

BLUE MOUNTAIN COMMUNITY COLLEGE

2004-2005 Calendar

Summer Term 2004

Student Advising and Registration Begins.....	May 14
Last Day to Add a Class Without Instructor's Signature	June 18
Day and Evening Classes Begin	June 21
Last Day to Pay Tuition Without a Late Fee	June 29
Late Payment Fee of \$25 Between June 30 and July 7	
Late Payment Fee of \$50 After July 8	
College Campus Closed (Fourth of July)	July 5
Deadline to Make Schedule Changes (Add or Withdraw From Classes)	July 20
Final Examinations	July 26 – July 29
End of Summer Term	July 29

Fall Term 2004

College Closed (Staff Development Days).....	September 1-3
College Closed (Labor Day)	September 6
Student Advising & Registration and Class Prep	September 7-10
New Student Orientation and Welcome BBQ	September 9
Student Advising & Registration and Class Prep	September 13-15
Last Day to Add a Class Without Instructor's Signature	September 16
College Closed (Round Up)	September 17
Day and Evening Classes Begin	September 20
Last Day to Pay Tuition Without a Late Fee	October 1
Late Payment Fee of \$25 Between October 4 and October 8	
Late Payment Fee of \$50 After October 11	
Graduation Applications Due for Winter and Spring Graduation*	October 15
College Closed (Veteran's Day)	November 11
Student Advising and Registration for Winter Term Begins (No Classes)	November 17
New Student Orientation for Winter Term	November 18
Deadline to Make Schedule Changes (Add or Withdraw from Classes)	November 24
College Closed (Thanksgiving)	November 25-26
Final Examinations	December 6-9
End of Fall Term.....	December 10
College Closed (Christmas/New Years)	December 24-January 2

Winter Term 2005

Student Advising & Registration and New Student Orientation	January 3
Last Day to Add a Class Without Instructor's Signature.....	January 3
Evening Classes Begin.....	January 3
Day Classes Begin	January 4
Last Day to Pay Tuition Without a Late Fee	January 18
Late Payment Fee of \$25 Between January 19 and January 25	
Late Payment Fee of \$50 After January 26	
College Closed (Martin Luther King Day)	January 17
Graduation Applications due for Summer Graduation	January 28
Student Advising and Registration for Spring Term Begins (No Day Classes)	February 22
New Student Orientation for Spring Term	February 24
Deadline to Make Schedule Changes (Add or Withdraw from Classes)	March 4
Final Examinations	March 14 – 17
End of Winter Term	March 18
Spring Break	March 21 – 25
College Closed (Spring Break).....	March 25

Spring Term 2005

Student Advising & Registration and New Student Orientation	March 28
Last Day to Add a Class Without Instructor's Signature	March 28
Evening Classes Begin	March 28
Day Classes Begin	March 29
Last Day to Pay Tuition Without a Late Fee	April 11
Late Payment Fee of \$25 Between April 12 and April 18	
Late Payment Fee of \$50 After April 19	
Graduation Applications Due for Summer and Fall Graduation*	April 22
Student Advising and Registration for Summer and Fall Begins (No Day Classes)	May 18
New Student Orientation for Summer and Fall Term	May 19
Deadline to Make Schedule Changes (Add or Withdraw from Classes)	May 27
College Closed (Memorial Day)	May 30
Final Examinations.....	June 6-9
Commencement and End of Spring Term	June 10
Break	June 13-17

NOTE: STUDENTS WILL NOT BE AUTOMATICALLY DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES. IF STUDENTS DECIDE NOT TO ATTEND BMCC AFTER REGISTERING THEY MUST OFFICIALLY WITHDRAW FROM CLASSES. STUDENTS WHO DO NOT WITHDRAW FROM CLASSES WILL BE RESPONSIBLE FOR ALL TUITION AND FEES.

*For accurate degree completion and transcript evaluation, students must apply for graduation two terms prior to program completion. Graduation applications may be obtained at the Admissions and Records Office or online at www.bluecc.edu.



2004 - 2005 Academic Catalog

Blue Mountain Community College

2411 N.W. Carden
Pendleton, Oregon 97801
phone: (541) 276-1260
fax: (541) 278-5871
web site: www.bluecc.edu

Please view this general catalog on
the world wide web at:
<http://www.bluecc.edu>

Blue Mountain Community College
reserves the right to make changes
in fees, admission requirements,
regulations and curricula without
notice or obligation.

Blue Mountain Community College
is accredited by the Northwest
Commission on Colleges and
Universities.

Note: This publication should not be
considered a contract between the
College and any student.

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The Blue Mountain Community College catalog is not a contract but rather a guide for the convenience of students. The College reserves the right to change or cancel courses, to change the fees, rules and calendar for admissions, registration, instruction and graduation and to change other regulations affecting the student body at any time.



President's Welcome...

A lot of creative and exciting things are happening at BMCC- from plays and concerts to athletics and agriculture, there are many opportunities to learn outside the traditional classroom environment. In addition to our diverse educational programs, BMCC has customized training classes to meet your workforce or office needs. You don't have to be in a degree program to enroll in courses, but if you want to get started on a one-year certificate or an associate's degree (normally a two-year path) you will find what you need in this catalog.

The first step in getting started is to contact the Admissions and Records office. They are located in Morrow Hall and can be reached at 278-5759. If you live near Baker City, Hermiston, Umatilla, or Milton Freewater, stop by one of our BMCC Centers in those towns; you might be surprised to discover how easy it is to plug in to our classes.

You are invited to visit our web site at www.bluecc.edu. It contains a wealth of information about the events, class schedules, and services offered at BMCC. We want to help you achieve your goals, so give us a try!

John H. Turner
 Interim President
 Phone: 541-278-5950
 E-mail: jturner@bluecc.edu

Vision Statement

Blue Mountain Community College will be the leading educational and training institution in eastern Oregon.

Mission Statement

Blue Mountain Community College will realize its vision by providing high quality programs for college preparation, college transfer, professional/technical, workforce development and self-improvement that will strengthen the economy and provide opportunities for personal and professional growth.

BMCC provides dynamic and innovative programs and delivery methods in response to the changing needs of our customers: the students, businesses, industries and communities of eastern Oregon.

Strategic Plan and Goals

On October 15, 2003 the Blue Mountain Community Board of Education adopted a new Strategic Plan. This plan is designed to unfold over the next five to ten years and will accomplish the following goals: BMCC will:

Focus on Student Success in a Premiere Learning Environment and:

- | | | | |
|---|---|---|--|
| ✓ Enhance Student Support | ✓ Increase Access-Innovate Delivery Methods/Systems (Fiscal - Regional) | ✓ Increase Resources for Financial Growth and Stability | ✓ Strengthen Institution through Assessment and Planning |
| ✓ Enhance Relevant and Comprehensive Curriculum | ✓ Nurture High-Quality Employees | ✓ Grow Community Partnerships | ✓ Integrate and Expand Marketing and Recruitment |

Blue Mountain Community College Degree and Certificate Programs

BMCC offers the following degrees and certificates:

AAOT - Associate of Arts Oregon Transfer Degree

AS - Associate of Science Degree

AAS - Associate of Applied Science Degree

AGS - Associate Degree in General Studies

Cert. - Certificate of Completion

*Both the AAOT and AS degrees are non-designated degrees. The AAOT is offered with an emphasis in subjects marked with an "X". For further information regarding academic program requirements, please see pages 28-29.

Program	AAOT*	AS*	AAS	Cert.
Accounting			X	
Accounting Technician				X
Administrative Assistant			X	
Administrative Office Specialist/Medical			X	
Agriculture		X		
Agriculture/Business			X	
Agriculture/Production			X	
Anthropology	X			
Art	X			
Biology	X			
Business Administration	X		X	
Business Education	X			
Chemistry	X			
Civil Engineering Technology			X	
Computer Science		X		
Dental Assisting Technician				X
Drafting Technology			X	
Early Childhood Education		X	X	
Economics	X			
Educational Assistant			X	X
Education - Elementary	X			
Education – Secondary	X			
English	X			
Foreign Languages	X			
Geography	X			

Program	AAOT*	AS*	AAS	Cert.
Geology	X			
Health, Health Education	X			
History	X			
Hospitality & Tourism Management				X
Human Services		X	X	
Industrial Technology			X	
Mathematics		X		
Mathematics/Computer Science		X		
Music	X			
Nursing		X	X	X
Office Assistant				X
Office Assistant/Medical				X
Physical Education	X			
Physics	X			
Political Science	X			
Practical Nursing				X
Pre-Dental	X			
Pre-Dental Hygiene	X			
Pre-Medicine	X			
Pre-Pharmacy	X			
Pre-Veterinarian	X			
Psychology	X			
Sociology	X			
Speech/Communication	X			
Theatre/Arts	X			

Accreditation Statement

BMCC is a public, two-year, coeducational college accredited through the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052, 425-558-4224.

The College is approved by both the State and Federal Veteran's Administration to offer education and training under the various public laws pertaining to financial aid to veterans.

The Nursing program is accredited by the Oregon State Board of Nursing.

The Dental Assistant program is accredited by the American Dental Association.

Welcome to Blue Mountain Community College

At Blue Mountain Community College, you can begin your educational journey and go just about anywhere from here. Whatever you need, wherever you go, BMCC can be the place to start. Transfer to a four-year university. Earn a four-year degree through our partnership arrangements. Obtain professional skills for a new career. Enrich your life with a special interest class or upgrade your employability.

It is all available at Blue Mountain Community College - where we are committed to each student's success.

Who We Are

Since we first opened our doors more than forty years ago, thousands of students have received degrees from our institution. Now we serve, on a quarter term basis, approximately 900 full-time students, and there are another 3,500 students who take classes on a part-time basis.

Training outstanding citizens and leaders is a continuing priority for our faculty. Our cadre of full-time and adjunct faculty members is the heart and strength of our institution. At BMCC, all classes are taught by highly qualified experts in their subjects - not by teaching fellows or graduate assistants. Our instructors hold masters or doctoral degrees in their discipline, or they hold vocational certificates in their area of expertise. All instructors teaching in both the vocational and lower division transfer programs have a broad range of experience in their subject areas.

The faculty and staff at Blue Mountain offer you a personal approach to your education. Our classes are small, yet dynamic, allowing for individualized attention and mastery of the subject, as well as for personal success.

This personal approach to education extends beyond the classroom to include a variety of distance education options. Students may access many Blue Mountain course offerings without leaving their home via avenues such as videotapes, correspondence and the World Wide Web.

The BMCC district includes Morrow, Umatilla and Baker counties. Our area coordinators in Pendleton, Milton Freewater, Hermiston, Boardman, Baker City and Lone are vitally important to the success of BMCC - they serve as the links between the College and the communities it serves. The coordinators assess the need for courses in their communities and build a schedule around those needs.

About Our History

Blue Mountain Community College was established on July 1, 1962, after winning an overwhelming five-to-one vote of confidence by the residents of Umatilla and Morrow counties.

The College opened its doors in September of that same year. Vocational-technical courses were initially taught at Pendleton's John Murray Junior High School, while college transfer programs were added a year later. In 1965, Blue Mountain Community College moved to its

present campus high on the north hill overlooking Pendleton. Within ten years, the original plans for the College construction were completed.

In September 1992, the College purchased Columbia Hall in Hermiston to accommodate a growing student population in west Umatilla County.

In October 1993, the College created a center in Milton Freewater by leasing the former US Bank Building. In 1994, the Milton Freewater Continuing Education Office and Basic Skills Center moved to the same location.

Fall term 1995 marked the beginning of BMCC's distance education program. While the College had offered telecourses for a number of years, newer mediums such as video, the Internet and ED-NET expanded the options of those potential students who were bound by constraints of time or location.

In November 1998 the voters in Morrow and Umatilla counties passed a bond measure for facility expansion in district growth areas. The bond financed expansions to the BMCC Hermiston and BMCC Milton Freewater centers and the opening of BMCC Morrow County in Boardman, Oregon. The Pendleton Campus expansion included new technical agriculture buildings, a science and technology building and the remodeling and upgrading of older facilities.

Another ballot measure in March 2000, annexed Baker County into the BMCC district. Classes at BMCC Baker County began in the Fall of 2000.

Living in Eastern Oregon

The communities of northeastern Oregon offer an extensive selection of cultural, historical, and recreational attractions. Pendleton plays host to the Oregon East Symphony, an orchestra claiming more than 60 musicians from throughout the region. The Vert Auditorium, with seating for more than 800, showcases numerous concerts and cultural events. The Arts Center of Pendleton is the first regional arts center in Eastern Oregon offering gallery exhibits and emphasizing arts education. The Tamastslikt Cultural Institute, hosted by the Confederated Tribes of the Umatilla Indian Reservation, highlights a living history exhibit of Native American customs and culture.

The world-famous Pendleton Round-Up celebrates the heritage of the West every September with rodeo competitions, community events and pageants. This cowboy sport is also enjoyed at the Hermiston Farm City Rodeo and Morrow County Fair and Rodeo.

Bordered by the Blue Mountains, the Columbia River and rolling wheat fields, our district abounds in recreational attractions. The local area offers an abundance of year-round recreation sites including state and national parks. The Umatilla National Forest, under the jurisdiction of the U.S. Forest Service, provides more than a million acres of

wilderness recreation opportunities. Skiing, snowboarding, fishing, hiking, rafting, and hunting are all outdoor activities available to BMCC students.

Pendleton enjoys four distinct seasons, yet the climate is very livable. Sun-filled summers see temperatures ranging from 73 to over 100 degrees while winters average 33 degrees. Humidity is low, averaging 45 to 50 percent. Our dry climate produces only about 13 inches of rain per year. We occasionally have snow for winter fun, averaging 17.8 inches a year in the city. Residents find eastern Oregon weather beautiful and the surrounding scenery breathtaking.

Our Locations

Pendleton Campus



Blue Mountain Community College's main campus is located in northeastern Oregon, surrounded by the natural beauty of rich wheat fields and the foothills of the Blue Mountains. Our scenic 160.25 acre hilltop site overlooks Pendleton, a city with a population of 16,354 and the county seat of Umatilla County. We are located 200 miles east of Portland and nearly the same distance from Seattle, Spokane and Boise.

The College's first buildings were built in 1965, while our new science and technology facility was first occupied in September 2000. In November of 1998, the voters of our service district passed a building and technology bond aimed at renewing and expanding existing facilities and building new educational sites to help BMCC transition into the future.

The Betty Feves Memorial Gallery, located in Pioneer Hall, exhibits a wide variety of art and functions as an educational tool to encourage creativity and foster an appreciation for the richness and diversity of art. Pioneer Hall Theater hosts a variety of activities including concerts, plays, lectures and workshops.

The College also offers a variety of student activities that enhance the cultural atmosphere of the College and provides educational, recreational, social and leadership opportunities for interested students.

Campus recreational facilities center around the McCrae Activity Center, which houses handball and racquetball courts, a free weight room, a total fitness room, gym and a 25 meter heated swimming pool. For the more serious athlete, BMCC has a well-rounded athletic program for both men and women. The College fields intercollegiate teams in basketball, volleyball, softball, baseball and rodeo.

A variety of extracurricular activities that augment your education are an important component of the Blue Mountain Community College experience.

Tours of the BMCC Pendleton campus may be arranged by contacting the Admissions and Records Office at 541-278-5759 or 541-278-5936.

BMCC - Baker County

Blue Mountain Community College Baker offers a variety of college credit classes, job skills workshops and personal enrichment courses to match the needs of the community. Students have the opportunity to take classes at the local site or they may choose to take advantage of the distance education programs, which allow students to complete their classes using the internet, videotapes or workbooks. Courses also available at Baker are Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED) Preparation, English as a Second Language (ESL) and college preparatory.

The local site assists students with services such as degree planning, registration, textbook ordering and scholarship/grant applications. The Small Business Development Center also has a representative at Baker. For additional information call BMCC Baker at 541-523-9127.

BMCC - Hermiston

BMCC Hermiston serves the western region of Umatilla County. A full range of college services are available, including comprehensive basic skills and an extended learning program. Courses are offered in adult high school completion, employment skills, citizenship, lower-division collegiate, professional technical training, personal development and enrichment, emergency medical training, first aid, occupational certification and customized training for business and industry. In addition, Hermiston offers Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED) preparation, Spanish GED preparation, English as a Second Language (ESL), college preparation and adult literacy. We also offer GED testing, academic and career counseling, learning disabilities assistance, bookstore, distance learning course testing and small business counseling. BMCC Hermiston Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. For additional information call 541-567-1800.

BMCC Hermiston Offers A Complete AAOT Degree

BMCC Hermiston offers the entire Associate of Arts Oregon Transfer degree with traditional class offerings at Columbia Hall and Hermiston High School. A multi-year pattern has been developed, allowing students to complete their Associate degree as part-time students. Students are able to mix and match courses, with many courses offered every quarter or once per year. Some classes are offered during daytime hours and some are scheduled as evening classes to accommodate working students with a variety of schedules. For additional information on the AAOT degree see page 28.

BMCC - Milton Freewater

BMCC Milton Freewater offers a variety of courses that can be applied toward degree options, transfer programs, college preparation and self-improvement. BMCC Milton Freewater's purpose is to serve the local community's educational needs, including opportunities to earn an Associate of Arts Oregon Transfer degree and an Associate of Applied Science degree in Early Childhood Education. In addition, customized training, distance education and non-credit community education courses are offered to meet the needs of our community. Milton Freewater's goal is to provide students who are seeking college degrees locally with one-stop services such as bookstore, placement testing, advising, registration, business office transactions, distance education test proctoring and financial aid assistance.

Through the College Prep/Skill Development Department, BMCC Milton Freewater offers courses in Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED) preparation, Spanish GED preparation, English as a Second Language (ESL), citizenship, college preparation, Basic Skills Development and Oregon JOBS (Welfare reform contract with the state of Oregon's Community Human Services Department). For additional information, call BMCC Milton Freewater at 541-938-4082.

BMCC - Grant County

Blue Mountain Community College Grant County takes pride in its relationship with community organizations, local businesses and area schools to provide continuing education to the citizens of Grant County. We are located in the ESD Building at 835 S. Canyon Boulevard in John Day. Over 50 courses are offered at a distance through the internet, video and independent study. Two or three college courses are also taught locally each term. Each year, BMCC Grant County offers CNA and EMT training. Community enrichment and job training courses are also available. The Adult Basic Education Division, located in the TEC Building in Canyon City, offers courses in Adult Basic Education, Adult High School Diploma and credit recovery and General Education Development (GED) preparation. We can help you earn a high school or college degree while staying in Grant County. For additional information, you may contact BMCC Grant County at 541-575-1550 or by e-mail at mevert@grantessd.k12.or.us.

BMCC - North Morrow County

Located in Boardman, Oregon, BMCC Morrow County serves the western-most region of the college district. The College is dedicated to providing education in a variety of flexible formats and works with new and existing employers in the area. Both credit and non-credit courses are offered at BMCC Morrow County. Interactive TV (ITV) links students to other sites in the college district (including Hermiston, Pendleton, Milton Freewater and Baker City). This allows them to take credit courses at BMCC Boardman. Classes are offered at BMCC Boardman during both day and evening hours. Adult basic skills development courses are available for Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED)

preparation and English as a Second Language (ESL).

To assist in training needs, the Business and Industry Services office provides customized training. The Customized Training administrator is available to meet with interested business and industry to develop training programs. Programs can be housed at job sites and may utilize several methods of delivery including on-line, ITV and self-study. Today's workplace requires employees to be problem solvers, accountable for their outcomes and to contribute to the vision of the company's future. Employees often need to upgrade their reading, writing, math, creative thinking and group and interpersonal skills. College staff welcomes requests for specific courses and workshops. For additional information, call BMCC Boardman at 541-481-2099.

BMCC - South Morrow County

Blue Mountain Community College South Morrow County is located in Heppner. Services offered in the area include continuing education and non-credit classes for the enrichment of the patrons in the area. The South Morrow County Coordinator also acts as a liaison for distance education students in the Heppner, Lexington and lone areas, assisting them with the registration process, with procuring materials and with proctoring exams. Adult basic skills development courses are available for Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED) preparation and English as a Second Language (ESL). Call 541-422-7040 for more information.

BMCC - Union County

BMCC Union County was established in 1989 and located in LaGrande. BMCC Union County provides learning opportunities to the residents of Union County. Students can find a variety of offerings including Adult Basic Education, Adult High School Diploma and credit recovery and General Education Development (GED) preparation, English as a Second Language (ESL) and college preparation, Lower Division Collegiate regional and distance education, workforce training and non-credit, community education classes.

The Coordinator is available to assist students in advising, registration, class selection and financial aid paperwork. BMCC Union County is located at 1607 Gekeler in LaGrande. For additional information or assistance, please call 541-663-1378.

BMCC - Wallowa County

Established in 1989 and located in Enterprise, BMCC Wallowa County provides learning opportunities to the residents of Wallowa County. Students can find a variety of offerings including Adult Basic Education, Adult High School Diploma and credit recovery, General Education Development (GED) Preparation, college preparation, Lower Division Collegiate regional and distance education, workforce training and many non-credit, community education classes.

The Coordinator is available to assist students in registration, class selection and financial aid paperwork. BMCC Wallowa County is located at 107 SW First Street in Enterprise. For assistance or additional information, contact BMCC Wallowa County at 541-426-4109.

Student Information



Student Rights and Responsibilities

Blue Mountain Community College supports students in their right to actively question and seek constructive change in the College environment.

The College endorses the airing of views, opinions, and concerns in and around the College Student Union, through verbal and visual means. Any kind of conduct that restrains either the freedom of expression or the freedom of movement of others who may not agree, or which is disruptive of College operations in any way, is completely unacceptable in a community based on reason and intelligence.

The 2004 revised Student Rights, Responsibilities and Code of Conduct document speaks to requirements and sanctions regarding the above statement. Students wishing to review or receive a complete copy of the Student Rights, Responsibilities and Code of Conduct document may obtain a copy from the office of the Executive Vice President/Provost, the Associated Student Government Office and at the reserve desk in the College library. This statement is also online at www.bluecc.edu.

Student Right-to-Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Blue Mountain Community College discloses completion/graduation rates and transfer rates to all current and prospective students. Rates are based on Fall term enrollment of full-time (12 term credits), first-time, degree- or certificate- seeking undergraduates. Students are counted as graduates or as transfer-outs if they graduated or transferred within 150 percent of the normal

time for completion or graduation. Rates do not include part-time credit students, students who have attended college elsewhere before attending BMCC, students who began their studies in a term other than Fall or for non-degree seeking students. For further information, contact the Admissions and Records Office at 541-278-5774.

Equal Opportunity and Non-Harassment

Blue Mountain Community College prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, family relations or status as a Vietnam era or disabled veteran in any area, activity or operation of the College as required by Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act; the Americans With Disabilities Act of 1990; Oregon Civil Rights Law (ORS 659) and their implementing regulations.

College policy also prohibits harassment on the basis of any of the factors listed above. Harassment is any unwelcome behavior or display, verbal, physical or visual in nature, which meets any of these criteria:

- Submission to such condition is either an implicit or explicit condition of employment or academic performance;
- Submission to or rejection of the condition by an employee or student is used as the basis for decisions affecting that person's employment or academic performance;
- The condition has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive work or academic environment.

Questions or complaints may be directed to the Executive Vice President/Provost 541-278-5837 or the Associate Vice President of Human Resources 541-278-5945.

Drug and Alcohol Statement

Blue Mountain Community College is legally required and morally committed to the prevention of illicit drug use and abuse of alcohol by both students and employees. In part, this is in reference to The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226):

"...no institution of higher education shall be eligible to receive funds or any form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan programs, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees."

Information relating to standards of conduct (students and employees), the health risks associated with the use of illicit drugs and the abuse of alcohol, a description of the applicable legal sanctions under local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; BMCC sanctions (students and employees) and resources for assistance (students and employees) are available through Student and Enrollment Services.

Family Educational Rights and Privacy Act

Blue Mountain Community College abides by and honors all state and federal laws pertaining to the privacy and confidentiality of directory information and academic records. Students have the right to restrict access to information if they choose.

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges and protections relative to individually identifiable student educational records that are maintained by BMCC. Specifically:

- Students' educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.
- Students have the right to inspect/review their own individual educational records. Students have the right to challenge information contained in individually identifiable educational records.
- FERPA allows colleges to disclose your directory information without consent. If you do not want this information released, you must check the appropriate box on the Student Data Form.
- Directory information includes names, majors, dates of attendance and degrees, honors and awards conferred, and athletic participation (the height and weight of team members).

For more information or to exercise your rights, contact the Admissions and Records Office at 541-278-5774.

Policy Statement on Disability Access

It is the policy of Blue Mountain Community College to comply with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990 and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Compliance means that no otherwise qualified person shall, solely by reason of disability, be denied access to, participation in or the benefits of any service, program or activity operated by Blue Mountain Community College. Each qualified person shall receive reasonable accommodation/modification needed to ensure equal access to employment, educational opportunities, programs and activities in the most appropriate, integrated setting except when such accommodation creates undue hardship on the part of the provider.



General Information

Admission Policies

NOTE: BMCC is in the process of instituting online admissions and registration, which is scheduled to begin during Fall term 2004 for Winter term 2005 registration. Therefore, the following admission procedures may change. Watch our website for changes or email onlineinquiry@bluecc.edu.

Blue Mountain Community College has an open door admission policy. In general, students may enroll provided they meet any one of the following requirements:

- Are 18 years of age or older;
- Have graduated from an accredited high school;
- Have completed a General Educational Development (GED) certificate or an Adult High School diploma;
- Have the ability to benefit from instruction.

Students who are 16 or 17 years of age who have not graduated from an accredited high school or completed a GED may enroll by providing the following:

- The high school principal must provide the College with a letter stating that the student has been released from compulsory school attendance under the provisions outlined in ORS 339.030; and
- An assessment by a BMCC advisor regarding the student's ability to benefit from the instruction desired must be completed prior to enrollment.

Students under the age of 16 may be admitted only after a BMCC advisor determines the student's ability to benefit. Individual instructor approval will also be required. The student's parents must meet with the student and the advisor. The ability to benefit is determined each term until the student reaches the age of 16. For returning students, the determination will be made with the additional involvement of the Director of Admissions and Records. Students may be denied admission or continuing enrollment if it is determined at any step of the process that the student cannot benefit from the instruction desired.

Home school students should contact Admissions and Records regarding specific requirements.

Admission Procedures

Degree and Certificate Admissions

All full-time (12 credits or more per term) or students seeking a degree or certificate are required to follow this procedure:

- Submit a completed BMCC Student Data Form to the Admissions and Records Office.

- Have a copy of your high school transcript or your General Educational Development (GED) test scores sent to the Admissions and Records Office.
- Complete the BMCC placement test. See the next section for testing times and dates.

Some programs have special admissions requirements that must be met before a student can be admitted. Students entering BMCC are not guaranteed acceptance into those programs. Nursing and Dental Assisting admission requirements may change annually depending upon Oregon State regulations and BMCC policies. Please contact Admissions and Records, the academic department, or BMCC's website for the most current admissions policy.

Further information about admissions and specific majors or programs may be obtained by e-mailing BMCC at: onlineinquiry@bluecc.edu or by calling the Admissions and Records Office at 541-278-5759.

Transfer Admissions

BMCC welcomes transfer students and accepts approved courses taken from regionally accredited institutions of higher education as determined by the College.

Students transferring to BMCC are required to complete the following:

- Submit a completed BMCC Student Data Form to the Admissions and Records Office.
- Request OFFICIAL transcripts of all college courses (other than those taken at BMCC) be sent to the Admissions and Records Office.
- Transfer students who have not successfully completed a college or university level math and writing course are required to take the BMCC placement test.

In addition, a Transcript Evaluation Request form, available on our web site, must be submitted upon entry to Blue Mountain Community College. An evaluation is then performed on all transfer credits earned at other institutions, and the student is notified in writing which courses are accepted into the program for which the student is applying. Depending upon the time of year they are received, transfer applications and transcript evaluations may take from two to six weeks to process.

Courses completed from other colleges will be included in the cumulative Grade Point Average (GPA) computation if they fulfill requirements for graduation. This would include core courses and any appropriate electives. Courses not used will not be counted in the cumulative GPA.

International Admissions

Blue Mountain Community College welcomes international students and provides an affordable education in a safe, comfortable environment. To be considered for admission, international students should complete the Blue Mountain Community College Student Data Form and submit an official TOEFL score report (minimum 213 computer based score or 550 paper based). Additional requirements to be met for admission (to obtain an I-20) include proof of financial support,

showing proof of adequate funds for students' studies, a complete set of documents for all student's previous and current studies, and proof of health insurance. For more information, or to receive an International Student Application Packet, please contact the Admissions and Records Office, email: onlineinquiry@bluecc.edu, or visit the International Student Admissions page on BMCC's website.

Non-degree Admissions

Students wishing to enroll for courses at BMCC but not obtain a degree or certificate are required to submit a completed Student Data Form to the Admissions and Records Office.

Adult Basic Education and General Educational Development Admissions

These programs are open to non-high school graduates who are at least 16 years of age and not enrolled in high school, however, students who are 16 and 17 years of age must provide the College with a release from the high school district in which they reside. For more information contact the College Prep/Skill Development Department at 541-278-5806

Eastern Oregon Collaborative Colleges Center

Between the years of 1997-2002, the Oregon legislature funded a special project to allow the three institutions of higher education in eastern Oregon – Blue Mountain Community College, Eastern Oregon University (EOU) and Treasure Valley Community College (TVCC) – to develop innovative approaches to improving access to educational opportunities for the citizens of Oregon's ten easternmost counties. This effort was known as the Eastern Oregon Collaborative Colleges Center (EOCCC) and was successful in developing a variety of programs and services. Each year many students took advantage of these increased opportunities. Although funding for EOCCC has been discontinued by the State of Oregon, BMCC continues to partner with TVCC and EOU.

Several academic disciplines have worked together to improve articulation opportunities for students, allowing them to share lower division course work between all three institutions, transfer these credits to EOU and continue to complete upper division courses from EOU which would culminate in a four-year degree.

For more information on the co-enrollment process, please contact the Admissions and Records Office in Morrow Hall or call 541-278-5758.

Concurrent High School and BMCC Enrollment

High school age students who are enrolled concurrently in other public or private schools may enroll in single college self-improvement classes, transfer classes, professional/technical classes or Adult Basic Education classes under the following conditions:

- The student has written permission from the high school principal and the parents approving attendance in the class, or the local district has a contract with the College and;
- The instructor of the BMCC course approves enrollment.

High school students may take college courses for credit at BMCC if they have met the conditions cited. However, the local high school district will determine whether or not the student may utilize credits earned at the College to complete requirements for the local high school diploma. In addition, the acceptance of credit for these classes at the college level is at the discretion of the degree-granting institution. Not all courses may transfer. Students are advised to check with the institution they are interested in attending if they have questions.

Students who are enrolled concurrently in high school while taking college level credits are not eligible for state or federal financial aid.

Testing

Compass placement testing is mandatory if taking a Math or English course. If you have previous Math or English credits from a college or university, a transcript evaluation will determine your placement.

The placement test is a self-paced, computerized test designed to determine the student's level of ability and is used to assist in course placement. It is not a pass/fail exam.

The placement test is given in Pendleton every Monday and Thursday between 9:00 a.m. and 2:00 p.m. except on holidays and campus-closed days (please refer to the BMCC calendar in the front of the catalog). The test is administered in the Advising and Testing Center in Morrow Hall. There is a \$10.00 fee for the placement test.

Blue Mountain Community College Locations and Offices (Baker City, Hermiston, Milton Freewater, and Union, Wallowa and Grant Counties) offer placement testing by appointment. Please contact the center or office nearest you to make an appointment. For information on testing in Morrow County, contact the Hermiston Center. Phone numbers can be found on page 99.

Advising

Academic advising is available for every student at BMCC to help you effectively plan to meet your educational goals. An advisor will be assigned to students seeking a degree or taking six (6) or more credit hours in a term. Students taking less than six (6) credit hours are encouraged to participate in the advising process. There is an advisor for every academic program at BMCC. Students planning to transfer to a four-year college or university can find catalogs, applications, scholarship information and other helpful information from all Oregon University Systems schools and other colleges in the Pacific Northwest region by contacting the Testing Center. Advisors can assist you in using this information to better plan your education.

Orientation

Orientation is offered to all new and transferring students prior to the beginning of each term. The orientation is an informative program covering advising and registration procedures, student activities, services and resources for students at BMCC.

Oregon Residency Requirements

Note: The following information on Oregon residency does not pertain to international students.

For purposes of determining tuition rates and receiving state reimbursement, BMCC is required by law to establish a residency policy. A student may petition for residency if at least ONE of the following criteria is met and TWO of the documents are provided as proof. Petitions must be made in writing. Forms may be obtained from the Admissions and Records Office and must be submitted to the Director for approval.

Criteria (must meet at least ONE):

- ✓ The student must have resided in the state of Oregon for at least 90 continuous days prior to the beginning of the term;
- ✓ The student or a member of the immediate family holds title to or is otherwise purchasing property which is claimed as a permanent Oregon residence;
- ✓ The student or parents of a dependent student filed an income tax statement with the Oregon Department of Revenue for the most recent reporting year;
- ✓ The student is a veteran who established residency within the state of Oregon within one year of separation or discharge from the service;
- ✓ The student is a dependent of parent or legal guardians who have established permanent residency within the state of Oregon.

Documents (must provide at least TWO):

- ✓ An Oregon hunting or fishing license which was issued at least 90 days prior to the beginning of the term;
- ✓ A copy of deed of title, mortgage agreement or recent property tax statement indicating ownership or purchase by the student or the immediate family;
- ✓ A current Oregon voter precinct card;
- ✓ A copy of an Oregon income tax statement filed during the latest reporting year or payroll records from an Oregon firm indicating 90 continuous days of residency in Oregon;
- ✓ A copy of an Oregon high school transcript or GED scores earned in the state of Oregon;
- ✓ A copy of a current Oregon driver's license.

Registration Procedures

How To Register For Classes

All students should register before the first day of classes each term. For information on dates registration begins for each term, see the calendar at the front of this catalog or visit BMCC's website.

Degree Seeking or Students Taking 6+ Credit Hours:

Students enrolling at BMCC for the first time need to fill out a Student Data Form and take the placement exam. Please refer to page 11 for times and information about the placement test.

Both new and returning students should make an advising and registration appointment with an academic advisor. To make an appointment, call the Testing Center at 541-278-5931.

The advising process will include information regarding registering for classes.

Non-Degree Seeking Students:

Students enrolling at BMCC for the first time need to fill out a Student Data Form and complete a registration form. Failure to complete and sign forms properly will result in a delay of registration.

Students may return registration paperwork by mail or may return their forms and check to the nearest College location. Students are considered registered when the College receives their completed registration and payment unless notified by the College that the course(s) are full or cancelled.

Students begin class on the dates indicated in the Academic Calendar at the front of the catalog or the dates shown on BMCC's website.

Course numbers

All lower division transfer courses and professional/technical non-transfer courses are taught as college level classes. Courses with letter prefixes apply toward degrees and certificates. Courses with decimal points in them and courses with numbers below 100 are not college transfer courses. Courses with 100 and 200 numbers are generally college-transfer courses and those numbered 200-299 are considered sophomore-level courses.

Credits

In order to earn an Associate degree in two years, a student should enroll for an average of 16 credits Fall, Winter and Spring term. Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term. Check curriculum and program information at the back of the catalog for more specific information on the program or degree of your choice.

This assumes a student begins his or her academic program as outlined in the program description section of this catalog.

Scheduling is flexible; however, students are encouraged to address individual needs with their advisor.

Students participating in Intercollegiate Athletics must enroll in at least 12 credit hours per term for eligibility purposes. Students are encouraged to visit with their coaches for detailed eligibility requirements.

Attendance

The responsibility for good attendance is placed upon the student. Blue Mountain Community College believes it is the student's obligation to attend and participate in classes.

Auditing Classes

Students may register as auditors to preview or survey classes. Students must register for audit status at the time of registration. In general, auditors attend class regularly but are not required to participate fully in the class activities. Classes taken under audit status do not count as credits attempted in financial aid calculations. The audit indicator (**AU**) may not be requested or given as a grade because it indicates a registration status not an evaluation.

Schedule Changes (Adding/Dropping Classes)

Changes to schedules must be made during the first two weeks of the term by completing an Add/Drop Form obtained from the Admissions and Records or online. Once classes begin, adding a course requires a signature from the course instructor. Dropping courses does not require an instructor signature; however, students are encouraged to meet with the instructor or their advisor prior to dropping a course to ensure their academic success.

Withdrawing from BMCC

Students may withdraw from a course, or withdraw from the College entirely, by completing an Add/Drop Form obtained from the Admissions and Records Office. A student may withdraw from a course without receiving an academic grade if the withdrawal is made by the "last day to withdraw from any classes" as shown on the academic calendar on the inside front cover of this catalog.*

A student who is registered is considered to be in attendance. **Non-attendance or non-payment does not constitute official withdrawal, nor does it release the student from the obligation to pay for the course.** Financial Aid students need to refer to the Student Financial Aid section for further information regarding withdrawals.

*This procedure is likely to change with the implementation of online registration. Please check with your advisor or visit BMCC's website for updates.

Withdrawal for Military Duty

The following guidelines will be followed when a Veteran, Reserve or National Guard student is called to active duty for military purposes:

- The student may withdraw or drop courses without record and receive a full tuition and fee refund, or
- The student may, at his or her discretion, elect to complete courses by making special arrangements with the instructor(s) by creating an incomplete contract allowing reasonable time to complete the academic work required.

Please contact the Admissions and Records Office for further information at 541-278-5774.

Academic Information

Definitions

The **Academic Year** consists of three terms (quarters) of approximately 11 weeks each. Although students may enter at the beginning of any term, it is advantageous to enter in the Fall because of recommended course sequences in some academic programs.

Course is a subject or an instructional subdivision of a subject such as History of the U.S., English Composition or Business Ethics.

A **Credit Hour** normally represents three hours of the student's time each week (1 hour in class, 2 hours outside preparation). This time may be assigned to work in classroom or laboratory or to outside preparation. The normal amount of scheduled time for a non-laboratory academic class is 50 minutes per week for each credit hour.

Laboratory and activity courses usually require more than one hour of class time each week.

Curriculum is an organized program of study arranged to provide definite cultural or professional preparation.

Full-Time Student is one registered for 12 or more credit hours per term.

Part-Time Student is one registered for 11 or fewer credit hours per term. However, students taking 6 credit hours or more are required to go through the full registration process.

Subject is a designated field of knowledge. For example: history, English, nursing, civil engineering technology.

Year Sequence consists of three successive terms of subject material. For example: Biology 211-212-213 or History of the U.S. 201-202-203.

Grading System

The quality of student work is measured by a system of grades and by computed grade point averages. All assigned courses, regardless of curriculum, are included when determining a cumulative grade point average while attending BMCC.

The grading system consists of the following:

<u>Grade</u>		<u>Points</u>
A	Superior	4
B	Above Average	3
C	Average	2
D	Inferior	1
F	Failing	0
INC	Incomplete	
NC	No Credit	
NCA	No Credit Attendance	
W	Withdrawal	
P	Pass	
NP	No Pass	
AU	Audit	
CIP	Course In Progress	
NP	No Pass	

Marks of INC, P, NP, NC, NCA, CIP and W are disregarded in the computation of grade point averages. However, some of these marks will affect financial aid and athletic eligibility.

The **grade point average (GPA)** is the quotient of total points divided by total credit hours in which grades A, B, C, D and F are received. If a course is repeated, only the most recent grade is used in computing the GPA.

INC (Incomplete Grade)

The instructor may assign an incomplete grade when the quality of work done by the student is satisfactory but the course has not been completed for reasons acceptable to the instructor. An incomplete grade must be made up within one calendar year of the date that the incomplete appears on the grade report. The instructor will inform the Admissions and Records Office and the student, in writing, of the steps that the student must take to remove the incomplete grade from the record. Additionally, the instructor will assign an alternate grade to be recorded if the student fails to complete the work in the time allowed. An official "incomplete form" must be filled out and signed by the instructor and the student and submitted to the Admissions and Records Office when the INC grade is given.

NC (No Credit)

A grade designation of NC (No Credit) will be given when an instructor feels that the quality or quantity of work completed has not been sufficient to earn a letter grade.

NCA (No Credit Attendance)

A grade designation of NCA (No Credit Attendance) indicates the student did not attend a sufficient time period to earn credit for the class.

P/NP (Pass/No Pass)

Students who wish to use the Pass/No Pass option must elect to do so by the end of the fourth week of the term. Once a student declares the Pass/No Pass grading option, no changes in grading can be made. The student must apply by submitting an application for the Pass/No Pass grading option to the Admissions and Records Office.

A student may apply a maximum of 12 "Pass" program or elective credits toward a degree at BMCC. This would include all Pass grades earned in regular BMCC classes and those earned from another college or university. This does not include Pass grades earned in course work with

obligatory Pass grades or Advanced Placement credits transcribed as Pass.

The Pass/No Pass option is not available in courses being repeated by the student, in courses required for a degree or in courses in the core area required for an Associate of Arts Degree. (Except that Pass grades would be accepted in Advanced Placement Test credit.)

The P grade denotes a level of accomplishment of "C" or better.

Pass grades from other institutions will be examined on an individual basis. If the Director of Admissions and Records determines that the course meets or exceeds BMCC requirements, then credit may be granted.

Students planning to transfer to four-year schools should determine the policy of that school before electing the Pass/No Pass option at BMCC.

In computing credits earned and grade point average, the Pass/No Pass option would be considered as follows:

- The Pass credits will be transcribed as credits earned but will not be computed in the grade point average.
- The No Pass credits will show on the transcript as credits attempted but will not be computed in the grade point average.

W (Withdrawal)

A grade of W (Withdrawal) indicates the student followed the formal withdrawal procedure and dropped the course during a specified week of the term. The number that follows the "W" indicates the week that the course was dropped.

NC, NCA and W grades are not punitive. They simply indicate what took place. For example, an NC means that there was no basis for a grade. A W06 would indicate that the student withdrew from the class during the sixth week and, therefore, received no grade. The NCA grade is used by the Financial Aid Office in determining the student's last date of attendance for state and federal Title IV refund/repayment purposes.

Enrollment Status

In addition to the above grades, a student's enrollment status may be entered on a grade report or transcript. These include AU (Audit) and CIP (Course In Progress).

AU (Audit)

This is NOT a grade. It is an enrollment status and must be declared at the time of registration for the course. (See page 12 for description.)

CIP (Course In Progress)

CIP is an enrollment status to be used when a course is scheduled to continue from one academic term into the next. The CIP is not a terminal grade but rather a state of progress to be used until the ending date of the class. At the time a course is scheduled to conclude the CIP status must be replaced by a grade.

Grade Appeal Process

The responsibility for assigning grades rests with the individual instructor utilizing his or her best judgment in accordance with what is deemed fair based upon the requirements of the course and the work performed by the student.

When a student believes that he or she has been awarded an inappropriate grade by an instructor, the first step is to appeal the grade to the responsible faculty member in a timely manner, usually within one term. If satisfaction is not received, the next step is to appeal to the Executive Vice President/Provost or program coordinator/director.

Grade Point Average (GPA) Renewal Policy

Students who have previously attended BMCC and have earned poor grades often feel discouraged about trying again. In order to encourage these students, Blue Mountain Community College has established a Grade Point Average (GPA) Renewal Policy.

Prior BMCC students who return to BMCC after an absence of at least two (2) years and who subsequently pass two quarters of work of at least twelve (12) credit hours each quarter with a 2.0 GPA or better, may petition the Director of Admissions and Records to implement the GPA Renewal Policy. If the petition is accepted, grades for the quarters prior to the one designated by the student will be changed to "No Credit." All courses previously taken remain on the transcript, but the grade point average is adjusted. A notation will appear on the transcript indicating that the grade point average renewal policy was implemented. All courses included in the Grade Renewal Policy are still counted as attempted for Financial Aid eligibility purposes.

The policy may be used only once. Students must be enrolled at the time the policy is implemented. Any courses taken at another college and transferred to BMCC are not subject to the provisions of this policy and are not included in this policy.

Final Examinations

Final examinations are given at the close of each term. Students are required to take final examinations at the regularly scheduled time. Final examination schedules are available on line at www.bluecc.edu. Click on College Resources and then click on Calendars. If unusual circumstances warrant taking final examinations at another time, arrangements must be made with the instructor in advance.

Academic Achievement Recognition

Blue Mountain Community College recognizes exceptional academic achievement of students at the end of each term and at graduation.

Honor Roll, Dean's List and President's List

Students may attain honor status each term by qualifying for the College Honor Roll, the Dean's List or the President's List. In all cases, students must have completed 12 or more credits at BMCC with grades of A,

B, C or D and have a resulting GPA for the term of 3.00 to 3.39 for Honor Roll, 3.4 to 3.84 for the Dean's List and 3.85 or higher GPA for the President's List. The grades of P, NP, INC, W, NC and NCA do not count toward recognition of academic achievement.

Honors at Graduation

Students with exceptional academic qualifications may graduate from BMCC with Honors or High Honors. This applies to all college academic and professional/technical degree and certificate programs. To qualify, students must have attended at least two terms and have earned at least 24 credit hours at BMCC. Students must have a cumulative GPA of 3.4 to 3.84 for Honors designation and a cumulative GPA of 3.85 or higher for High Honors designation.

NOTE: Only the courses used for graduation will be counted in the cumulative GPA calculation. The calculation is performed on all courses completed the term prior to graduation.

Academic Warning/ Probation/Suspension

Full-time students pursuing completion of a program will be placed on academic notification for the following reasons:

- The student's term GPA falls below 2.00
- The student's cumulative GPA falls below 2.00.

A student is notified each term if placed on Academic Warning, Academic Probation or Academic Suspension.

The first term that the student's current or cumulative GPA falls below 2.00, the student will be placed on Academic Warning status.

A second consecutive term the student's current or cumulative GPA falls below 2.00 or, if he or she has attempted 36 credits or more and has a GPA below 2.00, the student is placed on Academic Probation.

A third consecutive term that the student's current or cumulative GPA falls below 2.00; the student is placed on Academic Suspension. Students on Academic Suspension are automatically suspended from enrolling in more than eight (8) credit hours. In the event of Academic Suspension, the student may submit an Appeal of Academic Suspension to the Director of Admissions and Records for determination.

Alternative Credits

Credit for Prior Learning - The purpose for awarding credit for prior learning at BMCC is to acknowledge and validate knowledge, skills and competencies acquired by students through experience. With the exception of CWE credits, students receiving alternate credits are not eligible for state or federal aid.

The maximum number of credits that may be earned through credit for prior learning (a combination of Credit by Examination, College Level Examination Program (CLEP), Advanced Placement (AP) and Military Credit) is 45 quarter hours in an Associate Degree program and 24

quarter hours in a certificate program. The total number of alternative credits cannot exceed 24 quarter hours.

Credit By Examination – Currently enrolled students may obtain credit for certain courses by satisfactorily passing a comprehensive examination or series of examinations. A student may not obtain credit by examination for a course at a lower level than one in which he or she has already demonstrated competency. Some courses are not eligible for this program. Students wishing to obtain credit in this manner must pay \$20 per credit (limited to 15 credits) in addition to any other tuition and fees the student may have paid in that quarter. The Office of Instruction has all forms and makes all arrangements for credit by examination.

College Level Examination Program (CLEP) – Please Contact the Admissions and Records Office at 541-278-5774 for information about the CLEP.

Advanced Placement Test (AP) - Students may earn credits in certain courses by taking the tests administered by the Advanced Placement Program of the College Board. The Admissions and Records Office will determine the exact number of credits in cooperation with the appropriate instructional department at BMCC. Scores must be in the range of 3-5 to earn any credit. Advanced Placement (AP) credits are transcribed with a "P" grade. All "AP" credits must be reflected on BMCC transcripts. Please see the Admissions and Records Office for the "AP" credit application process.

Military Credit – Military credit will be evaluated according to the American Council of Education guidelines. Typically, credit is considered only when it is equivalent to regular course offerings.

Cooperative Work Experience (CWE) – Students may earn college credit for cooperative work experience (CWE) related to their occupational goal. Such work experience must take place at work sites approved by the College and be monitored by the course instructor. The experience may be in business, industry, agriculture and education, or with public service agencies that are willing to enter into work experience agreements with the College.

To find out more about the CWE program, check with the course instructor, your advisor or contact the Admissions and Records Office.

Dual Credit – BMCC, in cooperation with many local and statewide high schools and the local Education Service District (ESD), has a State of Oregon approved dual credit program. By enrolling in public high school courses that have an articulation agreement with BMCC, high school students may meet the requirements of both the public school curriculum and the curriculum of a companion course at BMCC if they are enrolled for dual credit. The student must earn a grade of A or B in the course for credit to be transcribed. This challenging coursework offers high school students the opportunity to begin a college transcript while still enrolled in high school. Dual credit courses/credits appear on a BMCC transcript as though the student actually took the courses/credits at Blue Mountain Community College since the public high school teachers must be approved as adjunct BMCC faculty and since the coursework must meet the

requirements of the College's courses. Consequently, all dual credit courses normally transfer to four-year institutions the same way as any other BMCC course work. Not all courses are available at every high school. High school students may check with their high school counselors and teachers for course availability, costs and other requirements, or they may check with the Umatilla-Morrow County ESD for further information. Students should also check with the college they wish to transfer to, if they want to ensure dual credit coursework will transfer.

Transfer Credits

Transferring credits to BMCC

Students wishing to transfer credits to BMCC should complete an Academic Transcript Evaluation Request form in Admissions and Records. Official transcripts are required to complete this process. The Academic Transcript Evaluation Request form may also be obtained from BMCC's website at www.bluecc.edu.

Transferring credits from BMCC

Up to 120 lower division transfer credit hours earned at a community college could transfer and be accepted toward graduation requirements by colleges and universities of the Oregon University System (University of Oregon, Oregon State University, Portland State University, Eastern Oregon University, Western Oregon University, Southern Oregon University and Oregon Institute of Technology).

Discuss transferability of courses with your academic advisor, the Director of Admissions and Records or the school to which you wish to transfer to facilitate transition from BMCC to a four-year institution.

Curriculum Deviations

All requests for waivers and exceptions to requirements for degrees and certificates must be submitted to the Office of Instruction and the Registrar. Curriculum Deviation Forms are available in the Admissions and Records Office.

Application for Degrees and Certificates

Students must apply for degrees and certificates through the Admissions and Records Office. Application should be made two (2) terms prior to program completion. Refer to the calendar in the front of the catalog for specific dates.

The student's academic advisor will assist the student in the completion of the graduation application and degree worksheets (check-off sheets). Degree worksheets (check-off sheets) are outlines of the courses and grades required for graduation.

Students who complete requirements for a degree or certificate and have submitted an application for graduation with the Admissions and Records Office according to published timelines will receive their diplomas by mail.

