnatal period), and care of the normal newborn. **Prerequisite: NURS 102**

### NURS 212 NURSING VI (9.5 - 10)

Presents psychiatric nursing--theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and community programs which assist the student in more fully understanding the behavior demonstrated by persons having psychological problems in society today.

### NURS 213 NURSING VII (15)

Provides the final course in medical-surgical nursing and allows the student to integrate nursing theory from all previous courses. Providing comprehensive patient care to a group of patients with complex pathophysiological and

psycho-socio-cultural problems is an expected outcome. In-patient facilities in acute care settings are utilized for clinical laboratory experience. This course consists of two segments: NURS 213x and 213z

### NUR 214 NURSING VIII (5.5)

Presents the normal biological and psychosociocultural aspects of aging and ways of coping with problems. Discussion of the attitudes of society and individuals toward older adults provides a greater appreciation of the aging process. Commonly occurring health problems reviewed. Clinical experience takes place in extended care facilities and community centers. **Prerequisites: NURS 100, 101 and 102**

## NURSING - CONTINUING NURSING EDUCATION

The Bellevue Community College Continuing Nursing Education Program is accredited by the Western Regional Accrediting Committee of the American Nurses' Association. All courses and workshops are recognized at the state and national levels. Offerings are designed to meet the needs of registered nurses, facilitating learning that updates, expands and enriches the role of the nurse in health care.

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

## OUTDOOR EDUCATION

OUTED 149A

### SKI INSTRUCTOR CONDI- TIONING (1)

Incorporates exercises and routines designed to improve the body function and coordination for skiing.

## PARENT EDUCATION

PARED 131

### FOSTER PARENT EDUCA- TION (3)

Offers a lecture and discussion class in exploring concerns of foster parents. Skills learned involve the foster parent in understanding expectations and needs of the foster child, agency and foster parents.

PARED 133

### FOSTER PARENT EDUCA- TION II (3)

Supplies a workshop dealing with foster parents' roles as modifiers of behavior and counselors. Particular attention is given to developing communications skills, understanding of family relations and adjustment. Field trips to appropriate community agencies serving youth are included.

PARED 135

### SPECIAL TOPICS IN PARENT EDUCATION (V1-5)

Studies selected topics or special seminars in parent education.

## PHYSICAL EDUCATION - COURSES

PE ACTIVITY COURSES MAY BE REPEATED FOR A MAXIMUM OF TWO CREDITS.

PE 102

### AEROBIC DANCE (1) (Women)

Improves muscle tone, flexibility, and endurance. Relaxation techniques, isometric exercises and exercises for figure control are included. The major portion of the course consists of exercising to music.

PE 103

### AEROBIC EXERCISE (2) (Coed)

Provides cardiovascular improvement, changes metabolism and burns body fat. This fun exercise class is done to music the entire period. A low impact option of coed aerobic exercise is also available. This section promotes cardiovascular benefit; fat burning, and toning without the stress of jumping.

PE 104

### SWIMNASTICS (1)

Is designed to attain and maintain physical fitness through water activities.

PE 105

### CANOEING (1)

Provides fundamentals of carrying, launching, boarding, various canoe positions, strokes, and rescue techniques.

PE 106

### BEGINNING GOLF (1)

Is designed to provide the basic knowledge needed for beginning golfers to play the game of golf. This includes, but is not limited to, grip, stance, swing, driving, putting, and approach shots, as well as the rules of golf and golf etiquette.

PE 107

### BASKETBALL (1)

Presents fundamentals of ball handling, passing, shooting, pivoting, dribbling; practice in basic elements of offensive and defensive play; and rules.

PE 108

### TENNIS (1)

Presents fundamental techniques of the serve, forehand drive, backhand drive, volley, grip and footwork; rules; and etiquette.

PE 109

### PICKLEBALL (1)

Takes the beginner in pickleball through the basic skills in both singles and doubles pickleball and develops proficiency in play and strategy.

PE 110, 111, 112

### LIFE FITNESS (2)

Presents educational, developmental, and training course designed to assist each student in the process of upgrading his/her present levels of functioning in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. Each student undergoes testing prior to participating in the computerized development training program.

# EDUCATIONAL DEVELOPMENT AND HEALTH SCIENCES DIVISION

PE 118

**VOLLEYBALL (1)**

Presents basic skills of serving, setting up and spiking the ball; strategy of play in front and back courts and at nets; and rules of rotations, scoring and playing the sport.

PE 119

**RACQUETBALL (1)**

Offers beginning course for those individuals who wish to enter into a new world of racquetball through basic instruction, taking the novice from the beginnings of racquetball to game situations. Emphasis is placed on acquiring basic skills, knowledge of rules, and developing the ability to enjoy game situations.

PE 120

**KARATE (1)**

Emphasizes the philosophy, as well as the skills and etiquette of Karate. The class stresses the development of self-reliance and self-confidence.

PE 121

**INTERMEDIATE KARATE (1)**

Offers intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self-defense is also provided.

PE 122

**BADMINTON (1)**

Gives the fundamental techniques; grips, footwork, body balance, forehand and backhand strokes, serve; rules; and techniques of singles and doubles games.

PE 123

**ARCHERY (1)**

Presents the fundamental techniques of stringing and handling a bow; handling an arrow and shooting; safety; and upkeep of equipment.

PE 124

**BODY CONDITIONING (1)**

Provides exercises and routines designed to improve and maintain physical fitness. Concept of body mechanics, weight room training and aerobic exercise are involved.

PE 125

**SKIING (1)**

Provides fundamentals and skills in skiing; mastery of techniques and knowledge of skiing, emphasizing its recreational phase with some instruction in competitive skiing; rules and ethics; equipment; cold weather survival; and first aid.

PE 128

**WEIGHT TRAINING (1)**

Emphasizes physical conditioning, strength development and lifting techniques.

PE 129

**SAILING (1)**

Covers the procedure for capsize, theory of sailing, points of sailing, getting underway, coming about, jibing, wearing, docking and safety procedures.

PE 130

**INTERMEDIATE SAILING (1)**

Offers the study of aerodynamics, trimming of sheets, rules of the road, and racing techniques.

PE 132

**INTERMEDIATE  
BADMINTON (1)**

Teaches intermediate techniques, team play for doubles and mixed doubles, and techniques of singles play.

PE 135

**HIKING (1)**

Presents principles and techniques of basic hiking along with topics on safety, basic equipment, and survival. Course taught in conjunction with summer field trips.

PE 137

**SPORTS CONDITIONING (2)**

Provided to condition athletes for varsity sports. The class includes general conditioning skills and techniques.

PE 138

**INTERMEDIATE  
RACQUETBALL (1)**

Offered for those who wish to play racquetball at higher skill levels, concentrated game situations, and the learning of more advanced racquetball techniques.

PE 139

**SELF-DEFENSE (1)**

Gives insight into different forms of combative arts and the differences between each. Emphasis is on practical offensive and defensive techniques which can be used for self-defense from the art of Karate, Judo and Aikido.

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PE 141, 241

## **BASKETBALL CONDITIONING (2) (2) (Maximum 8 credits)**

Is a course for gifted basketball participants only (during winter quarter).

PE 142, 242

## **CROSS COUNTRY CONDITIONING (2) (2)**

Is a course for gifted distance runners only (during fall quarter).

PE 143, 243

## **BASKETBALL CONDITIONING FOR WOMEN (2) (2) (Maximum 8 credits)**

Is a course for gifted basketball players only (during winter quarter). **Prerequisite:** Permission of instructor

PE 144, 244

## **TRACK CONDITIONING (2) (2) (Maximum 8 credits)**

Is a course for gifted runners, jumpers or field specialists only (during spring quarter).

PE 146, 246

## **VARSITY CONDITIONING BASEBALL (2) (2) (Maximum 8 credits)**

Is a course for gifted baseball players only (during spring quarter).

PE 147, 247

## **TENNIS CONDITIONING (2) (2)**

Is a course for gifted tennis players only (during spring quarter).

PE 148, 248

## **GOLF CONDITIONING (2) (2)**

Is a course for gifted golfers only (during spring quarter).

PE 151

## **CONTEMPORARY DANCE I (3)**

Is open to men and women. See DANCE 151.

PE 152

## **CONTEMPORARY DANCE II (2)**

Provides a class for men and women. See DANCE 152.

PE 158

## **INTERMEDIATE TENNIS (1)**

Covers techniques beyond those of beginning tennis. Serve and volley are stressed along with review of basic strokes. Strategy and basic principles of doubles play are also discussed. **Prerequisite:** PE 108 or permission of instructor

PE 178

## **INTERMEDIATE VOLLEYBALL (1)**

Challenges the better volleyball player by learning new and better techniques of serving, spiking, placement, and team play. There is tournament play with two-to six-man teams. **Prerequisite:** PE 118 or a skills test

PE 180, 280

## **SOCCER CONDITIONING (2) (2)**

Is a course for gifted soccer players only (during fall quarter). **Prerequisite:** Permission of instructor

PE 183, 283

## **TRACK CONDITIONING (Women) (2) (2) (Maximum 8 credits)**

Is a course for gifted track participants only (during spring quarter). **Prerequisite:** Permission of instructor

PE 184, 284

## **SOCCER CONDITIONING (Women) (2) (2)**

Is a course for gifted soccer players, women only.

PE 187, 287

## **SOCCER CLINIC (1) (1)**

Allows a one-day clinic for teaching, coaching and playing techniques for soccer. Participants obtain experience in fundamentals of soccer and perfection of these skills.

PE 189, 289

## **ALL SPORTS CLINIC (1)**

Presents a clinic for general teaching, coaching and playing techniques for most sports with emphasis on current concepts, materials and skills. Participants obtain experience in fundamentals of their sport and perfection of their skills.

PE 195, 295

## **VOLLEYBALL CONDITIONING (Women) (2) (2)**

Provides a class for gifted volleyball players only (during fall quarter).

PE 198

## **ADVANCED TENNIS (1)**

Instructs students in the advanced techniques of tennis. Strategy for singles and doubles are thoroughly examined, along with instruction on the lob, drop



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shot, overhead, and other advanced elements of tennis. **Prerequisite:** PE 158 or permission of instructor

## PHYSICAL EDUCATION - PROFESSIONAL COURSES

### PE 101 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION (3)

Includes the various aspects of a professional physical education career. Students are expected to take this course their first quarter or as soon as practical thereafter. History and philosophies; personnel qualifications, training and preparation opportunities; organizations; and related fields are covered.

### PE 164 SKILLS AND MATERIALS IN AQUATICS (2)

Develops techniques and skills in teaching aquatic activities to various age and skill levels. The course researches aquatic activities of the Pacific Northwest and career opportunities.

### PE 165 SKILLS AND MATERIALS IN GYMNASTICS (2)

Helps students understand the fundamental concepts and applications of skills and techniques in the teaching of gymnastics; gives progressive sequence of learning and teaching gymnastic skills.

### PE 166 SKILLS AND MATERIALS IN TEAM SPORTS (2)

Provides practical experience in baseball, basketball, field hockey, football, volleyball, softball, soccer, and touch football.

### PE 176 PRINCIPLES AND TECHNIQUES OF TRACK AND FIELD (3)

Designed to teach the techniques of all the track and field events, and by active participation in the events, help the student gain proficiency and knowledge about track and field.

### PE 201 KINESIOLOGY (5)

Studies the science of human motion. Principles of anatomy, physiology and mechanics are applied to gain an understanding of human movement, body development, and body maintenance. **Prerequisite:** BIOL 101 or equivalent anatomy class

### PE 209 SKILLS AND MATERIALS OF RECREATIONAL DANCE (2)

Allows practice of skills in folk, square and social dance, and presents background, terminology and rhythmic analysis of dances. Methods of teaching and presenting dances are also included.

### PE 223 FUNDAMENTALS OF BASEBALL (3)

Applies general teaching, coaching and playing techniques for baseball with emphasis upon current concepts, materials, and skills in this area. Practical experience in fundamentals of baseball

and perfection of these skills are also provided. **Prerequisite:** Permission of instructor

### PE 224 FUNDAMENTALS OF BASKETBALL (3)

Teaches modern techniques and methods of basketball training and conditioning. Course designed primarily for those students interested in developing fundamental skills for competitive basketball.

### PE 225 FUNDAMENTALS OF SOCCER (3)

Applies general teaching, coaching and playing techniques for soccer with emphasis upon current concepts, materials and skills in this area. Practical experience in fundamentals of soccer and perfection of these skills are also provided.

### PE 226 ADVANCED SOCCER COACHING (3)

Prepares coaches for the United States Soccer Federation licensing courses. Subjects include physical fitness, technique tactics, team management, psychology of coaching, and care of soccer-related injuries. **Prerequisite:** Two or more years of coaching at an intermediate level and completion of the WSYS Intermediate Coaching course. Student should be in good physical condition and have soccer skills.

### PE 227 FUNDAMENTALS OF TENNIS (3)

Familiarizes students with necessary skills and knowledge to be a competitive participant in the sport of tennis.

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Students learn behavior and movements to prepare them for on and off court action. **Prerequisite: PE 198 or permission of instructor**

## PE 230 TECHNIQUES IN BASKETBALL (3)

Presents an advanced class in the theories and methods of modern basketball. Course content covers such areas as philosophy, program organization, training and conditioning, care and treatment of injuries, fundamentals, offensive and defensive play, game strategy and psychology.

## PE 231 TECHNIQUES IN VOLLEYBALL (3)

Provides an advanced class in the theories of volleyball. Topics include philosophy, physiology, psycho-social aspects of human movement involved in the sport.

## PE 232 TECHNIQUES IN TENNIS (3)

Teaches an advanced class in the theories of competitive tennis. Topics include philosophy, physiology, and psycho-social aspects of human movement involved in the sport. **Prerequisite: Permission of instructor**

## PE 234 TECHNIQUES IN GOLF (3)

Is designed for advanced golfers to review and improve on the basics of golf to include grip, timing, approach shots, course strategy, special lies, putting and the mental approach to golf.

