

# COURSE CATALOG 2010-11



BELLEVUE  
COLLEGE

[www.bellevuecollege.edu](http://www.bellevuecollege.edu)

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

**See p. 165-167 or visit [www.bellevuecollege.edu/enrollment/terms](http://www.bellevuecollege.edu/enrollment/terms)**

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

## Admissions

General Admissions .....(425) 564-2222

### Selective Admissions Programs

Bachelor of Applied Science .....(425) 564-3170

Occupational and Life Skills – Venture.....(425) 564-2844

## Institutional Advancement

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

## Instruction

Arts & Humanities Division .....(425) 564-2341

Institute for Business and Information Technology.....(425) 564-2311

Continuing Education .....(425) 564-4000

Health Sciences, Education & Wellness Institute .....(425) 564-2012

Science Division.....(425) 564-2321

Social Science Division.....(425) 564-2331

## Library Media Center

Hours & Information Line .....(425) 564-2252

Reference Desk.....(425) 564-6161

Media Center Desk.....(425) 564-2001

**President's Office** .....(425) 564-2301

## Services

Academic Success Center .....(425) 564-2200

Admissions.....(425) 564-2222

Assessment & GED Office.....(425) 564-2243

Associated Students of BC.....(425) 564-6150

Bookstore .....(425) 564-2285

Cashier .....(425) 564-2309

Center for Career Connections & the Women's Center.....(425) 564-2279

Counseling Center.....(425) 564-2212

Disability Resource Center .....(425) 564-2498

TTY phone.....(425) 564-4110

Early Learning Center (Childcare & Headstart).....(425) 564-2240

Educational Planning Advising Center.....(425) 564-2212

Evaluations/Graduation Office .....(425) 564-3106

Financial Aid.....(425) 564-2227

High School Programs .....(425) 564-2026

International Student Programs .....(425) 564-3185

Multicultural Services & Student Success Programs.....(425) 564-2208

Public Safety .....(425) 564-2400

Registration.....(425) 564-2222

Transcripts .....(425) 564-2245

TRiO.....(425) 564-5745

Veterans' Office.....(425) 564-2220

Workforce Education .....(425) 564-4054



## ***Become Exceptional at BC!***

Welcome! This is a particularly exciting time in the history of our college. In April 2009 we officially changed our name to Bellevue College, dropping “Community” from our name, but not our commitment to serve our community, our mission to support the excellence of all of our students, and our dedication to an open-door admission policy.

We are proud that Bellevue College's first bachelor's degree graduates in Radiation and Imaging Sciences were awarded their diplomas in June 2009. All 19 students are currently employed in their fields, many at salaries in the upper 5-digit range. Our Bachelor of Applied Arts (BAA) in Interior Design program was launched winter quarter, 2010.

If you want to complete your first two years of college at a community college, you will join the vast majority of our students and remain our primary focus. Irrespective of whether your goal is to transfer to a university, launch a career by acquiring a professional or technical degree or certificate, update your current job skills or simply enrich your life and pursue your interests, Bellevue College is a phenomenal place to help you “Become Exceptional.”

Another cause for excitement is our new \$34 million science building, the eleventh instructional facility on our 96-acre main campus which opened in spring 2009. The three-story, 64,000 square-foot facility houses BC's Life Sciences and Chemistry programs providing space for classes in chemistry, biology, microbiology, oceanography and marine biology. The building contains five high-tech classrooms and 16 advanced laboratories, including DNA-sequencer and scanning-electron-microscope labs. You will love taking classes in these new facilities.

Please know that all of us at BC are committed to your success. Our dedicated instructors are here specifically because they want to teach, not publish or do research. We offer you small classes that make it easy to get to know your instructors and other students and receive individual assistance. Plus, we offer comprehensive services to support your education – everything from tutoring to academic advising, career planning, internships, and adaptive assistance for disabilities and special support for those of you who are from low-income homes or are the first in your families ever to go to college.

BC offers a rich college life both in and outside the classroom. With more than 80 student organizations, students have many opportunities to build leadership skills and develop connections with other students. Choices run the gamut from working on the student newspaper to singing with our nationally renowned jazz group, performing in our drama and dance ensembles to playing a varsity sport.

Learning comes alive at BC through a host of exceptional learning environments, such as our planetarium with 3-D animation that allows you to walk the surface of Mars virtually. Here you can pursue your passion – or discover your passion – through our rich mix of programs and classes, exceptional instructors, outstanding speakers, and numerous campus activities.

Join us and let us help you fulfill your goals and Become Exceptional.

Sincerely,

A handwritten signature in black ink that reads "B. Jean Floten". The signature is written in a cursive, flowing style.

Jean Floten  
President

# Introduction

## Vision, Values, Mission, Goals

*adopted by the Board of Trustees, June 2008*

### Vision

Bellevue College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### Core Values

We, the Board of Trustees, faculty, staff, and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### Mission

Bellevue College is a comprehensive and innovative college that advances the life-long educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

### Goals

#### Access

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

#### Student Success

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

#### Teaching and Learning Excellence

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

#### Institutional Accountability

Bellevue College will maintain a viable and supportive system of organizational review that

verifies and improves college effectiveness and ensures the integrity of programs.

#### Professional and Organizational Excellence

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

#### Financial Sustainability

Bellevue College will remain preeminent by strengthening its financial position.

#### Technology Leadership

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

#### Pluralism

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

#### Community Leadership and Partnership

Bellevue College will be a leader and partner in building a strong and vibrant region.

### Affirmation of Inclusion

*adopted by the All College Council, June 1992*

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

### Accreditation

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

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

### State Approving Agency

Selected academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U. S. Code.

## Equal Opportunity and Reasonable Accommodation

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

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

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

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

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

## Students Right-to-Know Act

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

Student Right-to-Know Information in this Catalog	Page Number	Web URL and/or Office
Accreditation	2	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#accreditation">www.bellevuecollege.edu/publicdisclosure.asp#accreditation</a>
Affirmation of Inclusion	2	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#inclusion">www.bellevuecollege.edu/publicdisclosure.asp#inclusion</a>
Costs of Attending BC	5-6, 14	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#costs">www.bellevuecollege.edu/publicdisclosure.asp#costs</a>
Degree & Certificate Programs Available at BCC	3, 27-62	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#degreeinfo">www.bellevuecollege.edu/publicdisclosure.asp#degreeinfo</a>
Directory – Staff and Faculty	163-167	<a href="http://www.bellevuecollege.edu/directory/">www.bellevuecollege.edu/directory/</a>
Disability Access	13	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#access">www.bellevuecollege.edu/publicdisclosure.asp#access</a>
Drug-Free Environment	159-160	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#drugfree">www.bellevuecollege.edu/publicdisclosure.asp#drugfree</a>
Enrollment Policies	4-6	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#policies">www.bellevuecollege.edu/publicdisclosure.asp#policies</a>
Equal Opportunity in Education and Employment	2	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#equalopportunity">www.bellevuecollege.edu/publicdisclosure.asp#equalopportunity</a>
Equity in Athletics	22	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#athletics">www.bellevuecollege.edu/publicdisclosure.asp#athletics</a> or pick up a report copy in the Athletics Department, G100
Athlete Graduation Rates		<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#athletics">www.bellevuecollege.edu/publicdisclosure.asp#athletics</a> or pick up a report copy in the Athletics Department, G100
Family Education Rights & Privacy Act (FERPA); Disclosure of Student Information	160	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#ferpa">www.bellevuecollege.edu/publicdisclosure.asp#ferpa</a>
Financial Aid	14-15	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#financialaid">www.bellevuecollege.edu/publicdisclosure.asp#financialaid</a>
Financial Aid Granted Report		<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#financialaid">www.bellevuecollege.edu/publicdisclosure.asp#financialaid</a> or pick up a hard copy in the Financial Aid office, B125
General Educational Development (GED)	20, 104	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#ged">www.bellevuecollege.edu/publicdisclosure.asp#ged</a>
Graduation/Transfer Completion	8	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#graduates">www.bellevuecollege.edu/publicdisclosure.asp#graduates</a>
Limitation of Liability	2	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#liability">www.bellevuecollege.edu/publicdisclosure.asp#liability</a>
Maps		<a href="http://www.bellevuecollege.edu/about/around/directions/">www.bellevuecollege.edu/about/around/directions/</a>
Public Safety Report	19	<a href="http://www.bellevuecollege.edu/publicdisclosure.publicsafety">www.bellevuecollege.edu/publicdisclosure.publicsafety</a> or pick up a hard copy in the Public Safety office, K100
Smoking on Campus	161	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#smoking">www.bellevuecollege.edu/publicdisclosure.asp#smoking</a>
State Support for Higher Education	5	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#statesupport">www.bellevuecollege.edu/publicdisclosure.asp#statesupport</a>
Student Profile	5	<a href="http://www.bellevuecollege.edu/publicdisclosure.asp#studentprofile">www.bellevuecollege.edu/publicdisclosure.asp#studentprofile</a>
Transfer Students Rights and Responsibilities	32	<a href="http://www.hecb.wa.gov/research/issues/documents/transferstudentrightsandresponsibilities.pdf">http://www.hecb.wa.gov/research/issues/documents/transferstudentrightsandresponsibilities.pdf</a>

For information on other Student Right-to-Know topics, visit [www.bellevuecollege.edu](http://www.bellevuecollege.edu).

## Limitation of Liability

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

# Paths to Educational Excellence

## Students and Learning

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

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

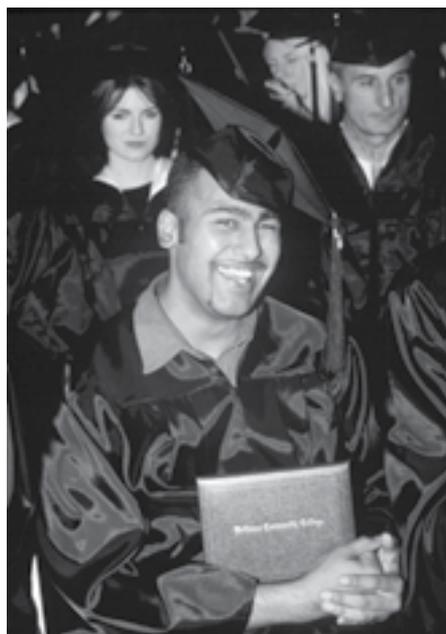
BC's Learning Outcomes Assessment Program evaluates the quality of instruction, based upon the evidence of student success. The program bases assessment of student success on the quality of student work in classrooms and in student service programs, on survey of student opinion about their educational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

## Bachelor's Degrees

The college offers the following two applied bachelor degree programs:

- Bachelor of Applied Arts in Interior Design
- Bachelor of Applied Science in Radiation and Imaging Sciences

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



## Transfer Associate Degrees

### Associate Degrees

The college offers five transfer associate degrees. Students must follow the appropriate degree guidelines in order to fulfill graduation requirements. These degrees are intended for students who plan to transfer to baccalaureate institutions in the State of Washington. These degrees are all part of the Intercollege Relations Commission (ICRC) transfer agreement and offer several options depending on the student's area of interest. See page 32-42 for further degree details, major programs, and degree requirements.

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

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

## Professional/Technical Programs

### Associate in Arts Degree

- This may be the right choice if you want to earn a credential in a specific career field; not designed as a transfer program. Review program areas on page 46-63.

### Certificates of Achievement

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

### Certificates of Accomplishment

- Provide dedicated training and require 20 to 44 credits of specific courses.

### Certificates of Completion

- Provide focused training and require fewer than 20 credits

Professional or technical program offerings and course requirements listed in this catalog may change to reflect the needs of industry, student interests, availability of resources, and general education options.

## General Studies

### Associate in Arts General Studies Degree

This degree grants academic recognition for the completion of 90 applicable college level credits. It is not for students intending to transfer to a university/college in pursuit of a baccalaureate degree nor does it fulfill the first two years of general education requirements for a bachelor degree (see page 44 for degree requirements).

### Associate in Occupational and Life Skills – Venture

OLS-Venture is a 90-credit degree program for students with intellectual disabilities that impacts learning in a traditional college setting. Specialized instructions assist students to learn course content. This degree prepares students to become self-determined, responsible citizens and successful employees. Students develop a career pathway, expand interpersonal skills, take part in service learning, and participate in internship experiences. Admission information is available at [www.bellevuecollege.edu/ols](http://www.bellevuecollege.edu/ols). See details on page 45.

### Developmental Instruction

Courses numbered below 100 develop or build basic skills. English as a Second Language offers non-native students an opportunity to learn English.

### General Educational Development (GED)

This program is available for students 19 years or older to prepare for the GED exam. The exam is available through the Assessment Office. See page 23 for more details.

### High School Diploma

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

## Continuing Education

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

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

## Admissions

### Eligibility

#### Bellevue College admits:

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

### Application Process

#### General admissions:

##### New students

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

##### Bachelor degree programs

Students applying for admission to the bachelor degree programs must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. For details about application deadline and admission requirements, visit <http://bellevuecollege.edu/programs/degrees/bachelor/>.

##### Selective-admission programs

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

### Student Profile

<b>Where do our students come from?</b> .....	60% from East King County Communities
<b>Number of students:</b> .....	34,000 annually
<b>Gender distribution:</b> .....	Females 60% / Males 40%
<b>Age of all students:</b> .....	Median 26.6 / Average 31.4
<b>Educational intent of degree-seeking students:</b> .....	Academic transfer 60%
.....	Professional-technical 40%
<b>Race/Ethnicity of degree-seeking students<sup>1)</sup>:</b> .....	Asian & Pacific Islander American* 20.3%
.....	African-American* 6.1%
.....	Native American* 1.1%
.....	Multi-Racial* 3.4%
.....	White* 69.1%

<sup>1)</sup> Data are only for students who identified with a race category; 5.8% of these students self-identified as Latino or Hispanic separate from any race. Percentages may not total to 100% due to rounding.

**International Students:** ..... About 1,600 students per year from nearly 60 countries

**Students with Disabilities:**..... Nearly 900 self-identified; over 600 received service

**For more information & updates visit** <http://bellevuecollege.edu/about/collegefacts/>.

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

- Diagnostic Ultrasound Technology
- Electroneurodiagnostic Technologist (permission of instructor)
- Medical Dosimetry
- Nuclear Medicine Technology
- Nursing
- Radiation Therapy
- Radiologic Technology
- Translation and Interpretation
- OLS – Venture

#### Formerly enrolled students

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

#### International students

The college is authorized under federal law to enroll non-immigrants. International students may enroll in either the college credit programs (provided they meet the selective admissions requirements) or in the Intensive English/University Preparation (UP) program, or the International Business Professions (IBP) program. International students on F-1 visas are required to complete a minimum of 12 quarter college credits or 18-20 hours of intensive English instruction each quarter.

All F-1 visa holders who are on BC's I-20 forms must either enroll in BC's international student insurance plan at the time of registration or show proof of medical insurance coverage for each quarter of their attendance.

#### College credit programs

International students are admitted to the college credit programs upon meeting the following requirements (students 16 and 17 year olds must also submit three Underage Release Forms with proof of high school graduation or equivalent):

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

## Enrollment Information

### **Intensive English/University Preparation**

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

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

### **International Business Professions (IBP) Program**

Please contact International Student Programs office about IBP admission requirements.

### **New Student Advising and Assessment**

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

### **Registration**

#### **Credit Courses**

1. New and former students (new to BC or returning after an absence of more than four quarters) who will be taking credit courses receive a registration appointment date along with information on assessment and registration. New and former students who miss the recommended quarterly admission application deadlines register soon after an application is submitted. The enrollment calendar is published in the Credit Class Schedule and online at [www.bellevuecollege.edu](http://www.bellevuecollege.edu).
2. Continuing students are those currently enrolled or those students who have been absent for four quarters or less. Continuing students register at their scheduled times by remote access: online at [www.bellevuecollege.edu](http://www.bellevuecollege.edu). System access for adding courses ends on the third day of each quarter, except summer when it ends on the second day.
3. Transfer students must apply for admission and follow the new and former student process.
4. Open registration is permitted only during the first three business days of the quarter during the regular academic year (Fall, Winter, and Spring Quarters) and during the first two days of Summer Quarter.

### **Withdrawal, Dropping/ Adding Courses**

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals do not require the instructor's signature and are classified as official only when the student withdraws online or submits a completed Schedule Change Form to the Student Services Center. There are consequences for failure to meet deadlines; students should refer to the Grades section of this catalog for additional information on the "W" and "HW" grades.

### **Registration Appointments**

Continuing students are assigned registration priority based on the total credits completed at BC. New and former students are assigned access after continuing students.

New transfer students who have earned credits from an accredited institution AND are planning to pursue a degree at BC are encouraged to bring unofficial copies of their college transcripts to the Registration Office by the third week of their first quarter of attendance. A maximum of 60 transfer credits will be used to reflect cumulative credits for registration appointments in future quarters. This use does not imply that the transfer credits will satisfy degree and certificate requirements at BC.

The college may from time to time allow enrollments of special populations or programs. These special registrations will not follow the regular college registration calendar.

### **Wait List Feature**

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

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

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

Students who have not been registered via the Wait List process by the first day of classes should go to the class on the first day for further instructions.

### **Class Schedules**

Bellevue College publishes and distributes a quarterly credit class schedule to inform the public about courses to be offered during the next academic term. The credit class schedule provides essential course information, such as days and times for class and/or lab sessions; the college's academic calendar, including important registration dates and deadlines; registration procedures; information about tuition and fees; and a summary of enrollment policies and procedures. Schedule information is also available on the BC website.

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

### **Credit Loads**

#### **Definition**

Credit is recorded in quarter hours. Each quarter credit hour represents one 50-minute period of class time each week for a duration of 11 weeks, or the equivalent in laboratory time, field work, or approved independent study.

#### **Full-time/Part-time credit load**

For academic purposes, 12 credit hours are considered to be a full-time load and 6 credit hours are considered a part-time load. To complete a degree program within two years, a student should average 15 credit hours per quarter.

#### **Overload**

To enroll in more than 18 credit hours per quarter, a student must have a 3.0 cumulative grade-point average (GPA). Students not meeting this GPA requirement must request permission from the Vice President of Student Services.

### **Continuing Education courses (non-credit)**

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

### **Entry Code**

A 5-digit number you get from the program's division office or faculty, allowing you to register for a class that requires prerequisites or "permission of instructor."

### **Audit**

Taking a class (and paying the tuition and fees) without getting grades or credits; if you audit a class it will appear permanently on your transcript records with a grade of "N."

## Web Registration

Before starting online registration, you'll need:

- Item numbers for classes you want to take (use the online Schedule Planner, or check the Credit Class Schedule; line up alternates)
- Your Student ID number and Personal Identification Number (PIN)
- Registration access – A current student or a returning student who earned credits in any of the four previous quarters or new students who submitted an admissions application and the non-refundable fee will be assigned an access time viewable at <http://bellevuecollege.edu/services/appointment.asp>.

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

## Need help with registration?

Call (425) 564-2222, come to the Student Service Center or go to [www.bellevuecollege.edu/enrollment/registration/help](http://www.bellevuecollege.edu/enrollment/registration/help).

## Tuition and Fees

Tuition and fees may be paid through Visa or MasterCard online at <https://www.ctc.edu/~bellevue/wccba/waci600.html>; by check or cash at the Cashier's office in the Student Services Building. Checks returned because of stop payment will be charged, and the student will be immediately withdrawn from all courses. All other returned checks will result in the student being withdrawn after being notified of the reason for withdrawal, with a fee for reinstatement. After the third returned check, including third-party personal checks, the privilege of check-writing will be denied.

### Tuition and Fee Rates

The following information shows the per credit per quarter resident and non-resident 2009-2010 tuition and fees in effect at the time of publication. (See "Residency" for definitions.)

Please note that all tuition and fee rates are subject to change by the Board of Trustees and/or the Washington State Legislature. Check the most recent Credit Class Schedule or the BC website ([www.bellevuecollege.edu](http://www.bellevuecollege.edu)) for current tuition and fee amounts. Additional fees are described below.

### Tuition for Self-Support Programs

Some programs are self-supporting – that is, they do not receive state funding. They have their own fee structures and do not grant tuition and tuition waivers. In these programs you pay the full tuition, regardless of your residency status. Self-support tuitions are listed with courses in the quarterly Credit Class Schedule.

### Fees

The following fees are included in tuition rate:

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

(For details of each of the above fees, please visit <http://bellevuecollege.edu/enrollment/tuition/>)

### Fee for Late Registration

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

### Fee for Distance Education Courses

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

### Fee for Continuing Education Courses

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

### Other Fees

Certain courses require fees for laboratory use, licensing, Internet service provider, etc. These fees are identified in the Credit Class Schedule; tuition and fee waivers generally do not apply.

### Payment Information

Tuition and fees are due immediately at the time of registration. Student's registration is not complete until payment is made. Classes may be dropped by the Registration Office for nonpayment. There is a grace period of seven calendar days from the first day students register for classes OR by the first day of the quarter, whichever comes first. Adding then dropping and re-registering for the same class before the quarter begins does not extend or renew the seven original calendar days for the grace period. Registrations on or after the first day of the quarter require immediate payment. There is no grace period once the quarter has begun.

### Tuition for lower division courses (299 & below):

Credits	Resident in Lower Division Courses	Non-Resident in Lower Division Courses
1	\$89.00	\$261.00
2	\$178.00	\$522.00
3	\$267.00	\$783.00
4	\$356.00	\$1,044.00
5	\$445.00	\$1,305.00
6	\$534.00	\$1,566.00
7	\$623.00	\$1,827.00
8	\$712.00	\$2,088.00
9	\$801.00	\$2,349.00
10	\$890.00	\$2,610.00
11	\$923.00	\$2,647.00
12	\$956.00	\$2,684.00
13	\$989.00	\$2,721.00
14	\$1,022.00	\$2,758.00
15	\$1,055.00	\$2,795.00
16	\$1,088.00	\$2,832.00
17	\$1,121.00	\$2,869.00
18	\$1,154.00	\$2,906.00
19 & over	(1)	(2)

(1) Residents pay \$1,154 for 18 cr + \$76.50 additional per credit beyond 18

(2) Non-Residents pay \$2,906 for 18 cr + \$248.50 additional per credit beyond 18

### Tuition for upper division courses (300 & up):

Credits	Resident in Upper Division Courses	Non-Resident in Upper Division Courses
1	\$181.00	\$513.00
2	\$362.00	\$1,026.00
3	\$543.00	\$1,539.00
4	\$724.00	\$2,052.00
5	\$905.00	\$2,565.00
6	\$1,086.00	\$3,078.00
7	\$1,267.00	\$3,591.00
8	\$1,448.00	\$4,104.00
9	\$1,629.00	\$4,617.00
10	\$1,810.00	\$5,130.00
11	\$1,817.00	\$5,137.00
12	\$1,824.00	\$5,144.00
13	\$1,831.00	\$5,151.00
14	\$1,838.00	\$5,158.00
15	\$1,845.00	\$5,165.00
16	\$1,852.00	\$5,172.00
17	\$1,859.00	\$5,179.00
18	\$1,866.00	\$5,186.00
19 & over	(3)	(4)

(3) Bachelor's degree program residents pay \$1,866 for 18 cr + \$168.50 additional per credit beyond 18

(4) Bachelor's Program Non-Residents pay \$5,186 for 18 cr + \$500.50 additional per credit beyond 18

## Graduation and Transfer Rates

Federal Graduation Rate Survey Information for Bellevue College (status of Fall 2003 cohort)

Combined transfer out/completion/graduation (within 150% normal time):	53.9%
GRS completion or graduation rate (within 150% normal time):	26.0%
GRS transfer-out rate (non-completers only within 150% normal time):	27.9%
Transfer out rate (completers and non-completers):	45.7%
GRS completion or graduation rate (within 200% normal time):	31.8%
Students still enrolled after four years:	15.0%

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

## Drop for Non-Payment

If students are dropped from classes for non-payment, the college will notify them in writing or by e-mail. Students will be charged a fee if they are dropped for non-payment at any time. This fee will be charged each time students are dropped for non-payment in any quarter. For a complete list of fees, please visit [www.bellevue-college.edu/enrollment/tuition/](http://www.bellevue-college.edu/enrollment/tuition/).

## Tuition and Fee Refunds

Refunds are authorized by the Washington State Legislature. The college policy offers the maximum refunds allowed by state law. Refunds are paid after a credit student withdraws from the college OR after a credit student withdraws from course(s). The amount refunded will be based on course(s) withdrawn. There is a processing fee for refunds.

Certain fees are non-refundable and are identified as such. Students withdrawn for disciplinary reasons will not be eligible for a refund. The refund policy does not apply to self-support courses or to noncredit Continuing Education courses (these courses have a separate refund procedure; students should check the Continuing Education website [www.gotobcc.com](http://www.gotobcc.com) for details). Tuition refunds for students receiving financial aid are processed by the Financial Aid Office and are generally returned to the program which paid the tuition. Complete withdrawals are processed using the federally-mandated Return of Title IV Funds for federal financial aid and a similar return occurs for state financial aid.

The college begins to process refunds after the third day of classes. Students may request a refund earlier by visiting or contacting cashiering. The college calendar, published in the Credit Class Schedule, identifies the refund deadlines for each quarter.

No checks will be processed for refunds that are less than \$25; refund balances may be applied to future quarters. Outstanding debts to the college will be deducted from refunds.

For Fall, Winter, and Spring Quarters, withdrawals are refunded as follows:

- 100% refund through the fifth instructional day of the quarter.
- 50% refund through the 20th calendar day of the quarter.
- A processing fee is deducted from the refund amount.
- No refunds are given after the 20th calendar day.

Note: Days are prorated for Summer Quarter and for classes with non-standard start/end dates.

## Tuition and Fee Waivers

The State Board for Community and Technical Colleges authorizes and the BC Board of Trustees approves waivers of tuition and fees for state-supported classes in some specific cases. These waivers do not apply to Continuing Education, contract, or self-support courses.

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

### 1. General Waivers

#### Children of Deceased or Disabled Law Officers and Firefighters

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

#### Athletic Waiver

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

### Veteran Waiver

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

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

#### Congressional Dependents

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

#### Higher Education Employees, Spouses and Dependents

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

#### U.S. Citizens and Resident Aliens

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

#### Refugee Waiver

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

#### Distance Learners

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

#### State Employees, Veterans of Korean Conflict and National Guard

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

### 3. Space-Available Waivers

#### Senior Citizens, Credit and Audit

Waives all or a portion of tuition and services and activities fee with a maximum registration fee of \$5.00 per class, limited to two classes per quarter, for adults 60 or older.

#### State Employees

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

### 4. Ungraded Courses

#### ABE/ESL/GED

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

**Cashiering is open until 7 p.m. Monday through Thursday the first week of each quarter.**

## Washington State Residency for Tuition Purposes

*In order for a student to be classified as a resident of the State of Washington for tuition and fee purposes, the student shall:*

- have established a bona fide domicile in the State of Washington (according to WAC 250-18-030) primarily for purposes other than education for a period of one year immediately prior to commencement of the quarter for which the student has registered; and be financially independent; or be a dependent student if one or both of the students' parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which the student has registered; or
- have spent at least 75% of both his or her junior and senior years of high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year; or
- is on active military duty stationed in the State of Washington and their spouse or dependent; or serves in the Washington National Guard and their dependents; or
- is a member of one of several eligible Native American tribes.
- any person who has completed the full senior year of high school and obtained a high school diploma, both at a Washington public high school or private high school under chapter 28A.195 RCW, or a person who has received the equivalent of a diploma; who has lived in Washington for at least three years immediately prior to receiving the diploma or its equivalent and until such time as the individual is admitted to an institution of higher education under subsection (1) of this section; and who provides to the institution an affidavit indicating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so and a willingness to engage in any other activities necessary to acquire citizenship or civics review courses.

*A student shall be classified as "non-resident" for tuition and fee purposes if he or she does not qualify as a resident student under the provisions stated above. In addition, a student shall be classified "non-resident" if he or she:*

- will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legal guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the quarter for which the student has registered;
- attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for the financial assistance, such non-residency continuing for one year after the completion of the quarter for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit, or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other non-education-related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance"; or
- is not a citizen of the United States of America, unless the individual holds permanent or temporary resident immigration status, "Refugee-Parolee" status, or "Conditional Entrant" status issued 12 months prior to the quarter for which application is made.

A person does not lose domicile in the State of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the U.S. if that person returns to the State of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

Any resident dependent student who remains in this state when such student's parents or legal guardians, having theretofore been domiciled in this state for a period of one year immediately prior to commencement of the first day of the quarter for which the student has registered, move from this state, shall be entitled to continue classification as a resident student so long as such student is continuously enrolled during the academic year.

If the student, or the parent in case of a dependent student, has attended a Washington institution for more than six hours per term anytime during the 12 months in which residency is being established, state law presumes the move to the state was primarily for educational purposes and the time of enrollment is NOT counted towards the one year establishment of residence. If the move to Washington was for purposes OTHER than education, proof must be submitted of such.

## Veterans' Administration Standards & Requirements

Bellevue College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. Eligible veterans, reservists, or dependents of veterans who plan to apply for benefits must contact the Veterans' Advisor in the Financial Aid Office as early as possible.

Certification of VA benefits will occur upon acceptance to a VA-approved degree program and when all pertinent documents are on file. The eligible student can be certified only for courses applicable to the declared degree program. Students are expected to be enrolled in college-level courses, although some developmental courses ("deficiency courses" in VA terminology) are permitted. Students requiring deficiency courses will be reviewed by the Veterans' Advisor.

All VA benefit recipients are required to enroll in at least 6 credits (Fall to Spring term) per quarter to receive a monthly check. VA will only pay for tuition and fees when a student enrolls for 5 credits or less. Telecourses and online courses are approved without having to take a resident course. Students must maintain academic progress by successfully completing their courses with a 2.00 GPA. Students who fail to maintain the minimum requirement may be placed on probation when extenuating circumstances occur. It is advisable to consult with the Veterans' Advisor when students suspect they may fail to maintain academic progress.

Students should inform the Veterans' Advisor as soon as possible about any change that may affect their VA status, such as change in the program of study, credit load, dependent status, or address.

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

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

Current and new students should contact the Bellevue College Veterans' Advisor at (425) 564-2220, Room B123-A, or e-mail [margo.georgian@bellevuecollege.edu](mailto:margo.georgian@bellevuecollege.edu) to determine their eligibility.



## Final Exams

It is Bellevue College policy that final exams may be used only in connection with other evaluative techniques throughout each period of instruction, and that no examination, including the final exam, shall make up more than 33% of a student's final grade. Students are encouraged to consult with their instructors concerning the specific results of examinations, quizzes, or other evaluative techniques or circumstances.

## Grades

Students will have access to grades in several ways, approximately five days after the quarter ends:

- on the web: go to [www.bellevuecollege.edu/services/schedule.asp](http://www.bellevuecollege.edu/services/schedule.asp)
- on the kiosks in the Student Services Building: choose the "Student Schedule" button,
- through the mail: student must leave a self-addressed stamped envelope at the Student Service Center; write your student ID on the inside of the flap, or
- in person: request a copy of your class schedule at the Student Service Center.

Bellevue College uses the following grading system and standards in evaluating student performance:

### "A" grades indicate "outstanding" achievement:

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

### The "A" student

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

### "B" grades indicate "high" achievement:

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

### The "B" student

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

### "C" grades indicate "satisfactory" achievement\*:

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

### The "C" student

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

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

### "D" grades indicate "poor" achievement:

- D+ 1.3 points per credit hour
- D 1.0 point per credit hour

### The "D" student

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

### "F" grades indicate "unsatisfactory" achievement:

- F 0 points per credit hour

### The "F" student

- cannot demonstrate competence in many or fundamental learning outcomes;
  - submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
  - does not satisfy minimum requirements for attendance or contribution to class activities.
- Students should be aware that the instructor determines whether the class will be evaluated using the "F" grade.

### Passing = P

No points are calculated for a "P" grade, which is issued in two separate instances: 1) for those courses institutionally designated as using the "P/F" grade and 2) for courses graded using "A" through "F" in which a student elects to be evaluated "pass/fail." In the former instance the instructor may issue only a P or F grade. In the latter instance, all "P" grades must be supported with traditional letter grades (not recorded in the system), and when the student fails to receive a grade of "A" through "D," a grade of "F" will be assigned and calculated into the grade-point average. Courses which a student elects to take "pass/fail" may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a "P/F" grade within the first 10 days of the quarter by filing the request in the Student Service Center.

### Credit/Noncredit = CR/NC

Credit/noncredit ("CR/NC") is a grade granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade-point average.

### Official Withdrawal = W

Official withdrawals are accepted and recorded on different schedules during the academic year and during Summer Quarter.

**Students who  
maintain a 3.5 GPA  
are eligible for  
Phi Theta Kappa.**

*During Fall, Winter, and Spring Quarters with-  
drawals are recorded as follows:*

- Through the tenth day of the quarter, the dropped course does not become part of the transcript record.
- After the tenth school day and through the end of the seventh week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

*During Summer Quarter withdrawals are  
recorded as follows:*

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a Summer Quarter.

### **Hardship Withdrawal = HW**

HW indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

### **Audit = N**

Not counted for credit or grade-point average. A student must declare intention to audit a course within the first 10 days of a quarter by filing the request in the Registration Office.

### **Course in Progress = Y**

This symbol indicates a course which, by authorization of the Executive Dean of Instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

### **Incomplete = I**

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

If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she

may be assigned an “I” grade at the course instructor’s discretion. The nature of the deficiency must be such that removal of an “I” grade is not contingent on subsequent enrollment in the same course by the student.

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

### **Grading for Venture Program**

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

## **Academic Standards**

### **Academic Progress**

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

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

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

Students who reach 85 percent of the college-level credits required for their degree/certificate will be notified by the office of the Vice President of Student Services that they should be nearing completion and inform them of the 125 percent requirement to meet academic progress standard. Students who reach

125 percent of the college-level credits required for their degree/certificate will be required to meet with a counselor for approval of any additional courses. Courses approved will only be those necessary for completion of the degree.

### **Academic Probation**

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

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

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

### **Academic Dismissal**

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

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

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

Petitions to appeal an academic dismissal must be received in writing in the office of the



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

The Academic Standards Committee has jurisdiction over matters relating to academic standards, and makes recommendations to the Executive Dean of Instruction concerning the application of academic progress requirements. In particular, the committee is empowered to act on petitions from students who wish to be granted an exception of their academic dismissal. Approval of these requests is neither automatic nor guaranteed; each request is evaluated on its own merits.

### Contesting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

The instructors receive audit sheets of the grades they have awarded in their classes during the first 10 days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has only one year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division chair of that faculty member. After one year, grades are not changed except for extraordinary reasons.

### Repeating a Course

A student who has received a grade of "D+", "D" or "F" in a course, or a student who has failed to achieve a designated grade as a prerequisite to another course, may repeat a course up to

two times (that is, a student may take the same course a maximum of three times). Any other student seeking to repeat a course must submit a request to do so, including a rationale, through the college's petition process.

Students must submit a Repeat Class Request to have the highest grade calculated into the BC Grade Point Average for graduation. This request will result in an "R" grade identifier being posted next to the lower grade courses in the permanent transcript.

### Student Records

Access to student enrollment information and grades is available on the BC website. SID and PIN are required. Access to grades may be withheld if any financial or other obligations are not fulfilled.

With the exception of the student's permanent transcript, student enrollment-related paper records are not maintained beyond one year from the last date of attendance.

Students' names, campus e-mail addresses, dates of attendance, degrees or certificates awarded, and athletics-related statistics, scholarships received, positions in BC government, Honor Society membership, part-time or full-time student status, and previous schools attended are considered releasable public information. All other information in the student's permanent educational record is considered confidential and the conditions of its disclosure are governed by the Family Educational Rights and Privacy Act of 1974, as amended.

### Transcripts

A permanent official transcript will be sent to the student, a college, university, or other agency upon the student's written request ONLY. Requests for transcripts may be made in person or online or mail a written request. Students must provide the following information: student name, ID number, student signature, date of

request and the name and mailing address of the institution or agency to receive the official transcript. Access to grades may be withheld if any financial or other obligations are not fulfilled such as outstanding tuition and fees or fines, or for unreturned college property. There is a processing fee for each official transcript ordered. For instructions on ordering transcripts, call (425) 564-2222 or go to the BC website.

### Course Numbering

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

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

### Earning Credits

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

### Credits Earned at Other Institutions

Currently enrolled students pursuing a degree or certificate may request an official evaluation to have their transfer credits reviewed by the Evaluations Office. The information recorded on transfer credits and the transfer GPA become part of the student's record; however, they are not part of the student's official transcript. Not all transfer credits may apply toward graduation requirements.

The college reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is college policy to accept credits earned at institutions accredited by their regional accrediting association, provided that such credits have been earned through college-level courses that are applica-

ble to the student's program at BC. The college may also consider non-traditional credits when the degree or certificate the student is pursuing allows such credits (see the Non-Traditional Credit section). To view the transfer course equivalency tables, visit [www.bellevuecollege.edu/enrollment/transfer/](http://www.bellevuecollege.edu/enrollment/transfer/).

## Advanced Placement (AP) & International Baccalaureate (IB)

Students who engaged in college-level study in high school through the College Board's Advanced Placement (AP) or the International Baccalaureate (IB) Program can obtain credit towards a BC degree, placement in advanced classes, or both, on the basis of their performance on AP or IB exams. For placement into an eligible advanced course, students present an original copy of their test results to the Evaluations Office. For credit, the student must ask the testing agency to send scores to the Bellevue College. Posting of AP or IB credits may be requested after successful completion of 10 BC credits. Students will not be granted credit if the equivalent college course has been taken.

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

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

Advanced Placement (AP) credit or placement into advanced courses is granted according to AP course and score earned. When credit is granted, a notation will be added to the student's transcript, for example, AP History of ART 5.0 credits. To view the AP course equivalency tables, visit [www.bellevuecollege.edu/enrollment/transfer/](http://www.bellevuecollege.edu/enrollment/transfer/).

## College-Level Examination Program (CLEP)

A maximum of 15 restricted elective credits is granted for CLEP examinations after the student has successfully completed 10 credits at BC. Students should meet with a credential evaluator since no credit will be granted for a BC course that is a duplication of a CLEP exam. An example of how these credits appear on the transcript is "American Government CLEP Exam Credit 5.0."

## Military Credit

Credits earned in Armed Forces Training Schools (AFTS) and through USAFI and DANTEs may not exceed 15 credits towards the Associate in Arts and Sciences degree. These credits are included in the maximum 15 restricted elective. Official transcripts or DD-214 or DD-295 forms must be

submitted. Contact the Evaluations Office for more details. An example of how these credits appear on the transcript is "PE Military Credit."

## Tech Prep

Tech Prep is a dual-credit program that enables high school students to earn college credit for certain career and technical education courses taken at their high school. Any high school student may take a Tech Prep course, but only those who successfully complete the course with a "B" grade or higher earn college credit. Students must register with the College Credit and Careers Network Tech Prep consortium online at [www.collegecreditcareersnetwork.org/](http://www.collegecreditcareersnetwork.org/).

## College in the High School

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

## Running Start

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

## Reciprocity Agreement

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

## Non-Traditional Credits

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded

through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college. Credits granted are identified as such on the student's transcript, and are not calculated into the GPA. Non-traditional credits do not count toward residence requirements. The number of non-traditional credits cannot exceed 25% of the total number of credits required for a degree or a certificate. Transferability of these credits will be subject to the policies of the receiving institution. Students pay a fee equal to one-half the current tuition rate.

## Credit by examination

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

## Evaluation for Professional Certification or Training

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

## Assessment of Prior Experiential Learning

Credit is given only for assessment of experiences that occur outside of a post-secondary institution or other certification, training or licensing setting; for example, employment, internships, externships, independent research, volunteer or civic work. Credit is awarded for a completed portfolio or other agreed upon form of prior learning assessment demonstrates college-level learning that combines theory from the appropriate discipline with practice.

## Credit Restrictions

### Cross-Listed Courses

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

### Out-of-Sequence Courses

Credit is not awarded for prerequisite courses in composition, mathematics, world languages, or sciences completed after a more advanced level course has been completed. For example, students will not be awarded credit for Spanish 122 if it was taken after Spanish 123.

### Parallel Courses

Credit is not awarded for those courses that are similar enough in content that students should not receive credit for both classes. The courses will have different titles, course descriptions, and learning outcomes, but credit is not granted for both. For example, the catalog will specify "Either MATH& 141 (Precalculus I) or MATH 138 (College Algebra for Business & Social Science) may be taken for credit, not both."

### Residency Credit Requirement

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

### Continuous Enrollment

Students in professional/technical programs may elect to graduate under the provisions of the official catalog in effect at the time they first started at the college OR at the time they apply to graduate, providing five years have not lapsed and they have remained continuously enrolled at the college. Students in transfer degree programs should follow current degree requirements to ensure their transferability to four-year baccalaureate colleges or universities.

### Maximum Transfer Credit

Credits transferred from other institutions cannot exceed two-thirds of the credits required by the degree or certificate. All credits are subject to approval by the Evaluations Office based on credit equivalency, applicability to the degree or certificate, and the institution's accreditation.

The college reserves the right to accept or reject credit earned in professional, vocational or technical courses. Departments may review course equivalencies or requirements completed at other institutions. Some programs have provisions that coursework completed to satisfy degree or certificate requirements must be current. Previously completed credits may have exceeded the maximum length of time that can lapse from time of completion.

### World Languages Courses

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

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

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

### Experiential Learning at Bellevue College

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

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

#### Academic Internships

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

### Academic Service Learning

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

### Academic Concentration

Certain departments and programs at BC offer an "academic concentration" option. Students who are pursuing an Associate in Arts and Science transfer degree may elect to complete such a concentration for notation on their transcripts and diplomas. The academic concentration shows that the student has spent the time and effort to acquire depth in a particular discipline, in addition to meeting BC's normal breadth of requirements. The "concentration" discipline may be the student's intended major at a baccalaureate institution or it may simply be a topic he or she is interested in studying in depth.

A student is eligible to apply for an academic concentration if:

- the department has been approved to offer the concentration option (check the departmental list below);
- the student is pursuing an Associate in Arts and Science transfer degree; and
- the student submits an application approved by the program chair of the department.

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

When a student satisfies the Associate in Arts and Sciences and the concentration requirements, her/his degree designation reads "Associate in Arts and Sciences with a Concentration in ..." (for example, Associate in Arts and Sciences with a Concentration in Music). Go to <http://bellevuecollege.edu/enrollment/records/concentration/>.

#### Programs with an Academic Concentration:

- Anthropology
- Criminal Justice
- Communication Studies
- Cultural & Ethnic Studies
- English
- Film Studies
- Music
- Philosophy
- Psychology
- Sociology

## Graduation

### Degree or Certificate Completion

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

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

### Basic Graduation Requirements

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

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

### Effective Date for Graduation Requirements

Students in professional/technical programs may elect to graduate under the provisions of the official catalog in effect at the time they first started at the college OR at the time they apply to graduate, providing five years have not lapsed and they have remained continuously enrolled at the college. Students in transfer degree programs should follow current degree requirements to ensure their transferability to four-year baccalaureate colleges or universities.

### Exception to Graduation Requirements

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

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

### Degree/Certificate application deadlines:

Summer Quarter – March 15

Fall Quarter – June 1

Winter Quarter – October 10

Spring Quarter – December 10

### Graduation with Honors

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

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

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

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

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

### Commencement

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

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

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

### Diplomas

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

### Diploma Name

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

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

### Degree Verification

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

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

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

# Student Support Services

Bellevue College offers many services to help students attain their educational and life goals. Counseling, job referral, services to special populations, and a centralized student processing area are some of the convenient features of Bellevue College. Details about services, procedures, and dates are available on the BC website, [www.bellevuecollege.edu](http://www.bellevuecollege.edu).

## Academic Success Center

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

- **Academic Tutoring:** provides two types of assistance for students registered in credit courses: individual tutoring is available with instructor permission for students who are performing at a C grade level or below. These students are eligible to receive up to 2 hours of individual assistance per week. Drop-in tutoring is available to students performing at any level in their class. We welcome all students to use this valuable resource! For more information, please call (425) 564-2200.
- **The Math Lab:** offers free drop in tutoring for students currently enrolled in math courses offered by the BC Math Program (some exceptions apply) and has a combination of peer and expert tutors on duty during its hours of operation. Please call (425) 564-2492 for more information.
- **The Writing Lab:** provides all Bellevue College students free one-on-one tutoring for any writing project, including class assignments, college applications, resumes, and personal projects. Tutoring sessions last approximately 35 minutes. Students may drop in, but we encourage scheduling an appointment in person or by calling (425) 564-2200.
- **The Reading Lab:** (English 080/180) is a 1 or 2 credit lab course that helps students of all levels to improve their reading skills. Most sections are linked to courses offered by the English and Developmental Education Departments. Students may also register independently for credit.

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

## Assessment Center

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

## The Center for Career Connections & the Women's Center

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

### Career Exploration

Explore different majors or career choices and plan a career pathway. The Center provides credit and noncredit classes and workshops, where emphasis is placed in developing lifelong skills; networking with other students and business leaders; and facilitated in-depth reflection of career and life goals. Career consultants can help direct students to an appropriate class or can offer individualized career planning, including Myers-Briggs and Strong Interest Inventory career assessments.

### Job Search

The Center is a great resource to get job search assistance. The resume writing and interviewing strategies class is individualized and interactive, involving employers to tell students what they want to see in a candidate. Career consultants also offer individualized resume and cover letter critique.

### Internships

Students can get help to search for an internship that will also earn credit through the Academic Internship Program. They offer an active Web-based job and internship posting board to aid in

career or internship search at [www.bellevuecollege.edu/internships](http://www.bellevuecollege.edu/internships).

### Scholarships

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

### Counseling Center

Academic, career, and personal counseling services are available on a short-term basis to enrolled BC students. Students use the services of the professional faculty counselors for educational, career, and life decision-making/planning; student advocacy; personal and relationship issues; crisis management; and community resource referral. Sessions are free and confidential. To schedule an appointment, call (425) 564-2212.

## Disability Resource Center

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

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

## Early Learning Center

The college Early Learning Center serves children six weeks to six years old each quarter. During summer quarter only, in addition to the regular program for young children, the center also provides a summer program for school age children. The Early Learning Center offers an affordable, high quality, family centered early care and education for student parents. Low-income families may apply for enrollment in Head Start, an enhancement program for children three to five years old. Call (425) 564-2240 for more information.



## Educational Planning Advising Center

### Professional Academic Advising

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

### New Student Academic Advising

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

### First Year Experience (FYE)

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

## University Transfer Center

The Transfer Center provides self-service resources for students planning to transfer to baccalaureate institutions (four-year colleges). The Center hosts admissions advisors from colleges and universities to meet with students throughout the year and sponsors a college fair every quarter. For a quarterly schedule of campus visits and appointment information visit, [www.bellevuecollege.edu/advising/transfer.asp](http://www.bellevuecollege.edu/advising/transfer.asp).

## Prospective Student Information Sessions

Regularly scheduled Bellevue College information sessions are open to anyone interested in learning more about becoming a Bellevue College student. Attendees will receive an overview of the admission and assessment procedures, and degrees/certificates offered at Bellevue College. For more information visit, [www.bellevuecollege.edu/advising/infosessions.asp](http://www.bellevuecollege.edu/advising/infosessions.asp).

## Financial Aid

The Financial Aid Office provides financial assistance to individuals who have completed the financial aid process and are eligible for aid as determined by the Free Application for Federal Student Aid (FAFSA). Sources of aid include federal, state, and institutional grants; loans (generally, all students are eligible for loans); and work-study jobs. Details are available at [www.FAFSA.edu](http://www.FAFSA.edu), or call (425) 564-2227.

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

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

### Application Procedure

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

## Worksheet: Cost of Attendance for 9 Months

	Living With Parents	Living In Apartment
Books & Supplies	\$ 900	\$ 900
Rent/Food/Utilities	\$ 2,532	\$ 7,842
Transportation	\$ 1,200	\$ 1,044
Misc./Personal	\$ 1,548	\$ 1,890
<b>Subtotal</b>	<b>\$ 6,189</b>	<b>\$ 11,676</b>
Tuition & Fees*	_____	_____
Technology Fee**	_____	_____
<b>TOTALS</b>	_____	_____

\*add estimated tuition & fees based on residency status and anticipated credit load for three quarters; see page 6.

\*\*add estimated technology fee based on anticipated credit load for three quarters; see page 7.

## Family Contribution & Family Need

The Financial Aid office uses the Expected Family Contribution (EFC) which appears on the Student Aid Report (SAR) or processed FAFSA to calculate financial awards. The EFC is calculated using a federal methodology and is the amount students and/or families are expected to contribute towards their education for three quarters. The EFC is used in an equation to determine financial need as follows: the Cost of Attendance minus the EFC equals unmet need.

## Notification of Award

When awarded aid, students receive an Award Notification by mail which indicates the type and amount of award(s) offered for each quarter. Students return the Award Notification only if they are not attending BC and are rejecting their aid.

## Financial Aid Available: Grants, Work-Study, & Loans

### Federal Supplemental Educational Opportunity Grant

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

### Federal Pell Grant

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

### Washington State Need Grant

This is a state grant and eligibility is determined using state guidelines which assess need through analysis of income and family size.

## Student Support Services

### BC Grants & Tuition Waivers

Bellevue College provides a limited number of tuition waivers and grants to financially needy state residents. Students may be eligible for other waivers as well; see page 8 for more information.

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

### Work-Study

Many jobs are made possible through federal and state work-study programs. Students may be employed in a wide range of positions on campus, working as typists, landscapers, lab assistants, library assistants, etc. Off-campus placements are also available in a variety of public and private settings. Placement opportunities may be obtained through the Career Center on the second floor of the Student Services Building.

### Loans

Federal Family Education Loans (FFEL) are available to students registered for at least 6 credits per quarter. In certain cases where financial need is established, interest is paid by the federal government until 6 months after the borrower is no longer enrolled for the minimum six credits.

A student who chooses to receive a student loan must attend the Loan Entrance Counseling Session. This session is available online via the BC website and provides valuable information about a student's rights and responsibilities as a borrower.

### Scholarships

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

Students may also perform a scholarship search at [www.thewashboard.org](http://www.thewashboard.org).

### Students' Satisfactory Academic Progress

Students applying for and/or receiving financial aid are required to make and maintain satisfactory academic progress in their course of study and complete their program within the credit limitations. See the Satisfactory Academic Progress Guidelines at <http://bellevuecollege.edu/faf/forms/1011/>.

**BC has more than 1,600 international students annually, from about 60 countries.**

### Repayment

A student who officially or unofficially withdraws from all classes or completes no credits in any quarter may have to repay some or all of the financial aid received for that quarter. If a student does not earn any credit for the classes, or ceases to attend, then federal and state calculations are used to determine the amount of money to be repaid or refunded to the financial aid account, with repayment amounts based on the withdrawal date. Therefore, it is important that students withdraw officially and notify the Financial Aid Office immediately when they withdraw from all classes or stop attending for extenuating circumstances.

### International Student Programs

International Student Programs (ISP) provides primary support for international students on non-immigrant visas who plan to enroll in college-credit classes, Intensive English/University Preparation (UP), International Business Professions Program (IBP), short-term special programs, and noncredit community English as a Second Language (ESL) classes at BC.

ISP assists international students in achieving their educational goals at BC. ISP also fosters cross-cultural experiences on campus for domestic and international students. ISP services include international student admissions and recruitment, advising (academic, immigration, and cultural), registration, credit evaluations, health and insurance matters, student activities, and student housing referrals. ISP acts as a liaison between BC international students, faculty, administrators, and the U.S. Department of Homeland Security (DHS). For more information, call (425) 564-3185. ISP offices are located in House 6 on the BC campus.

### Learning Labs & Computer Labs

Bellevue College maintains over 1,300 computers for student use on the main campus. The open computer lab in room N250 houses more than 200 computers (both PC and Macintosh) that are available for all registered students on a daily basis. Labs include:

- AutoCAD/Interior Design lab
- Basic Skills lab
- Developmental Math lab
- Digital Music lab
- Information Systems lab
- IT/Tech support lab
- Interactive Multimedia lab
- Mediated Math lab
- Nursing lab

- Open Computer lab
- Physics lab
- Reading/Writing labs
- Science Study Center
- Video and Animation lab

For more information about labs available for BC student use, visit [www.bellevuecollege.edu/resources/computing](http://www.bellevuecollege.edu/resources/computing).

### Library Media Center

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

### Multicultural Services

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

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

## Public Safety & Parking

Contact (425) 564-2400 or extension 2400 from a college office telephone. For campus maps, visit [www.bellevuecollege.edu/about/around](http://www.bellevuecollege.edu/about/around).

### Hours of Operation

Public Safety officers are available 24 hours a day, 365 days a year, to respond to crimes and provide first response services at fires and emergency medical calls, as well as to enforce traffic and parking laws/regulations on all college property and facilities. The Department can also assist drivers with dead batteries and other emergencies. Call Public Safety to report any suspicious activity, criminal acts, collisions, or hit-and-run crimes, as well as parking problems.

### Security Reports

BC complies with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990). The College's Safety and Security report is available online at [www.bellevuecollege.edu/publicsafety/awareness.asp](http://www.bellevuecollege.edu/publicsafety/awareness.asp).

### Parking

The college maintains more than 3,200 student parking spaces, with reserved areas for specially permitted vehicles, [i.e., with a LEFE permit; car-pools (3+ people per car with a carpool permit)]; and drivers with disabilities with state-issued permits. All students are entitled to parking permits at no additional charge (the cost is covered in the BC comprehensive fee).

Day and evening parking restrictions (WAC 132H-116-415)—Students, staff, and faculty may obtain day and/or evening parking on campus to the extent spaces are available as follows:

1. Student daytime parking is limited to areas designated student parking.
2. Staff/faculty daytime parking is limited to areas designated staff/faculty parking.
3. Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the disabled, the college motor pool, and specifically signed reserved areas.

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

Vehicle parking permits are required all year and are available either at Cashiering, on the first floor of the Student Services building, or at the Public Safety Office in the K Bldg. (WAC 134H-116-350).



Prior to leaving a personal vehicle on campus overnight contact Public Safety. Vehicles left on campus without prior permission and permit may be subject to citation and impound (WAC 134H-116-620).

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

All regulatory signs are enforced uniformly throughout the entire year, such as 30 minute parking stalls, delivery areas, ELFCC staff parking, handicap parking stalls, etc. (WAC 134H-116-320). Fire zones (red curbs) are enforced throughout the year (134H-116-620).

Violators of criminal, traffic, and parking laws and regulations are subject to citation. If you do not pay the fine listed on the ticket, the college may delay your registration, place a hold on your transcripts or financial aid, or impound (tow away) your vehicle.

**Appealing Citations:** Citations are not forgiven, erased, or forgotten: these are audit-controlled, legally enforced civil processes. If you receive a citation and believe it was issued in error or that you have an extenuating situation and want to appeal a citation, then please fill out a 'Citation Appeal form.' This form is available online at the Public Safety Web page. Appeals are referred to the Traffic Court for adjudication.

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

## Student Programs

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

The Student Programs Office coordinates the many activities including:

- Alumni outreach
- Associated Student Government (ASG)
- Campus Activities Board (CAB)
- Campus Business Center
- New Student Orientation
- Student Handbook
- The Jibsheet (Student newspaper)
- Over 80 student clubs

### Student Leadership Institute:

A leadership training and development program which develops leadership competencies such as ethics, integrity, efficacy, and critical thinking, through credited leadership courses, leadership workshops/ retreats and hands-on service and volunteer projects. The **Peer-to-Peer Mentoring program**, which guides new students through the transition to college, is a central component of the Leadership Institute, providing students an opportunity to apply their leadership training. The core values of the program are deeply rooted in concepts of servant leadership and community stewardship. The program is in the process of becoming a certification program where students who complete the coursework, workshops and service projects can receive a certification in leadership.

### TRiO Student Support Services

TRiO is a federally funded program that assists Bellevue College students in achieving their educational goals. TRiO provides extensive academic assistance services, financial guidance, and personal support for students who are first-generation college students, low-income students, or students who have a documented disability. TRiO services include academic advising, transfer planning and guidance, personal support and advocacy, free tutoring, instruction in effective study skills, a computer lab and study center, laptop computer lending, ESL assistance, academic monitoring and intervention, academic achievement awards, workshops, and cultural activities. All services are designed to ensure student success at BC and beyond. TRiO serves 180 BC students each year. Specific eligibility requirements apply. For more information call (425) 564-5745 or go visit [www.bellevuecollege.edu/trio](http://www.bellevuecollege.edu/trio).

### Veterans' Programs

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

### Workforce Education

#### Basic Food Employment and Training Program (BFET)

The Basic Food Employment & Training Program (BFET) provides tuition, fees, and textbooks for recipients of food assistance (food stamps) from DSHS who need training to gain employment or advance their career. Students may qualify for the BFET program if they:

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

For more information or to see if you may qualify for the BFET program, call (425) 564-2244 or e-mail [kristina.slaney@bellevuecollege.edu](mailto:kristina.slaney@bellevuecollege.edu).

### Opportunity Grant Program

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

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

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

For more information, please check our website <http://bellevuecollege.edu/we/og> or call (425) 564-4045.

### Worker Retraining

Worker Retraining provides tuition assistance for students who meet the eligibility requirements. Funding can cover professional/technical credit courses that support employment objectives. Other services include priority registration, educational planning, and assistance in locating additional funding resources while pursuing a certificate, degree or individualized training program.

- You may be eligible for Worker Retraining if:
- You are collecting Unemployment Insurance (UI);
- You have exhausted your UI within the past 24 months;
- You have received a lay-off letter;
- You are a displaced homemaker.

Orientation sessions are offered Tuesdays at 1:30 p.m. Call (425) 564-4054 or e-mail [worktrng@bellevuecollege.edu](mailto:worktrng@bellevuecollege.edu) for orientation location or more information.

### WorkFirst

WorkFirst provides free training for parents with dependent children who are TANF (Temporary Assistance to Needy Families) recipients.

#### Vocational Educational Options:

Free tuition and books for over 50+ professional and technical certificates for TANF parents.

#### Computer Basics and Software Fundamentals

A 12-week computer course for beginner computer users. Job placement assistance is offered at completion of class.

#### Workplace Intensive English as a Second Language (ESL) Program

An 11-22 week English-as-a-Second-Language course at beginner and intermediate levels. Curriculum includes customer-service and computer training. Job placement assistance is offered at completion of class.

#### WorkFirst Contact Information:

#### Computer Basics and Software Fundamentals/Vocational Educational Options

- (425) 564-2363
- e-mail: [cindy.donohue@bellevuecollege.edu](mailto:cindy.donohue@bellevuecollege.edu)

#### Workplace Intensive ESL Program (Workfirst ESL)

- (425) 564-5474
- e-mail: [linda.savio@bellevuecollege.edu](mailto:linda.savio@bellevuecollege.edu)



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

### The Center for Career Connections & Women's Center

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

### Continuing Education Division Programs

Bellevue College is the most comprehensive provider of continuing education courses in Washington State. These nondegree classes and workshops range from professional development and career enhancement to personal enrichment. Courses vary in length from one day to 10 weeks.

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

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

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

#### Arts & Design

Turn your creativity into a career with our certificate program in Graphic Design or expand your creative horizons with a course in the visual, literary, performing, or craft arts. Classes are offered for novices, as well as the seasoned professional. CEUs and industry continuing education hours are available for many courses.

#### Business & Professional Programs

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



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

#### Business Training Institute

The Business Training Institute is a regional leader in providing customized training for the business community. We offer high-quality instruction with a convenient and scalable training approach, tailored to suit virtually any business need. Offerings include both credit and noncredit classes which can be flexibly administered on-site at your place of business or at one of our campuses. Common training requests include project management, MS Office applications, business communications, introductory and advanced programming languages, and leadership and development. For further information, contact (425) 564-2892 or [biztrain@bellevuecollege.edu](mailto:biztrain@bellevuecollege.edu).

#### Computers & Technology

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

to proficient technical specialists. Courses are taught in comfortable, state-of-the-art classrooms, and include: introductory courses, business applications, graphics and publishing, Web design and development, programming, networking, Windows, software testing and quality assurance, and database development and management, Using PCs that meet industry standards and a staff of trainers drawn from local consulting firms and industry, BC offers students training opportunities six days a week. In addition, open lab computer space is available for students to pursue studies, homework, and technical issues outside of class. The training empowers adult learners to use technology to meet business, personal, and professional goals. CEUs and industry continuing education hours are available.

#### Health Professions Programs

BC offers the flexibility of both online and classroom-based courses in medical coding, medical billing, medical transcription, and medical terminology. Our Medical Coding Specialist Program provides the skills needed for the in-demand profession of medical coding, and can be completed in as few as two quarters.

#### Personal Enrichment

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

## Other Educational Opportunities



### Summer Programs for Teens

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

### Technical Communication

The Technical Communication program offers noncredit classes and certificate programs in Technical Writing and Communication, Professional and Technical Editing, and Information Design. Classes are taught by professional writers, and small class size allows for personalized attention for each student. CEUs and clock hours are available for all classes.

### Telos – Educational Programs for Retirees

Telos is Bellevue College's program for retirees, offering opportunities and challenges for continued learning, personal growth, and new friendships. The program is designed to fit the lifestyles and interests of retirees. The quarterly cultural enrichment classes cover a variety of subjects. Weekly classes are for personal enrichment and are conducted in a relaxed atmosphere. For information, call (425) 564-4400 or go to [www.gotobcc.com/telos](http://www.gotobcc.com/telos).

### Testing Center (at North Campus)

The Bellevue College Testing Center is a state-of-the-art facility offering 19" flat-screen monitors and a comfortable test environment. The Testing Center is an ACT, Prometric, and Certipoint authorized testing center, providing certification testing for industry professionals such as Microsoft, CompTIA, Foreign Service Officer exams. In addition, exam proctoring services are available for testers seeking to complete exams through their secondary school, college, university, employer, or a government agency. For further information, contact (425) 564-4006 or [bcproctor@bellevue-college.edu](mailto:bcproctor@bellevue-college.edu), or visit [www.gotobcc.com/testing](http://www.gotobcc.com/testing).

### World Languages Institute

Continuing Education offers instruction in over 15 languages, including American Sign Language. Classes on world cultures, international business practices, and travel are also available. For information on credit certificate courses in translation and interpretation, see page 63.

### Distance Education: Online and Telecourses

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

- Online courses require no on-campus attendance and are accessible through links to the Distance Education website at <http://bellevuecollege.edu/distance/>
- Telecourses require on-campus attendance at review sessions and are broadcast on The College Channel, Bellevue College's educational channel on Comcast Cable Channel 28, through the BC Library, or on DVD's available for rental from the Distance Education Office.

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

### English Language Institute

The English Language Institute (within the Arts & Humanities Division) offers credit classes and noncredit training to non-native speakers of English, including international students, through the following departments and programs:

#### Department of Applied Linguistics and Language (ALL)

The Department of Applied Linguistics and Language at Bellevue College provides credit courses to non-native speakers of English which

help them obtain the advanced language and cross-cultural skills necessary to achieve their professional and personal goals, beginning with their college careers.

### University Preparation/Intensive English as a Second Language

This 20 hour per week intensive English program prepares international students and non-native speakers to successfully enter American colleges and universities. Both full-time and part-time studies are available. Full-time study in the program qualifies students for an F-1 student visa.

### International Business Professions

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

### Special Programs

Customized short or long-term English language programs for groups of 10 or more students wishing to enhance their English skills. Some programs combine English with business, computers, and other areas of interest.

### Community Programs

These programs offer a wide variety of English as a Second Language courses to adults at beginning through advanced levels each quarter.

### High School Programs

#### Career Education Options (CEO)

CEO is a program for students 16-20 years old, without a high school diploma, who wish to gain job skills and education. CEO applicants are referred to the program by their high schools, or are currently not enrolled in school. CEO will provide support for tuition and fees; books; career exploration; educational and technical training in an occupational or professional/technical program (degree or certificate) at BC. Call (425) 564-4035/2306 for more information.

#### College in the High School

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

### High School Diplomas

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

### High School Summer Enrichment

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

### General Education Development (GED)

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

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

### Running Start

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

or senior, attend a mandatory orientation and demonstrate proficiency in college-level English reading and writing by placing in English 101 through the BC assessment. Qualified students may attend college only or take classes at both the high school and the college. They earn high school and college credit simultaneously for college-level classes. Tuition is paid by the high school district; the student is responsible for books and fees. For steps to enroll, email [hsprograms@bellevuecollege.edu](mailto:hsprograms@bellevuecollege.edu).

### Tech Prep

Tech Prep is a dual-credit program that enables high school students to earn college credit for certain career and technical education courses taken at their high school. Any high school student may take a Tech Prep course, but only those who successfully complete the course with a "B" grade or higher earn college credit. Students must register with the College Credit and Careers Network Tech Prep consortium online at [www.collegecreditcareersnetwork.org](http://www.collegecreditcareersnetwork.org). Contact BC Tech Prep office at (425) 564-6158 for more information.

### Interdisciplinary Studies

Interdisciplinary Studies combines the study of several subjects into one integrated course or "learning community," usually for 10 or more credits. Each IDS course features a theme that forms a common cross-disciplinary thread. The focus of these courses is YOU. Students learn from and with each other by discussing readings in small groups (seminars), participating in group activities, and, in some courses, by taking

field trips. These programs emphasize the process of learning as well as course content. The student-centered, discussion-oriented format supports differing points of view and creates a collaborative learning environment. For additional information regarding the Interdisciplinary Studies program, visit [www.bellevuecollege.edu/ids](http://www.bellevuecollege.edu/ids).

### Parent Education & Early Learning

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

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

For information on the Parents as Learners in School (PALS) program for parents enrolled in the Early Learning Family Childcare Center, call (425) 564-2240.



# Campus Life

*Bellevue College is well known for the strength of its academic programs, but we also offer many extracurricular activities and benefits to enhance student life. Arts, athletics, and special-interest activities are available in the BC community.*

## Bookstore

The Bellevue College Bookstore features textbooks, school and office supplies, greeting cards, snacks, gifts, sundries, and BC logo clothing. The Bookstore annex in the Student Union Building (C106) carries art supplies. The North Campus Bookstore carries textbooks and supplies for Continuing Education and credit classes held at that site. Online textbook ordering is available at <http://bellevuecollege.edu/bookstore>

## Bus Pass Discount

Students, staff, and faculty may purchase bus passes at discounted prices from the Cashier's Office in the Student Services Building. Several bus routes serve the BC campus directly and others serve 148th Ave. SE or the nearby Eastgate Park-and-Ride lot. The Campus Information Center has bus route maps and schedules in the hallway of the Student Union Building for easy access. Further information is available from King County Metro; telephone (206) 553-3000, website at <http://transit.metrokc.gov>.

## Fitness Center

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

## Food Services

Bellevue College Food Services manages the cafeteria, which provides good quality, reasonably priced meals throughout the day when classes are in session. Food Services also manages coffee shops and snack vending machines around campus and offers catering service for events at the college.

## The Gallery Space

BC's art gallery has over 2,000 square feet of floor space and has revolving exhibits by present and former students, faculty and staff members, and nationally recognized artists, presented on a rotating basis throughout the academic year. Gallery Space is dedicated to providing the campus community with the opportunity to view high quality artwork from a multiplicity

of backgrounds, styles and media. Are you an artist? Individual professional artists, student artists and groups are encouraged to apply. Questions? Please call (425) 564.2053. Located on the second floor of the D Building, Room 271.

## Honor Society: Phi Theta Kappa

Phi Theta Kappa, the international honor society for community colleges, recognizes student academic excellence and leadership potential and gives members the opportunity for involvement in leadership, travel, and campus and community service activities. An annual Honors Institute is held each June at university campuses around the nation. The honors theme is reflected in programs developed by the various chapters. Students must have a 3.5 college-level grade-point average to be eligible for Phi Theta Kappa membership. The BC chapter, Alpha Epsilon Rho, was founded in 1979; it is rated as one of the leading regional and national chapters. For further information, come to C212 in the Student Union or call advisor Katherine Oleson at (425) 564-3050.

## Model United Nations

Model United Nations is a program that simulates activities of the United Nations and other international organizations. Participants develop a better understanding of international relations, the politics of other nations, and how the United Nations conducts its work. In addition, they examine a variety of issues such as peacekeeping, disarmament, economic development, environmental policy, and human rights and consider the impact of political, economic, historical, social, and cultural factors on foreign policy and international diplomacy. Those wishing to participate in Model United Nations must enroll in Political Science 121 (Fall Quarter, 2 credits), Political Science 122 (Winter Quarter, 3 credits), and Political Science 123 (Spring Quarter, 5 credits). Contact MUN advisor Denise Vaughan at [dvaughan@bellevuecollege.edu](mailto:dvaughan@bellevuecollege.edu) for more information.

## Music

### Choral Music Productions

Choral Music Productions involves students in a wide variety of performing ensembles and musical styles. The program includes BC's Symphonic Choir, the Chamber Choir, and the vocal jazz and recording ensemble "Celebration". See the Music Department listings for pertinent course information. Auditions are held each year for Celebration and Chamber Choir. The commitment is intended for the full year. Every quarter there are performance opportunities for all student groups.

## Instrumental Music Productions

Instrumental Music Productions (IMP) is allied with the course offering Music 106A/206A reservists, BC Jazz Band, and Music 106B, BC Jazz Workshop. IMP is involved in concerts (on- and off-campus), tours, festivals, and recordings. Students audition for membership in the award-winning Jazz Band during Fall Quarter, making a commitment for the entire year. Other musicians can enroll in the Jazz Workshop. Auditions may be held for any available chairs during the rest of the year. The IMP experience includes combos gathered from the Jazz Band instrumentation. These combos may also tour and perform with the Jazz Band.

## CWMEA Music Education Club

Bellevue College's collegiate chapter of the Washington Music Educators' Association is open to all students interested in pursuing music education as a profession. Though most members are music majors, any interested student may join. Contact the faculty advisor at (425) 564-2089.

## Planetarium

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

## Radio Station KBCS FM 91.3

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

## Student Publications

### Student Handbook

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

**Student Newspaper: The Jibsheet**

Bellevue College's student newspaper, *The Jibsheet*, welcomes students who have news, editing, and advertising experience, as well as those who have interest but no experience. Enrollment in journalism courses is encouraged but not required to participate as a *Jibsheet* staff member. The newspaper is entirely student-run with occasional guidance from a faculty advisor. Students interested in joining the newspaper staff should contact advisor Janelle Gardner at (425) 564-3065 or [jgardner@bellevuecollege.edu](mailto:jgardner@bellevuecollege.edu). *The Jibsheet* is available online at [www.thejibsheet.com](http://www.thejibsheet.com).

**Sports Programs**

**Intercollegiate Athletics**

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

**Intramurals and Sports Clubs**

Aerobics, basketball, pickleball, and volleyball are just a few of the midday activities offered through BC intramurals during fall, winter, and spring quarters. Planned and implemented by students, staff, and faculty, intramurals are a great way to keep in shape and meet people.

**Intercollegiate Sports**

**Women**

**Men**

**Fall**

soccer soccer  
volleyball

**Winter**

basketball basketball

**Spring**

softball baseball  
golf golf  
tennis

**Student Clubs**

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

**Student Government**

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

**Television Station – College Channel 28**

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

**Theatre Arts**

**Dance**

The Dance Program at BC offers credit dance classes in Jazz, Modern and Ballet designed to accommodate beginning through advanced level dance students. All winter quarter dance students have the opportunity to perform in the Student Choreography Workshop held in the Carlson Theatre. Members of the Eastside Moving Company dance ensemble work with professional local and national choreographers in jazz, modern, hip hop, and ballet styles. Recent shows include works by Tony award winner Ann Reinking, Mandy Moore, Rhonda Miller, Deborah Wolf, Wade Madsen, Adam Parson and Daniel Cruza. A major production is held each Spring Quarter in BC's Carlson Theater. Those participating earn 1-5 credits per quarter (see Dance, page 115).



**Drama**

The Theatre Arts Department produces plays each quarter for credit. Fall and Spring quarters open auditions are held for the intimate musicals, dramas and comedies that are produced in the Stop Gap Studio Theater. Recent productions include *Dog Sees God*, *Fuente Ovejuna*, *A Little Night Music*, *Falsettos*, *Lonely Planet*, *The Heidi Chronicles*, *Urinetown the Musical*, *The Real Inspector Hound*, and *Come Back to the Five and Dime, Jimmy Dean, Jimmy Dean*. Auditions are open to all Bellevue College students.

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

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

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

The college's drama club, Stage Fright Student Drama, presents one fully produced production and other solo and scene presentations each year, as well as workshops with theater professionals that augment the drama department offerings. Stage Fright also sponsors a year-end trip to Seattle for a weekend of theatregoing. Stage Fright is open to anyone in the campus community.

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

# General Education Requirements at Bellevue College

## General Education

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

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

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

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

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

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

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

**For a complete list of general education course ratings, please go to [www.bellevuecollege.edu/programs/degrees/gened/](http://www.bellevuecollege.edu/programs/degrees/gened/).**

## General Education Competency Requirements for Degrees at Bellevue College

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

\*A requirement is met in an outcome area by taking one course rated 3 or two courses rated 2 in that area.

\*\*\*The first "responsibility" outcome area will be a requirement for the AAS-DTA and AB-DTA in 2009. The second outcome responsibility is not yet enforced.

## Bachelor of Applied Science Degree:

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

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

### The program offers four concentrations:

- **Radiation and Imaging Management (RAIM)** - for technologists who wish to lead radiation and imaging departments and clinics.
- **Radiation and Imaging Technology (RAIT)** - for technologists seeking advanced technical expertise leading to additional certification.
- **Radiologist Assistant (RADA)** – for registered radiographers (ARRT certified) who want to become certified to perform radiographic patient assessment and complex or invasive imaging procedures in an advanced-practice role under the supervision of a radiologist.
- **Medical Dosimetry (DOSM)** – for radiation therapists who want to become certified to specialize in measurement and dose calculation for the treatment of cancer patients. A certificate path is also offered for those who do not wish to pursue the degree.

Please see pages 28-29 for complete degree information.

## Degree learning outcomes

### Graduates will be able to:

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

## Bachelor of Applied Science Admissions

Students applying for admission to the bachelor of applied science program must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. Applications are accepted on a quarterly basis, depending on space availability.

Visit [www.bellevuecollege.edu/health/imaging](http://www.bellevuecollege.edu/health/imaging) for frequently asked questions about Radiation & Imaging Sciences.

## Eligibility

1. National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography. For medical dosimetry certification must be in radiation therapy. For radiologist assistant certification must be in radiologic technology.
2. Demonstrated completion from a regionally accredited college of the following courses, or their equivalent, with a grade point average of 2.5 or better:
  - Intermediate algebra (or assessment into a higher level course)
  - College level English composition
  - Two courses in human anatomy and physiology; or certification in Computed Tomography (CT) or Magnetic Resonance Imaging (MRI)
  - Humanities course
  - Social sciences course.
3. The radiologist assistant program requires two years of practice as a certified (ARRT) radiographer.

## Application Process

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

- Completed bachelor of applied science application form and notice of right to file a discrimination complaint.
- Nonrefundable application fee of \$125.
- Official transcripts from a regionally accredited college.
- Proof of national certification in one of the four identified fields.
- Two letters of recommendation from someone who personally knows your work, such as your current or past manager, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS program. For Medical Dosimetry at least one letter must be from an oncologist, medical physicist, dosimetrist, chief therapist, or program director of a radiation therapy program. For Radiologist Assistant at least one letter must be from a radiologist.
- Personal statement of no more than 500 words discussing your understanding of the role in your chosen field and how that fits in with your personal or professional goals. You may also discuss your work experience; your advanced certifications; specific or unique attributes that you will bring to the program; challenges or hardships you have overcome in pursuing your educational or work goals; or other special considerations that would make you a good candidate for the program.

Applications and instructions are available on the website ([www.bellevuecollege.edu/health/imaging](http://www.bellevuecollege.edu/health/imaging)), at the BC Student Service Center, or from the Radiation and Imaging Science department office in room A251 or by calling (425) 564-2316. For tuition information, see page 7.

## Basic Requirements for Graduation

A complete description of the required curriculum for each concentration is shown on pages 28-29. In addition to eligibility requirements, students must achieve the following:

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

# Bachelor of Applied Science Degree – Radiation and Imaging Sciences

## Requirements 2010-2011

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses/](http://bellevuecollege.edu/catalog/courses/).

### Management Concentration

Course Number	Course Title	Credits
<b>Proficiency Requirement</b>		
Math 099	Intermediate Algebra	N/A
<b>Prerequisite Requirements</b>		
National Certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine		N/A
An associate degree in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine		.65
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

### General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional Practitioner	5
ECON 315	Economics of Healthcare	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIM 320	Finance and Accounting for Healthcare	5
RAIM 325	Organizational Theory and Behavior	5
RAIM 340	Human Resources Management in Healthcare	5
RAIM 350	Legal and Regulatory Aspects of Healthcare	5
RAIM 401	Marketing in the Healthcare Environment	5
RAIM 410	Institutional Quality & Safety Management	5
RAIM 440	New Business Planning for Healthcare	5
RAIM 460	Management and Leadership	5
RAIM 475	Capstone Project	5
RAIT 490	Information & Image Management	3

Choose 5 credits from the following: 5

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

Choose at least 7 credits from the following: 7

RAIT 301	Sectional Anatomy (3 Cr)
RAIT 302	Body Pathophysiology (3 Cr)
RAIT 303	Neuropathophysiology (3 Cr)
RAIT 310	CT Instrumentation & Procedures (3 Cr)
RAIT 311	Clinical Practicum – CT (12 Cr)
RAIT 315	MRI Instrumentation & Procedures (3 Cr)
RAIT 316	Clinical Practicum – MRI (12 Cr)
RAIT 320	Interventional Procedures (3 Cr)
RAIT 321	Vascular Interventional Clinical (12 Cr)
RAIT 325	Mammography (4 Cr)
RAIT 326	Ultrasound Physics for Mammographers (3 Cr)
RAIT 327	Breast Ultrasound for Mammographers (3 Cr)
RAIT 328	Ultrasound Equipment for Mammographers (2 Cr)
RAIT 330	Breast Ultrasound for Sonographers (3 Cr)
RAIT 331	Clinical Practicum in Breast Ultrasound (12 Cr)
RAIT 340	Fetal Echocardiography for Sonographers (3 Cr)
RAIT 341	Clinical Practicum for Fetal Echocardiography (12 Cr)
RAIT 344	Sonographer Vascular Technology (3 Cr)
RAIT 345	Clinical Practicum – Vascular Sonography (12 Cr)
RAIT 350	Nuclear Cardiology (5 Cr)
RAIT 360	Positron Emission Tomography (3 Cr)
RAIT 361	Clinical Practicum – PET (12 Cr)
RAIT 401	Advanced Sectional Anatomy (2 Cr)
RAIT 410	Advanced CT Procedures (3 Cr)
RAIT 415	Advanced MRI Procedures (3 Cr)
RAIT 495	Quality Assurance/Accreditation (5 Cr)

GRAND TOTAL 180

### Technology Concentration

Course Number	Course Title	Credits
<b>Proficiency Requirement:</b>		
Math 099	Intermediate Algebra	N/A
<b>Prerequisite Requirements:</b>		
National Certification in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine		N/A
An associate degree in radiologic technology, diagnostic ultrasound, radiation therapy or nuclear medicine		.65
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

### General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional Practitioner	5
ECON 315	Economics of Healthcare	5
MATH 130	Introduction to Statistics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 301	Essentials of Imaging and Therapy	5
RAIM 460	Management and Leadership	5
RAIM 475	Capstone Project	5
RAIT 301	Sectional Anatomy	3
RAIT 302	Body Pathophysiology	3
RAIT 303	Neuropathophysiology	3
RAIT 490	Information & Image Management	3
RAIT 495	Quality Assurance & Accreditation	5

Choose 5 credits from the following: 5

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

Choose 28 credits from the following: 28

RAIM 320	Finance and Accounting for Healthcare (5 Cr)
RAIM 325	Organizational Theory and Behavior (5 Cr)
RAIM 340	Human Resources Mgmt in Healthcare (5 Cr)
RAIM 350	Legal & Regulatory Aspects of Healthcare (5 Cr)
RAIM 401	Marketing in the Healthcare Environment (5 Cr)
RAIM 410	Institutional Quality & Safety Management (5 Cr)
RAIM 440	New Business Planning for Healthcare (5 Cr)
RAIT 310	CT Instrumentation & Procedures (3 Cr)
RAIT 311	Clinical Practicum – CT (12 Cr)
RAIT 315	MRI Instrumentation & Procedures (3 Cr)
RAIT 316	Clinical Practicum – MRI (12 Cr)
RAIT 320	Interventional Procedures (3 Cr)
RAIT 321	Clinical Practicum – Interventional (12 Cr)
RAIT 325	Mammography (4 Cr)
RAIT 326	Ultrasound Physics for Mammographers (3 Cr)
RAIT 327	Breast Ultrasound for Mammographers (3 Cr)
RAIT 328	Ultrasound Equipment for Mammographers (2 Cr)
RAIT 330	Breast Ultrasound for Sonographers (3 Cr)
RAIT 331	Clinical Practicum in Breast Ultrasound (12 Cr)
RAIT 340	Fetal Echocardiography for Sonographers (3 Cr)
RAIT 341	Clinical Practicum for Fetal Echocardiography (12 Cr)
RAIT 344	Sonographer Vascular Technology (3 Cr)
RAIT 345	Clinical Practicum for Vascular Sonography (12 Cr)
RAIT 350	Nuclear Cardiology (5 Cr)
RAIT 360	Positron Emission Tomography (3 Cr)
RAIT 361	Clinical Practicum – PET (12 Cr)
RAIT 401	Advanced Sectional Anatomy (2 Cr)
RAIT 410	Advanced CT Procedures (3 Cr)
RAIT 415	Advanced MRI Procedures (3 Cr)
RAIT 495	Quality Assurance & Accreditation (5 Cr)

GRAND TOTAL 180

# Bachelor of Applied Science Degree – Radiation and Imaging Sciences

## Requirements 2010-2011

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses/](http://bellevuecollege.edu/catalog/courses/).

### Medical Dosimetry Concentration

Course Number	Course Title	Credits
<b>Proficiency Requirement:</b>		
MATH 099	Intermediate Algebra	N/A
<b>Prerequisite Requirements:</b>		
*National Certification in radiation therapy		N/A
An associate degree in radiation therapy		65
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
*MATH& 141	Precalculus I	5
*RADON 127	Sectional Anatomy	2
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

### General Program and Concentration Requirements

BUS& 101	Introduction to Business	5
CMST 330	Intercultural Communication for the Professional Practitioner	5
ECON 315	Economics of Healthcare	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 460	Management and Leadership	5
<b>Choose 5 credits from the following:</b>		<b>5</b>
ENGL 201	The Research Paper (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	

### Medical Dosimetry Requirements

DOSM 301	Current Topics in Medical Dosimetry	3
DOSM 315	Physics for Medical Dosimetry I	5
DOSM 321	Radiation Treatment Planning I	5
DOSM 322	Radiation Treatment Planning II	5
DOSM 331	Dosimetry of Electron Beam Therapy	3
DOSM 401	Clinical Education I	8
DOSM 402	Clinical Education II	8
DOSM 403	Clinical Education III	8
DOSM 415	Physics for Medical Dosimetry II	5
DOSM 442	Brachytherapy for Medical Dosimetrists	4
DOSM 443	Quality Assurance for Medical Dosimetry	3
DOSM 475	Concept Integration Case Studies	3
RAIT 312 OR BIOL 312	Biology of Cancer	5
<b>GRAND TOTAL</b>		<b>192</b>

### Certificate of Achievement

Medical Dosimetry certificate consists of asterisked\* prerequisites plus all courses listed under Medical Dosimetry requirement.