College Costs

Tuition and Fees

Tuition and fees are subject to Board Policy and may be changed at anytime. Please refer to our webpage or call the College to obtain the current rate.

Students are considered to be full-time when they are enrolled for 12 credit hours or more.

In-State Residents: For tuition purposes, Oregon residents and residents of California, Idaho, Nevada and Washington are charged at the in-state resident rate of \$58.30 per credit hour.

Out-of-State Residents: The tuition rate for out-of-state students (other than the states listed above) is \$116.60 per credit hour. If out-of-state students obtain Oregon residency, they may be eligible to receive a tuition credit in the first term they are an Oregon resident, not to exceed 50% of the tuition they paid the previous term. For more information contact the Cashier in the BMCC Business Office.

International Students: The tuition rate for international students is \$116.60 per credit hour.

Senior Citizens: The tuition rate for a resident who is 62 years of age or older is 50% of the regular tuition rate for all credit classes. Course fees for non-credit classes and customized training will be set individually. Additionally, all other course, lab, or access fees apply. Normal registration procedure is required.

In all above categories, certain courses may require a lab or PE fee in addition to tuition. Fees are listed in the Schedule of Classes where applicable. In general, the fees applied are as follows:

- **Agriculture Course Fee** - \$30 per term if any Ag classes taken; limit of one fee per student per term
- **Art Class Fee** - certain courses are assigned a fee of, up to \$30; fees are listed in the Schedule of Classes where applicable.
- **Athletic Insurance Fee** - \$100.00 per academic year (Intercollegiate Sports)
- **Audit Course Fee** - same as regular tuition.
- **BMCC Online Course Fee** - \$55.00 per course. \$25.00 of this fee is refundable if a student withdraws from the course during the refund period.
- **Commencement Ceremony Fee** - \$30.00 (Includes diploma)
- **Course Challenge** - \$20.00 per credit
- **Dental Student Fee** - \$100 per term per student
- **Diploma Fee** - \$15.00
- **Distance Education Course Fee** - \$55.00 per course. \$25.00 of this fee is refundable if a student withdraws from the course during the refund period.
- **Nursing Student Fee** - \$150 for first year students and \$75 for second year payable in Fall term

- **Official Transcript Fee** - \$5.00 per transcript
- **Other Fees** - In addition to the above fee there may be other costs associated with the transcription of courses.
- **PE Fee** - \$10 per course
- **Returned Check Fee** - \$15.00
- **Science Lab Fee** - \$10 per hour of lab per week
- **Security Fee** - \$3 per student taking 1 or more credits
- **Special Exam Fee** - varies (Charges are determined depending upon the nature of the exam.)
- **Student Access Fee** - \$10.00 per term for students taking 1 or more credits.
- **Student Activity Fee** - \$1.50 per credit.

In addition to the fees listed above, certain courses and services (such as CAD, EMT, IMT) may have additional fees associated with them. Students should check the Schedule of Courses to determine specific fees.

Payment of the stipulated fees, by full-time and part-time students registered for academic credit, entitles them to all services maintained by the College for the benefit of students. These services include use of the College student union, computer lab and library, use of laboratory and course equipment and materials in connection with courses for which the student is registered and admission to some events sponsored by the College. No reduction in fees is made for students who do not intend to avail themselves of these services.

Paying Tuition

Tuition and fees are payable in full by cash, check or credit card (Visa or Master Card) by the tenth (10th) class day of Fall, Winter and Spring terms or the equivalent day of terms or classes of varying length. Students may also use financial aid funds or third party agency funds to pay their tuition and fees if they are eligible for these funds.

Tuition Installment Plan: The Tuition Installment Payment Plan is designed to assist students in paying their tuition and fees by setting a reasonable timetable and structure for payment. Students may sign-up for the Tuition Installment Plan at the Business Office window at the Pendleton campus, at the front office at the branches, or via the web if accessible. An agreement is not binding for the college until a representative of the Business Office has signed the completed form. Upon signature, BMCC will return a copy of the document to the student. The Plan will consist of a down payment of \$100 plus a \$15 processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and eighth week of the term. Late Fees of \$15 will be charged for each late payment.

Late Payment Fees: Students who have not paid or made payment arrangements by the end of the tenth (10th) class day in Fall, Winter and Spring terms or the equivalent day of terms or classes of varying length will be assessed late fees. If payment or payment arrangements are still not made by the end of the fifteenth (15th) class day Fall, Winter and Spring terms or the equivalent day of terms or classes of varying length, an additional \$25.00 late payment fee will be assessed.

Tuition Refund Policy

Students who withdraw from courses and who have complied with regulations governing withdrawals are entitled to certain tuition refunds depending on the time of withdrawal.

Tuition refunds are calculated as follows:

First 10 class days or the equivalent day of terms or classes of varying length. = 100%
 After the first 10 class days or the equivalent day of terms or classes of varying length. = 0%



Financial Assistance

Title IV School Code: 003186 Federal and State Aid

Blue Mountain Community College's Financial Aid Office is located in Morrow Hall on the Pendleton campus. Office hours are: Monday - Friday from 8:00 am to 5:00 pm. In addition, the service window will be open until 6:00 pm the first two Mondays of each term. Students can contact the Financial Aid Office by phone at 541-278-5790 or by e-mail at finaid@bluecc.edu. The Financial Aid staff can assist students in applying for and receiving the following sources of aid:

- ✓ Federal and State aid
- ✓ Certification of Veteran's Education Benefits
- ✓ Student Employment
- ✓ Emergency Book and Cash Loans

BMCC participates in the following types of federal and state aid:

- ✓ Federal Pell Grant
- ✓ Federal Supplemental Educational Opportunity Grant (FSEOG)
- ✓ Federal Work Study
- ✓ Federal Family Education Loan (FFEL – Federal Stafford-Subsidized and Unsubsidized)
- ✓ Federal PLUS (Parent Loans for Undergraduate Students)
- ✓ Oregon Opportunity Grant

Applying for Federal and State Aid: Students must apply on an annual basis to receive federal and state aid and may do so by applying online at www.fafsa.ed.gov or by completing a paper application known as the Free Application for Federal Student Aid (FAFSA). Make sure to include BMCC's Federal School Code: 003186 when applying. Students are encouraged to apply online as it can reduce the amount of time to process aid by approximately three (3) weeks. *Note: January 1, 2004 was the first day students could apply for financial aid for the 2004-2005 academic year (July 1, 2004-June 30, 2005).*

Financial Aid Disbursement Dates - New process starting 2004-05: Students will receive the balance of their financial aid, if they have a credit balance, in the mail approximately two weeks after the start of the term (with the exception of Summer term which can not be disbursed until July 1, 2004).

Funds for the 2004-2005 academic year will be mailed to students on or about:

Term	<u>Date to be mailed to student</u>
Summer Term 2004:	Thursday, July 1, 2004
Fall Term 2004:	Monday, October 4, 2004
Winter Term 2005:	Monday, January 17, 2005
Spring Term 2005:	Monday, April 11, 2005

Mid-Year Transfer Students: Students attending another college during the 2004-2005 academic year AND who received financial aid, are asked to contact the Financial Aid Office as soon as possible. In most cases the student's financial aid award at BMCC will be reduced by the amount of aid they received while attending that college.

Taking Courses at BMCC AND Another Institution (Co-enrolled): Students planning to take courses from BMCC and another college must complete a Consortium Agreement and a Transfer Course Evaluation Form. These forms must be completed each term and for each college from which the student plans to take courses. To obtain the forms and additional information regarding co-enrollment please contact the Director of Financial Aid & Student Employment, at 541-278-5753 or by e-mail at tbosworth@bluecc.edu. You can also find the directions and forms on BMCC's Financial Aid/Veteran's Benefits page.

Second Degree: Students that have received an associate, bachelors or master's degree and wish to receive financial aid from BMCC must:

- Complete an appeal form to include a signed written statement addressing the circumstances surrounding your pursuit of an additional degree;
- Attach a degree plan that they have developed with their academic advisor; AND
- A completed transcript evaluation from BMCC's Admissions and Records Office.

Once the Financial Aid/Veteran's Benefits Office has received the student's appeal, along with all necessary attachments, he/she will be notified of the decision within two weeks. The appeal process does not guarantee reinstatement.

Total Withdraw and Return of Federal Aid: When students withdraw from or quit attending all classes prior to completing more than 60.01% of the term for which they are eligible, aid will be recalculated based upon the percent of the term completed. For example, if a student withdraws after completing only 30% of the term, the student will have "earned" only 30% of the federal aid they received (other than Federal Work Study). The student and/or BMCC must return (repay) the remaining 70% of the federal funds he/she received to the federal government. This policy applies to all students receiving Federal Title IV aid who withdraw, drop out or are suspended from BMCC. Types of Federal Title IV funds which students can receive while attending BMCC that would be included in this policy are: Federal Pell Grant, FSEOG and FFEL (Federal Stafford Loans).

For additional information regarding this policy and more detailed information about the Financial Aid Office, please visit BMCC's website at www.bluecc.edu and go to "College Resources" and click on "Financial Aid". Students may also contact the Financial Aid Office at the phone numbers or e-mail addresses listed above.

Other Financial Assistance

Foundation Scholarships

The Blue Mountain Community College Foundation offers scholarships to both full and part-time students. Scholarship information and scholarship applications are posted on the College website www.bluecc.edu, click "College Resources" then click "Scholarships." Most full-time scholarships are awarded spring term for the next academic year. Scholarships for part-time students may be available each term. An applicant must be enrolled before a scholarship can be paid out. Stipulations concerning financial need, credit hours, grade point average and area of study may apply.

The BMCC Foundation posts on its website the scholarship information it receives from local civic groups, fraternal organizations, state, regional and national agencies. For further information, contact 541-278-5775.

Honor and District Scholarships

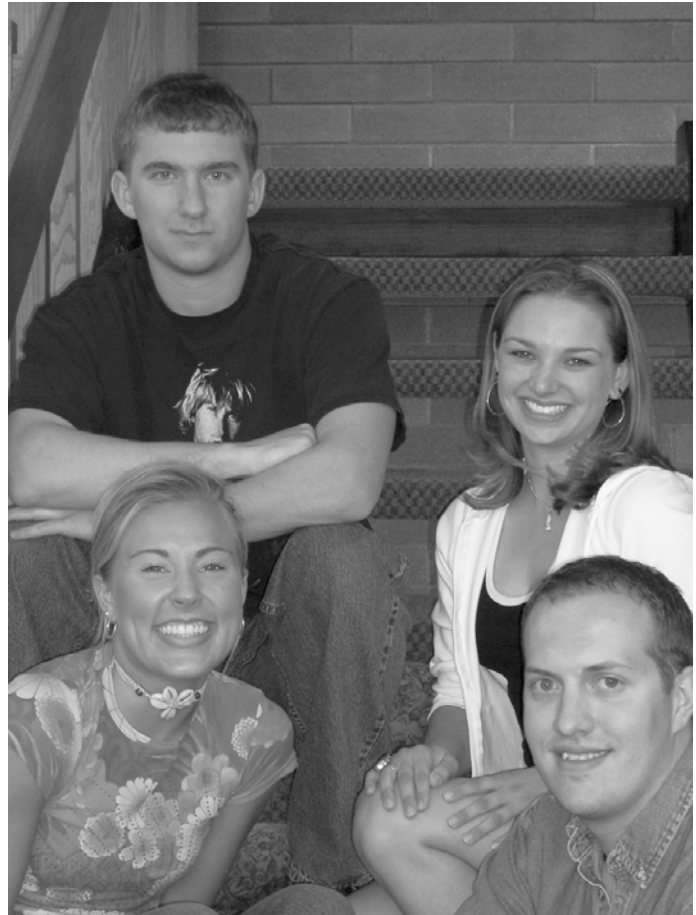
Blue Mountain Community College awards Honor and District Scholarships to high school students in the college district. Selection is made by high school administrators and their scholarship committees.

BMCC Honor and District Scholarship recipients must be attending full-time to receive their tuition scholarship and must use their scholarship during the year for which it was awarded. Those who do not complete 12 credits and/or whose GPA falls below a 2.00 in any term will lose their tuition scholarship for the balance of the academic year. There is a possibility of having the tuition scholarship reinstated for subsequent terms within the year.

Students should contact their high school counselors for further information.

Emergency Book and Cash Loans

The Emergency Loan Procedure is designed to assist students in the time period between the start of classes and financial assistance disbursement. A student may, in very rare instances, access an emergency loan without the benefit of forthcoming financial assistance. Students must demonstrate a need that is unanticipated in nature or the result of another unanticipated expense. If a student is receiving financial aid, s/he must demonstrate a need that cannot be deferred until the day of financial aid disbursement. For assistance with this process, please contact the Business Office or Financial Aid Office on the Pendleton campus or the front office at one of the branches and the staff will assist you through this process. The Book Voucher is designed for students with financial assistance awards in excess of their tuition and fees to purchase texts and materials for classes in the time period between the start of classes and financial assistance disbursement. Students with financial assistance awards in excess of their tuition and fees may obtain book vouchers to purchase texts and course related material in the BMCC Bookstore. To obtain a voucher, a student will present their purchases to the



Bookstore cashier and the charge will be noted against the student's WolfTrax account. These charges will automatically be deducted from the student's Financial Aid award.

Student Employment

Contact the Financial Aid/Veteran's Benefits Office for open positions and to complete required documents.

Veterans Educational Benefits

Eligibility: Veterans are required to take the BMCC placement test in order to determine proper course placement prior to enrollment. They must be pursuing a degree or certificate in order to receive Veterans Administration (VA) Educational Benefits.

To begin receiving educational benefits, veterans must complete an Application for Education Benefits (Form 1990 or Form 5490), an Enrollment Certification form and provide a copy of their DD-214. Other documentation may be required depending on their VA Chapter. The Financial Aid Advisor/Veterans' Clerk can certify a veteran's enrollment for up to one academic year. A new Enrollment Certification form must be completed each year. Contact the Veterans' Clerk at 541-278-5165 or by email, csweek@bluecc.edu, for information.

Veterans are required to work with an academic advisor. It is the Veteran's responsibility to obtain a "Degree Check-off" from the Admissions and Records Office and provide a copy of the check-off to the Veteran's Clerk to verify progress in their degree. Veterans must provide a copy to the Veteran's Clerk at the beginning of each academic year. The follow steps outline this process:

1. Complete a request for a "Degree Check-Off" form, available at the Admissions and Records Office at the Pendleton Campus. You can reach them by telephone at 541-278-5759. Be sure to specify that it is for Veteran's Educational Benefits purposes.
2. The transcript evaluator in the Admissions and Records Office will complete the "Degree Check-off" and the results will be forwarded to the Veterans' Clerk.
3. The Veterans' Clerk will certify only those courses that are in compliance with the student's degree plan.

Satisfactory Academic Progress: Satisfactory Academic Progress is defined as a 2.0 GPA (C average) or higher per term and completion of the minimum number of credits for the enrollment level (full time = 12 credits, three-quarter time = 9 credits and half time = 6 credits).

Transcripts are evaluated at the end of each term. The first term that you fail to meet satisfactory academic progress will result in a "Probation" status. You will continue to receive your Veteran's Educational Benefits for the following term. However, if you do not successfully complete the following term, your benefits will be discontinued until you successfully complete one term on your own (at least half time enrollment). After successfully completing one term on your own, your benefits may be reinstated, and may be paid retroactively for the successful term.

The following rules apply to non-punitive grades. Benefits will not be paid for a grade of Audit (AU). A No Credit (NC) will be treated the same as a withdrawal from the class. If a grade of Incomplete (INC) is given, the veteran has one year from that date to complete the class and receive a letter grade.

Program Changes: Veterans who will be changing their degree program must contact the Financial Aid Advisor/Veterans' Clerk immediately. A "Request for Change of Program" must be completed and the change must be submitted to the VA.

Transfer Students: Veterans who have attended an institution other than BMCC must request **OFFICIAL** grade transcripts from each of those institutions. The official transcripts are to be sent to the Admissions and Records Office. It is the responsibility of the veteran to request a transcript evaluation from the Admissions and Records Office at the Pendleton campus. The completed evaluation will be forwarded to the Financial Aid Advisor/Veterans' Clerk. In addition, a "Request for Change of Program" form must be completed and the change submitted to the VA.

Advance Pay Request: Veterans that need financial assistance to begin classes may request Advance Pay for the first term. **Requests must be made 3 to 4 weeks prior to the beginning of the term.** With Advance Pay, veterans are paid for the first two months of the term; however, the VA pays based on the number of days the veteran was enrolled for a given month. For example, if Fall term begins the last week of September, the advance paycheck would be for part of September and all of October. The advance check is sent directly to the Business Office.

Pay Table: Rate of pay depends on the Chapter and the number of credit hours. Any changes during the term will be reported to the VA and they may adjust the monthly allowance. It is the veteran's responsibility to report any changes to the Financial Aid Advisor/Veterans' Clerk.

Pay rates are updated each year usually in October. Veterans may be eligible for additional tuition assistance or "kickers". The VA can provide information with regard to additional eligibility. Additional information and the current pay table are available at www.gibill.va.gov or contact the Veterans Administration at 1-888-442-4551.



Services and Programs for Students

Academic Services

Testing Center

The Testing Center provides student support services to help a diverse student population successfully achieve their educational goals. These services include academic advising, career advising, academic placement testing and transfer student services. The Testing Center is available to prospective students and new students for orientation and information on a drop-in basis, although appointments are encouraged and can be arranged by calling 541-278-5931.

Academic advising is available for every student at BMCC to help students effectively plan to meet their educational goals. An advisor will be assigned to students seeking a degree. Part-time students are encouraged to participate in the advising process. There is an advisor for every academic program at BMCC. Students planning to transfer to a four-year college or university can find catalogs, applications, scholarship information and other helpful information from all Oregon University Systems schools and other colleges in the Pacific Northwest region by contacting the Testing Center. Advisors can assist you in using this information to better plan your education.

The Testing Center also provides test proctoring services for distance education students, special accommodations testing, GED testing and various tests for professional licenses and certifications. Information on other testing services is available upon request.

Bookstore

The bookstore is located adjacent to the library in Pioneer Hall. The bookstore is the place to shop for almost anything you need. Items in stock include new and used textbooks, study aides, calculators, supplies, sundries and stamps. The bookstore also offers a wide selection of clothing, gifts, snacks and beverages. Special order software is available to students and staff at a discounted education price.

For your convenience, the bookstore provides a website for ordering textbooks and other merchandise online. The site address is www.bookstore.bluecc.edu. For more information or questions regarding the site, please contact bookstore personnel.

Bookstore textbook policies are as follows:

New Book Refund:

The Blue Mountain Community College bookstore will give full refunds on textbooks purchased from the BMCC bookstore provided:

- The current original **receipt** is presented.
- The book is **unmarked** and in **original** condition (no erasures) and in **original** packaging or shrink wrap.
- The book is returned within two weeks of the original purchase date and no later than the second Friday after classes begin.

Study guides, software, supplies and non-required items are returnable for refund or replacement only if defective.

Used Book Buyback:

Book buyback is scheduled for **finals week** each term. Books are purchased if:

- The books are **adopted by faculty** for the subsequent term.
- The bookstore **needs additional stock**.
- The student provides a **current drivers license number or DMV identification card** for the bookstore records.

Books are purchased on a first-come, first-served basis. When quantity limits are reached, students have the option of selling books at wholesale prices or holding books until the next scheduled buyback.

Copy Center:

The copy center is located in the bookstore in Pioneer Hall and is open to the public. The copy center offers a variety of services which include: black and white or color copies, term paper covers, resume paper and printing, binding of note papers or articles and many other options. It is available for drop-off service. Any student can fill out a drop-off form and the finished product will be available later in the day or the next day depending on services required. Please stop in and speak with a member of the copy center staff for more information.

Shipping:

The shipping center is located in Pioneer Hall. UPS services are available in the shipping center. Parcels will be weighed and shipping costs will be calculated in the shipping center. Before the packages are sent, the cost must be paid in the bookstore and a receipt of payment given to the shipping center staff. For more information please contact a staff member of the shipping center or the bookstore.

Library and Media Services

The Library and Media Center plays a vital role in the teaching and learning process. Through service we connect people, technology and resource collections for student success in academics and in the pursuit of lifelong learning goals.

Located in the east wing of Pioneer Hall, the Center provides a physical space for students, staff, faculty and

the community to use a carefully selected collection of books, audio and video tapes, periodical titles and newspaper subscriptions. On the main floor, browsing of current journals, magazines and regional newspapers is possible in a comfortable lounge area. Individual carrels accommodate quiet study and mezzanine rooms provide for small group work and media listening/viewing sessions. Computer workstations and networked study carrels for laptops are available for students and staff along with a copier and laser printer.

Expanding the print and media collection is the Library's web-based homepage. Here, an organized use of the Internet is guided by links to subscription based indexes and full-text databases, recommended websites, request forms, study aids and tutorials. To find the Homepage with a networked computer, key in <http://www.bluecc.edu>. From the BMCC home page, select "Library." You can also key in directly to www.bluecc.edu/library/. The Pioneer Library System online catalog provides rapid identification of media and print holdings at BMCC and other schools, public and academic libraries in eastern Oregon. With BMCC student library cards, students gain additional services including web-based journal and newspaper databases, electronic reserves and online requesting.

Librarians are available for reference assistance, course-related research instruction - in person or through our "Ask a Librarian" feature on the Homepage. Interlibrary loan staff utilize an international library network location, retrieval and delivery system for obtaining materials for you not in the local collection.

The Library and Media Center is a learning environment intended to be comfortable and efficient; physical and virtual. Regardless of when and where you participate in courses, we hope to ensure students learn the search strategies and techniques they need to retrieve and evaluate information in a society that places increasing importance upon these skills. For more information, call 541-278-5916.

Services for Students with Disabilities

Blue Mountain Community College is committed to providing equal access to all qualified students with disabilities through the removal of attitudinal, programmatic and architectural barriers. Provision of services to students with disabilities is an important goal at BMCC. Faculty and staff are informed, understanding and supportive of equal access to our institution. Considerable remodeling of facilities at BMCC sites within the last five years provides accessibility. The campus map indicates accessible parking for students with disabilities and access for each campus building.

The Coordinator of Services to Students with Disabilities is located in Morrow Hall, Room 153. BMCC's Services for Students with Disabilities provides access to and equalization of educational opportunities on a college-wide basis. Students may request services any time and are expected to provide appropriate documentation of their disability(ies) at the time of the initial request. Those

requiring assistance with any step of the process for services for disabilities or any process on campus (admissions, financial aid, etc.) may work with the Coordinator to make the process smoother.

Once the student has been qualified for services, the Coordinator and the student will work together to determine what will most benefit the student in a particular situation. All accommodations are arranged on an individual basis. Common disabilities on our campus include: learning disabilities, attention disorders, mental health disabilities, cognitive disabilities (brain injuries, etc.), motion disabilities (including arthritis, back injury, carpal tunnel, multiple sclerosis), hard of hearing/deaf and low vision/blind.

A variety of services are available to students with disabilities. They include appropriate classroom accommodations including more time on tests, scribing, note taking, reading of tests, special adaptive equipment, books on tape/CD. A variety of other support services available include learning diagnostics by Dr. Arlene Isaacson, advocacy, regular campus visits by agencies, academic and career advising, special parking, resource and referral information and other reasonable services as needed. Some accommodations take time to prepare, so advanced notice that the student will need a particular accommodation (e.g. books on tape) is required. For further information, contact the coordinator at 541-278-5807.

TRIO Student Support Services

The TRIO Student Support Services (SSS) program at BMCC is a federally funded program that provides support services to help students succeed in college. Support services include grant aid and book loans; peer tutoring and mentoring; professional math instruction; academic advising, personal and group counseling; career development and testing; study skills, time and stress management training. Our job is to help you achieve your academic goals. Program services are free to eligible students. To qualify you must be a U.S. citizen, degree seeking and meet one of the following criteria: 1) low income; 2) first generation (neither parent graduated with a bachelor degree) and/or 3) disabled. Let us help you meet the challenges of college life. Applications are available at the Student Support Services office in Morrow Hall, Room 117. For further information, call 541-278-5853.

Student Programs

Athletics

Blue Mountain Community College participates in both the Northwest Athletic Association of Community Colleges (NWAACC) and the National Intercollegiate Rodeo Association (NIRA). The NWAACC is the parent organization for thirty-six community colleges in the states of Oregon and Washington. BMCC sponsors athletic teams under the NWAACC, including women's volleyball, men's and women's basketball, women's softball and men's baseball. The BMCC rodeo team competes in the Northwest Region of the NIRA, consisting of universities and colleges from Oregon, Washington and Idaho. NWAACC and NIRA colleges provide a variety

of academic and vocational offerings as well as many enrichment activities for their students.

Blue Mountain Community College Athletic Department Mission Statement: "The mission of the Blue Mountain Community College Athletic Department is to create and provide an environment where each student-athlete may have the opportunity to have a positive and successful experience."

Through the BMCC coaches and athletic director, student athletes will be part of an athletic program that:

- Stresses academic, personal and athletic excellence.
- Strengthens success-producing traits such as dedication, discipline, focus, integrity, communication, organization and leadership.
- Emphasizes the value of teamwork.
- Creates a positive lasting memory for each athlete of Blue Mountain Community College.

Students interested in becoming part of the Timberwolves' pride and spirit are encouraged to contact the BMCC athletic department or team coach.

BMCC Athletic Department	541-278-5900
Baseball	541-278-5900
Women's Softball	541-278-5895
Men's Basketball	541-278-5893
Women's Basketball	541-278-5894
Women's Volleyball	541-278-5910
Men's and Women's Rodeo	541-278-5930

Rodeo

Blue Mountain Community College has been active in the rodeo world almost since the College was founded. Our men's and women's rodeo teams compete in intercollegiate rodeos throughout the Northwest region and nationally. The team has enjoyed great success over the years by winning numerous regional championships along with winning the National Championship in 1987 and the National Reserve Championship in 1999. The BMCC rodeo team has consisted of many regional and national individual champions who have gone on to participate in the Professional Rodeo Cowboys Association and become world and national PRCA champions. Blue Mountain Community College is a member of the National Intercollegiate Rodeo Association.

Clubs

A variety of student activities are available which enhance the cultural atmosphere of the campus and provide educational, recreational, social and leadership opportunities for interested students. For more information contact the Associated Student Government (ASG) Club Coordinator in the ASG Office in Pioneer Hall.

Housing

A list of private homes and apartments is available on BMCC's web page, www.bluecc.edu/apps/housing. Students living away from home must assume responsibility for housing arrangements. Blue Mountain Community College does not provide on-campus housing. A list of area rentals is also available via the web by accessing the *East Oregonian* through our library homepage.

Music

The Department of Music offers many opportunities for students. Students may participate in a myriad of award-winning performing ensembles ranging from choir, vocal jazz ensemble to the College Community jazz band or the Oregon East Symphony. Students are offered inexpensive lessons in guitar, piano and voice and opportunities to develop musicianship, songwriting skills and numerous other offerings. The Department of Music is constantly providing students with top-notch musical opportunities as well as survey courses in traditional Western European Art music, History of Jazz, Rock and Country music. A small vocal-based scholarship ensemble is available to perform to local service groups and at area schools. For more information about this program, please call Dr. Margaret Mayer at (541) 278-5174.

Publications

The *Wolf Echos* is the campus newsletter written, edited and managed by the Associated Student Government. Students interested in contributing information or articles may contact the ASG Publicity Officer.

Student Government

Blue Mountain Community College has an active student government that is supported through the student programs office. The Associated Student Government (ASG) is responsible for planning various cultural, governmental and entertainment events as well as contributing to all campus governance committees. The Executive Committee of the ASG consists of the president, vice president, secretary, club coordinator, publicity director and outreach liaison. The remaining members of the ASG are comprised of student senators. BMCC students interested in becoming an active member of ASG should contact an Executive Committee member at 541-278-5948. All BMCC students are encouraged to become involved.

Theatre

The BMCC Theatre program has a 40 year history of collaborating with the College Community Theatre in producing three main-stage productions per academic year in the campus's Pioneer Theatre. These productions offer our students excellent creative opportunities in the spirit of community driven theatre within all areas of theatrical production including acting, technical design/building, stage management and assistant directing.

Academic Programs

College Prep/Skill Development

The College Prep/Skill Development Department, located in room 135 of Morrow Hall, is open during the regular college day and until 7 p.m. on Tuesdays and Thursdays.

The College Prep/Skill Development Department includes the following: Adult Basic Skills (ABE, GED preparation, Adult High School Diploma and ESL), College Preparation, the JOBS program, the Learning Lab which includes the Tutoring Program. The College Prep/Skill Development Department offers the following transfer courses: College Survival and Success and Coping Skills for Stress.

Adult Basic Skills and General Educational Development Programs

The Adult Basic Skills Program (ABS) serves non-high school graduates who are at least 16 years of age and not enrolled in school. Students who are 16 and 17 must have a release from the high school district in which they reside. In addition, instruction is available for anyone who is interested in improving their skills in reading, writing and/or math, even if they have a secondary credential. After attending an orientation session, students can begin receiving instruction at any time throughout the year. Adult Basic Skills programs operate on the Pendleton BMCC campus, Pendleton Eastside, Baker City, Boardman, Enterprise, Hermiston, Heppner, La Grande, Milton Freewater and John Day.

GED preparation is available for students who wish to study to pass the General Educational Development test. The equivalency certificate is earned when the student receives passing scores on the five parts of this standardized exam. A school release is required before an individual less than 18 years old may attempt the test. Information on testing and school release may be obtained from the BMCC Testing Center, the College Prep/Skill Development Department, the local GED testing center or from the staff of any ABE program.

Adult High School Diploma Program

The Adult High School Diploma program is designed for those students who choose to fulfill all credit and competency requirements deemed necessary for a high school diploma in Oregon. The Adult High School Diploma is issued by BMCC. Students can earn credits through BMCC's high school completion courses, by attending college classes or they can satisfy some requirements with work experience and/or life experience.

Students earning a GED or Adult High School Diploma may participate in the BMCC commencement program held in June.

English as a Second Language

English as a Second Language instruction is also offered for people who do not have English as their primary language. They can receive instruction in oral communication, adult survival skills and English reading and writing skills.

The Learning Lab and Tutoring Program

The tutoring program offers a number of services to students who wish assistance with classes. Students may receive tutoring in any number of specific areas and/or in academic skills. One-on-one tutoring and group tutoring is provided at no cost to the BMCC student. To receive tutoring or to apply to become a tutor, students need to fill out the appropriate forms, which are available in the Learning Lab. The completed forms should be returned to the Tutoring Program coordinator who arranges the tutoring schedules. An instructor may refer students needing tutors to the College Prep/Skill Development Department or students may come to the department on their own initiative. Individuals who would like to be tutors may sign up any time each term - the earlier the better. Tutors' working hours are arranged to fit with their free time. Tutors must be recommended by instructors on the basis of their knowledge/skills in the subject area and their ability to relate to people. When hired, tutors receive an hourly wage. Drop-in tutoring is available for all writing levels and math through MTH 111.

College Preparation

College Preparation courses in the Department of College Prep/Skill Development offer students two kinds of learning experiences. Classes may either be conducted in a lab setting where students can earn varying amounts of credit and work at their own pace or in a traditional classroom setting. In the lab setting, instruction occurs one-on-one between student and instructor, in small group sessions, among peers and/or by using tutorial software on the computer. These individualized courses provide students with a great deal of flexibility in scheduling. Both the tutorial setting and the classroom setting give students the opportunity to develop their knowledge in a number of subjects and help them identify and overcome difficulties they face in their own learning processes.

Some students decide independently to take College Preparation courses to improve their basic skill knowledge, while others are advised to do so because of their placement scores or by instructors focusing upon their performance in the classroom. Courses available include three levels each of writing improvement and math improvement. A vocabulary course and spelling improvement course is also offered. Students are placed in College Preparation courses by the scores they have earned in the COMPASS placement exams, except for spelling improvement. For spelling classes students are

screened in the College Prep/Skill Development Department prior to beginning their coursework. These courses are offered at BMCC locations in Pendleton, Hermiston, Milton Freewater, Baker City and Enterprise.

JOBS

"JOBS for Oregon's Future" is a community based program designed in response to federal legislation designed to assure that families on public assistance with children obtain education, training and employment that will allow them to be self-sufficient.

As the prime contractor, BMCC offers basic skills, pre-employment skill development, work simulation and work experience to participants at sites in Pendleton, Hermiston, and Milton Freewater. The basic skills emphasis is for individuals to improve academic skills and, if appropriate, earn a GED. Work readiness activities are offered in a variety of settings. The intent of the activities for this program is to facilitate self-awareness and job readiness skill development, which will empower the participant and encourage independence.

Distance and Extended Learning

The College's Division of Distance and Extended Learning strives to fulfill Blue Mountain's commitment to make educational and training services available to citizens throughout the college district. The College estimates that more than 5,000 students enrolled in a variety of distance education, evening, part-time and off-campus training and educational classes during the past academic year.

Distance education, utilizing a variety of delivery systems, offers credit course work, which can be completed by the students at their convenience, rather than having to attend specific classes on campus or some other location. We offer computer online classes, independent study, video-based courses and interactive television. The BMCC Interactive TV (ITV) capacity provides for distance interactive learning opportunities with access sites located in Pendleton, Hermiston, Milton Freewater, Boardman and Baker City. This system provides course work as well as seminars, meetings and workshops.

While Blue Mountain Community College's main campus is located in Pendleton, the college district encompasses a much larger geographic area. College representatives who serve areas around Hermiston, Milton Freewater, North and South Morrow County, Baker County, Grant County, Union County and Wallowa County bring to their sites training and educational opportunities, many of which partially duplicate the offerings on the Pendleton campus. Additional courses may be offered in response to specific requests from local residents.

One of the primary areas of emphasis for the College is working with businesses and industries located in our service area to develop a variety of training programs which can be delivered on-site or at one of the College's facilities. These programs can be tailored to meet the specific needs of the business or industry and provide to

them a timely, relatively inexpensive solution to their training needs. The College also offers education and training for business and industry through the Customized Training and Small Business Development Center. Please see page 26 of this catalog for more detailed information.

Several state-certified programs are administered through the Extended Learning Division. These include courses such as Nursing Assistant (NA), Emergency Medical Services (EMS) and Fire Service courses.

Community educational opportunities are usually non-credit courses offered outside of the regular college schedule and at more non-traditional times. The College's advising staff is available by appointment to help students plan to meet their educational goals.

CUESTE: Teacher Education Program

CUESTE (pronounced Quest) stands for Curriculum of Undergraduate Elementary and Secondary Teacher Education. Eastern Oregon University (EOU) and Blue Mountain Community College (BMCC) are working together to bring the CUESTE program to students within their local community college districts.

Students seeking elementary teacher licensure need to complete a major in Multidisciplinary Studies and a minor in an academic area or course of study and a minor in Elementary Education. The completion of these requirements leads to a Bachelor of Science or Art in Multidisciplinary Studies, a minor in Elementary Education and licensure as a teacher with certification in Elementary grades (3-6) and Early Childhood (K-3).

BMCC offers the first two years of the Associate of Arts Degree (AAOT) and EOU will provide the last two years of the Elementary Education degree at BMCC's Pendleton campus. A full time EOU education professor is in residence at BMCC's Pendleton campus to advise students, teach classes and coordinate with EOU and BMCC. (Please note: Much of the major course work for Secondary Teaching may be acquired through distance education courses available from EOU and BMCC. However, the Secondary Education component would need to be completed on EOU's campus in LaGrande.)

CUESTE is a highly prescriptive program that entails several key elements:

1. **Multidisciplinary Studies Degree (MUD)** which requires students have core courses, experiences and competencies in Social Science, Humanities, Natural Sciences, Mathematics, Creative Arts and Music. This degree requires a total of approximately 115 credit hours of BMCC classes. Students also earn their AAOT from BMCC when completing these requirements.

2. **Academic Minor, Course of Study or Endorsement Preparation.**

This is a field of study or interest that is limited to those disciplines that are traditionally taught in elementary schools and requires a minimum of 30 credit hours. Currently, EOU is offering an ESOL/Literacy Course of Study which includes 15 credits of lower division (100/200 level) courses in an academic area and 15 credits of upper division (300/400 level) courses. In some cases, the 15 lower division credits can be worked into the 115 credit hours of the Multidisciplinary Studies Degree mentioned above. When students are within 100 credit hours of finishing the CUESTE program requirements, they may apply to EOU's CUESTE program.

To receive a license to teach in Oregon, students must complete their bachelor's degree, a teacher licensure program (CUESTE at EOU) and successfully pass the standardized tests as outlined by the Teacher Standards and Practices Commission (TSPC). For more information regarding the CUESTE program call 541-278-5802.

Associate Degree in Medical Lab Technician

Blue Mountain Community College has entered into a partnership with Wenatchee Valley College (WVC) in Washington state and Interpath Labs, a local business, to offer an associates degree in Medical Lab Technology (MLT) to students in eastern Oregon. BMCC is accepting students for the first time starting the 2004-2005 academic year. First year courses will be offered by BMCC and second year courses will be offered by WVC via interactive television at BMCC sites. Students will be able to stay in eastern Oregon while working toward their degree and Interpath Lab will work with BMCC to place students in clinical settings, which will be required as part of the curriculum. Students completing the program will receive their degrees from WVC.

Using state-of-the-art diagnostic equipment and procedures, medical laboratory technicians analyze blood samples in hospitals, labs, and clinics to determine the nature and cause of suspected illnesses. Even though the medical laboratory technician position ranks 23rd out of 250 in a recent job satisfaction survey, there are not nearly enough MLTs to meet the nationwide healthcare needs. Job candidates with two-year MLT degrees and nationally recognized certification can earn over \$30,000 entry level salary.

For more information on this exciting educational opportunity, visit either BMCC's web site at <http://www.bluecc.edu> or go to Wentachee Valley's MLT web page at http://www.wvc.edu/instruction/prof-tech/allied_health/mlt/default.asp.

Business and Industry Customized Training Services

Your business has unique education and training needs. BMCC's Customized Training team can meet those needs with everything from "off the shelf" courses to programs designed for your organization from the ground up. One company needed staff trained in the use of the internet for ordering tools and supplies. Another wanted to offer employees a chance to prepare for their GED between shifts. Another needed job-specific skills taught on-site by experts. BMCC Customized Training made it possible and cost effective.

National certification programs in office software, customer service and ammonia refrigeration are just three examples of customized training available to keep pace with technology. So whether you're processing insurance claims or manufacturing recreational vehicles, let BMCC's Customized Training team show you how to make your employees more skilled and your organization more competitive. For more information, go to our website www.bluecc.edu/resources/ and click on "Business/Industry" or call us toll-free at 888-441-7232.

Small Business Development Center

Whether you are starting a new business or growing an existing one, make the Small Business Development Center your first stop. Located at our Pendleton and Baker City offices, our SBDC staff offers free, confidential counseling by experienced business professionals, learning and reference materials, workshops and courses and free high-speed Internet access and videoconferencing.

Your BMCC Small Business Development Center was created in 1984 to help start-up and established businesses under a Federal partnership with community colleges and universities throughout the United States. There are now over 20 centers in Oregon and over 1,000 located throughout the United States.

Already own an established business? Join our Small Business Management (SBM) program. You'll get expert, one-on-one help with finance, marketing, human resources, operations and product development. The goal is to create an environment in which owners can freely discuss their common and individual opportunities and challenges. A wide variety of businesses have participated in our SBM program during its 20 years of operation. Contact us today toll-free at 888-441-7232 or check our Website at www.bluecc.edu/resources/ then click on "Business/Industry" and "Small Business Development Center."

Apprenticeships

Blue Mountain Community College oversees the training of over 100 apprentices under contract with the Oregon Bureau of Labor and Industry. Employers are encouraged to contact BOLI for apprenticeship benefits and requirements. A list of nearly 90 apprenticeship trades can be found at www.boli.state.or.us/apprenticeship/aptrng.html. For more information and BOLI contacts, call 541-276-6233, or toll free 1-888-441-7232.



Degree and Certificate Requirements

BMCC reviews and updates degree requirements annually. If a student's studies are interrupted by two or more years, or if a course of study extends beyond five years, some of the requirements for graduation may change. Depending upon the college major, the student may be asked to complete current requirements in order to earn a certificate or degree.

Statement of Student Outcomes

Through the course offerings necessary to attain a degree, BMCC strives to provide all graduates with the following core competency skills:

- ✓ Written and oral communication
- ✓ Critical thinking and problem solving
- ✓ Community, cultural and diversity awareness
- ✓ Information and technology literacy
- ✓ Workplace, wellness and ethical responsibility

To assure the educational breadth necessary to acquire these core competencies, degree candidates must complete work in general education and other specific requirements related to each degree.

Blue Mountain Community College awards both degrees and certificates:

THE ASSOCIATE OF ARTS OREGON TRANSFER

(AAOT) degree is a non-designated block transfer degree designed for the student who intends to transfer to a four-year college or university within the Oregon University System (OUS). Students need to work closely with an academic advisor to plan a course of study at BMCC.

THE ASSOCIATE OF SCIENCE (AS) degree is a non-designated, college transfer degree designed for students whose program requirements do not fit AAOT degree patterns. This degree does not always "BlockTransfer" to Oregon colleges.

THE ASSOCIATE OF APPLIED SCIENCE (AAS) degree is awarded to students who complete the requirements of a two-year designated program as outlined in the College catalog.

THE ASSOCIATE DEGREE IN GENERAL STUDIES (AGS) is a non-designated, two year degree that consists of both professional/technical and college transfer courses.

CERTIFICATES OF COMPLETION are awarded to students who complete the requirements of a specific curriculum of less than two academic years.

Planning your course of study: For students who are undecided about their educational goals, the Associate of Arts Oregon Transfer (AAOT), Associate of Science (AS) and Associate in General Studies (AGS) degrees offer students the opportunity to explore several fields of study to help determine special interests and aptitudes.

Transfer Program courses parallel freshman and sophomore courses offered by four-year colleges and universities. Students normally transfer at the end of the sophomore year to junior standing at the school of their choice.

BMCC offers credits transferable to four-year colleges and universities. Students planning to seek a degree at a specific four-year college or university should familiarize themselves with the requirements of the proposed major program at that college or university. Blue Mountain advisors are available to assist students in this planning process.

In addition to the requirement of the major, the institutions of the Oregon University System (OUS) require that the student earn credit hours in each of the major academic divisions: Arts and Letters (language, literature and the arts); the Social Sciences; Sciences and Mathematics and Writing. Students at BMCC who complete the Associate of Arts Degree (AAOT) as outlined, will meet the Oregon University System lower division general education requirements. Specific departmental requirements at Oregon University System institutions can be found in the catalog of the college or university to which the student intends to transfer. Oregon University System institutions will generally accept up to 120 credit hours of lower division course work from Oregon's community colleges.

Associate of Arts Oregon Transfer Degree (AAOT)

Students transferring from BMCC with an Associate of Arts Oregon Transfer (AAOT) Degree to an undergraduate program at an institution in the Oregon University System (OUS) must have earned credit or demonstrated proficiency in the requirements listed below. The AAOT is a *non-designated* degree. Oregon universities will accept BMCC's Associate of Arts Oregon Transfer Degree as meeting their institutional lower division general education requirements but not necessarily school, department or major requirements with regard to courses or GPA. The Associate of Arts Oregon Transfer Degree requires a minimum of 90 credit hours of college transfer courses. General education requirements are designed to meet the core competencies outlined by the Statement of Student Outcomes on page 27.

Writing	9 credits
WR 121, WR 122 and WR 123 or WR 227 with grade of "C" or better	
Speech	3 credits
SP 111 with grade of "C" or better	
Mathematics	4 credits
MTH 105 or above with a grade of "C" or better	
Arts and Letters (Humanities)*	12 credits
Selection from page 29.	
Social Science*	15 credits
Selection from page 30.	
Science/Math/Computer Science**	15 credits
Selection from page 30.	
Electives	32 credits
Selection from page 30-32.	
Total Credit Requirement	90 credits

*Credits must be chosen from at least two disciplines (with differing prefixes), with no more than nine (9) credits from one discipline (prefix).

**Twelve (12) credits must be taken in biological or physical science classes with laboratory components. Courses that meet the laboratory requirement are identified by a plus symbol (+) on page 30 and by a check-plus (✓+) in the Course Description section of this catalog.

- Elective courses that are considered college level transfer are listed on pages 30 - 32 and are designated by a bullet (●) in the Course Description section of this catalog.
- A maximum of twelve (12) credits of college level professional/technical courses may be used as electives in the AAOT degree. Approved professional/technical courses are listed on page 32 and are designated by a triangle (▼) in the Course Description section of this catalog.
- A maximum of twelve (12) physical education activity (PE 185) credits may be counted as electives in the AAOT degree.
- A maximum of twelve (12) "Pass" program or elective credits may count toward an AAOT degree.
- A cumulative grade point average of 2.00 or better must be maintained for graduation. Students transferring to a four-year college or university should check the grade point average requirement at that institution.
- Students must attend Blue Mountain Community College at least two (2) terms and complete a minimum of 24 BMCC credits in order for BMCC to award an AAOT degree.

Associate of Science Degree

The Associate of Science Degree is a *non-designated* college transfer degree designed for students who intend to transfer to a four-year college or university to complete a Bachelor of Science Degree and whose program requirements do not fit the AAOT degree pattern. Students are encouraged to verify course transferability to receiving four-year colleges or universities. The Associate of Science Degree requires a minimum of 90 credit hours of college transfer courses. General education requirements for each degree are designed to meet the core competencies outlined by the Statement of Student Outcomes on page 27.

Writing	6 credits
WR 121 and WR 122 with grade of "C" or better	
Speech	3 credits
SP 111 with grade of "C" or better	
Mathematics	4 credits
MTH 105 or Above with grade of "C" or better	
Computer Science	4 credits
CS 120 or Above with grade of "C" or better	
Health	3 credits
Any 3 credit Health/Fitness college level course or 3 credit hours of college level PE activity courses with grade of "C" or better	
Arts and Letters (Humanities)	9 credits
Selection from page 29. Sequence highly recommended. First year foreign language courses <u>may not</u> be used to meet this requirement.	
Social Science	9 credits
Selection from page 30. Sequence highly recommended	
Science/Math/Computer Science	8 credits
Selection from page 30. Must include one four-credit biological or physical science with lab.	
Major Area Coursework Electives	30-44 credits
i.e. Computer Science, Agriculture, Nursing	

Total Hours Required.....90 credits

- The above Arts and Letters (Humanities) course requirements are in addition to the Writing requirements.
- For students who enroll in professional/technical programs, that have current written articulation agreements with an OUS college or university, specific Associate of Science degree requirements are included with the curriculum description listed in the Program Descriptions section of this catalog.
- A maximum of twelve (12) credits of college level professional/technical courses may be used as electives in the AAOT degree. Approved professional/technical courses are listed on page 32 and are designated by a triangle (q) in the Course Description section of this catalog.
- A maximum of twelve (12) physical education activity (PE 185) credits may be counted as electives in the AAOT degree.
- A maximum of twelve (12) "Pass" program or elective credits may count toward an AS degree.
- A cumulative grade point average of 2.00 or better must be maintained for graduation. Students transferring to a four-year college or university should check the grade point average requirement at that institution.
- Students must attend Blue Mountain Community College at least two (2) terms and complete a minimum of 24 BMCC credits in order for BMCC to award an AS degree.

Associate of Applied Science Degree

The Associate of Applied Science Degree is a nationally recognized award, which is approved by the Oregon Board of Education and is granted for completion of a two-year designated professional/technical program. The Associate of Applied Science Degree requires a minimum of 93 credit hours. General education requirements for each degree are designed to meet the core competencies outlined by the Statement of Student Outcomes on page 26.

Writing3 - 9 credits
WR 060 - WR 227 *or* BA 214

Speech3 - 9 credits
SP 100, SP 111 *or* SP 112

Mathematics/Computer Science3 - 9 credits
MTH 020 *or* Above *or* CS 095 *or* above.

Human Relations3 - 9 credits
Humanities (except Speech) or Social Science courses selected from pages 29-30 and/or BA 277, BA 285, HD 100, RD 120

Total General Education Requirements18 credits

Professional/Technical Courses75 credits
Refer to program descriptions in the catalog for course selection and minimum requirements.

Total Minimum Credit Requirement93 credits

- A maximum of twelve (12) "Pass" program or elective credits may count toward an AAS degree.
- A cumulative grade point average of 2.00 or better must be maintained for graduation.
- Students must attend Blue Mountain Community College at least two (2) terms and complete a minimum of 24 BMCC credits in order for BMCC to award an AAS degree.

Associate Degree in General Studies

The Associate Degree in General Studies is a *non-designated* degree that requires a minimum of 90 credit hours. The candidate for the Associate Degree in General Studies must understand that the degree is not a transfer degree, although some or possibly all of the courses may be accepted by another institution. General education requirements for each degree are designed to meet the core competencies outlined by the Statement of Student Outcomes on page 27.

Writing3 credits
WR 060 *or* above

Speech3 credits
SP 100 *or* SP 111

Arts and Letters (Humanities)6 credits
Selection from page 29.

Social Science6 credits
Selection from page 30.

Mathematics4 credits
MTH 060 *or* above

Science/Computer Science4 credits
Science with lab - Selection from page 28 **or**
CS 120, CS 121, CS 122)

Professional/Technical Courses24 credits
Twelve (12) of these credits must be achieved from one concentration.

Electives40 credits
Selection from any course on pages 29 - 30 *or* professional technical course on pages 30 - 31.

Total Credit Requirement.....90 credits

- A maximum of six (6) credits of P.E. activity courses may be used as elective credits.
- A maximum of twelve (12) "Pass" program or elective credits may count toward an AGS degree.
- A cumulative grade point average of 2.00 or better must be maintained for graduation.
- Students must attend Blue Mountain Community College at least two (2) terms and complete a minimum of 24 BMCC credits in order for BMCC to award an AGS degree.

Certificate of Completion

The Certificate of Completion is awarded to those students who complete the requirements of a specific curriculum of less than two academic years and have a grade point average of at least 2.00 (C average).

The curriculum for a Certificate of Completion must include at least nine (9) credit hours of general education courses in the areas of written communication, oral communication, computation and human relations. For specific program requirements see the program description section of this catalog.

Questions regarding suitability of any course should be directed to the Director of Admissions and Records.

