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**College Calendar 1970 - 1971**

### Summer Quarter 1970

<table>
<thead>
<tr>
<th>APRIL</th>
<th>S M T W T F S</th>
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<tbody>
<tr>
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<td>13 14 15 16 17 18</td>
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<td>19 20 21 22 23 24 25</td>
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<td>26 27 28 29 30</td>
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</table>

**April 27-May 8**
- Advance Mail Registration — College Credit and Continuing Education Classes

**May 15**
- In Person Registration — College Credit and Continuing Education

### Fall Quarter 1970

<table>
<thead>
<tr>
<th>JULY</th>
<th>S M T W T F S</th>
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<tr>
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<td>26 27 28 29 30</td>
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</tbody>
</table>

**August 10 through 28**
- In Person Orientation and Registration of new and former returning students.

**September 14-15**
- In Person Late Registration — matriculated students

### Winter Quarter 1971

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>S M T W T F S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
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<td>19 20 21 22 23 24 25</td>
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<tr>
<td>26 27 28 29 30</td>
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</tbody>
</table>

**December 1 through 14**
- Advance Mail Registration — nonmatriculated students (College Credit evening classes and Continuing Education classes only)

**January 4**
- Classes begin — College and Continuing Education

### October

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>S M T W T F S</th>
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<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
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<td>19 20 21 22 23 24 25</td>
<td></td>
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<tr>
<td>26 27 28 29 30</td>
<td></td>
</tr>
</tbody>
</table>

**October 30**
- Last day to withdraw and automatically receive a "W"

**November 11**
- HOLIDAY — Veteran's Day

**November 26-27**
- THANKSGIVING VACATION

**December 8**
- Quarter Ends
### Spring Quarter 1971

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td><strong>HOLIDAY</strong> — Washington's Birthday</td>
</tr>
<tr>
<td>March 19</td>
<td>Quarter Ends</td>
</tr>
<tr>
<td>Mar. 1 through 14</td>
<td>In Person Advance Registration — nonmatriculated students (College Credit evening classes and Continuing Education classes only)</td>
</tr>
<tr>
<td>Mar. 2-3-4-5</td>
<td>In Person Orientation and Registration of new and former returning students</td>
</tr>
<tr>
<td>Mar. 15-16</td>
<td>In Person Late Registration — matriculated students</td>
</tr>
<tr>
<td>Mar. 17-18</td>
<td>In Person Registration — nonmatriculated College day and evening classes</td>
</tr>
<tr>
<td>Mar. 27-30-31</td>
<td>In Person Registration — Continuing Education classes only</td>
</tr>
<tr>
<td>April 1</td>
<td>Classes begin — College and Continuing Education</td>
</tr>
<tr>
<td>Mar. 29</td>
<td>Schedule changes — College registrants only</td>
</tr>
<tr>
<td>Mar. 30-31</td>
<td>Schedule changes — College registrants only</td>
</tr>
<tr>
<td>April 1-2</td>
<td>HOLIDAY — Substitution of Lincoln's Birthday (February 12)</td>
</tr>
<tr>
<td>May 3</td>
<td>Last day to withdraw and automatically receive a “W”</td>
</tr>
<tr>
<td>May 31</td>
<td><strong>HOLIDAY</strong> — Memorial Day</td>
</tr>
<tr>
<td>June 11</td>
<td>Quarter Ends</td>
</tr>
</tbody>
</table>
BELLEVUE COMMUNITY COLLEGE
Established 1966
Accredited by the Washington State Board of Education

THE BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT NO. 8

The Reverend Robert F. Hayman, Chairman-
Mrs. Harriet S. Jaquette, Vice Chairman
Mr. C. W. Duffy
Mr. Roy S. Peterson
Mr. C. E. Robison

ADMINISTRATION AND SERVICES
OF COMMUNITY COLLEGE DISTRICT NO. 8

Dr. Merle E. Landerholm
Executive Officer
Dr. Louis Kahn
Director of College District Planning

ADMINISTRATION OF BELLEVUE COMMUNITY COLLEGE

Office of the President
Dr. Merle E. Landerholm
President
Mr. Donald G. Phelps
Executive Assistant to the President and Director of Personnel
Mr. Everett Reagan
Director of Public Information

Office of Finance and Business
Mr. George L. Bennett
Finance and Business Manager
Mr. Alan Bremner
Director of Campus Services
Mr. George L. Cowan
Controller
Mr. David C. Wallbom
Director of Plant Operations

Office of Instruction
Dr. Roy P. Wahle
Dean of Instruction
Dr. Boyd M. Bolvin
Associate Dean of Instruction: Learning Resources
Mr. J. Allen Suver
Associate Dean of Instruction: Occupational Education and Special Programs
Mr. Richard C. Klein
Associate Dean of Instruction: Academic and Continuing Education
Mr. Keith J. Biever
Chairman, Division of Science
Mr. W. Burnett Bonow
Chairman, Department of Engineering and Engineering Technology
Mr. Arthur E. Haines
Chairman, Department of Life and Health Sciences
Mr. Russell C. Magnuson
Chairman, Department of Physical Science and Mathematics
Mr. Nilmar L. Molvik
Chairman, Division of Individual Development Opportunity (IDO)

Mrs. Kathryn W. Norris
Chairman, Division of Business
Miss Molly A. Clough
Chairman, Department of Office Professions
Mr. H. A. Divine
Chairman, Department of General Business
Dr. Anita I. Tyra
Chairman, Department of Economics and Quantitative Methods
Mrs. Gloria Owens
Chairman, Division of Social Science
STATEMENT OF OBJECTIVES

• A liberal admissions policy.

• An educational opportunity at minimal cost to the student.

• A comprehensive curriculum including:
  • College Transfer Education
  • Occupational Education
  • General Education
  • Continuing Education

• A program of individual, vocational and academic counseling.

• An emphasis on excellent teaching and counseling.

• A wholesome activity and extracurricular program.

• The development of the community college as the cultural center of the community.

Approved and adopted by:
Board of Directors, Bellevue Public Schools
June 15, 1965

Bellevue Community College was created by action of the Thirty-Ninth Legislature of the State of Washington and by the inspired efforts of many citizens of the area east of Lake Washington.
POLICIES AND PROCEDURES
POLICIES AND PROCEDURES

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

APPLICATION FOR ADMISSION
Regular students applying for admission to Bellevue Community College are required to complete section one of the “Application for Admission to Washington Higher Institutions.” This form is available in high school offices and in the college office. Page one of this form should be completed and sent with the $5.00 application records fee (nonrefundable) to the Registrar. The high school principal or counselor should be requested to complete and return section two for persons having been graduated in the past five years. Others are exempt from this requirement.

Upon receipt of all admission materials the applicant’s name will be placed on the admission list and a student number assigned.

Students will be admitted as REGULAR (matriculated) students to Bellevue Community College in the order that their admission materials are completed.

REGULAR STUDENT (MATRICULATED)
Students who apply for enrollment status as regular students are those enrolled in programs leading to Bellevue Community College degrees, certificates, diplomas (including adult high school), organized college transfer programs and have completed all the following admission requirements:

1. Application
2. Student Data Information for Admission
3. High School transcript or G.E.D. (not required if student has 45 college credit hours or more)
4. College transcripts (from all colleges previously attended)

SPECIAL STUDENT (NONMATRICULATED)
Students who have not completed admission are classified as “Special Students.” Students are permitted to enroll in day and evening classes to the extent that space is available. Special students are nonmatriculated and consequently have not made a commitment to the college of their educational intentions. Students who have attended Bellevue Community College only may not remain on special enrollment status after earning 45 credit hours without special permission.

ADMISSION PROCEDURES
To be accepted for admission as a regular student at Bellevue Community College, a student must have the following on file in the college office:

1. A Completed Application for Admission to Washington Higher Institutions. Students applying for admission to Bellevue Community College will be required to complete section one of the “Application for Admission to Washington Higher Institutions.”

2. Application Records Fee. This $5.00 nonrefundable fee is paid only once by each entering student and should accompany page one of the application for admission. It must be paid before the application can be processed.

3. Registration Fee. This $10.00 fee is charged for preparation of registration materials. Students completing registration will have the $10.00 fee applied toward their tuition. Students not completing registration will forfeit the registration fee.

4. Student Data Sheet. Students are to submit the data sheet with the $10.00 registration fee. This information is used to develop registration materials and the state enrollment report.

5. Transcripts of High School or Other College Work. An official eight-semester high school transcript (or, in the case of transfer students, transcripts from all colleges attended) is required of all regular students. It is the student’s responsibility to request that a transcript be forwarded to the college Office of Admissions. If a student has not earned more than 45 college credits, he must submit his high school transcripts.

6. Washington Pre-College Test. It is recommended that all REGULAR (matriculated) students take the Washington Pre-College Test. Students who have not taken the test may contact the Admissions Office for the testing dates and payment of fee ($7.00).

ADMISSION OF NONRESIDENTS OF WASHINGTON
Students whose domicile has been in the state of Washington for one full year prior to registration are classified as residents. All other students are classified as nonresidents and are required to pay a nonresident tuition fee in addition to the usual general college fees.

In considering your qualifications for resident status please bear in mind that:

1. For tuition purposes, an applicant or enrolled student shall be deemed to be a resident student if he has been domiciled in the state of Washington for a full year prior to commencement of the quarter for which he applies or is enrolled, or he is a federal employee, military personnel, or a staff member of the community college, or the child or spouse of such federal employee or military personnel residing within the state or of a staff member of the community college.

2. Domicile is defined as physical presence coupled with the intent to remain indefinitely. Physical presence in a place is not in itself proof of domicile. There also must be some objective manifestation of intent to remain indefinitely; e.g., qualification as a resident for purposes of voting or ownership of property and payment of taxes thereon.
3. The domicile of a minor is that of his or her parents. When the parents of a minor are deceased, his domicile follows that of his legally appointed guardian. When the parents are divorced, the minor's domicile is determined by that of the parent to whom custody has been awarded by the court.

4. The resident status of a wife is that of her husband (except that a resident woman student who marries a nonresident may retain her resident status).

5. Minors who are married and/or who are not dependent upon parents or guardian may establish resident status without regard to the domicile of their parents or guardian.

6. Aliens may qualify for resident status only if they hold an immigrant's visa.

ADMISSION PROCEDURE FOR ACADEMIC PROBATION TRANSFER STUDENTS

Students dismissed from other institutions for academic reasons who wish to enroll at Bellevue Community College must comply with the following conditions before consideration will be given for admission:

1. Must petition in writing his request for admissions to the Director of Admissions.
2. Have on file in the Admissions Office all copies of college transcripts.
3. Meet all the admissions procedures required for regular students.

ADMISSION OF FOREIGN STUDENTS

Foreign students are admitted to Bellevue Community College only under regular student status. In order to qualify for regular student status foreign students must adhere to the following conditions:

1. Complete all the admissions procedures required of regular students.
2. Provide evidence of English proficiency. The college requires a satisfactory score on the Test of English as a Foreign Language. This test is administered at centers throughout the world by the Educational Testing Service and arrangements for taking the test may be made by writing to Educational Testing Service, Princeton, New Jersey 08540.
3. Provide evidence in writing that he has made financial arrangements for supporting all of his expenses for an academic school year.

Foreign students should initiate an application one quarter in advance of the quarter they wish to enroll.

FORMERLY ENROLLED STUDENTS

Students who have attended Bellevue Community College but were not enrolled the quarter prior to this registration must complete an application for reenrollment, student data sheet, and submit the $10.00 registration fee.

PREREGISTRATION ADVISING

An appointment for registration will be made for each regular student when he has submitted his application for admission, high school or college transcripts, completed student data sheet, and paid the $10.00 registration and $5.00 application records fee.

A preliminary planning form is sent to each regular student with the notification of his registration appointment. The student is to complete this form with the aid of the college catalog, listing his desired or anticipated courses. He is advised to confer with his parents, high school or college counselors, and his instructors when planning his college program.

Advising is also available for special students.

REGISTRATION — NEW STUDENTS

Each student who enrolls at Bellevue Community College is provided with the opportunity of conferring with an adviser. This adviser assists the student in arranging his program each quarter. The student is required to bring his completed preliminary planning form with him when he reports for his conference.

Following the appointment with his adviser, the student completes all registration forms. A student is not enrolled in classes until he has completed these forms and paid his entire tuition fees.

REGISTRATION — PRESENTLY ENROLLED STUDENTS

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

In order to provide counseling and advising service, students are given scheduled registration appointments by total credits earned at Bellevue Community College.

Students may not register before their assigned appointments. If unable to keep an appointment, a student may register later that same day or on any scheduled registration day thereafter except days scheduled for registering new students. However, students who register at their appointed time will have an advantage of greater course selection.

LATE REGISTRATION

Students should consult the college calendar for registration dates and the last day to register in any quarter. A $5.00 fee is charged students who register after published registration dates.

SCHEDULE CHANGES

Students should consult the college calendar for the dates limiting the adding of or withdrawing from a course. Adding a course or withdrawing from a course is accomplished by filling out a “Change of Schedule” form obtained in the college office. Changes are not official until the student has been notified whether or not request has been granted. A $3.00 fee is charged for each petition filed.

WITHDRAWAL FROM A COURSE

Withdrawal from a course is the termination of the stu-
dent's registration in that course. Withdrawals are classified as official when the student petitions through the Records Office and pays the processing fee of $3.00. Unofficial withdrawals are recorded on the student's record with an "E" grade and computed in the grade-point average.

The criteria used for determining grading and recording procedures for official withdrawals are as follows:

1. Through the tenth calendar day of the quarter students should obtain a withdrawal petition form from the Records Office, have it signed by his instructor(s) and return it with the $3.00 fee. The course does not become a part of his transcript record.

2. After the tenth day of the quarter and prior to the seventh week of the quarter, procedure is the same as number 1 above. The withdrawal grade of "W" will become a part of the student's record regardless of his grade status at this time.

3. After the sixth calendar week of a quarter and prior to the eleventh week of the quarter, procedure is the same as number 1 above. However, students must be graded at the time of withdrawal. The withdrawal will be graded "W" on the student's transcript if passing and "E" if failing the course at the time of withdrawal. If failing the course, the grade "E" is computed in the student's grade point average.

4. No official withdrawal will be permitted after the tenth calendar week of the quarter.

WITHDRAWAL FROM COLLEGE

A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons, must comply with the procedures listed under "Withdrawal from a Course." Failure to do this will not constitute an official withdrawal and will cause forfeiture of any refund and a failing grade in all courses. Students who have completely withdrawn may not re-enroll or register for the same quarter.

MILITARY WITHDRAWAL

Students submitting proof of being drafted or voluntary enlistment in the Armed Forces may receive credit and/or refund of fees as follows:

1. During first one-third of course, full refund of fees and no credit.

2. During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of fees refunded.

3. Withdrawal during last one-third of course, full credit, no letter grade and courses specified. Letter grade may be earned by examination upon recommendation of the instructor. No money refund.

4. A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the Armed Forces by action of the Academic Standing Committee of the Instructional Council.

REMOVAL OF INCOMPLETE GRADE

A student who has performed at a passing level during the quarter but because of some reason was unable to complete the course requirements may be graded "incomplete." The instructor records the necessary information for the removal of the incomplete grade on his grade record sheet. It is the responsibility of the student to make the necessary adjustments with the instructor.

Incomplete grades must be made up by the end of the first quarter of enrollment following receipt of the incompletes. Incompletes may not be converted to letter grades after two years. A fee of $2.00 is charged for the conversion of each incomplete grade. Incomplete grades are never converted to failure if not made up.

PROCEDURE FOR REMOVAL OF INCOMPLETE

1. Pay the required $2.00 fee at the Admissions Office.

2. Secure a validated "change of grade" card for the instructor.

3. Present the "change of grade" card to the instructor for grading. Instructor will grade, record his signature and return the "change of grade" card to the Records Office for processing.

CHANGE OF GRADE

Students seeking information concerning grades received may secure the proper form in the Records Office.

RETENTION OF RECORDS

The credentials of applicants who do not register for the quarter to which they have been admitted are retained in the Records Office for one year. If the student has not notified the college of his intent to register by this time, his records are discarded.

All records forwarded to the Admissions Office become the property of the college and are not returnable to the student or duplicated for any reason.

AUDITING A COURSE

Any person may enroll in a course as an auditor, provided space is available, upon payment of the required enrollment fees. He is exempt from examinations and does not receive credit. An auditor's participation in class work shall be at the discretion of the instructor.

A student may not change from "credit" to "audit" or "audit" to "credit" after the first week of classes.

CREDITS

Bellevue Community College awards class credit on the basis of the number of class hours registered per week. Example:

1 credit for 1 hour/week
2 credits for 2 hours/week
3 credits for 3 hours/week
5 credits for 5 hours/week

Exceptions are noted on the class schedule where some classes are not scheduled in keeping with the school periods.
Laboratory courses often require two or three clock hours of work for each credit hour.

STUDENT CREDIT LOAD
A full-time student credit load is 12 to 16 credit hours including physical education. However, students enrolled under government sponsored programs should check with the appropriate agency or the Records Office for the proper credit load requirements. Students who are working while attending college should reduce their class load accordingly.
To enroll in more than 16 credit hours a student must meet the following minimum cumulative grade-point average:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade Point Average</th>
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<tbody>
<tr>
<td>17 to 18</td>
<td>2.5</td>
</tr>
<tr>
<td>19 to 20</td>
<td>3.0</td>
</tr>
</tbody>
</table>

The maximum credit hour load allowed by the college is 20 credit hours.

EXAMINATIONS
Final examinations may, at the discretion of the instructor, be held at the end of each quarter.

GRADING
Grade system currently under revision. Addendum to be available September 1, 1970.

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

Students planning to transfer should examine the catalog of the transfer institution regarding the acceptance of credit for repeated courses.

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A — Superior</td>
<td>4</td>
</tr>
<tr>
<td>B — Good</td>
<td>3</td>
</tr>
<tr>
<td>C — Average</td>
<td>2</td>
</tr>
<tr>
<td>D — Below Average</td>
<td>1</td>
</tr>
<tr>
<td>E — Failing</td>
<td>0</td>
</tr>
<tr>
<td>I — Incomplete</td>
<td>*</td>
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</table>

Unofficial withdrawal, or doing failing work at the time of official withdrawal from a course after sixth week of the quarter.

Students doing passing work but unable to complete course requirements.

Grading

<table>
<thead>
<tr>
<th>Points Per Credit</th>
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<tbody>
<tr>
<td>P — Passing</td>
</tr>
<tr>
<td>W — Withdrawal</td>
</tr>
<tr>
<td>X — Audit, by arrangement with Instructor</td>
</tr>
<tr>
<td>U — Unsatisfactory</td>
</tr>
</tbody>
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Points

<table>
<thead>
<tr>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>4</td>
</tr>
<tr>
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<tr>
<td>2</td>
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<tr>
<td>1</td>
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<td>0</td>
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</table>

Passing Grade—physical education activity classes and those approved by the Dean of Instruction.
An official withdrawal after the tenth class day of the quarter. Students may withdraw through the sixth week regardless of grade—after sixth week students' work must be satisfactory at the time of withdrawal.
May apply only to courses approved by the Dean of Instruction for Pass-Fail grading—Physical education, etc.
Not counted for G.P.A.
Not counted credit or G.P.A.

REPEATING A COURSE
A student who has completed a course may repeat the course if he so desires. Both grades received will appear on the student's permanent record and will be used in computing his cumulative grade-point average.
The second grade only will be used in computing grade-point averages for graduation.

PROBATIONARY STATUS
Under revision—addendum to be available September 1, 1970.

READMISSION AFTER ACADEMIC DISMISSAL
A student previously dismissed for academic reasons who wishes to re-enroll should secure an application for readmission at the Admissions Office at least six weeks before registration for the quarter in which he plans to return. The student should then process the application according to directions.

STUDENT FINANCIAL OBLIGATIONS
All students will be held responsible for any outstanding financial obligations to the college; these include tuition, parking fees, parking and library fines, and student loans. Appropriate legal action will be taken, when circumstances warrant, in the event of non payment of any such obligations. In any instances involving unredeemed checks which were in payment of college tuition or fees, the student will be considered “not enrolled,” as required by state law, and grades, transcripts, degrees, etc. will be withheld until such financial obligations are fully satisfied.

TRANSCRIPTS
An official transcript is a grade report which is signed by the registrar. Two copies of the transcript will be mailed
free of charge to potential employers or to institutions to which the student has applied for admission upon the student's request. A charge of $1.00, payable to the Records Office in advance, is required for each additional transcript. Copies of the transcript will not be released, however, if the student has not fulfilled all obligations to the college.

Students wishing to have grade transcripts sent to prospective employers or to other colleges must personally request release of this information.

TRANSFER CREDIT
Transfer credits earned at an institution which has been accredited by the respective regional accreditation or those from the Armed Forces are subject to acceptance at Bellevue Community College.

The maximum number of credits which may be transferred and applied toward an associate degree is 60. Only 30 credits of the 60 credits can be obtained by military and/or credit examination.

A student who has been suspended from another college must allow one quarter of a regular school year to elapse before he will be considered for admission to Bellevue Community College.

A student who has been placed on probation at another college must petition the Academic Standing Committee, in writing, for permission to enroll.

MILITARY CREDIT
Military credits are evaluated from the criteria as defined by the American Council on Education in their publication "Guide to the Evaluation of Educational Experiences in the Armed Services." These military credits, when accepted, are included in the 60 maximum transfer credits which may be applied toward an associate degree and become a part of the student's permanent record only after the student has satisfactorily completed 24 quarter credit hours at Bellevue Community College with a minimum cumulative grade-point average of 2.0.

CREDIT BY EXAMINATION
Examinations for credit in courses offered by Bellevue Community College may be taken for work completed in private study or at nonaccredited institutions with the following reservations:

a. Students must be presently registered at Bellevue Community College.

b. Students must have completed 12 quarter hours of credit at Bellevue Community College with a minimum cumulative grade-point average of 2.0 and must complete the next highest sequence course before the student will receive credit.

c. No student may take an examination in a course in which he has previously been enrolled for credit or audit at this college.
A. GENERAL

j. Students applying for credit by examination are to

d. No student will be permitted to repeat an examination
in which he did not qualify for credit.

e. Within a given field of study no student shall receive
credit for a course more elementary than that for which
he has previously received credit.

f. A foreign student may not receive credit by examina-
tion for 100 - 200 level courses in his native language.

g. All credits earned by examination will apply toward the
30-credit limitation.

h. Credit received by examination will not be included as
part of the student grade point, but will be computed
for graduation GPA.

i. No credit will be allowed for an examination grade of
less than "C."

j. Students applying for credit by examination are to
petition the Records Office for a certificate of approval.
Upon approval and payment of the $3.00 per credit
hour fee the student must file the certificate with his
instructor.

VETERANS ADMINISTRATION PROGRAMS

Bellevue Community College has been approved by the
Veterans Administration for students eligible under
Chapters 31, 34, and 35, Title 38, United States Code.

Applications for the benefits under Chapters 34 and 35
may be obtained at the Admissions Office.

The Registrar of the College is responsible for maintaining
liaison with the Selective Service System. General informa-
tion regarding Selective Service and student deferments
may be obtained at the Admissions Office.

SELECTIVE SERVICE

The Registrar of the College is responsible for maintaining
liaison with the Selective Service System. General informa-
tion regarding Selective Service and student deferments
may be obtained at the Admissions Office.

INFORMATION FOR TRANSFER STUDENTS

A. GENERAL

The student who plans to transfer to a four-year college
from Bellevue Community College should be advised to
give careful attention to the following important steps:

1. Decide early which four-year college he wishes to
attend.

2. Obtain a current copy of the catalog from that
college. Make a special note of:

   (a) its entrance requirements, particularly any high
   school prerequisites which the student presently
   might not have. In almost every instance it will
   be advantageous for him to make up high school
   prerequisites in the community college where
   facilities exist to obtain these courses.

   (b) suggested freshman and sophomore level courses
   in the student’s field of study. Include these
   subjects or their equivalents in the student’s
   projected quarterly planning sheet.

   (c) any other pertinent limitations which the four-
year institutions place upon their acceptance of
transfer students and/or credit.

3. Confer with his Bellevue Community College ad-
viser and/or the Student Services Center about his
plans to transfer and the transferability of given
courses. Course numbers do not necessarily assure
transferability because numbering systems vary.

4. Direct contact with the four-year institution is
encouraged. Confer with an admissions officer at
the senior college of his choice for any further
information he might have concerning the student’s
future departmental requirements that are not
included in the school’s formal catalog.

5. Start a check, preferably two quarters before he
expects to transfer, to be certain all requirements
are met or will be met by the time of transfer.
Any documents or files required by the senior
institution also should be submitted.