## PE 245 FUNDAMENTALS OF VOLLEYBALL (3)

Allows students to develop new and advanced levels of movements and knowledge involved in the sport of volleyball. Students learn skills and acquire knowledge which prepares them for competitive programs and coaching volleyball in physical education and recreational settings. **Prerequisite: PE 178 or permission of instructor**

## PE 264 SKILLS AND MATERIALS IN TRACK AND FIELD AND WEIGHT TRAINING (2)

Studies principles of training; development of performance for each track and field event; selection of individuals for the various events, coaching philosophy, practice organization, conducting meetings and administrative problems. Principles and methods of weight training, as well as development of weight training programs are covered.

## PE 265 SKILLS AND MATERIALS FOR ACTIVITIES OF THE ELEMENTARY CHILD (2)

Deals with progressive activity skills for games, relays, team activities; practical instruction; and opportunity to analyze performance of children of various ages.

## PE 266 SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)

Provides practical experience in archery; bowling; badminton; golf; tennis; fencing; track and field; wrestling; and recreational games.

## PE 270 PRINCIPLES OF ATHLETIC TRAINING (3)

Offers experience in the area of athletic training for those entering the fields of physical education; recreation and coaching. Course content includes recognition of athletic injuries, emergency care and treatment, rehabilitation and experience in treatment and prevention of injuries. **Prerequisite: HLTH 292 or permission of instructor**

## PE 271 ATHLETIC INJURY MANAGEMENT (3)

Provides information and development of skills for follow-up after the initial recognition and treatment phase. Use of various modalities; ice packs, hydroculator packs, whirlpools, etc., are discussed as they relate to different injuries. Rehabilitation programs for regaining range of motion and strength; functional tests to determine the athlete's readiness to return to action; use of protective pads and advanced techniques of taping are also discussed. **Prerequisite: PE 270 or permission of instructor**

## PE 290 SPORTS OFFICIATING (3)

Includes rules, mechanics, and procedures for competitive sports; enforcement of rules, use of signals; personal appearance and conduct, public relations duties of officials; suggestions for coaches, code of ethics, and qualifications for officials' ratings.



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PE 291

## **BASKETBALL OFFICIATING (3)**

Provides men and women with the basic skills and knowledge to officiate basketball at the intramural and recreation level. The course provides individuals with sufficient rules knowledge to take the National Basketball Federation Rules examination.

## **RADIOLOGIC TECHNOLOGY**

RATEC 077

### **RADIOLOGY UP-DATE (1)**

Presents videotaped seminar to include discussion, question and answer sessions, testing and evaluation. Topics covered include: basic approach to angiography, bone age, computerized transaxial tomography, diagnostic ultrasound, nursing home radiography, R.S.R.O. and tuberculosis.

RATEC 101

### **INTRODUCTION TO RADIOLOGIC TECHNOLOGY (2)**

Covers medical ethics, types and operation of radiology departments in hospitals. Also included are basic radiation protection, chemistry of film processing, methods of processing, and construction of film processing areas. **Prerequisite:** Official acceptance into program

RATEC 102

### **RADIOGRAPHIC PHYSICS (5)**

Deals with components of X-ray circuits; tubes; X-ray equipment, design and application, troubleshooting and maintenance; test equipment, image

intensification and cineradiography and advanced imaging procedures.

**Prerequisite:** RATEC 103

RATEC 103

### **PRINCIPLES OF RADIOGRAPHIC EXPOSURE (3)**

Studies the prime factors of radiologic technique and other factors influencing radiographic technique. Two hours lecture and two hours of lab each week are included. **Prerequisite:** RATEC 101

RATEC 104

### **ADVANCED RADIOGRAPHIC PROCEDURES (3)**

Presents the theory and principles of the use of contrast media in radiologic examinations and special positioning. **Prerequisite:** RATEC 103, 109, 120

RATEC 107

### **POSITIONING AND RELATED ANATOMY I (3)**

Studies basic positioning principles and terminology. Demonstration and lab experience in positioning and related anatomy of the chest, abdomen and upper extremities plus film evaluation is included with two hours lecture and two hours of lab each week. **Prerequisite:** Official acceptance into program

RATEC 108

### **POSITIONING AND RELATED ANATOMY II (3)**

Provides demonstration and laboratory experience in positioning and related anatomy of the spine, pelvis, and lower extremities including film evaluation. Two hours lecture and two hours lab each week. **Prerequisite:** RATEC 107

RATEC 109

### **POSITIONING AND RELATED ANATOMY III (3)**

Gives demonstration and laboratory experience in positioning and related anatomy of the skull, facial bones, sinuses and mastoids including film evaluation with two hours lecture and two hours laboratory each week. **Prerequisite:** RATEC 108

RATEC 110

### **CLINICAL EDUCATION I (5)**

Introduces the first of a series of clinical education courses. During this experience the beginning student of RATEC is assigned to one of the clinical education centers affiliated with the BCC RATEC program for 4 weeks, 40 hours per week. The student receives an orientation to hospital and department procedures, participates in ancillary Radiology activities and observes and performs diagnostic radiologic procedures. **Prerequisite:** RATEC 101, 107, 120

RATEC 111

### **CLINICAL EDUCATION II (2)**

Provides the second in a series of clinical education courses. The student is assigned six hours per week at a clinical education center. During this supervised experience the student observes and performs diagnostic radiologic procedures. **Prerequisite:** RATEC 110

RATEC 113

### **CLINICAL EDUCATION III (5)**

Provides the third in the series of clinical education courses which demands 16 hours per week at a Clinical Education Center. Specific performance

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objectives are provided for the student.  
**Prerequisite:** Successful completion of first two quarters of the program

## RATEC 114

### CLINICAL EDUCATION IV (6)

Presents the fourth in the series of clinical education courses which demands 20 hours per week at a Clinical Education Center. Specific performance objectives are provided for the student.  
**Prerequisite:** RATEC 113

## RATEC 120

### NURSING PROCEDURES (3)

Includes basic nursing procedures to acquaint the radiologic technology student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of Radiologic Technologist in various nursing situations. Medical terminology is incorporated in this course. **Prerequisite:** Official acceptance into program

## RATEC 206

### SPECIAL PROCEDURES (2)

Studies special procedures implementation (film changers, injectors, physiological monitoring) and methodology. Course includes cardiac studies, vessel studies, magnification and tomography. **Prerequisite:** RATEC 102, 104, 120

## RATEC 207

### CONCEPT INTEGRATION (2)

Comprehensively reviews all areas in preparation for taking American Registry of Radiologic Technologists exam.  
**Prerequisite:** RATEC 220

## RATEC 210

### CLINICAL EDUCATION V (13)

Is the fifth in the series of clinical education courses which demands 40 hours per week for 11 weeks. Specific performance objectives are provided for the student. **Prerequisite:** RATEC 114

## RATEC 211

### CLINICAL EDUCATION VI (9)

Teaches the sixth in the series of clinical education courses which demands 28 hours per week. Specific performance objectives are provided for the student. **Prerequisite:** RATEC 210

## RATEC 212

### CLINICAL EDUCATION VII (10)

Provides the seventh in the series of clinical education courses which demands 32 hours per week. Specific performance objectives are provided for the student. **Prerequisite:** RATEC 211

## RATEC 213

### CLINICAL EDUCATION VIII (12)

Is the eighth in the series of clinical education courses which demands 36 hours per week. Specific performance objectives are provided for the student. **Prerequisite:** RATEC 212

## RATEC 220

### PATHOLOGY FOR RADIOGRAPHERS (3)

Acquaints the student with certain changes which occur in disease and injury, and their application to radiologic technology. **Prerequisite:** RATEC 206

## RATEC 230

### QUALITY ASSURANCE

(2) Presents the student with theory and practical experience to develop a proficiency for operating a successful quality assurance program in a diagnostic radiology department. The student should become aware of the importance of such a program with respect to rising costs of health care, radiation exposure to patients, and improvement of the diagnostic quality of films. **Prerequisite:** RATEC 102, 103

## RATEC 240

### RADIATION BIOLOGY & PROTECTION (3)

Covers the various types of radiation, their interaction with matter and the effects of those interactions. Stress is placed on protection to be afforded the patient and the technologist. **Prerequisite:** Must be second year student

## RECREATION LEADERSHIP

## RECEC 154

### RECREATIONAL RESOURCES (3)

Presents directed observations of recreational resources including general and community, public, school, youth-serving agencies, hospitals, institutional and industrial organizations, etc.

## RECEC 240

### CAMP CRAFT (3)

Gives training in conservation, safety, and camp craft experiences; emphasizing hiking, trailing, stalking, and route finding.

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RECED 242

## **BACKPACKING (5)**

Offers a two and one-half week workshop during summer field trips. Topics include organization of and materials taken on backpacking trips, care of equipment, safety, outdoor living, survival, camp-craft, sanitation and cooking. Lab fee is required.

RECED 244

## **CAMP COUNSELING (3)**

Studies the educational and social significance of camping; qualifications and responsibilities of the counselor; and planning and operating.

RECED 245

## **RECREATIONAL USE OF ART CRAFTS (3)**

Covers various mediums of particular interest to age levels, hobby interests, cost of equipment and materials.

RECED 254

## **PRACTICUM IN PLAY- GROUND LEADERSHIP (5)**

Teaches motivating and conducting a diversified program; techniques; program planning and organization; and operational methods. Class includes directed on-the-job experience in recreational activities and program services for the enhancement of leadership techniques.

RECED 274

## **PRACTICUM IN SOCIAL RECREATION (2)**

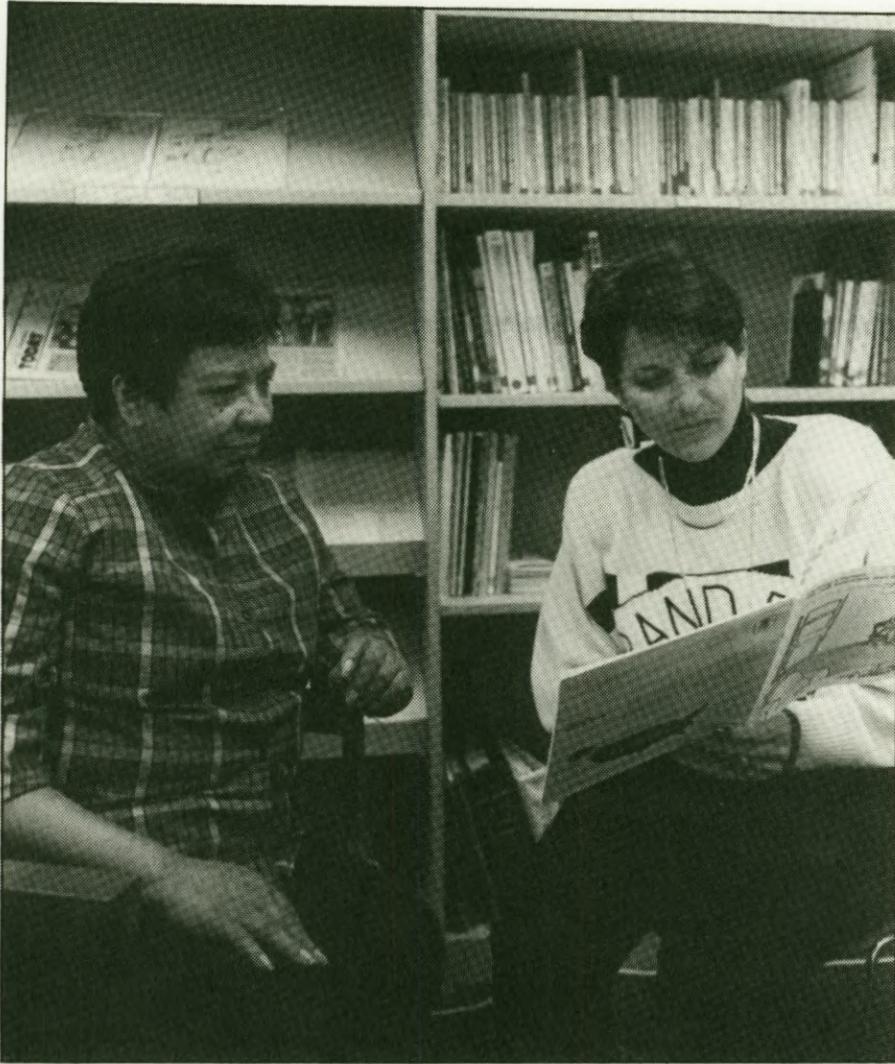
Presents games for family recreation, parties, picnics, clubs, and civic centers. Directed on-the-job experience in recreational activities with adults is included.

RECED 290

## **ADAPTIVE RECREATION (3)**

Studies the value of recreation for physically and socially handicapped and adaptation of recreation activities for various underrepresented groups. Practical experience at local social service agencies is provided.

# HUMAN DEVELOPMENT



## HUMAN DEVELOPMENT

Human Development classes offer students the opportunity to build personal and academic skills. These classes also offer students the opportunity to learn to help other students as peer counselors.

### HD 101 SELF-ESTEEM AND LIFE GOALS (3)

Includes theory and practice of self-esteem through small-group discussion, structured exercises, and readings. Emphasis on changing cognitive beliefs and learning behavioral skills that build self-confidence.

### HD 120 COLLEGE SURVIVAL & LEARNING (V 1-3)

Provides students the opportunity to understand and adopt effective methods for lifelong learning and to be successful in school.

### HD 157 HUMAN DEVELOPMENT (V1-3)

Focuses on various methods of learning personal, interpersonal, and group skills. The emphasis differs somewhat depending upon the instructor, the group and the quarter. Among the courses offered are 1) Assertiveness Training, 2) Stress Management, 3) Social/Interpersonal Skills, 4) Eliminating Self-Defeating Behaviors, and 5) Human Potential Seminar.

### HD 173 CAREER EXPLORATION: DIFFERENT TITLES EACH SECTION (V 1-3)

Addresses concepts and skills relating to: 1) Self-Assessment (interests, skills, values, personality styles, etc.), 2) Occupational and Career Information and Research, 3) Career Planning and Decision-Making, and 4) Relation of Career to Educational and Training Options. Career testing, career computers and the job library are used; includes group activities, guest speakers, informational interviews, etc.