College Level Transfer Courses

Arts and Letters (Humanities)

Art

ART 101, 102, 103 Introduction to Visual Arts	3 credits each
ART 115, 116, 117 Basic Design	3 credits each
ART 131, 132, 133 Beginning Drawing	3 credits each
ART 204, 205, 206 History of Western Art	3 credits each
ART 231, 232, 233 Intermediate Drawing	3 credits each

English

ENG 104, 105, 106 Introduction to Literature	3 credits each
ENG 107, 108, 109 World Literature	3 credits each
ENG 195, 196, 197 Film As Literature	3 credits each
ENG 201, 202, 203 Shakespeare	3 credits each
ENG 204, 205, 206 Survey of English Literature	3 credits each
ENG 214 Myth in Oregon Literature	3 credits
ENG 240 Native American Literature	3 credits
ENG 253, 254, 255 Survey of American Lit	3 credits each
ENG 263, 264 Detective Fiction	3 credits each
WR 121, 122, 123 English Composition	3 credits each
WR 227 Technical Report Writing	3 credits
WR 241, 242, 243 Intro to Imaginative Writing	3 credits each

Foreign Languages

SPAN 201, 202, 203 Second-Year Spanish	4 credits each
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Music

MUS 105 Music Appreciation	3 credits
MUS 111, 112, 113 Music Theory	4 credits each

MUS 201, 202, 203 Introduction to Music & Its Literature	3 credits each
MUS 205 Introduction to Jazz History	3 credits
MUS 206 History of Rock Music	3 credits
MUS 207 History of Folk Music	3 credits
MUS 211, 212, 213 Music Theory	3 credits each

Philosophy

PHL 101, 102, 103 Introduction to Philosophy	3 credits each
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Speech

SP 111, 112, 113 Fundamentals of Speech	3 credits each
SP 115 Intercultural Communication	3 credits

Theater

TA 101 Introduction to the Theatre	3 credits
TA 141, 142, 143 Fundamentals of Acting Techniques	3 credits each

Science/Mathematics/Computer

Science

Science (+ = courses which meet the lab science requirement)

+ BI 101, 102, 103 General Biology	4 credits each
+ BI 124 Global Ecology & Conservation Biology	4 credits
BI 149 Human Genetics	3 credits
+ BI 162 Selected Topics in Natural History	4 credits
+ BI 163 Natural History of Oregon	4 credits
+ BI 211, 212, 213 General Biology	5 credits each
+ BI 231, 232, 233 Human Anatomy & Physiology	4 credits each
+ BI 234 Microbiology	4 credits
+ BOT 221 Systematic Botany	4 credits
+ CH 104, 105, 106 Elementary Chemistry	5 credits each
+ CH 121, 122, 123 College Chemistry	5 credits each
+ CH 221, 222, 223 General Chemistry	5 credits each
+ CH 241, 242, 243 Organic Chemistry	5 credits each
+ G 101, 102, 103 Introduction to Geology	4 credits each
G 145 Geology of the Pacific Northwest	3 credits
G 146 Rocks & Minerals	3 credits
G 147 Basic Geology	3 credits
+ G 201, 202 Physical Geology	4 credits each
+ G 203 Historical Geology	4 credits
GEOG 101 Physical Geography	3 credits
+ GS 104 Physical Science/Physics	4 credits
+ GS 105 Physical Science/Chemical Concepts	4 credits
+ GS 107 Physical Science/Astronomy	4 credits
+ GS 110 Physical Science/Energy	4 credits
+ GS 111 Physical Science/Forensic Science	4 credits
+ GS 142 Physical Geology/Earth Revealed	4 credits
+ PHY 101 Essentials of Physics	4 credits
+ PHY 201, 202, 203 General Physics	5 credits each
+ PHY 211, 212, 213 General Physics with Calculus	5 credits each

Mathematics

MTH 105 Introduction to Contemporary Math	4 credits
MTH 111 College Algebra	4 credits
MTH 112 Elementary Functions	4 credits
MTH 211, 212, 213 Foundations of Elementary Math	4 credits
MTH 231 Discrete Mathematics*	4 credits
MTH 241 Calculus for Management/Social Science	4 credits
MTH 243 Introduction to Probability & Statistics	4 credits
MTH 251, 252, 253 Calculus	4 credits each
MTH 254, 255 Vector Calculus*	4 credits each
MTH 256 Differential Equations*	4 credits
MTH 261 Linear Algebra*	4 credits

Computer Science

CS 120, 121, 122* Concepts of Computing	4 credits each
CS 133B Programming with Visual BASIC	4 credits
CS 133U Programming with C++	4 credits
CS 161, 162 Computer Science	4 credits each
CS 171 Computer & Assembly Language	4 credits
CS 195 Web Development	4 credits
CS 260 Data Structures*	4 credits
CS 295 Web Development	4 credits

Social Science

Anthropology

ANTH 101 Introduction to Physical Anthropology	3 credits
ANTH 102 Introduction to Archaeology & Prehistory	3 credits
ANTH 103 Introduction to Cultural Anthropology	3 credits

Economics

EC 201 Principles of Economics/Micro	3 credits
EC 202 Principles of Economics/Macro	3 credits
EC 203 Principles of Economics/Theory	3 credits

Geography

GEOG 103 Human Geography	3 credits
GEOG 106, 107 Human & Cultural Geography	3 credits each
GEOG 120 World/Regional Geography	3 credits
GEOG 206 Geography of Oregon	3 credits

History

HST 101, 102, 103 History of Western Civilization	3 credits each
HST 104, 105, 106 World Civilizations	3 credits each
HST 201, 202, 203 History of the United States	3 credits each
HST 205 Women of the West	3 credits

Political Science

PS 201, 202 American Government & Politics	3 credits each
PS 203 American Government/State & Local	3 credits
PS 206 Politics of Western Europe & Russia	3 credits

Psychology

PSY 201, 202, 203 General Psychology	3 credits each
PSY 231 Human Sexuality	3 credits
PSY 237 Human Development	3 credits

Sociology

SOC 204, 205 General Sociology	3 credits each
SOC 206 General Sociology/Problems & Issues	3 credits
SOC 213 Minorities	3 credits
SOC 217 Family & Society	3 credits
SOC 221 Juvenile Delinquency	3 credits
SOC 244 Introduction to Criminology	3 credits

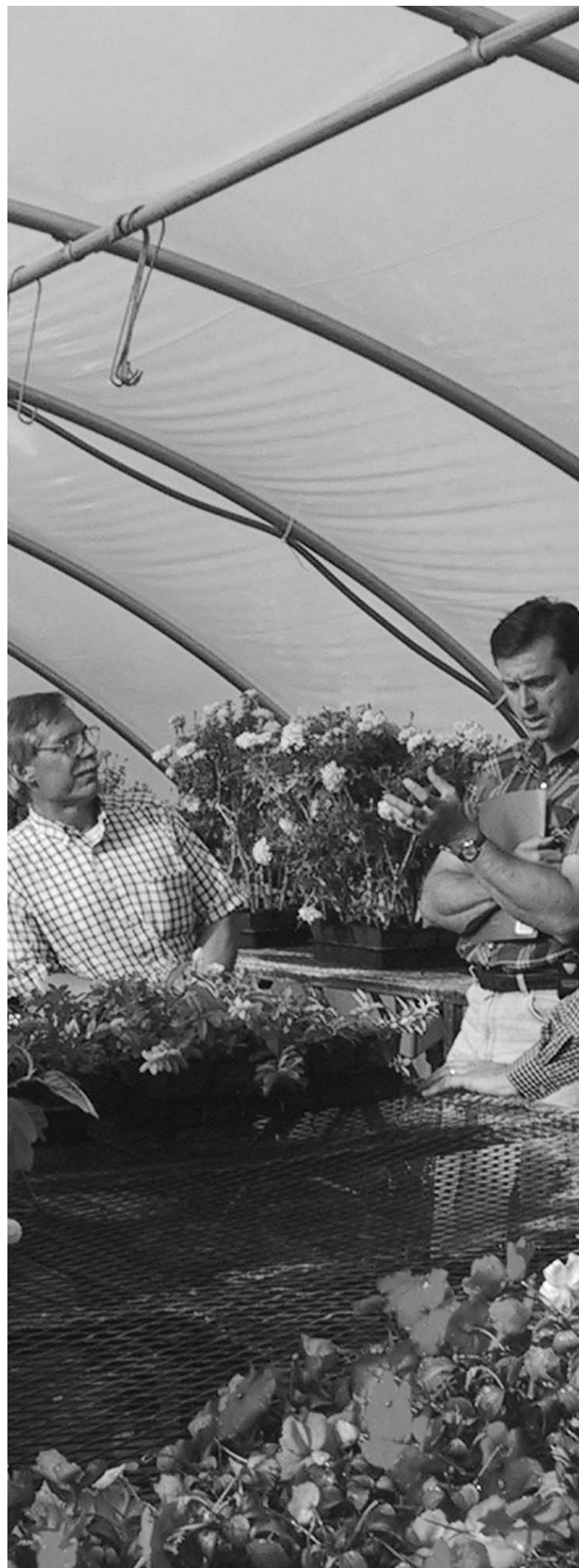
* Course offered periodically.

AAOT Electives

All courses listed above and those listed below satisfy the AAOT Degree elective requirements.

ANTH 298 Special Studies	1 - 3 credits
ART 154, 155, 156 Beginning Ceramics	3 credits each
ART 184, 185, 186 Watercolor	3 credits each
ART 198 Special Studies	1 - 3 credits
ART 222, 223 Graphic Design*	3 credits each
ART 254, 255, 256 Intermediate Ceramics	3 credits each
ART 261, 262, 263 Beginning Photography	3 credits each
ART 264, 265, 266 Intermediate Photography	3 credits each
ART 276, 277, 278 Beginning Sculpture	3 credits each

ART 281, 282, 283 Beginning Painting	3 credits each
ART 284, 285, 286 Intermediate Painting	3 credits each
ART 291, 292, 293 Intermediate Sculpture	3 credits each
ART 298 Special Studies	1 - 3 credits
BA 101 Introduction to Business	4 credits
BA 131 Introduction to Business Computing	4 credits
BA 198 Special Studies	1 - 3 credits
BA 206 Principles of Management	4 credits
BA 211, 212, 213 Principles of Accounting	4 credits each
BA 214 Business Communications	3 credits
BA 226 Business Law	4 credits
BA 280 Cooperative Work Experience	1 - 8 credits
BA 298 Special Studies	1 - 3 credits
CS 125 Software Applications	1 - 3 credits
CS 135 Advanced Software Applications*	1 - 3 credits
CS 140 Introduction to Operating Systems*	1 - 3 credits
CS 198 Special Studies	1 - 3 credits
CS 240 Advanced Operating Systems*	1 - 3 credits
CS 280 Cooperative Work Experience	1 - 8 credits
CS 298 Special Studies	1 - 3 credits
EC 115 Survey of Economics	3 credits
EC 198 Special Studies	1 - 3 credits
ED 142 Education Orientation	1 credit
ED 242 Educational Concepts	3 credits
ED 280 Cooperative Work Experience	1 - 8 credits
ENG 198 Special Studies	1 - 3 credits
ENG 280 Cooperative Work Experience	1 - 8 credits
FN 225 Nutrition	4 credits
G 198 Special Studies	1 - 3 credits
GEOG 298 Special Studies	1 - 3 credits
GS 160 Observational Astronomy	3 credits
GS 198 Special Studies	1 - 3 credits
HD 100 College Survival & Success	3 credits
HD 110 Career Planning	2 credits
HD 151, 152, 153 Service Leadership	1 credit each
HD 204 Self-Motivation & Personal Potential	3 credits
HD 206 Coping Skills for Stress	3 credits
HE 250 Personal Health	3 credits
HE 252 First Aid	3 credits
HE 253 Personal Nutrition	3 credits
HE 298 Special Studies	1 - 3 credits
HPE 295 Health & Fitness for Life	3 credits
HS 100 Introduction to Human Services	3 credits
HS 101 Alcohol and Drug/Use, Misuse & Addiction	3 credits
HS 154 Community Resources	3 credits
HS 280 Cooperative Work Experience	1 - 8 credits
HST 298 Special Studies	1 - 3 credits
MTH 103 Problem Solving With Technology*	1 credit
MTH 198 Special Studies	1 - 3 credits
MTH 280 Cooperative Work Experience	1 - 8 credits
MTH 298 Special Studies	1 - 3 credits
MUP 105, 205 Jazz Ensemble	2 credits per quarter
MUP 115, 215 General Ensemble	2 credits per quarter
MUP 122, 222 Concert Choir	2 credits per quarter
MUP 125, 225 Vocal Jazz Ensemble	2 credits per quarter
MUP 141, 241 Symphony Orchestra	1 credit each
MUP 168, 169, 170, 171, 173, 174, 191, 192, 268, 269, 270, 271, 273, 274, 291, 292 Applied Woodwinds, Brass, Strings, Piano, Organ, Voice, Percussion	1 credit each
MUS 101 Fundamentals of Music	2 credits
MUS 107, 108, 109 Studio Recording Tech	2 credits each
MUS 131, 132, 133 Class Piano	2 credits each
MUS 135 Class Voice	2 credits
MUS 198 Special Studies	1 - 3 credits
MUS 298 Special Studies	1 - 3 credits



PE 131 Introduction to Physical Education	3 credits
PE 185 All PE 185 courses. (Max. of 12 credits)	1 credit each
PE 194 Body Composition	1 credit
PE 198 Special Studies	1 - 3 credits
PE 280 Cooperative Work Experience	1 - 8 credits
PE 290 Lifeguard Training Review	1 - 8 credits
PE 291 Lifeguard Training	2 credits
PE 292 Water Safety Instructor/WSI	2 credits
PE 293 Lifeguard Instructor Training/LGI	2 credits
PHY 198 Special Studies	1 - 3 credits
PS 198 Special Studies	1 - 3 credits
PS 222 Public Policy	3 credits
PSY 101 Psychology & Human Relations	3 credits
PSY 119 Process in Living	3 credits
PSY 198 Special Studies	1 - 3 credits
PSY 225 Group Process	3 credits
RD 120 Critical Reading & Thinking	3 credits
SOC 198 Special Studies	1 - 3 credits
SOC 243 Narcotics & Dangerous Drugs	3 credits
SP 100 Human Communications	3 credits
SP 229 Oral Interpretation	3 credits
SP 237 Gender & Communication	3 credits
SPAN 101, 102, 103 First-Year Spanish	4 credits each
SPAN 211, 212, 213 Spanish Conversation & Composition	3 credits each
TA 147 Voice & Diction for the Theatre	3 credits
TA 165 Technical Theatre Workshop	1 - 3 credits
TA 180 Theatre Rehearsal & Performance	3 credits
TA 241, 242, 243 Intermediate Acting Techniques	3 credits each
WR 115 Introduction to College Writing	3 credits
WR 198 Special Studies	1 - 3 credits
WR 298 Special Studies	1 - 3 credits

* Course offered periodically.

AAOT Professional/Technical Electives

In addition, a maximum of twelve (12) credits of the professional/technical courses listed below may also be used to satisfy the AAOT degree elective requirements.

AGM 211 Agriculture Construction & Surveying	3 credits
AGM 221 Metals & Welding	3 credits
AGM 241 Agriculture Machinery	3 credits
AGR 111 Agriculture Computers	3 credits
AGR 221 Agriculture Marketing	3 credits
ANS 121, 122 Animal Science	3 credits each
ANS 211 Animal Nutrition	4 credits
ANS 221 Horses & Horsemanship	3 credits
ANS 231 Livestock Evaluation	3 credits
BA 223 Principles of Marketing	4 credits
BA 224 Human Resources Management	3 credits
BA 227 Business Law	3 credits
BA 251 Office Management	3 credits
BA 285 Human Relations in Business	3 credits
CET 111 Introduction to Engineering Technology	3 credits
CET 112 Computer Aided Drafting	3 credits
CET 145 Engineering Graphics	3 credits
CET 215 Contract Documents	4 credits
CET 223 Soil Mechanics	3 credits
CET 251 Estimating Construction Costs	4 credits
CET 261 Hydraulics	4 credits
CSS 100 Soils & Fertilizers	3 credits
CSS 201 Principles of Crop Science	3 credits

ECE 101 Family & Community Relations	3 credits
ECE 111 Intro to ECE/Environments	1 Credit
ECE 112 Intro to ECE/Professionalism	1 Credit
ECE 113 Intro to ECE/Child Advocacy	1 Credit
ECE 150 Observation/Assessment & Recording	3 credits
ECE 151 Guidance & Classroom Management	3 credits
ECE 152 Creativity For Young Children	3 credits
ECE 153 Music & Movement	3 credits
ECE 154 Literature & Literacy	3 credits
ECE 161 Practicum/Infants & Toddlers	4 credits
ECE 163 Practicum/Preschool	4 credits
ECE 175A First by Five/Social Emotional Growth	1 credit
ECE 175B First by Five/Group Care	1 credit
ECE 175C First by Five/Learning & Development	1 credit
ECE 175D First by Five/Culture, Family & Provider	1 credit
ECE 198 Special Studies	1 - 3 credits
ECE 226 Child Development	3 credits
ECE 227 Enhancing Social Emotional Development	3 credits
ECE 240 Curriculum/Planning	3 credits
ECE 248 Overview of Special Services	3 credits
ECE 249 Inclusion of Children with Special Needs	3 credits
ECE 280 Cooperative Work Experience	1 - 8 credits
ECE 295 Child Care Administration	3 credits
ECE 296 Issues & Trends	3 credits
ED 101 Introduction to Observation & Experience	3 credits
ED 110 Psychology of Learning	3 credits
ED 123 Techniques in Reading & Language	3 credits
ED 124 Techniques in Mathematics & Science	3 credits
ED 131 Teaching Techniques	3 credits
ED 133 Instructional Media & Materials	3 credits
ED 217 Comprehensive Classroom Management	3 credits
ED 221 Signing Exact English	3 credits
ED 222 Signing Exact English	3 credits
ED 223 Singing Exact English	3 credits
ED 235 Instructional Technology	3 credits
ED 251 Overview of Students with Special Needs	3 credits
ED 253 Current Issues in Special Education	3 credits
ED 257 Second Language Teaching Techniques	3 credits
ED 258 Multicultural Education	3 credits
ED 268 Educating Mildly & Severely Handicapped	3 credits
ED 298 Special Studies	1 - 3 credits
FN 230 Children, Families & Nutrition	3 credits
HORT 100 Plant Science	3 credits
HS 155 Interviewing	3 credits
HS 170 Introduction to Practicum	1 credit
HS 265 Casework Interviewing	3 credits
HS 266 Case Management	3 credits
HS 267 Counseling & Systems Strategies	3 credits
HTM 100 Intro to the Hospitality Industry	3 credits
HTM 101 Customer Service Management	3 credits
HTM 102 Hotel, Restaurant and Travel Law	3 credits
HTM 126 Meetings and Event Planning	3 credits
OA 121, 122, 123 Keyboarding	3 credits each
OA 220 Calculating Machines	3 credits
SUR 161 Plant Surveying	5 credits
SUR 162 Surveying & Mapping	5 credits

Program Descriptions

Accounting: Associate of Applied Science Accounting:

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year business program leading to an Associate of Applied Science Degree in Accounting designed to prepare students for work in cost accounting, financial accounting and tax accounting. This is a demanding curriculum in which major emphasis is placed on developing an understanding of accounting principles beyond those required of a bookkeeper, payroll clerk, accounts receivable or accounts payable clerk. Courses emphasize the development of analytical skills and the capacity to solve problems. The prospective student should have above-average ability in reasoning, reading comprehension and basic knowledge of math fundamentals. At least 95 credit hours of course work must be satisfactorily completed to receive this degree.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER	CREDITS
BA 101 Introduction to Business	4
BA 104 Business Mathematics*	4
BA 211 Principles of Accounting	4
WR 121 English Composition	3
SECOND QUARTER	
BA 105 Business Mathematics*	4
BA 177 Payroll Accounting	3
BA 212 Principles of Accounting	4
OA 220 Calculating Machines	3
SP 100 Human Communications	3 OR
SP 111 Fundamentals of Speech	3
THIRD QUARTER	
BA 131 Intro to Business Computing	4
BA 213 Principles of Accounting	4
BA 220 Tax Accounting	4
BA 285 Human Relations in Business	3
FOURTH QUARTER	
BA 221 Accounting Problems/Tax	4
BA 226 Business Law	4
BA 261 Intermediate Accounting	4
BA 265 Accounting Problems	4
FIFTH QUARTER	
BA 110X Business Computer Apps/MS Excel	3
BA 215 Cost Accounting	4
BA 227 Business Law	3
BA 262 Intermediate Accounting	4
BA 284 Pre-Employment Seminar	1
SIXTH QUARTER	
BA 209A Accounting Applications	3 OR
BA 209Q Accounting Apps/Quickbooks	3
BA 216 Cost Accounting	4
BA 263 Intermediate Accounting	4
BA 268 Introduction to Auditing	3
BA 271 Analyzing Financial Statements	3

*BA 104 and BA 105 may each be replaced with MTH 111 or higher Math. If both are replaced, it must be with two courses.

Accounting Technician: Certificate

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A one-year business program in which students acquire specialized training and skills in basic accounting applications. Students completing this program are prepared for work as bookkeepers, accounts receivable clerks, accounts payable clerks or in similar occupations. At least 49 credits of course work are required to receive this certificate.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER	CREDITS
BA 101 Introduction to Business	4
BA 104 Business Mathematics	4
BA 211 Principles of Accounting	4
SP 100 Human Communication	3 OR
SP 111 Fundamentals of Speech	3
WR 065 Intro to Technical Writing or Higher	3
SECOND QUARTER	
BA 105 Business Mathematics	4
BA 131 Introduction to Business Computing	4
BA 177 Payroll Accounting	3
BA 212 Principles of Accounting	4
OA 220 Calculating Machines	3
THIRD QUARTER	
BA 110X Business Computer Apps/MS Excel	3
BA 209A Accounting Applications	3
BA 209P Accounting Applications/Payroll	3
BA 284 Pre-Employment Seminar	1
BA 285 Human Relations in Business	3

Administrative Assistant: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year business program leading to an Associate of Applied Science Degree in Administrative Assistant. This program offers students the opportunity to develop top-level office skills. Various computer applications, formatting of business documents, word processing and proofreading skills are emphasized along with the ability to transcribe oral dictation using word processing equipment. At least 93 credit hours of course work must be satisfactorily completed in order to receive this degree.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER CREDITS

BA 101 Introduction to Business	4
OA 116 Office Procedures	3
OA 121 Keyboarding	3
OA 240 Records Management	3
WR 065 Intro to Technical Writing or Higher	3

SECOND QUARTER

BA 104 Business Mathematics	4
BA 131 Introduction to Business Computing	4
BA 285 Human Relations in Business	3
OA 122 Keyboarding	3
OA 140 Business Document Editing	3

THIRD QUARTER

BA 110X Business Computer Apps/MS Excel	3	OR
OA 123 Keyboarding	3	
OA 220 Calculating Machines	3	
OA 225 Machine Transcription	2	
SP 100 Human Communications	3	
SP 111 Fundamentals of Speech	3	

FOURTH QUARTER

BA 111 Basic Accounting	4
BA 224 Human Resources Management	3
OA 280 Cooperative Work Experience	2
OA 124 Applied Keyboarding	3
OA 201M Word Processing Procedures/Word	3

FIFTH QUARTER

BA 177 Payroll Accounting	3
BA 251 Office Management	3
OA 202M Word Processing Procedures/Word	3
OA 280 Cooperative Work Experience	3
Electives*	3

SIXTH QUARTER

BA 209P Accounting Applications/Payroll	3
BA 209Q Accounting Applications/Quickbooks	3
BA 214 Business Communications	3
BA 284 Pre-Employment Seminar	1
OA 206 Desktop Publishing	3
OA 290 Integrated Office Systems	3

* Students enrolled in this curriculum should contact their business advisor for approved electives.

Administrative Assistant: Associate of Applied Science (Emphasis: Accounting Option)

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year business program leading to an Associate of Applied Science Degree in Administrative Assistant with an emphasis in Accounting designed to prepare students for employment as an administrative assistant, bookkeeper in a small business or as a business owner. Students have an opportunity to develop top-notch skills in accounting and office administration. At least 93 credit hours of course work must be satisfactorily completed in order to receive this degree.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER CREDITS

BA 101 Introduction to Business	4
BA 104 Business Mathematics	4
OA 116 Office Procedures	3
OA 121 Keyboarding	3
OA 240 Records Management	3

SECOND QUARTER

BA 105 Business Mathematics	4
BA 131 Introduction to Business Computing	4
OA 122 Keyboarding	3
OA 140 Business Document Editing	3
WR 065 Intro to Technical Writing or Higher	3

THIRD QUARTER

BA 110X Business Computer Apps/Excel	3
BA 214 Business Communications	3
BA 285 Human Relations in Business	3
OA 123 Keyboarding	3
OA 220 Calculating Machines	3

FOURTH QUARTER

BA 111 Basic Accounting	4
BA 226 Business Law	4
OA 124 Applied Keyboarding	3
OA 201M Word Processing Procedures/Word	3

FIFTH QUARTER

BA 177 Payroll Accounting	3	OR
BA 211 Principles of Accounting	4	
BA 227 Business Law	3	
BA 251 Office Management	3	
OA 202M Word Processing Procedures/Word	3	
SP 100 Human Communications	3	
SP 111 Fundamentals of Speech	3	

SIXTH QUARTER

BA 209P Accounting Applications/Payroll	3
BA 209Q Accounting Applications/Quickbooks	3
BA 212 Principles of Accounting	4
BA 284 Pre-Employment Seminar	1
OA 290 Integrated Office Systems	3

Administrative Assistant: Associate of Applied Science Degree (Emphasis: Legal Option)

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year program leading to an Associate of Applied Science Degree in Administrative Assistant, Legal Option that is designed to prepare students with the specialized skills necessary for employment as legal office administrative assistants. Students have the opportunity to develop top-notch legal transcription, communication and proofreading skills. Employment possibilities include: legal, court system and correction offices. With initiative and experience, graduates are able to advance to higher, more responsible positions. At least 93 credit hours of course work must be satisfactorily completed in order to receive this degree.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER CREDITS

OA 121 Keyboarding	3
OA 131 Legal Office Procedures	3
OA 240 Records Management	3
BA 101 Introduction to Business	4
WR 065 Introduction to Technical Writing or Higher (WR 121 English Composition recommended)	3

SECOND QUARTER

OA122 Keyboarding	3
OA 140 Business Document Editing	3
BA 104 Business Mathematics	4
BA 131 Introduction to Business Computing	4

THIRD QUARTER

OA 123 Keyboarding	3	
OA 220 Calculating Machines	3	
OA 225 Machine Transcription	2	
BA 110X Business Computer Apps/MS Excel	3	
BA 214 Business Communications	3	OR
WR 227 Technical Report Writing	3	
SP 100 Human Communication	3	OR
SP 111 Fundamentals of Speech	3	

FOURTH QUARTER

OA 124 Applied Keyboarding	3
OA 201M Word Processing Procedures/Word	3
BA 111 Basic Accounting	4
BA 226 Business Law	4
Elective	1

FIFTH QUARTER

OA 202M Word Processing/MS Word	3
BA 177 Payroll Accounting	3
BA 227 Business Law	3
BA 251 Office Management	3
BA 284 Pre-Employment Seminar	1
BA 285 Human Relations in Business	3

SIXTH QUARTER

OA 206 Desktop Publishing	3
OA 231 Legal Transcription	3
OA 280 Cooperative Work Experience	2
OA 290 Integrated Office Systems	3
BA 209Q Accounting Applications/Quickbooks	3

Administrative Office Specialist Medical Option: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year business program leading to an Associate of Applied Science Degree in Administrative Office Specialist, Medical Option. This program provides students with the specialized skills necessary for employment as medical administrative assistants. Students have the opportunity to develop top-level transcription, communication and proofreading skills, as well as the ability to prioritize. Employment possibilities include hospitals, medical laboratories and doctors' offices. At least 93 credit hours of course work must be satisfactorily completed in order to receive this degree.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER CREDITS

BI 080 Anatomy & Physiology	3
OA 116 Office Procedures	3
OA 121 Keyboarding	3
OA 240 Records Management	3
WR 065 Intro to Technical Writing or Higher	3

SECOND QUARTER

BA 104 Business Mathematics	4
BA 285 Human Relations in Business	3
OA 122 Keyboarding	3
OA 140 Business Document Editing	3
OA 251 Medical Terminology	3

THIRD QUARTER

OA 123 Keyboarding	3
OA 220 Calculating Machines	3
OA 225 Machine Transcription	2
OA 252 Medical Terminology	3
BA 131 Introduction to Business Computing	4

FOURTH QUARTER

BA 111 Basic Accounting	4
OA 124 Applied Keyboarding	3
OA 201M Word Processing Procedures/ Word	3
OA 253 Medical Transcription	3
OA 280 Cooperative Work Experience	2

FIFTH QUARTER

BA 284 Pre-Employment Seminar	1
OA 202M Word Processing Procedures/Word	3
OA 254 Medical Transcription	3
OA 257 Medical Office Procedures	3
OA 280 Cooperative Work Experience	2
SP 100 Human Communications	3
SP 111 Fundamentals of Speech	3

SIXTH QUARTER

BA 214 Business Communications	3
BA 209Q Accounting Applications/Quickbooks	3
OA 206 Desktop Publishing	3
OA 255 Medical Transcription	3
OA 258 Medical Insurance Procedures	3
OA 280 Cooperative Work Experience	2

Agriculture: Associate of Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Preston Winn, 541-278-5847
Jon Farquharson, 541-278-5845

A two-year agriculture program leading to a non-designated Associate of Science Degree that will transfer to many of the colleges of Agriculture in the Western United States. Most senior colleges allow a total of 120 quarter credits to be transferred from a community college and used toward a baccalaureate degree. The courses below are a suggested guide. A transfer articulation agreement with Oregon State University indicates that up to 45 credits from the professional technical curriculum may be included in the total 120 credits, provided the student is transferring to the Agriculture Education or General Agriculture programs at OSU. Prior to enrollment, students should review a current catalog from the college to which they plan to transfer to help ensure course and program compatibility.

Students who have not completed a 2-year foreign language requirement in high school will need to take 12 credits of a foreign language sequence.

Following is a typical program schedule. An individual student's schedule may be different.

FIRST QUARTER	CREDITS
AGR 101 Agriculture Orientation	1
AGR Elective	3
ANS Elective	3
AGM Elective	3
BI 101 General Biology	4
MTH 105 Intro to Contemp. Math or Higher	4
WR 121 English Composition	3
SECOND QUARTER	
ANS Elective	3
CSS Elective	3
BI 102 General Biology	4
CS 120 Concepts of Computing	4
HPE 295 Health & Fitness for Life	3
WR 122 English Composition	3
THIRD QUARTER	
ANS Elective	3
BI 103 General Biology	4
CSS, RNG, HORT Elective	4
WR 227 Technical Report Writing	3
FOURTH QUARTER	
ANS, AGM, AGR, CSS, or HORT Elective	3
CH 121 College Chemistry	5
SP 111 Fundamentals of Speech	3
Humanities	3
Social Science	3
FIFTH QUARTER	
AGM Elective	3
AGR Elective	3
CH 122 College Chemistry	5
Humanities	3
Social Science	3
SIXTH QUARTER	
AGR Elective	3
CSS, HORT, or RNG Elective	4
CH 123 College Chemistry	5
Humanities	3
Social Science	3

Agriculture/Business: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Dale Wendt, 541-278-5848
Jon Farquharson, 541-278-5845

This two-year Associate of Applied Science Degree program in Agriculture/Business will prepare the graduate for a career in the broad field of agri-business or in support areas of production agriculture. Opportunities are available in sales of equipment, fertilizer and chemicals, agricultural credit, record keeping and other areas. Many of the business and agriculture courses may be transferred to other four-year colleges. It is suggested that students wishing to transfer review school catalogs to assure transferability. A current recommendation should be sought by each student from his/her advisor.

Following is a typical program schedule. An individual student's schedule may be different.

FIRST QUARTER	CREDITS
AGM 131 Agriculture Safety	3
AGR 101 Agriculture Orientation	1
AGR 280 Cooperative Work Experience	2
ANS 121 Animal Science	3
CSS 210 Forage Crops	3
HORT 100 Plant Science	3
WR 121 English Composition	3
SECOND QUARTER	
AGM 221 Metals & Welding	3
ANS 122 Animal Science	3
CSS 100 Soils & Fertilizers	3
BA 101 Introduction to Business	4
MTH 095 Intermediate Algebra	4
THIRD QUARTER	
AGR 280 Cooperative Work Experience	1
CSS 201 Principles of Crop Science	3
BA 111 Basic Accounting	4
BA 206 Principles of Management	4
SP 100 Human Communication	3 OR
SP 111 Fundamentals of Speech	3
Business Elective	3
FOURTH QUARTER	
AGM 211 Agriculture Construction & Surveying	3
AGR 111 Agriculture Computers	3
AGR 210 Agriculture Accounting	4
AGR 226 Agriculture Issues	3
BA 211 Principles of Accounting	4
EC 201 Principles of Economics/Micro	3
FIFTH QUARTER	
AGM 140 Agriculture Engines	3
AGR 200 Pre-Employment Seminar	1
AGR 211 Agriculture Business Management	3
HE 252 First Aid	3 OR
HPE 295 Health & Fitness for Life	3
EC 202 Principles of Economics/Macro	3
Business Elective	3
SIXTH QUARTER	
AGR 221 Agriculture Marketing	3
AGR 296 Production Problems	4
WR 227 Technical Report Writing	3
Business Electives	6

Agriculture: Farm Business Management Program

ENTRY POINT: Continuous

ADVISOR: Jon Farquarson, 541-278-5845

The Farm Business Management (FBM) Program at Blue Mountain Community College (BMCC) is designed to help farmers and ranchers with the management aspect of their business. This program is designed to meet the individual needs of the people who are enrolled in the program on an applied basis. Every farm and ranch business is unique with the owners and managers needing different management aides.

The FBM Program at BMCC provides: management tools, instruction, support, consulting, technology and information. Features of the program are: On site one-on-one instruction, sessions to meet individual situations, periodic classroom instruction, financial management tools and techniques and confidentiality.

The goal for this program is to provide instruction for accurate record keeping and accounting, information to make accurate decisions, project and analyze costs of production, introduce user-friendly business tools and support for implementing management plans and strategies. Through providing confidential one-on-one instruction, which is tailor made to the needs of an operation, we are able to achieve this.

The benefits for this program begin with support, individualized instruction, access to courses, low cost, applied learning and extended campus sites. This program is delivered through on-site visitations, campus courses, seminars and in the future by the Internet.

The challenge is to meet everyone's needs. Each operation is different and the people are at differing levels from very advanced management and technological skills to those who need basic management and record keeping assistance. The program serves as an aide in developing efficient record keeping which leads to accurate information on which informed business decisions can be made.

The FBM program also meets the requirements for some Agriculture lenders.

The FBM program is a part of the Agriculture Department with Dale Wendt, Nathan Wells and Preston Winn.

For more information please contact Jon Farquharson at 541-278-5845 or Farquharson@bluecc.edu OR the Department Secretary at 541-278-5868

YEAR 1

Farm Management Records

YEAR 2

Farm Management Records and Analysis

YEAR 3

Farm Management Decisions

YEAR 4

Advanced Farm Management

YEAR 5

Farm Management Seminar

Agriculture/Production: Associate of Applied Science (Emphasis: Crops)

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Dale Wendt, 541-278-5848

Preston Winn, 541-278-5847

A two-year Associate of Applied Science Degree program in Agriculture/Production: Crops designed for the student who will be concerned with the raising of an agriculture crop commodity. The curriculum includes a balanced selection of courses in the areas of crops, livestock, mechanics and business. If a student wishes to specialize in a particular area, course selection can then be made from a list developed by working closely with his/her advisor.

Following is a typical program schedule. An individual student's schedule may be different.

FIRST QUARTER	CREDITS	
AGM 131 Agriculture Safety	3	
AGR 101 Agriculture Orientation	1	
AGR 111 Agriculture Computers	3	
AGR 280 Cooperative Work Experience	1	
ANS 121 Animal Science	3	
HORT 100 Plant Science	3	
WR 065 Introduction to Technical Writing	3	OR
WR 121 English Composition	3	
SECOND QUARTER		
AGM 140 Agriculture Engines	3	
AGM 221 Metals & Welding	3	
ANS 122 Animal Science	3	
CSS 100 Soils & Fertilizers	3	
SP 100 Human Communication	3	OR
SP 111 Fundamentals of Speech	3	
Agriculture Elective	3	
THIRD QUARTER		
AGM 251 Irrigation Systems	3	
AGR 280 Cooperative Work Experience	1	
CSS 201 Principles of Crop Science	3	
RNG 241 Range Management	3	
MTH 060 Elementary Algebra	4	
General Education Requirement	3	
FOURTH QUARTER		
AGM 211 Agriculture Construction & Surveying	3	
AGM 240 Tractors	3	
AGR 210 Agriculture Accounting	4	
AGR 226 Agriculture Issues	3	
AGR 280 Cooperative Work Experience	1	
CSS 210 Forage Crops	3	
General Education Requirement	3	
FIFTH QUARTER		
AGM 249 Advanced Agricultural Shop	2	
AGM 250 Irrigation Systems Design	3	
AGR 200 Pre-Employment Seminar	1	
AGR 211 Agriculture Business Management	3	
AGR 280 Cooperative Work Experience	1	
CSS 240 Pest Management	4	
HE 252 First Aid	3	
General Education Requirement	3	
SIXTH QUARTER		
AGM 241 Agriculture Machinery	3	
AGR 221 Agriculture Marketing	3	
AGR 280 Cooperative Work Experience	1	
AGR 296 Production Problems	4	
HORT 111 Alternative Crop Production	3	
Human Relations Requirement	3	

Agriculture/Production: Associate of Applied Science (Emphasis: Livestock)

ENTRY POINT: Fall, Winter, Spring
ADVISORS: Nathan Wells, 541-278-5846

A two-year program resulting in an Associate of Applied Science Degree in Agriculture/Production: Livestock designed for students who will be concerned with the raising of an agriculture livestock commodity. The curriculum includes a balanced selection of courses in the areas of crops, livestock, mechanics and business. A student may specialize in one particular area by working closely with his or her advisor.

Following is a typical program schedule. An individual student's schedule may be different.

FIRST QUARTER	CREDITS
AGM 131 Agriculture Safety	3
AGM 211 Agriculture Construction & Surveying	3
AGR 101 Agriculture Orientation	1
AGR 280 Cooperative Work Experience	1
ANS 121 Animal Science	3
HORT 100 Plant Science	3
WR 065 Intro to Technical Writing	3
SECOND QUARTER	
AGM 140 Agriculture Engines	3
AGM 221 Metals & Welding	3
AGR 280 Cooperative Work Experience	1
ANS 122 Animal Science	3
ANS 211 Animal Nutrition	4
CSS 100 Soils & Fertilizers	3
THIRD QUARTER	
AGR 280 Cooperative Work Experience	1
ANS 231 Livestock Evaluation	3
ANS 240 Animal Health	5
CSS 201 Principles of Crop Science	3
RNG 241 Range Management	3
MTH 060 Elementary Algebra	4
FOURTH QUARTER	
AGR 210 Agriculture Accounting	4
AGR 226 Agriculture Issues	3
AGR 280 Cooperative Work Experience	1
ANS 221 Horses & Horsemanship	3
ANS 232 Livestock Evaluation	3
CSS 210 Forage Crops	3
FIFTH QUARTER	
AGM Elective 3	
AGR 200 Pre-Employment Seminar	1
AGR 211 Agriculture Business Management	3
ANS 220 Beef Production	4
SP 100 Human Communications	3
SP 111 Fundamentals of Speech	3
General Education Requirements	6
SIXTH QUARTER	
AGM 241 Agriculture Machinery	3
AGR 221 Agriculture Marketing	3
AGR 296 Production Problems	4
ANS 217 Artificial Insemination	3
HE 252 First Aid	3
General Education Requirement	3
Human Relations Requirement	3

OR

Anthropology: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Dr. Lincoln DeBunce, 541-278-5924

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree. The following recommendations are based on information available as this catalog goes to press.

Prior to enrollment students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
ANTH 101 Introduction to Physical Anthropology	3
BI 101 General Biology	4
WR 121 English Composition	3
Humanities (Sequence recommended)	3
Mathematics*	4
SECOND QUARTER	
ANTH 102 Intro to Archaeology & Prehistory	3
BI 102 General Biology	4
WR 122 English Composition	3
Humanities (Sequence recommended)	3
Mathematics (Electives if MTH 111 Completed) *	4
THIRD QUARTER	
ANTH 103 Intro to Cultural Anthropology	3
BI 103 General Biology	4
WR 123 English Composition	3
Humanities (Sequence recommended)	3
Mathematics (Electives if MTH 111 Completed)*	4
FOURTH QUARTER	
SP 111 Fundamentals of Speech	3
Humanities	3
Science/Mathematics/Computer Science	4
Social Science	3
Electives**	3
FIFTH QUARTER	
Humanities	3
Science/Mathematics/Computer Science	4
Social Science	3
Electives**	6
SIXTH QUARTER	
Humanities	3
Science/Mathematics/Computer Science	4
Social Science	3
Electives**	6

*MTH 105 Introduction to Contemporary Math (or higher) is required with MTH 111 College Algebra recommended.

**All electives should be selected with Associate of Arts Degree requirements in mind.

Art: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Michael Booth, 541-278-5926

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS	
ART 101 Introduction to Visual Arts	3	OR
ART 204 History of Western Art	3	
ART 115 Basic Design	3	
ART 131 Beginning Drawing	3	
WR 121 English Composition	3	
SECOND QUARTER		
ART 102 Introduction to the Visual Arts	3	OR
ART 205 History of Western Art	3	
ART 116 Basic Design	3	
ART 132 Introduction to Drawing	3	
WR 122 English Composition	3	
Art Elective	3	
THIRD QUARTER		
ART 103 Introduction to the Visual Arts	3	OR
ART 206 History of Western Art	3	
ART 117 Design	3	
ART 133 Introduction to Drawing	3	
MTH 105 Intro to Contemp. Math or Higher	4	
WR 123 English Composition	3	
FOURTH QUARTER		
SP 111 Fundamentals of Speech	3	
Social Sciences	6	
Science with Lab	4	
Art Elective	3	
FIFTH QUARTER		
Humanities (Non-Art prefix)	3	
Science with Lab	4	
Social Sciences	6	
Art Elective	3	
SIXTH QUARTER		
Math or Science	4	
Science with Lab	4	
Social Science	3	
Art Electives	6	

* All electives should be selected with Associate of Arts Degree requirements in mind.

Biology: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Dr. Jan Acsai, 541-278-5765

Students wishing to pursue the Associate of Arts Oregon Transfer Degree should confer with their academic advisor as to specific course selection as outlined in the degree requirements section of this catalog.

The following courses are recommended for students who plan to transfer community college credits into a major program in biology at the University of Oregon, Portland State University, Eastern Oregon University, Western Oregon University or into a major program in botany, entomology, microbiology, zoology or biology at Oregon State University. Students enrolled in this program will successfully complete a minimum of 90 credit hours.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
BI 211 General Biology	5
CH 221 General Chemistry	5
WR 121 English Composition	3
Math*	4
SECOND QUARTER	
BI 212 General Biology	5
CH 222 General Chemistry	5
WR 122 English Composition	3
Math*	4
THIRD QUARTER	
BI 213 General Biology	5
CH 223 General Chemistry	5
WR 123 English Composition	3
Math*	4
FOURTH QUARTER	
CH 241 Organic Chemistry**	5
SP 111 Fundamentals of Speech	3
Humanities/Social Science	6
FIFTH QUARTER	
CH 242 Organic Chemistry**	5
Humanities/Social Science	9
SIXTH QUARTER	
CH 243 Organic Chemistry**	5
Humanities/Social Science	9

*Students should refer to course descriptions for Chemistry (CH) courses to determine math competency level to be successful in chemistry courses.

** Offered periodically.

Business Administration: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree. The following recommendations are based on information available as this catalog goes to press.

Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
BA 101 Introduction to Business	4
MTH 111 College Algebra	4
WR 121 English Composition	3
Humanities	3
Social Science	3
SECOND QUARTER	
BA 131 Introduction to Business Computing	4
MTH 241 Calculus for Management/ Social Science	4
WR 122 English Composition	3
Humanities	3
Social Science	3
THIRD QUARTER	
BA 214 Business Communications	3
MTH 243 Intro to Probability & Statistics	4
SP 111 Fundamentals of Speech	3
WR 123 English Composition	3
WR 227 Technical Report Writing	3
Humanities	3
FOURTH QUARTER	
BA 211 Principles of Accounting	4
BA 226 Business Law	4
EC 201 Principles of Economics	3
Biological or Physical Science with lab	4
FIFTH QUARTER	
BA 212 Principles of Accounting	4
BA 285 Human Relations in Business	3
EC 202 Principles of Economics/Macro	3
Humanities	3
Biological or Physical Science with lab	4
SIXTH QUARTER	
BA 206 Principles of Management	4
BA 213 Principles of Accounting	4
EC 203 Principles of Economics	3
Biological or Physical Science with lab	4

OR

Business Administration: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A two-year business program leading to an Associate of Applied Science Degree in Business Administration. The two-year Business Administration program offers a combination of online and on-campus instruction along with cooperative work experience to give students a look at day-to-day experiences and decisions in the business world.

This degree will transfer to the Oregon University System institutions on a course-by-course basis. For students also interested in an AAOT degree, see the information on general electives below. Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER	CREDITS
BA 101 Introduction to Business	4
BA 104 Business Mathematics*	4
BA 211 Principles of Accounting	4
OA 120 Computer Keyboarding	2
Business Electives	3
SECOND QUARTER	
BA 105 Business Mathematics*	4
BA 131 Introduction to Business Computing	4
BA 212 Principles of Accounting	4
HTM 101 Customer Service Management	3
THIRD QUARTER	
BA 110X Business Computer App./MS Excel	3
BA 213 Principles of Accounting	4
BA 285 Human Relations in Business	3
OA 220 Calculating Machines	3
WR 121 English Composition	3
FOURTH QUARTER	
BA 224 Human Resources Management	3
BA 226 Business Law	4
BA 251 Office Management	3
OA 201M Word Processing/MS Word	3
Business Electives	3
FIFTH QUARTER	
BA 215 Cost Accounting	4
BA 223 Principles of Marketing	4
BA 227 Business Law	3
BA 284 Pre-Employment Seminar	1
HTM 126 Meeting and event Planning	3
SIXTH QUARTER	
BA 206 Principles of Management	4
BA 214 Business Communications	3
BA 280 Cooperative Work Experience	1-8
SP 111 Fundamentals of Speech	3
BA 110A Business Computer App/MS Access	3

* BA 104 Business Math and BA 105 Business Math may be replaced with MTH 111 or higher. If both are replaced, it must be with two courses.

Chemistry: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall

ADVISOR: Stan Prowant, 541-278-5768

These courses are recommended for students who plan to transfer community college credits into a major program in chemistry at Oregon State University, the University of Oregon, Portland State University, Eastern Oregon University or Southern Oregon University. Students who satisfactorily complete these courses may qualify to enter the third year of chemistry studies at the universities listed above. Students enrolled in this two-year program will successfully complete a minimum of 90 credit hours.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
CH 221 General Chemistry	5
PHY 211 General Physics with Calculus	5
WR 121 English Composition	3
Humanities	3
Math*	4
SECOND QUARTER	
CH 222 General Chemistry	5
PHY 212 General Physics with Calculus	5
WR 122 English Composition	3
Humanities	3
Math*	4
THIRD QUARTER	
CH 223 General Chemistry	5
PHY 213 General Physics with Calculus	5
WR 123 English Composition	3
Humanities	3
Math*	4
FOURTH QUARTER	
CH 241 Organic Chemistry**	5
PSY 201 General Psychology	3
Foreign Language	4
Math*	4
Electives***	3
FIFTH QUARTER	
CH 242 Organic Chemistry**	5
PSY 202 General Psychology	3
Foreign Language	4
Math*	4
Electives***	3
SIXTH QUARTER	
CH 243 Organic Chemistry**	5
PSY 203 General Psychology	3
Foreign Language	4
Math*	4
Electives***	3

* Students should refer to course descriptions for Chemistry (CH) and Physics (PHY) courses to determine math competency level to be successful in chemistry and physics courses.

** Offered periodically.

***All electives should be selected with Associate of Arts Degree requirements in mind.

Civil Engineering Technology: Associate of Applied Science

ENTRY POINT: Fall, Winter

ADVISORS: Dave Krumbein, 541-278-5748

Mike Muller, 541-278-5782

This two-year Associate of Applied Science Degree program in Civil Engineering Technology is designed for students planning to enter directly into careers as technicians in civil engineering related fields or planning to transfer to construction management programs at four-year institutions. It includes course work in physics, drafting, surveying, highway design, design of simple structures, construction methods and materials and math. Graduates are prepared for jobs in private construction and inspection. Many of the courses use computer application programs for problem solving. Students with appropriate math/science aptitude can complete the Civil Engineering/Construction Technology curriculum in two years at BMCC. Students who desire to pursue four-year degree programs in Civil Engineering are encouraged to complete the Engineering Transfer Program.

*ELECTIVES: Students completing this degree program must meet the general education requirements listed for the Associate of Applied Science Degree in this catalog. Electives must be approved by a program advisor. (*Items noted with an asterisk satisfy BSU articulation requirements.)*

FIRST QUARTER	CREDITS
CET 111 Introduction to Engineering Technology	3
CET 145 Engineering Graphics	3
GS 104 Physical Science/Physics	4 OR
PHY 201 General Physics*	5
MTH 095 Intermediate Algebra	4
WR 115 Intro to College Writing* or Higher	3
SECOND QUARTER	
CET 112 Computer Aided Drafting	3
CET 152 Materials of Construction	2 OR
CET 162 Engineering Materials	3
MTH 111 College Algebra	4
PHY 202 General Physics*	5
WR 122 English Composition*	3
THIRD QUARTER	
CET 114 Intro to Geographic Info Systems	3
SUR 161 Plane Surveying*	5
MTH 112 Elementary Functions	4
PHY 203 General Physics*	5
FOURTH QUARTER	
CET 222A Concrete Field Testing Technician	1
CET 222B Concrete Control Technician	2
CET 222C Concrete Strength Testing Technician	1
CET 231 Structures *	4
CET 261 Hydraulics	4
SUR 162 Surveying & Mapping	5
FIFTH QUARTER	
CET 215 Contract Documents*	3
CET 235 Structures *	4
SUR 166 Highway Fundamentals	3
GEOG 206 Geography of Oregon	3 OR
EC 201 Principles of Economics/Micro*	3
WR 227 Technical Report Writing*	3
SIXTH QUARTER	
CET 223 Soil Mechanics*	3
CET 242 Structures *	4
CET 251 Estimating Construction Costs*	4
SUR 167 Surveying Seminar	3 OR
CS 120 Concepts of Computing	4
SP 100 Human Communications*	3 OR
SP 111 Fundamental of Speech*	3

Civil Engineering: Transfer Program

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Dave Krumbain, 541-278-5748
John Ashcraft, 541-278-5784

The following courses are recommended for students who plan to transfer to pre-engineering at OSU, PSU, OIT, WSU or other Bachelor of Science programs. This is not a degree program. Students interested in Civil Engineering should contact the department advisors for additional information regarding transfer opportunities and availability of course offerings each term.