B. OTHER TRANSFER INFORMATION

1. Courses numbered 100 and above, and not strictly
of an occupational nature, are generally accepted by
four-year colleges. Some occupational classes may
be accepted for transfer credit, but this possibility
must be explored individually with each respective
institution. Courses numbered 1 through 99 may in
some cases be accepted by institutions offering
similar courses, but their transferability should not
be assumed.

2. Most senior colleges and universities limit the
amount of credit they will accept from a com-
community college transfer student to a total of 90
quarter hours of academic credit, plus physical
education activity courses. In all instances, however,
the senior institution of higher learning reserves the
right of finally determining the number of credit
hours it will accept in transfer from any student
applying for admission with advanced standing.

3. The senior college-university reserves the right to
recompute the student’s grade-point average accord-
ing to its own policies and regulations.

4. A student may elect to change his major field of
study as well as the senior institution he expects to
attend as many times as he wishes, but in most
instances he will encounter additional problems
when he transfers as a result of frequent change.
Such changes should be made only after careful
study and consultation with advisers.

5. If the student is uncertain about the senior college-
university that he plans to attend and thereby does
not have a specific school’s recommendation for
lower division courses to take during the first two
years of college, he is urged to consider pursuing the study program outlined and required for the Associate of Arts Degree.

**SCHEDULE OF FEES**

**APPLICATION**, Payable only once when applying for admission, nonrefundable $5.00

**REGISTRATION FEE**, Payable quarterly
Applies toward tuition, nonrefundable $20.00
(Starting Winter Quarter 1970)

**QUARTERLY REGISTRATION FEES**

**RESIDENT STUDENTS**

- **Full Time (10-16 credit hours)**
  - Tuition, Special Service Fees* 7.00

- **Part Time (less than 10 credit hours)**
  - Tuition, Special Service Fees* per credit hour 6.00

**NONRESIDENT STUDENTS**

- **Full Time (10-16 credit hours)**
  - Tuition, Special Service Fees* 170.00

- **Part Time (less than 10 credit hours)**
  - Tuition, Special Service Fees* per credit hour 17.00

**AUDITORS** Same as for credit

**CONTINUING EDUCATION** Varies, see quarterly evening class bulletin

**LATE REGISTRATION** 5.00

**CHANGE OF SCHEDULE** (after completion of registration) 3.00

**COMPLETE WITHDRAWAL FROM COLLEGE** 3.00

**REMOVAL OF INCOMPLETE GRADE** 2.00

**CHANGE OF GRADE** 2.00

**SPECIAL EXAMINATIONS** 5.00

**CREDIT EXAMINATION** (per credit hour) 3.00

**TRANSCRIPT** (First Two, No Charge) 1.00

**WASHINGTON PRE-COLLEGE TEST** 7.00

**G.E.D. Test** 7.50

**LABORATORY BREAKAGE CARD** (Unused portion refunded) 5.00

**PARKING PERMIT**
- Full-time students (10-16 credit hours) (per quarter) 8.00
- Part-time students (less than 10 credit hours) (per quarter) 5.00
- Second car (per quarter) 2.00
- Daily parking — vehicles without parking decal .35

**INSURANCE** 4.50

**GRADUATION FEE** (Includes rental of cap and gown) 10.00

**SPECIAL FEES** (see below)

*The Special Service Fee supports athletics, student facilities, social activities, and the campus newspaper. The fee also provides admission to athletic, dramatic, musical, and other special cultural events.

A few courses are subject to special fees. These can generally be found on the official class schedule, or the time of the first class meeting.

**REFUND POLICY**

A refund of fees is made only when a student withdraws from college. No fees are refunded when a student reduces his credit hour load after completing registration. A student who is requested to withdraw for disciplinary reasons will not be eligible for refund. Upon withdrawal from college the tuition fees are refunded as follows:

- Through first week of 80% of refundable fees
- Through second week of 50% of refundable fees
- After second week of No refund

**ORGANIZATION OF THE COLLEGE**

Bellevue Community College is a state institution, subject to the rules and regulations of the State Board for Community College Education and under the direct jurisdiction of the local Board of Trustees of Community College District No. 8.

The President is the chief executive officer of the college. Serving him is the Dean of Instruction, a Dean of Student Services and a Finance and Business Manager.

The Dean of Instruction is assisted by an Associate Dean of Instruction: Learning Resources, an Associate Dean of Instruction: Academic and Continuing Education, and an Associate Dean of Instruction: Occupational Education and Special Programs. The Dean of Instruction also is assisted by six division chairmen: Business, Humanities, Individual Development Opportunity (IDO), Physical Activities, Science and Social Science.

The Dean of Student Services is assisted by an Associate Dean for Admissions-Records and Registrar and an Associate Dean for Counseling Services. He also is assisted by a Director of Student Activities, a Director of Food Services, a Director of Athletics, a Director of Financial Aid and a Bookstore Manager.
The Finance and Business Manager is assisted by a Controller, a Director of Campus Services and a Director of Plant Operations.

It is recognized that faculty and student involvement is essential in dealing with institutional concerns and that group decisions are valuable for dynamic growth. Therefore, Bellevue Community College has adopted a system of policy-recommending councils. The Instructional Council, Student Personnel Council, Budget and Finance Council, Professional Personnel Council, and Research and Development Council recommend policy to the College Management Council for recommendation to the college President. Membership on the respective councils is determined by the college President, the President of the Bellevue Community College Professional Association, and the President of the Associated Students of Bellevue Community College.

The instructional divisions of the college currently include the following:

**BUSINESS**
- Accounting, Economics and Quantitative Methods
- General Business
- Office Professions

**HUMANITIES**
- Art
- English
- Foreign Languages
- Humanities Areas Studies

**INDIVIDUAL DEVELOPMENT OPPORTUNITY (IDO)**

**PHYSICAL ACTIVITIES**
- Health and Physical Education
- Motor Skill Professions

**SCIENCE**
- Engineering and Engineering Technology
- Life and Health Sciences
- Nursing Education
- Physical Education and Mathematics

**SOCIAL SCIENCE**
- Behavioral Studies
- Cultural Studies
- Law Enforcement
- Parent Education

**GRADUATION**
Each student who desires to graduate from Bellevue Community College with the Associate of Arts Degree or the Certificate of Achievement must file a petition for graduation before final registration in the last quarter of enrollment. It is the responsibility of the student to ascertain that he has fulfilled academic and graduation requirements before petitioning for graduation. His faculty adviser may, upon request, assist him in determining his status. The student must satisfy all general and specific requirements of the college, including all financial obligations.

A student may elect to graduate under either the provisions of the official catalog in force during the time when he initiated his work at this college, or under the official catalog which is in force at the time he applies for graduation. When a student makes application for graduation he must include the catalog's provisions under which he elects to graduate.

Credits earned at Bellevue Community College do not assure the student of transfer credit applicable to a baccalaureate degree at a specific four-year college or university. The acceptance of specific credits is the prerogative of the four-year institution of higher learning.

The student who plans to transfer to a four-year college or university from Bellevue Community College is advised to give careful attention to the section in the catalog, “Information for Transfer Students.”

**Associate of Arts Degree**
Bellevue Community College grants the Associate of Arts Degree in a recognized institutional program to students who complete a minimum of 93 quarter hours with a cumulative grade-point average of at least 2.00. The 93 quarter hours must include the following:

1. An approved program indicated in the “Career Planning” section of the catalog, or

3. The first two years of a program of an accredited four-year college or university if approved by the dean of instruction and

A minimum of three (3) credit hours in physical activities (only three [3] credits may apply toward a degree). The following students are exempt from physical activity courses if they have filed a petition of

**STUDENT RESPONSIBILITY FOR CATALOG INFORMATION**
Bellevue Community College expects its students to adhere to the college rules and regulations. In those cases where no clear avenue of appeal is stated, students are encouraged to submit appeals to the Dean of Instruction for academic matters or to the Dean of Students for nonacademic matters. The respective Deans' offices will seek the necessary means for providing a student with a decision.

Bellevue Community College reserves the right to change any provisions or requirements appearing in this catalog at any time—and to add or withdraw courses without prior notification.
waiver with the division of physical activities:

a. Students over thirty (30) years of age, or
b. Students who have had at least one (1) year of active military service, or
c. Students, excused for medical reasons require a physician’s statement on an official Bellevue Community College medical examination form (blank forms may be obtained from the registrar's office), or
d. Students who elect to graduate under certain occupational programs may be exempt from the required three (3) physical activity credits. (See the “Career Planning” section of this catalog for the specific programs which contain the physical activity exemption.)

Exempt students will be required to fulfill the ninety-three (93) credit graduation requirement.

Physical activities courses are desirable and students in all programs are encouraged to enroll in such courses.

Thirty (30) quarter hours applied toward the degree must be taken at Bellevue Community College. The last ten (10) credits earned before graduation must be earned at Bellevue Community College.

Certificate of Achievement

Certificates of Achievement are awarded to indicate a satisfactory level of achievement in selected programs as arranged through a division and approved by the Dean of Instruction. The following restrictions apply to such programs:

1. Cumulative grade-point average of at least 2.00.
2. A maximum of one-third (1/3) of the credit requirements for the program may transfer from another institution of higher learning.

The Certificate of Achievement does qualify the student to participate in graduation.

Certificate of Completion

At the request of a student, a Certificate of Completion may be issued upon the satisfactory completion of a course. Certificates of Completion are to be issued at the discretion of the appropriate academic division.

The Certificate of Completion does not qualify the student to participate in graduation.

CONTINUING EDUCATION

General Information

Goals in life change as people mature. Some need specialized training to keep up with changing conditions of employment; some desire to acquire new skills for entry into employment; some desire a high school diploma to satisfy the requirements of industry and unions; some enjoy learning for its own sake.

Bellevue Community College offers a wide variety of Continuing Education classes which are planned to help people attain their varied goals. The program is continually being reviewed and expanded in order to provide courses of current interest to adults. Suggestions for new courses are welcome; the college endeavors to be responsive to requests from individuals, groups and employers by offering courses whenever sufficient enrollment is assured and qualified instructors are available.

Any person 18 years of age or older may enroll in Continuing Education Courses regardless of educational background. Continuing Education students are classed as special students and need not follow the admissions procedure outlined for those in the transfer credit program. In general, enrollment is completed in class during the first two weeks of the quarter; however, advance registration is recommended to insure a place in the desired course.

The Continuing Education program usually follows the regular Bellevue Community College calendar although exceptions are made for short courses, seminars, and other special cases. Students are required to furnish textbooks and supplies in addition to nominal registration fees. In some courses a laboratory fee is charged to cover the cost of supplies furnished. Fees are refunded in accordance with the regular Bellevue Community College policy.

In order to provide educational opportunities convenient to the adults of the community, Continuing Education courses are scheduled in several locations within the area. This provides for ease of parking and a minimum of travel.

High School Completion

Adults who wish to complete their high school education may do so through the Bellevue Community College Continuing Education program. The Bellevue Community College High School Diploma program has been approved by the state of Washington. Interested adults are encouraged to make arrangements for a conference with the adult high school adviser. Credit toward a diploma may be granted for work completed in other accredited secondary schools, courses completed during military service, verification of work experience having educational value, and by achieving the minimum score on standardized achievement tests. A minimum of four high school credits must be earned at Bellevue Community College in order to qualify for a high school diploma.

Credits earned in Continuing Education courses may be transferred to other secondary schools. The adult high school diploma is accepted for admission to four-year colleges subject to the same conditions as the usual high school diploma.

Certificates of Completion

Upon request and satisfactory completion of any Continuing Education course or sequence of courses, students will be issued a certificate of completion.

Parent Education

The Parent Education program is designed to help parents
understand their children and their own role as parents. Child-study laboratories, toddler observation groups, and special classes provide learning experiences.

Parents are made aware of the latest information in child development and family relations through attending classes, by observing and participating in preschool groups and in conferences with preschool advisers. Lecture and discussion sessions feature leaders in such fields as family relations, preschool education, creative learning, speech and hearing, and reading readiness.

Another aspect of the Parent Education program is the training of preschool teachers in a one-year course offered through the Continuing Education program.

**Continuing Education Class Schedules and Course Descriptions**

Continuing Education class schedules are issued quarterly, giving brief descriptions of all courses, times, locations, fees and other general information. Bulletins are available on request. Radio, television and area newspapers are utilized to inform the community of registration dates and to highlight specific course offerings.

The following list of courses is representative of the large number available through the Bellevue Community College Continuing Education program.

### Art
- Ceramics
- Sculpture
- All Media Painting
- Drawing
- Jewelry Design
- Clay
- Oil Painting
- Watercolor Painting
- Textile Design
- Furniture Design

### Business
- Bookkeeping
- Typing
- Shorthand
- Office Practices
- Your Income Tax
- Memory Development
- Stockmarket: Principles of Investment
- Leadership Techniques
- Organization and Administration
- Operations and Control
- Group Dynamics
- Psychology in Business and Industry
- Office Machines
- Interviewing Techniques
- Practical Management for Small Business

### English and Literature
- English as a Second Language
- Speed and Power Reading
- Effective Speaking
- Modern Poetry
- High School English
- Writing for Fun and Money
- Modern Short Stories
- Contemporary Novels
- Magazine Article Writing
- Theatre

### Foreign Languages
- French
- German
- Italian
- Russian
- Swedish
- Spanish
- Reading Knowledge of Scientific German

### Homemaking
- Knitting
- Art and Crafts for Homemakers
- Flower Arranging
- Family Home Management
- Guide to Home Buying
- Cake Decoration
- Slip Covers and Drapery Making

### Family Money Management
- Clothing Construction
- Tailoring
- Family Meal Management
- International Foods
- Patternmaking

### Law Enforcement
- Police and the Public
- Industrial Security Management
- Law and Justice

### Mathematics
- Math Summary
- Algebra
- Geometry
- Shop Math
  - Basic Electricity — Electronics

### Occupational Education
- Basic Waterworks
- Welding
- Aircraft Blueprint Reading
- Intro. to Computers and Data Processing
- COBOL Programming
- Technical Report Writing

### Humanities
- Arts of Black America
- Preschool Leadership Training
- Adolescence: A Developmental Phase
- Family Relationships
- Discipline and Guidance

### Physical Education and Recreation
- Men's Physical Conditioning
- Skiing
- Sailing
- Karate
- Basic Mountaineering
- Sky Diving
- Ice Skating
- Golf
- Fencing
- Wrestling

### Real Estate
- Appraisal of Residential Real Estate
- Appraisal of Income-Producing Real Estate
- Property Management

### Science
- Geology for Rockhounds
- Mushrooms and Related Fungi
- Patterns in Nature
- Biology
- Native Plants of the Northwest
- Photography

### Social Studies
- History of Washington State
- Survey of Spanish Culture
- Survey of German Culture
- Contemporary Problems
- Citizenship
- U.S. Government
- American Foreign Policy
- Archaeology & Ethnography of the N.W. Coast
- Far East
- The Excitement of Ideas: A History of Political Thought
- The Negro in U.S. History
- U.S. History
- Viet Nam and East Asia
- Religions of Man
- Formation of Modern Europe

### Special Subjects
- Contract Bridge
- Landscape Design for Homeowners
- Publicity and Public Relations
- Sex Education
- Football for Spectators
- Basic Automotive Theory and Workshop
- Introduction to Law
- First Aid

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A dial-access information retrieval system (DAIRS) has been installed in the Library-Media Center and is capable of serving 60 users at one time. Using this equipment, students can receive preprogrammed lessons, lectures, stereo music, and other audio or video information.

A television studio has been incorporated into the LMC. It will be utilized principally for videotaping lessons and lectures and for transmitting televised instruction into the classrooms.

The LMC also is equipped with a graphic arts laboratory and photographic darkrooms. In these areas a variety of audiovisual materials will be produced for both student and faculty use.

Individual viewing and listening devices such as slide viewers, filmstrip projectors, eight millimeter projectors, cassette and other tape recorders are available in the LMC for independent study. A room with listening, responding and recording equipment to facilitate foreign language and other instruction also is available for student and faculty use. In addition, a small room is equipped with a teletypewriter terminal for computer-assisted instructional purposes.

The Library-Media Center is open from 7:45 a.m. to 10:45 p.m., Monday through Thursday; 7:45 a.m. to 5:00 p.m. on Friday; and from 1:00 p.m. to 5:00 p.m. on Sunday. During these hours professional librarians and assistants are always on duty.

**OCCUPATIONAL EDUCATION**

Occupational Education is one of the major objectives of Bellevue Community College. The curricula is constantly revised as the college endeavors to meet the changing needs of employment. The teaching methods and equipment are continually updated to prepare the student for work in today's technical society.

The college offers courses in Occupational Education which lead to a certificate or an associate degree. The certificate program is a year or less in length and provides the individual with the skills necessary to function effectively on the job. The two-year associate degree program provides the individual with a general education foundation, upon which the skills are developed. Although some of the courses are transferable to a four-year college, the primary purpose of the occupational program at Bellevue Community College is to prepare the individual for immediate employment.

A student who has not yet decided on a definite vocation may request the counseling staff to assist him in determining his occupational potential through different types of assessment. It is the goal of Occupational Education to help each individual to become a productive citizen, as well as to find personal satisfaction in the occupation for which he is preparing.

Bellevue Community College offers occupational programs in the following areas: Associate Degree Nursing, Civil Engineering Technology, Clerk-Typist, Early Childhood Education, Food Service Supervision, Ornamental Horticulture, Junior Accountant, Interior Decoration, Law Enforcement, Marketing, Medical Photographer, Professional Secretary, Parole and Probation Aide, Quality Control, Radiologic Technology, Real Estate, Recreation Leader and Welfare Aide.

Additional occupational programs are being planned continuously. For this information contact the Registrar's Office.

**LIBRARY-MEDIA CENTER**

The college's Library-Media Center (LMC) combines library and audiovisual services and makes a wide variety of print and nonprint materials available and readily accessible to students and faculty. Included are approximately 30,000 books, more than 400 current periodicals, numerous pamphlets and documents, filmstrips, slides, records, microfiche, microfilm, overhead transparencies, and audio and video tape recordings.
STUDENT SERVICES

A comprehensive student personnel program relates the many phases of student life outside the classroom to the learning process. An attempt is made to assist each student in obtaining a meaningful educational experience consistent with the goals of a comprehensive community college.

The following services are included in the Student Personnel Services area: Admissions and Registration, Counseling and Guidance Services and Student Activities, Minority Affairs, Student Bookstore, Food Services and Athletics.

COUNSELING SERVICES

Counseling services provide the student with personalized assistance in psychological, social, educational, and vocational development. Through the Student Services Center, counseling offers each student professional assistance in identifying educational and career goals and objectives, as well as providing a framework designed to facilitate greater self-understanding and encourage personal decision-making. Specific areas in which professional counseling services are provided include: social and psychological counseling, assessment, financial aid and placement, and vocational exploration and development.

SOCIAL AND PSYCHOLOGICAL REFERRAL SERVICES

Supplementary psychological, social, and psychiatric services are available through referral to such agencies as the Eastside Community Mental Health Center and Family Counseling Service. Information and appointments may be obtained through any counselor in the Student Services Center.

ASSESSMENT

Individual and group assessment designed to assist the student in his personal, educational, and vocational planning are available and administered through the Student Services Center.

FINANCIAL AID

Philosophy

All financial aid at Bellevue Community College is awarded on the basis of need. In order to receive maximum consideration, students should acquire and complete a Parent's Confidential Statement and have a copy forwarded to the Financial Aid Office by May 1. Applications received after that date will be considered if funds are available.

Loans

FEDERALLY INSURED LOANS are made directly to the students by a local bank. The application and enrollment verification may be obtained from the Financial Aid Office.

EMERGENCY LOANS are available on a no-interest, short-term basis for tuition and school related expenses.

Applications for an emergency loan must be made at the Financial Aid Office no less than one day prior to need.

NURSING STUDENT'S LOANS are available to second year students enrolled in the Associate Degree Nursing Program.

UNITED STUDENT FUND LOANS are made directly to students by a local bank. The application and enrollment verification may be obtained from the Financial Aid Office.

EMPLOYMENT

Information regarding part-time and full-time employment opportunities on campus is available through the Financial Aid Office.

COLLEGE WORK-STUDY employment is available for eligible students through the Financial Aid Office. This government supported program subsidizes student full-time employment during vacations and part-time employment during the academic year, both on campus and in the community. Pay for work-study employment ranges from $1.60 to $2.10 per hour.

GRANTS

The college is a participant in the EDUCATIONAL OPPORTUNITY GRANT program under the Higher Education Act of 1965. Basically, the program provides for financial support of deserving students who would be unable to attend college without such a grant. Details may be obtained from the Financial Aid Office.

SCHOLARSHIPS

A limited number of scholarships is available for students who meet grantor stipulations. Students may acquire a list of available scholarships and apply through the Financial Aid Office.

PLACEMENT SERVICES

The college, through the Student Services Center, maintains a placement service to assist any student seeking part-time or full-time employment in the community either during or at the completion of his college program.

CAREER EXPLORATION AND DEVELOPMENT

Career exploration and development is a cooperative program between the Student Services Center and the IDO Center designed to assist any student in identifying and reaching meaningful occupational objectives and related educational goals. Career exploration and development is a coordinated activity involving students, advisers, instructors, counselors, and community resources.

STUDENT ACTIVITIES

It is the student with his questioning mind and his youthful vigor who makes the college campus—both academically and socially—what it is today. This applies to the two-year
community college as well as to the four-year institution. Educators agree that the total educational experience is a composite of many things, and much of the learning process which takes place on the campus today occurs outside the classroom. It is important that the student be given the opportunity to organize and take part in the student activities which are such an integral part of every college campus.

In the area of student activities at Bellevue Community College, the history is a short but productive one. Traditions are becoming established, and what at the present time are 'first-time' activities will soon become the 'memory-makers which are such an important part of college life.

Student government plays a major role in the activities program at BCC. In addition to the student body offices chosen by election, students may participate in a number of standing committees. These committees provide an opportunity to exercise special talents, enlarge one's circle of friends, and perform a worthwhile service for the school.

BOOKSTORE
In its new facility the Student Bookstore offers many services to the student of Bellevue Community College and to the community as well. Textbooks, school and art supplies, magazines, clothing, jewelry, theater tickets for campus-sponsored events, greeting cards and stationery are all carried in the Bookstore. The Bookstore also offers a check cashing service for students ($5.00 maximum).

Bookstore hours are from nine until five, Monday through Friday with extended hours during the first three weeks of each quarter.

The Bookstore has established a refund policy for the return of textbooks. Books may be returned for full credit within two weeks of the beginning of the term if accompanied by the cash register receipt and if the books are in new condition. Therefore, the student should save his receipt and be certain that he does not intend to drop a class before marking in the course's textbook.

MINORITY AFFAIRS
A Minority Affairs Program has been initiated on the campus this year. The program has as its major thrust recruitment of black students and faculty along with the development of campus sensitivity toward "minority awareness." The Director of Minority Affairs has an office in the Student Services Center. A Minority Affairs Committee has been appointed by the president as an advisory body to the director and has a broad base of faculty and student participation.

COLLEGE PUBLICATIONS
Students may gain experience in the field of journalism through work on the college newspaper, the Forum. Interest in the endeavor and enrollment in JOURN 141, Newswriting Laboratory, are requirements for participation.

DRAMA
Students enrolled in the drama classes or members of the Bellevue Community College Drama Club present plays throughout the school year. Emphasis is placed upon production as well as upon acting.

LECTURE-ARTIST SERIES
A number of noted speakers and performing artists appear throughout the year under the auspices of the Bellevue Community College Lecture-Artist Series. Admission to the programs is free and students and the general public are invited to attend.

SPORTS AND ATHLETICS
Basketball, track, cross-country, baseball, golf and tennis are all well-equipped and provided with a full staff of coaches at Bellevue Community College. Teams are members of the athletic conference of the Washington Association of Community Colleges. In addition to major sports, the college also sponsors an intramural sports program for both men and women students.
CAREER PLANNING

The following section concerning career planning is presented in order to assist each student with a systematic approach in planning a program of study for a number of educational and vocational objectives which may be pursued at Bellevue Community College.

Each program presented provides the student with an orderly progression toward an educational goal which will include the fulfillment of an Associate of Arts Degree or a Certificate of Achievement from this college.

An educational goal may include one of a variety of terminal, vocational, or transfer programs.

In all instances, the student should plan carefully with the assistance of his adviser so that he may make the best possible course selections pertinent to his educational goals.

The student will observe that the suggestions contained in the various programs presented in this career planning section will make it possible for the student to learn the appropriate skills and attitudes which are essential to his goals. To ensure emphasis upon the student's total personal, intellectual and cultural development, the student is encouraged also to select from a breadth of courses outside his career area.

COLLEGE PREMAJOR PROGRAM

The Associate of Arts in College Premajor is a transfer degree for those students either who do not wish to select a specific plan for the degree or who are interested in pursuing a specific premajor program in a given area.