### HD 195 PEER COUNSELING I (V 1-5)

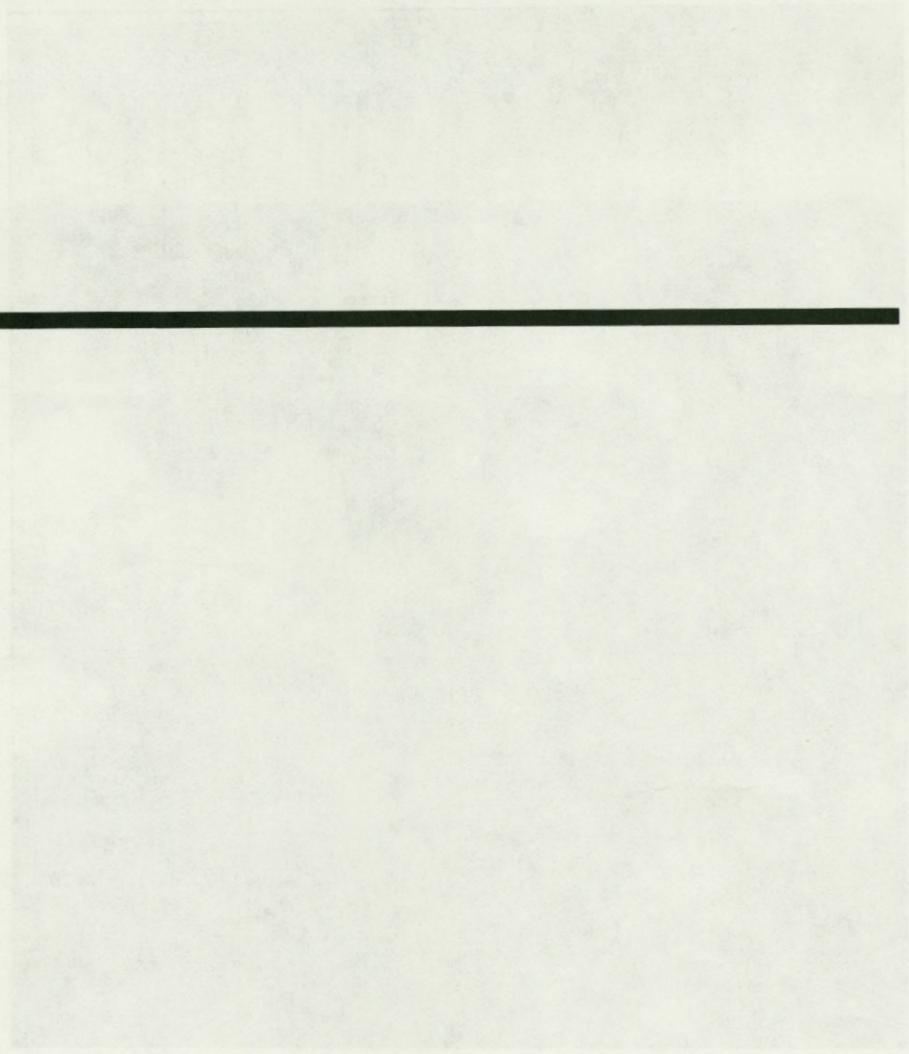
Provides the first course in a two-quarter training program designed to prepare students for peer counseling positions both on and off campus.

# HUMAN DEVELOPMENT

Students learn counseling/advising skills, knowledge of campus and community services and programs, referral skills, and educational/career guidance information. One extended session (10-12 hours) is scheduled to enhance personal awareness and interpersonal skills. Prerequisite: Interview and permission of instructor

## HD 196 PEER COUNSELING II (V 1-5)

Is a second course of a two-quarter sequenced training program (see HD 195) which provides higher level skills, more comprehensive information, and specific training in a three to five hour per week internship placement either on or off campus. One extended session (10-12 hours) is held for personal growth and awareness. **Prerequisite: HD 195 and permission of instructor**



HD 195  
PEER COUNSELING I (V 1-5)  
Students learn counseling/advising skills, knowledge of campus and community services and programs, referral skills, and educational/career guidance information. One extended session (10-12 hours) is scheduled to enhance personal awareness and interpersonal skills. Prerequisite: Interview and permission of instructor

HD 150  
COLLEGE SURVIVAL & LEARNING (V 1-3)  
Provides student the opportunity to understand and adopt effective methods for college learning and to be successful in school.

HUMAN DEVELOPMENT  
Human development studies offer the opportunity to study personal and adaptive skills. These courses also offer students the opportunity to learn to help other students grow as counselors.

# MEDIA TECHNICIAN



The Media Technician program provides instruction in photography, organization and production of instructional materials, audio and video recording techniques, and the operation, maintenance and repair of audio-visual equipment. The two-year program sequence leads to an Associate in Arts and Sciences degree and may satisfy the first two years of a baccalaureate program at some institutions. The two-year program is designed to train students in the various skills needed to function as audio-visual media technicians in schools, business, and industry.

## **MEDIA 100 INTRODUCTION TO AUDIOVISUAL MEDIA (5)**

Acquaints students with the role of audiovisual media. Course encourages the student to evaluate the many opportunities in the media field. It provides an introduction to theories of communi-

cation, learning, and perception and examines the strengths and limitations of each medium. The varied skills needed to be a media technician are also covered.

## **MEDIA 105 AUDIOVISUAL EQUIPMENT--OPERATION AND MAINTENANCE (5)**

Examines projection techniques, magnetic and optical sound systems, and the characteristics of audiovisual equipment. Course includes operation of audiovisual equipment, development of preventive maintenance procedures, and application of specific equipment for specific situations.

## **MEDIA 110 MANAGEMENT OF MEDIA CENTERS (3)**

Involves processes for selection and cataloging of audiovisual materials, media center operation and management, and other related areas such as budgeting and inventory.

## **MEDIA 115 SINGLE-CAMERA AND FILM-STYLE VIDEO (5)**

Examines the ways that "film style" has influenced videotaping. Course includes scripting, shooting, and editing techniques used for producing videotapes.

# MEDIA TECHNICIAN

## MEDIA 120 AUDIOVISUAL MEDIA PRODUCTION I (5)

Covers the preparation of audio and video displays. This includes recording techniques, sound slide shows, overhead transparencies, bulletin boards, microcomputers, 35mm slide preparation, and duplicating techniques.

## MEDIA 121 AUDIOVISUAL MEDIA PRODUCTION II (5)

Is an extension of Audiovisual Media Production I. It includes multimedia presentations and more elaborate audio and visual displays. Specialized dark-room techniques are studied. Emphasis is on the production of instructional media and duplication of software.

**Prerequisite:** Media 120

## MEDIA 122 AUDIO FOR MEDIA (3)

Is intended to provide the media student a background in basic audio systems and audio production. Emphasis is on public address system set-up, as well as sound mixing for audio recordings for audio, video and multi-image presentations.

## MEDIA 125 INTRODUCTION TO SMALL STUDIO TELEVISION PRODUCTION (5)

Gives an initial exposure to studio television production. It is intended for those persons who would like an opportunity to know more about television and how to work with it. The goal of the class is to have the students produce useful television productions.

## MEDIA 130 INTRODUCTION TO AUDIOVISUAL EQUIPMENT REPAIR (3)

Includes electrical and mechanical repair of audiovisual equipment (tape recorders, projectors, record players, etc.) Also included is some instruction in electronics. Preventive maintenance procedures are emphasized throughout the course. **Prerequisite:** MEDIA 105 or permission of instructor

## MEDIA 135 ELECTRONICS OF VIDEO PRODUCTION (5)

Emphasizes the relationship between the video production (single or multi-camera) and the electronic image. The importance of creating a quality image is stressed. Advanced techniques in the technical and production aspects of instructional - industrial and other types of television programming are examined. Interactive video and teleconferencing may be studied. Some previous experience in video production is essential.

## MEDIA 150 PRACTICUM IN AUDIOVISUAL MEDIA (5)

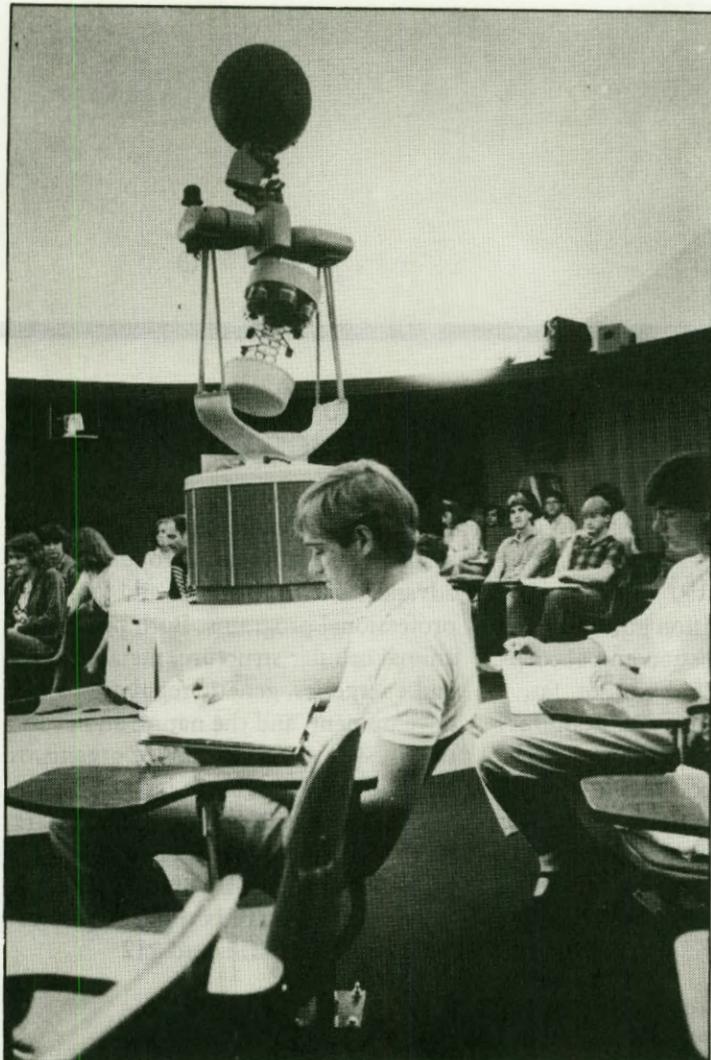
Gives students the opportunity to be individually assigned as assistants in Media Services programs to gain practical experience in the production of instructional materials; in the operation, maintenance, and repair of equipment; in photography, graphics, and television production; and in the management of audiovisual services.

**Prerequisite:** Permission of instructor

## MEDIA 291 SPECIAL PROJECTS IN MEDIA (V1-5)

Offers individual projects in audiovisual television media which enhances the knowledge, skills, and experiences gained in specific media courses. Arrangements should be made with a media instructor. **Prerequisite:** Previous media enrollment and permission of instructor

## SCIENCE DIVISION



The division of science offers a variety of first and second year courses in Life sciences, Physical sciences, Engineering and Mathematics (including developmental mathematics). These courses are used extensively as program requirements across campus, as distribution credit in the natural sciences and as prerequisites or requisites for a wide variety of majors. Students should check courses for prerequisites, transferability, sequence starts and other pertinent data prior to registration. Additional information can be obtained from advisors in the science division office.

### ASTRONOMY

#### ASTR 101 INTRODUCTION TO ASTRONOMY (5)

Offers a general non-math survey of astronomy including the moon, planets, solar system, stars, galaxies and cosmology. Classes meet in the planetarium.

#### ASTR 112 ASTRONOMY FIELD TRIP (5)

Provides a 10-day intensive, on-site introduction to astronomical observation. The course may include basic introduction to astronomy, telescopic viewing and astrophotography. The students must provide for their own camp

equipment and food for the 10-day field trip. **Prerequisite: Permission of instructor**

#### ASTR 194, 195, 196, 197 SPECIAL TOPICS IN ASTRONOMY(V1-5)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

#### ASTR 199 INDIVIDUAL STUDIES IN ASTRONOMY (V1-5)

Deals with individual projects related to planetarium/astronomy topics. **Prerequisite: Permission of instructor**

## SCIENCE DIVISION

ASTR 201

### MODERN ASTRONOMY (5)

Presents a follow up course to ASTR 101, emphasizing modern views of the initial formation of the universe (the "Big Bang") through the evolution of galaxies. Modern cosmology and planetary astronomy may be considered together with the ultimate fate of the cosmos. **Prerequisite: ASTR 101**

## BASIC SCIENCE

BASCS 098

### BASIC SCIENCE SKILLS (5)

Developmental course designed to prepare students for success in introductory college science courses. The content includes a cross section of material relating to biology, chemistry and physics, with the emphasis on problem solving, terminology and study skills.

## BIOLOGY

BIOL 101

### GENERAL BIOLOGY (5)

Introduces major concepts of biology as they relate to structural and functional analysis of biological organization. Includes survey of cell physiology, reproduction, genetics, development, evolution, and ecology. Intended as an introduction to all other life sciences. This course includes laboratory.