Prior to enrollment students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility. Those enrolled in this program may be subject to the general education requirements of the institution to which they transfer.

FIRST QUARTER	CREDITS
CET 111 Introduction to Engineering Technology	3
CH 221 General Chemistry	5
MTH 111 College Algebra	4
WR 121 English Composition	3
SECOND QUARTER	
CH 222 General Chemistry	5
CS 120 Concepts of Computing	4
MTH 112 Elementary Functions	4
WR 122 English Composition	3
THIRD QUARTER	
CH 223 General Chemistry	5
MTH 251 Calculus	4
WR 227 Technical Report Writing	3
Electives*	3
FOURTH QUARTER	
MTH 252 Calculus	4
PHY 211 General Physics with Calculus	5
SP 111 Fundamentals of Speech	3
Electives*	3
FIFTH QUARTER	
MTH 253 Calculus	4
PHY 212 General Physics with Calculus	5
Electives*	6
SIXTH QUARTER	
MTH 254 Vector Calculus	4
PHY 213 General Physics with Calculus	5
Electives*	6

* All electives should be selected with Associate of Arts Degree requirements in mind.

Computer Science: Associate of Science

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Ron Wallace, 541-278-5808
Gary Parker, 541-278-5772

Completion of the following curriculum will result in the student receiving an Associate of Science Degree. This program will prepare the student for a job that requires skills and knowledge in computer applications, networking, programming or as preparation for transfer to a university as the student pursues other advanced degrees in these or related fields. This degree will transfer to the Oregon University System institutions on a course-by-course basis. For students also interested in an AAOT degree, see the information on general electives below.

The following information is based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

General Requirements: (required of all BMCC Associate of Science degrees):

COURSE	CREDITS
CS 120 Concepts of Computing or Higher	4
HE 250 Personal Health, HE 252 First Aid, HE 253 Personal Nutrition or PE 185	3
MTH 105 Intro to Contemp Math or Higher	4
SP 111 Fundamentals of Speech	3
WR 121 & WR 122 English Composition	6
Humanities	9
Social Science	9
Biological or Physical Science with Lab	4

Computer Science Specialization:

The student must complete a 30 credit specialization. These courses must be completed with a C or better. Requirements include:

Four (4) Credits: Any mathematics course higher than MTH 111 (except MTH 211, 212, 213) and

Twenty-six (26) Credits from the following computer science courses:

COURSE	CREDITS
CS 120 & CS 121 Concepts of Computing	8
CS 133U Programming with C++	4
CS 161 & CS 162 Computer Science	8
CS 180 Computer Science Practicum	1- 4
CS 195 Web Development	4
CS 198/CS 298 Special Studies	1- 3
CS 280 Cooperative Work Experience	1- 8
CS 295 Web Development	4

General Electives:

In addition to the 38 General Requirement credits and the 30 credits required by the Computer Science specialization, students must take an additional 25 elective credits (any transfer level courses in any discipline) for a minimum total of 93 credits. A student may also earn an AAOT degree by including the following courses as part of their electives (these are in addition to the general and group requirements given above).

COURSE	CREDITS
WR 123 English Composition	3 OR
WR 227 Technical Report Writing	3
Humanities	3
Social Science	6
Biological or Physical Science	8

Dental Assisting Technician: Certificate

ENTRY POINT: Fall

ADVISORS: Crystal Patton-Doherty, 541-278-5876
Beth Sweet, 541-278-5791

This is a one-year certificate program that prepares the student to become a professional member of the dental team, working with and assisting the dentist with clinical procedures. Program graduates are prepared for employment in a variety of dental settings. Emphasis is on modern concepts of chairside assisting. Duties and responsibilities may include disinfection, sterilization procedures, preparing the operatory, transferring instruments, exposing and processing radiographs and business office responsibilities.

Upon successful completion of this program, a Certificate in Dental Assisting is awarded. Students must receive a "C" grade or above in all coursework to be considered as having successfully completed the program. The program is accredited by the American Dental Association's Commission on Accreditation of Dental and Auxiliary Education Programs and by the Oregon Board of Dentistry. Graduating students are eligible to take the Dental Assisting National Board Examination.

ADMISSION REQUIREMENTS

Enrollment information is available from the Admissions and Records Office.

A completed enrollment application must be on file prior to the last Friday in April of the year of your intended entrance in order to be considered for inclusion in the program. A limited number of students are admitted to the dental assisting program each year.

Before Fall Term Entry:

The following courses must be completed with a "C" grade or higher by the end of the summer term:

COURSE	CREDITS
WR 060 Elements of the Essay or above	3
MTH 015 Math Improvement or above	3
SP 100 Human Communications or above	3

Proof of two current MMR vaccinations, a negative tuberculin skin test or chest x-ray, initiation of the Hepatitis B vaccination series, tetanus vaccine and a current Health Care Provider level "C" CPR card.

Courses within the Dental Assisting Curriculum can be used as the professional/technical credits for the General Studies degree. The human relations requirement of this program is met specifically in DA 090 Dental Health Education.

FIRST QUARTER	CREDITS
DA 041 Dental Radiology	4
DA 051 Chairside Procedures	3
DA 070 Basic Dental Science	3
DA 072 Dental Anatomy	4
DA 076 Dental Pharmacology	1
DA 080 Dental Materials	3
DA 090 Dental Health Education	2
SECOND QUARTER	
DA 042 Dental Radiology	3
DA 052 Chairside Procedures	3
DA 054 Dental Specialties	2
DA 062 Clinical Practice	4
DA 074 Dental Pathology	1
DA 082 Dental Laboratory Materials & Procedures	2
DA 092 Dental Law & Ethics	1
DA 096 Medical Emergencies in the Dental Office	1
THIRD QUARTER	
DA 043 Dental Radiology	1
DA 053 Chairside Procedures	2
DA 063 Clinical Practice	8
DA 066 Clinical Practice Seminar	1
DA 094 Dental Business Office	3

Drafting Technology: Associate of Applied Science

ENTRY POINT: Fall, Winter

ADVISORS: Dave Krumbain, 541-278-5748
Mike Muller, 541-278-5782

This two-year Associate of Applied Science Degree program in Drafting Technology is designed for students planning to enter directly into careers as Drafting Technicians in architectural, engineering and construction related fields. It contains less rigorous math and science requirements than Civil Engineering Technology and includes a work experience component instead of the structural design sequence. Course work includes specialized computer-aided drafting programs, construction methods and materials, building codes and structural detailing.

FIRST QUARTER	CREDITS
CET 111 Intro to Engineering Technology	3
CET 145 Engineering Graphics	3
GS 104 Physical Science/Physics	4
MTH 060 Elementary Algebra	4
WR 060 Elements of the Essay	3

SECOND QUARTER	
CET 112 Computer Aided Drafting	3
CET 152 Materials of Construction	2 OR
CET 162 Engineering Materials	3
GEOG 101 Physical Geography	3 OR
Science Elective	3/4
SP 100 Human Communications	3 OR
SP 111 Fundamentals of Speech	3
WR 065 Introduction to Technical Writing	3

THIRD QUARTER	
CET 113 Advanced Computer Aided Drafting	3
CET 114 Intro to Geographic Info Systems	3
SUR 161 Plane Surveying	5
GEOG 206 Geography of Oregon	3 OR
Social Science Elective	3

FOURTH QUARTER	
CET 222A Concrete Field Testing Technician	1
CET 222B Concrete Control Technician	2
CET 222C Concrete Strength Testing Technician	1
CET 263 3-D Computer Aided Drafting	3
CET 280 Cooperative Work Experience	3
SUR 162 Surveying & Mapping	5

FIFTH QUARTER	
CET 205 Structural Drafting	3
CET 215 Contract Documents	4
CET 280 Cooperative Work Experience	3
SUR 166 Highway Fundamentals	3
Computer Science Elective	3

SIXTH QUARTER	
CET 223 Soil Mechanics	3
CET 251 Estimating Construction Costs	4
CET 280 Cooperative Work Experience	3
BA 285 Human Relations in Business	3
Technical Elective	3

* All electives should be selected with Associate of Arts Degree requirements in mind.

Early Childhood Education Program

ENTRY POINT: Fall, Winter, Spring
ADVISOR: 541-278-5958

The ECE program prepares students to work with children from birth to school age in public and private school and child care settings. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, the planning and direction of activities for young children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children. The ECE program is a two-year program leading to either a designated AAS degree in Early Childhood Education or a non-designated AS degree. Graduates are trained to work in a variety of settings including Head Start, nursery school, preschool, daycare, private kindergarten and in public schools.

This degree program fulfills the federal education requirements for Head Start employees.

All ECE students are strongly encouraged to take the college placement test and seek advising before enrolling in coursework. To be successful in ECE coursework, students are required to be ready to take WR 115 Introduction to College Writing. A grade of "C" or better is required in all ECE coursework to apply to a degree. The student is required to complete a criminal record check before enrollment in ECE 161/ECE 163 Practicum.

All ECE majors are required to take the six core courses:

ECE 101 Family & Community Relations	3
ECE 150 Observation/Assessment & Recording	3
ECE 151 Guidance & Classroom Management	3
ECE 226 Child Development	3
ECE 240 Curriculum/Planning	3
ECE 248 Overview of Special Services	3

Students seeking an AAS are also required to take ECE 161 Practicum/Infants & Toddlers (4 cr.) and ECE 163 Practicum/Preschool (4 cr.). The AAS degree requires an additional 18 hours in ECE approved electives as follows:

Select 5 courses (15 credits or more) from list 1:

ECE 152 Creativity for Young Children	3
ECE 153 Music & Movement	3
ECE 154 Literature & Literacy	3
ECE 175A First by Five/Social Emotional Growth & Socialization	1
ECE 175B First by Five/Group Care	1
ECE 175C First by Five/Learning & Development	1
ECE 175D First by Five/Culture, Families & Providers	1
ECE 198 Special Studies	3
ECE 227 Enhancing Social Emotional Development	3
ECE 249 Inclusion of Children with Special Needs	3
ECE 295 Child Care Administration	3
ECE 296 Issues & Trends	3
ED 258 Multicultural Education	3

And select 1 course (3 credits or more) from list 2:

HE 100 Introduction to Health Services	4
HE 250 Personal Health	3
HE 253 Personal Nutrition	3
HPE 295 Health & Fitness for Life	3
FN 225 Nutrition	4
FN 230 Children, Families & Nutrition	3

Early Childhood Education: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring
ADVISOR: 541-278-5958

FIRST QUARTER	CREDITS
ECE 101 Family & Community Relations	3
WR 060 Elements of the Essay (or above)	3
MTH 060 Elementary Algebra (or above)	4 OR
CS 120 Concepts of Computing *	4
Human Relations	3
Electives**	3

SECOND QUARTER	CREDITS
ECE 150 Observation/Assessment & Recording	3
ECE 226 Child Development	3
Human Relations	3
Electives**	6

THIRD QUARTER	CREDITS
ECE 151 Guidance & Classroom Management	3
ECE 248 Overview of Special Services	3
ECE Selection	3
Human Relations	3
Electives**	3

FOURTH QUARTER	CREDITS
ECE 240 Curriculum/Planning	3
ECE Selections	3
Health Selection	3
Electives**	6

FIFTH QUARTER	CREDITS
ECE 161 Practicum/Infants & Toddlers	4
ECE Selections	6
Electives**	6

SIXTH QUARTER	CREDITS
ECE 163 Practicum/Preschool	4
ECE Selection	3
SP 111 Fundamentals of Speech	3
Electives**	6

* CS 120 may be selected ONLY if students test into MTH 065 or above.

**All electives should be selected with Associate of Arts Degree requirements in mind.

Early Childhood Education: Associate of Science

ENTRY POINT: Fall, Winter, Spring

ADVISOR: 541-278-5958

FIRST QUARTER	CREDITS
ECE 101 Family & Community Relations	3
ECE 226 Child Development	3
PSY 201 General Psychology	3
WR 121 English Composition	3
Elective*	3
SECOND QUARTER	
ECE 151 Guidance & Classroom Management	3
ECE 248 Overview of Special Services	3
WR 122 English Composition	3
Science/Math	4
Social Science	3
THIRD QUARTER	
ECE 240 Curriculum/Planning	3
SP 111 Fundamentals of Speech	3
Science/Math	4
Electives*	6
FOURTH QUARTER	
CS 120 Concepts of Computing	4
MTH 105 Intro to Contemp. Math or Higher	4
HE 252 First Aid (or alternative)	3
Humanities	6
FIFTH QUARTER	
ECE 150 Observation/Assessment & Recording	3
Electives	11
SIXTH QUARTER	
PSY 203 General Psychology	3
Humanities	3
Electives*	9

*All electives should be selected with Associate of Arts Degree requirements in mind.

Economics: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Dr. Larry Bundy, 541-278-5892

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree. The following recommendations are based on information available as this catalog goes to press.

Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
MTH 111 College Algebra	4 OR
MTH 112 Elementary Functions	4
WR 121 English Composition	3
Humanities (Sequence recommended)	3
Social Science (Sequence recommended)	3
Electives*	3
SECOND QUARTER	
MTH 241 Calculus for Management/Social Sci.	4 OR
MTH 251 Calculus	4
WR 122 English Composition	3
Humanities (Sequence recommended)	3
Social Science (Sequence recommended)	3
Electives*	3
THIRD QUARTER	
WR 123 English Composition	3
MTH 243 Intro to Probability & Statistics	4 OR
MTH 252 Calculus	4
Humanities (Sequence recommended)	3
Social Science (Sequence recommended)	3
Electives*	3
FOURTH QUARTER	
EC 201 Principles of Economics/Micro	3
SP 111 Fundamentals of Speech	3
Humanities	3
Science with Lab (Sequence recommended)	4
Electives*	3
FIFTH QUARTER	
EC 202 Principles of Economics/Macro	3
Humanities	3
Science with Lab (Sequence recommended)	4
Electives*	6
SIXTH QUARTER	
EC 203 Principles of Economics/Theory	3
Humanities	3
Science with Lab (Sequence recommended)	4
Electives*	6

*All electives should be selected with Associate of Arts Degree requirements in mind.

Economics majors need math through at least one quarter of Calculus and one quarter of Statistics.

Education-Elementary: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Cindy Lenhart, 541-278-5802

PRE-ELEMENTARY – Associate of Arts Oregon Transfer Degree (AAOT)

Students wishing to earn an elementary teaching license can complete the AAOT from BMCC and transfer to EOU to complete the teacher licensure program and a bachelor's degree without traveling to EOU's main campus. Eastern Oregon University is currently offering the undergraduate elementary teacher education program on the main campus in Pendleton.

If a student wishes to transfer to another university or complete the secondary education program, it is recommended he/she work closely with his/her advisor because the courses may be different. Presently, programs in elementary and secondary education are offered through Masters Degree programs at EOU, WOU, OSU, PSU, U of O and SOU. In addition, several private colleges and universities offer elementary and secondary education programs.

The following curriculum is a recommended course of study for students wishing to transfer to Eastern Oregon University and complete the CUESTE teacher education program in elementary education. See page 24 for additional information on CUESTE.

NOTE: The coursework required for admission into the education program at EOU is very prescriptive. Students must work closely with an education advisor in planning their degree or they run the risk of taking courses that will not be counted in their program.

FIRST QUARTER

	CREDITS
ED 142 Education Orientation	1
SP 111 Fundamentals of Speech	3
WR 121 English Composition	3
Biology or Geology sequence	4
Survey/Visual Arts or History of Western Art*	3

SECOND QUARTER

ED 280 Cooperative Work Experience	2
MUS 101 Fundamentals of Music	2
WR 122 English Composition	3
Biology or Geology sequence	4
World or Cultural Geography*	3

THIRD QUARTER

ED 242 Education Concepts	3	
SOC 213 Minorities	3	OR
SP 115 Intercultural Communication	3	
WR 123 English Composition	3	
Biology or Geology sequence	4	
Creative Art (Art, Music, Theatre)*	3	

FOURTH QUARTER

CS 120 Concepts of Computing	4
HST 201, 202 or 203 History of the United States	3
MTH 211 Foundations of Elementary Math	4
PSY 201 Introduction to Psychology	3
Physical Science Sequence*	4

FIFTH QUARTER

HE 250 Personal Health	3	OR
HPE 295 Health & Fitness for Life	3	
MTH 212 Foundations of Elementary Math	4	
PHL 101, 102, or 103 Introduction to Philosophy Humanities*	3	
Physical Science Sequence*	4	

SIXTH QUARTER

MTH 213 Foundations of Elementary Math	4
Anthropology/World Civilization*	3
Introduction to Literature/World Literature*	3
Physical Science Sequence*	4
Social Science *	3

* Please see an education advisor for the courses which specifically meet these requirements.

An additional fifteen credits of lower division coursework must be completed in a minor or course of study for the CUESTE elementary teacher education program at Eastern Oregon University. Work closely with an education advisor when choosing these courses.



Education-Secondary: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Cindy Lenhart, 541-278-5802

PRE-SECONDARY – Associate of Arts Oregon Transfer Degree (AAOT) (Middle and High School Teachers)

If a student wishes to transfer to another university or complete the secondary education program, it is recommended he/she work closely with his/her advisor because the courses may be different. Presently, programs in elementary and secondary education are offered through Masters Degree programs at EOU, WOU, OSU, PSU, U of O and SOU. Each of these colleges has different requirements in major fields. This should be considered when planning your degree. In addition, several private colleges and universities offer secondary education programs.

In Oregon, a student wishing to become a middle and/or high school teacher must complete a bachelor's degree in a major field (such as history or math) as well as a minor in another area. They must also complete a teacher education program, either as an undergraduate or as a graduate in a master's degree program.

The following recommended course work is based on EOU transfer requirements:

FIRST QUARTER	CREDITS	
ED 142 Education Orientation	1	
CS 120 Concepts of Computing	4	
WR 121 English Composition	3	
Social Science*	3	
Elective in Major Field	3	
SECOND QUARTER		
ED 280 Cooperative Work Experience	2	
WR 122 English Composition	3	
HE 250 Personal Health	3	OR
HPE 295 Health & Fitness for Life	3	
Social Science*	3	
Elective in Major Field	3	
THIRD QUARTER		
SP 111 Fundamentals of Speech	3	
SOC 213 Minorities	3	OR
SP 115 Intercultural Communications	3	
WR 123 English Composition	3	
Humanities*	3	
Elective in Major Field	3	
FOURTH QUARTER		
ED 280 Cooperative Work Experience	2	
MTH 111 College Algebra	4	
Humanities*	3	
Science with Lab*	4	
Social Science*	3	
FIFTH QUARTER		
ED 242 Educational Concepts	3	
Humanities*	3	
Science with Lab*	4	
Social Science*	3	
Elective in Major	3	
SIXTH QUARTER		
Humanities*	3	
Science with Lab*	4	
Social Science*	3	
Elective in Major	3	
Elective in Major	3	

* See AAOT Degree requirement guidelines for the specific courses which meet these Distribution Group Requirements.

Educational Assistant: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Cindy Lenhart, 541-278-5802

This Associate of Applied Science Degree in Educational Assistant offers coursework designed for educational assistants in the K-12 schools as well as anyone interested in teaching and learning techniques. The core curriculum offers instruction in basic teaching strategies, human relations, communication and non-instructional support skills. This program is offered in collaboration with Chemeketa Community College and Blue Mountain Community College and many of the courses can be obtained through distance education. This degree requires 93 total credits and a minimum of a 2.0 GPA (C average).

You are strongly encouraged to meet with an education advisor to plan your degree.

Education Core Requirements: (25 credits)CREDITS

ED 101 Intro to Observation & Experience	3
ED 110 Psychology of Learning	3
ED 131 Teaching Techniques	3
ED 133 Instructional Media & Materials	3
ED 142 Education Orientation	1
ED 217 Compreh. Classroom Management	3
ED 242 Educational Concepts	3
ED 251 Overview of Students w/ Special Needs	3
ED 258 Multicultural Education	3

Approved Education Electives: (Select 20 credits from courses listed below)

ED 123 Techniques in Reading & Language	3
ED 124 Techniques in Math & Science	3
ED 235 Instructional Technology	3
ED 253 Current Issues in Special Education	3
ED 268 Educating the Mildly & Severely Handicapped	3
ED 280 Cooperative Work Experience	1-9
ED 298 Special Studies	1-5

Other Requirements needed for the Associate Degree:

CS120 Concepts of Computing	4	
HE 250 Personal Health	3	OR
HPE 295 Health & Fitness for Life	3	
MTH 060 Elementary Algebra or Higher	4	
SP 111 Fundamentals of Speech	3	
WR 121 English Composition	3	
WR 122 English Composition	3	
Science with Lab (2 courses needed)*	8	
Humanities (2 courses needed)*	6	
Social Science (3 courses needed)*	9	
Creative Art (Art, Music, Theatre)*	3	
Electives		As needed

* See AAOT Degree requirement guidelines for the specific courses which meet these Distribution Group Requirements.

Educational Assistant: Certificate

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Cindy Lenhart, 541-278-5802

The Education Certificate program is earned by successfully completing only the Education Core Requirements (25 credits) and the Education Electives (20 credits).

You are strongly encouraged to meet with an education advisor to plan your degree.

Education Core Reqs: (25 credits) CREDITS

ED 101 Intro to Observation & Experience	3
ED 110 Psychology of Learning	3
ED 131 Teaching Techniques	3
ED 133 Instructional Media & Materials	3
ED 142 Education Orientation	1
ED 217 Comprehensive Classroom Management	3
ED 242 Educational Concepts	3
ED 251 Overview of Students w/Special Needs	3
ED 258 Multicultural Education	3

Approved Education Electives: (Select 20 credits from courses listed below)

ED 123 Techniques in Reading & Language	3
ED 124 Techniques in Math & Science	3
ED 221 Signing Exact English	3
ED 235 Instructional Technology	3
ED 253 Current Issues in Special Education	3
ED 268 Educating the Mildly & Severely Handicapped	3
ED 280 Cooperative Work Experience	1-9
ED 298 Special Studies	1-5

Other Requirements:

(Students must complete these courses or show competence through placement testing.)

CS 080 Introduction to Personal Computers	3
MTH 060 Elementary Algebra or higher	4
SP 111 Fundamentals of Speech	3
WR 115 Intro to College Writing or higher	3

English: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Gregg Berlie, 541-278-5942

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS	
ENG 104 Introduction to Literature or Higher	3	
HST 101 History of Western Civilization	3	OR
HST 104 World Civilizations	3	
WR 121 English Composition	3	
Foreign Language	4	
Humanities	3	

SECOND QUARTER	
ENG 105 Introduction to Literature or Higher	3
HST 102 History of Western Civilization	3 OR
HST 105 World Civilizations	3
MTH 105 Intro to Contemp. Math or Higher	4
WR 122 English Composition	3
Foreign Language	4

THIRD QUARTER	
ENG 106 Introduction to Literature or Higher	3
HST 103 History of Western Civilization	3 OR
HST 106 World Civilizations	3
WR 123 English Composition	3
Foreign Language	4
Science or Mathematics	4

FOURTH QUARTER	
ENG 201 Shakespeare	3
ENG 204 Survey of English Literature	3 OR
ENG 253 Survey of American Literature	3
SP 111 Fundamentals of Speech	3
Science with Lab	4/5
Social Science	3

FIFTH QUARTER	
ENG 202 Shakespeare	3
ENG 205 Survey of English Literature	3 OR
ENG 254 Survey of American Literature	3
Humanities	3
Science with Lab	4/5
Social Science	3

SIXTH QUARTER	
ENG 203 Shakespeare	3
ENG 206 Survey of English Literature	3 OR
ENG 255 Survey of American Literature	3
Humanities	3
Science with Lab	4/5
Social Science	3

Foreign Language: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Doug Rice, 541-278-5955

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

These following courses are recommended for students who plan to transfer community college credits into a major program in foreign languages at the University of Oregon, Portland State University, Oregon State University, into a major program in Spanish at Southern Oregon University or into a program for the preparation of foreign language teachers at Western Oregon University, Southern Oregon University or Eastern Oregon University. Although foreign language students may begin their study of language in college, it is more common and desirable for prospective language majors to begin their studies with two to four years of study in high school, since major requirements stipulate 30-45 hours in the language beyond the second-year course.

These recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER CREDITS

MTH 105 Introduction to Contemporary Math	4
WR 121 English Composition	3
Foreign Language	4
Social Science (Sequence recommended)	3

SECOND QUARTER

SP 111 Fundamentals of Speech	3
WR 122 English Composition	3
Foreign Language	4
Science or Mathematics	4
Social Science (Sequence recommended)	3

THIRD QUARTER

WR 123 English Composition	3
Foreign Language	4
Science or Mathematics	4
Social Science (Sequence recommended)	3
Elective	3

FOURTH QUARTER

Foreign Language	4
Humanities (Sequence recommended)	3
Science with Lab	4/5
Social Science	3

FIFTH QUARTER

Foreign Language	4
Humanities	3
Science with Lab	4/5
Social Science	3
Elective	3

SIXTH QUARTER

Foreign Language	4
Humanities	3
Science with Lab	4/5
Elective	3

Geography: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Dr. Lincoln DeBunce, 541-278 -5924

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER CREDITS

G 101 Introduction to Geology	4	OR
G 201 Physical Geology	4	
GEOG 101 Physical Geography	3	
GEOG 106 Human & Cultural Geography	3	
WR 121 English Composition	3	
Humanities	3	

SECOND QUARTER

G 102 Introduction to Geology	4	OR
G 202 Physical Geology	4	
GEOG 107 Human & Cultural Geography	3	
MTH 105 Introduction to Contemporary Math*	4	
WR 122 English Composition	3	
Humanities	3	

THIRD QUARTER

G 103 Intro to Geology	4	OR
G 203 Historical Geology	4	
GEOG 206 Geography of Oregon	3	
WR 123 English Composition	3	
Humanities	3	
Mathematics*	4	

(Electives if MTH 111 is completed. Additional math courses are recommended)

FOURTH QUARTER

SP 111 Fundamentals of Speech	3
Humanities	3
Science with Lab	4
Social Science	3
Electives**	3

FIFTH QUARTER

Humanities	3
Science with Lab	4
Social Science	3
Electives**	6

SIXTH QUARTER

Humanities	3
Science with Lab	4
Social Science	3
Electives**	6

* MTH 105 Introduction to Contemporary Math or Higher is required. MTH 111 College Algebra is recommended.

**All electives should be selected with Associate of Arts Degree requirements in mind.

Geology: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Stan Prowant, 541-278-5768

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

Prior to enrollment, students should review a current catalog of the college/university to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
CH 221 General Chemistry*	5
G 201 Physical Geology	4
MTH 111 College Algebra	4
WR 121 English Composition	3
Humanities (Sequence recommended)	3
SECOND QUARTER	
CH 222 General Chemistry	5
G 202 Physical Geology	4
WR 122 English Composition	3
Humanities	3
Math	4
THIRD QUARTER	
CH 223 General Chemistry	5
G 203 Historical Geology	4
WR 123 English Composition	3
Humanities	3
Math	4
FOURTH QUARTER	
PH 201 General Physics**	5
SP 111 Fundamentals of Speech	3
Math	4
Social Science	6
FIFTH QUARTER	
PH 202 General Physics**	5
Humanities	3
Math	4
Social Science	6
SIXTH QUARTER	
PH 203 General Physics**	5
Humanities	3
Math	4
Social Science	6

* For most colleges/universities, the CH 121 College Chemistry sequence is acceptable, except for Geological Engineering.

** PH 211, PH 212 and PH 213 General Physics with Calculus are required for some majors and should be taken if the student has the math prerequisite.

Health, Health Education: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Martha Yakovleff, 541-278-5898

Wells Jones, 541-278-5899

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

These courses are recommended for students interested in completing a major program in health or health education at Oregon State University or Portland State University. The OSU program in health offers major options in environmental health, occupational safety, health promotion and education, child and adolescent health, worksite health promotion, community health, applied health and health care administration. The PSU program offers options in community health and health and fitness promotion. The Oregon college transfer guide lists course recommendations for these options.

Prior to enrollment students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
HD 100 College Survival & Success	3
HE 250 Personal Health	3
MTH 105 Introduction to Contemporary Math*	4
WR 121 English Composition**	3
Social Science	3
SECOND QUARTER	
CS 120 Concepts of Computing	4
HE 252 First Aid	3
HE 253 Personal Nutrition	3
WR 122 English Composition	3
Social Science	3
THIRD QUARTER	
FN 225 Nutrition	4
HPE 295 Health & Fitness for Life	3
PE 185 Physical Education	1
SP 111 Fundamentals of Speech	3
WR 123 English Composition	3
Social Science	3
FOURTH QUARTER	
PE 185 Physical Education	1
Humanities	6
Science with Lab	4/5
Social Science	3
FIFTH QUARTER	
PE 185 Physical Education	1
Humanities	6
Science with Lab	4/5
Social Science	3
SIXTH QUARTER	
PE 185 Physical Education	1
Humanities	3
Science with Lab	4/5
Electives***	6

*Students who place lower than MTH 105 on the math placement test will need to take prerequisites.

**Students who place lower than WR 121 on the writing placement test will need to take developmental writing courses.

***All electives should be selected with Associate of Arts Degree requirements in mind.

History: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Any Social Science Instructor, 541-278-5944

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS	
HST 201 History of the United States	3	
WR 121 English Composition	3	
Foreign Language	4	
Science with Lab (sequence recommended)	4/5	
Electives**	3	
SECOND QUARTER		
HST 202 History of the United States	3	
WR 122 English Composition	3	
Foreign Language	4	
Science with Lab (sequence recommended)	4/5	
Electives**	3	
THIRD QUARTER		
HST 203 History of the United States	3	
WR 123 English Composition	3	
Foreign Language	4	
Science with Lab (sequence recommended)	4/5	
Electives**	3	
FOURTH QUARTER		
HST 101 History of Western Civilization	3	OR
HST 104 World Civilizations	3	
Humanities	3	
Science or Mathematics*	4	
Social Science	3	
Electives**	3	
FIFTH QUARTER		
HST 102 History of Western Civilization	3	OR
HST 105 World Civilizations	3	
SP 111 Fundamentals of Speech	3	
Humanities	3	
Science or Mathematics*	4	
Social Science	3	
SIXTH QUARTER		
HST 103 History of Western Civilization	3	OR
HST 106 World Civilizations	3	
Humanities	3	
Science/Mathematics*	4	
Social Science	3	
Electives**	3	

* MTH 105 Introduction to Contemporary Math or Higher.

** All electives should be selected with Associate of Arts Degree requirements in mind.

Hospitality & Tourism Management: Certificate

ENTRY POINT: Fall

ADVISORS: Any Business Instructor, 541-276-1260

This one-year program introduces students to the field of the hospitality industry including tourism, travel and management. Online and classroom instruction and cooperative work experience offers students a look into the day-to-day experiences at Hospitality and Tourism sites. This certificate helps prepare students for entry-level positions in management as well as the professionalism necessary for business success and upward mobility in the hospitality and tourism industry.

FIRST QUARTER	CREDITS
BA 101 Introduction to Business	4
BA 104 Business Math	4
OA 120 Computer Keyboarding	2
HTM 100 Introduction To Hospitality Industry	3
HTM Elective	3
SECOND QUARTER	
BA 131 Introduction to Business Computing	4
SP 111 Fundamentals of Speech	3
WR 121 English Composition	3
HTM 101 customer Service Management	3
HTM 126 Meeting and Event planning	3
THIRD QUARTER	
BA 223 Principles of Marketing	4
BA 280 Cooperative Work Experience	1-8
BA 285 Human Relations in Business	3
OA 220 Calculating Machines	3
HTM 102 Hotel, Restaurant and Travel Law	3

Human Services: Associate of Science

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Pat Tempinski, 541-278-5920

This two-year non-designated Associate of Science Degree program is designed to prepare students for entry-level professional positions in a variety of social service agencies. These local agencies include substance abuse treatment programs, detention facilities, rehabilitation/treatment programs, habilitation/training programs, nursing homes, employment & training service agencies, educational institutions, welfare agencies and crisis intervention programs. Students enrolled in this program will successfully complete a minimum of 90 credit hours.

For students choosing to continue their education beyond an associate degree, transferability of credits has been confirmed with many State of Oregon institutions. An informal transfer agreement with a local, four-year institution offering a bachelor's in social work is in place.

FIRST QUARTER CREDITS

HS 100 Introduction to Human Services	3
HS 155 Interviewing	3
HS 170 Intro to Practicum	1
PSY 201 General Psychology	3
WR 121 English Composition	3

SECOND QUARTER

HS 265 Casework Interviewing	3
HS 280 Cooperative Work Experience	4
PSY 119 Process in Living	3
SP 111 Fundamentals of Speech	3
WR122 English Composition	3

THIRD QUARTER

HS 154 Community Resources	3
HS 280 Cooperative Work Experience	4
BI 103 General Biology	4
PS 222 Public Policy	3
SP 112 Fundamentals of Speech	3

FOURTH QUARTER

HS 266 Case Management	3
HS 280 Cooperative Work Experience	4
BI 101 General Biology	4
CS 120 Concepts of Computing	4
SOC 204 General Sociology	3

FIFTH QUARTER

HS 267 Counseling & Systems Strategies	3
MTH 105 Intro to Contemp. Math or Higher	4
PSY 202 General Psychology	3
PSY 237 Human Development	3

SIXTH QUARTER

HS 280 Cooperative Work Experience	4
HPE 295 Health & Fitness for Life	3
PSY 203 General Psychology	3
PSY 225 Group Process	3
SOC 213 Minorities	3
SOC 217 Family & Society	3
Humanities Elective	3

OR

Human Services: Associate of Applied Science

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Pat Tempinski, 541-278-5920

This two-year Associate of Applied Science Degree program in Human Services is designed to prepare students for entry-level professional positions in a variety of social service agencies. These local agencies include substance abuse treatment programs, detention facilities, rehabilitation/treatment programs, habilitation/training programs, nursing homes, employment/training service agencies, educational institutions, welfare agencies and crisis intervention programs. Students enrolled in this program will successfully complete a minimum of 94 credit hours.

FIRST QUARTER

HS 100 Intro to Human Services	3	
HS 155 Interviewing	3	
HS 170 Intro to Practicum	1	
BI 080 Anatomy & Physiology	3	OR
BI 101 General Biology	4	
WR 121 English Composition	3	

SECOND QUARTER

HS 265 Casework Interviewing	3
PSY 119 Process in Living	3
PSY 201 General Psychology	3
SOC 204 General Sociology	3
WR 122 English Composition	3

THIRD QUARTER

HS 154 Community Resources	3
HS 280 Cooperative Work Experience	4
MTH 060 Elementary Algebra	4
PSY 202 General Psychology	3
SP 111 Fundamentals of Speech	3

FOURTH QUARTER

HS 266 Case Management	3	
HS 280 Cooperative Work Experience	4	
PS 222 Public Policy	3	
SOC 213 Minorities	3	OR
SOC 217 Family & Society	3	
Elective*	3	

FIFTH QUARTER

HS 267 Counseling & Systems Strategies	3
HS 280 Cooperative Work Experience	4
PSY 237 Human Development	3
WR 227 Technical Report Writing	3
Elective*	3

SIXTH QUARTER

HS 280 Cooperative Work Experience	4
CS 120 Concepts of Computing	4
PSY 203 General Psychology	3
PSY 225 Group Process	3
ANTH 103 Intro to Cultural Anthropology	3

* Approved Electives include: HS 101 Alcohol & Drug/Use, Misuse & Addition, HS 299, SOC/PSY/HS Courses or other instructor approved courses.

Industrial Technology: Associate of Applied Science Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Jennifer Hills, 541-278-5854

BMCC provides a two-level Industrial Technology Program, which includes offering related training for local apprenticeship programs and an Associate of Applied Science Degree for journeypersons who have completed their apprenticeship.

Apprenticeship

Apprenticeships are programs of education and training that prepare people for careers in the crafts and trades. There are two components to apprenticeship training: on-the-job training and classroom instruction or related training. Classroom instruction provides the theoretical knowledge the apprentice uses in the work place. Classroom instruction is designed to provide apprentices with knowledge in technical subjects related to their occupation.

Generally, 144 hours of related classroom instruction are required during each year of apprenticeship training. Under the guidance of a journeyperson, apprentices gain additional skills and experience while on the job.

Training for registered apprentices is offered through BMCC in accordance with the Oregon State Bureau of Labor and Industry, The Apprenticeship and Training Division, U. S. Department of Labor and Oregon State Apprenticeship and Training Council. Classes cover technical areas of the trades and are intended to complement skills learned on the job. For more information about Apprenticeship program offerings, program opening dates or minimum qualifications contact Jennifer Hills, Apprenticeship Coordinator at 541-278-5854.

Apprenticeship programs and training offered through BMCC include: Inside Electrician, Industrial Maintenance Mechanic Industrial Refrigeration, Limited Manufacture Plant Electrician, Limited Maintenance Electrician, Limited Energy Technician A, Limited Energy Technician B, Plumber, Programmable Logic Controller and Technician.

Industrial Technology – Associate of Applied Science Degree

BMCC offers an Associate of Applied Science degree in Industrial Technology to trade journeypersons for apprenticeship training by occupation. Journeypersons may receive up to 40 credits for their on-the-job experience and 24 credits for related apprenticeship training. To be considered for this degree, a candidate must have completed the related training and have successfully obtained their journeyperson status in one of the occupations represented in the BMCC service district.

	CREDITS
General Education Courses (refer to AAS degree information)	18
General Elective Courses	10
Related Training Classes*	24
Journeyperson Status**	40
TOTAL	92

* This standard is based on the current related training requirement of 576 hours for a four-year apprenticeship (144 hours per year). Up to 12 credit hours of allied professional technical and/or college transfer courses may be applied to this requirement.

** Status must be certified by the State of Oregon Apprenticeship Training Division. This credit equivalent is based on a four-year apprenticeship. Up to 10 credits per year are granted. Up to 20 credits of allied professional technical and/or other college courses may be applied to this requirement. See your advisor for course selection advice.

Mathematics: Associate of Science

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Gary Parker, 541-278-5772

Bob Hillenbrand, 541-278-5809

Completion of the following curriculum will result in the student receiving an Associate of Science Degree with and emphasis in Math. These programs will prepare the student for transfer to a university as the student pursues other advanced degrees in math or related fields. This degree will transfer to the Oregon University System institutions on a course by course basis. For students also interested in an AAOT degree, see the information on general electives below.

The following is based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

General Requirements (required for all BMCC Associate of Science degrees):

COURSES	CREDITS
CS 120 Concepts of Computing or Higher	4
HE 250 Personal Health, HE 252 First Aid or HE 253 Personal Nutrition or PE 185	3
MTH 105 Intro to Contemp. Math or Higher	4
SP 111 Fundamentals of Speech	3
WR 121 & WR 122 English Composition	6
Humanities	9
Social Science	9
Biological or Physical Science with Lab	4

General Electives:

In addition to the 38 credits above and the 30-32 credits in one of the following majors, students must take an additional 23-25 elective credits (any transfer level courses in any discipline) for a minimum total of 93 credits.

A student may earn an AAOT degree by including the following courses as part of their electives:

WR 123 English Composition or WR 227 Technical Report Writing	3
Humanities	3
Social Science	6
Biological or Physical Science	8

Health/Fitness courses are not required for an AAOT degree

Math Specialization/Prospective Math Teachers: (Choose eight of the following courses)

MTH 111 College Algebra	4
MTH 112 Elementary Functions	4
MTH 211/212/213 Foundations of Elementary Math (For Math Education teachers only)	4 each
MTH 243 Introduction to Probability & Statistics	4
MTH 251/252/253 Calculus	4 each
Two Courses in Computer Science (CS)	4 each

Following is a sample two year course of study:

FIRST QUARTER	CREDITS
Computer Science or Math	4
WR 121 English Composition	3
Social Science	3
PE 185 Physical Education	1
Electives	4

SECOND QUARTER

Computer Science or Math	4
WR 122 English Composition	3
Social Science	3
PE 185 Physical Education	1
Electives	4

THIRD QUARTER

Computer Science or Math	4
SP 111 Fundamentals of Speech	3
Social Science	3
PE 185 Physical Education	1
Electives	4

FOURTH QUARTER

Computer Science or Math	4
Humanities	3
Natural/Physical Science	4
Electives	5

FIFTH QUARTER

Computer Science or Math	4
Computer Science or Math	4
Humanities	3
Electives	5

SIXTH QUARTER

Computer Science or Math	4
Computer Science or Math	4
Humanities	3
Electives	5

**Math/Computer Science:
Associate of Science****ENTRY POINT:** Fall, Winter, Spring**ADVISORS:** Ron Wallace, 541-278-5808
Gary Parker, 541-278-5772

Completion of the following interdisciplinary curriculum will result in the student receiving an Associate of Science Degree in Math/Computer Science. This program will prepare the student for a job that requires a combination of skills and knowledge in math and computers or as preparation for transfer to a university as the student pursues other advanced degrees in these or related fields. This degree will transfer to the Oregon University System institutions on a course-by-course basis. For students also interested in an AAOT degree, see the information on general electives below.

The following information is based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

General and Group Requirements (required of all BMCC Associate of Science degrees):

COURSE	CREDITS
CS 120 Concepts of Computing or Higher	4
HE 250 Personal Health, HE 252 First Aid or HE 253 Personal Nutrition	3
MTH 105 Intro to Contemp Math or Higher	4
SP 111 Fundamentals of Speech	3
WR 121 & WR 122 English Composition	6
Humanities	9
Social Science	9
Biological or Physical Science with Lab	4

General Electives:

In addition to the 34 credits above and the 30 credits in the following specialization, students must take an additional 29 elective credits (any transfer level courses in any discipline) for a minimum total of 93 credits.

A student may also earn an AAOT degree by including the following courses as part of their electives: (These are in addition to the general and group requirements given above).

WR 123 English Composition or	
WR 227 Technical Report Writing	3
Humanities	3
Social Science	6
Biological or Physical Science	8
<i>Health/Fitness courses are not required for an AAOT degree</i>	

Math/Computer Science Specialization: (These courses must be completed with a C or better.)**Math Courses (Choose four of the following)CREDITS**

MTH 111 College Algebra	4
MTH 112 Elementary Functions	4
MTH 243 Introduction to Probability & Statistics	4
MTH 251/252/253 Calculus	4 each

Computer Science Courses (Choose four of the following courses)

CS 120/121 Concepts of Computing	4 each
CS 161/162 Computer Science	4 each
CS 133B Programming with Visual BASIC	4
CS 133U Programming with C++	4
CS 195/295 Web Development	4 each



Music: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring
ADVISORS: Dr. Margaret Mayer, 541-278-5174

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

Students pursuing an Associate of Arts Degree may contact a music advisor for a complete program listing. Students are subject to proficiency exams in performance areas.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
MUP Music Ensembles	2- 4
MUS 111 Music Theory	4
MUS 114 Ear Training & Sight Singing	1
MUS 131 Class Piano	2
WR 121 English Composition	3
Applied Lessons	1
SECOND QUARTER	
MUP Music Ensembles	2- 4
MUS 112 Music Theory	4
MUS 115 Ear Training & Sight Singing	1
MUS 132 Class Piano	2
WR 122 English Composition	3
Applied Lessons	1
Social Science	3
THIRD QUARTER	
MUP Music Ensembles	2- 4
MUS 113 Music Theory	4
MUS 116 Ear Training & Sight Singing	1
MUS 133 Class Piano	2
MTH 105 Introduction to Contemporary Math	4
Applied Lessons	1
Social Science	3
FOURTH QUARTER	
MUP Music Ensembles	2- 4
MUS 201 Intro to Music & Its Literature	3
MUS 211 Music Theory	3
CS 120 Concepts of Computing	4
Applied Lessons	1
Science with Lab	4/5
FIFTH QUARTER	
MUP Music Ensembles	2- 4
MUS 202 Intro to Music & Its Literature	3
MUS 212 Music Theory	3
SP 111 Fundamentals of Speech	3
WR 123 English Composition	3
Applied Lessons	1
Social Science	3
SIXTH QUARTER	
MUP Applied Lessons	1
MUP Music Ensembles	2 - 4
MUS 203 Intro to Music & Its Literature	3
MUS 213 Music Theory	3
Science with Lab	4/5
Social Science	3

Nursing Admission Requirements

Please refer to the following web site for current admission requirements:

www.bluecc.edu/programs/departments/nursing/index.html

Nursing: Associate of Applied Science

ENTRY POINT: Fall
ADVISORS: Terry Vogel, 541-278-5881

The RN program is undergoing substantial revision. See an advisor for specific curriculum requirements.

This program is approved by the Oregon State Board of Nursing. The goal of the Nursing Department is to help students develop into competent nurses through a general education at the associate degree level in the natural and behavioral sciences. Students are provided an opportunity to learn and to practice nursing in a variety of health care settings. Graduates of this program are eligible to take National Council Licensing Examinations (NCLEX-RN*).

Registered Nurses (RNs) are caring and use their knowledge, skills and problem solving to help individuals, families and groups with health needs. RNs plan care and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments for patients. Nurses work in a variety of settings, including hospitals, long-term care, schools, industry, clinics and patients' homes.

FIRST QUARTER	CREDITS
NUR 101 Fundamentals of Nursing	9
NUR 254 Health Assessment	3
MTH 045 Nursing Math	2

SECOND QUARTER	
NUR 102 Medical-Surgical Nursing	9
NUR 151 Nursing Skills Lab	1
PHC 211 Pharmacology	2

THIRD QUARTER	
NUR 103 Medical-Surgical Nursing	13
PHC 212 Pharmacology	2

FOURTH QUARTER	
NUR 161 Nursing Skills Laboratory	1
NUR 203 Psychiatric/Community Nursing	11

FIFTH QUARTER	
NUR 171 Nursing Skills Laboratory	1
NUR 202 Maternal, Neonatal & Women's Health	11

SIXTH QUARTER	
NUR 201 Advanced Medical-Surgical Nursing	11

*To sit for NCLEX RN exam students must take RN exit exam (4-5 hours) and 40 hour review class Spring term (during the sixth term of the RN program).

Practical Nursing: Certificate

ENTRY POINT: Fall

ADVISORS: Terry Vogel, 541-278-5881

The PN program is undergoing substantial revision. See an advisor for specific curriculum requirements.

The Practical Nursing program is approved by the Oregon State Board of Nursing. The goal of the Nursing Department is to help students develop into competent nurses through a general education including courses at the practical nurse level and in the natural and behavioral sciences. Students are provided an opportunity to learn and to practice nursing in a variety of health care settings. Graduates of this certificate program are eligible to take National Council Licensing Examinations (NCLEX-PN*).

The Licensed Practical Nurse (LPN) cares for patients under the direction of an RN, physician or dentist. LPNs collect information about the patient's health, contribute to the plan of care and administer medications and other treatments. Practical nurses work primarily in hospitals and long-term care facilities. They may also work in medical or dental offices, clinics and may care for stable patients in the community under supervision of an RN.

FIRST QUARTER	CREDITS
NUR 101 Fundamentals of Nursing	9
NUR 254 Health Assessment	3
MTH 045 Nursing Math	2
SECOND QUARTER	
NUR 102 Medical-Surgical Nursing	9
NUR 151 Nursing Skills Lab	1
PHC 211 Pharmacology	2
THIRD QUARTER	
NUR 103 Medical-Surgical Nursing	13
PHC 212 Pharmacology	2

* To sit for NCLEX-PN students must take PN exit exam (4-5 hours) and the 12 hour PN review class Spring term (during the third term of the PN program).

Nursing: Associate of Science

ENTRY POINT: Fall

ADVISORS: Terry Vogel, 541-278-5881

The Nursing Associate of Science program is undergoing substantial revision. See an advisor for specific curriculum requirements.

The Oregon Health Sciences University (OHSU) School of Nursing offers a Bachelor of Science Degree in Nursing. The OHSU School of Nursing has undergraduate programs located in Portland, La Grande, Klamath Falls and Ashland. The undergraduate curriculum at all OHSU School of Nursing campus locations has been restructured from a three-year clinical curriculum to a two-year clinical curriculum. To receive written information about the new upper division nursing major, please contact the School of Nursing 541/962-3803.

Following the program guide will earn an Associate of Science Degree. The courses below must be completed at an accredited college, university or community college.

Natural Sciences:	CREDITS
Human Anatomy and Physiology	12
Microbiology	4
Chemistry to include Biochemistry	15
College Algebra	4
Statistics (Descriptive and Inferential)	4
Nutrition	4
TOTAL	43

Arts and Letters and Humanities:	
Literature	3
Written English/English Composition	9
Interpersonal and Small Group Communication	6
Arts and Letters/Humanities Electives (Recommended courses: Philosophy, Foreign Language, Intercultural Communication and/or Sign Language)	12
TOTAL	30

Social Sciences:	
General Psychology	3
General Sociology	3
Human Development (Life-Span)	3
Cultural Anthropology	3
Social Science Elective (Recommended courses: Poli. Sci., Econ. or Bus. Science)	3
TOTAL	15

Electives	6
TOTAL LOWER DIVISION CREDITS	94

Computer Skills: In this area, students moving to a baccalaureate program are required to run computer software with minimal tutorial assistance. They will be expected to use computer skills in word processing, databases and spreadsheets as they interact with the library and patient information systems, e-mail and Ed-Net communication.

Office Assistant: Certificate

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

A one-year certificate program designed to provide specialized training and skills for work as an office assistant. At least 47 credit hours of course work must be satisfactorily completed in order to receive this certificate.

Program requirements are subject to change. Please consult with an advisor.

FIRST QUARTER CREDITS

OA 116 Office Procedures	3
OA 121 Keyboarding	3
OA 201M Word Processing Procedures/MS Word	3
OA 240 Records Management	3
WR 065 Intro to Technical Writing or Higher	3

SECOND QUARTER

BA 104 Business Math	4
BA 131 Introduction to Business Computing	4
OA 122 Keyboarding	3
OA 140 Business Document Editing	3
OA 202M Word Processing Procedures/Word	3

THIRD QUARTER

BA 214 Business Communications	3	OR
BA 285 Human Relations in Business	3	OR
SP 100 Human Communications	3	
BA 284 Pre-Employment Seminar	1	
OA 123 Keyboarding	3	
OA 220 Calculating Machines	3	
OA 225 Machine Transcription	2	
OA 290 Integrated Office Systems	3	

Office Assistant - Medical Option: Certificate

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Any Business Instructor, 541-276-1260

The Office Assistant – Medical Option is a one-year certificate designed to prepare students for entry-level positions as receptionists and/or records clerks in medical offices. The course work lays the foundation for a two-year Associate of Applied Science degree program for those students who want to continue their education. Emphasis is placed on the study of general office skills as well as medical office theories and policies, including practical experience on current equipment and software. At least 47 credit hours of course work must be satisfactorily completed in order to receive this certificate.