Candidates enrolled in this program must satisfy all the requirements listed under the graduation requirements for the degree, Associate of Arts in College Premajor, making certain that all course credits earned under the following items one, two and four are equivalent to those offered by any one of the accredited four-year colleges or universities within the state of Washington.

Requirements are as follows:

1. English Composition 101 or 102 5 credits
2. A minimum of ten (10) credits in each of the following three subject areas (total of 30 credits):
   a. Humanities (exclusive of English composition)
   b. Social Science
   c. Science (including mathematics) 30 credits
3. A minimum of three (3) physical activity credits 3 credits
4. A minimum of thirty (30) credits for the satisfaction of breadth requirements in any one of the accredited four-year colleges or universities within the state of Washington. These credits may not fulfill the distribution requirements listed under item number two above. 30 credits
5. Electives as recommended by the student's adviser or the bulletin of the four-year college or university to which the student intends to transfer. 25 credits

ACCOUNTANT

The accountant's work is essential to the efficient management of business enterprises. Besides being a vocation in itself, accountancy is indispensable in many other vocations such as business management, law, banking, public administration, and criminal investigation. Students who satisfactorily complete the accounting program are qualified for employment as junior accountants in private, public and governmental (federal, state, municipal) accounting. After gaining experience and undertaking further study, graduates may advance to positions of accounting supervisor, senior accountant and auditor.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>First Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>10</td>
</tr>
<tr>
<td>G BUS 101</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>10</td>
</tr>
<tr>
<td>OFF 120, 121, 122</td>
<td>6</td>
</tr>
<tr>
<td>QM 110</td>
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<tr>
<td>Typewriting</td>
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</tr>
<tr>
<td>Total</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>15</td>
</tr>
<tr>
<td>Economics</td>
<td>10</td>
</tr>
<tr>
<td>G BUS 201, 202</td>
<td>8</td>
</tr>
<tr>
<td>Speech</td>
<td>5</td>
</tr>
<tr>
<td>QM 200, 201</td>
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<tr>
<td>Approved Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>48</td>
</tr>
</tbody>
</table>

BIOMEDICAL PHOTOGRAPHY

This program is designed to prepare the student for a career in the application of photography to the medical or life sciences as a means of communication. The clinical experience in this program offers training in the most advanced photographic techniques.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>First Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHS 100</td>
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<td>ZOOL 113, 114</td>
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<td>5</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>5</td>
</tr>
</tbody>
</table>
Students may elect a no credit option of being employed by the college for a period of 4-6 weeks of additional hospital experience.

**CIVIL ENGINEERING TECHNOLOGY**

This program of study prepares the student to work in areas such as surveying, structural drafting and construction inspection. Credit can be applied toward a Bachelor's Degree in Technology at certain four-year institutions.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>5</td>
<td></td>
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<tr>
<td>ENGR 100, 101, 102, 103, 121</td>
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<td></td>
</tr>
<tr>
<td>ENGR 154, 163</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MATH 101, 104, 105</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>OM 111</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Approved Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Activity</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 270</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGR 255, 256, 260, 261</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>MATH 157</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHYS 114, 115, 116</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>50</strong></td>
<td></td>
</tr>
</tbody>
</table>

**CLERK-TYPIST**

Students successfully completing this one-year program will have acquired proficiency in typewriting, office machines operations, and general office practice, all of which will prepare them for the many general office positions available in local business establishments. Students completing this one-year program may receive a Certificate of Achievement. See business division for an adviser.
EARLY CHILDHOOD EDUCATION
ONE-YEAR PROGRAM

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

Subjects

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC ED 171, 172, 181, 185, 191, 192, 193, 201</td>
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</tr>
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</tr>
<tr>
<td>HOMEC 220, 256</td>
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</tr>
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<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

INTERIOR DECORATION

This program provides preparation for employment in the fields of interior decoration and furniture merchandising.

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>4</td>
</tr>
<tr>
<td>ART 105, 109, 110</td>
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</tr>
<tr>
<td>CHEM 101</td>
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<td>ENGL 101</td>
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<td>BUS 101</td>
<td>5</td>
</tr>
<tr>
<td>HOMEC 110, 169, 170, 199</td>
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</tr>
<tr>
<td>Elective</td>
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<td><strong>Total</strong></td>
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</tbody>
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Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 200</td>
<td>5</td>
</tr>
<tr>
<td>HOMEC 299</td>
<td>5</td>
</tr>
<tr>
<td>MIDMG 131, 132</td>
<td>6</td>
</tr>
<tr>
<td>PSYCH 100</td>
<td>5</td>
</tr>
<tr>
<td>SOC 110</td>
<td>5</td>
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<tr>
<td>SPCH 100</td>
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</tr>
<tr>
<td>Physical Education Activity</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

LAW ENFORCEMENT

The preservice program is designed for young men and women who desire to pursue an education in the law enforcement profession. Many areas such as municipal, county, state and federal agencies, as well as industrial, business and international agencies, provide excellent employment opportunities for law enforcement graduates.

Education covers an introduction to law enforcement, the administration of justice, forensic medicine, police organization and administration, criminal law and procedures, introduction to police patrol, interviewing techniques, report writing, juvenile prevention and control, evidence, criminal investigation, advanced patrol methods and first aid as well as general instruction in English, speech, sociology, psychology, philosophy, anthropology, science, political science, and physical education.

The Associate Degree program is available to those students who meet physical, mental and moral standards of the profession.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>5</td>
</tr>
<tr>
<td>LAWEN 100, 101, 102, 103, 104, 106, 108, 110, 112</td>
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</tr>
<tr>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td>POLSC 202</td>
<td>5</td>
</tr>
<tr>
<td>SOC 110</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 220</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

Admission to the law enforcement program at Bellevue Community College is subject to approval by the program chairman.

The in service program is designed for presently commissioned law enforcement officers who desire to further their education in their chosen profession and to obtain an Associate Degree. Many options are available to the in service officers in accordance with their needs and subject to approval by the program chairman.

The same general subjects as outlined in the preservice program are required subject to special consideration. A certain number of credits may be allowed in lieu of law enforcement requirements for successful graduation from certain law enforcement training academies. Otherwise, the general requirements for graduation are the same. Transfer of credits earned at other institutions is subject to approval by the program chairman and/or the Registrar. Total credits required is 93 for graduation. Students must comply with all other requirements as outlined in the catalog.

26
MID-MANAGEMENT

The mid-management program is designed to meet the growing need of business and industry for trained middle management personnel.

The program offers four options for those students who have decided upon a course of study in a specialized area: food service, marketing and office management. These options provide the student with course work directly applicable to the field of his choice and develops employable skills in these areas. The options are flexible and can be altered to suit the needs and the background experience of the individual student. A fourth general business option is provided for the student who has not decided upon a definite area of specialization.

**Food Service**

In an ever-growing society, both in terms of population and affluence, there are increasing opportunities in the service industries. The food service industry, which extends into hospitals, colleges and universities, restaurants, industrial food services, extended care facilities and school lunch programs, offers many opportunities to qualified individuals. Each facet of this industry offers unique benefits and challenges.

Those students wishing to prepare themselves for an interesting, challenging and rewarding career, may pursue a two-year program in food service, leading to an Associate of Arts Degree in Food Service, or a one-year program leading to a Certificate of Completion.

**General Business**

Leading businessmen recognize that particular skills are necessary to achieve efficient management in the complex world of business. Individuals can acquire some of these skills through a program of study in general business and management techniques. For those who plan only two years of college, this program offers a broad background of business and general education courses, all of which are considered necessary for entrance into any field of business. The recommended program of study in general business will give the student a survey of several phases of business. STUDENTS PLANNING TO TRANSFER TO A FOUR-YEAR COLLEGE SHOULD ASK TO SEE A BUSINESS ADVISER. This program is considered a terminal two-year program.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>7</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>G BUS 101, 120, 241</td>
<td>15</td>
</tr>
<tr>
<td>MIDMG 100, 101, 102</td>
<td>7</td>
</tr>
<tr>
<td>OFF 120</td>
<td>2</td>
</tr>
<tr>
<td>QM 110</td>
<td>3</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G BUS 121, 122, 202</td>
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<tr>
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<td>OFF 109</td>
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<tr>
<td>Approved Electives</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>English</td>
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</tr>
<tr>
<td>G BUS 101, 120, 254</td>
<td>15</td>
</tr>
<tr>
<td>MIDMG 130, 131</td>
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<td>OFF 109, 120</td>
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<td>QM 110</td>
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<tr>
<td>Approved Electives</td>
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</tr>
<tr>
<td>Total</td>
<td>46</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G BUS 122, 202, 241</td>
<td>11</td>
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<tr>
<td>MIDMG 132, 134, 230</td>
<td>18</td>
</tr>
<tr>
<td>231, 232, 233</td>
<td>5</td>
</tr>
<tr>
<td>QM 145</td>
<td>13</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>47</td>
</tr>
</tbody>
</table>

Marketing

This program prepares students for many opportunities that exist in the field of retailing such as manager, sales personnel, merchandise buyer and display personnel. Students are trained for positions leading to careers in middle management in large, medium or small retail organizations, as well as for independent store ownership. The courses offered also provide a sound background for positions in allied fields such as advertising (copy, layout, art, promotion).
NURSING

The demand for qualified nurses increases annually. Students who pursue this career at Bellevue Community College acquire both a general and nursing education. Upon successful completion of the two-year program in nursing the graduate will receive an Associate of Arts Degree in Nursing from Bellevue Community College and will be eligible to write the Washington State Board Examinations for licensure as a Registered Nurse.

Nursing theory and clinical practice equip the graduate to give quality patient-centered nursing care.

Persons interested in this program must make application to: (1) Admissions Office, Bellevue Community College and (2) the Chairman of Nursing Education.

Admission to the program requires that the applicant be a graduate of an accredited high school with a minimum grade-point average of 2.0. In addition, the candidate’s high school record must include the following courses (with a grade of “C” or above): (a) three semesters of English, (b) two semesters of mathematics, and (c) one semester of chemistry.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td>NURS 100, 101, 102</td>
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<tr>
<td>HLTHS 100</td>
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<td>PSYCH 100</td>
<td>5</td>
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<tr>
<td>Physical Education Activity</td>
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<td>ZOOL 113, 114</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
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</tr>
<tr>
<td>NURS 200, 201, 202, 203, 204, 205</td>
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</tr>
<tr>
<td>Physical Education Activity</td>
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</tr>
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<td>PSYCH 204</td>
<td>5</td>
</tr>
<tr>
<td>SOC 110</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>49</strong></td>
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</tbody>
</table>

| QM 110          | 3            |
| Typewriting     | 4            |
| Approved Electives | 5          |
| **Total**       | **47**       |

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>G BUS 121, 202</td>
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</tr>
<tr>
<td>MIDMG 220, 221</td>
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</tr>
<tr>
<td>OFF 109, 112, 230</td>
<td>10</td>
</tr>
<tr>
<td>QM 145</td>
<td>5</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

ORNAMENTAL HORTICULTURE

The field of ornamental horticulture pertains to the aesthetics of outdoor surroundings—our landscapes, whether found in home, lawn and garden, the seaside and mountain retreats, the state and national parks, or the many diversified recreational areas.

The ornamental horticulture program contains five categories from which a student may select an option. These are: landscape management; turf management; park management and arboriculture; greenhouse and nursery management; and landscape design. Completion of one of the major categories offered by Bellevue Community College in ornamental horticulture will prepare students for such positions as: foreman for landscape contracting and/or maintenance firms, nurseries or garden centers; salesmen for seed, fertilizer, nursery, garden center firms and other supply houses; plant propagators; foremen, or assistant superintendents for nurseries, golf courses, cemeteries, public parks, private estates, botanical gardens, and various other public and private institutions' grounds; representatives of commercial nurseries, landscape service companies, golf course construction companies, and equipment supply dealers; landscape designers and consultants.

Students planning to enter the ornamental horticulture program should prepare themselves with high school agricultural sciences, biology, mathematics, chemistry and physics.

<table>
<thead>
<tr>
<th>Landscape Management</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
</tr>
<tr>
<td>BOTAN 111</td>
<td>5</td>
</tr>
<tr>
<td>HORT 081, 082, 091, 101, 102, 103, 111, 112, 113, 121, 131, 132, 141, 142, 143</td>
<td>44</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>5</td>
</tr>
</tbody>
</table>

OFFICE MANAGEMENT

This program of study is designed to prepare the student to meet the increasing need of business and industry for office managers. Positions which are available in this field include executive assistants and office managers.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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</tr>
<tr>
<td>G BUS 101</td>
<td>5</td>
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<td>LNDES 221, 222</td>
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<td>HORT 085, 201, 202, 203, 211, 224, 231, 261</td>
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<tr>
<td>Total</td>
<td>44</td>
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</table>

Greenhouse and Nursery Management

| First Year | 5 |
| BOTAN 111 | 5 |
| HORT 081, 082, 101, 102, 103, 111, 112, 113, 131, 132, 141, 142, 143 | 37 |
| Physical Education Activity | 3 |
| Approved Electives | 5 |
| Total | 50 |

Second Year

| Second Year | 5 |
| BIOL 101 | 5 |
| BOTAN 112, 113 | 10 |
| G BUS 101 | 5 |
| ENGL 101 | 5 |
| HORT 201, 202, 203, 211, 224, 231, 244, 261 | 24 |
| Total | 49 |

Landscape Design

| First Year | 5 |
| ART 105, 109, 110, 129 | 12 |
| BOT 111 | 5 |
| HORT 091, 101, 102, 103, 111, 112, 113, 121, 141, 142 | 33 |
| Total | 50 |
PHYSICAL SCIENCE TECHNOLOGY

The physical science technology program will provide the scientific, mathematical, and mechanical background for a spectrum of technician positions in research, development, testing and processing laboratories. These technicians will find responsible positions as assistants to scientists and engineers and scientists in either government service or private industry. Opportunities for women in this area are excellent.

Credits in this program may transfer toward a Bachelor’s Degree in Technology at a four-year institution.

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>SPCH 220</td>
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</tr>
<tr>
<td>MATH 101, 104, 105</td>
<td>15</td>
</tr>
<tr>
<td>PHYS 114, 115</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

Second Year

<table>
<thead>
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<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
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<td>ENGR 101, 102, 111</td>
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</tr>
<tr>
<td>ENGR 280, 281, 282</td>
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<tr>
<td>QM 111</td>
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<tr>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td>PHYS 116</td>
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</tr>
<tr>
<td>MATH 157</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

QUALITY CONTROL TECHNOLOGY

Certificate Program

The following sequence of courses in quality control has been developed in cooperation with the American Society for Quality Control and is primarily for individuals presently engaged in quality control who would like to upgrade their skills.

A Certificate of Completion is granted upon completion of each class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>QC 112</td>
<td>3</td>
</tr>
<tr>
<td>QC 113</td>
<td>3</td>
</tr>
<tr>
<td>QC 114</td>
<td>3</td>
</tr>
<tr>
<td>QC 115</td>
<td>3</td>
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<td>QC 116</td>
<td>3</td>
</tr>
<tr>
<td>QC 117</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

RADIOLOGIC TECHNOLOGY

Students who study radiologic technology at Bellevue
Community College will be thoroughly instructed in all fundamental principles underlying all phases of this program, with a solid foundation for increasing skills and recording the requisites for positions in specializing, teaching and supervisory positions.

The program is open to all registered and experienced technologists who wish to pursue a process of continuing education and to record qualifications for improvement in a position. The three-credit physical education activity requirement is waived for students graduating in this program.

First Year
- ENGL 101 5
- PHYS 100 5
- PSYCH 100 5
- RATEC 101, 102, 103, 110, 200 15
- SPCH 220 5
- ZOOL 113, 114 10
- **Total** 45

Second Year
- RATEC 201, 202, 203, 205, 211, 212, 213 33
- SOC 110 5
- Approved Elective 5
- **Total** 43

Summer Session (Six Weeks)
- RATEC 199 - Practicum (between first and second year) 5

Third Year
- 240 Hours Externship (40 hours per week for 2080 hours, 52 weeks)

REAL ESTATE

Two programs in real estate are offered at Bellevue Community College. One leads to an Associate of Arts Degree in Real Estate and the other to a Certificate of Completion in Real Estate.

**Associate Degree Program**

The associate degree program is primarily open to regular students interested in a real estate major. The person with an associate degree will be qualified for employment not only in real estate sales but also in the areas of real estate appraisal, property management, mortgage lending and property tax assessment.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>5</td>
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<tr>
<td></td>
<td>G BUS 101</td>
<td>5</td>
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<tr>
<td></td>
<td>R EST 142</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>R EST 143</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>R EST 202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>QM 145</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Psychology or Sociology</td>
<td>5</td>
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<tr>
<td></td>
<td>Approved Electives</td>
<td>11</td>
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<td><strong>Total</strong></td>
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**Second Year**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>R EST 242</td>
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<td>R EST 243</td>
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<tr>
<td></td>
<td>Accounting</td>
<td>4-7</td>
</tr>
<tr>
<td></td>
<td>OFF 109</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SPCH 220</td>
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<td></td>
<td>Approved Electives</td>
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<tr>
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<td><strong>Total</strong></td>
<td>47</td>
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**Certificate Program**

The certificate program is specifically geared for those individuals already employed and licensed in the real estate field. Designed to provide in depth instruction for those engaged in the sale of real estate, it offers an opportunity for them to increase and broaden their knowledge. The curriculum for the program consists of four required courses plus two electives. The certificate is awarded by the state and Bellevue Community College upon successful completion of the program. Individuals possessing a valid Washington real estate license will be eligible for tuition reimbursement by the Real Estate Division of the Business and Professions Administration, State of Washington.

<table>
<thead>
<tr>
<th>Required</th>
<th>Credit</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>R EST 140</td>
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<td>R EST 141</td>
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<table>
<thead>
<tr>
<th>Elective</th>
<th>Credit</th>
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<table>
<thead>
<tr>
<th><strong>Total</strong></th>
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<tbody>
<tr>
<td>of</td>
<td>20</td>
</tr>
</tbody>
</table>

SECRETARY

The professional secretary program at Bellevue Community College leads to an Associate of Arts Degree. There is a
constantly unfilled demand for secretaries in all phases of business, including specialized fields such as law and medicine. The student's program will vary with the amount of previous experience in typing and shorthand, and with individual objectives. Much more than proficiency in shorthand and typing is required of the secretary today. Elective courses from any area of the curriculum may thus be valuable, although the student will no doubt wish to elect work in the fields of accounting, business, economics, human relations, and office seminar.

First Year

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
<td>English</td>
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<td>G BUS 101</td>
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<td>Shorthand</td>
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<tr>
<td>Typewriting</td>
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Second Year

<table>
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<th>Credit</th>
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<tbody>
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<td>ACCT 101, 102, or 210, 220</td>
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<tr>
<td>QM 110, 145</td>
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<tr>
<td>Shorthand</td>
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*The program requires 6-8 credits of typing, dependent upon previous typing experience.

SOCIAL SERVICES
Certificate Program
One Year

This program provides knowledge and understanding of the field of social work to enhance the employability of the individual. A certificate may be awarded upon satisfactory completion of the program.

Subjects

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>SOC 265</td>
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<td>SOC or PSYCH Elective</td>
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</table>

SOCIAL SERVICES
This program leads to the Associate of Arts Degree in Social Services. It is designed to give academic and preprofessional training for beginning level positions in various areas of social welfare activity, including, but not limited to, probation and parole and public assistance.

First Year

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL</td>
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<tr>
<td>HOME 130</td>
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<td>PSYCH 110</td>
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<td>SOCWK 100, 105, 110</td>
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<td>Elective</td>
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Second Year

<table>
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<tr>
<td>HOME 220, 221, 255, 256</td>
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<tr>
<td>SOCWK 191, 200, 220</td>
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<td>SOC 265</td>
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<td>Electives</td>
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CURRICULAR DIVISIONS
BUSINESS

ACCOUNTING

ACCT 101, 102
PRACTICAL ACCOUNTING (4) (3)
Practice and procedures for reporting business transactions. Use of special journals, general ledger and subsidiary ledgers; payroll accounting; periodic adjustments, closing procedures and preparation of financial statements. (These courses are not recommended for students transferring to four-year colleges.) Prerequisite: ACCT 101 for ACCT 102.

ACCT 210
FUNDAMENTALS OF ACCOUNTING (4)
Nature and social setting of accounting; uses of accounting information; introduction to basic accounting concepts; and some accounting techniques.

ACCT 220
FUNDAMENTALS OF ACCOUNTING (3)
Basic concepts; principles and procedures for recording business transactions; development of accounting reports. Prerequisite: ACCT 210.

ACCT 230
BASIC ACCOUNTING ANALYSIS (3)
Preparation and use of accounting information as part of the managerial processes of control, planning, and decision making. Concentrates on the use of information by those managing the business and making decisions. Prerequisite: ACCT 220.

ACCT 250, 260
INTERMEDIATE ACCOUNTING (5) (5)
Concepts and principles underlying the presentation and interpretation of current items, investments, plant assets, long-term liabilities and stockholders' equities in financial statements. Prerequisite: ACCT 230 or permission of instructor for ACCT 250; ACCT 250 for ACCT 260.

ACCT 270
COST ACCOUNTING (5)
Accounting fundamentals and principles as applied to cost accounting, cost determination procedures, cost control, and cost analysis. Prerequisite: ACCT 230 or permission of instructor.

ACCT 280
FEDERAL INCOME TAXES (3)
An introduction to income tax accounting with emphasis on the preparation of U.S. individual income tax returns.

ECONOMICS

ECON 100
INTRODUCTION TO BASIC ECONOMIC PRINCIPLES (5)
Introduction to economic thinking with special emphasis on economic issues of the present and problems the consumer faces in the market place.
industry. Topics include: motivation, leadership and human factors.

**G BUS 121**
PERSONNEL MANAGEMENT (3)
Attention is directed to the scope of personnel management, organization of personnel work, and major factors in personnel problems and labor relations. Emphasis is given to a study of manpower management, recruitment, testing, selection, placement and training of employees and executives; job analysis, and evaluation; wage and salary administration; morale measurement and maintenance of union-management relationships.

**G BUS 122**
LABOR RELATIONS (3)
An introductory study of labor relations with particular emphasis on the changes taking place in various segments of the American economy. Topics include: the composition of the labor force, labor-management legislation, growth and structure of unions, collective bargaining, labor market economics, and personnel practices.

**G BUS 150**
SMALL BUSINESS MANAGEMENT (5)
Organizing and operating a small business. Causes of business failure, merchandising, and financial problems, employer-employee relations.

**G BUS 201**
BUSINESS LAW — LEGAL FOUNDATIONS (5)
Legal institutions and processes; law as a system of social thought and behavior, a frame of order and authority within which rival claims are resolved and compromised; legal reasoning; the interaction of law and business; the lawyer and the business firm.

**G BUS 202**
BUSINESS LAW — AGREEMENTS (3)
Principles of the law of contracts, sales, negotiable instruments and personal property security transactions.

**G BUS 241**
PRINCIPLES OF ORGANIZATION AND MANAGEMENT (5)
The principles of organization and management as applied to commercial and industrial enterprises. Realistic case problems in business are used to help the student apply principles to actual management problems. Prerequisite: G BUS 101.

**G BUS 254**
PRINCIPLES OF MARKETING (5)
A study of the business activities concerned with the flow of goods and services from producers to consumers. Fundamental principles and business cases are combined so the student may understand more clearly the functioning of marketing in our economy, and he better prepared to fill a position in the marketing field. Computer-run business game.

**MID-MANAGEMENT**

**MIDMG 90a, 90b, 90c, 90d, 90e, 90f**
FOOD SERVICE — SEMINARS (2) (2) (2) (2) (2) (2)
A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: permission of instructor.

**MIDMG 96a, 96b, 96c, 96d, 96e, 96f**
OFFICE MANAGEMENT — SEMINARS (2) (2) (2) (2) (2) (2)
A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: permission of instructor.

**MIDMG 98a, 98b, 98c, 98d, 98e, 98f**
MARKETING — SEMINARS (2) (2) (2) (2) (2) (2)
A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: permission of instructor.

**MIDMG 100**
FOOD SERVICE — ORIENTATION (1)
A basic orientation and introduction to the food service industry and the various segments including hospitals, industrial feeding program, restaurants, clubs, nursing homes and school lunch programs. The course will acquaint the students with the objectives of each segment. Job descriptions, responsibilities, and the desirable characteristics of supervisory personnel will be covered.

**MIDMG 101, 102**
FOOD SERVICE — BASIC FOODS (3) (3)
A two-quarter sequence comprising the fundamentals of foods and their preparation, nutritive values and qualities, standard products, basic food chemistry and basic quality standards for prepared food products. This sequence will be taught on the basis of food groups rather than by meal preparation basis. Food groups to be included during the two quarters will be: sugars; starches and cereals; fruits and vegetables; fats and oils; eggs; dairy products; meat, fish and poultry; and food additives. Topics to be covered within each group are: definition of terms and techniques; characteristics of the food group; principles of cooking; uses of the food group in cooking, quality and portion control; standard products; care, storage and sanitation; service of the products and merchandising.