<b>GRAND TOTAL</b>	<b>65</b>
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### Radiologist Assistant Concentration

Course Number	Course Title	Credits
<b>Proficiency Requirement:</b>		
MATH 099	Intermediate Algebra	N/A
<b>Prerequisite Requirements:</b>		
National Certification in radiologic technology		N/A
An associate degree in radiologic technology		65
Science	Human Anatomy and Physiology I	5
Science	Human Anatomy and Physiology II	5
English	English Composition I	5
Humanities	From AAS-DTA transfer list	5
Social Science	From AAS-DTA transfer list	5

### General Program and Concentration Requirements

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

### Radiologist Assistant Requirements

RADA 306	Patient Care and Assessment I	3
RADA 308	Patient Care and Assessment II	3
RADA 311	Imaging Procedures I	4
RADA 312	Imaging Procedures II	4
RADA 313	Imaging Procedures III	3
RADA 314	Imaging Procedures IV	3
RADA 321	Radiologist Assistant Observation I	1
RADA 322	Radiologist Assistant Observation II	1
RADA 323	Radiologist Assistant Observation III	1
RADA 324	Radiologist Assistant Observation IV	1
RADA 330	Physics of Imaging	2
RADA 335	Radiation Biology and Safety	2
RADA 375	Pharmacology	3
RADA 411	Clinical Internship I	10
RADA 412	Clinical Internship II	10
RADA 413	Clinical Internship III	10
RADA 414	Clinical Internship IV	11
RADA 421	Case Study/Capstone I	2
RADA 422	Case Study/Capstone II	2
RADA 423	Case Study/Capstone III	2
RADA 424	Case Study/Capstone IV	2
<b>GRAND TOTAL</b>		<b>204</b>

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

The & symbol is part of a department abbreviation – a common course identifier recognized among Washington State Community and Technical Colleges.

For more information visit: [www.bellevuecollege.edu/ccn](http://www.bellevuecollege.edu/ccn).

Program contact information: [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) Radiation and Imaging Sciences

Use Degree Audit to track your progress toward completion of this degree at [bellevuecollege.edu/degreeaudit/](http://bellevuecollege.edu/degreeaudit/).

Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest degree updates and further information.

# Bachelor of Applied Arts Degree Planning

## Bachelor of Applied Arts Degree:

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

### Program Overview

The program works closely with the professional design community to keep current with the changes in interior design technologies and practices. The curriculum helps students gain insight into the various forms of spatial configuration, and learn from history and current strategies to achieve technological, sustainable, and socially relevant solutions for interior environments. Multi-disciplinary studios help students focus their interests while learning from experts in the professional field. This creates opportunities for highly collaborative student-faculty-industry relationships throughout the program. Please see page 31 for complete degree information.

### Learning Outcomes

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

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

## Bachelor of Applied Arts Admissions

Students applying for admission to the bachelor of applied arts program must meet the application deadline and entrance requirements to be considered. Admission is competitive; meeting minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. Applications are accepted on a quarterly basis, depending on space availability.

### Eligibility

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

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

### Application Process

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

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

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

### Tuition

The Bachelor of Applied Arts in Interior Design is a self-support program and therefore does not follow the upper division tuition schedule published in the catalog and schedule. Tuition is \$198 per credit plus applicable college and course fees. These courses are not eligible for tuition waivers.

## Basic Requirements for Graduation

A complete description of the required curriculum is shown on page 31. In addition to eligibility requirements, students must achieve the following:

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

# Bachelor of Applied Arts Degree – Interior Design

## Requirements 2010-2011

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses/](http://bellevuecollege.edu/catalog/courses/).

Course Number	Course Title	Credits
<b>Proficiency Requirement</b>		
An interior design-related associate degree, or the equivalent, that includes the following: .....		<b>90</b>
	Art History (5 Cr)	
	English Composition (5 Cr)	
	Quantitative and Symbolic Reasoning (5 Cr)	
	Science (5 Cr)	
	Social Science (5 Cr)	

### Core Courses

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

**Choose 15 credits from the following:** **15**

INDES 370	<b>Design Studio Residential (5 Cr)</b>
INDES 371	<b>Design Studio Hospitality (5 Cr)</b>
INDES 372	<b>Design Studio Workplace (5 Cr)</b>
INDES 373	<b>Design Studio Learning Environments (5 Cr)</b>
INDES 374	<b>Design Studio Healthcare (5 Cr)</b>
INDES 375	<b>Design Studio Retail (5 Cr)</b>
INDES 376	<b>Design Studio Sustainability (5 Cr)</b>
INDES 377	<b>Design Studio Special Topics (5 Cr)</b>

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

### Elective Requirements ..... 15\*

*Any combination of courses from the following disciplines:*

INDES studio or special topics; ART studio; DRMA 210, 212, 213; Animation & Graphics; Web Multimedia Authoring; Media.

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

### General Education Requirements

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

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

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

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

### Laboratory Science:

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

**Recommended:** ENV5 207 or ENV5 250

### Humanities Distribution:

CMST 330 **Intercultural Communication for the Professional Practitioner** . . 5

### Social Science Distribution:

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

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

**GRAND TOTAL** **191**

Program contact information: [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) Interior Design

Use Degree Audit to track your progress toward completion of this degree at [bellevuecollege.edu/degreeaudit/](http://bellevuecollege.edu/degreeaudit/).

Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest degree updates and further information.

# Transfer Associate Degree Planning



## Transfer Degrees Options

Complete degree requirements are on p. 34-42.

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

The basic requirements for all transfer degrees are as follows:

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

## Specific Degree Requirements

### General Education

Bellevue College is committed to ensuring that graduates receive a comprehensive liberal arts education, including acquisition of essential skills and understanding of a range of intellectual perspectives. This foundation should help graduates build fulfilling and successful lives as individuals, workers, citizens, and lifelong learners. Our goal is that Bellevue College graduates will achieve competence in the general education outcome areas identified on page 26.

For more detail about BC's General Education requirements including Cultural Diversity, and the courses students can take to meet them, see <http://bellevuecollege.edu/programs/degrees/gened/>.

### Advising Notes and Recommendations:

- With careful planning and depending on your intended major, it is possible to fulfill admissions and major program requirements with a transfer degree. Note: Completion of a transfer degree does not guarantee admission to any baccalaureate university.
- Consult with a faculty advisor [major specific advising] or a professional academic advisor or counselor regularly. Check with your intended transfer university/college advisor for specific admissions and major requirements that can be fulfilled with this degree. To locate your advisor, based on your intended major, go to: [www.bellevuecollege.edu/programs/az](http://www.bellevuecollege.edu/programs/az).

## Transfer Student Rights and Responsibilities

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

## Transfer Degree Offerings

### Associate in Arts & Sciences-DTA\*

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

### Associate in Business – DTA/MRP\*

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

### Associate in Elementary Education – DTA/MRP\*

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

### Associate in Math Education – DTA/MRP\*

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

### Associate in Science

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

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

#### Track II: Physics and Atmospheric Sciences (Physical Sciences)

#### Track II: Engineering/MRP\*

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

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

# Intended University Majors for Transfer Degree

## Degree Chart

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

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

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

### Degree Abbreviations

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

AB DTA = Associate in Business –  
Direct Transfer degree

AS = Associate in Science/Track I & II

# Associate in Arts & Sciences Degree (DTA)\*

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

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course catalog or meet with an advisor.
- "P" grade not allowed in Written Communication, Quantitative/Symbolic Reasoning, Humanities, Social Sciences, and Natural Sciences. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 10 credits

Complete **both** groups

**Group A:** English 101

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

## Intermediate Algebra Proficiency:

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

1. **Mathematics** 099 or 107 and with a grade of C or above.
2. One of the following courses: **Mathematics** 130, 131, 132, **138, 141, 142, 148, 151, 152, 153, 208, 238, 254**. This also satisfies quantitative requirement.
3. Three years of high school mathematics [must include algebra, geometry, and advanced (second year) algebra].

## Quantitative/Symbolic Reasoning: 5 credits

Choose **one** from the following:

**Mathematics** 107, 130, 131, 132, **138, 141, 142, 148, 151, 152, 153, 208, 238, 254**,  
**Business Administration** 240 (Statistical Analysis)  
**Computer Science** 210  
**Philosophy** 106, 115  
**Programming** 110

## Humanities: 15 credits

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

**American Studies** 101, 102, **103, 115, 160, 180, 200, 260, 285, 286, 287, 288**  
**Anthropology** 208  
**Art** 101, **103, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\***, 201, 202, 203, 205, 206, 221\*, 222\*, 225, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*  
**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 254, 256, 260, 261, 280, 285  
**Cultural & Ethnic Studies** 100, 102, **120, 121, 140, 152, 210, 255**  
**Dance** 130\*, 131\*, 132\*, 133\*, 140\*, 141\*, **151\*, 152\***, 201\*, 202\*, 203\*  
**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*  
**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279  
**History** 101, 102, 103, 110, 115, **120, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, 230, 236, 242, 245, 250, 261, 280**  
**Humanities** 210, 220, 224, 228, 230  
**Music** 100\*, 101\*, 102\*, 103\*, 104\*, 105, 106\*, 107, 109\*, 110, 111, 112, 113, 114, 115, 116, 117, 120\*, 126\*, 130\*, 131\*, 135\*, 136\*, 139\*, 140\*, 143\*, 150, 151, 152, **153, 156, 157, 200\*, 203\*, 205\*, 206\***, 210, 211, 212, 240\*, 243\*  
**Philosophy** 101, 102, 112, 115, 122, 125, 160, **201, 225, 234, 235, 236, 237, 247, 248, 260, 265, 267**

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

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

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

## Social Sciences: 15 credits

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

**American Studies** 101, 102, **103, 115, 160, 180, 200, 260, 285, 286, 287, 288**  
**Anthropology** 100, 105, 106, 108, **180, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, 234, 235, 236**  
**Business** 101  
**Communication Studies** 102, 230  
**Cultural & Ethnic Studies** 100, 102, **105, 109, 120, 121, 130, 140, 152, 200, 210, 241, 255**  
**Economics** 100, 201, 202, **260**  
**Geography** 100, 102, **105, 200, 207, 250, 258, 277**  
**History** 101, 102, 103, 110, 115, **120, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, 230, 236, 242, 245, 250, 261, 280**  
**Humanities** 210, 220, 224, 228, 230  
**International Studies** **105, 150, 200, 201, 202, 204, 227, 230, 234, 261, 280**  
**Philosophy** 102, 112, 122, 160, **201, 248, 260, 265**  
**Political Science** 101, 121, 122, 123, 125, 155, **160, 175, 201, 202, 203, 204, 220, 227, 230**  
**Psychology** 100, 109, 110, 200, 203, 205, 209, 210, 220, **240, 250, 257**  
**Sociology** 101, **105, 120, 121, 122, 150, 201, 205, 210, 215, 220, 225, 230, 240, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275**

## Natural Sciences: 15-16 credits

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

**Anthropology** **205, 215(L)**  
**Astronomy** **100, 101(L), 201(L)**  
**Biology** 100(L), 108(L), 125, 150(L), 160(L), 162(L), 211(L), 212(L), 213(L), 241(L), 242(L), 260(L), 275 (L)  
**Botany** 110(L), 113(L), 120(L)  
**Chemistry** **100, 110 (L), 121(L), 131(L), 161(L), 162(L), 163(L), 261(L) 262(L), 263(L)**  
**Environmental Science** 100, **110, 207(L), 250(L)**  
**Geography** **106, 205, 206(L)**  
**Geology** 101(L), 103(L), **106, 208(L)**  
**Meteorology** 101, 211  
**Nutrition** **130**  
**Oceanography** 101(L), **110**  
**Physics** 100, 104(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225  
**Psychology** 202  
**No more than five credits from one of the following subjects allowed in the Natural Sciences distribution.**  
**Mathematics** 107, 130, 131, 132, **138, 141, 142, 148, 151, 152, 153, 208, 238, 254**  
**Philosophy** 106

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

**Two types of electives: Transferable and Restricted**

Maximum 15 elective credits with "P" grade

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

**Accounting** 201, 202, 203; **Animation** 120; **Art** 108 **Business** 201; **Business Administration** 200; **Communication Studies** 245, 266; **Computer Science** 101, 211, 250; **Criminal Justice** 101, 106, 109, 110, 112; **Drama** 230\*; **Early Childhood Education** 156; **Education** 114, 204, 205; **Engineering** 114, 170, 204, 214, 215, 224, 225; **Human Services Substance Abuse Counselor** 101; **Health** 220, 222, 250, 260, 292; **Humanities** 205, 260; **Interior Design** 140; **Physical Education-Theory** 126, 210-225, 230-249, 267-290; **Physical Education-Activity** 103-123, 127-166, 228, 266 [activity is limited to 3 credits]

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

## Cultural Diversity

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

\*DTA = Direct Transfer Agreement

# Associate in Business Degree (DTA/MRP\*)

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

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course description in the college catalog or speak with an advisor.
- "P" grade is not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

**Written Communication:** 10 credits (See note # 1)

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

**Group A:** English 101

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

**Quantitative:** 5 credits

Complete with minimum grade of C

Mathematics 138

**Humanities:** 15 credits (see note # 2)

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

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

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120**, **121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238 239, 241, 244 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

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

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 125, 160, **201**, **225**, 234, 235, 236, 237, 247, **248**, **260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

**Social Sciences:** 20 credits

Complete **both** groups

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

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234**, **261**, **280**

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

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

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

**Sociology** 101, **105**, **120**, **121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

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

**Economics** 201 and 202 (Micro and Macro Economics)

**Natural Sciences:** 15-16 credits (see note # 3)

Complete **both** groups

**Group A:** with minimum grade of C

**Mathematics** 148

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

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

**Anthropology** 205-215(L)

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

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

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

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

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

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

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

**Home Economics** **130**

**Meteorology** 101, 211

**Nutrition** **130**

**Oceanography** 101(L), **110**

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

**Psychology** 202

**Business Core Requirements:** 25 Credits (see note # 4)

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

**Accounting** 201, 202, 203 and **Business Administration** 240 (Statistical Analysis) and **\*Business Administration** 200 or **Business** 201

**\*See note # 4 regarding which Business course to choose. Additional courses may be required per specific university. (See note #5)**

**Notes 1 through 5:** Specific University Requirements

See **business advisor** for any questions or further information.

1. To meet the current EWU requirements, the second English Composition course must be equivalent to EWU's ENGL 201-College compositions: Analysis, Research, and Documentation.
2. Students majoring in INT'L Business should consult transfer institution regarding level of world language required for admission to major. 5 credits in World Language may be applied to the Humanities requirement.
3. Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
4. UW Seattle requires BA 200. EWU and WSU require Business 201. UW Bothell, UW Tacoma and WWU will accept either one. Heritage, PLU, SU and Walla Walla Univ do not require a lower division Business Law course but will accept either course taken as part of this degree as a lower division elective.
5. Some Institutions have computer competency requirements for admission to the major that go beyond those specified above:

University:	Course Equivalent to:
WSU	MIS 250 (CS 250 at BC)
Gonzaga	BMIS 235
PLU	CSCE 120 or skills test
SPU	BUS 1700 or skills test

## Cultural Diversity Requirement

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

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

# Associate in Elementary Education Degree (DTA/MRP\*)

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

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

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed in Written Communication, Quantitative, Humanities, Social Sciences, and Natural Sciences and Core coursework. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 10 credits

Complete **both** groups

**Group A:** English 101

**Group B:** English 201, 271, or 272

## Quantitative (Mathematics): 10 credits

Complete **both** courses:

**Mathematics** 131 and 132

## Humanities: 20 credits

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

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

**Group A:** 10 credits

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

**Group B:** 5 credits

Choose **one:** **American Studies** 200 or 286 or **Anthropology** 208

**Group C:** 5 credits from the following:

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

Choose from the following list:

**American Studies** 101, 102, **103**, 115, **135**, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

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

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201**, **225**, 234, 235, 236, 237, 247, **248**, **260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

## Social Sciences: 20 credits

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

**Group A:** 5 credits

Choose **one:**

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

**Group B:** 5 credits

Choose **one:**

**History** 101 or 102 or 103

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

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

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

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

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 230, **234**, **261**, **280**

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

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

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

**Sociology** 101, **105**, **120**, **121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

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

## Natural Sciences: 15-17 credits:

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

Two subjects must be courses with lab component (indicated by "L")

**Group A:** Biological Sciences: 5-6 credits

Choose **one:**

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

**Group B:** Earth Sciences: 5-6 credits

Choose **one** from the following:

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

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

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

**Oceanography** 101(L), **110**

**Group C:** Physical Sciences: 5-6 credits

Choose **one** from the following:

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

**Chemistry** **100**, **110(L)**, 21(L), 131(L), 161(L), 162(L), 163(L), 261(L), 262 (L), 263 (L)

**Meteorology** 101, 211

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

## Elementary Education Core Courses: 14 - 15 credits

Complete **all** of the following courses

**Education** 114 and 205

**Health** 220, **Physical Education** 237

## Cultural Diversity Requirement

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

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

# Associate in Math Education Degree (DTA/MRP)\*

For Future Secondary Math Teachers

90 Applicable College Level Quarter Credits: Minimum GPA 2.0 Required

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course catalog or meet with an advisor.
- "P" grade only allowed in the electives area. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 10 credits

Complete **both** groups

**Group A:** English 101

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

## Quantitative: 5 credits

Mathematics 151

## Humanities: 15 credits

Complete **both** groups from the following:

**Group A:** 5 credits

Communication Studies 101 or 220

**Group B:** 10 credits

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

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

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*, 284\*, 285\*

**Cultural & Ethnic Studies** 100, 102, **120, 121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

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

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 125, 160, **201, 225**, 234, 235, 236, 237, 247, **248, 260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

## Social Sciences: 15 credits

Complete **both** groups:

**Group A:** 5 credits

Psychology 100

**Group B:** 10 credits

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

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

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

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234, 261, 280**

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

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

**Sociology** 101, **105, 120, 121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Natural Sciences: 15-16 credits

Complete **both** Group A and Group B

**Group A:** 5 credits

Mathematics 152

**Group B:** 10-11 credits

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

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

**Anthropology** 205, 215(L)

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

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

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

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

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

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

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

**Meteorology** 101, 211

**Nutrition** **130**

**Oceanography** 101(L), **110**

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

**Psychology** 202

## Math Education Core Coursework: 20 credits

Complete **all** of the following:

**Mathematics** 153, 208, 254

**Education** 205

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

Activity Physical Education classes (PE 103-123, 127-166, 228, 266) are limited to 3 credits

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

## Cultural Diversity Requirement

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

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

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

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

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course description in the college catalog or speak with an advisor.
- "P" grade is only allowed in electives area. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 5 credits

Complete **one** from the following:

**English** 101 201, 235, 271, 272

## Quantitative (Mathematics): 10 credits

Choose **two** from the following:

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

## Humanities and Social Sciences: 15 credits

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

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

### Humanities

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120, 121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261, 280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201, 225**, 234, 235, 247, **248, 260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

### Social Sciences:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236,

**Business** 101

**Communication Studies** 102, 230

**Cultural & Ethnic Studies** 100, 102, **105**, 109, **120, 121**, 130, 140, 152, 200, 210, **241**, 255

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234, 261, 280**

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

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

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

**Sociology** 101, **105, 120, 121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 267, 258, 260, 262, 264, 265, 268, 270, 275

## Chemistry Sequence: 15-18 credits

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

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

## Biology or Physics Sequence: 15-18 credits

Three quarter sequence Biology (for science majors) or Physics should be taken at one institution (either at BC or transferred in as a whole sequence). Exceptions must be discussed with science advisor (see Science Division). Some majors require physics with Calculus (PHYS 121-123) – See advisor.

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

**Biology** 211, 212, 213

## Additional Mathematics: 5 credits

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

**Mathematics** 153, 208, 254, 238, or **Business Administration** 240

## Additional Requirements for Intended Major: 10-18 credits

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

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

Maximum 5 credits of restricted elective courses.

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

**Science Advising: (425) 564-2321** <http://scidiv.bcc.ctc.edu>

## Cultural Diversity Requirement

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

**Science Academic Advising:** call (425) 563-2321 or visit <http://scidiv.bellevuecollege.edu/>

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

For additional Engineering options, see Engineering MRP\* degrees

90 Applicable College Level Credits: Cumulative GPA 2.0 Required

## Important Notes and Conditions

- A course cannot be credited toward more than one distribution or skill area
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course description in the college catalog or speak with an advisor.
- "P" grade is only allowed in electives area. Check with your intended transfer university for minimum grade requirements
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 5 credits

Complete **ONE** from the following:

**English** 101 201, 235, 271, 272

## Quantitative (Mathematics): 10 credits

Choose **TWO** from the following:

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

## Humanities and Social Sciences: 15 credits

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

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

### Humanities:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120**, **121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201**, **225**, 234, 235, 247, **248**, **260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

### Social Sciences:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

**Cultural & Ethnic Studies** 100, 102, **105**, 109, **120**, **121**, 130, 140, 152, 200, 210, **241**, 255

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234**, **261**, **280**

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

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

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

**Sociology** 101, **105**, **120**, **121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Physics Sequence: 15-18 credits

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

**Select one of the following sequences based on major requirements:**

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

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

## Chemistry with Lab: 5-6 credits

See course catalog and/or consult with science advisor  
Engineering majors: select Chemistry 161 (required)

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

## Additional Mathematics: 5 credits

Third quarter of calculus or above or approved statistics course.

**Mathematics** 153, 208, 254, 238 **or** **Business Administration** 240

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

Maximum 5 credits of restricted elective courses.

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

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

## Cultural Diversity Requirement

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

**Academic Advising:** Engineering Department: (425) 563-2321  
<http://scidiv.bellevuecollege.edu/>

\*MRP = Major Related Program

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

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

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course catalog or meet with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 5 credits

Choose **one**:

**English** 101, 201, 235, 271, 272

## Mathematics: 20 Credits

**Mathematics** 151, 152, 153, 238

## Humanities and Social Sciences: 15 credits

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

### Humanities:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180, 200, 260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120, 121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261, 280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201, 225**, 234, 235, 247, **248, 260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

### Social Sciences:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180, 200, 260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

**Cultural & Ethnic Studies** 100, 102, **105**, 109, **120, 121**, 130, 140, 152, 200, 210, **241**, 255

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234, 261, 280**

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

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

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

**Sociology** 101, **105, 120, 121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240, 246**, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Physics and Chemistry Sequences: 30-36 credits

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

**Physics** 121, 122, 123 and **Chemistry** 161, 162, 163

## Additional Science: 10-12 credits

**Chemistry** 261

**Chemistry** 262 or **Biology** 211

## Additional Courses: 12-17 credits

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

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

**Biology** 211, 212

**Chemistry** 262

**Computer Science** 210

**Engineering** 204, 214, 224

**English** 235

**Mathematics** 208, 254

## Cultural Diversity Requirement

BC's General Education education requirements have a cultural diversity component.

For a list of courses that satisfy the requirement visit [www.bellevuecollege.edu/degrees/culturaldiversity/](http://www.bellevuecollege.edu/degrees/culturaldiversity/).

**Academic Advising:** Engineering Department 425-563-2321  
<http://scidiv.bellevuecollege.edu/>

\*MRP = Major Related Program

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

90-106 Applicable College Level Credits: Minimum Cumulative GPA 2.0 Required

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course catalog or meet with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 5 credits

Choose **one**:

**English** 101, 201, 235, 271, 272

## Mathematics: 25 Credits

**Mathematics** 151, 152, 153, 208, 238

## Humanities and Social Sciences: 15 credits

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

**Humanities:**

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120, 121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261, 280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201, 225**, 234, 235, 247, **248, 260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

**Social Sciences:**

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

**Cultural & Ethnic Studies** 100, 102, **105**, 109, **120, 121**, 130, 140, 152, 200, 210, **241**, 255

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234, 261, 280**

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

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

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

**Sociology** 101, **105, 120, 121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Physics Sequence: 15-18 credits

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

**Physics** 121, 122, 123

## Chemistry with Lab: 10-12 credits

**Chemistry** 161 and 162

## Engineering: 16 credits

**Engineering** 114, 214, 215, 225

## Additional Courses: 10-15 credits

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

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

**Computer Science** 210

**Engineering** 111, 200, 204, 224

**English** 235

**Mathematics** 254

## Cultural Diversity Requirement

BC's General Education education requirements have a cultural diversity component.

For a list of courses that satisfy the requirement visit [www.bellevuecollege.edu/degrees/culturaldiversity/](http://www.bellevuecollege.edu/degrees/culturaldiversity/).

**Academic Advising:** Engineering Department (425) 563-2321  
<http://scidiv.bellevuecollege.edu/>

\*MRP = Major Related Program

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

90-104 applicable College Level Credits: Minimum Cumulative GPA 2.0 Required

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST **or** POLS]. Consult course catalog or meet with an advisor.
- "P" grade not allowed. Check with your intended transfer university for minimum grade requirements.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Written Communication: 5 credits

Choose **one** from the following:

**English** 101, 201, 235, 271, 272

## Mathematics: 25 Credits

**Math** 151, 152, 153, 208, 238

## Humanities and Social Sciences: 15 credits

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

### Humanities:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120, 121**, 140, 152, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, 248, 249, 253, 254, 255, 263, 264, 265, 266, 276, 279

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261, 280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, 160, **201, 225**, 234, 235, 247, **248, 260**, 265, 267

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

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

### Social Sciences:

Choose from the following:

**American Studies** 101, 102, **103**, 115, **160, 180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

**Cultural & Ethnic Studies** 100, 102, **105**, 109, **120, 121**, 130, 140, 152, 200, 210, **241**, 255

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

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

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

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234, 261, 280**

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

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

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

**Sociology** 101, **105, 120, 121**, 122, 150, 201, 205, 210, 215, 220, 225, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Physics Sequence: 15-18credits

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

**Physics** 121, 122, 123

## Chemistry with Lab: 5-6 credits

**Chemistry** 161

## Engineering Courses: 8 credits

**Engineering** 214 and 204

## Computer Programming: 10 credits

**Computer Science** 210 and 211

## Additional Courses: 11-17 credits

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

Select **three** courses from the following:

**Biology** 211

**Chemistry** 162

**Engineering** 111, 215, 224

**English** 235

**Math** 254

## Cultural Diversity Requirement

BC's General Education education requirements have a cultural diversity component.

For a list of courses that satisfy the requirement visit [www.bellevuecollege.edu/degrees/culturaldiversity/](http://www.bellevuecollege.edu/degrees/culturaldiversity/).

**Academic Advising:** Engineering Department (425) 563-2321  
<http://scidiv.bcc.ctc.edu>

\*MRP = Major Related Program

## Non-Transfer Associate Degree and Certificate Options:

### ***Associate in Arts General Studies (AAGS) Degree***

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

It is not designed for students intending to transfer to a university/college in pursuit of a baccalaureate degree. It does not fulfill the first two years of general education requirements for a bachelor degree (if pursuing a bachelor degree is your intent, see the Associate Transfer Degree Planning on page 32).

### ***Associate in Occupational and Life Skills – Venture***

OLS-Venture is a 90-credit degree program for students with intellectual disabilities that impacts learning in a traditional college setting. Specialized instruction assist students to learn course content. This degree prepares students to become self-determined, responsible citizens and successful employees. Students develop a career pathway, expand interpersonal skills, take part in service learning, and participate in internship experiences. Admission information available at [www.bellevuecollege.edu/ols/](http://www.bellevuecollege.edu/ols/).

### ***BC General Education requirements embedded***

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



# Associate in Arts in General Studies

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

The **Associate in Arts in General Studies** is degree that grants academic recognition for the completion of 90 applicable college level credits. It is not for students intending to transfer to a university/college in pursuit of a baccalaureate degree and does not fulfill the first two years of general education requirements for a bachelor's degree. See Associate in Arts & Sciences Direct Transfer Degree for transfer purposes.

## Important Notes and Conditions

- A course can not be credited toward more than one distribution or skill area.
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: AMST 160 is the same as POLS 160 and may only count as AMST or POLS]. Consult course description in the college catalog or speak with an advisor.
- "P" grade not allowed in Communication Skills, Quantitative, Humanities, Social Sciences, and Natural Sciences.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit [www.bellevuecollege.edu/programs/degrees/transfer](http://www.bellevuecollege.edu/programs/degrees/transfer) for the latest degree updates.

## Communication Skills: 5-10 credits

Choose from *either* group I or II

**Group I:** Select **one** from the following for 5 credits:

**English** 101 or **Communication Studies** 101, 141, 220

**Group II:** Select **one** of the following combinations for 10 credits:

**Business Technology Systems** 109 and **English** 105, or

**Business Technology Systems** 109 and **English** 106

## Quantitative: 5 credits

**Business** 145 or any math course numbered 100 or above

## Humanities: 5 credits

\*Performance / Skills courses.

Choose from the following list:

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 208

**Art** 101, **103**, 105, 110\*, 111\*, 112\*, 120\*, 121\*, 150\*, 151\*, 153\*, 154\*, 201, 202, 203, 205, 206, 221\*, 222\*, **225**, 240\*, 242\*, 252\*, 253\*, 254\*, 256\*, 260\*, 261\*, 280\*

**Communication Studies** 101, 103, 104, 115, 119, 120, 121, 131, 132, 133, 134, 136, 138, 143, 144, 145, 146, 151, 161, 163, 201, 202, 210, 216, 220, 240, 241, 260, 261, 280, 285

**Cultural & Ethnic Studies** 100, 102, **120**, **121**, 140, 152, 207, 210, 255

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

**Drama** 101, 151\*, 152\*, 153\*, 154\*, 155\*, 161\*, 200, 206\*, 210, 212, 215\*, 224, 251\*, 252\*, 253\*, 254\*, 256\*, 280\*, 281\*, 284\*, 284\*, 285\*

**English** 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 237, 238, 239, 241, 244, 245, 246, 247, **248**, **249**, **253**, **254**, **255**, **263**, **264**, **265**, **266**, **276**, **279**

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, **236**, 242, 245, 250, **261**, **280**

**Humanities** 210, 220, 224, 228, 230

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

**Philosophy** 101, 102, 112, 115, 122, **201**, **225**, 234, 235, 236, 237, 247, **248**, **260**, 265, 267

**Arabic** 121, 122, 123

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

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

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

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

**Italian** 121, 122, 123

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

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

## Social Sciences: 5 credits

Choose from the following list:

**American Studies** 101, 102, **103**, 115, **160**, **180**, 200, **260**, 285, 286, 287, 288

**Anthropology** 100, 105, 106, 108, **180**, 204, 206, 208, 209, 210, 211, 212, 220, 222, 232, **234**, 235, 236

**Business** 101

**Communication Studies** 102, 230

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

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

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

**History** 101, 102, 103, 110, 115, **120**, 135, 146, 147, 148, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 250, **261**, **280**

**Humanities** 210, 220, 224, 228, 230

**International Studies** **105**, 150, 200, 201, 202, **204**, 227, 230, **234**, **261**, **280**

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

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

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

**Sociology** 101, **105**, **120**, **121**, 122, 201, 205, 210, 215, 220, 230, **240**, 246, 248, 250, 252, 253, 254, 255, 256, 257, 258, 260, 262, 264, 265, 268, 270, 275

## Natural Sciences: 5-12 credits

Complete either Group A or Group B

(L) – Lab Science Courses

**Group A (complete one course from the following):**

**Anthropology** 205

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

**Biology** 150(L), 212(L), 213(L)

**Chemistry** **100**, **110**(L), 121(L)-161(L), 162(L), 163(L), 261(L) 262(L), 263(L)

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

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

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

**Meteorology** 101, 211

**Oceanography** 101(L), **110**

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

**Psychology** 202

**Group B (complete two courses from the following):**

**Biology** 100(L), 160(L), 162(L), 211(L), 260(L), 275(L)

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

**Chemistry** 131(L)

**Nutrition** 130

**Physics** **225**

## Electives: sufficient to meet minimum degree total of 90

Any course listed in the Communication, Quantitative, Humanities, Social Sciences, Natural Sciences, and all courses numbered 100 or above as listed in the BC college catalog.

For a complete course listing, go to: [www.bellevuecollege.edu/catalog/courses/](http://www.bellevuecollege.edu/catalog/courses/)

## Cultural Diversity

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

## Requirements for 2010-2011

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

### Associate in Occupational and Life Skills Degree

Course Number	Course Title	Credits
OLS 100	Nutrition Health & Fitness I	2
OLS 101	Nutrition Health & Fitness II	2
OLS 102	Human Sexuality	2
OLS 104	Disability Awareness	2
OLS 105	Introduction to Communication	2
OLS 106	Communication in the Workplace	2
OLS 107	Healthy Relationships & Conflict Management	2
OLS 110	Learning Strategies	2
OLS 111	Learning Strategies in the College Environment	2
OLS 112	News & the Citizen	3
OLS 113	Critical Thinking through Writing	2
OLS 114	Media Advertising	2
OLS 120	Personal Finance I	2
OLS 121	Personal Finance II	2
OLS 122	Personal Finance III	2
OLS 123	Environmental & Our Community I	2
OLS 124	Environmental & Our Community II	2
OLS 125	Environmental & Our Community III	2
OLS 126	Cultural Awareness	3
OLS 130	Critical Thinking through Science	3
OLS 134	Social Change in America	3
OLS 136	Citizenship	2
OLS 140	Introduction to Computers	2
OLS 141	Computer Fundamentals	2
OLS 142	Computer Applications in the Workplace	3
OLS 143	Career Portfolio	1
OLS 144	Office Procedures & Customer Service	2
OLS 150-155	Physical Education	5
OLS 150	Strength & Fitness (1 Cr)	
OLS 151	Self Defense for Mind & Body (1 Cr)	
OLS 152	Tai Chi for Mind & Body (1 Cr)	
OLS 153	Qigong for Mind & Body (1 Cr)	
OLS 154	Martial Arts for Mind & Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
OLS 160-166, 199	Electives	6
OLS 160	Visual Thinking I (2 Cr)	
OLS 161	Visual Thinking II (2 Cr)	
OLS 162	Radio Theatre (2 Cr)	
OLS 163	Critical Thinking through Film (2 Cr)	
OLS 164	Historical Analysis through Film (2 Cr)	
OLS 165	World Culture Analysis through Film (2 Cr)	
OLS 166	Music Appreciation (2 Cr)	
OLS 199	Independent Study in Occupational & Life Skills (2 Cr)	
OLS 170	Self Determination	2
OLS 171	Self Determination in the Workplace	2
OLS 172	Workplace Problem Solving	2
OLS 174	Career Exploration	3
OLS 175	Field Experience I	4
OLS 176	Field Experience II	4
OLS 177	Workplace Readiness	2
OLS 179	Controversial Issues in the Workplace	2
<b>GRAND TOTAL</b>		<b>90</b>

### Certificate of Achievement in Occupational and Life Skills

Course Number	Course Title	Credits
OLS 100	Nutrition Health & Fitness I	2
OLS 102	Human Sexuality & Body Awareness	2
OLS 104	Disability Awareness	2
OLS 105	Introduction to Communication	2
OLS 106	Communication in the Workplace	2
OLS 107	Healthy Relationships	2
OLS 110	Learning Strategies	2
OLS 111	Learning Strategies in the College Environment	2
OLS 112	News & the Citizen	3
OLS 120	Personal Finance I	2
OLS 130	Critical Thinking through Science	3
OLS 140	Introduction to Computers	2
OLS 141	Computer Fundamentals	2
OLS 143	Career Portfolio	1
OLS 150-155	Physical Education	3
OLS 150	Strength & Fitness (1 Cr)	
OLS 151	Self Defense for Mind & Body (1 Cr)	
OLS 152	Tai Chi for Mind & Body (1 Cr)	
OLS 153	Qigong for Mind & Body (1 Cr)	
OLS 154	Martial Arts for Mind & Body (1 Cr)	
OLS 155	Yoga for Life Balance (1 Cr)	
OLS 160-166	Electives	6
OLS 160	Visual Thinking I (2 Cr)	
OLS 161	Visual Thinking II (2 Cr)	
OLS 162	Radio Theatre (2 Cr)	
OLS 163	Critical Thinking through Film (2 Cr)	
OLS 164	Historical Analysis through Film (2 Cr)	
OLS 165	World Culture Analysis through Film (2 Cr)	
OLS 166	Music Appreciation (2 Cr)	
OLS 170	Self Determination	2
OLS 171	Self Determination in the Workplace	2
OLS 174	Career Exploration	3
<b>GRAND TOTAL</b>		<b>45</b>

All coursework applied to this certificate must be approved by program chair. Submit completed form to Enrollment Services when applying for graduation.

Related instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

BC General Education requirements embedded in this degree are designed to address areas and specific requirements that ensure that students' learning experience prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners.

**Grading Method:** All courses for OLS-Venture are Pass/Fail. OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and BC approved course outcomes. The student receives a final report with instructor's narrative of student's performance in the course.

At least 70 % of the performance indicators and 70% of the course outcomes for each course are required to be met to receive a passing grade (P).

**Program Contact Info:** [bellevuecollege.edu/ols/](http://bellevuecollege.edu/ols/)

Use Degree Audit to track your progress toward completion of this certificate at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)

Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest certificate updates and further information.

# Professional/Technical Degrees

## Professional/Technical Degrees & Certificates at Bellevue College

Accurate as of April 2010.  
For the most current information, visit:  
[www.bellevuecollege.edu/worksheets](http://www.bellevuecollege.edu/worksheets)

Bellevue College offers a broad selection of credit and non-credit programs in professional and technical fields. The degrees and certificates currently available are grouped by general categories below. The numbers in the A.A. degree and credit certificate columns are the total credits required. In most

cases, a full-time student can complete a 90-credit program in two academic years, a 45-credit program in one academic year, a 30-credit program in two quarters, and so on. The non-credit certificates can be completed within 5-24 months.

A # sign indicates a program with selective admissions criteria. Students interested in these programs should contact the department for entrance requirements, application timelines, and other details; they must still complete the regular BC admissions process as well.

### Division Abbreviations

A&H	=	Arts & Humanities
IBIT	=	Institute for Business and Information Technology
CE	=	Continuing Education
HD	=	Human Development
HSEWI	=	Health Sciences, Education & Wellness Institute
Sci	=	Science
SocSci	=	Social Science

Category Degree/Certificate Name	A.A. Degree	Credit Certificate	Non-Credit Certificate	BC Division	BC Department
<b>APPLIED ARTS</b>					
Graphic Design			X	CE	Arts & Design
Interior Studies	97			A&H	Interior Design
Green Sustainable Design		15		A&H	Interior Design
<b>BUSINESS PROFESSIONS</b>					
Accounting Assistant		46		IBIT	Accounting—Paraprofessional
Accounting Information Systems		20		IBIT	Accounting—Paraprofessional
Administrative Assistant		48-50		IBIT	Business Technology Systems
Advanced Business Software Specialist		48		IBIT	Business Technology Systems
Bookkeeping		31		IBIT	Accounting—Paraprofessional
Bookkeeping Preparation		14-16		IBIT	Accounting—Paraprofessional
Business Intelligence Analyst		25		IBIT	Business Intelligence
Business Intelligence Developer		45		IBIT	Business Intelligence
Business Management	90			IBIT	Business Management
Business Software Specialist		30-31		IBIT	Business Technology Systems
Database User Specialist		18-20		IBIT	Business Technology Systems
Desktop Publishing for Print and Web		44		IBIT	Business Technology Systems
Entrepreneurship		30		IBIT	Business Management
Financial Information Systems Specialist		20		IBIT	Accounting – Paraprofessional
Human Resources Assistant		48		IBIT	Business Technology Systems
Human Resources Management			X	CE	Business & Professional Programs
Integrated Office Assistant for ESL		42		A&H	Developmental Education
Leadership			X	CE	Business & Professional Program
Marketing Management	90			IBIT	Marketing Management
Office Assistant		24-27		IBIT	Business Technology Systems
Office Manager	90			IBIT	Business Technology Systems
Paraprofessional Accounting	90			IBIT	Accounting—Paraprofessional
Professional Financial Data Report Specialist		20		IBIT	Accounting—Paraprofessional
Project Management		18-20		IBIT	Business Management
Project Management			X	CE	Business & Professional Programs
Retail Management		50		IBIT	Marketing Management
Sales & Marketing		30/50		IBIT	Marketing Management
Web Marketing Specialist		58-60		IBIT	Business Technology Systems
<b>COMMUNICATIONS</b>					
Movie Making	91			A&H	Communication
Information Design			X	CE	Business & Professional Programs
Technical & Professional Editing			X	CE	Business & Professional Programs
Technical Writing & Communication			X	CE	Business & Professional Programs
Translation & Interpretation #		24		CE	World Languages Institute
<b>COMPUTERS &amp; TECHNOLOGY</b>					
Animation and Graphics	91	48-50		IBIT	Digital Media Arts
Business Intelligence Analyst		25		IBIT	Business Intelligence
Business Intelligence Developer		45		IBIT	Business Intelligence
Cisco Support Technician		46		IBIT	Network Services & Computing Systems
C# Programming			X	CE	Computers & Technology
C# Web Development			X	CE	Computers & Technology
C# Application Development			X	CE	Computers & Technology
Database Administration Specialist		45		IBIT	Information Systems
Database Administrator			X	CE	Computers & Technology

## Professional/Technical Degrees

Category Degree/Certificate Name	A.A. Degree	Credit Certificate	Non-Credit Certificate	BC Division	BC Department
Database Test Engineer			X	CE	Computers & Technology
Database Business Intelligence Analyst			X	CE	Computers & Technology
Database Developer			X	CE	Computers & Technology
Desktop Support			X	CE	Computers & Technology
Digital Gaming	93	45		IBIT	Digital Media Arts
Digital Video	93			IBIT	Digital Media Arts
Digital Video Production		48-50		IBIT	Digital Media Arts
Information Systems	91			IBIT	Information Systems
Business Intelligence Track					
Database Administration Track					
Software Development Track					
Intermediate Applications Developer		30		IBIT	Information Systems
Introductory C++ Programming		20		IBIT	Information Systems
Introductory .NET Programming		45		IBIT	Information Systems
Microcomputer Support Specialist		45		IBIT	Information Systems
Microsoft Network Support		45		IBIT	Network Services & Computing Systems
Network Services & Computing Systems	94			IBIT	Network Services & Computing Systems
Network Support			X	CE	Computers & Technology
Operating Systems Support Specialist		45		IBIT	Information Systems
Programming for Web Development		45		IBIT	Information Systems
Relational Database Analyst		30		IBIT	Information Systems
Relational Database Developer		45		IBIT	Information Systems
Software Testing and Development Engineer			X	CE	Computers & Technology
Software Testing Engineer			X	CE	Computers & Technology
Web Design			X	CE	Computers & Technology
Web Development Certificate			X	CE	Computers & Technology
Web Multimedia Authoring	93			IBIT	Digital Media Arts
<b>EDUCATION</b>					
Early Childhood Education	90	49		HSEWI	Early Learning & Teacher Education
Infant & Toddler Care		21		HSEWI	Early Learning & Teacher Education
<b>HEALTH</b>					
Alcohol & Drug Counseling		46		HSEWI	Alcohol & Drug Counseling
Breast Ultrasound		8		HSEWI	Diagnostic Ultrasound
Clinical Lab Assistant		*		HSEWI	Health Professions
CT Imaging		26		HSEWI	Radiologic Technology
Diagnostic Ultrasound Technology #	122			HSEWI	Diagnostic Ultrasound
Electroneurodiagnostic Technologist #	*			HSEWI	Health Professions
Health Unit Coordinator		*		HSEWI	Health Professions
Healthcare Professions Basics		19		HSEWI	Health Professions
Imaging Aide		16		HSEWI	Radiologic Technology
Magnetic Resonance Imaging		26		HSEWI	Radiologic Technology
Medical Office Reception		*		HSEWI	Health Professions
Medical Informatics		18		IBIT	Medical Informatics
Nuclear Medicine Technology #	93			HSEWI	Nuclear Medicine Technology
Nursing #	116			HSEWI	Nursing (Associate Degree)
Nursing Assistant Certified		7		HSEWI	Health Professional
Nursing Assistant – Certified for ESL		9		A&H	Developmental Education
Nursing Assistant			X	HSEWI	Health Professional
Personal Fitness Trainer		19		HSEWI	Physical Education
Phlebotomy Technician		*		HSEWI	Health Professions
Radiation Therapy #	119			HSEWI	Radiation Therapy
Radiologic Technology #	101			HSEWI	Radiologic Technology
RN Refresher			X	HSEWI	Health Professions
Vascular Interventional Program		24		HSEWI	Radiologic Technology
Wilderness Skill		18		HSEWI	Physical Education
<b>PUBLIC SAFETY</b>					
Criminal Justice	90-91			SocSci	Criminal Justice
Fire Investigation	90			HSEWI	Fire Science
Fire Officer	90	45		HSEWI	Fire Science
Fire Prevention Specialist	91-92			HSEWI	Fire Science
Fire Science (entry-level firefighter)	90	45		HSEWI	Fire Science

\*For additional information please go to <http://bellevuecollege.edu/health/hpro.asp>

# Professional/Technical Degrees

Course titles are abbreviated in these program outlines. Please see course descriptions, pages 66-153, for complete titles and content.

& = A common course identifier recognized among Washington State Community and Technical Colleges.

## Accounting—Paraprofessional

The Accounting—Paraprofessional program offers excellent academic options for students to enter the growing field of accounting through degree and certificate programs. The Accounting Assistant certificate emphasizes practical skills for those seeking early employment. The Bookkeeping certificate prepares students for employment as full-charge bookkeepers. Credits earned for certificates apply to the degree program. The Associate of Arts Paraprofessional Accounting degree provides a strong background in accounting and business skills for immediate accounting positions and future supervisory roles in business and government. Students should contact the Business Division regarding changes to program requirements.

### Associate in Arts Degree

#### Paraprofessional Accounting

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting .....	5
ACCT 172	Small Business Computerized Accounting..	5
ACCT 245	Accounting Information Systems.....	5
ACCT 250	Intermediate Accounting.....	5
ACCT 285	Federal Income Taxes .....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BUS 120	Organizational Behavior .....	5
BUS 145	Business Mathematics.....	5
ENGL& 101	English Composition I.....	5
ENGL& 235	Technical Writing .....	5
<i>Choose 5 credits from the following..... 5</i>		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
ACCT& 203	Principles of Accounting III (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
BA 200	Business Law Legal Foundations (5 Cr)	
BUS& 201	Business Law (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
ACCT 240	Computerized Accounting (5 Cr)	
ACCT 260	Accounting for Non-Profit Agencies (5 Cr)	
ACCT 270	Cost Accounting (5 Cr)	
<i>Choose 10 credits from the following..... 10</i>		
BTS 109	Business Communications (5 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	

BUS& 101	Introduction to Business (5 Cr)
BUS 241	Multicultural Business Consulting (5 Cr)
BUS 260	Business Ethics (5 Cr)
ECON 100	Introduction to Basic Economic Principles (5 Cr)
ETHN 241	Multicultural Business Consulting (5 Cr)
EXPLR 191/2/3	Academic Internship Experience (V 1-5 Cr)

or any 200 level business course approved by your advisor (5 Cr)

<i>Choose 5 credits from the following..... 5</i>	
ANTH& 204	Archaeology (5 Cr)
GEOG 100	Introduction to Geography (5 Cr)
GEOG 207	Economic Geography (5 Cr)
HIST 115	English History 1603 to Present (5 Cr)
HIST 120	Global History (5 Cr)
HIST 223	History of Russia & Eastern Europe 1533 to Present (5 Cr)
HIST 250	U.S. Military History (5 Cr)

**TOTAL..... 90**

### Certificate of Achievement

#### Accounting Assistant

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting .....	5
ACCT 172	Small Business Computerized Accounting..	5
BTS 146	10-Key .....	1
BTS 165	Business Spreadsheet Analysis & Design.....	5
BUS 145	Business Mathematics.....	5

<i>Choose 5 credits from the following..... 5</i>		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	

<i>Choose 5 credits from the following..... 5</i>		
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	

<i>Choose 5 credits from the following..... 5</i>		
BTS 109	Business Communications (5 Cr)	
ENGL& 101	English Composition I (5 Cr)	

<i>Choose 5 credits from the following..... 5</i>		
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management (5 Cr)	

<i>Choose 5 credits from the following..... 5</i>		
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUS& 101	Introduction to Business (5 Cr)	

**TOTAL..... 46**

### Certificate of Accomplishment

#### Bookkeeping

Course	Course Name	Credit Hrs.
ACCT 135	Business Payroll Tax Accounting .....	5
ACCT 172	Small Business Computerized Accounting..	5
BTS 146	10-Key .....	1
BTS 165	Business Spreadsheet Analysis & Design.....	5
BUS 145	Business Mathematics.....	5

<i>Choose 5 credits from the following..... 5</i>		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	

<i>Choose 5 credits from the following..... 5</i>		
ACCT 102	Practical Accounting II (5 Cr)	
ACCT& 202	Principles of Accounting II (5 Cr)	

**TOTAL..... 31**

### Certificate of Completion

#### Bookkeeping Preparation

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

*Choose 3-5 credits from the following..... 3-5*

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

**TOTAL..... 14-16**

### Certificate of Accomplishment

#### Accounting Information Systems

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

*Choose 5 credits from the following..... 5*

ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	

*Choose 5 credits from the following..... 5*

ACCT& 203	Principles of Accounting III (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	

*Choose 5 credits from the following..... 5*

BTS 109	Business Communications (5 Cr)	
ENGL& 101	English Composition I (5 Cr)	

**TOTAL..... 20**

Specialist in Accounting Software Systems for small, medium, and large corporations.

### Certificate of Accomplishment

#### Financial Information Systems Specialist

Course	Course Name	Credit Hrs.
ACCT 172	Small Business Computerized Accounting..	5
ACCT 240	Computerized Accounting.....	5
ACCT 245	Accounting Information Systems.....	5

*Choose 5 credits from the following..... 5*

BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	

*Choose 5 credits from the following..... 5*

BTS 268	Advanced Business Data Management Tools (5 Cr)	
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**TOTAL..... 20**

**Accounting profession  
in your future?  
Learn about BC's  
degree and certificate  
options on this page.**

Professional Financial Data Report Specialists assist and support decision making through data gathering and analysis.

## Certificate of Accomplishment

### Professional Financial Data Report Specialist

Course	Course Name	Credit Hrs.
ACCT 240	Computerized Accounting.....	5
ACCT 245	Accounting Information Systems.....	5
PROG 175	Database Reporting.....	5

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

BTS 168	Business Data Management Tools (5 Cr)
BTS 268	Advanced Business Data Management Tools (5 Cr)
DBA 130	Database Theory (5 Cr)
PROG 140	SQL & Relational Database Programming (5 Cr)

**TOTAL..... 20**

### Alcohol & Drug Counseling

Certification as a Chemical Dependency Professional (CDP) requires an associate degree in human services/related field or 90 college credits with a minimum of 45 credits related to the chemical dependency profession specific to working with alcoholic and drug addicted individuals. Depending on an individual's level of education, they are required to complete between 1000-2500 hours of trainee work experience. Individuals are required to pass an exam prior to certification as a CDP. See WAC 246-811. The Alcohol/Drug Counseling certificate of achievement fulfills the 45 CDP-specific credit requirements. Students with little or no college experience have a variety of options available for completing additional college credits to meet CDP certification requirements. Assistance with agency placement for work experience hours is also available. For more information, contact the program director and advisor at (425) 564-2012.

## Certificate of Achievement

### Alcohol & Drug Counseling

Course	Course Name	Credit Hrs.
ALDAC 100	Professional Development in Addiction Counseling.....	1
ALDAC 102	Chemical Dependency Pharmacology of Alcohol & Other Drugs.....	3
ALDAC 105	Chemical Dependency Client & Family Education.....	3
ALDAC 106	Chemical Dependency Individual Counseling.....	3
ALDAC 108	Chemical Dependency Case Management ..	3
ALDAC 125	Chemical Dependency Assessment & Diagnosis.....	2
ALDAC 150	Chemical Dependency Relapse Prevention	3
ALDAC 160	Chemical Dependency Culturally Competent Counseling.....	2
ALDAC 204	Chemical Dependency Adolescent Assessment & Treatment.....	2
ALDAC 206	Chemical Dependency Group Counseling..	3

ALDAC 207	Chemical Dependency HIV AIDS Brief Risk Intervention.....	1
ALDAC 220	Chemical Dependency Clinical Practicum..	3
ALDAC 225	Chemical Dependency Ethics & Laws.....	3
ALDAC 230	Chemical Dependency Family & Couples Counseling.....	3
ALDAC 235	Chemical Dependency Human Development.....	4
ALDAC 240	Chemical Dependency Psychopathology....	4
HSSA& 101	Introduction to Addictive Drugs.....	3

**TOTAL..... 46**

### Animation and Graphics - Digital Media Arts

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

## Associate in Arts Degree

### Animation & Graphics

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

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

CMST 131	Exploring the Digital Future (5 Cr)
MEDIA 105	Digital Design & Storytelling (5 Cr)

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

CMST 119	History of Animation (5 Cr)
CMST 132	Techniques & Technology of Propaganda (5 Cr)

CMST 133	Media Aesthetics (5 Cr)
CMST 134	Cultural Studies in Mass Media (5 Cr)
CMST 136	Writing for the World Wide Web (5 Cr)
CMST 138	Media Digital Law & Ethics (5 Cr)

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

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

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

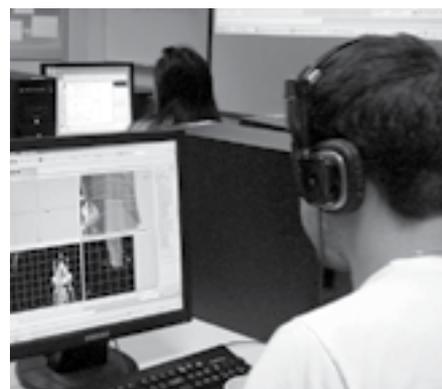
ANIM 116	Drawing for Animation II (5 Cr)
ART 121	Drawing II (5 Cr)
MEDIA 113	Design for Screen Media (5 Cr)

Choose 10 credits from the following..... 10

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

Electives..... 5

**TOTAL..... 91**



## Certificate of Achievement

### Animation and Graphics

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

Choose 15 credits from the following..... 15

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

Choose 3-5 credits from the following..... 3-5

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

**TOTAL..... 48-50**

### Business Intelligence

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

## Certificate of Achievement

### Business Intelligence Developer

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

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

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

Approved business elective..... 5

**TOTAL..... 45**

# Professional/Technical Degrees

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

## Certificate of Accomplishment

### Business Intelligence Analyst

Course	Course Name	Credit Hrs.
BUSIT 105	Multi Dimensional Analysis I	5
BUSIT 110	Data Warehouse I	5
BUSIT 115	Data Mining I	5
<i>Choose 5 credits from the following</i>		
BA 240	Statistical Analysis (5 Cr)	
MATH 130	Introduction to Statistics (5 Cr)	
Approved business elective		
<b>TOTAL</b>		<b>25</b>

### Business Management

The Business Management degree is designed to help students change careers, enhance existing skills, or obtain a strong, broad-based knowledge of manufacturing, retail, and service industries. It also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

The degree provides a strong and diverse set of courses for use in a variety of jobs with opportunities in small business operations, supervision, marketing functions, and product management.

## Associate in Arts Degree

### Business Management

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I	5
Science lab elective		
ACCT 234	Managerial Accounting	5
BTS 165	Business Spreadsheet Analysis & Design	5
BUS& 101	Introduction to Business	5
BUS 120	Organizational Behavior	5
BUS 145	Business Mathematics	5
BUS 210	Investments	5
BUS 221	Human Resource Management	5
INTST 150	International Business	5
MKTG 154	Principles of Marketing	5



<i>Choose 5 credits from the following</i>		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following</i>		
BA 200	Business Law Legal Foundations (5 Cr)	
BUS& 201	Business Law (5 Cr)	
<i>Choose 5 credits from the following</i>		
BUS 230	Project Management (5 Cr)	
BUS 245	Property & Liability Insurance (5 Cr)	
<i>Choose 5 credits from the following</i>		
BUS 241	Multicultural Business Consulting (5 Cr)	
ETHN 241	Multicultural Business Consulting (5 Cr)	
EXPL 191	Academic Internship Experience (V1-5 Cr)	
Electives		
<b>TOTAL</b>		<b>90</b>

The Entrepreneurship certificate is designed for students interested in entrepreneurial opportunities.

## Certificate of Accomplishment

### Entrepreneurship

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
BTS 161	Business Software Essentials	5
BUS 221	Human Resource Management	5
BUS 250	Entrepreneurship	5
MKTG 110	Client Customer Relations	5
MKTG 154	Principles of Marketing	5
<b>TOTAL</b>		<b>30</b>

## Certificate of Accomplishment

### Project Management

Course	Course Name	Credit Hrs.
BTS 280	Project Planning Tracking & Reporting	5
BUS 120	Organizational Behavior	5
BUS 230	Project Management	5
<i>Choose 3-5 credits from the following</i>		
ACCT 234	Managerial Accounting (5 Cr)	
BUS 299	Individual Studies in Business Management (V3-5 Cr)	
MKTG 299	Individual Studies in Marketing (V3-5 Cr)	
<b>TOTAL</b>		<b>18-20</b>

### Business Technology Systems

Programs emphasize the technological changes occurring in the office, where employment opportunities increase dramatically for those who are computer competent and skilled in operating a variety of software applications.

Certificate programs give students an opportunity to become computer literate, gain competency working with the most current business software applications and learn to perform office functions. Credits earned in the certificate programs may be applied toward the office manager degree. The degree includes additional topics in office administration and supervision, skills needed to assume responsibility, exercise initiative, make decisions, and perform a full range of office tasks. Positions

include office manager, executive and administrative assistant, office assistant, and secretary. Certificate program include general office work in positions such as administrative assistant, office assistant, secretary and receptionist.

## Associate in Arts Degree

### Office Manager

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I	5
ACCT 172	Small Business Computerized Accounting	5
BTS 109	Business Communications	5
BTS 144	Personal Information Manager	3
BTS 147	Presentation Design & Delivery	3
BTS 163	Business Document Design Comprehensive	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 250	Administrative Office Management	5
BTS 293	Business Technology Practicum	5
BUS 120	Organizational Behavior	5
BUS 145	Business Mathematics	5
CMST& 102	Introduction to Mass Media	5
ENGL& 101	English Composition I	5
<i>Choose 5 credits from the following</i>		
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<i>Choose 5 credits from the following</i>		
BTS 186	Publication Design Essentials (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
<i>Choose 5-6 credits from the following</i>		
ASTR& 100	Survey of Astronomy (5 Cr)	
ASTR& 101	Introduction to Astronomy (6 Cr)	
CHEM 100	Chemical Explorations (6 Cr)	
CHEM& 110	Chemical Concepts w/ lab (6 Cr)	
GEOG 205	Weather Climate Vegetation Soils (5 Cr)	
GEOL& 101	Introduction to Physical Geology (6 Cr)	
GEOL& 208	Geology of the Pacific NW (6 Cr)	
OCEA& 101	Introduction to Oceanography w/ lab (6 Cr)	
PSYC 202	Introduction to Physiological Psychology (5 Cr)	
<i>Choose 8-9 credits from the following</i>		
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 146	10-Key (1 Cr)	
BTS 171	Operating Systems for Advanced Users (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
BTS 280	Project Planning Tracking & Reporting (5 Cr)	
BTS 289	Design & Deploy Ecommerce Website (5 Cr)	
CMST 138	Media Digital Law & Ethics (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
ENGL& 235	Technical Writing (5 Cr)	
EXPL 191	Academic Internship Experience (V1-5 Cr)	
INTST 150	International Business (5 Cr)	
MKTG 110	Client Customer Relations (5 Cr)	
<b>TOTAL</b>		<b>90</b>

**Get involved! BC has 80 student clubs.**  
 See [www.bellevuecollege.edu/stupor/club/index.asp](http://www.bellevuecollege.edu/stupor/club/index.asp).

## Certificate of Achievement

### Web Marketing Specialist

Course	Course Name	Credit Hrs.
BTS 109	Business Communications .....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 186	Publication Design Essentials.....	5
BTS 188	Digital Images for Desktop Publishing .....	5
BTS 189	Web Authoring Essentials.....	5
BTS 289	Design & Deploy Ecommerce Website.....	5
MKTG 154	Principles of Marketing .....	5
MKTG 225	Customer Relations Management.....	5
MKTG 240	eMarketing.....	5

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

BTS 110	Web Essentials for Communications (5 Cr)
BTS 161	Business Software Essentials (5 Cr)

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

MKTG 200	International Marketing (5 Cr)
MKTG 234	Advertising (5 Cr)

Choose 3-5 credits from the following..... 3-5

ANIM 222	Vector Images & Illustrations (5 Cr)
ANIM 230	Web Animation I (5 Cr)
BTS 144	Personal Information Manager (3 Cr)
BTS 147	Presentation Design & Delivery (3 Cr)
BTS 187	Publication Design for Print (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 293	Business Technology Practicum (5 Cr)
BUS 230	Project Management (5 Cr)

**TOTAL..... 58-60**

## Certificate of Achievement

### Administrative Assistant

Course	Course Name	Credit Hrs.
BTS 109	Business Communications .....	5
BTS 144	Personal Information Manager .....	3
BTS 147	Presentation Design & Delivery.....	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 250	Administrative Office Management .....	5
BTS 293	Business Technology Practicum .....	5
BUS 145	Business Mathematics.....	5

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

BTS 110	Web Essentials for Communications (5 Cr)
BTS 161	Business Software Essentials (5 Cr)

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

BTS 186	Publication Design Essentials (5 Cr)
BTS 189	Webpage Authoring Essentials (5 Cr)

Choose 2-5 credits from the following:..... 2-5

ACCT 172	Small Business Computerized Accounting (5 Cr)
BTS 104	Keyboarding Review & Speed Building (3 Cr)
BTS 145	Introduction to Web Technology (1 Cr)
BTS 146	10-Key (1 Cr)
BTS 168	Business Data Management Tools (5 Cr)

BTS 171	Operating Systems for Advanced Users (5 Cr)
BTS 187	Publication Design for Print (5 Cr)
BTS 188	Digital Images for Desktop Publishing (5 Cr)
BTS 210	Collaborative Online Workspaces (5 Cr)
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)
BTS 268	Advanced Business Data Management Tools (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 289	Design & Deploy Ecommerce Website (5 Cr)
BUS 120	Organizational Behavior (5 Cr)
CMST& 230	Small Group Communication (5 Cr)
MKTG 110	Client Customer Relations (5 Cr)

**TOTAL..... 48-51**

## Certificate of Achievement

### Advanced Business Software Specialist

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager .....	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5
BTS 171	Operating Systems for Advanced Users.....	5
BTS 265	Advanced Business Spreadsheet Analysis & Design.....	5
BTS 268	Advanced Business Data Management Tools.....	5
BTS 280	Project Planning Tracking & Reporting.....	5

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

BTS 110	Web Essentials for Communications (5 Cr)
BTS 161	Business Software Essentials (5 Cr)

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

BTS 186	Publication Design Essentials (5 Cr)
BTS 210	Collaborative Online Workspaces (5 Cr)
CS 250	Management Information Systems (5 Cr)

**TOTAL..... 48**

## Certificate of Achievement

### Human Resources Assistant

Course	Course Name	Credit Hrs.
ACCT 101	Practical Accounting I.....	5
BTS 109	Business Communications .....	5
BTS 144	Personal Information Manager .....	3
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5
BTS 280	Project Planning Tracking & Reporting.....	5
BUS 120	Organizational Behavior .....	5
BUS 221	Human Resource Management.....	5
PROG 175	Database Reporting.....	5

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

BTS 110	Web Essentials for Communications (5 Cr)
BTS 161	Business Software Essentials (5 Cr)

**TOTAL..... 48**

The Desktop Publishing certificate places an emphasis on standards for print and Web production. Covers current print and Web software applications, principles of design, and production workflow principles. Provides training for positions such as design assistant, production assistant, marketing and communications assistant.

## Certificate of Accomplishment

### Desktop Publishing for Print and Web

Course	Course Name	Credit Hrs.
BTS 110	Web Essentials for Communications .....	5
BTS 186	Publication Design Essentials.....	5
BTS 187	Publication Design for Print .....	5
BTS 188	Digital Images for Desktop Publishing .....	5
BTS 189	Webpage Authoring Essentials .....	5
MEDIA 248	Portfolio & Employment.....	3

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

BTS 161	Business Software Essentials (5 Cr)
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)

Choose 11 credits from the following..... 11

ANIM 222	Vector Images & Illustrations (5 Cr)
ANIM 230	Web Animation I (5 Cr)
ART 110	Two-Dimensional Design (5 Cr)
ART 111	Design Color (5 Cr)
BTS 144	Personal Information Manager (3 Cr)
BTS 145	Introduction to Web Technology (1 Cr)
BTS 147	Presentation Design & Delivery (3 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 289	Design & Deploy Ecommerce Website (5 Cr)
BTS 293	Business Technology Practicum (5 Cr)
BUS 230	Project Management (5 Cr)
MKTG 154	Principles of Marketing (5 Cr)
MKTG 234	Advertising (5 Cr)

**TOTAL..... 44**

## Certificate of Accomplishment

### Business Software Specialist

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager .....	3
BTS 163	Business Document Design Comprehensive5	
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5

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

BTS 110	Web Essentials for Communications (5Cr)
BTS 161	Business Software Essentials (5 Cr)

Choose 7-8 credits from the following..... 7-8

BTS 147	Presentation Design & Delivery (3 Cr)
BTS 171	Operating Systems for Advanced Users (5 Cr)
BTS 173	Windows Basics (1 Cr)
BTS 174	Windows File & Disk Management Basics (1 Cr)
BTS 186	Publication Design Essentials (5 Cr)
BTS 187	Publication Design for Print (5 Cr)
BTS 188	Digital Images for Desktop Publishing (5 Cr)
BTS 189	Webpage Authoring Essentials (5Cr)
BTS 210	Collaborative Online Workspaces (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)
BTS 293	Business Technology Practicum (5 Cr)

**TOTAL..... 30-31**

## Professional/Technical Degrees



### Certificate of Accomplishment

#### Office Assistant

Course	Course Name	Credit Hrs.
BTS 144	Personal Information Manager .....	3
BTS 147	Presentation Design & Delivery.....	3
BTS 163	Business Document Design Comprehensive .....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
<i>Choose 5 credits from the following..... 5</i>		
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<i>Choose 3-6 credits from the following .....3-6</i>		
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 109	Business Communications (5 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 173	Windows Basics (1 Cr)	
BTS 174	Windows File & Disk Management Basics (1 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	

**TOTAL..... 24-27**

### Certificate of Accomplishment

#### Database User Specialist

Course	Course Name	Credit Hrs.
BTS 168	Business Data Management Tools .....	5
BTS 268	Advanced Business Data Management Tools ...	5
DBA 130	Database Theory .....	5
<i>Choose 3-5 credits from the following .....3-5</i>		
BTS 144	Personal Information Manager (3 Cr)	
DBA 232	Database Administration (5 Cr)	
IT 103	Networking Basics (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 160	Systems Analysis & Design (5 Cr)	

**TOTAL..... 18-20**

### Criminal Justice

Designed for students interested in pursuing a career in law enforcement, law community based social services, and other criminal justice related fields and those who wish to earn a two-year degree and begin pursuing occupational opportunities in the field of their choice. Prospective criminal justice practitioners should be aware that stringent entry level requirements exist. Applicants are encouraged to consult with an advisor prior to entry into the program. Please consult with the program chair regarding changes to graduation requirements.

### Associate in Arts Degree

#### Criminal Justice

Course	Course Name	Credit Hrs.
CJ& 101	Introduction to Criminal Justice.....	5
CJ 106	Introduction to the American Corrections System.....	5
CJ& 110	Criminal Law .....	5
CJ& 112	Introduction to Criminology.....	5
CJ 202	Principles of Criminal Investigation .....	5
CJ 248	Ethics in Criminal Justice .....	5
CMST& 210	Interpersonal Communication.....	5
ENGL& 101	English Composition I.....	5
<i>Choose 15 credits from the following..... 15</i>		
CJ 102	Survey of Police Organization & Administration (5 Cr)	
CJ 103	Criminal Justice Report Writing (5 Cr)	
CJ 200	Criminal Evidence & Procedures - Police Officer (5 Cr)	
CJ 204	Introduction to Constitutional Law (5 Cr)	
CJ 206	Community-Oriented Policing (5 Cr)	
CJ 242	Law & the Police in a Multicultural Society (5 Cr)	

*Choose 10 credits from the following..... 10*

ANTH& 206	Cultural Anthropology (5 Cr)
GEOG 100	Introduction to Geography (5 Cr)
POLS& 202	American Government (5 Cr)
PSYC& 100	General Psychology (5 Cr)
SOC& 101	Introduction to Sociology (5 Cr)

*Choose 5 credits from the following..... 5*

BUS 145	Business Mathematics (5 Cr)
MATH& 107	Math in Society (5 Cr)
MATH 130	Introduction to Statistics (5 Cr)
MATH 138	College Algebra for Business & Social Science (5 Cr)
MATH& 141	Precalculus I (5 Cr)
PHIL& 106	Introduction to Logic (5 Cr)

*Choose 10-11 credits from the following ..... 10-11*

ASTR& 100	Survey of Astronomy (5 Cr)
ASTR& 101	Introduction to Astronomy (6 Cr)
BIOL 150	Marine Biology (6 Cr)
BIOL& 160	General Biology I (6 Cr)
BOTAN 110	Introduction to Plant Biology (6 Cr)
BOTAN 113	Plant Identification & Classification (6 Cr)
CHEM 100	Chemical Explorations (5 Cr)
CHEM& 110	Chemical Concepts w/ lab (6 Cr)
ENVS 207	Field & Laboratory Environmental Science (6 Cr)
GEOG 205	Weather Climate Vegetation Soils (5 Cr)
OCEA& 101	Introduction to Oceanography w/ lab (6 Cr)

*Choose 10 credits from the following..... 10*

CJ 109	Introduction to Juvenile Justice System (5 Cr)
CJ 253	Drug Use & the Law in American Society (5 Cr)
GEOG 250	Geography of the Pacific Northwest (5 Cr)
PSYC 250	Cross Cultural Psychology (5 Cr)

**TOTAL..... 90-91**

## Diagnostic Ultrasound Technology

This selective-admissions degree program provides didactic education and clinical experience as preparation for employment and national certification as a diagnostic medical sonographer and is accredited by the Commission on Accreditation of Allied Health Education Programs. To be considered for admission, students complete prerequisite courses and must follow the guidelines published annually for selective admissions. The diagnostic sonographer or vascular technologist is a highly skilled individual qualified by academic and clinical experience to provide diagnostic patient services using ultrasound and related diagnostic techniques. Graduates are eligible to apply to take the American Registry of Diagnostic Medical Sonographers' National Certification examination. There are eight consecutive full-time academic and clinical quarters, including summers. Students enroll full-time throughout the duration of the program. Classroom education includes a core curriculum of study that places emphasis on acoustical principles, properties, and physics; pathophysiology; abdominal, obstetrical, and gynecological sonography; echocardiography; and vascular technology. Other topics of study include neurosonography, intraoperative sonography, and patient care techniques.

### Associate in Arts Degree

#### Diagnostic Ultrasound

##### FIRST YEAR - FALL QUARTER

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

**TOTAL..... 17**

##### FIRST YEAR - WINTER QUARTER

DUTEC 106	Pathophysiology II .....	3
DUTEC 120	Ultrasound II Obstetrics & Gynecological Tech.....	5
DUTEC 130	Ultrasound III Small Parts Intraoperative Tech.....	3
DUTEC 135	Ultrasound Equipment I .....	3
DUTEC 171	Ultrasound Physics & Instrumentation II....	3

**TOTAL..... 17**

## FIRST YEAR – SPRING QUARTER

DUTEK 112	Pathophysiology III.....	3
DUTEK 145	Ultrasound Equipment II.....	4
DUTEK 150	Basic Echocardiography.....	3
DUTEK 160	Ultrasound V Peripheral Vascular Scanning Tech.....	3
DUTEK 180	Advanced Studies General Ultrasound (general students only) .....	3

**TOTAL..... 13-16**

## FIRST YEAR – SUMMER QUARTER

DUTEK 101	Concepts of Patient Care.....	3
DUTEK 113	Pathophysiology IV.....	3
DUTEK 155	Ultrasound IV Echocardiography.....	3
DUTEK 165	Ultrasound Equipment III.....	3

**TOTAL..... 12**

## SECOND YEAR – FALL QUARTER

DUTEK 181	Advanced Studies Echo-Vascular (cardiac & vascular students only).....	3
DUTEK 210	Clinical Practicum I.....	15

**TOTAL..... 15-18**

## SECOND YEAR – WINTER QUARTER

DUTEK 220	Clinical Practicum II.....	15
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**TOTAL..... 15**

## SECOND YEAR – SPRING QUARTER

DUTEK 230	Clinical Practicum III.....	15
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**TOTAL..... 15**

## SECOND YEAR – SUMMER QUARTER

DUTEK 240	Clinical Practicum IV.....	15
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**TOTAL..... 15**

**GRAND TOTAL..... 122**

The Breast Ultrasound certificate is a three quarter certificate program for certified Mammographers wishing to expand their job skills to include breast ultrasound scanning. Satisfactory completion of the program courses partially fulfills the eligibility requirements for the American Registry of Diagnostic Medical Sonography certification examination in breast ultrasound.

### Certificate of Completion

#### Breast Ultrasound

Course	Course Name	Credit Hrs.
DUTEK 250	Ultrasound Physics for Mammographers....	3
DUTEK 251	Breast Ultrasound for Mammographers....	3
DUTEK 252	Ultrasound Equipment/Knology for Mammographers .....	2

**TOTAL..... 8**

#### Digital Media Arts

The Digital Media Arts program is designed for students interested in a variety of industries as digital media creators and content managers. Students study the creation, use, and management of high quality digital media content. Primary focus is on the application of digital tools to create videos, games, 3-D anima-

tions, screen designs and digital graphics in a project based, hands-on learning environment.

*See Animation and Graphics, Gaming or Video.*

## Early Learning and Teacher Education

Designed for students interested in the challenging field of working with children in a variety of areas such as teachers, or as classroom assistants in early childhood, elementary, and secondary education, and other opportunities. Emphasis is placed on active student involvement. Coursework includes observation, participation, and practical experience. A program option is offered in special education. Degree and certificate programs are available for students entering college for the first time or seeking a second career.

### Associate in Arts Degree

#### Early Childhood Education

Course	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education...5	
ECED 172	Learning Environments & Social Relationships.....	5
ECED 180	Connecting with Infants & Toddlers.....	4
ECED 181	Children's Creative Activities.....	5
ECED 191	Early Childhood Education Practicum I.....	5
ECED 192	Early Childhood Education Practicum II.....	5
ECED 193	Early Childhood Education Practicum III ...3	
ECED 201	Family & Community Involvement.....	3
ECED 204	Child Health & Safety.....	3
EDUC& 114	Child Development.....	3
EDUC 150	Language & Literacy Development.....	3
EDUC& 204	Exceptional Child.....	5
EDUC 240	Culture & Human Diversity in Education...3	
ENGL& 101	English Composition I.....	5
NUTR 130	Nutrition & the Human Body.....	5
PSYC& 100	General Psychology.....	5
SOC& 101	Introduction to Sociology.....	5

*Choose 5 credits from the following..... 5*

BTS 105	Beginning Keyboarding – Alphabet Keys (1 Cr)	
BTS 106	Beginning Keyboarding – Figure & Symbol Keys (1 Cr)	
BTS 107	Beginning Keyboarding – Keypad & Skillbuilding (1 Cr)	
BTS 141	Presentation Design & Delivery Essentials (1 Cr)	
BTS 142	Presentation Design & Delivery Intermediate (1 Cr)	
BTS 143	Presentation Design & Delivery Advanced (1 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 146	10-Key (1 Cr)	
BTS 151	Spreadsheet Applications – Formulas & Functions (1 Cr)	
BTS 152	Spreadsheet Applications – Charts & Formatting (1 Cr)	
BTS 153	Spreadsheet Applications – Data Lists & Pivot Tables (1 Cr)	
BTS 154	Spreadsheet Applications – Links VLookUps & Templates (1 Cr)	
BTS 155	Spreadsheet Applications – Advanced Logic Functions (1 Cr)	

BTS 161	Business Software Essentials (5 Cr)	
BTS 163	Business Document Design Comprehensive (5 Cr)	
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
BTS 181	Word Processing – Editing & Formatting (1 Cr)	
BTS 182	Word Processing – Tables, Columns, & Graphics (1 Cr)	
BTS 183	Word Processing – Sharing Documents (1 Cr)	
BTS 184	Word Processing – Managing Long Documents (1 Cr)	
BTS 185	Word Processing – Forms & Macros (1 Cr)	

*Choose 5 credits from the following..... 5*

CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	

*Choose 5 credits from the following..... 5*

MATH& 107	Math in Society (5 Cr)	
MATH& 131	Math for Elementary Teachers I (5 Cr)	

Approved Electives..... 3

**TOTAL..... 90**

### Certificate of Achievement

#### Early Childhood Education

Course	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education...5	
ECED 172	Learning Environments & Social Relationships.....	5
ECED 180	Connecting with Infants & Toddlers.....	4
ECED 181	Children's Creative Activities.....	5
ECED 191	Early Childhood Education Practicum I.....	5
ECED 192	Early Childhood Education Practicum II.....	5
ECED 201	Family & Community Involvement.....	3
ECED 204	Child Health & Safety.....	3
EDUC& 114	Child Development.....	3
EDUC 150	Language & Literacy Development.....	3
EDUC& 204	Exceptional Child.....	5
EDUC 240	Culture & Human Diversity in Education...3	

**TOTAL..... 49**

### Certificate of Accomplishment

#### Infant & Toddler Care

Course	Course Name	Credit Hrs.
ECED 171	Introduction to Early Childhood Education...5	
ECED 180	Connecting with Infants & Toddlers.....	4
ECED 201	Family & Community Involvement.....	3
ECED 204	Child Health & Safety.....	3
EDUC& 114	Child Development.....	3
EDUC 240	Culture & Human Diversity in Education...3	

**TOTAL..... 21**

**Children of BC students  
(6 credits or more)  
receive priority admission  
to the Early Learning &  
Childcare Center.**

# Professional/Technical Degrees



## Fire Service Programs

### General Overview

The fire service degrees provide occupational specialty and general education courses.

Although most core courses are designed for fire service personnel, certain courses are appropriate for those individuals working in the private sector within the disciplines of fire protection and prevention.

All program curricula were developed through the efforts of the program advisory board, and utilization of national guidelines for higher education in the fire service.

Courses and degrees are continuously updated to meet NFPA Guidelines. Prior to admission, potential students must contact the program advisor. Please phone (425) 564-2012 or go to <http://bellevuecollege.edu/fire/> and click on Fully Involved for advising session dates and times.

### Fire Investigation

Degree is especially helpful for those either working in the field of fire investigation or are seeking a transfer into fire investigation. All courses follow NFPA 921 and 1033 guidelines.

### Fire Officer

Degree program is open to those who are either employed in the fire service or have been a volunteer in a fire department for at least one year. The degree is designed for those individuals seeking a promotion in the fire service. The curriculum follows the IAFC Professional Development recommendations in higher education for a Supervising Fire Office.

### Fire Prevention Specialist

Degree program is open to those who are already employed in the fire service and/or are employed in the private sector within the discipline of fire prevention. Covers areas such as code inspection, enforcement, plan review, permit management, and fire safety education.

## Fire Science

Designed for those either seeking a career in the fire service or are newly hired. Degree gives a solid background in fire science core curriculum and general education. If a student is not employed in the fire service, they are required to attend one group advising session held monthly on the main campus.

The certificate is designed for those working in the fire service and are looking to enhance their level of knowledge in the fire sciences. Certificate assists in fulfilling Joint Apprenticeship Training Consortium requirements for fire science core courses.