FIRST QUARTER CREDITS

OA 116 Office Procedures	3
OA 121 Keyboarding	3
OA 240 Records Management	3
BI 080 Anatomy and Physiology	3
WR 065 Intro to Technical Writing or Higher	3

SECOND QUARTER

BA 104 Business Math	4
OA 122 Keyboarding	3
OA 140 Business Document Editing	3
OA 251 Medical Terminology	3
OA 257 Medical Office Procedures	3

THIRD QUARTER

BA 214 Business Communications	3	OR
BA 285 Human Relations in Business	3	OR
SP 100 Human Communications	3	
BA 284 Pre-Employment Seminar	1	
OA 123 Keyboarding	3	
OA 220 Calculating Machines	3	
OA 252 Medical Terminology	3	
OA 258 Medical Insurance Procedures	3	

Physical Education: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISORS: Wells Jones, 541-278-5899

Martha Yakovleff, 541-278-5898

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution, as well as several state universities in Washington and Idaho, where students may complete requirements for a four-year baccalaureate degree.

Students wishing to pursue baccalaureate degrees in Physical Education Instruction, Coaching, Athletic Training, Sport/Fitness Management, Leisure/Recreational Studies or Sports Medicine should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER CREDITS

HPE 295 Health & Fitness for Life	3
PE 185 Physical Education Activity	1
SP 111 Fundamentals of Speech	3
WR 121 English Composition*	3
Humanities	3
Science with Lab	4/5

SECOND QUARTER

PE 131 Introduction to Physical Education	3
PE 185 Physical Education Activity	1
WR 122 English Composition	3
Humanities	3
Science with Lab	4/5
Electives**	1/2

THIRD QUARTER

HE 252 First Aid	3
PE 185 Physical Education Activity	1
WR 123 English Composition	3
Humanities	3
Science with Lab	4/5
Electives**	1/2

FOURTH QUARTER

MTH 105 Intro to Contem Math or Higher**	4
PE 185 Physical Education Activity	1
PE 280 Cooperative Work Experience	1 - 2
Humanities	3
Social Science	6

FIFTH QUARTER

CS 120 Concepts of Computing	4
FN 225 Nutrition	4
PE 185 Physical Education Activity	1
PE 280 Cooperative Work Experience	1 - 2
Social Science	6

SIXTH QUARTER

HE 250 Personal Health	3
HE 253 Personal Nutrition	3
PE 185 Physical Education Activity	1
Social Science	6

* Students who place lower than WR 121 on the writing placement test will need to take developmental writing courses.

**Students who place lower than MTH 105 on the math placement test will need to take prerequisites.

*** All electives should be selected with Associate of Arts Degree requirements in mind.

Physics: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall
ADVISOR: Office of Instruction, 541-278-5837

These courses are recommended for students who plan to transfer college credits into a major program in physics at Oregon State University, the University of Oregon, Portland State University, Eastern Oregon University, or Southern Oregon University. Students who satisfactorily complete the minimum 90 credit hours will qualify to enter the second year physics studies at the above universities.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
CH 221 General Chemistry	5
MTH 111 College Algebra	4
WR 121 English Composition	3
Electives*	4
SECOND QUARTER	
CH 222 General Chemistry	5
MTH 112 Elementary Functions	4
Electives*	6
THIRD QUARTER	
CH 223 General Chemistry	5
MTH 251 Calculus	4
Electives*	7
FOURTH QUARTER	
MTH 252 Calculus	4
PHY 211 General Physics with Calculus	5
Electives*	6
FIFTH QUARTER	
MTH 253 Calculus	4
PHY 212 General Physics with Calculus	5
Electives*	6
SIXTH QUARTER	
MTH 254 Vector Calculus**	4
PHY 213 General Physics with Calculus	5
Electives*	6

Students ready to take MTH 251 (Calculus) their freshman year may wish to take the calculus, physics and chemistry sequences during the first year and then transfer.

* All electives should be selected with Associate of Arts Degree requirements in mind.

** Course offered periodically.

Political Science: Associate of Arts Oregon Transfer

ENTRY POINT: Fall, Winter, Spring
ADVISOR: Tina Martinez, 541-278-5925

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
PS 201 American Government & Politics	3
WR 121 English Composition	3
Math*	4
Humanities (Sequence recommended)	3
Electives**	3
SECOND QUARTER	
PS 202 American Government & Politics	3
WR 122 English Composition	3
Humanities (Sequence recommended)	3
Math*	4
Electives**	3
THIRD QUARTER	
PS 206 Politics of Western Europe & Russia	3
WR 123 English Composition	3
Humanities (Sequence recommended)	3
Math*	4
Electives**	3
FOURTH QUARTER	
SP 111 Fundamentals of Speech	3
Humanities	3
Science with Lab (Sequence recommended)	4/5
Social Science	3
Electives**	3
FIFTH QUARTER	
Humanities	3
Science with Lab (Sequence recommended)	4/5
Social Science	3
Electives**	3
SIXTH QUARTER	
Humanities	3
Science with Lab (Sequence recommended)	4/5
Social Science	3
Electives**	6

*Math and statistics requirements for Political Science degrees require math beyond MTH 105.

** All electives should be selected with Associate of Arts Degree requirements in mind.

**Pre-Professional Studies (Transfer)
Pre-Dental,
Pre-Medicine, Pre-Pharmacy,
Pre-Veterinarian:
Associate of Arts Oregon Transfer Degree**

ENTRY POINT: Fall

ADVISORS: Dr. Jan Acsai, 541-278-5765
Dr. Mark Petersen, 541-278-5764

Admission into professional schools of medicine, pharmacy, dentistry and veterinary medicine is highly competitive and pre-professional studies include stipulated courses in basic sciences and general education. Students enrolled in this program will successfully complete a minimum of 90 credit hours.

Students beginning a pre-professional program at BMCC should consult with an advisor. The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
BI 211 General Biology	5
CH 221 General Chemistry	5
MTH 111 College Algebra	4
WR 121 English Composition	3
SECOND QUARTER	
BI 212 General Biology	5
CH 222 General Chemistry	5
MTH 112 Elementary Functions	4
WR 122 English Composition	3
THIRD QUARTER	
BI 213 General Biology	5
CH 223 General Chemistry	5
MTH 251 Calculus	4
WR 123 English Composition	3
FOURTH QUARTER	
CH 241 Organic Chemistry*	5
PHY 201 General Physics**	5
SP 111 Fundamentals of Speech	3
Humanities or Social Science	6
Math	4
FIFTH QUARTER	
CH 242 Organic Chemistry*	5
PHY 202 General Physics**	5
Humanities or Social Science	6
Math	4
SIXTH QUARTER	
CH 243 Organic Chemistry*	5
PHY 203 General Physics**	5
Humanities or Social Science	3
Math	4

* Course offered periodically.

**Based on OSU pharmacy/vet requirements and OHSU Dental/Medical requirements.

**Pre-Professional Studies (Transfer)
Pre-Dental Hygiene:
Associate of Arts Oregon Transfer Degree**

ENTRY POINT: Fall

ADVISOR: Crystal Patton-Doherty, 541-278-5876

Admission into dental hygiene schools is highly competitive and pre-professional studies include stipulated courses in basic sciences and general education. Students enrolled in this program will successfully complete a minimum of 90 credit hours.

Students beginning a pre-professional program at BMCC should consult with an advisor. The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
BI 231 Human Anatomy & Physiology	4
PSY 201 General Psychology	3
MTH 111 College Algebra	4
WR 121 English Composition	3
Humanities	3
SECOND QUARTER	
BI 232 Human Anatomy & Physiology	4
BI 234 Microbiology	4
SOC 204 General Sociology	3
WR 122 English Composition	3
THIRD QUARTER	
BI 233 Human Anatomy & Physiology	4
FN 225 Nutrition	4
SP 111 Fundamentals of Speech	3
WR 123 English Composition	3
FOURTH QUARTER	
CH 104 Elementary Chemistry	5
CS 120 Concepts of Computing	4
Humanities	3
Social Science	3
FIFTH QUARTER	
ANTH 103 Intro to Cultural Anthropology	3
CH 105 Elementary Chemistry	5
Humanities	3
Social Science	3
SIXTH QUARTER	
CH 106 Elementary Chemistry	5
HE 252 First Aid	3
Humanities	3
Electives	5

Psychology:

Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Pat Tempinski, 541-278-5920

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS	
PSY 201 General Psychology	3	
WR 121 English Composition	3	
Humanities (Sequence recommended)	3	
Math**	4	
Science with Lab (Sequence recommended)	4/5	
SECOND QUARTER		
CS 120 Concepts of Computing	4	
PSY 202 General Psychology	3	OR
PSY 237 Human Development	3	
WR 122 English Composition	3	
Humanities	3	
Science with Lab (Gen. Biology recommended)	4/5	
THIRD QUARTER		
MTH 105 Introduction to Contemporary Math**	4	
PSY 203 General Psychology	3	OR
PSY 231 Human Sexuality	3	OR
PSY 237 Human Development	3	
WR 123 English Composition	3	
Humanities	3	
Science with Lab	4/5	
FOURTH QUARTER		
SP 111 Fundamentals of Speech	3	
Humanities	3	
Social Science	3	
Electives*	6	
FIFTH QUARTER		
Humanities	3	
Social Science	3	
Electives*	8-9	
SIXTH QUARTER		
Humanities	3	
Social Science	3	
Electives*	8-9	

*Electives should be selected with Associate of Arts Degree requirements in mind.

** MTH 105 Introduction to Contemporary Math (or higher) is required. (Students are encouraged to take MTH 111 and MTH 243.)

Sociology:

Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Tina Martinez, 541-278-5925

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

These courses are recommended for students who plan to transfer college credits into a major program in sociology at the University of Oregon, Oregon State University, Portland State University, Southern Oregon University or a program in anthropology and sociology at Eastern Oregon University.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and programs compatibility.

FIRST QUARTER	CREDITS
MTH 111 College Algebra	4
SOC 204 General Sociology	3
WR 121 English Composition	3
Humanities	3
Electives*	3
SECOND QUARTER	
MTH 243 Intro to Probability & Statistics	4
SOC 205 General Sociology	3
WR 122 English Composition	3
Humanities	3
Electives*	3
THIRD QUARTER	
MTH 241 Calculus for Management/ Social Science	4
SOC 206 General Sociology	3
Problems and Issues	3
WR 123 English Composition	3
Humanities	3
Electives*	3
FOURTH QUARTER	
Humanities	3
Science with Lab	4
Social Science	3
Electives*	6
FIFTH QUARTER	
Humanities	3
Science with Lab	4/5
Social Science	3
Electives*	6
SIXTH QUARTER	
Humanities	3
Science with Lab	4/5
Social Science	3
Electives*	6

Students are encouraged to take the following:

Humanities: PHL 101, 102, 103 Introduction to Philosophy

Social Science: ANTH 101, 102, 103 Introduction to Physical Anthropology, Archaeology & Prehistory, Cultural Anthropology

Electives: CS 120 Concepts of Computing and HST 103 History of Western Civilization or HST 106 World Civilizations

*All electives should be selected with Associate of Arts Degree requirements in mind.

Speech/Communication: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Doug Radke, 541-278-5961

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

Students wishing to pursue the Associate of Arts Oregon Transfer Degree should confer with their academic advisor as to specific course selection. These courses are recommended for students who plan to transfer community college credits into a major program in speech communication at the University of Oregon, Oregon State University, Portland State University or Western, Eastern or Southern Oregon Universities.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS	
SP 100 Human Communications	3	
SP 111 Fundamentals of Speech	3	
WR 121 English Composition	3	
Humanities (Sequence recommended)	3	
Science with Lab (Sequence recommended)	4/5	
SECOND QUARTER		
SP 112 Fundamentals of Speech	3	
WR 122 English Composition	3	
Humanities (Sequence recommended)	3	
Science with Lab (Sequence recommended)	4/5	
Electives*	3	
THIRD QUARTER		
SP 113 Fundamentals of Speech	3	
WR 123 English Composition	3	OR
WR 227 Technical Report Writing	3	
Humanities (Sequence recommended)	3	
Science with Lab (Sequence recommended)	4	
Electives*	3	
FOURTH QUARTER		
MTH 105 Introduction to Contemporary Math	4	
SP 115 Intercultural Communication	3	
Social Science (Sequence recommended)	3	
Electives*	6	
FIFTH QUARTER		
Social Science (Sequence recommended)	6	
Electives*	9	
SIXTH QUARTER		
SP 229 Oral Interpretation	3	
Social Science (Sequence recommended)	3	
Electives*	6	

*All electives should be selected with Associate of Arts degree requirements in mind.

Theatre Arts: Associate of Arts Oregon Transfer Degree

ENTRY POINT: Fall, Winter, Spring

ADVISOR: Patrick Tangredi, 541-278-5928

A two-year program leading to an Associate of Arts Oregon Transfer (AAOT) Degree. Students enrolled in this program will successfully complete a minimum of 90 credit hours. The AAOT will transfer to any Oregon University System institution where students may complete requirements for a four-year baccalaureate degree.

Students wishing to pursue the Associate of Arts Oregon Transfer Degree should confer with their academic advisor as to specific course selection. These courses are recommended for students who plan to transfer community college credits into a major program in speech communication at the University of Oregon, Oregon State University, Portland State University or Western, Eastern or Southern Oregon Universities.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, students should review a current catalog of the college to which they plan to transfer to ensure course and program compatibility.

FIRST QUARTER	CREDITS
TA 101 Introduction to the Theatre	3
TA 141 Fundamentals of Acting Technique	3
WR 121 English Composition	3
Humanities (Sequence recommended)	3
Science with Lab (Sequence recommended)	4/5
SECOND QUARTER	
TA 142 Fundamentals of Acting Technique	3
WR 122 English Composition	3
Humanities (Sequence recommended)	3
Science with Lab (Sequence recommended)	4/5
Electives*	3
THIRD QUARTER	
TA 143 Fundamentals of Acting Technique	3
TA 147 Voice & Diction for the Theatre	3
WR 123 English Composition	3
Humanities (Sequence recommended)	3
Science with Lab (Sequence recommended)	4/5
FOURTH QUARTER	
TA 165 Technical Theatre Workshop	3
MTH 105 Introduction to Contemporary Math	4
SP 111 Fundamentals of Speech	3
Social Science (Sequence recommended)	3
Electives*	3
FIFTH QUARTER	
Social Science (Sequence recommended)*	6
Electives*	9
SIXTH QUARTER	
Social Science (Sequence recommended)*	6
Math/Computer Science/Science *	3
Electives*	3

*All electives should be selected with Associate of Arts degree requirements in mind.

Course Descriptions

Courses offered at BMCC are listed in this section of the catalog. Not every course is offered every term. Use the schedule of classes to determine quarterly course offerings. Students who plan to transfer should consult with their Program Advisor to ensure course transferability.

Explanation of Course Designations:

Non-Transfer Courses

Those courses with numerical designations less than 100 are not "transferable" to four-year institutions.

Transfer Courses

Courses identified by a bullet (●) indicate that the class is transferable and can be used to fulfill elective requirements in any of the four associate degree programs that call for undesignated electives.

Courses identified by a check mark (✓) are those courses meeting distribution (group) requirements in the Associate of Arts Oregon Transfer and Associate of Science degree requirements section of this catalog. Courses meeting distribution requirements may always be used as electives in the transfer degrees.

A maximum of 12 credits of college level professional/technical courses may be used as electives in the AAOT degree. Courses which qualify to meet this requirement are designated by a triangle (▼). Questions regarding suitability of courses should be directed to the Program Advisor, Director of Admissions and Records or Executive Vice President/Provost.

Additional

Courses numbered 100 and above listed in this section of the catalog that have not received a designation mark as outlined above may or may not meet degree requirements or be transferable to other institutions. Questions regarding transferability of courses should be directed to the Program Advisor, Director of Admissions and Records or Executive Vice President/Provost.

AGM 131 AGRICULTURE SAFETY

Credits 3 Lecture 2/Lab 3

A basic course in agricultural safety covering hand and power tools, equipment, chemical and environmental safety. Students will develop safe working habits and identify and correct safety hazards.

AGM 140 AGRICULTURE ENGINES

Credits 3 Lecture 2/Lab 3

Students develop a practical understanding of the functioning, operation and maintenance of the internal combustion engine particularly as it is used in agricultural operations.

▼ AGM 211 AGRICULTURE CONSTRUCTION & SURVEYING

Credits 3 Lecture 2/Lab 3

Surveying, leveling and construction in agricultural applications.

▼ AGM 221 METALS & WELDING

Credits 3 Lecture 2/Lab 3

A basic course in welding using oxyacetylene torches and electric arc welding equipment emphasizing the development of skills and knowledge to safely and effectively accomplish practical repairs and fabrication in agricultural applications.

AGM 240 TRACTORS

Credits 2 Lecture 1/Lab 3

This course will acquaint students with agricultural tractors and their systems. Labs will be used extensively to develop student skills in operation and maintenance of tractors. Maneuvering, attaching, detaching and use of implements will be stressed.

▼ AGM 241 AGRICULTURE MACHINERY

Credits 3 Lecture 2/Lab 3

Tillage, planting and harvest equipment used in Eastern Oregon agriculture covering economic factors, operation principles, adjustments and maintenance of commonly used machines.

AGM 249 ADVANCED AGRICULTURAL SHOP

Credits 2 Lecture/Lab 4

Designed to build student skills in metalworking, woodworking and ag mechanics with a laboratory element to allow time for in-depth practice as well as provide time for individual projects.

AGM 250 IRRIGATION SYSTEMS DESIGN

Credits 3 Lecture 2/Lab 3

Designing drip, low pressure and sprinkler irrigation systems with an emphasis on horticultural and field crop applications from pump to output nozzle.

AGM 251 IRRIGATION SYSTEMS

Credits 3 Lecture 2/Lab 3

Prerequisite AGM 250

Application of design skills learned in Irrigation Systems Design to actual in-field situations. Field trips will explore different applications of irrigation. Contemporary water issues will be discussed.

AGR 101 AGRICULTURE ORIENTATION

Credits 1 Lecture 1

The study of social, educational and economic opportunities which are available on campus, in the community and in the agricultural industry. The student will plan his/her educational future and learn of different employment areas available upon graduation.

▼ AGR 111 AGRICULTURE COMPUTERS

Credits 3 Lecture 2/Lab 3

Application of personal microcomputers to farm and ranch situations. Use and evaluation of spreadsheets, databases and word processing software are covered.

AGR 200 PRE-EMPLOYMENT SEMINAR

Credits 1 Lecture 1

Prerequisite instructor approval

A class designed to assist the student in securing employment. Job hunting techniques, interviewing skills and the study of job related responsibilities and problems while advancing in a chosen career are major topics covered. A seminar format is used to encourage student participation.

AGR 210 AGRICULTURE ACCOUNTING

Credits 4 Lecture 4

Simulation of ranch and farm record keeping including maintaining payroll, depreciation, cash flow and inventory records. Computer spreadsheets are used to assist in analysis of various farm/ranch enterprises.

AGR 211 AGRICULTURE BUSINESS MANAGEMENT

Credits 3 Lecture 2/Lecture/Lab 4

The study of the four basic assets needed to begin any farm or ranch business. Land, labor, capital and management are evaluated to ascertain each component's ability to produce maximum economic returns.

▼ AGR 221 AGRICULTURE MARKETING
Credits 3 Lecture 3

The complex agriculture marketing process including study of the marketing system, marketing a specific farm commodity and the importance of organization in marketing agricultural products.

AGR 226 AGRICULTURE ISSUES

Credits 3 Lecture 2/Lab 3

Students will study current topics causing change in the agricultural industry. Students may research and report on trends as diverse as animal rights, chemicals and foods, land use, water rights, government subsidies and others.

AGR 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

Offered to agriculture students to work on-the-job in various agricultural fields to gain elective credits from BMCC. Also required in conjunction with several courses in our program.

AGR 296 PRODUCTION PROBLEMS

Credits 4 Lecture 4

Prerequisite instructor approval

Students will select an area related to agriculture and do a feasibility study or an economic analysis. Currently published figures will be used. The report will contain all information needed to make a justifiable and cost beneficial decision.

ANS 031 BASICS OF HORSE TRIMMING & SHOEING

Credits 1 Lab 3

A course emphasizing horse hoof trimming, hoof care and basic shoeing. The course will be taught with hands-on experience for private horse owners and horse enthusiasts.

▼ ANS 121 ANIMAL SCIENCE

Credits 3 Lecture 2/Lab 3

Designed to familiarize students with the various phases of animal science and the modern livestock industry. Major subject areas discussed are: the livestock industry, livestock breeds, animal products, grading and nutrition fundamentals. Labs involve students in hands-on experience and field trips.

▼ ANS 122 ANIMAL SCIENCE

Credits 3 Lecture 2/Lab 3

Approved practices in the modern livestock industry. Students gain technical knowledge in livestock reproduction, genetics and modern breeds. Emphasis is placed upon performing skills commonly used by successful ranchers. *Completion of ANS 121 preferred not required.*

ANS 198 ANIMAL SCIENCE REPRODUCTION CLINIC

Credits 1 Clinic 10

Students learn fundamentals of reproductive physiology and artificial insemination of livestock. Emphasis in the lab is placed on the application of lecture material and developing proficiency in artificial insemination and pregnancy evaluation of cattle.

▼ ANS 211 ANIMAL NUTRITION

Credits 4 Lecture 3/Lab 3

Prerequisite ANS 121

Co-requisite AGR 280

Designed to develop an understanding of applied animal nutrition. This course will cover proteins, carbohydrates, lipids, vitamins, minerals and the use of these nutrients by livestock. Rations will be balanced during the laboratory sessions. *AGR 280 Cooperative Work Experience is required when enrolling in ANS 211.*

ANS 212 ANIMAL NUTRITION RECITATION

Credits 1 Lecture 1

Co-requisite ANS 211

This class functions as a help session and a supplement for ANS 211 to enable students to become more proficient in balancing livestock rations. While many students can balance rations quickly and efficiently from the knowledge and skills gained in lecture and labs, others need additional instruction.

ANS 216 PREGNANCY TESTING/BOVINE

Credits 1 Lab 3

Prerequisites ANS 121, ANS 122 & instructor approval

This course is a "hands-in" course requiring students to pregnancy check a minimum of fifty cows to become proficient. This class has an open lab to accommodate students and give all adequate time to develop a high level of proficiency.

ANS 217 ARTIFICIAL INSEMINATION

Credits 3 Lecture 2/Lab 3

Prerequisites ANS 121 & ANS 122

Basic considerations of reproductive physiology and artificial insemination of livestock. Emphasis in the lab is placed on the application of lecture material and developing proficiency in the artificial insemination of cattle.

ANS 218 ADVANCED ARTIFICIAL INSEMINATION

Credits 1 Lab 3

Prerequisite ANS 217

A course where students act as teaching assistants in the class to assure that this "hands-in" activity proceeds properly and safely. A.I. is a technical, difficult task requiring a great deal of practice and supervision to be done properly.

ANS 220 BEEF PRODUCTION

Credits 4 Lecture 3/Lab 3

Designed to enable students to learn proven practices in modern beef production. Students will develop skills which can lead to a successful cattle operation. Offered in even numbered years. *Completion of ANS 121 & ANS 122 recommended but not required.*

▼ ANS 221 HORSES & HORSEMANSHIP

Credits 3 Lecture 3

Horse training, behavior, reproduction, nutrition and diseases. The laboratory portion of the class will involve students in basic horsemanship techniques for breaking, training, evaluating and caring properly for horses.

ANS 222 SHEEP & SWINE PRODUCTION

Credits 4 Lecture 3/Lab 3

Fundamentals of modern sheep and swine production. Students develop skills and learn up-to-date, practical information. Offered in odd numbered years. *Completion of ANS 121 & ANS 122 recommended but not required.*

▼ ANS 231 LIVESTOCK EVALUATION

Credits 3 Lecture 2/Lab 3

Prerequisite instructor approval

The subject of livestock judging and evaluation is presented in a practical and direct manner. Classroom study of current type and market demand is combined with actual livestock judging experience. Classes of cattle, sheep, swine and horses will be judged.

ANS 232 LIVESTOCK EVALUATION

Credits 3 Lecture 2/Lab 3

Prerequisite ANS 231 or instructor approval

More fully develops the principles emphasized in the first quarter. More time is spent in actual judging. Oral reasons for many of the classes are required. Students from this class participate on our intercollegiate livestock judging team.

ANS 233 LIVESTOCK EVALUATION/ORAL REASONS

Credits 1 Lab 3

Oral reasons are given by Livestock Evaluation students to enhance their public speaking ability and to clearly define and justify their placements. This skill is critical to members of the Livestock Judging Team at BMCC. This training is recommended for other students who wish to improve their communication skills. *Completion of or concurrent enrollment in ANS 231 required.*

ANS 240 ANIMAL HEALTH

Credits 5 Lecture 4/Lecture/Lab 2 Prerequisite instructor approval

Disease control as it relates to today's modern livestock operation, including detailed study of health problems in beef cattle and study of horse, sheep and swine diseases. The lab develops student competency in practical and useful animal health skills.

✓ **ANTH 101 INTRODUCTION TO PHYSICAL ANTHROPOLOGY**

Credits 3 Lecture 3

Principles of evolution applied to evidence for human physical change and development; study of fossil humans, human variation. Satisfies science group requirements at some four-year colleges.

✓ **ANTH 102 INTRODUCTION TO ARCHAEOLOGY & PREHISTORY**

Credits 3 Lecture 3

Study of archaeological methods and evidence for the evolution of human cultures and an understanding of how/why cultures change.

✓ **ANTH 103 INTRODUCTION TO CULTURAL ANTHROPOLOGY**

Credits 3 Lecture 3

Study of the organization and functioning of selected world cultures. Both Western and non-Western groups.

● **ANTH 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Special topics in anthropology.

✓ **ART 101 INTRODUCTION TO VISUAL ARTS**

Credits 3 Lecture 3

Addresses seeing, experiencing and appreciating the world - architecture, gardens, fountains and public spaces. Examines how communities express the values, technology, geography and economic structure of many different cultures in the light of aesthetic, historic and critical factors.

✓ **ART 102 INTRODUCTION TO VISUAL ARTS**

Credits 3 Lecture 3

Addresses painting and sculpture in terms of experiencing, appreciating and understanding their role in our lives. Art is examined in the light of aesthetic, historic and critical issues.

✓ **ART 103 INTRODUCTION TO VISUAL ARTS**

Credits 3 Lecture 3

Addresses issues relating to design in our daily lives: commercial, industrial, crafts and product design. Examines how design expresses the values, technology, economy and taste of our culture in light of aesthetic, historic and critical factors.

✓ **ART 115 BASIC DESIGN**

Credits 3 Lecture 2/Lab 3

The hands-on study of composition, structure and arrangements of various components for all aesthetic creation. An important foundation class for any designer. Emphasis given to the elements and principles of design learned by practical applications through experimentation in a variety of medium and art forms.

✓ **ART 116 BASIC DESIGN**

Credits 3 Lecture 2/Lab 3

A non-sequential course exploring more medium and art forms in learning the fundamentals of arrangements for art and design creations (see description for ART 115).

✓ **ART 117 BASIC DESIGN**

Credits 3 Lecture 2/Lab 3

A non-sequential course exploring more medium and art forms in learning the fundamentals of arrangements for art and design creations (see description for ART 115).

✓ **ART 131 BEGINNING DRAWING**

Credits 3 Lecture 2/Lab 3

A studio hands-on experience introducing basic procedures, media and styles in drawing. Subject matter ranging from people, animals, still life to landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective and accurate portions are presented.

✓ **ART 132 BEGINNING DRAWING**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 131(see description for ART 131).

✓ **ART 133 BEGINNING DRAWING**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 131 (see description for ART 131).

● **ART 154 BEGINNING CERAMICS**

Credits 3 Lecture 2/Lab 3

Introduction to the materials, methods and techniques of pottery design and construction.

● **ART 155 BEGINNING CERAMICS**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 154(see description for ART 154).

● **ART 156 BEGINNING CERAMICS**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 154 (see description for ART 154).

● **ART 184 WATERCOLOR**

Credits 3 Lecture 2/Lab 3

Methods, materials, composition, and techniques using aqueous media.

● **ART 185 WATERCOLOR**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 184 (see description for ART 184).

● **ART 186 WATERCOLOR**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 184 (see description for ART 184).

● **ART 198 SPECIAL STUDIES**

Credits 1-3 Lecture/Lab 2-6

Individualized study in areas not considered in other courses to meet special interest or program requirements. Complete a term project approved by the instructor. Recommended: Prior study and instructor permission

✓ **ART 204 HISTORY OF WESTERN ART**

Credits 3 Lecture 3

A history of the visual arts in the Western world. This course surveys developments in art from Paleolithic through Classical Greece.

✓ **ART 205 HISTORY OF WESTERN ART**

Credits 3 Lecture 3

A history of visual arts in the Western world. This course surveys developments in painting, sculpture, architecture from Rome through the proto-Renaissance in Italy.

✓ **ART 206 HISTORY OF WESTERN ART**

Credits 3 Lecture 3

A history of visual arts in the Western world. This course surveys developments in art from the fifteenth century Renaissance to Dadaism.

● **ART 222 GRAPHIC DESIGN**

Credits 3 Lecture 2/Lab 3

Typography, layout design, computer graphics. Offers study and practice in the principles and processes of graphic communication and production concept design to camera-ready art. *Offered periodically.*

● **ART 223 GRAPHIC DESIGN**

Credits 3 Lecture 2/Lab 3

Prerequisites ART 101 or ART 222

Intermediate course in principles and process of graphic design communication. *Offered periodically.*

✓ **ART 231 INTERMEDIATE DRAWING**

Credits 3 Lecture 2/Lab 3

Basic Drawing fundamentals. A continuation of ART 133, at the intermediate level (see description for ART 131).

✓ **ART 232 INTERMEDIATE DRAWING**

Credits 3 Lecture 2/Lab 3

Basic drawing fundamentals. A continuation of ART 133, at the intermediate level (see description for ART 131).

✓ **ART 233 INTERMEDIATE DRAWING**

Credits 3 Lecture 2/Lab 3

Basic drawing fundamentals. A continuation of ART 133 at the intermediate level (see description for ART 131).

● **ART 254 INTERMEDIATE CERAMICS**

Credits 3 Lecture 2/Lab 3

Continuation of Ceramic Studies. A continuation of ART 156 at the intermediate level.

● **ART 255 INTERMEDIATE CERAMICS**

Credits 3 Lecture 2/Lab 3

Prerequisite ART 154

Continuation of Ceramic studies. A continuation of ART 156 at the intermediate level.

● **ART 256 INTERMEDIATE CERAMICS**

Credits 3 Lecture 2/Lab 3

Prerequisites ART 154 & ART 155

Continuation of Ceramic studies. A continuation of ART 156 at the intermediate level.

● **ART 261 BEGINNING PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

Black and white photographic processes and techniques; development of camera and darkroom skills; seeing photographically.

● **ART 262 BEGINNING PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 261 (see description for ART 261).

● **ART 263 BEGINNING PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 261 (see description for ART 261).

● **ART 264 INTERMEDIATE PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

Intermediate black and white photographic processes and techniques; further development of camera and darkroom skills; seeing photographically.

● **ART 265 INTERMEDIATE PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 264 (see description for ART 264).

● **ART 266 INTERMEDIATE PHOTOGRAPHY**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 264 (see description for ART 264).

● **ART 276 BEGINNING SCULPTURE**

Credits 3 Lecture 2/Lab 3

A hands-on introduction to studio sculpture through exploring various styles, techniques, and materials of three-dimensional artistic creation. Experiences also include mold making and casting.

● **ART 277 BEGINNING SCULPTURE**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 276 (see description for ART 276).

● **ART 278 BEGINNING SCULPTURE**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 276 (see description for ART 276).

● **ART 281 BEGINNING PAINTING**

Credits 3 Lecture 2/Lab 3

A hands-on studio introduction to painting in either oils or acrylic. Exploration in many techniques, styles and subjects. Includes information on color theory and beginning paint mixing procedures.

● **ART 282 BEGINNING PAINTING**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 281 (see description for ART 281).

● **ART 283 BEGINNING PAINTING**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 281 (see description for ART 281).

● **ART 284 INTERMEDIATE PAINTING**

Credits 3 Lecture 2/Lab 3

A non-sequential course similar to ART 281 (see description for ART 281).

● **ART 285 INTERMEDIATE PAINTING**

Credits 3 Lecture 2/Lab 3

Continuation of ART 284, intermediate level (see description for ART 281).

● **ART 286 INTERMEDIATE PAINTING**

Credits 3 Lecture 2/Lab 3

Continuation of ART 285, intermediate level (see description for ART 281).

● **ART 291 INTERMEDIATE SCULPTURE**

Credits 3 Lecture 2/Lab 3

Continuation of ART 278, intermediate level. (See description for ART 276.)

● **ART 292 INTERMEDIATE SCULPTURE**

Credits 3 Lecture 2/Lab 3

Continuation of ART 278, intermediate level. (See description for ART 276.)

● **ART 293 INTERMEDIATE SCULPTURE**

Credits 3 Lecture 2/Lab 3

Continuation of ART 278, intermediate level. (See description for ART 276.)

● **ART 298 INDEPENDENT STUDY**

Credits 1 - 3 Lecture/Lab 2 - 6

Prerequisite instructor approval

Advanced, individualized study in areas not considered in other courses to meet special interests or program requirements. Complete a term project approved by the instructor. Recommended: prior study and instructor permission.

● **BA 101 INTRODUCTION TO BUSINESS**

Credits 4 Lecture 4

Introduction to business organization, operation, marketing, management and finance. Course is designed to help students choose their field of major concentration.

BA 104 BUSINESS MATHEMATICS

Credits 4 Lecture 4

A study of banking applications, fractions, percentages, payrolls, commissions, trade and cash discounts, markup, simple interest, notes and interest variables and charges for credit.

BA 105 BUSINESS MATHEMATICS*Credits 4 Lecture 4**Pre-requisite BA 104 or instructor approval*

A study of inventories, depreciation, financial statement analysis, stocks and bonds, compound interest, present and future value.

BA 110A BUSINESS COMPUTER APPLICATIONS/MS ACCESS*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite OA 120 & MTH 020 or equivalent*

Basic application and utilization of MS Access database software to solve business computing problems. Focus will include designing and building a database, applying queries, creating reports, using forms and advanced printing. This course will help prepare students for the Microsoft Office Specialist (MOS) Access Core Level Exam. Students will take the practice exam at the end of the course.

BA 110X BUSINESS COMPUTER APPLICATIONS/MS EXCEL*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite OA 120 & MTH 020 or equivalent*

Basic application and utilization of MS Excel spreadsheet software to solve business computing problems. Focus will include developing a worksheet, changing formats/appearance, using formulas, creating charts and advanced printing. This course will help prepare students for the Microsoft Office Specialist (MOS) Excel Core Level Exam. Students will take the practice exam at the end of the course.

BA 111 BASIC ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite MTH 020 or equivalent*

Provides a basic understanding of debits and credits and financial statements for service enterprises and merchandising businesses.

BA 113 CREDIT PROCEDURES*Credits 3 Lecture 3*

Principles of consumer and commercial credit management. Covers types of credit instruments, sources of information, collection and control.

● BA 131 INTRODUCTION TO BUSINESS COMPUTING*Credits 4 Lecture 3/Lab 3**Prerequisite OA 120 or instructor approval*

General orientation to computer operations, along with the fundamental applications of using Word, Excel, Access and PowerPoint through hands-on use in the computer lab. In addition, basic computer literacy and an insight to the broad impact of computers will be covered.

BA 177 PAYROLL ACCOUNTING*Credits 3 Lecture 3**Prerequisite BA 111 or BA 211 with C*

Introduction to personnel and payroll records, including all current Federal and State payroll taxes. Provides ample practice in preparation of payroll records.

● BA 198 SPECIAL STUDIES*Credits 1 - 3 Lecture 1 - 3**Prerequisite instructor approval*

Designed to provide interested and capable students with the opportunity to study special topics in business areas.

● BA 206 PRINCIPLES OF MANAGEMENT*Credits 4 Lecture 4*

Principles of management and their applications in organization, administration and production in the business environment.

BA 209A ACCOUNTING APPLICATIONS*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite BA 111 or BA 211 with C grade or better or instructor approval*

Completion of accounting practice sets varying from simple to complex on the computer using Peachtree software.

BA 209P ACCOUNTING APPLICATIONS/PAYROLL*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite BA 177 with C grade or better or instructor approval*

Completion of payroll accounting practice sets varying from simple to complex on the computer using Peachtree and/or Quickbooks software.

BA 209Q ACCOUNTING APPLICATIONS/QUICKBOOKS*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite BA 111 or BA 211 with C grade or better or instructor approval*

Computerized accounting using Quickbooks software on an integrated computerized accounting package relating to service and merchandising businesses.

BA 210 MICROCOMPUTER APPLICATIONS/ADVANCED EXCEL*Credits 3 Lecture 2/Lecture/Lab 2**Prerequisite BA 110X*

Advanced application and utilization of MS Excel program software to solve business problems by modeling advanced spreadsheets commonly used in the business world. This course will help prepare students for the Microsoft Office Specialist (MOS) Excel Expert Level Exam. Students will take the practice exam at the end of the course.

● BA 211 PRINCIPLES OF ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite MTH 020 or equivalent*

Introduction to accounting including techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems, and proprietorship studies.

● BA 212 PRINCIPLES OF ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite BA 211 with C grade or better*

A continuation of BA 211. Emphasis is on corporations and managerial accounting.

● BA 213 PRINCIPLES OF ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite BA 212 with C grade or better*

A continuation of BA 212 with the emphasis on managerial accounting.

● BA 214 BUSINESS COMMUNICATIONS*Credits 3 Lecture 3**Prerequisite WR 121*

Concepts and skills necessary to write clean, concise business prose including letters, memos and reports for standard business uses. Some time is also devoted to oral communications relevant to the business community. The purpose of this course is to help students develop skills to write clean, concise business correspondence and to enter the job market with the appropriate skills knowledge. The course will emphasize skills applicable to both the job search and on-the-job skills.

BA 215 COST ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite BA 213 with C grade or better or instructor approval*

First term of a two-term sequence dealing with the design and development of cost systems, cost analysis and management use of cost information.

BA 216 COST ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2**Prerequisite BA 215 with C grade or better*

A continuation of BA 215.

BA 220 TAX ACCOUNTING*Credits 4 Lecture 3/Lecture/Lab 2*

Designed to assist students in becoming proficient in preparing federal and State of Oregon individual tax returns. Upon successful completion of this course and BA 221, students will meet the state educational requirements for the Oregon Licensed Tax Preparer's test.

BA 221 ACCOUNTING PROBLEMS/TAX

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite BA 220

A continuation of BA 220. Combined with BA 220, this class prepares the student to sit for the Oregon Licensed Tax Preparer's test.

BA 222 FINANCE

Credits 3 Lecture 3

Prerequisites BA 111 or BA 211 or instructor approval

This course covers an introduction to financial markets in which funds are traded, the institutions which participate in and facilitate these flows of funds and principles, and concepts of financial management which guide the student in making sound financial decisions.

▼ BA 223 PRINCIPLES OF MARKETING

Credits 4 Lecture 4

General survey of the nature and role of marketing with emphasis on products, pricing, distribution and promotion.

▼ BA 224 HUMAN RESOURCES MANAGEMENT

Credits 3 Lecture 3

Prerequisite BA 206 or instructor approval

Introduction to the field of human resources management covering staffing, wage and salary administration, fringe benefits, training and orientation, testing and evaluation, labor relations and unions and personnel research.

● BA 226 BUSINESS LAW

Credits 4 Lecture 4

The origins of law, the relations of business to society and the law, the evolution of business within the framework of the law, the development and present-day applications of the law to contracts, sales and agencies.

▼ BA 227 BUSINESS LAW

Credits 3 Lecture 3

Prerequisite BA 226 or instructor approval

Emphasis on commercial paper, personal property and bailments as they relate to property rights and the various forms of business organizations.

BA 238 PERSONAL SELLING

Credits 3 Lecture 3

General sales techniques involving successful personal selling of goods, services, or ideas which includes discussion of motives, sales psychology, prospecting for customers and sales techniques.

BA 239 RETAIL PROMOTION

Credits 3 Lecture 3

A general survey of the field of retail promotion including the study of retail advertising, display, layout and the selection of appropriate media.

BA 249 RETAIL SELLING

Credits 3 Lecture 3

General sales techniques involving the factors of successful selling of retail goods and services including retail buying motives, sales psychology, customer approach and retail sales techniques.

▼ BA 251 OFFICE MANAGEMENT

Credits 3 Lecture 3

Introduction to the field of office management covering problems in staffing, training, work standards, layout of offices, supervision, pay and benefits, working conditions and staff motivation.

BA 261 INTERMEDIATE ACCOUNTING

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite BA 212 with C grade or better

Continues the study of accounting principles, the theory underlying the determination of income and the presentation of financial statements.

BA 262 INTERMEDIATE ACCOUNTING

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite BA 261 with C grade or better

A continuation of BA 261.

BA 263 INTERMEDIATE ACCOUNTING

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite BA 262 with C grade or better

A continuation of BA 262.

BA 265 ACCOUNTING PROBLEMS

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite BA 212 with C grade or better

An advanced course dealing with accounting problems in the areas of partnership, branch offices and governmental accounting.

BA 268 INTRODUCTION TO AUDITING

Credits 3 Lecture 3

Prerequisite BA 262

Basic principles and procedures of the examination of financial statements as well as the principles involved in obtaining audit proofs applicable to any audit functions.

BA 271 ANALYZING FINANCIAL STATEMENTS

Credits 3 Lecture 3

Prerequisite BA 212

Includes accounting characteristics of financial statements and the analysis of each component.

● BA 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

Prerequisite instructor approval

Provides an experience in the business work environment correlated with study in Accounting, Business Administration, Computer Lab Assistant or Marketing and Management which complements classroom instruction. *Accounting students must have a "B" average or better in their major. A maximum of 12 credits can be earned in any one school year.*

BA 284 PRE-EMPLOYMENT SEMINAR

Credits 1 Lecture 1

Designed to assist the student in resume and cover letter preparation, interviews, application forms, employment searches and helpful techniques in obtaining, holding and advancing in a job.

▼ BA 285 HUMAN RELATIONS IN BUSINESS

Credits 3 Lecture 3

Prerequisite WR 065 or higher

Designed to develop a better understanding of the human side of organizations covering the nature of organizations, motivation, interaction, organizational politics and problems of succeeding in work.

● BA 298 SPECIAL STUDIES

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval

Provides interested and capable students the opportunity to study special topics in the field of business.

BI 080 ANATOMY & PHYSIOLOGY

Credits 3 Lecture 3

Anatomy and Physiology is the study of the structures of the body and how these structures normally function. Emphasis is on a systemic approach to the study of human anatomy and physiology.

✓+ BI 101 GENERAL BIOLOGY

Credits 4 Lecture 3/Lab 3

A survey course in biological science which fulfills the laboratory science requirement for non-science majors. Topics include biochemistry, cells, genetics and evolution.

✓+ **BI 102 GENERAL BIOLOGY**

Credits 4 Lecture 3/Lab 3

A part of the General Biology sequence. Topics covered include: cell physiology, classification of viruses, bacteria, protists, fungi and plants and plant anatomy and physiology. *Course fulfills the laboratory science requirement for non-science majors.*

✓+ **BI 103 GENERAL BIOLOGY**

Credits 4 Lecture 3/Lab 3

A part of the General Biology sequence. Topics covered include animal taxonomy, physiology, behavior and ecology. *Course fulfills the laboratory science requirement for non-science majors.*

✓+ **BI 124 GLOBAL ECOLOGY & CONSERVATION BIOLOGY**

Credits 4 Lecture 3/Lab 3

Introduction to ecology including a multidisciplinary investigation of the ways humans interact with habitats worldwide. *Course fulfills the laboratory science requirement for non-science majors. Offered periodically.*

✓ **BI 149 HUMAN GENETICS**

Credits 3 Lecture 3

An introductory lecture course in genetics with emphasis on human aspects. Topics include cellular basis of genetics, Mendelian inheritance, evolutionary genetics and the molecular basis of inheritance. *Offered periodically.*

✓+ **BI 162 SELECTED TOPICS IN NATURAL HISTORY**

Credits 4 Lecture 3/Lab 3

Prerequisite instructor approval

The course covers the field study of natural environments. The course may be repeated for credit with different subtitles. The specific title of the course offered in any given term will be listed in the class schedule. *Course fulfills lab science requirement. Offered periodically.*

✓+ **BI 163 NATURAL HISTORY OF OREGON**

Credits 4 Lecture 3/Lab 3

Prerequisite instructor approval

Introduction to Oregon's biogeographic provinces. The organisms, communities, geology and the interactions of these to form the different provinces will be studied. Extended field trips will be taken. *Course fulfills lab science requirement. Offered periodically.*

BI 198 SPECIAL STUDIES

Credits 1 - 3 Lecture/Lab 2 - 6

Prerequisite instructor approval

Provides interested and capable students the opportunity to study special topics in the field of biology.

✓+ **BI 211 GENERAL BIOLOGY**

Credits 5 Lecture 4/Lab 3

Co-requisite CH 121 or CH 221

A class designed for students majoring in the biological and allied science areas. Topics are cell anatomy and physiology, genetics and evolution.

✓+ **BI 212 GENERAL BIOLOGY**

Credits 5 Lecture 4/Lab 3

Prerequisite BI 211

Co-requisite CH 121 or CH 221

A continuation of BI 211. Subjects covered are evolution, animal taxonomy, anatomy & physiology, behavior and ecology.

✓+ **BI 213 GENERAL BIOLOGY**

Credits 5 Lecture 4/Lab 3

Prerequisite BI 212

Co-requisite CH 121 or CH 221

A continuation of the BI 212 series dealing with taxonomy of bacteria, viruses, protists, fungi and plants, plant anatomy and physiology and ecology.

✓+ **BI 231 HUMAN ANATOMY & PHYSIOLOGY**

Credits 4 Lecture 3/Lab 3

A study of the structures of the systems of the human organism. Systems emphasized include the skeletal, muscular cardiovascular, urinary and digestive systems.

✓+ **BI 232 HUMAN ANATOMY & PHYSIOLOGY**

Credits 4 Lecture 3/Lab 3

Prerequisite BI 231

The functional aspects of the human organism are emphasized. Topics include neuron function, skeletal muscle physiology, cardiovascular physiology and transport mechanisms.

✓+ **BI 233 HUMAN ANATOMY & PHYSIOLOGY**

Credits 4 Lecture 3/Lab 3

Prerequisite BI 232

A study of the structure and function of prokaryotic and eukaryotic cells. Topics include: reproduction, protein synthesis, enzymology and immune functions.

✓+ **BI 234 MICROBIOLOGY**

Credits 4 Lecture 3/Lab 3

An introductory course in microbiology, with emphasis on anatomy and physiology of bacteria, fungi and viruses and proper techniques for handling and studying microorganisms.

✓+ **BOT 221 SYSTEMATIC BOTANY**

Credits 4 Lecture 3/ Lab 3

An introductory course in plant systematics with emphasis placed on the proficient use of Hitchcock's "Flora of the Pacific Northwest". The recognition characteristics of plant families plus the identification of local plants is stressed in this course.

CET 074 TECHNICAL COMMUNICATIONS

Credits 3 Lecture 3

Prerequisite WR 065 & SP 100

A course which focuses on the combined use of oral, written and graphic communication skills to prepare comprehensive technical reports based on a comprehensive investigative or design project.

▼ **CET 111 INTRODUCTION TO ENGINEERING TECHNOLOGY**

Credits 3 Lecture 3

Prerequisite MTH 060 or instructor approval

An orientation course for engineering technicians presenting the historical development of engineering as a profession and related issues of ethics, careers and licensing. Introduction to problem solving format, dimensional analysis and the hand held calculator.

▼ **CET 112 COMPUTER AIDED DRAFTING**

Credits 3 Lecture/Lab 6

An introduction to Computer Aided Drafting using Auto CAD software, including design setup, file management, entity creation and manipulation. Projects will include orthographic projection, sections, dimensioning and isometric drawings.

CET 113 ADVANCED COMPUTER AIDED DRAFTING

Credits 3 Lecture/Lab 6

Prerequisite CET 112

Advanced CAD applications utilizing reference files, symbols/cell libraries and work space setup in the development of drawings for civil structural purposes and building projects including buildings, bridges, site plans, subdivisions and highway design projects using the Microstation software.

CET 114 INTRO TO GEOGRAPHIC INFORMATION SYSTEMS

Credits 3 Lecture/Lab 6

An introduction to the fundamentals of Geographic Information Systems (GIS) including a brief history of automated mapping, basic cartographic principles including map scales/coordinate systems/map projections. Hands on use of computer based ESRI Software will introduce the concepts of layering data from multiple sources into a coherent system. Applicable to geography, sciences, agriculture, business and engineering uses.

▼ CET 145 ENGINEERING GRAPHICS

Credits 3 Lecture/Lab 6

An introduction to design processes, graphical analysis and solutions using fundamental graphic communication concepts including sketching, lettering, geometric constructions, projection theory, orthographic drawing, dimensioning, sections, pictorial representation.

CET 152 MATERIALS OF CONSTRUCTION

Credits 2 Lecture 2

The physical characteristics, production and testing methods of materials used in engineering construction.

CET 162 ENGINEERING MATERIALS

Credits 3 Lecture 3

Basic properties, behavior and survey of engineering applications of materials.

CET 205 STRUCTURAL DRAFTING

Credits 3 Lecture/Lab 6

Prerequisite CET 112, CET 145 or instructor approval

Layout and detailing of timber, steel and reinforced concrete structural elements using manual and computer-aided drafting procedures.

▼ CET 215 CONTRACT DOCUMENTS

Credits 4 Lecture 3/Lab 3

Prerequisite instructor approval

Interpreting contract documents emphasizing civil law as it relates to contract administration, plans and specifications and effects on construction practice.

CET 222 CONCRETE PRACTICES

Credits 4 Lecture 3/Lab 3

CET 222 incorporates the areas of study covered in CET 222A, CET 222B and CET 222C.

CET 222A CONCRETE FIELD TESTING TECHNICIAN

Credits 1 Lecture 8 Total/Lab 6 Total

A study of the Basics of Concrete relating to the testing of fresh concrete. Material prepares students for completion of the ACI-Field Testing Technician I and ODOT Quality Control Technician Certification Requirements.

CET 222B CONCRETE CONTROL TECHNICIAN

Credits 2 Lecture 18 Total/Lab 6 Total

A study of the Fundamental of Mix Design, review of the Basics of Concrete and in-depth investigation of the properties of concrete materials. Students are instructed in the Absolute Volume Method of Mix Design and the techniques required to meet job site specifications for concrete. Material prepares students for completion of the ODOT Concrete Control Technician Certification Requirements.

CET 222C CONCRETE STRENGTH TESTING TECHNICIAN

Credits 1 Lecture 7 Total/Lab 9 Total

Material prepares students for completion of the ACI-Concrete Strength Testing Technician Certification Requirements.