**MIDMG 120**
OFFICE MANAGEMENT — ORIENTATION (1)
An orientation and general introduction to the field of office management.

**MIDMG 130**
MARKETING — ORIENTATION (1)
An orientation and introduction to the general field of marketing and specifically the field of retailing.
MIDMG 131
MARKETING – PRINCIPLES OF SALESMASTSHIP (3)
A study of the principles and techniques of salesmanship as a form of persuasive communication basic to business and other types of interpersonal relationships. Sales presentations.

MIDMG 132
MARKETING – RETAILING MANAGEMENT (3)
The fundamental principles and practices of retail merchandising. An overview of the field of retailing is given, outlining the opportunities and rewards, and identifying the qualities necessary for success. A study is made of the types of retail outlets, policies, store location, layout, store organization, the buying-selling functions, profit planning, operating controls, advertising and sales promotion.

MIDMG 134
MARKETING – ADVERTISING (3)
The place of advertising in our society. Advertising as a marketing activity and as a communication process. The institutions and media involved in advertising and the planning, preparing and placing of advertisements.

MIDMG 201, 202
FOOD SERVICE – QUANTITY FOODS (3) (3)
A two-quarter sequence comprising a continuation of the basic foods courses and stresses in quantity preparation terms those items covered in the basic courses such as standard products, quality standards, work methods, etc. Laboratories are used to acquaint the students with production methods in quantity food preparation. Lectures stress the organization of food production units, menu planning, food merchandising, costs and scheduling. Food service equipment will be discussed and operated by the students.

MIDMG 203
FOOD SERVICE – PURCHASING (3)
This course acquaints the student with the area of purchasing as it relates to quantity food operations. It covers food specifications, ordering and receiving procedures, familiarization with the market, various methods of purchasing such as bid and open market, the various packs and the products themselves.

MIDMG 204
FOOD SERVICE – NUTRITION AND DIET THERAPY (3)
Study of basic nutritional needs, planning adequate diets, dietary allowances, modifications of the normal diet (consistency, calories, fat intake, protein and sodium), why these modifications are necessary and how they are accomplished. Interviewing of patients and other factors of food and service as they apply to health care institutions.

MIDMG 205
FOOD SERVICE – SANITATION AND SAFETY (3)
Study of basic microbiology and bacteriology and how foods are affected by micro-organism and bacteria, food spoilage, food-borne diseases and their causes. Food, equipment and facility sanitation. The work of the National Sanitation Foundation, U.S. Public Health Service and local health departments. Sanitation and safety programs in food service installations and how the proper selection and placement of food service equipment affects both safety and sanitation.

MIDMG 206
FOOD SERVICE – EQUIPMENT, LAYOUT AND DESIGN (3)
Food facilities planning, time and motion studies, principles of motion economy as they apply to food service operations, preliminary programming and planning, space requirements, equipment selection, proper flow and a review of food service layouts relating various layouts to operational costs.

MIDMG 207
FOOD SERVICE – INTERNAL CONTROL (3)
Specialized course in quantity food service operational control. Items to be covered will include the costing of foods, receiving procedures, various food and beverage controls, portion control, etc.

MIDMG 208
FOOD SERVICE – SUPERVISORY METHODS (3)
Seminar-case study approach to supervisory techniques in food service operations. Evaluation of various techniques used in supervision and the relative merits and effectiveness of each.

MIDMG 209
FOOD SERVICE – TRAINING TECHNIQUES (3)
A course to develop the supervisory skills needed to train employees; devise economical and efficient work methods; improve day-to-day job performance from subordinates through training, and assist in setting realistic job performance standards. Major topics covered include: job descriptions and performance standards, work simplification, training methods, coaching principles and practice.

MIDMG 220, 221
OFFICE MANAGEMENT (5) (5)
This is a two-quarter sequence covering the role of office management, the impact of automation in offices, basic principles of office organization, planning office services-communications, auxiliary office services, and office planning. It will include discussion of office costs, controlling these costs through systems and procedures analysis, forms design and control, analyzing office jobs, work measurements and work standards, report preparation. This course will include a discussion of supervision, human relations, personnel policies and salary administration. Prerequisite: permission of instructor and MIDMG 220 for MIDMG 221.

MIDMG 230
MARKETING – MERCHANDISING INFORMATION (3)
Merchandise information designed to give the student the background and selling information for various textiles and non-textiles. Students will be given a standard for deter-
mining quality products and a knowledge of how to care for them. Students will learn the manufacturing processes of the various products to help them in their sales presentation.

MIDMG 231
MARKETING — CREDITS AND COLLECTIONS (3)
The study of the nature, basis and meaning of credit and credit control. Topics include functions of credit, credit instruments, types of credit; elements determining credit risk; sources of credit information; analysis of financial statements; collection procedures and correspondence; installment accounts; check cashing and skip tracing; credit sales promotion; the credit card.

MIDMG 232
MARKETING — BUYING TECHNIQUES (3)
A study of the techniques employed in performing the functions of the merchandise division of a store. The functions of the buyer and the many facets of the buyer problems in a store are discussed. Other topics include customer demand analysis, inventory control, open-to-buy, and comparison of suppliers.

MIDMG 233
MARKETING — MERCHANDISE DISPLAY (3)
The application of principles of color, line and design to interior and window display. Topics include: appropriate display space, lighting arrangements, seasonal display equipment, care of display space and fixtures and the improvisational use of display equipment.

OFFICE PROFESSIONS

OFF 96a, 96b, 96c, 96d, 96e, 96f
OFFICE SEMINAR (2) (2) (2) (2) (2) (2)
Primarily for secretarial majors—a program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. Prerequisite: permission of instructor and employed a minimum of three hours per week. If student is interested in the seminar and the office professions program, but needs a job to qualify, please see the department chairman of office professions.

OFF 101
BEGINNING TYPING (2)
Beginning course in typewriting. Cannot be taken for credit by student with one year or more of high school typing within the last two years. Instruction on IBM selectric typewriters.

OFF 102
INTERMEDIATE TYPING (2)
Prerequisite: OFF 101 or one year high school typing on electric typewriter within the last two years.

OFF 103
ADVANCED TYPING (2)
Prerequisite: OFF 102 or college typewriting instruction within the last two years.

OFF 104
PRODUCTION TYPING (2)
Primarily for secretarial majors. Prerequisite: OFF 103 or advanced typewriting instruction on the college level within the last year.

OFF 109
BUSINESS CORRESPONDENCE (3)
Composition of effective modern business letters. Typing not necessary. Lecture and discussion.

OFF 112
FILING AND RECORDS MANAGEMENT (2)
Principles of indexing and filing, practice in arranging records by alphabetic, geographic, numeric, and subject methods; systems such as Variadex, Triple-Check, and Soundex; correspondence filing, cross referencing, setting up a filing system. Records management.

OFF 115
BEGINNING GREGG SHORTHAND (5)
Cannot be taken for credit if student has had shorthand instruction within the last year. Necessary to have knowledge of typing on electric OR concurrently enrolled in a typing class.

OFF 116
INTERMEDIATE GREGG SHORTHAND (5)
Prerequisite: OFF 115 or one semester shorthand within the last year. Necessary to have knowledge of typing on electric OR concurrently enrolled in a typing class.

OFF 117
ADVANCED GREGG SHORTHAND (5)
Prerequisite: OFF 116 or one year shorthand instruction within the last year. Necessary to have knowledge of typing on electric OR concurrently enrolled in a typing class.

OFF 120
BEGINNING OFFICE MACHINES (2)
Adding and calculating machines. Basic instruction and practice in the operation of ten-key adding machines, printing, and rotary calculators and the application of these machines to business.

OFF 121
ADVANCED OFFICE MACHINES (2)
Calculating, accounting, and key punch and verifier machines. Designed to develop a higher degree of proficiency and an ability to process more complex business problems. Prerequisites: OFF 120. Machines course in high school not equivalent to OFF 120.

OFF 122
DUPICATING, REPRODUCING AND OFFSET PROCESSES (2)
Techniques of spirit, ink, offset and other methods of duplicating and reproduction. Designed to give basic skill in the preparation of copy, masters, and plates, and the operation of fluid, ink, and offset equipment. Typing ability required.
OFF 130
MACHINE TRANSCRIPTION (3)
Use of transcription machine and introduction of dictating techniques. Prerequisites: Typing ability equivalent to OFF 102 and use of the IBM Selectric.

OFF 205
ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)
One full year of shorthand (OFF 115, 116, 117 or equivalent). Prerequisite: 80 wpm.

OFF 206
ADVANCED GREGG SHORTHAND AND TRANSCRIPTION (5)
Prerequisite: OFF 205. Work on individual objectives and goals.

OFF 230
OFFICE PROCEDURES (5)
"Polishing-up course." The last course in the office professions sequence. Prerequisites: OFF 102, 103, 120, 122.

OFF 240
LEGAL SECRETARIAL PROCEDURES I (5)
Specialized training in knowledge and skills required of legal secretaries including: the secretary in the law office; litigation involving domestic relations, personal injury and property damage, and probate; legal work concerning corporation, real property, and business instruments. Prerequisite: Typing speed 50 wpm on electric typewriter.

OFF 241
LEGAL SECRETARIAL PROCEDURES II (5)
Continuation of OFF 240: general duties; litigation concerning promissory notes and open book accounts, quiet title, condemnation, motions, termination of interest in realty, guardian and ward and conservatorships, remedies in civil actions, criminal proceedings and preparation of briefs. Prerequisite: OFF 240.

QUANTITATIVE METHODS
QM 110
ELECTRONIC DATA PROCESSING ORIENTATION (3)
An introduction to modern data processing methods, from punch card systems to more complex computers; the place of data processing systems in solving problems. (This course was designated G BUS 110 in 1969-70.)

QM 112
INTRODUCTION TO FORTRAN PROGRAMMING (2)
Instruction in programming and use of the computer; flow charting; problem organization; basic computer statements; application to engineering problems for engineering students; application to business problems for business students. Prerequisite: College algebra or permission of instructor.

QM 145
BUSINESS MATHEMATICS (5)
Practical problems in computing simple and compound interest, present values, annuities, amortization and other applications of mathematics to business and consumer financing. (This course was designated G BUS 145 in 1969-70.)

QM 200
INTRODUCTION TO COMPUTER PROGRAMMING (2)
Instruction in programming (using BASIC as language) and use of the computer; applications to business problems. (This course was designated G BUS 111 in 1969-70.)

QM 201
STATISTICAL ANALYSIS (5)
A survey of statistical techniques useful in guiding business decisions; introduction to probability, decision making, linear programming, correlation, and regression. Prerequisite: College Algebra or permission of instructor. (This course was designated G BUS 200 in 1969-70.)

REAL ESTATE
R EST 92a, 92b, 92c, 92d, 92e, 92f
REAL ESTATE SEMINAR (2) (2) (2) (2) (2) (2)
A program of on-the-job experience combined with a one-hour weekly seminar. A student may earn up to six credits a year, two each quarter. The seminar may also be used for individual study of special interest areas in the real estate field. Prerequisite: permission of instructor.

R EST 100
REAL ESTATE ORIENTATION (1)
A basic orientation and introduction to the real estate industry. The course will acquaint the student with the characteristics of the various occupations within the real estate industry. Areas covered will include appraisal, sales, mortgage landing and property development.

R EST 140
PRINCIPLES OF REAL ESTATE (5)
This course is an overview that surveys the entire field of real estate. It encompasses legal titles and instruments, finance, valuation, government, regulations, land economics, urban land problems, and brokerage.

R EST 141
REAL ESTATE FINANCE (3)
A study of the procedures and problems associated with servicing real estate loans and the institutions engaged in financing real property transactions. Analysis of practices and risks involved in financing and investing. Prerequisite: R EST 140.

R EST 142
REAL ESTATE APPRAISAL (3)
Reviews the principles and techniques used in estimating the value of real property. The application of cost, income and market data approaches to value. Prerequisite: R EST 140.

R EST 143
REAL ESTATE LAW (3)
A study of the principles of law governing the interests in
real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof. Prerequisite: REST 140.

REST 240
REAL ESTATE BUSINESS MANAGEMENT (3)
A study of practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis. Prerequisite: REST 140.

REST 241
REAL ESTATE ADVERTISING AND SALES (3)
A study of the basic essentials and techniques of salesmanship and advertising as it specifically relates to real estate. Prerequisite: REST 140.

REST 242
PROPERTY MANAGEMENT (3)
This course includes a study of the important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis. Prerequisite: REST 140.

REST 243
ADVANCED REAL ESTATE APPRAISAL (3)
This course is a continuation of REST 142 and delves more deeply into the three basic approaches to estimating value. Prerequisite: REST 140 and REST 142.

HUMANITIES

ART
The art department reserves the right to retain, without monetary compensation to the student, up to three pieces of a student's work from each class the student takes, for the purpose of class instruction and/or display.

ART 100
INTRODUCTION TO ART (5)
An introductory studio class integrating the basic principles of art with a variety of studio experiences in different materials and media. Recommended for students who have had no previous art experience. (Six hours laboratory.)

ART 105
DRAWING (3)
Experiences in observing and recording graphically. Students will work on still life, figure and outdoor sketching, using pencil, charcoal, pen and ink, etc. (Six hours laboratory.)

ART 106
DRAWING (3)
Continuation of Art 105 with greater emphasis on figure drawing. Prerequisite: ART 105. (Six hours laboratory.)

ART 107
DRAWING (3)
Continuation of ART 106. Prerequisite: ART 106. (Six hours laboratory.)

ART 109, 110
DESIGN (3) (3)
A sequential course encompassing two and three dimensional design. The student will develop design concepts involving mass, space, time, color and light. (Six hours laboratory.)

ART 129
ENVIRONMENTAL DESIGN (3)
Lectures on the environment and its order with slides, paintings, sculpture, textiles, ceramics, etc., as well as field trips. The course is primarily concerned with our environment and how various aspects of design interrelate. Included will be discussions of the visual impact of various art disciplines: urban planning, architecture, landscape design, interior design and industrial design.

ART 201, 202, 203
HISTORY OF WESTERN ART (3) (3) (3)

ART 205
GRAPHIC DESIGN (3)
Exploration of creative approaches to simple layout and poster design and display techniques. Design and composition of pen and brush lettering will be included. Prerequisite: ART 109.

ART 246
JEWELRY DESIGN (3)
Course includes design and construction of jewelry, using copper, brass and silver. Basic metal cutting, soldering, and casting, setting of semi-precious stones is included. Lectures and discussion illustrate historical and contemporary jewelry design. (Six hours laboratory.)

ART 250
TEXTILE DESIGN (3)
Introduction to textile techniques with emphasis on the design of the object. Processes include batik, tie and dye, tie and discharge, block printing and silk screening. (Six hours laboratory.)

ART 255
TEXTILE DESIGN (3)
Introduction to textile techniques with emphasis on the design of the object. Processes include simple weaving, stitchery, applique, macrame and rug knotting. (Six hours laboratory.)
ART 256
PAINTING (3)
An introduction to painting with instruction in modeling in light and shade, composition, color theory and technique. Attention is paid to the present and past pictoral ideas with emphasis on the students developing his own preferences. Prerequisite: ART 105 and ART 109, or permission of instructor. (Six hours laboratory.)

ART 257
PAINTING (3)
A continuation of ART 256. Prerequisite: ART 256. (Six hours laboratory.)

ART 259
WATERCOLOR (3)
Painting with various water soluble media. Prerequisites: ART 105 and ART 109. (Six hours laboratory.)

ART 272
SCULPTURE (3)
Instruction in techniques of popular contemporary media will be given as well as guidance in composition as appropriate to individual expressive needs. Materials include metal, wood, plastics and plaster. Prerequisites: ART 105 and ART 109. (Six hours laboratory.)

ART 273
SCULPTURE (3)
A continuation of ART 272. Prerequisite: ART 272. (Six hours laboratory.)

ART 274
SCULPTURE (3)
A continuation of ART 273. Prerequisite: ART 273. (Six hours laboratory.)

CINEMA
CINE 140
ART OF THE FILM (3)
An introduction to serious film study. To develop in students a fuller understanding and appreciation of the richness and variety of cinema as an artistic medium. Work of major directors is viewed and discussed in terms of cinematic style and technique, and students are acquainted with the different genres of film, including documentary, animation. Readings in film theory and criticism.

CINE 141
BASIC FILM-MAKING I (5)
An introduction to the various stages of 8mm film production with emphasis on scripting, use of the camera, and cutting. A series of four short (3 minute) descriptive projects are carried out individually. In addition, group projects in lighting, directing, and editing are accomplished in class. Throughout the quarter, short films as well as student projects are screened and discussed in terms of their use of cinematic language; i.e., framing, camera movement, optics, camera angle, lighting, cutting, etc. Those who intend to continue the sequence must have produced a filmable script by the end of the quarter. Prerequisite: CINE 140 or permission of instructor.

CINE 142
BASIC FILM-MAKING II (5)
A course devoted to the production of those films scripted in CINE 141. Each student makes an 8mm film of from five to ten minutes length. Early in the quarter, the class is divided into production units of four or five. The unit is responsible as a group for the production, from shooting to final screening, of all of the films of its members. First, the student breaks his script down into workable shooting schedules. While his film is being shot, he directs, assigning the other members of the unit their respective tasks: camera, lights, continuity, props, etc. Thus, every student gains experience in most aspects of production. When all of the films have been shot, the group members form smaller units of two or three for editing purposes. The grade is based heavily on the quality of the final product, but also to some extent on each student's total contribution to the group. Prerequisite: CINE 141.

CINE 250
THE FILM AND SOCIETY (2)
A seminar course designed to examine the role of the film in mass communications, as a force for shaping, but also for perpetuating, social values. Most of the films screened and discussed will be selected not so much for their intrinsic worth as art, but for either their controversial themes or their wide appeal to mass audiences. Special attention will be paid to the documentary as propaganda and to the techniques of visual persuasion used by TV commercials.

DRAMA
DRAMA 101
INTRODUCTION TO THE THEATRE (5)
A survey of the modern American theatre and the lively arts: television, radio, legitimate theatre, dance. A lecture-discussion course, with visitations by persons who are engaged in some phase of theatre and its broad spectrum.

DRAMA 110
THEATRE PRODUCTION (2) Max. (6)
Actual practice in rehearsal and production, with reference to performing and/or technical experience.

DRAMA 146
THEATRE VOICE AND SPEECH (3)
Stage vocal techniques and exercises with a concentration on practical application of these techniques for use on the stage and in the performance situation. Some work in the area of foreign dialects.

DRAMA 151, 152
ACTING (3) (3)
Theory and practice of fundamentals. 151: analysis and practice in aptitudes necessary to acting (focus, recall, imagination, characterization) through improvisation; 152: analysis and practice in rhythm, theory, stage deportment. Prerequisites: DRAMA 151 for 152.
ENGLISH

ENGL 100
DEVELOPMENTAL ENGLISH (5)
A course in basic English communication skills, its content and goals to be partially determined by the needs and goals of the participants. Subject to the above limits, it offers a review of grammar and sentence structure and a study of paragraph organization, word use, and logical idea development.

ENGL 101
COMPOSITION (5)
A course designed to develop, on a more advanced level, the practical skills and habits of thought which lead to clear and logical writing. Prerequisite: A score of 41 or above on the Washington Pre-College Examination, grades of "C" or better in high school English, an appropriate score on the departmental placement examination, or ENGL 100.

ENGL 102
COMPOSITION (5)
A course which emphasizes research, analytical writing techniques, and the functions of language. Prerequisite: ENGL 101, or an appropriate score on the departmental placement examination.

ENGL 110
INTRODUCTION TO LITERATURE — POETRY (5)
A broad introduction to major poets and poetic styles in English. Its primary objective is to enable the student to more fully enjoy poetry through understanding the conventions of poetic usage and structure. Equal emphasis is placed on classroom explication of poems and group discussion in order to build skill in interpretation.

ENGL 111
INTRODUCTION TO LITERATURE — DRAMA (5)
An introduction to dramatic method through representative examples of dramatic expression.

ENGL 112
INTRODUCTION TO LITERATURE — FICTION (5)
The problems and techniques of fiction with primary emphasis on the short story: the essentials out of which it grows and the means it uses to accomplish its purpose.

ENGL 150
ELEMENTARY ENGLISH FOR FOREIGN STUDENTS (5)
Concentration on pronunciation problems, basic grammatical patterns, and idioms from the point-of-view of oral practice and fluency.

ENGL 151
INTERMEDIATE ENGLISH FOR FOREIGN STUDENTS (5)
Continuation of ENGL 150 with an emphasis on basic writing.

ENGL 152
ADVANCED ENGLISH FOR FOREIGN STUDENTS (5)
Conclusion of the series intended to prepare the foreign student for regular series of English courses. Emphasis on composition, humanities, and reading. Completion of series will satisfy the foreign student English requirement.

ENGL 160
ENGLISH FOR FOREIGN STUDENTS—INTENSIVE (15)
An intensive course specifically intended to prepare the foreign student for the coming academic year. Oral and written work. This course will satisfy the foreign student English requirement. (to be offered in summer)

ENGL 199
AFRO-AMERICAN LITERATURE (5)
The Black contributions to twentieth-century American literature: poetry, fiction, non-fiction.

ENGL 210
INTRODUCTION TO EUROPEAN LITERATURE (5)
Reading and critical discussion of some of the greatest works in world literature.

ENGL 264
ENGLISH LITERATURE: BEGINNINGS THROUGH SHAKESPEARE (5)
An introduction to the major writers and writing styles of the period, including "Beowulf," representative works by Chaucer, and one or more Shakespearean plays. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

ENGL 265
ENGLISH LITERATURE: DONNE THROUGH JOHNSON (5)
A survey of major literary figures, styles, and themes of the 17th and 18th Centuries, including early periodicals and the beginnings of the English novel. Included may be such figures as Milton, Dryden, Congreve, Richardson, Fielding, Goldsmith, Pope, and Swift. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

ENGL 266
ENGLISH LITERATURE: BLAKE THROUGH HARDY (5)
A survey of the major Romantic and Victorian writers as they reflect the changing attitudes of their time. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

ENGL 267
AMERICAN LITERATURE: BEGINNINGS THROUGH CIVIL WAR (5)
Readings from authors such as Edwards, Franklin, Thoreau, Hawthorne, Melville, Twain and others, considering their respective contributions to the American literary scene. Recommended prerequisite: ENGL 101, ENGL 102, or a literature course in the 100 series.

ENGL 268
AMERICAN LITERATURE: CIVIL WAR TO THE PRESENT (5)
Readings in modern American literature, including writers
such as James, Crane, Fitzgerald, Eliot, Pound, Stevens, Faulkner, Frost, Bellow. Recommended pre
requisite: ENGL 101, ENGL 102, or a literature course in
the 100 series.

ENGL 270
REPORT WRITING (3)
Organization, development and expression of ideas with
practical problems in logical and concise writing. Technical
periodicals and reference works with proper bibliographical
usage emphasized. Prerequisite: ENGL 101.

ENGL 271, 272
EXPOSITORY WRITING (5) (5)
Practice in writing information and opinion papers to
develop easy and effective expression. ENGL 272 is some-
what more advanced. Prerequisite: Freshman composition
requirement or equivalent for ENGL 271; ENGL 271 for
272.

ENGL 273, 274, 275
VERSE AND SHORT STORY SERIES (CREATIVE
WRITING) (5) (5) (5)
Directed writing in the areas of a student's choice: short
stories, poetry, drama.

ENGL 291, 292, 293, 294, 295
DIRECTED READING AND RESEARCH (1-5)
Individual study of given authors or areas of special interest
by arrangement with instructor. Prerequisite: permission of
instructor.

HUMANITIES

HUMAN 101
SURVEY OF THE 20TH CENTURY ARTS (5)
Exposure to current trends and experiments in music, art
and literature, from Cubism and electronic music to
Ginsberg, through lecture, reading, visiting art shows,
concerts, films. A brief survey of historical styles gives
perspective for study of 20th Century trends.

HUMAN 102
SURVEY OF THE ARTS (5)
Comprehensive survey of historical stylistic developments
in art, music and literature, beginning with medieval works
and culminating with late 19th Century artistic develop-
m ents. Slides, films, concerts, drama supplement lectures.

HUMAN 200
LINGUISTICS AND COMMUNICATION (5)
An introduction to the scientific study of language,
semantics and communication, relationship of linguistics to
human behavior and the mechanism of understanding and
misunderstanding as related to the problem of
communication.

JOURNALISM

JOURN 103
PHOTOJOURNALISM (3)
This course will consider photography as it is used in
communications—in newspapers, magazines and advertising.

Students will be expected to give birth to a picture story.
All aspects of publication will be considered—news peg,
feature angle, marketing, caption writing, etc. Prerequisite:
PHOTO 102 or permission of instructor. Each student
should have access to a darkroom.