### Associate in Arts Degree

#### Fire Investigation

Course	Course Name	Credit Hrs.
BTS 161	Business Software Essentials .....	5
CI 200	Criminal Evidence & Procedures Police Officer .....	5
CI 204	Introduction to Constitutional Law .....	5
ENGL& 101	English Composition I .....	5
ENGL& 235	Technical Writing .....	5
FS 101	Fire Behavior & Combustion.....	2
FS 120	Fire Investigation .....	3
FS 130	Investigative Interview Techniques.....	2
FS 137	Fire Protection.....	3
FS 150	Intermediate Fire Scene Investigation.....	3
FS 152	Building Construction .....	3
FS 190	Fire Inspection & Codes .....	4
FS 240	Crime Scene & Physical Evidence .....	4
FS 260	Arson for Profit.....	4
PSYC& 100	General Psychology .....	5
SOC& 101	Introduction to Sociology .....	5
<i>Choose 5-6 credits from the following .....</i> 5-6		
CHEM 100	Chemical Explorations (5 Cr)	
CHEM& 110	Chemical Concepts w/ lab (6 Cr)	
CHEM& 121	Introduction to Chemistry (6 Cr)	
<i>Choose 5 credits from the following.....</i> 5		
MATH 138	College Algebra for Business & Social Science (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
<i>Choose 5 credits from the following.....</i> 5		
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 220	Public Speaking (5 Cr)	
Electives .....		11-12
<b>TOTAL.....</b>		<b>90</b>

### Associate in Arts Degree

#### Fire Officer

##### CORE CURRICULUM

Course	Course Name	Credit Hrs.
BTS 161	Business Software Essentials .....	5
ENGL& 101	English Composition I .....	5
ENGL& 235	Technical Writing .....	5
FS 120	Fire Investigation .....	3
FS 131	Fire Service Instructor .....	3
FS 137	Fire Protection.....	3
FS 140	Incident Safety Officer.....	2
FS 152	Building Construction .....	3
FS 190	Fire Inspection & Codes .....	4
FS 210	Incident Management Multi Company Operations .....	3
FS 215	Hazardous Materials Incident Management.....	3
HLTH 250	Wellness.....	5
PSYC& 100	General Psychology .....	5
SOC& 101	Introduction to Sociology .....	5
<i>Choose 6 credits from the following.....</i> 6		
BIOL& 100	Survey of Biology (6 Cr)	
BIOL& 160	General Biology I (6 Cr)	
<i>Choose 5-6 credits from the following .....</i> 5-6		
CHEM 100	Chemical Explorations (5 Cr)	
CHEM& 110	Chemical Concepts w/ lab (6 Cr)	
CHEM& 121	Introduction to Chemistry (6 Cr)	
<i>Choose 3-5 credits from the following .....</i> 3-5		
BUS 221	Human Resource Management (5 Cr)	
FS 232	Human Resource Management (3 Cr)	
<i>Choose 3-5 credits from the following .....</i> 3-5		
BUS 120	Organizational Behavior (5 Cr)	
FS 233	Fire Service Administration (3 Cr)	
<i>Choose 5 credits from the following.....</i> 5		
MATH 138	College Algebra for Business & Social Science (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
<i>Choose 5 credits from the following.....</i> 5		
CMST& 101	Introduction to Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 220	Public Speaking (5 Cr)	
Electives to bring the TOTAL credits to 90.....		4-9
<b>TOTAL.....</b>		<b>90</b>

Certificate of Achievement		
Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I .....	5
FS 120	Fire Investigation .....	3
FS 137	Fire Protection.....	3
FS 152	Building Construction .....	3
FS 190	Fire Inspection & Codes .....	4
FS 210	Incident Management Multi Company Operations .....	3
FS 215	Hazardous Materials Incident Management.....	3
PSYC& 100	General Psychology .....	5
<i>Choose 5-6 credits from the following .....</i> 5-6		
CHEM 100	Chemical Explorations (5 Cr)	
CHEM& 110	Chemical Concepts w/ lab (6 Cr)	
CHEM& 121	Introduction to Chemistry (6 Cr)	
<i>Choose 5 credits from the following.....</i> 5		
MATH 138	College Algebra for Business & Social Science (5 Cr)	
MATH& 141	Precalculus I (5 Cr)	
Suggested Electives .....		5-6
<b>TOTAL.....</b>		<b>45</b>

## Associate in Arts Degree

### Fire Prevention Specialist

#### CORE CURRICULUM

Course	Course Name	Credit Hrs.
FS 102	Introduction to Fire Prevention Practices...	3
FS 120	Fire Investigation	3
FS 131	Fire Service Instructor	3
FS 137	Fire Protection	3
FS 152	Building Construction	3
FS 190	Fire Inspection & Codes	4
FS 200	Plan Review for Fire Prevention	4
FS 237	Fire Protection Systems II	3
FS 290	Advanced Codes & Inspection	3
FS 291	Hazardous Materials Inspection	3
HLTH 292	First Aid & CPR Taking Action	4
MKTG 110	Client Customer Relations	5

**TOTAL**..... **41**

BTS 161 Business Software Essentials ..... 5

Choose 5-6 credits from the following ..... 5-6

CHEM 100 Chemical Explorations (5 Cr)

CHEM& 110 Chemical Concepts w/ lab (6 Cr)

CHEM& 121 Introduction to Chemistry (6 Cr)

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

MATH 138 College Algebra for Business & Social Science (5 Cr)

MATH& 141 Precalculus I (5 Cr)

ENGL& 101 English Composition I ..... 5

ENGL& 235 Technical Writing ..... 5

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

CMST& 101 Introduction to Communication (5 Cr)

CMST& 220 Public Speaking (5 Cr)

PSYC& 100 General Psychology ..... 5

SOC& 101 Introduction to Sociology ..... 5

**TOTAL**..... **40-41**

#### Suggested elective courses

Choose 10 credits from the following ..... 10

ART 150 Basic Photo I (5 Cr)

CJ& 110 Criminal Law (5 Cr)

FS 105 Fire Service Hydraulics (3 Cr)

FS 130 Investigative Interview Techniques (2 Cr)

**TOTAL**..... **10**

**GRAND TOTAL**..... **91-92**

## Associate in Arts Degree

### Fire Science

#### CORE CURRICULUM

Course	Course Name	Credit Hrs.
FS 100	Introduction to Fire Service	1
FS 111	Fundamentals of Firefighting	7
FS 113	Intermediate Firefighting	8
FS 115	Advanced Firefighting	2.5
FS 117	Hazardous Materials Operation	5
FS 119	Live Fire Control	2.5

#### At Bellevue College:

FS 105 Fire Service Hydraulics ..... 3

FS 110 Fundamentals of Emergency Services ..... 3

FS 120 Fire Investigation ..... 3

FS 152 Building Construction ..... 3

FS 160 Fire Tactics & Strategies ..... 3

FS 190 Fire Inspection & Codes ..... 4

HLTH 292 First Aid & CPR Taking Action ..... 4

#### DISTRIBUTION REQUIREMENTS

BTS 161	Business Software Essentials	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
PSYC& 100	General Psychology	5
SOC& 101	Introduction to Sociology	5

Choose 5-6 credits from the following ..... 5-6

CHEM 100 Chemical Explorations (5 Cr)

CHEM& 110 Chemical Concepts w/ lab (6 Cr)

CHEM& 121 Introduction to Chemistry (6 Cr)

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

CMST& 101 Introduction to Communication (5 Cr)

CMST& 220 Public Speaking (5 Cr)

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

MATH 138 College Algebra for Business & Social Science (5 Cr)

MATH& 141 Precalculus I (5 Cr)

Electives ..... 4.5-5.5

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

### Certificate of Achievement

#### Fire Science

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I	5
FS 120	Fire Investigation	3
FS 137	Fire Protection	3
FS 152	Building Construction	3
FS 160	Fire Tactics & Strategies	3
FS 190	Fire Inspection & Codes	4

Choose 5-6 credits from the following ..... 5-6

CHEM 100 Chemical Explorations (5 Cr)

CHEM& 110 Chemical Concepts w/ lab (6 Cr)

CHEM& 121 Introduction to Chemistry (6 Cr)

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

CMST& 101 Introduction to Communication (5 Cr)

CMST& 220 Public Speaking (5 Cr)

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

MATH 138 College Algebra for Business & Social Science (5 Cr)

MATH& 141 Precalculus I (5 Cr)

Electives ..... 8-9

**TOTAL**..... **45**

### Gaming – Digital Media Arts

Digital Gaming offers curriculum for students to develop games of their own design and an opportunity to work in environments in which games are developed and produced. Emphasis is on gaming theory, level design, game design and graphics development. Students work in a project based learning environment with teamwork, planning, and testing as an integral role in the design and implementation of gaming software.

## Associate in Arts Degree

### Digital Gaming

Course	Course Name	Credit Hrs.
ANIM 115	Drawing for Animation I	5
ANIM 120	Animation Foundations	5
ANIM 240	3-D Animation I	5
CMST 134	Cultural Studies in Mass Media	5

ENGL& 101	English Composition I	5
GAME 105	Game Theory	5
GAME 110	Game Design I	5
GAME 111	Game Design II	5
GAME 112	Game Design III	5
GAME 210	Gaming Graphics	5
GAME 294/5/6/7	Special Topics in Gaming	5
MEDIA 105	Digital Design & Storytelling	5
MEDIA 248	Portfolio & Employment	3
MEDIA 250	Internship in Media	5
WEBMM 111	Web Development Foundations	5

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

CMST 119 History of Animation (5 Cr)

CMST 138 Media Digital Law & Ethics (5 Cr)

Electives ..... 15

**TOTAL**..... **93**

### Certificate of Achievement

#### Digital Gaming

Course	Course Name	Credit Hrs.
ANIM 120	Animation Foundations	5
GAME 105	Gaming Theory	5
GAME 110	Game Design I	5
GAME 111	Game Design II	5
GAME 112	Game Design III	5
GAME 210	Gaming Graphics	5
GAME 294/5/6/7	Special Topics in Gaming	5
MEDIA 105	Digital Design & Storytelling	5
WEBMM 111	Web Development Foundations	5

**TOTAL**..... **45**

### Health Professions

#### Electroneurodiagnostic Technologist

An Associate in Arts Degree in Electro-neurodiagnostic Technologist is replacing the Certificate of Accomplishment. Please contact the Health Sciences Education and Wellness Institute for additional information or go to: <http://bellevuecollege.edu/health/hpro/ndt.asp> for program and curriculum details.

#### Clinical Lab Assistant Health Unit Coordinator Medical Office Reception Phlebotomy Technician

At time of printing, changes are being made to the preceding Health Professional Certificates. Please contact the Health Sciences, Education and Wellness Institute for additional information or go to <http://bellevuecollege.edu/health/hpro/> for program and curriculum details.

### Certificate of Completion

#### Healthcare Professions Basics

Course	Course Name	Credit Hrs.
HPRO 100	Introduction to Healthcare	5
HPRO 105	Training for Healthcare Workers	2
HPRO 120	Medical Terminology	3
HPRO 125	Introduction to Human Systems	5
HPRO 130	Human Relations in Healthcare Settings	4

**TOTAL**..... **19**

## Professional/Technical Degrees



The Nursing Assistant Certified program covers material for students to take the Washington State Nursing Assistant Certification Examination. Program includes on campus classroom and laboratory instruction as well as supervised clinical practice in local hospital or long term care facilities.

### Certificate of Completion

#### Nursing Assistant Certified

Course	Course Name	Credit Hrs.
HPRO 116	Nursing Assistant Foundations.....	4
HPRO 117	Basic Technical Skills .....	1
HPRO 118	Nursing Assistant Clinical Practicum.....	2
<b>TOTAL</b> .....		<b>7</b>

### Information Systems

The Information Systems degree includes specialties in the technology concentrations software development, database administration or business intelligence along with general education courses. Designed for entry-level developer/analyst positions. Please note: Course content in this program is subject to change based upon industry demand and/or innovations in technology.

### Associate in Arts Degree

#### Information Systems

##### CORE CURRICULUM

Course	Course Name	Credit Hrs.
BTS 168	Business Data Management Tools .....	5
DBA 130	Database Theory .....	5
ENGL& 101	English Composition I .....	5
IT 103	Networking Basics.....	5
PHYS 109	Science for Information Technology .....	6
PROG 110	Introduction to Programming .....	5
PROG 140	SQL & Relational Database Programming...	5

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

AMST 180	American Life & Culture (5 Cr)
ANTH 180	American Life & Culture (5 Cr)

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

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

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

CMST& 230	Small Group Communication (5 Cr)
MKTG 110	Client Customer Relations (5 Cr)

**TOTAL**..... **51**

Choose one track from the following:

#### Business Intelligence Track

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

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

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

**TOTAL**..... **40**

#### Database Administration Track

Course	Course Name	Credit Hrs.
BUSIT 105	Multi Dimensional Analysis I.....	5
DBA 232	Database Administration .....	5
NSCOM 221	Implementing Server Operating Systems....	5
PROG 118	Windows Development II .....	5
PROG 160	Systems Analysis & Design.....	5
TECH 223	Using & Supporting Linux.....	5

Approved Electives..... 10

**TOTAL**..... **40**

#### Software Development Track

Course	Course Name	Credit Hrs.
PROG 109	Introduction to Web Development .....	5
PROG 120	Object Oriented Programming Concepts....	5
PROG 160	Systems Analysis & Design.....	5
PROG 210	Enterprise Software Development II.....	5
PROG 225	Enterprise Software Development Project ..	5

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

PROG 117	Web Development II (5 Cr)
PROG 118	Windows Development II (5 Cr)

Approved Electives..... 10

**TOTAL**..... **40**

**GRAND TOTAL**..... **91**

Database Administration Specialists is designed to develop and practice database administration skills and knowledge that meet the needs of the industry for entry level positions in the maintenance and administration of database systems and applications. Database administration employees are required to assume responsibility, do independent research to solve problems, and work in a team environment.

### Certificate of Achievement

#### Database Administration Specialist

Course	Course Name	Credit Hrs.
BTS 168	Business Data Management Tools .....	5
BUS& 101	Introduction to Business .....	5
CMST& 230	Small Group Communication.....	5
DBA 130	Database Theory.....	5
DBA 232	Database Administration .....	5
ENGL& 235	Technical Writing .....	5
IT 103	Networking Basics.....	5
NSCOM 221	Implementing Server Operating Systems....	5
PROG 160	Systems Analysis & Design.....	5

**TOTAL**..... **45**

Prepares students for entry-level positions as programmers with companies using the Visual Studio .NET and relational databases. Students completing the certificate are able to design, test, and debug programs in the .NET environment. They understand object oriented programming and the software development life cycle. They are able to work in a team environment and can independently solve problems.

### Certificate of Achievement

#### Introductory .NET Programming

Course	Course Name	Credit Hrs.
CMST& 230	Small Group Communication.....	5
DBA 130	Database Theory .....	5
ENGL& 235	Technical Writing .....	5
IT 103	Networking Basics.....	5
PROG 120	Object Oriented Programming Concepts....	5
PROG 140	SQL & Relational Database Programming...	5
PROG 160	Systems Analysis & Design.....	5

Choose 10 credits from one of the following sets... 10

PROG 109	Introduction to Web Development (5 Cr)
PROG 117	Web Development II (5 Cr)
OR	
PROG 110	Introduction to Programming (5 Cr)
PROG 118	Windows Development II (5 Cr)

**TOTAL**..... **45**

Web Development is designed for entry-level positions developing web sites and web based applications. Students use industry standard software with Web programming and rich internet applications.

### Certificate of Achievement

#### Programming for Web Development

Course	Course Name	Credit Hrs.
ANIM 121	Imaging Foundations .....	5
BTS 189	Webpage Authoring Essentials .....	5
PROG 109	Introduction to Web Development .....	5
PROG 110	Introduction to Programming .....	5
PROG 117	Web Development II.....	5
PROG 120	Object Oriented Programming Concepts....	5
PROG 140	SQL & Relational Database Programming...	5
WEBMM 222	Web Multimedia Development I .....	5
WEBMM 225	Web Multimedia Development II .....	5

**TOTAL**..... **45**

The Intermediate Applications Developer program provides training for entry-level positions as programmers with companies using the Visual Studio.NET and relational databases. Includes preparation to design, test, and debug programs in the .NET environment and an understanding of object oriented programming and the software development life cycle. Emphasizes the ability to work in a team environment and independently solve problems.

### Certificate of Accomplishment

#### Intermediate Applications Developer

Course	Course Name	Credit Hrs.
PROG 118	Windows Development II .....	5
PROG 120	Object Oriented Programming Concepts....	5
PROG 140	SQL & Relational Database Programming...	5
PROG 210	Enterprise Software Development II.....	5
PROG 260	Advanced Topics in Object Oriented Programming .....	5
PROG 294/5/6/7	Special Topics in Programming.....	5
<b>TOTAL.....</b>		<b>30</b>

Programming certificate introduces students to the concepts of object-oriented programming along with using the class libraries and data structure of the C++ programming language.

### Certificate of Accomplishment

#### Introductory C++ Programming

Course	Course Name	Credit Hrs.
BTS 168	Business Data Management Tools .....	5
ENGL& 235	Technical Writing .....	5
PROG 111	Introduction to C++ Programming.....	5
PROG 113	Intermediate C++ Programming.....	5
<b>TOTAL.....</b>		<b>20</b>

The Relational Database Developer certificate is designed for entry level positions working with Programmers and Database Analysts to maintain programs or create reports for data analysis and to work with relational databases and create ad hoc reports for decision makers.

### Certificate of Achievement

#### Relational Database Developer

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5
CMST& 230	Small Group Communication.....	5
DBA 130	Database Theory .....	5
PROG 110	Introduction to Programming .....	5
PROG 118	Windows Development II .....	5
PROG 140	SQL & Relational Database Programming...	5
PROG 160	Systems Analysis & Design.....	5
PROG 175	Database Reporting.....	5
<b>TOTAL.....</b>		<b>45</b>

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

### Certificate of Accomplishment

#### Relational Database Analyst

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5
DBA 130	Database Theory.....	5
PROG 110	Introduction to Programming .....	5
PROG 160	Systems Analysis & Design.....	5
PROG 175	Database Reporting.....	5
<b>TOTAL.....</b>		<b>30</b>

### Interior Design

Program includes core courses in Art and Interior Design to strengthen visual, oral, and written communication and for admission to the Bachelor of Applied Arts degree in Interior Design. Also provides training for paraprofessional positions such as production, sales, customer service, or private consulting. Students receive foundation skills in both manual and computer-aided graphics along with exposure to design studio processes and methodologies. Requires demonstration of the ability to create and execute a design portfolio, creative problem solving, and sustainability practices.

### Associate in Arts Degree

#### Interior Studies

Course	Course Name	Credit Hrs.
ART 101	Modern Architecture & Design.....	5
ART 108	Introduction to Hand & Power Tools.....	2
ART 110	Two-Dimensional Design.....	5
ART 111	Design Color.....	5
ART 112	Three-Dimensional Design.....	5
ART 120	Drawing I .....	5
INDES 140	Introduction to Interior Design .....	5

INDES 167	Digital Design Tools .....	2
INDES 171	Interior Design Studio I.....	5
INDES 172	Interior Design Studio II.....	5
INDES 242	Interior Materials & Sources .....	5
INDES 262	Introduction to Computer-Aided Design....	5
INDES 265	Design Illustration .....	5
INDES 267	Digital Design Presentation .....	3
INDES 273	Interior Design Studio III .....	5
INDES 280	Contract Documents .....	5

**TOTAL..... 82**

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

### General Education

ENGL& 101	English Composition I.....	5
ENVS& 100	Survey of Environmental Science.....	5

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

ART 201	History of Western Art (5 Cr)
ART 202	History of Western Art (5 Cr)
ART 203	History of Western Art (5 Cr)
ART 205	Survey of Non-Western Art (5 Cr)

Students planning to pursue the Bachelor of Applied Arts in Interior Design, please note: BAA degree requires students to complete ART 203 and one of the other art history courses above.

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

ANTH 208	Language Culture & Society (5 Cr)
AMST 200	Cultural Pluralism (5 Cr)
ETHN 100	Race in the United States (5 Cr)
PSYC 250	Cross Cultural Psychology (5 Cr)

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

Mathematics 107, 130, 138, 141, 142, 148, 151, 153, 171, 172, 208, 238, 254 (5 Cr)
Business Administration 240 (5 Cr)
Computer Science 210 (5 Cr)
Philosophy 106, 115 (5 Cr)
Programming 110 (5 Cr)

**GRAND TOTAL..... 97**



## Professional/Technical Degrees



Green Sustainable Design focuses on both commercial and residential interior architectural spaces. Students study Leadership in Energy and Environmental Design (LEED), green building rating system and the local BuiltGreen rating systems. Includes presentation of case studies representing best practices in sustainable design of interiors for discussion. Students research precedent studies, examining built projects and evaluating the success according to sustainable theories, applications and life-cycle assessments. Students study and prepare to take the LEED Green Associate exam at a third party testing site.

### Certificate of Completion

#### Green Sustainable Design

Course	Course Name	Credit Hrs.
INDES 145	Introduction to Sustainable Design .....	5
INDES 146	Practical Applications of Sustainable Design .....	5
INDES 147	Healthy Sustainable Interiors .....	5
<b>TOTAL</b> .....		<b>15</b>

#### Marketing Management

Program provides a core of business skills along with specific training for employment in sales, customer service, advertising, promotion, and other marketing functions covering a broad-based knowledge of marketing theory. Students are expected to demonstrate the ability to create and execute a variety of marketing programs. Emphasis is placed on teamwork and strengthening both oral and written communication. The program promotes success in non-profit and small, medium or large businesses.

**Get Marketing Management course descriptions on pages 114-115.**

### Associate in Arts Degree

#### Marketing Management

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design .....	5
BUS 120	Organizational Behavior .....	5
BUS& 101	Introduction to Business .....	5
CMST& 220	Public Speaking.....	5
ENGL& 101	English Composition I.....	5
MKTG 110	Client Customer Relations .....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 135	Principles of Retailing.....	5
MKTG 154	Principles of Marketing .....	5
MKTG 200	International Marketing.....	5
MKTG 210	Business Research.....	5
MKTG 225	Customer Relations Management.....	5
MKTG 234	Advertising.....	5
<i>Choose 5 credits from the following..... 5</i>		
ACCT 101	Practical Accounting I (5 Cr)	
ACCT& 201	Principles of Accounting I (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
BUS 241	Multicultural Business Consulting (5 Cr)	
ETHN 241	Multicultural Business Consulting (5 Cr)	
Science lab elective .....		5-6
Elective .....		9-10
Suggested electives: Any business division course not listed above with approval of advisor or program chair.		
<b>TOTAL</b> .....		<b>90</b>

### Certificate of Achievement

#### Retail Management

Course	Course Name	Credit Hrs.
BTS 109	Business Communications .....	5
BUS 120	Organizational Behavior .....	5
BUS 145	Business Mathematics.....	5
BUS 221	Human Resource Management.....	5
BUS 222	Advanced Leadership & Management.....	5
MKTG 135	Principles of Retailing.....	5
MKTG 154	Principles of Marketing .....	5

<i>Choose 5 credits from the following..... 5</i>	
ACCT 101	Practical Accounting I (5 Cr)
ACCT 234	Managerial Accounting (5 Cr)
<i>Choose 5 credits from the following..... 5</i>	
BTS 161	Business Software Essentials (5 Cr)
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)
<i>Choose 5 credits from the following..... 5</i>	
CMST& 101	Introduction to Communication (5 Cr)
CMST 202	Survey of Speech Communication (5 Cr)
CMST& 210	Interpersonal Communication (5 Cr)
CMST& 230	Small Group Communication (5 Cr)
CMST 280	Intercultural Communication (5 Cr)

**TOTAL..... 50**

### Certificate of Achievement

#### Sales & Marketing

Course	Course Name	Credit Hrs.
BTS 109	Business Communications .....	5
BTS 161	Business Software Essentials .....	5
BUS& 101	Introduction to Business .....	5
BUS 145	Business Mathematics.....	5
CMST& 220	Public Speaking.....	5
MKTG 110	Client Customer Relations .....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing .....	5
MKTG 234	Advertising.....	5
<i>Choose 5 credits from the following..... 5</i>		
BUS 120	Organizational Behavior (5 Cr)	
BUS 250	Entrepreneurship (5 Cr)	
MKTG 200	International Marketing (5 Cr)	

**TOTAL..... 50**

### Certificate of Accomplishment

#### Sales & Marketing

Course	Course Name	Credit Hrs.
BTS 161	Business Software Essentials .....	5
CMST& 220	Public Speaking.....	5
MKTG 110	Client Customer Relations .....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing .....	5
MKTG 234	Advertising.....	5

**TOTAL..... 30**

#### Medical Informatics

Provides a comprehensive foundation for understanding technical healthcare infrastructure and its relevance to the implementation of the electronic medical record. Emphasis is on current issues in healthcare, delivery systems, patient privacy, security, data mining, clinical vocabularies, project management, technical standards and decision support.

### Certificate of Completion

#### Health Informatics

Course	Course Name	Credit Hrs.
HPRO 120	Medical Terminology.....	3
MEDIT 115	Healthcare Fundamentals.....	5
MEDIT 225	Healthcare IT Data Standards.....	5
MEDIT 235	Applications of Health IT .....	5

**TOTAL..... 18**

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

**Movie Making**

Offers a solid background in theoretical, aesthetic, technical and economic aspects of filmmaking with a hands-on foundation for creating both dramatic and documentary films and videos. Experience on professional film sets introduces students to work in today's motion picture and television industry. In addition to hands-on experience in camera set-ups, lighting, shooting and editing, students explore topics in literature, communication, and history. The most important element of any film or television show is the story, students explore writing and expressing stories within the visual media.

**Associate in Arts Degree**

**Movie Making**

Course	Course Name	Credit Hrs.
ANTH& 100	Survey of Anthropology.....	5
CMST 115	Visual Storytelling.....	5
CMST 120	Film History.....	5
CMST 133	Media Aesthetics.....	5
CMST 134	Cultural Studies in Mass Media.....	5
CMST 138	Media Digital Law & Ethics.....	5
CMST 216	Scripting for Film Video & Multimedia.....	5
CMST 260	Art of Cinematography & Lighting.....	5
CMST 291	Making Movies.....	5
MEDIA 245	Production Practices.....	3
MEDIA 248	Portfolio & Employment.....	3
PHIL 115	Critical Reasoning.....	5
VIDEO 122	Audio & Recording I.....	5
VIDEO 210	Video Editing & Streaming.....	5
<i>Choose 5 credits from the following..... 5</i>		
CMST 141	Introduction to Media Writing (5 Cr)	
ENGL& 101	English Composition I (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
BUS 219	Business of Film & Video Production (5 Cr)	
MEDIA 219	Business of Film & Video Production (5 Cr)	
<i>Choose 15 credits from the following..... 15</i>		
AMST 115	American Film as Literature (5 Cr)	
AMST 286	Popular Culture (5 Cr)	
AMST 287	American Heroes (5 Cr)	
CMST 121	Exploring the Documentary (5 Cr)	
CMST 122	Introduction to Movie Making (5 Cr)	
CMST 131	Exploring the Digital Future (5 Cr)	
CMST 132	Techniques & Technology of Propaganda (5 Cr)	
DRMA 161	Acting for Film & Media (5 Cr)	
ENGL 115	The Film as Literature (5 Cr)	
MEDIA 114	Digital Law & Contracts (5 Cr)	
	Any ENGL 200 level literature course (5 Cr)	
<b>TOTAL.....</b>		<b>91</b>

**Network Services & Computing Systems – Information Technology**

Covers topics to connect computers and other resources in a network, perform network maintenance tasks, and install and configure hardware and software in microcomputers. In addition to technical content, the courses include skills in four areas: communication skills (oral, written, and listening), general business skills, teamwork, and problem solving.

**Associate in Arts Degree**

**Network Services and Computing Systems**

Course	Course Name	Credit Hrs.
BUS& 101	Introduction to Business.....	5
CMST& 230	Small Group Communication.....	5
ENGL& 101	English Composition I.....	5
ENGL& 235	Technical Writing.....	5
IT 101	Introduction to Information Technology.....	5
PHYS 109	Science for Information Technology.....	6
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II.....	5
<i>Choose 5 credits from the following..... 5</i>		
AMST 180	American Life & Culture (5 Cr)	
ANTH 180	American Life & Culture (5 Cr)	
<i>Choose 5 credits from the following..... 5</i>		
MATH 138	College Algebra for Business & Social Science (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
NOTE: Preparation for EWU Bachelor of Science in Technology requires MATH 138.		
<i>Choose 5 credits from the following..... 5</i>		
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
NOTE: Network Administrator track requires NSCOM 201		
<b>TOTAL.....</b>		<b>56</b>
<i>Choose one track from the following:</i>		
<b>Application Support Track</b>		
BTS 144	Personal Information Manager.....	3
BTS 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools.....	5
BTS 171	Operating Systems for Advanced Users.....	5
TECH 293*	Tech Support Internship I.....	4
TECH 294*	Tech Support Internship II.....	4
<i>Choose 5 credits from the following..... 5</i>		
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 280	Project Planning Tracking, & Reporting (5 Cr)	
Elective.....		2
<b>TOTAL.....</b>		<b>38</b>

**Operating System Administration Track**

BTS 144	Personal Information Manager.....	3
NSCOM 220	Implementing Client Operating Systems.....	5
NSCOM 221	Implementing Server Operating Systems.....	5
NSCOM 223	Managing a Network Environment.....	5
TECH 223	Using and Supporting Linux.....	5
TECH 293*	Tech Support Internship I.....	4
TECH 294*	Tech Support Internship II.....	4
<i>Choose 5 credits from the following..... 5</i>		
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 280	Project Planning Tracking, & Reporting (5 Cr)	
Elective.....		2
<b>TOTAL.....</b>		<b>38</b>

**Network Administration Track**

NSCOM 202	Cisco Networking II.....	5
NSCOM 203	Cisco Networking III.....	5
NSCOM 204	Cisco Networking IV.....	5
NSCOM 220	Implementing Client Operating Systems.....	5
NSCOM 221	Implementing Server Operating Systems.....	5
NSCOM 223	Managing a Network Environment.....	5
NSCOM 227	Implementing Directory Services.....	5
*May substitute TECH 289 Portfolio Evaluation of Work Experience (4 Cr) for TECH 293 and TECH 294 with advisor permission		
<b>TOTAL.....</b>		<b>35</b>
<b>GRAND TOTAL.....</b>		<b>91-94</b>

**Certificate of Achievement**

**Microsoft Network Support – Information Technology**

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I.....	5
IT 101	Introduction to Information Technology.....	5
IT 103	Networking Basics.....	5
NSCOM 220	Implementing Client Operating Systems.....	5
NSCOM 221	Implementing Server Operating Systems.....	5
NSCOM 223	Managing a Network Environment.....	5
NSCOM 227	Implementing Directory Services.....	5
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II.....	5
<b>TOTAL.....</b>		<b>45</b>

**Certificate of Achievement**

**Cisco Support Technician – Information Technology**

Course	Course Name	Credit Hrs.
ENGL& 101	English Composition I.....	5
IT 101	Introduction to Information Technology.....	5
NSCOM 201	Cisco Networking I.....	5
NSCOM 202	Cisco Networking II.....	5
NSCOM 203	Cisco Networking III.....	5
NSCOM 204	Cisco Networking IV.....	5
PHYS 109	Science for Information Technology.....	6
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II.....	5
<b>TOTAL.....</b>		<b>46</b>

## Professional/Technical Degrees



### Nuclear Medicine Technology

This eighteen-month, full-time program leading to a Associate of Arts degree is offered through a cooperative effort between Bellevue Community College and a number of area hospitals and clinics. Students interested in this selective admission program must meet the admission guidelines and prerequisites published annually. Upon successful completion of the program, students are eligible to apply to take the national certification exams as well as Washington State licensure.

Curriculum covers performing a wide variety of imaging and therapeutic procedures, preparing and administering radiopharmaceuticals, explains the procedures and their risks, taking patient histories, and analyze the results of each study. Students work with a number of radiation detection systems, including gamma cameras and positron emission tomography systems. They also work with computers that analyze data from imaging studies, in addition to those used for administrative tasks. Coursework will include principles and procedures in computed tomography, which is frequently done in conjunction with nuclear medicine procedures. Most important, students work directly with patients, helping to ease their anxiety as well as diagnose their ailments.

Students in the Nuclear Medicine Technology program must earn a C (2.0) or better in all courses required for a degree or certificate.

#### Associate in Arts Degree

### Nuclear Medicine Technology

Course	Course Name	Credit Hrs.
CMST 280	Intercultural Communication .....	5
HPRO 105	Training for Healthcare Workers.....	2
NMTEC 200	Applied Anatomy & Physiology .....	1
NMTEC 201	Basic Nuclear Medicine Science.....	3
NMTEC 202	Instrumentation.....	3
NMTEC 203	Computers in Nuclear Medicine .....	3
NMTEC 210	Radiopharmacy.....	1
NMTEC 211	Patient Care in Nuclear Medicine.....	1
NMTEC 212	Positron Emission Tomography.....	1
NMTEC 229	Introduction to Clinical Education .....	3
NMTEC 230	Clinical Education I.....	10
NMTEC 231	Clinical Education II.....	10

NMTEC 232	Clinical Education III.....	12
NMTEC 233	Clinical Education IV.....	13
NMTEC 234	Clinical Education V.....	13
NMTEC 240	Radiation Safety .....	1
NMTEC 241	Radiation Biology.....	1
NMTEC 250	Sectional Anatomy for NMTEC .....	3
NMTEC 260	Clinical Nuclear Medicine I.....	1
NMTEC 261	Clinical Nuclear Medicine II .....	1
NMTEC 262	Clinical Nuclear Medicine III.....	1
NMTEC 275	Board Preparation.....	1
NMTEC 280	Computed Tomography for Nuclear Medicine .....	3
<b>TOTAL.....</b>		<b>93</b>

### Nursing

Once required prerequisites are completed, this is a two-year selective admissions program, designed to prepare students to become registered nurses (RN). The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006, 1-800-669-1656 and approved by the Washington State Nursing Care Quality Assurance Commission, Department of Health, P O Box 47860, Tumwater, WA 98501, 360-236-4700. The curriculum in nursing provides didactic education and clinical experience in medical, surgical, pediatric, behavioral health, maternity, and gerontological nursing. To be considered for acceptance into the program, students must follow specific admission guidelines, published annually and updated as needed. Please refer to the website at <http://bellevuecollege.edu/nursing/> for any significant changes occurring between publications. Students planning to enroll in this program should be aware that a criminal history investigation will be required and may affect their continued enrollment. The applicant should also be aware that some clinical facilities are randomly screening for drug usage. Graduates are eligible to apply to take the National Council Licensure Examination (RN-NCLEX). Although students receive a degree from BC, the actual license to practice nursing in the state of Washington is granted by the Department of Licensing, Nursing Care Quality Assurance Commission, and the Commission stipulates requirements for licensure.

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

Students in the Nursing program must earn a C (2.0) or better in all courses required for a degree or certificate.

#### Associate in Arts Degree

### Nursing

Course	Course Name	Credit Hrs.
BIOL& 241	Human Anatomy & Physiology I .....	6
BIOL& 242	Human Anatomy & Physiology II .....	6
BIOL& 260	Microbiology .....	6
CHEM& 121	Introduction to Chemistry .....	6
CMST 280	Intercultural Communication .....	5
ENGL& 101	English Composition I.....	5
MATH 130	Introduction to Statistics.....	5
PSYC& 200	Lifespan Psychology .....	5
<b>TOTAL.....</b>		<b>44</b>

#### FIRST YEAR – FALL QUARTER

NURS 100X	Foundations of Nursing.....	7
NURS 100Z	Foundations of Nursing Lab .....	5
<b>TOTAL.....</b>		<b>12</b>

#### FIRST YEAR – WINTER QUARTER

NURS 101X	Nursing Care of the Adult Client I.....	6
NURS 101Z	Nursing Care of the Adult Client I Lab .....	6
<b>TOTAL.....</b>		<b>12</b>

#### FIRST YEAR – SPRING QUARTER

NURS 102X	Nursing Care of the Adult Client II .....	6
NURS 102Z	Nursing Care of the Adult Client II Lab .....	6
<b>TOTAL.....</b>		<b>12</b>

#### SECOND YEAR – FALL QUARTER

<i>One of the following sets as assigned: .....</i>		
NURS 220X	Maternal/Child Health Nursing (7 Cr)	
NURS 220Z	Maternal/Child Health Nursing Lab (5 Cr)	
OR		
NURS 221X	Behavioral Health & Gerontological Nursing (7 Cr)	
NURS 221Z	Behavioral Health & Gerontological Nursing Lab (5 Cr)	
<b>TOTAL.....</b>		<b>12</b>

#### SECOND YEAR – WINTER QUARTER

<i>Choose 12 credits from one of the following sets... 12</i>		
NURS 220X	Maternal/Child Health Nursing (7 Cr)	
NURS 220Z	Maternal/Child Health Nursing Lab (5 Cr)	
OR		
NURS 221X	Behavioral Health & Gerontological Nursing (7 Cr)	
NURS 221Z	Behavioral Health & Gerontological Nursing Lab (5 Cr)	
<b>TOTAL.....</b>		<b>12</b>

#### SECOND YEAR – SPRING QUARTER

NURS 222X	Transition to Professional Nursing Practice	6
NURS 222Z	Transition to Professional Nursing Practice Lab.....	6
<b>TOTAL.....</b>		<b>12</b>
<b>GRAND TOTAL.....</b>		<b>116</b>

## Physical Education

Certificate covers material students need to take the NSCA Personal Fitness Trainer Exam and for a variety of employment opportunities in health and fitness including personal fitness trainer, fitness club technician, coach, or community center instructor. Students may also apply certificate credits towards an Associate of Arts and Science Transfer degree for enrollment in a four-year University Sports Medicine, Exercise Science or Physical Education Teaching Certificate Program.

### Certificate of Completion

#### Personal Fitness Trainer

Course	Course Name	Credit Hrs.
HLTH 222	Drugs & Society .....	2
HLTH 262	Personal Fitness Trainer First Aid & Athletic Training.....	5
PE 137	Sports Conditioning.....	2
PE 210	Body Composition Assessment .....	1
PE 228	Life Fitness Internship.....	1
PE 236	Anatomical Kinesiology.....	4
PE 267	Applied Kinesiology.....	4
<b>TOTAL.....</b>		<b>19</b>

Wilderness Skill program offers a wide range of professional opportunities in recreation and education. Students gain exposure to adventure activities such as sea kayaking, rock climbing, fly-fishing, mountain bike touring, backpacking and snowshoeing.

### Certificate of Completion

#### Wilderness Skill

Course	Course Name	Credit Hrs.
HLTH 250	Wellness .....	5
HLTH 260	Wilderness First Aid Basics .....	4
PE 114	Beginning Rock Climbing .....	1
PE 115	Backpacking & Orienteering.....	1
PE 116	Snowshoeing .....	1
PE 126	Outdoor Leadership.....	2
PE 128	Sea Kayaking & Navigation .....	1
PE 235	Adventure Trip Planning & Risk Management .....	1
RECED 260	Northwest Fitness Exploration .....	2
<b>TOTAL.....</b>		<b>18</b>

## Radiation Therapy

This selective-admissions program is a highly technical and important component in cancer treatment and cure. To be considered for acceptance into the program, students must follow specific admission and prerequisite guidelines, published annually.

Radiation Therapists are vital members of cancer teams who administer radiation treatments according to the prescription and instruction of the radiation oncologist (physician). Therapists use a variety of therapeutic

modalities in the treatment of cancer, including high-energy linear accelerators and radioactive isotopes. They also assist in treatment planning procedures involving computerized treatment planning, simulation, and dosimetry, and are responsible for maintaining accurate treatment records, assessing patient's psychosocial needs, and providing support and comfort to the patient.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology. The curriculum consists of eight consecutive quarters, including summers, of full-time class work combined with clinical experience. Upon successful completion of the program, students are eligible to apply to take the national examination for certification in Radiation Therapy, which is administered by The American Registry of Radiologic Technologists.

Prior to admission, students must arrange with at least two hospitals (preferably an affiliated hospital) for a four-hour visit to its radiation therapy department during a regular workday. Students must have at least eight hours of hospital visits. Please review a current program brochure which will offer the complete list of affiliate hospitals students may choose to visit. This visit must precede the student's personal interview with the admissions committee.

Students in the Radiation Therapy program must earn a C (2.0) or better in all courses required for a degree or certificate.

### Associate in Arts Degree

#### Radiation Therapy

Course	Course Name	Credit Hrs.
RADON 100	Principles of Oncology .....	4
RADON 101	Principles of Dose Calculations.....	3
RADON 102	Radiographic Physics.....	2
RADON 103	Radiographic Technique .....	2
RADON 104	Radiation Therapy Physics I.....	3
RADON 105	Principles & Practice of Radiation Therapy I.....	2
RADON 111	Clinical Practice I .....	3
RADON 112	Clinical Practice II.....	5
RADON 113	Clinical Practice III.....	5

RADON 114	Clinical Practice IV.....	13
RADON 115	Principles of Simulation .....	2
RADON 119	Legal Issues in the Radiologic Sciences .....	2
RADON 120	Radiologic Sciences Patient Care.....	2
RADON 125	Medical Terminology for Radiologic Sciences .....	1
RADON 127	Sectional Anatomy.....	2
RADON 130	Psychosocial Aspects of Cancer Care .....	2
RADON 150	Pathology.....	4
RADON 201	Radiation Therapy Physics II .....	3
RADON 202	Treatment Planning I.....	2
RADON 203	Treatment Planning II.....	5
RADON 204	Treatment Planning III .....	4
RADON 211	Clinical Practice V .....	8
RADON 212	Clinical Practice VI.....	8
RADON 213	Clinical Practice VII.....	8
RADON 214	Clinical Practice VIII .....	13
RADON 220	Principles & Practice of Radiation Therapy II .....	2
RADON 221	Principles & Practice of Radiation Therapy III .....	2
RADON 222	Principles & Practice of Radiation Therapy IV .....	2
RADON 224	Concept Integration.....	1
RADON 225	Quality Management.....	1
RADON 240	Radiation Biology.....	3

**TOTAL..... 119**

## Radiologic Technology

This selective admissions program is for those interested in becoming a Diagnostic Radiologic Technologist capable of carrying out the responsibilities of the staff technologist; it includes a general education background. To be considered for acceptance into the program, students must follow specific admissions and prerequisite guidelines, published annually.

The curriculum consists of combined class work and clinical experience over eight consecutive full-time quarters, including summers. Upon successful completion of the program, students are eligible to take the American Registry examination for certification as a radiologic technologist.

Students in the Radiologic Technology program must earn a C (2.0) or better in all courses required for a degree or certificate.



# Professional/Technical Degrees

## Associate in Arts Degree

### Radiologic Technology

#### FIRST YEAR – SUMMER QUARTER

Course	Course Name	Credit Hrs.
RATEC 101	Introduction to Radiologic Technology .....	1
RATEC 107	Positioning & Related Anatomy I.....	2
RATEC 110	Clinical Education I .....	3
RATEC 120	Basic Patient Care Procedures .....	2

**TOTAL..... 8**

#### FIRST YEAR – FALL QUARTER

RATEC 105	Introduction to Radiologic Technique .....	2
RATEC 106	Computed Imaging.....	2
RATEC 108	Positioning & Related Anatomy II .....	3
RATEC 111	Clinical Education II .....	5
RATEC 125	Medical Terminology.....	1

**TOTAL..... 13**

#### FIRST YEAR – WINTER QUARTER

RATEC 103	Principles of Radiographic Exposure .....	3
RATEC 109	Positioning & Related Anatomy III .....	3
RATEC 112	Clinical Education III.....	5
RATEC 121	Patient Care .....	2
RATEC 127	Introduction to Sectional Anatomy.....	2

**TOTAL..... 15**

#### FIRST YEAR – SPRING QUARTER

RATEC 102	Radiographic Physics.....	5
RATEC 104	Advanced Radiographic Procedures .....	4
RATEC 113	Clinical Education IV.....	5

**TOTAL..... 14**

#### SECOND YEAR – SUMMER QUARTER

RATEC 210	Clinical Education V .....	13
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**TOTAL..... 13**

#### SECOND YEAR – FALL QUARTER

RATEC 211	Clinical Education VI .....	8
RATEC 220	Pathology I.....	3
RATEC 240	Radiation Biology & Protection .....	3

**TOTAL..... 14**

#### SECOND YEAR – WINTER QUARTER

RATEC 212	Clinical Education VII.....	8
RATEC 221	Pathology II.....	2
RATEC 230	Quality Assurance .....	2
RATEC 296*	Special Topics in RATEC*.....	2

**TOTAL..... 12 OR 14**

#### SECOND YEAR – SPRING QUARTER

RATEC 207	Concept Integration.....	2
RATEC 213	Clinical Education VIII.....	8
RATEC 297*	Special Topics in RATEC*.....	2

\*Either take RATEC 296 in Winter or RATEC 297 in Spring, not both.

**TOTAL..... 10 OR 12**

**GRAND TOTAL..... 101**

### CT Imaging

This program formally prepares the Radiologic Technologist to work in a Computed Tomography Imaging lab and to be prepared to sit for the advanced certification in this imaging specialty.

#### Certificate of Accomplishment

### CT Imaging

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy.....	3
RAIT 302	Body Pathophysiology.....	3
RAIT 303	Neuropathophysiology.....	3
RAIT 310	Computed Tomography Instrumentation & Procedures.....	3
RAIT 311	Clinical Practicum in Computed Tomography .....	12
RAIT 401	Advanced Sectional Anatomy.....	2

**TOTAL..... 26**

### Magnetic Resonance Imaging

This program formally prepares the Radiologic Technologist to work in an MRI lab and to be prepared to sit for the advanced certification in this imaging specialty.

#### Certificate of Accomplishment

### Magnetic Resonance Imaging

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy.....	3
RAIT 302	Body Pathophysiology.....	3
RAIT 303	Neuropathophysiology.....	3
RAIT 315	Magnetic Resonance Instrumentation & Procedures.....	3
RAIT 316	Clinical Practicum in Magnetic Resonance Imaging.....	12
RAIT 401	Advanced Sectional Anatomy.....	2

**TOTAL..... 26**

### Vascular Interventional Program

This program formally prepares the Radiologic Technologist to work in a vascular interventional lab and to be prepared to sit for the advanced certification in this imaging specialty.

#### Certificate of Accomplishment

### Vascular Interventional Program

Course	Course Name	Credit Hrs.
RAIT 301	Sectional Anatomy.....	3
RAIT 302	Body Pathophysiology.....	3
RAIT 303	Neuropathophysiology.....	3
RAIT 320	Intervention Procedures .....	3
RAIT 321	Vascular Interventional Clinical .....	12

**TOTAL..... 24**

### Imaging Aide

This entry-level certificate is for people interested in medical imaging careers. Imaging Aides work in hospitals or clinic radiology departments to assist imaging technologists. Program includes a basic understanding of the human body, patient assessment and care techniques, radiology procedures and safety, sterile techniques, patient records systems, and communication skills.

#### Certificate of Completion

### Imaging Aide

Course	Course Name	Credit Hrs.
HPRO 105	Training for Healthcare Workers.....	2
HPRO 130	Human Relations in Healthcare Settings.....	4
IMAGE 102	Imaging Aide Fundamentals.....	2
IMAGE 110	Survey of Imaging .....	3
IMAGE 115	Radiologic Anatomy .....	2
RATEC 120	Basic Patient Care Procedures .....	2
RATEC 125	Medical Terminology.....	1

**TOTAL..... 16**

### Technical Support – Information Technology

#### Certificate of Achievement

### Microcomputer Support Specialist

Course	Course Name	Credit Hrs.
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools .....	5
ENGL& 235	Technical Writing .....	5
IT 101	Introduction to Information Technology.....	5
MKTG 110	Client Customer Relations .....	5
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II .....	5

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

BTS 189	Webpage Authoring Essentials (5 Cr)
BTS 280	Project Planning Tracking & Reporting (5 Cr)

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

IT 103	Networking Basics (5 Cr)
NSCOM 201	Cisco Networking I (5 Cr)

**TOTAL..... 45**

#### Certificate of Achievement

### Operating System Support Specialist

Course	Course Name	Credit Hrs.
ENGL& 235	Technical Writing .....	5
IT 103	Networking Basics.....	5
MKTG 110	Client Customer Relations .....	5
NSCOM 220	Implementing Client Operating Systems .....	5
NSCOM 221	Implementing Server Operating Systems.....	5
NSCOM 223	Managing a Network Environment.....	5
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II .....	5
TECH 223	Using & Supporting Linux.....	5

**TOTAL..... 45**

The average class size at BC is 25 students.

## Translation and Interpretation

This is a self-supporting program offering credit toward two certificates, one in interpretation and the other in translation. Permission is required to take courses. Students may start the program during any quarter of the year. Please call (425) 564-3177 for further information.

The programs are intended for bilingual people of diverse educational backgrounds who are interested in pursuing a career in translation or interpretation. The primary criterion for admission is high proficiency in the candidate's working languages. The certificate granted will be language-specific.

### Certificate of Accomplishment

#### Interpretation

Course	Course Name	Credit Hrs.
TRANS 101	Introduction to Translation & Interpreting..	3
TRANS 102	Fundamentals of Interpreting .....	3
TRANS 104	Technology for Translators & Interpreters...	3
TRANS 105	Terminology Management & Research.....	3
TRANS 106	Ethics & Business Practice of Translation & Interpretation.....	3
TRANS 202	Advanced Interpreting Skills I.....	3
TRANS 204	Advanced Interpreting Skills II .....	3
TRANS 206	Advanced Interpreting Skills III .....	3
<b>TOTAL.....</b>		<b>24</b>

### Certificate of Accomplishment

#### Translation

Course	Course Name	Credit Hrs.
TRANS 101	Introduction to Translation & Interpreting..	3
TRANS 103	Fundamentals of Translation.....	3
TRANS 104	Technology for Translators & Interpreters...	3
TRANS 105	Terminology Management & Research.....	3
TRANS 106	Ethics & Business Practice of Translation & Interpretation.....	3
TRANS 201	Advanced Translation Skills I .....	3
TRANS 203	Advanced Translation Skills II .....	3
TRANS 205	Advanced Translation Skills III.....	3
<b>TOTAL.....</b>		<b>24</b>

## Video – Digital Media Arts

The Digital Video program provides an opportunity to develop a working skill set in digital video production by actively participating in a project-based, hands-on learning environment. Course work is designed to promote competency in pre-production planning, to provide field and studio production experience, and to develop post-production skills, including the use of industry standard non-linear editing software and a variety of delivery mechanisms.

### Associate in Arts Degree

#### Digital Video

Course	Course Name	Credit Hrs.
ANIM 121	Imaging Foundations .....	5
ANTH& 100	Survey of Anthropology.....	5



CMST 216	Scripting for Film Video & Multimedia .....	5
ENGL& 101	English Composition I.....	5
GAME 110	Game Design I.....	5
MEDIA 105	Digital Design & Storytelling.....	5
MEDIA 245	Production Practices.....	3
MEDIA 250	Internship in Media .....	5
MEDIA 298	Seminar in Media Communication & Technology .....	5
VIDEO 112	Video Foundations.....	5
VIDEO 122	Audio & Recording I.....	5
VIDEO 210	Video Editing & Streaming .....	5
VIDEO 213	Audio & Recording II.....	5
VIDEO 215	Video Field Production.....	5
VIDEO 218	Video Studio Production .....	5
VIDEO 221	Intermediate Video Production .....	5
VIDEO 224	Motion Graphics I.....	5

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

CMST 119	History of Animation (5 Cr)
CMST 131	Exploring the Digital Future (5 Cr)
CMST 132	Techniques & Technology of Propaganda (5 Cr)
CMST 133	Media Aesthetics (5 Cr)
CMST 134	Cultural Studies in Mass Media (5 Cr)
CMST 136	Writing for the World Wide Web (5 Cr)
CMST 138	Media Digital Law & Ethics (5 Cr)
MEDIA 113	Design for Screen Media (5 Cr)

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

ANIM 220	Raster Images (5 Cr)
BUS 219	Business of Film & Video Production (5 Cr)
CMST 291	Making Movies (5 Cr)
MEDIA 219	Business of Film & Video Production (5 Cr)
VIDEO 225	Motion Graphics II (5 Cr)

**TOTAL..... 93**

### Certificate of Achievement

#### Digital Video Production

Course	Course Name	Credit Hrs.
ANIM 121	Imaging Foundations .....	5
VIDEO 112	Video Foundations.....	5
VIDEO 122	Audio & Recording I.....	5
VIDEO 210	Video Editing & Streaming .....	5
VIDEO 215	Video Field Production.....	5
VIDEO 218	Video Studio Production .....	5
VIDEO 221	Intermediate Video Production .....	5
VIDEO 224	Motion Graphics I.....	5

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

ANIM 120	Animation Foundations (5 Cr)
WEBMM 110	Web Multimedia Foundations (5 Cr)

Choose 3-5 credits from the following..... 3-5

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

**TOTAL..... 48-50**

## Web Multimedia

Provides students with the opportunity to develop skills in key aspects of producing web pages, websites, and interactive web presentations. Through projects that combine web page design, interactivity, scripting, and media, students examine methods used to author dynamic web pages using industry leading software and current technology.

### Associate in Arts Degree

#### Web Multimedia Authoring

Course	Course Name	Credit Hrs.
ANIM 121	Imaging Foundations .....	5
ANIM 220	Raster Images .....	5
ANIM 230	Web Animation I .....	5
ANTH& 100	Survey of Anthropology.....	5
BTS 189	Webpage Authoring Essentials .....	5
ENGL& 101	English Composition I.....	5
MEDIA 105	Digital Design & Storytelling.....	5
MEDIA 109	Introduction to Web Multimedia.....	5
MEDIA 113	Design for Screen Media .....	5
MEDIA 117	Design Usability .....	5
MEDIA 248	Portfolio & Employment.....	3
MEDIA 250	Internship in Media .....	5
PROG 109	Introduction to Web Development .....	5
PROG 110	Introduction to Programming .....	5
WEBMM 111	Web Development Foundations.....	5
WEBMM 210	Web Tools.....	5
WEBMM 222	Web Multimedia Development I .....	5
WEBMM 225	Web Multimedia Development II .....	5
WEBMM 230	Web Design & Development.....	5

**TOTAL..... 93**

# Instructional Divisions

At Bellevue College, as at most colleges and universities, instructional departments offer areas of study (e.g., English, Sociology, Physics). Related departments are combined into larger divisions (e.g., Arts & Humanities, Social Science, Science). The outline below shows BC's division structure. Students who have questions about the subject matter, requirements, permission to register, etc., for a particular course or program of study are encouraged to contact the appropriate department or the division office.

An asterisk (\*) indicates a department offering an "academic concentration" or major (see page 14).

## Arts & Humanities Division

**Division office:** R230

**Phone:** (425) 564-2341

**Fax:** (425) 564-2690

[www.bellevuecollege.edu/artshum](http://www.bellevuecollege.edu/artshum)

**Interim Dean:** Star Rush

The Arts and Humanities Division offers courses of study in the traditional humanities, developmental education, performing arts, and a professional program with kinship to the arts: Interior Design.

### Instructional Programs

- Applied Linguistics & Language
- Art
- Bachelor of Applied Arts
  - Interior Design
- Communication Studies\*
  - Film Studies\*
  - Movie Making
- Developmental Education
  - Adult Basic Education
  - English as a Second Language
  - English Language Institute
  - General Education Development
- English\*
- Humanities
- Individual Development
- Interdisciplinary Studies
- Interior Design
- Music\*
- Philosophy\*
- Theatre Arts
  - Dance
  - Drama
- World Languages
  - Arabic
  - American Sign Language
  - Chinese
  - French
  - German
  - Italian

- Japanese
- Spanish

### Related Activities

- Art Gallery: The Gallery Space
- Dance Ensemble: Eastside Moving Company
- Learning Labs
  - Basic Skills Labs
  - Reading Lab
  - Writing Lab
- Music performance groups
  - Chamber Choir
  - Jazz Band
  - Symphonic Choir
  - Vocal Jazz Ensemble "Celebration!"
- Student clubs & organizations
  - French Club
  - Graphic Design Club
  - Interior Design Students Association
  - Literature Club
  - Mandarin Club
  - Philosophy Club
  - Photography Club
  - Stagefright (drama club)
  - Washington Music Educators Association, student chapter
- Student newspaper: *The Jibsheet*
- Tutoring for ESL and basic-skills students

## Institute for Business and Information Technology (IBIT)

**Division Office:** A242

**Phone:** (425) 564-2311

**Fax:** (425) 564-4197

[www.bellevuecollege.edu/business](http://www.bellevuecollege.edu/business)

**Executive Director/Dean:** TBF

The Institute for Business and Information Technology offers professional/technical program certificates and degrees and also encompasses the National Workforce Center for Emerging Technologies (NWCET). NWCET creates IT-related educational programs and products through research, professional development, and partnerships with IT business partners and industry associations. As part of NWCET, the Washington State Center of Excellence for Information and Computing Technology (CoE for ICT) is a statewide information resource and solution provider for community and technical colleges and the information and computing technology industry.

### Instructional Programs

- Accounting -Paraprofessional
- Business Management
- Business Technology Systems
- Digital Media Arts
  - Animation & Graphics

- Gaming
- Media
- Video Production
- Web Multimedia
- Information Systems
  - Business Intelligence
  - Database Administration
  - Software Development Programming
  - Network Services & Computer Systems
- Application Support
- Operating System Administration
- Network Administration
- Marketing Management

### Related Activities

- Student Clubs & Organizations
  - Business Leadership Club

## Health Sciences, Education & Wellness Institute

**Division Office:** R130

**Phone:** (425) 564-2348

**Fax:** (425) 564-3128

[www.bellevuecollege.edu/health](http://www.bellevuecollege.edu/health)

**Dean:** Dr. Kevin McCarthy

The Institute offers a diverse array of programs and course offerings. Programs, classes, and workshops provide instruction and preparation for licensing and certifying examinations, and for expanding knowledge and skills in the changing healthcare fields.

### Instructional Programs

- Bachelor of Applied Sciences
  - Radiation and Imaging Sciences
- Alcohol & Drug Counseling
- Diagnostic Ultrasound
- Early Learning and Teacher Education
- Education
- Electroneurodiagnostic Technologist
- Fire Service Programs
  - Fire Command & Administration
  - Fire Investigation
  - Fire Prevention Specialist
  - Fire Science
- Health
- Health Professions
- Imaging
- Medical Dosimetry
- Nuclear Medicine Technology
- Nursing
- Parent Education
- Physical Education
- Radiation Therapy
- Radiologic Technology

## Related Activities

- Athletics & Intramural Sports
- Fitness Center
- Student Clubs & Organizations
  - Badminton Club
  - Classical Fencing Club
  - Table Tennis club

## Human Development

**Division Office:** B234

**Phone:** (425) 564-2212

**Fax:** (425) 564-4177

[www.bellevuecollege.edu/counseling/](http://www.bellevuecollege.edu/counseling/)

**Dean:** Matt Groshong

Human Development classes help students achieve academic and personal success. Classes include: stress management, selecting a college major, learning strategies for student success, career exploration, understanding personal relationships, assertive communication and race in America.

## Instructional Programs

- Human Development

## Related Programs & Services

- Center for Career Connections
- Counseling Center
- Disability Resource Center
- Educational Planning Advising Center
- Multicultural Services
- TRiO Student Support Services
- Women's Center

## Science Division

**Division Office:** L200

**Phone:** (425) 564-2321

**Fax:** (425) 564-4125

<http://scidiu.bcc.ctc.edu/>

**Dean:** Lynne Sage

The Science Division offers first- and second-year courses used extensively as prerequisites for a wide variety of majors in engineering, life sciences, mathematics, and physical sciences.

## Instructional Programs

- Astronomy
- Basic Science
- Biology
- Botany
- Chemistry
- Computer Science - Transfer
- Engineering
- Environmental Science
- Geology
- Mathematics

- Meteorology
- Nutrition
- Oceanography
- Physics

## Related Activities

- Academic Tutoring
- BC Greenhouse
- BC Weather Station
- Learning Labs
  - Math Lab
  - Science Study Center
- Observatory
- Planetarium
- Science and Math Institute
- Student clubs & organizations
  - Astronomy Club
  - Botany Club
  - Chemistry Club
  - Student Science Association

## Social Science Division

**Division Office:** D110

**Phone:** (425) 564-2331

**Fax:** (425) 564-3108

[www.bellevuecollege.edu/socscil/](http://www.bellevuecollege.edu/socscil/)

**Interim Dean:** Sara Sutler-Cohen

The Social Science Division offers courses in academic transfer and occupational programs. All fields deal with aspects of the human situation. Though tied together by common concern with humankind, each discipline includes its own particular perspectives, theories, and methods.

## Instructional Programs

- Accounting Transfer
- Anthropology\*
- Business Administration Transfer
- Criminal Justice\*
- Cultural & Ethnic Studies\*
  - American Studies
  - Ethnic & Cultural Studies
- Economics
- Geography
- History
- International Studies
- Political Science
- Psychology\*
- Sociology\*

## Related Activities

- American Indian Film Festival (Sociology)
- BC Student Historical Society
- Center for Puget Sound History & Archeology
- Geography Club
- Model United Nations

## Continuing Education Division

**Location:** North Campus, 10700 Northup Way

**Phone:** (425) 564-2263

**Fax:** (425) 564-3094

[www.gotobcc.com](http://www.gotobcc.com)

**Dean:** Bruce Riveland

The most comprehensive program in the region, Bellevue College's Continuing Education division offers mainly non-credit classes and professional certification in many areas of study, along with credit classes and a degree program. Courses vary in length from one day to 11 weeks.

## Instructional Departments

- Arts & Design (non-credit certificate)
  - Graphic Design
- Business Training Institute (contract training)
- Business & Professional Programs (non-credit certificate)
  - Human Resources Management
  - Leadership
  - Project Management
- Computer Programs (non-credit certificate)
  - C# Programming
  - C# Web Development
  - C# Application Development
  - Database Administrator
  - Database Administrator Intelligence Analyst
  - Database Developer
  - Database Test Engineer
  - Desktop Support
  - Network Support
  - Software Test Engineer
  - Software Test & Development Engineer
  - Web Design
  - Web Development
- Health Professionals
- OLS – Venture (degree and certificate)
- Personal Enrichment
- Summer Program for Teens
- Technical Communication (non-credit certificate)
  - Information Design
  - Technical & Professional Editing
  - Technical Writing & Communication
- TELOS: Educational Programs for Retirees
- World Languages Institute (certificate)
  - Interpretation
  - Translation

## Related Activities

- Testing Center (North Campus)
  - ACT
  - Prometric
  - Certiport

# Course Descriptions



## Accounting – Paraprofessional

Institute for Business and  
Information Technology (IBIT)

### ACCT 101

#### Practical Accounting I • 5 CR

Introduces the use of journals and ledgers for reporting business transactions. Students learn periodic adjustments, closing procedures, and preparation of financial statements. For vocational business majors. Not recommended for students transferring to 4-year colleges. **Recommended:** BUS 145.

### ACCT 102

#### Practical Accounting II • 5 CR

Covers accounting procedures for corporations and partnerships and basic analysis of financial statements. Not recommended for students transferring to 4-year colleges. **Prerequisite:** ACCT 101.

### ACCT 135

#### Business Payroll Tax Accounting • 5 CR

Examines systems and operations of payroll tax accounting. Students learn to prepare Form 941, 940, and W-2 and to use a computerized payroll system. Topics include the Fair Labor Standards Act and Social Security Act. **Prerequisite:** ACCT 101 or permission of instructor.

### ACCT 172

#### Small Business Computerized Accounting • 5 CR

Applies computer software solutions to specific accounting problems. Topics include accounts receivable, accounts payable, depreciation, payroll, ledgers, and financial statements. **Prerequisite:** ACCT 101 or permission of instructor.

### ACCT 194/195/196/197

#### Special Topics in Practical Accounting • V1-10 CR

Allows specialized or in-depth study of a subject supplementing the Practical Accounting curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

### ACCT 199

#### Individual Studies in Accounting • V1-10 CR

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

### ACCT 234

#### Managerial Accounting • 5 CR

Explores the use of managerial accounting techniques and analytical tools in business decision-making. Students focus on short- and long-range financial planning, management planning, and control. **Prerequisite:** ACCT 102 or permission of instructor.

### ACCT 240

#### Computerized Accounting • 5 CR

Introduces the use of the PC to solve accounting problems. Students create accounting applications using various software programs. **Prerequisite:** ACCT 101 or permission of instructor.

### ACCT 245

#### Accounting Information Systems • 5 CR

Using a mid-range accounting information system program, students collect and communicate strategically valuable information including: general ledger, accounts payable, accounts receivable, bank reconciliation, banking, purchase orders, invoicing, payroll, fixed assets, reporting, map business process flows and assure system security. **Prerequisite:** ACCT 101 or ACCT& 201. BTS 161 recommend

### ACCT 250

#### Intermediate Accounting • 5 CR

In-depth examination of theoretical foundations of accounting. Topics include cash flow, revenue recognition, lease accounting, and advanced financial reporting. **Prerequisite:** ACCT 102 or permission of instructor.

### ACCT 260

#### Accounting For Non-Profit Agencies • 5 CR

Presents a framework for accounting and financial reporting for government and not-for-profit organizations. Topics include general and special fund accounting for hospitals, charities, foundations, colleges and universities, and government agencies. **Prerequisite:** ACCT 102 or permission of instructor.

### ACCT 270

#### Cost Accounting • 5 CR

Covers the fundamentals and principles of cost accounting. Students learn cost control by applying process, job, and standard cost procedures. **Prerequisite:** ACCT 102 or permission of instructor.

### ACCT 285

#### Federal Income Taxes • 5 CR

Introduces the concepts and procedures for preparing personal federal income tax returns. **Prerequisite:** ACCT 102 or permission of instructor.

### ACCT 294/295/296/297

#### Special Topics in Accountancy/ Finance • V1-10 CR

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

### ACCT 299

#### Individual Studies in Accounting • V1-10 CR

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

## Accounting – Transfer

### Social Science

The course designation for this program changed from ACCTG to ACCT& summer 2008. Course number remains the same unless otherwise noted.

### ACCT& 201

#### Principles of Accounting I • 5 CR

*Previously ACCTG 210*

Presents the nature and social setting of accounting, uses of accounting information, and basic concepts and procedures. The first accounting course required of business administration students planning to transfer to a four year college or university. **Prerequisite:** CMST 141 or ENGL& 101 with a C- or better, or entry code.

### ACCT& 202

#### Principles of Accounting II • 5 CR

*Previously ACCTG 220*

Presents basic concepts used in financial reporting and interpreting financial statements. **Prerequisite:** ACCT& 201 with a C- or better, or entry code.

### ACCT& 203

#### Principles of Accounting III • 5 CR

*Previously ACCTG 230*

Analyzes and evaluates accounting information as part of the control, planning, and decision-making processes. Students concentrate on the use of information by business managers and decision makers. **Prerequisite:** ACCT& 202 with a C- or better, or entry code.

## Adult Basic Education

Arts & Humanities

ABE 041/042/043/044

### Adult Basic Education Lab Level 1,2,3,4 • V1-5 CR

The Basic Skills Learning Lab provides students in Adult Basic Education classes additional opportunities to build further skills in the areas of reading, writing, and math. As well as receiving computerized assisted learning through a variety of software, students can work independently with tutors or together in small groups. *Prerequisite:* Assessment into the ABE or GED Program.

ABE 060

### Orientation to Basic Skills • V1-3 CR

Prepares native and non-native speakers (ESL 3,4, or 5) for basic skills classes by introducing students to the program and the college. Helps students to identify abilities, learning styles, skills and barriers, set educational goals, and create learning plans. *Prerequisite:* Assessment into the ABE or ESL Program.

ABE 062/063/064

### Adult Basic Education Level 2,3,4 • V1-8 CR

Prepares native English-speaking adults and, in some cases, high-level English-as-a second language students for credit courses or GED preparation courses by improving basic reading, writing, grammar, and math skills. Substantial and sustained progress required for continued enrollment. *Prerequisite:* Placement by assessment.

## Alcohol & Drug Counseling

Health Sciences, Education  
& Wellness Institute (HSEWI)

ALDAC 100

### Professional Development in Addiction Counseling • 1 CR

Introduction to the field of addiction counseling and treatment. Overview of state mandated education requirements, certification processes for CDP/CDPT licenses and methods for documenting CDPT work experience hours.

ALDAC 102

### Chemical Dependency Pharmacology of Alcohol & Drugs • 3 CR

Examines the physiological and psychological effects of alcohol and other psychoactive drugs including various categories of psychoactive substances and their absorption, ingestion, metabolism, acute intoxication, withdrawal symptomatology, and short and long term effects on severity of addiction and process of recovery.

ALDAC 103

### Introduction to Counseling the Helping Profession • 3 CR

Introduces basic theories, models and techniques used in the counseling professions. Includes interviews with current counseling professionals, hands on practice with counseling techniques and transference, counter-transference self-awareness inventories.

ALDAC 104

### Prior Learning Portfolio Development Seminar • 1 CR

Alcohol and Drug Studies students explore learning theory, document non-traditional learning and life experiences for evaluation as college level learning. Students pay per credit fee for all academic credits awarded in addition to the cost of the seminar. *Prerequisite:* Permission of the program director.

ALDAC 105

### Chemical Dependency Client & Family Education • 3 CR

Explores effects of substance use, abuse and dependence on families and family dynamics. Includes review of community resources and content for educating family members of alcohol and drug addicted individuals.

ALDAC 106

### Chemical Dependency Individual Counseling • 3 CR

Introduces counseling theory and techniques for working with alcoholic and drug addicted individuals with emphasis on motivation to change. Includes practice and development of chemical dependency counseling techniques and strategies. *Prerequisite:* ALDAC 100, 102, 103, and HSSA& 101 and permission of program director.

ALDAC 108

### Chemical Dependency Case Management • 3 CR

Introduces mandated requirements for case management responsibilities including patient record management for alcoholic and drug addicted individuals. *Prerequisite:* ALDAC 100, 102, 103, HSSA& 101 and permission of program director.

ALDAC 125

### Chemical Dependency Assessment & Diagnosis • 2 CR

Provides diagnostic skills required to accurately assess an individual's use, abuse or dependence on psychoactive substances. Includes assessment standards for evaluating severity of substance dependence on life functioning and patient placement in the continuum of care. *Prerequisite:* ALDAC 100, 102, 103, and HSSA& 101 and permission of program director.

ALDAC 150

### Chemical Dependency Relapse Prevention • 3 CR

Addresses processes, behaviors and circumstances related to relapse and recovery with chemically dependent patients. *Prerequisite:* ALDAC 102, and HSSA& 101 and permission of program director.

ALDAC 160

### Chemical Dependency Culturally Competent Counseling • 2 CR

Introduces the multicultural counseling competencies needed to meet the diverse needs of alcoholic and drug addicted individuals. Includes exercises in self-awareness about diverse communities and barriers to effective addiction treatment.

ALDAC 194/195/196/197

### Special Topics in Alcohol & Drug Counseling • V1-6 CR

Allows specialized or in-depth study of subjects supplementing the alcohol and drug studies curriculum. Topics are announced in the class schedule.

ALDAC 198

### Seminar in Alcohol & Drug Counseling • V1-3 CR

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

ALDAC 199

### Individual Studies in Alcohol & Drug Counsel • V1-6 CR

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

ALDAC 204

### Chemical Dependency Adolescent Assessment & Treatment • 2 CR

Examines the similarities and differences between adolescent and adult onset of addiction, various treatment models and developmental delay. Includes practice with adolescent specific diagnostic and patient placement criteria. *Prerequisite:* ALDAC 102 and HSSA& 101 and permission of program chair.

Experienced in addiction  
counseling? Get a Prior  
Learning Assessment to see if  
you qualify to earn credits.

## Course Descriptions

### ALDAC 206

#### **Chemical Dependency Group Counseling • 3 CR**

Examines psycho-educational dynamics, models, techniques and theories of group counseling with alcoholic and drug addicted individuals. Includes practice and development of group counseling skills. **Prerequisite:** ALDAC 106 and permission of program director.

### ALDAC 207

#### **Chemical Dependency HIV AIDS Brief Risk Intervention • 1 CR**

Provides education on the pathology, intervention and treatment of HIV AIDS and other blood borne pathogens required for chemical dependency professional trainee and certification requirements to be a chemical dependency professional.

### ALDAC 220

#### **Chemical Dependency Clinical Practicum • 3 CR**

Provides opportunity for one on one counseling, group counseling and case management services in a DBHR certified chemical dependency treatment program with qualified supervision. **Prerequisite:** ALDAC 106, 108, 204, and 206 and permission of program director.

### ALDAC 225

#### **Chemical Dependency Ethics & Laws • 3 CR**

Provides up to date understanding of state and federal statutes, state regulations and code of ethics specific to the field of alcohol and drug counseling and the provision of chemical dependency treatment services in Washington State. **Prerequisite:** ALDAC 106 and 108 and permission of program director.

### ALDAC 230

#### **Chemical Dependency Family & Couples Counseling • 3 CR**

Introduces counseling theory and techniques for working with families, couples and significant others affected by alcoholic and drug addicted individuals with emphasis on prevention, crisis management and intervention strategies. Includes practice and development of crisis management and intervention techniques. **Prerequisite:** ALDAC 100, 102, 103 and HSSA& 101 and permission of program director.

### ALDAC 235

#### **Chemical Dependency Human Development • 4 CR**

Examines application of various theories on human development from fetal epigenesis to geriatrics in addiction treatment. Explores the effects of personal and parental use of psychoactive substances and related environmental stressors on human development patterns.

### ALDAC 240

#### **Chemical Dependency Psychopathology • 4 CR**

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

### ALDAC 294/295/296/297

#### **Special Topics in Alcohol & Drug Counseling • V1-6 CR**

Allows specialized or in-depth study of subjects supplementing the alcohol and drug studies curriculum. Topics are announced in the class schedule.

### ALDAC 298

#### **Seminar in Alcohol & Drug Counseling • V1-3 CR**

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

### ALDAC 299

#### **Individual Studies in Alcohol & Drug Counsel • V1-3 CR**

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

### HSSA& 101

#### **Introduction to Addictive Drugs • 3 CR**

*Previously* ALDAC 101

Surveys drinking and drug use, alcoholism, and drug addiction. Students discuss relevant theories and research, treatment rationale and modalities, and the social, psychological, physical, and legal aspects of chemical dependency.

## American Studies

### Social Science

### AMST 101

#### **Introduction to American Myth • V1-5 CR**

Analyzes the myth of "America" as found in American life and thought, literature, the arts, and the mass media. Students get an overview of the field of American Studies as it relates to other disciplines. Students apply critical thinking skills to their own value systems.

### AMST 102

#### **Introduction to American Culture • 2 CR**

Examines central themes of American Studies as they relate to other disciplines. Themes can include The American Dream, Comparative Culture, U.S. and Asia, Immigration in American Life, and others.



### AMST 103

#### **American Art & Architecture • 5 CR**

Compares five regions of the U.S. emphasizing the cultural diversity that has influenced the art and architecture of each. Same as ART 103. Either AMST 103 or ART 103 may be taken for credit, not both.

### AMST 115

#### **American Film as Literature • 5 CR**

*Previously* AMST 114

Introduces the critical study of the motion picture as an expressive medium comparable to literary art. Students review the history and cultural traditions of American film, with focus on the feature-length film as a novelistic form. Students analyze film adaptations of American literary texts. Also includes documentaries and other genres.

### AMST 160

#### **Introduction to American Political Culture • 5 CR**

Examines the structures and systems of American politics using a multidisciplinary approach. Students analyze the development of political culture and its evolution through time. Same as POLS 160. Either AMST 160 or POLS 160 may be taken for credit, not both.

### AMST 180

#### **American Life & Culture • 5 CR**

A view of American culture from the broad lens of anthropology. Topics include American popular culture, the historical background to American social and cultural values, and the effect of economic and political changes in American life. Situates American culture and society in the context of globalized world. Same as ANTH 180. Either AMST 180 or ANTH 180 may be taken for credit, not both.

### AMST 200

#### **Cultural Pluralism • 5 CR**

Explores the roles that race, gender, and class differences play in American society. Students examine the impact that racism, sexism, and class conflict has on our lives and our social, economic, and political structures.

## AMST 260

### Economic Development of the U.S. • 5 CR

Analyzes the industrialization and transformation of the U.S. economy from colonial times to the present. Students examine the rapid changes after the Civil War and the Great Depression, as well as the contributions of immigrants and native groups. Same as ECON 260. Either AMST 260 or ECON 260 may be taken for credit, not both. **Recommended:** 30 prior college credits.

## AMST 285

### American Humor • 5 CR

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

## AMST 286

### Popular Culture • 5 CR

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

## AMST 287

### American Heroes • 5 CR

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

## AMST 288

### Frontiers – Land & Space • 5 CR

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

## AMST 294/295/296/297

### Special Topics in American Studies • V1-5 CR

Allows focused study of a topic supplementing the American Studies curriculum. Student interest and instructor expertise help determine the topic, which is announced in the class schedule. Examples of topics are American Women Artists, Stages of American Life, Modernity in America, and Immigrant Women.

## AMST 299

### Individual Studies in American Studies • V1-5 CR

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

**BC offers degree and certificate options in Animation & Graphics. See Digital Media Arts on p. 49.**

## Animation & Graphics

Institute for Business and Information Technology (IBIT)

## ANIM 115

### Drawing for Animation I • 5 CR

Introduces the fundamental principles of drawing for animation. Students work with perspectives in drawing, creating characters and silhouettes that convey movement and emotions, and in using different drawing effects to change the mood and intent of the drawing.

## ANIM 116

### Drawing for Animation II • 5 CR

A continuation of ANIM 115. Students learn advanced drawing skills and techniques to be applied to the development of animation sequences. Emphasis is placed on creating and developing characters and compositions that effectively support the storytelling. **Prerequisite:** ANIM 115 at BC with a C- or better, or entry code.

## ANIM 120

### Animation Foundations • 5 CR

Introduces the basic terminology, concepts, and principles of animation. Students learn historical perspective, current technologies, applications of animation, basic principles of 2D and 3D animation, and application of animation to the web.

## ANIM 121

### Imaging Foundations • 5 CR

Introduces the techniques, technology, and theory of raster (bitmapped) and vector digital images in web, multimedia, digital video, and animation applications.

## ANIM 194/195/196/197

### Special Topics in Animation • V1-10 CR

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Previous Media enrollment and permission of program chair.

## ANIM 220

### Raster Images • 5 CR

Develops intermediate skills using raster-based images. Students learn to apply these skills in developing on-screen, multimedia, and Web applications using Adobe Photoshop or similar software. **Prerequisite:** ANIM 121 at BC with a C- or better, or entry code.

## ANIM 222

### Vector Images & Illustrations • 5 CR

Presents fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using Illustrator or similar vector software. **Prerequisite:** ANIM 121 at BC with a C- or better, or entry code.

## ANIM 230

### Web Animation I • 5 CR

Introduces animation tools such as Flash and builds skills needed to create two-dimensional digital animations and web interfaces. Students work with different animation techniques and interface designs to create finished web accessible animations.

## ANIM 240

### 3-D Animation I • 5 CR

Introduces tools and skills needed to create three-dimensional digital animation. Students work with different animation techniques (non-moving, path, cel, layered cel, etc.) and combine sequences with audio to create finished animated objects. **Prerequisite:** ANIM 120 with a C- or better, or entry code.

## ANIM 241

### 3-D Animation II • 5 CR

Students work with character motion and advanced animation techniques. **Prerequisite:** ANIM 240 at BC with a C- or better, or entry code.

## ANIM 294/295/296/297

### Special Topics in Animation • V1-10 CR

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Previous Media enrollment or permission of program chair.



## Course Descriptions

### Anthropology

#### Social Science

The Anthropology Department offers a wide variety of courses, covering the four fields of the discipline: archaeology, biological anthropology, cultural anthropology, and linguistics. Faculty experts in each of the four fields provide dynamic learning experiences, combining classroom and fieldwork components. All BC students are welcome to join the “Weird Anthropology Club” to further explore fascinating issues and multiple ways of being human that are not considered in other forums. For more information, please contact the Anthropology Department or visit our website at <http://bellevuecollege.edu/anthropology>

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an “academic concentration” in Anthropology by completing ANTH 204, 206, 208, and 215. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

#### ANTH& 100

##### Survey of Anthropology • 5 CR

An introductory course on the cultures and biology of humans, from scientific and humanistic perspectives. Explores all four fields of anthropology: archaeology (ancient cultures), cultural anthropology (contemporary cultures and cultural diversity), biological anthropology (primates, genetics, evolution, and human biological diversity), and linguistics (language and communication).

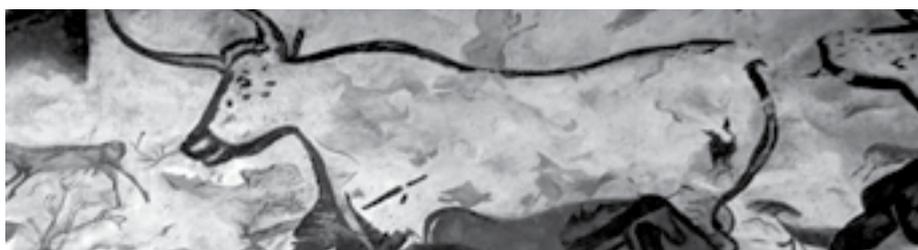
#### ANTH 106

##### Great Discoveries in Archaeology • 5 CR

*Previously ANTH 104*

Covers how ancient remains are recovered, the politics of ‘discovering’ such remains, and what these remains mean within a scientific framework. A critical evaluation of world famous sites (such as the cave paintings at Lascaux, Old Kingdom Egyptian Pyramids, Great Zimbabwe, Machu Picchu, Classic Maya site of Copán, Ozette in Washington state, and more) highlights key factors, such as racism and sexism, that influence interpretation of the past. An awareness of legal responsibilities facing world citizens and their collective past will be increased. A large visual component will illustrate salient points of the course.

**Love Anthropology?  
Join the “Weird  
Anthropology Club”**



#### ANTH 108

##### Food, Drink & Culture • 5 CR

Embark on an eating and drinking adventure and discover the roots of your cuisine. A cross-cultural and global view of food and drink that examines these essentials of life from the cultural, biological, archaeological and linguistic perspectives of anthropology. The phrase “You are what you eat (and drink)” takes on new meanings.

#### ANTH 180

##### American Life & Culture • 5 CR

A view of American culture from the broad lens of anthropology. Topics include American popular culture, the historical background to American social and cultural values, and the effect of economic and political changes in American life. Situates American culture and society in the context of a globalized world. Same as AMST 180. Either ANTH 180 or AMST 180 may be taken for credit, not both.

#### ANTH 194/195/196/197

##### Special Topics in Anthropology • V1-10 CR

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

#### ANTH 198

##### Seminar in Anthropology • V1-10 CR

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

#### ANTH 199

##### Individual Studies in Anthropology • V1-10 CR

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

#### ANTH& 204

##### Archaeology • 5 CR

*Previously ANTH 105*

Finding and digging sites is just the beginning of unearthing the past. Archaeologists are scientists who specialize in survey and excavation, as well as analysis and interpretation of ancient and historical remains. The methods, techniques, and goals of archaeology are highlighted to provide a basis on which to understand the rich record of the past.

#### ANTH& 205

##### Biological Anthropology • 5 CR

*Previously ANTH 201*

An anthropological view of how human biological characteristics arose, our relation to non-human primates, and how we continue to be shaped by evolutionary forces. Major topics include human genetics, adaptation, monkeys, apes and prosimians, fossil evidence for human evolution and the study of biological diversity in contemporary human populations. Either ANTH& 205 or ANTH& 215 may be taken for credit, not both. Note: Fulfills Science course requirement at BC.

#### ANTH& 206

##### Cultural Anthropology • 5 CR

*Previously ANTH 202*

Cultural anthropologists are social scientists who learn first-hand about other cultures by living with the people under study. Topics may include social organization, economics, power and politics, race and ethnicity, language and communication, technology, religion and ritual, and sex and gender. Wide geographic coverage provides a basis for global comparisons of cultural similarities and differences between human groups.

#### ANTH 208

##### Language Culture & Society • 5 CR

*Previously ANTH 200*

Explores the role of language in culture and society. Course covers tools for analyzing language, and examines cross-cultural and cross-linguistic variation. There is a focus on cultural and social issues, such as attitudes toward regional and social dialects, correlations between social groupings and language behavior, the influence of language on thought, and the life and death of languages. Note: Fulfills Humanities course requirement at BC.

#### ANTH 209

##### Ancient North America • 5 CR

Before Columbus, millions of people lived on the North American continent for thousands of years. They left behind a rich archaeological record of their cultures, manifesting in thousands of remains throughout the USA and Canada. A consideration of these ancient cultures from a global context is addressed, as well as the plight of modern descendants.

## ANTH 211

### Incas & Their Ancestors • 5 CR

Explore the magnificent ancient civilizations of South America by taking a virtual tour of the spectacular ruins of the Inca, Moche, Nazca, Wari and many other prehistoric cultures. A consideration of South American archaeology in global context is addressed, as well as the plight of modern descendants.

## ANTH 212

### Aztecs, Mayas, & Their Ancestors • 5 CR

Journey into the exciting past of Mexico and Central America by exploring the spectacular archaeological remains of the Aztecs, Mayas, and many other peoples who built grand civilizations of Mesoamerica. Continue the expedition into the present as connections to contemporary populations are addressed and the place of ancient Mesoamerica in global history is considered.

## ANTH& 215

### Bioanthropology w/Lab • 5 CR

A hands-on laboratory approach to human biological characteristics, non-human primates, and evolutionary forces. Major topics include human genetics, adaptation, prosimians, monkeys and apes, fossil evidence for human evolution, and the study of biological diversity in contemporary human populations. Either ANTH& 205 or ANTH& 215 may be taken for credit, not both. Note: Fulfills Laboratory Science course requirement at BC. Recommended ANTH& 100.

## ANTH 220

### Sex Gender & Culture • 5 CR

An evolutionary, comparative, and holistic approach to sex and gender from the theoretical perspective of Anthropology. Explores the concepts of sex and gender through all four sub-fields (cultural anthropology, biological anthropology, archaeology, and linguistics). Readings examine both non-Western and Western cultures, illustrating how ideas about sex and gender vary in different times and cultures. **Recommended:** ANTH& 100.

## ANTH 222

### Environment & Culture • 5 CR

Investigates human and cultural systems as part of the ecosystem from the dual lenses of cultural ecology and human ecology. Cross-cultural comparisons of indigenous knowledge and cultural adaptations through time. Scientific modeling of social behaviors and long-term environmental modifications. Contemplates current environmental problems and potential solutions. **Recommended:** ANTH& 100.

## ANTH 232

### REEL Culture • 5 CR

Documentary films are a popular way to examine real life that often rivals Hollywood. Combining the methods of film-making with the lens of anthropology offers students the perspective of visual anthropology. This field broadens your horizons by analyzing films from around the world and delving into the history, methods, and theories of the industry. Experiential learning through production of documentaries. **Recommended:** ANTH& 100.

## ANTH& 234

### Religion & Culture • 5 CR

*Previously ANTH 203*

A global introduction to the religions of the world from a broad comparative perspective. Students examine the development and aspects of various religions (indigenous, Islam, Judaism, Buddhism, Hinduism, Christianity, and others). The relationship between religion and the social and cultural context are explored, especially in relation to nationalism, politics, and globalization.

## ANTH& 235

### Cross-Cultural Medicine • 5 CR

Everyone gets sick at some point in their lives, but how this sickness is viewed and treated is a cultural phenomenon. View health, disease, sickness, and healing from a global lens through the consideration of biology, culture, and political and economic systems. Knowledge of the rapidly expanding field of medical anthropology is essential for future health practitioners for competency in dealing with diverse patients. **Recommended:** ANTH& 100.