BIOL 102

### GENERAL BIOLOGY (5)

Surveys systems and processes of living organisms, including human. The diversity of organisms with which we inhabit the world is studied. This

course includes laboratory. **Prerequisite: BIOL 101 or permission of instructor**

BIOL 130

### NUTRITION AND THE HUMAN BODY (5)

Studies human nutrition and health. Course includes digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin and mineral requirements. Food additives, food fads and diet are also discussed. World hunger is addressed. Credit cannot be received for both BIOL 130 and HOMECE 130. BIOL 101 is recommended but not required. **Prerequisite: Individual Studies in Biology**

### BIOL 194, 195, 196, 197 (V1-5) SPECIAL TOPICS IN BIOLOGY (V1-5)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details. **Prerequisite: Permission of instructor**

BIO 199

### INDIVIDUAL STUDIES IN BIOLOGY (V1-5)

Offers students the opportunity to investigate special biological phenomena and taxa. **Prerequisite: Permission of instructor**

BIOL 201

### MICROBIOLOGY (5)

Explores the nature of bacterial cells, bacterial process in nature, relationship of microbes to humans and other living organisms; the nature of viruses and some aspects of modern microbiological research. This course includes laboratory. **Prerequisite: BIOL 101 or permission of instructor**

BIOL 210, 211, 212

### INTRODUCTORY BIOLOGY (5) (5) (5)

Examines the phenomena of life for students intending to go on to more advanced biology courses and into pre-professional programs. Both plant and animal cellular structure, metabolism and energetics, genetic regulation and development, and the nature and evolution of species and groups of organisms are studied. This course includes laboratory. **Prerequisite: for BIOL 210 is CHEM 140 (can be currently enrolled in CHEM 140 or have equivalent), BIOL 210 is a prerequisite for both BIOL 211 and 212**

## BOTANY

BOTAN 110

### PLANTS IN HUMAN ENVIRONMENT

Introduces what plants are, what plants do, and how they do it. Emphasis is placed on plant structure, function and diversity along with the economic role of plants in our human environment. Laboratory includes greenhouse experience in plant propagation.

BOTAN 111

### ELEMENTARY BOTANY (5)

Offers a first step in the structure, physiology and reproduction of plants with emphasis on seed producing groups. This course includes laboratory.

BOTAN 112

### PLANT KINGDOM (5)

Introduces the major groups of the plant kingdom, to include structure, reproduction and theories of evolutionary development. This course includes

# SCIENCE DIVISION



laboratory. **Prerequisite:** BOTAN 111 or BIOL 101 or permission of instructor

## BOTAN 113 TAXONOMY OF FLOWERING PLANTS (5)

Provides an introduction to plant classification; field study and laboratory identification of the common plant families and the conspicuous flora of Western and Central Washington. This course includes laboratory.

## CHEMISTRY

### CHEM 100 CHEMICAL CONCEPTS (3)

Explores the atomic and molecular interpretation of matter and the role energy plays. It also provides insight into the ways in which nature functions. The course introduces how atoms cluster together to form mixtures and compounds and how these clusters move about to permit rearrangements or chemical reactions to occur.

### CHEM 101 INTRODUCTION TO CHEMISTRY (5)

Looks into simplified atomic and molecular theory. Quantitative relationships in chemical process, which require basic mathematical skills, are presented, as well as the chemistry of solutions, gases, and solids. This course includes lecture/discussion and laboratory.

### CHEM 102 INTRODUCTION TO ORGANIC CHEMISTRY (5)

Presents organic and biochemistry. Emphasis is on functional groups and

reaction synthesis. This course includes lecture/discussion and laboratory. **Prerequisite:** CHEM 101 or permission of instructor

### CHEM 105 QUANTITATIVE PREPARATION FOR CHEMISTRY (4)

Is for students who need additional preparation before taking CHEM 140. This is the basic introduction to chemistry for physical science, biological science, premedical, and engineering majors who intend to take a year or more of college chemistry. **Prerequisite:** High school chemistry and MATH 101 or equivalent

### CHEM 140, 150, 160 GENERAL INORGANIC AND PHYSICAL CHEMISTRY (5) (4)

Represent sequential courses intended for science majors. CHEM 140 and 150 include laboratory experiments. CHEM 160 does not include a laboratory. These courses are intended to teach the student concepts in physical properties of matter, chemical properties of matter, stoichiometry, oxidation-reduction, electro-chemistry, thermodynamics, solutions, acids, bases, equilibria, structure, kinetics radioactivity, and related topics. This course includes laboratory. **Prerequisite:** for CHEM 140 is MATH 101 or equivalent and CHEM 101 or 105 or equivalent; prerequisite for CHEM 150 is CHEM 140 or equivalent; prerequisite for CHEM 160 is CHEM 150 or equivalent.

### CHEM 199 INDIVIDUAL STUDIES IN CHEMISTRY (V1-5)

Offers individualized projects dealing with chemistry-related problems. Course may be repeated to a maximum of 6 credits. This course includes laboratory. **Prerequisite:** Permission of instructor and two quarters of college chemistry

### CHEM 231 ORGANIC CHEMISTRY (5)

Is for students planning two or three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of organic compounds are studied. Laboratory is included. **Prerequisite:** CHEM 150

### CHEM 232 ORGANIC CHEMISTRY (5)

Provides a continuation of CHEM 231. Laboratory is included. **Prerequisite:** CHEM 231

### CHEM 233 ORGANIC CHEMISTRY (4)

Offers a continuation of the lecture portion of CHEM 231 and 232. Topics include functional groups and biologically important compounds. **Prerequisite:** CHEM 232

## ENGINEERING

### ENGR 110 ENGINEERING ORIENTATION (2)

Includes lectures, discussions, and reading assignments on the functions of engineering, and the various fields of the profession. (Offered on pass/no credit basis only.)

# SCIENCE DIVISION

## ENGR 111 ENGINEERING PROBLEMS (3)

Introduces some of engineering's fundamental principles, including dimensional analysis, theory of measurements, vector algebra, and engineering statics. The course is designed to develop the ability to analyze and solve problems related to engineering. **Prerequisite: High school physics, trigonometry, and MATH 105 or permission of instructor.**

## ENGR 123 ENGINEERING GRAPHICS (3)

Freehand sketching, lettering, scales, use of instruments, drawing layout, orthographic projection, descriptive geometry, pictorials, and basic dimensioning and tolerances. Communicating technical information in engineering design and research. Includes introduction to computer-aided drafting.

## ENGR 125 APPLIED DESCRIPTIVE GEOMETRY (3)

Treats the principles and techniques of descriptive geometry and includes intersection and development revolution principles and graphical solution of engineering problems. **Prerequisite: ENGR 123**

## ENGR 150 ENGINEERING DESIGN & SYNTHESIS (3)

Continues ENGR 123, and introduces the basic steps in the engineering design process. Tolerances, threads and fasteners, assembly and detail drawings are all explored with students working a design project to complete the course. **Prerequisite: ENGR 123**

## ENGR 170 FUNDAMENTALS OF MATERIALS SCIENCE (4)

Explores elementary principles underlying the structure and properties of materials. The properties of inorganic and organic materials are related to atomic, molecular and crystalline structure. Metals, ceramics, multiphase systems and natural and synthetic polymeric materials are included. Mechanical stress, electromagnetic fields, irradiation and thermal and chemical changes are also considered. **Prerequisite: CHEM 150**

## ENGR 199 INDIVIDUAL STUDIES IN ENGINEERING (V1-5)

Covers directed readings, special projects and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

## ENGR 200 INTRODUCTION TO COMPUTER-AIDED DRAFTING (3)

Uses a commercial CAD software package to introduce the fundamentals of drawing with a CAD system. Students use drawing and editing commands to create and revise a variety of drawings. Includes description of CAD systems, advantages, applications and operational skills. **Prerequisite: ENGR 123 or permission of instructor**

## ENGR 201 COMPUTER AIDED DRAFTING II (3)

Continues ENGR 200 with applica-

tions of more advanced CAD techniques. **Prerequisite: ENGR 200 or permission of instructor**

## ENGR 210 STATICS (4)

Pursues a fundamental and rigorous course in engineering statics using the vector notation. **Prerequisite: ENGR 111 or PHYS 121 and MATH 126**

## ENGR 220 INTRODUCTION TO MECHANICS OF MATERIALS (4)

Introduces the concepts of stress, deformation and strain in solid materials. Development of basic relationships between loads on structural and machine elements, and load carrying capacity of these elements under tension, compression, torsion, bending and shear forces. **Prerequisite: ENGR 210, and ENGR 125 which may be taken concurrently**

## ENGR 230 DYNAMICS (4)

Offers a general treatment of the dynamics of particles and rigid bodies using vector analysis. Kinematics, kinetics, momentum and energy principles for particles and rigid bodies are all considered, as well as Euler's Equations of Motion. **Prerequisite: ENGR 210, MATH 125, PHYS 121**

## ENGR 260 THERMODYNAMICS (4)

Introduces the basic principles of thermodynamics, from a predominately macroscopic point of view. Development of the basic laws of thermodynamics together with application to energy transformations and state



## SCIENCE DIVISION

changes in engineering problems. **Prerequisite:** CHEM 150, PHYS 121 and MATH 125

### ENGR 275 FUNDAMENTALS OF COMPUTER OPERATION AND ORGANIZA- TION (4)

Deals with digital computers. Representation of information, instruction formats, addressing, flow control, processor and system components, and software systems. **Prerequisite:** A computer programming course

## ENVIRONMENTAL SCIENCE

### ENVSC 204 INTRODUCTION TO ENVIRONMENTAL PROCESSES (5)

Surveys the nature of ecosystems, including the processes of energy flow, nutrient cycling, climate and weather patterns and the organization and dynamics of natural community types, as well as the identification of current problems of the environment. This course is intended for persons wishing to obtain a broad picture of the basic processes taking place in natural environments and of their implications for the kinds of alterations of ecosystems associated with human activities.

ENVSC 250  
**PUGET SOUND ECOLOGY (5)**  
Explores the geological formation, present physical characteristics, major biological/ecological components, and the

prominent pollution issues of the Sound. Course includes lectures, labs, guest speakers and field trips.

### ENVSC 299 INDIVIDUAL STUDIES IN ENVIRONMENTAL SCIENCE (V1-5)

Allows the student to take up individual projects dealing with environment-related problems. **Prerequisite:** ENVSC 204 or current enrollment in ENVSC 204 and permission of the instructor

## GEOLOGY

### GEOLOGY 101 SURVEY OF GEOLOGY (5)

Studies the physical processes which have been important throughout geological times, both on and beneath the surface, in giving the earth its present form. The course includes field and laboratory study of minerals and rocks.

### GEOLOGY 103 GENERAL HISTORICAL GEOLOGY (5)

Deals with the study of the geologic history of the earth and the important life forms which dominated each phase. Elements of stratigraphy and paleontology are also covered. The course is designed for nonmajors and includes a laboratory. **Prerequisite:** GEOLOGY 101 or permission of instructor

### GEOLOGY 150 FIELD GEOLOGY (3)

Takes up basic geologic principles which are discussed and applied to pertinent areas within the region. Field methods are examined to determine rock and mineral types and the corres-

ponding environments of deposition, structure and deformation. Also studied are the relative ages of various rock units as determined by fossils and other criteria. This course includes laboratory. Course may be repeated for a maximum of six credits with instructor's permission.

### GEOLOGY 194, 195, 196, 197 SPECIAL TOPICS IN GEOLOGY (V1-5)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### GEOLOGY 199 INDIVIDUAL STUDIES IN GEOLOGY (V1-5)

Covers directed readings, special projects and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor

### GEOLOGY 208 GEOLOGY OF THE NORTHWEST (5)

Is a course in geologic processes, using local examples to enable full understanding of the evolution of present landscapes. The approach is historical in nature and begins with the oldest rocks and mountain chains. **Prerequisite:** One of the following or permission: GEOLOGY 101 or GEOLOGY 206 or GEOLOGY 195

### GEOLOGY 299 INDIVIDUAL STUDIES IN GEOLOGY (V1-5)

See GEOLOGY 199.

# SCIENCE DIVISION

## MATHEMATICS

### Math Lab

The Math Lab is available to BCC students for free, non-credit tutorial support. See the Student Services chapter for description of services and location of lab.

### MATH 090 INTRODUCTION TO ALGEBRA (5)

Provides an introduction to basic algebraic concepts and operations. The course includes solution of first and second degree equations, polynomials, factoring, exponents, and a brief introduction to linear graphs. It is equivalent to one year of high school algebra.

### MATH 101 INTERMEDIATE ALGEBRA (5)

Extends development of the axiomatic approach through a course which includes a study of mathematical systems, solution of equations, inequalities, functions, exponents and logarithms, and coordinate systems. It is similar to second-year algebra in high school. **Prerequisite: Placement Test. Testing Office**

### MATH 105 COLLEGE ALGEBRA (5)

Is a precalculus course with emphasis on graphs and functions. It includes polynomial functions, graphs, the theory of equations, rational functions, exponential functions, inverse functions and logarithmic functions. Credit cannot be obtained for both MATH 105 and MATH 156. **Prerequisite: A or B in Math 101 or placement test. Testing Office**

### MATH 107 MATHEMATICAL MODELS AND APPLICATIONS (5)

For a major segment studies statistics and matrices. Additional topics could include voting theory, functional models, or game theory. Readings of a historical/cultural nature supplements problem solving. **Prerequisite: MATH 101**

### MATH 120 PRECALCULUS (5)

Functions as intensive preparation for the MATH 124-5-6 sequence. It includes functional trigonometry; polar coordinates; translation and rotation of axes, as well as plane analytic geometry; lines and planes in space; quadric surfaces and nonlinear systems. **Prerequisite: MATH 105 or a "B" average in three and a half years of high school math**

### MATH 124 CALCULUS I (5)

Introduces the ideas of limits, derivatives and integrals. It includes techniques and applications of derivatives of algebraic and transcendental functions, and it begins the concept of an antiderivative. **Prerequisite: MATH 120 or "B" average in four years of high school mathematics**

### MATH 125 CALCULUS II (5)

Continues the study of integration and emphasizes applications and special techniques of integration. Transcendental functions are included. **Prerequisite: MATH 124**

### MATH 126 CALCULUS III (5)

Emphasizes the study of infinite sequences and series including power series. It includes plane analytic geometry, graphing in polar coordinates, and an introduction to vectors. **Prerequisite: MATH 125**

### MATH 156 COLLEGE ALGEBRA FOR BUSINESS AND SOCIAL SCIENCE (5)

Is required for all students who take MATH 157. It includes graphs; nontrigonometric elementary functions; systems of equations and inequalities; and probability. Its emphasis is on applications to business and social science. (Credit cannot be obtained for both MATH 105 and MATH 156.) **Prerequisite: A or B in MATH 101 or placement test. Testing Office**