JOURN 140
NEWSWRITING (2)
Fundamentals of reporting, interviewing, and newswriting.
Includes functions of a newspaper, journalistic style, and
elements of libel.

JOURN 141
NEWSWRITING LABORATORY (3)
Practice in reporting and newswriting, focused on pro-
duction of the student newspaper, Bellevue Community
College Forum. Meets four hours per week. May be taken
with JOURN 140. (No more than 9 hours of JOURN 141
may apply toward the Associate in Arts and Sciences
degree.)

JOURN 150
MASS MEDIA AND CULTURE (5)
A survey of mass media and their contributing and deriv-
a tive cultures from the perspectives of journalism, criticism,
political science, psychology, sociology and anthropology,
individual media, and critiques of specific cases and media
events through the use of film and videotape.

JOURN 151
COMMUNITY JOURNALISM LABORATORY (5)
Practical work in community journalism involving ten hours
a week in practical experience working on the staff of a
local community newspaper under the supervision of one or
more departmental editors. Prerequisite: JOURN 140,
JOURN 141, and permission of the instructor. Enrollment
by appointment only with the journalism department.

JOURN 240
ADVANCED NEWSWRITING (3)
Concentration on covering special assignments, interpretative reporting.

LANGUAGES

FRNCH 101, 102, 103
BEGINNING FRENCH (5) (5) (5)
The methods and objectives are primarily audio-lingual with
practice in the language laboratory being an integral part of
the course. Basic reading and writing skills are gradually
introduced. Prerequisites: FRNCH 102: 101, college
equivalent, one year high school French, or permission of
instructor; FRNCH 103: 102, college equivalent, from one
to two years high school French, or permission of
instructor.

FRNCH 201
BASIC SECOND YEAR FRENCH (5)
Intensive practices in reading and writing French. System-
atic review of French grammar. All practice based on
selected pieces of French literature. Prerequisite: FRNCH
103 or equivalent.
FRNCH 202
INTERMEDIATE SECOND YEAR FRENCH (5)
Continuation of FRNCH 201. Prerequisite: FRNCH 201 or equivalent.

FRNCH 203
INTRODUCTION TO FRENCH LITERATURE (5)
Continuation of FRNCH 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for French literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: FRNCH 202 or equivalent.

GERMN 101, 102, 103
BEGINNING GERMAN (5) (5) (5)
Methods and objectives are primarily audio-lingual. Oral practice in the language laboratory is required. Prerequisites: GERMN 102: 101, college equivalent, one year high school, or permission of instructor; GERMN 103: 102, college equivalent, from one to two years high school German, or permission of instructor.

GERMN 201
BASIC SECOND YEAR GERMAN (5)
Intensive practices in reading and writing German. Systematic review of German grammar. All practice based on selected pieces of German literature. Free oral composition. Prerequisite: GERMN 103.

GERMN 202
INTERMEDIATE SECOND YEAR GERMAN (5)
Continuation of GERMN 201. Prerequisite: GERMN 201 or equivalent, (offered every alternate year)

GERMN 203
INTRODUCTION TO GERMAN LITERATURE (5)
Continuation of GERMN 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for German literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: GERMN 202 or equivalent.

RUSS 101, 102, 103
BEGINNING RUSSIAN (5) (5) (5)
Objective is to help develop basic skills in understanding, speaking, reading and writing. Method used is audio-lingual. Development of audio-lingual skills are supplemented by laboratory practice. Prerequisites: RUSS 102: 101, or equivalent; RUSS 103: 102, or equivalent. Offered alternate years. Combination offering for credit and non-credit students.

RUSS 201
BASIC SECOND YEAR RUSSIAN (5)
Intensive practice in reading, writing and speaking Russian. Systematic review of Russian grammar. All practice based on selected pieces of Russian literature. Prerequisite: RUSS 103 or equivalent. (offered every alternate year)

RUSS 202
INTERMEDIATE SECOND YEAR RUSSIAN (5)
Continuation of RUSS 201. Prerequisite: RUSS 201 or equivalent. (offered every alternate year)

RUSS 203
INTRODUCTION TO RUSSIAN LITERATURE (5)
Continuation of RUSS 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required of Russian literature. Prerequisite: RUSS 202 or equivalent.

SPAN 101, 102, 103
BEGINNING SPANISH (5) (5) (5)
The methods and objectives are primarily audio-lingual with practice in the language laboratory being an integral part of the course. Basic reading and writing skills are gradually introduced. Prerequisites: SPAN 102: 101, college equivalent, one year high school Spanish, or permission of instructor; SPAN 103: 102, college equivalent, from one to two years high school Spanish, or permission of instructor.

SPAN 201
BASIC SECOND YEAR SPANISH (5)
Intensive practice in reading and writing Spanish. Systematic review of Spanish grammar. All practice based on selected pieces of Spanish literature. Prerequisite: SPAN 103 or equivalent.

SPAN 202
INTERMEDIATE SECOND YEAR SPANISH (5)
Continuation of SPAN 201. Prerequisite: SPAN 201 or equivalent.

SPAN 203
INTRODUCTION TO SPANISH LITERATURE (5)
Continuation of SPAN 202. Discussion of general topics to develop oral fluency. Transition between reading for content on intermediate level and the critical reading ability required for Spanish literature. Introduction to problems of style, genre, and aesthetics. Prerequisite: SPAN 202 or equivalent.

MUSIC
MUSIC 100
COLLEGE CHOIR (1)
Fundamentals of music and voice production through group singing. Open to all who wish to sing. (Maximum of 6 credits may be earned while in residence at Bellevue Community College.)

MUSIC 102
COLLEGE BAND (1)
(Maximum of 6 credits may be earned while in residence at Bellevue Community College.)

MUSIC 103
SMALL ENSEMBLE (1)
A performing group of voices and/or instruments dealing in chamber literature representative of the widest possible
variety. The total group will number less than 16 members. Membership is by audition.

MUSIC 110
FIRST YEAR THEORY (5)
The first of a three-quarter sequence. Deals primarily in analysis and comprehension of rhythmic structure and recognition by sight and sound intervals. Ear training and keyboard work.

MUSIC 111
FIRST YEAR THEORY (5)
The second of a three-quarter sequence. Deals in scales, modes, and chord structure. Writing assignments will also bring into play practical application of the work accomplished during the first quarter’s work. Ear training and keyboard work. Prerequisite: MUSIC 101 or equivalent.

MUSIC 112
FIRST YEAR THEORY (5)
The last of a three-quarter sequence. Deals in characteristics of melody and form. Analysis of existing writing becomes one of the main resources brought to bear upon original writing. Ear training and keyboard work. Prerequisite: MUSIC 102 or equivalent.

MUSIC 119
FUNDAMENTALS OF MUSIC (5)
Covers the fundamentals of music construction and provides understanding of the creative processes involved in composing and performing music. Basic skills of reading pitches and rhythms, chord and melody construction, playing a simple melody at the piano, with chordal accompaniment. Students construct simple instruments and write compositions for them.

MUSIC 120
MUSICAL STYLES (5)
A historical survey of compositions and major composers from early civilizations and primitive music through Renaissance, Baroque, Classical and Romantic eras to today’s musical environment. Lectures give background; listening provides exposure. For the general student.

MUSIC 121
THE CONCERT SEASON (3)
A guided “tour” of the concerts in Seattle. Study of the instruments, voices and varied concert uses of music will accompany attendance at symphony and opera performances, chamber music and solo recitals, jazz groups. Rehearsals will be visited to see how music is put together. Construction and style of work to be performed will be studied in class before each concert. Transportation to concerts will be arranged. A set fee (determined by the exact number of concerts to be heard during any one quarter) will cover tickets to concerts at reduced prices. (Fee is non-refundable.)

MUSIC 122
INTRODUCTION TO OPERA (3)
Study of musical and technical construction of opera, with specific correlation to operas being performed by Seattle Opera Association that quarter. Attendance at rehearsals and performances of the opera. Participation in actual production as “extras” if production and student schedule allow. History of opera development with recorded illustrations.

MUSIC 140-160
PRIVATE INSTRUCTION (1)
Private instruction with qualified teacher in instruments listed below. Fees for private study are in addition to normal college fees, and average $40 per quarter for ten half-hour lessons, the minimum requirement per quarter. Arrangements for lessons must be made through the college music program and a permission signature from that program is required before registration. No previous experience required. Beginning through advanced instruction available in all instruments. (Maximum 3 credits in 3 quarters)

MUSIC 230
HISTORY OF AMERICAN MUSIC (3)
An exploration of American music and composers from the first “imports” of the settlers of our country to present day informal (rock, jazz, folk) and formal (electronic, instrumental and vocal) compositions.

MUSIC 231
HISTORY OF JAZZ (3)
Development of jazz from its origins through “jazz age” of 20’s, the big bands of the “Swing Era,” the development of Bop, through foundations of modern jazz to contemporary experiments of past few years. Recorded examples illustrate lectures.

MUSIC 240-260
PRIVATE INSTRUCTION (1)
Second year of private instruction. See description under MUSIC 140-160. Prerequisite: 3 quarters instruction in instrument at the MUSIC 100 level. (Maximum 3 credits in 3 quarters.)

PHILOSOPHY

PHIL 100
INTRODUCTION TO PHILOSOPHY (5)
An introduction to the problems and history of Western philosophy through a careful study of some original writings of the great philosophers on issues of lasting importance.
PHIL 120
INTRODUCTION TO LOGIC (5)
A thorough study of the formal conditions of valid argumentation. The student may profitably apply this knowledge in all fields of inquiry.

PHIL 215
INTRODUCTION TO ETHICS (5)
An introduction to the problems of ethics through a study of historically important writings. The appeals to custom, theology, reason, human nature, and happiness as standards for the solution of moral problems are studied in Plato, Hume, Kant, Mill, Nietzsche, and others.

PHIL 220
SURVEY OF THE HISTORY OF WESTERN PHILOSOPHY: GREECE AND ROME (5)
Readings in the Pre-Socratics, Plato, Aristotle, the Stoics and Epicureans, Plotinus, and Augustine.

PHIL 221
SURVEY OF THE HISTORY OF WESTERN PHILOSOPHY: EUROPE AND GREAT BRITAIN (5)

PHIL 230
PHILOSOPHY OF SOCIAL REVOLUTION (5)
An examination of various radical solutions to the present problems in American society and American institutions.

PHIL 250
SURVEY OF ORIENTAL PHILOSOPHY (5)
A study of the philosophy and doctrines of substance, self, nature, happiness, and morality in Hinduism, Buddhism, Taoism, and Confucianism.

PHIL 267
INTRODUCTION TO PHILOSOPHY OF RELIGION (5)
A systematic study of philosophical writings designed to affect religious thought regarding the nature of God and relationships between religion and truth, religion and morality.

PHIL 280
CONFERENCE IN PHILOSOPHY (1-5)
Selected readings on a topic in philosophy or a philosopher of the student’s choice. A paper will be written in conjunction with five or ten hours private conference with the instructor. Prerequisite: At least one course in philosophy and permission of the instructor.

PHOTOGRAPHY

PHOTO 101
BEGINNING PHOTOGRAPHY (3)
Basic camera handling, developing, printing, and composition with black and white film.

PHOTO 102
INTERMEDIATE PHOTOGRAPHY (3)
This course will cover advanced techniques in black and white photography with emphasis on the creative seeing.

PHOTO 103
PHOTOJOURNALISM (3)
This course will consider photography as it is used in communications—in newspapers, magazines and advertising. Students will be expected to give birth to a picture story. All aspects of publication will be considered—news peg, feature angle, marketing, caption writing, etc. Prerequisite: PHOTO 102 or permission of instructor. Each student should have access to a darkroom.

SPEECH

SPCH 100
BASIC SPEECH IMPROVEMENT (5)
Training in the fundamentals of good speech such as orderly thinking, emotional adjustment, adequate voice and distinct articulation, meaningful visual communication, and effective oral use of language. Speech as man’s primary means of communication with emphasis on more informal uses of speech in daily life. This course differs from SPCH 220 which emphasizes persuasive speaking. SPCH 100 is not a prerequisite to SPCH 220; however, the student should choose either SPCH 100 or SPCH 220.

SPCH 140
ORAL INTERPRETATION (5)
A study relating to the analysis and performance of literature: prose, poetry, and dramatic dialogue, through which the student may enhance his perception and appreciation of the various literary forms.

SPCH 220
INTRODUCTION TO PUBLIC SPEAKING (5)
A beginning course in public speaking; preliminary selection, analysis and organization of material; audience analysis, oral style, use of visual aids, preparation and delivery of various types of speeches. Two-thirds of time devoted to student performance.

SPCH 249
READER'S THEATRE (3) (maximum 6)
A study of the readers theatre presentational style with the oral presentation of literature before audiences on and off campus.

INDIVIDUAL DEVELOPMENT OPPORTUNITY (IDO)

Bellevue Community College offers a special opportunity for the student needing additional preparation before entering into a specific program of study or sequential to certain programs.

The IDO Center and its personnel provide orientation and guidance to help the student develop a personal and mean-
ingful program of study which is commensurate with his abilities and interests.

Individual courses and group study sessions based on a reading-communications core help the student improve his basic academic skills. Individualized courses are available as well as vocational search/choice and certain subjects when planned jointly with the instructor.

The timing of instruction, as well as its content, is primarily on an individually prescribed basis, with reference to the individual student’s need.

Course descriptions are as follows:

IDO 090-099
INDIVIDUAL IMPROVEMENT SKILLS (1-10)
These courses are designed to help students who are having problems with basic skills in math and other subject areas. Variable credits. Individual help. Students use programmed materials.

IDO 180-189
POWER READING (1-10)
Power Reading is designed to assist those who read on college levels in the development of vocabulary, speed, comprehension and thinking. Materials built around pertinent issues of the day and the ideas of great authors.

IDO 190-199
VOCATIONAL CHOICE (1-10)
Individual course. Study programs focus around the world of work. Individual and small group discussions. Extensive reading and exploration of the world of work. Interest inventories, and other.

IDO 291-295
INDIVIDUAL COURSES (1-5)
Individual study courses in specific subjects. Possible subject matter areas depend on the availability of instructors, who approve initial designs, consult with students on progress and evaluation, coordinating with the program chairman. Achievement level will determine the nature and extent of credits.

PHYSICAL ACTIVITIES

ACTIVITY COURSES

DANCE 152
INTRODUCTION TO CONTEMPORARY DANCE (1)
Designed for the beginning student, this course includes basic movement and dance technique. Students will be introduced to the scope and trends of concert and theater dance.

DANCE 153
CONTEMPORARY DANCE TECHNIQUE (1)
Intended for the student with previous experience in dance, this course offers contemporary dance technique plus beginning improvisation. Use of video tape will allow the student to see himself perform movement combinations.

PE 104
HUNTING (1)
Men and women. Safety and use of firearms; knowledge of guns, their workings and care; methods of hunting game; game laws.

PE 105
CANOEING (1)

PE 107
BASKETBALL (1)
Fundamentals of ball handling, passing, shooting, pivoting, dribbling; practice in basic elements of offensive and defensive play; rules.

PE 108
TENNIS (1)
Men and women. Fundamental techniques of the serve, forehand drive, backhand drive, volley, grip and footwork; rules and etiquette.

PE 110
GOLF (1)
Men and women. Fundamentals of driving, putting and approach shots; stance, grip and swing; rules and etiquette.

PE 113
FENCING (1)
Men and women. Emphasis on fundamental techniques as well as competitive bouts and judging.

PE 114
INTERMEDIATE FENCING (1)
Men and women. Intermediate Fencing techniques and strategy, knowledge of rules, and competition in bouting. Prerequisite: PE 113 or permission of the instructor.

PE 115
GYMNASTICS (1)
Men and women. Exercise designed to normalize body proportions. Concepts of body mechanics and figure control; use of trampoline, parallel bars, horse, springboard, vaulting box, horizontal bar, balance beam, rings, and climbing rope.

PE 116
RIDING (1)
Men and women. Fundamentals of mounting, dismounting, position of the reins and hands; use of legs, reins, and weight, demonstrating various gaits. Both Eastern and Western style of riding.

PE 117
WRESTLING (1)
Men only. Techniques of positions standing and on the mat; methods of taking an opponent to the mat, riding an opponent and securing pinning holds; rules of timing and scoring.
PE 118
VOLLEYBALL (1)
Men and women. Basic skills of serving, setting up and spiking the ball; court strategy of play in front and back courts and from the net; rules of rotations, scoring and play.

PE 119
SKATING (ICE) (1)
Men and women. Emphasis on fundamental techniques and etiquette used in skating. Laboratory experience at a designated ice arena.

PE 120
KARATE (1)
Men and women. Emphasizes the philosophy as well as the skills and etiquette of Karate. The class will stress the development of self-reliance and self-confidence.

PE 121
INTERMEDIATE KARATE (1)
Men and women. Intermediate skills and techniques of Karate. Instruction and the practice in defensive and offensive methods used in self defense.

PE 122
BADMINTON (1)
Men and women. Fundamental techniques; grips, footwork, body balance, forehand and backhand strokes, serve; rules; techniques of singles and doubles games.

PE 123
ARCHERY (1)
Men and women. Fundamental techniques of stringing and handling a bow and handling an arrow and shooting; safety and upkeep of equipment.

PE 124
BODY CONDITIONING (1)
Men and women. Exercises and routines designed to improve the body function and appearance. Concept of body mechanics and figure control to normalize body proportions. Mats, jump rope and other gym equipment and apparatus are used.

PE 125
SKIING (1)
Men and women. Fundamentals and skills in skiing. Mastery of techniques and knowledge of skiing, emphasizing its recreational phase with some instruction in competitive skiing; rules and ethics; equipment; cold weather survival and first aid.

PE 127
BOWLING (1)
Men and women. Rules, bowling etiquette, scoring, equipment, footwork and ball handling techniques.

PE 128
WEIGHT TRAINING (1)
Men only. Emphasis on physical conditioning, strength development and lifting techniques.

PE 129
SAILING (1)
Men and women. Procedure for capsize, theory of sailing, points of sailing, getting underway, coming about, jibing, wearing, docking and safety procedures.

PE 130
INTERMEDIATE SAILING (1)
Men and women. Study of Aerodynamics, trimming of sheets, rules of the road and racing techniques.

PE 133
INTERMEDIATE ARCHERY (1)
Men and women. Advanced techniques of target archery, field archery and bow-hunting. Skill development for both barebow and freestyle tournament shooting. Prerequisite: PE 123 or permission of instructor.

PE 136
BASIC MOUNTAIN CLIMBING (1)
Men and women. Principles and techniques of rock climbing, snow climbing and glacier travel. Other topics included are clothing, equipment, map reading, first aid, foods, and camping.

PE 138
RHYTHMIC EXERCISES (1)
Emphasis on methods of figure control, relaxation and general conditioning. Exercises are performed with musical accompaniment; rope and ball routines are included.

PE 156
BEGINNING SWIMMING (1)
Men and women. For non-swimmers and elementary swimmers. Simple water safety techniques, development of confidence, adjustment to water, floating, treading, elementary back, back crawl, side stroke, crawl, and elementary diving. Red Cross Certificates issued.

PE 157
INTERMEDIATE SWIMMING (1)
Men and women. Review of elementary strokes, introduction of breast stroke, overarm side, turns, surface dives, underwater swimming, and diving approach. Special attention to form and endurance. Red Cross Certificates issued.

PE 141, 241
VARSITY BASKETBALL (1) (1)
Varsity players only. Winter quarter.

PE 142, 242
VARSITY CROSS COUNTRY (1) (1)
Varsity players only. Fall quarter.

PE 144, 244
VARSITY TRACK (1) (1)
Varsity players only. Spring quarter.

PE 146, 246
VARSITY BASEBALL (1) (1)
Varsity players only. Spring quarter.
PE 168
SKIN AND SCUBA DIVING (2)
Men and women. Physiological aspects of skin and scuba diving; use of equipment; rules of safety; the descent and ascent; clearing the mask and mouthpiece.

HEALTH EDUCATION

HLTH 250
HEALTH SCIENCE (5)
Student involvement, health visitations in the community, discussions on drugs, health sexuality, marriage and family, emotional problems, environment, physical well-being, consumer health, communicable and degenerative diseases, and subjects selected by students.

HLTH 292
FIRST AID AND SAFETY (3)
The student may meet requirements for both standard and advanced American Red Cross First Aid certification.

OUTDOOR EDUCATION

OUTED 149
INTRODUCTION TO SKI INSTRUCTION (3)
Basic introduction to ski teaching, its terminology, and technical definitions; historical background, and theories of skiing. On-the-snow clinic during the last two weeks (4 all-day sessions).

OUTED 149A
SKI INSTRUCTOR CONDITIONING (1)
Exercises and routines designed to improve the body function and coordination.

OUTED 150
AMERICAN SKI TECHNIQUE (2)
Strive to master the finished technical forms of American Ski Technique: on-the-snow training.

OUTED 151
APPRENTICE TRAINING FOR SKI INSTRUCTORS (3)
Directed on-the-job experience in observing and developing instructional techniques in the American method of skiing.

OUTED 152
SKI TEACHING METHODS (3)
The exercises and maneuvers used to teach a person to ski the American Ski Technique, class handling, public relations, on-the-snow training.

OUTED 249
SKI PROGRESSION ANALYSIS (3)
Analyzing ski techniques of the world, the American Ski Technique, studying various exercises. On-the-snow clinic during the last two weekends.

OUTED 250
RECOGNITION, ANALYSIS, AND CORRECTION OF SKIING ERRORS (3)
Study of equipment, terrain, physiological, psychological, technical, and mechanical aspects of skiing, on-the-snow.

OUTED 270
SKI INSTRUCTOR SEMINAR (3)
Discussion of ski mechanics, bio-mechanics, exercises and problems related to ski schools. On the snow four days.

OUTED 290
PNSIA CERTIFICATION EXAM (1)
On-the-snow examination for an associate or certified ski instructor. By permission only.

PROFESSIONAL COURSES

DANCE 209
SKILLS AND MATERIALS OF RECREATIONAL DANCE (2)
Practice of skills in folk, square and social dance. Presentation of background, terminology and rhythmic analysis of dances. Methods of teaching and presenting dances.

DANCE 252
SKILLS AND MATERIALS OF CONTEMPORARY DANCE (2)
Designed for dance teachers, the course covers a review of basic techniques, intermediate movement combinations, ways of stimulating movement exploration, and discussion of contemporary dance and its use in other disciplines (i.e., gymnastics, theater).

PE 161
SKILLS AND MATERIALS IN LIFE SAVING (2)
Understanding of the mechanics and development of skills in lifesaving activities. Red Cross Lifesaving Certification given to those who fulfill the necessary requirements.

PE 164
SKILLS AND MATERIALS IN AQUATICS (2)
Development of techniques and skills in teaching aquatic activities of various age and skill levels.

PE 165
SKILLS AND MATERIALS IN GYMNASTICS (2)
Understanding the fundamental concepts and application of skills and techniques in the teaching of gymnastics; progressive sequence of learning and teaching gymnastic skills.

PE 166
SKILLS AND MATERIALS IN TEAM SPORTS (2)
Baseball, basketball, field hockey (women only), football, volleyball, softball, soccer, touch football—practical experience.

PE 190
INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION AND RECREATION (5)
Survey of and orientation to the professional fields of physical education, health education, recreational leadership and coaching. History and philosophies; personnel qualifications, training and preparation opportunities; organizations, related fields.
P E 264  
SKILLS AND MATERIALS IN TRACK AND FIELD AND WEIGHT TRAINING (2)  
Principles of training; development of performance for each track and field event; selection of individuals for the various events, coaching philosophy, practice organization, conducting meetings and administrative problems. Principles and methods of weight training. Development of weight training programs.

P E 265  
SKILLS AND MATERIALS FOR ACTIVITIES OF THE ELEMENTARY CHILD (2)  
Progressive activity skills for games, relays, team activities; practical instruction; opportunity to analyze performance of children of various ages.

P E 266  
SKILLS AND MATERIALS IN INDIVIDUAL AND DUAL SPORTS (2)  
Archery; bowling; badminton; golf; tennis; fencing; track and field; wrestling; recreational games; practical experience.

P E 285  
PUBLIC RELATIONS IN HEALTH, PHYSICAL EDUCATION AND RECREATION (3)  
Designed to develop the skills needed in meeting the tax-paying public and supervising employees. Major topics covered include community public relations, delegation of authority, writing newspaper releases, speaking before public and club groups, understanding different community attitudes and customs, and legal liabilities.

P E 290  
SPORTS OFFICIATING (3)  
Rules, mechanics, and procedures for competitive sports; enforcement of rules, use of signals; personal appearance and conduct, public relations duties of officials; suggestions for coaches, code of ethics, and qualifications for officials rating.