## ANTH& 236

### Forensic Anthropology • 5 CR

*Previously ANTH 207*

Popular TV shows highlight forensics, but how accurate are they and what is this field of study? Covers the tools of the experts in analyzing crime scenes and solving mysteries. Numerous methods, including skeletal analysis, recovery of evidence, and body decomposition, all contributes to resolution of medical and legal investigations. **Recommended:** ANTH& 204 or ANTH& 205

## ANTH 294/295/296/297

### Special Topics in Anthropology • V1-10 CR

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

## ANTH 298

### Seminar in Anthropology • V1-10 CR

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

## ANTH 299

### Individual Studies in Anthropology • V1-10 CR

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

## Applied Linguistics

### Arts & Humanities

## ALL 111

### Accent Modification • 4 CR

Focuses on the most distinctive sound patterns of English: stress, intonation, and rhythm. Students work on changing oral muscle habits of difficult individual English sounds and how to reduce their accent and develop confidence in speaking in academic environments with native-English speakers.

## ALL 290

### Internship Preparation • 5 CR

Course prepares non-native speakers of English with the skills, strategies, and resources to successfully pursue internships in their fields of interest. Students prepare work portfolios, research areas of interest and practice oral communication techniques to enhance their career/employment opportunities. Note: Must be IBP student, international student eligible for practical training, or other non-native speaker of English approved by the program chair or faculty. **Prerequisite:** Permission of instructor.

## Art

### Arts & Humanities

Declared art majors — students whose focus is in the studio arts (painting, photography, etc.) or commercial art should take the courses outlined as follows:

### First-Year Foundation Courses

ART 101, 108, 110, 111, 112, 120

### Second-Year:

ART 201, 202, 203, and ten credits of studio courses. Students who plan to transfer to a university or art school should see an art advisor for detailed schedule planning as early as possible. **Prerequisite:** Students should be aware that many courses have prerequisites that must be followed in all cases.

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

## Course Descriptions

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

**Retention of student work:** The college reserves the right to retain, from each student, as many as three items from each class each quarter without monetary compensation.

An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Arts & Science transfer degree is limited to 5 credits.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Arts & Science transfer degree is limited to 5 credits.*

### ART 101 Modern Architecture & Design • 5 CR

Examines the design environment and how its various components interrelate. Students review the fields of architecture, planning, landscape, industrial, and interior design and learn the history of design movements, styles, and noted designers since 1850.

### ART 103 American Art & Architecture • 5 CR

Compares five regions of the U.S., emphasizing the cultural diversity that has influenced the art and architecture of each. Same as AMST 103. Either ART 103 or AMST 103 may be taken for credit, not both.

### ART 105 Art Appreciation • V1-5 CR

Illustrates the visual components of art and artistic techniques and briefly surveys art history. Class format includes slide lectures and off-campus assignments at galleries or museums. Suggested for non-art majors.

### ART 108 Introduction to Hand & Power Tools • 2 CR

Teaches the safe use of hand and power tools in the wood shop. Class format includes lectures, demonstrations, practice, and testing.



### ART 110\* Two-Dimensional Design • 5 CR

Introduces the elements and principles of two-dimensional design. Students practice creative problem solving in original design work. Includes six hours of laboratory. Requires additional lab time outside class.

### ART 111\* Design Color • 5 CR

Continues ART 110, with emphasis on color theory. Students analyze environmental color and apply color concepts and paint techniques to their design work. Includes six hours of laboratory. Requires additional lab time outside class. **Prerequisite:** ART 110.

### ART 112\* Three-Dimensional Design • 5 CR

Introduces use of the third dimension in design. Students work with wood, metal, etc., to create objects using mass, space, time, and light. Requires lab time outside class. **Prerequisite:** ART 108. **Recommended:** ART 110 and 111.

### ART 120\* Drawing I • 5 CR

Teaches basic visual and drawing skills. Students use charcoal and pencil to draw objects and forms from direct observation in the studio. Includes six hours of laboratory. Requires additional lab time outside class.

### ART 121\* Drawing II • 5 CR

Continues ART 120. Includes drawing the human figure from live models. Students gain skill in expressive drawing using various media. Includes lecture and lab. Requires additional time outside class. **Prerequisite:** ART 120.

### ART 150\* Basic Photo I • 5 CR

Introduces basic camera handling, developing, printing, and composition with black-and-white film. Students should own a camera with manual exposure control and must supply their own film, and photographic paper. Requires four hours lecture, two hours lab per week.

### ART 151\* Basic Photo II • 5 CR

Teaches advanced techniques in black-and-white photography. Students practice creative seeing, problem solving, and using the zone system. Requires four hours lecture, two hours lab per week. **Prerequisite:** ART 150.

### ART 153\* Darkroom Laboratory Techniques • 1 CR

Provides darkroom privileges for students not enrolled in a photography class. Students with working knowledge of darkroom processes gain additional practical experience. Course graded pass/fail. May be repeated for a maximum of 3 credits. **Prerequisite:** ART 150.

### ART 154\* Introduction to Digital Photography • 5 CR

Introduction to digital photography as a means for artistic exploration and expression. From camera basics, to using appropriate hardware and software, to conceptual and aesthetic considerations, students develop a digital workflow. **Recommended:** Basic computer skills.

### ART 194/195/196/197 Special Topics in Art • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the art curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

### ART 199 Individual Projects in Art • V1-3 CR

Allows an individual student to acquire or practice skills beyond the regular curriculum. Students must have appropriate foundation-level skills. May be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor.

### ART 201 History of Western Art • 5 CR

Surveys the history of Western art from prehistoric Europe and the ancient Near East, Greece, Rome, and early Christian through the Middle Ages. Students also learn basic art-historical terms and concepts. Slide lecture format.

### ART 202 History of Western Art • 5 CR

Surveys European art of the Italian and Northern Renaissance, Baroque period, and early 18th century. Slide lecture format.

### ART 203 History of Western Art • 5 CR

Surveys European and American art from the late 18th through the 21st century. Slide lecture format.

### ART 205 Survey of Non-Western Art • 5 CR

An overview of the visual art of Asia (including India, China, and Japan), the Native Americas, Oceania, and Africa. Examines the development of the visual arts of the non-western world within unique cultural traditions as well as within certain cross-cultural contexts. Slide lecture format. Two-off campus field trips required.

## ART 206

### History of Photography • 5 CR

Examines the role photography has played reflecting and shaping culture from its emergence in the 19th century to the digital revolution currently underway. Emphasizes what it means to photograph, to be photographed, and to view photographers as part of an audience. Students make a few photographs of their own along the way (some using a cell phone). **Recommended:** ENGL& 101.

## ART 221\*

### Advanced Studio Drawing I • 5 CR

Provides studio experience building on objectives learned in the basic drawing courses. Includes six hours of lecture and lab, with additional time required outside class. **Prerequisite:** ART 111 and 121, and permission of instructor.

## ART 222\*

### Advanced Studio Drawing II • 5 CR

Continues ART 221. Includes six hours of lecture and lab, with additional time required outside class. **Prerequisite:** ART 221 and permission of instructor.

## ART 225

### Introduction to Aesthetics • 5 CR

Explores the nature of art and the aesthetic experience. Students analyze the artistic theories and aesthetic principles underlying Eastern and Western art. Format includes several field trips during class time. Same as PHIL 225. Either ART 225 or PHIL 225 may be taken for credit, not both.

## ART 240\*

### Oil Painting • 5 CR

Introduces color theory and techniques for working in oils. Students learn modeling in light and shade composition. Includes six hours of lecture and lab, with additional time required outside class.

## ART 242\*

### Advanced Studio: Oil Painting • 5 CR

Continues ART 240. **Prerequisite:** ART 111 and 121 and 240, or permission of instructor.

## ART 252\*

### Basic Color Photo • 5 CR

Introduces basic theory and techniques of color photography. Students learn processes for negative and positive materials and color enlarging as well as principles of composition and visual communication. **Prerequisite:** ART 151.

## ART 253\*

### Photo III • 5 CR

Explores advanced techniques in photography. Students review the history of photography and practice creative solutions to visual problems. **Prerequisite:** ART 110 and 151.

## ART 254\*

### Advanced Digital Imaging • 5 CR

Building on knowledge and skills gained in either ART 150 or ART 154. Explores technical, aesthetic, and conceptual considerations that are driving digital imaging in the 21st century. **Prerequisite:** ART 150 or 154. Basic computer skills and ownership of a DSLR recommended.

## ART 256\*

### Art & Technology • 5 CR

Studio art class. Provides key concepts and strategies for students to express themselves using the latest technologies. Students, as employees, produce projects using current techniques and tools. Course includes skills for being adaptive and developing problem solving skills for tomorrow's workplace. **Recommended:** Basic computer skills.

## ART 260\*

### Basic Ceramics I • 5 CR

Introduces basic forming techniques of hand building and surface techniques including under glazes and glazes for earthenware and high-fire clay bodies. Students also get limited time on the wheel.

## ART 261\*

### Basic Ceramics II • 5 CR

Continues ART 260 with emphasis on wheel throwing techniques and more advanced surface techniques. **Prerequisite:** ART 260.

## ART 280\*

### Sculpture • 5 CR

Covers techniques of popular contemporary three-dimensional media, and applies these to individual expressions in three-dimensions. Includes guidance in composition as appropriate to individual expressive needs. Materials include metal (including metal casting), wood, plastics, stone and plaster.

## ART 294/295/296/297

### Special Topics in Art • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the art curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

## ART 299

### Individual Projects in Art • V1-3 CR

Allows an individual student to acquire or practice skills beyond the regular curriculum. Students must have appropriate foundation-level skills. May be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor.



## Astronomy

### Science

## ASTR& 100

### Survey of Astronomy • 5 CR

*Previously ASTR 101*

Offers a general survey of astronomy, including the moon, planets, solar system, stars, galaxies, and cosmology. Non-mathematical approach. Classes meet in the planetarium. Either ASTR& 100 or ASTR& 101 may be taken for credit, not both.

## ASTR& 101

### Introduction to Astronomy • 6 CR

*Previously ASTR 105*

A general, non-math survey of topics in astronomy, including history, solar system, stars, galaxies and cosmology. Includes a weekly lab. Either ASTR& 100 or ASTR& 101 may be taken for credit, not both.

## ASTR 199

### Individual Studies in Astronomy • V1-5 CR

Allows individual projects related to astronomy or the planetarium. **Prerequisite:** Permission of instructor.

## ASTR 201

### Selected Topics in Advanced Astronomy • 6 CR

Utilizes hands-on laboratory exercises to address selected topics in advanced astronomy. Topics include the use of telescopes and the methods astronomers use to gather data, the solar system, the evolution of stars, relativity and quantum physics, galaxies and cosmology. Nighttime telescope observing will take place weather permitting. **Prerequisite:** ASTR& 100 or ASTR& 101.

## ASTR 299

### Individual Studies in Astronomy • V1-5 CR

Allows individual projects related to astronomy or the planetarium. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

## Course Descriptions



### Basic Science Skills

#### Science

#### BASCI 096

##### Basic Science (Quantitative) – Non-Native Speaker • 2 CR

A developmental course designed to prepare non-native speakers of English for successful entry into introductory college science courses. Content includes a cross-section of quantitative skills (i.e., conversion of units of measure to and from Western to metric) with emphasis on problem solving relating to the disciplines of biology, chemistry, and physics. **Prerequisite:** Completion of English Language Institute Level 5 Integrated Skills with a grade of A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL; plus teacher recommendation or special recommendation by ELI.

#### BASCI 097

##### Basic Science (Conceptual) – Non-Native Speaker • 3 CR

A developmental course designed to prepare non-native speakers of English for successful entry into introductory college science courses. Content includes materials relating to biology and chemistry concepts with an emphasis on terminology, technical processing, and college research skills. **Prerequisite:** Completion of English Language Institute Level 5 Integrated Skills with a grade of A or B or completion of Level 4 or 5 Integrated Skills with a 493 or 497 on the TOEFL; plus teacher recommendation or special recommendation by ELI.

#### BASCI 098

##### Basic Science Skills • 5 CR

Prepares students for success in introductory college science courses by developing problem solving, terminology, and study skills. Students explore a variety of topics relating to biology, chemistry, and physics.

#### BASCI 103

##### Research Skills in Science • V1-3 CR

Emphasizes critical thinking and development of information research skills relating to science, mathematics, and engineering. Students learn search strategies using the World Wide Web, electronic, and print databases to find information and evaluate its relevance and validity.

## Biology

### Science

#### BIOL& 100

##### Survey of Biology • 6 CR

An introduction to biology for the non-science student, emphasizing fundamental life processes and concepts common to all living organisms, with the human example. Emphasis is on biological applications in today's society. Course includes a lab.

#### BIOL 108

##### Human Biology • 6 CR

Overview of human body functions, including an introduction to some anatomy and physiology, nutrition and exercise and modern medical advances. This course is intended for non-science majors. Course includes a laboratory. Meets science distribution graduation requirement at BC.

#### BIOL 125

##### Survey of Human Diseases • 5 CR

Examines the pathophysiology, diagnosis and treatment of common and/or emerging human diseases.

#### BIOL 150

##### Marine Biology • 6 CR

Introduction to marine life, marine biological communities, and marine ecology. Course includes lecture, labs, and field trips. Fulfills laboratory science course requirement at BC.

#### BIOL& 160

##### General Biology I • 6 CR

*Previously BIOL 101*

Introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs. Format includes laboratory work. Strongly **Recommended:** CHEM 100 or CHEM& 121 or BASCI 098, or one year of high-school chemistry.

#### BIOL 162

##### General Biology II • 6 CR

*Previously BIOL 102*

Surveys systems and processes, and diversity of living organisms and their environment. Format includes laboratory work.

#### BIOL 199

##### Individual Studies in Biology • V1-5 CR

Allow students to investigate special biological phenomena and taxa. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

#### BIOL& 211

##### Biology Majors Cellular or Animal or Plant • 6 CR

*Previously BIOL 201*

First in a three-course sequence for science majors and pre-professional students. Topics include cell structure, metabolism and energetics, genetic control of life, biotechnology, and an introduction to evolution. **Prerequisite:** BIOL& 160 and CHEM& 161 or equivalent.

#### BIOL& 212

##### Biology Majors Animal or Cellular or Plant • 6 CR

*Previously BIOL 202*

Second in a three-course sequence for science majors and pre-professional students. Topics include evolution of species, embryonic development of animals, vertebrate systems, and animal taxonomy. **Prerequisite:** BIOL& 211.

#### BIOL& 213

##### Biology Majors Plant or Cellular or Animal • 6 CR

*Previously BIOL 203*

Third in a three-course sequence for science majors and pre-professional students. Topics include plant anatomy, physiology, evolution, and ecology. **Prerequisite:** BIOL& 211.

#### BIOL& 241

##### Human Anatomy & Physiology I • 6 CR

*Previously BIOL 260*

Introduces the structure and function of tissues, organs, and systems of the human body. Both BIOL& 241 and BIOL& 242 are needed for a complete study of the anatomy and physiology of all human systems. Format includes laboratory work. **Prerequisite:** BIOL& 160 or BIOL& 211 with a C (2.0) or better, or entry code.

#### BIOL& 242

##### Human Anatomy & Physiology II • 6 CR

*Previously BIOL 261*

Continues the study of tissues, organs, and systems of the human body. Both BIOL& 241 and BIOL& 242 are needed for a complete study of the anatomy and physiology of all human systems. Format includes laboratory work. **Prerequisite:** BIOL& 241 with a C (2.0) or better, or entry code.

#### BIOL& 260

##### Microbiology • 6 CR

*Previously BIOL 250*

Explores structure, function, and taxonomy of microbes, including bacteria and viruses, and their relationships to health and disease. Format includes substantial laboratory work and written reporting. **Prerequisite:** BIOL& 160 or BIOL& 211 with a C (2.0) or better, or entry code.

## BIOL 275

### Laboratory Methods in Genomics • 6 CR

Introduces the use of laboratory tools and techniques to sequence DNA. Topics covered include DNA structures and gene expression. Emphasis on experimental methods and design. Students learn to think critically about research methodology and scientific investigation. Required *Prerequisite*: BIOL& 160 or BIOL& 211 or permission of instructor.

## BIOL 276

### Advanced Laboratory Methods in Genomics • 6 CR

Provides experience in teaching and advanced laboratory techniques in genomics. Topics include genomic library maintenance and DNA sequence database maintenance. Emphasis on independent work and teaching other students, critical thinking about research methodology and scientific investigation. *Prerequisite*: BIOL 275 with a C- or better or permission of instructor.

## BIOL 312

### Biology of Cancer • 5 CR

Emphasis is on the cellular, genetic, biochemical and environmental aspects of the disease including discussion of the multiple disease nature of cancer, its diagnosis and treatment. Same as RAIT 312. Either BIOL 312 or RAIT 312 may be taken for credit, not both. *Recommended*: BIOL& 160 or BIOL& 211.

## Botany Science

## BOTAN 110

### Introductory Plant Biology • 6 CR

Presents basic concepts of plant biology for the non-major, focusing on the plant characteristics, unity and diversity, growth, and reproduction. Students discuss current ideas in agriculture, horticulture, medicine, biotechnology, ecology, conservation, and environmental issues. Laboratory work includes greenhouse and field studies.

## BOTAN 113

### Plant Identification & Classification • 6 CR

Covers the nomenclature, classification, field study, and laboratory identification of common plant families, with emphasis on the conspicuous flora of Western and Central Washington. Format includes fieldwork, including two full-day trips to Central Washington.

## BOTAN 120

### Introduction to Mycology • 6 CR

Surveys the study of fungi, emphasizing interrelationships with the plant and animal kingdoms. Topics include classification and naming, reproduction, fungi as pathogens of plants, mycotoxins, medicinal and/or shamanistic uses, edible mushrooms, fungal diseases, plant/fungus symbiotic relationships, and pest management.

## Business Administration Transfer

### Social Science

## BA 200

### Business Law Legal Foundations • 5 CR

Examines legal institutions and processes. Students examine law as a system of social thought and behavior and a framework for resolving rival claims. Other topics include legal reasoning and the interaction of law and business. *Prerequisite*: ENGL& 101 with a C- or better. Recommended 30 prior college credits.

## BA 240

### Statistical Analysis • 5 CR

Surveys techniques used in decision-making and research. Topics include descriptive and inferential statistics, probability, central tendency, variability, normal and t-distributions, hypothesis testing, and regression. Material has applications in business, health care, etc. *Prerequisite*: MATH 138 or MATH& 142 with a C- or better, or entry code.

## Business Intelligence

### Institute for Business and Information Technology (IBIT)

## BUSIT 101

### Effective Decision Making • 3 CR

Introduction to the development of systems designed to capture relevant data from all segments of an enterprise, to organize the data into a coherent structure and provide the means to analyze the data in order to make rational decisions.

## BUSIT 105

### Multi-Dimensional Analysis I • 5 CR

Introduces the concepts and current methodologies for creating On-Line Analytical Processing (OLAP) databases. Students develop Key Performance Indicators and use hands-on exercises with current server tools to create, process, browse and secure data cubes of various designs. *Prerequisite*: DBA 130 with a C- or better, or entry code.

## BUSIT 110

### Data Warehouse I • 5 CR

Introduces the concepts associated with the development of a data warehouse. Students apply the "Extract, Clean, Conform, and Deliver" process to organizational data and build the dimension and fact tables required in a data warehouse. Current server tools are used in hands-on exercises. *Prerequisite*: BUSIT 105 with a C- or better.

## BUSIT 115

### Data Mining I • 5 CR

Introduces the computer-assisted process of evaluating enormous sets of data to find previously undiscovered patterns, draw conclusions and then make decisions based on these patterns. Concepts are introduced and hands-on exercises used to apply the concepts using current software tools. *Prerequisite*: BUSIT 105 with a C- or better.

## BUSIT 202

### Dimensional Modeling • 5 CR

Dimensional modeling has been broadly accepted as the principle technique for data warehouse design. Students use a sequenced series of case studies and hands-on exercises to learn effective design principles for data warehouse development and apply these principles to new situations. *Prerequisite*: BUSIT 105 with a C- or better.

## BUSIT 205

### Multi Dimensional Analysis II • 5 CR

Concepts and techniques used in BUSIT 105 are expanded upon to create advanced, business-oriented solutions with OLAP databases. Multi Dimensional Expressions (MDX queries) and Extensible Markup Language for Analysis (XMLA) are used to extract data directly and over the web. *Prerequisite*: BUSIT 105 with a C- or better.

## BUSIT 209

### Data Visualization • 5 CR

Introduces theory and concepts relating to the effective display of data with a focus on quantitative data. Concepts provide the basis for selecting, designing, and presenting graphs based on multi dimensional data. Current tools are used to graph the correct data, alert decision makers to problems, and display data geographically. *Prerequisite*: BUSIT 105 with a C- or better.

Learn about BC's  
Business Intelligence  
certificate on pages 49-50.

## Course Descriptions

### BUSIT 210

#### Data Warehouse II • 5 CR

Students manipulate a data warehouse programmatically, building on the concepts and techniques learned in BUSIT 110. Package storage, execution and configuration are managed using server management tools. Packages are backed-up and restored, and server activity and performance is monitored. **Prerequisite:** BUSIT 110 with a C- or better.

### BUSIT 215

#### Data Mining II • 5 CR

Expands on the concepts from BUSIT 115 using advanced tools and techniques available from the most current server tools. Students create Relational and OLAP mining models and evaluate the models to validate the accuracy and compare the predictive ability of the models. **Prerequisite:** BUSIT 115 with a C- or better.

## Business Management

### Institute for Business and Information Technology (IBIT)

The course designation for this program changed from G BUS to BUS summer 2008. Course number remains the same unless otherwise noted.

### BUS& 101

#### Introduction to Business • 5 CR

Examines the role of business in a modern economy: growth, structure, organization, and relationship to the environment. Students investigate the objectives, functions, and management of business firms. Other topics include problems of organization, decision-making, and controls. Fulfills social science course requirement at BC.

### BUS 102

#### Personal Money Management • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Includes cash flow management, personal budgeting, and record keeping. Students develop a personal budget and compile personal income statements.

### BUS 103

#### Personal Savings • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Savings, the banking industry and its products and services, savings returns, and evaluating alternative savings vehicles are covered. Students create an annual budget, set financial goals and determine the risks and returns of various savings vehicles, and create a personal net worth statement.

### BUS 104

#### Personal Credit • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on the evaluation of the credit industry and its consumer products and services. Students evaluate alternate credit and loan features and explore strategies for debt management.

### BUS 105

#### Personal Taxes • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on individual tax filing, tax planning and maximizing after-tax returns.

### BUS 106

#### Personal Risk Management • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on the insurance industry and its products. Students evaluate personal insurance needs.

### BUS 107

#### Personal Real Estate • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Covers the single-family house and mortgage market. Students review the home buying and mortgage application process.

### BUS 108

#### Personal Investment • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Focus is on financial goals, historical risk and returns of major asset classes, asset allocation, maximizing after-tax returns and monitoring investments.

### BUS 109

#### Employee Benefits for Personal Finance • 1 CR

Part of a series of courses that present core components of personal finance applicable to individuals and financial service workers. Outlines basic benefits offered by firms. Students become familiar with what these benefits achieve and how to use them for long-term financial planning.

Learn about BC's  
Business Management  
certificate on page 50.

### BUS 120

#### Organizational Behavior • 5 CR

Explores the dynamics of human resources in a business organization. Students develop a positive attitude toward the human element in business. Specific topics include motivation, leadership, group dynamics, organization theory, participatory management, and communication.

### BUS 141

#### Introduction to Insurance • 2 CR

Covers the basic background of modern property/casualty insurance systems. Explores the interrelationship of insurance work, how insurance products and services are distributed to the consumer, and how insurance company departments function. Includes civil, tort and contract law and the importance of the risk management process.

### BUS 145

#### Business Mathematics • 5 CR

Presents practical mathematics for business and consumer financing. Topics include computing simple and compound interest, present values, annuities, and amortization. **Prerequisite:** BTS 161 or BTS 165 at BC with a C- or better or equivalent spreadsheet experience.

### BUS& 201

#### Business Law • 5 CR

*Previously G BUS 202*

Surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency.

### BUS 203

#### Business Law II • 5 CR

Second course in business law. Extends the study of business law into real property, the Uniform Commercial Code, debtor-creditor relationships, business organizations, cyber law, ethics, and employment. Students extend their learning in the legal reasoning process, legal analysis and writing, and how to communicate clearly. **Prerequisite:** BA 200 or BUS& 201 or permission of instructor.

### BUS 210

#### Investments • VI-5 CR

Provides tools for personal financial planning and investment selection. Topics include the economy, capital markets, industries, stocks, bonds, international, mutual funds, and other asset classes. Students are required to evaluate and monitor investments, use analytical tools (such as risk return and fundamental analysis), and behavior finance concepts to determine investment selection and fit to personal financial goals and risk profiles.



## BUS 219

### **Business of Film & Video Production • 5 CR**

Students develop a broad understanding of the Film and Television industries functions and explore ways to gain access to the industry. Students develop the knowledge and understanding to create their own production companies and bring their creative ideas and projects to fruition. Same as MEDIA 219. Either BUS 219 or MEDIA 219 may be taken for credit, not both. **Recommended:** CMST 216.

## BUS 221

### **Human Resource Management • 5 CR**

Introduces the functional areas of human resource management and laws. Students discuss job analysis, recruitment, testing, interviewing, selection, placement, training, wage and salary administration, performance, evaluation and labor management.

## BUS 222

### **Advanced Leadership & Management • 5 CR**

Prepares working professionals for effective leadership in a culturally diverse and constantly changing business environment. **Prerequisite:** BUS& 101 or BUS 120 or BUS 221.

## BUS 230

### **Project Management • 5 CR**

Examines the theory and practice of project management from a managerial perspective. Students define projects, determine resources requirements, write requests for proposals, outline contract requirements, define and sequence tasks, and create project schedules. **Recommended:** Concurrent enrollment in BTS 280.

## BUS 241

### **Multicultural Business Consulting • 5 CR**

Students gain practical experience managing in a multi-cultural business environment. Course combines classroom learning, reading, technical skills, marketing, financial analysis, business process reengineering, and consulting to see how changes in one area affect the growth of the company as a whole. Same as BUS 241. Either ETHN 241 or BUS 241 may be taken for credit, not both. Recommended 30 prior college business credits.

## BUS 245

### **Property & Liability Insurance • 5 CR**

Includes basic property and liability insurance, contracts, loss exposure, risk management, types of insurers, institution regulations, measurement of financial performance, and operations such as marketing, underwriting, and claims. Prepares students to test for the Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

## BUS 246

### **Personal Insurance • 5 CR**

Designed for those interested in personal insurance needs or majoring in business. Covers personal insurance and financial planning. Includes automobile, homeowners, fire, flood, earthquake, ocean marine, life, health and other personal property and liability insurance. Prepares students for the Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

## BUS 247

### **Commercial Insurance • 5 CR**

Covers insurance for commercial property, business income, equipment breakdown, inland and ocean marine, commercial crime, commercial automobile and general liability, farm, and business owner's policies. Includes workers compensation and employers liability insurance. Prepares students for the Certification in General Insurance through the American Institute for CPCU/Insurance Institute of America. **Prerequisite:** BUS 141 or equivalent experience recommended.

## BUS 248

### **Insurance Codes & Ethics • 2 CR**

Designed for insurance majors. Addresses ethical behavior and considerations one must support in order to succeed in business, specifically in the insurance industry. Includes the Washington State Code and a series of case studies regarding ethical behavior in the field of insurance. **Prerequisite:** BUS 141 equivalent experience recommended.

## BUS 250

### **Entrepreneurship • 5 CR**

Deals with organizing and operating a small business. Topics include development of a business plan, failure factors in small business, source of capital, record keeping, financial statements, taxation, marketing, legal and regulatory issues and management principles. **Prerequisite:** Completion of 30 business credits or equivalent business experience recommended.

## BUS 260

### **Business Ethics • 5 CR**

Introduction to ethical theories relevant to issues and problems in business. Explores ethical concerns in marketing, race/gender bias, economics, the natural environment, employee-employer duties, and civic relations. Same as PHIL 260. Either BUS 260 or PHIL 260 may be taken for credit, not both.

## BUS 280

### **Advanced Studies in International Business • 5 CR**

Focuses on student research projects comparing U.S. business practices with their International counterparts. Class requires participation in the one-week international research trip. **Prerequisite:** INTST 150 and permission of instructor. INTST 150 may be taken concurrently.

## BUS 291

### **Business Internship I • 2 CR**

Develops the skills necessary for an effective job search. Topics covered include resumes, cover letters, interviews, job searches, and portfolios. Course is graded credit/no credit. **Prerequisite:** Entry code.

## BUS 292

### **Business Internship II • V1-10 CR**

Continues BUS 291, with students working at least 15 hours weekly in an industry related to their studies. Students meet weekly with instructor and discuss their work activities. Course is graded credit/no credit. Variable credit based on hours worked in internship. **Prerequisite:** Permission of instructor.

## BUS 294/295/296/297

### **Special Topics in Management • V1-10 CR**

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

## BUS 299

### **Individual Studies in Business Management • V1-10 CR**

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

## Course Descriptions

### Business Technology Systems

Institute for Business and  
Information Technology (IBIT)

#### BTS 095

##### Introduction to Online Learning • 1 CR

Introduces the basic tools, best practices, learning styles, technology and expectations students encounter in an on-line course.

#### BTS 101

##### Keyboarding I • 3 CR

Develops basic skills in keyboarding (touch-typing) and document formatting using the personal computer. No previous computer experience necessary.

#### BTS 104

##### Keyboarding Review & Speed Building • 3 CR

Increases students' keyboarding speed and accuracy. *Prerequisite:* BTS 101 or equivalent experience recommended.

#### BTS 105

##### Beginning Keyboarding – Alphabet Keys • 1 CR

Develops basic skills in keyboarding (touch typing) for the alphabet keys. No previous computer experience necessary. The entire series of BTS 105, 106, 107, with no omission, is equivalent to BTS 101.

#### BTS 106

##### Beginning Keyboarding – Figure & Symbol Keys • 1 CR

Develops basic skills in keyboarding (touch typing) for figure and symbol keys. No previous computer experience necessary. The entire series of BTS 105, 106, 107, with no omission, is equivalent to BTS 101.

#### BTS 107

##### Beginning Keyboarding – Keypad & Skillbuild • 1 CR

Develops basic skills in keyboarding (touch typing) for the numeric keypad and enhances skillbuilding speed and accuracy. The entire series of BTS 105, 106, 107, with no omission, is equivalent to BTS 101.

#### BTS 109

##### Business Communications • 5 CR

Strengthens skills for effective professional verbal, written and non-verbal communication. Includes reinforcement of grammar and punctuation, writing and peer-editing, proofreading and revising, business writing strategies, and portfolio preparation. Projects include a presentation with visual tools, outline, citations and portfolio preparation of professionally written business messages. *Prerequisite:* BTS 110 or BTS 161 or equivalent experience and ENGL 092 or 093. Keyboarding skill recommended.

#### BTS 110

##### Web Essentials for Communications • 5 CR

Introduces internet research, web design tools, web communication and networking websites and tools, browser basics, web search strategies, evaluating and using online resources, writing in HTML, creating effective web pages, and Internet and web security. Projects combine professional writing, computer and web authoring software skills, website creation and design, and presentation skills.

#### BTS 141

##### Presentation Design & Delivery Essentials • 1 CR

Studies business presentation essentials using current presentation software and professional standards. Topics include content development, audience analysis, presentation delivery, and design and presentation principles. Projects create and deliver presentations that are professional, organized, effective and appropriate for the audience. Recommended BTS 110 or 161. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

#### BTS 142

##### Presentation Design & Delivery Intermediate • 1 CR

Studies intermediate business presentations using current software and professional standards. Topics include content development, graphics, animation, sound, video, collaboration tools and integration with other software applications. Projects create and deliver presentations that are professional, appropriate for the audience and organized. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

#### BTS 143

##### Presentation Design & Delivery Advanced • 1 CR

Studies advanced business presentations using current software and professional standards. Topics include content development, custom animation and sound, custom designs, custom graphics, security, narration and alternative delivery modes including print and self-running presentations. Projects create and deliver presentations that are professional, appropriate for the audience and organized. The entire series of BTS 141, 142, 143, with no omissions, is equivalent to BTS 147.

#### BTS 144

##### Personal Information Manager • 3 CR

Course features the concepts, terminology, and techniques involved in utilizing a popular messaging and personal information management program specifically Microsoft Outlook. Tools and commands are utilized to email, schedule appointments and meetings, create and maintain contact lists, create task lists, maintain journals for recording and tracking activities, and create notes and reminders. *Prerequisite:* BTS 161 or equivalent experience recommended.

#### BTS 145

##### Introduction to Web Technology • 1 CR

Explores a wide variety of emerging online technologies and concepts that are both important and practical for businesses. Topics include how emerging technology tools can help you stay up to date in the new information landscape businesses are entering. Projects combine the use of emerging online technology with the needs of businesses and organizations to improve communications and productivity. *Prerequisite:* Previous computer experience or permission of instructor.

#### BTS 146

##### 10-Key • 1 CR

Introduction to the computer ten-key, keypad and the functions of the desktop calculator. *Prerequisite:* Previous computer experience or permission of instructor.

#### BTS 147

##### Presentation Design & Delivery • 3 CR

Studies business presentation design, delivery and publication using current software and professional standards. Topics include content development, audience analysis, presentation delivery, presentation slides, collaboration tools, integration, security tools, application of template and custom graphics, animation, sound, video and delivery modes. Projects create and deliver professional presentations appropriately organized for the audience. Recommended BTS 110 or BTS 161.

#### BTS 151

##### Spreadsheet Applications: Formulas & Functions • 1 CR

Develops and creates a workbook with formulas and functions using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. *Recommended:* BTS 161 or equivalent experience.

Learn about BC's degree and certificate options  
in business technology fields on pages 50-52.



**BTS 152**  
**Spreadsheet Applications:**  
**Charts & Formatting • 1 CR**

Develops Workbooks and creates and modifies charts using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

**BTS 153**  
**Spreadsheet Applications:**  
**Data Lists & Pivot Tables • 1 CR**

Develops worksheets and manipulates data lists using pivot tables, pivot charts, filtering, sorting and subtotals using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

**BTS 154**  
**Spreadsheet Applications:**  
**Links VLookUps & Templates • 1 CR**

Develops and creates multiple workbooks with linking VLookup and templates using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

**BTS 155**  
**Spreadsheet Applications:**  
**Advanced Logic Functions • 1 CR**

Develops worksheets using nested ifs, and/or functions, countif function and sumif function using spreadsheet software. The entire series of BTS 151, 152, 153, 154, 155, with no omissions, is equivalent to BTS 165. **Recommended:** BTS 161 or equivalent experience.

**BTS 161**  
**Business Software Essentials • 5 CR**

Introduces personal computer and business software in a Windows based environment. Includes file management strategies, personal computing tools, internet navigation, effective business document design, spreadsheet analysis and design and a survey of fundamental software used in a typical business environment. Projects include design and creation of a file management plan, and fundamental interactive spreadsheets. **Recommended:** BTS 101 or 104 or equivalent keyboarding experience.

**BTS 163**  
**Business Document Design**  
**Comprehensive • 5 CR**

Introduces key concepts and software to develop and create business documents. Topics include document design, creation, formatting, layout, output, graphics, tables, citations, mail merge, indexes, macros, forms, and sharing documents. Projects integrate business communication skills and problem solving techniques to create a variety of business documents such as letters, memos, newsletters, flyers, automated documents and collaborative documents. **Recommended:** BTS 161 or equivalent experience.

**BTS 165**  
**Business Spreadsheet Analysis & Design • 5 CR**

Introduces key concepts to develop and analyze business spreadsheets. Topics include formulas, formatting, logical, financial and lookup functions, charts, pivot tables, data tables, and multiple workbooks. Projects integrate skills to create business spreadsheets that communicate financial and operational performance. **Prerequisite:** BTS 161 or equivalent experience recommended.

**BTS 168**  
**Business Data Management Tools • 5 CR**

Introduces key concepts of data management and the use and creation of relational databases as a business tool. Topics include: views, simple and advanced queries, create and modify forms and sub-forms, reports, primary and foreign keys, importing data, formulas, controls and conditional formatting. Projects apply skills to multiple hands-on databases of increasing complexity. **Recommended:** BTS 161 or equivalent experience.

**BTS 171**  
**Operating Systems for Advanced Users • 5 CR**

Covers a current, popular operating system. Topics include customizing, implementing shortcut strategies, using OLE technologies, backing up a hard disk, safe guarding a PC, evaluating system performance, and installing software. **Recommended:** BTS 161 or equivalent experience.

**BTS 173**  
**Windows Basics • 1 CR**

Introduction to Windows operating system and built-in Windows programs.

**BTS 174**  
**Windows File & Disk**  
**Management Basics • 1 CR**

Introduction to the basics of managing, customizing and maintaining files, folders, disks, and display settings using the Windows operating system. **Prerequisite:** BTS 173.

**BTS 181**  
**Word Processing – Editing & Formatting • 1 CR**

Develops basic skills in word processing applications by creating, editing, and formatting documents. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

**BTS 182**  
**Word Processing Tables**  
**Columns & Graphics • 1 CR**

Develops advanced skills in word processing applications such as tabs, tables, columns, newsletters, and graphics. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

**BTS 183**  
**Word Processing – Sharing Documents • 1 CR**

Develops skills in word processing applications by collaborating and sharing documents using functions such as comments, track changes, mail merge and web tools. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

**BTS 184**  
**Word Processing –**  
**Managing Long Documents • 1 CR**

Develops skills in managing long documents using functions such as styles, table of contents, footnotes, endnotes, indexes, and cross referencing. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

**BTS 185**  
**Word Processing – Forms & Macros • 1 CR**

Develops skills in creating standardized forms and automated documents by using templates, electronic forms and macros. The entire series of BTS 181, 182, 183, 184, 185, with no omissions, is equivalent to BTS 163. **Recommended:** BTS 161 or equivalent experience.

## Course Descriptions

### BTS 186

#### Publication Design Essentials • 5 CR

Introduces key concepts to create and design publications for business use. Studies design principles, publication function, and industry standard software to create, design, and publish business documents, and prepare digital images for print and web use. Projects combine computer software skills design principles and efficient workflow to create business publications such as logos, brochures, advertisements and newsletters. **Recommended:** BTS 161 or equivalent experience.

### BTS 187

#### Publication Design for Print • 5 CR

Explores in-depth the current industry standard software to create and produce professional layouts and multipage publications for print. Topics include design principles, publication function, advertising principles and issues working with clients, typography, print considerations, color management, layout design, and management. Projects integrate design, advertising and client relations skills to create business cards, brochures, posters, directories, books, and banners. **Recommended:** BTS 161 or equivalent experience.

### BTS 188

#### Digital Images for Desktop Publishing • 5 CR

Introduces industry standards in digital imaging software and devices to create, edit, and manipulate images for print and web. Topics include design principles, print and web standards and tools, editing, modifying, compositing, painting, drawing, repairing, color-correcting, and automating digital images for business. Projects include marketing materials such as posters, book covers, labels and ads for use in a final portfolio. **Recommended:** BTS 161 or BTS 186.

### BTS 189

#### Webpage Authoring Essentials • 5 CR

Introduces industry standards in web page authoring and editing tools. Topics include principles of web design, file management, formatting, HTML, CSS, image optimization, publishing and managing dynamic web pages. Projects include the design and publication of a website based on a business client need. **Recommended:** BTS 161 or MEDIA 109 and working knowledge of HTML.

### BTS 199

#### Individual Studies Business Technology Systems • V1-10 CR

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

### BTS 210

#### Collaborative Online Workspaces • 5 CR

Introduces web based collaborative software to enhance work, data and content collaboration in a business environment. Topics include workspace sites, content publication, lists, discussion boards, libraries, surveys, tracking tasks, blogs, wikis, web parts, customization, templates, managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. **Recommended:** BTS 110 or BTS 161.

### BTS 250

#### Administrative Office Management • 5 CR

Explores essential skills necessary for an office administration professional. Topics include workplace trends, ethics, conflict resolution, written communications, records management, presentations, teamwork, customer service, leadership, event planning, job searching, and stress, anger, and time management. Projects integrate topics and apply them to a work-based team project and professional development plan. **Prerequisite:** BTS 161 or equivalent experience or permission of instructor.

### BTS 265

#### Advanced Business Spreadsheet Analysis & Design • 5 CR

Expands on BTS 165 and introduces concepts to develop and analyze business spreadsheets. Topics include importing and exporting data, protection, security, macros, VBA, goal seek, solver, scenarios, and advanced financial functions. Projects integrate skills to create business spreadsheets that communicate, automate and make recommendations about financial and operational performance. **Prerequisite:** BTS 165.



### BTS 268

#### Advanced Business Data Management Tools • 5 CR

Expands on BTS 168 and introduces concepts to develop relational databases as a business tool. Topics include database integration, action queries, pivot tables and pivot charts, macros, VBA database design, documentation, and data security. Projects apply skills to multiple hands-on databases of increasing complexity. **Prerequisite:** BTS 168.

### BTS 280

#### Project Planning Tracking & Reporting • 5 CR

Introduces skills to gather information about responsibilities and resources required to accomplish tasks and calculate the overall cost to plan a project. Studies the software needed to create and modify a project plan. Projects combine software skills with project management principles to plan a project and keep it moving on track in the implementation phase. **Prerequisite:** BTS 161 or equivalent experience recommended.

### BTS 289

#### Design & Deploy Ecommerce Website • 5 CR

Expands web development skills to market and sell products and services online. Topics include site design, data management, dynamic content, spry, shopping carts, search engine optimization and web marketing tactics. Projects integrate skills to design, build, and publish an ecommerce web site using current tools, following web marketing best practices and techniques. **Prerequisite:** BTS 189.

### BTS 293

#### Business Technology Practicum • 5 CR

Explores the theory, methods, and practice of teaching adult learners in a technology or computer based environment. Practical classroom or alternative educational experience with a professional instructor provides a setting for students to practice and analyze teaching and learning basics. Designed for teaching assistants in technology courses. **Recommended:** BTS 161 or equivalent experience.

### BTS 295/296/297

#### Special Topics in Business Technology Systems • V1-5 CR

Allows study of advanced or specialized business software applications, supplementing the regular courses. **Prerequisite:** BTS 161 or equivalent experience recommended.

### BTS 298

#### Seminar Topics n Business Technology Systems • V1-5 CR

Allows specialized or in-depth study of subjects related to business technology systems.

## Chemistry

### Science

#### CHEM 100

##### Chemical Explorations • 5 CR

Presents basic concepts of chemistry using a relatively non-mathematical approach. Topics include measurement, atomic and molecular structure, the periodic table, chemical vs. physical changes, acids and bases, and the social and environmental role of chemistry. Same as CHEM& 105 and CHEM& 110. Only one of three (CHEM 100 or CHEM& 105 or CHEM& 110) may be taken for credit.

#### CHEM& 110

##### Chemical Concepts w/ lab • 6 CR

*Previously CHEM& 105*

Presents the topics of chemistry in a relatively non-mathematical way and focuses on the social and environmental roles of chemistry. Course covers atomic and molecular structure, measurement, the periodic table, and acids and bases. The laboratory expands upon the course materials. Same as CHEM& 105 and CHEM& 110. Only one of three (CHEM 100 or CHEM& 105 or CHEM& 110) may be taken for credit.

#### CHEM& 121

##### Introduction to Chemistry • 6 CR

*Previously CHEM 101*

Introduces simplified atomic and molecular theory. Students investigate the chemistry of solutions, gases, liquids, and solids and examine quantitative relationships in chemical processes. Format includes lecture, discussion, and laboratory. **Prerequisite:** MATH 085 or 097.

#### CHEM& 131

##### Introduction to Organic/Biochemistry • 6 CR

*Previously CHEM 102*

Presents organic chemistry and biochemistry, with emphasis on functional groups, reaction synthesis, and biochemical applications. Format includes lecture, discussion, and laboratory. **Prerequisite:** CHEM& 121 or permission of instructor.

#### CHEM& 161

##### General Chemistry I • 6 CR

*Previously CHEM 140*

First in a three-course chemistry sequence for science and engineering students. The 161/162/163 series covers atomic structure, stoichiometry, solutions, gas laws, periodic law, bonding, molecular orbital theory, colligative properties, radioactivity, thermochemistry, equilibrium, acids, bases, oxidation-reduction, electrochemistry, kinetics, and simple organic chemistry. Courses in the series take a quantitative approach, format includes lecture, discussion, and laboratory. **Prerequisite:** MATH& 141 or equivalent and either one year high school chemistry or CHEM& 121.



#### CHEM& 162

##### General Chemistry II • 6 CR

*Previously CHEM 150*

Second in a three-course chemistry sequence for science and engineering students. **Prerequisite:** CHEM& 161 with a C- or better.

#### CHEM& 163

##### General Chemistry III • 6 CR

*Previously CHEM 160*

Third in a three-course chemistry sequence for science and engineering students. **Prerequisite:** CHEM& 162 with a C- or better.

#### CHEM 199

##### Individual Studies in Chemistry • VI-5 CR

Allows specialized, independent projects relating to chemistry. May include laboratory work. May be repeated for a maximum of 10 credits. **Prerequisite:** Two quarters of college chemistry and permission of instructor.

#### CHEM& 261

##### Organic Chemistry I • 6 CR

*Previously CHEM 231*

The first of a three-course series in organic chemistry. The 261/262/263 series covers structure, nomenclature, reactions, and synthesis of organic compounds. Format includes laboratory work. **Prerequisite:** CHEM& 161, 162, and 163.

#### CHEM& 262

##### Organic Chemistry II • 6 CR

*Previously CHEM 232*

Second in a three-course organic chemistry sequence. Format includes laboratory work. **Prerequisite:** CHEM& 261.

#### CHEM& 263

##### Organic Chemistry III • 6 CR

*Previously CHEM 243*

Third in a three-course sequence. Topics include functional groups and biologically important compounds. Format includes laboratory work. **Prerequisite:** CHEM& 262.

#### CHEM 299

##### Individual Studies in Chemistry • VI-5 CR

Allows specialized, independent projects relating to chemistry. May include laboratory work. May be repeated for a maximum of 10 credits. **Prerequisite:** Two quarters of college chemistry and permission of instructor.

## Communication Studies

### Arts & Humanities

The course designation for this program changed from COMM and SPCH to CMST summer 2008. Course number remains the same unless otherwise noted.

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an academic concentration in Communication Studies or Film Studies by completing 20 credits in the discipline. For Communication Studies, the following courses are required: CMST 102, 202, 220 and an additional five credits from CMST 210, 230, 240, 280, or 285. For Film Studies, please contact the department for more information. Please note: only five credits from the concentration discipline may be applied to a Basic Skills and distribution requirement. The remaining 15 credits will apply as electives.

#### CMST& 101

##### Introduction to Communication • 5 CR

*Previously SPCH 100*

Explores effective communication in one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to become more effective. Format includes public speaking experience.

#### CMST& 102

##### Introduction to Mass Media • 5 CR

*Previously COMM 150*

Examines the structure and operation of American mass media, including television, radio, newspapers, magazines, and film. Students analyze media influence on society and the relationships among media, audience, and government.

## Course Descriptions

### CMST 115

#### Visual Storytelling • 5 CR

Provides an introduction to key digital storytelling principles and message design for the interactive, rich media environments of the 21st Century. Covers these principles through an examination of media history, architecture, comics, theatre, cinema, visual language, information design, storytelling, and videogames. **Prerequisite:** ENGL& 101 recommended.

### CMST 119

#### History of Animation • 5 CR

Provides an overview and study of the history of animation, from the early magic lantern shows of the late nineteenth century to current and emerging digital animation technologies. The history of early film animation is compared and contrasted with the history of animation for the web, showing how the two types of animation often parallel each other in style and development. Course includes a series of lectures, discussions, and a variety of film and video clips of both classic and digital animation.

### CMST 120

#### Film History • 5 CR

Course examines the historical origins of cinema from 1880 to 1945, including the developments in film making from Europe, to Russia to Hollywood. Course looks at the different uses of and roles played by film including the use of movies as ideological tools. **Recommended:** ENGL& 101 and completion of any CMST Theory course.

### CMST 121

#### Exploring the Documentary Film • 5 CR

Examines the theory, practice, history and ethics of documentary film making.

### CMST 131

#### Exploring the Digital Future • 5 CR

*Previously COMM 101*

Surveys the history and future of global communication technologies. Students discuss the effects of the computer revolution and digital communication on society and explore career opportunities in digital communication fields.

### CMST 132

#### Techniques & Technology of Propaganda • 5 CR

*Previously COMM 102*

Examines tools and processes for targeting information to specific audiences for specific purposes. Students analyze how film, video, and multimedia can be used to influence opinions, generate sales, etc. Students test persuasion techniques with simple media presentations.



### CMST 133

#### Media Aesthetics • 5 CR

*Previously COMM 103*

Gives insight into media aesthetics through the study of production techniques. Students develop interpretive skills by analyzing lighting, editing, color, sound, and interactivity. Class format includes lectures, media clips, and guest speakers.

### CMST 134

#### Cultural Studies in Mass Media • 5 CR

*Previously COMM 104*

Introduces terms, analytical techniques, and interpretive strategies commonly used in cultural studies. Explores how mass mediated artifacts are produced, shaped, distributed, consumed, and responded to in diverse ways. Students investigate these varied dimensions of culture to understand them in their broader social, aesthetic, ethnical and political context.

### CMST 136

#### Writing for the World Wide Web • 5 CR

*Previously COMM 106*

Introduces the cognitive and creative tools needed to create text for the World Wide Web. Students practice new styles of writing for nonlinear media. **Recommended:** BTS 109 or ENGL& 101.

### CMST 138

#### Media Digital Law & Ethics • 5 CR

*Previously COMM 108*

Explores the legal and ethical issues raised by modern communication technologies. Specific topics include copyright, free speech, pornography, and universal internet access. Students analyze how the U.S. justice system responds to emerging technologies. Class format incorporates lectures, discussions, case studies, and media clips.

### CMST 141

#### Introduction to Media Writing • 5 CR

Emphasizes observation skills and choice of language, structure, and source material to communicate events and ideas to selected audiences. Students learn interviewing, basic research, effective expression, and editing through note taking, interviewing, drafting, and revision. Students write regularly for the BC student newspaper, The Jibsheet. Either CMST 141 or ENGL& 101 meet a written communication course requirement at BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better, or entry code.

### CMST 143

#### Editing Techniques • 3 CR

Applies the techniques and responsibilities of newspaper editing. Students practice copy reading and headline writing. Requires additional time outside class. **Prerequisite:** CMST 141 or ENGL& 101 or entry code.

### CMST 144

#### Newspaper Design • 3 CR

Applies newspaper design and coverage strategies. Topics include headline schedules, page makeup, assignment planning, and picture editing. May be repeated for a maximum of 6 credits. Requires additional time outside class. **Prerequisite:** CMST 141 or ENGL& 101 or entry code.

### CMST 145

#### Advertising Staff • 3 CR

Covers typography, paste-up, design, and sales. Students gain practical experience working on student newspaper. Requires additional time outside class.

### CMST 146

#### News Staff • 3 CR

Continues CMST 141 with further skills development and practical applications. Students typically complete 10 major reporting assignments per quarter. May be repeated for a maximum of 6 credits. Requires additional time outside class.

### CMST 151

#### Introduction to Public Relations • 5 CR

Provides an overview of the field of public relations from history to practice. Introduces writing, interviewing and publicity techniques and creates press kits for a variety of audiences. **Prerequisite:** CMST 141 or ENGL& 101.

### CMST 161

#### Basic Broadcasting • 5 CR

Develops skills in announcing and audio operations. Students review radio history and regulations and get an introduction to commercials, news, production, and station organization.

## CMST 163

### Radio Operations: Announcing/Production • 5 CR

Develops broadcast voice and production skills. Students practice tape editing and mixing and develop production values through class projects. **Prerequisite:** CMST 161 and permission of instructor.

## CMST 195

### Special Topics in Communication • V1-10 CR

*Previously SPCH 195*

Allows specialized study of a subject supplementing the speech communication curriculum. Topics are announced in the class schedule. May be repeated for a maximum of 15 credits.

## CMST 201

### History of Communication • 5 CR

Surveys the development of communication from prehistoric times to the present. Students analyze the influence of communication on historical, social, and technological changes in the U.S. and worldwide.

## CMST 202

### Survey of Speech Communication • 5 CR

*Previously SPCH 202*

Introduces a variety of communication processes to give a basic understanding of speech communication. Students explore interpersonal, small group, and intercultural communication. Same as SPCH 102.

## CMST & 210

### Interpersonal Communication • 5 CR

*Previously SPCH 200*

Focuses on interpersonal communication in relationships. Students explore perception, language, self-concept, self-disclosure, listening, and conflict resolution management, and experience the concepts through class activities.

## CMST 216

### Scripting for Film Video & Multimedia • 5 CR

Students learn the mechanics and format used for film and television as well as the writer's job in pre-production and production. In addition, students are introduced to non-linear writing for new interactive multimedia technologies. **Prerequisite:** CMST 141 or ENGL& 101 or ENGL& 235 ENGL 271 or ENGL 272 or equivalent English course at another college with a C- or better, or an entry code.

## CMST & 220

### Public Speaking • 5 CR

*Previously SPCH 220*

Presents the essentials of effective public speaking. Students explore topic selection, research methods, organization, analysis of material and audience, and use of visual aids, and practice preparing and delivering various types of speeches.

## CMST & 230

### Small Group Communication • 5 CR

*Previously SPCH 225*

Explores effective communication in small groups. Students examine aspects of group process, including leadership, conflict management, decision-making, conformity, and critical thinking. Students work in groups to test theories and practice skills. Fulfills social science course requirement at BC.

## CMST 240

### Oral Interpretation of Literature • 5 CR

*Previously SPCH 240*

Course focuses on the study of literature through analysis, performance, storytelling, writing, and discussion. Students examine a variety of literature that explores the human social condition and the complex relations among individuals, community, and culture. **Recommended:** ENGL& 101 or ENGL 201 or ENGL& 235 or ENGL 271 or ENGL 272.

## CMST 241

### News Features & Magazine Writing • 5 CR

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

## CMST 245

### Practicum in Journalism • 5 CR

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

## CMST 260

### Art of Cinematography & Lighting • 5 CR

Covers the aesthetics of lighting to create mood, intensify drama and enhance the visual narrative.

## CMST 261

### Radio News Broadcasting • 5 CR

Covers writing, editing, producing, and delivering news for radio. **Prerequisite:** CMST 141 and CMST 161 or permission of instructor.

## CMST 266

### Practicum in Broadcasting • 5 CR

Provides work experience in a local broadcast outlet. May be repeated for a maximum of 10 credits. **Prerequisite:** CMST 161, or entry code.

## CMST 280

### Intercultural Communication • 5 CR

*Previously SPCH 230*

Examines the effect of culture on the communication process. Students learn about the influence of culture on communication styles, language, and non-verbal communication. Students practice skills that contribute to intercultural competence.

## CMST 285

### Nonverbal Communication • 5 CR

*Previously SPCH 285*

Examines non-verbal behavior and its role in the communication process. Topics include body language, space, touch, dress, and cultural norms. Students analyze their own non-verbal communication techniques.

## CMST 291

### Making Movies • 5 CR

Students work together creating a dramatic motion picture, gain experience in pre-production and production work, and work as part of a crew documenting the making of the dramatic piece. Students receive a copy of the finished work. **Recommended:** CMST 216.

## CMST 294/295/296/297

### Special Topics in Communication • V1-10 CR

Allows specialized or in-depth study of a subject supplementing the Communications curriculum. Student interest and instructor expertise help determine the topic. **Prerequisite:** Permission of instructor.

## CMST 299

### Special Projects in Communication • V1-5 CR

Covers individual projects in broadcasting, journalism, and advertising, which complement a student's work in other communications courses. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

## CMST 330

### Intercultural Communication for the Professional • 5 CR

*Previously SPCH 330*

Examines how a professional practitioner may positively engage in oral communication with a culturally dissimilar client or person in a variety of contexts. Students practice intercultural communication strategies and skills. **Prerequisite:** Acceptance into the program or permission of instructor.

## Course Descriptions

### Computer Science – Transfer

#### Science

##### CS 101

#### Technology & Computer Science • 5 CR

Introduces concepts of computer science through development of fluency in modern technology, while offering students an opportunity to increase skills in a variety of information systems. Computer lab work includes operation of computers on networks, programming fundamentals, logical reasoning, web searching, multimedia applications, basic spreadsheets, and database manipulation. *Prerequisite:* MATH 098 or higher.

##### CS 210

#### Fundamentals of Computer Science I • 5 CR

Introduces computer science and programming for CS majors. Students learn design and implementation of algorithms and programming in a structured, modular language, with emphasis on problem solving, program design, and style. *Prerequisite:* MATH& 141 with a C- or better, or entry code.

##### CS 211

#### Fundamentals of Computer Science II • 5 CR

Continues CS 210, with data structures algorithm analysis. Students learn to create and use arrays, records, lists, stacks, queues, binary trees, strings, and sets. Other topics may include searching and sorting, abstract data types, recursion, and hashing. *Prerequisite:* CS 210 or entry code.

##### CS 250

#### Management Information Systems • 5 CR

Provides basic concepts of information technology in modern business. Topics include data warehouses, decision support systems, electronic commerce, systems development, and risk management. Labs introduce intermediate spreadsheet and database applications in a networked environment.

##### CS 294/295/296/297

#### Special Topics in Computer Science • V1-10 CR

Allows study of advanced or specialized topics in the field of computer science.

##### CS 299

#### Independent Study in Computer Science • V1-10 CR

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

### Criminal Justice

#### Social Science

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an “academic concentration” in Criminal Justice by completing 20 credits in the concentration discipline. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

The course designation for this program changed from ADMCJ to CJ summer 2008. Course number remains the same unless otherwise noted.

##### CJ& 101

#### Introduction to Criminal Justice • 5 CR

Surveys the criminal justice process from arrest through release. Students examine the relationships and responsibilities of and among police, prosecutors, courts, and probation and parole systems.

##### CJ 102

#### Survey of Police Organization & Administration • 5 CR

Presents organizational structure and concepts of staff and line, chain of command, and hierarchy. Students examine advantages and limitations of organizational models for agencies of varying sizes.

##### CJ 103

#### Criminal Justice Report Writing • 5 CR

Presents the fundamentals of written communication, using study guides and practice in mechanics and processes. Activities concentrate on preparing professional documents with appropriate sentence and paragraph structure. Writing models are used to demonstrate effective rhetorical strategies and stylistic options.

##### CJ 105

#### Fingerprint Technology I • 5 CR

This hands-on course covers fingerprint identification theory. Students interested in employment in this field examine elements such as loop pattern, whorl patterns, basic-comparison and identification, and inked print rolling techniques.

##### CJ 106

#### Introduction to the American Corrections System • 5 CR

Introduces basic concepts, theories, principles and an historical overview of the system as it pertains to the institutional control and supervision of adult offenders. *Prerequisite:* CJ& 101 or CJ& 112 recommended.

##### CJ 107

#### Police Photography • 5 CR

Covers film and digital SLR camera operation, photographic theory and practical application as it relates to law enforcement photography.

##### CJ 109

#### Introduction to Juvenile Justice System • 5 CR

Introduces basic concepts, theories, principles and an historical overview of the criminal process as they relate to the formal and informal adjudication of violent, serious, and chronic juvenile offenders. *Prerequisite:* CJ& 101 recommended.

##### CJ& 110

#### Criminal Law • 5 CR

*Previously ADMCJ 104*

Surveys theories and concepts of law pertaining to the criminal justice system. Topics include the Revised Code of Washington and specific state and federal constitutional amendments.

##### CJ 111

#### Principles of Criminal Interrogation • 5 CR

Reviews principles and techniques of interviewing in a crime-related situation. Students learn to work with victims, witnesses, and suspects and to detect deception. Topics include constitutional amendments that apply to individuals charged with criminal offenses.

##### CJ& 112

#### Introduction to Criminology • 5 CR

*Previously ADMCJ 271*

Surveys the study of crime, causation, and criminals. Topics include types and characteristics of offenders and criminal behaviors, recidivism, environmental influences, diagnostic methods, prediction, prevention, and social policy.

##### CJ 194/195/196/197 Special

#### Topics in Criminal Justice • V1-10 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

##### CJ 198

#### Seminar in Criminal Justice • V1-10 CR

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

##### CJ 199

#### Individual Studies in Criminal Justice • V1-10 CR

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



## CJ 200

### **Criminal Evidence & Procedures-Police Officer • 5 CR**

Surveys the steps in collecting evidence, both real and circumstantial, in a criminal case. Students examine the legal processes from investigation through the trial process.

## CJ 202

### **Principles of Criminal Investigation • 5 CR**

Presents fundamental investigative techniques used within the criminal justice system. Topics include discovery, preservation, and presentation of evidence, methods of obtaining information and developing sources, and functions of a criminal laboratory.

## CJ 204

### **Introduction to Constitutional Law • 5 CR**

Studies the Fourth, Fifth, Sixth, and Fourteenth Amendments to the U. S. Constitution and their impact on contemporary police practices. Students analyze Supreme Court decisions concerning arrests, searches, seizures, self-incrimination, and post-indictment right to counsel.

## CJ 205

### **Fingerprint Technology II • 5 CR**

Examines basic and advanced latent fingerprint theory, crime scene investigation, latent fingerprint processing and identification, and expert courtroom testimony.

## CJ 206

### **Community-Oriented Policing • 5 CR**

Analyzes the philosophy and strategies essential to community-oriented policing. Students examine the role of the police in American society and the dynamics of the interaction between the police and their constituents.

## CJ 230

### **Women in Criminal Justice • 5 CR**

Surveys historical and social changes in the roles women play in criminal justice agencies. Major topics are the role of women as victims, offenders, and professionals in the criminal justice system. **Recommended:** CJ& 101 and CJ 242.

## CJ 242

### **Law & the Police in a Multicultural Society • 5 CR**

Examines the strengths and weaknesses of the police carrying out their mission in a culturally diverse society. Students develop an understanding of the influences of culture, race, ethnicity, sexual orientation, and socioeconomic class on the legal process and within society.

## CJ 244

### **Defensive Tactics for Criminal Justice • 3 CR**

Develops physical conditioning and an understanding of "use of force" principles in law enforcement. Students practice level-one arrest and control techniques such as escorts, take-downs, control, and handcuffing, as well as level-two self-defense techniques for dealing with aggressive subjects. Same as PE 244. Either CJ 244 or PE 244 may be taken for credit, not both.

## CJ 248

### **Ethics in Criminal Justice • 5 CR**

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment, moral decision-making; and ethical and legal dilemmas in law enforcement. Same as PHIL 248. Either CJ 248 or PHIL 248 may be taken for credit, not both.

## CJ 249

### **Intermediate Defensive Tactics-Criminal Justice • 3 CR**

Continues CJ 244, with further development of basic arrest-and-control and self-defense skills. Students also learn the use of the straight baton and OC spray. Same as PE 249. Either CJ 249 or PE 249 may be taken for credit, not both.

## CJ 253

### **Drug Use & the Law in American Society • 5 CR**

Studies the unique demands that alcohol and drug offenses place on the criminal justice system. Students learn how the procedures of investigation, information management, and prosecution differs between alcohol and drug crimes and other criminal offenses.

## CJ 294/295/296/297

### **Special Topics in Criminal Justice • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. **Prerequisite:** Permission of instructor.

## CJ 298

### **Seminar in Criminal Justice • V1-10 CR**

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

## CJ 299

### **Individual Studies in Criminal Justice • V1-10 CR**

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

**Prerequisite:** Permission of instructor.

## Database Administration

Institute for Business and Information Technology (IBIT)

## DBA 130

### **Database Theory • 5 CR**

Develops in-depth understanding of database concepts and terminology, emphasizing the relational databases model. Understanding the role of Structured Query Language (SQL), data modeling and normalization of database tables. **Prerequisite:** Placement by assessment into ENGL 089 and ENGL 092 or 093 and BTS 168 with a C- or better.

## DBA 232

### **Database Administration • 5 CR**

Develops the concepts and skills required to perform the duties of Database Administrator (DBA) in organizations using large relational databases. Students develop coherent plans for security, disaster recovery, backup and restore, replication and other administrative functions, including the creation and use of SQL scripts to automate administrative tasks. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 and DBA 130 with a C- or better.

## DBA 233

### **Advanced Database Administration • 5 CR**

Provides students with advanced concepts and hands-on practice in database administration. Topics include: creating and managing indexes, multi-user issues (locks, data integrity), replication, data warehousing, data analysis services, advanced Data Transformation Services, full text search and English query. **Prerequisite:** DBA 232 with a C- or better, or entry code.

## Course Descriptions

DBA 294/295/296/297

### Special Topics in Database Administration • V1-10 CR

Allows specialized or in-depth study of a subject related to database administration. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. **Prerequisite:** Permission of instructor.

DBA 299

### Individual Studies in Database Administration • V1-10 CR

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

## Developmental Education

### Arts & Humanities

DEVED 061

### Strategies for Learning English: Reading • 5 CR

Prepares English-as-a-second-language students for credit courses by building reading comprehension skills and vocabulary. Students participate in listening and speaking activities coordinated with reading topics. DEVED 061 and 062 are linked and must be taken together. May be repeated for a maximum of 15 credits. **Prerequisite:** Placement by assessment.

DEVED 062

### Strategies-Learning English: Grammar/Writing • 5 CR

Prepares English-as-a-second-language students for credit courses by developing grammar and writing skills at the sentence and paragraph level. Writing and editing work coordinate with the reading, speaking, and listening activities in DEVED 061. DEVED 061 and 062 are linked and must be taken at the same time. May be repeated for a maximum of 15 credits.

DEVED 094/095/096/097

### Special Topics in Developmental Education • V1-10 CR

Students at the basic skills level study topics in combination with ABE classes for transition to vocational or academic classes or to develop work skills. **Prerequisite:** Permission of program chair or instructor.

**Go Global!**  
Learn a new language.  
See World Languages on  
pages 150-153.



## Diagnostic Ultrasound

Health Sciences, Education  
& Wellness Institute (HSEWI)

DUTEC 101

### Concepts of Patient Care • 3 CR

Develops patient care and communication skills required in sonography. Students discuss legal, ethical, and psychological aspects of patient care as well as professional issues and concerns. **Prerequisite:** Acceptance into program.

DUTEC 105

### Pathophysiology I • 3 CR

Introduces pathogenesis: the sequence of events in the development of a disease. Students focus on pathological conditions affecting the abdomen and identifiable with diagnostic imaging techniques. An extensive review of normal physiology is also presented. **Prerequisite:** BIOL& 241 and BIOL& 242 and acceptance into program or permission of program chair.

DUTEC 106

### Pathophysiology II • 3 CR

Continues Pathophysiology I, with focus on the disease process and disease states relevant to obstetrics, gynecology, and neurology. **Prerequisite:** DUTEC 105 and acceptance into program or permission of program chair.

DUTEC 107

### Human Cross-Sectional Anatomy • 7 CR

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

DUTEC 110

### Ultrasound I: Abdominal Scanning & Techniques • 4 CR

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

DUTEC 112

### Pathophysiology III • 3 CR

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

DUTEC 113

### Pathophysiology I • 3 CR

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

DUTEC 120

### Ultrasound II: Obstetrics & Gynecological Tech • 5 CR

Presents current theory and scanning techniques for medical sonographers, focusing on obstetrics and gynecology procedures and pathologies. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 130

### Ultrasound III: Small Parts/ Intraoperative Tech • 3 CR

Presents the anatomy and pathophysiology of small human body parts. Intraoperative scanning focuses on surgical procedures. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 135

### Ultrasound Equipment I • 3 CR

Introduces knobology and annotation for state-of-art diagnostic ultrasound equipment and prepares student for hands-on live scanning. **Prerequisite:** Acceptance into program or permission of program chair.

DUTEC 145

### Ultrasound Equipment II • 4 CR

Introduces hands-on live scanning in cardiac, vascular, and gynecological applications. Students prepare for hospital-based live scanning on patients. **Prerequisite:** Acceptance into program or permission of program chair.

## DUTEC 150

### Basic Echocardiography • 3 CR

Covers basic ultrasound scanning techniques of the heart. Students focus on anatomy, physiology, pathology, and echocardiographic pattern recognition. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 155

### Ultrasound IV: Echocardiography • 3 CR

Continues basic echocardiography. Students concentrate on Doppler echocardiographic techniques and congenital heart disease as relating to the practice of adult echocardiography. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 160

### Ultrasound V: Peripheral Vascular Scanning Tech • 3 CR

Presents current theory and scanning techniques for medical sonographers. Students learn Doppler techniques used to diagnose peripheral vascular and cerebral vascular disease. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 165

### Ultrasound Equipment III • 3 CR

Provides hands-on ultrasound scanning experience in the student's clinical specialty area. Competency is required before beginning the clinical practicum. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 170

### Ultrasound Physics & Instrumentation I • 3 CR

Covers acoustical physics, including heat energy, light and sound, wave theory, reflection, refraction, resonance, tissue interaction, transducers, bioeffects, and computers in ultrasonics. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 171

### Ultrasound Physics & Instrumentation II • 3 CR

Continues DUTEC 170. Topics include Doppler effect, Doppler techniques, acoustic power, fluid dynamics, and quality assurance procedures. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 180

### Advanced Studies: General Ultrasound • 3 CR

Examines issues relating to the clinical practicum in abdominal and obstetrics/gynecology. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 181

### Advanced Studies: Echo-Vascular • 3 CR

Examines issues relating to the clinical practicum in echocardiology and vascular technology. *Prerequisite:* Acceptance into program, or permission of program chair.

## DUTEC 210

### Clinical Practicum I • 15 CR

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

## DUTEC 220

### Clinical Practicum II • 15 CR

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

## DUTEC 230

### Clinical Practicum III • 15 CR

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

## DUTEC 240

### Clinical Practicum I • 15 CR

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

## DUTEC 250

### Ultrasound Physics for Mammographers • 3 CR

Covers acoustical physics, including the concepts and principles of sound transmission, and the utilization of high frequency sound to produce images for diagnostic purposes. *Prerequisite:* Acceptance into program; or permission of program chair.

## DUTEC 251

### Breast Ultrasound for Mammographers • 3 CR

Reviews anatomy and physiology of the breast. Includes orientation to cross-sectional imaging of the breast, correlation with mammographic images, and characterization of normal and abnormal findings from a sonographic viewpoint. *Prerequisite:* DUTEC 250 or permission of Program Chair.

## DUTEC 252

### Ultrasound Equipment/Knobology for Mammographers • 2 CR

Introduces the ultrasound system. Includes detailed descriptions of essential parts of the ultrasound system using a variety of ultrasound machines, classroom demonstrations of system operations and technique, and some practice on the systems. *Prerequisite:* DUTEC 251 or permission of Program Chair.

## DUTEC 269

### Physics Review • 2 CR

Prepares student for certification exams by reviewing physics and ultrasound instrumentation. Students focus on mathematical analysis and physics theories. *Prerequisite:* Acceptance into program or permission of program chair.

## DUTEC 299

### Individual Studies in Diagnostic Ultrasound V 1-12 CR

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

## Digital Media Arts

### Institute for Business and Information Technology (IBIT)

Please see

- Animation & Graphics
- Gaming
- Media
- Video Production
- Web Multimedia

## Early Learning & Teacher Education

### Health Sciences, Education & Wellness Institute (HSEWI)

## ECED 170

### Basics of Childcare • 2 CR

Meets the key learning outcomes mandated by state legislation and outlined by the Washington State Training and Registry System (STARS) for all childcare and school age providers.

## ECED 171

### Introduction to Early Childhood Education • 5 CR

Presents theories and practices of Early Childhood Education. Format includes observations in preschools, childcare centers, Head Start agencies, kindergartens, and elementary schools.

## Course Descriptions

### ECED 172

#### **Learning Environments & Social Relationships • 5 CR**

Presents materials, methods, and professional practices of the early childhood curriculum. Includes the planning and preparation of the learning environment, the selection of appropriate equipment and materials, and the teachers and learners' role in the learning process. Also addresses positive child guidance. Includes active participation in an early childhood setting.

### ECED 180

#### **Connecting with Infants & Toddlers • 4 CR**

Surveys brain development, developmental milestones, partnerships with parents, appropriate activities, healthy environments, and guidance techniques. Open to anyone interested in the child from birth to age three. Format includes lecture and worksite experience.

### ECED 181

#### **Children's Creative Activities • 5 CR**

Presents practical ways to plan, select, prepare, and use creative curriculum materials and activities for young children. Students focus on creative activities for groups. Format includes laboratory participation. *Prerequisite:* Conversational English.

### ECED 183

#### **Art Experiences for Early Childhood Education • 3 CR**

Studies creativity and art in the development of the young child. Students practice working with various media and materials as used with the young child. Format includes lecture, discussion, and participation.

### ECED 191

#### **Early Childhood Education Practicum I • 5 CR**

Focuses on lesson planning, use of materials and equipment as teaching tools, and the implementation of developmentally appropriate practices. Students get closely supervised experience in a school (primary grades), preschool, childcare center, or Head Start agency. Requires nine hours of directed participation per week in the educational setting. *Prerequisite:* Conversational English, completion of one or more early childhood education courses, and permission of instructor.

**Learn about BC's degree and certificate options in Early Learning and Teacher Education on page 53.**

### ECED 192

#### **Early Childhood Education Practicum II • 5 CR**

Focuses on planning, implementing, and evaluating curriculum for young children. Related topics include lesson planning, environmental arrangement, the appropriate use of materials and tools, and making positive connections with young children and their families. Format includes nine hours per week of supervised laboratory participation. *Prerequisite:* ECED 191, conversational English, completion of one or more early childhood education courses, and permission of instructor.

### ECED 193

#### **Early Childhood Practicum III • 3 CR**

Students identify an area of concentration to develop and implement a related research project with practical application to an early childhood education setting. Includes 66 hours participation in the early childhood setting. *Prerequisite:* ECED 191 and 192, conversational English, and permission of instructor.

### ECED 198

#### **Special Seminar in Early Childhood Education • V1-5 CR**

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

### ECED 199

#### **Independent Studies in Early Childhood Education • V1-5 CR**

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

### ECED 201

#### **Family & Community Involvement • 3 CR**

Develops interviewing skills and competency in parent contacts. Students learn to involve parents in understanding the child's home and school environment. Other topics include community resources and referral agencies. Format includes lecture and discussion.

### ECED 204

#### **Child Health & Safety • 3 CR**

Focuses on creating and maintaining a safe and healthy learning environment for the young child. Students learn about the basic nutritional needs of children, good health practices, and accident prevention in the home and classroom.

### ECED 295

#### **Special Topics in Early Childhood Education • V1-5 CR**

Allows in-depth study or approved work experience in the field of early childhood education. May be repeated for a maximum of 15 credits.

### ECED 296

#### **Special Seminar in Early Childhood Education • 5 CR**

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

### ECED 298

#### **Special Seminar in Early Childhood Education • V1-5 CR**

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

### ECED 299

#### **Independent Studies in Early Childhood Education • V1-5 CR**

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

## Economics

### Social Science

### ECON 100

#### **Introduction to Basic Economic Principles • 5 CR**

Introduces the concepts and tools of economic thinking. Students learn to understand and evaluate the complex economic problems encountered in modern society. Business and Economic majors who plan to transfer to a 4-year institution should generally take ECON& 201 or ECON& 202 rather than ECON 100.

### ECON 194/195/196/197

#### **Special Topics in Economics • V1-10 CR**

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

### ECON 198

#### **Seminar in Economics • V1-10 CR**

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



## ECON 199

### Individual Studies in Economics • V1-10 CR

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

**Prerequisite:** Permission of instructor.

## ECON& 201

### Microeconomics • 5 CR

Investigates the responses of individual economic agents to incentives. This course provides the framework for analyzing simple models of choices for individual markets and industries within a mixed economy. The structure and outcomes of the basic model can then be modified to analyze a variety of market structures and be used to address a range of social issues, using the common policy goals of efficiency and equity.

**Recommended:** 30 prior college credits.

## ECON& 202

### Macroeconomics • 5 CR

*Previously ECON 200*

Presents major theories of business cycles and economic growth. Students examine economic policies aimed “at price stability” and unemployment in an industrialized capitalist nation as well as factors in international trade and monetary flows. It may also cover the development policies of underdeveloped countries.

**Recommended:** 30 prior college credits.

## ECON 260

### Economic Development of the U.S. • 5 CR

Analyzes the industrialization and transformation of the U.S. economy from colonial times to the present. Students examine the rapid changes after the Civil War and the Great Depression, as well as the contributions of immigrants and native groups. Same as AMST 260. Either ECON 260 or AMST 260 may be taken for credit, not both. **Recommended:** 30 prior college credits.

## ECON 294/295/296/297

### Special Topics in Economics • V1-10 CR

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

## ECON 298

### Seminar in Economics • V1-10 CR

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

## ECON 299

### Individual Studies in Economics • V1-10 CR

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

**Prerequisite:** Permission of instructor.

## ECON 315

### Economics of Healthcare • 5 CR

Covers the principles of micro and macroeconomics as applied to the healthcare industry. Examines how healthcare demand differs from that of other goods. Major topic areas include identifying and measuring the cost and benefit of marketing and government solutions to various healthcare issues, the role risk plays in the demand for and supply of health insurance, the incorporation of general healthcare, medical care, government policies and health insurance in determining impacts on private profit and social economic well-being. **Prerequisite:** Acceptance into the program or permission of the instructor.

## Education

Health Sciences, Education & Wellness Institute (HSEWI)

## EDUC& 114

### Child Development • 3 CR

*Previously EDUC 256*

Studies the physical, social, and emotional development of the child from infancy to adolescence.

## EDUC 150

### Language & Literacy Development • 3 CR

Students learn strategies for fostering language and literacy development during the early childhood years, birth through age eight, to become knowledgeable about resources available to support language and literacy competence in young children.

## EDUC 190

### Working as a Paraeducator • 5 CR

Focuses on the roles, responsibilities, and tasks expected of paraeducators. Content includes Washington State Core Competencies one through seven for paraeducators. Sequence and milestones of human development, values, ethics, communication, and positive behavior support are covered. Requires 30 hours of classroom participation working with children with disabilities. **Prerequisite:** ECED 171 or EDUC& 205.

## EDUC& 204

### Exceptional Child • 5 CR

*Previously ECED 131*

Examines the educational, social, and developmental patterns of the child with special needs. Students explore the impact of disabilities on the children, their families, and on their futures. Format includes lecture and participation.

## EDUC& 205

### Introduction to Education with Field Experience • 5 CR

*Previously EDUC 110*

Details the history, development, purposes, and processes of education. Students examine the teaching-learning process. Format includes lecture, discussion, and lab.

## EDUC 240

### Culture & Human Diversity in Education • 3 CR

Focus on concepts, theories, and strategies that constitute major dimensions of a culturally relevant anti-bias curriculum for early childhood and elementary education classrooms.

## EDUC 285

### Academic Tutoring • V1-5 CR

Provides instruction, supervision, and experience in tutoring adult college students in academic disciplines. Useful preparation for careers in education. Fulfills a requirement for the BC Honors Program. **Prerequisite:** Permission of instructor.

## EDUC 294/295/296/297

### Special Topics in Education • V1-5 CR

Allows in-depth study or approved work experience in the field of education. May be repeated for a maximum of 15 credits.

## Course Descriptions

### Electroneurodiagnostic Technologist

Health Sciences, Education & Wellness Institute (HSEWI)

An Associate in Arts Degree in Electro-neurodiagnostic Technologist is replacing the Certificate of Accomplishment. Please contact the Health Sciences Education and Wellness Institute for additional information or go to: <http://bellevuecollege.edu/health/hpro/endt.asp> for program and curriculum details.

### Engineering Science

#### ENGR 110 Engineering Orientation • 2 CR

Surveys the functions of engineering and the various fields of the profession. Format includes lecture, discussion, and guest speakers. Course is graded "pass/fail."

#### ENGR 111 Engineering Problems • 3 CR

Introduces fundamental principles of engineering and develops analytical and problem-solving ability. Topics include dimensional analysis, theory of measurements, vector algebra, and engineering statistics. **Prerequisite:** MATH& 142 or permission of instructor.

#### ENGR& 114 Engineering Graphics • 4 CR *Previously ENGR 123*

Introduces methods of communicating technical information in engineering design and research. Topics include freehand sketching, lettering, scales, drawing layout, orthographic projection, pictorials, auxiliary views, section views, dimensioning, descriptive geometry, thread and fastener specifications, and tolerances. Includes an introduction to computer-aided drafting. **Prerequisite:** MATH 098 or 099.

#### ENGR 200 Computer-Aided Drafting I • 3 CR

Introduces the fundamentals of drawing with a computer-aided drafting software system. Drawing and editing commands are used to create and revise a variety of drawings. Topics include CAD systems, advantages, applications, and operational skills. **Prerequisite:** ENGR& 114 or permission of instructor.

**Fulfill pre-major transfer requirements at BC.**

#### ENGR& 204 Electrical Circuits • 4 CR *Previously ENGR 215*

Introduces fundamental concepts of electrical science. Topics include resistors, sources, capacitors, inductors, and operational amplifiers as individual components and as circuit systems. Also covers simultaneous algebraic equations and differential equations in solution methods. **Prerequisite:** MATH 238 PHYS 122.

#### ENGR& 214 Statics • 4 CR *Previously ENGR 210*

Explores principles of statics, vector algebra, force-couple relationships, equilibrium analysis, structures, area properties, beams, and friction. **Prerequisite:** ENGR 111 or MATH& 153 or PHYS 121.

#### ENGR& 215 Dynamics • 4 CR *Previously ENGR 230*

Surveys the dynamics of particles and rigid bodies using vector analysis. Specific topics include kinematics, kinetics, momentum, and energy principles for particles and rigid bodies, as well as Euler's Equations of Motion. **Prerequisite:** ENGR& 214.

#### ENGR& 224 Thermodynamics • 4 CR *Previously ENGR 260*

Introduces basic principles of thermodynamics from a predominately macroscopic point of view. Topics include the basic laws of thermodynamics as relating to energy transformations and state changes in engineering problems. **Recommended:** CHEM& 162 and MATH& 152.

#### ENGR& 225 Mechanics of Materials • 4 CR *Previously ENGR 220*

Introduces the concepts of stress, deformation, and strain in solid materials. Topics include basic relationships between loads on structural and machine elements such as rods, shafts, and beams, and the stresses, deflection and load-carrying capacity of these elements under tension, compression, torsion, bending, and shear forces. **Prerequisite:** ENGR& 214.

#### ENGR 299 Individual Studies in Engineering • V1-5 CR

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

### English

Arts & Humanities

Students pursuing an Associate in Arts and Science transfer degree may elect to complete a concentration in English for notation on their transcript and diploma. Please contact the department for more information.

#### ENGL 071/072/073/074 Developmental English • 10 CR

Presents reading and writing strategies for students placing below the ENGL 092/093 or ENGL 106 level. Students must also take 1 or 2 credits of ENGL 080 (Reading Lab). Students may start the intensive Developmental English series in any quarter and may repeat courses until they test into ENGL 092 or 093. ENGL 071 is offered in summer quarter, 072 in fall, 073 in winter, 074 in spring. Course is graded credit/no credit. **Prerequisite:** Placement by assessment.

#### ENGL 080 Improving Reading Skills Reading Lab • V 1-2 CR

Allows independent work in the Reading Lab. Students work individually under the supervision of the Reading Lab Director. Course is graded credit/no credit. One credit represents 22 hours of lab work.