▼ CET 223 SOIL MECHANICS

Credits 3 Lecture 2/Lab 3

Introduction to soils as engineering materials. Includes classification, evaluation of various physical properties using index tests and the engineering significance of those properties. Introduction to foundations and excavations.

CET 231 STRUCTURES

Credits 4 Lecture 3/Lab 3

Prerequisite GS 104 or PHY 201 or PHY 211

Evaluation of stress-strain relationships as related to engineering materials, with emphasis on timber and steel. Includes analysis of structural members and their connections, torsion of power transmitting shafts and centroids and moments of inertia of stress.

CET 235 STRUCTURES

Credits 4 Lecture 3/Lab 3

Prerequisite CET 231

Design of simple beams and columns utilizing an analysis of stress-strain relationships as related to engineering materials, with emphasis on timber and steel. Analysis of structural members and their connections, torsion on power transmitting shafts, centroids and moments of inertia of stress.

CET 242 STRUCTURES

Credits 4 Lecture 3/Lab 3

Prerequisite CET 235

Utilization of LRFD design methods for design of basic concrete structures with emphasis on singly reinforced flexural members including rectangular beams, T-beams, floor slabs and walls.

▼ CET 251 ESTIMATING CONSTRUCTION COSTS

Credits 4 Lecture 3/Lab 3

Prerequisite CET 215

Study of processes related to scheduling, estimating and codes in construction. Includes CPM, Quantity Take-Off, Labor-Time and bidding procedures.

▼ CET 261 HYDRAULICS

Credits 4 Lecture 3/Lab 3

Prerequisite PHY 201 or GS 104

Introduction to fluid mechanics with emphasis on basic principles of incompressible fluids and their practical application to fluids at rest, steady flow of liquids in closed conduits and open channels, head losses in pipe flow and flow measuring devices.

CET 263 3-D COMPUTER AIDED DRAFTING

Credits 3 Lecture/Lab 6

Prerequisite CET 113

An advanced course using 3-D CAD environment on the Microstation platform to create solid models of objects and buildings. Includes operations to utilize sheet files, materials, palettes, sectioning tools and exporting tools.

CET 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

Supervised production drafting and related work in governmental and private offices.

✓+ CH 104 ELEMENTARY CHEMISTRY

Credits 5 Lecture 4/Lab 3

Prerequisite MTH 060

A medically oriented chemistry sequence for students seeking admission to a nursing or allied health program. A prerequisite for both the Licensed Practical Nurse (LPN) and Associate Degree Nurse (ADN), the course is a study of general, organic and biochemistry which applies to nursing or allied health.

✓+ CH 105 ELEMENTARY CHEMISTRY

Credits 5 Lecture 4/Lab 3

Prerequisite CH 104

A continuation of CH 104.

✓+ CH 106 ELEMENTARY CHEMISTRY

Credits 5 Lecture 4/Lab 3

Prerequisite CH 105

A continuation of CH 105.

✓+ **CH 121 COLLEGE CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisites MTH 065 or instructor approval

The first term of an introductory course in general, inorganic, organic and biochemistry. This sequence fulfills the prerequisite for Organic Chemistry.

✓+ **CH 122 COLLEGE CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 121

A continuation of CH 121.

✓+ **CH 123 COLLEGE CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 122

A continuation of CH 122.

✓+ **CH 221 GENERAL CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Co-requisite MTH 111

Professional course for students majoring in chemistry, dentistry, veterinary science, pharmacy, engineering, medicine, forestry and related sciences or for non-science majors wanting a more rigorous mathematical course than the CH 121 sequence.

✓+ **CH 222 GENERAL CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 221

A continuation of CH 221.

✓+ **CH 223 GENERAL CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 222

A continuation of CH 222.

✓+ **CH 241 ORGANIC CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisites CH 121-123 or CH 221-223

A laboratory course in organic chemistry for students majoring in chemistry, dentistry, veterinary science, pharmacy, engineering, medicine, forestry and related sciences. Covers the chemistry of aliphatic and aromatic organic compounds emphasizing mechanistic pathways. Lecture and laboratory work highly correlated. Offered periodically.

✓+ **CH 242 ORGANIC CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 241

A continuation of CH 241. Offered periodically.

✓+ **CH 243 ORGANIC CHEMISTRY**

Credits 5 Lecture 4/Lab 3

Prerequisite CH 242

A continuation of CH 242. Offered periodically.

CS 020 COMPUTER ORIENTATION

Credits 1 Lecture/Lab 2

This course is designed for those who have had little or no experience working with computers. The purpose of the course is to introduce students to computer language and basic computer use with an emphasis on word processing and using e-mail.

CS 080 INTRODUCTION TO PERSONAL COMPUTERS

Credits 1 - 3 Lecture 1 - 3

The student will examine the applications and use of personal computer hardware and software. The student will be introduced to word processing, e-mail, spreadsheets and the internet. Also discussed is basic file management under windows.

CS 090 PERSONAL COMPUTER APPLICATIONS

Credits 1 - 3 Lecture 1 - 3

This class will introduce the student to one particular software package on a Macintosh or IBM compatible microcomputer. Students may repeat this course under different topics.

CS 095 PERSONAL COMPUTER APPLICATIONS

Credits 1 - 3 Lecture 1 - 3

A continuation of the topics covered in CS 090. Students may repeat the course under different topics.

✓ **CS 120 CONCEPTS OF COMPUTING**

Credits 4 Lecture 4

Prerequisite CS 80

A survey of the general concepts of computers and their applications. Concepts include computer systems, system and applications software, data organization and management and computers in society. Specific applications with hands-on projects will include electronic mail, word processing, presentation management, spreadsheets and internet research.

✓ **CS 121 CONCEPTS OF COMPUTING**

Credits 4 Lecture 4

Prerequisite CS 120

A continuation of CS 120. Concepts will include hardware topics (processors, input, output, storage) and communications. Specific applications with hands-on projects will include graphics, desktop publishing, database management and web publishing.

✓ **CS 122 CONCEPTS OF COMPUTING**

Credits 4 Lecture 4

Prerequisite CS 121 & MTH 095 or instructor approval

An introduction to programming including low level language (assembly language), high level languages and fourth generation programming. Students will gain a basic understanding of the programming process and will complete several simple programming projects. Offered periodically.

● **CS 125 SOFTWARE APPLICATIONS**

Credits 1 - 3 Lecture 1 - 3

Prerequisite CS 120 or equivalent

This class will study in detail one specific software application used with microcomputers. Topics will include standard features and operations of the application and consideration of one or more specific products and their unique features. Course may include (but is not limited to) word processing (CS 125W), spreadsheets (CS 125S), presentation management (CS 125P), multimedia (CS 125M), database management systems (CS 125D), desktop publishing (CS 125B) and e-mail (CS 125E). This course may be repeated under different topics. Offered periodically

✓ **CS 133B PROGRAMMING WITH VISUAL BASIC**

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite CS 120 & MTH 111 or instructor approval

An introduction to programming with the high level programming language Visual BASIC. The student will study basic programming styles, techniques and the syntax of Visual BASIC. Students will write, run and debug programs on microcomputers.

✓ **CS 133U PROGRAMMING WITH C++**

Credits 4 Lecture 3/Lecture/Lab 2

Prerequisite CS 120 & MTH 111 or instructor approval

An introduction to programming with the high level programming language C++. The student will study basic programming styles, techniques and the syntax of C++. Students will write, run and debug programs on microcomputers.

● **CS 135 ADVANCED SOFTWARE APPLICATIONS**

Credits 1 - 3 Lab 3 - 9

Prerequisite related topic in CS 125 or instructor approval

A continuation of the topics of CS 125. This course may be repeated under different topics. Offered periodically.

● **CS 140 INTRODUCTION TO OPERATING SYSTEMS**

Credits 1 - 3 Lecture 1 - 3

An introduction to the concepts and commands of one or more operating systems such as MS-DOS, OS/2, UNIX, LINUX, Windows and Macintosh OS. This course may be repeated under different topics. Offered periodically.

✓ **CS 161 COMPUTER SCIENCE**

Credits 4 Lecture 3/Lecture/Lab 2 Prerequisite MTH 111 or equivalent

An introduction to problem solving and algorithm design with the use of a high level programming language. Included will be basic principles of hardware, software and programming techniques.

✓ **CS 162 COMPUTER SCIENCE**

Credits 4 Lecture 3/Lecture/Lab 2 Prerequisite CS 161

A continuation of CS 161. Additional topics may include data organization (multidimensional arrays, records, pointers, lists, stacks and queues) and techniques for designing large projects.

✓ **CS 171 COMPUTER ORG & ASSEMBLY LANGUAGE**

Credits 4 Lecture 4 Prerequisites CS 162 & CS 260 recommended

An introduction to the organization of computers, hardware, representation of information and an introduction to machine and assembly language programming. Offered periodically.

CS 180 COMPUTER SCIENCE PRACTICUM

Credits 1 - 4 Activity 4 - 16

A course that will allow students to apply what they have learned in some area of computer science to real world situations. Students will work directly with a local business or organization under the direction and supervision of their instructor. Offered periodically.

✓ **CS 195 WEB DEVELOPMENT**

Credits 4 Lecture 4 Prerequisite CS 121 or instructor approval

A first course in the design and development of web pages and sites. This course will include the use of web page authoring tools as well as HTML syntax to create web pages. Students will study both the mechanics and practical application of these tools as well as principles of good design for the web.

● **CS 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3 Prerequisite instructor approval This course is designed to provide interested and capable students special topics in computer science.

● **CS 240 ADVANCED OPERATING SYSTEMS**

Credits 1 - 3 Lecture 1 - 3 Prerequisite CS 140 or instructor approval

A continuation of CS 140. This course may be repeated under different topics. Offered periodically.

✓ **CS 260 DATA STRUCTURES**

Credits 4 Lecture 3/Lecture/Lab 2 Prerequisite CS 162

A continuation of CS 162 including basic data structures, searching and sorting techniques and advanced problem solving. Offered periodically.

● **CS 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32 Prerequisite instructor approval Provides a supervised work experience in computer science which supplements the "school experience", that is not possible in the normal academic classroom environment.

✓ **CS 295 WEB DEVELOPMENT**

Credits 4 Lecture 4 Prerequisite CS 195 or instructor approval A second course in the design and development of web pages and sites. This course will include JavaScript, CCS, SSI, CGI programming and other DHTML tools. Students will study both the mechanics and practical application of these tools.

● **CS 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3 Prerequisite instructor approval This course is designed to provide interested and capable students special topics in computer science.

▼ **CSS 100 SOILS & FERTILIZERS**

Credits 3 Lecture 2/Lab 3 Students will study and evaluate the characteristics of the soil. Soil amendments and fertilizers are reviewed to determine crop requirements. Plant and soil analysis techniques are studied.

▼ **CSS 201 PRINCIPLES OF CROP SCIENCE**

Credits 3 Lecture 3 Co-requisite AGR 280 Covers the major farm practices used in Eastern Oregon. Major crops used to facilitate learning include wheat, barley, peas, potatoes and corn. Other crops will be reviewed to determine their adaptability to local climate, soils and markets. Cooperative Work Experience required.

CSS 210 FORAGE CROPS

Credits 3 Lecture 3 Co-requisite AGR 280

Students will study the various crops raised for livestock consumption. Proper planting, maintenance, harvest and storage techniques, production and economic returns are topics reviewed in detail. Cooperative Work Experience required.

CSS 240 PEST MANAGEMENT

Credits 4 Lecture 4 Co-requisite AGR 280 Students will study the common pesticides used on today's farms and ranches. Herbicides, insecticides, fungicides and growth regulators will be reviewed. Methods of application and calibration are taught stressing safety in handling and disposal. Cooperative Work Experience required.

DA 041 DENTAL RADIOLOGY

Credits 4 Lecture 3/Lab 3 Prerequisite admission to the Dental Assisting program and/or instructor approval

Introduces dental radiology concepts including historical background, terminology, principles of dental radiology, legal aspects regarding use of radiation, basic physics associated with x-rays and biological effects of x-rays. Includes practical instruction on and sizes health and safety, infection control procedures, anatomical landmarks, types and sizes of x-ray film, darkroom processing, film mounting, examination and operation of a dental x-ray unit with beginning practice of film placement and exposure techniques on mannequins.

DA 042 DENTAL RADIOLOGY

Credits 3 Lecture 2/Lab 3 Prerequisite DA 041 Continued study and clinical practice with the principles of dental radiography techniques including: bisecting, paralleling, bitewing, panelipse exposure on adult patients and other exposure techniques for the edentulous patient. The identification of possible abnormalities seen on a radiograph are viewed and discussed.

DA 043 DENTAL RADIOLOGY

Credits 1 Lab 3 Prerequisite DA 042 Provides a concentrated clinical application of dental radiographic procedures studied in previous courses in preparation for the Dental Assisting National Board Radiation Examinations.

DA 051 CHAIRSIDE PROCEDURES*Credits 3 Lecture 2/Lab 3*

Prerequisite admission to the Dental Assisting program and/or instructor approval

Introduction to and practice of basic chairside assisting procedures including disease transmission, disinfection and sterilization procedures, OSHA compliance procedures, patient preparation, oral evacuation, equipment and instrument identification, instrument transfer and restorative operative dental procedures.

DA 052 CHAIRSIDE PROCEDURES*Credits 3 Lecture 2/Lab 3**Prerequisite DA 051*

A presentation of the theory and practice of new procedures and review of oral evacuation, instrument transfer, and infection control procedures. Includes discussion, demonstration, and practical application of the following; alginate impressions, dental dam placement and removal, bite registration, suture removal, introduction to tofflemer matrix and wedge placement and coronal polish.

DA 053 CHAIRSIDE PROCEDURES*Credits 2 Lecture 1/Lab 3**Prerequisite DA 042, DA 052 & DA 062*

Covers theory and practice of procedural responsibilities delegated to the dental auxiliary as outlined in the current Oregon Dental Practice Act for the Expanded Function Duty Assistant. Includes discussion, demonstration, practical lab experience and clinical application.

DA 054 DENTAL SPECIALTIES*Credits 2 Lecture 2**Prerequisite DA 051*

Covers various specialties of dentistry and new, emerging technologies, their principle procedures, instrument identification, tray setups and post-operative care instructions.

DA 061 CLINICAL PRACTICE*Credits 2 Clinical 6*

Prerequisite admission to the Dental Assisting program and/or instructor approval

Students will be given weekly research questions on various topics covered during fall term. Research questions are to be completed using information obtained while observing in local dental facilities. When appropriate, students may begin to assist with basic procedures with instructor's permission and the dentist's supervision.

DA 062 CLINICAL PRACTICE*Credits 4 Clinical 12**Prerequisite DA 051 & DA 061*

Course designed to provide supervised clinical experience in basic chairside assisting procedures, including material manipulation, oral evacuation, instrument transfer, charting and patient management in a local dental office.

DA 063 CLINICAL PRACTICE*Credits 8 Clinical 24**Prerequisite DA 062*

Provides dental assisting students with continued supervised work experience in a dentist's office. Students assist with operative procedures, exposing and processing dental radiographs, dental laboratory procedures and performing business office procedures.

DA 066 CLINICAL PRACTICE SEMINAR*Credits 1 Lecture 1*

Prerequisite admission to the Dental Assisting program and/or instructor approval

Seminar discussions to be held on various aspects of spring term internships in local dental offices. Employment opportunities, resume writing, completing job applications and interviewing skills are covered.

DA 070 BASIC DENTAL SCIENCE*Credits 3 Lecture 3*

Prerequisite admission to the Dental Assisting program and/or instructor approval

The study of systems of the human body, their physiology, as well as bacteriology and embryology as they relate to the oral cavity.

DA 072 DENTAL ANATOMY*Credits 4 Lecture 4*

Prerequisite admission to the Dental Assisting program and/or instructor approval

An introduction to the oral cavity. Students will identify the supporting structures, differences and similarities of individual teeth of both primary and permanent dentition. Utilizing various numbering systems, students will gain skill and knowledge of basic charting symbols and procedures. Black's Cavity classification and elements of cavity design are introduced.

DA 074 DENTAL PATHOLOGY*Credits 1 Lecture 1**Prerequisite DA 070 & DA 072*

The study of oral pathology to include normal, diseased or injured tissues, dental caries, oral inflammation, abscesses and developmental abnormalities.

DA 076 DENTAL PHARMACOLOGY*Credits 1 Lecture 1*

Prerequisite Admission to the Dental Assisting program and/or instructor approval.

General aspects of pharmacology, sources, types, purposes and composition of the drugs. Course includes methods of prescribing and administering various drugs as well as local anesthetics used by the dentist when treating patients.

DA 080 DENTAL MATERIALS*Credits 3 Lecture 2/Lab 3*

Prerequisite admission to the Dental Assisting program and/or instructor approval

Introduction, demonstration, manipulation and principal application including physical and chemical properties, preparation, care and storage of materials used in dental offices.

DA 082 DENTAL MATERIALS & PROCEDURES*Credits 2 Lecture 1/Lab 3**Prerequisite DA 051 & DA 080*

Introduction to a variety of materials used in the dental office for restorative and specialized procedures. The course includes the various materials, physical and chemical properties, preparation, manipulation, care and storage, as well as laboratory equipment identification, use and safety procedures.

DA 090 DENTAL HEALTH EDUCATION*Credits 2 Lecture 2*

Prerequisite admission to the Dental Assisting program and/or instructor approval

The attitudes, philosophies, and behaviors of the dental patients along with techniques to motivate and manage their various behaviors. Covers basic concepts of preventive dentistry including the study of plaque related diseases, brushing and flossing techniques and fluoride therapy. Basic food groups and nutritional counseling are introduced along with techniques for preparing and evaluating dental health education materials.

DA 092 DENTAL LAW & ETHICS*Credits 1 Lecture 1**Prerequisite DA 090*

History, ethics and legal aspects of dentistry are covered as they are prescribed by the American Dental Association and Oregon Practice Act. Designed to acquaint students with the members of the dental team, their roles, educational background and legal responsibilities and restrictions.

DA 094 DENTAL BUSINESS OFFICE*Credits 3 Lecture 2/Lab 3**Prerequisite DA 062*

Designed to prepare the student for management of the dental office, including the study of business office procedures and techniques, written communication, computer use, dental insurance, accounts receivable, recall systems, staff and patient management and inventory control procedures.

DA 096 MEDICAL EMERGENCIES IN THE DENTAL OFFICE*Credits 1 Lecture 1**Prerequisite DA 051*

Emphasizes the importance of the health history, treatment of the medically compromised patient and the influence it may have during their clinical treatment. Individual and team concepts include vital signs, equipment, drug signs and symptoms are studied for handling medical emergencies.

● EC 115 SURVEY OF ECONOMICS*Credits 3 Lecture 3*

This survey course gives an overview of both macro and microeconomic theory for an understanding of current economic problems.

● EC 198 SPECIAL STUDIES*Credits 1 - 3 Lecture 1 - 3**Prerequisite instructor approval*

This course is designed to provide interested and capable students special topics in economics.

✓ EC 201 PRINCIPLES OF ECONOMICS/MICRO*Credits 3 Lecture 3*

Introduction to Micro Economics.

Focuses on the behavior of individual consumers and business firms and how their interaction leads to a set of prices that act to allocate scarce resources among alternative uses.

✓ EC 202 PRINCIPLES OF ECONOMICS/MACRO*Credits 3 Lecture 3*

Introduction to Macro Economics.

Focuses on the behavior of economic aggregates or the economy as a whole. National income determination, measuring economic performance and public policy tools for dealing with inflation, unemployment, etc. are discussed.

✓ EC 203 PRINCIPLES OF ECONOMICS/THEORY*Credits 3 Lecture 3**Prerequisite EC 201 & EC 202*

Applications of Economic Theory.

Applies the economic theory learned in EC 201 and EC 202 to current economic problems.

▼ ECE 101 FAMILY & COMMUNITY RELATIONS*Credits 3 Lecture 3*

This course provides the knowledge and skills necessary to work effectively with families and community professionals in early childhood education. Topics to be covered include family involvement, communicating with families and professionalism in early childhood education.

▼ ECE 111 INTRODUCTION TO ECE/ENVIRONMENTS*Credits 1 Lecture 1*

This course covers the different types of early childhood education programs and the regulations that govern each.

▼ ECE 112 INTRODUCTION TO ECE/PROFESSIONALSIM*Credits 1 Lecture 1*

This course covers employability and career development.

▼ ECE 113 INTRO TO ECE/CHILD ADVOCACY*Credits 1 Lecture 1*

This course covers the ethical and legal responsibilities of early childhood practitioners.

▼ ECE 150 OBSERVATION/ASSESSMENT & RECORDING*Credits 3 Lecture 3**Prerequisite or co-requisite ECE 226*

Students will develop skills necessary to observe, assess and record young children's behavior. Students will gain experience with a variety of observation and recording tools. Focus is on the importance of objective record keeping in relationship to the on-going monitoring of children's development.

▼ ECE 151 GUIDANCE & CLASSROOM MANAGEMENT*Credits 3 Lecture 3**Prerequisite or co-requisite ECE 226*

This course is an introduction to managing behavior in the classroom. Emphasis is on why misbehavior occurs and practical strategies to deal with those behaviors.

▼ ECE 152 CREATIVITY FOR YOUNG CHILDREN*Credits 3 Lecture 3*

This course focuses on understanding and implementing developmentally appropriate practices for the young child. Students will gain hands-on experience in multiple creative activities that are age appropriate, individually appropriate and culturally appropriate.

▼ ECE 153 MUSIC & MOVEMENT*Credits 3 Lecture 3*

This class provides a foundation for understanding the role of music and movement in the development of young children. Students will have the opportunity to integrate knowledge and experience culminating in a personal collection of developmentally appropriate music and movement activities for young children.

▼ ECE 154 LITERATURE & LITERACY*Credits 3 Lecture 3**Prerequisite or co-requisite ECE 226*

This course surveys and presents methods for using and evaluating children's literature. Students will also gain knowledge about the relationship between language development and emergent literacy.

▼ ECE 161 PRACTICUM/INFANTS & TODDLERS*Credits 4 Lecture 2/Lab 6**Prerequisite instructor approval*

Practica are individualized, community placements in early childhood education settings with direct supervision. They provide a formalized experiential learning opportunity for students considering an early childhood profession. Practicum/Infants & Toddlers provides students the opportunity to work with children from birth to three; Practicum/Preschool focuses on children from three to five.

▼ ECE 163 PRACTICUM/PRESCHOOL*Credits 4 Lecture 2/Lab 6**Prerequisite instructor approval*

Practica are individualized, community placements in early childhood education settings with direct supervision. They provide a formalized experiential learning opportunity for students considering an early childhood profession. Practicum/Infants & Toddlers provides students the opportunity to work with children from birth to three; Practicum/Preschool focuses on children from three to five.

▼ ECE 175A FIRST BY FIVE/SOCIAL EMOTIONAL GROWTH*Credits 1 Lecture 1*

This course presents healthy social emotional development in infancy as the underpinning for all other learning and that social emotional development is dependent on the child's close relationship with respectful, caring adults. Also discussed is the importance of understanding temperament, emotions, environmental impact and care giving responsiveness to the child's needs. Students are

presented information to promote awareness of their own feelings, expectations and attitudes brought with them from past experiences to the field of early childhood education. Students will examine the relationship between social emotional care giving and services provided to families.

▼ ECE 175B FIRST BY FIVE/GROUP CARE

Credits 1 Lecture 1

This course helps students to understand how to develop intimacy between infants and others in a group. Students will discuss barriers, as well as discover strategies for providing appropriate care. Respectful routine care in a child's daily life is fundamental to developing intimate relationships. Students will evaluate health and safety issues, daily routine care and consider environment, space and child care ratios as important aspects of group care.

▼ ECE 175C FIRST BY FIVE/LEARNING & DEVELOPMENT

Credits 1 Lecture 1

This course presents a non-traditional view of how infants and toddlers develop. Students will discover the importance of infants and toddlers having the freedom to make learning choices and to experience the world on their own terms. Facilitation of natural interests and urges to learn dominate the course content with specific information based on understanding learning schemes, developmental stages and support for learning.

▼ ECE 175D FIRST BY FIVE/CULTURE, FAMILY & PROVIDER

Credits 1 Lecture 1

This course challenges students to articulate their philosophy of infant/toddler care and the caregiver-parent relationship so that they can develop stronger partnerships and facilitate communication with parents. Considerations for how participants can encourage families to participate in their child's care will be discussed and strategies for working with difficult situations explored. The course will also examine common challenges in conducting a child care business to include defining business relationships and arrangements. Family issues around separation, accepting diversity, culture and routine care and culture and child development will be analyzed and practical solutions explored.

▼ ECE 198 SPECIAL STUDIES

Credits 1 - 3 Lecture 1 - 3

This course provides an opportunity to explore topics outside the parameters of the established Early Childhood Education program. This is a substantive course grounded in theory and reflecting student needs and interest and/or instructor availability.

▼ ECE 226 CHILD DEVELOPMENT

Credits 3 Lecture 3

This course covers child development birth through age 6. Focus is on major developmental theories, stages of development and appropriate behavioral expectations. This course is the foundation for the ECE program.

▼ ECE 227 ENHANCING SOCIAL EMOTIONAL DEVELOPMENT

Credits 3 Lecture 3

Prerequisite or co-requisite ECE 226

This course provides an in-depth exploration of strategies and techniques for enhancing children's social emotional development.

▼ ECE 240 CURRICULUM/PLANNING

Credits 3 Lecture 3

Prerequisite or co-requisite ECE 226

This course focuses on designing curriculum for the young child using the principles of developmentally appropriate practices across developmental domains. Students will learn to construct lesson plans from a variety of perspectives including creative, emergent, thematic, anti-bias, cultural and emotional well-being.

▼ ECE 248 OVERVIEW OF SPECIAL SERVICES

Credits 3 Lecture 3

Prerequisite or co-requisite ECE 226

This course introduces students to services for early intervention to young children with special needs. The course also presents current legislation, educational needs of special children and ideas and strategies for working with families to integrate special children into preschool programs.

▼ ECE 249 INCLUSION OF CHILDREN WITH SPECIAL NEEDS

Credits 3 Lecture 3

Prerequisite or co-requisite ECE 226

The emphasis of this course is on strategies and adaptations for including children with special needs in the early childhood setting. Current resources and best practices for educating children with diverse abilities, limited English proficiency, different socioeconomic and/or cultural backgrounds and other special needs will be explored.

▼ ECE 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

The purpose of cooperative work experience is to provide students with an opportunity to gain volunteer experience with young children in an early childhood setting. Students participating in cooperative work experience with young children must successfully complete a criminal history background check. Cooperative work experience may include one-to-one or small group instructional assisting.

▼ ECE 295 CHILD CARE ADMINISTRATION

Credits 3 Lecture 3

Prerequisite instructor approval

An exploration of administrative roles and responsibility in child care centers. Topics include philosophy, finances, personnel, legal regulation and program planning.

▼ ECE 296 ISSUES & TRENDS

Credits 3 Lecture 3

This course explores the status of early childhood education. The purpose is to assist students in becoming knowledgeable professionals. Topics may include: inclusion, professionalization, teaching methods, brain research, teenage parents and working parents.

▼ ED 101 INTRODUCTION TO OBSERVATION & EXPERIENCE

Credits 3 Lecture 2/Lab 3

This course introduces the role and work of instructional assistants and provides information about the Oregon Education Standards. This course covers occupational and career development opportunities and provides students direct experience with educational settings and opportunities to examine the attitudes and work habits which influence job effectiveness and satisfaction. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 110 PSYCHOLOGY OF LEARNING

Credits 3 Lecture 3

This course explores modern theories of behavior, motivation and human development as applied to the K-12 classroom and techniques for educators derived from these theories. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 123 TECHNIQUES IN READING & LANGUAGE

Credits 3 Lecture 3

Introduces the nature of the reading process and the skills and techniques used in providing supplemental reading instruction with elementary age students. Focuses on teaching reading for meaning through the use of four cueing systems, comprehension strategies, developing sight and meaning vocabulary, connection reading and writing and understanding appropriate uses of graphophonics. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 124 TECHNIQUES IN MATHEMATICS & SCIENCE

Credits 3 Lecture 3

This course prepares educators to help children learn specific mathematical content (facts, skills, concepts) apply mathematical ideas to solve problems and to foster a positive attitude toward mathematics and science. Covers math concepts including patterns, estimation, graphing, addition, subtraction, multiplication, division and fractions as well as the scientific method and science concepts. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 131 TEACHING TECHNIQUES

Credits 3 Lecture 3

Introduces a variety of teaching techniques and provides practice for students in instructional design. Students plan lessons and teach lessons to small groups of peers or instructional K-12 students and participate in self-evaluation and peer evaluation of others' teaching. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 133 INSTRUCTIONAL MEDIA & MATERIALS

Credits 3 Lecture 3

This course covers the preparation and use of the instructional media and materials commonly found in public schools. Includes an introduction to computers and other new learning technologies and how to design lessons using these materials. Develops an understanding of the place and importance of instructional tools. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

● ED 142 EDUCATION ORIENTATION

Credits 1 Lecture 1

This course is designed to give students an opportunity to develop an awareness of the attitudes and behavior needed to become successful, effective students and teachers. Students are also involved in resource exploration and degree planning activities. *Required in Elementary & Secondary AAOT transfer degree, AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 217 COMPREHENSIVE CLASSROOM MANAGEMENT

Credits 3 Lecture 3

This course provides current theory and methodology for managing small and large groups of students so that students choose to be productively involved in instructional activities. Course covers the four major factors or skill areas of effective classroom management: (1) understanding students' personal/psychological and learning needs, (2) establishing positive teacher-student relationships, (3) implementing instructional methods that facilitate optimal learning and (4) using organizational and group management methods that maximize on-task student behavior. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ ED 221 SIGNING EXACT ENGLISH

Credits 3 Lecture 3

Beginning communication in Signing Exact English (SEE). This course introduces Manually Coded English sign language systems, focusing specifically on SEE. It includes the theories, rules, principles and vocabulary of SEE, as well as practice in both receptive and expressive skills. Students will be introduced to the finger spelled alphabet, as well as appropriate body, facial, and dramatic features of sign language.

▼ ED 222 SIGNING EXACT ENGLISH

Credits 3 Lecture 3

This is the second course in a sequence which introduces Manually Coded English sign language systems, focusing specifically on Signing Exact English 2 (SEE). It includes the theory, rules, principles and vocabulary of SEE, as well as practice in both receptive and expressive skills. Students will be introduced to the finger spelled alphabet, as well as appropriate body, facial, and dramatic features of sign language.

▼ ED 223 SIGNING EXACT ENGLISH

Credits 3 Lecture 3

This course is the third course in a sequence of courses which introduces Manually Coded English sign language systems, focusing specifically on Signing Exact English 2 (SEE). It includes the theory, rules, principles and vocabulary of SEE, as well as practice in both receptive and expressive skills. Students will be introduced to the finger spelled alphabet, as well as appropriate body, facial, and dramatic features of sign language.

▼ ED 235 INSTRUCTIONAL TECHNOLOGY

Credits 3 Lecture 3

This course is designed to introduce students to current advanced technology available in education. Students will be given the tools to evaluate, select and implement appropriate technology in the instructional setting. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

● ED 242 EDUCATIONAL CONCEPTS

Credits 3 Lecture 3

This course is designed to give an introduction to the field of education. One main purpose of the course is to give students the opportunity to think from an educational perspective. Therefore, students will investigate educational theory and terminology, classroom management and discipline, the historical foundation of education, philosophy of education, curriculum and instruction, legal/political/social influences on education and students as learners. Students will also develop and teach a lesson using information gained in the course. Another purpose of this course is to help students determine early in their post secondary education if teaching is a career they wish to pursue. *Required in Elementary & Secondary AAOT transfer degree, AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ **ED 251 OVERVIEW OF STUDENTS WITH SPECIAL NEEDS**

Credits 3 Lecture 3

This course introduces the handicapping and medical accommodations that teachers in the public and private sector must recognize and understand in order to plan accordingly. Includes coverage of : learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision impaired, hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries and Tourette's syndrome. Also examines attention deficit disorder, the needs of at-risk-youth and talented and gifted students. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ **ED 253 CURRENT ISSUES IN SPECIAL EDUCATION**

Credits 3 Lecture 3

This course is designed to provide students interested in special education an opportunity to explore in more depth current issues in special education. Students will be exposed to current philosophical frameworks, legislative changes, emerging conditions and technological advances. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ **ED 257 SECOND LANGUAGE TEACHING TECHNIQUES**

Credits 3 Lecture 3

Second Language Teaching Techniques is an introductory course which covers the philosophy, activities, materials, and various techniques used in teaching English as a second language in the k-12 school system.

▼ **ED 258 MULTICULTURAL EDUCATION**

Credits 3 Lecture 3

This course covers the philosophy, activities and materials used in developing a culturally sensitive multicultural classroom and curriculum. *Required in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ **ED 268 EDUCATING MILDLY & SEVERELY HANDICAPPED**

Credits 3 Lecture 3

This course covers the theory and techniques of working with handicapped students. Services and funding provided for mildly and severely handicapped students are studied. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

● **ED 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32

The purpose of this education practicum experience is to give first and second year education majors an opportunity to gain volunteer experience with age-appropriate children in an educational setting. Students participating in this practicum must successfully complete a criminal history verification check. Practicum situations may include one-to-one or small group tutoring in reading, math or other areas in a classroom setting. *Required in Elementary & Secondary AAOT transfer degree, AAS degree for Educational Assistant and in Educational Assistant Certificate.*

▼ **ED 298 SPECIAL STUDIES**

Credits 1 - 5 Lecture 1 - 5

This course is designed to accommodate a variety of content and subject areas related to education in the K-12 schools. Coursework will be specific to teaching and learning related activities and strategies. These topics may include, but are not limited to, teaching techniques, instructional technology, human relations, communication and non-instructional support skills. Most of these courses will be taught in a workshop/conference environment in which students choose topics and issues that are relevant to their specific job responsibilities or are of specific interest to them. *Elective in AAS degree for Educational Assistant and in Educational Assistant Certificate.*

✓ **ENG 104 INTRODUCTION TO LITERATURE**

Credits 3 Lecture 3

A course concentrating on the study of fiction through analysis of short stories and/or novels drawn from American, English, Continental and other literature. *Completion of WR 121 recommended but not required.*

✓ **ENG 105 INTRODUCTION TO LITERATURE**

Credits 3 Lecture 3

A course emphasizing the study and analysis of drama from classical times to the modern period with concentration on the principal types of drama such as comedy and tragedy. *Completion of WR 121 recommended but not required.*

✓ **ENG 106 INTRODUCTION TO LITERATURE**

Credits 3 Lecture 3

A course focusing on the study of poetry, primarily lyric, drawn from American, English, Continental and other literatures. Elements such as form, texture and sensuous appeal are explored in close analysis of the poems. *Completion of WR 121 recommended but not required.*

✓ **ENG 107 WORLD LITERATURE**

Credits 3 Lecture 3

The first course in a three part historical introduction to world literature. This course focuses on great works of the ancient world in a variety of forms including: verse, drama, fiction and non-fiction. Reading and discussion may focus on the literary traditions of the ancient Middle East, Greece, Rome, India and China. *Completion of WR 121 recommended but not required.*

✓ **ENG 108 WORLD LITERATURE**

Credits 3 Lecture 3

The second course in a three part historical introduction to world literature. This course focuses on medieval and early modern literatures in a variety of forms including: verse, drama, fiction and non-fiction. Reading and discussion may focus on the literary traditions of Asia, Islam, Africa and Western Europe. *Completion of WR 121 recommended but not required.*

✓ **ENG 109 WORLD LITERATURE**

Credits 3 Lecture 3

The last of a three-part historical sequence, this course will explore important literary works of the modern world from the Renaissance to the present. Readings will draw on a range of literatures, which may include Asian, European, Latin American and African. Emphasis will be on cultural diversity, changing literary traditions and the role of literature in the modern world. *Completion of WR 121 recommended but not required.*

✓ **ENG 195 FILM AS LITERATURE**
Credits 3 Lecture 3

This course explores film as an art form, fostering visual literacy through close attention to the cinema. Students will study feature films and short films in a variety of genre and styles.

Completion of WR 121 recommended but not required.

✓ **ENG 196 FILM AS LITERATURE**
Credits 3 Lecture 3

This course explores film as an art form, fostering visual literacy through close attention to the cinema. It will concentrate on the art of film making, including cinematography, editing, sound and movement. *Completion of WR 121 recommended but not required.*

✓ **ENG 197 FILM AS LITERATURE**
Credits 3 Lecture 3

This course explores film as an art form, fostering visual literacy through close attention to the cinema. It will concentrate on the importance of acting, drama, ideology, theory and literary adaptation to film. *Completion of WR 121 recommended but not required.*

● **ENG 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval

This course is designed to provide interested and capable students special topics in English. *Completion of WR 121 recommended but not required.*

✓ **ENG 201 SHAKESPEARE**

Credits 3 Lecture 3

A survey of the Elizabethan era and of Shakespeare's dramatic works. Students read early comedies, histories, and tragedies giving special attention to the overall design of each work as well as to its individual beauties. *Completion of WR 121 recommended but not required.*

✓ **ENG 202 SHAKESPEARE**

Credits 3 Lecture 3

A survey of Shakespeare's middle period. Students read plays of various genres, but class emphasis falls on historical plays with discussion of Shakespeare's developing view of man, society and government. *Completion of WR 121 recommended but not required.*

✓ **ENG 203 SHAKESPEARE**

Credits 3 Lecture 3

A survey of Shakespeare's later plays including the great tragedies and the romances. Students study both dramatic forms and poetry and discuss the philosophic implications of these major plays. *Completion of WR 121 recommended but not required.*

✓ **ENG 204 SURVEY OF ENGLISH LITERATURE**

Credits 3 Lecture 3

This course is a study of the principal works of English literature. Students concentrate on Anglo-Saxon and Medieval literature in the first term and become familiar with literary traditions through reading, lecture, discussion and film. *Completion of WR 121 recommended but not required.*

✓ **ENG 205 SURVEY OF ENGLISH LITERATURE**

Credits 3 Lecture 3

The second term of this survey focuses on Renaissance and Eighteenth-Century English literature. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope. *Completion of WR 121 recommended but not required.*

✓ **ENG 206 SURVEY OF ENGLISH LITERATURE**

Credits 3 Lecture 3

The third term of this survey sequence focuses on Modern English Literature. The authors are representative rather than inclusive. *Completion of WR 121 recommended but not required.*

✓ **ENG 214 MYTH IN OREGON LITERATURE**

Credits 3 Lecture 3

Using Native American stories and stories of the 19th and 20th century immigrants to Oregon as well as contemporary literature of the Northwest, this course is a discussion seminar which explores mythical patterns which emerged from the Northwest landscape along with patterns which Oregonians have imposed upon that landscape. *Completion of WR 121 recommended but not required.*

✓ **ENG 240 NATIVE AMERICAN LITERATURE**

Credits 3 Lecture 3

English 240 is a discussion seminar designed to introduce the student to the emergence of literature being written by members of the first nations of North America, and the connection of that contemporary literature to the oral literature of myth, story, lyric and ritual poetry and oratory. *Completion of WR 121 recommended but not required.*

✓ **ENG 253 SURVEY OF AMERICAN LITERATURE**

Credits 3 Lecture 3

The first of a three-part sequence, this course is a discussion seminar that surveys a multicultural representation of American literary works and major writers from pre-European contact to the Civil War. Or emphasis may be on genre, first term focusing on American fiction. *Completion of WR 121 recommended but not required.*

✓ **ENG 254 SURVEY OF AMERICAN LITERATURE**

Credits 3 Lecture 3

The second of a three-part sequence, this course is a discussion seminar that surveys a multicultural representation of American authors and literary works from the Civil War to World War II. Or emphasis may be on genre, second term focusing on American drama. *Completion of WR 121 recommended but not required.*

✓ **ENG 255 SURVEY OF AMERICAN LITERATURE**

Credits 3 Lecture 3

The last of a three-part sequence, this course is a discussion seminar that considers a multicultural representation of major American writers and literary works from World War II to the present. Or emphasis may be on genre, with the third term focusing on American poetry. *Completion of WR 121 recommended but not required.*

✓ **ENG 263 DETECTIVE FICTION**

Credits 3 Lecture 3

Investigation of the detective genre, its historical patterns and its evolution from Poe to popular contemporary writers. Students will read a variety of detective novels/short stories in the categories of the Armchair/Cerebral Detective and Hard Boiled Detective. *Completion of WR 121 recommended but not required.*

✓ **ENG 264 DETECTIVE FICTION**

Credits 3 Lecture 3

Investigation of the detective genre, its historical patterns and its evolution from Poe to popular contemporary writers. Students will read a variety of detective novels/short stories in the category of the Police Detective in America, in England and in Europe. *Completion of WR 121 recommended but not required.*

ENG 275 BIBLE AS LITERATURE

Credits 3 Lecture 3

A study of this seminal work of Western culture as a great literary achievement, most notably in prose narrative and lyric poetry, emphasizing the characters, plots, themes, symbols and language. *Completion of WR 121 recommended but not required.*

● **ENG 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32

Prerequisite instructor approval

Provides experience in English classroom for selected English major students who are exploring English teaching. *Completion of WR 121 recommended but not required.*

● **FN 225 NUTRITION**

Credits 4 Lecture 4

Nutrition is the study of the nutrients in food and how the body uses them through the life cycle. Food sources, functions and recommendations for the six nutrients are covered. Digestion, absorption and metabolism are discussed. Skills will be developed in evaluation of nutrition information, assessment of dietary intake, recognition of timely national nutrition issues and an increased awareness of the relationship of diet upon chronic disease. A variety of instructional methods will be selected but emphasis will be upon collaborative learning.

▼ **FN 230 CHILDREN, FAMILIES & NUTRITION**

Credits 3 Lecture 3

This is a course for parents, families, child and health care providers and early childhood educators. Basic nutrition for the pregnant and breastfeeding woman, the breastfed and bottle-fed infant and the child will be covered. Gaining understanding of how eating habits develop and the roles of the child and the parent will be emphasized as well as positive techniques for feeding infants, toddlers and preschooler and dealing with various feeding situations. Nutrition challenges for the child with special health care needs will be included. Resources for planning and preparing nutritious meals will be shared and a toolbox of community nutrition services, menus, recipes and nutrition education activities and materials will be developed by each participant.

✓+ **G 101 INTRODUCTION TO GEOLOGY**

Credits 4 Lecture 3/Lab 3

A study of the structure and composition of the Earth, minerals, igneous, metamorphic and sedimentary rocks. Plate tectonics, volcanism and earthquake activity are interrelated to give an overview of the Earth's dynamic processes. Generally one weekend field trip. *Course fulfills lab science requirement. Need not be taken in sequence.*

✓+ **G 102 INTRODUCTION TO GEOLOGY**

Credits 4 Lecture 3/Lab 3

This course centers on the dynamic processes that sculpt the surface of Earth: weathering processes, streams, ground water, glaciers, mass movements, wind and oceans. Topographic maps and aerial photos are also used. Generally one weekend field trip. *Course fulfills lab science requirement. Need not be taken in sequence.*

✓+ **G 103 INTRODUCTION TO GEOLOGY**

Credits 4 Lecture 3/Lab 3

A study of the early history of Earth and geologic time scale. Sedimentation, sedimentary environment, fossils and fossilization are discussed along with the stratigraphic history of North America. The beginnings of life are traced through the evolution of plants, vertebrates and invertebrates. Generally one weekend field trip. *Course fulfills lab science requirement. Need not be taken in sequence.*

✓ **G 145 GEOLOGY OF THE PACIFIC NORTHWEST**

Credits 3 Lecture 3

A study of the regional geology of the Pacific Northwest. This course traces the geologic evolution of the Northwest and includes discussion on the history of volcanic activity, fossils, sedimentary environments and topographic change with time. Field trips to points of interest where appropriate.

✓ **G 146 ROCKS & MINERALS**

Credits 3 Lecture 3

An introduction to origin and identification of common rocks and minerals. Topics include crystal forms, physical tests, chemical tests, gem materials, etc. Designed for a rock hound, casual collector, or anyone interested in knowing more about rocks and minerals. Field trips where appropriate.

✓ **G 147 BASIC GEOLOGY**

Credits 3 Lecture 3

An introduction to physical geology, designed to help one become more aware of the processes that shape our geological environment. Topics include rock and mineral formation and identification, volcanoes, earthquakes, plate tectonics, glaciations. Field trips where appropriate.

● **G 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval

This course is designed to provide interested and capable students special topics in geology.

✓+ **G 201 PHYSICAL GEOLOGY**

Credits 4 Lecture 3/Lab 3

An in-depth study of the geologic processes occurring on Earth. There are no prerequisites, although a background in science is helpful. Satisfies laboratory science requirements for both science and non-science majors. Topics studied include the origin and identification of rocks & minerals, volcanoes, earthquakes, and plate tectonics. Generally one weekend field trip. *Need not be taken in sequence.*

✓+ **G 202 PHYSICAL GEOLOGY**

Credits 4 Lecture 3/Lab 3

Topics studied will include evolution of landscapes, stream erosion, glaciations, landslides, and interpretation of topographic maps and aerial photos. There are no prerequisites, although a background in science is helpful. Satisfies laboratory science requirements for both science and non-science majors. Generally one weekend field trip. *Need not be taken in sequence.*

✓+ **G 203 HISTORICAL GEOLOGY**

Credits 4 Lecture 3/Lab 3

An examination of the evolution of Earth from the standpoint of plate tectonics, including life forms, rock correlation and geologic time. There are no prerequisites, although a background in science is helpful. Satisfies laboratory science requirement for both science and non-science majors. Generally one weekend field trip. *Need not be taken in sequence.*

✓ **GEOG 101 PHYSICAL GEOGRAPHY**

Credits 3 Lecture 3

Introduction to physical geography of the earth with specific emphasis on landforms, climate, vegetation and soils and on the interaction between humans and these elements. *This course satisfies science group requirements.*

✓ **GEOG 103 HUMAN GEOGRAPHY**

Credits 3 Lecture 3

This course introduces students to the discipline of geography and studies patterns of a wide variety of topics including industry and economy, population, tourism, water rights and politics. The topics are incorporated through the theme of globalization.

✓ **GEOG 106 HUMAN & CULTURAL GEOGRAPHY**

Credits 3 Lecture 3

Identifies humankind's occupancy of the earth. Emphasis is on the division of the world into regions, the potential of each region for human use and humankind's cultural and economic adaptations.

✓ **GEOG 107 HUMAN & CULTURAL GEOGRAPHY**

Credits 3 Lecture 3

Describes the characteristics of the economic, urban and political landscape, how various cultural groups perceive and modify the earth and the problems they create in so doing.

✓ **GEOG 120 WORLD/REGIONAL GEOGRAPHY**

Credits 3 Lecture 3

This course studies world patterns of the natural and cultural environments and focuses on the place of each geographic region in the world community.

✓ **GEOG 206 GEOGRAPHY OF OREGON**

Credits 3 Lecture 3

A study of the diverse landscapes of Oregon. This course considers natural environment, population growth and settlements. Special emphasis is placed on the historical geography of selected areas of the state.

● **GEOG 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Designed to provide interested and capable students with the opportunity to study special topics in geography.

✓+ **GS 104 PHYSICAL SCIENCE/PHYSICS**

Credits 4 Lecture 3/Lab 3

A one-term introduction to the fundamental physical concepts that form the foundation for all of the physical sciences. Topics include measurement, motion, mechanics, and pressure. *Course fulfills a lab science requirement.*

✓+ **GS 105 PHYSICAL SCIENCE/CHEMICAL CONCEPTS**

Credits 4 Lecture 3/Lab 3

A one-term introduction to chemistry and its application to everyday phenomena. Topics include structure of the atom, chemical bonding, solutions, acids and bases, and chemical reactions. *Course fulfills a lab science requirement.*

✓+ **GS 107 PHYSICAL SCIENCE/ASTRONOMY**

Credits 4 Lecture 3/Lab 3

A one-term introduction to astronomy which surveys the history of astronomy, our solar system, galaxy and universe. Topics of current interest to astronomers will be presented. Course includes outdoor observations. *Course fulfills a lab science requirement.*

✓+ **GS 110 PHYSICAL SCIENCE/ENERGY**

Credits 4 Lecture 3/Lab 3

Overview of the sources of energy in nature. Emphasis on how energy is coupled to specific principles and processes related to physics and chemistry. Topics include heat, radioactivity, light, sound and electricity. *Course fulfills a lab science requirement.*

✓+ **GS 111 PHYSICAL SCIENCE/FORENSIC SCIENCE**

Credits 4 Lecture 3/Lab 3

A one-term introduction to criminalistic theories and practices, including basic techniques of investigation. Topics include fingerprints, blood typing, photography and casting techniques. *Course fulfills a lab science requirement. No prerequisites, no math requirement.*

✓+ **GS 142 PHYSICAL GEOLOGY/EARTH REVEALED**

Credits 4 Lecture 3/Lab 3

This course examines the evolution of planet Earth based upon the dynamics of interacting systems and physical geological attributes of the planet including geologic time, physical phenomena and weathering. Students will participate in laboratory exercises using a "rock kit" specifically designed for this course. A "field exercise" will be included that will integrate physical geology concepts with a "real world" experience that will be conducted in the community of each individual student. *Course fulfills laboratory science requirement.*

● **GS 160 OBSERVATIONAL ASTRONOMY**

Credits 3 Lecture 3

A one-term non-laboratory introduction to astronomy with emphasis on observing the night sky and fundamental astronomical concepts. Course includes outdoor observations.

● **GS 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

This seminar course is offered on the basis of demand and covers diverse topics in the natural and physical sciences.

HD 080 LIFE TRANSITIONS

Credits 2 Lecture/Lab 4

This course is a five week series of seminars designed for students to develop self-knowledge, coping skills, confidence-building, communication skills, parenting skills, and how to have healthy relationships. Included in this course will be exploration of specific careers and orientation to job-search

techniques, learning about college support services, managing resources, networking, exploring nontraditional training options, setting goals and developing action plans.

● **HD 100 COLLEGE SURVIVAL & SUCCESS**

Credits 3 Lecture 3

This course teaches students approaches and techniques which will support their success both as individuals and as students in college. Focus is on academic strategies which include note taking, test taking and text reading. Coping skills such as time management, stress management, assertiveness and methods for organization will also be presented. This class is available as a lecture course and as a distance education course.

● **HD 110 CAREER PLANNING**

Credits 2 Lecture 2

Students gain information about themselves and occupations. They choose two careers and support their choices based upon the information they have acquired. They use interest inventories, computerized exploration programs and an entrepreneur quiz. They will use the Career Information System to find sources of training and financial aid for the careers they have chosen.