RECREATION EDUCATION

RECED 100  
HISTORY AND PHILOSOPHY OF PARKS AND RECREATION (5)  
Designed to give prospective park and recreation leadership students the historical and philosophical background of the total park system in the United States. Contemporary needs, problems and managerial opportunities will be studied. Field and classroom work will be given.

RECED 154  
RECREATIONAL RESOURCES (3)  
Directed observations of recreational resources including general and community, public, school, youth-serving agencies, hospitals, institutional and industrial organizations, etc.

RECED 240  
CAMP CRAFT (3)  
Training in conservation, safety, and camp craft experiences; emphasizing hiking, trailing, stalking, and route finding.

RECED 241  
CAMP CRAFT (5)  
A two and one-half week workshop in the Bowron Lakes Provincial Park. Conservation, outdoor safety, first aid, sanitation, personal health and basic campcraft experiences are included.

RECED 244  
CAMP COUNSELING (3)  
The educational and social significance of camping; qualifications and responsibilities of the counselor; planning and operating.

RECED 245  
RECREATIONAL USE OF ART CRAFTS (3)  
Various mediums of particular interest to age levels, hobby interests, cost of equipment and materials.

RECED 254  
PLAYGROUND LEADERSHIP (5)  
Motivating and conducting a diversified program; techniques; program planning and organization; operational methods. Directed on the job experience in recreational activities and program services for the enhancement of leadership techniques.

RECED 274  
SOCIAL RECREATION (2)  
Games for family recreation, parties, picnics, clubs, and community centers.

RECED 290  
ADAPTIVE RECREATION (3)  
Study of the value of recreation for physically and socially handicapped and adaptation of recreation activities for various atypical groups. Practical experience at local social service agencies.

SCIENCE

BIO-MEDICAL PHOTOGRAPHY

BIOMD 110  
BIO-MEDICAL CLINICAL PHOTOGRAPHY (15)  
Handling the patient and similar prerequisites, bedside photography, studio photography, surgical operating room photography, autopsy room photography, patient's records, diagnostic cross reference filing, technical records, safety and aseptics.

BIOMD 210  
BIO-MEDICAL PHOTOGRAPHY AND MICROSCOPY (15)  
Processing, correcting and retouching of color film, exhibit transparencies, prints, and portraiture. Operation of equipment for photomacrography and photomicrography to include bright field, dark field, polarized light, fluorescent light, phase contrast and interference.
BIOMD 211
BIO-MEDICAL MOTION PICTURE AND T.V. PRODUCTION (15)
Lenses, lighting, set building and arranging, location work, laboratory processes, sound mixing and recording, video tape production, multiple camera operation, script writing and presentation of exhibits.

BIOLOGY

BIOL 101
GENERAL BIOLOGY (5)
Survey of elementary biochemical processes common to plants and animals. Living systems viewed at cellular and sub cellular levels. Intended as an introduction to all other life science courses.

BIOL 102
GENERAL BIOLOGY (5)
A survey of the plant and animal phyla, with special emphasis upon environmental interactions. Prerequisite: BIOL 101.

BIOL 114
MARINE BIOLOGY (3)
Structure, occurrence, distribution and identification of marine plants and animals in their habitats.

BIOL 201
MICROBIOLOGY (5)
Nature of bacterial cells, bacterial processes in nature, relationship of microbes to man and other living organisms; the nature of viruses and some aspects of modern microbiological research. Prerequisite: BIOL 101 or permission of instructor.

BOTANY

BOTAN 111
ELEMENTARY BOTANY (5)
Structure, physiology and reproduction of plants with emphasis on seed producing groups.

BOTAN 112
PLANT KINGDOM (5)
An introduction to the major groups of the plant kingdom, to include structure, reproduction and theories of evolutionary development. Prerequisite: BOTAN 111, or BIOL 101.

BOTAN 113
TAXONOMY OF FLOWERING PLANTS (5)
An introduction to plant classification; field study and laboratory identification of the common plant families and the conspicuous flora of Western and Central Washington.

BOTAN 114
FIELD TAXONOMY (3)
An on-site field study of the regional floras of British Columbia.

CHEMISTRY

CHEM 101
GENERAL CHEMISTRY (5)
A simplified introduction to atomic and molecular theory. Quantitative relationships in chemical processes are presented. Chemistry of solutions, gases, and solids is described. Properties of elements in terms of periodic table.

CHEM 102
GENERAL CHEMISTRY (5)
Continuation of CHEM 101. Special emphasis on organic chemistry and bio-chemistry. Prerequisite: CHEM 101, or permission of instructor.

CHEM 140
GENERAL CHEMISTRY (5)
An introduction to atomic and molecular structure; oxidation reduction reactions; stoichiometry; properties of solids, liquids, gases, solutions; acids and bases; other topics also included. Prerequisite: CHEM 101 or equivalent.

CHEM 150
GENERAL CHEMISTRY (5)
An introduction to kinetics, equilibria, thermodynamics, electrochemistry, and properties of hydrogen and oxygen along with selected topics. Prerequisite: CHEM 140 or equivalent.

CHEM 160
GENERAL CHEMISTRY (6)
A systematic study of the properties of the elements. Laboratory consists of semi-micro qualitative analysis for common cations and anions; separation and identification procedures. Prerequisite: CHEM 150 or equivalent.

CHEM 192, 196
CHEMISTRY INSTRUMENTATION (3) (3)
An introductory course sequence in quantitative and qualitative analysis with emphasis on some contemporary instrumental techniques. Prerequisite: Two quarters of Chemistry for 192; CHEM 192 for CHEM 196.

ECOLOGY

ECOL 100
ENVIRONMENT, ETHICS AND SCIENCE (3)
Examination of the role of the natural and social sciences in relationship to ecology as an ethic. Emphasis is placed on how these disciplines, guided by ecological criteria, can be part of an interdisciplinary effort to create a healthier, more exciting and more relaxing environment.

ENGINEERING

ENGR 100
ENGINEERING ORIENTATION (1)
Lectures, discussions, and reading assignments on the functions of engineering, and the various fields of the profession.

ENGR 101
ENGINEERING GRAPHICS (3)
Orthographic projection and principles for solution of prob-
lems involving points, lines, and planes. Layout drawings, lettering and standard practices on engineering drawings. Sketching, sectional views and dimensioning.

ENGR 102
ENGINEERING GRAPHICS (3)
Continuation of ENGR 101. Introduction to basic steps in the engineering design processes. Tolerances, threads and fasteners, assembly and detail drawings. Comprehensive design project. Prerequisite: ENGR 101.

ENGR 103
APPLIED DESCRIPTIVE GEOMETRY (3)
Principles and techniques of descriptive geometry. Intersection of surfaces, plane evaluation and revolution principles. Graphical solution of engineering problems. Prerequisite: ENGR 102.

ENGR 111
ENGINEERING PROBLEMS (3)
An introduction to some fundamental principles, including dimensional analysis, theory of measurements and vector algebra. Designed to develop the ability to analyze and solve engineering problems. Instruction in effective methods of work and study, and in systematic arrangement and clear workmanship. Prerequisites: High school physics, trigonometry, and MATH 105.

ENGR 112
STATICS (3)
A fundamental and rigorous course in engineering statics using the vector notation. Prerequisites: ENGR 101, ENGR 111, and MATH 125. (MATH 125 may be taken concurrently.)

ENGR 121
PLANE SURVEYING (5)
Plane surveying methods; use of engineer's level, transit and tape; computation of bearings, plane coordinates, areas; theory of measurements and errors, and the application of probability to engineering measurements; use of stadia surveying and study of the public land system, and topographic mapping. Prerequisite: Trigonometry. Corequisite: ENGR 101, or permission of instructor.

ENGR 154
STATICS (3)
A study of vectors, methods of solving for stresses in structures by mathematical and graphical means; use of method of joints, combined methods of joints, three force systems, method of sections, friction. Prerequisite: One year of algebra with grade of "C" or better.

ENGR 159
TECHNICAL ORIENTATION (3)
Designed for the engineering technician who will receive an Associate of Arts and Sciences degree after completion of a two-year program. Orientation in the type of work required for engineering technologists; field trips to consulting engineering firms, governmental agencies, and private industry. Visitation by prominent engineers interested in the engineering technologist.

ENGR 163
PROPERTIES OF MATERIALS (3)
Use, analysis, handling of engineering materials, mechanical, thermal, and electrical properties, microstructure, phase diagrams, elastic and plastic deformations, creep, temperature stress and strain relationship, heat testing, thermal conductivity, conductors, semi-conductors, and insulators.

ENGR 264
INTERMEDIATE SURVEYING (3)
Design and layout of highway and railway curves, solar and stellar observations, adjustments of instruments, basic photogrammetry, use of electronic distance measuring equipment. Prerequisites: ENGR 121 or permission of instructor.

ENGR 265
ADVANCED SURVEYING (3)
Precise leveling, including effect of earth's curvature, public land surveys, subdivision design, use of computers in traverse computations, use of photogrammetric plotting equipment. Prerequisite: ENGR 121 or permission of instructor.

ENGR 280
MACHINE TOOL FUNDAMENTALS (3)
A course designed to provide the fundamental machine tool knowledge and concepts in relation to the types of machine tools used in industry. These machine tools include: drill press, power hacksaw, grinder, lathe, milling machine, shaper, planer, and surface grinder.

ENGR 281
MACHINE TOOL PRACTICES (3)
More advanced machine tool operations, application of precision instruments. Taper turning, internal and external threading, boring, etc. Prerequisite: ENGR 280 or permission of instructor.

ENGR 282
WELDING AND FOUNDRY FUNDAMENTALS (3)
This course is designed to provide fundamental knowledge and manipulative skills in the safe use of oxyacetylene and electrical arc welding equipment. Also the fundamentals of foundry, covering such objects as metalurgy, safe handling of molten metal, and the operations involved in ramming a mold.

GEOLOGY

GEOL 101
SURVEY OF GEOLOGY (5)
A study of the physical processes which have been important throughout geological times, both on and beneath the surface, in giving the earth its present form. Includes field and laboratory study of minerals and rocks.

GEOL 103
GENERAL HISTORICAL GEOLOGY (5)
Study of the geologic history of the earth and the im-
portant life forms which dominated each phase. Elements of stratigraphy and paleontology. For non-majors. Laboratory. Prerequisite: GEOL 101 or permission.

**GEOL 106**
GENERAL ECONOMIC GEOLOGY (5)
A study of the geologic formation, occurrence, distribution, and production of the important industrial minerals, coal and petroleum. Includes consideration of ground water and engineering geologic problems. Identification of important ore minerals and coals. For non-majors. Laboratory.

**GEOL 150**
FIELD GEOLOGY (3)
Basic geologic principles will be discussed and applied to pertinent areas within the region. Field methods will be examined to determine rock and mineral types and the corresponding environments of deposition, structure and deformation. Also studied will be the relative ages of various rock units as determined by fossils and other criteria.

**GEOL 205**
PHYSICAL GEOLOGY FOR SCIENCE MAJORS (5)
Origin and development of minerals, rocks, earth structures and land-forms. Prerequisite: high school chemistry. Two laboratories a week; field trip in spring.

**GEOL 208**
GEOLOGY OF THE NORTHWEST (5)
A course in geologic processes, using local examples to enable full understanding of the evolution of present landscapes. The historical approach being with oldest rocks and mountain chains. Prerequisite: GEOL 101 or permission of instructor.

**HEALTH SCIENCE**

**HLTHS 100**
ORIENTATION TO HEALTH PROFESSIONS (1)
Lectures, discussions, reading assignments, and field trips to explore various health professions.

**HORTICULTURE**

**HORT 081, 082**
MANUAL AND MECHANICAL TOOLS (3) (3)
An introduction to equipment and tools used in the industry, and a study of their care, maintenance and safety precautions. Includes the sharpening of hand tools, manual and power lawn mowers and other related equipment; also the troubleshooting and repair of small engines. Offered as needed.

**HORT 085**
ELEMENTS OF WELDING (2)
Basic techniques of simple fusion welding and cutting. The use of both acetylene and electric arc equipment. Offered as needed.

**HORT 091**
USE OF FIELD INSTRUMENTS (2)
The use of the transit theodolite and/or the field level, the taking of notes and preparation of layouts and drawings in the field. Offered as needed.

**HORT 092**
INTERPRETATION OF DATA (2)
The use of field information to develop plot plans showing basic topography and structures. (One hour classroom discussion, two hours drawing.) Prerequisite: HORT 091. Offered as needed.

**HORT 099**
A SURVEY OF ORNAMENTAL HORTICULTURE (3)
Classes are scheduled to visit a golf course, nursery, fertilizer processing plant, a sod farm and stolon nursery, a propagator-grower, a seed processing plant, an equipment manufacturer, a spray application business, a large wholesale-retail firm, and other related horticultural businesses to study the various areas of employment opportunities, their management procedures and their integral functions within the horticulture industry. Offered as needed.

**HORT 101, 102, 103**
PLANT IDENTIFICATION (3) (3) (3)
Identification of the common ornamental trees and shrubs.

**HORT 111**
SOILS (5)
An introduction to soils, soil separates and soil texture; the adaptations and management of soils for plant utilization, growth and production.

**HORT 112**
IRRIGATION AND DRAINAGE (3)
A study of the basic principles of irrigation, drainage and soil conservation with application of techniques through field construction.

**HORT 113**
SOIL CHEMISTRY (3)
A study of the soil soluble salts and their effect on plant growth and soil structure. Includes a study of fertilizers, their sources, availability, deficiency signs and symptoms, formulations, analyses, rations, field application and cost comparisons. Prerequisite: HORT 111. Offered as needed.

**HORT 121**
TURF AND TURF GRASSES (5)
A study of soils and soil mixes for turfs, turf grasses mixes, the field preparation and planting of lawns, golf greens, etc., mowing and maintenance practices, irrigation, feeding, etc. Offered as needed.

**HORT 131**
INSECTS AND INSECT CONTROL (2)
Identification of insects and related pests, their control methods and the field application of pesticides. A study of the principal animal pests of turf, trees and shrubs. Offered as needed.
HORT 132
WEEDS AND WEED CONTROL (2)
Identification of weeds, their control methods and the field application of herbicides. A study of the common annual and perennial weeds of turf, garden and related growing areas. Offered as needed.

HORT 141
PLANT PROPAGATION AND GROWING PROCEDURES (3)
Propagation of plants from seeds and cuttings. Planting, balling, burlapping, transplanting, irrigation and feeding methods and related plant management practices. Offered as needed.

HORT 142
ORNAMENTAL PRUNING (3)
Pruning, shaping and training of ornamental trees and shrubs, fruit trees, berries, grapes, etc. used in the landscape or home gardens.

HORT 143
GROWING STRUCTURES (1)
The construction of plastic and glass greenhouses, lath houses, cold frames, etc. and the location, heat, light, humidity and ventilation requirements for same. Offered as needed.

HORT 201, 202, 203
PLANT IDENTIFICATION (3) (3) (3)
Plant identification with regard to color, texture, shape, size, etc., the requirements of soil, sunlight, moisture, etc., and the aesthetic use of plant materials. Prerequisite: HORT 103. Offered as needed.

HORT 207
SOIL SAMPLING PROCEDURES (2)
Laboratory analysis of soils for growing purposes. Offered as needed.

HORT 209
TREES (3)
A study of trees for their identification and application as fruits, ornamentals, shade trees, street trees, specimen trees, etc.

HORT 211
SOIL CHEMISTRY (3)
A study of soil reaction and interrelationship between other soil factors. Deficiency and excess symptoms, complete nutrient analyses of soils, and recommendations for corrective measures. Offered as needed.

HORT 223
TURF MANAGEMENT (5)
A study of turf construction and maintenance problems throughout the season. Includes lawns for residences, institutions, parks, etc., with special emphasis on golf courses. Offered as needed.

HORT 224
TURF MANAGEMENT (5)
Same as HORT 223 for those not specializing in turf management. Prerequisite: HORT 121. Offered as needed.

HORT 231
PLANT INSECTS (2)
A study of that phase of entomology which deals with plant insects, their identification, growth forms, habits, eradication, etc. Offered as needed.

HORT 244
WHOLESALE-RETAIL (3)
Management procedures and the programming of practices for growing plants as a profitable business. Offered as needed.

HORT 261
PLANT DISEASES (2)
A study of trees and shrubs with respect to plant diseases, their identification, nature, causes and methods of control. The influence of environment and the role of microorganisms. Offered as needed.

LNDES 101
BASIC LANDSCAPE DESIGN (2)
Fundamentals of designing and implementing residential landscaping plans.

LNDES 102
ADVANCED LANDSCAPE DESIGN (2)
Essentially a laboratory course designed for students to practice basic concepts learned in LNDES 101. The student selects his own site and prepares the landscape design for that site, under the guidance of the instructor. Prerequisite: LNDES 101.

LNDES 204
ADVANCED DRAWING (5)
Advanced drawing techniques, special effects, and the development of residential and commercial landscape plans, utilizing the basic elements of design. (One-hour classroom, eight hours drawing.) Offered as needed.

LNDES 205, 206
DESIGN PROBLEMS (5) (5)
The use of advanced drawing techniques applied to special design problems. (One-hour classroom, eight hours drawing.) Offered as needed.

LNDES 221
CONCRETE TECHNOLOGY (1)
The study of aggregates, concrete mixes and the application of concrete to patios, structures, etc., in landscape design. (One-half hour classroom, two hours laboratory and field.) Offered as needed.

LNDES 222
WOOD TECHNOLOGY (1)
The study of wood products, preservatives and the application of wood structures in landscape designs. (One-half hour classroom, two hours laboratory and field.) Offered as needed.

LNDES 223
ROCKS AND ROCKERIES (1)
The study of rock types, outcroppings, retaining walls, etc.,
the use of rocks in landscape design. (One-half hour classroom, two hours laboratory and field.) Offered as needed.

LNDES 224
WATER AND WATER ILLUSIONS (1)
The study of waterfalls, streams, streambeds, pools, fountains, etc., with the actual use of water and with water effect only. (One-half hour classroom, two hours laboratory and field.) Offered as needed.

MATH 070
INTRODUCTION TO ALGEBRA (5)
An axiomatic introduction to mathematics with an emphasis upon problem solving. Includes sets, arithmetic processes and their function in algebra, equations of one or more variables, quadratic equations, rational and real numbers. Equivalent to one year of high school algebra.

MATH 071
GEOMETRY (5)
An introduction to the methods of mathematical proof, with emphasis on the relation of geometry to other branches of mathematics. Study of points, lines, planes and three-dimensional topics. Use of deductive reasoning with direct application to geometric proofs is emphasized. Equivalent to high school geometry. Prerequisite: MATH 070 or equivalent.

MATH 080
FUNDAMENTAL MATHEMATICS (3)
Review course in mathematics which includes the theory and development of number systems, sets, new ways to approach arithmetic processes and elementary geometric concepts.

MATH 101
INTERMEDIATE ALGEBRA (5)
Extended development of the axiomatic approach in a course including a study of mathematical systems, solutions of equations, inequalities, functions, exponents and logarithms, and coordinate systems. Similar to second-year algebra in high school. Prerequisite: MATH 070 or equivalent.

MATH 104
PLANE TRIGONOMETRY (3)
This course will serve both the scientific and liberal arts student. Its approach will be real number and analytical, rather than computational. Topics include the development of circular functions, multiple angle functions, inverse functions, graphs, equations, identities and applications. Similar to high school trigonometry. Prerequisite: MATH 101 or equivalent.

MATH 105
COLLEGE ALGEBRA (5)
Real and complex number systems; sets and equations; simultaneous equations and matrices; inequalities; functions and relations; algebraic, exponential and logarithm functions. Prerequisites: One and one-half years high school algebra or MATH 101.

MATH 124, 125, 126
ANALYTICAL GEOMETRY AND CALCULUS (5) (5) (5)
Plane analytic geometry, differentiation of algebraic and transcendental functions, antiderivatives, definite integrals, technique of integration, vector algebra, solid analytic geometry, multiple integrals, partial derivatives, applications. Prerequisites: MATH 104 and MATH 105, or permission for MATH 124; MATH 124 for MATH 125; MATH 125 for MATH 126.

MATH 157
ELEMENTS OF CALCULUS (4)
A survey of the differential and integral calculus. Intended for students who wish only a brief course in calculus, particularly those who desire the business and social science application. No more than five credits from MATH 124 and MATH 157 may be counted toward any degree. Prerequisite: MATH 105.

MATH 170
THEORY OF ARITHMETIC (3)
The study of the structure of arithmetic, systems of numeration, sets, relations and number systems, and the integration of these concepts.

MATH 171
INTRODUCTION TO STATISTICAL ANALYSIS (5)
The application of statistical data and methods to business and economic problems, with emphasis on descriptive measures, statistical inference (probability, sampling, quality control), and forecasting (correlation). Prerequisite: College Algebra or equivalent. (Same as G BUS 200.)

MATH 172
INTRODUCTION TO LINEAR ALGEBRA (5)
Methods of solving linear equations, structures and algebras of matrices and determinants, linear transformations, vectors and vector spaces. Prerequisite: MATH 105 or equivalent.

MATH 191, 192
TECHNICAL MATHEMATICS (5) (3)
A non rigorous approach to mathematics essential in technical areas including integrated studies of functions and graphs, trigonometric functions, equation solving, systems of equations, inequalities, vectors, exponents, logarithms, and ratio and proportion. Prerequisite: MATH 070 or equivalent and MATH 071 or equivalent.

MATH 224
INTERMEDIATE ANALYSIS (3)
Infinite series, complex functions, elementary differential equations. Prerequisite: MATH 126.

MATH 238
ELEMENTS OF DIFFERENTIAL EQUATIONS (3)
Elementary methods of solution, linear differential equations of second and higher order. Prerequisite: MATH 224.
NURSING

NURS 100
FUNDAMENTALS OF NURSING (7)
A study of the effects of illness on man's ability to meet his basic physiological and psycho-social needs. The learning of selected technical, interpersonal and therapeutic nursing activities concomitant to the satisfaction of these needs.

NURS 101, 102
MEDICAL-SURGICAL NURSING I, II (8) (8)
Theory, laboratory and clinical practice are designed to assist the student to meet the needs of patients who have common medical and/or surgical pathophysiological problems and to understand the similarities in the care of all patients, yet to recognize the differences in the needs of each.

NURS 200
MATERNITY NURSING (6)
Theory and clinical practice are centered around the care of women going through the maternity cycle (from conception through the post-natal period), and care of the normal newborn.

NURS 201, 202
PSYCHIATRIC NURSING (4)
Theory and observation, field trips and selected clinical practice in psychiatric units, mental health clinics and community programs which will assist the student to more fully understand behavior demonstrated by persons having psychological problems in our society today.

NURS 203
NURSING OF CHILDREN (6)
Selected observations and experiences in caring for the well, handicapped and ill child. Concurrent theory emphasizes growth and development and the similarities and differences in the nursing care offered to adults and children.

NURS 204
ADVANCED MEDICAL-SURGICAL NURSING (10)
This course is designed to assist the student to utilize all the knowledge and understandings, intellectual, perceptual and manual skills that she has acquired in the two-year educational program to the nursing care he/she gives to the patient.

NURS 205
TRENDS (1)
A review of current trends and developments in society and the nursing field with emphasis on their effects upon the changing role of the nurse.

OCEANOGRAPHY

OCEAN 101
SURVEY OF OCEANOGRAPHY (5)
Origin and extent of the oceans; cause and effects of tides and currents; nature of the sea bottom; animal and plant life in the sea.

PHYSICS

PHYS 100
PHYSICAL SCIENCE (5)
An introduction to physical science requiring no previous physical science or mathematics. This course will give an understanding and vocabulary adequate for appreciating current events and current research in science and engineering.

PHYS 114, 115, 116
GENERAL PHYSICS (5) (5) (5)
Designed to give the principles of physics needed in the fields of architecture, dentistry, pharmacy, medicine, oceanography, and physical education. High school trigonometry is recommended but not required if math background is strong.

Topics in PHYS 114 include: Vectors, static forces, motion, work and power, circular motion, orbits and gravity fields. Properties of solids, liquids and gas. Simple harmonic motion waves, sound, acoustics and music.

Topics in PHYS 115 include: Heat and temperature, heat transfer and the atmosphere, metrology, thermodynamics and rocket engines. Electric fields, current laws, magnetism, alternating current, electrical equipment that can be used in homes, cars and planes. EM waves, radio, radar and T.V.; light as an EM wave; properties of light, lens action and optical instruments, color, polarization, diffraction, atomic spectra and the photo electric effect. Prerequisite: PHYS 114.

Topics in PHYS 116 include: The quantum theory and atomic structure. The laser. Radioactivity, particle accelerators, the nucleus, fission and fusion, nuclear energy, elementary particles, relativity and current problems of the structure of the nucleus, the atom, molecules, our world, stars and the universe. Prerequisite: PHYS 115.