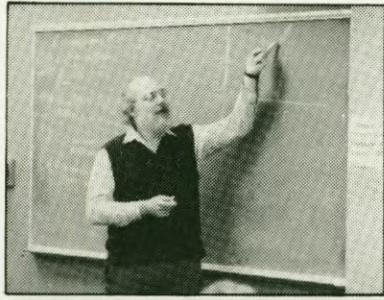
### MATH 157 ELEMENTS OF CALCULUS (5)

Surveys the differential and integral calculus. Course is intended for students who wish only a brief course in calculus, particularly those who desire business and social science applications. No more than five credits from MATH 124 and MATH 157 may be counted toward any degree. **Prerequisite: MATH 156 or permission**

### MATH 171 INTRODUCTION TO STATISTICAL ANALYSIS (5)

Explores the application of statistical data and methods to business and economical problems, with emphasis being placed on descriptive measures, statistical inference (probability, sampling, quality control), and forecasting (corre-

# SCIENCE DIVISION



lation). **Prerequisite:** MATH 156 or equivalent or permission of instructor

## MATH 205 INTRODUCTION TO LINEAR ALGEBRA (5)

Introduces the study of matrices and a variety of their applications. This is then extended to the study of linear transformations in  $n$ -dimensional space and an introduction to abstract vector spaces. **Prerequisite:** MATH 125 (or MATH 124 with permission of instructor)

## MATH 227 SEVERAL VARIABLE CALCULUS (5)

Extends the concepts of calculus to vector-valued functions and functions of several variables. Partial derivatives are included. **Prerequisite:** MATH 125

## MATH 238 ELEMENTS OF DIFFERENTIAL EQUATIONS (4)

Uses tools from algebra and calculus to obtain explicit solutions to first order and second order linear differential equations. Substantial attention is paid to applications of differential equations in modeling physical situations. Power series methods and numerical techniques are introduced in cases where explicit solutions are unavailable. Topics such as Laplace Transforms and systems of differential equations are treated as time permits. **Prerequisite:** MATH 126 or permission of instructor

## MATH 299 INDIVIDUAL STUDIES IN MATHEMATICS (V1-5)

Involves mathematical reading and/or problem solving projects. Topics and format to be arranged with a math instructor. This course may be repeated for a maximum of six credits. Primarily intended for students who have completed MATH 126, 205 and/or 238. **Prerequisite:** Permission of instructor

## MATHEMATICS IMPROVEMENT

### ID 070 BASIC MATH FOR MATH AVOIDERS (3)

Is designed to build confidence/skills in basic arithmetic using "real life" personal situations. Discussion of the various symptoms related to math anxiety and avoidance are incorporated in the course. Arithmetic work is on basic operations with whole number, decimals and fractions; also work with percentages is included.

### ID 075 IMPROVING MATH SKILLS (5)

Provides students with an opportunity to increase their mathematics skill level. Arithmetic skills are emphasized. Other topics including algebra and applied mathematics are available. Students select their own program of study in consultation with the instructor who offers testing, guidance and assistance throughout the quarter. Course may be repeated for a maximum of 10 credits.

### ID 270 TUTORIAL PRACTICUM (3)

Offers tutoring in a drop-in lab setting with exposure to a variety of students and questions. Tutors provide the assistance that students are seeking and also reinforce their skills in the subject matter. Formal discussion of and instruction in tutorial methods are included during the quarter. **Prerequisite:** Permission of instructor

## METEOROLOGY

### METR 101 INTRODUCTION TO THE WEATHER (5)

Is a quest into the workings of the weather. Included in the course are discussions of the properties and processes of the atmosphere. The whys of air pollution, precipitation and severe storms, weather analyses and forecasting, field trips, and guest lecturers may be included.

## OCEANOGRAPHY

### OCEAN 101 SURVEY OF OCEANOGRAPHY (5)

Discusses the origin and extent of the oceans, the cause and effects of tides and currents, the nature of the sea bottom, as well as animal and plant life in the sea. Course includes laboratory.

### OCEAN 194, 195, 196, 197 SPECIAL TOPICS IN OCEANOGRAPHY (V1-5)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

# SCIENCE DIVISION

## PHYSICS

### PHYS 101 ENERGY FROM SOURCE TO CONSUMPTION (2)

Outlines the sources of today's available energy and how that energy is used (and misused) throughout the world. Also described are the sources of energy that are now considered to be "alternative" such as solar, wind, tides, and nuclear fusion.

### PHYS 114, 115, 116 GENERAL PHYSICS (5) (5) (5)

Provides the fundamental concepts of physics needed for allied health, building construction, biology, forestry, architecture and other programs. The topics of PHYS 114 include units, kinematics, vectors, dynamics, work and energy, momentum, rotational motion and harmonic motion. A lab fee may be required. The topics of PHYS 115 include heat, temperature, thermodynamics, electricity and magnetism. The topics of PHYS 116 include wave motions, sound, light, geometric and physical optics, relativity, and modern physics. All three courses include a laboratory. **Prerequisite:** For PHYS 114, MATH 105 or equivalent; for PHYS 115 the prerequisite is PHYS 114; and for PHYS 116 it is PHYS 115

### PHYS 121, 122, 123 GENERAL ENGINEERING PHYSICS (5) (5) (5)

Provides the necessary fundamentals for science and engineering majors. Emphasis lies on the application of elementary classical physics to real and practical problems. The laboratory serves to acquaint the student with the basic methods and skills of experimen-

tal analysis (modeling, errors, graphical analysis, etc.) and to prepare the student for future research problems.

Topics in PHYS 121: MECHANICS. Motion, Newton's laws, work, energy, momentum, rotation, and gravity are included. Topics in PHYS 122: ELECTRICITY and MAGNETISM. Electrostatics, current electricity circuits, magnetism induction, generation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's waves are discussed. Topics in PHYS 123: WAVES and OPTICS. Simple harmonic motion, waves, sound, light, optical instruments, interference, and diffraction polarization are covered. These courses include labs. **Prerequisite:** For PHYS 121 is high school physics or equivalent and MATH 124 or permission of instructor; for PHYS 122 is PHYS 121 and MATH 125 or permission of instructor; for PHYS 123 is PHYS 122

### PHYS 199 (V1-5) INDIVIDUAL STUDIES IN PHYSICS

Covers directed reading, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.

## ZOOLOGY

### ZOOL 113, 114 ANATOMY AND PHYSIOLOGY (5) (5)

Studies the structure and function of the cells, tissues, organs, and systems of the human body. These courses include labs. **Prerequisite:** BIOL 101 and CHEM 101, or permission of instructor for ZOOL 113; prerequisite for ZOOL 114 is 113

# 109 SOCIAL SCIENCE DIVISION



The Division of Social Science offers a variety of first and second year courses in Anthropology, Economics, Geography, History, International Studies, Political Science, Psychology, Sociology, and Social Science. The Division also offers an occupational program leading to a degree in Administration of Criminal Justice. The courses offered within the Social Science Division are used to fulfill degree requirements, as distribution credits primarily in the social sciences, and as prerequisites or course requirements for various programs and departmental majors across campus. Students should make sure to check courses for prerequisites, transferability, sequencing and other pertinent data prior to registration. Additional information can be obtained from the Social Science Division office.

## ADMINISTRATION OF CRIMINAL JUSTICE

### ADM CJ 100 CAREERS IN CRIMINAL JUSTICE (5)

Surveys the historical development of the criminal justice system. This course studies the development of local courts, corrections and community-based agencies. Students explore careers in the present criminal justice system.

### ADM CJ 101 CRIMINAL JUSTICE SYSTEM (5)

Surveys the whole criminal justice process from arrest through release, while explaining the relationship and respec-

tive responsibilities of the police, the prosecutor, the courts, the prisons, and the probation and parole systems as each integrates into a system designed to reduce criminal behavior.

### ADM CJ 102 POLICE ORGANIZATION AND ADMINISTRATION (5)

Presents the structure of organization according to functional responsibility, staff and line concepts, and chain of command in a hierarchy with its advantages and limitations. The course surveys the model organizational charts for various size agencies, and introduces police budgets and financing.

# 110 SOCIAL SCIENCE DIVISION

## ADMCJ 104 INTRODUCTION TO CRIMINAL LAW (5)

Involves a study of constitutional law, the role of the legislature, the difference between civil law and criminal law, classification of felonies and misdemeanors, requirements for arrest, search and seizure, rules of evidence, and a brief survey of the Revised Code of Washington.

## ADMCJ 111 INTERVIEWING AND DETECTION OF DECEPTION (5)

Examines the principles and techniques of interviewing and detection of deception, studied from communication, physiological and psycho-social points of view. The course also introduces the use of the polygraph and laws pertaining to confessions and admissions.

## ADMCJ 194, 195, 196, 197 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

## ADMCJ 198 SEMINAR IN CRIMINAL JUSTICE (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

## ADMCJ 199 INDIVIDUAL STUDIES IN CRIMINAL JUSTICE (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

## ADMCJ 200 CRIMINAL EVIDENCE (5)

Analyzes the statutes and recent decisions of the Supreme Court dealing with the production and presentation of evidence in criminal trials and of the three major classifications of evidence--direct, circumstantial, and real.

## ADMCJ 202 PRINCIPLES OF INVESTIGATION (5)

Presents fundamental investigative techniques that can be used within the criminal justice system including the discovery, preservation, and presentation of evidence, methods of obtaining information from people, development of informational sources, and a brief survey of the inter-relationship of the criminal laboratory functions together with agencies in the criminal justice system.

## ADMCJ 204 CRIMINAL PROCEDURE (5)

Is a second year course which provides examination of arrest, necessity for probable cause, the exclusionary rules of search and seizure, and U.S. Supreme Court decisions.

## ADMCJ 206 CRIME PREVENTION (5)

Surveys the causes of crime and juvenile delinquency and the methods used by criminal justice system agencies to deter crime and prevent recidivism with emphasis on innovative practices in crime prevention within the criminal justice system.

## ADMCJ 253 DRUGS AND ALCOHOL (5)

Studies the effects of drugs and alcohol on contemporary society. The course is designed to provide criminal justice system practitioners and students with information about the physiological effects of drugs.

## ADMCJ 294, 295, 296, 297 SPECIAL TOPICS IN THE CRIMINAL JUSTICE SYSTEM (V1-10)

(See ADMCJ 194)

## ADMCJ 298 SEMINAR IN CRIMINAL JUSTICE (V1-10)

(See ADMCJ 198)

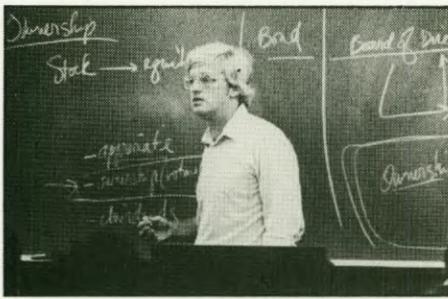
## ADMCJ 299 INDIVIDUAL STUDIES IN CRIMINAL JUSTICE (V1-10)

(See ADMCJ 199)

## ANTHROPOLOGY

### ANTH 100 INTRODUCTORY ANTHROPOLOGY (5)

Is the study of human social and cultural relations, the cultures and peoples of the past, and language. This course is a general overview of anthropology



# 111 SOCIAL SCIENCE DIVISION

and deals with all parts of the field without emphasizing some parts and de-emphasizing others.

## ANTH 180 ANTHROPOLOGY OF AMERICAN LIFE (5)

(Same as AMST 180) Examines the nature of American culture from the standpoint of the social sciences. The historical origins of cultural and political values, the effects of economic changes and the impact of mass culture on American consciousness are among the issues considered.

## ANTH 194, 195, 196, 197 SPECIAL TOPICS IN ANTHROPOLOGY (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

## ANTH 198 SEMINAR IN ANTHROPOLOGY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

## ANTH 199 INDIVIDUAL STUDIES IN ANTHROPOLOGY (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.  
**Prerequisite: Permission of instructor**

## ANTH 200 INTRODUCTION TO LINGUISTICS (5)

Begins the scientific study of language, semantics and communication, relationship of linguistics to human behavior and the mechanism of understanding and misunderstanding as related to the problem of communication. (Credit given as Humanities only)

## ANTH 201 PHYSICAL ANTHROPOLOGY: MAN IN NATURE (5)

Introduces the anthropological approach to human biology. Course presents the basic principles of genetics, the nature of primates, the fossil evidences for human evolution and the study of the variation of living populations. (Credit given as Natural Science only)

## ANTH 202 CULTURAL ANTHROPOLOGY (5)

Introduces the theoretical principles involved in the comparative study of human cultures. Ethnographic studies are used to illustrate both the unity and diversity of the ways of humanity around the world.

## ANTH 205 PRINCIPLES OF ARCHEOLOGY (5)

Surveys archeology and how it reconstructs the cultures of the past; the development of human cultures from the earliest cultures to civilization.

## ANTH 210 INDIANS OF NORTH AMERICA (5)

Analyzes the Indian groups of North American Continent, including Indians

of the Eastern Woodland, Great Plains, Southwest, California, Great Basin, Northwest Coast, Subarctic and Arctic. The course studies their cultures before they were significantly influenced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, and economy.

## ANTH 294, 295, 296, 297 SPECIAL TOPICS IN ANTHROPOLOGY (V1-10)

(See ANTH 194)

## ANTH 298 SEMINAR IN ANTHROPOLOGY (V1-10)

(See ANTH 198)

## ANTH 299 INDIVIDUAL STUDIES IN ANTHROPOLOGY (V1-10)

See ANTH 199)

## ECONOMICS

### ECON 100 INTRODUCTION TO BASIC ECONOMIC PRINCIPLES (5)

Is a survey course which introduces students to economic thinking and gives them some tools toward understanding or evaluating the complex economic problems encountered in modern society. The course is directed at students who want a one-quarter overview of economics. Business and Economic majors who plan to transfer to a four year institution should generally take ECON 200/201 rather than ECON 100.

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ECON 194, 195, 196, 197

## **SPECIAL TOPICS IN ECONOMICS (V1-10)**

Covers unusual courses, self-support classes for college credit and television courses. See current quarterly schedule for details.