#### ENGL 089 Preparation for College Reading • 5 CR

Develops skills for students with reading assessment scores at grade levels of 11 to 12. Students develop strategies for effective reading and critical analysis of textbook readings with emphasis on discipline differences. Coordinated with parallel reading lab sections that emphasize acquisition of vocabulary and development of literal and inferential comprehension skills. **Prerequisite:** Placement by assessment.

#### ENGL 090 Strategies for Improving Writing Skills • V1-5 CR

Allows a student to work individually on an area of special need by arrangement with an instructor. **Prerequisite:** Permission of instructor.

#### ENGL 091 Basic Grammar & Sentence Patterns • V1-5 CR

Reviews parts of speech, verb tenses, basic sentence patterns, and punctuation in the context of students' own writing. Students learn to combat writer's block, find and correct grammatical mistakes, and understand what teachers are telling them about their writing. Open to both native and non-native speakers. Course is graded credit/no credit. **Prerequisite:** Placement by assessment into ENGL 071 or higher.



**ENGL 092**  
**Developmental English • 5 CR**

Emphasizes advanced editing and critical thinking skills. Students learn to meet composition objectives by writing, revising, and editing essays in one class period and by analyzing their work from other classes. **Prerequisite:** Placement by assessment.

**ENGL 093**  
**Composition for Non-Native Speakers • 5 CR**

Improves ESL students' composition skills through reading, talking, and writing about contemporary issues. Students improve editing ability by writing, revising, and editing essays in one class period and by analyzing their work from other classes. **Prerequisite:** Placement by assessment.

**ENGL& 101**  
**English Composition I • 5 CR**

Develops clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes. CMST 141 or ENGL& 101 meet a written communication course requirement at BC. **Prerequisite:** Placement by assessment or ENGL 092 or 093 with a C- or better.

**ENGL 103**  
**Accessing Information Today • 2 CR**

Examines ways to search for and use print and electronic research materials. Students practice critical thinking skills in gathering and preparing information for research papers. Topics include strategies for using CD-ROM indexes, online databases, World Wide Web resources, and e-mail searches.

**ENGL 105**  
**Grammar & Communication • 5 CR**

Provides an analytical overview of English grammar and sentence patterns, with emphasis on how language creates meaning. Students learn to clarify and control their own writing and understand the basic grammatical structures of foreign languages. **Prerequisite:** Placement by assessment; or ENGL 092 or 093 with a C- or better.

**ENGL 106**  
**Critical Reading in the Humanities • 5 CR**

Course focuses on developing higher level cognitive skills: critical reading and questioning of a wide selection of materials-philosophy, education, religion, literature, culture-to examine ways of knowing and thinking, engaging in thoughtful dialogue with peers (via seminars or class/group discussions) on college level material, developing the art of asking insightful questions to generate and advance relevant discussion. Required parallel lab (ENGL 180, 1 or 2 credits) emphasizes vocabulary and comprehension skills. **Prerequisite:** Placement by assessment.

**ENGL 107**  
**English As A Foreign Language I • 5 CR**

Validates foreign language development for non-native speakers who have completed 15 credits in English courses numbered below 100. **Prerequisite:** Permission of program chair.

**ENGL 108**  
**English As A Foreign Language II • 5 CR**

Validates foreign language development for non-native speakers who have completed an additional 1-5 credits in English courses numbered below 100. **Prerequisite:** Permission of program chair.

**ENGL 109**  
**Information Resources • 3 CR**

A hands-on course designed to equip students with the fundamentals of information literacy and critical thinking. These fundamentals allow students to effectively identify, retrieve, and evaluate information from a variety of sources. Course is designed to support students' academic, professional, and personal goals. **Prerequisite:** Permission of instructor.

**ENGL& 111**  
**Introduction to Literature I • 5 CR**

Surveys the major literary genres: poetry, drama, and fiction. **Recommended:** ENGL& 101 placement or higher.

**ENGL& 112**  
**Introduction to Fiction • 5 CR**

Introduces fiction through short stories and one or more novels. Students learn close reading techniques and analyze the qualities of fictional literature. **Recommended:** ENGL 101& placement or higher.

**ENGL& 113**  
**Introduction to Poetry • 5 CR**

*Previously ENGL 110*  
Introduces the style, structure, and techniques of poetry. Students read, analyze, and interpret works of major poets. **Recommended:** ENGL& 101 placement or higher.

**ENGL& 114**  
**Introduction to Drama • 5 CR**

*Previously ENGL 111*  
Introduces drama as literature, emphasizing conventions, styles, and techniques. Students read, analyze, and interpret works of traditional and modern playwrights. **Recommended:** ENGL& 101 placement or higher.

**ENGL 115**  
**The Film as Literature • 5 CR**

*Previously ENGL 114*  
Introduces the critical study of the motion picture as an expressive medium comparable to literary art. Students focus on cultural tradition and values. **Recommended:** ENGL& 101 placement or higher.

**ENGL 131**  
**Introduction to Literature II • 5 CR**

Surveys the major literary genres: poetry, drama, and fiction. **Recommended:** ENGL& 101 placement or higher.

**ENGL 180**  
**Critical Reading in the Humanities Lab • V 1-2 CR**

Students work individually under supervision of lab staff to strengthen skills that enhance the ability to read critically. Increases academic vocabulary, builds reading rate, and identifies specific information in reading selections necessary for critical reading. Provides required lab work for ENGL 106.

**ENGL 190**  
**Writing Lab Link for Discipline Courses • 1 CR**

Provides additional instruction in support of discipline courses. Students work on term papers or other assignments with a writing instructor who guides them through the writing process, from research and note taking through drafting and editing. Students spend one hour a week in class and one hour a week in a tutoring session. **Recommended:** ENGL& 101. **Prerequisite:** ENGL 092 or 093 with a C- or better.

## Course Descriptions

### ENGL 201

#### **The Research Paper • 5 CR**

*Previously ENGL 102*

Develops skills required for writing research papers. Students learn research techniques, source analysis, thesis development, argumentation styles, and summarizing. Fulfills a written communication course requirement at BC. **Prerequisite:** CMST 141 or ENGL& 101 or entry code.

### ENGL 210

#### **Introduction to European Literature • 5 CR**

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

### ENGL 215

#### **Myth Folktale & Legend • 5 CR**

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

### ENGL 219

#### **World Literature I • 5 CR**

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

### ENGL 220

#### **World Literature II • 5 CR**

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

### ENGL 221

#### **Popular Literature • 5 CR**

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

**Improve basic skills in  
reading, writing and math in  
the Academic Success Center.**

### ENGL 223

#### **Children's Literature • 5 CR**

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

### ENGL& 224

#### **Shakespeare I • 5 CR**

*Previously ENGL 231*

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

### ENGL& 225

#### **Shakespeare II • 5 CR**

*Previously ENGL 232*

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

### ENGL 226

#### **Literature & Current Issues I • 5 CR**

Explores major themes and ideas found in literature framed by a chosen current social issue. Selected literature presents the issue from a variety of perspectives and promote a historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. **Recommended:** ENGL& 101 and any 100 level literature course.

### ENGL 227

#### **Literature & Current Issues II • 5 CR**

Explores additional themes and ideas found in literature framed by a chosen current social issue. Selected literature will present the issue from a variety of perspectives and promote a historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. **Prerequisite:** ENGL 226. **Recommended:** ENGL& 101 and any 100 level literature course.

### ENGL 228

#### **Historical Perspectives in Literature I • 5 CR**

*Previously ENGL 224*

Explores major themes and ideas found in the literature of a specific historical period. Selected literature will promote historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. **Recommended:** ENGL& 101 and any 100 level literature course.

### ENGL 229

#### **Historical Perspectives in Literature II • 5 CR**

*Previously ENGL 225*

Explores additional themes and ideas found in the literature of a specific historical period. Selected literature will promote historical, cultural and philosophical understanding of the material on its own terms and in relation to a larger body of literature. **Prerequisite:** ENGL 228. **Recommended:** or ENGL& 101 and any 100 level literature course.

### ENGL& 235

#### **Technical Writing • 5 CR**

*Previously ENGL 270*

Incorporates organization, development and expression of ideas with practical problems in writing. Technical periodicals and reference work with proper bibliographical usage are emphasized. Computer use is required. Fulfills a written communication course requirement at BC. **Prerequisite:** CMST 141 or ENGL& 101 with a C- or better, or entry code.

### ENGL 237

#### **Writing Fiction I • 5 CR**

*Previously ENGL 233*

Focuses on the craft of the short story. Covers plot, scene, character, dialogue, voice and tone. Students write and critique short fiction and read the work of established short story writers. Suitable for beginning or advanced writers. **Recommended:** ENGL& 101 placement or higher.

### ENGL 238

#### **Writing Fiction II • 5 CR**

*Previously ENGL 234*

Continuation of ENGL 237. **Prerequisite:** ENGL 237 with a C- or better, or entry code.

### ENGL 239

#### **Writing Fiction III • 5 CR**

*Previously ENGL 235*

Continuation of ENGL 238. **Prerequisite:** ENGL 238 with a C- or better, or entry code.

### ENGL 241

#### **The Bible as Literature • 5 CR**

Explores the oral and written literary traditions of the Old and New Testaments. Students focus on the cultural, historical, and literary aspects of scripture. Lecture/discussion format. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

### ENGL& 244

#### **American Literature I • 5 CR**

*Previously ENGL 267*

Surveys the early American literary scene. Authors and works vary, but typically include Edwards, Franklin, Thoreau, Hawthorne, and Melville. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL& 245

### American Literature II • 5 CR

Previously ENGL 268

Surveys American literature of the Realistic period. Authors and works vary, but typically include Dickinson, James, Adams, Howells, Crane, Dreiser, and Twain. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL& 246

### American Literature III • 5 CR

Previously ENGL 269

Surveys 20th-century American literature, emphasizing the expatriates and the experimental. Authors and works vary, but typically include Fitzgerald, Hemingway, Steinbeck, Faulkner, O'Connor, Stevens, Eliot, Roethke, Lowell, Plath, Barth, and Pynchon. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 247

### Writing Poetry I • 5 CR

Previously ENGL 243

Focuses on the craft of poetry. Covers rhythm, image (simile, metaphor, symbol), voice, tone, and open and traditional forms. Students write and critique poetry and read the work of established poets. Suitable for beginning or experienced poets. **Recommended:** ENGL& 101 placement or higher.

## ENGL 248

### Writing Poetry II • 5 CR

Previously ENGL 244

Continuation of ENGL 247. **Prerequisite:** ENGL 247 with a C- or better, or entry code.

## ENGL 249

### Writing Poetry III • 5 CR

Previously ENGL 245

Continuation of ENGL 248. **Prerequisite:** ENGL 248 with a C- or better, or entry code.

## ENGL 253

### Writing Creative Non-fiction I • 5 CR

Focuses on the craft of short essay (memoir, travel essay, autobiography). Covers narration, characterization, dialogue, scene, voice and tone. Students write and critique short essays and read the work of established non-fiction writers. Suitable for beginning or experienced writers. **Prerequisite:** ENGL& 101 placement or higher.

## ENGL 254

### Writing Creative Non-fiction II • 5 CR

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

## ENGL 255

### Writing Creative Non-fiction III • 5 CR

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

## ENGL 263

### British Literature: Middles Ages & Renaissance • 5 CR

Explores the relationships among language, literature, and cultural and intellectual context. Students examine representative works such as "Beowulf," Chaucer's "Canterbury Tales," and the poems and plays of Shakespeare. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 264

### The Age of Reason & Revolution • 5 CR

Surveys literary figures, styles, and themes of the 17th and 18th centuries. Authors and works vary, but typically include Donne, Milton, Pope, Goldsmith, Jonson, Swift, and Johnson. Students also discuss early periodicals and novels. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 265

### English Literature: Blake Through Hardy • 5 CR

Surveys the major Romantic and Victorian writers in their literary and cultural context. Authors and works vary, but typically include Blake, Wordsworth, Coleridge, Byron, The Shelleys, Keats, Tennyson, the Brownings, G. Eliot, Hardy, and Arnold. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 266

### English Literature: 20th-Century Writers • 5 CR

Surveys the major figures and movements of modern British literature. Authors and works vary, but typically include T.S. Eliot, Yeats, Conrad, Joyce, Lawrence, Auden, Thomas, Woolf, and Forster. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 271

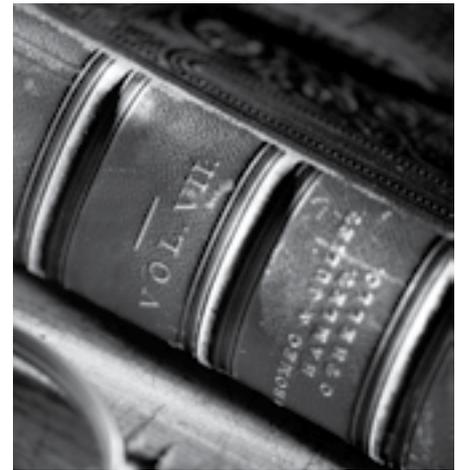
### Expository Writing I • 5 CR

Builds on the writing skills learned in ENGL& 101 or ENGL 201. Students work on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews, or other projects. Fulfills a written communication course requirement at BC. **Prerequisite:** CMST 141 or ENGL& 101, with a C- or better or entry code.

## ENGL 272

### Expository Writing II • 5 CR

Continues ENGL 271, developing more advanced writing skills. Fulfills a written communication course requirement at BC. **Prerequisite:** ENGL 271 with a C- or better.



## ENGL 276

### Women Writers • 5 CR

Explores the diverse styles, themes, and perspectives in women's writings from the 12th to the 20th centuries. Students discuss women's experiences and perspectives over time and within changing social contexts. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 279

### King Arthur the Round Table & the Grail • 5 CR

Explores the Celtic and medieval origins of the King Arthur legends in relation to modern retellings of the stories. Students discuss what the stories meant in their original contexts and what they mean to modern readers. **Recommended:** ENGL& 101 or ENGL 201 or a literature course in the 100 series.

## ENGL 281

### Creative Writing Conference • V1-5 CR

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

## ENGL 294/295/296/297

### Special Studies in Literature • 5 CR

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

## ENGL 299

### Directed Reading & Research • V1-5 CR

Covers individual study of specific topics by arrangement with instructor. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

## Course Descriptions

### English as a Second Language

Arts & Humanities

#### ESL 051

##### English as a Second Language Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is graded credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 052

##### English as a Second Language Level 2 • V1-10 CR

Prepares English-as-a-second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is graded credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 053

##### English as a Second Language Level • V1-10 CR

Prepares English-as-a-second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 054

##### English as a Second Language Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 055

##### English as a Second Language Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 056

##### English as a Second Language Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 061

##### English as a Second Language Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 062

##### English as a Second Language Level 2 • V1-10 CR

Prepares English-as-a-second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no credit. **Prerequisite:** Placement by assessment.

#### ESL 063

##### English as a Second Language Level 3 • V1-10 CR

Prepares English-as-a-second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

#### ESL 064

##### English as a Second Language Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

#### ESL 065

##### English as a Second Language Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

#### ESL 066

##### English as a Second Language Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

#### ESL 071

##### English as a Second Language Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

**English as a Second Language (ESL) instruction at BC:  
The English Language Institute – for those with tourist or  
student –immigrants and refugees. For more information  
visit <http://bellevuecollege.edu/artshum/DevEd/esl.html>.**

## ESL 072

### English as a Second Language Level 2 • V1-10 CR

Prepares English-as-a second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 073

### English as a Second Language Level 3 • V1-10 CR

Prepares English-as-a second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment

## ESL 074

### English as a Second Language Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 075

### English as a Second Language Level 5 • V1-10 CR

Prepares English-as-a-second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 076

### English as a Second Language Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.



## ESL 081

### English as a Second Language Level 1 • V1-10 CR

Prepares English-as-a-second language students to understand simple spoken phrases and respond to basic personal information questions. Students learn decoding skills and survival vocabulary to read and write personal statements. This is beginning literacy level ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 082

### English as a Second Language Level 2 • V1-10 CR

Prepares English-as-a second language students to communicate using routine statements related to personal needs, desires, and feelings in familiar social contexts. Students learn to write basic messages, interpret maps, bills, and schedules, and follow written and oral instructions. This is beginning ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 083

### English as a Second Language Level 3 • V1-10 CR

Prepares English-as-a second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 084

### English as a Second Language Level 4 • V1-10 CR

Prepares English-as-a-second language students to respond to multi-step directions and communicate using formal and informal language in various situations. Students follow written instruction, read narratives, interpret graphical material, and write and edit an organized paragraph. This is high intermediate ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 085

### English as a Second Language Level 5 • V1-10 CR

Prepares English-as-a second language students to understand sustained conversation and instructions and to communicate independently in various situations. Students apply reading strategies and critical thinking skills when reading materials from authentic sources. Students write and edit organized paragraphs. This is low advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## ESL 086

### English as a Second Language Level 6 • V1-10 CR

Prepares English-as-a-second language students to understand and communicate independently in selected authentic situations. Students apply reading strategies and critical thinking skills when reading materials from various sources. Students write and edit organized essays. This is high advanced ESL. Students must show progress in three quarters of instruction. Course is credit/no-credit. **Prerequisite:** Placement by assessment.

## Course Descriptions

### English Language Institute University Preparation

#### Arts & Humanities

##### ELIUP 031

###### Writing Level I • 4.5 CR

Introduction and practice of sentence structure, question patterns, verb tenses, and parts of speech. Students practice academic and creative writing assignments focusing on the sentence, and learn and practice the writing process. Course is linked with ELIUP 032. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 032

###### Grammar Level I • 4.5 CR

Introduction to and practice of sentence structure, question patterns, verb tenses, and parts of speech. Course is linked with ELIUP 031. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 033

###### Reading I • 4.5 CR

Students learn to scan, locate specific information, improve comprehension, make connections between sounds and letters, build vocabulary, and use a dictionary. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 034

###### Speaking & Listening I • 4.5 CR

Students learn and practice using grammatical language in everyday situations, give and follow directions, ask for clarification, and apply appropriate vocabulary. Minimal pairs, intonation patterns and present and past tense verb endings are emphasized. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 041

###### Writing Level II • 4.5 CR

Students learn and practice more difficult sentence structures, verb tenses, modals, comparatives, adverbs of manner, and the usage of determiners and modifiers with nouns. Writing instruction emphasizes organization, transitions, examples and details, and topic sentences. Students begin to develop paragraphs. Course is linked with ELIUP 042. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 042

###### Grammar Level II • 4.5 CR

Students learn and practice more difficult sentence structures, verb tenses, modals, comparatives, adverbs of manner, and the usage of determiners and modifiers with nouns. Course is linked with ELIUP 041. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 043

###### Reading II • 4.5 CR

Students learn and practice scanning, skimming, locating main ideas, making basic inferences based on given information. In addition, they build passive and active vocabularies, guess vocabulary from context, and develop study skills. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 044

###### Speaking & Listening II • 4.5 CR

Continuation of work begun in Level 1. Students improve their ability to express themselves in formal and informal situations. There is a balance between speaking and listening during class. **Prerequisite:** Acceptance to the ELI program.

##### ELIUP 051

###### Writing Level III • 4.5 CR

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

##### ELIUP 052

###### Grammar Level III • 4.5 CR

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

##### ELIUP 053

###### Reading III • 4.5 CR

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

##### ELIUP 054

###### Speaking & Listening III • 4.5 CR

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

##### ELIUP 061

###### Integrated Skills IV • 4.5 CR

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

##### ELIUP 062

###### Reading IV • 4.5 CR

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

##### ELIUP 063

###### Read and React IV • 4.5 CR

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

##### ELIUP 064

###### Speaking & Listening IV • 4.5 CR

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

##### ELIUP 065

###### Advanced Grammar • 4.5 CR

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

##### ELIUP 066

###### American Culture • 4.5 CR

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

##### ELIUP 067

###### English Through Film • 4.5 CR

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

## ELIUP 068

### Pronunciation & Accent Reduction • 4.5 CR

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

## ELIUP 069

### TOEFL Preparation • 4.5 CR

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

## ELIUP 070

### Vocabulary, Slang, & Idioms • 4.5 CR

Students learn and practice using a variety of techniques to increase their knowledge of English Vocabulary, including slang and idioms. Emphasis is on memorization of words, word parts, and inferring meaning from context. **Prerequisite:** Acceptance to the ELI program.

## ELIUP 071

### Integrated Skills V • 4.5 CR

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

## ELIUP 072

### Reading V • 4.5 CR

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

## ELIUP 073

### Read & React V • 4.5 CR

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

## ELIUP 074

### Exploring Contemporary Issues • 4.5 CR

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



## ELIUP 080

### Academic Preparation • 10 CR

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

## ELIUP 094/095/096/097

### Special Topics in Intensive ESL • V1-10 CR

Covers additional topics in combination with English as a Second Language classes to help students achieve goals related to specific academic or vocational interests. **Prerequisite:** Permission of program chair.

## Environmental Science

### Science

The course designation for this program changed from ENVSC to ENVS summer 2008. Course number remains the same unless otherwise noted.

## ENVS& 100

### Survey of Environmental Science • 5 CR

*Previously ENVSC 204*

Surveys components of ecosystems, including energy flow and the structure and dynamics of populations and communities. Students review the processes that affect natural environments, examine the impact of human activities on ecosystems, and discuss current environmental issues.

## ENVS 207

### Field & Laboratory Environmental Science • 6 CR

Practices current scientific methods of investigation and analysis of a variety of environmental elements. Format includes approximately equal components of field experience and laboratory exercises. Fulfills laboratory science course requirement at BC.

## ENVS 110

### Environmental Oceanography • 5 CR

Provides an overview of ocean environmental issues, including the potential impacts of overfishing, undersea mining, habitat loss, pollution, coastal development, and global climate change. Issues are examined in the context of the innate relationship between humans and the sea. Same as OCEA 110. Either ENVS 110 or OCEA 110 may be taken for credit, not both.

## ENVS 250

### Puget Sound Ecology • 6 CR

Explores the geological formation, physical characteristics, major biological/ecological components, and significant environmental issues of the Puget Sound region. Format includes labs, guest speakers, and field trips. Fulfills laboratory science course requirement at BC.

## ENVS 280/281/282/283

### Current Issues in Environmental Science • V1-3 CR

Course allows students to explore, in detail, different areas of Environmental Science, discuss current issues, and helps prepare students for a career in Environmental Science. **Prerequisite:** ENVS& 100 or equivalent recommended.

## ENVS 294/295/296/297

### Special Topics in Environmental Science • V1-10 CR

Covers supplemental or unusual topics related to Environmental Science. Topics are announced in the quarterly class schedule.

**Make the world a better place. Select from more than a dozen Environmental Science volunteer opportunities. Visit <http://scidiv.bellevuecollege.edu/rv/volunteer/>.**

## Course Descriptions

### Ethnic & Cultural Studies

#### Social Science

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an “academic concentration” in Cultural and Ethnic Studies by completing 20 credits in the concentration discipline. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

#### ETHN 100

##### Race in the United States • 5 CR

Survey of the history of African Americans, Asian Americans, Chicanos, American Indians, and other indigenous peoples as they become part of the United States, or in the whole Americas depending on focus. Fulfills social science or humanities requirement, not both, at BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better, or entry code.

#### ETHN 102

##### Introduction to White Culture in the United States • 5 CR

Studies the history, culture, religion, institutions, politics, economics, arts, and psychology of peoples of white culture as developed from experience in both the old and new worlds. Multidisciplinary analysis of social life looking at white culture in America as a social construct and the consequences of this construct. Fulfills social science or humanities course requirement, not both at BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better, or entry code.

#### ETHN 105

##### Sociology of Blacks in America • 5 CR

Explore the social and cultural background of Blacks in America. Themes include music and popular culture, activism, politics, and/or social change. Same as SOC 105. Either ETHN 105 or SOC 105 may be taken for credit, not both. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 109

##### Introduction to Women's Studies • 5 CR

Feminist analysis of the construction and enforcement of gender differences and gender inequalities in various contexts. Emphasis on the intersection of race, class, sexuality and nationality in the lives of women. Topics include feminist theory, motherhood, popular culture, sexual autonomy, racism, and activism in the United States, with possibilities of exploring these issues in Europe, Asia, the Middle East, Africa, and South and Central America. **Recommended:** Placement by assessment into ENGL& 101.

#### ETHN 120

##### Introduction to Native American Studies • 5 CR

Provides an historical and contemporary perspective on the social, political, and cultural issues of the Indigenous Peoples of North America. Students explore Indigenous literature, and the representation of Native peoples in film and television, among other areas. Same as SOC 120. Either ETHN 120 or SOC 120 may be taken for credit, not both. **Recommended:** ENGL& 101.

#### ETHN 121

##### Native Americans & Film • 5 CR

Provides an historic and contemporary perspective on the representations of Native Americans in cinema. Explores the invention of Natives in Hollywood and the creation of a Native aesthetic. Same as SOC 121. Either ETHN 121 or SOC 121 may be taken for credit, not both. **Recommended:** ENGL& 101.

#### ETHN 130

##### Ethnic Identity of Deafness • 5 CR

Introduces students to Deafness as a cultural identity through an exploration of Identity Formation that is both theoretical and experiential. Also looks at the historical and social forces that act upon the lives of Deaf people in the modern world. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 140

##### Introduction to African American Studies • 5 CR

Uses an interdisciplinary, multimedia approach to examine the history, culture, religions, institutions, politics, economics, and arts of peoples of African descent in the United States. Focus is on U.S. life from a Black perspective, examining both historical and contemporary works. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 152

##### Introduction to Asian American Studies • 5 CR

Survey of the history of Asian American ethnicities, evolution of Asian American Cultures in the United States from the 1850's through the present, immigration patterns, evolution of co-cultures, evacuation, inter-ethnic relations. May be used as a social science or humanities course requirement, not both, at BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 199

##### Individual Studies in Ethnic Studies • VI-5 CR

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

#### ETHN 200

##### Sports and Culture • 5 CR

Using the cultural framework of sports and the world around it, students critically analyze related social issues such as race, class, and gender. Multiple perspectives are included. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 210

##### Ethnic Experiences in Art & Music • 5 CR

Utilizes historical and contemporary sources to survey the art, music and music-related traditions of a specific ethnic or regional group. The type or types of music and art studied will be at the discretion of the instructor. May be used as social science or humanities course requirement, not both, at BC. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### ETHN 241

##### Multicultural Business Consulting • 5 CR

Students gain practical experience managing in a multi-cultural business environment. Course combines classroom learning, reading, technical skills, marketing, financial analysis, business process reengineering, and consulting to see how changes in one area affect the growth of the company as a whole. Same as BUS 241. Either ETHN 241 or BUS 241 may be taken for credit, not both. Recommended 30 prior college business credits.

#### ETHN 255

##### Hawaii the Center of the Pacific • 5 CR

Examines Hawaiian culture from pre-Christian Hawaii to the Hawaiian Sovereignty Movement of the 20th Century. Studies the geography, culture and diaspora of selected immigrant cultures and the development of the Hawaiian multicultural society. Also examines the evolving land use and economic patterns of Hawaii.

#### ETHN 281/282/283/284

##### Issues in Women's Studies • 5 CR

An exploration of women's specific issues from a cultural and historical perspective. Topics are announced in the quarterly schedule. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

## Experiential Learning

### Arts & Humanities

#### EXPRL 187

#### Prior Learning Portfolio Development • 2 CR

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

#### EXPRL 190

#### Learning Portfolio Fundamentals • 2 CR

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

#### EXPRL 191/192/193

#### Academic Internship Experience • VI-5 CR

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

#### EXPRL 220

#### Resume & Interviewing Strategies • 2 CR

Introduction to the basic steps of writing a targeted resume and formulating answers to typical interview questions. Includes presentation of accomplishments, both written and verbal, in the process of seeking employment.

#### EXPRL 230

#### Job Shadowing & Professional Networking • 2 CR

Career Center connects students with local employers in their field of interest. Students research jobs, interview and network with professionals, develop communication skills, and identify attributes with a focus on future employment. *Prerequisite:* 15 college level credits recommended.

**Choose from more than 50 transfer-level writing and literature classes fall, winter and spring quarters.**

## Fire Science

### Health Sciences, Education & Wellness Institute (HSEWI)

#### FS 100

#### Introduction to Fire Service • 1 CR

Surveys the field of fire service. Topics include typical fire department structure, authority of the fire chief and fire marshal, and fire department interactions with other local, state, and federal agencies.

#### FS 101

#### Fire Behavior & Combustion • 2 CR

Studies basic chemical concepts of fire behavior and combustion. Topics include fire and the physical world, properties of solids, liquids and gases and chemical reactions as they relate to fire behavior. Fire extinguishment, agents and their effect on fire are explored.

#### FS 102

#### Introduction to Fire Prevention Practices • 3 CR

Examines the spectrum of fire prevention functions and philosophies and their relationships to fire suppression efforts. Students review legal mandates for fire prevention, fire inspection practices and processes, public education and public relations, plan review, fire codes and related regulations, and the need and process of fire investigation.

#### FS 105

#### Fire Service Hydraulics • 3 CR

Studies the mechanical properties of water at rest and in motion. Students focus on applying the properties of water to fire suppression operations and fire stream development. Other topics include municipal water supply systems and rural water supply operations. *Prerequisite:* FS 110 and placement by assessment into MATH 099 or MATH 098 with a C- or better, or permission of instructor.

#### FS 110

#### Fundamentals of Emergency Services • 3 CR

Intended for students desiring a career in the fire and emergency services. Course provides an overview of health, physical fitness, fire nomenclature, career opportunities, philosophy and history of fire protection/service, organization and function of public fire protection services as part of local government. *Prerequisite:* Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.



#### FS 111

#### Fundamentals of Firefighting • 7 CR

Develops introductory-level firefighting skills. Topics include fundamentals of safety, communications, behavior of fire, protective equipment, ladders and hoses, water supply, forcible entry, and rescue techniques.

#### FS 113

#### Intermediate Firefighting • 8 CR

Continues FS 111 with additional basic skills training for fire service personnel. Topics include fire extinguishers, ventilation, ropes/knots, ladders, salvage, and sprinkler systems.

#### FS 115

#### Advanced Firefighting • 2.5 CR

Completes the basic skills training series. Topics include fire cause, foam agents, multi-company operations, and fundamentals of fire education and public relations.

#### FS 117

#### Hazardous Materials Operation • 0.5 CR

Introduces hazardous materials for emergency responders. Students learn basics of identification, recognition, and resource information availability.

#### FS 119

#### Live Fire Control • 2.5 CR

Offers live-fire training for emergency responders, covering Class A (common combustibles) and Class B (flammable liquid) fires. Students practice using special techniques and equipment. Requires lab performance for all students.

#### FS 120

#### Fire Investigation • 3 CR

Covers fire origin, causes, and spread. Topics include recognizing accidental and incendiary fires, securing and preserving evidence, interviewing witnesses, coordinating with other agencies, compiling reports, arson laws and court procedures. *Prerequisite:* FS 110 or permission of advisor.

## Course Descriptions

FS 130

### **Investigative Interview Techniques • 2 CR**

Introduces the basic interview techniques used during criminal investigations. Students practice techniques for developing elements of a complete case report and for interviewing criminal suspects and witnesses. **Prerequisite:** FS 120 or permission of advisor.

FS 131

### **Fire Service Instructor • 3 CR**

Emphasizes the study, application, and evaluation of teaching methodology and techniques that can prepare an individual as a fire service instructor. Course meets NFPA 1041 standards.

FS 137

### **Fire Protection • 3 CR**

Surveys fire alarm protection systems and water-type fire extinguishing sprinkler systems for special hazards. Students visit local facilities using various fire protection equipment and systems and learn to make critical appraisals.

FS 140

### **Incident Safety Officer • 2 CR**

A study of fire fighter safety using NFPA and state standards. Emphasizes the day-to-day health and safety of department members. Addresses standards, regulations, role of safety officer, accident investigations, record keeping, structural, EMS, hazardous materials, and wild land emergencies.

FS 150

### **Intermediate Fire Scene Investigation • 3 CR**

Recalls elements in basic fire investigation. Discussion of motives and laws affecting juvenile fire setters both criminal and non-criminal. Covers investigation of fire scenes that involve injuries or fatalities, electrical causes of fires, and the compilation of information into reports for a case ready presentation. **Prerequisite:** ENGL& 101, and FS 101, 130 and 152 or permission of instructor.

FS 152

### **Building Construction • 3 CR**

Provides the components of building construction that relate to fire and life safety. Elements of construction and design of structures are shown to be key factors when inspecting building, pre-planning and operating at emergencies. **Prerequisite:** FS 110 or permission of instructor.

FS 160

### **Fire Tactics & Strategy • 3 CR**

Reviews planning, implementation, and evaluation of basic fire tactics at the responding officer level. Students learn pre-fire planning, size-up, fire simulation, fire behavior, organizational structures, strategy, and resource requirements and allocation. **Prerequisite:** FS 110 or permission of advisor.

FS 177

### **Wild Land/Urban Interface • 2 CR**

Presents information and skills required to contain fires in open or rural land that interfaces with urban or suburban environments. Specific issues include forests, grassland, farmland, etc.

FS 190

### **Fire Inspection & Codes • 4 CR**

Studies International Fire Code as applied to fire prevention inspections at the fire company level. Students relate the IFC to the International Building Code and other recognized standards. Students take a realistic approach to field application. **Prerequisite:** FS 110 or permission of instructor.

FS 200

### **Plan Review For Fire Prevention • 4 CR**

Introduces the tools and techniques of reviewing building plans from the fire prevention perspective. Students get hands-on plan review experience and develop the basic skills, knowledge, and attitudes needed to be a plan reviewer. **Prerequisite:** FS 102, 137 and FS 190 or permission of advisor.

FS 201

### **Emergency Medical Technician • 8 CR**

Covers all emergency medical techniques currently within the responsibilities of the basic EMT providing emergency care with an ambulance service. Meets federal and state standards.

FS 210

### **Incident Management Multicompany Operations • 3 CR**

Studies emergency incident management at the fire company level. Topics include basic command structure and components, incident safety, personnel accountability, and application of management processes to a variety of emergency situations.

FS 215

### **Hazardous Materials Incident Management • 3 CR**

How to manage a hazardous materials incident. Content meets or exceeds the requirements set forth in OSHA 1910.120q and educational competencies referenced in NFPA 472. **Prerequisite:** FS 100, 111, 115 and 119 or proof of completion of a Hazardous Materials Operations Certificate.

FS 231

### **Fire Service Leadership • 3 CR**

Examines the roles and responsibilities of company officers through concepts, examples, and practice. Students learn skills necessary for effective supervision, including goal setting, delegation, counseling, coaching, problem solving, decision-making, leadership, communications, and the supervisor's role in labor relations.

FS 232

### **Human Resources Management • 3 CR**

Provides an overview of state and federal laws pertaining to the workplace. Students discuss issues of leadership and administration including labor management, collective bargaining, human resources, safety regulations, local government, planning, and budgeting.

FS 233

### **Fire Service Administration • 3 CR**

Details the principles of organization and management as applied to fire service agencies. Students apply theories to actual management problems through realistic case studies.

FS 237

### **Fire Protection Systems II • 3 CR**

Analyzes fire protection and detection systems, focusing on advanced concepts in fire sprinkler systems. Format includes classroom discussion and practical sprinkler demonstrations. **Prerequisite:** FS 137 or permission of advisor.

FS 240

### **Crime Scene & Physical Evidence • 4 CR**

Examines federal and Washington state laws of search and seizure from a fire investigation perspective. Topics include functions of crime laboratories, concepts of physical evidence, protection of the crime scene, and techniques for crime scene processing. **Prerequisite:** FS 120 or permission of advisor.

FS 260

### **Arson for Profit • 4 CR**

Presents arson for profit through theory and case studies. Students learn procedures of investigating arson fires. Where and what to look for in determining motivation and method. **Prerequisite:** FS 120 or permission of advisor.

**Learn about BC's Fire Service Program degree and certificate options on pages 54-55.**

### FS 261

#### Incident Management II • 3 CR

Studies incident management processes for emergency response at the disaster management level. Students discuss advanced command structure and components, pre-incident planning, and application of management processes to a variety of large-scale emergency situations. **Prerequisite:** FS 210.

### FS 290

#### Advanced Codes & Inspection • 3 CR

Utilizing the International Fire Code, course builds on FS 190 by analyzing specific articles of the code that are more difficult to interpret and apply. Looks closely at local, state, and federal regulations that apply to the IFC. **Prerequisite:** FS 190 or permission of instructor.

### FS 291

#### Hazardous Materials Inspection • 3 CR

Outlines steps and issues in hazardous materials inspections as specified in Article 80 of the National Fire Protection Association. Topics include hazardous material permits, plan review and enforcement of hazardous material code compliance, evaluation of alternative methods, and environmental regulation compliance. **Prerequisite:** FS 190 or permission of advisor.

### FS 298

#### Seminar in Fire Science • V1-3 CR

Covers workshops and seminars on fire science and supervision for which college credit is offered.

## Gaming

Institute for Business and Information Technology (IBIT)

### GAME 105

#### Gaming Theory • 5 CR

Students learn the history, design, technology, production, programming, and psychological aspects of digital gaming. Emphasis is placed on game production, including pre-planning, software/hardware tools, aesthetics, psychological motivators, gameplay strategies, management, and testing. Other topics include artificial intelligence in games, social implications, and use of gaming technologies for information design.

### GAME 110

#### Game Design I • 5 CR

Beginning GAME students design and implement their own computer games. Fundamentals of programming and graphic development are covered with respect to game development. **Prerequisite:** ANIM 120 and WEBMM 111.

### GAME 111

#### Game Design II • 5 CR

Intermediate GAME students design and implement their own computer games. Intermediate and advanced game development programming and graphics are covered. **Prerequisite:** WEBMM 111 recommended.

### GAME 112

#### Game Design III • 5 CR

Advanced GAME students design and implement their own computer games. Advanced game development programming and graphics are covered. **Recommended:** GAME 111 and WEBMM 111.

### GAME 199

#### Individual Studies in Gaming • V1-10 CR

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** previous media enrollment and permission of program chair.

### GAME 210

#### Gaming Graphics • 5 CR

Students create art assets for computer games. Skills include creating low polygon game models, texturing and animating those models and testing in a 3d environment. Students learn the concepts of creating 2d graphics for web based games. **Prerequisite:** ANIM 121 at BC with a C- or better, or entry code.

### GAME 294/295/296/297

#### Special Topics in Gaming • V1-10 CR

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Previous media enrollment and permission of program chair.

### GAME 298

#### Seminar in Gaming • V1-5 CR

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Previous media enrollment and permission of program chair.

### GAME 299

#### Individual Studies in Gaming • V1-10 CR

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. **Prerequisite:** previous media enrollment and permission of program chair.



## General Education Development

Health Sciences, Education & Wellness Institute (HSEWI)

### GED 071/072

#### GED Preparation • V1-5 CR

Prepares individuals to take the GED exam through review of the five GED content areas (writing, mathematics, literature and the arts, social studies, and science) with particular emphasis on writing and math. This class is also appropriate for students interested in improving their basic skills before entering credit classes. **Prerequisite:** Placement by assessment.

## Geography

Social Science

### GEOG 100

#### Introduction to Geography • 5 CR

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

### GEOG 102

#### World Regional Geography • 5 CR

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

### GEOG 105

#### Geography of World Affairs • 5 CR

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

## Course Descriptions



### GEOG 106

#### **Introduction to Natural Hazards & Disasters • 5 CR**

Primary focus is on earth and atmospheric hazards that appear rapidly, often without warning. Emphasis placed on the interrelationship among hazards and the role Humans play in, not only enhancing potential disasters, but also how, through education, to minimize future environmental problems. Same as GEOL 106. Either GEOG 106 or GEOL 106 may be taken for credit, not both. Fulfills a natural science course requirement at BC.

### GEOG 194/195/196/197

#### **Special Topics in Geography • V1-10 CR**

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. *Prerequisite:* Permission of instructor.

### GEOG 198

#### **Seminar in Geography • V1-10 CR**

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

### GEOG 199

#### **Individual Studies in Geography • V1-10 CR**

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

### GEOG 200

#### **Introduction to Human Cultural Geography • 5 CR**

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

### GEOG 205

#### **Weather Climate Vegetation Soils • 5 CR**

Investigates the dynamic patterns and processes of weather, climates, vegetation, and soils. Attention is given to the human significance of different natural, as well as human-altered environments. Fulfills natural science course requirement at BC.

### GEOG 207

#### **Economic Geography • 5 CR**

Investigates the real distribution of economic activities and their impact upon the environment. Topics include the components of production, exchange, and consumption of goods and services, with emphasis on resource uses such as agriculture, industrialization, and urbanization.

### GEOG 250

#### **Geography of the Pacific Northwest • 5 CR**

Presents elementary geographical concepts as they apply to the Pacific Northwest region. Students become familiar with geomorphological and climatological processes and their relationship to settlement, population, and economic patterns.

### GEOG 258

#### **Introduction to Maps and Mapmaking • 5 CR**

The maps we use shape the way we think about the world. Course explores the history and influence of maps and mapmakers, from the ancient world to the high-tech images of today. Basic computer literacy recommended.

### GEOG 277

#### **Geography of Cities • 5 CR**

A study of the location and function of cities as well as their internal layout and the cultural and economic components of these urban areas. Case studies cover all regions of the world from North America to Europe, Latin America, Africa and Asia.

### GEOG 294/295/296/297

#### **Special Topics in Geography • V1-10 CR**

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

### GEOG 298

#### **Seminar in Geography • V1-10 CR**

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

### GEOG 299

#### **Individual Studies in Geography • V1-10 CR**

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

## Geology

### Science

### GEOL& 101

#### **Introduction to Physical Geology • 6 CR**

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

### GEOL 103

#### **History of Earth • 6 CR**

Surveys the geologic history of the earth, including the history of life on earth. Students learn to interpret rock and fossil evidence. The course is designed for non-majors includes laboratory work.

### GEOL 106

#### **Introduction to Natural Hazards & Disasters • 5 CR**

Primary focus is on earth and atmospheric hazards that appear rapidly, often without warning. Emphasis placed on the interrelationship among hazards and the role Humans play in, not only enhancing potential disasters, but also how, through education, to minimize future environmental problems. Same as GEOG 106. Either GEOL 106 or GEOG 106 may be taken for credit, not both. Fulfills a natural science course requirement at BC.

### GEOL 199

#### **Individual Studies in Geology • V1-5 CR**

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

## GEOL& 208

### Geology of the Pacific NW • 6 CR

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

## GEOL 299

### Individual Studies in Geology • VI-5 CR

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

## Health

### Health Sciences, Education & Wellness Institute (HSEWI)

## HLTH 220

### Wellness for Educators • 3 CR

Covers the social, emotional and physical components of wellness with a focus on personal assessment and tools to design a wellness plan for life. Students explore methods for promoting health in the elementary and pre-school classroom.

## HLTH 222

### Drugs & Society • 2 CR

Covers the nature of steroids, pain relievers, alcohol and other psychoactive drugs. Includes ingestion, absorption, action and interaction, and metabolism. Students discuss physiological and psychoactive drugs on the individual and the consequences of use and abuse.

## HLTH 250

### Wellness • 5 CR

Approaches wellness from a holistic health perspective. Students learn to become informed consumers. Discussion topics include emotional and physical health and well-being, marriage and family, communicable and degenerative diseases, and drugs.

## HLTH 260

### Wilderness First Aid Basics • 4 CR

Prepares students to respond to emergencies that may occur during back country fitness activities. Students take exams for both the Standard Red Cross First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate.

## HLTH 262

### Person Fit Trainer First Aid & Athletic Training • 5 CR

Expands on knowledge and skills gained through Adult CPR, AED and First Aid certification. Covers care, management, and prevention of injuries and illnesses common in fitness and athletic arenas. Practice and demonstration of training skills include injuries to muscles, joints, bones, spine and head. Meets requirements for Personal Fitness Trainer certificate.

## HLTH 292

### First Aid & CPR Taking Action • 4 CR

Helps prepare students for both a Standard Red Cross First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate. Lecture/lab format.

## HLTH 294/295/296/297

### Special Topics in Health • VI-5 CR

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

## Health Professions

### Health Sciences, Education & Wellness Institute (HSEWI)

## HPRO 100

### Introduction to Healthcare • 5 CR

An introduction to health care delivery systems, associated career opportunities, and related trends. Looks at the industry as a whole and the integration of services and professions. Students explore career choices including educational requirements, job outlooks, governing agencies, occupational requirements, pay ranges, professional requirements, and employer expectations.

## HPRO 105

### Training for Healthcare Workers • 2 CR

Provides basic training in CPR, first aid, HIV/AIDS, HIPPA, and the prevention of workplace violence.

## HPRO 116

### Nursing Assistant Foundations • 4 CR

Presents anatomy and physiology, resident rights, concepts of death and dying, dementia care, legal aspects of care, function of the health care team, and the communication skills and scope of practice of the nursing assistant. *Prerequisite:* Placement by assessment into ENGL& 101 or permission of instructor.

## HPRO 117

### Basic Technical Skills • 1 CR

Students learn and practice 22 client care skills in preparation for the Washington State nursing assistant certification examination. *Prerequisite:* Placement by assessment into ENGL& 101 or permission of instructor.

## HPRO 118

### Nursing Assistant Clinical Practicum • 2 CR

Supervised clinical instruction in both long term care and acute care settings. *Prerequisite:* HPRO 117 or permission of instructor. Students may be concurrently enrolled in HPRO 117.

## HPRO 120

### Medical Terminology • 3 CR

Provides a comprehensive foundation of basic medical terminology for use in health care careers. Includes prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols. Emphasis is on body structures, anatomical systems, pathologies, medical procedures, medical specialties, and common terms and abbreviations used in health care.

## HPRO 125

### Introduction to Human Systems • 5 CR

Introductory course covering basic cellular and tissue structure and an overview of the structure and function of human anatomical systems. This course does not substitute for BIOL& 241 and/or BIOL& 242.

## HPRO 130

### Human Relations in Healthcare Settings • 4 CR

Includes interpersonal communication with patients, their families, and co-workers, listening skills, cultural competencies, and maintaining customer satisfaction in health care settings.



## Course Descriptions

### HPRO 134

#### **Basic Pharmacology for Healthcare Professionals • 2 CR**

Introduction to the study of drugs. How drugs affect the body and how the body affects drugs. Includes controlled and uncontrolled drug classification, generic and brand name medications, and the government agency that monitors the production and usage of drugs. *Prerequisite:* HPRO 125.

### HPRO 135

#### **Medical Reception Skills & Procedures • 3 CR**

Covers basic skills to be a Medical Office Receptionist. Includes basic medical office administrative skills, a basic understanding of medical informatics, how to create and manage medical charts and records, proper accounting and bookkeeping methods, processing insurance authorizations, operate office equipment, and customer service skills. *Prerequisites:* HPRO 100, 105, 120, 125, 130 and BTS 144 and 161.

### HPRO 141

#### **Phlebotomy Technician I • 8 CR**

Covers basic responsibilities and skills of the laboratory phlebotomist. Includes venipuncture techniques and safety with laboratory equipment. Suitable for individuals with limited health care experience interested in venipunctures. *Prerequisite:* Placement by assessment into ENGL& 101 and HPRO 100, 105, 120, 125, and 130 with a C- or better at BC or permission of instructor.

### HPRO 143

#### **Phlebotomy II – Clinical Practicum • 7 CR**

Clinical practicum for laboratory phlebotomist in cooperation with local hospitals. Student completing the practicum are eligible to apply to take the ASCP certification examination. *Prerequisite:* HPRO 141.

### HPRO 144

#### **Phlebotomy Externship • 4 CR**

Provides practical experience in the role of the phlebotomy technician. *Prerequisite:* HPRO 100, 105, 120, 125, 130 and 141.

### HPRO 146

#### **Clinical Lab Assistant I • 5 CR**

First in a two course series designed to prepare students to work in a clinical laboratory setting. Provides overview of clinical laboratory work including laboratory terminology, organizational structures, HIPAA and OSHA regulations and standards, quality assurance practices, and a general understanding of clinical laboratory information systems and their functions.

### HPRO 147

#### **Clinical Lab Assistant II • 5 CR**

Second in a two course series. Students participate in controlled laboratory environment to practice processing, reporting, and distribution of specimens, along with data entry, and patient information retrieval via Internet and other electronic resources. Emphasis on maintaining attention to detail and carrying out basic laboratory tests. *Prerequisite:* HPRO 146

### HPRO 174

#### **Health Unit Coordinator I • 5 CR**

Covers the skills needed to become a Health Unit Coordinator. Includes certification requirements, basic data entry, proper workplace behavior, and basic office procedures. Skills applied in a laboratory setting.

### HPRO 175

#### **Health Unit Coordinator II • 5 CR**

Covers the skills needed to become a Health Unit Coordinator. Includes procedures and skills required for this position in a simulated health-care environment. *Prerequisite:* HPRO 174.

### HPRO 176

#### **Health Unit Coordinator Externship • 5 CR**

Capstone course in the Health Unit Coordinator series. Students are supervised and monitored while apply skills in performing functions required in a nursing unit. *Prerequisite:* HPRO 174 and 175.

## History

### Social Science

### HIST 101

#### **History of Civilization Cultural Traditions • 5 CR**

Surveys the development of civilizations from ancient times to 1000 AD. Cultures studied include Mesopotamia, Egypt, India, China, Greece, and Rome, ending with the fall of Rome and the rise of Christianity. May be used as social science or humanities credit, not both, at BC.

### HIST 102

#### **History of Civilization Middle Ages • 5 CR**

Surveys world civilization from about 500 AD to 1815 (Napoleon's defeat). Topics include the fall of Rome, the rise of Christianity and Islam, medieval institutions, the Renaissance, the rise of science, the age of exploration, and the development of the nation-state. May be used as social science or humanities credit, not both, at BC.

### HIST 103

#### **History of Civilization Contemporary World • 5 CR**

Surveys the history of Europe since the Enlightenment. Topics include the Industrial Revolution, modern ideologies, imperialism, the origins and impact of the World Wars, the rise of new nations, the Cold War, and the emergence of new global identities, relationships, conflicts, and crises. May be used as social science or humanities credit, not both, at BC.

### HIST 110

#### **English History to 1603 • 5 CR**

Traces the history of the British Isles from the Roman Conquest to the establishment of the nation-state under Henry VIII and Elizabeth I. Topics include life and culture in the Middle Ages, the Hundred Years' War, the rise of Parliament, and the English reformation. May be used as social science or humanities credit, not both, at BC.

### HIST 115

#### **English History 1603 to Present • 5 CR**

Traces the history of the British Isles from the death of Elizabeth I to the present. Topics include the development of Parliament, constitution, and political parties, the industrial revolution, political reform, the growth and decay of British military power, and membership in the Common Market. May be used as social science or humanities credit, not both, at BC.

### HIST 120

#### **Global History • 5 CR**

Surveys comparative global history, focusing on the relationships between cultures. Students investigate global developments in religion, law, and technology as well as the rise and fall of empires and cultures. May be used as social science or humanities credit, not both, at BC. Same as INTST 204. Either HIST 120 or INTST 204 may be taken for credit, not both.

### HIST& 146

#### **US History I • 5 CR**

*Previously HIST 201*

Synthesizes the European heritage and colonial experience and their effect on American ideas and institutions. Students examine the War of Independence and formation of the Federal Union. Other topics include religion, mercantilism, westward expansion, and Anglo-American republican thought. May be used as social science or humanities credit, not both, at BC.

## HIST& 147

### US History II • 5 CR

*Previously HIST 202*

Examines the problems involved in creating a new nation and establishing a federal government. Students discuss the formation of political parties, the democratization of American society, national expansion, the Civil War, and the impact of industrialization. May be used as social science or humanities credit, not both, at BC.

## HIST& 148

### US History III • 5 CR

*Previously HIST 203*

Examines the emergence of modern American society. Students look into problems of industrialization and urbanization, reform movements such as Populism, Progressivism, and the New Deal, and the multicultural society in an age of global interdependence. May be used as social science or humanities credit, not both, at BC.

## HIST 194/195/196/197

### Special Topics in History • V1-10 CR

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

## HIST 198

### Seminar in History • V1-10 CR

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

## HIST 199

### Individual Studies in History • V1-10 CR

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

## HIST 207

### Introduction to Intellectual History • 5 CR

Surveys the major currents of modern western thought. Students examine assumptions and ideas about the nature of the cosmos and humanity before and after the Reformation. Topics include the Scientific Revolution, the Enlightenment, 19th-century ideologies, and the philosophical crisis of the 20th century. May be used as social science or humanities credit, not both, at BC.

## HIST 209

### History of Christianity • 5 CR

Explores the beginnings of the Christian church, the impact of Christian teaching and organization on the West, and the challenge of other religions and philosophies. Traces the spread of Christianity in the non-Western world and assesses its role in American culture in the post-modern era. May be used as a social science or humanities credit, not both, at BC.

## HIST 210

### The Far East in the Modern World • 5 CR

Examines the roles of China, India, Japan, Korea, and Southeast Asia in 20th-century economic, political, and cultural affairs. Students gain understanding of the region's cultures and value systems and its emergence from the age of colonial rule to modern independent states. May be used as social science or humanities credit, not both, at BC.

## HIST 211

### History of Rome to 411 A.D. • 5 CR

Explores the military, political and economic reasons for Rome's rise to domination in the West. Includes discussion of its legal and social systems, the cities complex infrastructure, the role of slavery in the Republic and Empire, the constitution, transition to Empire, and the rise of Christianity.

## HIST 212

### Sport in America A Social History • 5 CR

Surveys the role of sports in society. Students examine the development of games and sports in the context of western history, with an emphasis on organized sports in American culture. May be used as social science or humanities credit, not both, at BC.

## HIST& 214

### Pacific Northwest History • 5 CR

*Previously 264*

Studies the historical and environmental factors affecting the social, economic, and political structures of the Pacific Northwest. Topics include the physical background of aboriginal, European, and American settlement. May be used as social science or humanities credit, not both, at BC.

## HIST 223

### History of Russia & Eastern Europe 1533 to Present • 5 CR

Surveys the social, political, and economic history of Russia and Eastern Europe from the 16th century to the present. Students gain understanding of the peoples and countries of Eastern Europe, with special emphasis upon Russia from the early-modern to the modern period. May be used as social science or humanities credit, not both, at BC.

## HIST 230

### Revolutions in the Modern World • 5 CR

Studies the forces that produce significant changes in a nation's social, economic, or political ideas and institutions. Students analyze "revolutions" such as those in England, America, France, Russia, and China. Same as POLS 230. Either HIST 230 or POLS 230 may be taken for credit, not both. May be used as social science or humanities credit, not both, at BC.

## HIST 236

### History of Australia • 5 CR

Examines the history of Australia from the first human inhabitants 40,000 years ago through the long and difficult process to become the modern continent nation of Australia. Attention is given to the various groups who have migrated to Australia, the exploration and colonization of the continent, the gold rushes and bushrangers, the creation of a federation, and the emergence of the modern Australian nation during the 20th century. Fulfills social science or humanities course requirement, not both, at BC.



## Course Descriptions

### HIST 242

#### **The Age of Exploration & Discovery • 5 CR**

Examines the role of great explorers in world history from Marco Polo to David Livingstone. Students examine the factors encouraging exploration and discovery from medieval to modern times, as well as the results of cultural contact. May be used as social science or humanities credit, not both, at BC.

### HIST 245

#### **The U.S. in World Affairs 1898 to Present • 5 CR**

Examines U.S. foreign policy since the nation's rise to world power status in 1898. Students investigate both external and internal factors influencing foreign policy. May be used as social science or humanities credit, not both, at BC.

### HIST 250

#### **U.S. Military History • 5 CR**

An overview of the major wars fought by the U.S. and the political and strategic issues influencing the national response. May be used as a social science or humanities credit, not both, at BC.

### HIST 261

#### **The Middle East in the Islamic Era • 5 CR**

Examines the political, social, and cultural history of the Middle East since the 7th century. Topics include the development of Islam, the rise and decline of Islamic empires, and the impact of modernization, the Arab-Israeli confrontation, and Islamic fundamentalism. Same as INTST 261. Either HIST 261 or INTST 261 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BC.

### HIST 280

#### **History of Africa • 5 CR**

Examines the history of the continent from the origins of the human species to the present. Topics include the rise and fall of ancient kingdoms and civilizations, the impact of the wider world from Greek and Roman times to the 20th century, and Africa's role in international affairs. Same as INTST 280. Either HIST 280 or INTST 280 may be taken for credit, not both. May be used as social science or humanities credit, not both, at BC.

### HIST 294/295/296/297

#### **Special Topics in History • V1-10 CR**

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

### HIST 298

#### **Seminar in History • V1-10 CR**

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

### HIST 299

#### **Individual Studies in History • V1-10 CR**

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

## Human Development

### Human Development

### HD 100

#### **First Year Experience • V1-2 CR**

Develops a better understanding of the learning process and essential academic success skills and abilities. Topics include use of information resources, study skills, learning styles, personal responsibility, career resources, intercultural competence, and development of personal education plan. Mandatory in the first quarter of attendance for first-time-to college students enrolled for 10 or more credits. Course graded Credit/no credit only.

### HD 101

#### **Self-Esteem in the Workplace • 3 CR**

Explores theory and practice of positive self-esteem through small-group discussion, activities, and readings. Students focus on changing cognitive beliefs and learning behavioral skills that build self-confidence in life, especially in the workplace.

### HD 103

#### **International Student First Year Experience • 2 CR**

Provides international students new to the American college system the knowledge and skills necessary to succeed in the U.S. higher education environment. Required for all new-to-American college students enrolled in ten or more credits. *Prerequisite:* Permission of instructor.

### HD 110

#### **Stress Management • V1-3 CR**

Presents methods and benefits of managing stress. Students learn to identify stress, become aware of stress sources, and understand the results of stress in terms of thoughts, feelings, and actions. Students discuss and practice various methods for reducing unwanted stresses.

**Human Development courses help students attain personal growth.**

### HD 112

#### **Selecting a College Major • 2 CR**

Students select a college major through an orderly, rational approach. Topics include exploring self, making commitments, implementing decisions and possible majors using online research as well as small group discussion. *Prerequisite:* Recommended 30 college credits.

### HD 120

#### **Learning Strategies for Student Success • V1-5 CR**

Develops skills that support successful college work. Students practice effective study techniques and learning strategies, and explore resources available on campus. Recommend placement in ENGL 089 or above.

### HD 131

#### **Understanding Personal Relationships • 2 CR**

Explores personal growth through the development of interpersonal skills. Facilitates learning and growth in areas of cultural awareness and appreciation of differences, respectful communication resolution of interpersonal conflict.

### HD 140

#### **Race in America • 2 CR**

Explores race, gender, and class differences in our social, economic, and political structure. Students examine the impact that racism, classism, and sexism have on our lives and our society, especially in the workplace.

### HD 157

#### **Assertive Communication • V1-3 CR**

Develops awareness of personal communication styles and choices. Students practice skills that enable them to communicate directly and to get their needs met without denying the rights of others.

### HD 173

#### **Career Exploration • V1-5 CR**

Presents concepts and skills relating to career planning. Topics include self-assessment (interests, personality, and skills inventory), values, and learning styles; relating careers to educational and training options; researching jobs and careers; and decision-making. Format includes career-testing, use of the job library and computerized resources, group activities, guest speakers, and practice interviews.

### HD 185

#### **Managing Career Change • V1-7 CR**

Assists workforce training students in making career transitions. Module topics are career exploration, job search, education/training orientation, and study skills. *Prerequisite:* Permission of instructor.

## HD 190

### Staying on Track • V1-5 CR

Helps students of color and students from nontraditional backgrounds succeed in college. Students develop skills needed to reach their educational objectives and to enhance their personal and cultural identity. *Prerequisite:* Permission of instructor.

## HD 194/195/196/197

### Special Topics in Human Development • V1-10 CR

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

## HD 199

### Individual Studies in Human Development • V1-5 CR

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

## HD 210

### Leadership Today: Creating a Vision for Tomorrow • 2 CR

An introduction to the practical leadership skills and tools including leadership assessment, ethical decision-making, conflict resolution team building, and other leadership competencies.

## HD 211

### Leadership Today: Building Tools for Tomorrow • 2 CR

Course covers dealing with difficult people, the art of listening, negotiation, problem solving, and other leadership competencies.

## HD 212

### Inclusive Leadership • 2 CR

Leaders must answer the greatest challenge of our times; how should we engage, involve, and inspire those who have different life experiences, values, and world view to create safe, inclusive, and mutually beneficial communities and societies globally?

## HD 215

### Strategic Leadership: Listening to the Future • 2 CR

Leaders create alternative futures for a hypothetical industry case. Covers the analysis of uncertainties and the influence of social, technological, economic, environmental and economic forces leading to a set of scenarios applicable to risk evaluation & competitive positioning, contingency planning and thought leadership.



## Humanities

### Arts & Humanities

## HUMAN 205

### Life & Culture for Study Abroad • V1-5 CR

Designed to enhance students' knowledge, understanding, and appreciation of people, culture, and life in other parts of the world, as part of an on-site travel study or travel learning program. Examines the identified subject as a total cultural product that may include history, geography, language, literature, music, art, architecture, religion, politics, etc. Introduces unique cultural aspects within a broad world context and in contrast to American culture and prepares students for a living and learning experience in that culture. Students learning activities may include lecture-discussion-participation, analysis of readings and films, exams, and research projects.

## HUMAN 210

### Francophone Cultures • 5 CR

Enhances students' knowledge, understanding, and appreciation of francophone cultural groups and their importance in our world. Focus is on French-speaking peoples, and places where the French colonial influence is still present-including an overview of the history, traditions, customs, socio-political conditions, and artistic and literary contributions of francophone cultural groups. Other topics include study of francophone literature and essays in translation, relevant films, participation with guest speakers, and a research project on a specific francophone region, cultural group, or topic of interest.

## HUMAN 220

### British Life & Culture • 5 CR

Provides a broad background to promote understanding of British culture and civilization. Takes a historical, social, and cultural approach to analyzing contemporary British society and examines traditions and institutions to give insights into contemporary British life. Students learning activities include lecture-discussion-participation, analysis of readings and films, field trips, site visits and walking tours, exams, and individual and group research and reports.

## HUMAN 224

### Australian Life & Culture • 5 CR

Course enhances students' knowledge, understanding, and appreciation of the culture and cultural groups of Australia. Examines Australia as a total cultural product, including history, geography, literature, music, art, architecture, religion and politics, and incorporates information about uniquely Australian sub-cultures and the development of a unique Australian civilization within the context of world events. Learning activities include lecture-discussion-participation, analysis of readings and films, exams, and a research project.

## HUMAN 228

### Modern Tibetan History & Culture • 5 CR

Students learn about Tibet and Tibetans, their way of life and culture before the Chinese invasion and occupation and subsequent journey into exile of H.H. the Dalai Lama and over 100,000 Tibetans into India, Nepal and Bhutan and later to the west. Students learn about the Tibetan community in exile and the Tibetan's efforts to maintain their identity and culture in exile through an educational system designed to bring up the Tibetan children as Tibetans. Students study the teachings of His Holiness the Dalai Lama to get an understanding of Tibetan culture and world view.

## HUMAN 230

### Central American Perspectives • V1-5 CR

Provides a broad background to promote understanding of culture and civilization in Central America. Examines traditions and institutions, takes a historical, social, and cultural approach to analyzing contemporary Central American issues, and gives insights into contemporary life. Students learning activities include lecture-discussion-participation, analysis of readings and films, field trips, site visits and walking tours, exams, and individual and group research and reports.

## HUMAN 260

### Honors Colloquium • 5 CR

Focuses on different ways of thinking and learning through examination of the BC Honors annual study topic. Various approaches from an economic, sociological, literary, and technological perspective are used to provide an interdisciplinary view. Includes guest speakers from the campus and the larger community. Students produce a research project. *Prerequisite:* ENGL 201 with a C- or better and a 3.5 cumulative GPA or higher.

## Course Descriptions



### Imaging

Health Sciences, Education  
& Wellness Institute (HSEWI)

#### IMAGE 102

##### Imaging Aide Fundamentals • 2 CR

Presents skills and scope of practice of the Imaging Aide. Designed as an overview of hospital and clinic organization in relation to the radiology industry. Emphasis is directed toward patient flow within the system, information systems utilized, and specific patient and exam information included in diagnostic imaging. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### IMAGE 110

##### Survey of Imaging • 3 CR

Presents a basic survey of the different medical specialties found in a diagnostic imaging department. Emphasis is on developing a working knowledge of the terminology, procedures, patient care, and occupational issues an imaging aide would encounter. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

#### IMAGE 115

##### Radiologic Anatomy • 2 CR

Presents a basic survey of human anatomy commonly imaged in a diagnostic radiology department. Emphasis is on major structures and topographical anatomy. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

### Independent Studies

Health Sciences, Education  
& Wellness Institute (HSEWI)

#### IS 295

##### Independent Studies • V1-5 CR

Allow students to initiate and carry out individualized study projects. The student develops a plan including faculty consultation, learning objectives, progress, and evaluation (credits and grading). The division chair must approve the plan. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

### Individual Development

Arts & Humanities

#### ID 080

##### Improving Reading Skills Lab – Level 1 • V 1-2 CR

Allow students to work in the Reading Lab to improve reading skills. Students work on individually prescribed programs of study based on assessed skills, under the supervision of the Reading Lab Director. Course is graded credit/no credit. One hour of credit equals 22 hours of lab work.

#### ID 091

##### College is an Option • 1 CR

Introduces the tools and techniques for college-level work. Includes identification and application of learning styles and preferences, mapping a pre-college path that develops college-level skills and abilities, and assessment and application of study skills. Includes preparation of college and university documents.

#### ID 100

##### College Thinking • 1 CR

Introduces college-level analytical reasoning and academic discipline perspectives. Includes reading college-level material, participating in seminars, the process of analysis and analytical writing, and self-assessment of the analytic components of writing. Students take the Compass assessment to evaluate their preparedness for college.

### Information Technology

Institute for Business and  
Information Technology (IBIT)

#### IT 101

##### Introduction to Information Technology • 5 CR

Presents a general overview of information technology. Topics include how computers work, different types of computers, input and data storage devices, operating systems, data communications, systems analysis and design, and ethics. **Prerequisite:** Placement by assessment into ENGL 089. Completion of ENGL 092 or 093.

#### IT 103

##### Networking Basics • 5 CR

Provides an understanding of the basics of networking to students not majoring in Network Support. Topics include: network topologies, media, protocols, hardware and software. This class also covers content listed for the COMP-TIA Network+ exam. Course includes practical experience and business case studies. **Prerequisite:** Placement by assessment into ENGL 089. Completion of ENGL 092 or 093. **Recommended:** BTS 161 or equivalent work experience.

#### IT 297

##### Special Topics in Information Technology • V1-5 CR

Allows specialized or in-depth study of a subject related to information technology. Topics are announced in the class schedule. Students may retake the course for credit as content changes. May be repeated for a maximum of 15 credits.

#### IT 299

##### Individual Studies in Information Technology • V1-10 CR

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

### Interdisciplinary Studies

Arts & Humanities

Combines the study of several subjects into one integrated course or “learning community,” usually for 10 or more credits. Each Interdisciplinary Studies course features a theme that forms a common thread across disciplines.

The focus of these courses is YOU. Students learn by taking part in group activities. Field trips are included in some courses. These programs emphasize the process of learning as well as course content. The student-centered, discussion-oriented format encourages and supports different points of view and creates a social climate that promotes collaborative learning.

### Interior Design

Arts & Humanities

Please note: courses designated with an asterisk (\*) are graded pass/fail only.

#### INDES 140

##### Introduction to Interior Design • 5 CR

Relates design fundamentals to the study and practice of interior design. Topics include color, space, form, light, furniture, windows, floors, and accessories. Open to all interested students. Class format includes illustrated lectures, discussions, and projects.

#### INDES 142

##### Textiles Interior Materials & Sources • 5 CR

Introduces properties and applications for textiles and various other surface materials that can be selected, specified, installed, and maintained in an interior environment. Topics include soft and hard materials for flooring, walls, ceilings, and upholstery, as well as equipment, applications, millwork, and cabinetry. Product sources and specifications are covered along with how to measure, correctly install and maintain the various materials. **Prerequisite:** INDES 140 with a C- or better.

## INDES 145

### Introduction to Sustainable Design • 5 CR

Discover the past, present and future of “Green Design”. How can we design more sustainable and healthy environments today? Students study global environmental issues and their impact on the design process, including the history, principles and theories of sustainability, life-cycle design practices, relevant green design terminology, and the LEED Green Building Rating System. **Prerequisite:** INDES 140 with a C- or better or equivalent course from another college or permission of instructor.

## INDES 146

### Practical Applications of Sustainable Design • 5 CR

From where does “Green” come? Translate theoretical knowledge in INDES 145 into practical design methodology, research interior materials and building systems, and apply that knowledge to design decisions in an environmentally responsible manner. Presents the LEED rating system within the context of professional interior design practice, how LEED encourages design teams to achieve high performance design, and how to effectively use the LEED rating system as a tool to benefit the environment and your community and profession. **Prerequisite:** INDES 145 with a C- or better.

## INDES 147

### Healthy Sustainable Interiors • 5 CR

Make it “Green”. Examine Commercial and Residential interior architectural spaces, using concepts learned in INDES 145 and 146. Study the LEED-CI (Commercial Interiors), LEED for Homes and the local BuiltGreen rating systems. Review case studies representing best practices in sustainable design of interiors for discussion and analysis, evaluating project success according to sustainable theories, application of LEED standards, and life-cycle assessments. **Prerequisite:** INDES 146 with a C- or better.

## INDES 150

### History of Furniture • 5 CR

Surveys the main characteristics and motifs of Western furniture from antiquity to the 19th century. Students examine how people, social conditions, and technology influenced furniture design in each period. Class format includes illustrated lectures and discussions.

## INDES 151

### Modern Furniture & Design • 5 CR

Continues INDES 150, covering furniture designers and movements from the Victorian period to the present. Students analyze the furniture of each period in terms of human values, social conditions, technology, and design criteria.

## INDES 152

### Furniture Design & Construction • 3 CR

Gives practical experience in designing and building furniture. Students combine knowledge of design theory and processes, materials, and drawings with hands-on experience in the shop. Topics include engineering basics, manufacturing processes, joinery, and finishes. **Prerequisite:** ART 108 and INDES 150 and INDES 151, and INDES 160 with a C- or better, or entry code.

## INDES 160

### Graphic Communication I • 5 CR

Introduces graphic tools, techniques, and conventions used for effective visual communication in design. Students apply theory as they develop skills in architectural drafting, lettering, and basic perspective drawing skills. **Prerequisite:** ART 110 and ART 120 with a C- or better.

## INDES 162

### Introduction to Computer-Aided Design • 5 CR

Introduces AutoCAD for designers on the PC. Students learn the role and application of CAD in graphic communication and interior design while creating two-dimensional drawings. Hands-on work in the CAD lab familiarizes students with the hardware and software. **Prerequisite:** INDES 160 with a C- or better.

## INDES 165

### Visual Presentations • 5 CR

Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Students learn advanced perspective drawing methods and practice simple and rapid illustration techniques in various media including graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Other topics include reproduction, transfer, and mounting techniques. **Prerequisite:** ART 111 and INDES 160 with a C- or better.

## INDES 167

### Digital Design Tools • 2 CR

Uses a variety of digital design tools to demonstrate how graphic software applications and digital tools are used to enhance communication of design solutions and concepts. Includes graphic software applications, equipment and services for digital archiving, production, and printing. Structured as a workshop for students to work as much as possible at an independent pace. **Prerequisite:** INDES 171 with a C- or better.

## INDES 170

### Interior Design I: Methods • 5 CR

Introduces fundamental concepts and methods for planning, organizing, and arranging spaces in the interior environment. Students examine space in terms of human needs, activities, and priorities and apply design processes to making the best functional and aesthetic use of space. **Prerequisite:** ART 112 and INDES 140 and INDES 160 with a C- or better, or entry code.

## INDES 171

### Interior Design Studio I • 5 CR

Introduces the fundamental elements and principles of design. Students work with concepts and methods for defining and organizing space and form in the interior environment. Introduces graphic tools, techniques, and conventions used for effective visual communication in design. Applies basic theory in architectural drafting and drawing skills. **Prerequisite:** ART 110 and INDES 140 with a C- or better.

## INDES 172

### Interior Design Studio II • 5 CR

Introduces graphic tools, techniques, and conventions used for effective visual communication in design. Students apply theory as they develop skills in architectural drafting, lettering, and basic perspective drawing. **Prerequisite:** ART 110 and INDES 171 with a C- or better.



## Course Descriptions

### INDES 175

#### Design Theory • 5 CR

Explores philosophical approaches to design and various aesthetic and judgmental concerns. Students apply critical thinking and creative problem-solving to the enclosure and systematic organization of space. **Prerequisite:** ART 112 and INDES 160.

### INDES 180

#### Professional Practices I • 5 CR

Prepares students to work as professional interior designers. Students learn about managing interior design projects, legal and contractual issues, resources and services, and working with showrooms, service personnel, and clients. **Prerequisite:** INDES 170 with a C- or better.

### INDES 181

#### Professional Practices II • 3 CR

Continues INDES 180 in preparing students for work as professional interior designers. Topics include employment opportunities and specializations in the field, and development of job search skills and marketing skills, including resumes, business cards, letterhead, and portfolios. **Prerequisite:** INDES 180 with a C- or better.

### INDES 185\*

#### Practicum in Interior Design • 3 CR

Provides practical experience in either residential or commercial interior design. Students apply knowledge and skills learned in classes as they work in settings relevant to their future employment plans. Course graded pass/fail. **Prerequisite:** INDES 170 with a C- or better.

### INDES 190

#### Building Systems & Codes • 5 CR

Introduces the physical components of building construction. Topics include industry-wide classification systems, standards and resources, basic physical properties of building materials, typical building construction systems, mechanical and electrical systems, and building codes related to Interiors. **Prerequisite:** INDES 140 and INDES 160 or concurrent enrollment in INDES 160.

### INDES 191

#### Principles of Lighting • 5 CR

Introduces lighting design for interior environments. Students explore human visual perception, properties of natural and artificial light, lighting devices and controls, energy issues, and visual communication of lighting designs. Includes application to specific design problems. **Prerequisite:** INDES 160 and INDES 190 with a C- or better.

### INDES 194/195/196/197

#### Special Topics in Interior Design • VI-5 CR

Allows specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 10 credits. Course graded pass/fail. **Prerequisite:** Permission of program chair or instructor.

### INDES 242

#### Interior Materials & Sources • 5 CR

Introduces textiles and various interior materials and sources selected, specified, installed and maintained in an interior environment. Topics include, materials for flooring, walls, ceilings, upholstery, millwork, and cabinetry. Includes equipment, appliances, how to measure, specify, and understand correct installation methods, and product maintenance. **Prerequisite:** INDES 140 with a C- or better.

### INDES 260

#### Graphic Communication II • 5 CR

Introduces professional applications for graphic communication skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and specifications for a project of their own design. **Prerequisite:** INDES 160 and INDES 162 and INDES 170 and INDES 190 and INDES 191 or concurrent enrollment in INDES 191 or permission of instructor.

### INDES 261\*

#### Design Detailing • 2 CR

Introduces principles of detailing and its impact on the design and construction processes. Topics include documentation for construction, aesthetics, and spatial experiences. Course graded pass/fail. **Prerequisite:** INDES 260 with a C- or better.

### INDES 262

#### Introduction to Computer-Aided Design • 5 CR

Introduces AutoCAD for designers on the PC. Covers the role and application of CAD in graphic communication and interior design while creating two-dimensional drawings. Hands-on work in the CAD lab familiarizes students with the hardware and software. **Prerequisite:** INDES 160 or INDES 171 with a C- or better and BTS 161 or equivalent experience. Students may be required to pass a basic computer competency exam before enrolling.

### INDES 265

#### Design Illustration • 5 CR

Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Covers advanced perspective drawing methods. Students practice simple and rapid illustration techniques in various media including graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Topics include concept and descriptive writing and production, duplication, transfer, and mounting techniques for presentation. **Prerequisite:** ART 111 and either INDES 160 or INDES 167 with a C- or better.

### INDES 267

#### Digital Design Presentation • 3 CR

Builds on skills covered in INDES 167. Students employ digital design tools in the organization and presentation of their design solutions. Introduces various strategies for effectively linking media and message, using fundamental graphic and identity design principles, and evaluation methods for producing design presentation packages and printed documents. **Prerequisite:** INDES 167 and either INDES 165 or INDES 265 with a C- or better.

### INDES 270

#### Interior Design II • 5 CR

Focuses on the problem-solving discipline of the design process and its application to residential design. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. **Prerequisite:** INDES 165, 170 and 260, all with a C- or better, or entry code

### INDES 271

#### Interior Design III • 5 CR

Focuses on the problem-solving discipline of the design process and its application to public spaces. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. **Prerequisite:** INDES 270 with a C- or better, or entry code.

**BC offers a bachelor  
of applied arts degree  
in interior design.  
See pages 30-31.**

## INDES 272

### Interior Design IV • 5 CR

Focuses on the problem-solving discipline of the design process and its application to corporate design. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects. Studio format. **Prerequisite:** INDES 271 with a C- or better, or entry code.

## INDES 273

### Interior Design Studio III • 5 CR

Introduces fundamental concepts and methods for planning, organizing, and arranging spaces in the interior environment. Students examine space in terms of human needs, activities, and priorities and apply design processes to make the best functional and aesthetic use of space. **Prerequisite:** ART 112 and INDES 167 and INDES 172. Students may be concurrently enrolled in INDES 167. **Recommended:** INDES 160.

## INDES 280

### Contract Documents • 5 CR

Introduces professional applications for graphic communication and CADD skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and specifications for a project of their own design. **Prerequisite:** INDES 142 or 242 and INDES 162 or 262 and INDES 170 or 273 with a C- or better.

## INDES 285

### Practicum in Interior Design • 3 CR

Offers additional work-study experience relevant to a student's future employment plans in interior design. Course graded pass/fail. **Prerequisite:** INDES 150, and INDES 160 and INDES 170 with a C- or better or permission of instructor.

## INDES 294/295/296/297\*

### Special Topics in Interior Design • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 10 credits. Course graded pass/fail. **Prerequisite:** Permission of program chair or instructor.

## INDES 299

### Individual Studies in Interior Design • V1-5 CR

Allows in-depth study or approved work experience in the field of interior design. May be repeated for a maximum of 10 credits. **Prerequisite:** Interior Design major and permission of instructor.



## INDES 340

### Interior Design Theory • 3 CR

Explores philosophical approaches to design and various aesthetic and judgmental concerns. Applies critical thinking and creative problem solving to the enclosure and systematic organization of space. **Prerequisite:** Acceptance into the program or permission of instructor with INDES 172.

## INDES 350

### History of Interiors & Furniture • 5 CR

Surveys the main characteristics and motifs of Western interiors and furniture from antiquity to the 19th century. Students examine how people, social conditions, and technology influenced furniture design in each period. Either INDES 150 or INDES 350 may be taken for credit, not both. Class format includes illustrated lectures and discussions. **Prerequisite:** Acceptance into the program or permission of instructor.

## INDES 351

### Modern Interiors & Furniture • 5 CR

Continues INDES 350. Covers interiors and furniture designers and movements from the Victorian period to the present. Students analyze the furniture of each period in terms of human values, social conditions, technology and design criteria. Either INDES 151 or 351 may be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## INDES 352

### Design & Fabrication • 3 CR

Gives practical experience in designing and building furniture. Students combine knowledge of design theory and processes, materials, and drawings with hands-on experience in the shop. Topics include engineering basics, manufacturing processes, joinery, and finishes. Either INDES 152 or INDES 352 may be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor with ART 108 and ART 112 and INDES 350 and INDES 351, all with a C (2.0) or better.

## INDES 370

### Design Studio Residential • 5 CR

Focuses on residential spaces, the problem solving discipline of design process and its application to single and multi-family dwellings. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Either INDES 270 or INDES 370 may be taken for credit, not both. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. **Prerequisite:** Acceptance into the program.

## INDES 371

### Design Studio Hospitality • 5 CR

Focuses on hospitality spaces, the problem solving discipline of the design process and its application to hotel, resort, restaurant, entertainment, and related interior spaces. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Either INDES 271 or INDES 371 may be taken for credit, not both. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. **Prerequisite:** Acceptance into the program.

## INDES 372

### Design Studio Workplace • 5 CR

Focuses on workplace settings, the problem solving discipline of the design process and its application to the many places people work. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Either INDES 272 or INDES 372 may be taken for credit, not both. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. **Prerequisite:** Acceptance into the program.

## Course Descriptions

### INDES 373

#### **Design Studio Learning Environments • 5 CR**

Focuses on learning environments, the problem solving discipline of the design process and its application to formal (schools) and informal (museums, exhibits, and other interpretive venues) learning settings. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. *Prerequisite:* Acceptance into the program.

### INDES 374

#### **Design Studio Healthcare • 5 CR**

Focuses on healthcare spaces, the problem solving discipline of the design process and its application to hospitals, clinics, assisted living communities, and related healthcare facilities. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. *Prerequisite:* Acceptance into the program.

### INDES 375

#### **Design Studio Retail • 5 CR**

Focuses on retail spaces, the problem solving discipline of the design process and its application to department stores, shops, boutiques, and other retail and mercantile settings. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. *Prerequisite:* Acceptance into the program.

### INDES 376

#### **Design Studio Sustainability • 5 CR**

Focuses on sustainable design practices, the problem solving discipline of the design process and its application to a variety of interior spaces and project types. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. *Prerequisite:* Acceptance into the program.

### INDES 377

#### **Design Studio Special Topics • 5 CR**

Focuses on the problem solving discipline of the design process and its application to a variety of specialized interior spaces. Develops concepts to achieve design goals and apply theoretical knowledge and technical skills to design solutions. Students work on a variety of professionally relevant interior design projects. Students must take three of the seven Design Studio courses earning a C (2.0) or better to progress to INDES 440. *Prerequisite:* Acceptance into the program.

### INDES 390

#### **Interior Building Systems • 5 CR**

Introduces the physical components of building construction. Topics include industry wide classification systems, standards and resources, basic physical properties of building materials, typical building construction systems, mechanical and electrical systems, and building codes related to interiors. Either INDES 190 or INDES 390 may be taken for credit, not both. *Prerequisite:* Acceptance into the program and INDES 242 and INDES 273 with a C (2.0) or better. Students may be concurrently enrolled in INDES 273.

### INDES 391

#### **Lighting for Interiors • 5 CR**

Introduces lighting design for interior environments. Students explore human visual perception, properties of natural and artificial light, lighting devices and controls, energy issues, and visual communication of lighting designs. Includes application to specific design problems. Either INDES 191 or INDES 391 may be taken for credit, not both. *Prerequisite:* Acceptance into the program or permission of instructor with a C (2.0) or better. Students may be concurrently enrolled in INDES 273.

### INDES 394/395/396/397

#### **Special Topics in Interior Design • VI-5 CR**

Allows specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 10 credits. Course graded pass/fail. *Prerequisite:* Permission of program chair or instructor.

### INDES 399

#### **Individual Studies in Interior Design • VI-5 CR**

Allows in-depth study or approved work experience in the field of interior design. May be repeated for a maximum of 10 credits. *Prerequisite:* Interior Design major and permission of instructor.

### INDES 440

#### **Design Research • 2 CR**

Focuses on methods for research, problem identification, site identification and analysis, and definition of user needs in preparation for pursuing an individualized inquiry of interior design issues in specific built environment contexts. Work from this course is carried forward to INDES 471 and INDES 472. *Prerequisite:* Acceptance into the program and INDES 340 and three (3) courses from the INDES 370-377 studio series with a C (2.0) or better or permission of instructor.