PHYS 121, 122, 123
GENERAL ENGINEERING PHYSICS (5) (5) (5)
This series of courses is designed for majors in engineering, mathematics, physics or chemistry. The fundamental principles are taught at a mathematical level that involves some calculus. Problems constitute a large part of the lab and course work. Prerequisite: MATH 124 or concurrent, one year high school physics or equivalent.

Topics in PHYS 121 include: Vectors, dynamics of a particle, work, energy and power. Momentum rotation, static and dynamic systems, periodic motion and elastic properties of liquid and solids.

Topics in PHYS 122: Kinetic theory, temperature and thermal energy, heat transfer, ideal and real gases, thermodynamics. Wave motion and sound. Light as a wave, diffraction, reflection and refraction, optical systems, polarization. Quantum properties of radiation. Prerequisite: PHYS 121.

Topics in PHYS 123: Electric statics and currents, electro-
chemistry thermal electricity, magnetism, induction, alternating currents. EM waves. Nuclear reactions, elementary particles, theories of nuclear forces. Current theories and problems in basic physics. Prerequisite: PHYS 122.

QUALITY CONTROL

QCTRL 112
QUALITY CONTROL CONCEPTS (3)
Functions of quality control in industry, quality control concepts and techniques. Included are quality system concepts, organization, costs, new design control, incoming material control, product control, and special process studies.

QCTRL 113
INSPECTION PRINCIPLES (3)
Evolution of inspection, specifications, measurement errors, defect reporting, record systems, process control, control of discrepant material, and sampling.

QCTRL 114
STATISTICAL TECHNIQUES (3)
Probability concepts, acceptance, sampling techniques and applications, and control chart techniques and applications.

QCTRL 115
MATERIALS TESTING (3)
Introduction to materials testing theory and procedures, proper use of test methods, identification of advantages and disadvantages of each test method.

QCTRL 116
QUALITY CONTROL DATA (3)
Types of data, recording of data, processing of data, decisions based on data, importance to economic control of quality.

QCTRL 117
QUALITY CONTROL ENGINEERING (3)
Identification of functions, responsibilities, and organization of modern industrial programs, preparation to understand, manage quality control problems. Prerequisite: QCTRL 114.

RADIOLOGIC TECHNOLOGY

RATEC 101, 102, 103
RADIOLOGIC TECHNOLOGY (3) (3) (3)
Basic radiologic technology and the types of and operation of radiologic departments in hospitals. Theory and equipment, and principles of radiographic exposure.

RATEC 110
RADIOGRAPHIC CIRCUITRY INSTRUMENTATION (3)
Components of X-ray circuits; X-ray equipment; design, application, trouble shooting and maintenance; test equipment; densitometer, dosimeter, etc.

RATEC 199
X-RAY PRACTICUM (5)
Clinical experience in radiologic departments of affiliated institutions. Students perform simple radiographic procedure under the supervision of registered technologists in addition to daily film conferences, both for continued and additional experience in clinical atmosphere.

RATEC 200
SURVEY OF MEDICINE AND SURGICAL DISEASES (3)
Nature and course of diseases; investigation and interpretation; radiographic demonstration.

RATEC 201, 202, 203
RADIOLOGIC TECHNOLOGY (5) (5) (5)
Principles of radiographic exposure, radiographic positioning, contrast media, special procedures, intra-oral radiography, nuclear medicine, industrial radiography, radiation safety, introduction to teaching and supervisory positions.

RATEC 205
RADIOLOGICAL NURSING (3)
Nursing procedures pertinent to radiographic procedures. The course is designed to: (1) provide an understanding of nursing procedures through principles, application and demonstration in those radiographic examinations requiring nursing support; and (2) acquaint the technologist with demands being delegated and expected of them in special procedures involving radiography.

RATEC 211, 212, 213
CLINICAL X-RAY APPLICATION (5) (5) (5)
From simple to more complex radiographic procedures with immediate supervision and instruction to develop ability of student to master these procedures.

ZOOGY

ZOOL 111, 112
GENERAL ZOOLOGY (5) (5)
Introduction to general principles of zoology and to major groups of animals. ZOOL 111: invertebrate phyla through mollusks; protoplasm and cell metabolism; Mitosis; principles of embryology; ZOOL 112: annelids through chordates; gametogenesis; genetics; speciation; organ systems; evolution; ecology. Prerequisite: BIOL 101 or permission of instructor.

ZOOL 113, 114
ANATOMY AND PHYSIOLOGY (5) (5)
The study of the structure and function of the cells, tissues, organs and systems of the human body. Prerequisite: ZOOL 113 for ZOOL 114.

ZOOL 199
ANATOMY AND PHYSIOLOGY – SPECIAL TOPICS SEMINAR (3)
A special topics seminar with intensive study of selected human physiological processes. Designed primarily for students in allied health programs. Prerequisite: ZOOL 114 or permission of instructor.

ZOOL 208
ELEMENTARY HUMAN PHYSIOLOGY (5)
Each organ system is described and its function illustrated in the laboratory. Prerequisite: BIOL 101.

ZOOL 210
PHYSIOLOGY OF HUMAN REPRODUCTION (3)
The physiology of the male and female reproductive systems. Especially useful to professional nurses, medical assistants, and anyone preparing to teach the physiology of sex education. Persons taking this course should have a basic understanding of human physiology.

SOCIAL SCIENCE

ANTHROPOLOGY

ANTH 100
INTRODUCTORY ANTHROPOLOGY (5)
The study of man's origins, physical character and social relations through investigation of the remains of past human life, of the divisions of the races of man, of their distribution and interrelations, as well as of human speech and its relation to human development.

ANTH 200
INTRODUCTION TO LINGUISTICS (5)
An introduction to the scientific study of language, semantics and communication, relationship of linguistics to human behavior and the mechanism of understanding and misunderstanding as related to the problem of communication.

ANTH 201
PHYSICAL ANTHROPOLOGY: MAN IN NATURE (5)
(Credit given as Natural Science also)
An introduction to physical anthropology. The basic principles of human genetics, the evidence for human evolution, and the study of race. (Credit given as Natural Science also)

ANTH 202
CULTURAL ANTHROPOLOGY (5)
A comparative study of man's behavior and social institutions in various human cultures around the world. Ethnographic studies will be used to illustrate both the unity and diversity of the ways of men in different cultures.

ANTH 210
INDIANS OF NORTH AMERICA (5)
Analysis of the Indian groups of North American Continent, including Indians of the Eastern Woodlands, Great Plains, Southwest, California, Great Basin, Northwest Coast, McKenzie area and Eskimoans. Study of their cultures before they were significantly influenced by non-Indians: i.e., their language, clothing and housing, religion, social structure, tools and technology, economy.

ANTH 211
AFRO-AMERICAN CULTURE (5)
Development and nature of Afro-American culture in the United States, including discussion of the Atlantic slave trade, slavery as a social institution, the evolution of black folk culture and contemporary Afro-American urban culture.

ANTH 254
ANTHROPOLOGY AND WORLD PROBLEMS (5)
Data and techniques of physical and cultural anthropology applies to the solution of social and political problems. Particular emphasis on anthropology as a means of exploring and better understanding the conditions of accelerated social change in today's world. Prerequisite: ANTH 100.

ANTH 290
INTRODUCTION TO CULTURE AND PERSONALITY (5)
A survey of the field concerned with the interaction of culture and personality and the psychological study of cultures. The basic concepts and methods of this sub-field of anthropology will be illustrated through specific studies. Prerequisite: ANTH 100 and PSYCH 100, or permission of instructor.

EARLY CHILDHOOD EDUCATION

EC ED 171
INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3)
An introduction to the theories and practices in Early Childhood Education. Observations in preschools, day care centers, Headstart agencies, kindergartens and elementary schools. Two hours lecture and two hours observation.

EC ED 172
FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION (5)
Materials, methods and professional practices relevant to early childhood education. Consideration of the influence of the cultural environment on the developing child. Four hours lecture-discussion, three hours directed supervision.

EC ED 181
CHILDREN'S CREATIVE ACTIVITIES (5)
Practical aspects of planning, selecting, preparing and presenting creative curriculum materials and activities to the young child. Four hours lecture and three hours directed participation.

EC ED 185
INSTRUCTIONAL AIDS (5)
A basic course designed to acquaint students with the new instructional materials and media used in the classrooms for early childhood education. Students will become skilled in the use of audio-visual aids and some office equipment. Four hours lecture and three hours directed participation.

EC ED 191, 192, 193
PRACTICUM (5) (5) (5)
Supervised learning experiences in a specific school situation at the primary levels or preschool, day care center, or Headstart agency. Participation will be closely supervised by a qualified instructor. Seven hours directed parti-
cipation; two hours lecture. Prerequisite: Five hours in Ec Ed or permission of instructor.

EC ED 201
PARENT EDUCATION (3)
A lecture and discussion class in interviewing techniques, emphasizing the development of competency in parent contacts. Skills to involve the parent in understanding the child's home and school environment. Use of community resources, referral agencies.

EDUCATION

EDUC 110
INTRODUCTION TO EDUCATION (5)
Offers understanding of philosophies and theories of education and current practices as they relate to psychologies of learning. Laboratory experiences consist of tutoring pupils and classroom visitations.

GEOGRAPHY

GEOG 100
INTRODUCTION TO GEOGRAPHY (5)
A survey of the principle concepts and methods of geography, examining man's relationship to his environment. Selected geographic problems focusing on urbanism, population, and man's changing use of the earth's lands and resources.

GEOG 207
ECONOMIC GEOGRAPHY (5)
An introduction to the area distribution of man's economic activities on the face of the earth and impact on the environment. A consideration of the geographical aspects of production, exchange and consumption of goods, focusing on resource use, agriculture, industrialization and urbanism.

HISTORY

HIST 101
HISTORY OF CIVILIZATION:
THE GREAT CULTURAL TRADITIONS (5)
The historic foundation of civilizations -- Mesopotamia, Egypt, India, China; economy, society, government, religion, and culture; the elaboration of culture and institutions in Greece, Rome, and the Orient; Christianity and the beginning of civilization in Western Europe; early medieval civilization in the West.

HIST 102
HISTORY OF CIVILIZATION: THE WESTERN TRADITIONS IN WORLD CIVILIZATION (5)
The beginning of modern civilization; the Renaissance; the Protestant Revolt, the state commercial revolution and mercantilism; the rise of science; the "era of revolutions:" the Industrial Revolution and the rise of democracy.

HIST 103
HISTORY OF CIVILIZATION:
THE CONTEMPORARY WORLD (5)
The meeting of East and West: the "one-world" community in the 20th Century; imperialism, communism, fascism, democracy, internationalism; 20th Century science; present day philosophy; religion, literature, and art; the meaning of history for the citizen of the contemporary world.

HIST 210
THE FAR EAST IN THE MODERN WORLD (5)
The emergence of the Far East from areas of exploitation to importance in the economic, political and cultural affairs of the modern world. A recognition of the value systems of these cultures and of their problems in today's world. Emphasis is on the 20th Century, with necessary background.

HIST 150
AFRO-AMERICAN HISTORY:
FROM SLAVERY TO FREEDOM (5)
Major emphasis is on the history of West Africa and the role of Afro-Americans in the development of American Society from slave beginnings to freedom and emancipation.

HIST 151
AFRO-AMERICAN HISTORY:
FROM FREEDOM TO PRESENT (5)
The struggle for equal rights from Emancipation to the present. Special emphasis on understanding of the "Black Rage" in White America.

HIST 223
TWENTIETH CENTURY RUSSIA (5)
A basic overview of the cultural, social, economic and political development of Russia and the Soviet Union from the turn of the century to the present, with particular emphasis on the ideology, institutions and practice of a totalitarian state.

HIST 201
FOUNDATIONS OF AMERICAN CIVILIZATION:
EARLY AMERICAN THOUGHT (5)
A study of American ideas and institutions in the Colonial and early national periods. Such contrasts as Puritanism, slavery, and the early Westward Movements as institutions and trends of the times and the mood and rationale of each.

HIST 202
AMERICAN CIVILIZATION: AMERICAN THOUGHT AND CULTURE: 1820-1900 (5)
An in-depth examination of the intellectual and cultural currents of the period and their interrelationships with the major events of the 19th Century; the Westward Movement, extension of democracy, sectionalism, war, reconstruction, industrialism and urbanization.

HIST 203
AMERICAN CIVILIZATION: MODERN AMERICAN CIVILIZATION (5)
An assessment of the emergence of "positive" government, the difficulties of America's adjustment to world-power status and technological change, the challenge to traditional modes of authority, the problems associated with mass society, and the agonies and anxieties associated with the elimination of the American caste system.
HIST 245
THE UNITED STATES IN WORLD AFFAIRS:
1898 TO THE PRESENT (5)
A survey of the main concepts and practices of America’s foreign relations, with emphasis on the 20th Century.

HIST 264
WASHINGTON AND THE PACIFIC NORTHWEST (5)
Establishes the physical background of the settlement of the area by aboriginal and white inhabitants. Traces the broad historical themes and environmental factors that influenced the development of the social, economic, and political structure of the Pacific Northwest today.

HIST 271
ENGLISH POLITICAL AND SOCIAL HISTORY (5)
England from the time of the ancient Britons to the completion of the Bloodless Revolution of 1688-9. Emphasis is on the personalities of English history and the way they dealt with the social, economic and political forces of their day. American origins are stressed. The readings reveal the opinions and attitudes of the early days.

HIST 295
INTRODUCTION TO JAPANESE CIVILIZATION (5)
Survey study of Japan’s cultural development from early times to the Meiji period. Japan’s cultural borrowings from China and the Japanization of these; the Shogun-Emperor system of government, the Feudal Age and the traditional society.

HOME ECONOMICS

HOME ECONOMICS

HOMEC 100
INTRODUCTION TO HOME ECONOMICS (1)
An orientation to the field of home economics with emphasis on philosophy and subject matter content. Attention also is given to individual interests and abilities and the necessary requirements to achieve personal and professional goals.

HOMEC 110
TEXTILES (5)
A study of the physical and chemical properties of natural and man-made fibers and finishes, identification of construction methods, and principles related to use and care of fabrics. (2 lab periods)

HOMEC 111
CLOTHING STUDY (3)
A study of the aesthetic, economic, psychological, and sociological aspects of clothing selection and of the custom techniques of construction in cotton and linen fabrics. (1 lab period)

HOMEC 130
HUMAN NUTRITION (5)
A study of foods and nutrition in relation to health and disease, and the processes by which nutrients function in the human body.

HOMEC 169
HOME FURNISHINGS AND EQUIPMENT (3)
A study of furniture and appliances in reference to the home including construction, selection, use, and care.

HOMEC 170
INTERIOR DESIGN (3)
A study of the elements and principles of design in relation to achieving an aesthetic interior of the home with emphasis on furniture selection and arrangement, color, window treatments, floor coverings, lighting, texture and space relationships.

HOMEC 199
PRACTICUM IN INTERIOR DECORATION (3)
Selected observations and experiences in interior decorating and furniture merchandizing. Prerequisite: ART 109, 110; HOMEC 169, 170.

HOMEC 212
CLOTHING CONSTRUCTION (5)
A study of basic clothing construction techniques, including problems of fitting and alteration; flat pattern techniques are applied to the construction of wool garments. (2 lab periods)

HOMEC 220
HOME MANAGEMENT (3)
Principles of management related to family activities throughout the family life cycle; the effect of values, standards, goals, and resources upon decision making.

HOMEC 221
FAMILY FINANCES (3)
A study of the acquisition and utilization of family economic resources and the effect of values, standards, and goals on family spending.

HOMEC 255
MARRIAGE AND THE FAMILY (5)
The family as an institution and mode for personal living; marital adjustment; parent-child relationships; changing family patterns; family disorganization and reorganization. (Same as SOC 255) Prerequisites: SOC 110, PSYCH 100.

HOMEC 256
CHILD DEVELOPMENT AND GUIDANCE (3)
A study of the physical, social, and emotional development of the child from infancy to adolescence and of the guidance necessary for optional development.
HOMEC 270
INTERIOR DESIGN (5)
A study of the field of interior design and of the use of design elements to create a favorable environment. An analysis is made of interior spaces and furnishings in relation to human needs including study of materials, procedures, scale drawing and presentation. (2 lab periods) Prerequisite: HOMEC 170.

HOMEC 299
PRACTICUM IN INTERIOR DECORATION (5)
Study, analysis, and practice in interior decorating and furniture merchandising. Prerequisite: HOMEC 199.

LAW ENFORCEMENT

LAWEN 100
INTRODUCTION TO LAW ENFORCEMENT (3)
A survey of the historical development of law enforcement, organization and jurisdiction of local, state and federal law enforcement agencies.

LAWEN 101
ADMINISTRATION OF JUSTICE (3)
A comprehensive study of criminal justice, including an analysis of the laws of arrest, grand jury proceedings, extradition, pretrial procedures, conduct of criminal trials, rights of the accused, motions, appeals, probation and parole.

LAWEN 102
POLICE ORGANIZATION AND ADMINISTRATION (3)
An analysis of the functional divisions of modern police departments. The application of principles of administration and organization of law enforcement. Functions and activities of the patrol traffic, investigative, juvenile and staff services divisions.

LAWEN 103
INTRODUCTION TO FORENSIC MEDICINE (1)
Designed to give the student knowledge of the human body, its vital, life-sustaining functions, thus making investigation of violent crimes against the person more exacting in areas of homicide and assault.

LAWEN 104
CRIMINAL LAW AND PROCEDURE (5)
The elements, purposes, and functions of criminal law. The elements necessary to establish crime and criminal intent.

LAWEN 106
TRAFFIC CONTROL AND ACCIDENT INVESTIGATION (3)
Instruction in routine intersection and emergency traffic control procedures. Accident investigation from notification of the incident through testimony in court.

LAWEN 108
PATROL PROCEDURES I AND LABORATORY (5)
The fundamentals of foot, vehicular, water and air patrol by uniformed police; deployment of personnel; beat layouts; theory of riot and mob control; raids; mechanics of arrest including searching prisoners, use of handcuffs and night sticks (basics); introduction to firearms (including range firing); defensive combat tactics; techniques of field interview and recording contacts; notebook procedure and police report writing; field trips to local departments, agencies, and institutions; Code of Conduct and Ethics.

LAWEN 110
REPORT WRITING (1)
Designed to give the student knowledge in notetaking, report writing and an understanding of reports in general that are used in police work.

LAWEN 112
INTERVIEWING TECHNIQUES (1)
Designed to give the student knowledge of working in many situations. Develops an area of working with other people.

LAWEN 200
CRIMINAL EVIDENCE (3)
An analysis of the statutes and recent decisions of the courts dealing with the production and presentation of evidence in criminal trials; a study of the three major classifications of evidence — direct, circumstantial and real.

LAWEN 202
CRIMINAL INVESTIGATION (5)
Identification of individuals, both missing persons and fugitives; recording the scene of a crime by sketching and photography; the basic fundamentals of dactyloscopy; examinations of tool impressions; firearms; blood; semen; poisons; drugs; arson; auto theft; burglary; assaults and dead bodies; forgery; robbery; larceny; and alcohol and narcotic violations.

LAWEN 204
PATROL PROCEDURES II AND LABORATORY (5)
A continuation of the study of police patrol procedures, including communications; field interrogation; stopping of vehicles and control of occupants; techniques and tactics of type of call; courtroom testimony and demeanor; and community relations. Defensive and pursuit driving. Field visits to various agencies. Prerequisite: for preservice students LAWEN 108.

LAWEN 205
JUVENILE CONTROL (3)
A study of the elements, functions and purpose of the Juvenile Court and Juvenile Court law, with emphasis on the role of the police in the arrest, detention, petition, summons, record procedures and hearing in juvenile cases.

LAWEN 250
INTRODUCTION TO SUPERVISION (3)
A study of the basic fundamentals of law enforcement supervision designed to give the working police officer or deputy sheriff an insight into field supervision. Includes a study of the supervisor’s function in organization; distribution of forces; the essentials of communication; training; discipline; how to handle complaints; and practice in studying for and taking promotional examinations.
LAWEN 251
SUPERVISION FOR SERGEANTS (3)
A study of basic fundamentals of supervision for the working law enforcement sergeant. Includes training; essentials of leadership; discipline; performance rating; complaint investigation and methods; field supervision; distribution of personnel; and psychological aspects of supervision. Prerequisite: Must be commissioned law enforcement sergeant; or by permission of instructor.

LAWEN 252
SUPERVISION FOR LIEUTENANTS AND ABOVE (3)
A study of the advanced methods of supervision for law enforcement lieutenants and above. Includes a study of the supervisor's function in organization, administration and management; the essentials of communication; elements of leadership, supervision and command presence; conference leading; span of control; and distribution of responsibility and authority. Prerequisite: must be commissioned law enforcement lieutenant or above; or by permission of instructor.

LAWEN 290
DRUGS AND ALCOHOL (3)
A study of the effect of drugs and alcohol on modern day police work. Laws and ordinances relating to the use, possession and sale of various drugs. Identification of drugs and medicines used by contemporary society.

LAWEN 291
HOMICIDE INVESTIGATION (2)
A study of methods of investigating the scene of homicides, suicides and other types of criminal death. Crime scene protection; sketching the crime scene; photographing the crime scene; obtaining, marking, preserving and transporting evidence; estimating time of death. Crimes of arson or fire. Sex crime evidence. The role of the medical examiner and defense attorneys. The prosecuting attorney's role. The news media in sensational cases.

LAWEN 299
SPECIAL TOPICS IN LAW ENFORCEMENT (1-5)
An intensive study and investigation of a given topic. See quarterly bulletin for details. Prerequisite: permission of instructor.

Excellent preparation for lifelong participation in our democratic society.

POLSC 201
MODERN GOVERNMENT (5)
Political life in the modern world; the ideas behind its democratic and non democratic forms. A systematic and comparative study of political structures, institutions, behavior and processes.

POLSC 202
AMERICAN GOVERNMENT AND POLITICS (5)
The nature of constitutional government in America in terms of the theory and practices of democracy. Problems of individual rights, popular representation and responsible leadership are emphasized.

POLSC 203
INTERNATIONAL RELATIONS (5)
International struggle for power and peace; present day methods by which affairs are conducted between national states.

POLSC 205, 206, 207
COMPARATIVE GOVERNMENT (5) (5) (5)
A comparison of the structure and functions of modern political systems, with particular attention given to informal political processes such as political parties and pressure groups. POLSC 205: Great Britain, France and Germany; 206: Soviet Union and China; 207: Asian Governments.

POLSC 297, 298, 299
THE UNITED NATIONS (1) (1) (3)
A seminar meeting once a week each quarter designed as a prerequisite for those students who hope to participate in Model United Nations delegation in the spring. Fall and Winter: structure and purpose of the United Nations organization; Spring: particular country assigned to the college. Prerequisite: a course in political science or permission of instructor.

PSYCHOLOGY

PSYCH 100
INTRODUCTION TO PSYCHOLOGY (5)
The major emphasis will be terminology, methodology, concepts, principles and problems of various areas of psychology. Areas may include, but not be limited to, psycho-physiological processes, perception and learning related to critical developmental stages in self and social action. Participation as subject in psychological experiments may be required.

PSYCH 110
APPLIED PSYCHOLOGY (5)
An introductory look at ways of evaluating ourselves and others objectively as well as developing an awareness of feelings, emotion and the kinds of relations we have with other people. A second emphasis will be the application of these principles to industrial and business settings.
PSYCH 150
INTRODUCTION TO PERSONAL RELATIONS (5)
Experimental approach to the dynamics of behavior. Emphasis on developing awarenesses and relating to group members and self. Particular reference to more effective and productive awareness and performance.

PSYCH 190
INTRODUCTION TO RESEARCH METHODS IN THE SOCIAL SCIENCES (5)
An introduction to the philosophy, methodology and evaluation of behavior. Illustrations will be through reference to reported studies. Students will conduct and report on specific human areas of study. Prerequisite: PSYCH 100 or permission of instructor.

PSYCH 200
HUMAN LEARNING AND EDUCATION (5)
Introduction to the history, theories and application of human learning to broad areas of education. Particular emphasis will be given to: (1) stages of development from child through late adolescence, and (2) effective learning within both formal and informal settings. Prerequisite: PSYCH 190 or permission of instructor.

PSYCH 201
INTERMEDIATE PERSONAL RELATIONS (5)
Experientially oriented group activities related to non-psychiatric behavior in encounter related class setting. Particular reference to integrating self, group, and school concepts. Prerequisite: PSYCH 150 or permission of instructor.

PSYCH 204
GENERAL DEVELOPMENTAL PSYCHOLOGY (5)
An over all survey of developmental psychology encompassing the full life circle. Emphasis will be on the interaction of human maturational and environmental factors with particular interest being paid to critical stages of development. Major contemporary theories will be discussed. Prerequisite: PSYCH 190 or permission of instructor.