ECON 198

## **SEMINAR IN ECONOMICS (V1-10)**

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

ECON 199

## **INDIVIDUAL STUDIES IN ECONOMICS (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

ECON 200

## **INTRODUCTION TO ECONOMICS: MACROECONOMICS (5)**

Investigates current macroeconomic problems: inflation, unemployment, stagnation, and international issues. Course work also covers major theories of business cycles and examines economic policies aimed at controlling inflation and unemployment in an industrialized capitalist nation. It may also cover the development policies of underdeveloped countries. **Prerequisite: 30 college credits or permission of instructor**

ECON 201

## **INTRODUCTION TO ECONOMICS: MICROECONOMICS (5)**

Investigates pricing and output decisions of firms and the economic forces that determine wages and profits. The course may also include analysis of collective bargaining, pricing under socialist systems, and/or other topics which provide an application of microeconomics theory. **Prerequisite: 30 college credits or permission of instructor**

ECON 255

## **ECONOMICS OF LABOR (5)**

Looks at the role of labor and labor organizations in the world economy, with primary emphasis on the U.S. economy. Labor markets, the history of the labor organization in the U.S., a comparison of U. S. labor organizations with that in other countries, and the political role of labor are all elements of the course content. The goals, impact, and procedures of collective bargaining as well as the methods used to enforce collective bargaining agreements are also included.

ECON 260

## **ECONOMIC DEVELOPMENT OF THE WESTERN WORLD (5)**

Analyzes the transition from feudalism to capitalism, the dynamics of European expansion and colonization, the industrial revolution, the economic process that led to the current pattern of development (U.S., Europe, Japan) and the underdevelopment (Latin America, Africa, Asia), and the formation of modern industrial economies. **Prerequisite: 30 college credits or permission of instructor**

ECON 265

## **ECONOMIC DEVELOPMENT OF THE WESTERN WORLD (5)**

Analyzes the transition from feudalism to capitalism, the dynamics of European expansion and colonization, the industrial revolution, the economic process that led to the current pattern of development (North America, Europe, Japan) and underdevelopment (Latin America, Africa, Asia), and the formation of modern industrial economies. **Prerequisite: 30 college credits or permission of instructor**

## **ECON 294, 295, 296, 297 SPECIAL TOPICS IN ECONOMICS (V1-10)**

(See ECON 194)

ECON 298

## **SEMINAR IN ECONOMICS (V1-10)**

(See ECON 198)

ECON 299

## **INDIVIDUAL STUDIES IN ECONOMICS (V1-10)**

(See ECON 199)

## **GEOGRAPHY**

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GEOG 100

## **INTRODUCTION TO GEOGRAPHY (5)**

Is a systematic approach to studying geography by examining human influence on the environment, as well as the environment's impact on human activities. Focus is on patterns and processes

of world climates, culture, population, urbanization, economic activities and resources.

**GEOG 102**  
**WORLD REGIONAL**  
**GEOGRAPHY (5)**

Studies world geographical relationships which includes the analysis and interpretation of the distribution of demographic, economic, political, social, and resource patterns of the contemporary world; the processes responsible for these distributions; and the varying interrelationships from place to place of these geographical patterns.

**GEOG 105**  
**GEOGRAPHY OF WORLD**  
**AFFAIRS (5)**

(Same as INTST 105) Is a geographical survey investigating the interrelationships of selected economic, demographic, social, political, cultural, and environmental problems confronting the contemporary world. Emphasis is placed on patterns, processes, and potential solutions.

**GEOG 194, 195, 196, 197**  
**SPECIAL TOPICS**  
**IN GEOGRAPHY (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

**GEOG 198**  
**SEMINAR**  
**IN GEOGRAPHY (V-1-10)**

Includes seminars, workshops, etc. for which college credit is offered. See current quarterly schedule for details.

**GEOG 199**  
**INDIVIDUAL STUDIES IN**  
**GEOGRAPHY (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.

**Prerequisite: Permission of instructor**

**GEOG 200**  
**HUMAN GEOGRAPHY (5)**

Is a spatial analysis investigating the relationships of human settlement patterns and the physical environment. Special attention is given to cultural processes and dynamic change.

**GEOG 205**  
**GEOGRAPHY: WEATHER,**  
**CLIMATES, VEGETATION,**  
**SOILS (5)**

Surveys the patterns and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of weather, climates, vegetation and soils. Attention is given to the human significance of different natural, as well as human-altered, environments. (Transfers as Natural Science credit only. If both GEOG 205 and GEOG 206 are taken, they transfer as natural science sequence to the University of Washington.)

**GEOG 206**  
**GEOGRAPHY: LANDFORMS**  
**AND LANDFORM**  
**PROCESSES (5)**

Surveys the pattern and processes of the physical environment and its relationship to humankind. This course specifically focuses on the dynamic aspects of landforms and landform pro-

cesses. Attention is given to the human significance of different natural, as well as human-altered, landforms.

(Transfers as laboratory science. If both GEOG 205 and GEOG 206 are taken, they will transfer as a natural science sequence to the University of Washington.)

**GEOG 207**  
**ECONOMIC GEOGRAPHY (5)**

Is an introductory geographical inquiry investigating the areal distribution of economic activities and their impact on the environment. Consideration is given to the various economic components of production, exchange, and consumption of goods and services, focusing on resource use, agriculture, industrialization, and urbanization.

**GEOG 250**  
**GEOG PACIFIC**  
**NORTHWEST (3)**

Is a regional survey course, designed to familiarize the student with elementary geographical concepts and their application to the Pacific Northwest. The course concentrates on geomorphological and climatological processes and their relationship to settlement patterns, population dynamics, and economic activities.

**GEOG 294, 295, 296, 297**  
**SPECIAL TOPICS**  
**IN GEOGRAPHY (V1-10)**

(See GEOG 194)

**GEOG 298**  
**SEMINAR**  
**IN GEOGRAPHY (V-1-10)**

(See GEOG 198)

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## SOCIAL SCIENCE DIVISION

### GEOG 299 INDIVIDUAL STUDIES IN GEOGRAPHY (V1-10)

(See GEOG 199)

## HISTORY

### HIST 101 HISTORY OF CIVILIZATION: THE GREAT CULTURAL TRADITIONS (5)

Studies the historical foundation of civilizations--Mesopotamia, Egypt, India, China; economy, society, government, religion, and culture; the elaboration of culture and institutions in Greece, Rome, and the Orient to 500 A.D.; and the fall of Rome and the rise of Christianity.

### HIST 102 HISTORY OF CIVILIZATION: MIDDLE AGES IN WORLD CIVILIZATION (5)

Presents the progress and comparisons of civilization from 500 A.D. to 1815, Napoleon's defeat, the fall of Rome, Christianity and Islam, medieval institutions, the Renaissance, the rise of science, the age of explorations and the National State; Asia from the great empires in 500 A.D. to the shock of western arrival.

### HIST 103 HISTORY OF CIVILIZATION: THE CONTEMPORARY WORLD (5)

Studies Europe after Napoleon, the Industrial Revolution, Marxism, Nationalism, Europe's involvement in the Far East and Africa, the horror of the First World War, new nations, the rise of the Dictators, World War II,

the emergence of free India and Communist China, the end of Colonialism cold-war alignments and conflicts, and present day crises and problems.

### HIST 120 GLOBAL HISTORY (5)

Same as INTST 204. Surveys Comparative World History, focusing on periods of history that saw great achievements in religion, ethics, law, and technology. Great personalities are emphasized. Course acceptable for transfer credits in Social Science and for any student with an interest in International Studies.

### HIST 135 HISTORY OF THE UNITED STATES SINCE 1940 (5)

Examines the critical social factors that have altered American life in the last thirty-five years. Aspects of both formal and popular culture are investigated, as well as the most important events of foreign and domestic policy.

### HIST 194, 195, 196, 197 SPECIAL TOPICS IN HISTORY (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### HIST 198 SEMINAR IN HISTORY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### HIST 199 INDIVIDUAL STUDIES IN HISTORY (V1-10)

Covers directed readings, special projects and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

### HIST 201 U.S. HISTORY: DISCOVERY TO INDEPENDENCE (5)

Synthesizes the European heritage and colonial experience and their effect in forming distinctive American ideas and institutions; and the course also covers War of Independence and formation of the Federal Union as a reflection of this synthesis. Important aspects such as puritanism, mercantilism, westward expansion, colonial self-government, and Anglo-American constitutional thought are discussed.

### HIST 202 U.S. HISTORY: THE FIRST CENTURY OF INDEPENDENCE (5)

Examines the problems involved in creating a new nation, the establishment of a federal government and the formation of political parties. Such developments as the democratization of American society, national expansion, increasing sectionalism, the Civil War, and reconstruction are also discussed.

### HIST 203 U.S. HISTORY: U.S. IN THE GLOBAL AGE (5)

Looks into the emergence of modern America. Attempts to solve the problems created by industrialization and urbanization are seen in such move-

ments of reform as populism, progressivism, and the New Deal. The course includes America's reaction to world power status in the 20th Century.

**HIST 207  
INTRODUCTION  
TO INTELLECTUAL  
HISTORY (5)**

Is an introductory survey of the major currents of modern European thought. It seeks to examine the questions, presuppositions, and ideas of Western intellectual culture that have come to shape the horizon of contemporary life and culture, concentrating upon the Scientific Revolution, the Enlightenment, nineteenth century ideologies, and the cultural crisis of the twentieth century. The course includes a focus on the writings of prominent and representative thinkers.

**HIST 210  
THE FAR EAST IN THE  
MODERN WORLD (5)**

Examines the emergence of the Far East from areas of exploitation to importance in economic, political and cultural affairs of the modern world. The course recognizes the value systems of these cultures and their problems in today's world and emphasizes the 20th Century, with the necessary background. China, India, Japan, Southeast Asia, and Korea are the countries studied.

**HIST 212  
SPORT IN AMERICA: A  
SOCIAL HISTORY (5)**

Is an introductory survey of the role of sport in society. It examines the development of games and sports in the con-

text of western history, with an emphasis on what organized sports have meant to American culture.

**HIST 223  
TWENTIETH CENTURY  
RUSSIA (5)**

Basically overviews the cultural, social, economic and political development of Russia and the Soviet Union from the turn of the century to the present, with particular emphasis on the ideology, institutions, and practice of a totalitarian state.

**HIST 230  
REVOLUTIONS IN  
THE MODERN WORLD (5)**

Studies the forces which produce significant changes in the social, economic, or political ideas and institutions of a nation. An understanding of the concept of revolution is developed by comparing and contrasting important "revolutions" such as those in England, America, France, Russia, and China.

**HIST 245  
THE UNITED STATES IN  
WORLD AFFAIRS: 1898 TO  
THE PRESENT (5)**

Deals essentially with this nation's foreign policy since its rise to world power status in 1898. The course examines not only the external determinants of foreign policy, but also the impact of domestic political factors on that policy.

**HIST 250  
UNITED STATES MILITARY  
HISTORY (5)**

Overviews the major wars fought by the United States and the political and strategic conceptions that helped shape the national response.

**HIST 264  
WASHINGTON AND THE  
PACIFIC NORTHWEST (5)**

Establishes the physical background of the settlement of the area by aboriginal and white inhabitants and traces the broad historical themes and environmental factors that influenced the development of the social, economical, and political structure of the Pacific Northwest today.

**HIST 280  
HISTORY OF AFRICA (5)**

(Same as INTST 280) Is a survey course examining the history of the continent from the early origins of the human species to the present. Emphasis is given to the rise and fall of ancient African 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.

**HIST 290  
INTRODUCTION  
TO JAPANESE  
CIVILIZATION (5)**

Introduces the origins and development of Japanese civilization from prehistory to the end of the Tokugawa shogunate in 1867, the beginning of civilization in Japan and the distinction between civilization and the earlier primitive cultures, and the origins and development of feudalism, and its interpretation/definition.

**HIST 294, 295, 296, 297  
SPECIAL TOPICS  
IN HISTORY (V1-10)**

(See HIST 194)

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## HIST 298 SEMINAR IN HISTORY (V1-10)

(See HIST 198)

## HIST 299 INDIVIDUAL STUDIES IN HISTORY (V1-10)

(See HIST 199)

## INTERNATIONAL STUDIES

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### INTST 105 GEOGRAPHY OF WORLD AFFAIRS (5)

(Same as GEOG 105) Is a geographical survey investigating the interrelationships of selected economic, demographic, social, political, cultural, and environmental problems confronting the contemporary world. Emphasis is placed on patterns, processes, and potential solutions.

### INTST 194, 195, 196, 197 SPECIAL TOPICS IN INTERNATIONAL STUDIES (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### INTST 198 SEMINAR IN INTERNATIONAL STUDIES (V1-10)

Includes seminars, workshops, etc, for which college credit is offered. See current quarterly schedule for details.

### INTST 199 INDIVIDUAL STUDIES IN INTERNATIONAL STUDIES (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.  
**Prerequisite: Permission of instructor**

### INTST 200 STATES AND CAPITALISM: THE ORIGINS OF THE MODERN GLOBAL SYSTEM (5)

Explores the origins, development and global impact of the modern state system and tries to shed light on the political consequence of economic change under capitalist, socialist or mixed auspices (time period: from 16th century to the end of World War II).

### INTST 201 INTRODUCTION TO INTERNATIONAL POLITICAL ECONOMY (5)

Looks at the study of international economics through the examination of major facets of the post-World War II era, the analysis of the post-war economic order and its crisis in the 1970's-1980's, North/South relations, the post-war political order and its East/West rivalry.

### INTST 202 CULTURAL ENCOUNTERS AND TENSIONS (5)

Deals with the contemporary world from a cultural standpoint. Problems of

intercultural relations are examined with particular emphasis on divergent "world views."

### INTST 203 COMPARATIVE RELIGION (5)

Introduces the worlds religions. The history of Judaism, Christianity, Islam, Hinduism and Buddhism is presented in their cultural contexts. The relationship between these major traditions and actual "folk" beliefs and practices is shown through ethnographic examples.