● **HD 151 SERVICE LEADERSHIP**

Credits 1 Lecture 1

Designed to provide training in leadership skills for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills and leadership styles. *Repeatable for maximum of 3 credits.*

● **HD 152 SERVICE LEADERSHIP**

Credits 1 Lecture 1

Designed to provide training in leadership skills for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. *Repeatable for maximum of 3 credits.*

● **HD 153 SERVICE LEADERSHIP**

Credits 1 Lecture 1

Designed to provide training in leadership skills for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills and leadership styles. *Repeatable for maximum of 3 credits.*

● **HD 204 SELF-MOTIVATION & PERSONAL POTENTIAL**

Credits 3 Lecture 3

Students will learn and explore methods for eliminating recurring behavior, feelings or thoughts which can negatively affect the quality of their lives. Subject matter covered will be the psychology of wellness, principles of behavior modification and a holistic approach to an individual's ability to develop a successful self-management plan for living. Focus will be on kinds of life planning, positive health management, assertive, communication, social fulfillment and emotional well-being. This course goes beyond acquisition of knowledge or personal awareness. It also includes experiential and collaborative learning in addition to more traditional approaches.

● **HD 206 COPING SKILLS FOR STRESS**

Credits 3 Lecture 3

The theories and practices of stress management will be presented in this course. Techniques for coping, such as relaxation, visualization, imagery, meditation, exercise, nutrition, rational-emotive thinking, assertion and time management will be employed. Students will be required to assess the impact of various stressors upon their well-being and to design coping styles that are preventative and which promote their mental and physical well-being. The focus of this class is educational, not therapeutic. Emphasis will be equally divided among academic and participatory requirements.

HE 100 INTRODUCTION TO HEALTH SERVICES

Credits 4 Lecture 3/Lab 3

Individually designed shadow experiences within the health service professional field that provide the learner the opportunity to apply skills as well as obtain knowledge of various health career occupations. Basic First Aid and CPR are included.

● **HE 250 PERSONAL HEALTH**

Credits 3 Lecture 3

A visionary look at the state of health and health care today. This course offers teachers and learners an up to the minute look at health and health care issues from weight management to cardiovascular disease; and from the latest HIV/AIDS treatment to changes in health care delivery systems. Personal Health combines interviews with leading health professionals, dynamic location footage and illustrative case studies to bring each lesson to life.

● **HE 252 FIRST AID**

Credits 3 Lecture 3

This course is designed to provide the student with the knowledge and skills necessary in an emergency: to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. Successful completion will lead to an American Red Cross Community First Aid and Community CPR certification.

● **HE 253 PERSONAL NUTRITION**

Credits 3 Lecture 3

Orientation to the importance of a diet that is low in saturated fat and cholesterol, while high in complex carbohydrates and fiber. Emphasis will be on helping participants choose healthy, low fat foods while still enjoying their diets. The course will include an introduction to nutrients, their uses and food sources, as well as discussion of current topics including weight management, eating disorders, exercise, fad foods and diets, recipe modifications, and reducing risk of disease related to high-fat diet.

HE 261 CARDIO-PULMONARY RESUSCITATION

Credits 1 Lecture 1

Describes principles and procedures of basic life support to victims of airway obstruction, respiratory arrest and/or cardiac arrest. Successful completion of this course leads to an American Red Cross CPR certificate. *This course cannot be taken for credit if credit has been given for HE 252.*

● **HE 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval

This course is designed to provide interested and capable students special topics in health.

▼ **HORT 100 PLANT SCIENCE**

Credits 3 Lecture 3

Co-requisite AGR 280

Basic principles of plant science and the environmental factors associated with plant growth and development constitute the core of this course. Agricultural application of plants will be emphasized. *Cooperative Work Experience required.*

HORT 111 ALTERNATIVE CROP PRODUCTION

Credits 3 Lecture 3

Co-requisite AGR 280

Explores specialty crop production such as seed, berry, fruit and melon production. Mulch use and drip irrigation will be emphasized. Greenhouse work may also be included. *Cooperative Work Experience required.*

● **HPE 295 HEALTH & FITNESS FOR LIFE**

Credits 3 Lecture 3

Develop an understanding of the interacting influences of physical fitness, nutrition, stress management and health. Course covers many wellness topics including weight control, eating disorders, diet analysis and methods for behavior change, avoiding destructive habits, cardiovascular health and maintaining a healthy back.

● **HS 100 INTRODUCTION TO HUMAN SERVICES**

Credits 3 Lecture 3

This overview of the current role of human services includes history, service delivery systems, clientele served and worker characteristics. Students become acquainted with a variety of human service programs.

● **HS 101 ALCOHOL & DRUG/USE, MISUSE & ADDICTION**

Credits 3 Lecture 3

Course is a factual presentation of the physiological, psychological and social processes of drug use, misuse, and addiction. Assessment and treatment methods are discussed.

● **HS 154 COMMUNITY RESOURCES**

Credits 3 Lecture 3

A practical course designed to promote familiarization with local social service agencies/organizations. An understanding of the history, philosophy, social policy making, scope of services and service delivery systems of human services in general is promoted. Students will observe community development meetings, update a community resource directory and complete group projects.

▼ **HS 155 INTERVIEWING**

Credits 3 Lecture 2/Lab 2

Beginning interviewing presents theoretical and practical exposure to several types of effective interviewing. Videotaped role playing is used to practice skills and techniques. Agency guidelines, supporting documentation and critiquing are presented.

▼ **HS 170 INTRODUCTION TO PRACTICUM**

Credits 1 Lecture 1

This course is designed to provide familiarization with the range of practicum sites, preparation required for beginning a practicum, on-site expectations and development of specific objectives. Students participate in several tours.

HS 198 SPECIAL STUDIES

Credits 1 - 3 Lecture 1 - 3

This course is designed to provide interested and capable students with the opportunity to study special topics in human services.

▼ **HS 265 CASEWORK INTERVIEWING**

Credits 3 Lecture 3

Prerequisite HS 155

An advanced interviewing course focusing on motivational strategies, behavior changes, planning, documentation and coordination of services.

▼ **HS 266 CASE MANAGEMENT**

Credits 3 Lecture 3

Prerequisite HS 265

The focus of this course is case management, which includes intake, assessment, planning, documentation and evaluation plus coordination and collaboration as a team member.

▼ **HS 267 COUNSELING & SYSTEMS STRATEGIES**

Credits 3 Lecture 2/Lecture/Lab 2

Prerequisite HS 265

Counseling theories provide a method for understanding human behavior and a basis for assisting others in changing their behavior to foster growth. This course will provide an overview of major theoretical orientations and applications. Applications will have addictions counseling as a focus. Practical application will be addressed via role-play and case studies. Video-taping will be used to incorporate these techniques with students' existing skills.

● **HS 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32

Prerequisite HS 170 & instructor approval

Individually designed internships provide students with the opportunity to apply and learn skills and knowledge in actual human service programs.

There is significant variety between sites and individual student objectives. Students will interact with clients and agency staff and become familiar with policies, procedures, service provision, case management, intervention and documentation.

✓ **HST 101 HISTORY OF WESTERN CIVILIZATION**

Credits 3 Lecture 3

This course series traces the evolution of human society and thought from the Paleolithic Age to the present. The survey examines the course of western civilization in the ancient Near East, the Mediterranean and Europe. This course also covers the Paleolithic Age through the rise and fall of the Roman Empire.

✓ **HST 102 HISTORY OF WESTERN CIVILIZATION**

Credits 3 Lecture 3

This course traces the emergence of a medieval civilization in Europe and continues through the Napoleonic Era.

✓ **HST 103 HISTORY OF WESTERN CIVILIZATION**

Credits 3 Lecture 3

This course begins with the Industrial Revolution and concludes with an examination of the 20th Century West.

✓ **HST 104 WORLD CIVILIZATIONS**

Credits 3 Lecture 3

The first in a series of three World Civilizations courses, the course begins with a study of Near Eastern, Greco-Roman, Indian and Chinese civilizations, their basic institutions and divergent tendencies.

✓ **HST 105 WORLD CIVILIZATIONS**

Credits 3 Lecture 3

The second in a series of three World Civilizations courses, this course focuses on the impact of the West's rise to world dominance between 1000 and 1800 A.D. on other world civilizations.

✓ **HST 106 WORLD CIVILIZATIONS**

Credits 3 Lecture 3

The third in a series of three World Civilizations courses, the course focuses on the impact of modern Western traditions on the other great world civilizations. The term concludes with an examination of 20th Century developments.

✓ **HST 201 HISTORY OF THE UNITED STATES**

Credits 3 Lecture 3

U.S. History traces the growth and development of America from Colonial times to the present society. HST 201 begins with the native people of North America and continues through the Age of Jackson.

✓ **HST 202 HISTORY OF THE UNITED STATES**

Credits 3 Lecture 3

This course begins with Expansion and Slavery, covers the Civil War and Reconstruction and concludes with the Rise of the Industrial State.

✓ **HST 203 HISTORY OF THE UNITED STATES**

Credits 3 Lecture 3

This course begins with the Progressive Era and covers development through the Twentieth Century to the present.

✓ **HST 205 WOMEN OF THE WEST**

Credits 3 Lecture 3

History of Women in the U.S. (1840s to 1920) examines women's work, stereotypes, social reform activities, family and social relations. Explores class, ethnicity, race and regional diversity using the American West as a framework.

● **HST 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Specialized courses which may be offered periodically depending on demand and availability.

▼ **HTM 100 INTRO TO THE HOSPITALITY INDUSTRY**

Credits 3 Lecture 3

Introduces the hospitality industry as a single, interrelated industry composed of food and beverage, travel and tourism, lodging, meeting and planning events, recreation and leisure, recreational entertainment, and eco and heritage tourism.

▼ **HTM 101 CUSTOMER SERVICE MANAGEMENT**

Credits 3 Lecture 3

This course provides an in-depth study of the methods and techniques employed by the hospitality and tourism industry to accomplish effective and efficient customer service operation. Includes combined discussions of management theory, systems, decision-making and leadership directly relevant to any profession with emphasis on the hospitality industry. Also covers the business facets of human resource management, finance, ethics and total quality management with a business environment.

▼ HTM 102 HOTEL, RESTAURANT AND TRAVEL LAW

Credits 3 Lecture 3

A comprehensive course of study designed to inform and educate students with the legal aspects of the hospitality and tourism industry. Utilizes critical thinking skills to teach students to communicate with their attorneys and recognize the ramifications of the policies and practices of their businesses and that they be able to apply practical principles to everyday operations. Students will discuss the study of recent legal situations and the reasoning of the course taken. Discussions will also be held on the Disabilities Act, sexual discrimination, and civil rights issues. Other discussions include basic court procedures, contract law negligence, guest relationship obligations, alcohol liability, travel agent relationships, and licensing and regulations.

▼ HTM 126 MEETINGS AND EVENT PLANNING

Credits 3 Lecture 3

Focuses on the management and operations of the meeting, convention and event market of the hospitality and tourism industry. Introduces the meetings industry, promotional activities, and negotiations for meeting services. Covers convention market salesmanship, customer service, and convention servicing. Incorporates facilities, technology and media components.

IMT 031 BASIC GAS & ARC WELDING

Credits 3 Lab 9

In introduction to welding practices including oxyacetylene welding and cutting, arc welding, welding rod identification and application, properties of metals, joint preparation, and weld faults and identification.

IMT 032 ADVANCED ARC WELDING

Credits 3 Lab 9

An advanced level course for students who know welding safety, basic practices and terminology. Student will learn higher-level practices and improve their skills learned in the basic class.

IMT 033 WELDING PRACTICES FOR CERTIFICATION

Credits 3 Lab 9

Designed for students who have advanced level arc welding skills to prepare for structural certification. Weld coupons will be tested and documented when they have passed the required weld strength and quality.

IMT 035 PIPE WELDING FOR CERTIFICATION

Credits 3 Lab 9

Designed for students who have advanced level arc welding skills to introduce pipe-welding techniques to prepare for pipe welding certification. Weld coupons will be tested and documented when they have passed the required weld strength and quality.

IMT 040 TIG WELDING

Credits 3 Lab 9

Designed for students who have basic level welding skills to introduce Tungsten Arc Welding techniques including the setup of equipment for the welding process.

IMT 042 STAINLESS STEEL & ALUMINUM WELDING

Credits 3 Lab 9

Designed for students who have advanced level welding skills to introduce specific welding techniques used to weld and cut specialty metals.

IMT 050 INTERNSHIP

Credits 3 Lab 9

Paid full-time, summer internship in a local industry for people taking or planning to take the Industrial Maintenance Technology program. The internship will include various entry level maintenance work assignments at one of several local plants. Limited enrollment will be accepted. Requirements may include minimum age and physical strength. Preference will be given participants who make a commitment to enter and complete the Industrial Maintenance Technology program and meet employer qualifications.

IMT 062 DRAWINGS & SCHEMATICS

Credits 3 Lecture 2/Lab 2

Co-requisite IMT 090

Practical instruction to effectively read and understand schematic drawings encountered in everyday maintenance applications.

IMT 064 FPI WELDING APPLICATIONS

Credits 3 Lecture 1/Lab 4

Prerequisite AGM 221

Co-requisite IMT 090

Covers proper welding techniques for using MIG equipment, including wire selection, gas selection and proper voltage and amperage settings: primarily deals with stainless steels and light gauge sheet metal.

IMT 066 BASIC MACHINE SHOP

Credits 3 Lecture 2/Lab 2

The operation of standard fabricating equipment and manual tools to cut, drill, turn, thread, mill and grind metal pieces accurately to specified dimensions.

IMT 070 INDUSTRIAL SAFETY

Credits 3 Lecture 3

Co-requisite IMT 090

Introduction to basic industrial safety incorporating OSHA rules and regulation, personal protective equipment, chemical safety, tool safety, material handling safety, machine safety, electrical safety, fire protection, health protection and safe working practices applied in industry.

IMT 077 ELECTRICAL SAFETY FOR IRRIGATION

Credits 3 Lab 9

Fundamentals of electrical safety for center pivot irrigation systems. Overview of electrical fundamental and safety practices for system operators.

IMT 082 MECHANICAL SYSTEMS

Credits 3 Lecture 3

Co-requisite IMT 090

Basic principles and characteristics of lubrication, storage, handling, types of oils and greases and their application. Maintenance, installation, and application of, journal bearings, antifriction bearings, bearing seals, mechanical drives, couplings, clutches, gears, motors and brakes.

IMT 085 FLUID POWER FUNDAMENTALS

Credits 3 Lecture 2/Lab 3

Prerequisite MTH 025

Co-requisite IMT 090

An introduction to industrial hydraulics, pneumatics and vacuum working systems which generate, use and control fluid power to drive mechanisms.

IMT 086 FLUID POWER APPLICATIONS

Credits 3 Lecture 2/Lab 3

Prerequisite IMT 085

Co-requisite IMT 090

Installation, operation and servicing of hydraulic and pneumatic systems, the selection of proper equipment and troubleshooting existing configurations.

IMT 088 STEAM PLANT OPERATION

Credits 3 Lecture 2/Lab 3

Prerequisite IMT 061& IMT 075

Co-requisite IMT 090

Operating and troubleshooting boilers, boiler systems and working with equipment in use at local plants. Covers safety, selection of proper equipment and solving problems in existing systems,

IMT 090 INTEGRATED WORK EXPERIENCE

Credits 1 - 8 Activity 3 - 24

Co-requisite any course requiring IMT 090 as a co-requisite

Work activities coordinated with individual IMT courses to facilitate and enhance the learning process for technical subject material. Assignments are given in each linked IMT course to correlate theoretical and application instruction in that course with work site equipment and processes. IWE is graded on a participation basis.

IMT 091 NUMERICAL PROCESS CONTROL

Credits 3 Lecture 3

Prerequisite MTH 020

Co-requisite IMT 090

A comprehensive course on the applications of statistical process control. Emphasis is placed on the technicians role in assisting operators and management to solve process related problems with the use of control charts. Participants will develop an understanding of the concept of variation, probability, how to measure variation, the tools used to limit variation, and how problem solving teams operate.

IMT 092 PROPERTIES OF MATERIALS

Credits 3 Lecture 2/Lab 2

Co-requisite IMT 090

Identification and selection of materials for industry applications. Covers physical properties, chemical properties, wears and impact resistance, as well as heat treatment, casting, joining processes and alloy classifications.

IMT 093 BASIC INDUSTRIAL REFRIGERATION

Credits 3 Lecture 3

Co-requisite IMT 090

Introductory course covers operation, maintenance, troubleshooting and installation of industrial refrigeration systems. Current information on EPA rules, identification of new types of refrigerants and use of various types of troubleshooting charts.

IMT 094 ADVANCED INDUSTRIAL REFRIGERATION

Credits 3 Lecture 2/Lab2

Prerequisite IMT 093

Co-requisite IMT 090

Designed to develop skills for operation, maintenance, troubleshooting and installation of industrial refrigeration systems. Covers current information on the EPA rules governing recovery, recycling and reusing of refrigerants.

IMT 095 MAINTENANCE MANAGEMENT

Credits 3 Lecture 3

Co-requisite IMT 090

An overview of maintenance management, covering preventive and maintenance management programs, monitoring equipment, predictive maintenance, computer programs for inventory management, ordering parts and record keeping.

IMT 096 PROGRAMMABLE LOGIC CONTROLLERS

Credits 3 Lecture 3

Prerequisite EET 092

Co-requisite IMT 090

An overview of programmable controller concepts, covers programmable logic controller (PLC) hardware components, number systems and codes, fundamentals of logic, basics of PLC programming. Programming timers, counters and sequencers. PLC installation and troubleshooting.

MTH 010 MATHEMATICS IMPROVEMENT

Credits 1 - 3 Tutorial Lab Setting 1 - 3

In this course, students will learn or review basic arithmetic processes, which they don't already know as indicated on the screening test. Students might be learning addition, subtraction, multiplication, division and an introduction to fractions. This course is offered in a tutorial lab setting.

MTH 015 MATHEMATICS IMPROVEMENT

Credits 3 Lecture 3 -or-

Credits 1 - 3 Tutorial Lab Setting 1 - 3

Students placed in this course will review whole number processes and study fractions, decimals, percents, measurements and story problems. This course is offered in traditional classroom setting, tutorial lab and/or as a distance education course.

MTH 020 BASIC MATHEMATICS

Credits 4 Lecture 4

The student will gain familiarity and demonstrate his/her knowledge of the basic concepts of numbers, systems of numeration, operations with whole numbers (addition, subtraction, multiplication, and division) introduction to geometry with circles, triangles, quadrilaterals, and other shapes; perimeter, area, volume and surface area, Pythagorean theorem; rational numbers written as fractions and decimals, ratio and proportions, percent, and measurement and conversions of denominate numbers. The course is designed for the student who needs a through review of basic arithmetical and geometry processes.

MTH 025 PRE-ALGEBRA

Credits 4 Lecture 4 -or-

Credits 1 - 4 Tutorial Lab Setting 1 - 4

Prerequisite MTH 015 or MTH 020 or placement

This course is designed for students who are almost ready for elementary algebra. Those who place in this course study all processes of fractions, decimals, ratio/proportion/percent, measurement, integers and algebraic expressions and equations. This course is offered in traditional classroom setting, tutorial lab and/or as a distance education course.

MTH 045 NURSING MATHEMATICS

Credits 3 Lecture 2/Lab 3

Prerequisite MTH 020 or placement

This course is designed to educate the beginning nursing student to perform and demonstrate the mathematics and basic principles related to the administration of drugs and solutions.

MTH 060 ELEMENTARY ALGEBRA

Credits 4 Lecture 4

Prerequisite MTH 20 or placement

The student will demonstrate knowledge of basic algebra notation, linear equations and inequalities, graphing, and linear systems, exponents and polynomials.

MTH 065 ELEMENTARY ALGEBRA

Credits 4 Lecture 4

Prerequisite MTH 060 or placement

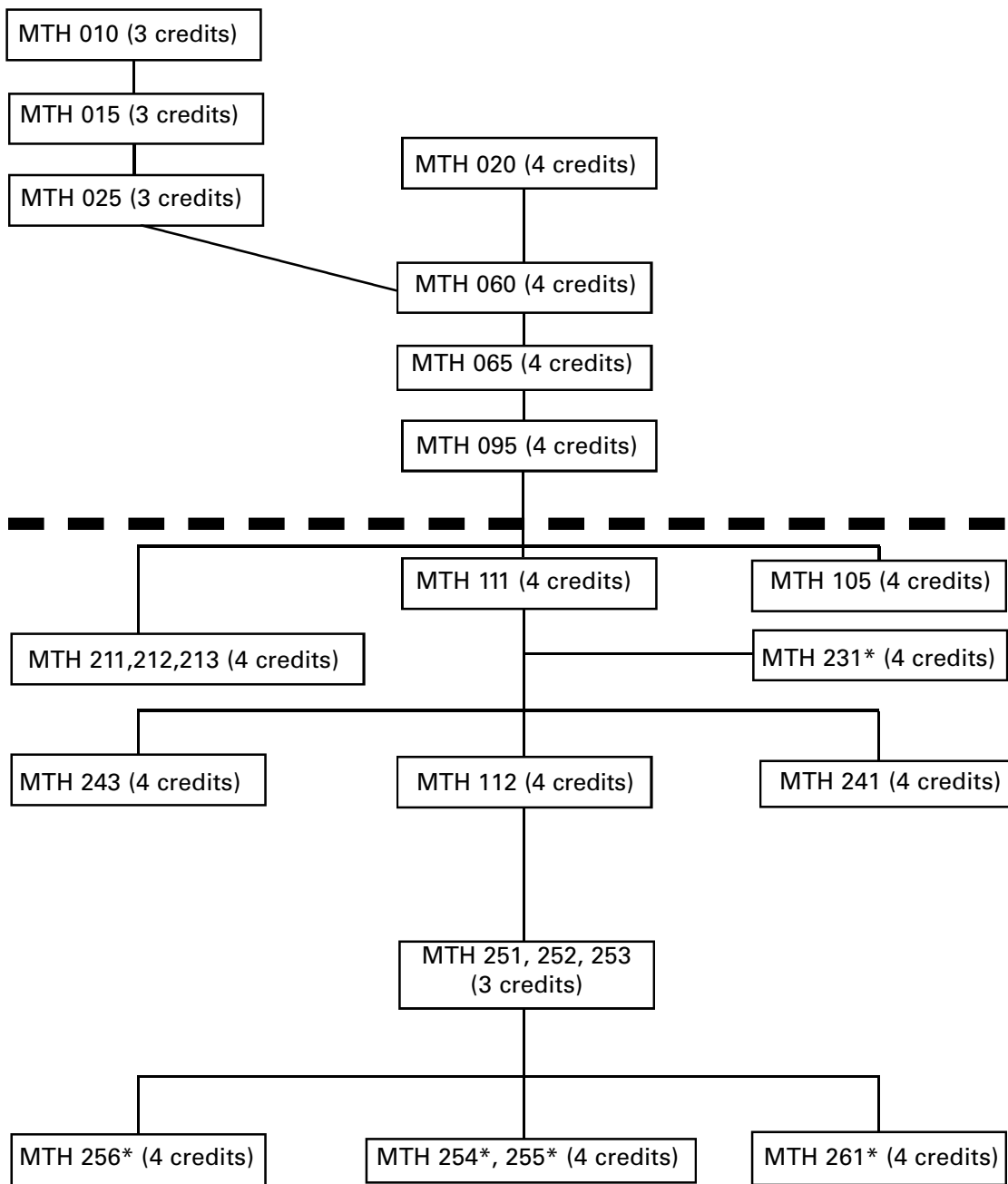
This course is an intensive review of topics in elementary algebra designed to provide the student with the prerequisite knowledge necessary for success in MTH 095. This course is for the student who has had some experience with algebra. In this course the student will learn to solve a variety of problems including linear equations and inequalities, and quadratic equations. Methods will include the use of data tables, graphs, and symbolic representation. Students will also be expected to give verbal justification for mathematical models and solution methods.

Math Course Progression

Here's How It Works...

Initial placement into a math course is based on your mandatory placement test score or your course work from a prior college or University. Successful completion of a course indicates you are ready to take the next course in the progression.

For example, suppose your program requires MTH 111 and your placement score starts you in MTH 065. This means you need a three term sequence to complete your math requirement: MTH 065, MTH 095, MTH 111.



* Courses offered periodically

MTH 095 INTERMEDIATE ALGEBRA*Credits 4 Lecture 4**Prerequisite MTH 065 or equivalent*

The student will study and demonstrate knowledge of prerequisite skills needed for MTH 105 and MTH 111. These skills include solving algebraic equalities and inequalities, logarithmic equations and systems of linear and nonlinear equations. Also included are graphing algebraic functions, logarithmic functions and conic sections. Emphasis is placed on algebraic problem solving skills and a graphing calculator will be used as a tool to further algebraic knowledge.

● MTH 103 PROBLEM SOLVING WITH TECHNOLOGY*Credits 1 Lab 1**Co-requisite MTH 095 or instructor approval*

A mathematics problem solving course that applies prerequisite algebra skills. Students practice critical thinking skills in a variety of algebraic areas. The main focus of this course is exploration of algebra through the use of technology, i.e., graphics calculators and/or computer software. *Offered periodically.*

✓ MTH 105 INTRODUCTION TO CONTEMPORARY MATHEMATICS*Credits 4 Lecture 4**Prerequisite MTH 095 or equivalent*

This is a mathematics problem solving course that applies prerequisite algebra skills. Students practice critical thinking skills in a variety of application areas chosen from the physical and social sciences, modeling, consumer math, statistics, geometry, number theory, logic, probability and recreational math. The course stresses clear communication, problem solving strategies, group problem solving experiences and appropriate use of graphics calculator and computer software as problem solving tools.

✓ MTH 111 COLLEGE ALGEBRA*Credits 4 Lecture 4**Prerequisite MTH 095 or equivalent*

Students will demonstrate knowledge of functions in general, polynomial, rational, exponential and logarithmic functions in particular. Students will also demonstrate knowledge of linear systems, sequences and series, mathematical induction and binomial expansion. Emphasis is placed on algebraic problem solving skills and a graphing calculator will be used as a tool to further algebraic knowledge.

✓ MTH 112 ELEMENTARY FUNCTIONS*Credits 4 Lecture 4**Prerequisite MTH 111 or equivalent*

The students will study and demonstrate knowledge of trigonometric functions, applications of trigonometry, trigonometric identities and equations, complex trigonometric numbers, linear programming, partial fractions, probability and data analysis, conic sections, parametric equations, polar coordinates and vectors.

● MTH 198 SPECIAL STUDIES*Credits 1 - 3 Lecture 1 - 3**Prerequisite instructor approval*

This course is designed to provide interested and capable students special topics in mathematics.

✓ MTH 211 FOUNDATIONS OF ELEMENTARY MATHEMATICS*Credits 4 Lecture 4**Prerequisite MTH 095 or equivalent*

The student will study and demonstrate knowledge of problem solving, sets, relations, whole numbers, numeration systems and number theory.

✓ MTH 212 FOUNDATIONS OF ELEMENTARY MATHEMATICS*Credits 4 Lecture 4**Prerequisite MTH 211*

The student will study and demonstrate knowledge of integers, rational numbers, real numbers and mathematical systems.

✓ MTH 213 FOUNDATIONS OF ELEMENTARY MATHEMATICS*Credits 4 Lecture 4**Prerequisite MTH 212*

The student will study and demonstrate knowledge of topics of geometry, probability and statistics and other topics in elementary mathematics.

✓ MTH 231 DISCRETE MATHEMATICS*Credits 4 Lecture 4**Prerequisite MTH 111 or instructor approval*

The student will study and demonstrate knowledge of topics chosen from logic, set theory, functions, algorithms, number theory, matrices, proof techniques, recursion, counting techniques, relations and graphing theory. *Offered periodically.*

✓ MTH 241 CALCULUS FOR MANAGEMENT/SOCIAL SCIENCE*Credits 4 Lecture 4**Prerequisite MTH 111 or instructor approval*

The students will study and demonstrate knowledge of the basic concepts of differential and integral calculus with emphasis on the basic techniques and applications. The approach will be from an intuitive point of view.

✓ MTH 243 INTRODUCTION TO PROBABILITY & STATISTICS*Credits 4 Lecture 4**Prerequisite MTH 111 or instructor approval*

The students will demonstrate knowledge of graphical and numerical descriptive statistics, probability theory, probability distributions, statistical inference and regression. The emphasis will be on statistical inference making and interpretation of results of statistical tests. A graphing calculator will be used as an aid to data description and statistical inference.

✓ MTH 251 CALCULUS*Credits 4 Lecture 4**Prerequisite MTH 112 or instructor approval*

The student will study and demonstrate knowledge of limits, continuity, the derivative and applications, including trigonometry.

✓ MTH 252 CALCULUS*Credits 4 Lecture 4**Prerequisite MTH 251*

The student will study and demonstrate knowledge and application of the definite integral, differentiation and integration of logarithmic, exponential, trigonometric, and inverse functions and applications.

✓ MTH 253 CALCULUS*Credits 4 Lecture 4**Prerequisite MTH 252*

The student will study and demonstrate knowledge of indeterminate forms, improper integrals, infinite sequences and series, analytic geometry, polar coordinates and an introduction to vectors.

✓ MTH 254 VECTOR CALCULUS*Credits 4 Lecture 4**Prerequisite MTH 253*

The student will study and demonstrate knowledge of vector-valued functions, functions of several variables, partial differentiation and related applications, and multiple integration with related applications. *Offered periodically.*

✓ MTH 255 VECTOR CALCULUS*Credits 4 Lecture 4**Prerequisite MTH 254*

The student will study and demonstrate knowledge of double and triple integration, polar and cylindrical and spherical coordinates, applications to area and volume and mass and center of mass, vector fields, line integrals, Green's theorem, surface area and integrals, Stoke's theorem and application problems. *Offered periodically.*

✓ **MTH 256 DIFFERENTIAL EQUATIONS**

Credits 4 Lecture 4
Prerequisite MTH 253

This course covers the methods of solving ordinary differential equations and includes three types of solutions: elementary methods, convergent power series and numerical methods, with applications to physical and engineering science. Offered periodically.

✓ **MTH 261 LINEAR ALGEBRA**

Credits 4 Lecture 4
Prerequisite MTH 252 or instructor approval

Students will study and demonstrate knowledge of matrix solutions to systems of linear equations, determinants, vector spaces, GramSchmidt orthogonalizations, linear transformations and eigen values and eigen vectors. Offered periodically.

● **MTH 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32 per week
Prerequisite instructor approval

Provides a supervised work experience in mathematics which supplements the "school experience", that is not possible in a normal academic classroom environment.

● **MTH 298 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval
This course is designed to provide interested and capable students special topics in mathematics.

NOTE: Students transferring to Baccalaureate programs in music are encouraged to contact the receiving institution about individual music course requirements and limitations. Contact a BMCC music faculty member with questions.

● **MUP 105 JAZZ ENSEMBLE**

Credits 2 Lecture/Lab 5

Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature. Course is repeatable up to 3 times (6 credits total).

● **MUP 115 GENERAL ENSEMBLE**

Credits 2 Lecture/Lab 4

Prerequisite audition & instructor approval

Provides an opportunity for students to rehearse and perform in a select small ensemble. Course is repeatable up to 3 times (6 credits total).

● **MUP 122 CONCERT CHOIR**

Credits 2 Lecture 1/Lecture/Lab 2
Prerequisite audition and/or instructor approval

To provide the skilled vocalist an opportunity to participate in a select group. Course is repeatable up to 3 times (6 credits total).

● **MUP 125 VOCAL JAZZ ENSEMBLE**

Credits 2 Lecture/Lab 2/Lab 3

Prerequisite audition & instructor approval.

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles. Course is repeatable up to 3 times (6 credits total).

● **MUP 141 SYMPHONY ORCHESTRA**

Credits 1 Lab 3

Prerequisite instructor approval

This course provides an opportunity to participate in the Oregon East Symphony, offering performances of a wide variety of orchestral styles. Course is repeatable up to 3 times (3 credits total).

● **MUP 168 APPLIED WOODWINDS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 169 APPLIED BRASS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 170 APPLIED STRINGS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 171 APPLIED PIANO**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 173 APPLIED ORGAN**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 174 APPLIED VOICE**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 191 APPLIED PERCUSSION**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 192 APPLIED SYNTHESIZERS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. Extra fee, except for members of performing groups.

● **MUP 205 JAZZ ENSEMBLE**

Credits 2 Lecture/Lab 5

Prerequisite three quarters MUP 105,

audition and/or instructor approval
Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature. Course is repeatable up to 3 times (6 credits total).

● **MUP 215 GENERAL ENSEMBLE**

Credits 2 Lecture/Lab 4

Prerequisite audition & instructor approval

Provides an opportunity for students to rehearse and perform in a select small ensemble. *Course is repeatable up to 3 times (6 credits total).*

● **MUP 222 CONCERT CHOIR**

Credits 2 Lecture 1/Lecture/Lab 2

Prerequisite audition and/or instructor approval

To provide the skilled vocalist an opportunity to participate in a select group. *Course is repeatable up to 3 times (6 credits total).*

● **MUP 225 VOCAL JAZZ ENSEMBLE**

Credits 2 Lecture/Lab 2/Lab 3

Prerequisite audition & instructor approval

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles. *Course is repeatable up to 3 times (6 credits total).*

● **MUP 241 SYMPHONY ORCHESTRA**

Credits 1 Lab 3

Prerequisite three quarters of MUP 141& instructor approval

This course provides an opportunity to participate in the Oregon East Symphony, offering performance of a wide variety of orchestral styles. *Course is repeatable up to 3 times (3 credits total).*

● **MUP 268 APPLIED WOODWINDS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 269 APPLIED BRASS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 270 APPLIED STRINGS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 271 APPLIED PIANO**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 273 APPLIED ORGAN**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 274 APPLIED VOICE**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 291 APPLIED PERCUSSION**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUP 292 APPLIED SYNTHESIZERS**

Credits 1 Lecture 1

Prerequisite instructor approval

Individual private instruction is given in technical and stylistic aspects of artistic solo performance. Students enroll for a one-half hour lesson each week in their major instrument each term during their undergraduate years. *Extra fee, except for members of performing groups.*

● **MUS 101 FUNDAMENTALS OF MUSIC**

Credits 2 Lecture 2

Elementary study of terms and notation symbols designed to develop elementary competence in performing from notation and in notating musical ideas.

● **MUS 105 MUSIC APPRECIATION**

Credits 3 Lecture 3

A general survey of music in the Western European Art Music tradition. Music will be discussed with regard to historical events, trends, introduction and development of forms and major composers of each era.

● **MUS 107 STUDIO RECORDING TECHNIQUES**

Credits 2 Lecture 2/Lab 1

A hands on course for training in the use of recording and sound reinforcement equipment. This includes the use and care of microphones, effect units, multitrack recorders and soundboards.

● **MUS 108 STUDIO RECORDING TECHNIQUES**

Credits 2 Lecture 2/Lab 1

Prerequisite MUS 107

A continuation of MUS 107.

● **MUS 109 STUDIO RECORDING TECHNIQUES**

Credits 2 Lecture 2/Lab 1

Prerequisite MUS 108

A continuation of MUS 108.

✓ **MUS 111 MUSIC THEORY**

Credits 4 Lecture 4

Co-requisite MUS 114

Thorough groundwork in the fundamentals of music, melody, harmony, rhythm and ear training.

✓ **MUS 112 MUSIC THEORY**

Credits 4 Lecture 4

Prerequisite MUS 111

Co-requisite MUS 115

A continuation of MUS 111.

✓ **MUS 113 MUSIC THEORY**

Credits 4 Lecture 4

Prerequisite MUS 112

Co-requisite MUS 116

A continuation of MUS 112.

● **MUS 114 EAR TRAINING & SIGHT SINGING**

Credits 1 Lecture 1

Co-requisite MUS 111

This course offers practice in singing, dictating and reading music without accompaniment. It stresses music terminology, rhythms and intervals.

MUS 115 EARTRAINING & SIGHT SINGING

Credits 1 Lecture 1
Prerequisite MUS 114
Co-requisite MUS 112
A continuation of MUS 114.

MUS 116 EARTRAINING & SIGHT SINGING

Credits 1 Lecture 1
Prerequisite MUS 115
Co-requisite MUS 113
A continuation of MUS 115.

● MUS 131 CLASS PIANO

Credits 2 Lecture 2
Classroom instruction to fit the needs of beginners.

● MUS 132 CLASS PIANO

Credits 2 Lecture 2
Prerequisite MUS 131
A continuation of MUS 131.

● MUS 133 CLASS PIANO

Credits 2 Lecture 2
Prerequisite MUS 132
A continuation of MUS 132.

● MUS 135 CLASS VOICE

Credits 2 Lecture 2
For beginners in vocal music. Deals primarily with development of breath control, tone production, articulation and enunciation in a group situation. Classroom performance of song and study of song literature.

● MUS 198 SPECIAL STUDIES

Credits 1 - 3 Lecture 1 - 3
Three terms of different study in music may be repeated for credit.

✓ MUS 201 INTRODUCTION TO MUSIC & ITS LITERATURE

Credits 3 Lecture 3
Enjoyment and understanding of music through listening and study of its elements, forms and historical styles from its origins through 1750.

✓ MUS 202 INTRODUCTION TO MUSIC & ITS LITERATURE

Credits 3 Lecture 3
Enjoyment and understanding of music through listening and study of its elements, forms and historical styles. Music and composers from 1750-1850.

✓ MUS 203 INTRODUCTION TO MUSIC & ITS LITERATURE

Credits 3 Lecture 3
Enjoyment and understanding of music through listening and study of its elements, forms and historical styles. Music and composers from 1850 to the present.

✓ MUS 205 INTRODUCTION TO JAZZ HISTORY

Credits 3 Lecture 3
This course will chronologically survey prominent jazz styles and musicians of the 20th century. Listening will be a large part of the coursework.

✓ MUS 206 HISTORY OF ROCK MUSIC

Credits 3 Lecture 3
A general survey of the history of rock and roll music. Beginning with its roots in African-American folk blues, this course will follow socio-political events that shaped the development of this popular genre. Also to be discussed will be typical instrumental groups, history of electronic amplification of string and keyboard instruments, development of form and lyric content as well as marketing trends that shape content and intention of rock.

✓ MUS 207 HISTORY OF FOLK MUSIC

Credits 3 Lecture 3
A survey of Anglo-American folk music and its subsequent styles from the first collected folk songs of Cecil Sharp (around 1900) to the present. Beginning with the Appalachian instrumental and vocal traditions, later folk-based styles will be discussed including country music, folk protest, bluegrass, folk rock and progressive folk. Also to be discussed will be characteristics of the Anglo-American style with musical retentions from British Isles.

✓ MUS 211 MUSIC THEORY

Credits 3 Lecture 3
Prerequisite MUS 113 or instructor approval
Continues studies on the elements of music with emphasis upon analysis of various musical styles and trends.

✓ MUS 212 MUSIC THEORY

Credits 3 Lecture 3
Prerequisite MUS 211
A continuation of MUS 211.

✓ MUS 213 MUSIC THEORY

Credits 3 Lecture 3
Prerequisite MUS 212
A continuation of MUS 212.

● MUS 298 SPECIAL STUDIES

Credits 1 - 3 Lecture 1 - 3
Selected topics in music including pedagogy, conducting and performance practice.

NUR 101 FUNDAMENTALS OF NURSING

Credits 9 Lecture 5/Lab 3/Clinical 9
Prerequisite admission to nursing program

Co-requisite NUR 254 & MTH 045
This course presents concepts of nursing and how they relate to human beings in modern society. Explored are the rules and responsibilities of nurses, legal aspects, the health team members and the goal of the health care delivery system. The student is introduced to the concepts of the health-illness continuum as it relates to human beings throughout the life cycle, the basic needs of human beings, the nursing process and fundamental skills in patient care. Opportunities are provided for skills practice in simulated laboratory and clinical settings. The student is also introduced to beginning psychiatric concepts of stress and adaptation, crisis, theory, therapeutic communication and the sick role.

NUR 102 MEDICAL-SURGICAL NURSING

Credits 9 Lecture 5/Clinical 12
Prerequisite NUR 101, NUR 254 & MTH 045
Content includes concepts and skills of holistic medical-surgical nursing throughout the life span, including pediatric, adult and geriatric nursing. With faculty guidance, the student will apply and utilize concepts learned in NUR 101 to develop skills needed for effective nursing practice with children, adults and the aged. Special emphasis is placed on the care of the patient experiencing diagnostic procedures and tests, surgical interventions and disturbances in fluid and electrolyte balance. In addition, the care of the patient in shock, experiencing hemorrhage, blood transfusions and transplants are also discussed. The care of the patient and their family will be an integral part of the curriculum for each age group. This course continues to develop and reinforce medication calculations and administration as it applies to the health care setting.

NUR 103 MEDICAL-SURGICAL NURSING

Credits 13 Lecture 9/Clinical 12
Prerequisite NUR 102, PHC 211 & NUR 151
Classroom instruction presents concepts, disease processes by system, adaptation to illness and development of skills in medical-surgical nursing of children, adults and the aged. Basic concepts, the opportunity to develop skills related to critical care nursing, mental health nursing and medication management are included with

emphasis on the role of the practical nurse in these clinical situations where both direct and supervised practice is provided. Normal aspects of maternal and infant nursing are introduced. Legal aspects, including current trends in practical nursing and role differentiation are discussed. Mastery of practical nursing skills is an integral part of the clinical experience. The student will further develop and apply concepts learned in NUR 102. Supervised experiences are provided in applying principles of nursing and related disciplines to meet the basic needs of these groups in various clinical settings. This course integrates the application of medication calculation and administration.

NUR 151 NURSING SKILLS LAB

Credits 1 Lab 3

Prerequisite NUR 101, NUR 254 & MTH 045

This course applies the nursing process and PN skills in intravenous therapy, internal feeding, peritoneal dialysis, nasotracheal intubation, incident reports, transcribing orders, tracheostomy management and suctioning techniques. Students are provided opportunities for skills practice and return demonstration with mastery of skills in a simulated laboratory.

NUR 161 NURSING SKILLS LAB

Credits 1 Lab 3

Prerequisite NUR 103

This course applies the nursing process and advanced skills in RN intravenous therapy, central venous catheters, vascular access devices, blood transfusions, total parental nutrition, task delegation and assignment and critical thinking application. Students are provided opportunities for skills practices and return demonstration in a simulated laboratory.

NUR 171 NURSING SKILLS LAB

Credits 1 Lab 3

Prerequisite NUR 161 & NUR 201

Application of advanced nursing skills in respiratory/mock code, application of critical thinking and ethical/legal responsibilities in job skills competencies, prioritization/analysis of RN level care of patients. Students are provided opportunities for skills practice and return demonstration with mastery of skills in a simulated laboratory.

NUR 201 ADVANCED MEDICAL-SURGICAL NURSING

Credits 11 Lecture 6/Clinical 15

Prerequisite NUR 171, NUR 202 or department approval

The holistic study of acute and chronic disorders as related to adult and pediatric nursing practice. Advanced medical-surgical nursing concepts and skills are applied to the care of adults and children in ambulatory care settings. Clinical practice focuses on the integration of this course with prerequisite concurrently acquired knowledge from nursing and support courses. Critical thinking is reinforced along with assessment skills and medication administration in clinical settings. Nursing process, legal/ethical issues, current trends in health care and case management concepts are continually applied to prepare for the role of the Registered Nurse.

NUR 202 MATERNAL, NEONATAL & WOMEN'S HEALTH

Credits 11 Lecture 6/Clinical 15

Prerequisite NUR 203, NUR 161 or department approval

This course examines maternity and women's health care, cultural, physiologic and psychosocial needs during the reproductive and childbearing cycle. Case management, which may incorporate the nursing process and collaborative care, is stressed as well as promotion of wellness throughout a woman's lifespan. Content includes the normal process of childbearing, an introduction to high-risk conditions and selected common gynecological conditions.

NUR 203 PSYCHIATRIC/COMMUNITY HEALTH

Credits 11 Lecture 6/Clinical 15

Prerequisite NUR 103, PSY 201 or department approval

The textbook study of psychiatric and community concepts, principles, psychopharmacology and psychobiology as related to the psychiatric and community nurses role in the care of children, adolescents, adults, families and the aged. Content includes major mental and stress related illnesses, personality disorders, crisis intervention, chemical dependency, losses, functional assessment, community resources/placements and violence and victimology. These are presented in the framework of prevention, treatment modalities and rehabilitation. Clinical practice focuses on integration of the therapeutic nurse-patient relationship in selected mental health and

community facilities. Application is made of legal aspects, critical thinking skills, current mental health issues and nursing process to prepare for psychiatric and community nursing role.

NUR 254 HEALTH ASSESSMENT

Credits 3 Lecture 3

*Prerequisite admission in the nursing program or current LPN/RN license
Co-requisite NUR 101 & MTH 045*

This course provides a basic foundation of knowledge and skills involved in the physical and psychosocial assessment of individuals. This course also provides application of skills and nursing knowledge utilized in obtaining a health history and physical assessment of individuals throughout the lifespan in varied clinical settings. Emphasis will be on application of knowledge and skills, which will include a health history and physical assessment utilizing inspection, palpation, percussion and auscultation.

NUR 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

Facilitates the transition between the role of the student to the role of the registered nurse. A mentor supervises and evaluates the student in the clinical setting.

OA 116 OFFICE PROCEDURES

Credits 3 Lecture 3

An overview of business etiquette, interoffice relations, business customs, routines, tasks and procedures, self-appraisal and careers in the electronic office.

OA 120 COMPUTER KEYBOARDING

Credits 2 Lecture/Lab 4

Touch typing on the computer keyboard learning alphabet keys with emphasis on improving the student's speed and accuracy. Students are given individualized skill building exercises using computer-assisted instruction.

▼ OA 121 KEYBOARDING

Credits 3 Lecture 2/Lecture/Lab 2

Prerequisite OA 120 with C grade or better

This is a beginning course designed for the beginning student. The major objectives of this course are to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy skills and provide practice in applying those basic skills to the production of letters, reports, tables, memos, forms and other kinds of personal, personal-business and business communication.

▼ OA 122 KEYBOARDING

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 121 with C grade or better*

This course promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports and forms from unarranged and rough-draft sources. The jobs students prepare and the formats they use are based on current software practices. Basic desktop publishing is introduced. Skillbuilding is stressed to increase speed to a minimum of 40 wpm.

▼ OA 123 KEYBOARDING

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 122 with C grade or better*

This course contains a brief review of basic production techniques and instruction in desktop publishing. In addition, integrated office projects emphasize and provide practice in applying such modern office skills as editing, abstracting, decision-making, setting priorities, following directions and working under pressure with interruptions. Skillbuilding is continued to increase speed to a minimum of 50 wpm.

OA 124 KEYBOARDING

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 123 with C grade or better*

This course will consist of office correspondence prepared by an administrative assistant using the following: databases, letters, agendas, flyers, transparency masters, memorandums, information gathering, outlines, envelopes, labels, machine transcription, brochures, evaluation reports, various sorts, office handbook, company procedures manual and the internet. A skillbuilding program is used to continue speed development.

OA 131 LEGAL OFFICE PROCEDURES

Credits 3 Lecture 3

A practical, comprehensive course that prepares legal assistant students for the law office environment.

OA 140 BUSINESS DOCUMENT EDITING

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite WR 065 or above & OA 121 & OA 201 with a C grade or better*

Review of grammar and proofreading skills needed in preparing business documents using word processing software and equipment.

OA 201M WORD PROCESSING /MS WORD

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 121 with C grade or better*

Basic application and utilization of MS Word software to solve business computing problems. Focus includes creating and formatting documents, editing, merging documents, using columns and adding graphics. This course will help prepare students for Microsoft Office Specialist (MOS) Core Level Exam. Students will take the practice exam at the end of the course.

OA 202M WORD PROCESSING/MS WORD

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 201M with C grade or better or instructor approval*

Advanced application and utilization of MS Word software to solve business computing problems. Focus includes collaboration of documents, adding comments, tracking changes, saving versions, completing complex merges, building macros, advanced graphics and integrating Excel charts, Access tables and PowerPoint slide shows. This course will help prepare students for Microsoft Office Specialist (MOS) Expert Level Exam. Students will take the practice exam at the end of the course.

OA 204 ADVANCED WORD PROCESSING APPLICATIONS

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisite OA 202M or OA 202W with C grade or better or instructor approval*

Advanced training in the use of word processing software. Various business documents are produced using advanced procedures to do more complex merges, text columns, tables with math, macros and graphics. Comprehensive training continues in editing and formatting using multiple documents in Windows.

OA 206 DESKTOP PUBLISHING

Credits 3 Lecture 2/Lecture/Lab 2

Applications of software in basic desktop publishing to create various business and personal documents. Extensive use of fonts and graphics will be used in documents designed and created by the student. *Previous experience in application software strongly recommended.*

▼ OA 220 CALCULATING MACHINES

Credits 3 Lecture 2/Lecture/Lab 2

Operation of electronic printing calculators using touch fingering to do mathematical problems involving addition, subtraction, multiplication, division, percentages, constant factors, multiple factors, accumulation of products and quotients, negative multiplication, exponents, decimal equivalents and reciprocals.

OA 225 MACHINE TRANSCRIPTION

*Credits 2 Lecture/Lab 4
Prerequisite OA 140 with C grade or better*

Development of skills in the transcription of recorded dictation using word processing software to produce mailable business correspondence.

OA 226 ADVANCED MACHINE TRANSCRIPTION

*Credits 2 Lecture/Lab 4
Prerequisite OA 225*

A continuation of OA 225 with increasing levels of difficulty in specialty areas.

OA 231 LEGAL TRANSCRIPTION

*Credits 3 Lecture 2/Lecture/Lab 2
Prerequisites OA 123, OA 140 & OA 225*

Development of skill in the transcription of recorded legal dictation using word processing software to produce legal documents and correspondence.

OA 240 RECORDS MANAGEMENT

Credits 3 Lecture 3

Effective methods and systems of storing and retrieving business information, managerial considerations necessary for an efficient records management program and qualifications needed for a career in records management.

OA 251 MEDICAL TERMINOLOGY

Credits 3 Lecture 3

Medical terms that pertain to body systems, anatomical structures, medical processes and procedures and a variety of diseases which are part of a specialized language that the health care team uses to communicate concisely and accurately.

OA 252 MEDICAL TERMINOLOGY

*Credits 3 Lecture 3
Prerequisite OA 251 with C grade or better*

A continuation of OA 251 with particular emphasis on medical terminology pertaining to the body systems.

OA 253 MEDICAL TRANSCRIPTION

Credits 3 Lecture/Lab 6

Co-requisite OA 122, OA 225 & OA 251

Introduction to transcription of medical office and hospital records including histories, physicals, radiology and pathology reports, consultations, operative reports, discharge summaries and autopsies.

OA 254 MEDICAL TRANSCRIPTION

Credits 3 Lecture/Lab 6

Prereq. OA 253 with C grade or better

Co-requisite OA 252

A continuation of OA 253 designed to develop expertise in transcribing medical records in specialty areas.