### INDES 471

#### **Capstone Design Studio I • 5 CR**

Focuses on the problem solving discipline of the design process and its application to interior design. Sequence begins by focusing on concept development to achieve design goals, and application of theoretical knowledge and technical skills to research, develop, and document design process, product, and proposals. Students work on a variety of professionally relevant self-directed interior design projects, pursue an individualized area of inquiry and project context, and prepare a detailed analysis, program, concept and schematic design presentation. Builds on research begun in INDES 440. *Prerequisite:* Acceptance to the program and INDES 440 with a C (2.0) or better.

### INDES 472

#### **Capstone Design Studio II • 5 CR**

Focuses on the problem solving discipline of the design process and its application to interior design. Completes the capstone studio sequence with a design development phase. Students work on a variety of professionally relevant self-directed interior design projects, pursue an individualized area of inquiry and project context, and prepare a detailed design solution and project documentation. Builds on research begun in INDES 440 and uses research and concepts developed in INDES 471 for design development process in INDES 472. *Prerequisite:* Acceptance into the program and INDES 440 with a C (2.0) or better.

### INDES 480

#### **Professional Practices & Principles • 5 CR**

Prepares students to work as professional interior designers. Includes managing interior design projects, legal and contractual issues, resources and services, and working with showroom and service personnel, and clients. Either INDES 180 or INDES 480 may be taken for credit, not both. *Prerequisite:* Acceptance into the program or permission of instructor with INDES 273 with a C (2.0) or better.

## INDES 485

### Practicum in Interior Design • 3 CR

Offers additional work study experience relevant to a students' future employment plans in interior design. Either INDES 285 or INDES 485 may be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor with INDES 273 with a C (2.0) or better.

## International Business Professions

### Arts & Humanities

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

## IBP 067

### Oral Business Communications • 4.5 CR

Designed to improve the spoken job performance of non-native English speaking employees. Focus is on developing formal presentation skills, effective telephone techniques and interpersonal communication strategies appropriate to the business environment. **Prerequisite:** Acceptance into program or permission of instructor.

## IBP 068

### Written Business Communications • 4.5 CR

Designed to improve the communicative job performance of non-native English speaking professionals. Focus is on the written discourse patterns (grammar, tone, register, word choice) commonly encountered in business settings. It also introduces students to non-linguistic, cultural rules by which organizations operate. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 069

### Introduction to Business • 4.5 CR

Emphasizes the dramatic nature of business and the trends that will change the way business is conducted in the twenty-first century. Use of real-life scenarios, realistic business situations, and real-world information will help develop students' technical knowledge and competence, critical thinking, decision-making abilities, and communication skills. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 076

### International Business • 4.5 CR

Students gain an understanding of the diverse and ever-changing consumer markets and how international businesses use marketing strategies to gain market share and stay competitive. Course will use a combination of text, lectures, case studies, outside reading, local company research, video, group work and presentations to enhance learning and skills needed in today's global workplace. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 077

### Observation Preparation • 4.5 CR

Designed to prepare non-native speakers of English with the skills, strategies and resources to successfully pursue internships in their fields of interest. Students prepare work portfolios, research areas of interest and practice oral communication techniques to enhance their career and employment opportunities. **Prerequisite:** Must be IBP student; international student eligible for practical training or other non-native speaker of English approved by the program chair or instructor.

## IBP 086

### Observation Placement • 2 CR

Designed to provide instruction in advanced interviewing skills and follow up correspondence for students who are working with an advisor to search for an observational experience. Clear communication and problem-solving techniques are emphasized. Developing an attitude and approach of 'professionalism' is one of the course goals. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 087

### Pronunciation Workshop • 1.5 CR

Designed to help students gain greater accuracy, fluency and confidence in their spoken English, through pronunciation and conversation practice, presentations, discussions, cassette journals and other activities. Students will focus on consonant and vowel sounds, rhythm, stress, and intonation both separately and in the context of natural speech. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 096

### Workplace English • 2 CR

Students will learn practical job skills, discuss American workplace culture, and build basic workplace and business vocabulary. In addition, students will learn skills to communicate more effectively with internship supervisors, coworkers, and customers. **Prerequisite:** Acceptance into the program or permission of instructor.

## IBP 097

### Observation • 10 CR

Students are placed with a local company to obtain practical experience in U.S. business. Placements are made according to a student's training, work experience, interests, English level, and/or career goals. Students must complete a variety of forms including: learning objectives, weekly reports, a mid-quarter evaluation and a final evaluation. In addition, the site supervisor must complete a final evaluation of the student. **Prerequisite:** Acceptance into the program or permission of instructor.

## International Studies

### Social Science

## INTST 150

### International Business • 5 CR

Surveys international business and trade. Students focus on the inter-relationships among technology, culture, law, and economics in the contemporary world.

## INTST 194/195/196/197

### Special Topics in International Studies • V1-10 CR

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

## INTST 198

### Seminar in International Studies • V1-10 CR

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

## INTST 199

### Individual Studies in International Studies • V1-10 CR

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

## INTST 200

### States & Capitalism: Origin/Modern Global System • 5 CR

Explores the origins, development, and impact of the modern state from the 10th to mid-20th century. Students analyze the political consequences of change under capitalist, socialist, or mixed economies.

**International Studies is an interdisciplinary program which aims to increase understanding of our interconnected world.**

## Course Descriptions



### **INTST 201** **Introduction to International Political Economy • 5 CR**

Examines international economics in the post-World War II era. Students investigate the post-war economic and political orders, including the crisis of the 1970's-1980's and north/south and east/west relations.

### **INTST 202** **Cultural Encounters & Tensions • 5 CR**

Deals with the contemporary world from a cultural standpoint. Students examine problems of intercultural relations with particular emphasis on divergent "world views."

### **INTST 204** **Global History • 5 CR**

Surveys comparative global history, focusing on the relationships between cultures. Students investigate global developments in religion, law, and technology as well as the rise and fall of empires and cultures. Same as HIST 120. Either INTST 204 or HIST 120 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BC.

### **INTST 227** **Middle East Politics & Society • 5 CR**

Entails an understanding of Islam as a fundamental socio-economic and political force, the European power of politics of early centuries, U.S. involvement in the region, comparative analysis of governments, political cultures, economic development, regional conflict and terrorism. Same as POLS 227. Either INTST 227 or POLS 227 may be taken for credit, not both.

### **INTST 230** **Latin American Political Economy & Society • 5 CR**

A comparative exploration of the questions and challenges of Latin American economic and societal transformation, of the dynamic interaction between global and domestic factors, and of the regional responses and outcomes this process engenders. **Recommended:** ECON& 201 or INTST 201 or POLS 103 or SOC& 201.

### **INTST 261** **The Middle East in the Islamic Era • 5 CR**

Examines the political, social, and cultural history of the Middle East since the 7th century. Topics include the development of Islam, the rise and decline of Islamic empires, and the impact of modernization, the Arab-Israeli confrontation, and Islamic fundamentalism. Same as HIST 261. Either INTST 261 or HIST 261 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BC. **Recommended:** HIST 102 or HIST 103.

### **INTST 280** **History of Africa • 5 CR**

Examines the history of the continent from the origins of the human species to the present. Topics include the rise and fall of ancient kingdoms and civilizations, the impact of the wider world from Greek and Roman times to the 20th century, and Africa's role in international affairs. Same as HIST 280. Either INTST 280 or HIST 280 may be taken for credit, not both. May be used as a social science or humanities credit, not both, at BC.

### **INTST 294/295/296/297** **Special Topics in International Studies • V1-10 CR**

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

### **INTST 298** **Seminar in International Studies • V1-10 CR**

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

### **INTST 299** **Individual Studies in International Studies • V1-10 CR**

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

## Marketing Management

### Institute for Business and Information Technology (IBIT)

#### **MKTG 110**

#### **Client Customer Relations • 5 CR**

Develops oral and written skills focusing on efficient delivery of quality service to customers. Topics include troubleshooting, complaints, ethics, and company service policies and programs.

#### **MKTG 131**

#### **Principles of Professional Selling • 5 CR**

Examines the principles and techniques of professional selling as a form of persuasive communication basic to business relationships. Students analyze case studies to apply theories to real-world situations.

#### **MKTG 135**

#### **Principles of Retailing • 5 CR**

Examines the fundamental principles and practices of retail merchandising. Students discuss types, location, layout, organization, profit planning, and operating costs of retail outlets.

#### **MKTG 154**

#### **Principles of Marketing • 5 CR**

Studies the business activities of marketing: planning, pricing, promoting, and distributing goods and services. Students examine the role of marketing in the economy and the processes used to make business decisions.

#### **MKTG 199**

#### **Individual Studies in Marketing • V1-10 CR**

Covers directed readings, special projects, or independent study. Allows the student to earn credit for current on-the-job experience. **Prerequisite:** Permission of instructor.

#### **MKTG 200**

#### **International Marketing • 5 CR**

Examines marketing concepts and strategies as applied to global markets. Topics include mode of entry, micro and macro forces, barriers and restrictions, and cultural dynamics.

#### **MKTG 210**

#### **Business Research • 5 CR**

Presents the structure and use of marketing research in managerial decision-making. Students discuss research objectives and techniques, data analysis and interpretation, and reporting methods. **Prerequisite:** BTS 161.

## MKTG 225

### Customer Relations Management • 5 CR

Course designed for students who have familiarity with Internet concepts, basic web site implementation, and general understanding of E-Commerce. Focuses on the goals of CRM including customer profiling, buyer motivation, purchasing roles, E-service concepts, customer communications, call center operations, customer databases, knowledge base applications, and secure financial transaction technologies. Emphasizes the importance of trust and privacy in E-Commerce transactions, including principles for creating privacy policy and methods to enable customers to control the use of their personal data.

## MKTG 234

### Advertising • 5 CR

Examines advertising's role in society and its relationship to communications and marketing activities. Topics include media terminology, planning and selection, copy writing, and art direction.

## MKTG 236

### Merchandise Management • 5 CR

Presents the concepts and functions of buying merchandise for sale. Topics include customer demand, budgeting, buying plans, market trips, and selection of merchandise. **Recommended:** BUS 145 and MKTG 135.

## MKTG 240

### eMarketing • 5 CR

Provides an overview and in depth understanding of the principles and practices of using the internet to market goods and services. Includes learning in the areas of ethical and legal issues surrounding eMarketing. Emphasizes processes for planning and implementing an eMarketing strategy. **Prerequisite:** MKTG 154. **Recommended:** BUS& 101 and MKTG 110.

## MKTG 290

### Marketing Activities in DECA • V1-5 CR

Develops occupational skills through activities affiliated with National DECA. Students participate in community service projects and gain leadership, communication, and human relations experience. Chapter officers help lead the class.

## MKTG 294/295/296/297

### Special Topics in Marketing • V1-10 CR

Allows specialized or in-depth study of a subject related to marketing.

## MKTG 299

### Individual Studies in Marketing • V1-10 CR

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

## Mathematics

### Science

## MATH 070

### Basic Math for the Math Avoiders • 5 CR

Builds confidence and skills in arithmetic and pre-algebra. Students discuss symptoms of math anxiety and avoidance, as well as suggestions for overcoming them. Topics include operations with whole numbers, fractions, decimals and percentages, and elements of geometry and pre-algebra. Course is graded pass/fail.

## MATH 075

### Improving Basic Math Skills • 5 CR

Provides an opportunity to improve math skills through an individualized program. Topics may include arithmetic, pre-algebra, and/or beginning algebra. Format includes individual and group study. Instructor provides guidance, assistance, and testing. May be repeated for a maximum of 10 credits. Not intended as a substitute for MATH 098 or 099.

## MATH 080

### Elementary Algebra I • 5 CR

First in a two-quarter sequence of basic algebra using a lecture/workshop format. Topics include lines and graphs, systems of equations, linear equations, and applications. Format includes self/group study and individual assistance. Intended for students with little or no algebra. Students must complete both MATH 080 and 085 to have the equivalent of MATH 097. **Prerequisite:** Basic arithmetic skills.

## MATH 085

### Elementary Algebra II • 5 CR

Second in a two-quarter sequence of basic algebra using a lecture/workshop format. Topics include exponents, polynomials, quadratic equations, rational expressions, and radicals. Students must complete both MATH 080 (or equivalent) and MATH 085 to have the equivalent of MATH 097. **Prerequisite:** MATH 080 or permission of instructor.

## MATH 093

### Algebra Review • V1-5 CR

Allows students to review some portion of MATH 097, 098, and 099 algebra courses. Students meet with the instructor to develop specific objectives. The course is taught using interactive software. **Prerequisite:** Permission of instructor.

## MATH 094

### Special Topics in Developmental Math • V1-5 CR

Covers additional topics in mathematics. Topics are announced in the class schedule. **Prerequisite:** Permission of instructor.

## MATH 097

### Introductory Algebra I • 5 CR

Introduces basic algebra skills for students with little or no background. Topics include signed numbers and perimeter, area, and volume of basic geometric figures. Introduces algebraic expressions, linear equations, integer exponents, polynomial arithmetic, factoring, radicals, and graphing, as well as applications and model building. **Prerequisite:** Basic arithmetic skills.

## MATH 098

### Introductory Algebra II • 5 CR

Reviews and expands MATH 097 topics for students with some algebra background. Topics include equations of lines, quadratic equations and parabolas, rational exponents, elementary exponential equations, and elementary rational expressions and equations. Students practice model building and analysis of graphical and numerical data. **Prerequisite:** Placement by assessment, or MATH 085 or MATH 097 with a C- or better.

## MATH 099

### Intermediate Algebra • 5 CR

Expands algebra skills through an axiomatic approach. Students work with mathematical systems, solution of equations, inequalities, functions, exponents and logarithms, and coordinate systems. This course is similar to second-year high-school algebra. **Prerequisite:** Placement by assessment, or MATH 098 with a C- or better.

## MATH& 107

### Math in Society • 5 CR

Applies mathematics to contemporary issues. Topics include networks, scheduling, data analysis, and may also include voting methods, linear programming, game theory, growth and decay, or fair division problems. Designed for liberal arts students. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH 099 with a C (2.0) or better.

## MATH 130

### Introduction to Statistics • 5 CR

Emphasis on gathering and interpreting data. Material has applications in the medical fields, as well as the Social Sciences. Fulfills the quantitative or symbolic reasoning course at BC. **Prerequisite:** Placement by assessment or MATH 099 with a C (2.0) or better.

Get help with math  
in the Academic  
Success Center.

## Course Descriptions



### MATH& 131

#### Math for Elementary Education I • 5 CR

Previously MATH 171

Study of problem solving strategies, number theory and numeration related to topics taught at the K-8 level. Includes analysis of learning difficulties and teaching strategies for these concepts. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment or MATH 099 with a C (2.0) or better.

### MATH& 132

#### Math for Elementary Education II • 5 CR

Previously MATH 172

Study of basic probability and statistics, geometry and measurement, and the real number system related to topics taught at the K-8 level. Includes analysis of learning difficulties and teaching strategies for these concepts. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH 171 with a C- or better.

### MATH 138

#### College Algebra for Business & Social Science • 5 CR

Previously MATH 156

Examines graphs, non-trigonometric elementary functions, systems of equations and inequalities, and probability, emphasizing uses in business and social science. Either MATH& 141 or MATH 138 may be taken for credit, not both. MATH 138 is required before taking MATH& 148. Fulfills quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH 099 with a B- or better.

### MATH& 141

#### Precalculus I • 5 CR

Previously MATH 105

Emphasizes graphs and polynomial functions. Other topics include the theory of equations and rational, exponential, inverse, and logarithmic functions. Either MATH& 141 or MATH 138 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment or MATH 099 with a B- or better.

### MATH& 142

#### Precalculus II • 5 CR

Previously MATH 120

Prepares students for the MATH& 151/152/153 calculus sequence. Students work intensively with functional trigonometry, polar coordinates, translation and rotation of axes, plane analytic geometry, lines and planes in space, and non-linear systems. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH& 141 with a C- or better.

### MATH& 148

#### Business Calculus • 5 CR

Previously MATH 157

Surveys differential and integral calculus, emphasizing uses in business and social science. Intended for students who wish only a brief course in calculus. Either MATH& 151 or MATH& 148 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH 138 with a C- or better.

### MATH& 151

#### Calculus I • 5 CR

Previously MATH 124

Introduces the concepts of limits, derivatives, and integrals. Topics include techniques and applications of derivatives of algebraic and Transcendental functions. Students begin working with antiderivatives. Either MATH& 151 or MATH& 148 may be taken for credit, not both. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** Placement by assessment, or MATH& 142 with a C- or better, or Advanced Placement score of 2 or higher on AB or BC exam.

### MATH& 152

#### Calculus II • 5 CR

Previously MATH 125

Continues the study of integration, emphasizing applications and special techniques. Students work with algebraic and transcendental functions. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH& 151.

### MATH& 153

#### Calculus III • 5 CR

Previously MATH 126

Emphasizes the study of infinite sequences and series including power series. Topics include plane analytic geometry, graphing in polar coordinates, and an introduction to vectors. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH& 152.

### MATH 194/195/196/197

#### Special Topics in MATH • V1-5 CR

Covers supplementary or unusual classes related to the field. Topics are announced in the class schedule. **Prerequisite:** Permission of instructor.

### MATH 199

#### Individual Studies in Mathematics • V1-5 CR

Allows directed readings or independent problem solving projects as arranged with an instructor. Primarily intended for students who have completed MATH 126, MATH& 153 or MATH 208 and/or MATH 238. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

### MATH 208

#### Introduction to Linear Algebra • 5 CR

Introduces the vocabulary, algebra, and geometry of vector spaces in "R" and function spaces. Students use matrix methods and vectors to explore systems of linear equations and transformations. Also presents elementary theory of eigenvalues. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH& 153 or permission of instructor.

### MATH 238

#### Differential Equations • 5 CR

Uses tools from algebra and calculus in solving first- and second-order linear differential equations. Students focus on applying differential equations in modeling physical situations, and using power series methods and numerical techniques when explicit solutions are unavailable. May include work with Laplace Transforms and systems of differential equations. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH& 153 or permission of instructor.

### MATH& 254

#### Calculus IV • 5 CR

Previously MATH 227

Extends the concepts of calculus to vector-valued functions and functions of several variables. Partial derivatives are included. Fulfills the quantitative or symbolic reasoning course requirement at BC. **Prerequisite:** MATH& 152.

### MATH 299

#### Individual Studies in Mathematics • V1-5 CR

Allows directed readings or independent problem solving projects as arranged with an instructor. Primarily intended for students who have completed MATH 126, MATH& 153 or MATH 208 and/or MATH 238. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

## Media

### Institute for Business and Information Technology (IBIT)

#### MEDIA 105

##### **Digital Design & Storytelling • 5 CR**

Explores design, storytelling, and information architecture. Students focus on conceptual, visual analysis as well as practical techniques for presenting ideas effectively. Topics include major 20th-century graphic styles, typography, symbols and themes, narrative structures, storyboards, interface design, and navigation techniques.

#### MEDIA 109

##### **Introduction to Web Multimedia • 5 CR**

Develops computer skills for students who have minimal experience or who have used office-type applications only. Topics include Macintosh and PC platforms, operating systems, peripherals, and software for media, and basic internet and HTML skills. Competency-based.

#### MEDIA 113

##### **Design For Screen Media • 5 CR**

Explores 2-D design principles from the perspective of the computer or television screen. Covers fundamental elements of interface for web pages, video and animation, including composition, balance, color typography and layout. Prerequisites: ANIM 121 and MEDIA 105 at BC with a C- or better, or entry code.

#### MEDIA 114

##### **Digital Law & Contracts • 5 CR**

Students learn the procedures for protecting and obtaining intellectual property rights, how to use the protected works of others, and the basics of contracting, including the use of licenses and agreements in a business setting. Course covers other legal issues in starting a business over the internet.

#### MEDIA 117

##### **Design Usability • 5 CR**

Students learn basic principles of usability as it applies to Web design, the practical knowledge and skills to design for usability, and to conduct usability testing. Emphasis is placed on strategies to work with the user to define usability needs and constraints, and to develop appropriate testing scenarios. *Prerequisite:* MEDIA 113 at BC with a C- or better.

#### MEDIA 150

##### **Cooperative Work Experience in Media • V1-5 CR**

Provides students with on-the-job training in media-related skills. Students gain work-study experience with an off-campus employer. Does not substitute for the MEDIA 250 Practicum Internship. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 153

##### **Digital Recording Production • 5 CR**

Covers recording and editing skills in digital media. Students learn digital recording, computer-based mix down, digital I/O, utilizing digital effects, and sampling in a 24-channel ADAT and direct-to-disk recording studio. Same as MUSC 153. Either MEDIA 153 or MUSC 153 may be taken for credit, not both. *Recommended:* VIDEO 122.

#### MEDIA 194/195/196/197

##### **Special Topics in Media Communications & Tech • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 198

##### **Seminar in Media Communication & Technology • V1-5 CR**

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 199

##### **Special Projects in Media • V1-10 CR**

Covers directed readings, special projects, and independent study by an individual student. Requires project proposal and student contract for completion. May be repeated for a maximum of 15 credits. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 219

##### **Business of Film & Video Production • 5 CR**

Students develop a broad understanding of the Film and Television industries functions and explore ways to gain access to the industry. Students develop the knowledge and understanding to create their own production companies and bring their creative ideas and projects to fruition. Same as BUS 219. Either MEDIA 219 or BUS 219 may be taken for credit, not both. *Prerequisite:* CMST 216 recommended.

#### MEDIA 245

##### **Production Practice • 3 CR**

Provides practical work experience under the supervision of a professional on-campus producer. Students create video and multimedia productions for BC faculty and functions (e.g., Channel 28 television) or off-campus clients, as well as materials for their personal portfolios. May be repeated for a maximum of 15 credits. *Prerequisite:* Permission of instructor.

#### MEDIA 248

##### **Portfolio & Employment • 3 CR**

Allows students to explore their goals and directions and to develop resumes and portfolios. Students design, develop, and present professional media portfolios and learn job-search skills and strategies for employment in video and computer media fields. *Prerequisite:* Permission of instructor.

#### MEDIA 250

##### **Internship in Media • 5 CR**

Provides practical experience in media production and management of resources. Students either complete a 165-hour internship in a professional media-related organization, or spend equivalent time creating a professional-quality media product to be evaluated by an off-campus professional producer. *Prerequisite:* Permission of program chair.

#### MEDIA 294/295/296/297

##### **Special Topics in Media Communications & Tech • V1-10 CR**

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 298

##### **Seminar in Media Communication & Technology • V1-5 CR**

Includes seminars, workshops, etc., offered for college credit. Topics are announced in the class schedule. *Prerequisite:* Previous media enrollment and permission of program chair.

#### MEDIA 299

##### **Special Projects in Media • V1-10 CR**

Covers directed reading, special projects, and independent study by an individual student. May be repeated for a maximum of 15 credits. *Prerequisite:* previous media enrollment and permission of program chair.



# Course Descriptions

## Medical Informatics

Institute for Business and Information Technology (IBIT)

### MEDIT 115

#### Healthcare Fundamentals • 5 CR

Introduction to the U.S. healthcare system with a focus on the organizations, financing and quality issues germane to health information technology (HIT) professionals and the core concepts of HIT including the history, current status and future challenges.

### MEDIT 225

#### Health IT Data Standards • 5 CR

Covers the fundamentals of healthcare standards as they relate to patient records, coding and classification systems, privacy and security, technical infrastructure and medical device integration. Topics include the basics of decision support and data mining, with application to typical business and clinical scenarios and emerging bioinformatics challenges. **Prerequisite:** MEDIT 115.

### MEDIT 235

#### Applications of Healthcare IT • 5 CR

Covers best practices in health information technology project management, clinical staff change management, the information technology systems acquisition and implementation processes and evaluation of health information technology and designing an implementing health information technology in care delivery organizations. **Prerequisite:** MEDIT 225.

## Meteorology

Science

### METR 101

#### Introduction to the Weather • 5 CR

Introduces the study of the weather, including atmospheric properties and processes that control temperature, wind, precipitation, and storm systems. Students also discuss weather forecasting, air pollution, and climate change. Format may include field trips and guest lectures.

### METR 211

#### Global Climate Change • 5 CR

Provides an overview of the earth's climate system, and discusses how dynamic changes in the climate have occurred in the past and are occurring now. Specific topics include global warming, ozone depletion, El Nino/La Nina, and the impacts of climate change on human society and the biosphere.

## Music

Arts & Humanities

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an "academic concentration" in Music by completing 20 credits in the concentration discipline. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

Music majors may now earn an AAS transfer degree with a concentration in Music. In addition to the listed AAS requirements students interested in majoring in music should complete six quarters of music theory, private instruction, and performing groups as a minimum. See Program Chair for details.

Suggested minimum program for music majors and minors is:

**FIRST YEAR:** MUSIC 110, 111, 112 — First-Year Theory; MUSIC 140 — First-Year private Instruction I; and participation in at least one performing group each quarter.

**SECOND YEAR:** MUSIC 210, 211, 212 — Second-Year Theory; MUSIC 240 — Second Year Private Instruction I; and participation in at least one performing group each quarter.

The course designation for this program changed from MUSIC to MUSC summer 2008. Course number remains the same unless otherwise noted.

*An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Arts & Science transfer degree is limited to 5 credits.*

### MUSC 100\*

#### Concert Chorale I • V1-3 CR

Ensemble provides vocal performance opportunities of traditional choral literature, great masterworks and musical theater scenes. Covers vocal production, reading music, and musical expression. Includes daily and scheduled rehearsals, and performances outside of class. May be repeated for a maximum of 9 credits. **Prerequisite:** Audition and permission of instructor.

### MUSC 101\*

#### Community Symphonies • 1 CR

Students earn credit for playing in approved community orchestras or ensembles. Provides an opportunity to perform a wide variety of literature. Rehearsals are usually one evening per week. May be repeated for a maximum of 6 credits. Participation may require audition. **Prerequisite:** Permission of program chair for approved ensembles.

### MUSC 102\*

#### Community Band • 1 CR

Students earn credit for playing in approved community bands or wind ensembles. Provides an opportunity to perform a wide variety of literature. Rehearsals are usually one evening per week. May be repeated for a maximum of 6 credits. Participation may require audition. **Prerequisite:** Permission of program chair for approved ensembles.

### MUSC 103\*

#### Chamber Choir • 3 CR

A performance class open to advanced vocalists by audition. Chamber choir includes five hours of rehearsal per week plus scheduled outside rehearsals and performances. Course is designed to expose students to the most advanced musical idioms on a regular basis, including madrigals, Baroque, classical and romantic period literature. Course may be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor (audition) and concurrent enrollment in MUSC 100.

### MUSC 104\*

#### Small Instrumental & Vocal Ensembles • 2 CR

Includes woodwinds, strings, brass, and jazz combos. Students develop technique, independence of part, and sensitivity. Requires two hours rehearsal per week plus scheduled performances. May be repeated for a maximum of 12 credits. **Prerequisite:** For all students, permission of instructor, for vocal students, concurrent enrollment in MUSC 100 or MUSC 200 for 3 of their 6 quarters.

### MUSC& 105

#### Music Appreciation • 5 CR

*Previously MUSIC 108*

Develops listening skills and an understanding of how elements of music are used by composers, while exploring the history of music in western civilization. Class activities include lectures, written materials and a variety of listening experiences including attendance at live musical events.

### MUSC 106\*

#### Jazz Band • 3 CR

Offers performance opportunities for instrumentalists within the Stage Band instrumentation. The Jazz Band focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. **Prerequisite:** Prior enrollment in MUSC 106 or permission of instructor.

## MUSC 107

### Fundamentals of Music • 5 CR

Introduces the structure of music and its notation. Students learn to read and write basic pitch and rhythm notation and to construct scales, chords, and melodies. Intended for non-majors with little or no musical experience.

## MUSC 109\*

### Vocal Jazz & Recording Ensemble • 3 CR

Develops the vocal techniques, performance, and recording skills necessary to the contemporary recording studio singer. Ensemble members are selected by audition from the college choir. May be repeated for a maximum of 9 credits.

**Prerequisite:** Permission of instructor (audition) by entry code. Students registered in MUSC 109 must be concurrently registered in MUSC 100 unless waived by the department.

## MUSC 110

### First-Year Theory I • 5 CR

First of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. **Prerequisite:** Basic knowledge of music notation and either vocal or instrumental performance capability.

## MUSC 111

### First-Year Theory II • 5 CR

Second of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. **Prerequisite:** MUSC 110 or permission of instructor.

## MUSC 112

### First-Year Theory III • 5 CR

Third of a six-course sequence in Music Theory for music majors and students who wish to compose. Students learn notation, rhythm, scales, keys, intervals, chords, voicing, chord progression, harmony, and composition. Sight singing and ear training are also included. **Prerequisite:** MUSC 111 (or permission of instructor).

## MUSC 113

### Survey of Music History: Antiquity to 1800 • 5 CR

Reviews the development of music from its origins to its emergence as a major art form by 1800. Course format includes lectures, demonstrations, research about prominent composers and styles, and development of listening skills.



## MUSC 114

### Survey of Music History: 1800 to Present • 5 CR

Reviews the development of music from the Romantic period through the 20th century. Course format includes lectures, demonstrations, listening exercises, and research work. May be taken independently of MUSC 113.

## MUSC 115

### History of Jazz • 5 CR

Surveys the development of Jazz from its origins in New Orleans, through the big bands of the swing era, to the development of Bop, the fusion of Rock and Jazz, as well as techno Jazz. Course includes lectures, listening activities, some research, and demonstrations.

## MUSC 116

### History of Rock & Roll • 5 CR

Traces the development of Rock and Roll from its roots in Jazz, Rhythm and Blues, Hillbilly, and Country idioms. Covers both instrumental and vocal styles from Elvis, the British invasion, heavy metal, Britney Spears, and other contemporary performers. Students learn to identify styles, musical characteristics, artists, and periods of music through listening, group discussion, and written texts.

## MUSC 117

### Music of the World • 5 CR

Examines the varied ways music is used and performed in selected non-Western cultures, such as Africa, India, the Middle East, China, Japan, Indonesia, Latin America, and Native North America. Includes styles and methods of music making, music's relationship to religion, magic, social structure, language, politics, philosophy and aesthetics, and the impact of historical migration and dispersions of ethnic groups.

## MUSC 120\*

### Class Voice Vocal Group Instruction • 2 CR

Offers group instruction for students who have not had individual voice training. Students learn voice science, vocal production, pronunciation, style, music notation, and some music literature.

## MUSC 126\*

### Beginning College Choir • 3 CR

A non-audition vocal ensemble. Open to all students interested in the basics of choral singing. Students rehearse and perform choral music from a variety of eras and styles. Includes the study of vocal technique and choral musicianship skills. Quarterly concerts are required.

## MUSC 130\*

### Group Piano Instruction I • 2 CR

Provides basic keyboard experience for non-majors and prepares the beginning music major for the piano-competency requirement. Studio instruction includes basic music reading, keyboard technique, interpretation, and simple chording.

## MUSC 131\*

### Group Piano Instruction II • 2 CR

Continues MUSC 130 with more advanced keyboard and music reading skills. Students learn more keys, chord combinations, and performance of more complex compositions. **Prerequisite:** MUSC 130 or permission of instructor.

## MUSC 132\*

### Group Piano Instruction III • 2 CR

Continues MUSC 131 with intermediate level piano keyboard repertory. **Recommended:** Completion of MUSC 131.

## MUSC 135\*

### Beginning Guitar • 2 CR

Presents the basic skills for reading music and the techniques needed to play the guitar. Intended for students with little or no background in guitar performance. Students must supply their own ACOUSTIC guitar.

## MUSC 136\*

### Intermediate Guitar • 2 CR

Develops the skills and knowledge required for playing the guitar, reading music and performance techniques in greater depth. Intended for students with a moderate level of experience. Students must supply their own ACOUSTIC guitar.

## Course Descriptions

### MUSC 139\*

#### Private Instruction-Exploring Voice/Instrument • 1 CR

Provides one-on-one instruction for non-music majors and students wishing to explore or begin studying an instrument or voice. Instruction must be provided by an approved teacher with at least one 30 minute lesson per week. Students pay the cost of lessons. **Prerequisite:** Permission of department chair.

### MUSC 140\*

#### First-Year Private Instruction I • 1 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 to 45 minute lesson per week. Private lesson fee is added to normal college fees. May be repeated for a maximum of 3 credits in three quarters. **Prerequisite:** Permission of program chair.

### MUSC 143\*

#### First-Year Private Instruction II • 2 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 60 minute lesson per week. Students pay the cost of lessons. May be repeated for a maximum of 4 credits. **Prerequisite:** Permission of program chair.

### MUSC 150

#### Music Technology • 5 CR

Explores electronic and synthesized music. Students learn sound theory and become familiar with historical and current hardware and software for writing and sequencing music. Lecture/demonstration format.

### MUSC 151

#### MIDI Sequencing I • 3 CR

Gives hands-on opportunities to create music using the equipment introduced in MUSC 150. Students complete at least three sequences. May be repeated for a maximum of 18 credits. **Prerequisite:** MUSC 150. Highly **Recommended:** Basic piano and keyboard experience, or permission of instructor

### MUSC 152

#### Advanced MIDI & Digital Audio Techniques • 3 CR

Students learn sophisticated MIDI sequencing and Digital Audio techniques, how to combine these technologies into an effective studio workstation, and how to synchronize music with other media and technology. **Prerequisite:** MUSC 151 or entry code.

### MUSC 153

#### Digital Recording Production • 5 CR

Covers recording and editing skills in digital media. Students learn digital recording, computer-based mix down, digital I/O, utilizing digital effects, and sampling in a 24-channel ADAT and direct-to-disk recording studio. Same as MEDIA 153. Either MUSC 153 or MEDIA 153 may be taken for credit, not both. **Recommended:** VIDEO 122.

### MUSC 156

#### Audio Engineering & Production I • 5 CR

Introduces professional studio control room equipment, microphone use and placement for recording acoustic and electronic instruments, listening skills, basic electronics and acoustics and studio design and workflow.

### MUSC 157

#### Audio Engineering & Production II • 5 CR

Students gain experience in recording, mixing down, and burning CD music projects by working with analog and digital mixing consoles. Course covers the history and theories of multi-track technology, analog and digital recording. **Prerequisite:** MUSC 156.

### MUSC 194/195/196/197

#### Special Topics in Music • V1-3 CR

Allows specialized or in-depth study of a subject supplementing the music curriculum. Student interest and instructor expertise help determine the topic, to be announced in the class schedule. May be repeated for a maximum of 10 credits. **Prerequisite:** Permission of program chair or instructor.

### MUSC 200\*

#### Concert Chorale II • V1-3 CR

Offers performance opportunities for student singers who have completed three quarters of MUSC 100. Students gain understanding and skills essential to group and choral singing. Requires 5 hours of rehearsal per week plus scheduled outside rehearsals and performances. May be repeated for a maximum of 9 credits. **Prerequisite:** Audition and permission of instructor.

### MUSC 203\*

#### Chamber Choir • 3 CR

A performance class open to advanced vocalists by audition. Chamber choir includes five hours of rehearsal per week plus scheduled outside rehearsals and performances. Course is designed to expose students to the most advanced musical idioms on a regular basis, including madrigals, Baroque, classical and romantic period literature. Course may be repeated for a maximum of 9 credits. **Prerequisite:** Audition and permission of instructor and concurrent enrollment in MUSC 100.

### MUSC 205\*

#### Vocal Jazz Ensemble • 3 CR

Develops the vocal techniques, performance, and recording skills necessary to the contemporary recording studio singer. Ensemble members are selected by audition from college choir members who have completed three quarters of MUSIC 105 or MUSIC 109. May be repeated for a maximum of 9 credits. **Prerequisite:** Permission of instructor (audition) by entry code. Students registered in MUSC 205 must be concurrently enrolled in MUSC 200 unless waived by the department.

### MUSC 206\*

#### BC Jazz Band • 3 CR

Offers performance opportunities for instrumentalists within the Stage Band instrumentation who have completed three quarters of MUSIC 106. The ensemble focuses on jazz improvisation, performance, and interpretation of Big Band jazz literature. Students audition for available chairs. May be repeated for a maximum of 9 credits. **Prerequisite:** May enroll in MUSC 206 after 3 quarters (9 credits) in MUSC 106.

### MUSC 210

#### Second-Year Theory I • 5 CR

Fourth in a six-quarter sequence in Music Theory. Topics include diatonic materials, basic chromatic chords, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 112 or permission of instructor.

### MUSC 211

#### Second-Year Theory II • 5 CR

Fifth in a six-quarter sequence in Music Theory. Topics include advanced chromatic chords, advanced modulation, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 210 or permission of instructor.

### MUSC 212

#### Second-Year Theory III • 5 CR

Last in a six-quarter sequence in Music Theory. Topics include 20th-century techniques, analysis, composition, sight singing, and ear training. **Prerequisite:** MUSC 211 or permission of instructor.

**BC's award-winning  
vocal jazz ensemble,  
Celebration!,  
is nationally noted.**

## MUSC 240\*

### Second-Year Private Instruction I • 1 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 minute lesson per week. Students pay cost of lesson. May be repeated for a maximum of 3 credits in three quarters. **Prerequisite:** Three quarters of MUSC 140 or MUSC 143 and permission of program chair

## MUSC 243\*

### Second-Year Private Instruction II • 2 CR

Provides one-on-one instruction on a variety of instruments or voice from beginning to advanced levels. Instruction must be provided by an approved teacher with at least one 30 minute lesson per week. Students pay cost of lesson. May be repeated for a maximum of 4 credits. **Prerequisite:** Three quarters of MUSC 140 or MUSC 143 or permission of program chair.

## MUSC 299

### Individual Projects in Music • V1-3 CR

Allows individual study and special projects in music under an instructor's supervision. Requires at least 5 hours of consultation with instructor, and a summary paper, performance, or presentation. Credit levels vary with the nature of the project. May be repeated for a maximum of 12 credits. **Prerequisite:** Permission of instructor.

## Network Services

Institute for Business and Information Technology (IBIT)

## NSCOM 199

### Independent Studies-Network Services/Computing • V1-5 CR

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

## NSCOM 201

### CISCO Networking I • 5 CR

Course provides foundation knowledge in networking. Topics include: network topologies, OSI model, design and documentation, LANs, network media, protocols and routing. **Prerequisite:** TECH 217 and placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better and IT 101, or MEDIA 109. Student may test out of IT 101.

## NSCOM 202

### CISCO Networking II • 5 CR

Course uses Cisco internetworking hardware to gain hands-on experience in designing and configuring a network. Topics include router components, startup and setup, configuring routers, IOS, TCP/IP addressing, routing protocols, and network troubleshooting. **Prerequisite:** NSCOM 201 with a C- or better. Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

## NSCOM 203

### CISCO Networking III • 5 CR

Course uses Cisco internetworking hardware to gain hands-on experience in designing and configuring a local area network (LAN). Topics include OSI model, LAN switching, virtual LANs, LAN design, routing protocols, access control lists, Novell Internetwork Packet Exchange (IPX) and network management. **Prerequisite:** NSCOM 202 with a C- or better and ENGL& 101, 201, 235, 271 or 272 with a C- or better.

## NSCOM 204

### CISCO Networking I • 5 CR

Course uses Cisco hardware to gain hands-on experience in designing and configuring a wide area network (WAN). Topics include: WAN design, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, network management and CCNA exam preparation. **Prerequisite:** NSCOM 203 with a C- or better and ENGL& 101, 201, 235, 271 or 272 with a C- or better.

## NSCOM 205

### Cisco CCNA Security • 5 CR

Demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. Emphasizes core security technologies, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies. **Prerequisite:** NSCOM 201, 202, 203, and 204 or current Cisco CCNA or CCNP certification in routing and switching.

## NSCOM 220

### Implementing Client Operating Systems • 5 CR

Course provides students with the knowledge and skills necessary to install and configure a Microsoft Windows Client Operating System on stand-alone computers and on client computers that are part of a workgroup or a domain. **Prerequisite:** IT 101 and NSCOM 201 or IT 103 at BC with a C- or better. Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.



## NSCOM 221

### Implementing Server Operating Systems • 5 CR

Course provides students with the knowledge and skills necessary to install and configure a Microsoft Windows server operating system for file and print sharing, remote access services, and application server functions such as Terminal Services. This course also examines security features of the Microsoft Windows server operating system. **Prerequisite:** IT 101 and NSCOM 201 or IT 103 at BC with a C- or better. Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better.

## NSCOM 223

### Managing a Network Environment • 5 CR

Course provides students with the knowledge and skills necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. **Prerequisite:** NSCOM 220 and 221 at BC with a C- or better and ENGL& 101, 201, 235, 271 or 272 with a C- or better.

## NSCOM 227

### Implementing Directory Services • 5 CR

Course provides the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory services. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Topics include: DNS configuration, account administration, domain management, and disaster recovery. **Prerequisite:** NSCOM 223 at BC with a C- or better and ENGL& 101, 201, 235, 271 or 272 with a C- or better.

## NSCOM 294/295/296/297

### Special Topics-Network Services/Computing System • V1-10 CR

Allows specialized or in-depth study of a subject related to computing technologies and/or information security practices. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. **Prerequisite:** Permission of instructor.

## Course Descriptions

NSCOM 299

### Independent Studies – Network Services/Computing • V1-10 CR

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

## Nuclear Medicine Technology

Health Sciences, Education  
& Wellness Institute (HSEWI)

NMTEC 200

### Applied Anatomy & Physiology • 1 CR

Studies human anatomy and physiology as they apply to nuclear medicine imaging. Specific organ systems covered include skeletal, circulatory, cardiac, pulmonary, gastrointestinal, immune, excretory, endocrine, and central nervous systems. *Prerequisite:* Acceptance into program.

NMTEC 201

### Basic Nuclear Medicine Science • 3 CR

Presents basic science required for nuclear medicine. Topics include types of radiation, half-life and radioactive decay, interactions of radiation, detection instruments, statistics of radiation counting, basic radiation protection, and introduction to imaging process. *Prerequisite:* Acceptance into program.

NMTEC 202

### Instrumentation • 3 CR

Examines the function and use of the nuclear medicine gamma camera. Topics include basic electronics, collimators, digital cameras, on-line correction systems, and modifications required for tomographic studies. Students learn quality control and troubleshooting. Also includes positron emission tomography. *Prerequisite:* Acceptance into program.

NMTEC 203

### Computers in Nuclear Medicine • 3 CR

Introduces the use of computers in nuclear medicine, emphasizing analysis of static, dynamic, and tomographic images. *Prerequisite:* Acceptance into program.

NMTEC 210

### Radiopharmacy • 1 CR

Studies all commonly used nuclear medicine pharmaceuticals, their preparation, indications for use, dosages, and contraindications. *Prerequisite:* Acceptance into program.



NMTEC 211

### Patient Care in Nuclear Medicine • 1 CR

Presents nursing procedures relating to nuclear medicine. Topics include patient assessment, oxygen administration, infection control, intravenous drug administration, vasovagal and anaphylactic reactions, basic pharmacology, sedation, medical and legal issues, and electrocardiography. *Prerequisite:* Acceptance into the program.

NMTEC 212

### Positron Emission Tomography • 1 CR

Covers all aspects of positron emission tomography (PET), including issues relating to implementation and reimbursement for PET scans, clinical indications for PET imaging, biochemistry of fluorodeoxyglucose (FDG), clinical aspects of FDG imaging, new PET radiopharmaceuticals, and PET/CT fusion imaging. *Prerequisite:* Acceptance into program.

NMTEC 229

### Introduction to Clinical Education • 3 CR

Provides an introduction to the practice of nuclear medicine with an emphasis on the operation of a gamma camera, basic radiopharmacy and radiation safety principles, and patient care procedures. *Prerequisite:* Acceptance into the program.

NMTEC 230

### Clinical Education I • 10 CR

First in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. *Prerequisite:* Acceptance into program.

NMTEC 231

### Clinical Education II • 10 CR

Second in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. *Prerequisite:* Acceptance into program.

NMTEC 232

### Clinical Education III • 12 CR

Third in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. *Prerequisite:* Acceptance into program.

NMTEC 233

### Clinical Education I • 13 CR

Fourth in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include imaging, patient care, radiopharmacy, camera quality control, and computer analysis. Students are expected to gain proficiency according to defined objectives. *Prerequisite:* Acceptance into program.

NMTEC 234

### Clinical Education • 13 CR

Fifth in a five-course sequence of supervised clinical instruction in nuclear medicine technology. Topics include radiopharmacy, positron emission tomography, nuclear cardiology, and pediatrics. *Prerequisite:* Acceptance into the program.

NMTEC 240

### Radiation Safety • 1 CR

Covers principles and practices for radiation safety. Topics include calculation of doses absorbed from procedures, personnel monitoring, handling and disposal of radioactive materials, and licensing of a nuclear medicine department. *Prerequisite:* Acceptance into program.

NMTEC 241

### Radiation Biology • 1 CR

Discusses the potentially harmful effects of radiation on humans. Topics include the basic chemistry of radiation interactions in living cells, the effects of extensive radiation exposure, and the potential long-term effects of accumulated radiation damage. *Prerequisite:* Acceptance into program.

## NMTEC 250

### Sectional Anatomy for Nuclear Medicine • 3 CR

Presents sectional anatomy of the body, including a brief introduction to the following imaging modalities: CT, MRI, angiography, and ultrasound. Main emphasis is on identifying organs of the head, neck, chest, abdomen, and pelvis on CT and MR images. **Prerequisite:** Acceptance into the program or permission of program chair.

## NMTEC 260

### Clinical Nuclear Medicine I • 1 CR

Presents nuclear medicine from the technologist's standpoint, emphasizing the technical aspects and pitfalls of nuclear medicine procedures. NMTEC 260 lectures are coordinated with NMTEC 200. **Prerequisite:** Acceptance into program.

## NMTEC 261

### Clinical Nuclear Medicine II • 1 CR

Presents nuclear medicine from the physician's standpoint, emphasizing the diagnosis of disease and ways in which the technologist can assist the physician making a correct diagnosis. **Prerequisite:** Acceptance into program.

## NMTEC 262

### Clinical Nuclear Medicine III • 1 CR

Discusses advanced topics related to imaging and non-imaging procedures. Topics include hematology and immunology, laboratory techniques in nuclear medicine, Schilling test, H. pylori breath testing, blood volume determination, bone densitometry, radioimmunotherapy, and advanced nuclear neurology. **Prerequisite:** Acceptance into program.

## NMTEC 275

### Board Preparation • 1 CR

Prepares students for the NMTCB exam by reviewing all aspects of nuclear medicine technology and giving practice tests. Students focus on practical application of the basic science knowledge gained throughout the program. Students also complete a capstone project. **Prerequisite:** Acceptance into program or permission of instructor.

## NMTEC 280

### Computed Tomography for Nuclear Medicine • 3 CR

Provides didactic instruction in CT scanning, as is pertinent to its application to nuclear medicine procedures. Includes information relevant to production and detection of X-rays in CT, instrumentation and image reconstruction, specific technique applications, patient care and quality control. **Prerequisite:** Acceptance into the program or permission of program chair.

## Nursing

### Health Sciences, Education & Wellness Institute (HSEWI)

## NURS 099

### Nursing Student Success • 4 CR

Designed for first quarter students in the nursing program. Focuses on study and organizational skills, test taking skills and strategies, critical thinking skills, time management, and support to help students succeed in the nursing program.

## NURS 100X

### Foundations of Nursing • 7 CR

Provides the framework for nursing theory. Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain clinical experiences in extended-care facilities. Course consists of two components: 100X and 100Z. **Prerequisite:** Acceptance into program and BIOL& 241 and BIOL& 242.

## NURS 100Z

### Foundations of Nursing Lab • 5 CR

Students develop cognitive, psychomotor, assessment, and communicative skills to meet the biophysiological, psychosocial needs of the client. Students discuss relevant concepts in pharmacology and basic human needs and gain clinical experiences in extended-care facilities. Course consists of two components: 100X and 100Z. **Prerequisite:** Acceptance into program and BIOL& 241 and BIOL& 242.

## NURS 101X

### Nursing Care of the Adult Client I • 6 CR

The first of three medical/surgical courses focusing on acute and chronic health dysfunctions in the adult client. Students gain clinical experience in acute-care settings. Course consists of two components: 101X and 101Z. **Prerequisite:** Acceptance into program and NURS 100X and 100Z.

## NURS 101Z

### Nursing Care of the Adult Client I LAB • 6 CR

Clinical component for NURS 101X. Students gain experience in health agencies correlating with and implementing nursing theory. **Prerequisite:** Acceptance into program and NURS 100X and 100Z.

The National League for Nursing Accrediting Commission and the Washington State Nursing Care Quality Assurance Commission  
accredit BC's nursing program.

## NURS 102X

### Nursing Care of the Adult Client II • 6 CR

The second of three medical/surgical courses focusing on acute and chronic health dysfunctions. Students gain clinical experience in acute-care settings. Course consists of two components: NURS 102X and 102Z. **Prerequisite:** Acceptance into program and NURS 101X and 101Z.

## NURS 102Z

### Nursing Care of the Adult Client II Lab • 6 CR

Clinical component for NURS 102X. Students gain experience in health agencies correlating with and implementing nursing theory. **Prerequisite:** Acceptance into program and NURS 101X and 101Z.

## NURS 220X

### Maternal/Child Health Nursing • 7 CR

Focuses on the childbearing and childrearing family through the maternity cycle from conception to birth and examines the normal growth and development of the child from birth through adolescence. Students learn principles of care of the ill child focusing on adaptation and health maintenance. **Prerequisite:** Acceptance into program, NURS 102X and 102Z, and BIOL& 260 and PSYC& 200.

## NURS 220Z

### Maternal/Child Health Nursing Lab • 5 CR

Includes community-based clinical observation as well as in-hospital experience in labor/delivery, mother/baby care, and the care of ill children. **Prerequisite:** Acceptance into program, NURS 102X, and 102Z, and BIOL& 260 and PSYC& 200.

## NURS 221X

### Behavioral Health & Gerontological Nursing • 7 CR

Focuses on the nurse's therapeutic role in maintaining and enhancing mental health. Students learn to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. **Prerequisite:** Acceptance into program, NURS 102X and 102Z and BIOL& 260 and PSYC& 200.

## NURS 221Z

### Behavioral Health & Gerontological Nursing Lab • 5 CR

Provides experience in acute inpatient psychiatric facilities and various community-based mental health programs. Students practice the nursing process in providing client-centered care. **Prerequisite:** Acceptance into program, NURS 102X and 102Z, and BIOL& 260 and PSYC& 200.

## Course Descriptions

### NURS 222X

#### Transition to Professional Nursing Practice • 6 CR

The final course in medical/surgical nursing. Students integrate nursing theory from all previous courses while providing comprehensive nursing care to clients with complex health problems. There is also a focus on care of the older adult. **Prerequisite:** Acceptance into program and NURS 220X, 220Z, 221X, and 221Z.

### NURS 222Z

#### Transition to Professional Nursing Practice Lab • 6 CR

Provides clinical experience in advanced medical/surgical nursing. Topics include nursing organizations, legal and ethical considerations in nursing and professional licensing. Community-based experience with the older population is also included. **Prerequisite:** Acceptance into program and NURS 220X, 220Z, 221X and 221Z.

## OLS – Venture

### Continuing Education

### OLS 100

#### Nutrition Health & Fitness I • 2 CR

Examines the concept of a balanced diet, exercise and health, wellness and food safety. Nutritional models are presented to allow the student to understand and build a healthy lifestyle. **Prerequisite:** OLS 107, 110, and 111 and Acceptance into the program.

### OLS 101

#### Nutrition Health and Fitness II • 2 CR

Builds upon the concepts taught in OLS 100 to develop personal health and wellness that lead to a healthy lifestyle. Personal plans are developed and implemented. **Prerequisite:** OLS 100 and Acceptance into the program.

### OLS 102

#### Human Sexuality • 2 CR

Explores sexual attitudes, beliefs, and stereotypes within the context of the students immediate environment. Students examine adult lifestyles, sexual relationships, reproduction, and responsible sexual behavior. **Prerequisite:** OLS 107, 110, 111 and Acceptance into the program.

### OLS 104

#### Disability Awareness • 2 CR

Designed to increase awareness of different types of disabilities within our community. Individuals reflect upon their own disability and when and how to disclose this information. **Prerequisite:** OLS 110, 143, 170 and Acceptance into the program.

### OLS 105

#### Introduction to Communication • 2 CR

Covers developing and improving fundamental and effective communication skills. Includes understanding interpersonal communication, active listening, non-verbal communication and purposeful communication. **Prerequisite:** Acceptance into the program.

### OLS 106

#### Communication in the Workplace • 2 CR

Communication in the workplace is unique to the environment. Understanding the use of assertive language, how to manage a conflict, solve a problem, and job finding skills are all related to being an effective communicator. Career networking is introduced. **Prerequisite:** OLS 105 and Acceptance into the program.

### OLS 107

#### Healthy Relationships & Conflict Management • 2 CR

Emphasizes appropriate behavior in a variety of settings involving healthy relationships and the correlated strategies. Students explore and practice conflict management. **Prerequisite:** Acceptance into the program.

### OLS 110

#### Learning Strategies • 2 CR

Presents different learning modalities and personal styles to articulate learning needs to others. Covers basic skills such as time management and organization. Students use templates and processes for effective reading and writing practices. **Prerequisite:** Acceptance into the program.

### OLS 111

#### Learning Strategies in the College Environment • 2 CR

Covers specific methods of note taking, actively reading, researching information, writing research papers, presenting and producing effective writing and incorporating personal learning styles for success. Academic disclosure is discussed. **Prerequisite:** OLS 110 and Acceptance into the program.

### OLS 112

#### News & the Citizen • 3 CR

Discusses the types of news and how it affects your daily life. Covers the correlation between reality and representation and how various points of view enter into the elements of news and applying it into an article. **Prerequisite:** OLS 110, 111, 140, 141 and Acceptance into the program.

### OLS 113

#### Critical Thinking through Writing • 2 CR

Identify and practice critical thinking strategies. Students research, analyze, and debate current social issues using argumentative and persuasive formats. **Prerequisite:** OLS 110, 111, and 112 and Acceptance into the program.

### OLS 114

#### Media Advertising • 2 CR

Explores how media advertising works and why it is so successful with consumers. Analyzes the way buyers are influenced. Takes advertising and correlates it into purchase choices and personal attitudes. **Prerequisite:** OLS 110, 111, 112, 113 and Acceptance into the program.

### OLS 120

#### Personal Finance I • 2 CR

First course in the personal finance series. Students participate in developing a foundation of money management, the use of finance tools, and skills necessary for independent financial success. **Prerequisite:** OLS 110, 111, 140, 141 and acceptance into the program.

### OLS 121

#### Personal Finance II • 2 CR

Second course in the personal finance series. Students participate in compiling a spending journal, reflecting on wants and needs that develop into a personal budget. Covers basic financial concepts, safe practices when buying an item online, use of a credit or debit card, and using a savings account. **Prerequisite:** OLS 120, 141 and Acceptance into the program.

### OLS 122

#### Personal Finance III • 2 CR

Third course in the personal finance series. Students participate in hands-on activities including creating and using their own budget and balancing accounts. Examines use of credit cards, money scams, and paycheck information. Focus is on applying personal money management knowledge in real and simulated situations to improve how to view and handle money. **Prerequisite:** OLS 120, 121 and Acceptance into the program.

### OLS 123

#### Environment & Our Community I • 2 CR

First in a three course series that address our impact on the Puget Sound, the dynamic nature of the physical environment and how people's interactions shape the world around us. Critical thinking and problem solving are used to determine sense of space. **Prerequisite:** OLS 110, 111, 130 and Acceptance into the program.

## OLS 124

### Environment & Our Community II • 3 CR

Second in a three course series. Continues to builds awareness of the Puget Sound by engaging students in the pressing issues facing our communities. *Prerequisite:* OLS 123 and Acceptance into the program.

## OLS 125

### Environment & Our Community III • 2 CR

Third in a three course series focusing on individual connection to place. Students explore their own relationship to the Puget Sound through the lens of service and volunteerism identifying ways they can contribute to the environmental movement. *Prerequisite:* OLS 124 and Acceptance into the program.

## OLS 126

### Cultural Awareness • 3 CR

Increases cultural awareness both locally and globally. Students begin by reflecting on their own culture and examine how cultural diffusion affects the lens in which they see the world. Students explore how culture, gender, race, politics, and religion shape their lives and the importance of diversity. *Prerequisite:* OLS 111, 113, 114 and Acceptance into the program.

## OLS 130

### Critical Thinking through Science • 3 CR

Introduction to the scientific inquiry methods used to develop critical thinking skills as they apply to personal and workplace situations. *Prerequisite:* Acceptance into the program.

## OLS 134

### Social Change in America • 3 CR

Students examine cases of social change to understand how and why change occurs. Students identify and issue and make a plan to initiate or continue with others toward social change in their community. *Prerequisite:* OLS 111, 113, 114 and Acceptance into the program.

## OLS 136

### Citizenship • 2 CR

Examine and debate core democratic values, compare and contrast the organization of governments of multiple countries, examine and observe laws and the rights and responsibilities of citizenship, analyze the multiple histories, cultures, perspectives, contributions and/or struggles of various peoples, with focus on people with disabilities. *Prerequisite:* Acceptance into the program.

## OLS 140

### Introduction to Computers • 2 CR

Introduces skills required to be successful in a college classroom by increasing keyboarding skills and speed using accessibility features, navigating the BC website and student e-mail, using Microsoft Word and organizing a computer system to save student assignments including using a USB storage device. *Prerequisite:* Acceptance into the program.

## OLS 141

### Computer Fundamentals • 2 CR

Builds on material in OLS 140 with Microsoft Word, PowerPoint, Excel and Outlook. Includes resumes and cover letters and professional versus personal computer use. *Prerequisite:* OLS 140 or permission of instructor.

## OLS 142

### Computer Applications in the Workplace • 3 CR

Expands on Word, PowerPoint, Excel and Outlook material covered in OLS 141. Introduces Photoshop and basic publishing applications. *Prerequisite:* OLS 140 and 141 and Acceptance into the program.

## OLS 143

### Career Portfolio • 1 CR

Students begin developing a career portfolio based on courses taken, adding to the document throughout the program identifying personal values and strengths. The information is used to begin a career pathway setting an initial career goal. *Prerequisite:* OLS 105, 106, 110 and 111 and Acceptance into the program.

## OLS 144

### Office Procedures & Customer Service • 2 CR

Covers basic office skills includes filing, faxing, copying, answering telephones, and handling money and customer service skills focusing on the interaction with others and handling conflict. *Prerequisite:* OLS 106, 111, 141, 174 and Acceptance into the program.

## OLS 150

### Strength & Fitness • 1 CR

Students use a variety of fun and innovative techniques such as resistance and cardio exercises to build endurance and core strength. Emphasis is on overall physical conditioning for both strength and flexibility using the Swiss ball tubing, and/or other equipment. *Prerequisite:* Acceptance into the program.

## OLS 151

### Self Defense for Mind & Body • 1 CR

Develop body awareness with basic knowledge about and applications of self-defense including hand and foot techniques, blocks, defense zones, and the eight directional movements. Explore techniques for conflict resolution and philosophy. *Prerequisite:* Acceptance into the program.

## OLS 152

### Tai Chi for Mind & Body • 1 CR

Develop body awareness with basic knowledge and applications of Tai Chi including hand and foot techniques, slow coordinated movements 1-8, meditation level 1-3, breathing techniques, and five elements 1-3. Emphasis on kinesthetic awareness, flexibility and stress reduction. *Prerequisite:* Acceptance into the program.

## OLS 153

### Qigong for Mind & Body • 1 CR

Increase body awareness through basic knowledge and applications of Qigong including hand and foot techniques, slow coordinated movements, meditation, and breathing techniques. Emphasis on kinesthetic awareness of muscles and bones, flexibility, Qigong theory, and stress reduction. *Prerequisite:* Acceptance into the program.

## OLS 154

### Martial Arts for Mind & Body • 1 CR

Develop body awareness with basic knowledge about and applications of martial arts including hand and foot techniques, blocks, and sequential forms. Explore techniques for conflict resolution, self-defense, increased mental awareness, kinesthetic awareness of muscles and bones, flexibility and stress reduction. *Prerequisite:* Acceptance into the program.

## OLS 155

### Yoga for Life Balance • 1 CR

Covers basic Yoga postures, breathing techniques, anatomy and physiology to enhance balance, self control, self confidence, and physical competence. Emphasis is placed on integrating these elements within the individual and into his or her life. *Prerequisite:* Acceptance into the program.

## OLS 160

### Visual Thinking I • 2 CR

Introduces students to visual thinking using elements of design and principles of composition. The aesthetic scanning method of visual viewing is introduced and practiced. Classroom experiences cover a wide range of applied art, media and subject matter. *Prerequisite:* Acceptance into the program.

See the Occupational and Life Skills Degree requirements on page 45.

## Course Descriptions

OLS 161

### Visual Thinking II • 2 CR

Continues and builds upon concepts covered in OLS 160. Focus is on art history including styles, artists, cultures, concepts and techniques. Incorporates two or three-dimensional art activities demonstrating the art history covered. **Prerequisite:** OLS 160 or permission of instructor.

OLS 162

### Radio Theatre • 2 CR

Improves reading and speaking skills, and explores different facets of the human personality. Heavy emphasis on sight-reading and basic characterization techniques. Class culminates in a taped radio theater production. **Prerequisite:** Acceptance into the program.

OLS 163

### Critical Thinking through Film • 2 CR

View and analyze a variety of fiction, non-fiction, and historical fiction films. Decode character, plot, organization, ideas, themes, imagery, cultural influences, and symbolism. Interpret implied meanings from a film and connect them with other films, stories, or events. **Prerequisite:** Acceptance into the program.

OLS 164

### Historical Analysis through Film • 2 CR

View and analyze a variety of non-fiction, and historical fiction films. Emphasis on understanding film in society to reason, evaluate, connect stories to the real world, and classify them in terms of fiction, non-fiction, and historical fiction. **Prerequisite:** Acceptance into the program.

OLS 165

### World Culture Analysis through Film • 2 CR

View and analyze a variety of non-fiction, and historical fiction films and make connections between films and world culture. Students examine and describe how films express the world in spatial terms, human interaction, and cultural uniqueness. **Prerequisite:** Acceptance into the program.

OLS 166

### Music Appreciation • 2 CR

Music is a key element of all cultures across space and time. Designed to give students an appreciation for how the finer elements of music are deeply shaped by the culture of technology and time. Offers critical thinking skills and an appreciation for multiple perspectives. **Prerequisite:** Acceptance into the program.

OLS 170

### Self Determination • 2 CR

Using strengths, skills, and accomplishments students assess personal needs and accommodations. Includes effective assertive communication to have needs and accommodations considered or met. Students set measurable goals and develop an action plan. **Prerequisite:** OLS 105, 110 and Acceptance into the program.

OLS 171

### Self Determination in the Workplace • 2 CR

Presents methods for advocating for yourself in a professional environment during an interview, how to ask for accommodations, and ask for help as needed. Includes interviewing skills both in group and one on one situations. Covers basic knowledge of ADA, labor laws, unions, and OSHA. **Prerequisite:** OLS 106, 111, 170, 174, and Acceptance into the program.

OLS 172

### Workplace Problem Solving • 2 CR

Applies problem solving techniques and strategies to various workplace situations to help students handle any difficulties. Also covers resumes, cover letters and job searching techniques. **Prerequisite:** OLS 106, 111, 174 and Acceptance into the program.

OLS 174

### Career Exploration • 3 CR

Continues OLS 143. Develops a career pathway from information gathered through research, career assessments, job clusters from testing results, and job site observations. Specific career goals are set with measureable outcomes. **Prerequisite:** OLS 106, 111, 143 and Acceptance into the program.

OLS 175

### Field Experience I • 4 CR

Combines practical work experience with course objectives. Focuses on strengthening time and task management skills, clear and professional communication and utilizing job search resources. Students are required to participate in no less than nine hours per week at their internship site. **Prerequisite:** OLS 171, 172, 174 and Acceptance into the program.

OLS 176

### Field Experience II • 4 CR

Examines and discusses participation and communication in the integrated internship experience. Focuses on workplace problem solving, practicing job search, practical interview techniques and portfolio assembly. Students are required to participate in no less than nine hours per week at their internship site. **Prerequisite:** OLS 171, 172, 174, 175 and Acceptance into the program.

OLS 177

### Workplace Readiness • 2 CR

Presents skills needed to participate professionally in the workforce. Includes securing an internship site and examines and updates professional publications. Students discuss and construct a professional network, and examine and experience current interviewing styles. Interviews are scheduled and conducted. **Prerequisite:** OLS 106, 171, 174 and Acceptance into the program.

OLS 179

### Controversial Issues in the Workplace • 2 CR

Examine controversial issues in the workplace such as gender or racial discrimination, the ADA, harassment, sweatshops, and unions through case studies, related court cases and laws and current news stories. **Prerequisite:** OLS 170, 171, 172 and Acceptance into the program.

OLS 199

### Individual Studies in Occupational & Life Skills • 2 CR

Students develop a plan with a faculty advisor that includes further education, learning objectives, worksite experiences or activities, and progress and evaluation specific to their career pathway. **Prerequisite:** OLS 106, 171, 174 and acceptance into the program.

## Oceanography

### Science

The course designation for this program changed from OCEAN to OCEA summer 2008. Course number remains the same unless otherwise noted.

OCEA& 101

### Introduction to Oceanography w/ Lab • 6 CR

Introduces physical and chemical oceanography, marine biology, and plate tectonics. Students also discuss environmental issues. Format includes lab work and/or field studies. Fulfills laboratory science course requirement at BC.

OCEA 110

### Environmental Oceanography • 5 CR

Provides an overview of ocean environmental issues, including the potential impacts of over-fishing, undersea mining, habitat loss, pollution, coastal development, and global climate change. Issues are examined in the context of the innate relationship between humans and the sea. Same as ENVS 110. Either OCEA 110 or ENVS 110 may be taken for credit, not both.



**Parent Education**

**Health Sciences, Education & Wellness Institute (HSEWI)**

	Fall	Win	Spr
Parent Infant	010	020	021
Pre-Toddler Observation Lab	011	021	031
Toddler Observation Lab	012	022	032
Child Study Lab	013	023	033
Child Study Lab	014	024	034
Child Study Lab	015	025	035
Creative Activity Lab	016	026	036

Parent Education is a community-based program dedicated to the understanding of children of all ages. Parent and child learn together in the Parent Education Child Study Laboratories. Students learn methods and techniques through observation, active participation, and classes. Programs are located throughout the eastside, including on main campus. Registration for fall classes begins in January of each year. Parents may enroll in any one of the program:

- Parent Infant Classes
- Parent Pre-Toddler Observation Classes
- Parent Toddler Observation Classes
- Cooperative Preschools
- Creative Development, Discovery

**PARED 135**

**Special Topics in Parent Education • V1-5 CR**

Studies selected topics or special seminars in parent education.

**PARED 136**

**Parent Education for Parents of Young Children • 2 CR**

Focuses on the parent role in nurturing and understanding the development of their young child. Provides opportunities for parents to build skills that contribute to the healthy growth and development of their child.

**PARED 294/295/296/297**

**Special Topics in Parent Education • V1-5 CR**

Studies selected topics in the field of parent education. Emphasis on teaching and learning strategies, curriculum development, and adult learning theory.

**Philosophy**

**Arts & Humanities**

The Philosophy Department offers a wide variety of courses suitable for general education, personal interest, and transfer purposes. Introduction to Logic and Critical Reasoning fulfill the A.A.S Basic Skills requirement for Quantitative and Symbolic Reasoning. Students pursuing an Associate in Arts and Science transfer degree may elect to complete an "academic concentration" in Philosophy by completing 20 credits in the concentration discipline. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

A diverse faculty having a wide range of specialties and fields of interest teach our courses. In addition, the department offers both a tutoring service and a philosophy club, the latter hosting debates, lectures, and other presentations. For more information, please contact the Philosophy Department or visit their website at <http://bellevuecollege.edu/philosophy/>.

**PHIL& 101**

**Introduction to Philosophy • 5 CR**

*Previously PHIL 100*

Introduces some of the traditional problems in philosophy (e.g., reality, knowledge, existence of God, morality, aesthetic experience). Students examine works by the great philosophers and develop basic philosophizing skills such as critical reasoning, conceptual analysis, writing skills, and argument strategy and tactics.

**PHIL 102**

**Contemporary Moral Problems • 5 CR**

Provides philosophical consideration of some of the main moral problems of modern society and civilization such as abortion, euthanasia, war, and capital punishment. Topics vary. Fulfills social science or humanities credit at BC.

**PHIL& 106**

**Introduction to Logic • 5 CR**

*Previously PHIL 120*

Provides a thorough study of the formal conditions of valid argumentation. Covers translations, truth tables, and natural deduction using propositional (sentential) and predicate logic. Fulfills science credit or quantitative or symbolic reasoning course requirement at BC.

**The Philosophy Club maintains a vibrant forum of ideas.**

**PHIL 112**

**Introduction to Social Philosophy • 5 CR**

Introduces fundamental social and political theories, such as Mill's libertarianism and Rawls's social contract theory. Students also examine concepts of liberty, justice, civil disobedience, democracy, and political rights.

**PHIL 115**

**Critical Reasoning • 5 CR**

Introduces concepts and methods useful for critical analysis of arguments in ordinary language. Topics include meaning, syllogisms, logical diagrams, inductive and statistical inference, scientific reasoning, informal fallacies, argument structure, and some beginning symbolic logic. Fulfills quantitative or symbolic reasoning course requirement at BC.

**PHIL 122**

**Environmental Ethics • 5 CR**

Provides an introduction to the ethical and epistemological issues pertaining to our interaction with the environment. Students study the various conceptions of the value of the environment and how these bear on environmental policy debates. Topics may include the intrinsic and instrumental value of wilderness, animal rights, pollution, over-population and more specific applied topics such as global warming or saving salmon in the Pacific Northwest. Fulfills social science or humanities course requirement, not both, at BC.

**PHIL 160**

**Philosophy of Science • 5 CR**

Surveys various approaches to scientific thought, using examples from the history of science and philosophy. Students look critically at concepts of scientific method, scientific laws, casualty, determinism, indeterminism, pseudo-science, and prediction/confirmation/induction.

**PHIL 201**

**Introduction to Political Philosophy • 5 CR**

Examines the values and assumptions underlying governments and political systems. Students discuss philosophical issues behind international conflicts and cooperation in the present world. Same as POLS 201. Either PHIL 201 or POLS 201 may be taken for credit, not both.

**PHIL 225**

**Introduction to Aesthetics • 5 CR**

Explores the nature of art and aesthetic experience. Students analyze the artistic theories and aesthetic principles underlying Eastern and Western art. Format includes several field trips. Same as ART 225. Either PHIL 225 or ART 225 may be taken for credit, not both.

## Course Descriptions

### PHIL 234/235/236/237

#### Global Philosophy • 5 CR

Surveys and assesses major philosophers and philosophical traditions of a specified world region or culture such as Latin America, Islam, China, India, Africa, or the United States. Emphasis is on an historical approach to the metaphysics, epistemology, ethics, and social and political philosophy of these intellectual traditions. Selected region listed in quarterly class schedule.

### PHIL 247

#### Philosophy in Literature • 5 CR

Study of philosophical issues expressed in works of world literature. Themes may include the possibility of knowledge, the nature of evil, aesthetic experience, the rationality of religious belief, contemporary moral problems, or identity.

### PHIL 248

#### Ethics in Criminal Justice • 5 CR

Examines the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Students discuss justice, law, and punishment, moral decision-making, and ethical and legal dilemmas in law enforcement. Same as CJ 248. Either PHIL 248 or CJ 248 may be taken for credit, not both.

### PHIL 260

#### Business Ethics • 5 CR

Introduction to ethical theories relevant to issues and problems in business. Explores ethical concerns in marketing, race/gender bias, economics, the natural environment, employee-employer duties, and civic relations. Same as BUS 260. Either PHIL 260 or BUS 260 may be taken for credit, not both.

### PHIL 265

#### Biomedical Ethics • 5 CR

Introduces ethical problems relating to medical practice and biological research. Students discuss ethical issues in euthanasia, abortion, animal experimentation, genetic engineering, and doctor-patient relationships. Designed for students entering medical and research fields, but applicable to moral problems in any field.

### PHIL 267

#### Introduction to Philosophy of Religion • 5 CR

Studies philosophical issues affecting the understanding of religion. Students assess the rationality of religious beliefs, miracles, and the existence of God.

### PHIL 299

#### Independent Studies in Philosophy • V1-5 CR

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

### PHIL 365

#### Biomedical Ethics: Theory & Practice • 5 CR

Examine ethical issues that arise in healthcare, such as provider-patient relations, death and dying, reproductive issues, human and animal experimentation, and bioethics and public policy. Offers the knowledge and skills needed to research, analyze, and evaluate positions taken on these or related issues. Special attention is paid to the practical use of ethics in clinical practice and in public society. *Prerequisite:* Acceptance into the program or permission of instructor.

## Physical Education

### Health Sciences, Education & Wellness Institute (HSEWI)

A double asterisk (\*\*) indicates a Physical Education activity course. The one-credit activity PE courses may be repeated for a maximum of 2 credits.

### PE 103\*\*

#### Co-Ed Aerobics • V 1-2 CR

Provides cardiovascular improvement, changes metabolism, and burns body fat. Students exercise to music during the entire class period. A low-impact option is also available to promote cardiovascular benefit, fat burning, and toning without the stress of jumping.

### PE 104\*\*

#### Capoeira • 1 CR

An aerobic form of exercise combining basic dance and martial arts movements performed to the beat of Brazilian drums. Developed in Brazil by African slaves integrating characteristics of both cultures.

### PE 105\*\*

#### Yoga • 1 CR

Introductory and intermediate yoga techniques will be introduced to develop balance, core strength, flexibility, and joint stability. Students gain a greater understanding of the relationship between the mind and body and the importance of exercise in promoting health and reducing stress.

### PE 106\*\*

#### Beginning Golf • 1 CR

Introduces basic skills and techniques of golf. Students practice grip, stance, swing, use of various clubs, rules, scoring, and the etiquette of the game.

### PE 107\*\*

#### Basketball • 1 CR

Introduces basic skills and techniques of basketball. Students practice shooting, passing, dribbling, footwork, rebounding, defense, and combining individual offensive and defensive techniques into play patterns.

### PE 108\*\*

#### Tennis • 1 CR

Introduces basic skills and techniques of tennis. Students practice serves, forehand drive, backhand drive, volley, grip, footwork, and rules and etiquette. Student must supply own racquet.

### PE 109\*\*

#### Pickleball • 1 CR

Introduces the basic skills and techniques of pickleball. Students learn grip, strokes, footwork, and strategies, and practice court coverage through drills and competition.

### PE 110\*\*

#### Life Fitness Training I • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition.

### PE 111\*\*

#### Life Fitness Training II • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. *Prerequisite:* PE 110.

### PE 112\*\*

#### Life Fitness Training III • 2 CR

Develops individual fitness levels in aerobic capacity, major muscle strength and endurance, flexibility, and body composition. *Prerequisite:* PE 111.

### PE 114\*\*

#### Beginning Rock Climbing • 1 CR

Introduction to basic rock climbing techniques, equipment, belay, and safety and risk assessment issues. Class meets off campus at a designated local indoor climbing wall for weekly climbing and instruction sessions.

### PE 115\*\*

#### Backpacking & Orienteering • 1 CR

Introduction to backpacking with an emphasis on basic map and compass use. Covers Northwest hiking opportunities as well as equipment, trip planning and risk management of backcountry travel through an exploration of area trails.

### PE 116\*\*

#### Snowshoeing • 1 CR

Snowshoeing is a classic technique for exploring the backcountry in snowy conditions. Students tour designated mountain trails each week focusing on fitness, snowshoeing techniques, equipment care and safe mountain travel.

**PE 117\*\***

**Cardio Fitness • 2 CR**

Promotes appreciation for cardiovascular fitness through outdoor walking, jogging, hiking, and aerobic games. Students of varying abilities follow a prescribed exercise program based on predetermined goals and assessments. Regular participation, safety, and maintaining a training log are emphasized.

**PE 118\*\***

**Volleyball • 1 CR**

Introduces basic skills and techniques of volleyball. Students learn serving, setting up, and spiking the ball, strategy of play in front and backcourts and at nets, and rules and scoring.

**PE 120\*\***

**Karate • 1 CR**

Introduces Okinawan Goju-Ryu, emphasizing the philosophy as well as the skills and etiquette of karate. Students focus on developing self-reliance and self-confidence.

**PE 122\*\***

**Badminton • 1 CR**

Introduces basic skills and techniques of badminton. Students learn rules and strategies and practice grip, strokes, footwork, and court coverage.

**PE 123\*\***

**Archery • 1 CR**

Introduces basic skills and techniques of archery. Topics include stringing the bow, handling bow and arrow, shooting, safety, and care of equipment.

**PE 126**

**Outdoor Leadership • 2 CR**

Explores techniques of providing leadership for groups in an outdoor adventure class situation. Includes conflict resolution, emotional management, and task balancing skills through an understanding of group dynamics.

**PE 127\*\***

**Soccer • 2 CR**

Introduces basic skills and techniques of soccer. Students learn rules, defensive and offensive tactics.

**PE 128\*\***

**Sea Kayaking & Navigation • 1 CR**

Class meets off campus at various paddling sites for a review of institutional kayak policies, basic skill development and navigational techniques. Includes Eskimo roll, chart reading, marine weather radio communications, and basic strokes.



**PE 131\*\***

**Intermediate Yoga • 1 CR**

Introduces intermediate and advanced yoga techniques to increase balance, core strength, flexibility, and joint stability. Provides intermediate yoga students with a supportive environment to go into more depth in their yoga skills and expand their knowledge and experience of advanced options. *Recommended:* PE 105.

**PE 136\*\***

**Basketball & Flag Football • 2 CR**

Presents basic skills and rules in both sports. Basketball: ball handling, passing, shooting, pivoting, and dribbling. Flag football: stances, ball carrying, passing and receiving, kicking, tackling, and centering. Students practice basic elements of offensive and defensive play.

**PE 137\*\***

**Sports Conditioning • 2 CR**

Offers activities to help recreational and collegiate athletes reach and maintain fitness levels required for their sports.

**PE 151\*\***

**Contemporary Dance I • 2 CR**

Introduces basic technique and movement studies. Students gain flexibility and strength together with movement vocabulary. May be repeated for a maximum of 6 credits. Same as DANCE 151. Either PE 151 or DANCE 151 may be taken for credit, not both.

**PE 152\*\***

**Contemporary Dance II • 2 CR**

Continues Contemporary Dance I with longer and more challenging movement combinations. Students should consult with the program advisor to determine ability. May be repeated for a maximum of 6 credits. Same as DANCE 152. Either PE 152 or DANCE 152 may be taken for credit, not both.

**PE 166\*\***

**Skills & Materials in Team Sports • 2 CR**

Provides practical experience in flag football, basketball, softball, soccer, and volleyball.

**PE 210**

**Body Composition Assessment • 1 CR**

An exploration into current research on human metabolism, essential fat, weight management, body composition and overall wellness. Students design exercise and nutritional programs focused on a life-long health plan.

**PE 221**

**Fundamentals of Fast Pitch Softball • 3 CR**

Introduces teaching, coaching, and playing techniques for women's fast-pitch softball. Students focus on current concepts, materials, and skills development. *Prerequisite:* Permission of instructor.

**PE 223**

**Fundamentals of Baseball • 3 CR**

Introduces teaching, coaching, and playing techniques for baseball. Students focus on current concepts, materials, and skills development and gain practical experience in fundamental skills. *Prerequisite:* Permission of instructor.

**PE 224**

**Fundamentals of Basketball • 3 CR**

Teaches modern techniques and methods of basketball training and conditioning. Designed primarily for students interested in developing fundamental skills for competitive basketball.

**PE 225**

**Fundamentals of Soccer • 3 CR**

Introduces teaching, coaching, and playing techniques for soccer. Students focus on current concepts, materials, and skills development and gain practical experience in fundamental skills.

**PE 228\*\***

**Life Fitness Internship • 1 CR**

Students pursuing a career as a fitness technician or personal trainer serve as an assistant trainer in the BC Fitness Center. Includes developing individual programs and supervising exercises while improving customer service skills. *Prerequisite:* PE 267.

## Course Descriptions



### PE 230 Techniques of Basketball • 3 CR

Analyzes the theories and methods of basketball. Advanced topics include philosophy, program organization, training and conditioning, care and treatment of injuries, fundamentals, offensive and defensive play, game strategy, and psychology.

### PE 233 Prevention & Care of Athletic Injuries • 2 CR

Explores the basic principles of athletic training, care, and prevention of sports related injuries. Covers the analysis of common athletic injuries including emergency procedures, treatment limitations, evaluation and preventative approaches.

### PE 235 Adventure Trip Planning & Risk Management • 1 CR

Explores the leadership dynamics of risk management including recognizing hazards, decision making, site assessment checklists, accessibility and backcountry first aid requirements.

### PE 236 Anatomical Kinesiology • 4 CR

Introduction to basic Anatomy and Physiology with an emphasis in human movement, nutrition and exercise science. This course is intended for non-science majors interested in fitness instruction or basic health education. *Prerequisite:* High school biology.

### PE 237 Physical Education for Children • 3 CR

Introduction to a variety of physical activities essential to the development of movement skills in children. Various curricular approaches are discussed focusing on the social, emotional and physical needs of children.

### PE 240 Self-Defense • 2 CR

Introduces self-defense techniques and practical applications for a variety of situations. Students develop skills and discuss theory and awareness concerning personal safety.

### PE 244 Defensive Tactics for Criminal Justice • 3 CR

Develops physical conditioning and an understanding of “use of force” principles in law enforcement. Students practice level-one arrest and control techniques such as escorts, take-downs, control, and handcuffing, as well as level-two self-defense techniques for dealing with aggressive subjects. Same as CJ 244. Either PE 244 or CJ 244 may be taken for credit, not both.

### PE 245 Fundamentals of Volleyball • 3 CR

Develops advanced levels of movement and skill in volleyball. Students gain knowledge and experience to prepare them for competitive programs and coaching volleyball in physical education and recreational settings.

### PE 249 Intermediate Defensive Tactics-Criminal Justice • 3 CR

Continues PE 244, with further development of basic arrest-and-control and self-defense skills. Students also learn the use of the straight baton and OC spray. Same as CJ 249. Either PE 249 or CJ 249 may be taken for credit, not both.

### PE 266\*\* Skills & Materials: Individual & Dual Sports • 2 CR

Provides practical experience in archery, bowling, badminton, golf, tennis, fencing, track and field, wrestling, and recreational games.

### PE 267 Applied Kinesiology • 4 CR

Students use biomechanics and anatomy principles to develop safe and effective training techniques applicable to individuals at a variety of developmental stages. Prepares students to test, measure and refine program goals for individuals based on current research in exercise science.

### PE 290 Sports Officiating • 3 CR

Presents mechanics and procedures of officiating in competitive sports. Topics include rules and enforcement, use of signals, personal appearance and conduct, public relations duties, ethics, qualifications for officials' ratings, and suggestions for coaches.

## Physics

### Science

### PHYS& 100 Physics – Basic Concepts • 5 CR

*Previously PHYS 106*

Motion is one of the most familiar aspects of the natural world, but it can be surprisingly difficult to analyze. Through observation, activities, and classroom presentations, students study particles (e.g. baseballs, automobiles) and waves (e.g. sound and water waves) to learn the concepts and skills needed to study motion. Applies wave particle duality to explain the motion of electrons. *Prerequisite:* MATH 099.

### PHYS 104 Discoveries in Physics • 6 CR

Introduces physical reasoning and basic concepts in physics. Hand-on activities demonstrate fundamental concepts in geometric optics, electricity, and motion. Designed for students with little or no previous physics. Appropriate for general students including those preparing for PHYS 114 and K-12 teachers. Not sufficient preparation for PHYS 121. *Prerequisite:* MATH 099.