### INTST 204 GLOBAL HISTORY (5)

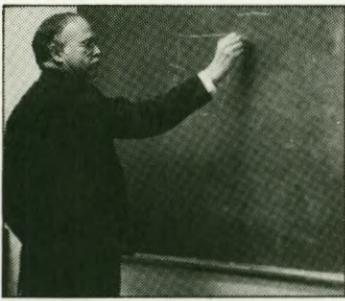
(Same as HIST 120) Surveys Comparative World History, focusing on periods of history that saw great achievements in religion, ethics, law and technology. Great personalities are emphasized. Course acceptable for transfer credits in Social Science and for any student with an interest in International Studies.

### INTST 280 HISTORY OF AFRICA (5)

(Same as HIST 280) Is a survey course examining the history of the continent from the early origins of the human species to the present. Emphasis is given to the rise and fall of ancient African 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.

### INTST 294, 295, 296, 297 SPECIAL TOPICS IN INTERNATIONAL STUDIES (V1-10)

(See INTST 194)



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## INTST 298 SEMINAR IN INTERNATIONAL STUDIES (V1-10)

(See INTST 198)

## INTST 299 INDIVIDUAL STUDIES IN INTERNATIONAL STUDIES (V1-10)

(See INTST 199)

## POLITICAL SCIENCE

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### POLSC 101 INTRODUCTION TO POLITICS (5)

Incorporates political life in the modern world and the ideas behind its democratic and nondemocratic forms. It is a systematic and comparative study of political structures, institutions, behavior, and processes.

### POLSC 102 AMERICAN GOVERNMENT AND POLITICS (5)

Presents the nature of constitutional government in America in terms of the theory and practices of democracy. Problems of individual rights, popular representation and responsible leadership are emphasized.

### POLSC 103 INTERNATIONAL RELATIONS (5)

Looks into the struggle for power and peace and present day methods by which affairs are conducted between national states.

### POLSC 121, 122, 123 THE UNITED NATIONS (1) (1) (3)

Provides a seminar meeting, once a week each quarter, designed as a prerequisite for those students who hope to participate in Model United Nations delegation in the spring. The Fall and Winter quarters present structure and purpose of the United Nations organization while spring quarter deals with the particular country assigned to the college. Course may be repeated for a maximum of 10 credits with permission of instructor. **Prerequisite: A course in political science or permission of instructor**

### POLSC 194, 195, 196, 197 SPECIAL TOPICS IN POLITICAL SCIENCE

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### POLSC 198 SEMINAR IN POLITICAL SCIENCE (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### POLSC 199, 299 INDIVIDUAL STUDIES IN POLITICAL SCIENCE (V1-10)

Covers direct readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

### POLSC 201 INTRODUCTION TO POLITICAL THEORY (5)

Is designed to outline political and social theories and values which are indispensable for the understanding of the political systems, governments, international conflicts, and cooperation of the present world.

### POLSC 205 WESTERN EUROPEAN GOVERNMENTS AND POLITICS (5)

Studies Western liberal political institutions, the welfare state and the Common Market. Specific countries discussed are Great Britain, France, and Germany. Attention is given to theoretical and institutional-procedural aspects characteristic of modern government and society.

### POLSC 206 COMMUNIST GOVERNMENTS AND POLITICS (5)

Studies Marxist Socialist governments as they are represented by the governments of the Soviet Union, the People's Republic of China, and Yugoslavia. Special attention is given to Marxist-Leninist-Maoist-Titoist theories of society, government and economics and their application to the practical task of government.

### POLSC 207 THIRD WORLD GOVERNMENTS AND POLITICS (5)

Studies Third World governments (African, Asian, Latin American). Special emphasis is given to the problems of political development and moderniza-

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tion such as nation-building, economic development and social transformation faced by the Third World societies.

## POLSC 208 INTRODUCTION TO QUANTITATIVE POLITICAL ANALYSIS (5)

Is a study of analytical and scientific methods and the application of these methods to Political Science. Emphasis is on developing skills in data evaluation, utilization, quantification and processing; recognizing fallacious arguments; methods of optimal decision making. **Prerequisite: POLSC 101 or 102 or 201 recommended, not required**

## POLSC 230 REVOLUTIONS IN THE MODERN WORLD (5)

(Same as HIST 230) Studies the forces which produce significant changes in the social, economic, or political ideas and institutions of a nation. An understanding of the concept of revolution is developed by comparing and contrasting important "revolutions" such as those in England, America, France, Russia, and China.

## POLSC 294, 295, 296, 297 SPECIAL TOPICS IN POLITICAL SCIENCE

(See POLSC 194)

## POLSC 298 SEMINAR IN POLITICAL SCIENCE (V1-10)

(See POLSC 198)

## POLSC 299 INDIVIDUAL STUDIES IN POLITICAL SCIENCE (V1-10)

(See POLSC 199)

## PSYCHOLOGY

### PSYCH 100 INTRODUCTION TO PSYCHOLOGY (5)

Emphasizes terminology, methodology, concepts, and principles of psychology. Major areas of psychology include: psychophysiology, sensation and perception, learning and memory, motivation, developmental stages, emotions, personality, abnormal, therapeutic interaction, self and social interactions. Participation as subject in psychological experiments may be required.

### PSYCH 102 PSYCHOLOGY AS A NATURAL SCIENCE (5)

Introduces Psychology as a scientific discipline. The course includes lectures, demonstrations, films, etc., in research methods, sensory discrimination, perception, learning, memory and psychosomatic effects, as well as psychopathology, along with its treatment. The course stresses the bio-physical aspects of behavior. Students may be required to conduct, or take part in psychological experiments and/or investigations. (If both PSYCH 100 and PSYCH 102 are taken, only one transfers to the University of Washington.)

### PSYCH 105 INTRODUCTION TO GROUP PROCESSES (5)

Emphasizes developing a working knowledge of groups. Students actively learn how to be more effective in their communication skills and more aware of their motivations. Both participatory and observational skills are developed during the course of the quarter.

### PSYCH 110 APPLIED PSYCHOLOGY (5)

Is an introductory level course stressing application of psychological theory. Students survey the following major areas: industrial/organizational, consumer, clinical/counseling, environmental/engineering, school, and consulting psychology including topics of law, medicine, education, and athletics. The focus is on how these psychologists perform their professional functions in a job setting.

### PSYCH 180 GROUP PROCESSES (5)

Allows an in-depth approach to learning the theories, techniques, and experiences that underlie modern Group Processes. Course includes training concerned with self/group awareness, leadership characteristics and training, and membership traits. Advantages and limitations of group structures, as well as common misconceptions about groups are discussed. Opportunities are provided for developing skills as a group leader.

### PSYCH 194, 195, 196, 197 SPECIAL TOPICS IN PSYCHOLOGY (V1-10)

Covers unusual courses, self-support

classes for college credit, and television courses. See current quarterly schedule for details.

**PSYCH 198  
 SEMINAR  
 IN PSYCHOLOGY (V1-10)**

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

**PSYCH 199  
 INDIVIDUAL STUDIES  
 IN PSYCH (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits.

**PSYCH 200  
 DEVIANT PERSONALITY (5)**

Introduces maladaptive behavior emphasizing the bio-social aspects. Definitions, descriptions, functions, and treatments are covered. Field trips to various institutions for observation and evaluation may be required. **Prerequisite: PSYCH 100 or permission of instructor**

**PSYCH 203  
 HUMAN LEARNING  
 AND PERFORMANCE (5)**

Presents lectures, demonstrations, and student participation in selected aspects of human performance, emphasizing sensations, perceptions, and learning and memory.

**PSYCH 204  
 GENERAL DEVELOPMENTAL  
 PSYCHOLOGY (5)**

Surveys developmental psychology encompassing the full life circle. Emphasis is mainly on the interaction

of human maturation and environmental factors. Particular interest in stages of development and their place in major contemporary theories are covered. **Prerequisite: PSYCH 100 or permission of instructor**

**PSYCH 205  
 INTRODUCTION  
 TO PERSONALITY (5)**

Is a theoretical approach to the study of experts' opinions and generalized rules of human behavior based on readings and testing. Emphasis being given to: (1) formalized descriptions of personality characteristics within different theories; (2) antecedents of self-awareness and self-development; and (3) ways in which individuals differentiate and organize their experiences and behavior. **Prerequisite: PSYCH 100 or permission of instructor**

**PSYCH 209  
 FUNDAMENTALS  
 OF PSYCHOLOGICAL  
 RESEARCH (5)**

Covers the theories, techniques, and application of: psychological research methodology, literature review, hypothesis testing in a variety of research paradigms, ranging from uncontrolled field observation to laboratory experiments. Social and physical environmental issues which may effect research results, data analysis, and report writing are covered. **Prerequisite: PSYCH 100**

**PSYCH 213  
 ELEMENTARY  
 PSYCHOLOGICAL  
 STATISTICS (5)**

Studies the classification and reporting of data, hypotheses testing and evaluation and probability theory using t

tests, other means tests, analysis of variance and designs with supplemental computations for ANOV, correlations and related topics, non-parametric tests, miscellaneous tests of significance and indices of relationships. **Prerequisite: PSYCH 100**

**PSYCH 240  
 SOCIAL PSYCHOLOGY (5)**

(Same as SOC 240) Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception, and personality. **Prerequisite: PSYCH 100 or SOC 110 or permission of instructor**

**PSYCH 257  
 PSYCHOLOGY OF  
 SEX DIFFERENCE (V5)**

Is designed to present and vigorously question cultural assumptions regarding women in the light of new information, and to present a supportive body of information around which people can focus resources for life decision.

**PSYCH 294, 295, 296, 297  
 SPECIAL TOPICS IN PSY-  
 CHOLOGY (V1-10)**

(See PSYCH 194)

**PSYCH 298**  
 (See PSYCH 198)

**PSYCH 299  
 INDIVIDUAL STUDIES IN  
 PSYCH (V1-10)**

(See PSYCH 199)

# 120 SOCIAL SCIENCE DIVISION

## SOCIOLOGY

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### SOC 105 SOCIOLOGY OF BLACK AMERICANS (5)

Addresses itself to the socio-historical background of Black Americans. As such, it focuses on the analyses of: (1) Black cultural heritage; (2) Black institutions; (3) roles and functions of Blacks in the larger political and stratification systems; and (4) the ongoing Black movement as a force for social change.

### SOC 110 INTRODUCTION TO SOCIOLOGY (5)

Surveys basic principles and perspectives in the analysis of interpersonal and intergroup relationships.

### SOC 170 SOCIAL PROBLEMS OF CONTEMPORARY SOCIETY (5)

Analyzes the social problems generated by and occurring in and between contemporary societies. Emphasis is on both macro- and micro-level problems (e.g., pollution to drug use). Course designed for the entering student.

### SOC 194, 195, 196, 197 SPECIAL TOPICS IN SOCIOLOGY (V1-10)

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

### SOC 198 SEMINAR IN SOCIOLOGY (V1-10)

Includes seminars, workshops, etc., for which college credit is offered. See current quarterly schedule for details.

### SOC 199 INDIVIDUAL STUDIES IN SOCIOLOGY (V1-10)

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

### SOC 223 BASIC SOCIAL STATISTICS (5)

Introduces the ways statistics can be used to challenge or support social theories. No mathematical background is assumed. **Prerequisite: SOC 110 or PSYCH 100, or ANTH 100 and MATH 090 or equivalent permission of instructor**

### SOC 240 SOCIAL PSYCHOLOGY (5)

(Same as PSYCH 240) Introduces the interaction between social structure and the individual, emphasizing aspects of social learning on attitudes, perception and personality. **Prerequisite: PSYCH 100 or SOC 110, or ANTH 100 or permission of instructor**

### SOC 250 ADULTHOOD AND AGING (5)

Traces the developmental progression from adulthood to old age and death with special emphasis on critical periods as they are affected by changes in

the social, intellectual, personal, and physiological processes. Theoretical approaches, as well as case studies, are employed.

### SOC 255 MARRIAGE AND THE FAMILY (5)

(Same as HOMECEC 255) Examines the family as an institution and mode for personal living, marital adjustment, parent-child relationship, changing family patterns, family disorganization and reorganization. **Prerequisite: SOC 110 or PSYCH 100 or permission of instructor**

### SOC 256 INTRODUCTION TO SEX AND SEXUALITY (5)

Provides a rational and sober approach to sexual knowledge, attitudes, and behavior. Topics included are sex anatomy and physiology and development, gender analysis, sexual stimulation, behavior, problems, and ethics. Emphasis is on both academic and personal development. **Prerequisite: One course in social science or permission of instructor**

### SOC 260 DEATH AND DYING (5)

Studies death and dying from a sociological perspective. The course deals with the relationships between death and many concepts such as socialization, stratification and culture. The course addresses various community resources and skills needed for interacting with the dying.

SOC 262  
**RACIAL AND ETHNIC  
GROUP RELATIONS (5)**

Analyzes selected racial and ethnic group relations in the United States, with emphasis on the concepts of race and culture. Topics covered include anti-semitism, and racism. **Prerequisite: One course in social science.**

SOC 265  
**URBAN COMMUNITY (5)**

Compares and analyzes the organization and activities of urban communities. Major problems presented by urban environments, sources of change, and the effectiveness of attempts at change are examined.

SOC 270  
**SOCIAL DISORGANIZATION  
AND DEVIANT BEHAVIOR (5)**

Formally analyzes the processes of social and personal disorganization and reorganization in relation to poverty, crime, suicide, family disorganization, mental disorders, and similar social problems. **Prerequisite: One course in social science**

SOC 294, 295, 296, 297  
**SPECIAL TOPICS  
IN SOCIOLOGY (V1-10)**

(See SOC 194)

SOC 298  
**SEMINAR  
IN SOCIOLOGY (V1-10)**

(See SOC 198)

SOC 299  
**INDIVIDUAL STUDIES IN  
SOCIOLOGY (V1-10)**

(See SOC 199)

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## SOCIAL SCIENCE

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SOCSC 194, 195, 196, 197  
**SPECIAL TOPICS IN  
SOCIAL SCIENCE (V1-10)**

Covers unusual courses, self-support classes for college credit, and television courses. See current quarterly schedule for details.