OA 255 MEDICAL TRANSCRIPTION

Credits 3 Lecture/Lab 6

Prereq. OA 254 with C grade or better

A continuation of OA 254 designed to develop expertise in transcribing medical records in additional specialty areas. Includes background noise and dictation by speakers with foreign accents.

OA 257 MEDICAL OFFICE PROCEDURES

Credits 3 Lecture 2/Lecture/Lab 2

Prerequisite OA 122 & OA 251 with C grade or better

An office practice simulation designed to emphasize routine medical office procedures including medical vocabulary and spelling, medical ethics, medical telephone procedures, medical records management and medical transcription and coding.

OA 258 MEDICAL INSURANCE PROCEDURES & CODING

Credits 3 Lecture 3

Prerequisite OA 252 & OA 257 with C grade or better

Medical insurance records management for private health and accident insurance, Medicare, Medicaid, Workers' Compensation. Emphasizes abstracting information from health records for billing and transfer forms. Includes introductory use of CPT-4 and ICD-9M coding.

OA 280 COOPERATIVE WORK EXPERIENCE

Credits 1 - 8 CWE 4 - 32

Prerequisite instructor approval

Provides an experience in the business work environment which complements classroom instruction in the following areas: Administrative Assistant, Accounting Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Assistant or Medical Office Assistant. *A maximum of 12 credits can be earned in any one school year.*

OA 290 INTEGRATED OFFICE SYSTEMS

Credits 3 Lecture 2/Lecture/Lab 2

Prerequisite instructor approval

This is a capstone course for students who are completing the final term of a two-year AAS degree. The course includes a simulated office experience for students in a practical application of skills and concepts acquired in all business programs. Microsoft Office software and use of the internet is applied.

● PE 131 INTRODUCTION TO PHYSICAL EDUCATION

Credits 3 Lecture 3

An introduction to the fields of Health, Physical Education, Recreation and Sports Management including professional opportunities and required academic qualifications. The course includes a "shadow" experience and information regarding American College of Sports Medicine and American Council on Exercise certifications.

● PE 185 ABDOMINAL TONING & LOW BACK CARE

Credits 1 Activity 3

Strengthening of the abdominal muscle groups, instruction in lifting techniques, postural analysis and stretching to prevent low back pain.

● PE 185 AEROBIC KICKBOXING

Credits 1 Activity 3

An exercise program using movements which mimic those of boxing, Tae Kwon Do, Tai Chi, Yoga and other disciplines to achieve cardiovascular conditioning, muscular strength, endurance, flexibility and mental concentration.

● PE 185 AQUATIC AEROBICS

Credits 1 Activity 3

Continuous cardiovascular and endurance exercise in the water.

● PE 185 AQUATIC FITNESS

Credits 1 Activity 3

Course includes a series of aquatic exercises for the development of flexibility, strength, and cardiovascular endurance. No swimming ability is required.

● PE 185 ARTHRITIC AQUATICS

Credits 1 Activity 3

Introduces the joint/orthopedically-limited student to a series of aquatic exercises for the development of flexibility and muscle strength.

● PE 185 BASEBALL

Credits 1 Activity 3

Drills for improvement of play.

● PE 185 BASKETBALL

Credits 1 Activity 3

Drills for improvement of play.

● PE 185 FENCING

Credits 1 Activity 3

This course is designed to provide the physical skills and mental strategy to basic foil fencing.

● PE 185 GOLF/BEGINNING

Credits 1 Activity 3

Instruction of basic skills for using woods, irons and putter.

● PE 185 GOLF/INTERMEDIATE

Credits 1 Activity 3

Actual on-course instruction.

● PE 185 BEGINNING FITNESS

Credits 1 Activity 3

Exercises for the individual who is out of shape, overweight or for the senior citizen.

● PE 185 RODEO

Credits 1 Activity 3

Instruction on basic skills in a variety of rodeo events.

● PE 185 SCUBA DIVING

Credits 1 Activity 3

Work to become a certified scuba diver. Course includes a fresh water dive.

● PE 185 SOCIAL DANCE

Credits 1 Activity 3

Instruction on a variety of dances including western.

● PE 185 SOFTBALL/FASTPITCH

Credits 1 Activity 3

Instruction on basic skills, class participation.

● PE 185 STEP AEROBICS

Credits 1 Activity 3

Athletically oriented aerobic exercise class. Designed to improve strength, endurance, and flexibility.

● PE 185 STRESS MANAGEMENT

Credits 1 Activity 3

Light stretching and various progressive relaxation techniques to reduce stress.

● PE 185 SWIM CONDITIONING

Credits 1 Activity 3

This course is designed to involve the student in a swim training program for the improvement of health and physical fitness.

● PE 185 SWIMMING/BEGINNING

Credits 1 Activity 3

Teaching the four basic strokes (front crawl, back crawl, elementary back and side stroke).

● PE 185 SWIMMING/ADVANCED

Credits 1 Activity 3

Improve strokes and conditioning.

● PE 185 TENNIS/BEGINNING

Credits 1 Activity 3

Instruction in the basics of forehand and backhand strokes, net play and serve.

● **PE 185 TENNIS/INTERMEDIATE**

Credits 1 Activity 3

Instruction on the smash, drop shots, different serves and strategy.

● **PE 185 TENNIS/ADVANCED**

Credits 1 Activity 3

Improvement of strokes, play and match play.

● **PE 185 TOTAL FITNESS**

Credits 1 Activity 3

Continuous exercise using weight stations and aerobics.

● **PE 185 VOLLEYBALL**

Credits 1 Activity 3

Instruction and play of power volleyball.

● **PE 185 WALKING FITNESS**

Credits 1 Activity 3

Improving physical fitness through jogging or walking. Emphasis on pacing and heart rate monitoring.

● **PE 185 WEIGHT TRAINING**

Credits 1 Activity 3

Instruction on correct method of lifting to develop strength, muscle tone, flexibility and endurance.

● **PE 185 WHEELCHAIR AQUATICS**

Credits 1 Activity 3

This course is designed to provide a buoyant method of exercising for the student who uses a wheelchair for mobility. Exercises for the development of flexibility, strength and balance will be stressed. A physical needs assessment will be made as a collaborative effort between the instructor and student, with additional input from support personnel. Each student will work with a personal support "buddy".

● **PE 185 YOGA**

Credits 1 Activity 3

A stretching and relaxation program based on Yoga postures as well as a variety of other flexibility and stress management exercises. A "no sweat" class.

● **PE 194 BODY COMPOSITION ASSESSMENT**

Credits 1 Lecture 1

Percent Body Fat (or lean to fat ratio) is a better indicator of health and fitness than scale weight is. This class teaches students about the different methods of assessing percent body fat, their advantages and disadvantages and how reliable they are. Students will learn to assess lean to fat ratio using the skin fold assessment method.

● **PE 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Selected studies in health and physical education.

● **PE 280 COOPERATIVE WORK EXPERIENCE**

Credits 1 - 8 CWE 4 - 32

An introduction to working in the field of physical education. Students set work objectives with their supervisors and are then graded according to fulfilling those objectives, as well as work habits, attendance, leadership, performance, etc. Work areas include lifeguarding, swimming instruction, P.E. teaching assistance, coaching assistance, and recreational facilities management.

● **PE 290 LIFEGUARD TRAINING REVIEW**

Credits 1 - 8 Activity 3 - 24

Prerequisite the student must possess a current ARC Lifeguard Training Certificate

The purpose of this course is to update student's American Red Cross certification in Lifeguard training (PE 291). Students who possess a current ARC Lifeguard Training certificate are eligible to enroll in this review course. *Offered Winter Term Only.*

● **PE 291 LIFEGUARD TRAINING**

Credits 2 Lecture 1/Lecture/Lab 2

Prerequisite student must possess strong swimming skill proficiency & strength

This course is designed to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep the patrons of aquatic facilities safe in and around the water. Successful completion will lead to the American Red Cross lifeguard Training certificate.

● **PE 292 WATER SAFETY INSTRUCTOR/WSI**

Credits 2 Lecture 1/Activity 3

Prerequisite student must be at least 17 years old at start of course & must pass the pre-course written and skills test.

The student will learn how to teach swimming and water safety and further develop personal skills in these areas. Successful completion leads to the American Red Cross Water Safety Instructor (WSI) certificate.

● **PE 293 LIFEGUARD INSTRUCTOR TRAINING/LGI**

Credits 2 Lecture 1/Activity 2

Prerequisite student must be at least 17 years old at start of course & must pass two pre-course written exams and four skill scenarios

The purpose of this course is to train candidates to teach the American Red Cross Lifeguard Training, Lifeguard Training Review, Community Water Safety, CPR for the professional rescuer and Lifeguarding Instructor Aid courses. Successful completion leads to the American Red Cross Lifeguard Instructor (LGI) certificate.

● **PHC 211 PHARMACOLOGY**

Credits 2 Lecture 1/Lab 3

Prerequisite MTH 045, NUR 101 & NUR 254

This course is designed to provide the nursing student with background to understand actions of drugs in the human body. It provides the opportunity for the student to develop knowledge of nursing implications related to the administration of specific medication and follow-up care of patients. Included are current concepts of pharmacology and their relationship to patient care. The basic principles of pharmacology, drug actions, indications, contraindications, toxicity, side effects, pharmacodynamics and therapeutic dosage range of some groups of drugs are explored. Supervised laboratory experiences and application in the clinical setting are included.

● **PHC 212 PHARMACOLOGY**

Credits 2 Lecture 1/Lab 3

Prerequisite PHC 211, NUR 102 & NUR 151

This course is designed to provide the nursing student with background to understand actions of drugs in the human body. It provides the opportunity for the student to continue to develop knowledge of nursing implications related to the administration of specific medication and follow-up care of patients. Included are current concepts of pharmacology and their relationship to patient care. The drug actions, indications, contraindications, toxicity, side effects, pharmacodynamics and therapeutic range of drugs are explored. Application in the clinical setting is included.

✓ **PHL 101 INTRODUCTION TO PHILOSOPHY**

Credits 3 Lecture 3

Introduces the student to major issues in philosophy, a historical overview and sub-genres of the philosophical tradition. *Completion of WR 121 recommended but not required.*

✓ **PHL 102 INTRODUCTION TO PHILOSOPHY**

Credits 3 Lecture 3

Emphasizes significant issues and explores responses to problems posed in the branch of philosophy called ethics. *Completion of WR 121 recommended but not required.*

✓ **PHL 103 INTRODUCTION TO PHILOSOPHY**

Credits 3 Lecture 3

Emphasizes critical thinking in the examination of particular philosophical issues and problems. *Completion of WR 121 recommended but not required.*

✓+ **PHY 101 ESSENTIALS OF PHYSICS**

Credits 4 Lecture 3/Lab 3

Prerequisite MTH 060

This problem-solving course deals with vectors, force, motion, energy and properties of materials. Students will be expected to submit laboratory reports, homework and will take quizzes and examinations. *Course fulfills a laboratory science requirement.*

● **PHY 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture/Lab 2 - 6

Prerequisite instructor approval

This course provides an opportunity for a student to participate in either a seminar or laboratory project outside of the regular class situation. *The number of credits is variable and will be arranged by the instructor.*

✓+ **PHY 201 GENERAL PHYSICS**

Credits 5 Lecture 4/Lab 3

Prerequisite or Co-requisite MTH 111

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity and modern physics. This course makes extensive use of algebra.

✓+ **PHY 202 GENERAL PHYSICS**

Credits 5 Lecture 4/Lab 3

Prerequisite PHY 201

A continuation of PHY 201.

✓+ **PHY 203 GENERAL PHYSICS**

Credits 5 Lecture 4/Lab 3

Prerequisite PHY 202

A continuation of PHY 202.

✓+ **PHY 211 GENERAL PHYSICS WITH CALCULUS**

Credits 5 Lecture 4/Lab 3

Co-requisites MTH 251

An examination of mechanics, sound, heat, light, electricity and magnetism. This course is recommended for physics majors, engineering majors and other science students with a calculus background. *Course fulfills a laboratory science requirement.*

✓+ **PHY 212 GENERAL PHYSICS WITH CALCULUS**

Credits 5 Lecture 4/Lab 3

Prerequisite PHY 211

Co-requisite MTH 252

A continuation of PHY 211.

✓+ **PHY 213 GENERAL PHYSICS WITH CALCULUS**

Credits 5 Lecture 4/Lab 3

Prerequisite PHY 212

Co-requisites MTH 253

A continuation of PHY 212.

● **PS 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Designed to provide interested and capable students with the opportunity to study special topics in political science.

✓ **PS 201 AMERICAN GOVERNMENT & POLITICS**

Credits 3 Lecture 3

Examines the process by which public policy decisions are made (politics) in America, the environment in which political choice takes place and the role of governmental elites in this process.

✓ **PS 202 AMERICAN GOVERNMENT & POLITICS**

Credits 3 Lecture 3

An examination of American politics from an elitist perspective.

✓ **PS 203 AMERICAN GOVERNMENT/STATE & LOCAL**

Credits 3 Lecture 3

Examines politics and government in the American states. Emphasis will be on the State of Oregon.

✓ **PS 206 POLITICS OF WESTERN EUROPE & RUSSIA**

Credits 3 Lecture 3

This is a comparative politics course examining government and politics in post World War II Western Europe and Russia. Countries to be studied may include: Great Britain, France, Germany, Italy, Russia, the Scandinavian countries and others.

● **PS 222 PUBLIC POLICY**

Credits 3 Lecture 3

The purpose of this course is to impart an understanding of the political system and processes government agency employees find dictating many of their actions.

● **PSY 101 PSYCHOLOGY & HUMAN RELATIONS**

Credits 3 Lecture 3

A practical exploration of the psychological concepts and processes which allow people to adjust to their environment. Specific topics include: stress and coping skills, employment relations, communication, human development and methods of psychological understanding. Emphasis is on practical application.

● **PSY 119 PROCESS IN LIVING**

Credits 3 Lecture 3

This course surveys the areas of personality development and psychology. Specific topics include: ages and stages of the lifespan, theories of personality, self-awareness, health and stress, abnormal behavior, psychotherapy and social influence.

● **PSY 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Offers topics of study in psychology with individual research or field study.

✓ **PSY 201 GENERAL PSYCHOLOGY**

Credits 3 Lecture 3

Prerequisite instructor approval

A survey of the basic methods and principles of psychology. Specific topics include: the nature and research methods of psychology, the biological basis of behavior, sensory and perceptual processes, states of consciousness and sleep and dreams. Emphasis is both theoretical and applied.

✓ **PSY 202 GENERAL PSYCHOLOGY**

Credits 3 Lecture 3

Prerequisite PSY 201 or instructor approval

Surveys the areas of cognition and emotion. Specific topics include: learning and memory, intelligence, thought and language and motivation and emotion. Emphasis is on both theory and application.

✓ **PSY 203 GENERAL PSYCHOLOGY**

Credits 3 Lecture 3

Prerequisite PSY 201 or instructor approval
Surveys the areas of human development, personality and clinical and social psychology. Specific topics include: ages and stage of the lifespan, theories of personality, health and stress, abnormal behavior, psychotherapy and social influence.

● **PSY 225 GROUP PROCESS**

Credits 3 Lecture 3

Prerequisite HS 265

This course provides a theoretical and practical introduction to group dynamics including: roles, leadership styles, team functioning and conflict resolution. There is an emphasis on therapeutic group process.

✓ **PSY 231 HUMAN SEXUALITY**

Credits 3 Lecture 3

Prerequisite PSY 201 or instructor approval

A survey course involving the study and discussion of the biological, social and psychological aspects of human sexual functioning with emphasis on sexual arousal and response patterns, sexual attitudes and behavior and sexual myths and fallacies.

✓ **PSY 237 HUMAN DEVELOPMENT**

Credits 3 Lecture 3

Prerequisite PSY 201

A life-span examination of change and consistency as people age. Studies the stages of infancy, childhood, adolescence and adulthood as influenced by maturation and socialization. Includes discussion of research strategies and theories of behavior.

RD 025 EFFECTIVE READING

Credits 3 Lecture 3

Prerequisite requisite score on placement exam

The focus of this class is developing basic reading and thinking skills. Students develop their ability to read short excerpts from various reading material. Students focus on comprehension and analysis, understanding main idea and using context clues.

RD 035 EFFECTIVE READING

Credits 3 Lecture 3

Prerequisite RD 025 or requisite score on placement exam

This course is designed to provide students with reading, reasoning and thinking skills that will enable them to read college textbooks and to more effectively process, analyze and retain textbook material.

● **RD 120 CRITICAL READING & THINKING**

Credits 3 Lecture 3

This course will sharpen students' abilities to think and read clearly, logically, critically and effectively. Students will develop analytical skills necessary for problem solving and making the best choices in their academic, career and personal lives. Students regularly interact in group discussions about the thinking and reading process.

RNG 241 RANGE MANAGEMENT

Credits 3 Lecture 2/Lab 3

Plants and domesticated farm animals: the integration of climate, soil, vegetation and animal factors in the economic management of a range ecosystem.

● **SOC 198 SPECIAL STUDIES**

Credits 1 - 3 Lecture 1 - 3

Prerequisite instructor approval

This course is designed to provide interested and capable students special topics in sociology.

✓ **SOC 204 GENERAL SOCIOLOGY**

Credits 3 Lecture 3

The purpose of this course is to introduce students to the various sociological perspectives, theories and explanations of societal and human behavior. This begins with the sociological perspective and continues with culture, society, socialization, social groups, social structure and social interaction.

✓ **SOC 205 GENERAL SOCIOLOGY**

Credits 3 Lecture 3

Prerequisite SOC 204

Explores the dynamics of social stratification. Examines inequalities of race, gender, age and social class. Explores how these inequalities are reflected in the larger social structure.

✓ **SOC 206 GENERAL SOCIOLOGY/PROBLEMS & ISSUES**

Credits 3 Lecture 3

The purpose of this course is to examine social problems in contemporary American society. The focus is on providing a sociological framework for students to broaden their understanding of social problems, their causes and consequences and to explore some approaches to their resolution.

✓ **SOC 213 MINORITIES**

Credits 3 Lecture 3

A survey of minority groups, with special emphasis on local groups in which causes and consequences of minority status are examined. Students will examine the social movement started during the "civil rights" years and the future and consequences of these movements.

✓ **SOC 217 FAMILY & SOCIETY**

Credits 3 Lecture 3

The historical development of the family as an institution, its structure and functions and the changes in contemporary American society. Emphasis is placed on those changes that produce societal and individual stress.

✓ **SOC 221 JUVENILE DELINQUENCY**

Credits 3 Lecture 3

Study of deviant behavior and current criminological theories with emphasis on crime prevention and the phenomena of crime as it relates to juveniles and criminal justice application.

● **SOC 243 NARCOTICS & DANGEROUS DRUGS**

Credits 3 Lecture 3

Drug problems that relate to our society. History of drugs, causes of addiction and identification of illegal drugs.

✓ **SOC 244 INTRODUCTION TO CRIMINOLOGY**

Credits 3 Lecture 3

The study of crimes from a sociological perspective and crime control strategies suggested by these causes.

● **SP 100 HUMAN COMMUNICATIONS**

Credits 3 Lecture 3

An introductory course which focuses on the process and functions of communication in interpersonal, small group, interview, mass and intercultural contexts. Emphasis is placed on helping the student increase his/her competence as a communicator in each of these contexts.

✓ **SP 111 FUNDAMENTALS OF SPEECH**

Credits 3 Lecture 3

Fundamentals of preparation and presentation of oral discourse. Emphasis is on informative speaking, also in-depth introduction to classical rhetorical concepts of persuasive speaking.

✓ **SP 112 FUNDAMENTALS OF SPEECH**

Credits 3 Lecture 3

Prerequisite SP 111

Review and continuation of SP 111.

Emphasis is on development of skills in group discussions and group problem solving techniques. Introduction to argumentation.

✓ **SP 113 FUNDAMENTALS OF SPEECH**

Credits 3 Lecture 3

Prerequisite SP 112

Polishing of skills and techniques.

Projects in persuasion, argumentation and debate. Offered depending on demand.

✓ **SP 115 INTERCULTURAL COMMUNICATION**

Credits 3 Lecture 3

An introductory course that focuses on the impact of culture on the communication process. Emphasis is placed on both understanding cultural diversity and enhancing communication effectiveness in various intercultural contexts.

● **SP 229 ORAL INTERPRETATION**

Credits 3 Lecture 3

Prerequisite SP 111 or TA 141

The application of principles of oral reading to literature.

● **SP 237 GENDER & COMMUNICATION**

Credits 3 Lecture 3

This course focuses on the similarities and differences in male and female communication styles and patterns. Particular attention is given to the implications of gender as social construct upon perception, values, stereotypes, language use, nonverbal communication and power and conflict in human relationships. Discusses influences of mass communication upon shaping and constructing male and female sex roles.

● **SPAN 101 FIRST-YEAR SPANISH I**

Credits 4 Lecture 4

Introduction to Spanish stressing speaking and reading. Exercises in elementary composition and grammar.

● **SPAN 102 FIRST-YEAR SPANISH II**

Credits 4 Lecture 4

Prerequisite SPAN 101 or instr. approval

A continuation of SPAN 101.

● **SPAN 103 FIRST-YEAR SPANISH III**

Credits 4 Lecture 4

Prerequisite SPAN 102 or instr. approval

A continuation of SPAN 102.

✓ **SPAN 201 SECOND-YEAR SPANISH**

Credits 4 Lecture 4

Prerequisite SPAN 103 or instructor approval

Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Selections from representative authors are studied.

✓ **SPAN 202 SECOND-YEAR SPANISH**

Credits 4 Lecture 4

Prerequisite SPAN 201 or instructor approval

A continuation of SPAN 201.

✓ **SPAN 203 SECOND-YEAR SPANISH**

Credits 4 Lecture 4

Prerequisite SPAN 202 or instructor approval

A continuation of SPAN 202.

● **SPAN 211 SPANISH CONVERSATION & COMPOSITION**

Credits 3 Lecture 3

Prerequisite instructor approval

Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.

● **SPAN 212 SPANISH CONVERSATION & COMPOSITION**

Credits 3 Lecture 3

Prerequisite instructor approval

A continuation of SPAN 211.

● **SPAN 213 SPANISH CONVERSATION & COMPOSITION**

Credits 3 Lecture 3

Prerequisite instructor approval

A continuation of SPAN 212.

SPL 025 SPELLING IMPROVEMENT

Credits 1 - 3 Tutorial Lab Setting 1 - 3

This is an intermediate level review of general spelling rules, letter combinations and syllabication. Students who are placed in this level review and practice in order to strengthen what they are learning.

▼ **SUR 161 PLANE SURVEYING**

Credits 5 Lecture 3/Lab 6

Prerequisite competency MTH 060 and instructor approval

Principles and practices of leveling, linear and angular measurements, Gaussian Error Theory applied to measurements, care and adjustment of instruments, note-keeping and manual and machine methods of computation, including use of calculators and electronic computers.

▼ **SUR 162 SURVEYING & MAPPING**

Credits 5 Lecture 3/Lab 6

Prerequisite SUR 161

Field and office procedures in property surveying and preparation of plats and other maps; State Plane Coordinates, Solar observations, and GPS, legal elements of written and unwritten conveyances.

SUR 166 HIGHWAY FUNDAMENTALS

Credits 3 Lecture 3

Prerequisite SUR 162

A study of highway surveys, design standards, circular and vertical curves, curve transitions, earthworks and drainage.

SUR 167 SURVEYING SEMINAR

Credits 3 Lab 6

Prerequisite SUR 166

A continuation of SUR 166 involving applied surveying techniques in a project oriented environment. Credit hours provide student access to State licensing process.

✓ **TA 101 INTRODUCTION TO THE THEATRE**

Credits 3 Lecture 3

A course with the objective of broadening the students' insight to the workings of the theatre and to provide students with basic knowledge of the origins, nature, elements styles of drama and an understanding of the function of theatre artists and crafts people.

✓ **TA 141 FUNDAMENTALS OF ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

A studio course introducing the basics of stage acting technique. This class focuses on the actor's development of character in scene work through an introduction to concepts including relaxation, concentration, observation, physical and vocal commitment and sense memory. Students will be introduced to theatre terminology, rehearsal techniques and text analysis.

✓ **TA 142 FUNDAMENTALS OF ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

A studio course which is a continuation of concepts introduced in TA 141. The class will focus on continued mastery of physical and vocal technique utilizing scene study and class exercises. Emphasis is on period style, including commedia del'arte, comedy of manners, farce, and Shakespeare.

✓ **TA 143 FUNDAMENTALS OF ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

A studio course that is a continuation of concepts introduced in TA 142. Modern dramatists and the inherent performance demands on the actor will be studied, including Chekhov, Ibsen, Beckett, Pinter and Churchill along with performance art. The class will focus on an exploration of the relationship between ideas, their theatrical expression and the cross-disciplinary connection to other art forms.

● **TA 147 VOICE & DICTION FOR THE THEATRE**

Credits 3 Lecture 3

A studio course that introduces all aspects of vocal production for the stage, including breathing, support, vocal freedom, articulation and understanding verse. Students will learn modified yoga postures to stretch muscles and free the voice from unnecessary tension. Exercises and drills will be taught utilizing the works of poetry with the focus on preparing and delivering the Shakespeare audition piece.

● **TA 165 TECHNICAL THEATRE WORKSHOP**

Credits 1 - 3 Lab 3 - 9

Workshop in all facets of play production. May be repeated for a maximum of 9 credits.

● **TA 180 THEATRE REHEARSAL & PERFORMANCE**

Credits 3 Lab 9

Prerequisite instructor approval
Rehearsal and performance of a play. May be repeated for a maximum of 9 credits.

● **TA 241 INTERMEDIATE ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

This class is a continuation of the study of acting begun in TA 141, 142, 143 with an introduction to directing for the theatre.

● **TA 242 INTERMEDIATE ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

This class is a continuation TA 241.

● **TA 243 INTERMEDIATE ACTING TECHNIQUES**

Credits 3 Lecture 3/Lab 1

This class is a continuation of TA 242.

VOCB 025 EFFECTIVE VOCABULARY

Credits 1 - 3 Tutorial Lab Setting 1 - 3

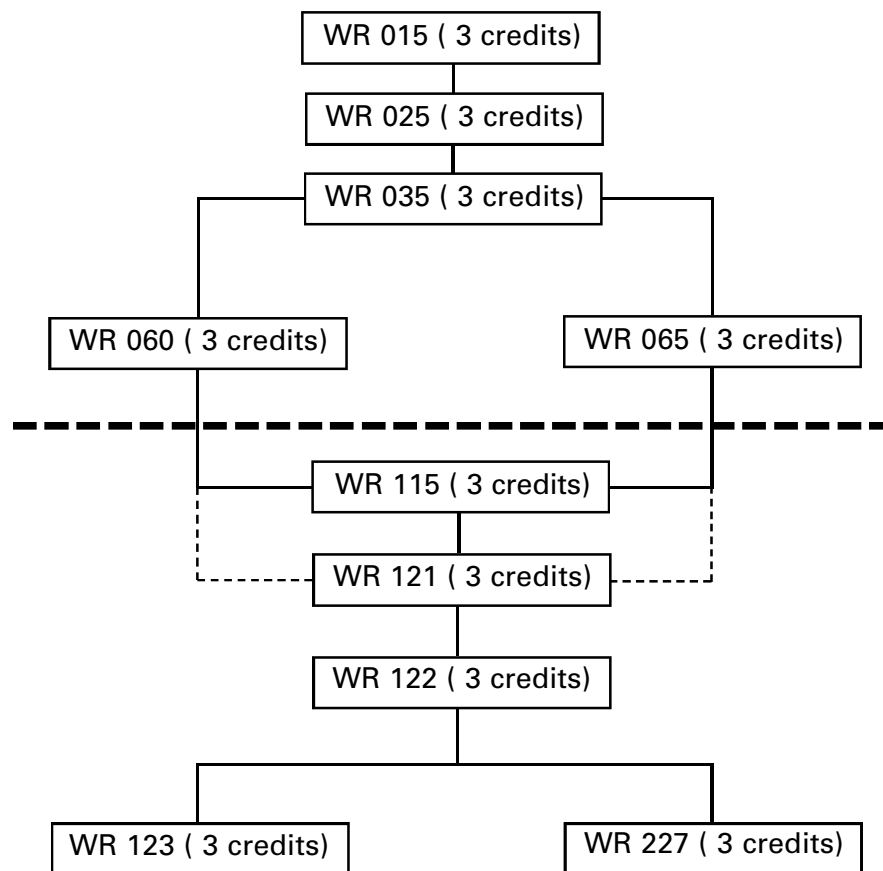
This is an introductory course. Students learn a wide variety of words they might use in everyday life. Students who are placed in this class will also study roots, prefixes and suffixes.

Writing Course Progression

Here's How It Works...

Initial placement into a writing course is based on your placement test score. Successful completion of a course indicates you are ready to take the next course in the progression.

For example, suppose your program requires WR 123 and your placement score starts you in WR 060. This means you need a four or five term sequence to complete your writing requirement: WR 060, WR 115 (if WR 060 is completed with a B below), WR 121, WR 122 and/or WR 123 or WR 227.



WR 015 WRITING IMPROVEMENT*Credits 1 - 3 Tutorial Lab Setting 1 - 3*

Students placed in this course will learn parts of speech, punctuation, word choice to make complete and correct sentences and subject-verb agreement. Offered in a lab setting with instructors available to help.

WR 025 WRITING IMPROVEMENT*Credits 3 Lecture 3 -or-**Credits 1 - 3 Tutorial Lab Setting 1 - 3**Prerequisite WR 015 or placement test*

This course includes a review of parts of speech and some punctuation; it also includes kinds of sentences, clauses and phrases, parallelism and use of tenses and possessives. It provides a great deal of writing practice in the included topics, as well as some word processing done on the computer and small group instruction.

WR 035 WRITING IMPROVEMENT*Credits 3 Lecture 3 -or-**Credits 1 - 3 Tutorial Lab Setting 1 - 3**Prerequisite WR 025 or placement test*

To be placed in this course, students must know correct grammar and mechanics and be ready to begin writing paragraphs. They will study functions of sentences, using clauses and phrases, writing and using kinds of sentences and avoiding sentence errors. Also, they will receive paragraph writing practice, will do some assignments on the computer and will participate in peer editing and small group instruction. This course is offered in both lab and traditional classroom settings.

WR 060 ELEMENTS OF THE ESSAY*Credits 3 Lecture 3*

Introduces students to the academic essay. The course moves from developing clear, coherent paragraphs to composing and revising the academic essay. Students are encouraged to develop confidence in their writing, strengthen composing and editing skills, collaborate in the writing process, and practice critical thinking.

WR 065 INTRODUCTION TO TECHNICAL WRITING*Credits 3 Lecture 3*

Introduces students to the basic elements of expository technical writing. Students will move from short, paragraph length technical works to multi-paragraph documents. Additional attention is directed toward integrating graphics into the writing, presenting the material orally and creating job search documents.

● WR 115 INTRODUCTION TO COLLEGE WRITING*Credits 3 Lecture 3**Prerequisite WR 060 recommended*

This course introduces college-level critical inquiry in academic reading and writing. Students will work on developing their ability to read critically and write college-level essays in a variety of different writing contexts and situations. Emphasis is on learning to use the conventions of written language appropriately and skillfully for different purposes and to experience and use writing as a recursive, social and collaborative process. (Transfer elective from 1998 forward.)

✓ WR 121 ENGLISH COMPOSITION*Credits 3 Lecture 3*

The first of a three-course sequence required by the AAOT degree this course focuses on writing clear, detailed, informative essays in a variety of forms, active reading and critical thinking. *Completion of WR 115 recommended but not required.*

✓ WR 122 ENGLISH COMPOSITION*Credits 3 Lecture 3**Prerequisite WR 121*

The second of a three-course sequence, this course focuses on the development of student skills in evaluating and composing essays of various lengths, with emphasis on style of expression, logical thought and evidence and argumentative approaches and strategies.

✓ WR 123 ENGLISH COMPOSITION*Credits 3 Lecture 3**Prerequisite WR 122*

A study of current research practices. The student is asked to learn research techniques and to write one or two long papers or several short ones using these skills.

● WR 198 SPECIAL STUDIES*Credits 1 - 3 Lecture 1 - 3*

Designed to provide interested and capable students with the opportunity to study special topics in writing.

✓ WR 227 TECHNICAL REPORT WRITING*Credits 3 Lecture 3**Prerequisite WR 122*

Researching and reporting technical information including business proposals, business plans, feasibility studies and process instructions. Concentration is on using information resources, evaluating and organizing materials and developing written and oral presentations.

✓ WR 241 INTRODUCTION TO IMAGINATIVE WRITING*Credits 3 Lecture 3*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry or other imaginative forms.

✓ WR 242 INTRODUCTION TO IMAGINATIVE WRITING*Credits 3 Lecture 3*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry or other imaginative forms.

✓ WR 243 INTRODUCTION TO IMAGINATIVE WRITING*Credits 3 Lecture 3*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry or other imaginative forms.

● WR 298 SPECIAL STUDIES*Credits 1 - 3 Lecture 1 - 3*

Designed to provide interested and capable students with the opportunity to study special topics in writing.



BMCC Phone Directory

Campus Services

Admissions	.541-278-5759
Art Gallery	.541-278-5952/5944
Bookstore	.541-278-5733
Business Office	.541-278-5747
Co-Enrollment of Students (TVCC and EOU)	.541-278-5758
College Prep/Skill Development	.541-278-5803/5795
Computer Lab	.541-278-5812
Cooperative Work Experience	.541-278-5758
Copy Center	.541-278-5966
Development & Public Relations	.541-278-5962
Distance & Extended Learning	.541-278-5763/5969
EOU Distance Education	.541-278-5776
Financial Aid	.541-278-5790
Foundation	.541-278-5775/5962
Grant Director	.541-278-5838/5962
Human Resources	.541-278-5850
JOBS Program	.541-278-5806
Office of Instruction	.541-278-5837
Learning Lab	.541-278-5799
Library	.541-278-5915
McCrae Activity Center	.541-278-5900
President's Office	.541-278-5951
Services For Students With Disabilities	.541-278-5807
Skill Center (JOBS)	.541-276-9050, Ext. 229
Small Business Development Center	.541-278-5833 or 888-441-7232

Student Activities	.541-278-5896
Student Government Office	.541-278-5948
Student Records	.541-278-5167
Student Services	.541-278-5930
Student Union	.541-278-5946
TDD Hearing Impaired	
Hermiston	.541-564-9248
Pendleton	.541-278-2174
Testing	.541-278-5931
Theatre Reservations	.541-278-5953
Transcripts Requests	.541-278-5167
TRIO Program	.541-278-5853
Tutoring	.541-278-5803/541-278-5804
Veteran's Assistance	.541-278-5165
Work Study	.541-278-5165

Programs

Apprenticeship	.541-278-5854
Agriculture	.541-278-5868
Basic Skills	.See College Prep/Skill Development
Business Technologies	.541-278-5868
Civil Engineering Technology	.541-278-5742
College Prep/Skill Development	.541-278-5803/278-5795
Computer Science	.541-278-5944
Dental Assisting	.541-278-5877
Distance and Extended Learning	.541-278-5763/5969
English	.541-278-5944
Fine Arts	.541-278-5944
Mathematics	.541-278-5944
Music	.541-278-5174
Nursing	.541-278-5877
Physical Education	.541-278-5868
Science	.541-278-5788
Social Science	.541-278-5944

Outlying Locations

BMCC Baker County	.541-523-9127
BMCC Grant County	.541-575-1550
BMCC Milton Freewater	.541-938-4082, ext 7170
BMCC Morrow County (Boardman)	.541-278-3300
BMCC Morrow County (Ione)	.541-422-7040
BMCC Hermiston	.541-567-1800 or 541-278-3300
BMCC Union County	.541-663-1378
BMCC Wallowa County	.541-426-4109

Other Off Campus Services

ABE (Eastside – Jan Bostwick & Amy Lindquist)	.541-276-0715
BMCC Hermiston (College Prep/Skill Dev.)	.541-567-6615
BMCC Hermiston (JOBS)	.567-0490
Community Corrections (C. Pinkerton)	.276-7824 Ext. 249
Education Service District (ESD)	.276-6992
EOCI (Chris Marks, Director)	.278-7102
TRCI (Beth Rehm, Director)	.922-6135

BMCC Board of Education

Dave Gallaher

Pendleton, Term Expires 2005

Royal Hansen

Milton Freewater, Term Expires 2005

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Pendleton, Term Expires 2007

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Ione, Term Expires 2007

Kim B. Puzey

Hermiston, Term Expires 2005

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Pendleton, Term Expires 2007

Joan Weaver

Baker City, Term Expires 2007

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Heppner, Term Expires 2004

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Pendleton, Term Expires 2004

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Hermiston, Term Expires 2004

Eileen Hendricks

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Dr. Clark Hilden

Pendleton, Term Expires 2005

Carole Innes

Pendleton, Term Expires 2004

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Hermiston, Term Expires 2005

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Pendleton, Term Expires 2006

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Pendleton, Term Expires 2004

Dotty Miles

North Powder, Term Expires 2006

Lonnie Read

Pendleton, Term Expires 2004

Sam Tucker

Milton-Freewater, Term Expires 2004

Administration

John Turner (2003)**Interim President**

BA, University of Oklahoma
MA, Catholic University of America
Fellowship, MIT

Dr. Gayle Lawn-Day (2004)**Interim Executive Vice President/Provost**

BS, Michigan Technological University
MPA, University of Oklahoma
PhD, University of Oklahoma

Anna Price (2001)**Interim Vice President, Business and Operations**

BA, New Mexico State
MA, New Mexico State

Arthur J. Hill (2001)**Vice President, Customized Training**

BA, Boston University
MBA, University of Bridgeport

Daniel R. Lange (1983)**Vice President, Instructional Advancement**

BFA, University of Montana
MFA, University of N. Colorado

Dr. Larry Bundy (2001)**Vice President, Information Technology**

BA, Central Washington University
BS, Central Washington University
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PhD, University of Utah

Karen C. Hill (1996)**Executive Director, Foundation**

BS, Eastern Oregon University

Susan Plass (2002)**Director, Grants**

AA, College of the Siskiyous
BA, California State University-Chico
MA, University of Oregon
Certificate, University of Oregon

BMCC Faculty

Full Time

Lower Division Credit

Dr. Jan Acsai (1991)

Instructor of Biology

AS, West Valley Junior College
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MA, Humboldt State University
PhD, Colorado State University

John A. Ashcraft (2001)

Instructor of Mathematics

BS, University of Arizona
MA, Golden Gate Baptist Theological Seminary

Mary D. Beisiegel (2000)

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BS, Oregon State University
MS, Virginia Polytech University

Gregory A. Berlie (1986)

Instructor of English

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MA, California State University-Chico

Michael Booth. (1989)

Instructor of Art

BFA, Utah State University
MFA, Utah State University

Dr. Lincoln A. DeBunce (1999)

Instructor of Geography & Anthropology

BS, Southern Oregon University
MA, Louisiana State University
PhD, University of Oregon

Robert L. Hillenbrand (1998)

Instructor of Mathematics

AA, Seattle Central Community College
BS, University of Washington
MS, Western Washington University

Llewellyn A. Jones (1995)

Instructor of Physical Education

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John Lamiman (2004)

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BA, Guilford College
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Christina E. Martinez (1994)

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BA, California State University-Fullerton
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Dr. Margaret M. Mayer (2001)

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MM, Michigan State University
PhD, University of California-Santa Barbara

Michelle Miller (1995)

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Douglas A. Rice (1993)

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Patrick Tangredi (2003)

Instructor of Theatre

BA, North Adams State
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ME, North Carolina State University
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BS, California State Polytechnic
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MS, California Polytechnic State
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Skill Development

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PhD, University of Utah

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MS, Central Michigan University

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Adjunct Instructor
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MS, Oregon State University

Karen Eddy (1993)
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BS, Eastern Oregon University

Dianne Ellingson (2003)
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BA, Augustana College
MS, Eastern Oregon University

L.K. Fisher (1996)
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JD, University of Oregon

Jodie Harnden (1997)
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BS, Western Oregon University
MS, Western Oregon University

Jan Hood (1988)
**Technical Projects Coordinator-
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AA, Blue Mountain Community College
AS, Blue Mountain Community College
BS, Oregon Institute of Technology
MMR, University of Georgia

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BA, Monterey Institute of International
Studies
MA, Monterey Institute of International
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Elizabeth Pearson (2002)
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MSW, Ohio State University

William Pickens (2002)
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Guy Post (1999)
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BS, Oregon State University
MS, Oregon State University

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Ty Campbell (2001)
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Mary Davis (1977)
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MS, Cornell University

Ruai Gregory (2000)
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AS, Grossmont College
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Jean Johnson (2003)
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MTE, Eastern Oregon University

Mary Ann Loiland (1999)
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Riley Price (2002)
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Patricia Rittenbach (2002)
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University

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BA, University of Portland

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BA, Brigham Young University

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BS, Oregon College of Education

Dolores J. Lockwood
Adjunct Instructor
BA, Northern Texas State University
EdM, Oregon State University

Ricardo Martinez
Adjunct Instructor
Conalep College-Morelia, Mexico
Centro Mexicano Internacional

Brenda J. Mathis
Adjunct Instructor
BA, Eastern Oregon University

Vicki L. McClaran
Adjunct Instructor
BS, Oregon State University

Stacey A. Merrigan
Adjunct Instructor
BS, University of Idaho

Dr. Beth M. Mills
Adjunct Instructor
BS, California State University
MS, University of Wyoming
PhD, University of Wyoming

Megan Montellano
Adjunct Instructor
BA, Portland State University

Carol J. Nevin
Adjunct Instructor
BA, University of Montana

Jodi Newton
Adjunct Instructor
BA, University of Oregon

Katherine Palmer (2000)
Adjunct Instructor
AS, Blue Mountain Community College
BS, Eastern Oregon University
MS, Oregon State University

Diane Pearson
Adjunct Instructor
BA, Albertson's College of Idaho
EdM, Wichita State University

Marjorie A. Prowant
Adjunct Instructor
BS, Ball State
MA, Ball State

Amanda Pugh (2002)
Adjunct Instructor
BS, University of Oregon
MLS, University of Oregon

Kathryn M. Roberg
Adjunct Instructor
BS, Viterbo College
MA, San Jose State College

Linda M. Stark
Adjunct Instructor
AA, Glendale College
BA, University of California-Berkeley

Amanda A. Villagomez
Adjunct Instructor
BA, Eastern Oregon University

Mary Zuzel (1984)
Adjunct Instructor
BA, University of Washington

Skill Development

Ramona (Bobbi) Justus (1994)
Instructor JOBS Program

Directors

Julie A. Bailey (2000)
Associate V.P. BMCC Baker
BS, Eastern Oregon University

Theresa E. Bosworth (1989)
Director, Financial Aid/Student Employment
AA, Blue Mountain Community College
BS, Eastern Oregon University

Leslie Y. Brown (1998)
Associate V.P. BMCC Milton Freewater
BS, Oregon State University

Darcy A. Dauble (1989)
Director, Library
BA, Willamette University
MA, University of Denver

Valerie S. Fouquette (1993)
Senior Director, Student Enrollment Services
BS, Portland State University
BS, University of Pacific
M.Ed., Walla Walla College

Julie A. Grinolds (2003)
Project/Director Title III
BS, Eastern Oregon University
M.Ed., University of Idaho

Diana L. Hammon (1989)
Director, Distance Education
AA, Blue Mountain Community College
BS, Eastern Oregon University

Jennifer L. Hills (1994)
Director, Apprenticeship/COD Union Co.
BS, University of Idaho
M.Ed., Eastern Washington University

Christopher M. Marks (2000)
Education Coordinator/EOCI
BS, University of Pacific
M.Ed., Walla Walla College

Steven H. Platt (1985)
Supervisor, Buildings & Grounds
AS, Blue Mountain Community College

Karen J. Reeder (1990)
Director, College Prep/Skill Development
BS, Northwest Christian College
EdM, Oregon State University

Elizabeth Rehm (2001)
Education Coordinator/TRCI
BS, Portland State University
MS, University of Oregon

Margaret Saylor (1975)
Associate V.P. BMCC Hermiston/Boardman
BS, Eastern Oregon University
MA, Oregon State University

Amy Spiegel (1998)
Coordinator, Services to Students with Disabilities
BA, California State University-Long Beach

Parking

Locations of parking lots on the BMCC campus are shown on the Campus Map. Parking spaces are clearly marked. To avoid parking citations, please follow the College parking regulations.

Do not park in areas where the curb is painted yellow, black or green.

Park only in spaces marked with a white line on both sides of your car.

Do not park in a driveway, crosswalk, loading zone, handicapped zone, fire lane, on grass or on the sidewalks.

Visitor parking is for visitors only and permits are required. Please contact the office you are visiting to obtain a Visitor Parking Permit and place it in on the dash of your car. If you are visiting and receive a parking citation, sign the ticket where directed and return it to the Business Office and no fine will be assessed.

Handicapped parking zones are patrolled by the Pendleton Police Department and violators receive hefty fines from the city.

Those students needing either a temporary or permanent disabled parking permit must acquire the appropriate application at the Oregon State Department of Motor Vehicles. The application requires a physician's explanation and signature. The permit can be

purchased for a nominal fee. The College itself has no parking permits for those with disabilities.

Students who receive citations for traffic violations should pay the listed fine or file an appeal in the Business Office in Morrow Hall, within the time specified on the ticket. Delay results in a higher fine.

Campus Map Directory

Morrow Hall

Upper Level

Agriculture Faculty Offices
Apprenticeship
Business Office
Development & Public Relations
Disability Services
Distance/Extended Learning Services
Foundation Office
Grant Director
Special Programs (Basic Skills)
Student and Enrollment Services
Admissions & Records
Advising & Testing
Financial Aid Office
Job Placement/Career Center
TRIO/Student Support Services
Portland State University Office

Lower Level

Business Technologies Labs & Faculty Offices
Eastern Oregon University Office
Small Business Development Center
Department of Public Safety Training
Pioneer Hall

Upper Level

Art Studio & Faculty Office
ASG/Student Program Offices
Betty Feves Memorial Gallery
Boardroom
Bookstore
Copy Center
Fine Arts Faculty Offices
Human Services & Social Science Faculty Offices
Library/Media Center
Office of Instruction
President's Office
Student Union and Sunroom
Pioneer Theatre

Lower Level

Civil Engineering/Drafting
Technology Labs & Faculty Offices

McCrae Activity Center

Athletics Program Offices
Gymnasium
Health & Phys. Ed Faculty Offices
Music Rooms & Faculty Offices
Swimming Pool
Weight Room

Health Education

Dental Assisting Lab & Faculty Offices
Nursing Lab & Faculty Offices

Emigrant Hall

Upper Level

Computer Labs
Computer Science Labs & Faculty Offices
Information Technology
Mathematics Lab & Faculty Offices

Lower Level

ESD Offices

Science & Technology

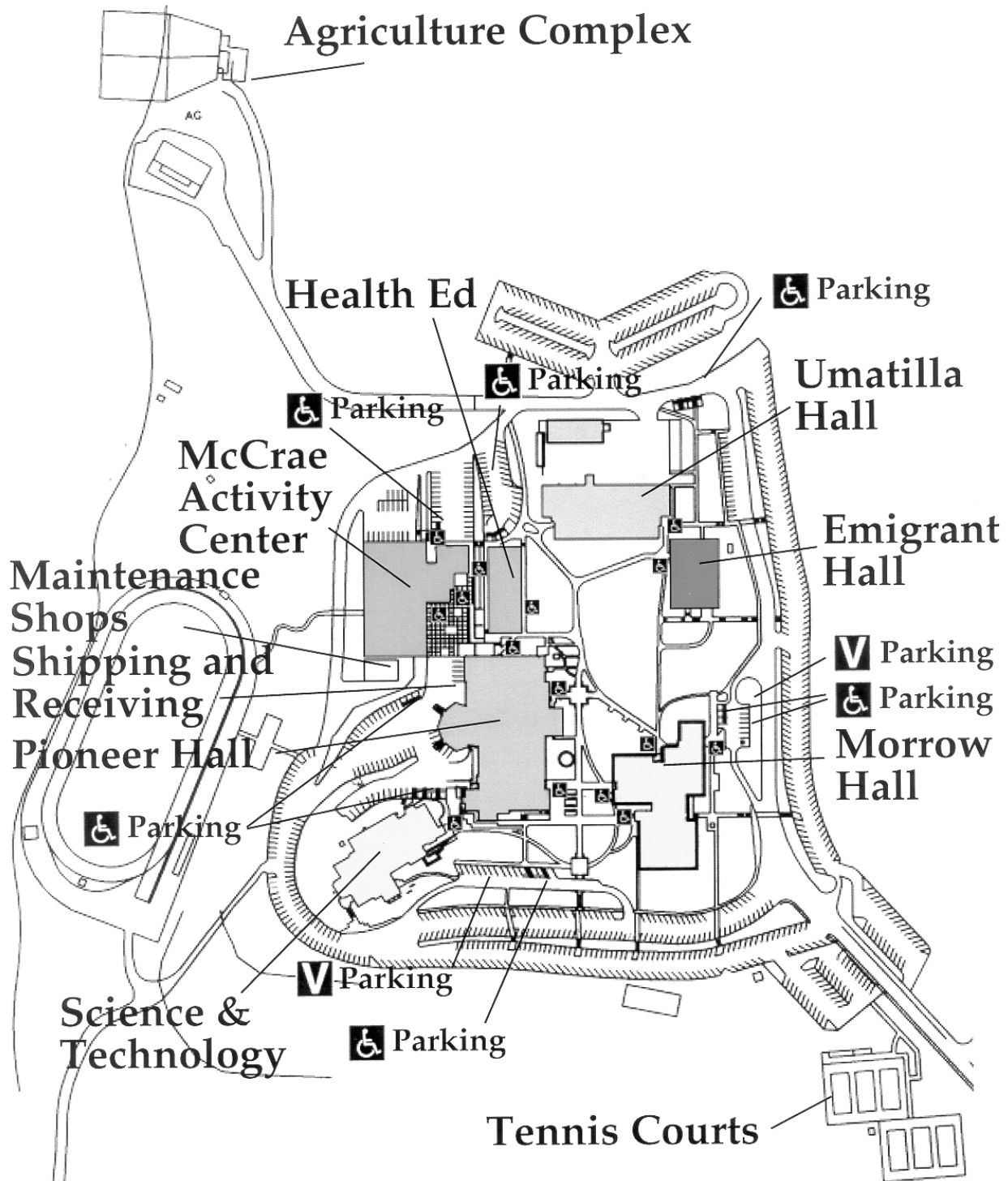
Upper Level

Chemistry Lab & Faculty Offices
Geology Lab & Faculty Offices
Lecture Hall ST 200

Lower Level

Biology Lab & Faculty Offices
Greenhouse
Physics Lab & Faculty Offices





Parking

Accessible Entry

Visitor Parking

LOGO GOES HERE