### PHYS 109 Science for Information Technology • 6 CR

Develops research and problem-solving skills in the science of modern technology, including computers and data transmission. Topics include magnetism, electricity, and microchip circuitry. Designed for information technology students, class format includes hands-on group work. *Prerequisite:* MATH 098 or equivalent assessment.

### PHYS 114 General Physics I • 6 CR

First in a three-course survey of physics for allied health, building construction, biology, forestry, architecture, and other programs. Topics include units, kinematics, vectors, dynamics, work and energy, momentum, rotational motion, and harmonic motion. Laboratory work is integral to the course. *Prerequisite:* MATH& 142 or equivalent.

### PHYS 115 General Physics II • 6 CR

Second in a three-course survey of physics for allied health, building construction, biology, forestry, architecture, and other programs. Topics include fluids, heat, thermodynamics, electricity, and magnetism. Laboratory work is integral to the course. *Prerequisite:* PHYS 114.

## PHYS 116

### General Physics III • 6 CR

Third in a three-course survey of physics for allied health, building construction, biology, forestry, architecture, and other programs. Topics include wave motions, sound, light, geometric and physical optics, relativity, and modern physics. Laboratory work is integral to the course.

*Prerequisite:* PHYS 115.

## PHYS 121

### General Engineering Physics I • 6 CR

First in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of mechanics, including motion, Newton's laws, work, energy, momentum, rotation, and gravity. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental and analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. *Prerequisite:* High School physics or equivalent, and MATH& 151 or permission of instructor.

## PHYS 122

### General Engineering Physics II • 6 CR

Second in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of electromagnetism, including electrostatics, current electricity circuits, magnetism induction, generation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's equations. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. *Prerequisite:* PHYS 121 and MATH& 152 or permission of instructor.

## PHYS 123

### General Engineering Physics III • 6 CR

Third in a three-course survey of physics for science and engineering majors. Course presents fundamental principles of oscillating systems and wave phenomena, including optics, simple harmonic motion, waves, sound, light, optical instruments, interference, diffraction, and polarization. Conceptual development and problem solving have equal emphasis. Laboratory work presents methods of experimental analysis (modeling, errors, graphical analysis, etc.) and prepares students for upper-division research. *Prerequisite:* PHYS 122.

## PHYS 199

### Individual Studies in Physics • V1-5 CR

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

## PHYS 225

### Modern Physics • 5 CR

Presents the special theory of relativity, key phenomena, and experiments of modern physics that led to a break from classical physics. Includes an introduction to quantum mechanics. Research based active engagement, pedagogical methods and hands on activities assist conceptual development. *Prerequisite:* MATH& 153 or MATH& 254 and PHYS 123. *Recommended:* MATH 238 or concurrent enrollment.

## PHYS 299

### Individual Studies in Physics • V1-5 CR

Covers directed readings, special projects, and independent study by an individual student. See current Quarterly Schedule for details. Course may be repeated for a maximum of fifteen (15) credits. *Prerequisite:* Permission of instructor.

## Political Science

### Social Science

The course designation for this program changed from POLSC to POLS summer 2008. Course number remains the same unless otherwise noted.

## POLS& 101

### Introduction to Political Science • 5 CR

Explores the evolution of major political concepts from ancient Greece to the present. Topics include political life in the modern world and the ideas behind democratic and non-democratic forms.

## POLS 121

### The United Nations • 2 CR

Analyzes the present structure and purpose of the United Nations organization. Seminar format. *Prerequisite:* A course in political science.

## POLS 122

### The United Nations • 3 CR

Analyzes the present structure and purpose of the United Nations organization. Seminar format. *Prerequisite:* Permission of the instructor.

## POLS 123

### The United Nations • 5 CR

Researches a country in depth and prepares students for the National Model U.N. Conference in New York. *Prerequisite:* Permission of instructor.

## POLS 125

### Introduction to Political Psychology • 5 CR

Analyzes the political world by applying basic concepts of psychology. Topics include individual actors, decision-making, group dynamics, and mass political behavior.

## POLS 155

### The American Presidency • 5 CR

Examines the American presidency and its changing role within the American system. Topics include individual presidents, presidential character, war, elections, the economy, and the Constitution.

## POLS 160

### Introduction to American Political Culture • 5 CR

Examines the structures and systems of American politics using a multidisciplinary approach. Students analyze the development of political culture and its evolution through time. Same as AMST 160. Either POLS 160 or AMST 160 may be taken for credit, not both.

## POLS 175

### Contemporary Global Issues • 5 CR

Explores a number of current global issues that have generated tensions and controversy and often placed the U.S. in opposition to world opinion, including nuclear non-proliferation, global warming, the problem of torture, and humanitarian intervention. The role of the United Nations and international law are examined within the framework of national sovereignty and self-interest.

## POLS 194/195/196/197

### Special Topics in Political Science • V1-10 CR

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

## POLS 198

### Seminar in Political Science • V1-10 CR

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

## POLS 199

### Individual Studies in Political Science • V1-10 CR

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

## POLS 201

### Introduction to Political Philosophy • 5 CR

Examines the values and assumptions underlying governments and political systems. Students discuss philosophical issues behind international conflicts and cooperation in the present world. Same as PHIL 201. Either POLS 201 or PHIL 201 may be taken for credit, not both.

## Course Descriptions

### POLS& 202

#### **American Government • 5 CR**

*Previously POLSC 102*

Analyzes constitutional government in America in terms of the theory and practices of democracy. Students investigate issues of individual rights, popular representation, and responsible leadership.

### POLS& 203

#### **International Relations • 5 CR**

*Previously POLSC 103*

Examines the struggle for power and peace and the methods by which affairs are conducted between modern nations.

### POLS 204

#### **Introduction to Comparative Politics • 5 CR**

Introduces how societies and cultures organize their political, economic and social lives. Through comparison of political systems, students discover unique characteristics, challenges and opportunities as well as how political authority operates focusing on policy process, the economy, the role of citizens, and overall performance in a time of globalization.

### POLS 220

#### **Introduction to Law • 5 CR**

Examines comparatively the social, political, behavioral, philosophical, and intercultural dimensions of law and the legal and political aspects of justice, constitutionalism and rights. Explores legal reasoning and how law operates within the broader societal context. Students critically interpret and evaluate legal information.

### POLS 227

#### **Middle East Politics & Society • 5 CR**

Entails an understanding of Islam as a fundamental socio-economic and political force, the European power of politics of early centuries, U.S. involvement in the region, comparative analysis of governments, political cultures, economic development, regional conflict and terrorism. Same as INTST 227. Either POLS 227 or INTST 227 may be taken for credit, not both.

### POLS 230

#### **Revolutions in the Modern World • 5 CR**

Studies the forces that produce significant changes in a nation's social, economic, or political ideas and institutions. Students analyze "revolutions" such as those in England, America, France, Russia, and China. Same as HIST 230. Either POLS 230 or HIST 230 can be taken for credit, not both. May be used as social science or humanities credit, not both, at BC.

### POLS 294/295/296/297

#### **Special Topics in Political Science • VI-10 CR**

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

### POLS 299

#### **Individual Studies in Political Science • VI-10 CR**

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

## Programming

### Institute for Business and Information Technology (IBIT)

### PROG 109

#### **Introduction to Web Development • 5 CR**

Introduces fundamental programming techniques using current web development software. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop graphical user interfaces for the web and work with events and objects. Note: Web Multimedia Authoring students are required to complete WEBMM 111 prior to taking PROG 109. **Prerequisite:** Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better and college level reading.

### PROG 110

#### **Introduction to Programming • 5 CR**

Students learn object oriented programming techniques using the current software development tools and a .NET programming language. Students design procedures and write computer instructions to solve business problems, learn procedural programming, develop graphical user interfaces in Windows and work with events and objects. Fulfills the quantitative or symbolic reasoning course requirements for non-business majors at BC. **Prerequisite:** Placement by assessment into MATH& 141 or MATH 099 with a C (2.0) or better or the equivalent course from another college. Placement by assessment into ENGL& 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

See page 56 for information about programming certificates.

### PROG 111

#### **Introduction to C++ Programming • 5 CR**

Presents the C++ Programming Language using structured programming techniques and program development methodology. Students design, code, test and debug programs using repetition and decision structures, pointers, functions, and other C++ data structures. **Prerequisite:** Placement by assessment into MATH& 141 or MATH 099 with a C (2.0) or better or the equivalent course from another college. Placement by assessment into ENGL& 101 or completion of ENGL 092 or 093 with a C (2.0) or better and college level reading.

### PROG 113

#### **Intermediate C++ Programming • 5 CR**

Expands upon the fundamentals covered in PROG 111. Covers object oriented programming concepts using C++. Other topics include: program specification, design of abstract data types and classes, inheritance, polymorphism, encapsulation, and using the Standard Template Library. **Prerequisite:** PROG 111. Placement by assessment into ENGL& 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

### PROG 117

#### **Web Development II • 5 CR**

Students learn web based programming techniques using current web development software. Students access data in databases and develop appropriate user interfaces to display the data. Students apply object oriented programming concepts to application development. **Prerequisite:** PROG 109 at BC with a C- or better and PROG 110 with a C (2.0) or better.

### PROG 118

#### **Windows Development II • 5 CR**

Students learn advanced Windows programming techniques using current windows development software, access data in databases and develop appropriate user interfaces to display the data. Students apply object oriented programming concepts to application development. **Prerequisite:** PROG 110 at BC with a C- or better, or entry code.

### PROG 120

#### **Object Oriented Programming Concepts • 5 CR**

Students learn object oriented programming techniques using the current software development tools and a .NET programming language. Students apply these techniques for developing applications for both Windows and Web environments. Students will create classes, components, interfaces and user controls. Class provides the foundation for sophisticated application development. **Prerequisite:** PROG 117 or PROG 118. Placement by assessment into ENGL& 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

## PROG 140

### SQL & Relational Database Programming • 5 CR

Students learn to apply relational database theory by creating databases, tables, views and indexes in a server environment. Focus is on developing complex SQL queries to retrieve meaningful information and on developing procedures to manipulate data. SQL server and related client tools are used in all work. *Prerequisite:* DBA 130 and choose one of PROG 113, or PROG 117, or PROG 118.

## PROG 160

### Systems Analysis & Design • 5 CR

Examines the system-development cycle in depth. Topics include, problem identification, problem solving, and information-gathering techniques. Current structured tools are used to describe business rules and objects, data flow, data structures, and process flow and documentation. Creative problem solving and working in a team environment are stressed. *Prerequisite:* Placement by assessment into ENGL& 101 or completion of ENGL 092 or 093 with a C- or better and college level reading.

## PROG 175

### Database Reporting • 5 CR

Students develop professional quality reports using the most up-to-date reporting tools in the industry. Students learn to select information from relational databases and create meaningful reports for data analysis and deploy reports in Windows applications and on the Web. Reporting techniques include drilldown, graphing and cross tabs as well as standard grouping and summarization of data. *Prerequisite:* BTS 168.

## PROG 199

### Independent Studies in Programming • V1-5 CR

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

## PROG 210

### Enterprise Software Development II • 5 CR

Students expand their ability to create enterprise applications using current software languages. Focus is on data access methodologies and middle tier component development for use from Windows and Web environments. Students learn about managing data in multi-user environments using tiered application architecture. *Prerequisite:* PROG 120 and PROG 140 at BC with a C- or better.

## PROG 225

### Enterprise Software Development Project • 5 CR

Students use skills learned in previous classes to create an enterprise application that uses Web and Windows interfaces and data access components. *Prerequisite:* PROG 210 with a C- or better.

## PROG 260

### Advanced Topics in Object Oriented Programming • 5 CR

Students review, understand and code using platform-independent, object-oriented programming language. Topics include objects, classes, methods, syntax, applications, class libraries, user interfaces, and interactivity with the programming environment. *Prerequisite:* ENGL& 101 and PROG 120 at BC with a C- or better, or entry code.

## PROG 294/295/296/297

### Special Topics in Programming • V1-10 CR

Allows specialized or in-depth study of a subject related to programming. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. *Prerequisite:* Permission of instructor.

## PROG 299

### Independent Studies in Programming • V1-10 CR

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

## Psychology

### Social Science

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an "academic concentration" in Psychology by completing 20 credits in the concentration discipline. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

The course designation for this program changed from PSYCH to PSYC summer 2008. Course number remains the same unless otherwise noted.

## PSYC& 100

### General Psychology • 5 CR

Presents methods, concepts, and principles of psychology. Topics include psychophysiology, sensation and perception, learning and memory, motivation, development, emotion, health, stress, personality, and abnormalities and their treatments.



## PSYC 109

### Psychology of Adjustment • 5 CR

Teaches the scientific principles of psychology as they relate to adaptation to life's challenges. Topics include the nature and management of stress, coping strategies, interpersonal communication, relationship dynamics, self concept, life-long learning, and career development.

## PSYC 110

### Applied Psychology • 5 CR

Stresses application of psychological theory. Students survey how psychology interfaces with other disciplines, focusing on how psychologists perform their professional functions in different settings.

## PSYC 194/195/196/197

### Special Topics in Psychology • V1-10 CR

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

## PSYC 198

### Seminar in Psychology • V1-10 CR

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

## PSYC 199

### Individual Studies in Psychology • V1-10 CR

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

## PSYC& 200

### Lifespan Psychology • 5 CR

*Previously PSYCH 204*

Presents research and theories regarding human growth and change across the life span. Students explore factors that affect psychosocial, cognitive, and physical development from psychological and socio-cultural perspectives. May require participation in projects. *Prerequisite:* PSYC& 100.

## Course Descriptions

### PSYC 202

#### Introduction to Physiological Psychology • 5 CR

Introduces the physiological systems that underlie behavior with emphasis on the nervous system, sensory systems, endocrine system, and research methods unique to the field of physiological psychology. Fulfills natural science course requirement at BC. **Recommended:** PSYC& 100.

### PSYC 203

#### Learning Language and Memory • 5 CR

Considers human performance from the psychological standpoint. Topics include conditioning, memory and conceptual processing, language, sensation, and perception. May require participation in demonstrations and projects.

### PSYC 205

#### Introduction to Personality • 5 CR

Examines assumptions about the nature of humankind. Students focus on psychometric techniques as well as major theories and theorists. **Recommended:** PSYC& 100.

### PSYC 209

#### Fundamentals of Psychological Research • 5 CR

Covers theories, techniques, and applications of psychological research methodology. Students explore a variety of approaches, ranging from uncontrolled field observation to laboratory experiments. Topics include data analysis, report writing, and factors affecting research results. **Prerequisite:** PSYC& 100.

### PSYC 210

#### Psychology of Human Sexuality • 5 CR

Examines human sexuality from three main perspectives: psychological, biological, and socio-cultural. **Recommended:** PSYC& 100.

### PSYC& 220

#### Abnormal Psychology • 5 CR

*Previously PSYCH 200*

Introduces the theories, diagnosis, and treatment of maladaptive behavior and psychological disorders. Class format may include field trips to psychiatric institutions. **Prerequisite:** PSYC& 100.

### PSYC 240

#### Social Psychology • 5 CR

Examines the actions of individuals and groups in a social context. Topics include the influence of social learning on attitudes, perception, and personality, persuasion, conflict, attraction, altruism, and aggression. Same as SOC 240. Either PSYC 240 or SOC 240 may be taken for credit, not both. **Prerequisite:** PSYC& 100 or SOC& 101 or permission of instructor.

### PSYC 250

#### Cross Cultural Psychology • 5 CR

Examines psychological theories and research from a cross-cultural perspective. Students discuss the impact of culture on cognition, development, emotion, motivation, sex roles, disorders, group behavior, conflict, stereotyping, and prejudice.

### PSYC 257

#### Psychology of Sex & Gender • 5 CR

Examines sex differences and similarities from an interdisciplinary perspective, drawing from biology, psychology, sociology, and history. Students analyze perceived and actual differences in communication styles, employment, education, mental health, and personal relationships.

### PSYC 294/295/296/297

#### Special Topics in Psychology • V1-10 CR

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

### PSYC 298

#### Seminar in Psychology • V1-10 CR

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

### PSYC 299

#### Individual Studies in Psychology • V1-10 CR

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

## Radiation & Imaging Sciences

### Health Sciences, Education & Wellness Institute (HSEWI)

Baccalaureate degree completion program designed specifically for professionals certified in Diagnostic Ultrasound, Nuclear Medicine, Radiologic Technology, or Radiation Therapy. The program has four concentrations.

- **Medical Dosimetry:** for radiation therapists who want to become certified as a medical dosimetrist (see page 28).
- **Radiologist Assistant:** for ARRT radiographers who want to become certified as a radiologist assistant.
- **Radiation & Imaging Management:** for students who wish to lead radiation and imaging departments and clinics.
- **Radiation & Imaging Technology:** for students seeking advanced technical expertise.

## Medical Dosimetry

### DOSM 301

#### Current Topics in Medical Dosimetry • 3 CR

Studies the role of the medical dosimetrist within a radiation oncology department. Topics include professional issues, treatment planning, dose calculations, imaging, QA and special procedures. **Prerequisite:** Acceptance into the program.

### DOSM 315

#### Physics for Medical Dosimetry I • 5 CR

Explores the fundamentals of radiation therapy physics with special attention to nuclear transformations and decay, x-ray production, radiation generators, interactions of ionizing radiation, x-ray beam quality, measurement of absorbed dose, dose distribution and scatter analysis. **Prerequisite:** Acceptance into the program.

### DOSM 321

#### Radiation Treatment Planning I • 5 CR

Explores treatment planning for 2D planar and 3D conformal therapies. Topics include Isodose pattern assessment, DVH analysis, ICRU definition, Beam modifiers, Photon Monitor Unit calculations, and treatment planning goals for the pelvis, breast, lung, abdomen, head and neck, CNS and metastases. **Prerequisite:** Acceptance into the program.

### DOSM 322

#### Radiation Treatment Planning II • 5 CR

Explores planning techniques for IMRT, SRS, and Special Procedures. Topics include Planning process, Isodose pattern assessment, SRS techniques, new delivery technologies, imaging and fusion, arc therapy, dMLC delivery, and special procedure calculations (TBI, and TSe-). **Prerequisite:** Acceptance into the program.

### DOSM 331

#### Dosimetry of Electron Beam Therapy • 3 CR

Explores treatment planning techniques for electron beam therapy. Topics include clinical usage, treatment applications, energy and field size selection, dose and MU calculations, calculations for and concerns with matching of electron ports, and beam shielding modifying devices. **Prerequisite:** Acceptance into the program.

### DOSM 401

#### Clinical Education I • 8 CR

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. **Prerequisite:** Acceptance into the program.

**DOSM 402****Clinical Education II • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. **Prerequisite:** BIOL 312 and DOSM 322 and DOSM 401 with a C (2.0) or better and acceptance into the program.

**DOSM 403****Clinical Education III • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Supervised clinical education in medical dosimetry that progresses through a competency-based educational sequence. **Prerequisite:** Acceptance into the program.

**DOSM 415****Physics for Medical Dosimetry II • 5 CR**

Explores radiation therapy physics with special attention to the physics of electron interactions, depth dose curves, shaping of radiation fields, radioactive sources, State and National regulations, radiation safety and physics acceptance testing and commissioning. **Prerequisite:** Acceptance into the program.

**DOSM 442****Brachytherapy for Medical Dosimetrists • 4 CR**

Examines treatment planning techniques for both LDR and HDR brachytherapy. Topics include radioactive source characteristics, calculation of dose distributions, imaging requirements, systems of implant dosimetry and treatment planning goals across various anatomical sites. **Prerequisite:** Acceptance into the program.

**DOSM 443****Quality Assurance for Medical Dosimetry • 3 CR**

Examines the components of a quality assurance program within Medical Dosimetry. Topics include quality assurance of a treatment planning system, patient records and data, role and process of plan verification, and quality assurance recommendations from outside agencies. **Prerequisite:** Acceptance into the program.

**DOSM 475****Concept Integration and Case Studies • 3 CR**

Preparation for the Certification Exam issued by the Medical Dosimetry Certification Board (MDCB) through a comprehensive examination of coursework and student case presentations based on MDCB content specification. **Prerequisite:** Acceptance into the program.

**Radiologist Assistant****RADA 306****Patient Care & Assessment I • 3 CR**

Reinforces the use of the clinical thinking model to aid in patient assessment including interviewing skills and assessment techniques. Focus is on the application of anatomy and physiology knowledge to assist in patient assessment and management. Content includes specific assessment and examination procedures for the abdomen, thorax and lungs. **Prerequisite:** Acceptance into the program.

**RADA 308****Patient Care & Assessment II • 3 CR**

Reinforces use of the clinical thinking model to aid in patient assessment including interviewing skills and assessment techniques. Focuses on the application of anatomy and physiology knowledge, assisting in patient assessment management. Includes assessment and examination procedures for the cardiovascular, musculoskeletal, peripheral vascular and nervous systems, breast and axillae. **Prerequisite:** RADA 306 and acceptance into the program.

**RADA 311****Imaging Procedures I • 4 CR**

Establishes a framework for radiologist assistants performing fluoroscopic patient examinations in upper gastrointestinal, esophagus, small bowel, and barium enema studies. **Prerequisite:** Acceptance into the program.

**RADA 312****Imaging Procedures II • 4 CR**

Establishes a framework for radiologist assistants performing cystogram, T-tube cholangiogram, hysterosalpingogram, retrograde urethrogram, naso and orenteric feeding tube placement, port injections, fistulogram, loopogram, and swallowing studies. **Prerequisite:** RADA 311 and acceptance into the program.

**RADA 313****Imaging Procedures III • 3 CR**

Establishes a framework for radiologist assistants performing lumbar puncture under fluoroscopy guidance, myelograms, joint injections, joint aspiration, arthrograms, conventional, CT and MRI, breast needle localization and ductogram. **Prerequisite:** RADA 312 and acceptance into the program.

**RADA 314****Imaging Procedures I • 3 CR**

Establishes a framework for radiologist assistants performing PICC line placement, non-tunneled venous central line placement, paracentesis, thoracentesis with appropriate image guidance, venous catheter placement for dialysis, lower extremity venography. **Prerequisite:** RADA 313 and acceptance into the program.

**RADA 321****Radiologist Assistant Observation I • 1 CR**

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 311. **Prerequisite:** Acceptance into the program.

**RADA 322****Radiologist Assistant Observation II • 1 CR**

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 312. **Prerequisite:** RADA 321 and acceptance into the program.

**RADA 323****Radiologist Assistant Observation III • 1 CR**

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 313. **Prerequisite:** RADA 322 and acceptance into the program.

**RADA 324****Radiologist Assistant Observation I • 1 CR**

Job shadowing in a diagnostic imaging department for eight hours per week. Observation of procedures accomplished by a radiologist, physician assistant, radiologist assistant that are included in RADA 314. **Prerequisite:** RADA 323 and acceptance into the program.

**RADA 330****Physics of Imaging • 2 CR**

Presents an overview of CT, MRI, and fluoroscopy instrumentation and terminology. Course includes image post processing procedures for CT and MRI. **Prerequisite:** Acceptance into the program.

**RADA 335****Radiation Biology & Safety • 2 CR**

Presents radiation safety for the occupational worker and patient. Topics include radiation biology, medical and legal implications, professional, and governmental standards, regulatory, malpractice, and ethical concerns. **Prerequisite:** Acceptance into the program.

**Health careers are  
for people who care  
about people.**

## Course Descriptions

### RADA 375

#### Pharmacology • 3 CR

Topics include consumer safety and drug regulation, sources and effects of drugs and safe dose preparation. Types of drug preparations, principles of responsible drug administration including routes and techniques are examined. **Prerequisite:** Acceptance into the program.

### RADA 411/412/413

#### Clinical Internship I,II,III • 10 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

### RADA 414

#### Clinical Internship I • 11 CR

Radiologist assistant clinical internship under the supervision of a board certified radiologist in a diagnostic imaging department facilitating the development and documentation of required clinical competencies. **Prerequisite:** Acceptance into the program.

### RADA 421

#### Case Study Capstone I • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** Acceptance into program.

### RADA 422

#### Case Study Capstone II • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 421 and acceptance into program.

### RADA 423

#### Case Study Capstone III • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 422 and acceptance into program.

### RADA 424

#### Case Study Capstone I • 2 CR

Requires documentation of two cases the student performed in the daily work experience during the radiologist assistant clinical internship. **Prerequisite:** RADA 423 and acceptance into program.



## Radiation & Imaging Management

### RAIM 301

#### Essentials of Imaging & Therapy • 5 CR

Covers different modalities within the radiology and radiation therapy fields including terminology, equipment, procedures, safety issues, staffing and economics. Emphasis is on understanding the modality from an administrative standpoint. Students complete five modules in modalities in which they are not certified. **Prerequisite:** Acceptance to the program or permission of instructor.

### RAIM 320

#### Finance & Accounting for Healthcare Managers • 5 CR

Addresses issues of financial management in healthcare systems, including budget development and analysis, equipment purchase and depreciation, salaries and benefits, and coding and reimbursement. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry including multinational aspects and parameters of outsourcing. **Prerequisite:** Acceptance into the program or permission of instructor.

### RAIM 325

#### Organizational Theory & Behavior in Healthcare • 5 CR

Presents theory and practice of how organizational design affects group and interpersonal interactions as it applies to healthcare. Includes organizational structures, culture, and change management. Case studies used to bring contextual focus on radiation and diagnostic imaging departments and the global healthcare industry. **Prerequisite:** Acceptance into the program or permission of instructor.

### RAIM 340

#### Human Resources Management in Health Professions • 5 CR

Examines laws, regulations and practices relating to employment in healthcare settings, including requirements for staffing, evaluating employee performance, career development, union relationships, health, safety security, diversity issues, probation and dismissal. Case studies are used to bring a contextual focus on radiation and imaging departments and in a global healthcare industry. **Prerequisite:** Acceptance into the program or permission of instructor.

### RAIM 350

#### Legal & Regulatory Aspects of Healthcare • 5 CR

Covers laws and regulations pertaining to healthcare. Topics include contracts with equipment vendors, HIPAA and Stark laws, and insurance. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry. **Prerequisite:** Acceptance into the program or permission of instructor.

### RAIM 401

#### Marketing in Healthcare Environment • 5 CR

Covers marketing in healthcare including aspects of business-to-business and business-to-customer. Topics include marketing strategies, cost benefit analysis, and assessment of success of marketing campaigns. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the global healthcare industry. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIM 410

### **Institutional Quality & Safety Management • 5 CR**

Covers management of hospital and departmental accreditation. Includes principles of total quality management, interpretation of accreditation standards, design of processes to address standards, and preparation for a site visit. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIM 440

### **New Business Planning in Healthcare • 5 CR**

Covers planning and developing a new business venture within the healthcare industry. Includes plan development, pro-forma budget, estimates of market audience and planning, sources of financing, tracking response and success. Case studies are used to bring a contextual focus on radiation and diagnostic imaging departments and the healthcare industry. **Prerequisite:** RAIM 401 or permission of instructor.

## RAIM 460

### **Management & Leadership in Healthcare • 5 CR**

Prepares for leadership roles in healthcare. Topics include relations with diverse and/or remotely located staff, global and virtual employees, communication skills for managers, time management, motivating employees, and conflict resolution. Case studies are used to bring a contextual focus on radiation and imaging departments and a global healthcare industry. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIM 475

### **Capstone Project • 5 CR**

Students review, integrate and practice the skills and knowledge covered throughout the Radiation and Imaging program. Students select a complete and significant project drawn from case studies involving both management and technology components. **Prerequisite:** Acceptance into the program or permission of instructor.

## **Radiation & Imaging Technology**

## RAIT 301

### **Sectional Anatomy • 3 CR**

Presents normal human anatomy in various planes using Computed Tomography (CT), Magnetic Resonance (MR), interventional, and cardiac catheter images. Either RAIT 301 or IMAGE 250 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 302

### **Body Pathophysiology • 3 CR**

Presents pathologies of the abdomen, chest, and neck with physiological implications pertinent to Computed Tomography, Magnetic Resonance, interventional, and Cardiac Catheter imaging modalities. Either RAIT 302 or IMAGE 265 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 303

### **Neuropathophysiology • 3 CR**

Presents neurological based pathologies and the related diagnostic/interventional procedures applied in evaluation and treatment. Either RAIT 303 or IMAGE 266 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 310

### **Computed Tomography Instrumentation & Procedures • 3 CR**

Designed to provide didactic preparation for advanced level certification exam in Computed Tomography scanning. Includes information pertaining to the equipment used, clinical application, specific technique applications, patient care and quality control. Either RAIT 310 or IMAGE 280 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 311

### **Clinical Practicum in Computed Tomography • 12 CR**

Provides the opportunity to develop required competencies for advance certification in Computed Tomography technology. Includes 40 hours per week for 11 weeks in a CT department. Either RAIT 311 or IMAGE 270 can be taken for credit, not both. **Prerequisite:** Acceptance to the program or permission of instructor.

## RAIT 312

### **Biology of Cancer • 5 CR**

Emphasis is on the cellular, genetic, biochemical and environmental aspects of the disease including discussion of the multiple disease nature of cancer, its diagnosis and treatment. Same as RAIT 312. Either BIOL 312 or RAIT 312 may be taken for credit, not both. Recommended **Prerequisite:** BIOL& 160 or BIOL& 211.

## RAIT 315

### **Magnetic Resonance Instrumentation & Procedures • 3 CR**

Presents the physics of magnetization, image production, image weighting, pulse responses, scanning procedures, magnet safety, and the role of the technologist. Either RAIT 315 or IMAGE 281 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 316

### **Clinical Practicum in Magnetic Resonance Imaging • 12 CR**

Provides the opportunity to develop required competencies for advance certification in Magnetic Resonance Imaging. Includes 40 hours per week for 11 weeks in an MRI department. Either RAIT 316 or IMAGE 271 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 320

### **Intervention Procedures • 3 CR**

Provides a survey of special diagnostic and interventional procedures. The technologist role and responsibilities in these procedures is discussed relative to equipment and supplies used, drugs administered, and assessing and monitoring of the patient. Either RAIT 320 or IMAGE 283 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 321

### **Vascular Interventional Clinical • 12 CR**

Provides the opportunity to develop required competencies for advanced certification in Interventional Vascular Technology. The course includes 40 hours per week for 11 weeks in and IR department. Either RAIT 321 or IMAGE 272 can be taken for credit, not both. **Prerequisite:** Acceptance into the program or permission of instructor.

## RAIT 325

### **Mammography • 4 CR**

Preparation for certification by the ARRT in mammography. In addition to didactic education, the course includes laboratory sessions in a Mammography department. **Prerequisite:** Acceptance into the program or permission of instructor.

**BC offers a bachelor of science degree in  
Radiation & Imaging Sciences.  
See page 27 for requirements.**

## Course Descriptions



### **RAIT 326** **Ultrasound Physics for Mammographers • 3 CR**

Covers acoustical physics, including the concepts and principles of sound transmission and the utilization of high frequency sound to produce images for diagnostic purposes. *Prerequisite:* Acceptance into the program or permission of the instructor.

### **RAIT 327** **Breast Ultrasound for Mammographers • 3 CR**

Reviews anatomy and physiology of the breast. Includes orientation to sectional imaging of the breast, correlation with mammographic images, and characterization of normal and abnormal findings from a sonographic viewpoint. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 328** **Ultrasound Equipment for Mammographers • 2 CR**

Introduces the ultrasound system. Includes detailed descriptions of essential parts of the ultrasound system using a variety of ultrasound machines, classroom demonstrations of system operations and technique, and practical application to breast anatomy and pathology. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 329** **Mammography Clinical Practicum • 4 CR**

Students are assigned to a mammography department for 132 hours to satisfy clinical competency requirements of the ARRT for eligibility to sit for the ARRT advanced level exam in mammography. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 330** **Breast Ultrasound for Sonographers • 3 CR**

Designed for ARDMS certified sonographers who want to gain didactic preparation level certification in breast ultrasound. Content covers all areas included in the breast specialty exam offered by the ARDMS. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 331** **Clinical Practicum in Breast Ultrasound • 12 CR**

Provides the opportunity for ARDMS certified sonographers to develop competencies in breast ultrasound, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the breast specialty exam offered by the ARDMS. Course includes 40 hours per week for 11 weeks in the clinical setting. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 340** **Fetal Echocardiography for Sonographers • 3 CR**

Designed to provide didactic preparation for ARDMS certified sonographers for advanced level certification in fetal echocardiography. Content covers all areas included in the specialty exam offered by the ARDMS. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 341** **Clinical Practicum for Fetal Echocardiography • 12 CR**

Provides the opportunity for ARDMS certified sonographers to develop competencies in fetal echocardiography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 344** **Sonographer Vascular Technology • 3 CR**

Designed to provide didactic preparation for ARDMS certified sonographer for advanced level certification in vascular technology. Content covers all areas included in the specialty exam offered by the ARDMS. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 345** **Clinical Practicum for Vascular Sonography • 12 CR**

Provides the opportunity for ARDMS certified sonographers to develop competencies in vascular sonography, including the required numbers and variety of exams for advanced level certification. Content covers all areas included in the specialty exam offered by the ARDMS. The course includes 40 hours per week for 11 weeks in the clinical setting. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 350** **Nuclear Cardiology • 5 CR**

Covers all aspects of nuclear cardiology, including anatomy, physiology, pathology, electrocardiography, acquisition and processing of nuclear cardiology studies, stress testing (both exercise and pharmacologic), emergency care in the nuclear cardiology department, and correlative imaging. The course is designed to prepare students for the Nuclear Cardiology (NCT) examination. *Prerequisite:* Acceptance into the program.

### **RAIT 360** **Positron Emission Tomography • 3 CR**

Covers all aspects of positron emission tomography, including the physics of coincidence imaging, instrumentation, clinical and basic research uses, and reimbursement issues. The use of computed tomography in conjunction with PET is discussed. The course is designed to prepare students for the PET certification examination. *Prerequisite:* Acceptance into the program or permission of instructor.

### **RAIT 361** **Clinical Practicum Positron Emission Tomography • 12 CR**

Provides the opportunity to develop required competencies for certification in Positron Emission Tomography. Course includes approximately 396 hours in one or more PET departments and clinics. Students work with combined PET/CT scanners. Course does not address clinical training in computed tomography. *Prerequisite:* Acceptance into the program or permission of instructor.

## RAIT 401

### Advanced Sectional Anatomy • 2 CR

Designed for students having completed a sectional anatomy course. Neuro and vascular anatomy, and sectional images of joint and extremity body areas presented with Computed tomography and Magnetic Resonance images. Either RAIT 401 or IMAGE 251 can be taken for credit, not both. *Prerequisite:* RAIT 301 or permission of instructor.

## RAIT 410

### Advanced Computed Tomography Procedures • 3 CR

Presents state of the art Computed Tomography technology and procedures. Emphasis placed on protocols utilized to image pathologies and the potential applications of CT in evaluation of disease progression following treatment. *Prerequisite:* RAIT 310 or CT certification or permission of instructor.

## RAIT 415

### Advanced Magnetic Resonance Imaging Procedures • 3 CR

Designed for those currently employed as Magnetic Resonance technologists or those having completed a formal MR instrumentation course. Includes a brief review of MR physics, an in-depth analysis of fast imaging pulse sequences, advanced clinical application, advanced hardware, and a review of current research activity in continued application of Magnetic Resonance Imaging. *Prerequisite:* RAIT 315 or Magnetic Resonance certification or permission of instructor.

## RAIT 490

### Information & Imaging Management • 3 CR

Covers existing data standards, data and information quality, the nature of imaging data, and the ways in which imaging data and information are used within radiology departments and by users outside of radiology. Students apply classroom concepts in their own work and practice settings. *Prerequisite:* Acceptance into the program or permission of instructor.

## RAIT 495

### Quality Assurance & Accreditation • 5 CR

Covers the principles and practice of quality assurance in medical settings, radiology, and radiation therapy departments. These principles are applied to design a project related to quality assurance. *Prerequisite:* Acceptance into the program or permission of instructor.

## Radiation Therapy

Health Sciences, Education  
& Wellness Institute (HSEWI)

## RADON 100

### Principles of Oncology • 4 CR

Explores causes, classification, diagnosis, detection, spread, and management of cancer. *Prerequisite:* Acceptance into program.

## RADON 101

### Principles of Dose Calculation • 3 CR

Explores principles and methods for calculation of treatment times in administering radiation therapy treatments. *Prerequisite:* Acceptance into program.

## RADON 102

### Radiographic Physics • 2 CR

Examines x-ray circuit tubes, x-ray equipment, design and application, test equipment, image intensification, and cineradiography. *Prerequisite:* Acceptance into program.

## RADON 103

### Radiographic Techniques • 2 CR

Explores essential factors in radiographic technique. *Prerequisite:* Acceptance into program.

## RADON 104

### Radiation Therapy Physics I • 3 CR

Explores principles of physics as applied to radiation therapy. Topics include forces of nature, atomic structure, radioactive decay, and specific activity and beam intensity calculations. *Prerequisite:* Acceptance into program.

## RADON 105

### Principles & Practice of Radiation Therapy I • 2 CR

Explores the machines and treatment delivery accessories used during administration of radiation therapy. *Prerequisite:* Acceptance into program.

## RADON 111

### Clinical Practice I • 3 CR

Provides 15 hours per week of supervised clinical instruction at an affiliated hospital or health care facility. Students get orientation to the setting and begin the competency-based educational sequence. *Prerequisite:* Acceptance into program.

## RADON 112

### Clinical Practice II • 5 CR

Provides 15 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

## RADON 113

### Clinical Practice III • 5 CR

Provides 15 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

## RADON 114

### Clinical Practice I • 13 CR

Provides 11 weeks, 40 hours per week, of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. *Prerequisite:* Acceptance into program.

## RADON 115

### Principles of Simulation • 2 CR

Presents basic principles of radiation therapy simulation. Topics include rationale for simulation, legal aspects, equipment components and operation, positioning techniques, imaging techniques and analysis, measurement and documentation. *Prerequisite:* Acceptance into Program.

## RADON 119

### Legal Issues in the Radiologic Sciences • 2 CR

Introduces students to communication and conflict resolution skills pertinent to health care. Other topics include an overview of ethical theories and current legal and ethical issues in health care (specifically in oncology). *Prerequisite:* Acceptance into program.

## RADON 120

### Radiologic Sciences Patient Care • 2 CR

Explores general care of the patient, emphasizing the role of the radiation therapist in various nursing situations. *Prerequisite:* Acceptance into program.

## RADON 125

### Medical Terminology for Radiologic Sciences • 1 CR

Presents a systematic approach to medical terminology, combining word roots, prefixes, and suffixes. *Prerequisite:* Acceptance into program.

## RADON 127

### Sectional Anatomy • 2 CR

Presents sectional anatomy using CT and MRI images. *Prerequisite:* Acceptance into program.

## RADON 130

### Psychosocial Aspects of Cancer Care • 2 CR

Explores psychosocial issues related to the care of patients with cancer. Students discuss stress, fear, stages of acceptance, belief systems, etc. Format includes lecture, role-playing, outside resources. *Prerequisite:* Acceptance into program.

## Course Descriptions



### **RADON 150** **Pathology • 4 CR**

Studies changes that occur in disease and injury, and their application to the radiologic sciences. Students review basic concepts of oncologic pathology. *Prerequisite:* Acceptance into program.

### **RADON 194/195/196/197** **Special Topics in Radiation Therapy • VI-5 CR**

Explores issues of special interest to students and radiation therapists. May be used as continuing education for certified Radiation Therapy Therapists. *Prerequisite:* Acceptance into program.

### **RADON 199** **Individual Study in Radiation Therapy Technology • VI-5 CR**

Covers a variety of topics to acquaint the radiation therapy student with the role of radiation oncology in cancer management. May be repeated for a maximum of 15 credits. *Prerequisite:* Acceptance into program.

### **RADON 201** **Radiation Therapy Physics II • 3 CR**

Explores interactions of ionizing radiation with matter, high-energy particle beams, measurement of radiation, calibration of radiation therapy treatment machines, and brachytherapy implants. *Prerequisite:* Acceptance into program.

### **RADON 202** **Treatment Planning I • 2 CR**

Explores principles of radiation therapy treatment planning, including patient positioning, immobilization, and contouring techniques. *Prerequisite:* Acceptance into program.

### **RADON 203** **Treatment Planning II • 5 CR**

Presents a variety of radiation therapy treatment techniques and dose calculation methods. *Prerequisite:* Acceptance into program.

### **RADON 204** **Treatment Planning III • 4 CR**

Presents additional special treatment techniques used in radiation therapy. Topics include moving beam, electron beam, orthovoltage therapy, matching fields, weighted fields, irregular fields, and three-dimensional treatment planning. *Prerequisite:* Acceptance into program.

### **RADON 211** **Clinical Practice • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

### **RADON 212** **Clinical Practice VI • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

### **RADON 213** **Clinical Practice VII • 8 CR**

Provides 24 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. *Prerequisite:* Acceptance into program.

### **RADON 214** **Clinical Practice VIII • 13 CR**

Provides 40 hours per week of supervised clinical instruction, progressing through a competency-based educational sequence. Students may be assigned to clinical education sites outside the greater Seattle area. *Prerequisite:* Acceptance into program.

### **RADON 220** **Principles & Practice of Radiation Therapy II • 2 CR**

Examines cancer epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of radiation therapy side effects. *Prerequisite:* Acceptance into program.

### **RADON 221** **Principles & Practice of Radiation Therapy III • 2 CR**

Continues RADON 220. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

### **RADON 222** **Principles & Practice of Radiation Therapy I • 2 CR**

Continues RADON 221. Students gain additional information on epidemiology, etiology, detection, diagnosis, classification, metastasis, treatment, and management of side effects. *Prerequisite:* Acceptance into program.

### **RADON 224** **Concept Integration • 1 CR**

Provides review of all areas for the American Registry of Radiologic Technologists (ARRT) examination in Radiation Therapy. Students work in teams to develop a simulated exam based on ARRT content specifications. *Prerequisite:* Acceptance into program.

### **RADON 225** **Quality Management • 1 CR**

Explores the principles of a quality management program for a radiation oncology department. Students learn specific procedures for quality control. *Prerequisite:* Acceptance into program.

### **RADON 240** **Radiation Biology • 3 CR**

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and therapist. *Prerequisite:* Acceptance into program.

### **RADON 294/295/296/297** **Special Topics in Radiation Therapy • VI-5 CR**

Explores issues of special interest to students and radiation therapists. May be used as continuing education for certified Radiation Therapy Therapists. *Prerequisite:* Acceptance into program.

### **RADON 299** **Individual Study in Radiation Therapy Technique • VI-5 CR**

Covers a variety of topics to acquaint the radiation therapist with the role of radiation oncology in cancer management. May be repeated for a maximum of 15 credits. *Prerequisite:* Acceptance into program.

## Radiologic Technology

Health Sciences, Education  
& Wellness Institute (HSEWI)

### RATEC 101

#### Introduction to Radiologic Technology • 1 CR

Surveys types and operations of hospital radiology departments. Students learn medical ethics, basic radiation protection, chemistry and methods of film processing, and construction of film. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 102

#### Radiographic Physics • 5 CR

Examines x-ray circuits, tubes, and x-ray equipment. Topics include design and application, troubleshooting and maintenance, equipment testing, image intensification, cineradiography, and advanced imaging procedures. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 103

#### Principles of Radiographic Exposure • 3 CR

Presents basic elements of radiologic technique and other factors influencing it. Format includes two hours lecture and two hours lab each week. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 104

#### Advanced Radiographic Procedures • 4 CR

Examines the theory and principles of contrast media used in radiologic examinations and special positioning. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 105

#### Introduction to Radiographic Technique • 2 CR

Introduces concepts of electromagnetic radiation necessary to understanding the production and control of x-radiation. Students learn how the radiographic image is created and what factors affect the appearance of that image. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 106

#### Computed Imaging • 2 CR

Presents computed imaging in comparison to screen-film technology. Topics include identifying components understanding how they affect the image, and quality control. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 107

#### Positioning & Related Anatomy I • 2 CR

Presents basic positioning principles and terminology. Students get demonstration and film evaluation experience in positioning and related anatomy of the chest, abdomen, and upper extremities. Format includes one hour lecture and two hours lab each week. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 108

#### Positioning & Related Anatomy II • 3 CR

Provides demonstration and film evaluation experience in positioning and related anatomy of the spine, pelvis, and lower extremities. Format includes one hour lecture and two hours lab each week. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 109

#### Positioning & Related Anatomy III • 3 CR

Provides demonstration and film evaluation experience in positioning and related anatomy of the skull, facial bones, sinuses, and mastoids. Format includes one hour lecture and two hours lab each week. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 110

#### Clinical Education I • 3 CR

Provides supervised clinical experience at an affiliated health care site. Beginning RATEC students are assigned to clinical education sites, 40 hours per week for 2 weeks. Students get an orientation to hospital and department procedures, participate in ancillary radiology activities, and observe and perform diagnostic radiologic procedures. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 111

#### Clinical Education II • 5 CR

Second in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Students observe and perform diagnostic radiologic procedures. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 112

#### Clinical Education III • 5 CR

Third in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 113

#### Clinical Education I • 5 CR

Fourth in a series of supervised clinical education experiences. Students are assigned to clinical sites, 15 hours per week. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 120

#### Basic Patient Care Procedures • 2 CR

Presents basic nursing procedures, emphasizing the role of the radiologic technologist in various patient-care situations. Incorporates seven hours of AIDS and blood-borne pathogen education. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 121

#### Patient Care • 2 CR

Examines patient care and assessment in the imaging department, as well as in other special care units. Topics include medications and their administration, acute patient care, bedside radiography, and patient lines and tubes. Healthcare Provider BLS is also included. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 125

#### Medical Terminology • 1 CR

Presents a systematic approach to medical terminology, combining word roots, prefixes, and suffixes. **Prerequisite:** Acceptance into program or permission of instructor.



## Course Descriptions

### RATEC 127

#### Introduction to Sectional Anatomy • 2 CR

Expands knowledge of anatomy through the introduction of transverse and sagittal orientations. Students review normal anatomy of the brain, chest, abdomen, pelvis, and neck and spine. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 207

#### Concept Integration • 2 CR

Prepares students for the American Registry of Radiologic Technologists exam through a comprehensive review. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 210

#### Clinical Education • 13 CR

Fifth in a series of supervised clinical education experiences. Students work 40 hours per week for 11 weeks. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 211

#### Clinical Education VI • 8 CR

Sixth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 212

#### Clinical Education VII • 8 CR

Seventh in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 213

#### Clinical Education VIII • 8 CR

Eighth in a series of supervised clinical education experiences. Students work at clinical sites, 24 hours per week. Specific performance objectives are established for the student. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 220

#### Pathology I • 3 CR

Introduces changes that occur in disease and injury, with application to radiologic technology. Topics include respiratory, skeletal, gastrointestinal, and urinary systems. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 221

#### Pathology II • 2 CR

Continues RATEC 220. Students become familiar with the etiology, symptoms, prognosis, and imaging of disease processes of the cardiovascular, nervous, hemoparetic, endocrine, and reproductive systems. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 230

#### Quality Assurance • 2 CR

Presents theory and practice for operating a successful quality assurance program in a diagnostic radiology department. Students discuss the importance of quality control with respect to health care costs, radiation exposure to patients, and improvement of the diagnostic quality of films. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 240

#### Radiation Biology & Protection • 3 CR

Explores types of radiation, interaction of radiation with matter, and the effects of those interactions in human tissue. Students learn methods and principles of radiation protection for both patient and technologist. **Prerequisite:** Acceptance into program or permission of instructor.

### RATEC 294/295/296/297

#### Special Topics in Radiology • V1-5 CR

Allows study of special topics that may be necessary to update students in the field of radiologic technology. **Prerequisite:** Acceptance into program or permission of instructor.

## Recreation Leadership

Health Sciences, Education  
& Wellness Institute (HSEWI)

### RECED 154

#### Recreational Resources • 5 CR

Presents the history, philosophy, and theory of play. Topics include types of organizations and facilities and the economic importance of recreation. Format includes field trips and guest lectures.

### RECED 244

#### Camp Counseling • 3 CR

Surveys organized camping in America. Topics include counselor qualifications and responsibilities and planning, organizing, and operation of camping programs. Students practice leadership skills in a class laboratory and camp setting.



### RECED 260

#### Northwest Fitness Exploration • 2 CR

Students meet at nearby sites in the Cascades Mountains. A variety of outdoor activities are introduced with a focus on basic skills and safety practices. Activities include snowshoeing, plant identification, fly fishing, NW geology, orienteering, backpacking, outdoor food preparation, camping, and bouldering.

### RECED 290

#### Therapeutic Recreation • 5 CR

Introduces the history and philosophy of therapeutic recreation for individuals with disabilities. Students focus on understanding the basic problems, needs, and strengths of all disability groups in relation to developing and implementing a therapeutic recreation program. Format includes field trips to local agencies and a practicum component.

## Sociology

### Social Science

Students pursuing an Associate in Arts and Science transfer degree may elect to complete an "academic concentration" in Sociology by completing 20 credits in the concentration discipline. The following courses are required: SOC 101 and an additional fifteen credits from SOC 105, 120, 121, 253, 254, 256, 257, 258, 262, or 264. Please note: students may apply only five credits from the concentration discipline to Basic Skills and distribution requirements. The remaining 15 credits will apply as electives.

### SOC& 101

#### Introduction to Sociology • 5 CR

*Previously SOC 110*

Investigate the human social condition, and develop a useful way to think critically about the world around you. Themes include power dynamics, culture, the development of self in society, deviance, stereotyping, and/or the social construction of knowledge.

## SOC 105

### Sociology of Blacks in America • 5 CR

Explore the social and cultural background of Blacks in America. Themes include music and popular culture, activism, politics, and/or social change. Same as ETHN 105. Either SOC 105 or ETHN 105 may be taken for credit, not both. **Prerequisite:** Placement by assessment into ENGL& 101 ENGL 092 or 093 with a C- or better, or entry code.

## SOC 120

### Introduction to Native American Studies • 5 CR

Provides an historical and contemporary perspective on the social, political, and cultural issues of the Indigenous Peoples of North America. Students explore Indigenous literature, and the representation of Native peoples in film and television, among other areas. **Recommended:** ENGL& 101.

## SOC 121

### Native Americans & Film • 5 CR

Provides an historic and contemporary perspective on the representations of Native Americans in cinema. Explores the invention of Natives in Hollywood and the creation of a Native aesthetic. Same as ETHN 121. Either SOC 121 or ETHN 121 may be taken for credit, not both. **Recommended:** ENGL& 101.

## SOC 122

### Activism & Popular Culture • 5 CR

Provides an historic and contemporary perspective on social and political movements through the lens of popular culture. Students explore literature, film, music, and news media to critically understand a given social/political movement in the United States. **Recommended:** ENGL& 101 and SOC& 101.

## SOC 150

### Sociology of Children & Youth • 5 CR

Explore the ideas and experiences of children and youth, and learn to apply sociological thinking to everyday life. Themes include youth subcultures, children's rights, identity development, friendships and dating, popular culture, and social problems of youth like drug use and eating disorders.

## SOC 194/195/196/197

### Special Topics in Sociology • V1-10 CR

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

## SOC 198

### Seminar in Sociology • V1-10 CR

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

## SOC 199

### Individual Studies in Sociology • V1-10 CR

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

## SOC& 201

### Social Problems • 5 CR

*Previously SOC 170*

Analyze the social-structural foundations of, and solutions to contemporary social problems. Investigate issues such as homelessness, violence and war, racism, education in America, and/or the criminal justice system in an active and cooperative learning environment. Designed for the entering student.

## SOC 205

### Cultural Studies • 5 CR

What (and who) makes culture in America? Study some of the most important thrusts in Cultural Studies, and trace the history of Cultural Studies as a field. Themes may include the development of cultural studies, high/low brow culture, and analysis of art, film, media, and network societies. **Recommended:** ENGL& 101.

## SOC 210

### Sociology of Popular Culture • 5 CR

What makes popular culture "popular" and who decides for us? Wrestle with the notion of whether popular culture defines society, or if society defines popular culture by studying television, music, film, and more. Themes include social construction, audience reception, and network societies. **Recommended:** ENGL& 101.

## SOC 215

### TV Culture & Society • 5 CR

Study how television affects various forms of knowledge, ways of thinking, and core elements of our social lives. Themes include television culture, dominant and subversive TV, technological voyeurism, how to watch the news, and the social history of television. **Recommended:** ENGL& 101.

## SOC 220

### Introduction to Social Research • 5 CR

Engage the sociological imagination! Learn how knowledge is produced and developed by analyzing the steps of sociological research. Gain practical experience in researching social issues. Designed for students in social sciences and health sciences. **Prerequisite:** Placement by assessment into MATH& 141 or MATH 099 with a C- or better and 5 credits in Social Science with a C- or better or permission of instructor.

## SOC 225

### Introduction to Social Theory • 5 CR

Why do we do what we do? Explore classic and contemporary social thought about humans and our societies. Learn how to read, analyze, and critique important social theories. **Recommended:** ANTH& 100 or SOC& 101 or ECON 100.

## SOC 230

### Sociology of Education • 5 CR

Examine the crucial roles education and schools play in society. How do schools both encourage and discourage social change? Themes include the social context and culture of schools in America, gender differences in education, the economics of schooling, racial and ethnic segregation, political controversies about schools, and/or school reform. **Recommended:** ANTH& 100 or PSYC& 100 or SOC& 101.

## SOC 240

### Social Psychology • 5 CR

Examine the actions of individuals and groups in a social context. Topics include the influence of social learning on attitudes, perception, and personality, persuasion, conflict, attraction, altruism, and aggression. Same as PSYCH 240. Either SOC 240 or PSYCH 240 may be taken for credit, not both. **Prerequisite:** PSYC& 100 or SOC& 101 or permission of instructor.

## SOC 246

### Sociology of Religion • 5 CR

Critically engage the relationship religion has with American Society. Themes include various beliefs and practices, cults, popular culture, death and dying, political economy, and/or social change. **Recommended:** SOC 101.

## SOC 248

### Public Health • 5 CR

What is Public Health, and how does it differ from Health Care? Investigate the role of the American Public Health system and how it impacts different groups across racial, class, and gender lines. Themes may include the social history of Public Health, needle exchange programs, and germ panic in America. **Prerequisite:** ENGL& 101 recommended.

## SOC 250

### Aging in America • 5 CR

Study how the experience of aging affects individuals, families, and society. What does it mean to be young, middle-aged, or elderly in American society? Examine the social transitions of life from a sociological perspective. Themes may include rites of passage, age discrimination, work and retirement, sexuality and relationships, health, illness and care giving. **Prerequisite:** PSYC& 100 or SOC& 101 or permission of instructor.

## Course Descriptions

### SOC 252

#### **Sociology of Work • 5 CR**

Explore the socio-historical meaning of the phrase “Get a Job!” Understand the complexities of workers, poverty, and social reform. See yourself as a worker, and critically understand what that may mean in America. Topics may include Unions, the class system in America, and the idea of a “good job.” *Recommended:* ENGL& 101.

### SOC 253

#### **Men & Masculinities • 5 CR**

Critically analyze the social construction of masculinities and explore the variations in male experiences that differ by social class, race, ethnicity, and sexual orientation. Investigate the meanings of “masculinity” as well as the difficulties of creating and negotiating male identities in the U.S.

### SOC 254

#### **Sociology of Gender • 5 CR**

Explore the social context of sex and gender. Investigate the wide-ranging similarities and differences in women’s and men’s experiences. Themes may include media stereotyping, gender roles, sex segregation in the workforce, sexual politics, and the experiences of women and men in schools and in families. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 recommended.

### SOC 255

#### **Families in American Society • 5 CR**

Explore changes in the culture and structure of families in contemporary society. Themes include single parenting, new family structures, marriage, divorce, childhood, and/or courtship and dating. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 or permission of instructor.

### SOC 256

#### **Sociology of Sexualities • 5 CR**

Critically investigate sexual behavior and sexuality in contemporary America from a sociological perspective. Themes may include gender construction, the sexual self, the sex industry, attitudes about the body, and/or sex in popular culture. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 or permission of instructor.

### SOC 257

#### **Queer Studies • 5 CR**

Explore the social, cross-cultural, and historical issues related to lesbian, gay, bisexual, transgender, and queer identified peoples in the United States. Using Sociology, literature, art, history, and popular culture, we will investigate the relationship between homophobia, heterosexism, heterosexuality and the societal structures that create and perpetuate systems of inequality.

### SOC 258

#### **Sociology of the Body • 5 CR**

Examine how cultures think about the body. Explore how society shapes bodies and how humans “perform” individual and group identities through bodies and bodily manipulation. Themes may include tattooing and body piercing, beauty standards and plastic surgery, transgenderism, race/ethnicity, and disability. No knowledge of anatomy is required. *Prerequisite:* ANTH& 100 or SOC& 101 or SOC 256 recommended.

### SOC 260

#### **Death and Dying • 5 CR**

What happens to your physical body when you die? Who decides what happens? Critically examine the social history and the business of death and dying in America as it has changed over time. Topics may include death in popular culture, the business of death, and the employment that death provides. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 or permission of instructor.

### SOC 262

#### **Sociology of Race & Ethnicity • 5 CR**

Examine the complexities of race and ethnicity in America. Themes include current events, representations in popular culture, the development of a racial self, and/or the interaction of race and social class. *Prerequisite:* SOC& 101 or permission of instructor.

### SOC 264

#### **Intersections of Race Class & Gender • 5 CR**

Explore how race, class, and gender interact and are embedded in social and cultural frameworks. Themes may include poverty and privilege, socialization, stereotypes, and/or media images. *Prerequisite:* SOC& 101 or SOC 262 recommended.

### SOC 265

#### **Urban Sociology • 5 CR**

Investigate the structures and activities of city life. Themes include urban development, decay, renewal, art and architecture, wealth and poverty, growth of the suburbs and/or overall transformation of the city. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 or permission of instructor.

### SOC 268

#### **Sociology of Food • 5 CR**

From where does your food come? Why and when do you eat what you do? Critically analyze the social history of food production and consumption in America over time. Themes include the changing rhythms of food development, understanding diet and nutrition from a cultural perspective, and food in pop culture. *Prerequisite:* ENGL& 101 recommended.

### SOC 270

#### **Deviance • 5 CR**

Critically explore deviance as an ever-changing idea in society. Understand the impact social values have on the development of deviance. Themes may include religion, family, crime, and/or popular culture. *Prerequisite:* ANTH& 100 or PSYC& 100 or SOC& 101 or permission of instructor.

### SOC 275

#### **Technology in Society • 5 CR**

What is the role technology plays in society and in your life? Dig deeply into the social realm of technology. Investigate how identities are created, re-created, and challenged through mediated technologies. Topics may include network societies, hyper-realities, the digital divide, and the global and social histories of technology. *Prerequisite:* ENGL& 101 recommended.

### SOC 294/295/296/297

#### **Special Topics in Sociology • V1-10 CR**

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

### SOC 298

#### **Seminar in Sociology • V1-10 CR**

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

### SOC 299

#### **Individual Studies in Sociology • V1-10 CR**

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

**Most Sociology classes fulfill  
Social Science requirements  
for a transfer associate degree.**

**Technical Support**

Institute for Business and Information Technology (IBIT)

**TECH 199**

**Independent Studies in Technology • V1-10 CR**

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

**TECH 215**

**PC Analysis & Configuration I • 5 CR**

Presents the basics of PC hardware and software installation and configuration. Topics include installation of operating systems and basic troubleshooting techniques, BIOS, IDE, system optimization, motherboards, printers, and CMOS set-up. Students gain hands-on instruction. Course includes about 50% of the competencies required for A+ certification. *Prerequisite:* Placement by assessment into ENGL& 101 or ENGL 092 or 093 with a C- or better. Recommended BTS 161 or equivalent course work or experience.

**TECH 217**

**PC Analysis & Configuration II • 5 CR**

Presents in-depth PC hardware and software installation and configuration. Topics include DOS and Windows configuration, memory management, advanced troubleshooting, communications, introductory network installation and configuration, basic electrical concepts and measurement, IRQs, DMA, and I/O addresses. Includes hands-on instruction. Course includes about 50% of the competencies required for A+ certification. *Prerequisite:* TECH 215 at BC with a C- or better, or entry code.

**TECH 223**

**Using & Supporting Linux • 5 CR**

Hands-on training covers the fundamentals of Vendor Independent Linux operating systems. Students install, configure, use and administer Linux. Includes competencies required for Linux+ certification. *Prerequisite:* NSCOM 221 with a C- or better.

**TECH 289**

**Portfolio Evaluation of Work Experience • 4 CR**

Students work independently to prepare portfolio materials demonstrating their problem solving skills and experience. Must have at least six months of full-time job experience in a position closely related to the anticipated IT degree and must be on track to graduate within two academic quarters. Course is graded credit/no credit. *Prerequisite:* Permission of instructor.

**TECH 293**

**Technical Support Internship I • 4 CR**

First in a two-quarter technical support internship on campus. Students provide technical assistance to BC faculty and staff using the Tech Support and NSCOM lab. For IT degree students only. Provides non-paying, credit-earning, on-the-job experience. Course is graded credit/no credit. *Prerequisite:* Entry code.

**TECH 294**

**Technical Support Internship II • 4 CR**

Continues TECH 293, for additional non-paying credit-earning, on-the-job experience in technical support. For TECH degree students only. *Prerequisite:* TECH 293 at BC and an entry code.

**TECH 295/296/297**

**Special Topics in Technology • V1-10 CR**

Allows specialized or in-depth study of a subject related to computing technologies and/or technical support practices. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics. *Prerequisite:* Permission of instructor.

**TECH 299**

**Independent Studies in Technology • V1-5 CR**

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

**Theatre Arts**

Arts & Humanities

An asterisk (\*) indicates a performance class. Use of performance classes in the distribution area of the Arts & Science transfer degree is limited to 5 credits.

**Dance**

**DANCE 130\***

**Jazz Technique I • 2 CR**

Develops the movement techniques that are the basis for a highly energized, theatrical style of jazz dance. May be repeated for a maximum of 4 credits.

**DANCE 131\***

**Jazz Technique II • 2 CR**

Continues DANCE 130, with students performing at a more advanced level. Students learn nuances of style, rhythm, and dynamics. May be repeated for a maximum of 6 credits. *Prerequisite:* DANCE 130 or permission of instructor.



**DANCE 140\***

**Ballet Technique I • 2 CR**

Introduces the principles, techniques, and vocabulary of classical ballet. Students learn placement, flexibility, strength, and coordination. For beginning and advanced-beginning students. May be repeated for a maximum of 6 credits.

**DANCE 141\***

**Ballet Technique II • 2 CR**

Expansion of the principles, techniques, and vocabulary of classical ballet. Students continue to develop in all areas of technique as they gain flexibility, strength and coordination. For advanced beginning, intermediate and continuing students. *Prerequisite:* Dance 140 or equivalent recommended.

**DANCE 151\***

**Contemporary Dance I • 2 CR**

Introduces basic technique and movement studies. Students gain flexibility and strength together with movement vocabulary. May be repeated for a maximum of 6 credits. Same as PE 151. Either DANCE 151 or PE 151 may be taken for credit, not both.

**DANCE 152\***

**Contemporary Dance II • 2 CR**

Continues Contemporary Dance I with longer and more challenging movement combinations. Students should consult with the program advisor to determine ability. May be repeated for a maximum of 6 credits. Same as PE 152. Either DANCE 152 or PE 152 may be taken for credit, not both.

## Course Descriptions

### DANCE 201\*

#### Dance Ensemble I • V1-5 CR

Emphasizes dance as a performing art form. Students learn in various settings, including a company class, formal and informal improvisation, and solo or small group work. Course may be repeated for a maximum of 15 credits. **Prerequisite:** Audition and permission of instructor.

### DANCE 202\*

#### Dance Ensemble II • V1-5 CR

Continues DANCE 201, with emphasis on rehearsing for specific dance works. Students with appropriate experience and ability get an introduction to choreography. Course may be repeated for a maximum of 15 credits. **Prerequisite:** DANCE 201 and permission of instructor.

### DANCE 203\*

#### Dance Ensemble III • V1-5 CR

Continues DANCE 202, with emphasis on performance. Students gain technical and performing skills and experience in dance concert production. Course may be repeated for a maximum of 15 credits. **Prerequisite:** DANCE 202 or permission of instructor.

## Drama

The course designation for this program changed from DRAMA to DRMA summer 2008. Course number remains the same unless otherwise noted.

### DRMA& 101

#### Introduction to the Theatre • 5 CR

Explores the theatre experience from a variety of perspectives, including the audience, the playwright, the actor, the designer, and the director. Attendance required at one on campus performance.

### DRMA 151\*

#### Basic Acting Fundamentals • 5 CR

Introduces the basic techniques and tools used by the actor. Moving from improvisation to scene work, students learn warm ups, theatre games, vocal physical and emotional awareness, listening skills, and beginning textual analysis using objectives, obstacles and tactics.

### DRMA 152\*

#### Basic Acting Movement • 5 CR

Concentrates on tuning the actor's body. Students gain fluidity, flexibility, and agility and develop specific skills such as stage fights and mime. Students practice dramatic situations incorporating both character work and strenuous physical activity.



### DRMA 153\*

#### Basic Acting Scene Study • 5 CR

Emphasizes interpretation of the text through work on scenes and monologues. Students work with scene partners, develop a character and explore the scenes using textual analysis to find objectives and obstacles for performance.

### DRMA 154\*

#### Musical Theatre Acting Fundamentals • 3 CR

Introduces acting in musical theatre. Practical application of basic acting techniques for playing objectives and developing character are used to combine music, lyrics and written word into performance. Solos, duets and group scenes and songs are explored. Recommended DRMA 151.

### DRMA 155\*

#### Improvisation • 3 CR

Games, exercise and warm ups are used to build the skills needed in individual and group improvisations. Practical application emphasizes team building and the basic structure and format of a comic sketch. **Recommended:** DRMA 151.

### DRMA 161\*

#### Acting for Film & Media • 5 CR

Introduces acting techniques as applied to film and other media. Students become comfortable in front of a lens and learn to convey on-camera believability. Shot styles include masters, two shots, over-the-shoulders, and close-ups. Students also take roles behind the camera.

### DRMA 200

#### Drama Colloquium • 3 CR

Offers an in-depth analysis of the history and literature of the period for BC's annual drama production. Format includes discussion with the director, designers, and technical director of the production.

### DRMA 206

#### American Musical Theatre • 5 CR

Traces the development of the American Musical from its roots in Vaudeville, through the tap shows of the thirties, the classical musicals of Rodgers and Hammerstein, rock musicals, Sondheim, and Webber up to the newest musicals on and off Broadway. Covers script (book), dance, music, production, thematic material, and the cultural context in which each show was written. Lecture videos, CD's, scripts and a text are used.

### DRMA 210

#### Scene Technology • 4 CR

Presents theories and techniques, and equipment in theater lighting. Intensive lecture/lab format. **Prerequisite:** Concurrent enrollment in DRMA 290.

### DRMA 212

#### Stage Lighting • 4 CR

Presents basic theories, techniques, and equipment in theater lighting. Intensive lecture/lab format. **Prerequisite:** Concurrent enrollment in DRMA 290.

### DRMA 215

#### Scene Design • 4 CR

Introduction to set design. Students explore dramatic metaphor and the tangible execution of aesthetic. Students explicate dramatic texts, conceptualize scenic designs, draft working schematics and build models. Students collaborate and present their designs to the class.

### DRMA 224

#### Theatre History I • 5 CR

Introduces students to some of the greatest plays in the Western theater tradition from the Ancient Greeks through the 19th century. Theatrical conventions demonstrated in each major period are studied. The relationship between play writes and playmaking is explored.

### DRMA 230

#### Audition Technique • 2 CR

Exploration and practice techniques and materials required to audition for plays, musicals, and advanced theatre programs. May be repeated for a maximum of 6 credits.

### DRMA 251\*

#### Acting: Contemporary Scene Study • 5 CR

Acting training based on preparation of scene work in the context of the entire play. Students rehearse and perform scenes chosen from contemporary theater plays. A variety of acting methods are studied. **Prerequisite:** Permission of instructor and/or audition.

## DRMA 252\*

### Acting: Classical Scene Study • 5 CR

Acting training based on the preparation of scene work in the context of entire play. Selected plays provide scenes from the classics of pre-modern theatre from the Greeks to the 20th century. Students rehearse and perform scenes in class. **Prerequisite:** Permission of instructor and/or audition.

## DRMA 253\*

### Individual Scene Study • 5 CR

Acting training based on preparation, interpretation, and creation of solo work. The relationship between the performer and audience is emphasized. Students rehearse and perform monologues in class. **Prerequisite:** Permission of instructor and/or audition.

## DRMA 254\*

### Musical Theatre Scene Study • 3 CR

Continues skill building in the art and craft of acting in musical theatre. Practical application of singing and acting to perform scenes, songs, and duets from musical theatre are highlighted. **Prerequisite:** DRMA 154 or permission of instructor. **Recommended:** DRMA 251.

## DRMA 256\*

### Shakespearean Scene • 3 CR

Introduces the student actor to the plays of William Shakespeare. Modern acting practices are combined with various specific techniques of interpreting and applying Shakespeare's language to the stage. **Prerequisite:** DRMA 154 or permission of instructor. **Recommended:** DRMA 251.

## DRMA 280\*

### Studio Theater • 5 CR

All students are cast in the studio theater production. Students analyze, prepare, rehearse and perform a play. Provides practical experience in rehearsal and performance. Lecture/lab format. May be repeated for a maximum of 30 credits. **Prerequisite:** Permission of instructor.

## DRMA 281\*

### Advanced Studio Theater • V1-5 CR

All students are cast in the Studio Theater Production. Students analyze, prepare, rehearse and perform a play. Students also participate in cast leadership responsibilities. Provides practical experience in rehearsal and performance. May be repeated for a maximum of 10 credits. **Prerequisite:** DRMA 280 and permission of instructor.

## DRMA 284\*

### Musical Theatre Performance • 5 CR

Offers in-depth analysis of, and performance opportunity in, a musical theatre production. All students are cast in the musical. Lecture/lab format. May be repeated for a maximum of 30 credits. **Prerequisite:** permission of instructor.

## DRMA 285\*

### Advanced Musical Theatre Performance • V2-5 CR

All students cast in the musical cover in-depth analysis of, and performance in the musical theatre production. Lecture/lab format. May be repeated for a maximum of 30 credits. Required for students cast **Prerequisite:** permission of instructor.

## DRMA 290\*

### Technical Practice • 1 CR

Provides stage or light crew component of DRMA 210 or 212. Requires a minimum of 33 hours of backstage work on the studio theater production. **Prerequisite:** Concurrent enrollment in DRMA 210 or DRMA 212.

## DRMA 291\*

### Theater Practicum • 5 CR

Provides practical hands-on experience in theater production. Students work on the yearly main stage shows or on special projects for studio productions.

## DRMA 294/295/296/297

### Special Topics in Theatre Art • V1-5 CR

Allows focused study of topics supplementing the Theatre Arts curriculum. Topics are announced in the class schedule. May be repeated for a maximum of 10 credits.

## DRMA 299

### Individual Research • V1-5 CR

Covers individual study in some aspect of drama. Topics include acting, stage, costumes, lighting, publicity, playwriting, or directing. May be repeated for a maximum of 15 credits. **Prerequisite:** Permission of instructor.

## Translation & Interpretation

### Continuing Education

The Translation program is intended for bilingual students. Non-credit courses are also available. For more information, please call (425) 564-3177.

## TRANS 101

### Introduction to Translation & Interpreting • 3 CR

*Previously INTRP 101*

Introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skill necessary for the profession. Covers general problems involved in translating and interpreting. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 102

### Fundamentals of Interpreting • 3 CR

*Previously INTRP 102*

Covers the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 103

### Fundamentals of Translation • 3 CR

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear, and polished translations. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 104

### Technology for Translators & Interpreters • 3 CR

*Previously INTRP 104*

Introduction to the equipment and electronic tools used by professional translators and interpreters throughout their workflow. Develop basic skills using, assessing, and choosing appropriate hardware and software including computer-assisted translation tools. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 105

### Terminology Management & Research • 3 CR

*Previously INTRP 105*

Develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 106

### Ethics & Business Practice of Translation & Interpretation • 3 CR

*Previously INTRP 106*

Learn the role of the interpreter and translator in the business conference, medical and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts. **Prerequisite:** Acceptance into program, bilingual proficiency.

## TRANS 201

### Advanced Translation Skills I • 3 CR

*Previously TRANS 109*

Hands-on experience in the translation, editing, and finalization of actual commercial texts. Texts are drawn from a variety of fields including science technology, legal commercial, and medical. Emphasis is on professional presentation. Included is a team translation project. **Prerequisite:** Acceptance into program, bilingual proficiency.

## Course Descriptions

### TRANS 202

#### Advanced Interpreting Skills I • 3 CR

Previously INTRP 107

Provides opportunities for practical experience in the interpreting modes necessary for working in different settings. **Prerequisite:** Acceptance into program, bilingual proficiency.

### TRANS 203

#### Advanced Translation Skills II • 3 CR

Previously TRANS 110

Hands-on experience in the translation, editing, and finalization of actual commercial texts. Texts are drawn from a variety of fields including science technology, legal, commercial and medical. Emphasis is on professional presentation. Includes a team translation project. **Prerequisite:** Acceptance into program, bilingual proficiency.

### TRANS 204

#### Advanced Interpreting Skills II • 3 CR

Previously INTRP 108

Provides opportunities for practical experience in the interpreting modes necessary for working in different settings. Simultaneous, consecutive, and sight translation are practiced in different settings. **Prerequisite:** Acceptance into program, bilingual proficiency.

### TRANS 205

#### Advanced Translation Skills III • 3 CR

Previously TRANS 111

Practical experience in translation, editing, and finalization of more complex commercial texts in a variety of fields. **Prerequisite:** Acceptance into program, bilingual proficiency.

### TRANS 206

#### Advanced Interpreting Skills III • 3 CR

Previously INTRP 109

Advanced practical experience in the three interpreting modes necessary for working in different settings. **Prerequisite:** Acceptance into program, bilingual proficiency.

## Video Production

Institute for Business and  
Information Technology (IBIT)

### VIDEO 112

#### Video Foundations • 5 CR

Introduces the basics of video production utilizing a personal camcorder and video editing equipment. Students study video technologies, basic equipment operation, video composition, basic lighting and audio production planning, and visual storytelling. Students work in groups to create video projects utilizing post-production editing.



### VIDEO 122

#### Audio & Recording I • 5 CR

Introduces basic audio for use in video and computer media applications. Topics include basic sound characteristics, microphones, single and multi-track recording techniques, and sound reinforcement and enhancement. Students work on a production team to complete audio productions.

### VIDEO 210

#### Video Editing & Streaming • 5 CR

Covers computer-based video editing technologies. Topics include creation of digital video productions for inclusion in multimedia and web applications such as QuickTime and creation of video productions using digital non-linear editing technology. **Prerequisite:** VIDEO 112 at BC with a C- or better, or entry code.

### VIDEO 213

#### Audio & Recording II • 5 CR

Covers the acquisition, recording, processing, mixing, and distribution of digital audio for media applications. Students get hands-on practice working in multimedia, web, and digital video environments. Format includes readings, lectures, demonstrations, and audio-related projects in various digital media. **Prerequisite:** VIDEO 112 and 122, and WEBMM 110 at BC with a C- or better, or entry code.

### VIDEO 215

#### Video Field Production • 5 CR

Continues VIDEO 112 in a field setting, including intermediate and advanced shooting and editing techniques. Students practice field lighting and audio, production budgeting and planning, script writing, and storyboarding. Student production teams create professional-quality video productions. **Prerequisite:** VIDEO 112 at BC with a C- or better, or entry code.

### VIDEO 218

#### Video Studio Production • 5 CR

Continues VIDEO 112 in a video production studio setting. Students learn studio production planning, lighting, and audio along with basic video engineering. Students practice all crew positions, including floor director, camera operator, lighting technician, audio technician, technical director, and program director. **Prerequisite:** VIDEO 112 at BC with a C- or better, or entry code.

### VIDEO 221

#### Intermediate Video Production • 5 CR

Presents production techniques for a variety of video applications, including theatrical, news gathering, informational, and documentary-style productions. Students focus on pre-production planning and combining studio and field production into a final presentation, and help produce programming for college cable channel. **Prerequisite:** VIDEO 112, 215, and 218 at BC with a C- or better, or entry code.

### VIDEO 224

#### Motion Graphics I • 5 CR

Introduces the fundamentals of motion graphics. Students gain experience in using basic motion graphics tools and processes to develop simple motion graphics products, and use basic special effects and edit motion graphics pieces to convey message and mood. **Prerequisite:** ANIM 121 at BC with a C- or better, or entry code.

### VIDEO 225

#### Motion Graphics II • 5 CR

Develops knowledge and skills to create professional motion graphics products in a production team environment. Students gain proficiency in the use of basic and advanced features of graphic motion computer tools in order to develop integrated and seamless video products, and create professional broadcast products for specific applications. **Prerequisite:** VIDEO 224 at BC with a C- or better, or entry code.

### VIDEO 271

#### Production Systems • 4 CR

Presents a systematic approach to production management and operations. Students analyze the systems within BC-TV operations and learn to work effectively as production team members. Requires basic word-processing skill. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 272

### Technical Operation for Video • 4 CR

Covers set-up and operation of BC-TV studio and field equipment. Students work with video recorders, audio systems, lighting systems, character generator, field cameras and tripods, and editing systems. Also introduces computer animation program and A/B-roll linear editor. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 273

### Production Practicum I • 4 CR

Gives practical experience as camera operator, audio technician, control room technician, or other crewmembers for designated productions. Students also learn to operate various stations in the Channel 28 headend (including duplication, computer graphics, satellite downlinking). **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 274

### Production Design • 4 CR

Presents a systems approach to the production process. Topics include design, treatments, storyboards, publicity, budgets, and scripts, scouting locations and assembling a crew, compiling and analyzing audience profiles, impact, and feedback, increasing audio, video, and post-production values, ethics and integrity. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 275

### Computer-Video Integration I • 4 CR

Covers the operation of computer animation software to create function animations and the use of linear and non-linear editor systems. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 276

### Production Practicum II • 4 CR

Provides experience in editing programs and functioning in crew positions. Students use linear and non-linear editing systems, function as technical director, floor director, and assistant producer or director, organize and operate videoconferences, and create publicity materials using desktop publishing software. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 277

### Production Management • 4 CR

Covers elements of directing fiction and non-fiction programming. Topics include writing scripts and developing characters, staging; camera work, and directing interviews, demonstrations, and commercials. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 278

### Computer-Video Integration II • 4 CR

Covers advanced applications of computer animation programs, word processing programs, and digital video switcher for television and business. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 279

### Production Practicum III • 4 CR

Provides experience in advanced-level production processes. Topics include client interviews, content development and research, audience and purpose, timelines and budgets, production book management, location and studio supervision and direction, post-production requirements, and program evaluation. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 280

### Production Portfolio • 3 CR

Allows students to design resumes and portfolios and develop employment strategies. Students design production resumes, compile and edit resume videotapes, create written resumes, practice job-search networking, and conduct job interviews. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 281

### Career Preparation • 6 CR

Allows students to identify and secure an internship in media production and complete a contract of employment. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## VIDEO 282

### Production Practicum I • 3 CR

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

## VIDEO 294/295/296/297

### Special Topics in Video • V1-10 CR

Covers supplementary or self-supporting courses offered for college credit. Topics are announced in the class schedule. **Prerequisite:** Acceptance into Advanced Video Program and permission of instructor.

## Web Multimedia Authoring

Institute for Business and Information Technology (IBIT)

### WEBMM 110

#### Web Multimedia Foundations • 5 CR

Surveys the multimedia information and communication capabilities available via the Internet. Students learn how to locate, access, and retrieve a variety of media including text, images, audio, and video, and how to develop web resources using HTML.

### WEBMM 111

#### Web Development Foundations • 5 CR

Introduces students to the fundamentals of databases, programming and networks and their applications to web development. Emphasis is placed on good design practices and effective troubleshooting techniques. Students create and troubleshoot simple databases and programs, and install and troubleshoot simple web server systems.

### WEBMM 210

#### Web Tools • 5 CR

Course teaches students to use basic and intermediate features of web HTML editing tools, such as Macromedia Dreamweaver and similar software, to create and manage dynamic web sites. Topics include formatting text, inserting images, using tables and frames, adding layers and behaviors, using animation tools, ways to customize and extend functionality, and database integration.

### WEBMM 211

#### Interactive Gaming for the Web • 5 CR

Develop interactive gaming environments for the web. Provides an overview of design for casual internet based games. Includes interface design for 2D games and effective programming practices. **Prerequisite:** WEBMM 111 with a C- or better, or entry code.

### WEBMM 222

#### Web Multimedia Development I • 5 CR

Students learn and practice the principles of multimedia authoring using software similar to Flash as a development tool. Emphasis is placed on good planning and production practices, and on effective user interface design. **Prerequisite:** ANIM 121 and PROG 109 at BC with a C- or better.

**Creative? Web  
multimedia might be  
the field for you.**

## Course Descriptions

### WEBMM 225

#### Web Multimedia Development II • 5 CR

Course includes development skills in a Web production team environment. Emphasis is placed on the integration of various streaming media technologies, and the application of databases to Web multimedia. Students link databases, and integrate a variety of coding and scripting technologies to enhance the functionality and flexibility of Web multimedia presentations. **Prerequisite:** WEBMM 222 at BC with a C- or better.

### WEBMM 230

#### Web Design and Development • 5 CR

Introduces fundamental concepts and techniques of designing and producing content for the World Wide Web. Students learn to use HTML, graphic applications, and browser delivery. **Prerequisite:** ANIM 121, WEBMM 110, and WEBMM 111 at BC with a C- or better, or entry code.

## World Languages

### Arts & Humanities

The World Languages department strongly recommends that native and heritage speakers of a language do not take first-year courses in that language. They may either study another language in the program, or contact the coordinator of their language for correct placement at a higher level (see more details in p. 14).

### American Sign Language

#### ASL 194/195/196/197

##### Special Topics in American Sign Language • V1-5 CR

Allows specialized or in-depth study of subjects related to American Sign Language and deaf culture. Topics are announced in the quarterly class schedule. **Prerequisite:** Current ASL students.

#### ASL& 121

##### American Sign Language I • 5 CR

*Previously ASL 101*

Introduces the basic vocabulary and grammar of ASL for the beginning student and reviews the cultural aspects of deafness. Fulfills humanities course requirement at BC.

#### ASL& 122

##### American Sign Language II • 5 CR

*Previously ASL 102*

Develops skills for the student with a basic knowledge of ASL. Focus is on the rules of grammar, idioms, vocabulary building, signing, and reading of signs. Fulfills humanities course requirement at BC. **Prerequisite:** ASL& 121.

#### ASL& 123

##### American Sign Language III • 5 CR

*Previously ASL 103*

Continues ASL& 122. Topics include rules and syntax, and use of illustrated techniques to describe signs. **Prerequisite:** ASL& 122.

#### ASL& 221

##### American Sign Language I • 5 CR

*Previously ASL 201*

Reviews and expands basic first-year ASL skills. Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. **Prerequisite:** ASL& 123 with a C- or better or permission of instructor.

#### ASL& 222

##### American Sign Language • 5 CR

*Previously ASL 202*

Continues ASL& 221. Students increase their understanding of ASL grammar, expand vocabulary, and improve productive and receptive language skills within a cultural context. **Prerequisite:** ASL& 221 with a C- or better or permission of instructor.

#### ASL& 223

##### American Sign Language VI • 5 CR

*Previously ASL 203*

Continues ASL& 222. Students increase their understanding of ASL grammar, expand vocabulary, and engage in refinement of their signing style within a cultural context. **Prerequisite:** ASL& 221 with a C- or better or permission of instructor.

## Arabic

#### ARAB 121

##### Arabic I • 5 CR

Introduces the Arabic alphabet, numbers, and fundamentals of the vocabulary and grammar of Modern Standard Arabic. Listening, speaking, reading, and writing are addressed. Interactive multimedia tools are used to develop skills in active listening and oral communication. Language learning is coordinated with exposure to Arab culture.