SOCSC 198  
**SEMINAR IN SOCIAL  
SCIENCE (V1-10)**

Includes seminars, workshops, etc. for which college credit is offered. See current quarterly schedule for details.

SOCSC 199  
**INDIVIDUAL STUDIES IN  
SOCIAL SCIENCE (V1-10)**

Covers directed readings, special projects, and independent study by an individual student. See current quarterly schedule for details. Course may be repeated for a maximum of 15 credits. **Prerequisite: Permission of instructor**

SOCSC 294, 295, 296, 297  
See SOCSC 194

SOCSC 298  
(See SOCSC 198)

SOCSC 299  
(See SOCSC 199)

# 123 ADMINISTRATION AND FACULTY



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Bellevue Community College  
Established 1966  
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Marlena Scordan Weglin,  
Telecommunications Center Manager

\*Part-time Instructor

# 124 ADMINISTRATION AND FACULTY

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**Agassiz, Roderick A.**, *Counselor*,

B.A., University of Washington

M. Ed, Seattle University

**Alley, Patricia A. Williams, Dr.**, *Chairman, American Studies Department, American Studies*

B.S., Northwestern Oklahoma State College

M.A., Oklahoma State University

Ph.D., University of New Mexico

**Anderson, Betty M.**, *Chairman, Sociology Department, Sociology*

B.S., M.A., University of Washington

**Anderson, Marilyn D.**, *Chairman Mathematics Program*

B.S., University of Redlands

M.S., University of Washington

**\*Apacible, Ricardo M. P.**, *Psychology*

B.A., M.A., University of St. Thomas

M. Ed., University of Washington

**\*Ballard, Jack D., Jr.**, *Music*

B.A., Central Washington University

M.A., Eastern Washington University

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B.A., The Evergreen State College

M.A., Antioch University

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B.A., Michigan State University

M.A., Middlebury College

Ph.D., University of Illinois

\*Part-time Instructor

# 125 ADMINISTRATION AND FACULTY

- \*Bell, Karil H., Counselor**  
B.A., University of California  
M.A., Ohio State University
- \*Benezra, Lee D., Mathematics Lab Teaching Assistant**  
B.S., University of Washington
- Bennett, James L., Dr., Associate Dean of Instruction, Occupational Education and Special Programs**  
B.A., Macalester College  
M.S., Mankato State University  
Ph.D., University of Washington
- Bennett, Linda, English**  
B.A., M.A., Eastern Washington University
- \*Berg, Carole A., Chemistry**  
B.S., Washington State University  
M.S., University of Washington
- \*Bernhard, Kathleen, Dr., Psychology**  
B.A., Seattle University  
M.Ed., University of Washington  
Ed.D., Gonzaga University
- Bitterman, Wayne W., Chairman, Media Technician Program, Media Specialist**  
B.A., B.Ed., M.Ed., Western Washington University
- Bradley, Kathryn M., Librarian**  
B.S., The Creighton University  
M.L., University of Washington
- Brumbaugh, Harley A., Music**  
B.A., M.Ed., Central Washington University
- Burke, Robert A., Chairman, Speech Department, Speech**  
B.A., University of Washington  
M.A., University of Hawaii
- \*Burnard, Patricia A., Graphics**  
A.A., Bellevue Community College
- \*Buxton, M. Lee, Speech**  
B.A., M.A., University of Washington
- Caine, Peter F., General Business**  
A.B., M.B.A., Stanford University
- \*Cannon, Imelda M., English**  
B.S., University of Birmingham  
BA., M.A., University of Washington
- \*Chiles, Paul T., Real Estate**  
B.A., Seattle University  
M.A., University of Washington
- Christiansen, Pauline Grabill, English**  
B.A., M.A., University of Washington
- Clark, J. Terence, Director, Library Media Program**  
B.A., M.L.S., University of Washington
- Coeuille, Gerard R., Administration of Criminal Justice**  
B.A., M.A., California State University
- Coleman, Charles C., Chairman, Junior Accounting Program, Business**  
B.S., Montana State University  
M.A., Colorado State College
- Cowan, Susan C., General Business**  
B.S., University of Oregon  
M.S., Oregon State University
- Criss, Warren R., Chairman, Biomedical Photography Program, Biomedical Photography**  
South Dakota State College  
A. & M. College of Texas
- Cross, Steven W., Chairman, Developmental Education; Counselor**  
B.A., M. Ed., Ohio University
- Curnutt, Larry A., Mathematics**  
B.A., M.S., Western Washington University
- Daniel, Vasantha C., Chairman, Associate Degree Nursing Program; uring**  
B.S., College of Nursing, Vellore, India;  
M.N., University of Washington
- Darrough, Carolyn A., Chairman, Dance Department, Physical Activities and Dance**  
B.S., University of Oklahoma  
M.Ed., University of Arkansas
- DeCoster, Barbara L., Dr., Librarian**  
B.A., M.L., University of Washington  
Ph.D., The University of Texas
- Dolan, R. Edmund, Dr., Dean of Instructional Services**  
B.A., University of Santa Clara  
M.Ed, Ph.D., Loyola University
- Doughty, Charles I., Associate Dean for Student Development Services**  
B.A., University of Iowa  
B.D., Starr King School for the Ministry  
M.S.W., University of Washington
- Ellingson, John Wesley, Chairman, Art Department; Art**  
B.A., Moorehead State College
- \*Epstein, Lawrence, Dr., Anthropology**  
B.A., M.A., Ph.D., University of Washington
- Felton, Sharon A., Coordinator/Health Science Support Program, Counselor**  
R.N., Pasadena City College  
B.A., University of California  
M.Ed., University of Washington
- \*Femling, Frank, Accounting**  
B.S., Seattle University
- Flory-Barnes, Linda D., Director of Multi-Cultural Services**  
B.A., Seattle University;  
M.Ed., University of Washington
- \*Fong, David D., Dr., English**  
A.B., Stanford University  
M.A., Columbia University  
Ph.D., Stanford University
- Friedel, Fred E., Chairman, History Department, History**  
B.S., M.A., University of Oregon
- Gleason, Dale L., Chairman, Music Program, Music**  
B.A., University of Washington  
M.Ed., Western Washington University
- Gould, David D. Dr., Chairman, General Business Program, Law and Accounting**  
B.A., M.B.A., Washington State University  
J.D., University of Washington
- \*Gould, Janice O., Office Professions**  
B.A., University of Washington
- Greenough, R. Dean, Jr., Director of Campus Operations**  
B.S., U.S. Coast Guard Academy  
M.A., George Washington University
- Gruber, Ebtisam, Nursing**  
B.S., Cairo University  
B.S., Indiana University  
M.A., University of Washington
- Habib, Berthe, Mathematics Improvement, Mathematics**  
B.A., M.A.T., University of Washington
- \*Haines, Arthur E., Life Science**  
B.S., B.Ed., Washington State University;  
M.S., Oregon State University
- Haines, Eric G., History**  
B.A., B.A., M.A., University of Natal  
M.A. University of London
- Hamernyik, Steven, Dr., Chairman, International Studies Department, Political Science**  
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Ph.D., University of Washington
- Hamilton, Robert K., Associate Dean of Instruction (Academic and Instructional Administration)**  
B.A., M.A., Walla Walla College
- \*Hansen, Kathleen I., Office Professions**  
B.A., College of Idaho  
M.A., University of Idaho
- Hanson, E. Marilynne, Nursing**  
B.S., Pacific Lutheran University  
M.N., University of Washington
- Haro, Susan L., Director of Planning and Capital Projects**
- Harryman, James W., Physical Activities**  
B.A., M.A., University of Washington
- Hartwich, Jacqueline A., English**  
B.A., Tufts University  
M.A., University of Washington

# 126 ADMINISTRATION AND FACULTY

- \*Hayes, George M., Dr., English**  
B.A., William Woods College  
M.A., Western Washington University
- \*Heger, Marilyn J., Sociology**  
B.A., William Woods College  
M.A., Western Washington University
- \*Heins, Donald M., Learning Skills Laboratory Coordinator**  
B.A., Western Washington University
- Hoffman, Dale T., Mathematics**  
B.A., Washington State University  
M.S., University of Connecticut
- Houck, B. Karen, Chairman, English Department, Reading Lab Director, English**  
B.A., Mississippi State College for Women  
M.A., Louisiana State University  
M.A., California Lutheran College
- \*Hould, G. Peter, Drafting and Engineering**  
B.A., M.A.T., Seattle Pacific University
- Howell, Joseph E., Director of Continuing Education Program Development**  
B.A., University of San Francisco
- Hurrell, Mary-Ann C., Nursing**  
B.S.N., University of Alberta  
M.N., University of Washington
- \*Husby, Lars P., Art**  
B.A., B.F.A., M.F.A., M.F.A., University of Washington
- Hutchison, Kae R., Associate Dean of Continuing Education**  
B.A., Whitworth College  
M.A., Eastern School of Music of the University of Rochester
- \*Ingram, Mark S., Foreign Language, Foreign Language Certified d' Aptitude Professionel, Ecole Hotelliere d' Avignon**  
B.A., Western Washington University  
M.A., Western Washington University
- \*Jackson, Carmen L., Art**  
A.A., Bellevue Community College  
B.A., University of Washington
- Jackson, Robert C., Theatre Manager; Chairman, Drama Department, Design and Technical Theatre Drama**  
B.S., Northwestern University  
M.F.A., University of Washington
- Jangaard, Linda L., Accounting**  
B.A., M.B.A., University of California
- Jensen, Ray F., Art**  
B.A., University of Washington;  
M.F.A., Cornell University
- Johnson, Dale A., Director of Finance**  
B.A., Seattle University
- Johnson, Shirley M., Librarian**  
B.A., University of Washington  
M.S.L.S., University of Southern California
- \*Johnson, Steven V., Life Science**  
B.A., Greenville College  
M.A., Washington State University
- Jordan, Elizabeth Q., Office Professions**  
B.A., University of South Carolina
- Jurji, E. David, Dr., Anthropology**  
B.A., Albright College  
M.A., New York University  
Ph.D., University of Washington
- Kahn, Louis, Dr., Chairman, Psychology Department; Psychology**  
B.S., Lewis and Clark College  
M.Ed., University of Washington  
Ed.D., Washington State University
- \*Kamai, Edmund K., Jr., History**  
B.A., University of Washington
- Kamm, Laura Driscoll, Speech**  
B.A., University of the Pacific  
M.A., San Diego State University
- Katz, Doris M., Chairman, Interior Design Technology Program, Interior Design**  
B.S., M.S., University of Wisconsin
- Kennedy, Jerrie L., English**  
B.A., M.A., Washington State University
- Khan, Aslam, Chairman, Political Science Department, Political Science**  
B.A., Gonzaga University  
M.A., University of Washington
- Kotker, Joan G., Writing Lab Director; English**  
B.A., M.A., Ohio State University
- LaFond, Daniel J., Counselor**  
B.A., St. Martin's College  
M.S.W., University of Washington
- \*Leber, Mary Reeves, Dr., Speech**  
B.S., M.A., University of Kansas  
Ph.D., University of Washington
- Leeds, Linda A., English**  
B.A., Western Washington University  
M.A., Central Washington University
- \*Lyons, Elizabeth S.N., Geology**  
B.A., University of Alaska
- \*Magelssen, Gerald R., Media Technician Program**  
B.A., Western Washington University  
M.A., Central Washington University
- \*Magnuson, Russell C., Mathematics**  
B.S., River Falls State College  
M.A.T., Washington State University
- Maki, Gerald D., Life Science**  
B.S., University of Washington
- Mallory, Mag, General Business, Marketing**  
B.A., University of Pittsburgh  
M.A., Indiana University
- Mandt, Carol L., Chairman, Business Division**  
B.A., Whitman College  
M.A., Washington State University
- Manspeaker, Jewell C., Dr., Dean of Administrative Services**  
B.A., University of Colorado  
M.A., Boston University  
Ph.D., Oregon State University
- Matkovick, Edward, Foreign Language Prof. Diploma--State Professor, Komensky's University, Bratislava, Czechoslovakia;**  
B.A., M.A., University of British Columbia
- \*Mauldin, Diane M., Life and Health Sciences**  
B.A., University of Washington
- Mayer, Dalmen D., Chairman, Philosophy Department, Philosophy**  
B.A., M.A., University of Washington
- McCarthy, Kay R., Dr., Counselor**  
B.A., Webster College;  
M.A.Ed., Washington University  
Ph.D., Saint Louis University
- \*McElroy, Melvin L., Data Processing**  
B.A., University of Colorado
- McFall, Douglas L., Real Estate**  
B.A., University of California  
M.S., University of Oregon
- McFerrin, Katherine P., Chairman, Diagnostic Ultrasound Technology Program; Diagnostic Imaging**  
Certified Radiologic Technologist  
The American Registry of Diagnostic Medical Sonographers
- McGlasson, Ruthmary, Educational Planning Coordinator**  
B.S., University of Wisconsin  
M.Ed., University of Washington
- McGlocklin, Gary A., English**  
B.A., Whitworth College  
M.A., University of Washington
- \*McMahon, Gene G., Art**  
B.A., M.A., University of Washington
- Meehan, J. Timothy, Counselor**  
B.A., Gonzaga University  
M.A., University of Oregon
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B.A., University of Washington  
M.A., University of Paris
- Melvoin, Peter, Sociology**  
A.B., University of Illinois  
M.A., Arizona State University
- Mercer, Gloria A., English**  
B.Ed., Seattle University  
M.Ed., University of Washington

\*Part-time Instructor



# 127 ADMINISTRATION AND FACULTY

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Ph.D., The Catholic University of America
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B.A., Colorado College
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A.A., Seattle Community College  
B.A., Seattle University
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- \*Molvik, Nilmar L.,**  
B.S., M.Ed., Seattle Pacific College
- \*Morgan, Linda R., Communications**  
A.B., M.A., University of California
- \*Mutch, Harvey A., Accounting**  
B.S., University of Idaho
- Nielsen, Thomas R., Chairman, Interior Design Program, Interior Design**  
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