PSYCH 205
INTRODUCTION TO PERSONALITY (5)
A theoretical and developmental approach to the study of appropriate and inappropriate behavior. Emphasis being given to: (1) the antecedents of self development, and (2) individual differences in the organization of experiences and behavior. Prerequisite: PSYCH 190 or permission of instructor.

PSYCH 240
SOCIAL PSYCHOLOGY (5)
An introductory study of the influence of the social structure upon the individual. Emphasizing aspects of social learning on perception and personality during critical developmental periods. Prerequisite: PSYCH 190, or SOC 100, or permission of instructor.

PSYCH 243
SOCIAL PSYCHOLOGY OF PREJUDICE (5)
The course will examine social psychological theory and research regarding the development, maintenance, and dissolution of prejudicial attitudes, with particular emphasis on anti-Black sentiment.

PSYCH 255
ADVANCED PERSONAL RELATIONS (5)
Deals with adjustment problems, the inadequacies of escape and defense reactions. Development of self-knowledge and self-actualization. Prerequisite: PSYCH 201 or permission of instructor.

SOC 110
INTRODUCTION TO SOCIOLOGY (5)
A survey of basic principles and perspectives in the analysis on interpersonal and intergroup relationships.

SOC 223
INTRODUCTION TO QUALITATIVE METHODS OF SOCIAL RESEARCH (5)
Methods and sources of investigation in the behavioral sciences emphasizing the qualitative strategies. Prerequisite: one course in Social Science.

SOC 240
SOCIAL PSYCHOLOGY (5) (Same as PSYCH 240)
An introductory study of the influence of the social structure upon the individual, emphasizing aspects of social learning on perception and personality during critical developmental periods. Prerequisite: one course in Social Science.

SOC 255
MARRIAGE AND THE FAMILY (5)
The family as an institution and mode for personal living, marital adjustment, parent-child relationships, changing family patterns, family disorganization and reorganization. Prerequisite: SOC 110, PSYCH 100, or permission of instructor.

SOC 262
RACIAL AND ETHNIC GROUP RELATIONS (5)
An analysis of selected racial and ethnic group relations in the United States, with emphasis on the concepts of race and culture. Topics covered include anti-semitism, racism and others. Prerequisite: one course in Social Science.

SOC 265
URBAN COMMUNITY (3)
A comparative and analytic study of the organization and activities of urban communities. Major problems presented by urban environments, sources of change, and the effectiveness of attempts at change are examined.
SOC 270
SOCIAL DISORGANIZATION AND DEVIANT BEHAVIOR (5)
Analysis of the processes of social and personal disorganization and reorganization in relation to poverty, crime, suicide, family disorganization, mental disorders and similar social problems. Prerequisite: one course in Social Science.

SOC 296
SPECIAL TOPICS IN SOCIOLOGY (1 TO 5)
An intensive investigation of a given topic. See quarterly bulletin for details.

SOCIAL WORK

SOCWK 100
ORIENTATION TO HUMAN SERVICES (1)
A setting in which the core-group technique is used to provide training, counseling, discussion, and feedback related to job experiences, group identity, and relationships with others.

SOCWK 105
SOCIAL WELFARE (2)
The origin, development and present status of social service programs in the United States.

SOCWK 110
PRINCIPLES OF INTERVIEWING (2)
A study of the essential concepts of personality as prerequisite for the use of the professional interview as a tool in social service. Particular attention is given to personality determinants, verbal and non-verbal cues, selective perception and perception checks.

SOCWK 112
PRINCIPLES OF INTERVIEWING (3)
A workshop dealing with the essentials of the interview as a professional method. Actual interviewing situations will be studied and participants will have the opportunity to record interviews for study purposes.

SOCWK 165
SOCIAL COMMUNITY ORGANIZATION (2)
An introduction to community resources including ways of utilizing community resources to aid clients.

SOCWK 190, 191
FIELD EXPERIENCES IN HUMAN SERVICES (5) (5)
Supervised experiences in agencies of selected human services programs.

SOCWK 200
INTRODUCTION TO SOCIAL CASEWORK (2)
A discussion of the dynamic components which make up the casework situation, with the helping process given special emphasis and the beginning phase of casework as the cross section in which these components can be viewed in interaction. A study of socialization as a prescribed technique, and finally a brief look at crisis intervention and reality therapy.

SOCWK 220
SOCIAL CASEWORK (3)
A continuation of SOCWK 200.

CURRICULAR DIVISIONS

Following are course descriptions which are listed by division. The subject areas within each division are indicated in the listing below. Also following is the “course numbering system” currently used at the Bellevue Community College.

Program possibilities where planning is not yet complete include the areas of environmental studies and undersea technology.

Business
Accounting
Economics
General Business
Mid-Management

Office Professions
Quantitative Methods
Real Estate

Humanities
Art
Cinema
Drama
English
Humanities
Journalsim

Languages
Music
Philosophy
Photography
Speech

Individual Development Opportunity (IDO)
Individual Courses
Individual Improvement Skills

Power Reading
Vocational Choice

Physical Activities
Activity Courses
Health Education
Outdoor Education

Professional Courses
Recreation Education

Science
Bio-Medical Photography
Biology
Botany
Chemistry
Ecology
Engineering
Geology
Health Science

Horticulture
Mathematics
Nursing
Oceanography
Physics
Quality Control
Radiologic Technology
Zoology

Social Science
Anthropology
Early Childhood Education
Geography
History
Home Economics

Law Enforcement
Political Science
Psychology
Sociology
Social Work

Course Numbering System
001-009 Self-Supporting Community College Courses; i.e., short courses
010-069 Reimbursable Continuing Education Courses
070-099 Developmental and Special Education Courses
100-199 First-Year Community College Courses
200-299 Second-Year Community College Courses
### Proposed Master Schedule of Courses

**1969-71**

**Division of Business**

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<thead>
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<th>Accounting</th>
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**Economics**

| 100 Intro to Basic Econ Princ | X | X | X | X | X | X | X | X |
| 140 Personal Finance | X | X | X | X | X | X | X | X |
| 200 Intro to Econ | X | X | X | X | X | X | X | X |
| 201 Princ of Econ | X | X | X | X | X | X | X | X |
| 211 General Econ | X | X | X | X | X | X | X | X |
| 220 Money and Banking | X | X | X | X | X | X | X | X |
| 260 Am Econ History | X | X | X | X | X | X | X | X |

**General Business**

| 101 Intro to Bus | X | X | X | X | X | X | X | X |
| 120 Human Relations | X | X | X | X | X | X | X | X |
| 121 Personnel Mgmt | X | X | X | X | X | X | X | X |
| 122 Labor Relations | X | X | X | X | X | X | X | X |
| 150 Small Bus Mgmt | X | X | X | X | X | X | X | X |
| 201 Bus Law—Legal Fndtns | X | X | X | X | X | X | X | X |
| 202 Bus Law—Agreements | X | X | X | X | X | X | X | X |
| 241 Princ of Orgn & Mgmt | X | X | X | X | X | X | X | X |
| 254 Princ of Marketing | X | X | X | X | X | X | X | X |

**Mid-Management**

| 90a Food Service-Seminar | X | X | X | X | X | X | X | X |
| 90b Food Service-Seminar | X | X | X | X | X | X | X | X |
| 90c Food Service-Seminar | X | X | X | X | X | X | X | X |
| 90d Food Service-Seminar | X | X | X | X | X | X | X | X |
| 90e Food Service-Seminar | X | X | X | X | X | X | X | X |
| 90f Food Service-Seminar | X | X | X | X | X | X | X | X |
| 96a Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 96b Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 96c Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 96d Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 96e Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 96f Office Mgmt-Seminar | X | X | X | X | X | X | X | X |
| 98a Marketing-Seminar | X | X | X | X | X | X | X | X |
| 98b Marketing-Seminar | X | X | X | X | X | X | X | X |
| 98c Marketing-Seminar | X | X | X | X | X | X | X | X |
| 98d Marketing-Seminar | X | X | X | X | X | X | X | X |
| 98e Marketing-Seminar | X | X | X | X | X | X | X | X |
| 98f Marketing-Seminar | X | X | X | X | X | X | X | X |
| 100 Food Serv-Orientation | X | X | X | X | X | X | X | X |
| 101 Food Serv-Basic Foods | X | X | X | X | X | X | X | X |
| 102 Food Serv-Basic Foods | X | X | X | X | X | X | X | X |
| 120 Office Mgmt-Orientation | X | X | X | X | X | X | X | X |
| 130 Mktg-Orientation | X | X | X | X | X | X | X | X |
| 131 Mktg-Princ of Salesmship | X | X | X | X | X | X | X | X |
| 132 Mktg-Retailing Mgmt | X | X | X | X | X | X | X | X |
| 134 Mktg-Advertising | X | X | X | X | X | X | X | X |
| 201 Food Serv-Quantity Fds | X | X | X | X | X | X | X | X |
| 202 Food Serv-Quantity Fds | X | X | X | X | X | X | X | X |
| 203 Food Serv-Purchasing | X | X | X | X | X | X | X | X |
| 204 Fd Serv-Nutr & Diet Thpy | X | X | X | X | X | X | X | X |

**Office Professions**

| 96a Office-Seminars | X | X | X | X | X | X | X | X |
| 96b Office-Seminars | X | X | X | X | X | X | X | X |
| 96c Office-Seminars | X | X | X | X | X | X | X | X |
| 96d Office-Seminars | X | X | X | X | X | X | X | X |
| 96e Office-Seminars | X | X | X | X | X | X | X | X |
| 96f Office-Seminars | X | X | X | X | X | X | X | X |
| 101 Beginning Typing | X | X | X | X | X | X | X | X |
| 102 Inter Typing | X | X | X | X | X | X | X | X |
| 103 Adv Typing | X | X | X | X | X | X | X | X |
| 104 Prod Typing | X | X | X | X | X | X | X | X |
| 109 Bus Corres | X | X | X | X | X | X | X | X |
| 112 Filing & Recs Mgmt | X | X | X | X | X | X | X | X |
| 115 Beg Gregg Shorthand | X | X | X | X | X | X | X | X |
| 116 Inter Gregg Shorthand | X | X | X | X | X | X | X | X |
| 117 Adv Gregg Shorthand | X | X | X | X | X | X | X | X |
| 120 Beg Office Machines | X | X | X | X | X | X | X | X |
| 121 Adv Office Machines | X | X | X | X | X | X | X | X |
| 122 Dup, Reprdg & Offset Prc | X | X | X | X | X | X | X | X |
| 130 Mach Trans | X | X | X | X | X | X | X | X |
| 205 Adv Gregg Shrdn & Trans | X | X | X | X | X | X | X | X |
| 206 Adv Gregg Shrdn & Trans | X | X | X | X | X | X | X | X |
| 207 Off Procedures | X | X | X | X | X | X | X | X |
| 240 Legal Secy Procedures I | X | X | X | X | X | X | X | X |
| 241 Legal Secy Procedures II | X | X | X | X | X | X | X | X |

**Quantitative Methods**

| 110 Electrnic Data Pros Orntn | X | X | X | X | X | X | X | X |
| 112 Intro to Fortran Prgmg | X | X | X | X | X | X | X | X |
| 145 Bus Math | X | X | X | X | X | X | X | X |
| 200 Intro to Cmplt Prgmg | X | X | X | X | X | X | X | X |
| 201 Intro to Stat Analysis | X | X | X | X | X | X | X | X |

**Real Estate**

| 92a Real Est-Seminar | X | X | X | X | X | X | X | X |
| 92b Real Est-Seminar | X | X | X | X | X | X | X | X |
| 92c Real Est-Seminar | X | X | X | X | X | X | X | X |
| 92d Real Est-Seminar | X | X | X | X | X | X | X | X |
| 92e Real Est-Seminar | X | X | X | X | X | X | X | X |
| 92f Real Est-Seminar | X | X | X | X | X | X | X | X |
| 100 Real Est Orientation | X | X | X | X | X | X | X | X |
| 140 Princ of Real Est | X | X | X | X | X | X | X | X |
| 141 Real Est Finance | X | X | X | X | X | X | X | X |
| 142 Real Est Apprsl | X | X | X | X | X | X | X | X |
| 143 Real Estate Law | X | X | X | X | X | X | X | X |
| 240 Real Est Bus Mgmt | X | X | X | X | X | X | X | X |
| 241 Real Est Adv & Sls | X | X | X | X | X | X | X | X |
| 242 Property Mgmt | X | X | X | X | X | X | X | X |
| 243 Adv Real Est Apprsl | X | X | X | X | X | X | X | X |

F, W, S, S — Fall, Winter, Spring, Summer
D, E — Day, Evening

65
# Proposed Master Schedule of Courses

## 1970-71

### Division of Humanities

#### Art
- **100** Introduction to Art
- **105** Drawing
- **106** Drawing
- **107** Drawing
- **109** Design
- **110** Design
- **129** Environmental Design
- **201** Art History
- **202** Art History
- **203** Art History
- **205** Graphic Design
- **246** Jewelry Design
- **250** Textile Design
- **255** Textile Design
- **256** Painting
- **257** Painting
- **259** Watercolor
- **265** Textile Design
- **272** Sculpture
- **273** Sculpture
- **274** Sculpture

#### Cinema
- **140** Art of the Film
- **141** Basic Film-Making I
- **142** Basic Film-Making II
- **250** The Film and Society

#### Drama
- **101** Introduction to Theatre
- **110** Theatre Production
- **146** Theatre Voice and Speech
- **151** Beginning Acting
- **152** Beginning Acting

#### English
- **100** Developmental English
- **102** Composition
- **110** Intro to Lit—Poetry
- **111** Intro to Lit—Drama
- **112** Intro to Lit—Fiction
- **150** Elem Eng for Foreign Stud
- **151** Intro to Foreign Eng
- **152** Adv Eng-Foreign Stud
- **160** Eng-Foreign Studs(Int)
- **199** Afro-American Lit
- **210** Intro to Europ Lit
- **264** Eng Lit: Beg-Shakespeare
- **265** Eng Lit: Donne thru Blake
- **266** Eng Lit: Wordsworth through Hardy
- **267** Am Lit:Beg-Civil War
- **268** Am Lit: Civil War to Present
- **270** Report Writing
- **271** Expository Writing
- **272** Expository Writing
- **273** Verse & Short Story Series (Creative Writing)
- **274** Verse & Short Story Series (Creative Writing)
- **275** Verse & Short Story Series (Creative Writing)
- **291** Directed Reading and Research

#### Languages
- **French**
  - **101** Beginning French
  - **102** Beginning French
  - **103** Beginning French
  - **201** Basic 2nd Yr French
  - **202** Intro to French Lit

- **German**
  - **101** Beginning German
  - **102** Beginning German
  - **103** Beginning German
  - **201** Basic 2nd Yr German
  - **202** Intro to German Lit

- **Russian**
  - **101** Beg Russian (offered alternate years)
  - **102** Beg Russian (offered alternate years)
  - **103** Beg Russian (offered alternate years)
  - **201** Basic 2nd Yr Russian (offered alt yrs)
  - **202** Intro to Russian Lit (offered alt yrs)

- **Spanish**
  - **101** Beginning Spanish
  - **102** Beginning Spanish
  - **103** Beginning Spanish
  - **201** Basic 2nd Yr Spanish
  - **202** Intro to Spanish Lit

#### Music
- **100** College Choir
- **102** College Band
- **103** Small Ensemble
- **110** First Year Theory
- **111** First Year Theory
- **112** First Year Theory
- **119** Fundamentals of Music
- **120** Musical Styles
- **121** The Concert Season
- **122** Intro to Opera
- **140** Private Instruction
- **230** History of Am Music
- **231** History of Jazz
- **240** Private Instruction

#### Philosophy
- **100** Intro to Philosophy
- **120** Intro to Logic
- **215** Intro to Ethics
- **220** Survey of His of Western Philos: Greece & Rome
- **221** Survey of His of Western Philos:Eur & Gr Britain
- **230** Philos of Soc Revolution
- **231** Philosophy of Religion
- **232** Conference in Philos

#### Photography
- **101** Beginning Photography
- **102** Intermediate Photography
- **103** Photojournalism

#### Speech
- **100** Basic Speech Impvmt
- **140** Oral Interpretation
- **220** Intro to Public Speaking
- **249** Reader’s Theatre

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F, W, S, S — Fall, Winter, Spring, Summer  
D, E — Day, Evening
Proposed Master Schedule of Courses

1970-71

Division of Individual Development Opportunity (IDO)

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<th>F</th>
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Proposed Master Schedule of Courses

1970-71

Division of Physical Activities

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Activity Courses

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D, E — Day, Evening
### Proposed Master Schedule of Courses

**Division of Science 1970-71.**

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F, W, S, S - Fall, Winter, Spring, Summer
D, E - Day, Evening

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F, W, S, S - Fall, Winter, Spring, Summer
D, E - Day, Evening
### Proposed Master Schedule of Courses

#### 1970-71

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D, E — Day, Evening
## Proposed Master Schedule of Courses

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*offer upon request*
1970 – 1971
THE FACULTY

ANDERSON, BETTY M. ........................................ Sociology
B.S., M.A., University of Washington

BATDORF, RICHARD L ........................................ Associate Dean for Counseling Services

BIEVER, KEITH J .............................................. Chairman, Division of Science Chemistry
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L.L.D., University of Frankfurt, Germany

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Ph.D., University of California

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Registered Professional Engineer

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M.S., University of Oregon  
Chairman, Department of Cultural Studies

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Chairman, Department of General Business  
and Director of Food Services

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B.D., Starr King School for the Ministry, M.S.W. University of Washington  
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M.N., University of Washington  
Chairman, Nursing Program

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GEER, WILLARD  
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Ph.D., University of California  
Physics

GOULD, DAVID D.  
B.A., M.B.A., Washington State University  
J.D., University of Washington  
Law & Accounting

GRABILL, PAULINE A.  
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Chairman, Department of English

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M.A., San Francisco State College  
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B.S., University of Southern California  
Reference Librarian

GRUBER, EBTISAM (BETSY)  
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B.S., Indiana University  
M.A., University of Washington  
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HAINES, ARTHUR E.  
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M.S., Oregon State University  
Chairman, Department of Life and Health

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Counselor

HANSCOM, ROBERT C.  
B.S., Butler University  
M.S.R., New York University  
Bookstore Manager

HARRYMAN, JAMES W.  
B.A., M.A., University of Washington  
Director of Athletics

Baseball Coach

Physical Activities

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MATKOVICK, EDWARD .................................................. Chairman, Department of Foreign Languages
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M.E.S., University of New Mexico

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M.A., San Jose State College

PURSER, ROBERT S. .................................................. Art
B.A., Central Washington State College
M.F.A., University of Washington
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| Reagan, Everett E | Director of Public Information | B.A., University of Missouri  
M.S., University of Oregon |
| Reid, Larry D.    | Speech   | B.A., Central Washington State College  
M.A., University of California |
| Relf, James A.    | Tennis Coach Mathematics | B.A., Geneva College  
M.A., University of Washington |
| Roche, William T. | Data Processing | B.A., Wesleyan University |
| Samford, Lynn E.  | Chairman, Department of Motor Skills | B.A., University of Wyoming  
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M.A., University of Idaho |
| Schwenker, John A. | Developmental Education: Reading | B.S., University of Vermont  
M.A., Montclair State College |
| Shuman, James E.  | Marketing | B.S., North Arizona University  
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| Sprysak, Mary-Ann C | Nursing | B.S.N., University of Alberta, Canada |
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| Tyra, Anita I.    | Chairman, Department of Accounting, Economics and Quantitative Methods | B.A., Eastern Washington State College  
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| Volland, Walter V. | Chemistry | B.S., California State at Long Beach  
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| Wahle, Roy P.     | Dean of Instruction | B.A., Central Washington State College  
M.A., Ed.D., Colorado State College |
| Wallbom, David C. | Director of Plant Operations  
Law Enforcement | Seattle Pacific College  
Seattle University |
| Walsmith, Charles R | Psychology | B.A., M.A., University of Denver |
| Wendel, Robert E.  | Chairman, Division of Physical Activities | B.A., University of Washington  
M.S., Washington State University |
| Williams, E. Scott | English | B.A., Portland State College  
M.A., San Francisco State College |
WOODS, ERNEST R. ................................................................. Head Basketball Coach, Golf Coach
B.S., Washington State University
M.S., University of Southern California

WULFF, JON V. ................................................................. Philosophy
B.A., Washington State University
M.A., Ohio State University
GLOSSARY

ACCREDED—Certified as fulfilling standards or requirements. Accreditation means that the constituent parts of a college or university are satisfactory and that its courses are recognized as being equal to or compatible with those of other collegiate institutions.

ADVANCED PLACEMENT—The assignment of a college student to an advanced class in a sequence on the basis (1) of previous work and/or experience, and (2) the successful completion of an examination on the subject. Advance placement may be granted with or without credit.

ADVANCED STANDING—The status given a student who has taken work in another collegiate institution and has earned acceptable credit there, or who has earned college credit by taking an examination.

AUDIT STUDENT—A person who attends classes regularly, but does not wish to take the final examination nor receive grades or credit for work undertaken.

COUNSELORS—College personnel with special preparation in the social and behavioral sciences who assist students with concerns or questions related to scholastic success, personal adjustment, etc.

CREDIT HOUR (SEMESTER HOUR, QUARTER HOUR, TERM HOUR)—A measurement of curricular work completed satisfactorily. Ordinarily, one credit hour is given for one class attendance a week for the period of a quarter. However, in some cases such as laboratory courses, two or three “clock hours” of attendance a week are required to earn one credit hour. A specified number of credit hours must be earned for a degree. A quarter or term hour is two-thirds of a semester hour.

CURRICULUM (Plural CURRICULA)—The complete list of courses offered by a college. Also, the series of courses required for a specific degree.

ELECTIVE—A subject or course which is open to choice; that is, a subject which is optional and not required.

FACULTY ADVISER—A member of the faculty who confers regularly with students concerning career selection, objectives and demands. Each regularly enrolled student is assigned an adviser from his area of major interest. Advisers may be changed by student or faculty request.

GRADE POINT—A numerical value given a grade conventionally as follows: for each credit hour of A, 4 grade points are assigned; for B, 3 points; for C, 2 points; for D, 1 point, for E, no points.

GRADE-POINT AVERAGE (GPA)—The numerical average computed by dividing total grade points (see above) by total credit hours attempted in a quarter. For example:

<table>
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A cumulated grade-point average is the total grade points on a student’s record divided by the total hours he has attempted. A grade-point deficiency is a lack of sufficient grade points to meet minimum scholastic requirements.

INCOMPLETE—A grade indicating that a student’s work in a course is not complete, usually allowed because of conditions beyond his control.

MAJOR—The subject or field of study selected by a student in college in which he concentrates his academic efforts.

MATRICULATED—Those students enrolled in programs leading to Bellevue Community College degrees, certificates, high school diplomas and organized college transfer programs.

MINOR—The subject or field of study which is second in interest and concentration to the major study. “Minors” are required in some colleges and universities, but are not formally defined in others.

NONRESIDENT STUDENT—(See RESIDENT STUDENT)

PLACEMENT SERVICE—A college or university office which assists students and graduates to secure employment.

PRECOLLEGE TESTS—Achievement tests given students as a part of admissions procedures.

PREPROFESSIONAL—Referring to courses which prepare students for later specialized or technical training. For example, “premedicine” includes preprofessional courses in chemistry and biology preliminary to later specialization in medicine upon transfer. A preprofessional program usually includes general or cultural courses.

PREREQUISITE—A requirement for registration in a particular course. For example, a beginning course in psychology may be a “prerequisite” to an advanced course. In some cases, the prerequisite may be concurrent enrollment in the complementary course. This information is included in the course descriptions under Curricular Divisions.

PROBATION—A status imposed upon a student because of consistently low grades or improper conduct, usually with specific conditions which must be met within a given period.

REGISTRATION—The process of official enrollment in a college. Registration is usually required at the beginning of each quarter and includes the process of selecting courses of
study for that period, payment of fees, etc.

RESIDENT STUDENT—A student who because of his legal residence within the state of Washington is not subject to special nonresident fees. If the student’s transcript is from out of the state, his address or that of his parents is out of the state, or the student is an alien, the burden of proof must rest with the student to show that he is actually domiciled within the state and thus qualified for the lower resident student fees.

SPECIAL STUDENT (Nonmatriculated)—A student who is unable or unwilling to meet all the admissions requirements for enrollment as a matriculated student.

TERMINAL COURSES—Courses arranged specifically for students who expect to enter business or industry immediately after completing one or two years of college. Terminal courses generally do not carry credits which are transferable to senior institutions.

TRANSCRIPT—An official copy of a student’s academic record, showing courses completed, grades and credit earned, and other data concerning the student.

UNIT—A measurement of high school work representing two semesters or one full year of work in a single subject. A specified number of units, and in some cases specific units, are required for admission to four-year colleges and universities.
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Mailing Address: Bellevue, WA 98007
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