#### ARAB 122

##### Arabic II • 5 CR

Continues ARAB 121. **Prerequisite:** ARAB 121 or permission of instructor.

#### ARAB 123

##### Arabic III • 5 CR

Continues ARAB 122. **Prerequisite:** ARAB 122 or permission of instructor.

#### ARAB 194/195/196/197

##### Special Topics Arabic • V1-5 CR

Allows specialized or in-depth study of subjects related to Arabic language and culture.

## Chinese

#### CHIN& 121

##### Chinese I • 5 CR

*Previously CHIN 101*

Introduces basic functional language ability by acquiring vocabulary and skills in grammar, pronunciation, and the Pinyin (Romanized) writing system. Students practice sounds and tones, vocabulary, grammatical constructions and practice pronunciation and Chinese characters writing. Includes listening, speaking, reading and writing skills using traditional and simplified characters. Course includes elements of Chinese culture, art, and music.

#### CHIN& 122

##### Chinese II • 5 CR

*Previously CHIN 102*

Introduces functional language ability in spoken and written Chinese. Continues elements of Chinese culture. Students practice sounds and tones, vocabulary, and grammatical constructions, practice pronunciation and Chinese characters writing and use Chinese in authentic situations. **Recommended:** CHIN& 121 or permission of instructor.

#### CHIN& 123

##### Chinese III • 5 CR

*Previously CHIN 103*

Further expands functional language ability in spoken and written Chinese. Students practice sounds and tones, vocabulary, and grammatical constructions and both traditional and both traditional and simplified characters and practice using Chinese in authentic situations. Continues understanding of Chinese culture. **Prerequisite:** CHIN& 122 or permission of instructor.

#### CHIN 194/195/196/197

##### Special Topics in Chinese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

#### CHIN 199

##### Individual Studies in Chinese • V1-5 CR

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



**CHIN 294/295/296/297**  
**Special Topics in Chinese • V1-5 CR**

Allows specialized or in-depth study of a subject supplementing the Chinese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

**CHIN& 221**  
**Chinese I • 5 CR**

*Previously CHIN 201*

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese grammar, expand vocabulary, and improves productive and receptive language skills within a cultural context. Includes both traditional and simplified characters. Increases understanding of Chinese culture. **Prerequisite:** CHIN& 123 or permission of instructor.

**CHIN& 222**  
**Chinese • 5 CR**

*Previously CHIN 202*

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese culture, grammar, expands vocabulary, improves productivity and receptive language skills within a cultural context. Covers both traditional and simplified characters and practices using Chinese in authentic situations. **Recommended:** CHIN& 221 or permission of instructor.

**CHIN& 223**  
**Chinese VI • 5 CR**

*Previously CHIN 203*

Reviews and expands basic, first-year Chinese skills. Increases understanding of Chinese culture and society, grammar, expand vocabulary, and improves productive and receptive language skills within a cultural context. **Prerequisite:** CHIN& 222 or permission of instructor

**French**

The course designation for this program changed from FRNCH to FRCH summer 2008. Course number remains the same unless otherwise noted.

**FRCH& 121**  
**French I • 5 CR**

*Previously FRNCH 101*

Introduces basic speaking, reading, and writing skills. Students learn primarily by listening and speaking, as well as reading and writing with the help of various web based materials.

**FRCH& 122**  
**French II • 5 CR**

*Previously FRNCH 102*

Continues FRCH& 121. **Prerequisite:** FRCH& 121 or permission of instructor.

**FRCH& 123**  
**French III • 5 CR**

*Previously FRNCH 103*

Continues FRCH& 122. **Prerequisite:** FRCH& 122 or permission of instructor

**FRCH 131**  
**Language & Culture Immersion-  
 Beg 1st Year French • 5 CR**

*Previously FRNCH 121*

Introduces basic speaking, reading and writing skills to the complete beginner (debutant) who has little or no previous exposure to elementary French. Placement is determined by approved host institution. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement determined by assessment at host institution.

**FRCH 132**  
**Language & Culture Immersion-  
 Int 1st Year French • 5 CR**

*Previously FRNCH 122*

Gives beginner with some previous knowledge of elementary French (faux debutant) an opportunity to improve use of basic oral and written skills in a variety of everyday situations using readily understandable language. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement determined by approved host institution and permission of instructor.

**FRCH 133**  
**Language & Culture Immersion-  
 Adv 1st Year French • 5 CR**

*Previously FRNCH 123*

Allows student with working knowledge of elementary French using past, present & future tenses in basic social situations (pre-intermediaire) the opportunity to expand and improve spoken and written skills. Continues FRNCH 122. Students experience complete immersion into a 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement by approved host institution and permission of instructor.

**FRCH 194/195/196/197**  
**Special Topics in French • V1-5 CR**

Allows specialized or in-depth study of subjects related to French language and culture. **Prerequisite:** Current French students.

**FRCH& 221**  
**French I • 5 CR**

*Previously FRNCH 201*

Reviews and expands on first-year French grammar. Students increase their oral and written competencies, working in an authentic literary and cultural context. **Prerequisite:** FRCH& 123 or permission of instructor.

**FRCH& 222**  
**French • 5 CR**

*Previously FRNCH 202*

Continues FRCH& 221. **Prerequisite:** FRCH& 221 or permission of instructor.

**FRCH& 223**  
**French VI • 5 CR**

*Previously FRNCH 203*

Continues FRCH& 222. **Prerequisite:** FRCH& 222 or permission of instructor

**FRCH 231**  
**Language & Culture Immersion-  
 Basic 2nd Yr French • 5 CR**

*Previously FRNCH 221*

Gives a student with a general understanding of spoken and written functional language (intermediaire) the opportunity to expand and perfect their oral and written command of intermediate French in daily situations. Students

Learning a language helps promote global understanding.

## Course Descriptions

### FRCH 232

#### Language & Culture Immersion- Basic 2nd Yr French • 5 CR

Previously FRNCH 222

Allows students to use spoken and written French with relative ease (*intermediaire avance*) to expand their ability to explain a variety of general and specific information using advanced intermediate functional language. Continues FRNCH 221. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement by approved host institution and permission of instructor.

### FRCH 233

#### Language & Culture Immersion- Basic 2nd Yr French • 5 CR

Previously FRNCH 223

Gives a student the ability to use appropriate vocabulary and grammar at a normal rate of speech with excellent pronunciation (*avance*) the opportunity to enhance their use of advanced oral and written French. Continues FRNCH 222. Students experience complete immersion into 100% French-speaking on-site environment. Portfolio evaluation required to receive credit. **Prerequisite:** Placement by approved host institution and permission of instructor.

### FRCH 294/295/296/297

#### Special Topics in French • V1-5 CR

Allows specialized or in-depth study of subjects related to French language and culture. **Prerequisite:** Current French students or permission of instructor.

## German

### GERM& 121

#### German I • 5 CR

Previously GERM 101

Introduces the fundamentals of the German language. Students develop basic listening, reading, speaking, and writing skills through activities and exercises that include cultural aspects of the German language.

### GERM& 122

#### German II • 5 CR

Previously GERM 102

Continues GERM& 121. **Prerequisite:** GERM& 121 (or permission of instructor).

### GERM& 123

#### German III • 5 CR

Previously GERM 103

Continues GERM& 122. **Prerequisite:** GERM& 122 or permission of instructor.



### GERM 194/195/196/197

#### Special Topics in German • V1-5 CR

Allows specialized or in-depth study of subjects related to German language and culture. **Prerequisite:** Current German students.

### GERM& 221

#### German I • 5 CR

Previously GERM 201

Reviews and expands on first-year German grammar. Students increase their oral and written competencies, working in an authentic literary and cultural context. **Prerequisite:** GERM& 123 or permission of instructor.

### GERM& 222

#### German • 5 CR

Previously GERM 202

Continues GERM& 221. **Prerequisite:** GERM& 221 or permission of instructor.

### GERM& 223

#### German VI • 5 CR

Previously GERM 203

Continues GERM& 222. **Prerequisite:** GERM& 222 or permission of instructor.

### GERM 294/295/296/297

#### Special Topics in German • V1-5 CR

Allows specialized or in-depth study of subjects related to German language and culture. **Prerequisite:** Current German students.

## Italian

### ITAL 121

#### Italian I • 5 CR

Previously ITAL 101

Introduces the fundamentals of vocabulary and grammar focusing on the development of four basic skills: listening, speaking, reading, and writing. Emphasis is placed on active communication aimed at the development of oral and comprehension skills. Various aspects of Italian culture are presented. Format includes extensive audio and internet usage. After successful completion, students are encouraged to continue with ITAL 122.

### ITAL 122

#### Italian II • 5 CR

Previously ITAL 102

Continues ITAL 121. Format includes extensive audio and internet usage. After successful completion, students are encouraged to continue with ITAL 123. **Prerequisite:** ITAL 121.

### ITAL 123

#### Italian III • 5 CR

Previously ITAL 103

Continues ITAL 122. Format includes extensive audio and internet usage. **Prerequisite:** ITAL 122.

### ITAL 194/195/196/197

#### Special Topics in Italian • V1-5 CR

Allows specialized or in-depth study of a subject supplementing Italian curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

### ITAL 294/295/296/297

#### Special Topics in Italian • V1-5 CR

Allows specialized or in-depth study of a subject supplementing Italian curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

## Japanese

The course designation for this program changed from JAPAN to JAPN summer 2008. Course number remains the same unless otherwise noted.

### JAPN& 121

#### Japanese I • 5 CR

Previously JAPAN 101

Develops beginning level listening and conversation skills along with reading and writing hiragana and katakana characters. Some relevant aspects of Japanese culture are introduced.

## JAPN& 122

### Japanese II • 5 CR

Previously JAPAN 102

Continues JAPN& 121. Continues to develop listening, speaking, and reading and writing skills of Japanese. Some basic kanji characters and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 121 permission of instructor.

## JAPN& 123

### Japanese III • 5 CR

Previously JAPAN 103

Continues JAPN& 122. Continues to develop listening, speaking, and reading and writing skills of Japanese. More basic kanji characters and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 122 or permission of instructor.

## JAPN& 221

### Japanese I • 5 CR

Previously JAPAN 201

Continuation of JAPN& 123. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 123 or permission of instructor.

## JAPN& 222

### Japanese • 5 CR

Previously JAPAN 202

Continues JAPN& 221. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 221 or permission of instructor.

## JAPN& 223

### Japanese VI • 5 CR

Previously JAPAN 203

Continues JAPN& 222. Students practice listening, speaking, reading and writing in integrated activities relating to a main theme. More kanji and relevant aspects of Japanese culture are introduced. **Prerequisite:** JAPN& 222 or permission of instructor.

## JAPN 294/295/296/297

### Special Topics in Japanese • V1-5 CR

Allows specialized or in-depth study of a subject supplementing the Japanese curriculum. Topics are announced in the quarterly schedule. May be repeated for a maximum of 15 credits.

## Spanish

### SPAN 108

#### Spanish for Health Care Providers • 5 CR

Provides students with specialized medical vocabulary needed to communicate effectively with Spanish-speaking patients in a variety of health care situations. Culture is an important component of the course. This is not a certified interpreting course. **Recommended:** Prior exposure to Spanish.

### SPAN& 121

#### Spanish I • 5 CR

Previously SPAN 101

Introduces the fundamentals of vocabulary and grammar focusing on the development of four basic skills: Listening, speaking, reading, and writing. Emphasis is placed on active communication aimed at the development of oral and comprehension skills. Various aspects of Hispanic culture are presented. Format includes extensive audio and Internet usage. After successful completion, students are encouraged to continue with SPAN& 122.

### SPAN& 122

#### Spanish II • 5 CR

Previously SPAN 102

Continues SPAN& 121. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 121 or permission of instructor.

### SPAN& 123

#### Spanish III • 5 CR

Previously SPAN 103

Continues SPAN& 122. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 122 or permission of instructor.

### SPAN 199

#### Individual Studies in Spanish • V1-5 CR

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

### SPAN& 221

#### Spanish I • 5 CR

Previously SPAN 201

Reviews first-year grammar concepts and expands on vocabulary acquisition. Students practice integrating the four major language skills: listening, speaking, reading, and writing, and further develop their cultural competency by working on authentic material from the Spanish-speaking world. Oral communication is emphasized. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 123 or permission of instructor.

### SPAN& 222

#### Spanish • 5 CR

Previously SPAN 202

Continues SPAN& 221. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 221 or permission of instructor.

### SPAN& 223

#### Spanish VI • 5 CR

Previously SPAN 203

Continues SPAN& 222. Format includes extensive audio and Internet usage. **Prerequisite:** SPAN& 222 or permission of instructor.

### SPAN 299

#### Individual Studies in Spanish • V1-5 CR

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



# College Policies

For policies and procedures on grades, academic standards, withdrawing from classes, and related issues, see *Enrollment Information*. BC policies and procedures are subject to revision without notice. For current information on policies visit [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/).

## Adherence to College Policies & Procedures

Bellevue College expects students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website, student handbook, and other official publications. Students will be held accountable for following all procedures for which they have a responsibility. These include but are not limited to:

- Registration-related activities
- Deadlines
- Payments and refunds
- Grading
- Student Code

In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the Executive Dean of Instruction for academic matters or to the Vice President of Student Services for nonacademic matters. The respective offices will seek the necessary means for providing a student with a decision.

Bellevue College reserves the right to change any provisions or requirements appearing in the catalog or quarterly schedule at any time and to add or withdraw courses without prior notification.

The catalog and quarterly schedule are published for informational purposes only. Every possible effort is made to ensure accuracy at the time of publication. However, the provisions of the catalog and quarterly schedule are not to be regarded as an irrevocable contract between the student and the college.

## Children on Campus

### *Excerpt from Policy*

As a general rule, employees and students shall not bring children with them to their work sites or to classes. Employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

- A. No employee, student, or visitor to the college shall leave a child unsupervised at the college, nor may such person leave a

child with a college employee or student, unless that child is enrolled in an authorized program of the college.

- B. Bellevue College offers certain programs and activities targeted towards children, such as Head Start, Parent Education, computer camps, or sports camps. The college provides supervision for children enrolled in these activities. Bellevue College also provides child care in its daycare facility. The college does not supervise children outside of such programs for children which are officially sanctioned by the college; and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.
- C. Unsupervised children on the Bellevue College campus will be referred to Public Safety for assistance, and may be asked to leave.
- D. This procedure pertains to all employees and persons who visit the college, participate in classes, and/or programs, events, or other activities.

## Classroom Behavioral Standards

A common, campus-wide minimum standard regarding student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards.

It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

## Complaint Policy

It is the policy of Bellevue College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members. The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination or academic issues.

Bellevue College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimina-

tion against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

Bellevue College employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue College with respect and may expect the same consideration, in return.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

## Procedures

The purpose of these procedures is to enable students, employees and members of the public to express and resolve misunderstandings, complaints or grievances concerning the conduct or performance of a college employee or a student; college services, processes or facilities; or grades or academic issues. Employees should consult their contract for employee-related complaints.

## Informal Complaint Process

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, such as a discrimination complaint, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor instead. Both parties should be courteous, flexible and respectful as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

## Formal Complaint Process

All formal complaints must be made in writing and should include the complainant's name; student identification number, if appropriate; address; email address; telephone number; time(s); date(s); place(s); complete description of the complaint; and, in the case of grade complaints, both the grade received in the course in question and the reason for the grade complaint, specifying as accurately as possible all necessary performance scores and attendance data. The

individual may also file a complaint using the complaint form available through the portal or from the president's office.

- A. **General Complaint Procedure:** An individual who has a complaint about an employee's performance or behavior that is not discriminatory or about college services or processes should go to the office of the Vice President of Student Services, B125 to be directed to the appropriate department, telephone (425) 564-2205, or visit [www.bellevuecollege.edu](http://www.bellevuecollege.edu). Facilities related complaints should be taken to Campus Operations, K100, or telephone (425) 564-2376.
- B. **Discrimination Complaint Procedure:** Whenever a complaint alleges discrimination or sexual harassment, this procedure should be used rather than the other complaint procedures. Alleged Title IX and Section 503 violations as well as other discrimination complaints will be investigated under this procedure. A student or member of the public who believes he/she has been discriminated against should bring his/her complaint to the Department of Human Resources, A101, or telephone (425) 564-2274.
- C. **Academic Complaint Procedure:** A student who wishes to express and resolve misunderstandings, complaints, or grievances with faculty members regarding grades, grading issues or policies in a fair and equitable manner should bring his/her complaint to the appropriate instructional division office.

## Dispensation of Records

The administrative unit supervisor for the unit where the complaint is filed shall keep all documents associated with the complaint as part of the files of the college. The records may be subject to public disclosure laws and will be kept according to the state records retention laws.

## General Complaints

Complaints should be filed as soon as possible or within six months after the incident occurs. The office of the Vice President of Student Services will help the individual determine the appropriate department in which to file the complaint.

The department administrative unit supervisor will be responsible to investigate the complaint. If the complaint is against an employee, the administrative unit supervisor will provide the employee with a copy of the written complaint and the employee will have ten days in which to provide a written response. If the employee is unable to meet the time line due to extenuating circumstances, including illness or scheduled leave from the college, he or

she should seek approval from the administrative unit supervisor to extend the timelines. The administrative unit supervisor shall notify the complainant of the extension via regular mail.

The administrative unit supervisor may convene a meeting of both parties in an attempt to resolve the complaint, provided that the parties agree to meet for this purpose. If both parties do not agree to meet, the administrative unit supervisor will investigate and render a decision based on the written statements of the parties and the testimony of the parties and of the witnesses.

If the parties agree to meet with the administrative unit supervisor to attempt to resolve the complaint, both parties may bring an advocate of their choice.

After conducting the investigation, the administrative unit supervisor will send his/her decision by regular U.S. mail to the participants in the complaint within thirty days following the receipt of the written complaint, unless there are specific circumstances that require additional time. The administrative unit supervisor will notify both parties who to contact if they wish to appeal the decision.

### Appeal

If either party is dissatisfied with the decision of the administrative unit supervisor, he/she may appeal in writing to the appropriate Dean or Vice President within ten days after the date of the letter from the administrative unit supervisor. The person filing the appeal should identify why he/she is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

The Dean or Vice President will consider the appeal and render a written decision to both parties within fifteen days of receiving the written appeal. The written response will be sent to both parties via regular U.S. mail. The decision of the Dean or Vice President shall be final.

Any disciplinary action taken against a student or college employee as a result of a complaint shall be processed in accordance with the student code or the appropriate collective bargaining agreement.

## Discrimination Procedure

Discrimination complaints should be filed within one year after the incident(s) occurred. The college will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept

as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's public disclosure act, and therefore the college cannot assure confidentiality to any participant in the process.

If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the Vice President of Human Resources as soon as reasonably possible, to ensure that the matter is addressed, even if the problem or alleged problem is not within their area of responsibility and authority.

Complainants, individuals charged, and any witnesses are entitled to representation of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against him/her, unless he/she requests that no notification be made.

Within seven days after the formal complaint has been filed, the individual charged, his/her immediate supervisor and the area Dean or Vice President will be notified that a complaint has been filed.

The complainant may request an alternate dispute resolution process prior to or in lieu of the investigatory process outlined below. The Vice President of Human Resources or designee (the investigator) will conduct interviews with the complainant, the alleged discriminator, and any witnesses to allegations identified by the complainant and the alleged discriminator. Reasonable efforts will be made to complete such interviews within ninety days.

The report summarizing the findings of the investigation and the determination as to whether or not discrimination has occurred shall be forwarded to the appropriate area Dean or Vice President.

The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action shall be made by the area Dean or Vice President and reported to the complainant. Copies of the determination shall be sent to the complainant, alleged discriminator, the alleged discriminator's supervisor and the Vice President of Human Resources. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report. If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

### **Appeal**

Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through the appropriate employee contract or the student code.

If the complainant is not satisfied with the disposition of the complaint, she/he may file a written appeal to the president within ten days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the president within fifteen days after receipt of an appeal.

### **External Complaint**

Any student, employee, applicant for admission or employment, or member of the public using BC facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

#### **Equal Employment Opportunity Commission**

909 First Avenue, Suite 400  
Seattle, WA 98104-1061

#### **Human Rights Commission**

1511 Third Avenue, Suite 921  
Seattle, WA 98101

#### **U.S. Office of Civil Rights**

#### **Department of Education**

915 Second Avenue  
Seattle, WA 98174-1099

### **Academic Complaint Procedure**

Students with a complaint about an instructional matter, or who wish to make a request for a grade review, shall file a written request within two consecutive quarters from the date of the issuance of the grade. The Executive Dean of Instruction may extend the time limits in the process under exceptional circumstances such as extended illness, sabbatical leave, or other absence of either party to the complaint in which case the Dean will give reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

Since the evaluation of the course content is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor, or under extenuating circumstances, by the Executive Dean of Instruction, upon the approval of the college president. In such an

instance, the course grade record shall be coded and indicate i grade changed by administrative action.i The transcript shall indicate i changed by administrative action.i

The student's written complaint, including remedies sought, shall be submitted to the appropriate Organizational Unit Administrator (OUA). Upon receipt of the written complaint, the OUA shall discuss with the student his/her concerns, including both informal and formal options available to resolve the grade concern. The OUA shall also inform the student that the ASBC Vice President of Student Affairs or another person the student chooses may act as an advocate who will assist the student in completion of the complaint process. The student may waive the right to an advocate.

If the complaint cannot be resolved by informal means, the OUA shall forward the student's written complaint to the faculty member concerned, who must provide a written response within ten instructional days. The OUA shall forward the instructor's response to the student. If the faculty member's written response does not resolve the complaint to the student's satisfaction, he/she may submit a written appeal to the OUA, citing the reasons for disagreeing with the instructor's response. The OUA shall consult with the instructor, conduct further investigation as necessary, and provide a written response to the student within ten instructional days. If the OUA's response does not resolve the complaint to the student's satisfaction, the student shall submit a written appeal to the OUA, requesting that the grievance be heard before the Student Academic Grievance Committee. The OUA will contact the Student Academic Grievance Committee chairperson to convene the committee.

### **Student Academic Grievance Committee**

The Student Academic Grievance Committee shall be composed of four faculty and two student justices. The BCAHE will annually elect one faculty member for the committee who will serve as the committee chairperson for the academic year commencing fall quarter. Two faculty members will be selected from the same or a closely aligned organizational unit of the faculty member against whom the grievance is filed. One faculty member will be selected without regard to organizational unit, but who is sufficiently aware of related discipline issues so as to add professional perspective to the hearing. The two student justices will be appointed by the ASBC president from the ASBC judicial board.

The Student Academic Grievance Committee shall consider the case within ten

instructional days following its receipt of the student's written request for a hearing. All hearings shall be closed meetings of the Student Academic Grievance Committee (to include the student and the faculty member), except that any party to the grievance may have one representative or advisor in attendance. Based upon the evidence and proceedings, the Student Academic Grievance Committee shall provide both findings of fact and a written recommendation of the action to resolve the grievance within five instructional days of the hearing to the Executive Dean. The Executive Dean shall review the recommendation of the committee and, after consulting as appropriate with the student, the faculty member, and the committee, shall render a decision. The decision of the Executive Dean shall be final.

If the Student Academic Grievance Committee, at any point in its deliberations, finds that the complaint is without merit, the Committee may decide to dismiss the case. The Committee shall notify the complainant and the OUA of its decision. The Student may appeal the Committee's decision to the Executive Dean.

### **Disclosure of Social Security Numbers**

#### **Excerpt from Policy**

Disclosure of a student's Social Security Number for the purpose of admission and registration at Bellevue College is voluntary on the student's part.

BC assigns a nine-digit number to all students who have previously enrolled and those who are applying for admission. Social Security numbers will continue to be requested but will not be used as identifiers in the college records system.

BC will not deny any individual any right, benefit, or privilege provided by law because of that individual's refusal to disclose his/her Social Security Number. Students who receive financial aid, however, should be aware that Federal law requires them to provide their Social Security Numbers.

### **Drug-Free Environment**

#### **Excerpt from Policy**

Bellevue College intends to provide a drug-free, healthful, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his/her assigned duties. Each student is expected to be in an appropriate mental and physical condition to participate fully in the learning process.

The unlawful manufacture, distribution,

dispensation, possession, or use of a controlled substance in or on Bellevue College owned or controlled property, or while conducting Bellevue College business, is prohibited. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon the specific circumstances.

Disciplinary action resulting from a drug-related student code violation may range from strict discipline to expulsion from the college and denial of future registration. Students who feel they might have a problem with drug and/or alcohol abuse are encouraged to make an appointment to speak with a counselor in the Counseling Center.

## **Family Education Rights and Privacy Act (FERPA)**

### *Excerpt from Policy*

Bellevue College implements policy contained in this chapter in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called directory information without prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the Associate Dean of Enrollment.

### **Notification of Rights under FERPA**

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Associate Dean of Enrollment written requests that identify the record(s) they wish to inspect. The Associate Dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Associate Dean, s/he will forward the request to the appropriate college official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official

responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Grades are not subject to amendment of a student record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are exceptions which permit disclosure without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll, in connection with financial aid, to parents of dependent students, to comply with subpoena orders issued by the U.S. attorney General under the USA Patriot Act to organizations conducting studies on behalf of educational institutions. Information may also be disclosed for health and safety reasons and as a result of a disciplinary hearing to an alleged victim. Directory information (that information which may be made public to any party) is defined as: name, dates of enrollment, degree/certificate earned, sports participation (including height & weight).
4. The right to file a complaint with the US Department of Education concerning alleged failures by Bellevue College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
**US Department of Education**  
 400 Maryland Avenue, SW  
 Washington DC 20202-4605

## **Financial Responsibilities**

The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and, if necessary, to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees, and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

## **Hazing**

### *Excerpt from Policy*

Hazing is prohibited. Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution

Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

## **Sexual Harassment**

It shall be the policy of Bellevue College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

For general policy purposes, the term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical

or verbal conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct.

### Smoking on Campus

#### *Excerpt from Policy*

Bellevue College limits smoking and tobacco use on campus as follows:

- Smoking and tobacco use is permitted only in designated locations. The college designates locations outside the campus courtyard on the main campus.
- Smoking and tobacco use shall not be permitted in college vehicles.

The college provides signage at the three main entrances to campus to inform people of our policy. Signs and ashtrays are placed at the main pedestrian entrances to campus from our parking lots. A map depicting designated smoking and tobacco use areas is available from Campus Operations. Information about smoking areas at off campus locations will be posted at that site.

### Student Code

#### *Excerpt from Policy*

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

1. will respect and abide by the laws of the community, state, and nation;
2. will adhere to college rules and regulations which assure the orderly conduct of college affairs;
3. will maintain high standards of integrity and honesty;
4. will respect the rights, privileges, and property of other members of the college community; and
5. will not interfere with legitimate college affairs.

Bellevue College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

6. primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
7. subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue College are committed.

### Student Rights and Freedoms

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

**Academic Freedom.** Students are guaranteed rights of free inquiry, expression, and peaceful assembly upon and within college facilities that are generally open and available to the public. Students shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public. [Certain provisions apply]. Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090(3)(b). Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

**Due Process.** The right of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges. A student accused of violating the Student Code is entitled, upon request, to procedural due process as set forth in this chapter.

**Distribution and Posting.** Students may distribute or post printed or published material subject to official procedures printed and available in the Office of Student Programs.

**Off-Campus Speakers.** Recognized student organizations shall have the right to invite

outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the Campus Operations Office.

**Incidental Sales.** Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

**Commercial Activities.** The use of college grounds or facilities for commercial or private gain purposes is prohibited [exceptions apply].

**Fund-Raising.** Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service.

**Sale of Merchandise.** All merchandise offered for commercial sale may be sold only through the College Bookstore or College Food Services except when approved by the Vice President of Student Services.

### Student Responsibilities

Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

1. Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;
2. Violates any provision of this chapter; or
3. Commits any prohibited act including but not limited to the following:
  - A. **Alcoholic Beverages.** Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.
  - B. **Controlled Substances.** Using, possessing, delivering, selling, or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.41.010 and RCW 69.41.300 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner, is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, isalei shall include the statutory meaning defined in RCW 69.04.005 as now law or hereafter amended.
  - C. **Illegal Entry.** Unauthorized entry into or onto any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

- D. **Forgery or Alteration of Records.** Forgery, as defined in RCW 9A.60-010 through 9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.
- E. **Illegal Assembly.** Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
- F. **Malicious Mischief.** Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.
- G. **Failure to Follow Instructions.** Failure to comply with directions of properly identified college officials acting in performance of their duties.
- H. **Physical Abuse.** Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
- I. **Assault.** Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, RCW 28B.10.570 through RCW 28B.10.572 as now or hereafter amended.
- J. **Disorderly, Abusive, or Bothersome Conduct.** Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.
- K. **Weapons.** Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the Dean of Student Services or any other person designated by the President.
- L. **Lewd Conduct.** Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.
- M. **False Alarms.** Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
- N. **Cheating and Plagiarism.** Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.
- O. **Sexual Harassment.** Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- P. **Theft or Robbery.** Theft or robbery from the district or from another as defined in RCW 9A.56.010 through RCW 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.
- Q. **Unauthorized Use of Property.** Converting college equipment, supplies, or other property without proper authority.
- R. **Refusal to Provide Identification.** Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
- S. **Smoking.** Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 60.160 RCW.
- T. **False Complaint.** Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.
- U. **Improper use of computer, telephone, or other electronic devices.** Conduct that violates the college's acceptable use policy as it relates to computers, telephone, or electronic technology use, including electronic mail and the internet. Trespassing or gaining access, without authorization, to a computer, system, network, or electronic data owned, used by, or affiliated with the college.
- V. **Ethics violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an education program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.
- W. **Criminal law violation, illegal behavior, other unlawful violations.** Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.
- X. **Stalking.** Stalking by intentionally and repeatedly harassing or repeatedly following another person when the person being harassed or followed is reasonably placed in fear that the stalker intends to injure that person or another person, or property of the person or of another person. The stalker must either (i) intend to frighten, intimidate, or harass the person; or (ii) know or reasonably should know that the person is afraid, intimidated, or harassed, even if the stalker did not intend to place the person in fear or intimidate or harass the person.

### Purpose of Disciplinary Action

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

### Initial Disciplinary Proceedings

- All disciplinary proceedings will be initiated by the Vice President of Student Services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action.
- Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the Vice President of Student Services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.
- After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the Vice President may take any of the following actions:
  - Terminate the proceeding, exonerating the student or students;
  - Dismiss the case after whatever counseling and advice the Vice President deems appropriate;
  - Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;
  - Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

# Administration & Faculty

*Bellevue College is accredited by the Commission on Colleges and Universities of the Northwest of Schools and of Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond WA 98052*

## Board of Trustees of Community College District VIII

Chair: Steve Miller, Bellevue  
Vice Chair: Vijay Vashee, Mercer Island  
Paul T. Chiles, Bellevue  
Marie Gunn, Bellevue  
Vicki Orrico, Bellevue

## Administration of Bellevue College

President: B. Jean Floten  
Executive Assistant to the President:  
Lucinda Taylor

## Administrative Services

Vice-President: Rachel Solemsaas  
Executive Director, Finance & Auxiliary Services: Mary Canan  
Executive Director, Campus Operations: Laurel LaFever  
Director, Bookstore: Kristen Connely  
Director, Capital Projects: Larry Price  
Director, Early Learning Center: Verna Willis  
Director, Food Services: Todd Juvrud  
Director, Institutional Research: Patricia James  
Director, Public Safety: Maggie Whetsel  
Manager, Budget, Grants & Contracts:  
Kelly Paustain

## Human Resources

Vice-President: Cesar Portillo  
Human Resources Operations: Penni Blakely  
Director, Training & Development:  
Yvonne Freitas McGookin  
Employee Relations Specialist: John Yasutake

## Information Resources

Dean: Dr. Michael Talbott  
Director, Computing Services: Agnes Figueroa  
Director, Distance Education: Liz Anderson  
Director, Technology Development & Support Services: Keith Mutch  
Director, Television Services: Richard Otte  
Director, Web Services: Lori Tiede  
General Manager, Radio Station  
KBCS: Steve Ramsey  
Director, Faculty Resource Center:  
Asha Nelson and Mary Slowinski  
IT Security Administrator: Gary Farris  
Re-Hosting Administrator: Gary Mahn

## Institutional Advancement

Vice-President: Gaynor Hills  
Director, Development: Kara Talbott  
Director, Institutional & Foundation Grants: Lindsey Frallic  
Director, Marketing & College Relations: Bart Becker  
Director, Public Information: Robert Adams

## Instructional Services

Executive Dean: Thomas R. Nielsen  
Dean of Instruction: TBF  
Dean, Library Media Center: Myra Van Vactor  
Director, College Credit & Careers Network: TBF  
Interim Special Assistant to the Executive Dean: Joyce Carroll

## National Workforce Center for Emerging Technologies (NWCET)

Dean: TBF (see IBIT)

## Pluralism & Equity

Vice President: Dr. James Bennett

## Student Services

Vice President: Thomas W. Pritchard  
Dean, Student Success: Matt Groshong  
Assistant Dean, Financial Aid: Sherri Ballantyne  
Assistant Dean, International Student Programs: Crisanto Samia  
Assistant Dean, Student Programs: Faisal Jaswal  
Assistant Director, Veteran's Office: Margo Georgian  
Associate Dean, Enrollment Services: Robin Young  
Director, Admissions, Outreach & Recruitment: Trina Ballard Shindler  
Director, Athletics: William O'Connor  
Director, Counseling Center: Harlan Lee  
Director, Disability Resource Center: Susan Gjolmesli  
Director, Educational Planning Advising Center: Celinda Smith  
Director, High School Programs: Amy MacNeill  
Director, Multicultural Services: Ata Karim  
Director, Registrar Svcs & Assessment: Catherine Kwong  
Director, TRiO Student Support Services: Barbara Brodsky

## Workforce Development

Vice-President: Dr. Paula Boyum  
Dean, Continuing Education: Bruce Riveland  
Director, Career Center & Women's Center: Cheryl Vermilyea  
Director, College Credit & Careers Network: TBF  
Director, Computer Programs (Cont. Ed.): Dennis Phillips  
Associate Dean: Worker Retraining:  
Darlene Molsen

Director, Work-Related Programs (Cont. Ed.):  
Margaret Murphy  
Director, World Languages Institute, Art & Design, Enrichment Programs (Cont. Ed.):  
René Siegenthaler  
Manager, OLS-Venture Program:  
Marci McGinnis

## Deans

Arts & Humanities: Star Rush, Interim  
Institute for Business and Information Technology & NWCET: TBF  
Health Sciences, Education & Wellness Institute: Dr. Kevin McCarthy  
Science: Lynne Sage  
Social Science: Sara Sutler-Cohen, Interim

## Program Chairs

### Arts & Humanities Division

Applied Linguistics & Language:  
Susan Jamieson  
Art: Carolyn Luark  
Communication Studies: Katherine Oleson  
Theatre Arts: Tammi Doyle  
English: Maggie Harada  
English Language Institute: Susan Jamieson  
ESL: Judy Roberts  
Experiential Learning: Cheryl Vermilyea  
Interdisciplinary Studies: Star Rush  
Division Chair, Interim  
International Business Professions:  
Susan Jamieson  
Interior Design: Dan Beert  
Music: Tom Almlí  
Philosophy: Mark Storey  
World Languages: Laura Burns

### Health Sciences, Education & Wellness Institute

Director, Life Science Informatics Center: Patricia Dombrowski  
Alcohol & Drug Counseling: Paul Weatherly  
Diagnostic Ultrasound: Katherine P. Olson  
Early Childhood Education: Stephanie Sloan  
Fire Science Programs: Paul Weatherly  
Health Professions: Jean Lawler  
Nuclear Medicine Technology:  
Jennifer Prekeges  
Nursing (Associate Degree): Lisa Tedeschi  
Nursing Continuing Education: TBF  
Parent Education: Julie Soto  
Physical Education/Health: Ray Butler  
Radiation Therapy: Julius Armstrong  
Radiologic Technology: Ron Radvilas

### Institute for Business and Information Technology

Accounting-Paraprofessional: TBF  
Business Technology Systems: Marika Reinke  
Digital Media Arts: Stephen Garrow  
General Business Management: Frank Hatstat  
Information Systems: Sylvia Unwin

Marketing Management: Frank Hatstat  
 Network Services & Computing  
 Systems: Sylvia Unwin

## Science Division

Computer Science: Frank Lee  
 Engineering: Frank Lee  
 Life Sciences: Dr. Rob Viens  
 Mathematics: David Stacy  
 Physical Sciences: Cathy Lyle

## Social Science Division

Accounting-Transfer: Judith Paquette  
 American Studies: Jeff Cofer  
 Business Administration-Transfer:  
 Judith Paquette  
 Criminal Justice: Dr. Michael Caldero  
 Anthropology: Nancy Gonlin  
 Economics: Michael Righi  
 Ethnic & Cultural Studies: Kim Pollock  
 Geography: George Walker  
 History: Graham Haslam  
 Political Science/International  
 Studies: Aslam Khan  
 Psychology: Helen Taylor  
 Sociology: Lori Saffin, Interim

## Administrators & Faculty

*\*indicates affiliated part-time faculty*

**Agassiz**, Roderick A., Counseling Center  
 B.A., University of Washington  
 M.Ed., Seattle University

**Akhlaghi**, Tony, Mathematics  
 B.S., University of Washington  
 M.S., Western Washington University

**\*Allen**, Lisa, Parent Education  
 B.S., Northwestern University, Illinois

**Almli**, Thomas, Music (Chair)  
 B.A.E., Luther College, Iowa

**Anderson**, Carol L., Psychology  
 B.A., University of Washington  
 M.A., University of Washington  
 M.S., Western Washington University

**Anderson**, Marilyn D., Mathematics  
 B.S., University of Redlands, California  
 M.S., University of Washington

**\*Andrus**, Pat L., English  
 B.A., Nazareth College, Michigan  
 M.F.A., Goddard College, Vermont

**Armstrong**, Julius B., Radiation Therapy (Chair)  
 B.A., City College, New York  
 M.B.A., Adelphi University, New York

**Artimovich**, Vicki, Art  
 B.A., M.A., University of Washington

**Backstrand**, Robert L., Video Production  
 B.A., Art Center College of Design, California  
 M.A., Spring Arbor University, Michigan

**Ballantyne**, Sherri, Assistant Dean, Financial Aid  
 B.A., Seattle University

**Bangera**, Mahalaxmi Gita, Dr., Science  
 B.S., University of Bombay, India  
 M.S., Carnegie-Mellon University,  
 Pennsylvania  
 Ph.D., Washington State University

**Bauer**, Ryan, Dr., Mathematics  
 B.S., Southern Oregon University  
 Ph.D., University of Idaho

**Beert**, Daniel C., Interior Design (Chair)  
 B.A., Northern Illinois University  
 M.A., Michigan State University

**Benarcik**, Peter M., Interior Design  
 B.S., Catholic University of America,  
 Washington D.C.  
 M.S., Art Center College of  
 Design, California

**Bennett**, James L., Dr., Vice President, Equity  
 & Pluralism  
 B.A., Macalester College, Minnesota  
 M.S., Mankato State University, Minnesota  
 Ph.D., University of Washington

**\*Berg**, Carole A., Physical Sciences/Chemistry  
 B.S., Washington State University  
 M.S., University of Washington

**Bessho**, Scott, English  
 B.A., University of Washington  
 M.A., California State University

**Bilby**, Carolyn P., World Languages  
 B.A., Seton Hall University, New Jersey  
 M.A., Pennsylvania State University

**Bloomsburg**, Peter, Dr., Mathematics  
 B.S., M.S., Ph.D., University of Idaho

**\*Blume**, Molly, Business Technology Systems  
 B.A., Washington State University  
 M.B.A., Eastern Washington University

**Bongiorno**, Beatrice, World Languages  
 B.A., McMurry University, Texas  
 M.A., M.A., Middlebury College  
 Language Schools, Vermont

**Boyum**, Paula, Dr., Vice President, Workforce  
 Development  
 B.S., University of Health Sciences/Chicago  
 Medical School  
 M.Ed., Ph.D., University of Illinois

**Bradley**, Kathryn M., Library Media Center  
 B.S., The Creighton University, Wisconsin  
 M.L.S., University of Washington

**Bratz**, Richard, Business Administration-Transfer  
 B.S., California State University at Fresno  
 M.B.A., California State  
 University at Stanislaus

**Bridwell**, Virginia, Psychology  
 B.S., M.S., University of Alaska

**Brodish**, Sherry, Counseling Center  
 B.A., M.A., Antioch University

**Brown**, Douglas N., Dr., Physical Sciences/Physics  
 A.B., B.S., Oberlin College  
 Ph.D., University of Michigan

**Brown**, Ross, Art  
 B.S., University of Indiana  
 M.A., University of Washington

**Burns**, Laura L., World Languages (Chair)  
 B.A., M.A., University of Washington

**Butler**, Ray, Physical Education/Health (Chair)  
 B.S., Southeast Missouri State University  
 M.A., Maryville University of Saint Louis

**\*Buxton**, M. Lee, Speech  
 B.A., M.A., University of Washington

**Caldero**, Michael, Dr., Criminal Justice (Chair)  
 B.A., Eastern Washington University  
 M.A., Ph.D., Washington State University

**Canan**, Mary, Executive Director, Finance

**Carroll**, Joyce, Interim Special Assistant to the  
 Executive Dean  
 B.A., University of Washington, Bothell  
 M.A., University of Washington, Bothell

**Christensen**, Pamela, Nursing  
 B.S., University of Washington

**Christiansen**, Pauline Grabill, English  
 B.A., M.A., University of Washington

**Clark**, Douglas, English Language Institute  
 B.S., Iowa State University  
 M.A., University of Kansas

**Cofer**, Jeffrey, American Studies; American  
 Studies (Chair)  
 B.A., Glassboro State College, New Jersey  
 M.A., Ohio University

**\*Cox**, Susan L., Sociology  
 B.S., Westmont College, California  
 M.A., University of Washington

**Cross**, Steven W., Counseling Center  
 B.A., M.Ed., Ohio University

**Culpepper**, Michael, Arts and Humanities  
 B.S., Mississippi State University  
 M.S., Cranbrook Academy of Art, Michigan

**Curnutt**, Larry A., Mathematics  
 B.A., M.S., Western Washington University

**\*DeCaro**, Patricia, Art  
 B.A., Temple University, Pennsylvania  
 M.F.A., University of Washington

**Dietrich**, Sydney, English  
 B.A., Western Washington University  
 M.F.A., University of Massachusetts,  
 Amherst  
 M.A., University of Southern California

**\*Doan**, Robert Dr., History  
 B.A., Kutztown University, Pennsylvania  
 M.A., Ph.D., Temple University,  
 Pennsylvania

**Dolan**, Anne, Developmental Education  
 B.A., University of Northern Colorado  
 M.Ed., Seattle University

**\*Donaldson**, Marla, Parent Education  
 B.A., Central Washington University

**\*Dougherty**, Wilma, Library Media Center  
 B.A., University of Northern Iowa  
 M.L.A., University of Washington

**Doyle**, Tammis, Theatre Arts (Chair)  
 B.A., University of California at Berkeley  
 M.F.A., University of Washington

**Ebreo**, Francisco, Accounting Paraprofessional  
 B.A., University of Washington  
 M.A., Seattle University

**Estes**, Tonya, Developmental Ed/GED  
 B.A., Evergreen State College  
 M.A., Seattle Pacific University

**\*Eichner**, Nancy, English  
 B.A., University of Maryland  
 M.A., University of Tübingen, Germany

**Ellinger**, James, Dr., Life Sciences/Biology  
 B.A., Kalamazoo College, Michigan  
 M.A., Western Michigan University  
 Ph.D., University of Massachusetts, Amherst

**Elsenbaumer**, Kelly, Physical Education  
 B.S., M.S., Arizona State University

**Felton**, Sharon A., Counseling Center  
 B.A., University of California at Berkeley  
 M.Ed., University of Washington

**Fieser**, Robert, English Language Institute  
 B.A., M.A., University of Washington

## Administration & Faculty

- Fiorini**, Gina, Dr., Chemistry  
B.S., Cal Poly, California  
Ph.D., University of Washington
- Flory-Barnes**, Linda, Counseling Center  
B.A., Seattle University  
M.Ed., University of Washington
- Floten**, B. Jean, President  
B.A., M.S., Portland State University, Oregon
- \*Frauenheim**, Marie, Parent Education  
B.A., Marygrove College, Michigan
- Gandham**, Ravi, Computer Science  
B.S., Nagartuna University, India  
M.S., University of Georgia
- Garrow**, Stephen, Digital Media Arts (Chair)  
B.A., Ricker College, Maine  
M.A., University of Arizona  
M.F.A., State University of New York
- Geiger**, Weihong, Chinese  
M.S., Fukuoka Industrial University, Japan
- George**, Roger A., Dr., American Studies (Chair)  
B.A., M.A., Ph.D., University of Washington
- Girard**, Samantha, Nursing  
B.S., San Diego State University  
M.S., University of Washington
- Georgian**, Margo, Assistant Director, Veterans' Advisor  
B.A., Gallaudet University  
M.A., Seattle University
- Ghuman**, Simrat, Dr., Mathematics  
B.A., San Francisco State University  
M.A., Ph.D., Rice University
- Gilliam**, Rhonda, English  
B.S.Ed., Austin State University  
M.A., Texas Tech University
- Gold**, Melodye, Dr., Life Sciences  
A.B., Whitman College  
M.S., University of Wisconsin  
Ph.D., University of California at Los Angeles
- \*Goldsmith**, James, English  
B.S., Wright State University, Ohio  
M.A., University of Idaho
- Goldston**, Brett, Physical Sciences/Chemistry  
B.S., Rhodes College, Tennessee  
M.S., University of Washington
- Gonlin**, Nancy, Dr., Anthropology (Chair)  
B.S., Juniata College, Pennsylvania  
M.A., Ph.D., Pennsylvania State University
- Goss**, Arthur, Physical Sciences/  
Astronomy, Physics  
B.S., M.S., Wright State University, Ohio
- Graham**, Thomas, ESL (Chair)  
B.A., University of Minnesota  
M.A., Seattle University
- Grant**, Renee, HSEWI/DUTECH
- Green**, Sally, Radiation Therapy  
B.S., James Madison University  
R.R. (T), Swedish Hospital
- Griggs**, Debra, Business Technology Systems  
B.A., University of Puget Sound  
M.B.A., City University
- \*Gronlund**, Susan J., Mathematics  
B.A., Western Washington State College,  
Bellingham  
M.S., Seattle University
- Groshong**, Matt, Dean, Student Success  
B.A., University of Oregon  
M.A. California State University,  
Dominquez Hills
- Haines**, Eric G., History  
B.A., M.A., University of Natal, South Africa  
M.A., University of London
- Hakoda**, Susan H., Early Childhood Education  
B.A., University of Hawaii  
M.A., Pacific Oaks College, California
- Hall**, Christine, English Language Institute  
B.S., Eastern Michigan University  
M.S., New York State University, Buffalo
- Hanson**, Michael, Dr., Life Sciences/Biology,  
Botany; Interdisciplinary Studies  
B.S., University of Nebraska  
Ph.D., The Claremont Graduate  
School, California
- Harada**, Margaret, Dr., English (Chair)  
B.A., University of New Mexico  
M.A., California Polytechnic State University  
Ph.D., University of New Mexico
- Haslam**, Graham, Dr., History (Chair)  
B.A., University of Washington  
M.A., Western Washington University  
Ph.D., Louisiana State University
- Hatstat**, Francis, General Business Management,  
(Chair), Marketing Management (Chair)  
B.A., University of Michigan  
MBA, City University  
J.D., Puget Sound School of Law
- Heinrichs**, Timothy, Dr., History  
B.A., Harvard College  
M.A., University of Utah  
M.A., Ph.D., University of Washington
- Helm**, Rudolph, Information Technology  
& Technical Support  
B.A., University of Washington
- Hills**, Gaynor, Vice-President, Institutional  
Advancement; Executive Director,  
the BC Foundation  
B.A., Reed College
- Hobbs**, Robert, Physical Sciences/Physics  
B.A., University of Colorado  
M.S., Indiana University
- Hoffman**, Dale, Mathematics  
B.A., Washington State University  
M.S., University of Connecticut
- Hurst**, Stephanie J., Speech  
B.A., M.A., California State  
University at Long Beach
- Ippolito**, Frances A., Nursing  
B.S., University of Iowa  
M.S., Northern Illinois University
- Irey**, Sayumi, Library Media Center;  
Ethnic & Cultural Studies  
A.A.S., Everett Community College  
B.A., University of Washington
- Iverson**, William P., Dr., Computer Science  
B.A., B.S., Washington State University  
Ph.D., University of Wyoming
- Jackson**, Glenn D, Interim Program Manager,  
Career Education Options  
A.A.S, Bellevue College  
B.A, Washington State University  
M.A, Capella University, Minnesota
- James**, Patricia A, Director,  
Institutional Research  
B.S., Bowling Green State University, Ohio  
M.S., University of Washington
- Jamieson**, Susan, Director, English Language  
Institute (Chair) , Applied Linguistics &  
Languages (Chair), International Business  
Professions (Chair)  
B.A., Miami University  
M.A., Washington University
- Jaswal**, Faisal, Assistant Dean, Student Programs  
A.A., Bellevue College
- \*Jeffers**, Robin, English  
B.A., M.A., University of  
California at Los Angeles
- \*Jejurikar**, Seema, Biology  
B.S., M.S., University of Bombay, India  
M.S., University of Washington
- Jenkins**, Alice, Marketing Management  
B.A., Griffin College, Bellevue, WA  
M.A., Ph.D., Hardy Academy  
of Theology, Seattle, WA
- Johnson**, Andrew, General Business  
Management; Marketing Management  
B.A., University of Missouri  
M.B.A., Oklahoma City University
- Johnson**, Denise L., Sociology  
B.A., University of Florida  
M.A., University of Washington
- \*Jones**, Craig, Digital Arts Media  
B.A., University of Washington
- \*Jones**, Gwyneth, Geology  
B.S., Denison University, Ohio  
M.S., University of Washington
- Karnes**, Nancy, R.N., Nursing  
B.S.N., Baylor University  
M.S., Loyola University
- Khan**, Aslam, Political Science/International  
Studies (Chair)  
B.A., Gonzaga University  
M.A., University of Washington
- Knight**, Daniel W., Astronomy  
B.A., Wesleyan University  
M.S., University of Washington
- Korolenko**, Michael, Digital Communications  
B.A., Vassar College, New York  
M.S., Boston University
- \*Kotker**, Joan Garcia, English  
B.A., M.A., Ohio State University
- Ku**, Sunmi, Mathematics  
B.S., Kyung-Sung University, South Korea  
M.S., Pusan National University, South Korea  
M.S., Florida State University
- Kunz**, Kelly, Music  
B.A., M.A., Central Washington University
- Lau**, Allison, Dr., Counseling Center  
B.A., University of Arizona  
M.S., Ph.D., University of Oregon
- Laveglia**, Jennifer L., Mathematics  
B.S., Bowling Green State University, Ohio  
M.S., University of North Carolina  
at Chapel Hill
- Lee**, Frank, Engineering (Chair), Computer  
Science-Transfer (Chair)  
B.S., M.S.ME, University of Washington
- Lee**, Harlan, Counseling Center (Chair)  
B.A., Glassboro State College, New Jersey  
M.A., Arizona State University  
M.Ed., Northern Arizona University
- Leighton**, Gordon B., Dr., English  
B.A., Bates College, Maine  
M.A., Ph.D., University of Virginia

- Lepeintre**, Suzanne, English  
B.A., Lewis & Clark College  
M.A.T., Ph.C., University of Washington
- Li**, Xiao, Business Administration - Transfer  
B.S., University of California at Davis  
M.S., California State University at Hayward
- Lindman**, Dale, Art  
B.A., M.A., St. Cloud State University  
M.F.A., University of Washington
- Littlefield**, Michael, Networking Services & Computing Systems  
B.S., Case Institute of Technology, Ohio  
M.S.ME, University of Washington
- Longpre**, Nicole, Library Media Center  
B.A., The Evergreen State College  
M.L.S., University of Washington
- Lopez**, Leticia, Dr., English  
B.A., Claremont McKenna College  
M.A., Ph.D., University of Washington
- Luark**, Carolyn, Art (Chair)  
B.A., Central Washington University  
M.F.A., Washington State University
- Lum**, Leslie G., Business Administration-Transfer; E-Commerce  
B.F.A., M.S.W., University of British Columbia  
M.B.A., Columbia University
- Lyle**, Catherine, Physical Sciences (Chair)  
B.A., Pomona College  
M.S., Tufts University, Massachusetts
- \*Lyons**, Elizabeth S. N., Physical Sciences/Geology  
B.A., University of Alaska
- Mangan**, Rick, American Sign Language  
B.A., University of Washington
- Marks**, Suzanne, Business Technology Systems  
B.A., Washington State University
- Mauldin**, Diane M., Life Sciences  
B.A., M.Ed., University of Washington
- Mayer**, Jennie, Chemistry  
B.A., M.S., University of California at Riverside
- Maulik**, Manusumi, Mathematics  
B.S., Calcutta University, India  
M.S. Garwhal University, India
- Mazzoni**, Ruth, Accounting-Paraprofessional  
B.A., Washington State University
- \*McAlvay**, John, Dr., Marketing Management  
B.A., University of Wisconsin  
J.D., Southwest University School of Law
- McCarthy**, Kevin, Dr. Health Sciences, Education & Wellness Institute (Dean)  
B.A., University of Virginia  
M.A., Ph.D., University of Mississippi
- McKee**, Carol, English Language Institute  
B.A., M.S., Florida State University
- \*Mears**, Howard, Business & Marketing  
B.S., M.B.A., City University
- Meyer**, Michael W., English  
B.A., Briar Cliff College, Iowa  
M.A., Marquette University, Wisconsin
- Miguel**, Donna, English  
B.A., Western Washington University  
M.A., New Mexico State University
- Miller**, Susan A., Biology  
B.S., Occidental College, California  
M.S., University of Washington
- Mitchell**, Daniel Dr., Chemistry  
B.S., Ph.D, University of Washington
- \*Molvik**, Nilmar L., Mathematics  
B.S., M.Ed., Seattle Pacific College
- Moss**, Cheryl S.  
A.S., Florence-Darlington Technical College
- Murphy**, Margaret, Director, Work Related Programs  
B.A., University of Washington  
M.A., New York University
- Nesbeitt**, Sandra J., General Business Management; Marketing Management  
B.A., M.S., Eastern Washington University
- Nielsen**, Thomas R., Executive Dean of Instruction  
B.A., M.Arch., University of Washington
- Norling**, Eva, World Languages  
B.A., University of Tübingen, Germany  
M.A., Freiburg University, Germany
- Nudelman**, Laura, Communication Studies  
B.A., University of the Pacific, California  
M.A., San Diego State University
- Oar**, David J., Library Media Center  
B.A., University of Washington  
M.A., University of Washington
- \*O'Donnell**, Sue, Parent Education  
B.S., University of Washington
- Oleson**, Katherine E., Communication Studies (Chair)  
B.A., Gustavus Adolphus College  
M.A., University of Washington
- Olson**, Katherine P., ARDMS, Diagnostic Ultrasound (Chair)
- Orechia**, Stella, Health and Physical Education; Athletics  
B.S., Brigham Young University  
M.A., San Francisco State University
- Paquette**, Judith, Accounting-Transfer (Chair); Business Administration-Transfer (Chair)  
B.S., California State University at Fresno  
M.B.A., Golden Gate University, San Francisco
- Pauley**, Jean M, English  
B.S., Northern Kentucky University  
M.S., Seattle University, Washington
- \*Paydar**, Iraj, Dr., Political Science  
B.A., M.A., Western Washington University  
Ph.D., University of Utah
- Payne**, William, Dr., Philosophy  
B.A., M.A., Arizona State University  
Ph.D., University of California at Davis
- \*Perry**, Thornton, History  
B.A., M.A., Ohio State University
- \*Phelps-Palma**, Melissa, World Languages  
B.A., Linfield College, Oregon  
M.A., Seattle University
- \*Phillips**, Gayne E., Parent Education  
B.A., M.A., Washington State University
- Pickering**, Wendy, English Language Institute  
B.A., California State University  
M.A., Regent College, Vancouver, Canada  
M.Ed., Seattle University
- Pollock**, Kimberly, Ethnic & Cultural Studies (Chair)  
B.A., Shimer College, Illinois  
M.A., University of Southwestern Louisiana
- Pope**, Jeffrey W., Diagnostic Ultrasound  
B.S., M.A., Western Washington University
- Prekeges**, Jennifer, Nuclear Medicine Technology (Chair)  
B.A., Whitman College  
M.S., University of Washington
- Pritchard**, Thomas W., Vice President, Student Services  
B.A., J.D., University of Washington
- Pugh**, Rose L., Mathematics; Math Lab Director  
B.S., M.S., Western Washington University
- Radvilas**, Ronald S., Radiologic Technology (Chair)  
B.S., University of Massachusetts, Amherst  
M.S., State University of New York at Buffalo
- Reinke**, Marika, Business Technology Systems (Chair)  
B.A., University of California at Santa Barbara  
M.Ed., Seattle University
- Richardson**, Rosemary K., Life Sciences  
B.S., University of Michigan  
M.S., University of Washington
- Righi**, Michael E., Economics (Chair)  
B.A., Holy Cross College  
M.A., Columbia University
- Riveland**, Bruce, Dean, Continuing Education  
B.A., M.A., University of Washington
- Robbings**, Grace, Economics  
B.A., M.A., Boston University, Massachusetts
- Roberts**, Judith Ann, ESL (Chair)  
B.A., Western Washington University  
M.Ed., Seattle University
- \*Robertson**, Barbara K, English  
B.A., Mississippi State College for Women  
M.A., Louisiana State University  
M.A., California Lutheran College
- Roselle**, Douglas L., Geography (Chair)  
B.A., Western Washington University  
M.S., Louisiana State University
- Rowhani**, Shahla, Library Media Center  
B.A., University of Tehran, Iran  
M.S.L.S., University of Southern California
- Rumans**, Linda F., Programming  
B.A., M.S., Washington University
- Rush**, Star H, Arts & Humanities (Interim Dean), Interdisciplinary Studies  
B.A., M.A., Western Washington University
- Sadashivan**, Geeta, English  
B.A., M.A., Gujarat University, India  
M.A., University of California at Irvine
- Saffin**, Lori, Dr., Sociology (Interim Chair)  
B.A., Ohio University  
M.A. University of Cincinnati  
Ph.D., Washington State University
- Sage**, Lynne S., Science (Dean)  
B.A., M.Ed., Western Washington University
- Samia**, Crisanto, Associate Dean, International Student Programs  
B.S., University of Santo Tomas  
M.B.A., University of San Jose Recolletos
- Sanchez**, Roberto, Digital Media Arts  
A.A., Yakima Valley Community College  
A.A., Art Institute of Seattle
- \*Sandblom**, Victor, Art  
B.A., M.A, University of Oregon
- \*Sanders**, M. Craig, English  
B.A., Pennsylvania State University  
M.A., University of Idaho  
M.A., University of Washington

## Administration & Faculty

- \*Sandhu**, Preminder, Dr., Chemistry  
B.S., Gov't Mahendra College, India  
M.S., Punjabi University, India  
Ph.D., Punjab Agricultural University, India
- \*Scott**, Phillip Brian, Physics  
B.S., University of Texas  
M.A., University of California  
at Santa Barbara
- \*Seibel**, Margaret, Psychology  
B.S., Bowling Green State University, Ohio  
M.A., Antioch University, Seattle WA
- \*Seiver**, Jillene Grover, Dr., Psychology  
B.A., University of California at Davis  
M.A., California State University at Sacramento  
Ph.D., University of New Mexico
- Shelley**, Christopher M., Chemistry  
B.S., Kings College  
Ph.D., Thomas Jefferson University
- \*Shiva**, Manouchehr, Dr., Anthropology  
B.S., Shiraz University, Iran  
M.A., Ph.D., University of Washington
- Short**, Kent S., Life Sciences  
B.A., University of California at Los Angeles  
M.S., Oregon State University
- Sloan**, Stephanie, Early Childhood Education  
(Chair)  
B.F.A., University of Utah  
M.Ed., University of Washington
- \*Smolke**, Vicki, Parent Education  
B.A., Idaho State University
- Solemsaas**, Rachel, Vice President,  
Administrative Services  
B.S., De La Salle University  
M.S., University of Washington
- \*Sossong**, Norman, Dr., Biology  
B.S., Walla Walla College  
M.S., Ph.D., University of Washington  
M.D., University of Chicago
- Stacy**, B. David, Mathematics (Chair)  
B.S., M.A., California State  
Polytechnic College
- Stanton**, Jennifer L., English  
B.A., Grinnell College, Iowa  
M.A., School for International  
Training, Vermont
- Steinert-Eger**, Kathleen M., Life Sciences/  
Biology, Env. Science  
B.A., M.A., California State  
University at Long Beach
- Stevens**, Martha R., Mathematics  
B.S., University of Wisconsin  
M.S., University of Washington
- Storey**, Mark, Philosophy (Chair)  
B.A., University of California at Santa Barbara  
M.A., University of Washington
- Susanka**, Larry, Dr., Mathematics  
B.S., University of Oregon  
Ph.D., University of Minnesota
- Sutler-Cohen**, Sara C, Dr., Social Science  
(Interim Dean)  
B.A., Mills College  
M.A., Humboldt State University  
M.A., Ph.D., University of California,  
Santa Cruz
- Talbott**, Michael L., Dr., Dean of Information  
Resources  
B.A., M.A., Ph.D., University of Washington
- Taplin**, Ron, Counseling Center  
B.A., Washington State University  
M.Ed., Idaho State University  
M.B.A., University of the Virgin  
Islands, St. Thomas
- Tate**, Trevor McMorris, Dr., Social Science  
B.A., University of the West Indies  
B.A., University of Manitoba  
Ph.D., Queen's University, Ontario
- Taylor**, Helen K., Dr., Psychology (Chair)  
B.A., Pomona College  
M.A., Seattle University  
Ph.D., University of Washington
- Taylor**, Kit Sims, Economics  
B.A., University of California at Berkeley  
M.A., University of Florida
- \*Tebbetts**, Rich, Geography  
B.A., St. Lawrence University, New York  
B.A., Eastern Washington University  
M.A., Louisiana State University
- Tedeschi**, Lisa, Nursing-Associate Degree (Chair)  
B.S., Southern Illinois University  
M.S., Texas Woman's University
- Templin-Imel**, Garnet, Developmental  
Education  
B.A., Pacific Lutheran University  
M.A., University of Washington
- Tessandori**, Anthony, Anthropology  
B.S., California State Polytechnic University  
Pomona  
M.A., California State University Fullerton
- \*Tewari**, Surya Roshni, Dr., Biology  
B.S., University of the West Indies  
M.S., University of London  
Ph.D., University of Hawaii
- Thorp**, Mary, Associate Degree Nursing  
B.S.N., M.N., University of Washington
- Tomberlin**, Eric, Art  
B.S., Brooks Institute of Photography  
M.F.A., University of Texas at Austin
- Torrence**, James S., English  
B.A., University of Washington  
M.A., Central Washington University
- Turcott**, Margaret, Business Technology Services  
B.A., Western Washington University  
M.Ed., University of Washington
- Unwin**, Sylvia, Network Services & Computing  
Systems (Chair), Information Systems (Chair)  
B.A., Pomona College  
M.S., West Coast University, California
- Updegrove**, Dana, Mathematics  
B.S., Idaho State University  
M.S., University of Tennessee  
M.Div., Golden Gate Theological  
Seminary, California
- Van Slyke**, Kristine L., Radiologic Technology  
B.A., Eastern Washington University
- Van Vector**, Myra, Dean, Library Media Center  
B.A., University of the Philippines  
M.S., Columbia University, New York
- Viens**, Robert, Dr., Life Sciences (Chair);  
Physical Sciences/Geology  
B.A., Cornell University, New York  
M.S., Ph.D., University of Washington
- Villines**, Andrea, Mathematics  
B.S., M.S., Western Washington University
- Wais**, Constance S., Interior Design  
B.A., California State University  
at Northridge
- Walker**, George, Geography (Chair)  
B.A., Durham University, Durham, U.K.  
M.Ed., Newcastle University,  
Newcastle, U.K.
- Wanamaker**, Dennis L., Dr., Psychology  
B.A., M.Ed., Central Washington University  
Ed.D., Washington State University
- Weber**, Sybil M., Nursing  
B.A., University of Washington  
B.S., M.S., Seattle Pacific University
- Weintraub**, Cynthia, English as a Second  
Language  
M.S., Seattle University  
B.A., Sarah Lawrence College,  
Bronxville, N.Y.
- West**, Woodley, English  
B.S., Michigan State University  
M.A., Harvard University
- Whitacre**, Norma B., Dean of Instruction  
B.A., Western Washington University  
M.A., University of Puget  
Sound, Washington
- White**, Jeffrey R., English  
B.A., Evergreen State College  
M.A., University of Washington
- \*White**, Kathleen, English  
B.A., University of Washington  
M.A., University of Houston
- Williams**, Marcia C., Information Technology  
and Database Administration  
B.A., Wheaton College, Massachusetts  
M.Ed., University of Washington
- Wilson**, Ken, Music  
B.A., Western Washington University  
M.M., Eastern Washington University
- \*Witmer**, Judith, Parent Education  
B.S., University of Colorado
- Woo**, Judy Eng, Dr., Business Administration-  
Transfer; General Business Management  
B.A., University of Washington  
M.P.A., Seattle University  
Ph.D., University of Washington
- Yabui**, Alan, Dr., Communication Studies  
B.S., Kansas State University  
M.S., University of Southern California  
M.A., Wichita State University, Kansas  
M.A., San Diego State University  
Ed.D., Montana State University
- Yarborough**, Steven J., English  
B.A., Seattle Pacific University  
M.A., Baylor University
- Yoshino**, Mark, Physical Education  
B.A., Western Washington University  
M.P.E., Pacific Lutheran University
- Young**, Robin, Associate Dean, Enrollment  
Services  
B.S., Southern Oregon University  
M.A., University of Washington
- Zupan**, Sheere, Radiologic Technology  
A.A., Presentation College/  
St. Luke's Hospital, South Dakota

Words in *italics* also appear elsewhere in the list.

### academic concentration

Specialization in one academic *discipline* or field of study is called “academic concentration” at BC; also see “*major*.”

### academic year

Usually this refers to the September–June school year. In some cases it refers to the entire year.

### accreditation

Certification that a school or an instructional *program* meets standards set by an outside reviewing organization. Many forms of *financial aid* are available only to students attending accredited institutions.

### admission

Approval for a student to attend an educational institution. The admission process usually involves an *application* form and may require *transcripts* or other supporting documents.

### advisor

A member of the college faculty or staff who assists students with planning *quarter* or *semester* schedules as well as their overall *programs* of study. Advisors may also help with career planning. See also *counselor*.

### application

The first step in requesting *admission* to an institution of higher education. Usually there is a form to fill out by a certain deadline; sometimes there is an application fee to pay.

### articulation

A formal agreement between high schools and colleges or between community/technical colleges and *baccalaureate* institutions, designed to make it easy for students to move from one educational level to the next without any gaps or repetition in their coursework.

### assessment

A method of determining a student’s knowledge or skill level, such as an exam, often taken to find his or her best *placement* or starting level in a series of courses in English, foreign languages, math, or science.

At BC, assessment also refers to determining skills and abilities as learning outcomes in the college’s general education program.

### associates degree

A *diploma* earned after successfully completing a required *program* of study in a community or technical college. It typically requires 90 or more *credits* and takes two years of full-time study. Some associate degrees enable students to *transfer to baccalaureate* colleges and universities, others prepare students to go right into the workforce in a *professional/technical* field.

### audit

A student who audits a *course* formally *registers* for it and attends class sessions but earns no *credit* and has no obligation to complete homework projects or take tests.

### baccalaureate or bachelor’s degree

A college *degree* which can often be earned by following a four-year instructional *program*. A baccalaureate institution, sometimes informally called a “four-year college,” is a college or university which is entitled to grant a baccalaureate or bachelor’s degree.

### basic skills

Usually refers to a level of *competency*—specifically in reading, writing, and mathematics—which is required for successful *college-level* work in all fields of study.

### campus

The land and buildings that a college or university uses for instruction or student services.

### catalog

A comprehensive resource listing college regulations, *program* and *course* descriptions, *degree* and *graduation requirements*, *transfer requirements*, and other essential information.

### certificate

A document granted by a college or university indicating that a student has successfully completed specified *courses* and *requirements* (compare with *degree*, which usually requires more time and coursework).

### class

(1) A specific group of students meeting for specific instructional purposes. It can mean the whole series of scheduled meetings (“Dr. Owen is teaching two English Composition classes this quarter”) or just one session (“we had a guest speaker in my Home Economics class today”).

(2) Often means the same as *course* (“she’s taking classes in Interior Design”).

(3) A group of students who start at a school together and expect to complete their studies at the same time (“he’s in the graduating class of 2003”).

### class schedule

(1) A publication listing detailed *course* and *section* information (days, times, room numbers, etc.) for a specific *semester* or *quarter*.

(2) The specific courses that an individual student is taking or plans to take for a given semester or quarter.

### college-level study

*Curricula* and instruction that assume the student has already mastered certain skills and abilities and has the level of commitment needed for *postsecondary* school work. Compare to *developmental-level study*.

At BC, college-level courses are numbered 100 or above.

### commencement

The ceremony at the end of an *academic year* when students receive their degrees or diplomas (compare to *graduation*).

### common course numbering

The Common Course Numbering system identifies courses that are commonly shared among Washington community and technical colleges. Visit [www.bellevuecollege.edu/ccn](http://www.bellevuecollege.edu/ccn) for more information.

### competency

In “competency-based” *courses* or instructional *programs*, students must demonstrate certain skills and abilities (instead of just earning *passing grades* in classes) before moving from one level to the next or earning the final *certificate* or *degree*.

### counselor

A member of the college *faculty* who has special training in guidance and who assists students in academic or personal matters. See also *advisor*.

### course

(1) Often means the same as *class*.  
(2) A planned sequence of instruction in a particular topic; may include class meetings, lectures, readings, demonstrations, exercises, assignments, examinations, etc.; offered repeatedly to different groups of students.

### credit

A unit of measure for college work. Generally speaking, one credit hour represents one hour of classroom instruction each week for one term, plus the study time, homework, etc. that go along with it.

### credit load

The total *credit* value of the *courses* a student is currently enrolled in.

### curriculum

(plural: curricula)

(1) An established sequence of information to be learned, skills to be acquired, etc. in a specific *course* or in a complete instructional *program*.

(2) Collectively, all the courses offered by a *department*, *division*, or college.

### dean

An academic administrator or official at a school, college, or university, especially one with responsibility for students or *faculty*.

### degree

A rank conferred by a college or university and earned by a student who has successfully completed specified *courses* and *requirements* (compare with *certificate*, which usually requires less time and coursework).

### department

An organizational unit within a college or university, offering *courses* about closely related topics (at a small school there may be one foreign languages department, at a large school there may be separate departments for Spanish, French, Japanese, etc.).

## developmental-level study

Instruction that helps students improve their English and math abilities and prepare them for *college-level study*.

At BC, developmental-level courses are numbered 99 or below.

## diploma

An official document issued by a college or university indicating that a student has earned a certain *degree* or *certificate*.

## discipline

(1) A subject; field; branch of knowledge or learning ("he teaches in the related disciplines of physics and astronomy")

(2) Orderly behavior ("instructors are responsible for maintaining discipline in their classrooms")

(3) Correction or punishment for disorderly behavior ("she disrupted the class repeatedly, so the college will begin disciplinary action").

## distance learning or distance education

Instruction which is not time-or-place specific; can include correspondence courses, televised or videotaped lectures, online courses (Internet and e-mail), etc.

## distribution requirements

Course *requirements* included in an instructional *program* to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or *major*.

## division

An organizational unit within a college or university consisting of two or more related *departments*.

## drop

To cancel *registration* in a *course* after enrolling into it. Students often add and drop courses before settling on a *class schedule* for a particular *quarter*. See also *withdrawal*.

## elective

A *course* that is not required for a particular instructional *program*. Many programs require a certain number of elective *credits*, and many recommend certain electives for students to choose from.

## ESL (English as a Second Language)

Usually refers to *developmental-level* instruction in English language skills for non-native speakers.

## enrollment

(1) The process of signing up and paying for *courses*. See also *registration*.

(2) The total number of registered students attending *classes* in a particular instructional *program* or the whole school.

## evaluation

(1) The process and standards by which an instructor judges a student's work and assigns a *grade*.

(2) At BC, the process of determining that a student has met all requirements to complete a *degree* or *certificate* and is ready to *graduate*.

## faculty

The instructors or teaching staff at a school. At BC, librarians and *counselors* are considered faculty members along with classroom instructors.

## final exam

Final exams are held the last week of each quarter for credit students. The final examination shall make up no more than 33% of your grade.

## finals week

The last week in the academic quarter in which final exams are given. Normal class schedules often vary during finals week. Exam schedules are printed in the credit class schedule every quarter and also posted on the website (for example, [www.bellevuecollege.edu/classes/exams/spring.as](http://www.bellevuecollege.edu/classes/exams/spring.as)) for student convenience.

## financial aid

Money available from various sources to help students pay college expenses. These funds come as *loans*, *grants*, or *scholarships* from the state or federal government or other organizations. *Work-study* is also a form of financial aid.

## FAFSA (Free Application for Federal Student Aid)

The application required for students to be considered for federal student *financial aid*. The FAFSA is processed free of charge and is used by most state agencies and colleges. There is a form for each academic year. FAFSA forms are available from high schools and on the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## freshman

A student in the first year of a typical four-year *baccalaureate degree* program (or one who has earned fewer than 45 *quarter credits* or 30 *semester credits* so far).

## GED (General Education Development)

A certificate representing the equivalent of a high-school diploma.

## general education

At BC, a set of requirements designed to help every graduating student achieve competence in a variety of learning outcome areas.

## grade

A formal indicator of a student's overall performance in a *course*, recorded on the official *transcript*. Traditional letter grades are "A" for outstanding achievement, "B" for high achievement, "C" for satisfactory achievement, etc.

## grade-point average (GPA)

The GPA is computed by multiplying the number value of the *grade* earned in each *course* (generally, A=4, B=3, C=2, D=1, F=0) times the number *credits* for each *course*, then dividing the result by the total number of credits taken.

## graduation

The formal completion of an instructional *program* or course of study. Students graduate after successfully meeting all *credit* and *course requirements* and other criteria set by the college or university (compare to *commencement*).

## grant

A type of *financial aid* that does not have to be paid back after the student leaves school. Grants are available through the federal government, state agencies, and educational institutions.

## incomplete

A temporary *grade* given to a student who is doing satisfactory work but is forced by illness or other emergency to miss an exam or a major assignment. The instructor and student arrange how and when the student will complete the work and have the "I" changed to a final letter grade. At BC, the student must finish the incomplete work within one academic *quarter*.

## independent study

An arrangement that allows a student to earn college *credit* through individual study and research, usually planned with and supervised by a *faculty* member.

## internship

A supervised short-term apprenticeship or temporary job in a real-world setting closely related to a student's field of study. The student may or may not be paid but earns college *credit* for the work experience. See also *practicum*.

## junior

A student in the third year of a typical four-year *baccalaureate degree* program (or one who has earned 90-135 *quarter credits* or 60-90 *semester credits* so far).

## learning outcomes

What students are expected to know and to be able to do as a result of their experience at the college and, more specifically, as a result of completing their general education requirements.

## loans

A type of *financial aid* that must be repaid to the government agency or other lending organization when the student leaves school.

## lower division

The *courses* students are generally expected to complete during the first two years of a typical four-year *baccalaureate degree program*.

## major

Specialization in one academic *discipline* or field of study. At BC, this is called "*academic concentration*" in a particular subject.

## no-show

A student who *registers* into a *course* but never goes to *class*. At BC a no-show student will receive an "F" for the class on his or her *transcript*.

## noncredit

*Courses* or instructional *programs* which do not require extensive homework or examinations and which do not offer college *credit*. Students frequently take non-credit courses for *basic skills* improvement, job training or career enhancement, or personal enrichment.

**open admissions**

The policy of some colleges to admit nearly all applicants, regardless of high school *grades* and admission test scores. It means different things at different schools. Community and technical colleges in Washington State admit anyone who is over 18 or has a high school diploma or *GED*.

**pass/passing**

At most schools, a student will earn *credit* and “pass” a class with a *grade* of “A” through “D.” A student who earns an “F” grade fails the class and earns no credit. Different schools have different standards, so a student who passes a class with a “D” may or may not be able to use that class to meet *prerequisites* or fulfill *requirements*.

**placement**

The appropriate level to enter a series of *courses*, based on the student’s skills (“since she learned so much Spanish in high school, she can place into Spanish 201 in her first year at college”); often used in the context of *basic skills* subjects such as mathematics or English composition. See also *assessment*.

**postsecondary**

Refers to all educational *programs* for students past high-school age; it includes community and technical colleges and job training programs as well as *baccalaureate* colleges and universities.

**practicum**

A *course* that includes job-related activities and stresses the practical application of theory in a field of study. See also *internship*.

**prerequisite**

A *course* that must be completed (often with a certain minimum *grade*) or a skill that must be demonstrated before a student can enroll in a more advanced course (for example, first-year French is a prerequisite for second-year French).

**professional/technical**

A *course* or instructional *program* that emphasizes job skills training for a particular field of work; often called “occupational” or “vocational” education and often contrasted with “academic” or “transfer” education.

**program**

A very general term used in many ways in a college or university:

(1) The *courses* that an individual student plans to take (“the academic *advisors* can help you plan your program each year”).

(2) The courses *required* to complete a particular *degree* or *certificate* (“he’s almost finished with the Diagnostic Ultrasound program”).

(3) The courses that make up a *department* or the departments that make up a *division* within the college organization (“the Social Science Division at BC offers instructional programs in nine fields”).

(4) Organized activities with a specific function (“BC offers support programs and services for students of color”).

**quarter**

Some schools (including BC) organize the *academic year* into three main periods—Fall, Winter, and Spring Quarters—plus a shorter Summer Quarter (compare to *semester*).

**records**

Refers to all the information the college might keep regarding a student; it includes *registration* activity (*enrollment*, *withdrawal*, etc.), *grades*, payments, awards received, *financial aid* applications and award notices, and notes on *disciplinary* actions, as well as address, phone number, and student identification number.

**refund**

*Tuition and fees* that are paid back to a student who has *withdrawn* from a course. At BC, the amount to be refunded depends on how many *credits* the student is taking and exactly when the student dropped the course(s). The refund policy and deadlines are published in each Credit Class Schedule.

**register/registration**

To sign up or *enroll* in a *course* or courses. “Registration activity” includes enrolling, dropping/withdrawing, choosing “*pass/fail*” in place of letter *grades*, making payments, etc.

**requirements**

Minimum standards defined by the college, for example for admission or graduation. See also prerequisite; distribution requirements; general education.

**resident**

For purposes of calculating a student’s *tuition and fees*, someone who has lived in the state for a specified length of time as shown by specified types of evidence.

**scholarship**

(1) A type of *financial aid grant*. Organizations may give scholarships according to academic achievement, financial need, or any other basis. Usually there is a competitive *application* process.

(2) A person’s ability and expertise in a particular *discipline* of study (“I’ve always admired Dr. Busacca’s scholarship in Italian art and literature”).

**section**

A specific *class* with its own unique days, hours, location, and instructor. A number of sections of a certain *course* may be offered during a *quarter* or *semester*, each with different days, times, locations, and instructors but presenting the same *curriculum*.

**semester**

Some schools organize the *academic year* into two main periods—Fall and Spring Semesters—plus a shorter Summer Semester (compare to *quarter*).

**senior**

A student in the fourth year of a typical four-year *baccalaureate degree* program (or one who has earned 135-180 *quarter credits* or 90-120 *semester credits* so far).

**sophomore**

A student in the second year of a typical four-year *baccalaureate degree* program (or one who has earned 45-90 *quarter credits* or 30-60 *semester credits* so far).

**syllabus**

An outline plan for a particular *class*, including textbook requirements, class meeting dates, reading assignments, examination dates, the instructor’s grading standards, etc.

**term**

A unit of time that can refer to either a *quarter* or a *semester*, depending on which system the college or university follows.

**TOEFL****(Test of English as a Foreign Language)**

A standardized test which assesses the English language abilities of students who are not native English-speakers.

**transcript**

An official *record* of the *courses* and *quarter credits* a student has taken at a college or university, the *grades* and *degrees* or *certificates* earned, and any awards and honors received.

**transfer**

To move from one college or university to another and have the second institution recognize and accept some or all of the *courses* taken and *credits* earned at the first.

**tuition & fees**

Tuition is a student’s basic payment towards the cost of instruction at a college or university. Most institutions also charge fees for laboratory equipment and materials, computer use, parking, and other miscellaneous costs.

**undergraduate**

A student who has not yet earned a *bachelor’s degree*; also refers to the *courses* and instructional *programs* such a student enrolls in.

**upper division**

The *courses* students are generally expected to complete during the last two years of a typical four-year *baccalaureate degree program*.

**waiver**

To waive a right or a claim is to voluntarily give it up.

(1) If a student meets specific criteria, the college may waive some of his or her *tuition and fees* (that is, some of the money owed to the college will be forgiven).

(2) If a student demonstrates certain knowledge and abilities, the college may waive a *course prerequisite* (that is, allow the student to take the class even though he or she hasn’t completed the listed *requirements* for it).

**withdrawal**

The process of formally *dropping* a *class* or classes after the *quarter* has started.

**work-study**

A type of *financial aid* which pays students to work part-time, often on campus, during the *academic year*.

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# 2010-2011 Academic Calendar

## June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Spring Finals	17 Spring Finals	18 Finals Qtr Ends	19
20	21	22	23	24	25	26
27	28 Summer Qtr Begins	29	30	Commencement June 18		

## July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 HOLIDAY	6	7 Count Day	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12 Summer Finals	13	14
15	16	17	18	19	20	21 POWER DOWN
22	23	24	25	26	27	28
29	30	31				

## September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 HOLIDAY	7	8	9	10	11
12	13	14	15 16 17 OPENING WEEK			18
19	20 Fall Qtr Begins	21	22	23	24	25
26	27	28	29	30		

## October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Count Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27 NO CLASS	28	29	30

## November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 HOLIDAY	12	13
14	15	16	17	18	19	20
21	22	23	24	25 HOLIDAY	26 HOLIDAY	27
28	29	30				

## December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Fall Finals	7 Fall Finals	8 Finals Qtr Ends	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 HOLIDAY	25
26	27	28	29	30	31 HOLIDAY	

## January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Winter Qtr Begins	4	5	6	7	8
9	10	11	12	13	14 Count Day	15
16	17 HOLIDAY	18	19	20	21	22
23 30	24 31	25	26	27	28 NO CLASS	29

## February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 NO CLASS	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 HOLIDAY	22	23	24	25	26
27	28					

## March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 NO CLASS	9	10	11	12
13	14	15	16	17	18	19
20	21 Winter Finals	22 Winter Finals	23 Finals Qtr Ends	24	25	26
27	28	29	30	31		

## April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Spring Qtr Begins	5	6	7	8	9
10	11	12	13	14	15 Count Day	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 HOLIDAY	31				

## June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Commencement June 17			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Spring Finals	16 Spring Finals	17 Finals Qtr Ends	18
19	20	21	22	23	24	25
26	27 Summer Qtr Begins	28	29	30		

## July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 HOLIDAY	5	6 Count Day	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

## August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 Summer Finals Qtr Ends	12	13
14	15	16	17	18	19	20 POWER DOWN
21	22	23	24	25	26	27
28	29	30	31			

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